

Edge Hill University

eShare Contributor Guide

Learning Services

eshare@edgehill.ac.uk

edgehill.ac.uk/ls

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Contributor Guide to Adding Resources

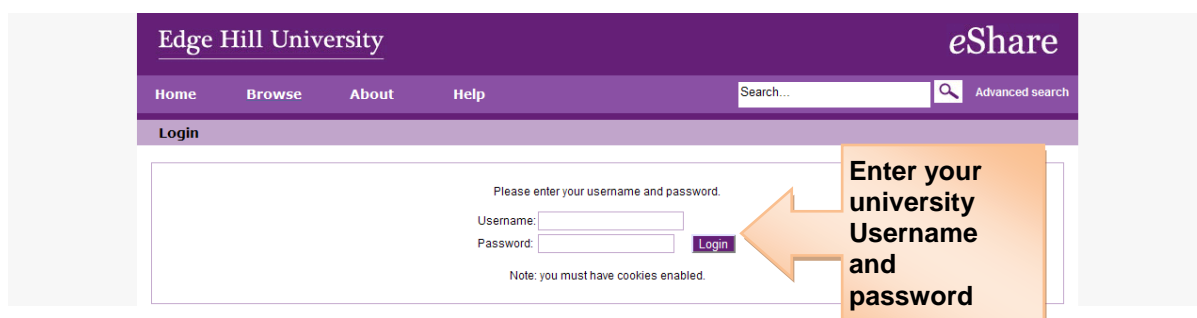
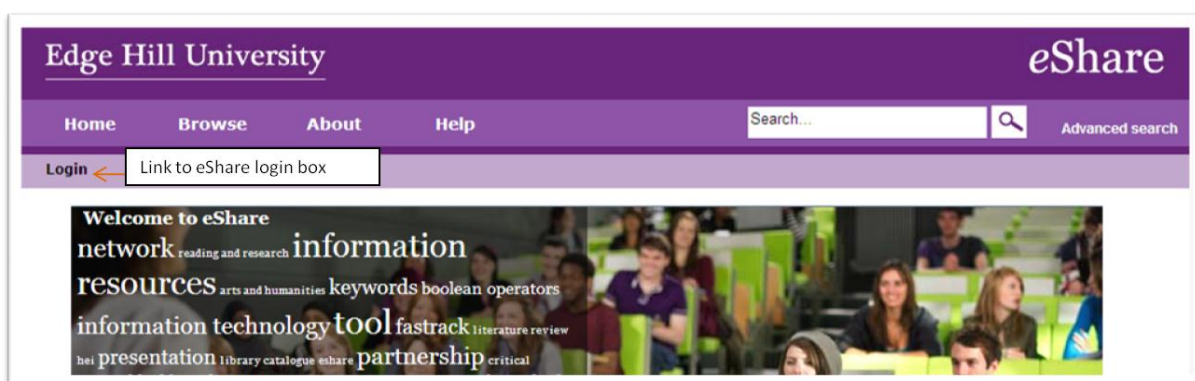
eShare allows you to manage the resources you produce for teaching and learning. Make your resources visible to your colleagues and students across the university and the world. Link your resources to multiple locations. Share lecture notes, session outlines, slides, video and audio materials with others.

1. You can find eShare at www.eshare.edgehill.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. Please save documents as a PDF before uploading to eShare (users of devices that do not run on Windows, such as iPads, for example, cannot open documents saved in Microsoft packages, but *can* open PDFs). In addition, you need your University network username and password.

At the eShare homepage, click on the **Login** link and login with your university username and password.



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

The screenshot shows the eShare user profile page for Geraldine O'Hagan. The page has a purple header with 'Edge Hill University' and 'eShare'. Below the header is a navigation bar with 'Home', 'Browse', 'About', and 'Help'. A search bar is located on the right. The main content area includes a 'My Resources' tab, a 'My News Feed' section with 'No notifications found.', and a 'Quick Upload' section with a 'Browse...' button and an 'Upload' button. A 'Profile Picture' section is also visible. Three callout boxes provide instructions: 'Click on 'My Resources' to start adding a resource to eShare.' (pointing to the 'My Resources' tab), 'Click here to update profile information' (pointing to the 'Modify profile' link), and 'Click here to add your photo to your profile' (pointing to the 'Profile Picture' link).

If you are depositing resources into eShare make sure you update your profile information and upload a profile photo.

You can read about the “Terms and Conditions” for use of eShare as a contributor to the content – accessible from the foot of the eShare homepage.

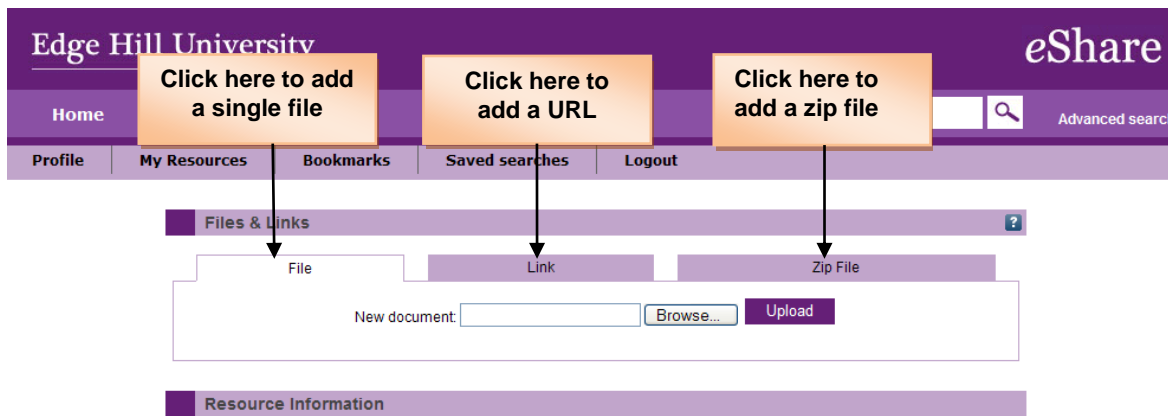
3. Clicking on “My Resources” will present you with a list of options for uploading resources that you wish to add to eShare. Additional help can be obtained by clicking on the question mark next to the field you are completing. ?

If you have a zip file of resources that you wish to add in one single operation as multiple resources, then select the ‘Bulk Upload’ tab. If, however, you want to add a package of resources which rely on each other to work, select the ‘Zip File’ option after clicking on the New Resource tab.

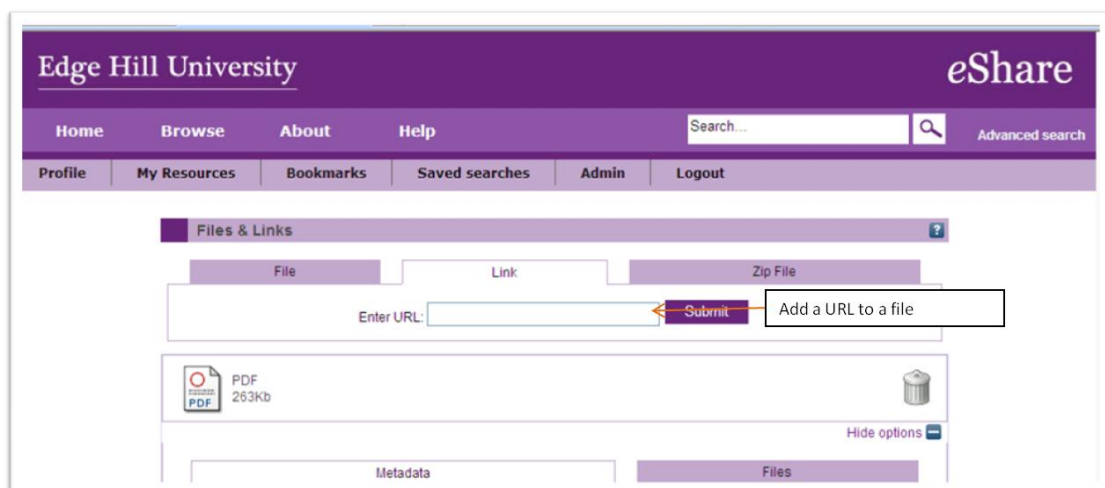
The screenshot shows the 'My Resources' page in eShare. The page has a purple header with 'Edge Hill University' and 'eShare'. Below the header is a navigation bar with 'Home', 'About', and 'Help'. A search bar is located on the right. The main content area includes a 'New Resource' tab, a 'New Collection' tab, and a 'Bulk Upload' tab. Three callout boxes provide instructions: 'Click here to start depositing a new resource.' (pointing to the 'New Resource' tab), 'Click here to create a collection from resources you have uploaded to eShare.' (pointing to the 'New Collection' tab), and 'Click here to upload a zip file of resources from which single resources will be created.' (pointing to the 'Bulk Upload' tab).

To begin adding a resource to eShare click on the **New Resources** tab. Begin by browsing for and locating the file you wish to upload, highlight the title of it, and follow your operating system rules for adding an item. This will present the resource to eShare.

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



4. If you want to add a URL link to eShare 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 “Enter URL”. Remember, the URL must start with http://



5. If you wish to “Upload” a single file to eShare, 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.

Files & Links

File | Link | Zip File

New document:

Microsoft PowerPoint
100Kb

Metadata | Files

Description: ?

License: UNSPECIFIED ?

Convert Document Format: ?

A short explanation of the file and what it is about.

Where appropriate select a licence for the resource.

? Use the help link to assist you in your choice.

You can convert this document to another format. The conversion will create a new document – your old document will not be lost.

6. There is only a single field of data which you have to provide before completing the process of adding content to eShare. This is the Title field.

Resource Information

Title:

Description:

Authors:

First name	Family Name	Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Corporate Authors:

1. <input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
2. <input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
3. <input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>

Advice for reuse:

A concise title of the resource.

A description of the resource and its files. Ideally, state what type of file it is, and the size.

People who have created the resource. Click on 'more input rows' for additional authors.

Please give your department as Corporate Author

Advice for re-use tells others how to make best use of the resource.

Please make the **title** of the resource as meaningful as possible for other users. The **long description** should give the type of file and its size – for example ‘a 5-slide Powerpoint’ – as well as what it contains.

The **Authors** are the people who have produced and/or contributed to these resources you are adding. These may be people within the University, as well as people working in other organisations.

Please give your department as **Corporate Author**.

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.

7. **Tagging** is used to help users find the resource and is not to supplement or duplicate description information. Tagging is important for the longer term searching and visibility of resources, but it is wise to be selective and clear in our choices to ensure we avoid an unwieldy and confused browser list.

- Focus your tagging on what is most important about the resource: themes and disciplines.
- When adding tags take the time to view the predictive text that appears and select a keyword that already exists if it is suitable. Admittedly the existing options don't appear until after you've typed in the whole keyword, but an extra couple of seconds could avoid unnecessary duplications and errors ... and please check spellings!
- Select tags that sum up the main content of the resource: it is not necessary to set up tags for terms, dates, names, etc that already appear in either the title or description of the resource: all this metadata is picked up in free text searching.
- Think from the top down – start with the relevant subject or field, for example, Education, then work down to the subject/focus of the resource. Try to think of the terms a user may search and use the various different ways a concept can be expressed – e.g. 'primary' school might also be called 'elementary' school.

8. The final element of information you can add to the resource record you are creating is to set the permission level of whom would be able to access this resource. You need to choose one of the options. Please remember that it is not possible to combine these options.

Viewing permissions

You need to choose one of the options below. It is not possible to combine these options.

Just me Selected users **University** World

This item will be online at: <http://www.eshare.edgehill.ac.uk/274/>

Only members of the University can see this resource.

Staff only

Viewing permissions are pre-set to University and can be changed by selecting the relevant tab.

Editing permissions for the resource record are given to the author /s by default. Ideally, add one or more of your team/colleagues.

Editing permissions

Cancel Save

9. Now you can complete your work of presenting and describing your resource by clicking on "Save".

10. Linking to your resources.

You have three options:

Option 1:

This option will link directly to the resource and you will not see the eShare preview screen.

- Preview the resource
- Right click on the 'Download' link

Exercise: Identifying Your Beliefs and Attitudes

Step 1:
Write down the first thoughts that come into your head when you read the following:

	I feel strongly that ...	I think possibly ...	I have no feelings on this issue
Student debt			
The war in Iraq			

beliefs_attitude.pdf PDF Download

beliefs_attitude.pdf

1 file in this resource

Right click download link to copy resource link

- Select 'Copy Link Address' or 'Copy Shortcut', then paste the URL into your document / Blackboard page etc.

Option 2:

This option will link directly to the preview page where data about the resource will be available to the user.

- Preview the resource

(ownership) and **contraction** (letters or words omitted).

The possessive apostrophe
The easiest way to remember the possessive apostrophe is to note that it comes **directly after** the person, people or thing's that owns something.

Single possession (one owner)

The student's book (one book belongs to one student)
The student's books (several books belong to one student)
A year's work (the work of one year)
A person's rights (the rights of one person)

Plural possession (more than one owner)

The students' book (one book belongs to several students)
The students' books (several books belong to several students)
Three years' work (the work of three years)
People's rights (the rights of all people)

Note: Plural nouns, such as GPs, 1970s, **do not** need apostrophes. **Whose** (Whose coat is this?) **does not** need an apostrophe. **Who's** (who is, who has) **does** need an apostrophe, but you should not use it in academic writing. It is too informal.

Possessive pronouns
These **do not** need an apostrophe.

Note: you **should not** use an apostrophe with the possessive pronoun, *its*.

The river has burst it's banks.	<input type="checkbox"/>
The river has burst its banks.	<input checked="" type="checkbox"/>

Indefinite pronouns
These **do** need an apostrophe. (For example, somebody, one, everybody)

One's work must be done well.
He is **everybody's** friend.
The smoke from **somebody's** bonfire made him cough.

Contractions
These show letters missing, in order to shorten words.

Didn' t	Did not
It's	It is
Can't	Cannot

Note: You **should not** use short-form contractions in assignments, unless they are part of a quotation or direct speech. They are too informal for academic writing.

Resource details

Added By: Dawn McLoughlin

Added On: 04 Aug 2011 17:18

Authors: Margaret Rawlinson

Tags: Apostrophes, Punctuation and Grammar

Permissions: World

Link: <http://www.eshare.edgehill.ac.uk/857/>

- Copy the **Link** on the right-hand side of the resource preview page. Paste this link into your document / Blackboard page etc.

11. When you next login to eShare, you will be presented with a list of items you have added in “My Resources” with your most recent resource right at the top.
12. If you need to alter any of the information about the resource, change the viewing permissions, etc. then simply click on the “Edit” link shown.

The screenshot shows the eShare interface. At the top, there are three buttons: 'New Resource', 'New Collection', and 'Bulk Upload'. Below these are two tabs: 'Resources' (selected) and 'Collection'. On the left, there is a 'Filters' section with a list of available filters. In the center, there is a table of resources. The first row is highlighted, and an orange callout box with the text 'Click here to edit the record for this resource.' has an arrow pointing to the 'Edit' icon (a pencil) in the action column of that row.

With selected items:	Choose an action
<input type="checkbox"/> Information skills for ODP health students	University ↓ 🔍 ✏️ ✖️
<input type="checkbox"/> Research methods in literature review	University ↓ 🔍 ✏️ ✖️
<input type="checkbox"/> Getting published in the arts	University ↓ 🔍 ✏️ ✖️

13. If you need to change the resource itself, for example to an updated version, please carefully follow the steps given in '[How to edit or update items in eShare](#)' below.

Thank you for sharing your resources across the academic community.
You might want to tell your friends and colleagues how good this feels and how easy it is to do!

How to edit or update items in eShare

A resource in eShare cannot be removed, and its URL is permanent. An item within that resource, however, can be deleted or replaced but its URL will change each time unless you use the following method.

First, save a copy of the new version of your document with a slightly different name (e.g.add the current version or month/year of update to the document name).

Open eshare, www.eshare.edgehill.ac.uk and login.

The screenshot shows a resource page with the following details:

- Resource Title:** Edge Hill resources for St Helen's College students
- Description:** Guidance on how to search the library catalogue and e-resources when off campus. Answers to specific queries.
- Author:** Michelle O'Connell
- Shared with:** University
- Generated on:** Thu May 17 11:31:01 2012 IST.

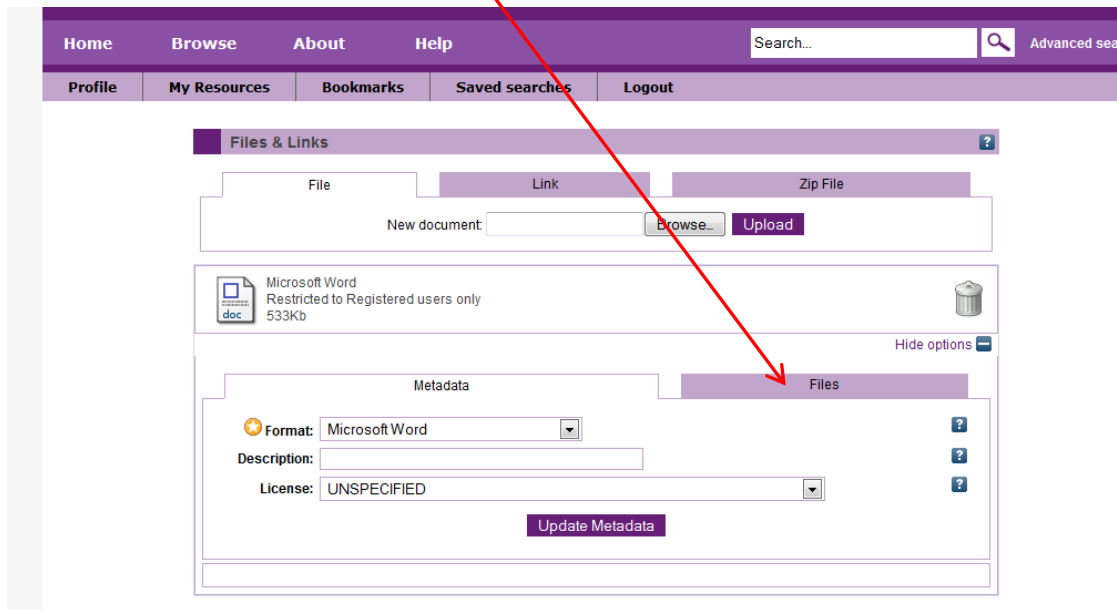
Click on the resource title to open it.

The screenshot shows the resource details page with the following sections:

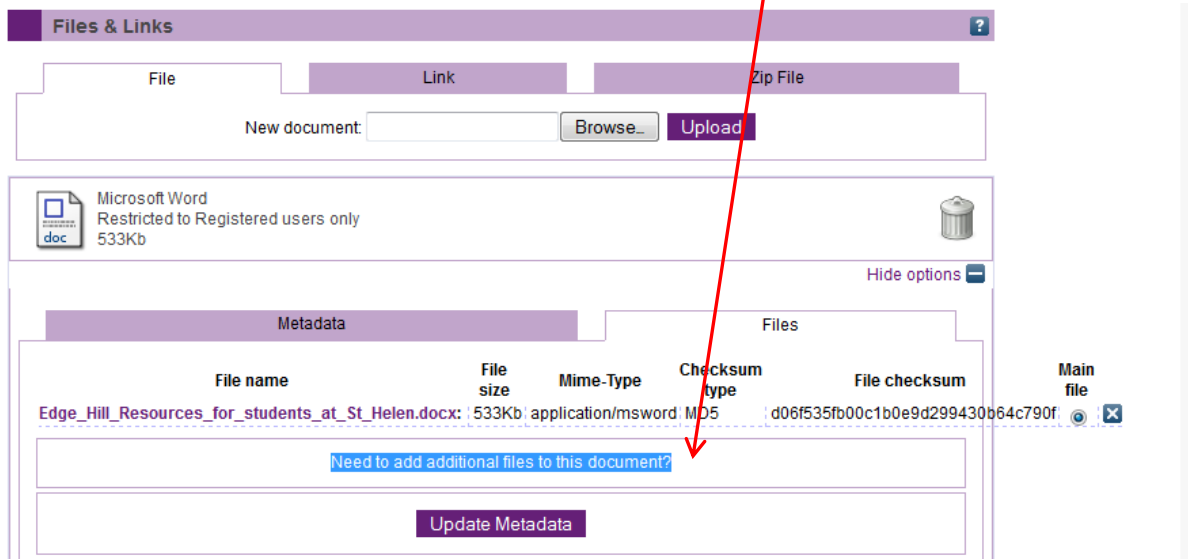
- Description:** Guidance on how to search the library catalogue and e-resources when off campus. Answers to specific queries.
- Advice for reuse:** Document created for the specific use of students at St Helen's College.
- Resource details:**
 - Added By:** Michelle O'Connell
 - Added On:** 01 Mar 2012 10:19
 - Authors:** Michelle O'Connell
 - Tags:** St Helen's College, Library catalogue, e-books
 - Module codes:** FDH1101
 - Permissions:** University
 - Link:** <http://www.eshare.edgehill.ac.uk/1374/>
 - Downloads:** [Progress bar]
- Toolbox:**
 - Edit item (indicated by a red arrow)
 - Bookmark this item
 - Download as zip
 - Use as template

To edit or replace an item, go to the toolbox and choose 'edit item'.

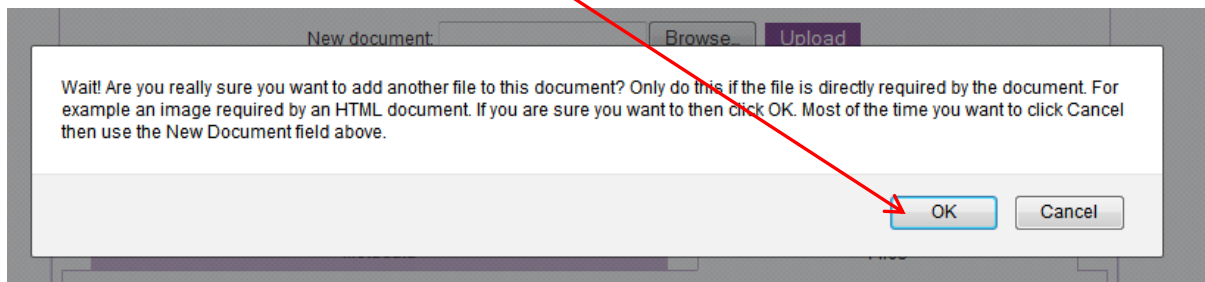
Then go click on the Files tab.



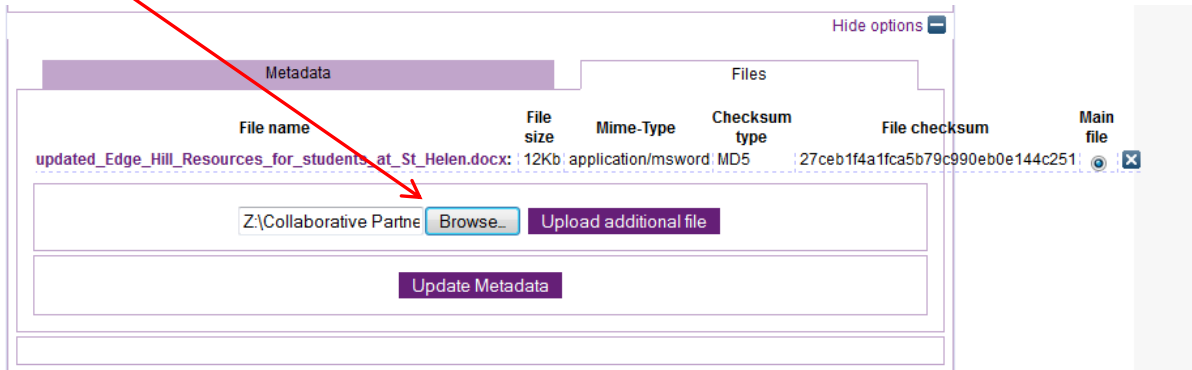
Click on 'need to add additional files to this document'



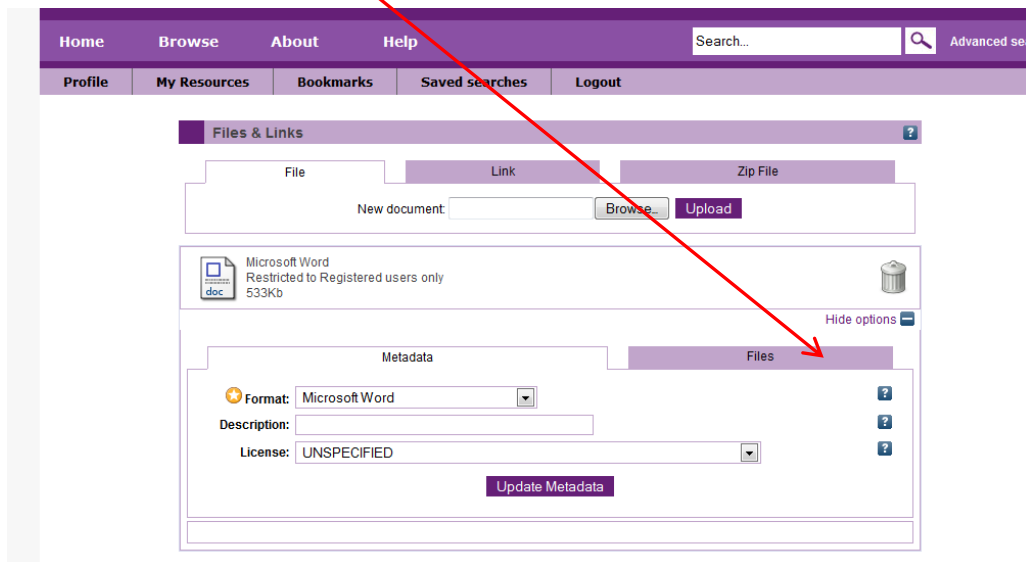
And click 'ok' in the dialogue box:



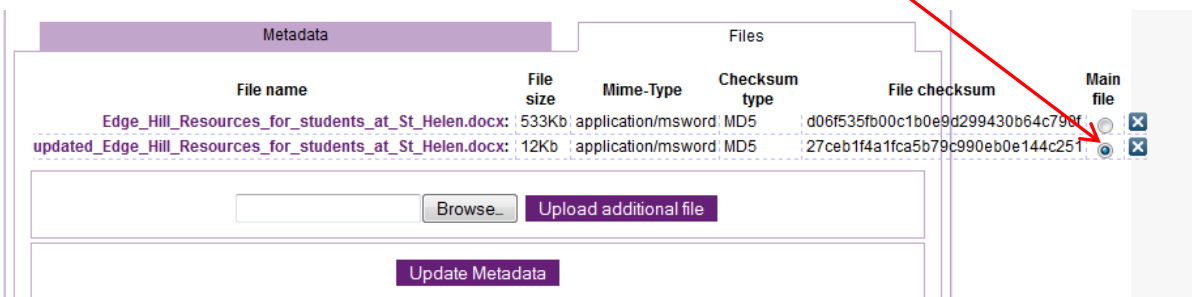
Go to Browse and choose the replacement document then click on 'upload additional file'.



Click on the 'files' tab:



Under 'main file', choose the new version of your document.



You can then delete the old version by clicking the blue crossed box.

Go to the bottom of the screen and click **SAVE**.