

How to contribute to RADAR : Guidance for Learning Resources webwriters

Background

The webpages are moving to the University's content management system (CMS) which is called Ektron. The current webserver will no longer be used so the new place to store these resources is the OER / Teaching Collections on RADAR.

Why are we doing this?

When you want to update the resource you can edit and upload to RADAR using the same record which means the link to the RADAR resource from the webpage remains the same so there is no need to update the webpage. This means changes to resources are easier and quicker for you to edit and update.

Which collection should I upload my resources to?

Open Educational Resources (OER) collection is the preferred option and this is where the majority of your guides should be placed. In this collection, documents are available to everyone – no need to login.

Teaching Collection should be used if there is anything in the guide where there may be an issue with copyright material. Eg. screenshots from commercial databases. If material is currently on the secure server www2 then they should be added to the Teaching Collection. If you are unsure, please contact Katie Hambrook (khambrook@brookes.ac.uk) for advice.


Once you have added your resources:

You need to get the link to the resource so that this can be included in the web pages.


Description

Introductory guide to Library resources for new students doing MA in International Business, Culture and Language (IBCL)


Links to resources



[keyresibcl.doc](#)



[keyresibcl.pdf](#)

 Full screen

To get this link, hover over the resource, righthand click , select 'copy link address'

<https://radar.brookes.ac.uk/radar/file/351d0622-3384-48cc-b96f-c3b1b9b1c826/1/keyresibcl.doc>

The link will look like this one with the name of the document at the end of the link. When you click on this link then you will go straight to the resource. The alternative to this is to link to the radar record which would be the following link:

<https://radar.brookes.ac.uk/radar/items/351d0622-3384-48cc-b96f-c3b1b9b1c826/1/>

in this example

Go to the google document :

https://docs.google.com/spreadsheets/d/15pMCISY8vbJD6MELjUFVwIMIOQohGY-L_rN3XpHfCBq/edit?ts=5719fb1f#gid=0

and copy to this document the links and the title of the resource on RADAR

Tips

#1 Note multiple resources eg. a word doc. and a pdf can be uploaded to the same record.

#2 If you are cutting and pasting details from a word document, copy into 'Notepad' first as this gets rid of all the formatting.

#3 To maintain the link in your webpages, always use the same filename.

#4 If you want to change the content of the document, edit offline, save with same filename and then use the 'replace' option on the upload screen.

Upload files (one by one)

keyresibcl.doc

Edit | Replace | Delete

keyresibcl.pdf

Edit | Replace | Delete

+ Add a resource

Further information for Learning Resources' Webwriters can be found here:

<https://radar.brookes.ac.uk/radar/items/00b2b36b-101a-44ad-8301-9ed3b93bfe76/1/>