

## HOW TO UPLOAD OER TO OPENED@UCL

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### 1. INTRODUCTION

OpenEd@UCL is a public repository for sharing and showcasing teaching curriculum materials produced by staff and students across all departments at UCL; this can include presentation slides, hand-outs, resource lists, videos, and other materials. This guide provides basic instructions for depositing OER on the repository.

Remember that your OER will be viewable to and accessible by the public. As such, please consider the descriptions and metadata you provide alongside your content, and ensure that they are clearly understandable to those without subject-specific knowledge.

### 2. PREPARING YOUR OER

- a. Ensure that there is no third-party material included in your OER; this can include images, URLs, excerpts, etc. taken from other sources. Where third-party material is included, make sure you have permissions for reuse; if this cannot be obtained, remove the third-party content and/or replace with digital object that allows for reuse.
- b. Embedding metadata into the resource is important as this ensures that descriptive information does not become lost or separated from its related resource.

Check that metadata information is included in the file's properties. This must include: Title, Subject (i.e. Course name), Author, Keywords, Company ('University College London'), Licence, and information about any third-party content and permissions for reuse. A hyperlink base will also be useful; this is the URL where the resource will be accessible.

- c. Ensure your OER, embedded with metadata, is saved in an open, editable, and freely accessible format. PDF (portable document format) and ODF (open document format) are recommended.

### 3. LOGGING IN

Click on the 'Login' hyperlink at the top of each page on the OpenEd@UCL repository (fig. 1).

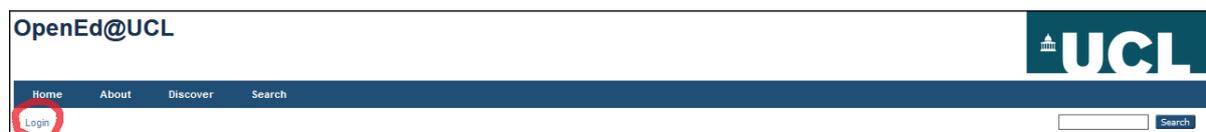


Fig. 1 Screenshot of 'Login' hyperlink at the top of each page on the OpenEd@UCL repository.

On the 'Login' page, enter your username and password information (fig. 2).

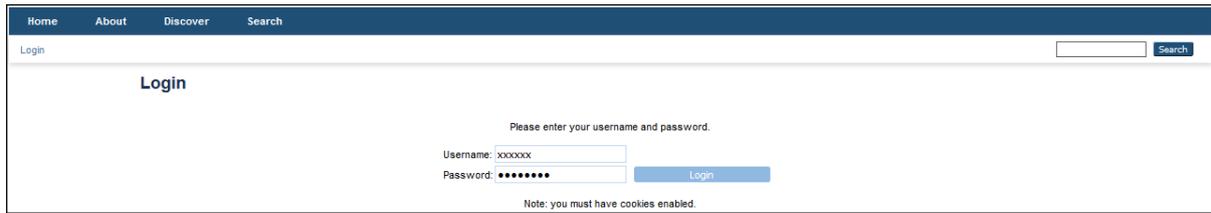


Fig. 2 Screenshot: 'Login' input information.

This will take you to your 'Login Homepage' (fig. 3).

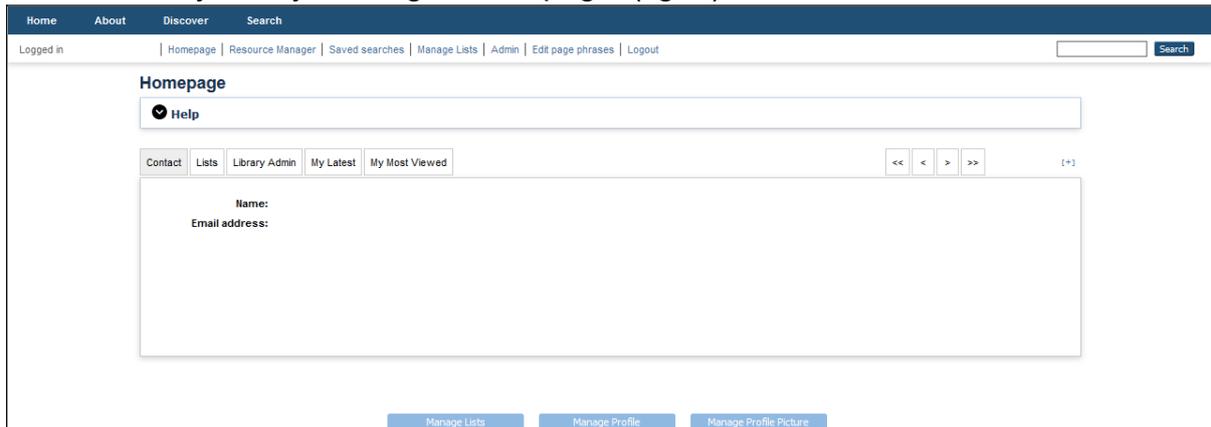


Fig. 3 Screenshot: 'Login Homepage'

#### 4. DEPOSITING AN OER

Once logged-in, click on the 'Resource Manager' hyperlink at the top of the Login Homepage (fig. 4).

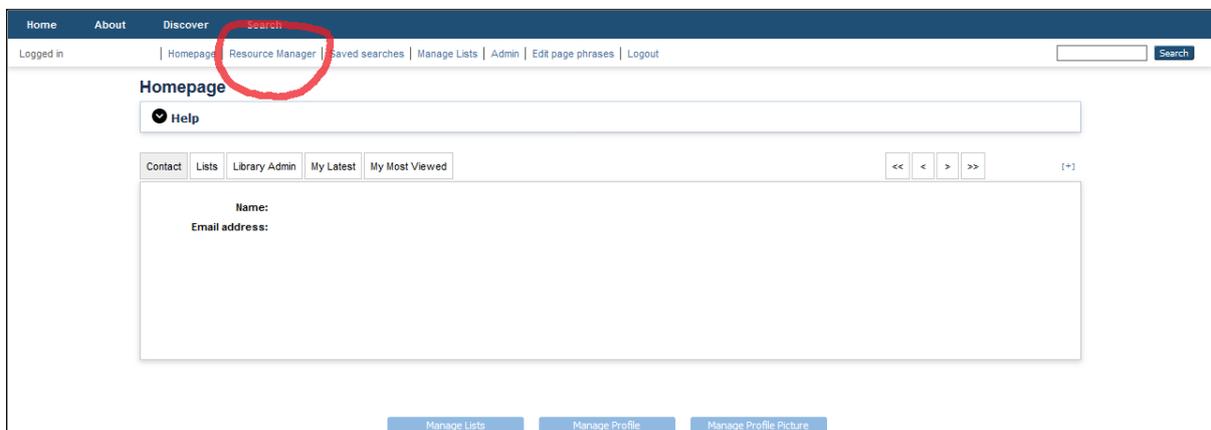


Fig. 4 Screenshot: 'Resource Manager' hyperlink.

This will take you to the 'Resource Manager' page which will let you view resource or collection lists. Clicking on the 'New Resource' hyperlink (fig. 5) will let you add a new resource to the repository.

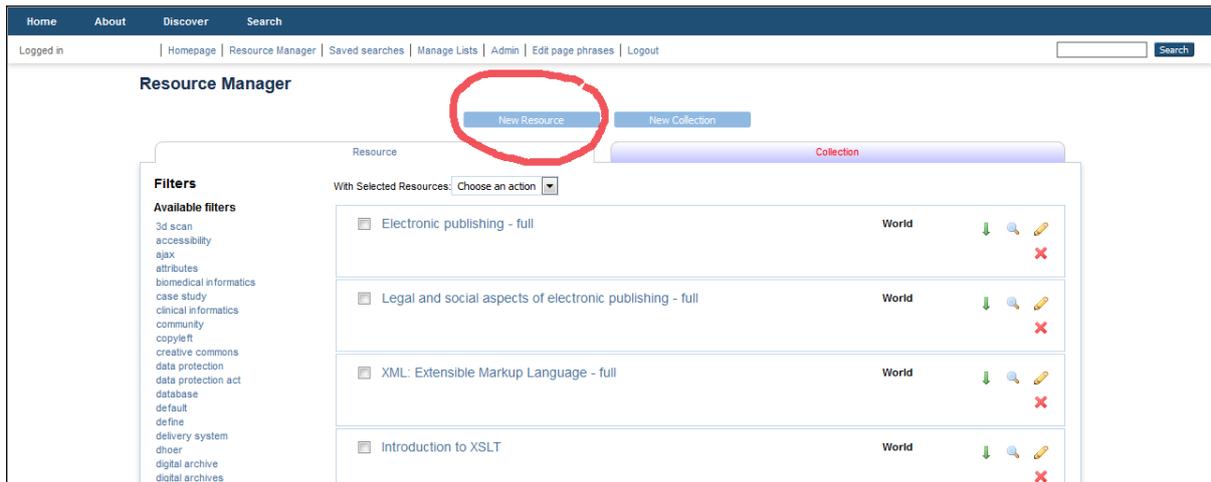


Fig. 5 Screenshot of 'Resource Manager' page.

On the new 'Resource' item page, you will see the option to 'Browse' (fig. 6). Clicking on this link will let you browse your file explorer for the item you wish to upload.

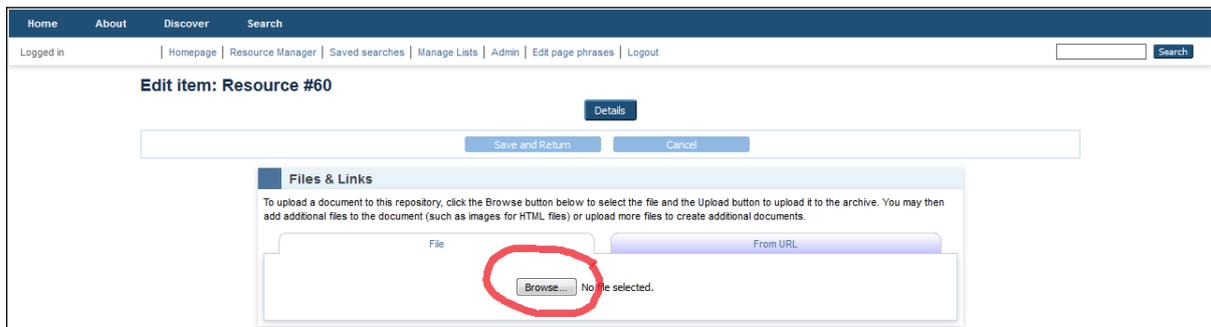


Fig. 6 Screenshot of 'Resource' item page.

Once you have selected the OER to deposit and the item is uploaded, enter the name of the file as the item 'Description' and select the Creative Commons: Attribution-Share Alike 4.0 licence (CC BY-SA 4.0) from the drop-down menu (fig. 7).

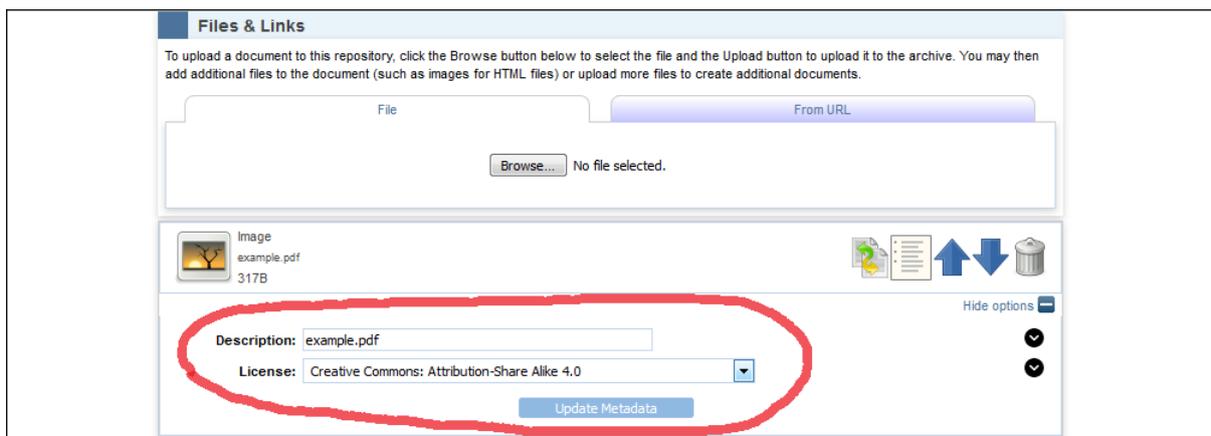


Fig. 7 Screenshot of item description and licence.

Following this, input the other necessary 'Resource information'. This includes: Title, Description, Creators, and Advice for reuse (type 'CC BY-SA 4.0'), and then select the department/subject area the content was created under.

- a. When providing 'Description' information, be as comprehensive as possible, providing contextual information as necessary.
- b. Tags: Enter as many tags and keyword terms as possible; the more classifiers which are entered, the more easily searchable the content will be.
- c. Leave the 'Course Code', 'Editing permissions' and 'Viewing permissions' fields blank and in their default settings.

Finally, click the 'Save and Return' hyperlink at the bottom of the page (fig. 8).

The screenshot shows a form with four sections: 'Tags', 'Course codes', 'Viewing permissions', and 'Editing permissions'. Each section has a title bar with a dropdown arrow. The 'Tags' section has a text input field and an 'Add' button. The 'Course codes' section has a text input field and an 'Add' button. The 'Viewing permissions' section has a message: 'You need to choose one of the options below. It is not possible to combine these options.' and four radio buttons: 'Just me', 'Selected users', 'University', and 'World'. Below the radio buttons is a text box containing the URL 'http://uclor.eprints-hosting.org/60/' and the text 'Everyone in the world can see this share.' The 'Editing permissions' section has a message: 'You need to choose one of the options below. It is not possible to combine these options.' and three radio buttons: 'Just me', 'Selected users', and 'University'. Below the radio buttons is a text box containing the text 'Only you may edit this item.' At the bottom of the form, there are two buttons: 'Save and Return' (highlighted with a red circle) and 'Cancel'.

Fig. 8 Screenshot of the 'Save and Return' hyperlink option at the bottom of the 'Resource' item page.

This will take you back to the 'Resource Manager' page where you will be able to view the resource you have just added.

## 5. CREATING A COLLECTION

If you have several individual resources which can be compiled into a collection, it is possible to group them on the OpenEd@UCL repository. To do this:

- a. Create a header or index page for the collection which provides the full metadata information about the whole collection.
- b. Create a '.zip' folder which contains all the individual resources in ODF format, including the index/header page.

On the OER repository, select the 'New Collection' hyperlink on the 'Resource Manager' page (fig. 9).

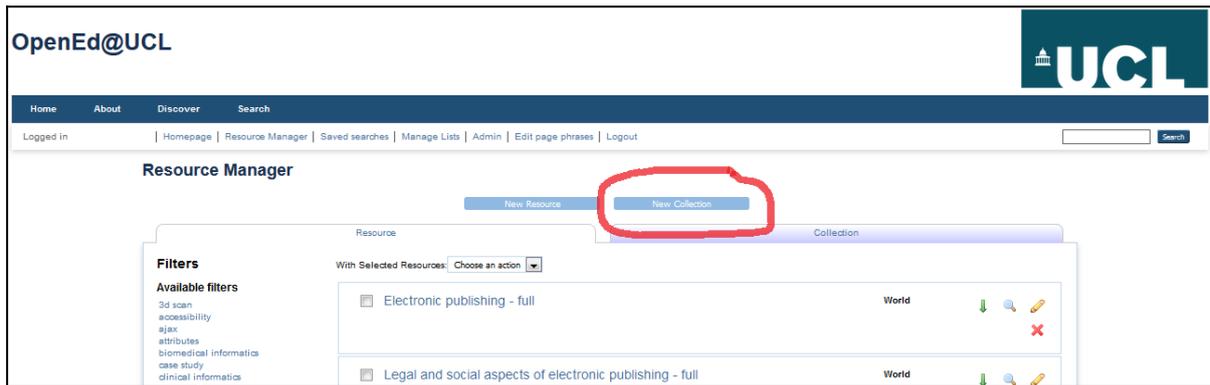


Fig. 9 Screenshot: Hyperlink on 'Resource Manager' page to create a 'New Collection'.

This will create a new 'Collection' item, and you will be redirected to the 'Collection' item page. On this page, select the 'My Deposits' tab (fig. 10) and this will display all of the resources you have uploaded. Select all the resources belonging to that collection including the header/index page and .zip folder you created for that collection.

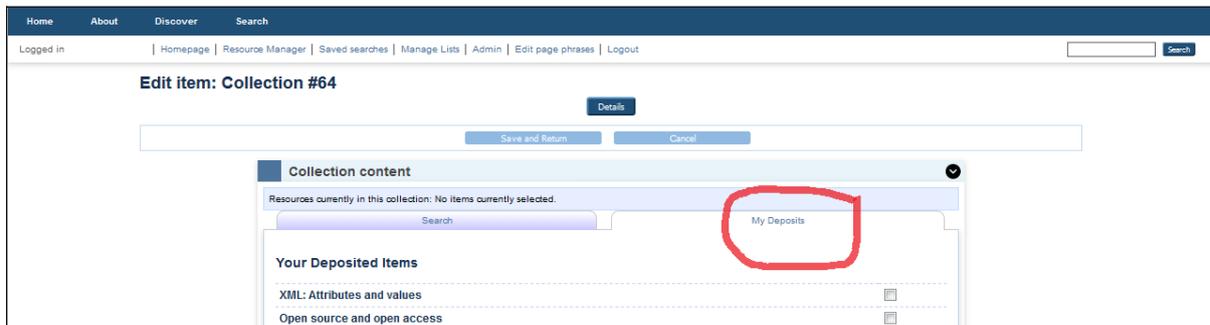


Fig. 10 Screenshot of the 'Collection' item page where the uploaded deposits can be gathered into a collection.

Continue inputting the other necessary metadata information, including Title, Description, Division, and Tags; leave the Viewing permissions information in the default position. When inputting 'Description' information, make sure to include as much information about the full collection as possible, including a link to the index/header page and the .zip folder. Then, select the 'Save and Return' hyperlink at the bottom of the page to save the collection.