

Edge Hill University

eShare Contributor Guide

Learning Services

eshare@edgehill.ac.uk

edgehill.ac.uk/ls

blogs.edgehill.ac.uk/ls



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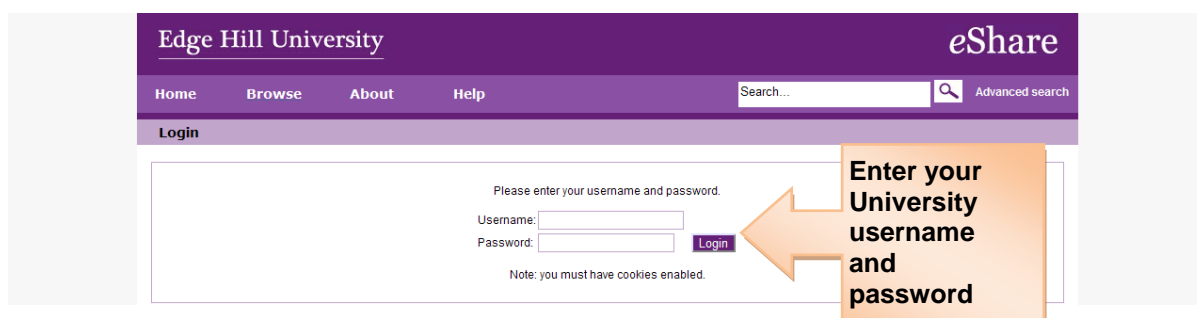
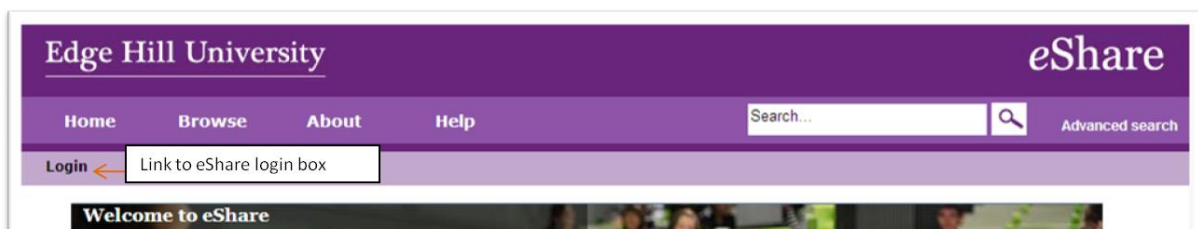


eShare

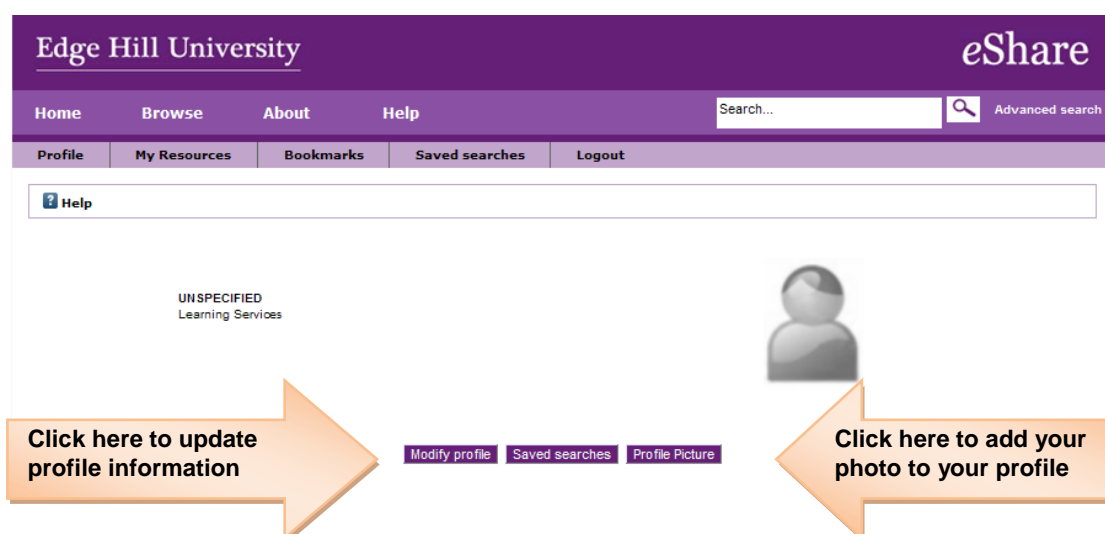
Contributor Guide

You can find eShare at www.eshare.edgehill.ac.uk

Login to eShare with your University username and password.



Your profile



Complete your profile. Additional help can be obtained by clicking on the question mark next to the field you are completing.

The screenshot shows a user profile form with two main sections: 'Account Details' and 'Personal Details'. In the 'Account Details' section, the 'Email address' field is filled with 'Oconnem@edgehill.ac.uk'. Below it, there are radio buttons for 'Hide Email' with options: 'Make email visible to all.', 'Hide email to all except repository administrators.', and 'UNSPECIFIED'. In the 'Personal Details' section, the 'Name' field is split into 'Title', 'First name' (Michelle), and 'Family Name' (O'Connell). The 'Current Position' field contains 'Academic Liaison Librarian (International and Partnerships)'. The 'Department' is 'Learning Services'. The 'Address' field contains '5t Helens Road, Ormskirk, Lancashire, L39 4QP'. At the bottom of the form are 'Cancel' and 'Save' buttons. Red arrows point from callout boxes to the question mark icons next to the email address, current position, and save button.

Making your email address visible means that others both inside and outside the university can contact you – to request use of your materials, for example.

'Current position' is your job title – Lecturer, Senior Lecturer, etc. Use Management section for other roles and responsibilities.

'Don't forget to SAVE

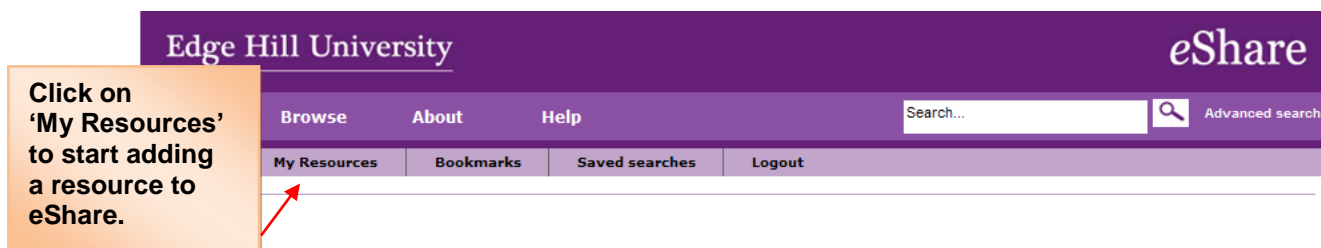
You can amend details at any time. If you change role or leave the university, please add one of your colleagues as the Author of items you have deposited in the repository.

You can remove your profile information if you wish to.

Uploading Items

Adding material is very straightforward.

- 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).
- 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.
- 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.

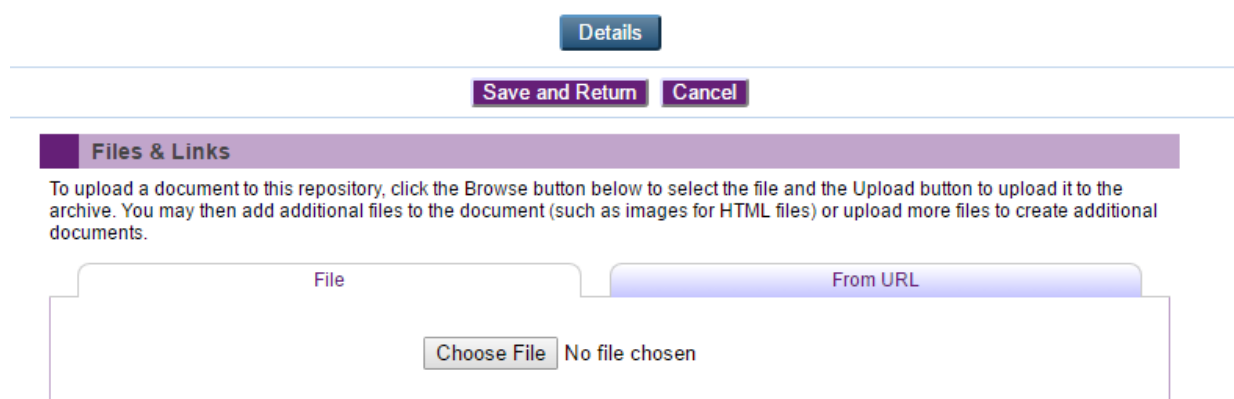


Click on **My Resources** and choose:

New Resource

- for a single item – a PDF of a presentation, for example.
- for a package of resources which rely on each other to work.

Click on Choose File to select the item you want to upload:



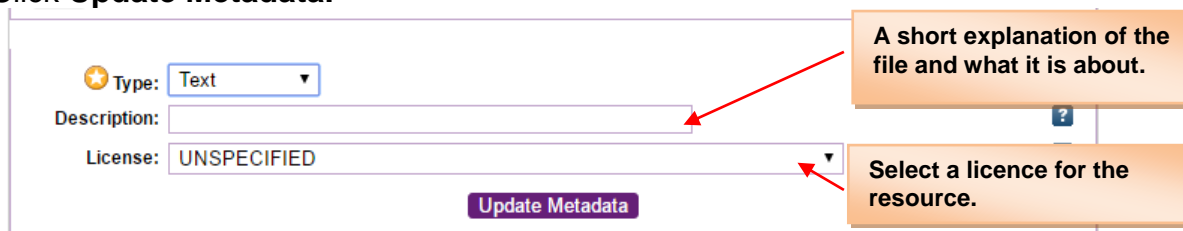
Your file will appear beneath the box:




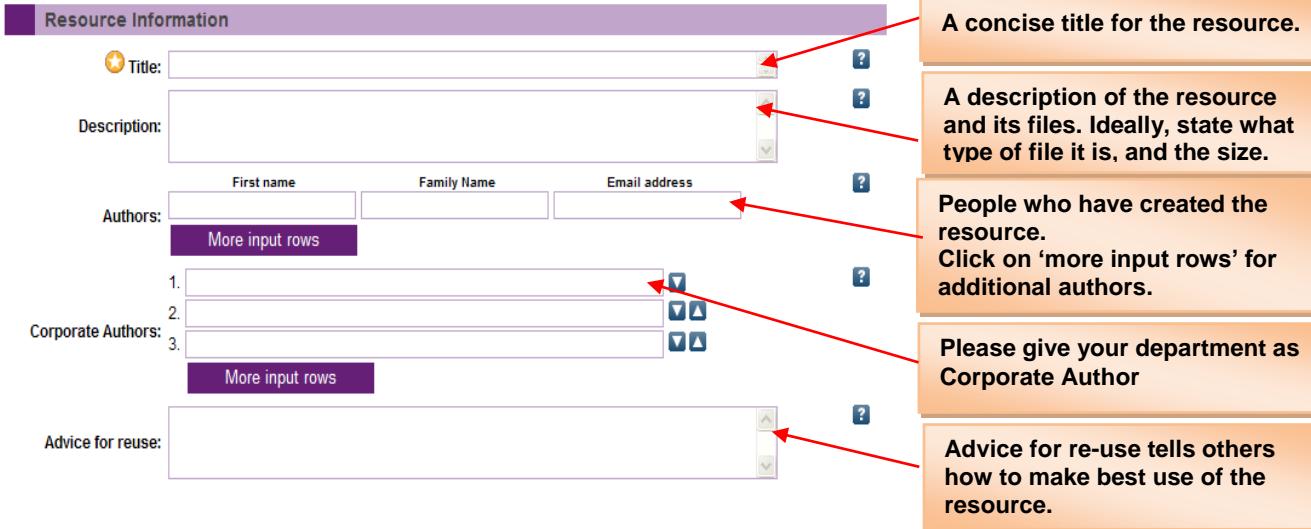
Click **Show options** beneath the file.

Fill in the boxes. Choose a Creative Commons licence from the drop-down menu. (If you are unsure, choose the top option: Attribution-no derivative works.)


Click **Update Metadata**.





Then complete the rest of the information about the item. Additional help can be obtained by clicking on the question mark next to the field you are completing. 











Resource Information

Title:  **A concise title for the resource.**

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

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

Corporate Authors: 1.   
2.  
3.   **Please give your department as Corporate Author**

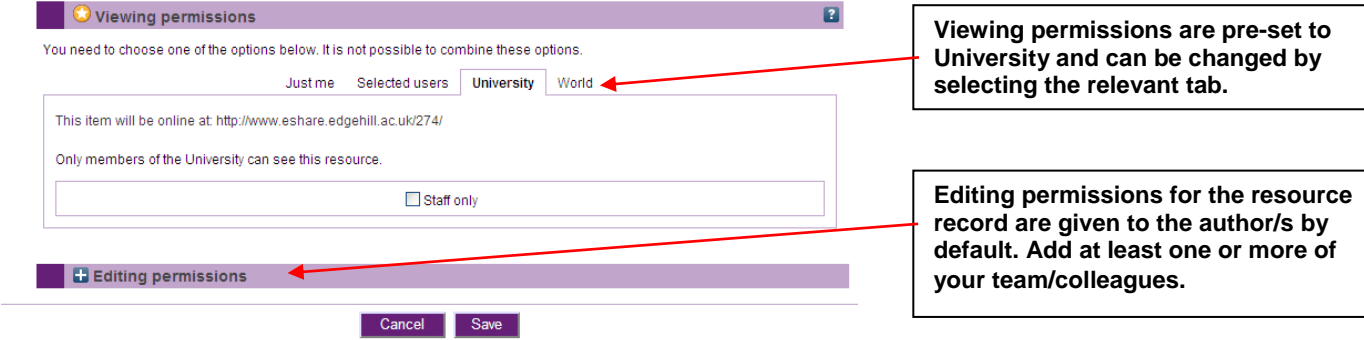
Advice for reuse:  **Advice for re-use tells others how to make best use of the resource.**


Tags are essential to help users find the resource. A drop-down box will show you tags already in use – where possible re-use a tag rather than creating a new one.

- Focus your tagging on what is most important about the resource: themes and disciplines.
- 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. 'technology enhanced learning' I might also be called 'TEL' .
- It is not necessary to tag information that appears in the title or description of the item – all this metadata is picked up in free text searching.


Viewing & Editing permissions

Set the permission level of whom would be able to access this resource.



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

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

Only members of the University can see this resource.

Staff only

Editing permissions  **Editing permissions for the resource record are given to the author/s by default. Add at least one or more of your team/colleagues.**

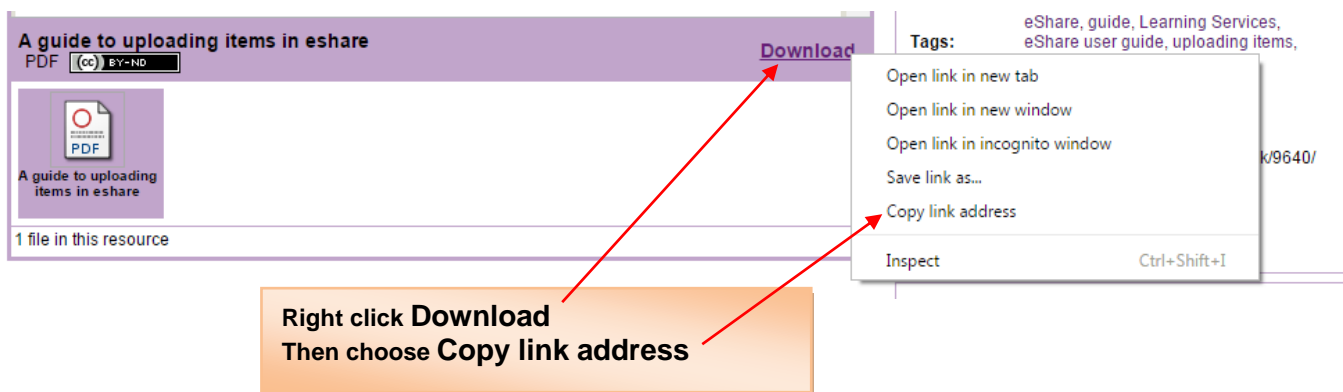
Don't forget to Save. 

Linking to items

In **My Resources**, your uploaded items will be displayed (newest at the top). Click on the title to see information about the resource.

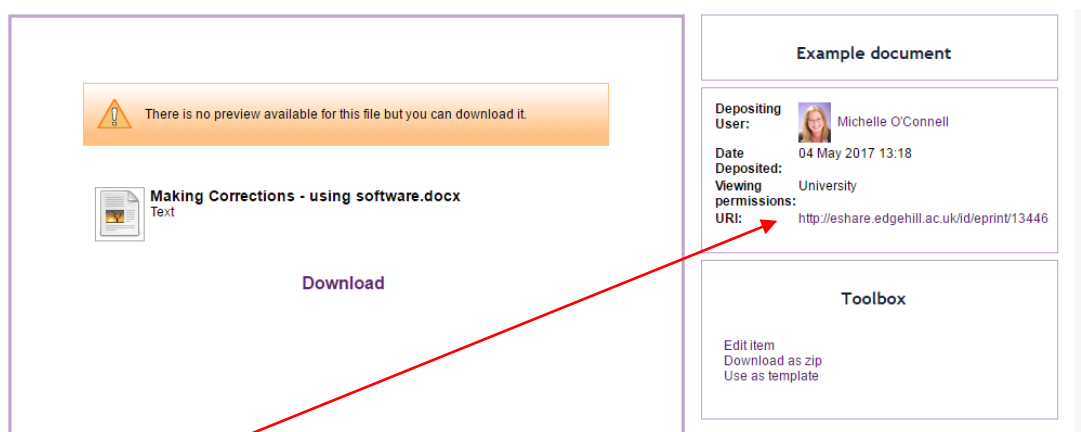
Option 1: This option will link directly to the resource and you will not see the eShare preview screen.

- Preview the resource
- Right click on 'Download'
- Select 'Copy Link Address' or 'Copy Shortcut', then paste the URL into your document / Learning Edge 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



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

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.

Editing the Metadata

If you need to alter any of the information about the resource, for example to add tags or change the viewing permissions, then simply click on the “Edit” link shown.

The screenshot shows the eShare interface with three buttons at the top: 'New Resource', 'New Collection', and 'Bulk Upload'. Below these are tabs for 'Resources' and 'Collection'. A 'Filters' sidebar is on the left. The main area shows a table of resources with checkboxes, titles, and 'University' as the source. Each row has a set of icons: a green down arrow, a magnifying glass, a pencil (the 'Edit' link), and a red X. An orange callout box with an arrow points to the pencil icon in the first row, containing the text: 'Click here to edit the record for this resource.'

Or choose “Edit Item” from the toolbox

The screenshot shows a 'Toolbox' window. On the left, there is a purple button labeled 'download (402kB)'. The main area of the toolbox is white and contains the text: 'Edit item', 'Download as zip', and 'Use as template'.

Editing the Item

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 titled "Resource". The main content area displays a document icon for "Edge Hill resources for St Helen's College students" with a description: "Guidance on how to search the library catalogue and e-resources when off campus. Answers to specific queries." Below the title, it shows a profile picture of Michelle O'Connell and the text "Shared with: University". At the bottom right, a timestamp reads "This list was generated on Thu May 17 11:31:01 2012 IST."

Click on the resource title to open it.

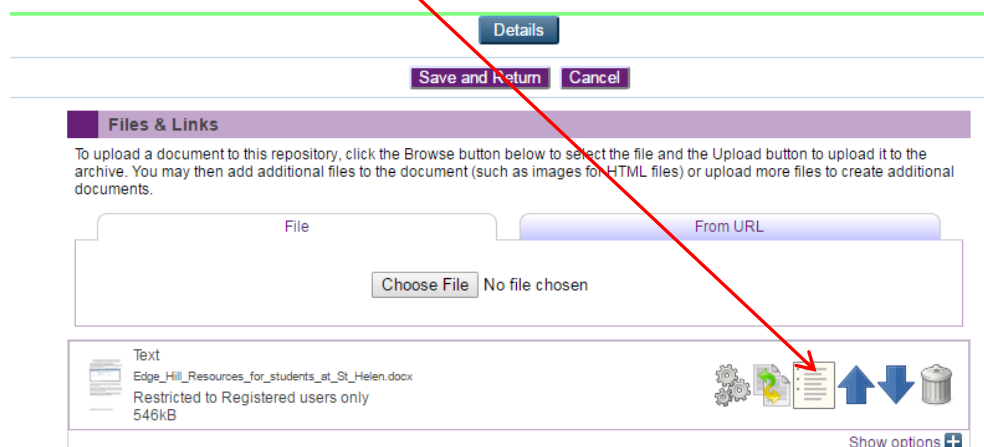
The screenshot shows the details page for the resource "Edge Hill Resources for students at St Helen.docx". The page has a purple header with navigation links: Home, Browse, About, Help, Search..., and Advanced search. Below the header are tabs for Profile, My Resources, Bookmarks, Saved searches, and Logout. The main content area is divided into several 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: [graph]
- Toolbox:** A list of actions: Edit item, Bookmark this item, Download as zip, and Use as template. A red arrow points to the "Edit item" option.

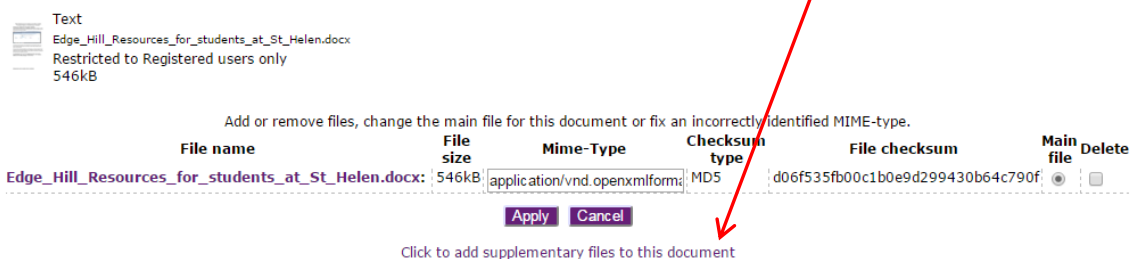
 The left sidebar shows a file icon for "Edge Hill Resources for students at St Helen.docx" with a "Download" button. Below this is a "Comments & Notes" section with tabs for "Comments" and "Notes", and an "Add Comment" button.

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

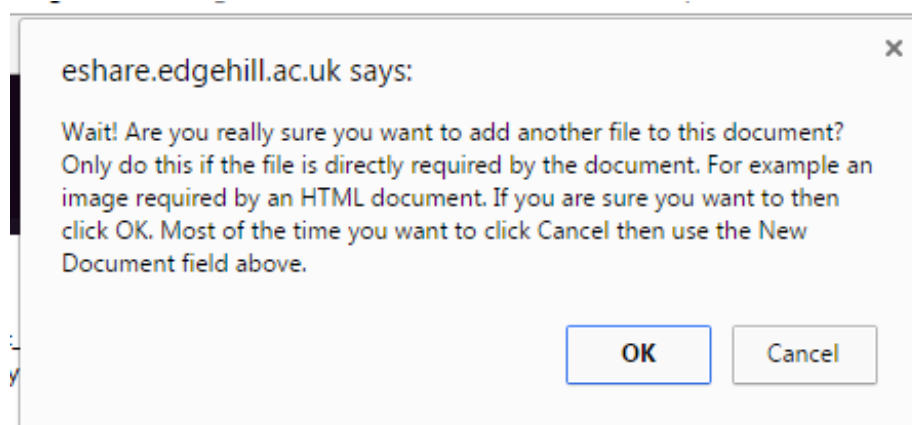
Then click on the File icon.



Click on 'click to add supplementary files to this document'



And choose OK when you get this message:

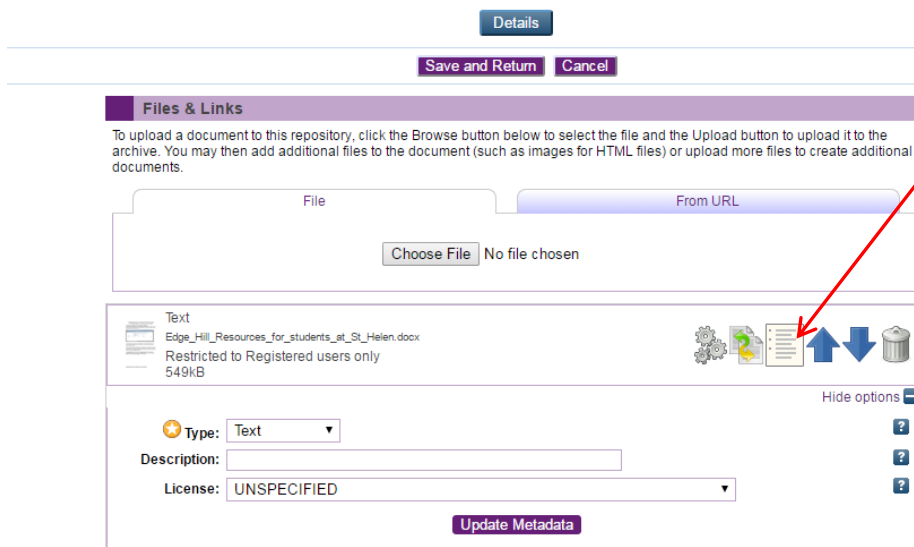


Then choose your replacement file and Upload:



And click **Apply**

You will be returned to the Details screen. Click on the File icon once again:



Details

Save and Return Cancel

Files & Links

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

File From URL

Choose File No file chosen

Text
Edge_Hill_Resources_for_students_at_St_Helen.docx
Restricted to Registered users only
549kB

Hide options

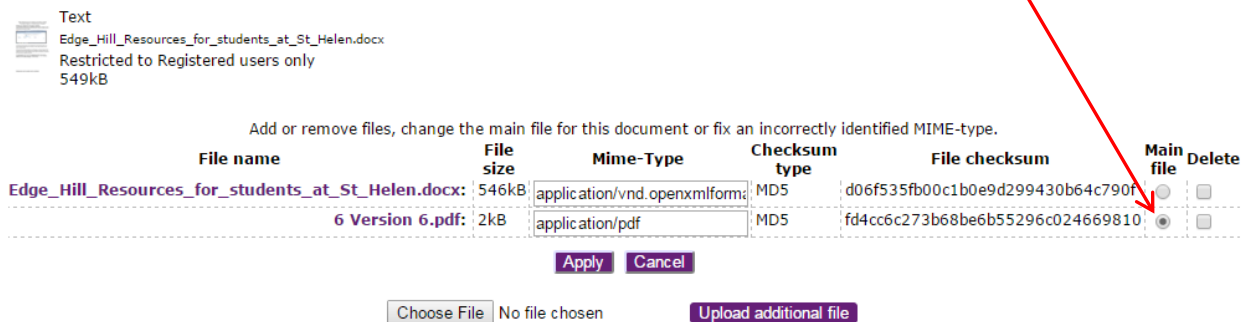
Type: Text

Description:

License: UNSPECIFIED

Update Metadata

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



Text
Edge_Hill_Resources_for_students_at_St_Helen.docx
Restricted to Registered users only
549kB

Add or remove files, change the main file for this document or fix an incorrectly identified MIME-type.

File name	File size	Mime-Type	Checksum type	File checksum	Main file	Delete
Edge_Hill_Resources_for_students_at_St_Helen.docx	546kB	application/vnd.openxmlform	MD5	d06f535fb00c1b0e9d299430b64c790f	<input type="radio"/>	<input type="checkbox"/>
6 Version 6.pdf	2kB	application/pdf	MD5	fd4cc6c273b68be6b55296c024669810	<input checked="" type="radio"/>	<input type="checkbox"/>

Apply Cancel

Choose File No file chosen Upload additional file

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

Go to the bottom of the screen and click **Save and Return**