

Erasmus
University
Library

How to use the Educational Resource Repository

Heather Boet-Foley | University Library
February 13th, 2025

Erasmus University Rotterdam



Educational Resource Repository



Zero cost policy



Alerts



Integration in Canvas
Modules / Pages



Adding structure



Adding new materials
to the repository



First time using
the repository



Activating the
repository in Canvas



Activating the repository #1

- Go to canvas.eur.nl
- Click on the symbol of Erasmus University.
- Use your Erna-ID to login.
- Go to your course.



Activating the
repository in Canvas

The Erasmus University logo, featuring the word "Erasmus" in a black, elegant cursive script.

Activating the repository #2

- Go to Settings.
- Go to Navigation.
- Note the 'Literature' button on the lower half of the page.
- Drag 'Literature' button to the upper half of the page so that it will appear in your course navigation menu.
- Click 'Save'.

(Deactivating → drag it from the upper to the lower half and click save.)

https://canvas.eur.nl/courses/23765/settings

Apps EUR Leermiddelen

CH2204 > Settings

2018-2019

Course details Sections **Navigation** Apps Feature Options

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Chat

Course guide

Settings

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Assignments	⋮
Discussions	⋮
Grades	⋮
People	⋮
Pages	⋮
Files	⋮
Syllabus	⋮
Outcomes	⋮
Quizzes	⋮
Modules	⋮
Conferences	⋮
Collaborations	⋮
Attendance	⋮
Chat	⋮
Course guide	⋮

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

SCORM	⋮
Mediasite	⋮
Mediasite Courses	⋮
Literature	⋮

Save

First time using the Repository #1

- Go to Literature in the course menu.
- A pop-up with course details appears.
The data source = OSIRIS.
- Please click 'ADD'

Add Course

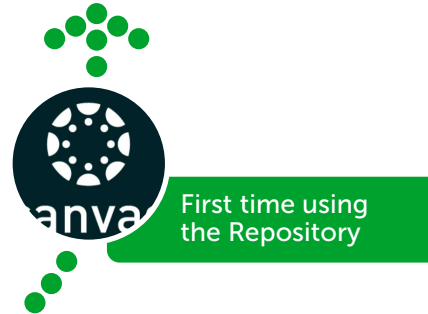
Please enter course details.

Course Name
History of Early Modern Societies

Start Date End Date
09/01/2018 08/31/2019

Course Code
202618

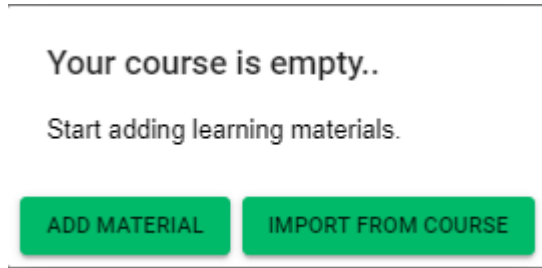
CANCEL **ADD**



Erasmus

First time using the Repository #2

- A dialog will pop-up

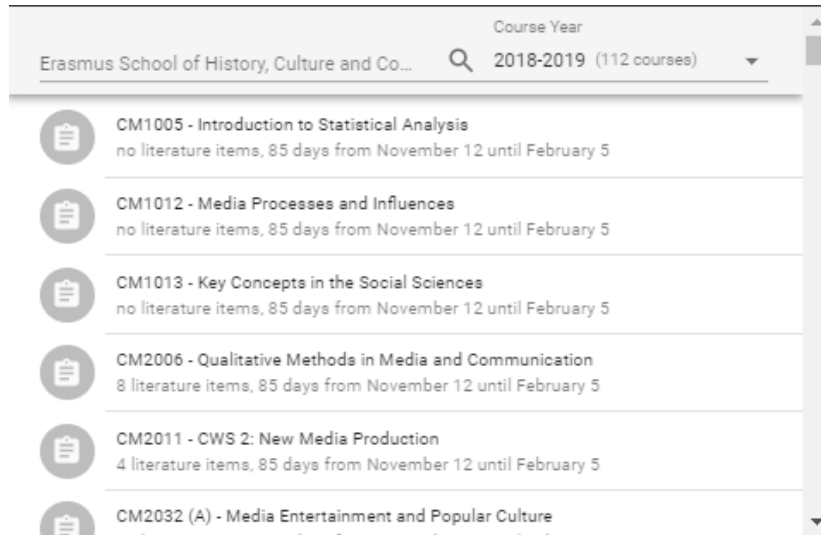


- If the repository was used in a previous academic year, please select 'IMPORT FROM COURSE'
- If the repository is being used for the first time in the course, please select 'ADD MATERIAL'

Erasmus

Import course materials from a previous academic year

- An item will pop-up.
- Please select the previous course year and look up and select the course.
NB. If you don't see the course listed in that year, try the year before that.



Adding new materials

1. Using a DOI.
2. Using a link.
3. Using 'drag & drop' to upload PDF files.
4. Costs involved?
5. Deleting items.



Erasmus

Adding new materials

Using a DOI #1

Just enter the DOI at the indicated line.

New Course Literature

1 Add Literature

Article DOI
10.1136%2Fbmj.326.7394.870

Website Link

File Upload

DRAG AND DROP A PDF FILE HERE OR CLICK

2 Describe Literature

3 Confirm Literature

CANCEL NEXT

The Erasmus logo is a stylized, handwritten-style signature of the name "Erasmus" in black ink.

Adding new materials

Using a DOI #2

- Metadata is retrieved from Crossref.
- Please click 'NEXT'.

New Course Literature

Add Literature

2 Describe Literature

Article Book Chapter Report Annotation

Title

ABC of learning and teaching: Web based learning

Authors

McKimm, J.

Journal

BMJ

Year	Volume	Issue	Start Page	End Page
2003	326	7394	870	873

3 Confirm Literature

CANCEL

BACK

NEXT

The Erasmus logo is a stylized, handwritten-style signature of the name "Erasmus" in black ink.

Adding new materials

Using a DOI #3

- Confirm the added literature.
- Check if any costs are involved.
- Click 'FINISH' to upload the resource to the repository.

New Course Literature

✓ Add Literature

✓ Describe Literature

3 Confirm Literature

The following literature will be added to the course:

McKimm, J. (2003). ABC of learning and teaching: Web based learning. *BMJ*, 326(7394), 870–873. <https://doi.org/10.1136%2Fbmj.326.7394.870> €0

CANCEL BACK FINISH

Erasmus

Adding new materials

Using a link #1

Just enter the link at the indicated line.

New Course Literature

1 Add Literature

Article DOI

Website Link

<https://www.cambridge.org/core/books/textbook-of-cultural-economics>

File Upload

DRAG AND DROP A PDF FILE HERE OR CLICK



2 Describe Literature

3 Confirm Literature

CANCEL

NEXT

The Erasmus logo, featuring the name 'Erasmus' in a stylized, handwritten script font.

Adding new materials

Using a link #2

- Select a category and enter some details.
- Click 'NEXT'.

New Course Literature

1 Add Literature

2 Describe Literature

Article Book Chapter Report Annotation

Chapter Title
Introduction to cultural economics

Authors
Towse, R.

Book Title
Textbook of Cultural Economics

Year	Start Page	End Page	Total Pages in Book
2010	5	25	628

3 Confirm Literature

CANCEL BACK NEXT

The Erasmus logo is a stylized, handwritten-style script of the word "Erasmus" in black ink.

Adding new materials

Using a link #3

- Confirm the added literature.
- Check if any costs are involved.
- Click 'FINISH' to upload the resource to the repository.

New Course Literature

✓ Add Literature

✓ Describe Literature

3 Confirm Literature

The following literature will be added to the course:

Towse, R., (2010). Introduction to cultural economics. *Textbook of Cultural Economics*.

€ 0

CANCEL

BACK

FINISH

Erasmus

Adding new materials

Drag & drop #1

- Locate the PDF file you'd like to upload.
- Drag the file to the gray area.
- The software checks the file for a DOI.
If a DOI is present, the software will register the DOI and retrieve the metadata from Crossref.
- Click 'NEXT'.

New Course Literature

1 Add Literature

Article DOI

10.14434/josotl.v15i3.12960

Website Link

File Upload



EJ1064430.pdf

214 kB / 15 pages / 6764 words

2 Describe Literature

3 Confirm Literature

CANCEL

NEXT

Adding new materials

Drag & drop #2

- Metadata is retrieved from Crossref.
- If necessary, add details to the description.
- Click 'NEXT'.

New Course Literature

1 Add Literature

2 Describe Literature

Article Book Chapter Report Annotation

Title

The Effects of Team-Based Learning on Students' Attitudes and Students' Performances in Introductory Sociology Classes

Authors

Killian, Mark, Bastas, Hara

Journal

Journal of the Scholarship of Teaching and Learning

Year	Volume	Issue	Start Page	End Page
2015			53	67

3 Confirm Literature

CANCEL

BACK

NEXT

Adding new materials

Drag & drop #3

- Confirm the added literature.
- Check if any costs are involved.
- Click 'FINISH' to upload the resource to the repository.

New Course Literature

✓ Add Literature

✓ Describe Literature

3 Confirm Literature

The following literature will be added to the course:

Killian, Mark, Bastas, Hara. (2015). The Effects of Team-Based Learning on Students' Attitudes and Students' Performances in Introductory Sociology Classes. *Journal of the Scholarship of Teaching and Learning*, 53–67.
<https://doi.org/10.14434/josotl.v15i3.12960>

€ 0

CANCEL

BACK

FINISH

Adding new materials

Costs involved?

- Check if your faculty has a zero cost policy!
- So, if you see a royalty costs indication as shown on the right, please select / provide a reason for exemption.
- If you are still obligated to pay copyrights, please cancel uploading and select an alternative resource such as an Open Access article.

New Course Literature

✓ Add Literature

✓ Describe Literature

3 Confirm Literature

The following literature will be added to the course:
Bershin, J., (2004). Blended learning. *The Blended Learning*.

€ 12.35

Royalty Costs

To use this material in a course, an amount of € 12.35 has to be paid **per student** enrolled in the course.

Possible Exceptions are:

- The material is published in Open Access
- I am author of the work and full owner of the copyright.
- Another reason

To continue, please confirm:

I declare that the information provided is true and correct to the best of my knowledge, and understand that adding this material can incur significant costs.

[LEARN MORE](#)

CANCEL

BACK

FINISH

Adding new materials

Edit description

- In the resource list you see three dots on the right.
- Click the dots and select 'Edit' to edit the description of a resource.
- When finished click 'UPDATE'

[Modules](#)

[Conferences](#)

[Collaborations](#)

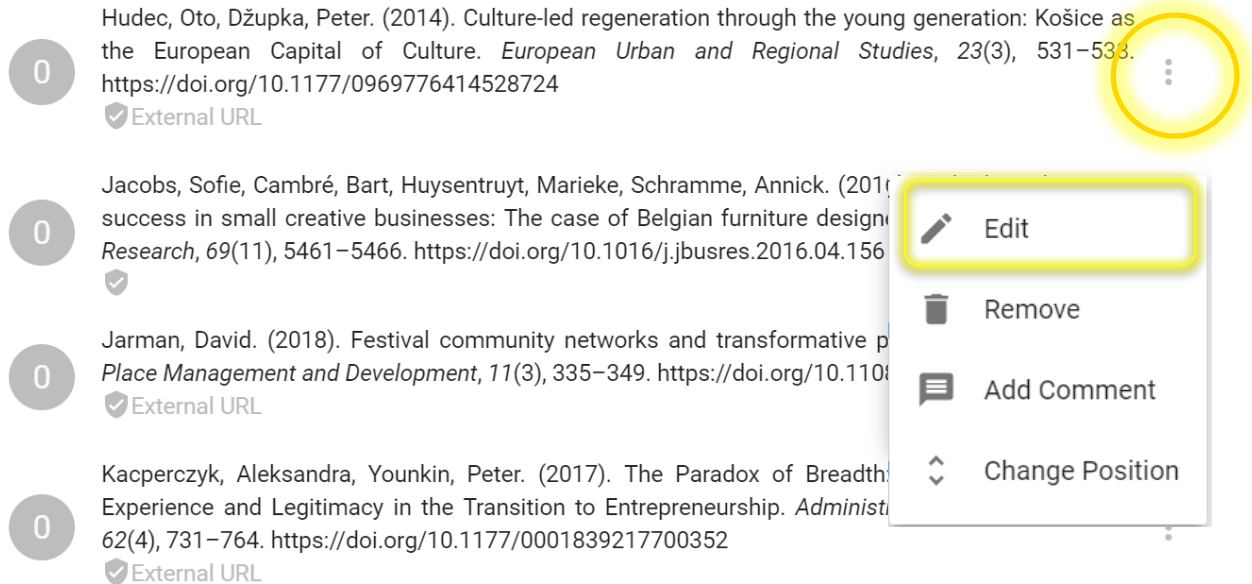
[Attendance](#)

[Chat](#)

[Course guide](#)

[Literature](#)

[Settings](#)



The screenshot shows a list of resources. Each resource entry includes a circular icon with the number '0', a title, a description, a DOI link, and a checkmark indicating an external URL. A yellow circle highlights the three-dot menu icon on the right side of the first resource. A yellow box highlights the 'Edit' option in the dropdown menu that appears when the dots are clicked. Other options in the menu include 'Remove', 'Add Comment', and 'Change Position'.

Hudec, Oto, Džupka, Peter. (2014). Culture-led regeneration through the young generation: Košice as the European Capital of Culture. *European Urban and Regional Studies*, 23(3), 531–533. <https://doi.org/10.1177/0969776414528724>
✓ External URL

Jacobs, Sofie, Cambré, Bart, Huysentruyt, Marieke, Schramme, Annick. (2016). Success in small creative businesses: The case of Belgian furniture design. *Journal of Business Research*, 69(11), 5461–5466. <https://doi.org/10.1016/j.jbusres.2016.04.156>
✓

Jarman, David. (2018). Festival community networks and transformative place. *Place Management and Development*, 11(3), 335–349. <https://doi.org/10.1108/PM-03-2018-0011>
✓ External URL

Kacperczyk, Aleksandra, Younkin, Peter. (2017). The Paradox of Breadth: Experience and Legitimacy in the Transition to Entrepreneurship. *Administrative Science Quarterly*, 62(4), 731–764. <https://doi.org/10.1177/0001839217700352>
✓ External URL

Adding new materials

Add comment

- In the resource list you see three dots on the right.
- Click the dots and select 'Add Comment'
- When finished click 'UPDATE'

[Modules](#)

[Conferences](#)

[Collaborations](#)

[Attendance](#)

[Chat](#)

[Course guide](#)

[Literature](#)


[Settings](#)

0 Hudec, Oto, Džupka, Peter. (2014). Culture-led regeneration through the young generation: Košice as the European Capital of Culture. *European Urban and Regional Studies*, 23(3), 531–538. <https://doi.org/10.1177/0969776414528724>
✓ External URL

0 Jacobs, Sofie, Cambré, Bart, Huysentruyt, Marieke, Schramme, Annick. (2016). Success in small creative businesses: The case of Belgian furniture design. *Journal of Business Research*, 69(11), 5461–5466. <https://doi.org/10.1016/j.jbusres.2016.04.156>
✓

0 Jarman, David. (2018). Festival community networks and transformative place. *Place Management and Development*, 11(3), 335–349. <https://doi.org/10.1108/PM-03-2018-0011>
✓ External URL

0 Kacperczyk, Aleksandra, Younkin, Peter. (2017). The Paradox of Breadth: Experience and Legitimacy in the Transition to Entrepreneurship. *Administrative Science Quarterly*, 62(4), 731–764. <https://doi.org/10.1177/0001839217700352>
✓ External URL



- Edit
- Remove
- Add Comment
- Change Position

Deleting

- In the resource list you see three dots on the right.
- Click the dots and an item menu will appear.
- To remove a resource simply click on 'Remove'.

Be careful, ... once deleted you cannot undo!

[Modules](#)

[Conferences](#)

[Collaborations](#)

[Attendance](#)

[Chat](#)

[Course guide](#)

[Literature](#)


[Settings](#)

0 Hudec, Oto, Džupka, Peter. (2014). Culture-led regeneration through the young generation: Košice as the European Capital of Culture. *European Urban and Regional Studies*, 23(3), 531–538. <https://doi.org/10.1177/0969776414528724>
✓ External URL

0 Jacobs, Sofie, Cambré, Bart, Huysentruyt, Marieke, Schramme, Annick. (2016). Success in small creative businesses: The case of Belgian furniture design. *Journal of Business Research*, 69(11), 5461–5466. <https://doi.org/10.1016/j.jbusres.2016.04.156>
✓

0 Jarman, David. (2018). Festival community networks and transformative place. *Place Management and Development*, 11(3), 335–349. <https://doi.org/10.1108/PM-03-2018-0011>
✓ External URL

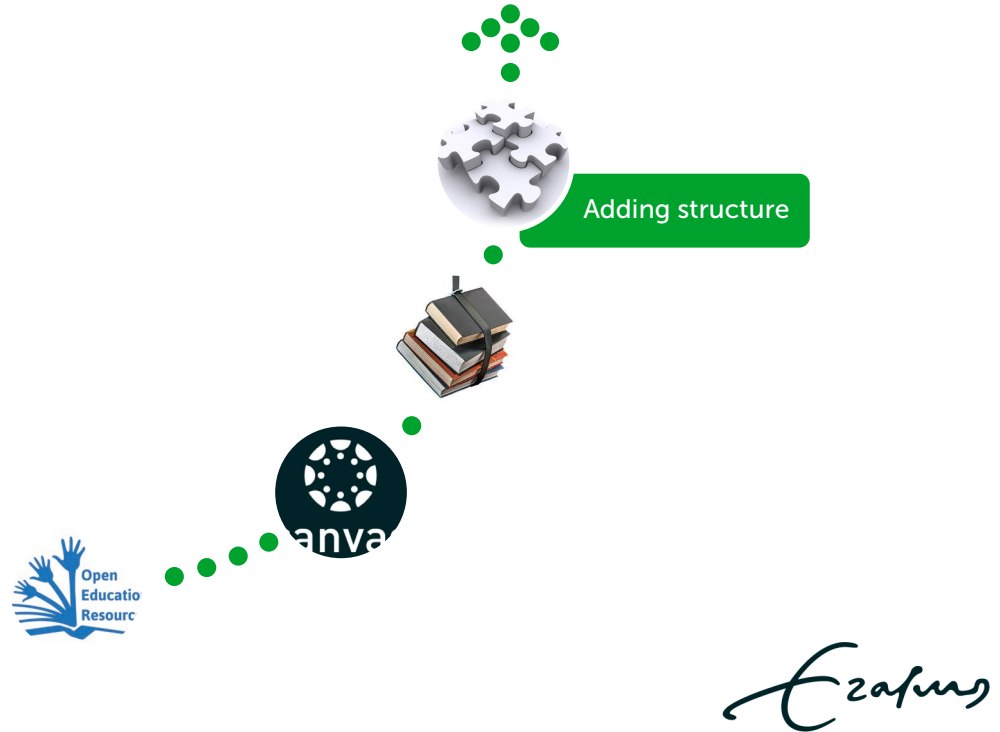
0 Kacperczyk, Aleksandra, Younkin, Peter. (2017). The Paradox of Breadth: Entrepreneurial Experience and Legitimacy in the Transition to Entrepreneurship. *Administrative Science Quarterly*, 62(4), 731–764. <https://doi.org/10.1177/0001839217700352>
✓ External URL



- Edit
- Remove**
- Add Comment
- Change Position

Adding Structure

- Modules (/headings).
- Moving resources.



Erasmus

Adding structure

Modules / headings

Modules -or headings- are used to add structure. You can group required readings into repository module lists. For instance, Week 1 , Week 2, Week 3 [...]
In the top right corner of the resource list, you see 'Modules'.

- Please click on the triangle next to 'Modules' and a menu will appear.
- Please click 'New Module'.

☰ [CC4115](#) > [Cultural Entrepreneurship: Theory](#)

2018-2019

[Home](#)

[Announcements](#)

[Assignments](#)

Cultural Entrepreneurship: Theory



Modules

All Modules

+ New Module



Briscoe, Jon P., Hall, Douglas T. (2006). The protean careers: Combinations and implications. *Behavior*, 69(1), 4–18. <https://doi.org/10.1016/j.jb.2006.01.002>

✓ Article within 8000 word limit

Adding structure

Modules

- Please enter the name for the module and click 'NEW'.
The module will appear at the bottom of your resource list.
Move the item as explained at 'Adding structure / Moving items'.

New Module

Divide your course literature into modules. This makes it easier for students to find the correct literature.

Module Name

CANCEL

NEW


The Erasmus logo, featuring the word "Erasmus" in a stylized, cursive script.

Adding structure

Modules

Week 1

0

Briscoe, Jon P., Hall, Douglas T. (2006). The interplay of boundaryless and protean careers: Combinations and implications. *Journal of Vocational Behavior*, 69(1), 4–18. <https://doi.org/10.1016/j.jvb.2005.09.002> 

 Article within 8000 word limit


0

Campbell, Peter. (2011). Creative industries in a European Capital of Culture. *International Journal of Cultural Policy*, 17(5), 510–522. <https://doi.org/10.543461> 

 External URL


Week 2

0

Clare, Karenjit. (2013). The essential role of place within the creative industries: Boundaries, networks and play. *Cities*, 34, 52–57. <https://doi.org/10.1016/j.cities.2012.05.009> 

 External URL


0

Drake, Graham. (2003). 'This place gives me space': place and creativity in the creative industries. *Geoforum*, 34(4), 511–524. [https://doi.org/10.1016/S0016-7185\(03\)00029-0](https://doi.org/10.1016/S0016-7185(03)00029-0) 

 External URL

Week 3

0

Douglas, E. J., & Shepherd, D. A. . (2002). Self-employment as a career choice: Attitudes, entrepreneurial intentions, and utility maximization. *Entrepreneurship theory and practice*, 26(3), 81-90. 

 Article within 50 page limit

Adding structure

Moving items

- In the resource list you notice the three dots on the right.
- Click the dots and an item menu will appear.
- To move the item select 'Change Position'.
- Move the item up or down using the arrows.

[Modules](#)

[Conferences](#)

[Collaborations](#)

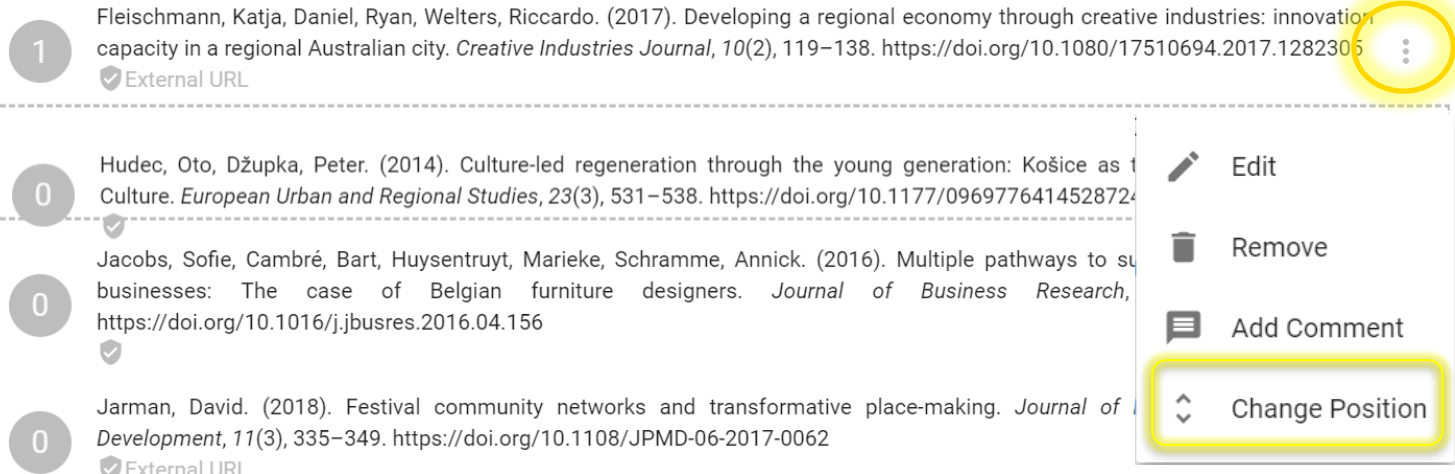
[Attendance](#)

[Chat](#)

[Course guide](#)

Literature

[Settings](#)



The screenshot shows a list of four academic articles. The second article is highlighted with a dashed box, and a context menu is open over it. The menu options are: Edit, Remove, Add Comment, and Change Position. The 'Change Position' option is highlighted with a yellow box. The three dots menu icon for the first article is also highlighted with a yellow circle.

1 Fleischmann, Katja, Daniel, Ryan, Welters, Riccardo. (2017). Developing a regional economy through creative industries: innovation capacity in a regional Australian city. *Creative Industries Journal*, 10(2), 119–138. <https://doi.org/10.1080/17510694.2017.1282305> ✓ External URL

0 Hudec, Oto, Džupka, Peter. (2014). Culture-led regeneration through the young generation: Košice as a case study. *European Urban and Regional Studies*, 23(3), 531–538. <https://doi.org/10.1177/0969776414528724> ✓

0 Jacobs, Sofie, Cambré, Bart, Huysentruyt, Marieke, Schramme, Annick. (2016). Multiple pathways to successful businesses: The case of Belgian furniture designers. *Journal of Business Research*, 69(1), 156–166. <https://doi.org/10.1016/j.jbusres.2016.04.156> ✓

0 Jarman, David. (2018). Festival community networks and transformative place-making. *Journal of Planning Education and Research*, 38(3), 335–349. <https://doi.org/10.1108/JPM06-2017-0062> ✓ External URL

Integration in Canvas modules / pages

How to add repository reading list modules

- to a Canvas module
- to a Canvas page



Integration in Canvas module #1

- To create a new Canvas module, go to 'Modules' in the course navigation. Create a new Canvas module by clicking '+Module'.

Give it a name. For instance...
Required readings | Lecture 1
It will look like the image below.

[Modules](#)



The screenshot shows the Canvas Modules interface. At the top, there are navigation links for '2018-2019', 'Home', and 'Announcements'. Below these, there are two buttons: 'View progress' and '+ Module'. The main content area shows a module titled 'Required Readings | Lecture 1' with a dropdown arrow on the left. To the right of the title are three icons: a circle with a slash, a plus sign, and a vertical ellipsis.

[MINLDE-03](#) > [Modules](#)

2018-2019

[Home](#)

[Announcements](#)

View progress

+ Module




Erasmus

Integration in Canvas module #3

- The next step is to click on the triangle to the right of assignment. This opens a drop-down menu of *Module Item* options.

Add Item to Required Readings | Lecture 1 ✕

Add Assignment ▼ to Required Readings | Lecture 1

 Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New assignment]

Assignments

Written assignment 80%

Indentation: Don't Indent ▼

Integration in Canvas module #4

- Please select 'External tool'.

Add Item to Required Readings | Lecture 1



Add **Assignment** to Required Readings | Lecture 1

Assignment
Quiz
File
Page
Discussion
Text header
External URL
External tool

with this module, or add an assignment by selecting "New Assignment".

Indentation: Don't Indent





Integration in Canvas module #5

- Please select 'EUR Course Literature'.

Add Item to Required Readings | Lecture 1 ×

Add to Required Readings | Lecture 1

 Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

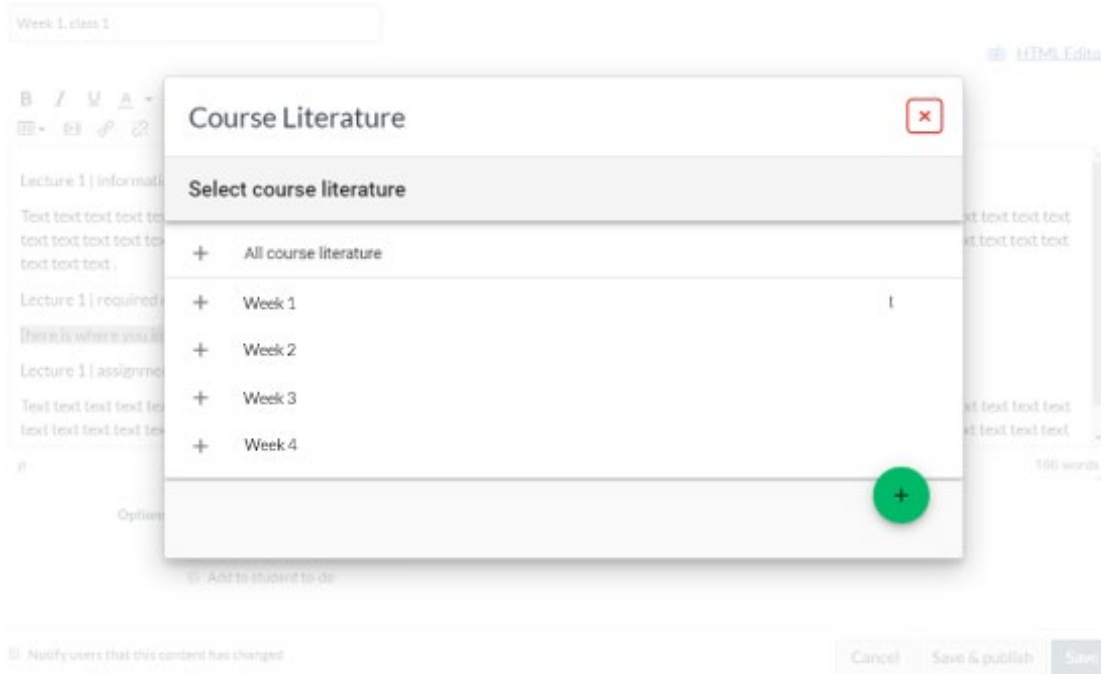
- [Assignment Feedback by FeedbackFruits](#)
- [Attendance](#)
A very handy tool for creating seating charts and keeping track of attendance.
- [Chat](#)
A very handy tool for hosting live chat sessions.
- [Comprehension of Documents by FeedbackFruits](#)
- [EUR Course Literature](#) 
Course Literature
- [EUR LTI Course Guide Disabled](#)
Course guide by Erasmus University Rotterdam. Default disabled in every course.
- [EUR LTI Provider Group Management](#)
Group Management by Erasmus University Rotterdam

URL:



Integration in Canvas module #6

- Please select the specific repository module you would like to integrate.



Integration in Canvas module #7

Click 'Add Item' to add the selected repository reading list module to your Canvas module. Click 'Save' to finish.

Add to Required Readings | Lecture 1

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

- [Assignment Feedback by FeedbackFruits](#)
- [Attendance](#)
A very handy tool for creating seating charts and keeping track of attendance.
- [Chat](#)
A very handy tool for hosting live chat sessions.
- [Comprehension of Documents by FeedbackFruits](#)
- [EUR Course Literature](#)**
Course Literature
- [EUR LTI Course Guide Disabled](#)
Course guide by Erasmus University Rotterdam. Default disabled in every course.
- [EUR LTI Provider Group Management](#)
Group Management by Erasmus University Rotterdam

URL:



Erasmus









Integration in Canvas page #2

- Please click on the 'Plug-in' icon (=External Tool) and select 'Course Literature'.

Page title

Reading


Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U A   T²      

Course Literature

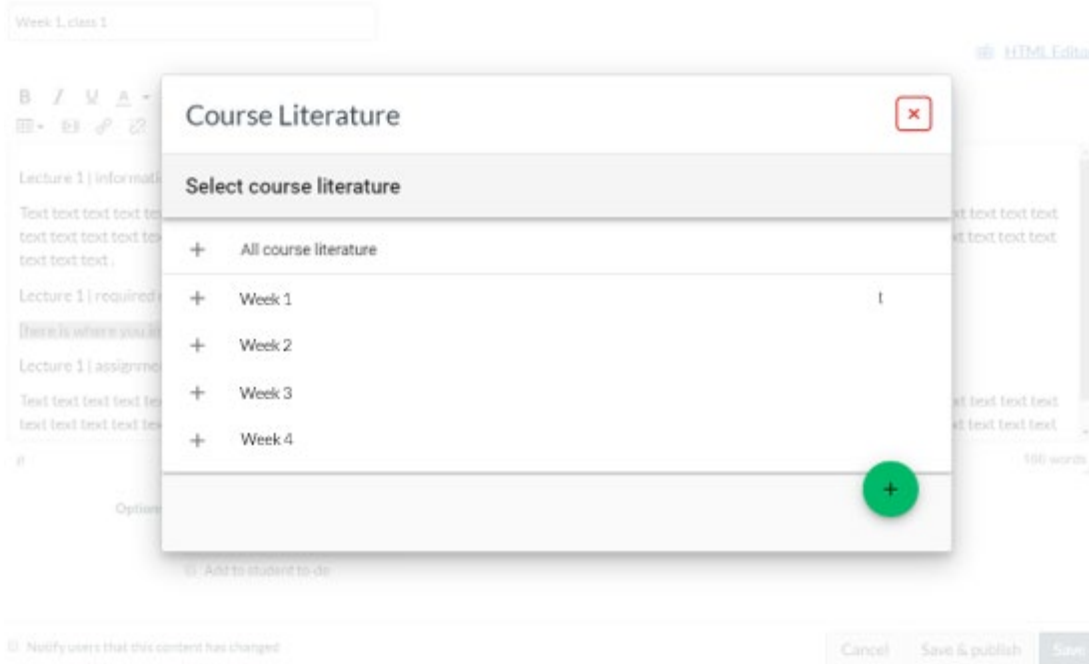
LibGuides - Erasmus University Library

View All



Integration in Canvas page #3

- Please select the repository reading list module you would like to integrate.



Integration in Canvas page #4

- The literature has been added.
- Please click 'Save' at the bottom of your page and job well done.

View all pages Published Edit ⋮

1. The role of entrepreneurship in (local) economic development Lecturer: Peter Knorringa 27 September; 11.00 – 13.00; ISS, The Hague: Room 4.26

In this session we define entrepreneurship, discuss key characteristics and motivations, distinguish between growth-oriented or opportunity-driven versus survival or necessity driven entrepreneurship in the informal sector, and we look at large firms, social entrepreneurs and local innovators as main types of entrepreneurs relevant for frugal innovation.

Week 1

0 Berner, Erhard, Gomez, Georgina, Knorringa, Peter. (2012). 'Helping a Large Number of People Become a Little Less Poor': The Logic of Survival Entrepreneurs. *The European Journal of Development Research*, 24(3), 382–396. <https://doi.org/10.1057/ejdr.2011.61>  External URL 

Erasmus

Alerts

An alert will pop-up if:

- your PDF-file cannot be read* by our software.
- you are using more than 40 pages or 20% of the total work.

Please select another resource.

For instance, an Open Access article ...

*Solve Unknown count of words

- by converting the PDF in Adobe Acrobat to an OCR version
- or by re-scanning the resource/ book chapter



The screenshot shows a sidebar menu on the left with the following items: Syllabus, Outcomes, Quizzes, Modules, Literature (highlighted in green), Attendance, Collaborations, Conferences, and Settings. The main content area displays a list of resources under the heading "Week 2 - college 3". Each resource has a circular icon with a "0" and a red triangle warning icon. The resources listed are:

- test. (2019). chapter 1. *Broken Book*. **Unknown count of words**
- Killian, Mark, Bastas, Hara. (2015). The Effects of Team-Based Introductory Sociology Classes. *Journal of the* <https://doi.org/10.14434/josotl.v15i3.12960>
 Article within 8000 word limit
- test. (2019). Chapter 2. *Broken Book*. **Unknown count of words**
- Nazarenko, Alla L. (2014). Information Technologies in Educa-
Procedia - Social and Behavioral Sciences, 154, 53–56. <https://doi.org/10.14434/josotl.v15i3.12960>
 Article within 8000 word limit
- Josh Bersin. (2004). Design. *The Blended Learning*. **Exceeded maximum of 90 pages from this book**



Unknown count of words

The PDF file can not be read by the software. Please convert to an OCR version (text recognition).

In order to do this, please follow the next steps:

- Step 1: Check if you have the correct software Adobe Acrobat DC/ Pro.
- Step 2: Open Client Center on your computer.
- Step 3: Install Adobe Acrobat DC or Adobe Acrobat Pro.

Please note: Adobe Reader version will NOT do!

- Step 4: Select the file in windows explorer (don't open yet)
- Step 5: Right mouse click
- Step 6: Choose 'Edit with Adobe Acrobat DC'

The file is now being converted to an OCR version.

- Step 7: Save this file (give it a new file name).
- Step 8: Upload it to the Education Resource Repository.

The logo for Erasmus, featuring the name 'Erasmus' in a stylized, cursive script.

Educational Resource Repository



Zero cost policy



Zero cost policy

- Many Erasmus Schools who use the Educational Resource Repository in Canvas have a zero cost policy.
- This means additional copyright costs are not allowed.
If the software indicates additional costs are involved, please select alternative literature, for instance an Open Access article.



Contact

- For general questions about the ERR and first line support please contact your faculty's key user
- For other questions and training in the use of the EUR Course Literature tool (aka Literature button) in Canvas, please contact Heather Boet-Foley at the University Library
E: heather.foley@eur.nl
T: +31 (0)6 4014 7390
- Questions regarding copyright?
Please view the information at the [Copyright Information Point](#) or send an e-mail to copyright@eur.nl

The Erasmus University logo, featuring the word "Erasmus" in a stylized, cursive script.