­­Uploading resources on Nordic University Health Hub

# How to upload resources on the hub:

**MANY RESOURCES FOR UPLOAD AT ONCE:** If you have more than 5 resources, **and** your resources are already uploaded on an online platform (could be on YouTube or on a MOOC platform), we recommend upload using the metadata sheet (bulk upload method).

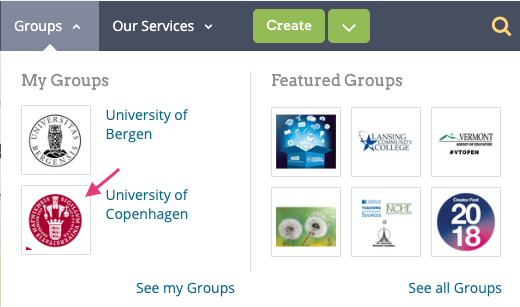
You can download the metadata sheet [here](https://drive.google.com/file/d/12vfJVFhTHG0kIwpIsrExtpFNTJ2NinRy/view?usp=sharing), fill it out and send it to the project coordinator at University of Copenhagen. ([maria.minard@sund.ku.dk)](mailto:maria.minard@sund.ku.dk))

If there are any questions concerning how to fill in the metadata, feel free to contact the project coordinator in order to assist you.

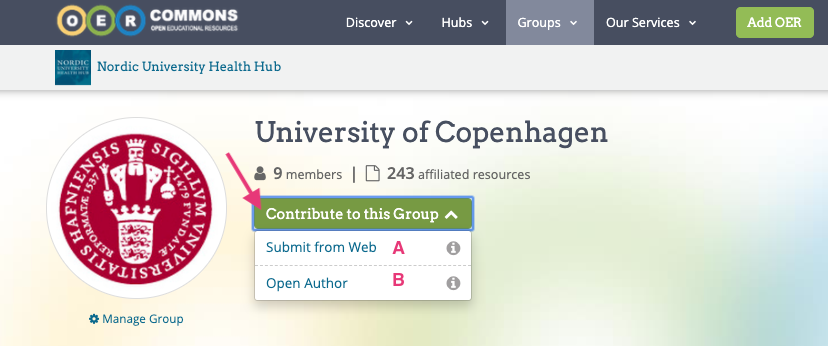
**RESOURCES FOR UPLOAD one by one:**

A simple way to upload resources is to upload them one by one, this can be done at any time, as long as you are registered as a user on NUHH. This is a good method to let people upload resources along the way, as you have new content that you want to share on the hub.

1. When logged in, click “Groups” in the top menu and then choose the group of your university.



1. Press “contribute to this group”. Now consider:
   1. If you want to add to an URL, like a video on Youtube or other video platforms, choose “Submit from Web”. (page 2)
   2. If you want to upload a file, choose “Open Author”. (page 3)



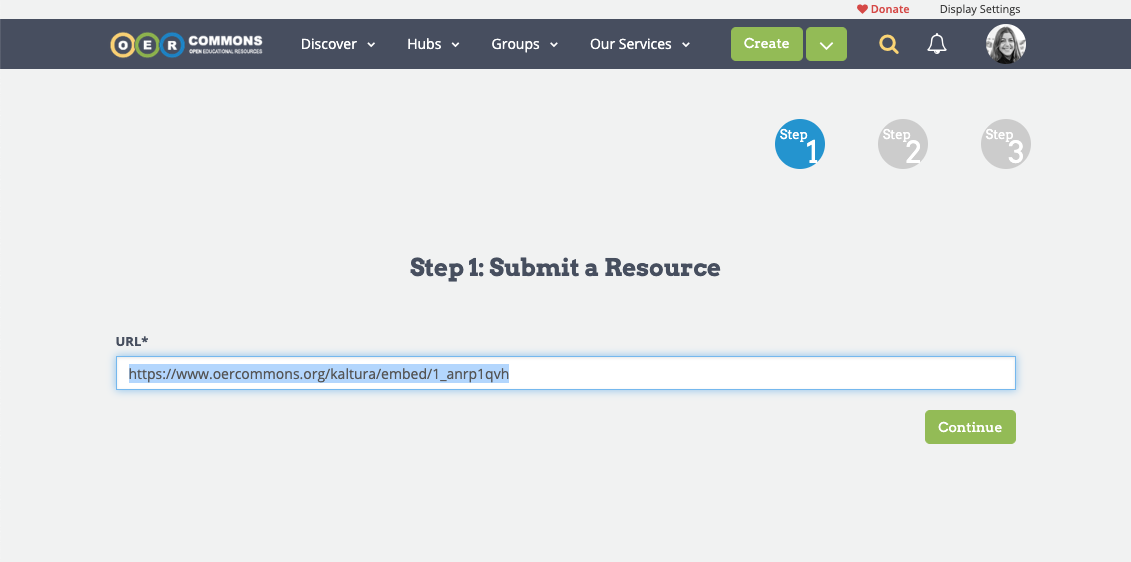
**A) Submit from web**

(the following example below corresponds to this video presented on Nordic University Health Hub: <https://www.oercommons.org/courses/an-introduction-to-global-health-infectious-diarrheal-diseases-12-51-2?__hub_id=57)>

Paste in URL and describe the resource, write name of author(s).

**Step 1**

Paste in the URL link. Click “Continue”.

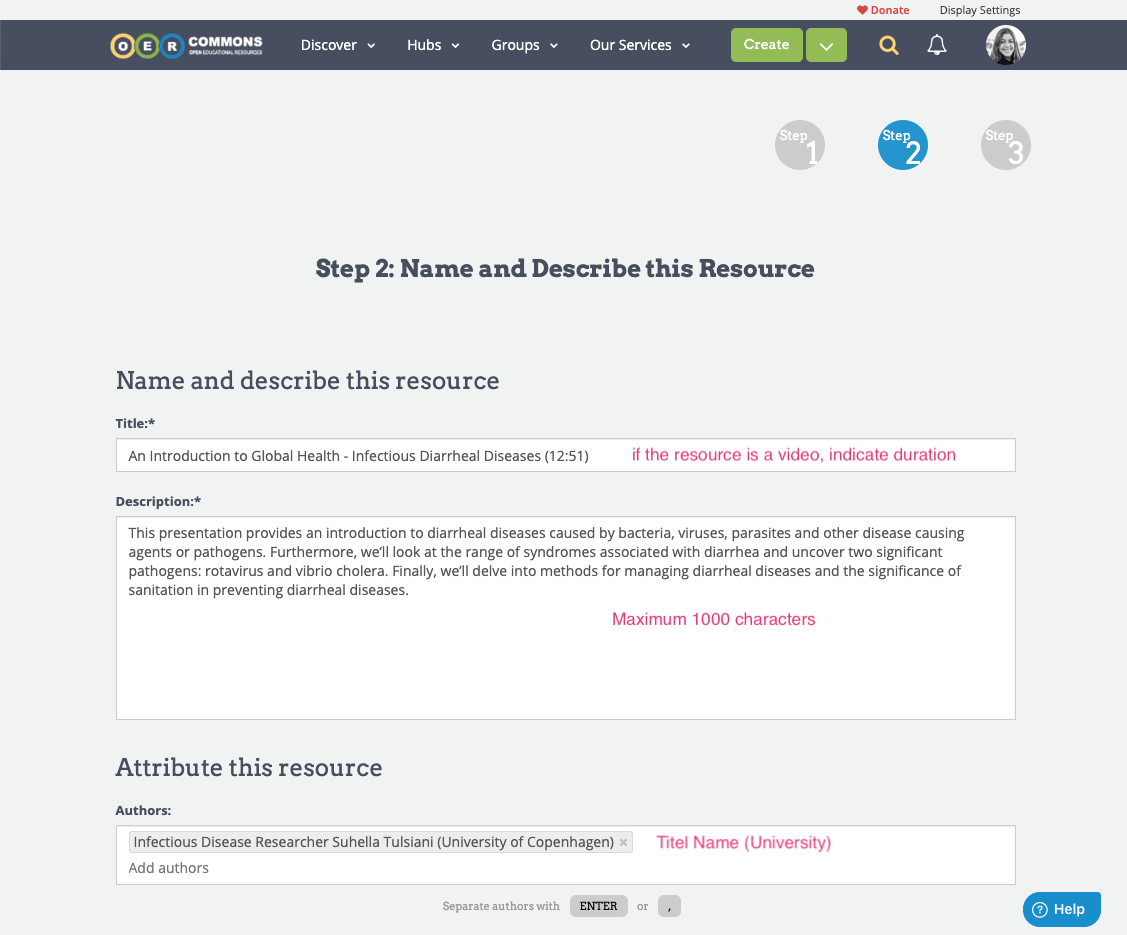


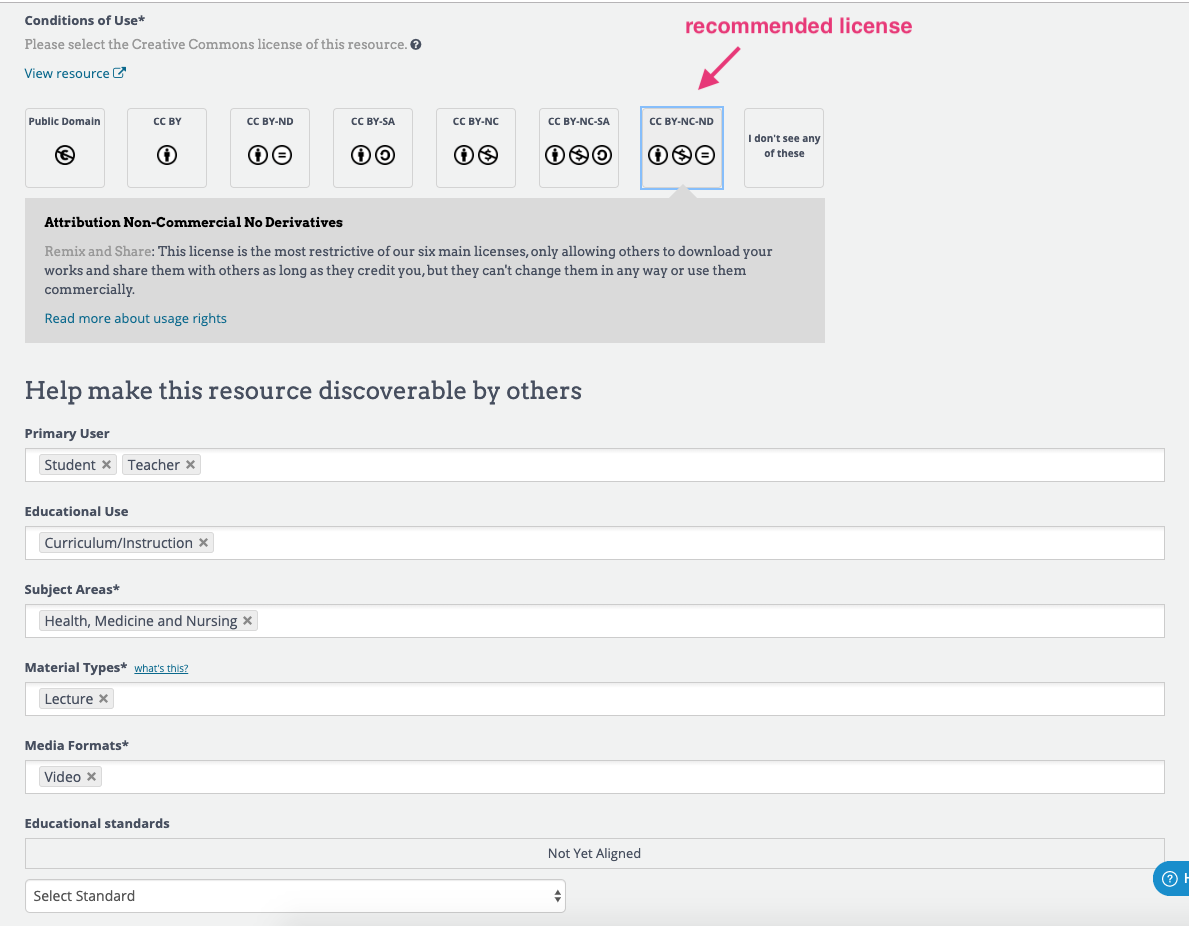
**Step 2 – Describe the resource.**

Only the fields marked with \* are mandatory.

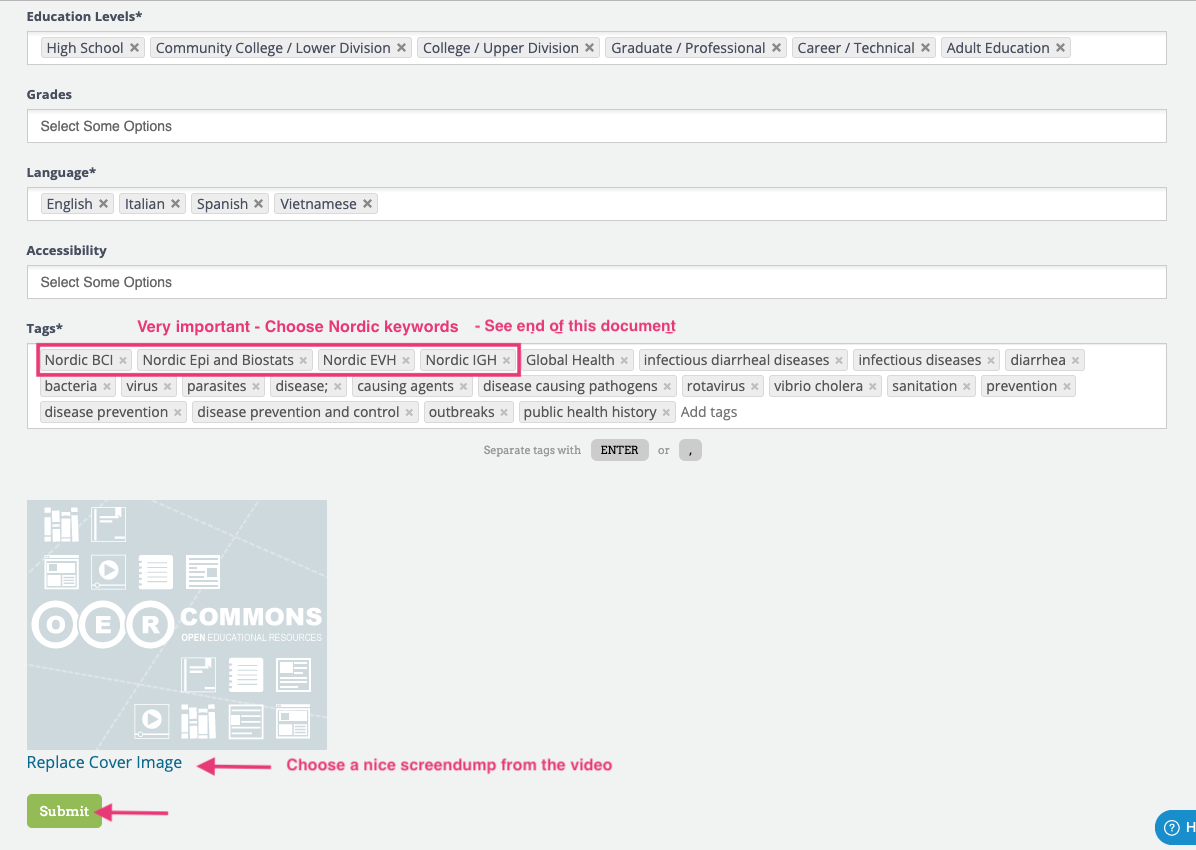
However, it is recommend filling out as many fields as possible.

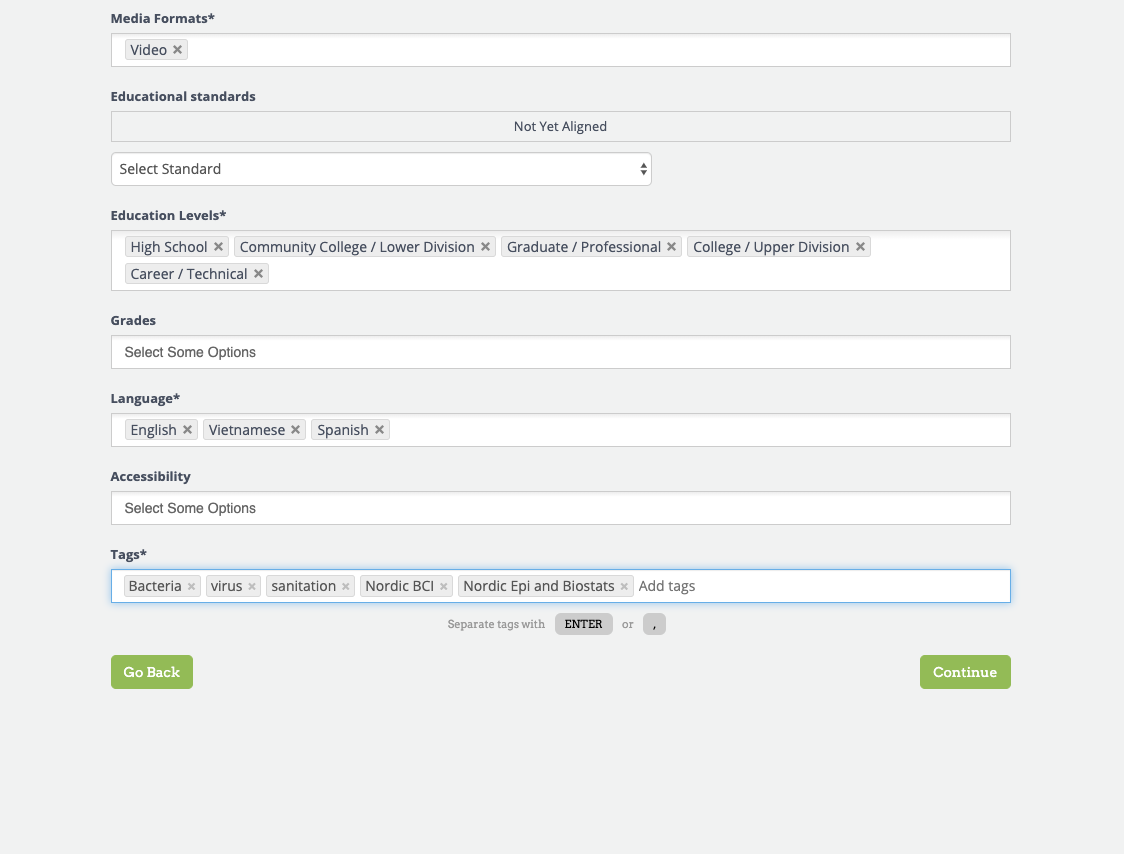
After filling out all metadata and keywords, click “Continue”.





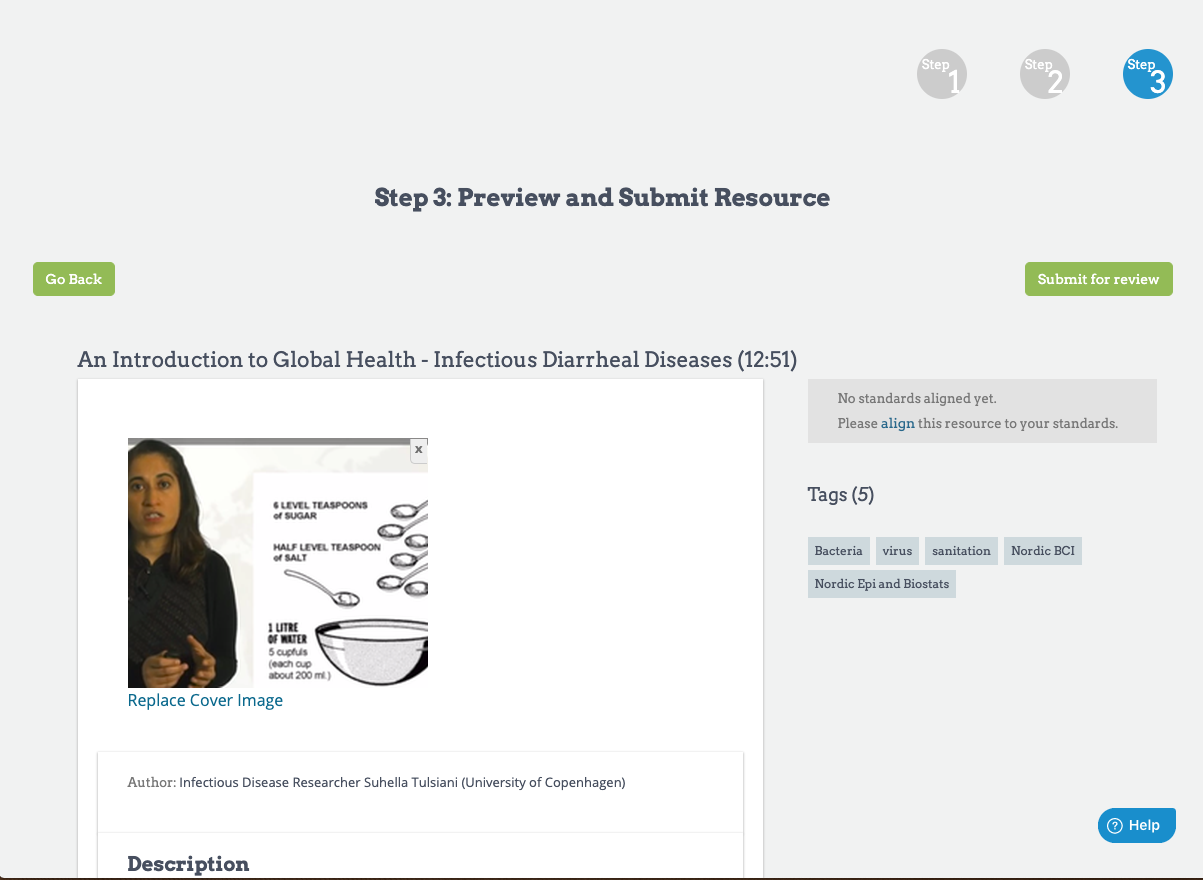
You MUST write one or more NORDIC tags/keywords from the table in the end of this document, page 9, as those tags/keywords will place your resource in the right collection on the website.





**Step 3:**

Replace the default cover image with a screen dump from your resource and click “Submit for review”

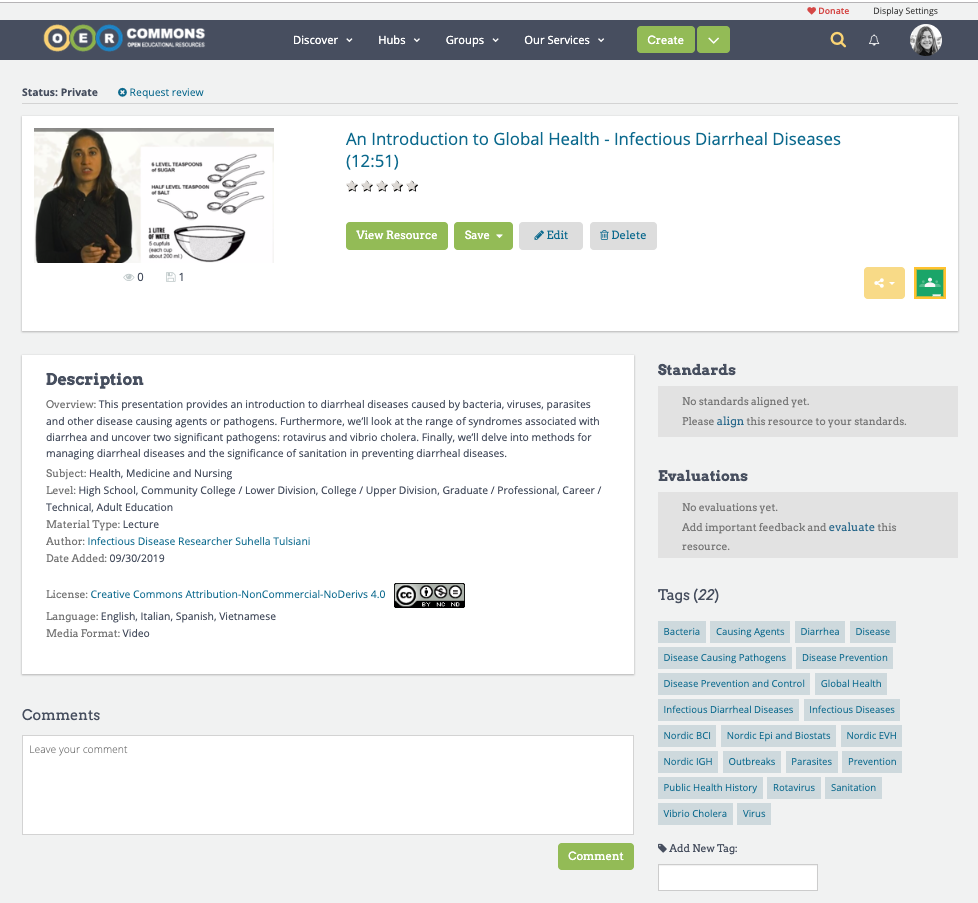




Your resource will now have the status “Pending” up to 24 hours, until the resource will be showing as published and thus public on the website.

I you wish to not publish right now, click “Retract”.

If you wish to edit the resource, click “edit”



After editing the resource, be sure to click “Request review” in order to get the resource published again.

**B) Open Author**

Open Author is primary for uploading files *or* if you want to link content together, like a video with PDFs for example. Upload your media file, that could be a dataset, a PDF, sound or video file.

An example of how a resource can look like, when combining files using the Resource builder:

<https://www.oercommons.org/courseware/module/57738/overview>:

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Automatisk genereret beskrivelse

When uploading video files, the **size limit is 750MB**. (If your video file is larger than 750 MB, you should upload the video to a video platform and use the “A.Submit for Web” solution).

**To upload a resource:**

1. Go to your university group, choose Open Author (B)Et billede, der indeholder skærmbillede

Automatisk genereret beskrivelse

2. Enter title, upload a title image, enter a section name (you can have one or many sections) and a description of the content in the section.

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| --- | --- |
| Et billede, der indeholder skærmbillede  Automatisk genereret beskrivelse |  |

Now you can attach files to the section, like PDF's, images, Powerpoints - files will be downloadable. Chhose a file and click save. You can add many files.

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Automatisk genereret beskrivelse

You can also insert more sections and build. When you are finished adding content and files, go to the upper right corner on the site, and click "Publish".

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Automatisk genereret beskrivelse

1. You now have to describe the resource, the whole set of content that you have uploaded.

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Automatisk genereret beskrivelse

1. Choose how to define the rights for the resource. We recommend license CC BY-NC-ND. This license is the most restrictive of the six main licenses, only allowing others to download your works and share them with others as long as they credit you, but users can’t change them in any way or use them commercially. Read about the licenses: <https://creativecommons.org/licenses/?lang=en>
2. Now you must add \*mandatory metadata. Add subjects, choose Health, Medicine and Nursing. Choose appropriate Education Levels, Material Types and Languages.

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Automatisk genereret beskrivelse

1. Add additional data. **Keywords are** **IMPORTANT.** You MUST write one or more NORDIC keywords from the table on page 9 (Yellow column), as those keywords will place your resource in the right collection on the website frontpage!

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Automatisk genereret beskrivelse

Click the checkbox and click Publish.

When you have published the resource, it will say “Published”. You can always go in and edit the resource. Or click Un- publish. Remember to click "Publish" again, after editing. Your resource will show like this for other users. Files are can be downloaded from the cloud icon. When users click "view resource - they see all the content and uploaded files.

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Automatisk genereret beskrivelse

**EXAMPLE: Writing the tag/keyword from the first line “Nordic NCDS”, will place your resource in the Non-Communicable Diseases, NCDs, and this collection is placed in all three Main Categories (Global Health, Public Health, Medical Science)**

After adding one or more of those tags/keywords, you should write any tag/keyword that reflect the common themes in the resource, which will help people in the search for this resource.

**MANDATORY TAGS/KEYWORDS:**

|  |  |  |
| --- | --- | --- |
| **Tags/keywords-** (this places your resource in the right collection at Nordic Health Hub site) | **Collection name** | **Collections is part of Main Category** |
| **Nordic NCDS** | Non-Communicable Diseases, NCDs | Global Health, Public Health, Medical Science |
| **Nordic MCH** | Maternal and Child Health | Global Health, Public Health |
| **Nordic SRH** | Sexual, Reproductive Health and Rights | Global Health |
| **Nordic EVH** | Environmental Health | Global Health, Public Health |
| **Nordic QM** | Qualitative methods | Global Health, Public Health |
| **Nordic OCH** | Collection: Occupational health and safety | Global Health |
| **Nordic HADM** | Humanitarian Action and Disaster Management (UCPH) | Global Health, Public Health |
| **Nordic BCI** | Infectious disease | Global Health, Public Health, Medical Science |
| **Nordic Epi and Biostats** | Epidemiology and Biostatistic | Global Health, Public Health |
| **Nordic Nutrition** | Nutrition | Global Health, Public Health, Medical Science |
| **Nordic MGH** | Migration | Global Health, Public Health |
| **Nordic IGH** | Introduction to Global Health | Global Health |
| **Nordic TMP** | Teaching Methods and Course Planning | Global Health |
| **Nordic SDG** | Sustainable Development Goals | Global Health, Public Health |
| **Nordic Neurology** | Neurology | Medical Science |
| **Nordic HSP** | Health Systems, Economics and Policies | Global Health, Public Health |
| **Nordic Hyg** | Hygiene | Medical Science |
| **Nordic GAO** | Gynecology and Obstetrics | Medical Science |
| **Nordic Ped** | Pediatrics | Medical Science |
| **Nordic OM** | Occupational Medicine | Medical Science |
| **Nordic MOAAAR** | Management of Antibiotics and Antibiotic Resistance | Medical Science |
| **Nordic DR** | Disability and Rehabilitation | Global Health, Public Health |

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To see the collections in which you can place your resource, check the front page of the hub, under the three main categories: https://www.oercommons.org/hubs/nordic\_universities