SWAP Box

Uploading an existing OER

This guide covers:

• How to asses if your teaching resource is an OER, ready to be uploaded onto SWAPBox

• How to upload your OER and share it with other SWAPBox users

•Things to consider in the description and tagging of your OER

Other guides you might be interested in are: Registering on SWAPBox, How to modify your profile, Creating new OERs, Asking for Feedback, Feedback and Good Practice, Becoming a Reviewer.

How do I know whether my teaching resource is also an OER?

Note: In order to upload resources to SWAPBox, you need to register as a member first. If you haven't done so yet, please refer to the guides on 'Registering on SWAPBox' and 'How to modify your profile' before returning to this guide.

If you look at the existing resources on SWAPBox, you will notice that there are few limits to how an OER might look in terms of format or content: for example, it might be a video, a word document or an html file, and it might be a complete lecture, a student exercise or video scenario to name just a few. This means that you generally won't have to worry about changing the format[1] or output style of your OER.

However, your item will need to fulfil certain licensing criteria, and you might need to make changes to your resource as part of these requirements before you can upload it.
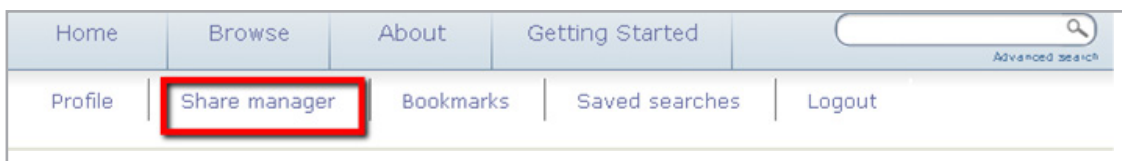
To assess your resource in terms of licensing, please use the following tool:

'SWAPBox Copyright Clearance Helper' (available under resources – search for 'copyright')
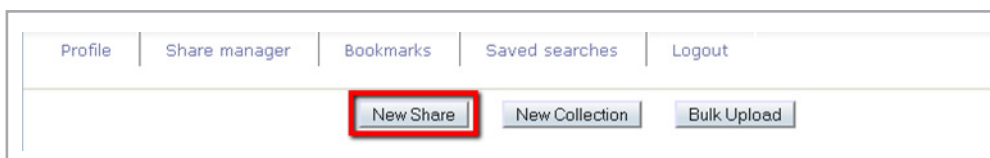
_____

1 Please contact us for advice in case of queries about specific file formats that might be difficult to upload, eg dvd recordings.
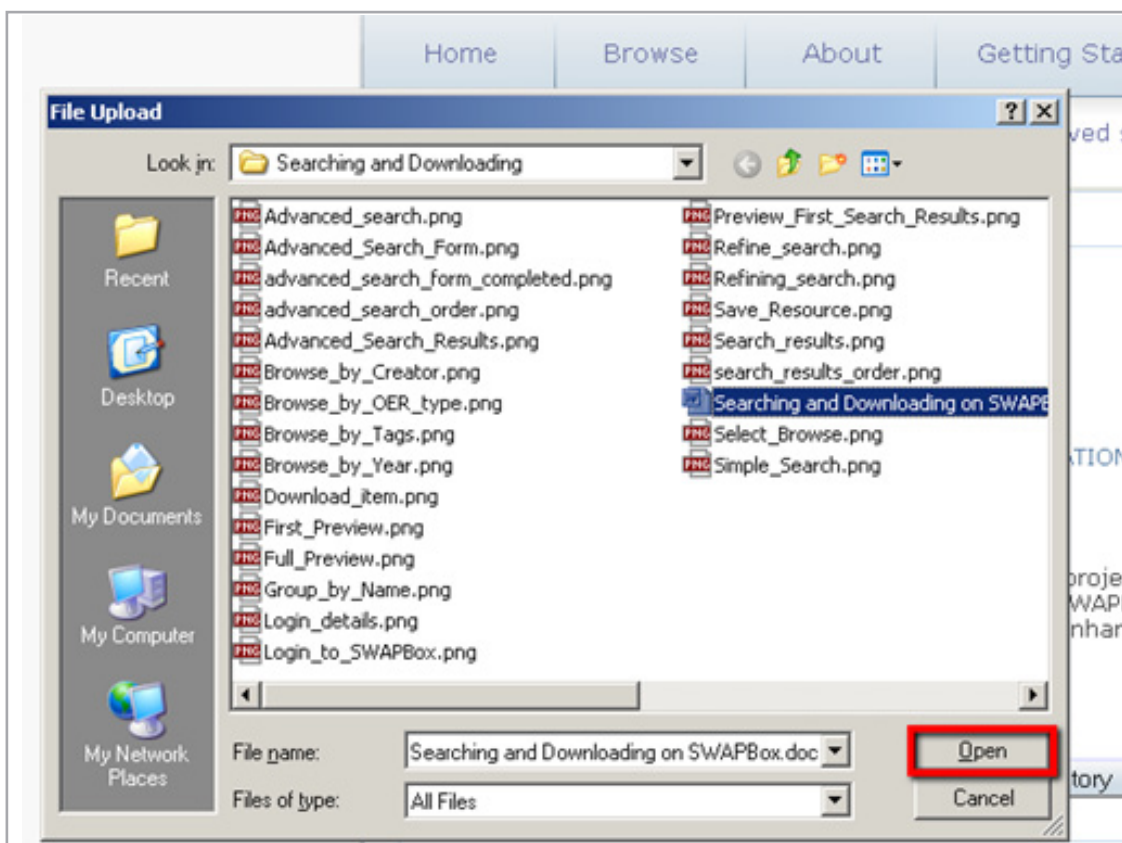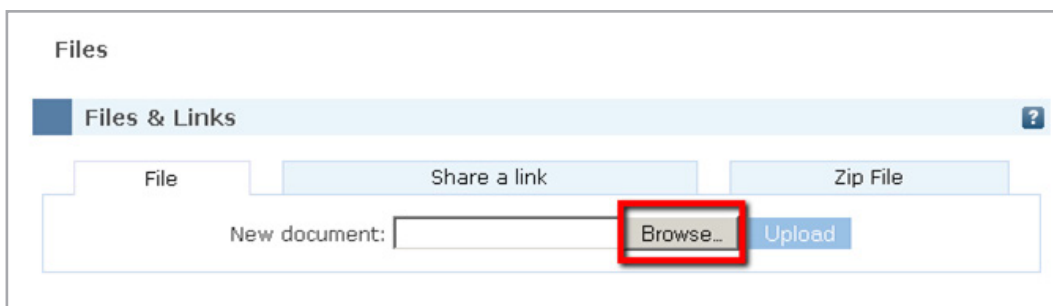
To upload a resource
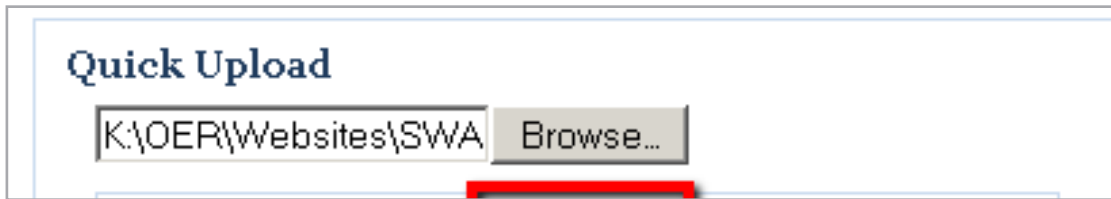
Log in to SWAPBox and go to 'Share Manager'.

Select 'New Share'.

Click on the 'Browse Button' to find the item you wish to attach among your files, select it and then click on 'Open'.

The file path is now linked to your SWAPBox Profile. Click 'Upload' to enter descriptive details and share your resource on SWAPBox.
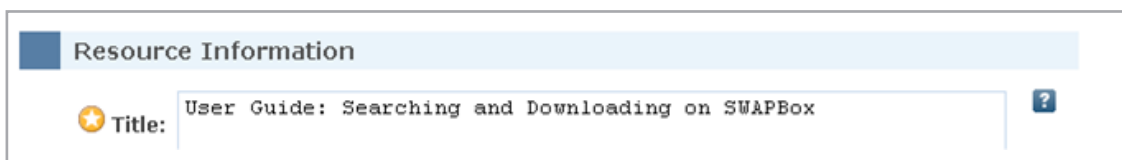
Quick Upload

K:\OER\Websites\SWA Browse…

You will now be presented with a form to complete before you finish the upload process. Although only some information is compulsory (title, creator, license), it is highly recommended that you also complete the other fields as this will increase the ease with which the item is discovered by other members and the likelihood that it will be downloaded. By following some key guidelines, this process does not need to be lengthy:
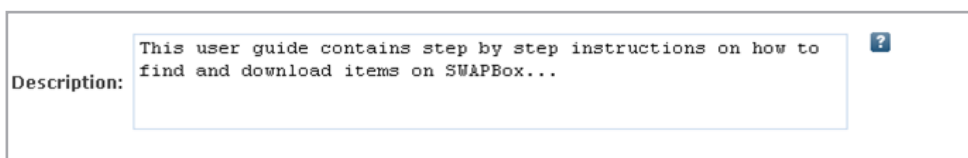
Title:

You must include a title for your resource. Try to make this descriptive in terms of its topic (eg mental health) and function (lecture; user guide).

Resource Information

⭐ Title: User Guide: Searching and Downloading on SWAPBox

Description:

This allows you to go into more detail about the resource you have uploaded, for example, the item's content and learning objective, how you have used the item in your own teaching (if applicable) and when the item was originally authored (if referring to date/policy-sensitive data that might be subject to change). As this is the section most users will look at to decide whether the resource is relevant to them, it is highly recommended to invest some time and thought into the description of your item. What information would you expect to see before previewing or downloading a resource?

Description: This user guide contains step by step instructions on how to find and download items on SWAPBox...

Creators:

This should be the name(s) of the resource author(s) rather than the name of the individual uploading the resource. Thus, if you are uploading a resource authored by somebody other than you, you should enter their name only in this field. However, as you are uploading the resource,

JISC

your name will be automatically linked to the resource as 'uploader' and the resource will appear under your profile. Furthermore, as you are the one uploading the item, you should add your email address in the relevant field.

Region:

This field should be completed to indicate if the resource is specific to a geographical region or country (eg Europe, UK, England, …). Like in the case of the tags and creators, this is a free-text field, so it is worth looking at existing options first, to help avoid multiple spellings of the same classification.


Licence:

Although there are six licence types, two are the most appropriate and recommended for most cases.

1. Attribution-Non-Commercial-Share Alike

This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms. Others can download and redistribute your work just like the by-nc-nd license, but they can also translate, make remixes, and produce new stories based on your work. All new work based on yours will carry the same license, so any derivatives will also be non-commercial in nature.

2. Attribution-NonCommercial-NoDerivatives
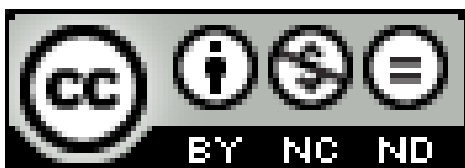
This license is the most restrictive of our six main licenses, only allowing others to download your works and share them with others as long as they credit you, but they can't change them in any way or use them commercially.
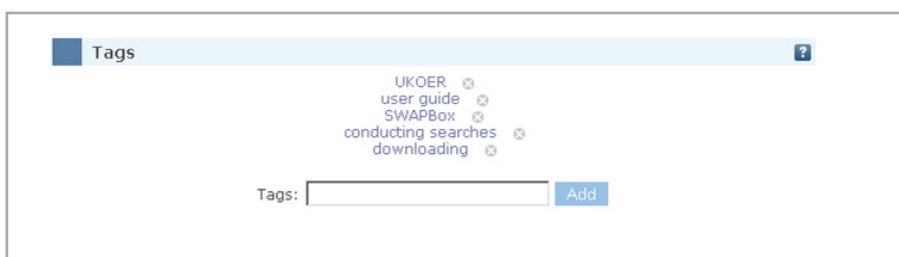
Seeking review:

By selecting this option, you are signalling to other SWAPBox users that you are actively looking for feedback on your resource. Others will still be able to comment on your resource even if you decide to not tick the box. However, indicating to the community that you are welcomingcomments is likely to generate feedback more quickly, adding value to your resource as others suggest how the resource could be used.

Tags:

These are the keywords that best describe your resource and which will appear in the 'Browse by Tags' section. There are no limits to the number of tags you can assign to an item, and being a free-text box, you are not restricted to selecting keywords from a pre-defined list. However, this means depending on spelling (eg Ageing, Aging, ageing, aging), one tag might appear more than once. Therefore, before you upload a new item, you might want to have a look at the existing tags in the 'Browse by section' to ensure that you are not duplicating keywords through slightly different spelling or formulation. For example, if a tag for 'Ageing' already exists, copy this spelling and your resource will be linked to this grouping. The tag 'UKOER' is automatically added to all resources, as this is a JISC requirement.

Viewing permissions:

You are now almost ready to publish your item. In the spirit of OER, you should aim to make all your resources as freely available as possible, thus sharing them with the 'World'. However, you might want to restrict viewing to only registered users depending on the sensitivity of the material or because you might want to receive feedback from selected members in the first instance.

Uploading the resource

Once you have completed all the fields and are ready to upload your item, select the 'save' button at the bottom of the page.

You will now be taken to your 'Resource Manager' page which shows that your resource has been added to your existing uploads.

Your resource is immediately linked to your Profile page and the 'Recent Uploads' on the SWAPBox.

JISC

Recently uploaded resources

User Guide: Searching and Downloading on SWAPBox

This user guide contains step by step instructions on how to find and download items on SWAPBox...

Dr Jules Newman   Shared with: World

Statistics on your Resource

When you modify your Profile, you can select to install widgets that provide you with information on how often your resources have been downloaded (Downloads) and which of your items have been most frequently viewed (Most viewed items). You might find these widgets useful tools to monitor the use of your resources.

Downloads

Feb 2011: 28
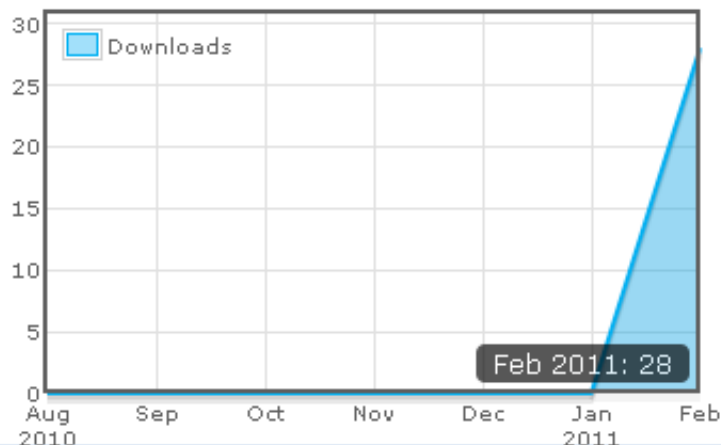
Most viewed items

1. Social work and substance use: teaching the basics — 11
2. Compromise and Creativity — 2
3. Self efficacy in research skills; becoming research minded — 2
4. SWAP digest 3 - The social work degree: preparing to succeed — 1
5. Enhancing social work students' learning experience and readiness to undertake practice learning (2010) — 1

Editing your Resource

To edit your existing your resource, go to Resource Manager, and click on the edit symbol

JISC

(yellow pencil, as highlighted in picture underneath) for the item you wish to amend. You will now be taken to the form you originally completed and can amend any of the details you entered on there.

Where do I go from here?

For information on how to create a new resource, go to the guide on 'Creating New OERs'. For further details on requesting and providing comments on resources, go to the guides on 'Feedback and Good Practice', 'Becoming a Reviewer' and 'Asking for Feedback'.