

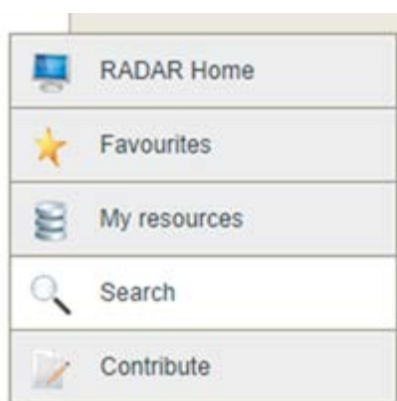
How to

Contribute a resource to the RADAR Teaching collection

Before you can contribute to the Teaching collection you need a Contributor account. Please email radar@brookes.ac.uk to arrange this.

The following document is a basic guide to contributing to the Teaching collection. Further help is available online at each stage of the contribution process.


1. Login to RADAR
<https://radar.brookes.ac.uk/radar>
2. From the left hand menu, choose “Login (Brookes staff and students)”
3. Login with your staff (P) number and PIP/email password
4. From the left hand menu, choose “Contribute”

**Teaching collection**

A generic collection of teaching and learning materials. This collection is LIVE and visible to all staff and students. Course designers have access to this collection via Blackboard and Moodle.


Now click on 'Teaching Collection'

Note: If you would like to practise uploading items to RADAR, and do not yet want to make them live, please choose “Contribute to the TEST Teaching collection”. This is identical to the Teaching collection, but the items are not visible to anyone except contributors. Once you have tried the update process for a few items, you can then upload to the live Teaching collection.

6. The contribution screen appears, enter the relevant information, click on the  for further information. Note a red asterisk means you must enter some information.

Contribute > Teaching collection


Basic information

Title *
Please enter a brief title 

My resources

ch

ite

Description *
Please enter a fuller description 

Faculty *
Which Faculty or Directorate is contributing this resource?

Please select one ▼

Author *
Enter the name of the person who created the resource, and then click ADD. If more than one person was

7. At the bottom of the page, click Next.
8. Select the file type of the object you are uploading.

What item are you uploading? *

- ☐ A file (audio, video, images, documents)
- ☐ Web addresses
- ☐ YouTube Videos
- ☐ IMS, SCORM or METS package
- ☐ I want to create a new item that aggregates existing RADAR resources
- ☐ HTML page created in RADAR itself

Note: depending on the file type, you may be asked for further information, for example is the file an image, or a video?

9. Click Next to move to the next page.

10. Choose the subject area:

Which TEACHING subject area (or areas)

Tick as many boxes as appropriate

- ☐ Any
- ☐ Anthropology
- ☒ Art (History of Art)
- ☐ Automotive and Motorsport Engineering
- ☐ Biotechnology
- ☒ Business

11. Click Next, and go to the Files screen:

Contribute > Teaching collection

Files

Basic upload

No attached resources

[+ Add a resource](#)

The maximum size of all your files in RADAR must not exceed 300Mb.

Advanced

You can drag and drop files using this method

[Launch File Manager](#) [Open Web Folder](#) [Refresh](#)

Brookes Research Archive


12. Click on

[+ Add a resource](#)

13. Here you can 'Browse' files on your PC or use the drag and drop function.

Upload files from your computer

Browse for and select the file you wish to upload

 No file selected...

Browse



Click to select files or drag and drop files here

14. Select 'Next'. The rest of the information is optional but will help others to find your resource
15. Click "Publish" to make the item live, or "Draft" if you want to work on the item later.
16. Please contact the RADAR team (radar@brookes.ac.uk) if you have any further queries.