EdShare

User Guide

EdShare: Quick Guide

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# Preface

Before continuing with this guide, it is assumed you have read the Copyright and legal guidance found in the document titled ‘**EdShare Copyright Guidance**’. It is advised you read this document before proceeding as it will give you an understanding of how UK Copyright Law and policy can be applied to resources that are uploaded to the EdShare repository.

# Introduction

This is a brief guide to uploading a single file to EdShare. See the [EdShare user guide: uploading resources](https://edshare.gla.ac.uk/181) for more detailed information.

# Log-in

Access EdShare at <https://edshare.gla.ac.uk>.

Log into your account – click on **My EdShare** and **Log-in**

Enter your GUID if prompted

Under **My EdShare** click on **Resource Manager**

# Upload

Choose **New Resource**

Under **Files & links**, choose **Browse** and select the file you want to upload

Click on **Show options** to choose a license for your item (see [Creative Commons Licenses](https://edshare.gla.ac.uk/144/4/story_html5.html) for more information on licenses)

Click on **Update metadata**

# Resource information

Add the **title** of your resource (mandatory)

Add a **description** to give users more information about your resource

Add the **names of the author(s)** of the resource. This is an automatic lookup. You can add extra authors by choosing **More input rows**.

You can provide additional information about how people can use your resource in the **Advice for reuse** field

Choose your **School** or **Service** from the list of Divisions.

# Tags

Add words or phrases that describe your resource. This is not a controlled list of terms.

# Course codes

Select the **course** your resource relates to. If it does not relate to a particular course you can leave this blank.

# Viewing permissions

**The default setting is University users only**. You can change this so World (anyone can see the resource), you can select specific users or only you can see the resource. You can also set it to staff only using the tick box.

# Editing permission

If you want someone else to be able to edit your resource, you can set this up here.

# Save and return

This will immediately add the resource to EdShare. There is no editing or checking process at this stage. However, the EdShare team will regularly review new material in the service and will contact you if there are any issues.

If you need to edit an item you have already deposited you need to log into EdShare, go to Resource Manager and click on the edit (pencil) icon.