

How to

Move RADAR resources between the OER and the Teaching collections, for LR staff

I've put my item(s) in the wrong collection – what now?

My resource was open but now needs to be closed – what now?

If you want to move your resource from the open (OER) to the closed (Teaching) collection or vice versa, you don't have to start again. You can move your resources between collections and **the link will be maintained** so you don't have to update the website.

Word of warning – the collection forms are not identical. There will be data missing in your moved resource record and you will need to add this in.

Here are the steps required:

1. Go to your resource page. Choose “Move item into another collection” from the Actions menu

The screenshot shows the RADAR interface for a resource titled "MEMS CCT Finding Dissertations at Wheatley (DC)". The interface includes a top header with the Oxford Brookes University logo and user information, a left sidebar with navigation links, a main content area with resource details, and a right sidebar with actions. A blue arrow points to the "Move item into another collection" link in the Actions menu.

OXFORD BROOKES UNIVERSITY

Teaching collection > MEMS CCT Finding Dissertations at W...

MEMS CCT Finding Dissertations at Wheatley (DC)

Description
How to find MEMS and CCT dissertations at Wheatley by Dan Croft.

Links to resources

Resource type
text

Teaching subject area
Automotive and Motorsport Engineering, Communication, Media and Culture, Computer Science, Mathematical Sciences and Statistics, Mechanical Engineering

Resource designed for:
students

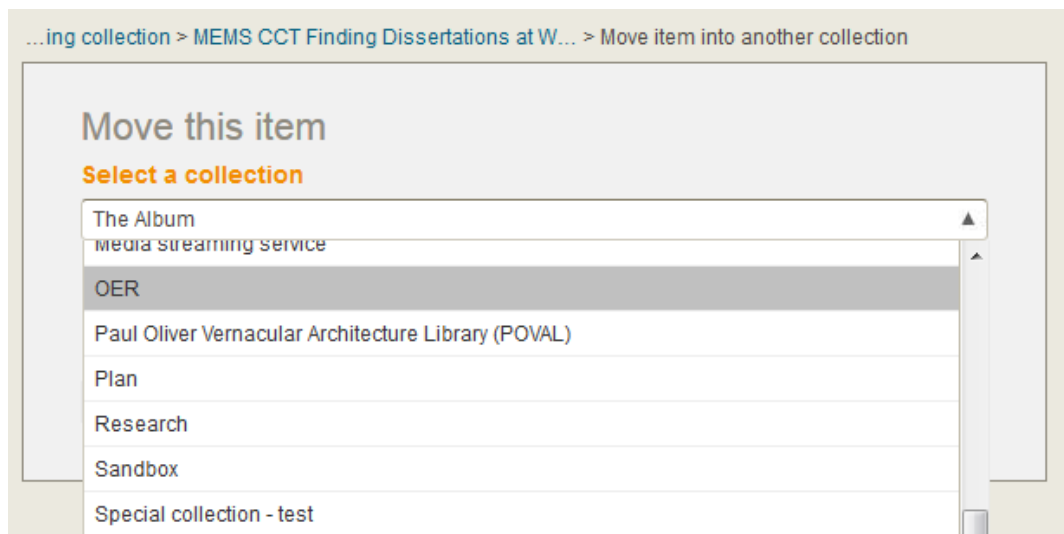
Graduate attributes
Digital and information literacy

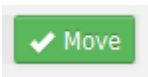
Resource added by (Faculty or Directorate)
Directorates\Learning Resources

Actions

- Add to Moodle
- Change ownership
- Clone item into a collection
- Create a new version
- Delete this version
- Edit this version
- Move item into another collection**
- New contribution of same type
- Redraft this version
- Suspend this version

2. Choose the collection you want to move it into from the drop down list



3. Click on the  button
4. This will take you into the resource contribution screen for your resource in its new collection. Remember this?

“Word of warning – the collection forms are not identical. There will be data missing when you move your item and you will need to add this in.”


You will now need to type in the missing details for your resource record. Here is a list of what data will be missing. ****These**** fields are obligatory.

What to fill in if moving from OER to the Teaching Collection (closed)

- ****Faculty****
- Target use (student is selected by default)

What to fill in if moving from the Teaching Collection to the OER (open)

- ****Faculty, School, Department or research group****
- ****Licence****
- Relevant courses
- Date created

5. When you have finished adding your data click  to complete the process

Note: If you have large numbers of resources to move, we may be able to help reduce the editing required. Email radar@brookes.ac.uk and we can discuss the best way to move your resources in bulk.

Note2: If you are an OCSLD contributor this document will not apply as there are some different fields for OCSLD material.

Note3: Material that has been moved between collections will retain some unused metadata. However, this shouldn't be surfaced or visible. If your moved resources exhibit any unusual behaviour contact radar@brookes.ac.uk

Last modified by Tamsin Rothery 28/04/16

www.brookes.ac.uk/go/radar