***Sample Spreadsheet***

**Notes**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Resource | Format | License/  Restriction | Quantity | Archive | Date  Submitted | Date Checked |
| Assessment[[1]](#footnote-1) |  |  |  |  |  |  |  |
| Instructional[[2]](#footnote-2) | Lectures  Lesson plans | ppt  pdf | CC BY-ND  CC BY-NC-SA | 12  15 | ATE Central  ATE Central | 10/1/2014  10/1/2014 | 10/15/2014  10/15/2014 |
| Reference[[3]](#footnote-3) |  |  |  |  |  |  |  |
| Professional Development |  |  |  |  |  |  |  |
| Administrative[[4]](#footnote-4) |  |  |  |  |  |  |  |
| Other | Recruitment flyer | tif | N/A | 1 | College Archive | 10/1/2014 | Pending |

Not collected by ATE Central:

* Drafts
* Emails or other correspondence
* Ephemera, such as posters and flyers
* Personal or sensitive info
* Raw footage
* Student work
* Un-aggregated data

1. **Assessment:** Answer key, rubric, test, etc. [↑](#footnote-ref-1)
2. **Instructional:** Activity, case study, course, curriculum, demonstration, experiment, game, instructor guide, lecture, lesson, model, presentation, problem set, project, simulation, syllabus, textbook, tutorial, etc. [↑](#footnote-ref-2)
3. **Reference:** Article, bibliography, career information, FAQ, periodical, report, etc. [↑](#footnote-ref-3)
4. **Administrative:** Best practice guide, dataset, form, manual, policy, report, survey, etc. [↑](#footnote-ref-4)