

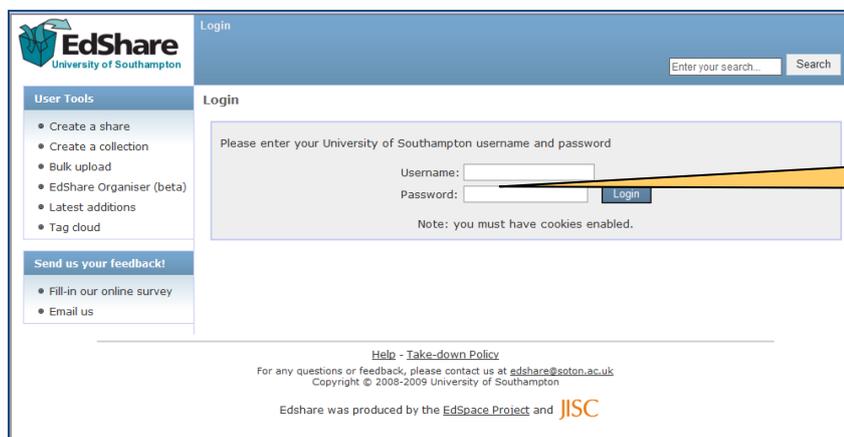
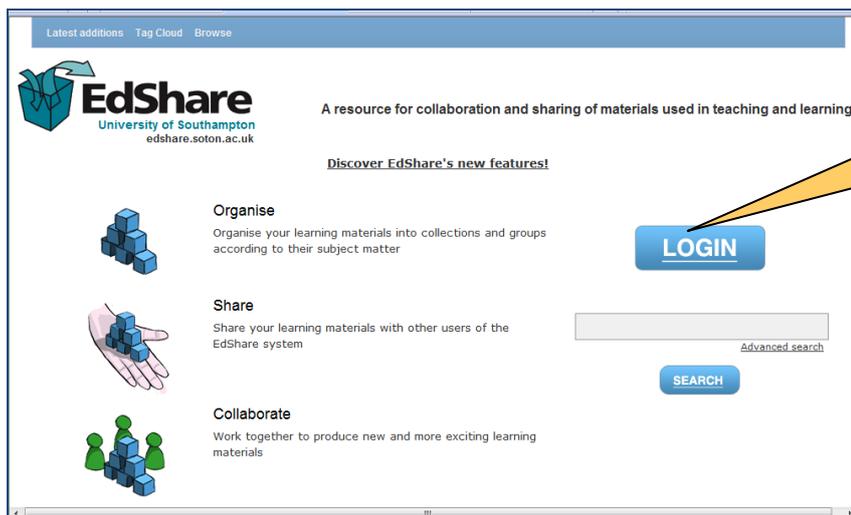
## Contributor Guide to Adding Resources to EdShare

1. You can find EdShare at [www.edshare.soton.ac.uk](http://www.edshare.soton.ac.uk)

Adding material is very straightforward. Just follow some simple guidance and you will be contributing to the benefit of the whole community in no time!

To begin adding content, get the material you want to add in a place where you can easily access it – on your desktop, on a flash drive or just in your usual server space. In addition, you need your University network username and password.

So, having got the EdShare homepage on your screen, go to the Login page and login with your University username and password.



2. When you login for the first time, and until you have added content to Edshare, you will see this screen:

The screenshot shows the EdShare interface for a guest user. The top navigation bar includes the EdShare logo, user profile (Mr Guest User), and a search bar. The left sidebar contains 'User Tools' and 'Send us your feedback!'. The main content area is titled 'My Shares' and contains a welcome message, instructions on how to use EdShare, and links for help and feedback. A yellow callout box labeled 'Create a Share' points to the 'Create a share' option in the sidebar.

You can find information about what EdShare provides you with and how it can help you in your work for teaching and learning.

In addition, you can read about the “Terms and Conditions” for use of Edshare, as a contributor to the content – accessible from the foot of the EdShare homepage.

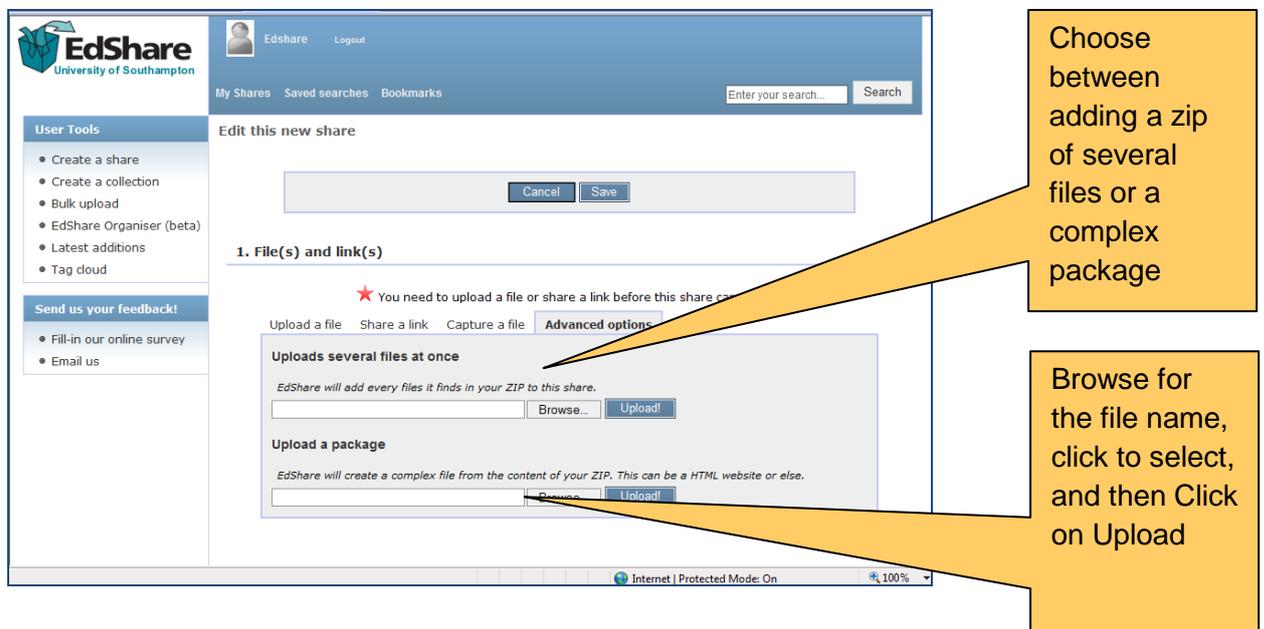
The screenshot shows the 'Edit this new share' page in EdShare. The page has a 'User Tools' sidebar and a main content area with a form for creating a new share. The form includes fields for 'Description', 'Licence', and 'Select a file'. A yellow callout box labeled 'Select your mode of uploading' points to the 'Upload a file' tab.

3. Clicking on “Create a share” will present you with a list of options for the kind of resources that you wish to add to the online store.

You may be adding a single resource: a Powerpoint presentation, a PDF document, or a Word document – to do this, click on the “Upload a file” tab. Alternatively, you

may be adding a URL for a web-based resource that you want to make visible to others. To do this, click on the “Share a Link” tab.

If you want to add a group of files to one share in a single operation, you should select “Advanced options” from the range of tabs. If you have a zip file of resources that you wish to add in one single operation as multiple shares, then select the first, “Uploads several files at once” option. If, however, you want to add a package of resources which rely on each other to work, select the “Upload a package” option.



The screenshot shows the EdShare 'Edit this new share' page. The page has a blue header with the EdShare logo and 'University of Southampton' on the left, and a user profile 'Edshare' with a 'Logout' link on the right. Below the header is a navigation bar with 'My Shares', 'Saved searches', and 'Bookmarks', and a search box. A left sidebar contains 'User Tools' (Create a share, Create a collection, Bulk upload, EdShare Organiser (beta), Latest additions, Tag cloud) and 'Send us your feedback!' (Fill-in our online survey, Email us). The main content area is titled 'Edit this new share' and has a 'Cancel' and 'Save' button at the top. Below this is a section '1. File(s) and link(s)' with a red star warning: 'You need to upload a file or share a link before this share can be published'. There are three tabs: 'Upload a file', 'Share a link', and 'Advanced options'. The 'Advanced options' tab is active and contains two sub-sections: 'Uploads several files at once' and 'Upload a package'. The 'Uploads several files at once' section has a text input, a 'Browse...' button, and an 'Upload!' button. The 'Upload a package' section has a text input, a 'Browse...' button, and an 'Upload!' button. Two yellow callout boxes point to the 'Advanced options' tab and the 'Upload!' buttons. The first callout says 'Choose between adding a zip of several files or a complex package'. The second callout says 'Browse for the file name, click to select, and then Click on Upload'.

To begin adding your resources to EdShare, you need to locate the file, highlight the title of it, and follow your operating system rules for adding an item. This will present the resource to EdShare.

Finally, you also need to click on the “Upload” button, in EdShare, to complete the process of adding any resource into EdShare.

- If you want to add a URL link to EdShare in addition to a file, or simply on its own, you should locate and copy the URL and then paste it into a box labelled "Internet link(s)". Remember, the URL must start with http://

Title of individual file, and licence for use

- If you wish to "Upload" a single file to EdShare, a "Description" box is presented which allows you to add the title of that individual file. In addition, you are presented with a box labelled "Licence" for associating a licence for the use/re-use by others of the resource.
- There is only a single field of data which you have to provide before completing the process of adding content to EdShare. This is the Title field. The other two required fields are already completed for you (Previews and Permission Level for sharing).

Title of the share

Description of the share and its files

People who have created the resources in the share

Please make the title of the share as meaningful as possible for other users. The long description enables you to provide information about the specific context, applications, usefulness and content of the resources you are making visible to other people.

The creators are the people who have contributed to the resources you are adding. These may be people within the University, as well as people working in other organisations.

The screenshot displays the EdShare interface for setting up a share. At the top, there is a text input field labeled 'Advice for (re-) use'. Below this is section '3. Viewing permissions', which includes a warning: '★ You need to choose one of the options below. It is not possible to combine these options.' There are four tabs: 'Just me', 'Selected users', 'School/Unit', 'University' (selected), and 'World'. Below the tabs, a message states: 'This item will be online at: <http://www.edshare.soton.ac.uk/2676/>  
Only members of the University can see this share.' Underneath, there are two sections: '★ Advanced permissions' with radio buttons for 'Both staff and students' (selected), 'Staff only', and 'Students only'; and '★ Document previews' with radio buttons for 'Show previews' (selected) and 'Hide previews'. Section '4. Tag your share' is partially visible at the bottom. Two yellow callout boxes with black text and arrows point to the 'Advice for (re-) use' field and the 'Advanced permissions' section, respectively.

7. Scrolling down, the “Advice for re-use” field is the place to help others understand how they can make best use of what you are sharing with them. So, if something works well with small groups of 4 people, for instance; or a resource is particularly useful as an interactive and dynamic way to help students new to study at a University, then tell others here.

Keywords which describe all of the resources within the share will help other people find what you are making visible. Please do try to think of generic keywords which will be useful. There is an autocompletion facility in EdShare which will provide you with other keywords similar to ones you may want to use and which will help support consistency for use of these terms.

8. The final element of information you can add to the share you are creating is the course code for any specific course which resources have been or will be used with. This information will not necessarily be relevant to all shares, but where it is, it can be a useful way to group materials together.
9. Now you can complete your work of presenting and describing your share by clicking on "Save".

The screenshot shows the '4. Tag your share' section of the EdShare interface. It includes two sections: 'Advanced permissions' with radio buttons for 'Both staff and students' (selected), 'Staff only', and 'Students only'; and 'Document previews' with radio buttons for 'Show previews' (selected) and 'Hide previews'. Below these are two input fields: 'Keywords' with an 'Add' button and 'Course Codes' with an 'Add' button. At the bottom are 'Cancel' and 'Save' buttons. Two yellow callout boxes point to the 'Add' button and the 'Save' button.

**Add some keywords which describe your resources**

**Click on Save**

Help - Take-down Policy  
For any questions or feedback, please contact us at [edshare@soton.ac.uk](mailto:edshare@soton.ac.uk)  
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Edshare was produced by the [EdSpace Project](#) and [JISC](#)

10. When you next login to EdShare, you will automatically be presented with a list of "My Shares" with your most recent share right at the top. If you need to alter anything, then simply click on the "Edit" link shown

The screenshot shows a list of shares. The first share is titled 'Linking teaching and research in disciplines and departments' and includes a PDF icon. The second share is titled 'Problems with large groups' and includes a DOC icon. For each share, there are links for 'View', 'Edit', and 'Delete', and a 'Use as template' link. Two yellow callout boxes point to the 'Edit' link and the 'Use as template' link.

**Click Edit to change your share**

**Click "Use as template" if you have other similar shares using similar descriptions and keywords**

If you have other similar shares you would like to create, you can consider clicking on the “Use as template” link – this will present you with another, empty share which is already populated with the same description and keywords, to save you valuable time in making your resources available.

To see how to link from the EdShare content to a Blackboard course where you are making resources available to students. Go to:

<http://www.soton.ac.uk/isolutions/computing/elearn/blackboard/addEdShare.html>

You have now done a good thing – you have added content to EdShare, you are sharing across the academic community and you might want to tell your friends and colleagues how good this feels and how easy it is to do!

EdShare salutes you.

May 2009