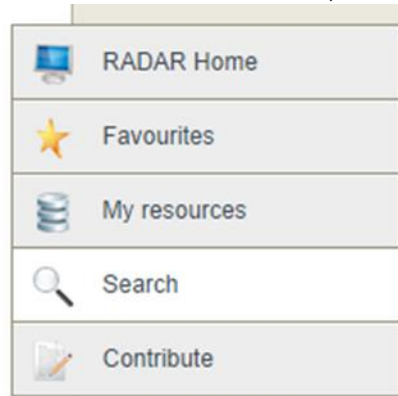## How to

Contribute a resource to the RADAR Open Educational Resources (OER) collection

Before you can contribute to the OER 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 OER 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"

5. By clicking on 'Contribute', you will be allowed to add to any collection that you have been **given access to:**

Now click on 'OER'

Note: If you would like to practise uploading items to RADAR, or try something new without making them live, you can upload to our test RADAR. If you'd like access to this please email radar@brookes.ac.uk

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

Some data requires you to use different selection methods e.g. the Faculty selector. Here click

Then choose your faculty or directorate from the list. Click ok when you've selected.

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 > OER

Files

Upload files *
Click on "Launch File Manager" to upload or edit files

[Launch File Manager] [Open Web Folder] [Refresh]

Upload files (one by one)

No attached resources

➕ Add a resource

← Prev   Next →

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 ✅ Save and then choose

Save ⊗

Do you want to publish this item now, or save as a draft?

✔ Publish Save draft Cancel

"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.