**TSHS Resources Portal**

**Teaching Resource Submission Form**

**Version June 23, 2016**

Please provide the following information.

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| **Your name:** |  | |
| **Your institution:** |  | |
| **Your email address:** |  | |
| **Submission date:** |  | |
| **The title of your teaching resource:** |  | |
| **The title of the dataset that your resource uses (a dataset already on the Portal, or one that you are submitting concurrently):** |  | |
| **The type of resource you are submitting:** | \_\_ Lecture, example or illustration  \_\_ Classroom or lab activity  \_\_ Assessment (homework assignment, quiz or exam) with solutions | |
| **Filename for your teaching resource overview (see Teaching Resource Overview Template provided):** |  | |
| **Please answer yes or no:** | I have obtained a Creative Commons (CC) license for each item in my teaching resource, and attached it to the item. (See Note 1.)  \_\_\_\_\_ Yes \_\_\_\_\_\_ No | |
| Please list below the filename for each item in your teaching resource, one item per line, and provide a brief description of it, so we know which files are which. Example: “FileABC.docx – homework assignment. File DEF.docx – answer key.” Please add lines to the table as needed. | | |
| **Filename:** | | **Brief description of the file:** |
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| **Are you also submitting a dataset that goes with this teaching resource at this time?** | | \_\_\_\_\_ Yes \_\_\_\_\_ No |

**Note 1**: **All teaching materials submitted to the TSHS Resources Portal must contain a Creative Commons License**. This license is free, easy to obtain, and full instructions are provided here. We recommend that you choose the license, *“Attribution-NonCommercial-ShareAlike License (CC BY-NC-SA)”*. According to CreativeCommons.org, “This license lets other remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms. Please visit the Creative Commons Instruction page at <http://www.causeweb.org/tshs/licensing-instructions/> for support in obtaining your license.