## OER Objectives Organizer Directions

*This set of directions are to be used alongside the* ***OER Objectives Organizer*** *tab of the* [*OERFSJ Deliverables 1-5 spreadsheet*](https://lmu.box.com/s/nr373cqlsegfls6cww28xbai6m780rp2)*.*

*View a completed* [*OER Objectives Organizer.*](https://lmu.box.com/s/r54yhw1qlulra1g5ksvermdyuqxi8v0o)

This OER Content Map will help you plan out the structure or backbone of your OER.

### Step 1: Organize your objectives

#### Organize the objectives by topic

Review your learning objectives in the **Learning Objectives** column. Ask yourself the following question:

*"What topics need to be covered in the OER for students to be able to achieve this objective?"*

Type these topics into the **Topics** column next to each learning objective. As you go through the objectives, adding topics to the **Topics** column, you may see that several objectives fall under the same or similar topics.

These topics will likely become the sections of your chapters in your OER.

#### Group into chapters

Now that you have your learning objectives grouped by topic, decide which topics can be grouped into each chapter.

Look through the list of topics in **Topics** column. Which topics would work well together in a chapter?

In the **Chapters** column, give each topic the name of a chapter under which that topic falls. There will likely be several topics that fall under the same chapter. Don't worry about choosing the perfect chapter name just yet. You can keep thinking of and perfecting chapter names as you create the OER.

**Table 1:** OER Objectives Organizer example

|  |  |  |
| --- | --- | --- |
| **Learning Objectives** | **Topics** | **Chapters** |
| Example: Upon completing this week/module learners will be able to…  Identify the five persuasive strategies.  Structure persuasive verbal messages that actively foster inclusion, ensuring accessibility and respect for diverse audiences within the DEIA framework. | Persuasive Strategies | Giving a Persuasive Speech |

### Step 2: Create a Table of Contents

Now that you have assigned your objectives to a topic and your topics to a chapter, you can organize these items into a Table of Contents. When creating the Table of Contents, you will want to answer the following question:

***In what order*** *do I want to guide my students through the content?*

Follow the directions below to complete your Table of Contents:

1. Start by deciding the order in which your chapters in the **Chapters** column will be arranged in your OER. These become and are placed in your **Chapter Title** under **Step 2: Create a Table of Contents** of your OER Organizer.
2. Next, place your topics form the **Topics** column into the **Chapter Section**columnaligned with the chapter title under which they fall.
3. Finally, place the objectives from the **Learning Objectives** column into the **Learning Objectives Covered** column aligned with the chapter section under which they fall.

**Table 2:** Table of Contents example

|  |  |  |  |
| --- | --- | --- | --- |
| **Chapter Title** | **Chapter Section** | **Learning Objectives Covered** | **Assigned To** |
| ***Example:***  *Chapter 1: Giving a Persuasive Speech* | *Persuasive Strategies* | * *Identify the five persuasive strategies.* * *Structure persuasive verbal messages that actively foster inclusion, ensuring accessibility and respect for diverse audiences within the DEIA framework*. | *Theresa Huff* |

### Step 3: Assign content

Once you have your Table of Contents completed, you are ready to take ownership for the creation or adaption of individual sections or chapters. As a team, decide who will author and/or adapt each section or chapter.

Type the name of the individual team member who will take responsibility for authoring or adapting each chapter or section in the **Assigned To** column.

Once your Table of Contents is complete and each chapter or section is assigned, your OER Objectives Organizer is complete.

**Deliverable 2** is the completed OER Objectives Organizer, which contains the Objectives Organizer, Table of Contents, and assigned portions.

Once complete, email Deliverable 2 to [OERFSJ@lmu.edu](mailto:OERFSJ@lmu.edu).

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