

EdShare

FAQ

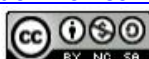
Frequently Asked Questions



University
of Glasgow

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Introduction to EdShare FAQ

This document aims to answer any questions you have relating to EdShare, if this FAQ does not answer the question you have please get in touch with the EdShare team at: teaching-edshare@glasgow.ac.uk

Questions and Answers

How do I log into Edshare?

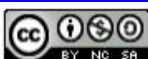
You log into EdShare using your GUID and password.

Do I need to set up a user account?

No there is no requirement for you to set up an EdShare account. Your account is created automatically when you log in using your GUID and password.

What information do I have to provide when I deposit?

When you are in the process of uploading a resource to EdShare, you should fill out all of the fields to ensure your resource is more discoverable and provide information that informs people what your resource is and how it may be used. To see instructions on how to fill out the fields within EdShare and what information to provide, please refer to the '[Full user guide \(EdShare: A guide to uploading resources\)](#)' document (page 7 – 12).



What are the mandatory fields?

There are no mandatory fields, although it is suggested to fill out as many fields as possible to make your resource more discoverable. To see what fields to fill out and how to do so, please refer to the [‘Full user guide \(EdShare: A guide to uploading resources\)’](#) document (page 9 – 12).

What tags can I add?

There is no strict guidance on what tags can be added to resources uploaded to EdShare.

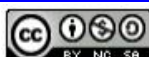
How does it relate to Moodle?

EdShare, is viewed as a complimentary service to Moodle and a means of storing content which can be embedded or linked to from Moodle. The primary difference between the two platforms is; Moodle is a Learning Management System which allows users to edit and create resources, whilst EdShare is a strictly a repository. This is not a limiting factor, as EdShare allows large files to be securely stored in a central location, which can then be linked to or embedded multiple times in different online locations, e.g. the same resource stored once in EdShare used in different Moodle courses.

How do I link to my EdShare content from Moodle/embed a link in Moodle?

You can link to a resource within EdShare by opening up the object and copying the link from the address bar and pasting it within a URL resource within Moodle.

To see a detailed set of instructions for linking EdShare content from Moodle, please refer to the [‘EdShare user guide: Embedding Multimedia files within Moodle’](#), document.



What can I deposit?

EdShare is intended for the long term storage of teaching and learning resources uploaded by University of Glasgow (UoG) staff. Staff can organise their own resources and share them in a variety of ways. The following types of resources cannot be uploaded to EdShare:

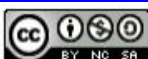
- Research – this should be uploaded to Enlighten.
- UoG print and electronic based resources – i.e. scanned book chapters, journal articles or eBooks and or e-journals must not be uploaded to EdShare. You should contact the Reading Lists @ Glasgow team, who will investigate the chapter/article can be digitised using the University's scanning licence and make the chapter article available via Reading Lists @ Glasgow.
- Temporary Resources – EdShare is repository and is not intended to have temporary document stored within it, e.g. student assessments – these types of resources should be uploaded to Moodle.

What file types' can I deposit?

EdShare accepts a wide variety of file formats ranging from PDF, Microsoft formats, and various media types, i.e. jpgs, MP4, MP3, and WAV.

Can I deposit on behalf of someone else?

Normally the person uploading a resource to EdShare is the owner, however there may be circumstances (e.g. an admin staff on behalf of academics) where it may be acceptable for a proxy deposit to be made. The individual making the deposit must have permission from the content owner to deposit, and must ensure that copyright legislation has been adhered to.



How do I set up a collection of files?

EdShare enables you to organise content that share subject or part of the same course into Collections. Please refer to the '[additional features](#)' document (page 4 – 6) to see how to implement this process within EdShare.

How does EdShare deal with different versions of the same file?

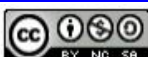
EdShare allows for version control of documents or resources that will be updated frequently. Please refer to the '[additional features](#)' document (12 – 13) to see how to implement this process within EdShare.

Will my content in EdShare be archived?

Yes, all content within EdShare is intended for the long term storage of content.

What license should I choose for my content?

It is your responsibility to choose the applicable licence for the resources you upload to EdShare. To aid in this process there are a number of documents and learning objects that can be viewed in the help section of the EdShare web pages.



Who will see my content in EdShare? Can I restrict access? Can I share it with the world?

Yes, access to content uploaded to EdShare can be controlled in four ways.

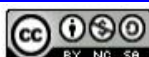
- Just me – only you will be able to view this resource, it will not be online and will not appear in search results
- Selected users – you can allow access to specific UoG individuals by entering their names or email addresses
- University – currently this makes your resource available only to UoG staff.
- World – makes your resource available to anyone. They will be able to view and download the resource. This setting is not suitable if your uploaded resources contain 3rd party copyright protected material

How will people find my material in EdShare?

To find materials within EdShare, people can use the search or advanced search (found on the home page) to find particular resources. The advanced search can be further refined via a number of fields, i.e. licence, names of creator etc... to provide a detailed result

Can I see how many times my material has been downloaded?

Yes, each resource you upload to EdShare has statistics which can be viewed. These show how many times a particular resource has been viewed and downloaded



Will my content be checked for copyright compliance when I deposit it?

No, it is your responsibility to assure the resources you upload to EdShare do not infringe any Copyright law. Please refer to the '[EdShare Copyright Guidance](#)' document for advice and best practice.

