

Guide to Using the University of Hawaii OER Repository

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What is the UH OER Repository?

The UH OER Repository is a PHP MySQL database. Each uploaded file is associated with a record. The required metadata fields for each uploaded file include:

1. Resource title
2. Author(s)
3. Resource Type (a pulldown menu)
4. Usage Rights–Creative Commons license (a pulldown menu)

There are also optional fields, which we strongly recommend that you complete to increase the discoverability of your resources.

The University of Hawaii OER Repository was built by Chris Komatsu, Information Technology Services (ITS) Programmer, in 2015.

Others involved in the development of the repository are listed on the [OER Team](#) page. Outreach College and ITS initiated the project in July 2014.

Who can submit educational materials to the UH OER Repository?

The UH OER Repository will accept submissions from University of Hawaii faculty and instructors.

Who can access educational materials in the UH OER Repository?

Materials in the repository have Creative Commons licenses and once they are published by the author(s) they are made available to all. Reuse rights are stipulated by the Creative Commons licensing attached to the submitted files

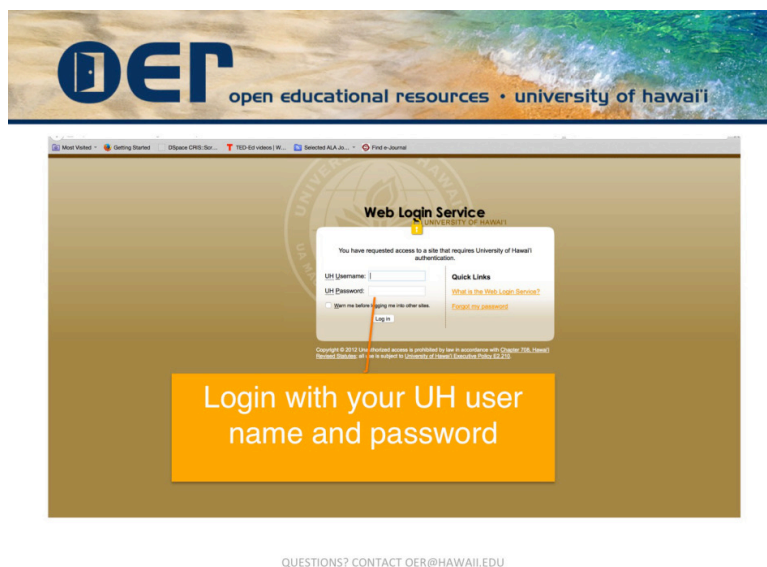


How do I get started in submitting files to the repository?

1. Click on the UH Repository link in the navigation bar at <http://oer.hawaii.edu>.



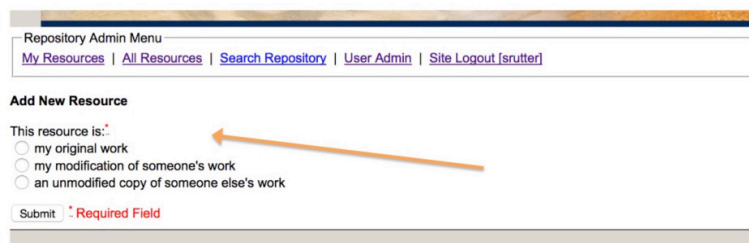
2. Login using your UH name and password. If you cannot access the repository and believe that you should be able to submit files to the repository, please contact oer@hawaii.edu.



How do I upload a file to the UH OER Repository?

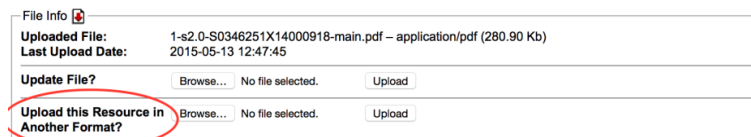
First you must decide which of these three descriptions best applies to the work you want to upload.

1. **My original work** is work for which you own or co-own the copyright.
2. **My modification of someone's work** is work that has a Creative Commons license that allows the creation of derivative works, that is, it has a CC-By or CC-By-SA or CC-By-NC license, see <http://creativecommons.org/licenses>.
3. **An unmodified copy of someone else's work** is a work that allows reuse, and you have not modified the content of the work.



Once you have clicked the appropriate radio button, **Submit**. **Browse** for your file on your desktop, select, and **Upload**. **Adding Another Format**

If you wish to upload a document or other educational resource in more than one version, e.g. PDF and MS Word, once you upload the first file you will have the opportunity to add other files that will be associated with a copy of the metadata used to describe the first file.



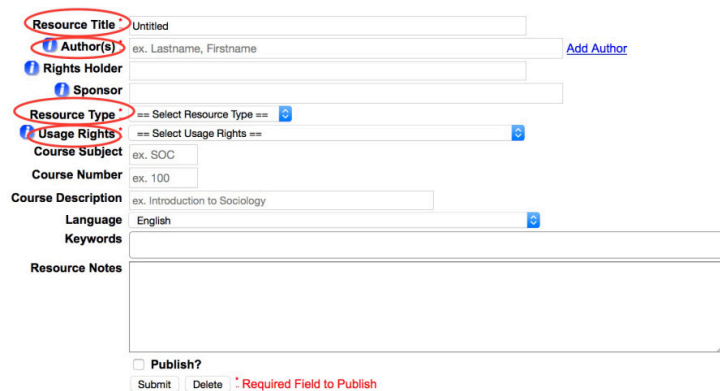
There is a size limit of 10Mb for files. If the file you want to upload is more than 10Mb and cannot be made smaller, contact oyer@hawaii.edu for further help.

How do I fill in the required metadata fields?

Metadata provides the information that users need to cite and give proper attribution.

Metadata also makes your work discoverable through search engines and in the UH OER Repository.

1) **Resource Title**, 2) **Author(s)**, 3) **Resource Type**, and 4) **Usage Rights** are the required fields for all resources uploaded to the UH OER Repository.



The screenshot shows the OER metadata form with the following fields and their examples:

- Resource Title**: Untitled
- Author(s)**: ex. Lastname, Firstname (with an "Add Author" link)
- Rights Holder**: (empty field)
- Sponsor**: (empty field)
- Resource Type**: == Select Resource Type == (dropdown menu)
- Usage Rights**: == Select Usage Rights == (dropdown menu)
- Course Subject**: ex. SOC
- Course Number**: ex. 100
- Course Description**: ex. Introduction to Sociology
- Language**: English (dropdown menu)
- Keywords**: (empty field)
- Resource Notes**: (empty text area)

At the bottom, there are buttons for "Publish?", "Submit", and "Delete", along with a red asterisk indicating "Required Field to Publish".

Resource Title

Give your resource a title as you would any scholarly work. The title should provide the user with information about the resource. **Example: Laboratory Manual for Botany 100**

Author(s)

The **Author** is the individual credited with the creation of the uploaded version of the resource. If there are more than three authors, you have the option to add additional authors into the Resource Notes field. **Example: Last name, First name**

Resource Type

The **Resource Type** field is a pull-down menu of 42 terms associated with educational resources derived from the [National Science Digital Library Resource Type Vocabulary](#). Select the descriptor that best describes the purpose of your resource. If you have questions contact oyer@hawaii.edu.

Continued on next page

Usage Rights

While we realize that there are other open licenses available, we are asking you to select a Creative Commons license. The purpose of the UH OER Repository is to enable and promote the sharing of educational materials, so that others can use this resource.

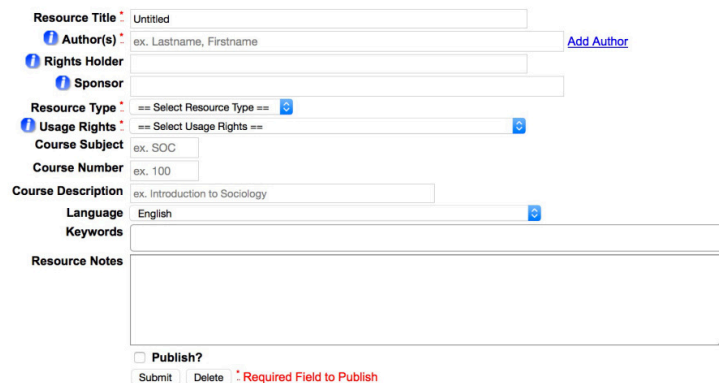
The **preferred Creative Commons License** is the Creative Commons Attribution (CC-BY). The copyright owner grants to others the right to download, re-use, revise as needed, remix with other CC-BY materials, and redistribute. The requirement for use is that the user provides proper attribution.

See [Creative Commons License Chooser](#) for more information about the licenses. This tool also provides the HTML to include in your files to ensure that your uploaded files are clearly licensed.

What About the Other Metadata Fields?

In the page [How do I fill in the required metadata fields?](#) we went over the Resource Title, Author(s), Resource Type, and Usage Rights.

Other metadata fields may include information that may not be relevant in your case.



Resource Title: Untitled

Author(s): ex. Lastname, Firstname [Add Author](#)

Rights Holder

Sponsor

Resource Type: Select Resource Type

Usage Rights: Select Usage Rights

Course Subject: ex. SOC

Course Number: ex. 100

Course Description: ex. Introduction to Sociology

Language: English

Keywords

Resource Notes

☐ Publish?

* Required Field to Publish

Rights Holder

Often the **Rights Holder** is the **Author**. Sometimes, the **Rights Holder** is not the Author but an Organization that owns or manages rights over the resource.

Sponsor

This field is included to allow projects that have grant funding to be easily retrieved together. Authors on projects with sponsorships who want to use this field should determine the language they will use in this field as a standard.

Example: Projects funded under the Trade Adjustment Assistance Community College and Career Training Grants of the U.S. Department of Labor's Employment and Training Administration at the UH Community Colleges will use **C3T round1** as the standard phrase to retrieve the resources created under this grant.

Continued on next page

Course Subject, Course Number, Course Description, and Keywords

The course information is useful to the UH Community, to faculty teaching similar courses at other higher education institutions, and to students around the world.

Course Subject: Use the Course Subject alpha-code that is used in the UH catalog or Class Availability modules.

Course Number: Include the course number.

Course Description: This descriptive information provides users with more retrieval capability.

Keywords: This is a field to add tags that will help users find your materials. Separate keywords with a comma (,).

What are the Extra Metadata Fields for Modified Works?

If the work that you upload into the UH OER Repository is derived from, or a modified version of another work, copyright law and Creative Commons Licensing require acknowledgement of the work of another.



Original Resource Info

Title: ex. Papaya ring-spot virus and you

Author(s): ex. Lastname, Firstname [Add Author](#)

URL: ex. http://www.example.com/resource/

Rights Holder:

Usage Rights: == Select Usage Rights ==

Course Subject:

When a resource is your modification of someone's work a group of metadata fields are added to the basic set of fields to capture information about the original work. The **Title**, **Author(s)**, **URL of the source**, and the **Creative Commons license** are important data to keep track of for all resources that you modify.

More About Attribution of Creative Commons Licensed Materials

1. For a colorful and helpful guide to attribution from Creative Commons Australia download [Pooling Ideas: We are what we share](http://creativecommons.org.au/content/attributingccmaterials.pdf)

<http://creativecommons.org.au/content/attributingccmaterials.pdf>.

2. A wiki maintained by Creative Commons provides [Best Practices for Attribution](https://wiki.creativecommons.org/Best_practices_for_attribution) with discussions of attribution scenarios https://wiki.creativecommons.org/Best_practices_for_attribution.

3. A slide presentation from Creative Commons provides information about CC Licensing for educational resources, at <http://www.slideshare.net/janeatcc/v40-for-education-final>.



How do I Cite or Provide Attribution for a File I use from the Repository?

The Creative Commons Wiki at <https://wiki.creativecommons.org/> advocates a simple set of metadata to provide attribution for a CC licensed digital object, Title Author, Source, and License see <http://go.hawaii.edu/6V>.

Think TASL, Title, Author, Source, and License.

Title of the work should be noted if it is available.

Author is the entity that should be given attribution. In the UH OER Repository, attribution should be given to the Author, or if the Rights Holder is different from the Author, the Rights Holder should be given attribution.

Source is the Web address, URI, or DOI of the material. Each object in the UH OER Repository has a permanent link assigned to it. Use a permanent link to help others find the material you are citing.

License is critical for all copyrighted materials because it tells you how you can use the materials. The license associated with the OER objects in the UH OER Repository is clearly marked and must be observed when using materials downloaded from the repository.

Name and provide a link to the license, for example:
<http://creativecommons.org/licenses/by/4.0/> for a CC BY license.

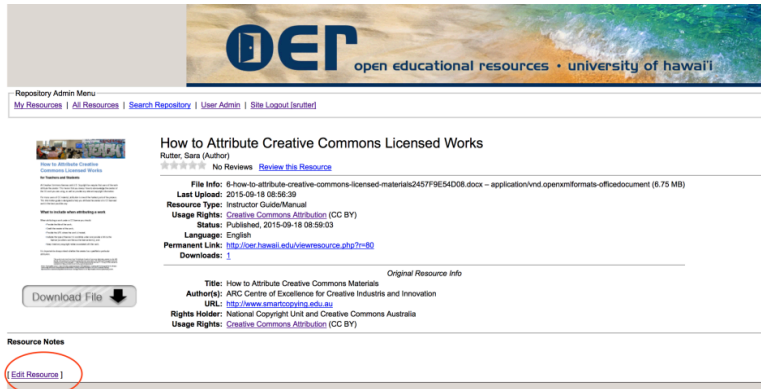
More Information about CC Licensing

The Creative Commons Licenses page at <http://creativecommons.org/licenses/> provides information about each of the six CC licenses. Click on the **View License Deed** for each license to learn more about the rights and protections of the license. Each license deed also has a link to machine readable code in **use this license** at the bottom of the page. Embedding the license into your digital file will ensure that the license stays with the materials.

A slide presentation features Creative Commons Licensing 4.0 for educational resources, Creative Commons V4.0 for Education (new) from Jane Park at <http://www.slideshare.net/janeatcc/v40-for-education-final>.

How do I delete an item that I have uploaded?

If you wish to remove a file from the UH OER repository you can.



Find the item and click on the Edit button at the bottom of the screen.

In the next screen you will see a Delete button at the bottom of the screen. Clicking this button will remove the file from the repository.



Edit Resource

This resource is my modification of someone's work

File Info

Uploaded File: 6-how-to-attribute-creative-commons-licensed-materials2457F9E54D08.docx – application/vnd.openxmlformats-officedocument (6.75 MB)
 Last Upload Date: 2015-09-18 08:56:39

Update File? Browse... No file selected. Upload (25Mb max)

Upload this Resource in Another Format? Browse... No file selected. Upload (25Mb max)

Resource Title: How to Attribute Creative Commons Licensed Works

Author(s): Rutter, Sara [Add Author](#)

Resource URL: ex. http://www.example.com/resource/

Rights Holder

Sponsor

Resource Type: Instructor Guide/Manual

Usage Rights: Creative Commons Attribution (CC BY)

Original Resource Info

Title: How to Attribute Creative Commons Materials

Author(s): ARC Centre of Excellence for Creative Industries and Innovation [Add Author](#)

URL: http://www.smartcopying.edu.au

Rights Holder: National Copyright Unit and Creative Commons Australia

Usage Rights: Creative Commons Attribution (CC BY)

Course Subject: ex. SOC

Course Number: ex. 100

Course Description: Open Educational Resources

Language: English

Keywords

Resource Notes

☒ **Publish?** (Published: 2015-09-18 08:59:03)
 Submit Delete **Required Field to Publish**