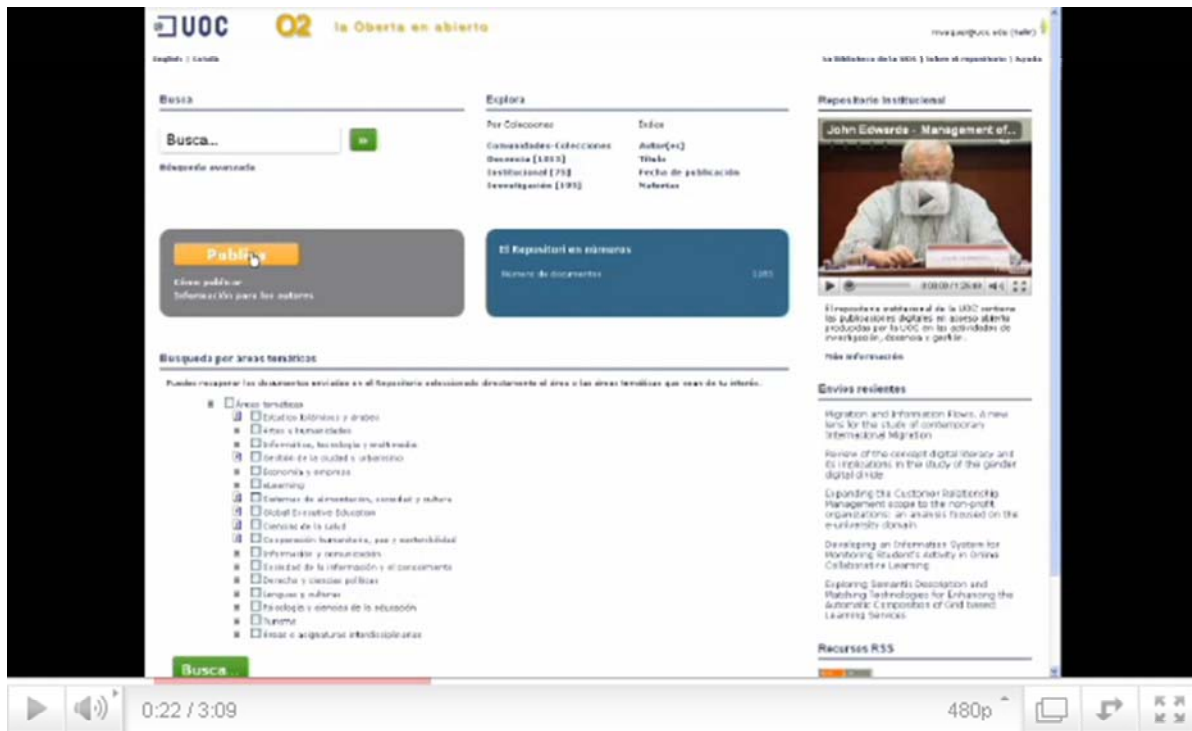


## Guide to depositing Educational Resources in O2, the UOC's institutional repository

### Help video

You can see the general help video on how to publish in the repository on the UOC's YouTube channel by clicking on the image below or this link: <http://www.youtube.com/watch?v=4FSMgAMybhc>.

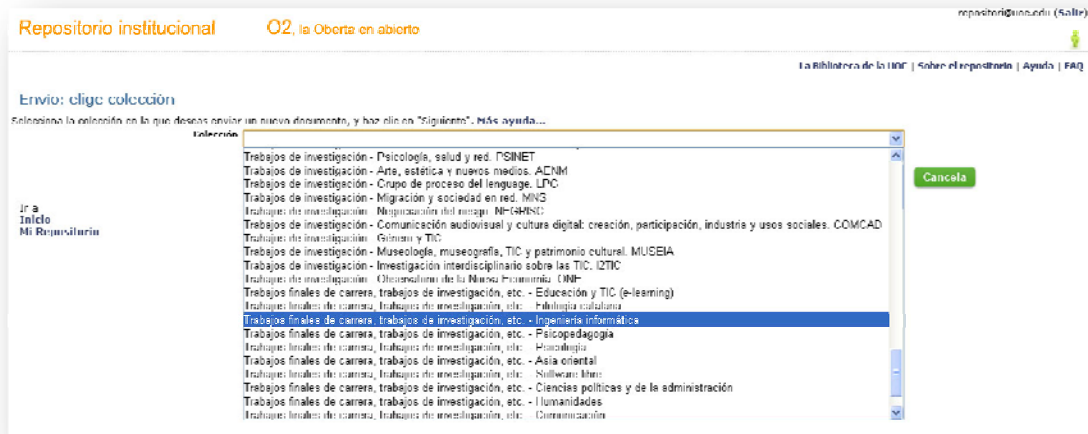


### Steps to take – Teaching materials:

1. Once **logged in to the Campus**, you can access the repository from the classrooms or the Library, where you will find a direct link to O2, the institutional repository.
2. Teaching modules are added to the UOC's OpenCourseWare (<http://ocw.uoc.edu/>) and are automatically made available via the O2 institutional repository.

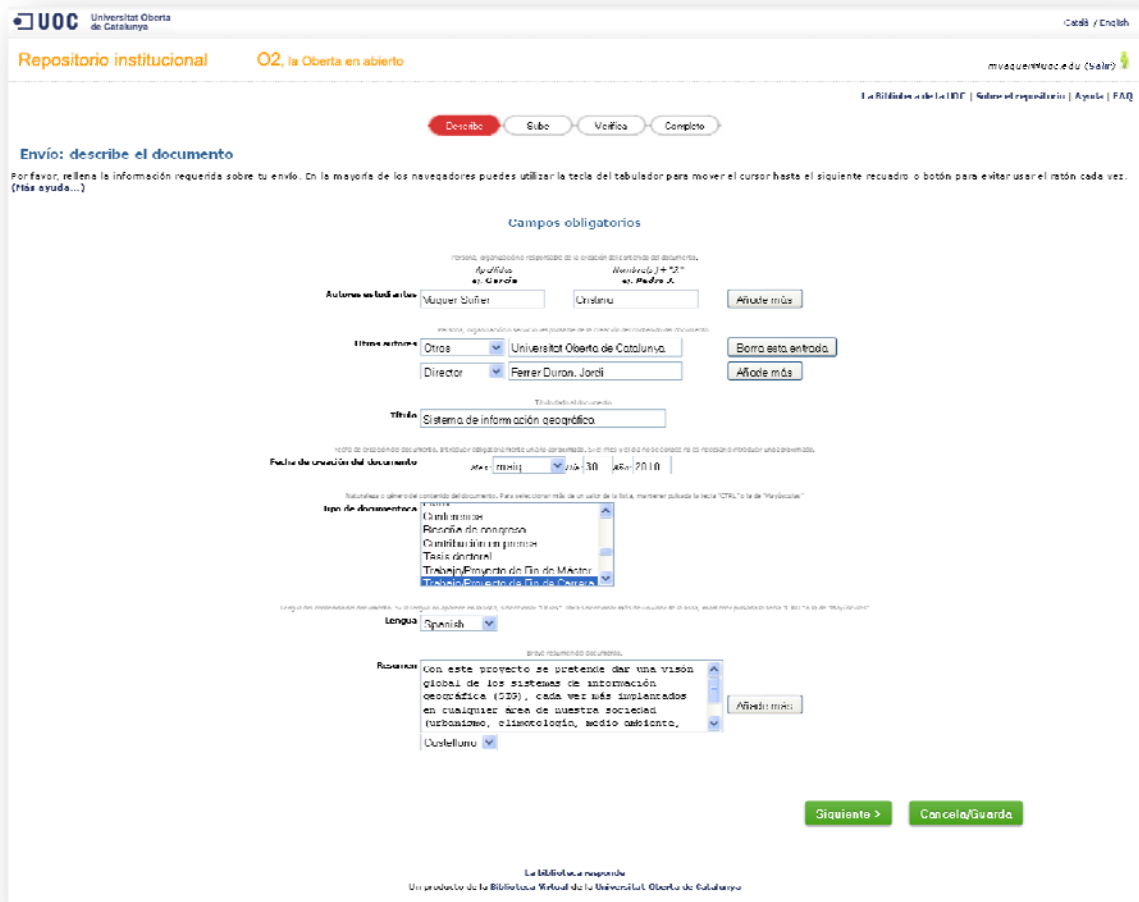
You need to access **Communities and Collections**. To do so, follow the link at the top of the repository's homepage, below where it says Browse. Search for your studies and click on the **Learning Materials, Exercises, Exams, etc. collection** and click on the Submit to this Collection button.

If you access the repository via the Publish button from the homepage, you need to select the **Learning Materials, Exercises, Exams, etc. collection** for your studies:



If the right collection is not available for your teaching materials, add your documents to another collection and send an email to [repositori@uoc.edu](mailto:repositori@uoc.edu) asking for the creation of the collection and listing the materials added.

3. Then fill in the form that appears.

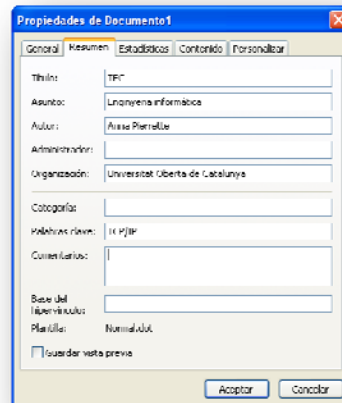


**Guidelines** for filling in the teaching materials form:

- **Author:** enter their name and surname. If the materials have more than one author, click on the Add more button.
- **Title:** enter the work's title and subtitle.
- **Keywords:** enter the most relevant words that define the contents of the document. Select the language they are to be entered in.
- **Document creation date:** a mandatory field – if you do not know the exact date, enter the approximate year.
- **Language:** select the language that the work has been written in from the drop-down list.
- **Abstract:** provide a short summary of the work's content and select the language that the abstract has been written in from the drop-down list.

The **Publisher** and **Document type** fields are filled in automatically.

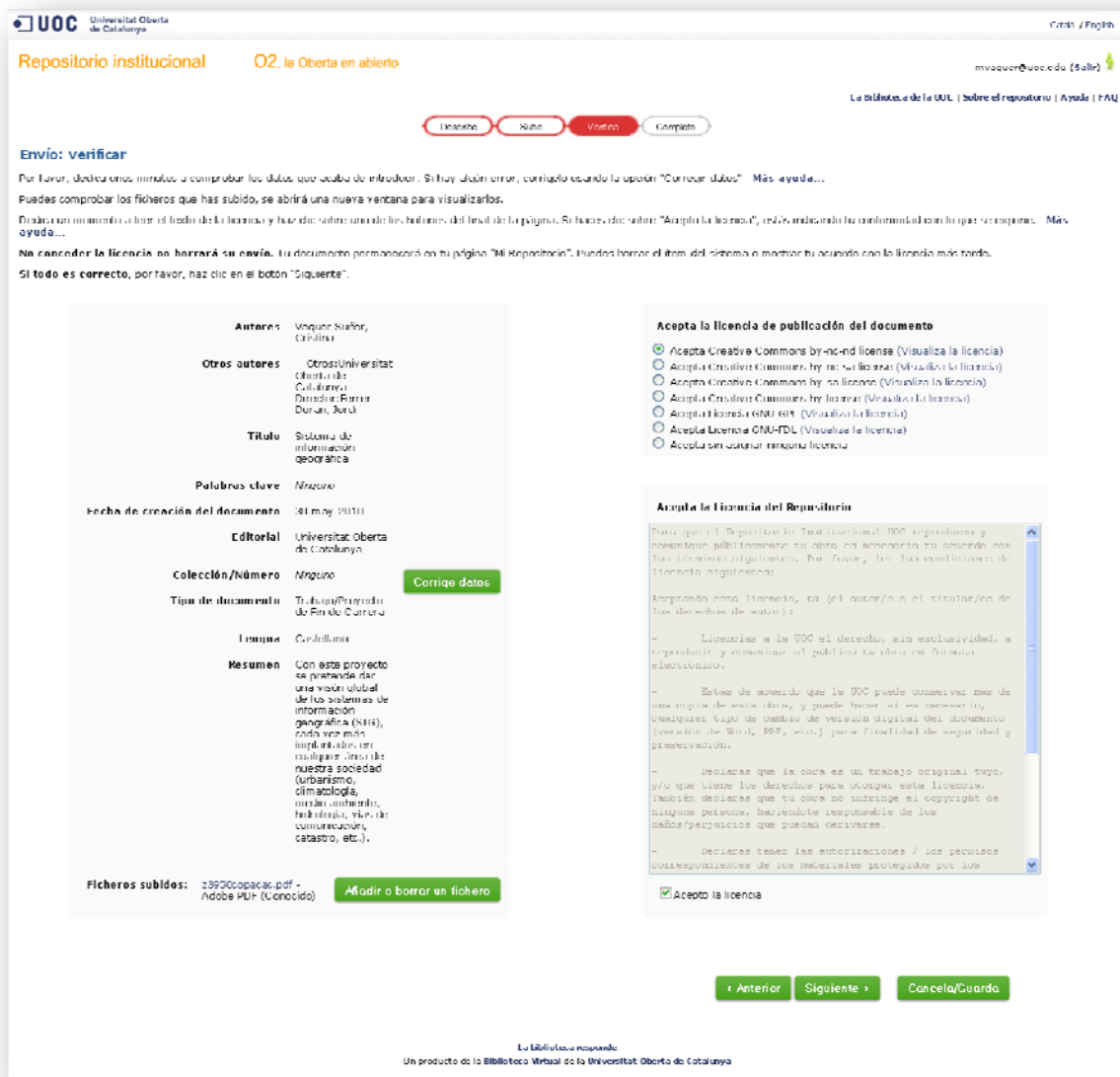
4. Then upload the file (preferably as a pdf). We would recommend including the document's metadata; eg, in Word 97-2003, you can do so by filling in the properties (*File > Properties*) as shown below:



Click on the Browse button, select the file and click on Next.



5. Check that the information entered is correct and accept the document publication and repository licences.



- Once you reach the **Complete screen**, you will know that the materials have been uploaded to the O2 repository correctly.
- The submission will be revised by the Virtual Library, who will ensure the details have been filled in, add information to describe the document and, finally, publish it in the repository. You will receive an email to let you know when the document has been published. It will contain a **permanent URL** for the document registered with the **Handle System**. Unlike most URLs, this identifier will always remain the same even if changes are made or the system is migrated to new equipment. Thus, you can safely link to or cite it in publications or other media.

With publication on the O2 repository, you will always be able to access your teaching materials. We will take charge of any format changes needed to preserve them in the future.



## APPENDIX: Details of the document publication licences

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