Best Practice in Creating and Managing Open Educational Resources: Examples and Samples

Introduction to this document

The following materials were used in the development of the Open Course Library, managed by the Washington State Board for Community and Technical Colleges (SBCTC). These materials provide an example of how an institution or project can manage the development and delivery of open educational content.

Index

Sample creative commons logo on the content page

Sample copyright statement

The course materials you are viewing were created as part of the Open Course Library (OCL) project. The OCL is a collection of courses designed by a cooperative of faculty members in Washington State starting in 2011. The courses, and our maintenance of them, are complete as of March 2013.

All of our work is available for use and adoption by anyone at any time. We release materials created by our team using a Creative Commons (CC By) license.

Some materials associated with this course might have be made available through cooperation of the original copyright holder. In these cases please follow the distribution restrictions as defined by the specific material.

To attribute this course please use the names of our faculty designer(s): Rebecca Engel

To cite this course please use the following citation example:

Engel, Rebecca. Open Course Library: ASL&121: American Sign Language I. *The Open Course Library*. Washington State Board for Community & Technical Colleges, xx March, 2013. Web. Date of access.

Sample Email to request permission

Hello Dr. Dumbledore,

I am a faculty with the Washington State Open Course Library project. The purpose of this project is to design openly licensed courses that can be taught face-to-face, hybrid and/or online. These courses will be freely available on the internet for anyone to copy, modify and use. One of the purposes of this project is to offer educational resources to regions where formal educational opportunities are scarce or expensive.

I am creating a course entitled "Advanced potion" and I would like to use a post from you blog entitled "Why poly juice potion?" from February 2005.

I am seeking your permission to distribute this material as part of our course. You will maintain your copyrights, but will be giving us permission to distribute this material for reuse as part of the teaching of this course. We will mostly likely copy the text of your post into a Google document, attribute you and include a note that the work should be used for educational purposes. A full citation for the work will accompany it, as will a statement of copyright ownership and notice that the work cannot be distributed for reasons other than education.

Please contact me at xxxx@hogwarts.edu or by telephone at 253-xxx-xxxx with information about this request.

Thank you for your time and attention.

Regards,

Boyoung

Sample Resource Clearinghouse

This is a list of all materials used in the ANTH&100 Open Course Library course. All distributed materials have been cleared for copyright. Some materials are linked as appropriate.

Citation for Material in MLA	Original Link to Material	Module/Lesson	Plan for use of the material	Copyright	Permanent Access from OCL (Where Available)
Hasten, Lauren W. "Teaching Anthropology." YouTube. 2009 Jul 23. Web. 12 Jun 2012.	http://youtu.be/uWrmMBivIkw	Module 1, Overview	This film is a brief look into the four fields of anthropology, perceptions of the subject, and what it means to use the holistic perspective.	Permission granted, see 2HastenCopyrightPermission file.	http://www.youtube.com/watch?v=uWrmMBivIkw
"Cultural Anthropology: Introduction." Wikibooks. 16 April 2012. Web. 16 June 2012.	http://en.wikibooks.org/wiki/Cultural_Anthropology/Introduction	Module 1, Required Readings	required readings	CC-SA	https://docs.google.com/file/d/0B6cbgIt0rhk3Q0dodTR5OU02bXc/edit?usp=sharing (PDF Version Created 2/22/2013)
What is anthropology? by the American Anthropology Association	http://www.aaanet.org/about/WhatisAnthropology.cfm	Module 1, Required Readings	required readings	Link to Online Version, no distribution.	Web Link: http://www.aaanet.org/about/WhatisAnthropology.cfm (No distribution by OCL)
"Biocultural." Medanth Wiki. n.d. Web. 16 June 2012.	http://medanth.wikispaces.com/Biocultural	Module 1, Required Readings	required readings	CC-SA	https://docs.google.com/file/d/0B6cbgIt0rhk3T1Z0T19PWU42Z3c/edit?usp=sharing (PDF Version Created 2/22/13)
Antrosio, Jason. "What is Anthroplogy?" Anthropology Report, n.d. Web. 11 June 2012.	http://anthropologyreport.com/what-is-anthropology/	Module 1, Required Readings	required readings	Copyright permission granted, see 1AntrosioCopyrightPermission file.	Can link via web, original author notes this changes sometimes. PDF for course: https://docs.google.com/file/d/0B6cbgIt0rhk3cktDYnJSdkF5SUk/edit?usp=sharing (PDF Version Created 06/2012)
Hume, Douglas W. "What is Anthropology?" AnthroNiche, 30 Dec 2011. Web. 12 June 2012.	http://anthroniche.com/pedagogy/what-is-anthropology.	Module 1, Required Readings	required readings	Copyright granted by holder. See 3HumeCopyrightPermission file	Can link via web, but websites may change. PDF for course: https://docs.google.com/file/d/0B6cbgIt0rhk3QlhEU29nM1NoSjg/edit?usp=sharing (PDF Version Created 06/2012)
The American Anthropological Association Statement on Ethics	http://www.aaanet.org/stmts/ethstmnt.htm	Module 1, Required Readings	required readings	Link to Online Version, no distribution.	Web Link: http://www.aaanet.org/stmts/ethstmnt.htm (No distribution by OCL)
The IRIS tutorials on information literacy.	http://www.clark.edu/Library/iris/	Module 1, Required Readings	required readings	CC-SA Licensing.	Link to site at local college where available. Otherwise, use this link: http://www.clark.edu/Library/iris/
Miner, H. 1956. Body ritual among the Nacirema. American Anthropologist 58 : 503-507.	https://www.msu.edu/~jdowell/miner.htm	Module 1, Required Readings	required readings	This is considered in the public domain as per the American Anthropologist Website. Public Domain in AAA Journals Please note that AAA article content published before 1964 is in the public domain and may be used and copied without permission. The AAA asks only that you include a complete reference to the original publication and a link to AnthroSource. (Website: http://www.aaanet.org/publications/permissions.cfm)	https://docs.google.com/file/d/0B6cbgIt0rhk3VVNORUpRU1pqQzg/edit?usp=sharing (PDF Version Created 06/2012)
Broadbent, Stefana. "How the Internet Enables Intimacy." TED Talks. 2009 July. Web. 13 June 2012.	http://www.ted.com/talks/lang/en/stefana_broadbent_how_the_internet_enables_intimacy.html	Module 1, Required Multimedia	Anthropologist Stefana Broadbent watches us while we talk (and IM, and text). She is one of a new class of ethnographers who study the way our social habits and relationships function and mutate in the digital age.	Link to this-- Permission granted at source.	Link: http://www.ted.com/talks/lang/en/stefana_broadbent_how_the_internet_enables_intimacy.html
Smithsonian National Museum of Natural History. "Staff Video Interviews: Behind the Scenes Video Look at Anthropologists at Work." Smithsonian Department of Archaeology. n.d. Web. 18 June 2012.	http://anthropology.si.edu/video_interviews.html, http://youtu.be/khWYGuD0dbk, http://youtu.be/318B3Ot51zY	Module 1, Required Multimedia	Watch the video on how an archaeologist at the Smithsonian's Department of Anthropology decided to become an anthropology major, how he defines anthropology, the degrees he obtained, how he got a job and what he does as an archaeologist.	Copyright permission granted, see 14SmithsonianCopyrightPermission file.	http://youtu.be/khWYGuD0dbk, http://youtu.be/318B3Ot51zY

Sample Video list

Citation	Original Link	Course Location	Link to use for	Permission Status	Licensing Language	Universal Design
Hasten, Lauren W. "What is Anthropology	http://www.youtube.com/wa	Module 1,	http://www.youtub	Permission granted,	Used with permission	Transferred to
Broadbent, Stefana. "How the Internet	http://www.ted.com/talks/la	Module 1,	http://www.ted.co	Link to this		Only link to this,
Smithsonian National Museum of Natural	http://anthropology.si.edu/vi	Module 1,	Watch the video on	We have permission	Used with permission	http://youtu.be/kh
Wells, Spencer. "Spencer Wells builds a	http://www.ted.com/talks/sp	module 2	http://www.ted.co	CC- but link so we		Captioning
Tishkoff, Sarah. "Genetics of Human	http://media.hhmi.org/hl/11L	module 2	http://media.hhmi.o	Permission implied by		Captioning
"What is a theory?" Nova. Judgment Day:	http://www.teachersdomain.	module 2	http://www.teacher	Link to this		Transcripts
Jablonski, Nina. "Breaking the Illusion of	http://www.ted.com/talks/ni	module 2	http://www.ted.co	CC but link to		Captioned by
Chaddha, Rima. "Our Family Tree". Nova.	http://www.pbs.org/wgbh/no	module 3	http://www.pbs.org	Link to this.		This is not a video,
"What is a Bonobo?" Evolutionary	http://evolutionaryanthropol	module 3	http://evolutionarya	Requesting Permission		Mostly image and
"Ape Genius". Nova. PBS Video. 2008. Web.	http://video.pbs.org/video/1	module 3	http://video.pbs.org	Link to this.		Captioning provided
Savage-Rumbaugh, Susan. "The real-life	http://www.ted.com/talks/su	module 3	http://www.ted.co	Link to this.		Captioning provided
The Leakey Foundation. "The Bi-Polar	http://www.youtube.com/wa	module 3	required multimedia	Requesting	Used with permission	
"Primate Behavior". What does it mean to	http://humanorigins.si.edu/e	module 3	http://humanorigins	Link to this source		Video on site is
"Becoming Human: Series Overview".	http://www.pbs.org/wgbh/no	module 4	http://www.pbs.org	Link to this .		Video on site is
Leakey, Louise. "Louise Leakey digs for	http://www.ted.com/talks/lo	module 4	http://www.ted.co	Link to this.		Captioning provided
Sringer, Christopher. "Rethinking "Out of	http://www.edge.org/conver	module 4		Asking permission. If		Transcripted at
Paabo, Svante. "DNA clues to our inner	http://www.ted.com/talks/sv	module 4	http://www.ted.co	CC- but link to		Captioning
"What is archaeology?" produced by Faith	http://www.archaeologychan	module 5	http://youtu.be/Ril_	We have permission	Used with permission	Captioning provided
Diamond, Jared. "Why Societies Collapse."	http://www.ted.com/talks/ja	module 6	http://www.ted.co	Link to this.		Captioned at

Please find the templates at http://goo.gl/wCSLA

Washington State Student Completion Initiative
Open Course Library (OCL)
Phase 2 – Beginning January 2012
Guidelines & Deliverables

Unified Quarter Schedule

We will us the following schedule to define quarters for the Open Course Library project across all colleges. Open Course Library participants agree to follow this schedule during the project:

January 9, 2012	Start Winter OCL work – **Plan, outline, and develop course**
March 23, 2012	End Winter OCL work
April 2, 2012	Start Spring OCL work – **Course development, course reviews**
June 14, 2012	End Spring OCL work
Summer 2012	**Summer Break**
Fall 2012	**Faculty course designers pilot teach OCL course at their colleges (Fall Quarter)**
January 7, 2013	Start Winter OCL work – **Final revisions**
March 22, 2013	End Winter OCL work – **All OCL work due**

Project Deliverables and Timeline

In phase 2 we are providing a much more specific set of deliverables and deadlines for two reasons:

(1) the funds we are using require monthly deliverables from all participants, and (2) many of the phase 1 courses were completed late, resulting in additional expense. In phase 2 grant payments will be contingent on completion of monthly deliverables. By participating in the project you agree to meet the following deliverables and deadlines:

Winter 2012 Deliverables (as of 2/14/12)

Winter 2012 Deliverables	Faculty Course Designer	Instructional Designer (ID)	Other (specify who)	Final Deadline
Kickoff planning for Support Staff (Meet online via Collaborate)		TBA	All Support Staff TBA	
Course preview sheet, including draft of course-level objectives	Bring digital file to kickoff	Review at kickoff		January 26, 2012
All: Attend OCL phase 2 kickoff (mandatory)	January 24-26, 2012			
Course-level objectives	Submitted by February 3, 2012	Reviewed by February 10, 2012		February 17, 2012
Module-level objectives	Submitted by February 10, 2012	Reviewed by February 17, 2012		February 24, 2012
Course Content Map / Outline	Submitted by February 17, 2012	Reviewed by February 24, 2012	Sent to 2 Subject Matter Experts on March 16, 2012	April 2, 2012
Learning Activities	Submitted by March 9, 2012	Reviewed by March 16, 2012		March 23, 2012
SME Peer Reviews	Faculty sends SME nomination with criteria to ID by 2/17	ID approves by 3/1	QA (Ellen B.) sends all SMEs confirmation e-mail by 3/5	SMEs given full course map and learning activities by 3/16; reviews due to QA by 4/2 (then sent to IDs & faculty)
Brief OCL Project Report/Online Survey (Tom will send link)	Submitted by ALL project participants by June 14	Submitted by ALL project participants by June 14, 2012	Submitted by ALL project participants by June 14, 2012	
System to track copyright clearance and tracking of all materials used in each course			Organized by librarians by February 24, 2012	In place by February 24, 2012
Webinar on identifying copyright of educational materials			Librarians lead webinar in mid-February, 2012	
END WINTER QUARTER 2012 Colleges invoice SBCTC for winter	Quarter ends March 23			

Spring 2012 Deliverables

Spring 2012 Deliverables	Faculty Course Des.	Instructional Designer (ID)	Other (specify who)	Final Deadline
Syllabus and Exams/Assessments with answer keys or grading rubrics (note: answers will be openly shared)	Submitted by April 20, 2012	Reviewed by April 27, 2012		May 4, 2012
All external materials indexed and copyright cleared (author, copyright license, URL, short description)			Librarians, Spring 2012	June 1, 2012
All materials complete and ready for faculty reports & expert reviews	Ready by May 4, 2012 or sooner			
Subject Matter Expert Review of course materials x 2			Reviewed by 2 Subject Matter Experts by May 18 (content review)	
Global Education Report – submitted by faculty course designers	Submit report June 22, 2012 or sooner		Reviewed by Global Ed Specialist. All reviews completed by May 25, 2012	Final Global Ed approval in winter 2013
Information Literacy Report – submitted by faculty course designers	Submit report June 22, 2012 or sooner		Reviewed by Librarian All reviews completed by May 25, 2012	Final changes by June 22, 2012
Accessibility / Universal Design Report	Submit report June 22, 2012 or sooner		Reviewed by Accessibility/UD Specialist & DSSC in summer 2012	Final Accessibility/UD approval in winter 2013
Instructional Design Review of course materials -- ready to pilot?		Reviewed by June 29, 2012		Final ID approval in winter 2013
Course Development Complete! Prep for pilot by moving OCL materials to LMS, as needed (work with local eLearning staff for help)				
Brief OCL Project Report/Online Survey (ALL OCL2 participants)	Submitted by June 27, 2012	Submitted by June 27, 2012	Submitted by librarians by June 27, 2012	
END SPRING QUARTER 2012 Colleges invoice SBCTC for spring quarter work.	Spring OCL2 Quarter ends June 16, 2012	Colleges submit invoices by July	All expenses for fiscal year 2011-12 must be submitted to SBCTC	

Sample Deliverables Tracking

Course ID	Course	Course-level	Module-level	Course Content	Learning	Assessments	Syllabus	Material $30 or	Videos all	Citation Page	Copyright Clear	2 SME	Global Education	Info Lit Report	Accessibility / UD	Instructor Guide	ID Check - Ready
A NOTE: Please enter Submitted, Reviewed, or Completed + Date (Everything else should be entered using the																	
ACCT&203	Principles of Accounting III	Completed 2/6	Completed 2/10	Completed - 2/17	Completed 3/9	Reviewed 4/20	Completed	Yes	Completed	Completed June 4	Completed June 4	2 completed	Completed 1/19	Reviewed 6/5	Completed	Completed	Ready to Pilot
ANTH&100	Survey of Anthropology	Completed 2/6	Completed 2/16	Completed 3/5	completed 3/23	completed 4/30	Ready to Pilot 4/30	Yes	Completed	completed	Completed 3/4	1	Completed 1/19	completed 5/22	Completed	completed	Ready to Pilot
ASL&121	Am Sign Language I	Completed 2/15	Completed 2/15	Reviewed 2-29	Completed	Completed	Completed	Yes (book price is	Yes	Completed	Completed	1	Completed 3/17	Completed 5/30			will be ready F12
ASL&122	Am Sign Language II	Completed 2/15	Completed 2/15	Reviewed 2-29	Completed	Completed	Completed	split between the 3	Yes	Completed	Completed	1	Completed 3/17	Completed 5/30			will be ready F12
ASL&123	Am Sign Language III	Completed 2/15	Completed 2/15	Reviewed 2-29	Completed	Completed	Completed	quarters of study	Yes	Completed	Completed	1	Completed 3/17	Completed 5/30			will be ready F12
ASTR&101	Intro to Astronomy	Completed	Completed	Completed		Completed	Completed	Yes	Yes	Complete	Complete	2	Completed 1/20	Complete	Completed		Ready to Pilot
BIOL&100	Survey of Biology	Completed 2/3	Completed 3/9	Completed 3/12	Completed 3/9	Completed	Completed 4/27			Complete 6/8	Completed 6/8	2	Completed 1/20	Completed 6/11	Completed	Completed	Ready to Pilot
BIOL&211	Majors Cellular [or Animal or	Completed 3/2	Completed 4/2	Completed 4/2	Completed	Completed	Completed			Complete 6/8	Complete 6/8	1	Completed 1/20	Completed 6/11	Completed	Completed	Ready to Pilot
BIOL&212	Majors Animal [or Cellular or	Completed	Completed 4/15	Completed 4/15	Completed	Completed	Completed			Complete 6/8	Complete 6/8	1	Completed 1/20	Completed 6/11	Completed	Completed	Ready to Pilot
BIOL&213	Majors Plant [or Cellular or	Completed 3/2	Completed 4/2	Completed 4/2	Completed	Completed	Completed			Complete 6/8	Complete 6/8	1	Completed 1/20	Completed 6/11	Completed	Completed	Did not Pilot
BIOL&260	Microbiology	Completed 2/12	Completed 2/16	Completed 2/23	Completed 3/9	Reviewed 4/20	Completed 5/10			Complete 4/1/	Complete 4/1	2	???	Complelted 3/19	Completed	Submitted 3/26	Will be ready F12
BUS&201	Business Law	Completed 2/6	Completed 2/10	Completed	completed	Ready for Pilot	Completed	Yes	Completed	Completed 6/17	Completed 6/17	2	Completed 2/9	Reviewed 5/28	Completed	Completed	Completed
CMST&101	Intro to Communication	Completed	Completed	Completed	Completed	Completed	Completed		Completed	Completed 2/28	Complete	2	Completed 2/9	Completed	Completed	Completed	Ready to Pilot
CMST&102	Intro to Mass Media	Completed 2/6	Completed 2/17	Completed 3/12	completed 3/23	Ready for Pilot	Ready to Pilot 4/30	Yes	Completed	Completed	Completed	2	Completed 2/9	completed 5/9	Completed	Completed	Ready to Pilot
CMST&210	Interpersonal Communication	Completed	Completed	Completed	Completed	Completed	Completed	Yes	Completed	Completed	Completed	2	Completed 2/10	Completed	Completed	Completed	Ready to Pilot
CMST&230	Small Group Communication	Completed	Completed	Completed	Completed	Completed	Completed		Completed	Completed	Completed	2		Complete 5/25	Completed	Completed	Ready to Pilot
DRMA&101	Intro to Drama	Completed	Completed	Completed	Completed	Completed	Completed	Yes	Completed	Completed	Completed	1	Completed 2/10	Complete 5/25	Completed	Completed	Will be ready F12
ENG&244	American Literature I	Completed	Completed 3/3	Completed 3/3	Completed 3/16	completed 5/6	completed 5/6	Yes	none to upload	Completed	Completed	2-Completed	Completed 2/10	Complete 7/3	Completed	Completed	Ready to Pilot
ENVS&100	Survey of Environ Science	Completed 2/5	completed 2/11	Completed 2/19	Completed 3/12	completed 5/6	completed 5/6	Yes	none to upload	completed 7/9	completed 7/9	Completed 2	Completed 2/16	completed 6/11	Completed	Completed	Ready to Pilot
FRCH&121	French I	Completed 2/5	completed 2/11	completed 2/18	completed 3/14	completed 4/22	completed 5/6	yes	none to upload	competed 6/1	competed 6/1	2	Completed 2/10	completed 6/1	Completed	Completed	Ready to Pilot
FRCH&122	French II	Completed 2/5	completed 2/11	completed 2/18	completed 3/14	completed 4/22	completed 5/6	yes	none to upload	competed 6/1	competed 6/1	2	Completed 2/16	competed 6/1	Completed	Completed	Ready to Pilot
FRCH&123	French III	Reviewed 2/26	completed 2/11	completed 2/18	completed 3/14	completed 4/22	completed 5/6	yes	none to upload	competed 6/1	competed 6/1	2	Completed 2/16	competed 6/1	Completed	Completed	Ready to Pilot
HIST&116	Western Civilization	Completed 2/6	Completed 3/5	Completed 3/5	Ready for Pilot	Ready for Pilot	Ready to Pilot 4/30	Yes.	Completed.	completed 6/1	completed 6/1	Completed 2 -	Completed 2/16	completed 5/14	Completed	completed	
HIST&126	World Civilizations I	Completed 2/24	Completed 2/24	in progress	Completed	Completed	completed 5/6	yes	N/A	Completed	Completed	1	Completed 2/16	Completed 6/5	Completed		will be ready F12
HIST&214	Pacific NW History	Completed 2/6	Completed 2/10	Completed- 2/17	Completed 3/9	Submitted. Need	Completed	yes	Completed	Reviewed May 9	Reviewed May 9	Completed 2	Completed 2/16	Reviewed 5/25	Completed	completed	Ready to Pilot
HIST&215	Women in US History	Completed 2/10	Completed 2/10	Reviewed 2/24	Completed	Completed	Completed	Yes	N/A	Completed	Completed	Completed	Completed 3/20	Completed 6/12	Completed		will be ready F12
HLTH101	Health for Adult Living	Completed 2/10	Completedld 2/10	Reviewed 2/24	Completed	Completed	Completed	Yes	Yes	Completed	Completed	Completed 2	Completed 2/16	Completed 7/16	Completed		will be ready F12
HUM&101	Intro to Humanities	Completed 2/10	Completed 2/10	Reviewed 2/24	Completed	Completed	Completed	Yes	Yes	Completed	Completed	2	Completed 3/18	Completed 5/25	Completed		will be ready F12
MATH&107	Math in Society	Completed 2/3	Completed 2/10	Completed 3/12	Completed 3/27	Ready to Pilot 4/27	Ready to Pilot 4/27			Complete 6/1	Complete 6/1	2	Completed 2/16	Completed 6/11	Completed	Completed	Ready to Pilot
MATH&148	Business Calculus	Completed 2/5	Completed 2/10	Completed 2/17	Completed 3/7	Completed 4/20	Completed 4/20	Yes	Completed	Completed 6/7	Completed 6/7	Completed 2	Completed 5/25	Completed 6/11	Completed	completed	Ready to Pilot
NUTR&101	Nutrition	Completed 2/10	Completed 2/21	Completed 3/22	Completed 4/10	Reviewed 4/30	Completed 4/29			Complete 3/27	Complete 3/27	2		Completed 3/28			Will be ready F12
PHYS&100	Physics: Non Science Majors	Completed 2/10	Completed 2/17	Completed 2/24	Ready to Pilot 4/13	Completed 3/17	Ready for Pilot 5/4			Complete 6/1	Complete 6/1	1	Completed 2/16	Completed 6/11	Completed	Completed	Ready to Pilot
POLS&101	Intro to Political Science	Completed 2/3	Completed 2/10	Completed	Completed	Ready for Pilot 4/24	Ready to Pilot 4/27	Yes	Completed	Completed 5/21	Completed 5/21	Completed 2	Completed 2/17	Reviewed 5/30	Completed	Completed	Ready to Pilot
POLS&202	American Government	Completed 2/3	Completed 2/10	Completed	Completed	Ready to Pilot 4/27	Ready to Pilot 4/27	Yes	Completed	Completed 6/18	Completed 6/18	Completed 1	Completed 2/17	Reviewed 5/30	Completed		Ready to Pilot
PSYC&220	Abnormal Psychology	Completed	Completed	Completed	Completed	Completed	Readyto Pilot			Submitted	Submitted	2	Completed 2/17	Reviewed 5/25	Completed		I hope will be ready
SOC&101	Intro to Sociology	Completed 2/6	Completed 2/16	Completed - 3/5	completed 3/23	Ready to Pilot 4/27	Ready to Pilot 4/30	Yes	Completed.	Complete 3/2	Complete 3/2	2	Completed 2/17	completed 5/29	Completed		Ready to Pilot
SOC&201	Social Problems	Completed 2/6	Completed 3/5	Completed - 3/28	completed 3/23	Ready to Pilot 4/30	Ready to Pilot 4/30	Yes	Completed.	Complete	Complete	2	Completed 2/17	completed 5/23	Completed		Ready to Pilot
SPAN&121	Spanish I	completed 2/18	completed 2/18	complete 2/26		completed 4/22	completed 5/6	yes	none to upload	Completed 7/9	Completed 7/9	Completed 2	Completed 2/17	Reviewed 6/4	Completed		Will be ready F12
SPAN&122	Spanish II	completed 2/18	completed 2/18	complete 2/26	Completed 3/12	completed 4/22	completed 5/6	yes	none to upload	Completed 7/9	Completed 7/9	Completed 2	Completed 2/17	Reviewed 6/4	Completed		Will be ready F12
SPAN&123	Spanish III	completed 2/18	Completed 3/3	complete 2/26	Completed 3/12	completed 4/22	completed 5/6	yes	none to upload	Completed 7/9	Completed 7/9	Completed 2	Completed 2/17	Reviewed 6/4	Completed	completed	Will be ready F12