Erasmus
University
Library

How to use the Educational Resource Repository

Heather Boet-Foley | University Library
June 16th, 2023

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 #2

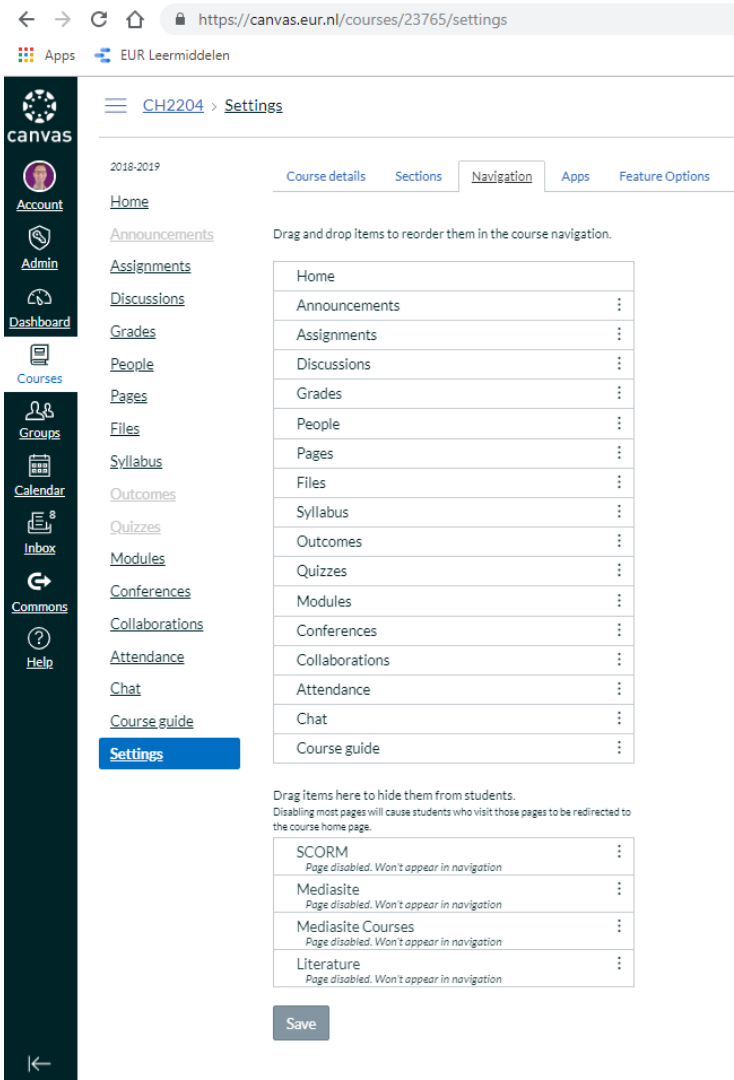
- Go to Settings.
- Go to Navigation.

- 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.

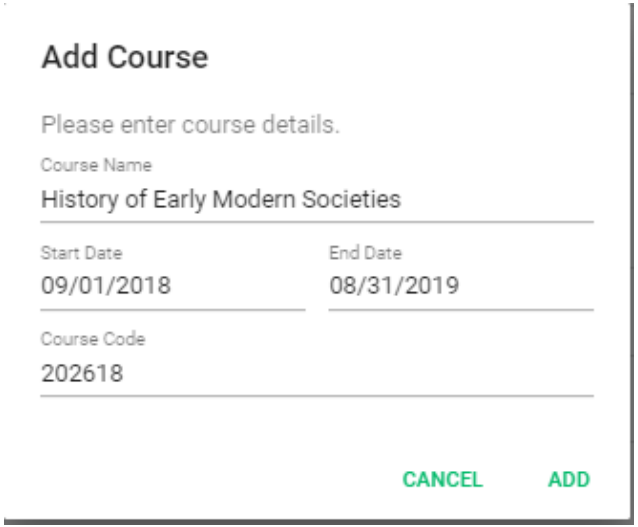
- Click ‘Save’.

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



First time using the Repository #1

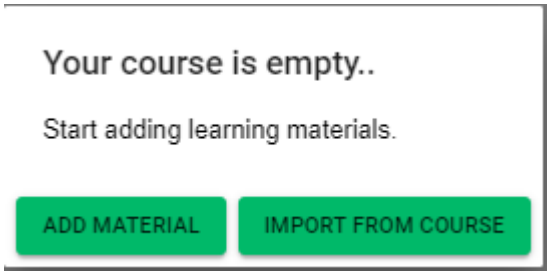
- Go to Literature in the course menu.
- A pop-up with course details appears.
  The data source = OSIRIS.
- Please click ‘ADD’



First time using the Repository

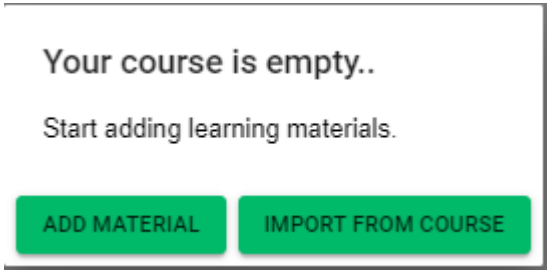
First time using the Repository #2

- A dialog will pop-up
- If the repository is being used for the first time in the course, please select ‘ADD MATERIAL’



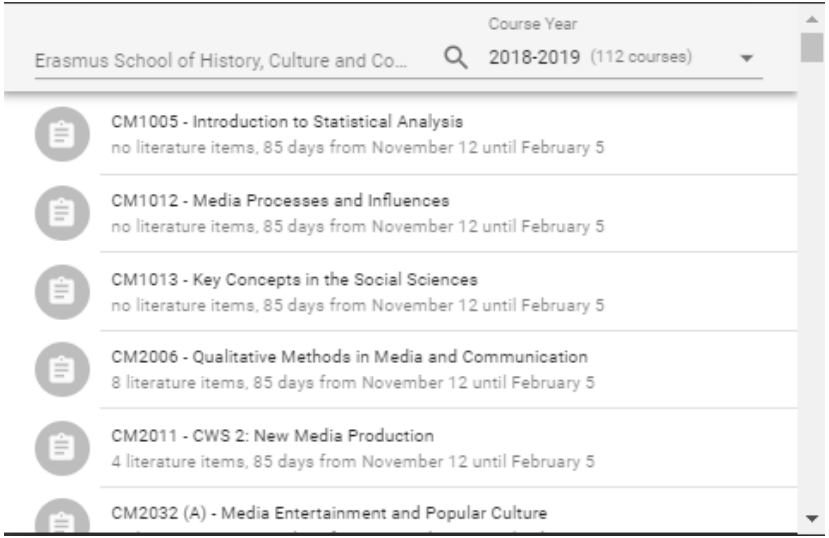
First time using the Repository #3

- A dialog will pop-up
- If the repository was used in a previous academic year, please select ‘IMPORT FROM COURSE’



First time using the Repository #4

- An item will pop-up.
- Please select course & course year



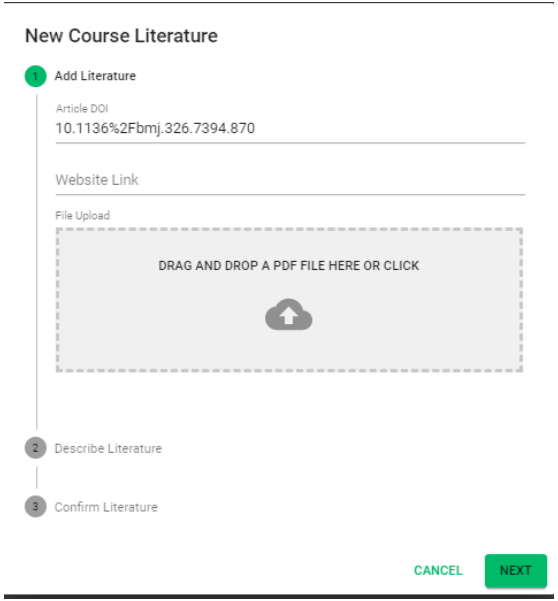
Adding new materials

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

Adding new materials

Using a DOI #1

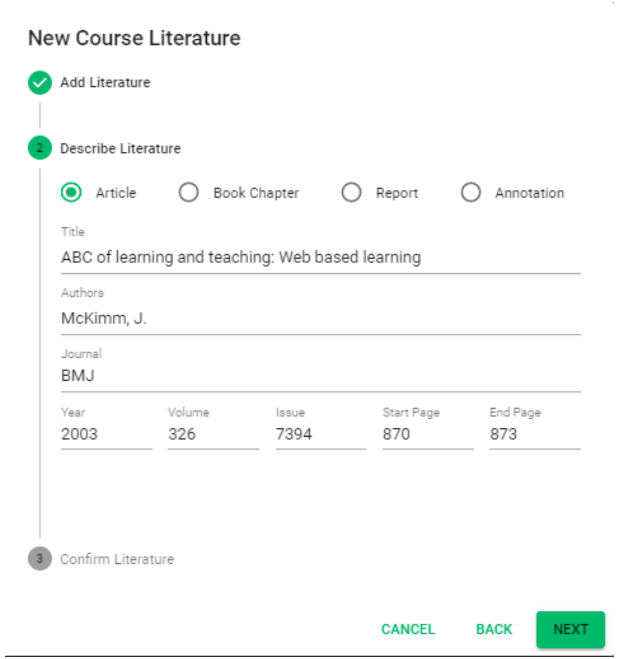
Just enter the DOI at the indicated line.



Adding new materials

Using a DOI #2

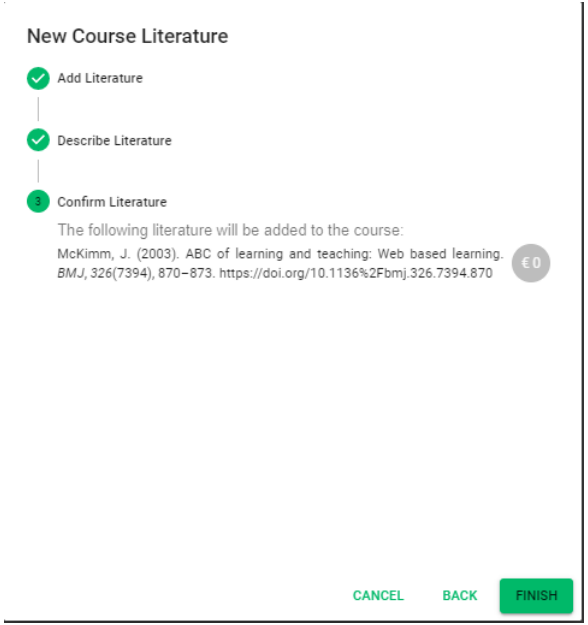
- Metadata is retrieved from Crossref.
- Please click ‘NEXT’.



Adding new materials

Using a DOI #3

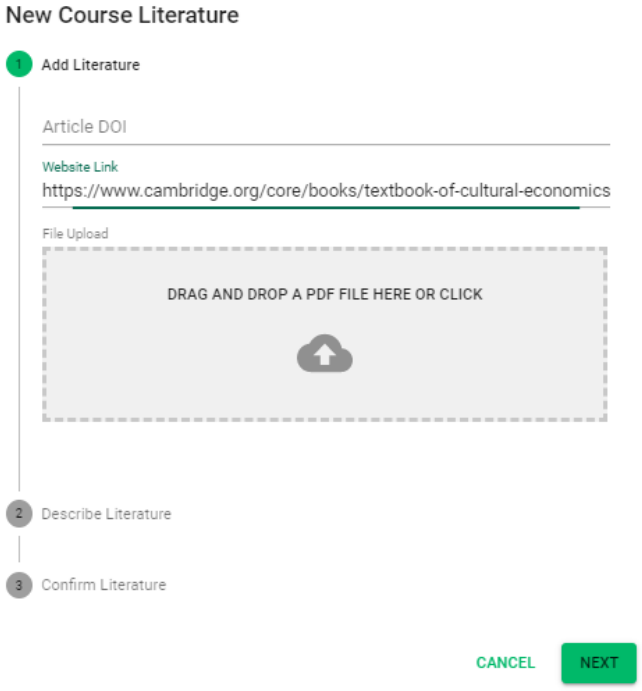
- Confirm the added literature.
- Check if any costs are involved.
- Click ‘FINISH’ to upload the resource to the repository.



Adding new materials

Using a link #1

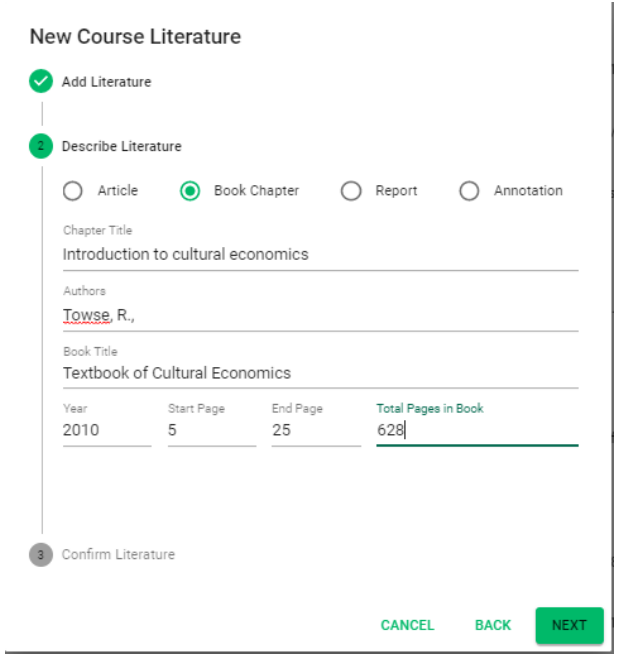
Just enter the link at the indicated line.



Adding new materials

Using a link #2

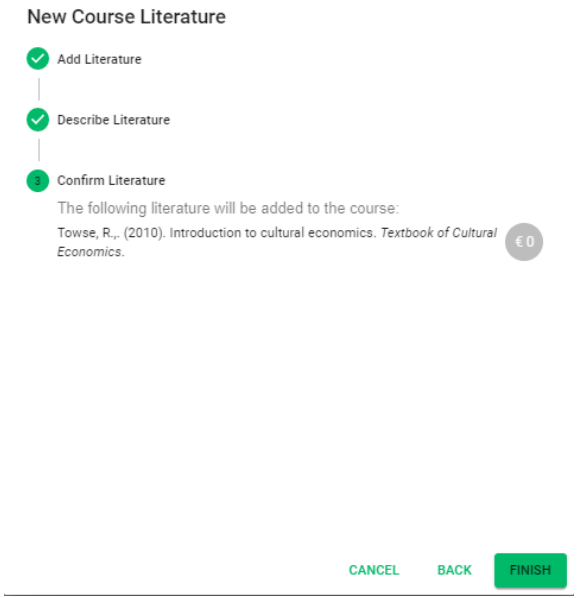
- Select a category and enter some details.
- Click ‘NEXT’.



Adding new materials

Using a link #3

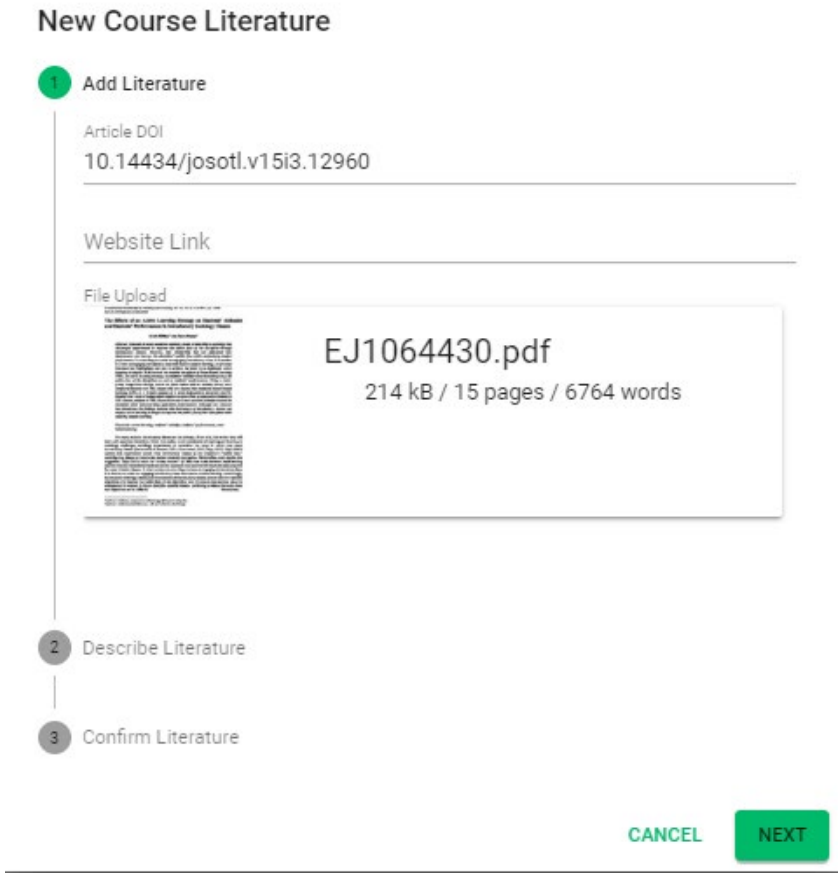
- Confirm the added literature.
- Check if any costs are involved.
- Click ‘FINISH’ to upload the resource to the repository.



Adding new materials

Drag & drop #1

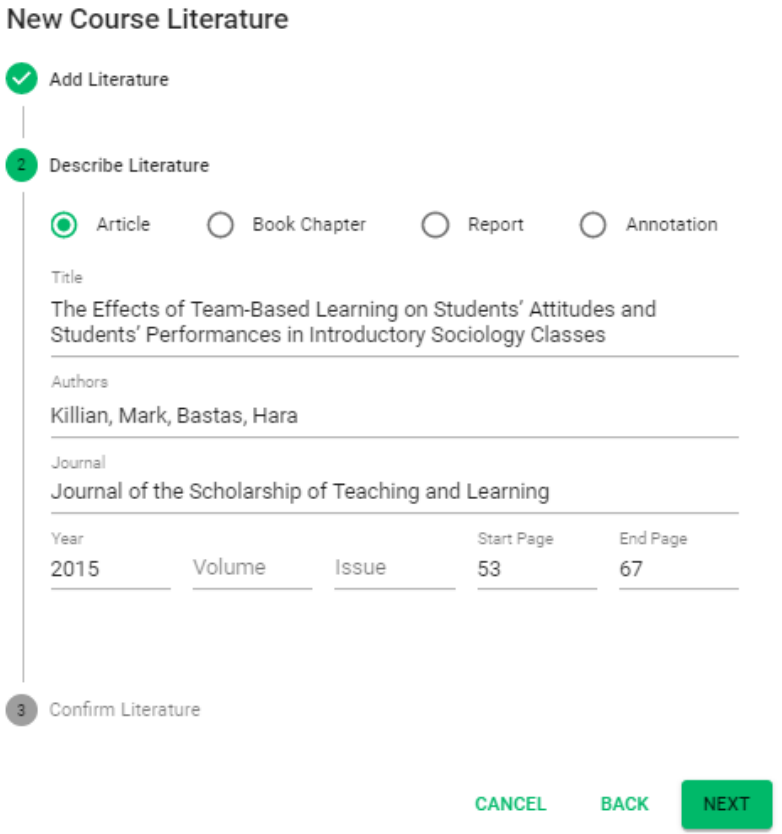
- Locate the PDF file you'd like to upload.
- Drag the file to the gray area.
- The software checks the file for a DOI.
  If a DOI is present, the software will register the DOI and retrieve the metadata from Crossref.
- Click 'NEXT'.



Adding new materials

Drag & drop #2

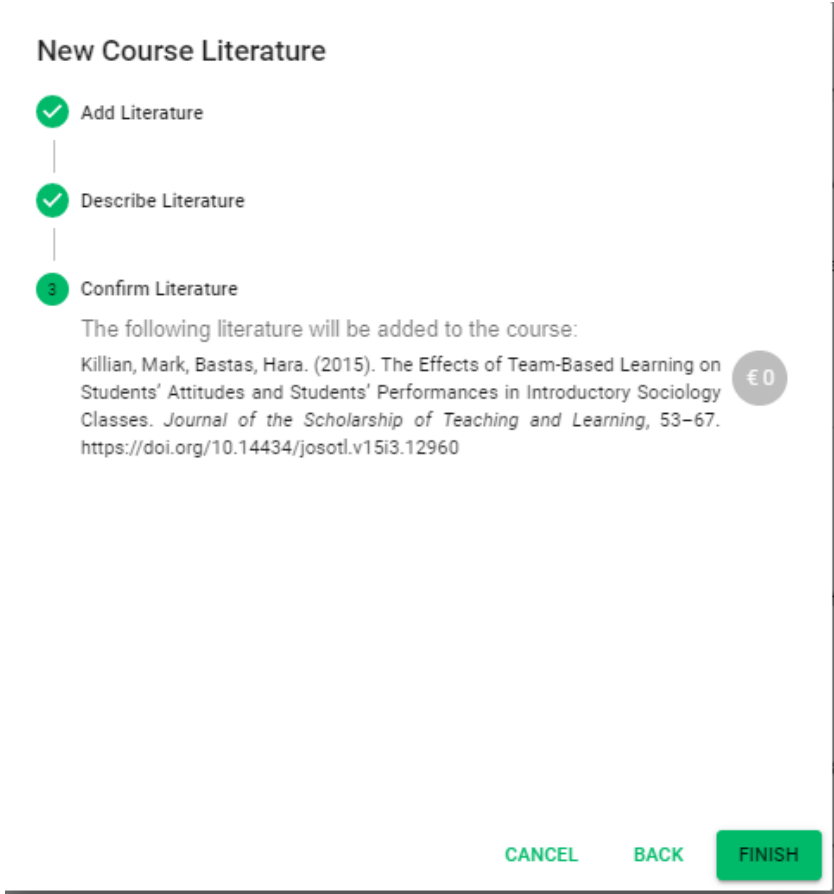
- Metadata is retrieved from Crossref.
- If necessary, add details to the description.
- Click ‘NEXT’.



Adding new materials

Drag & drop #3

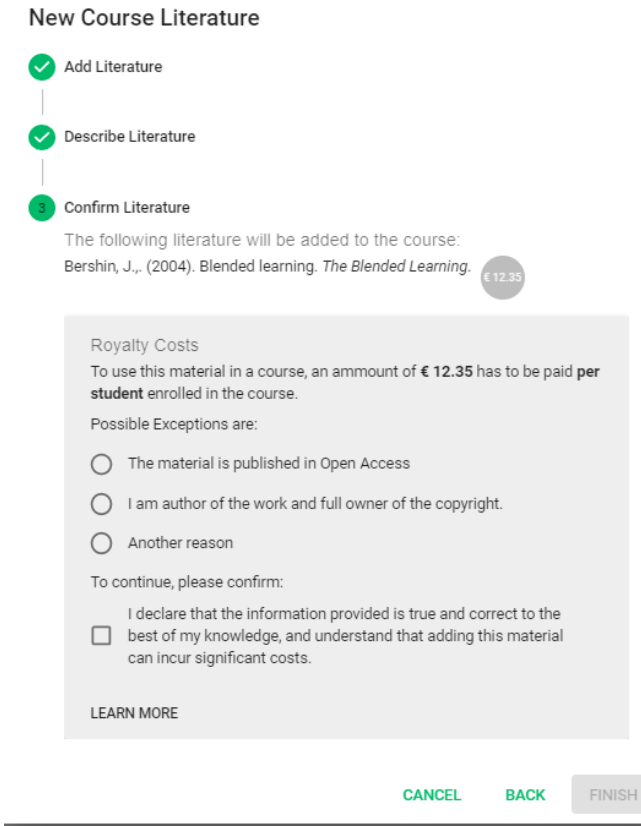
- Confirm the added literature.
- Check if any costs are involved.
- Click ‘FINISH’ to upload the resource to the repository.



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.



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’

Adding new materials

Add comment

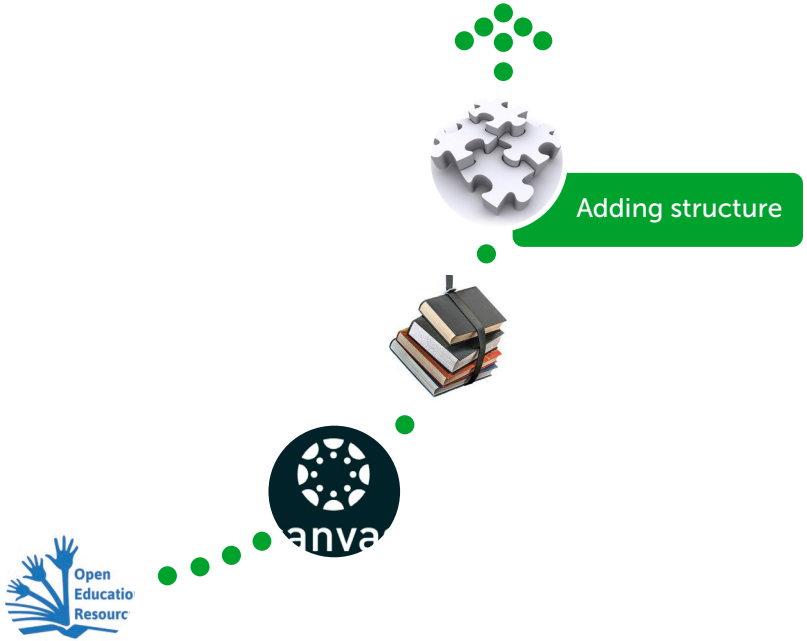
- In the resource list you see three dots on the right.
- Click the dots and select ‘Add Comment’
- When finished click ‘UPDATE’

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!

Adding Structure

- Modules (/headings).
- Moving resources.

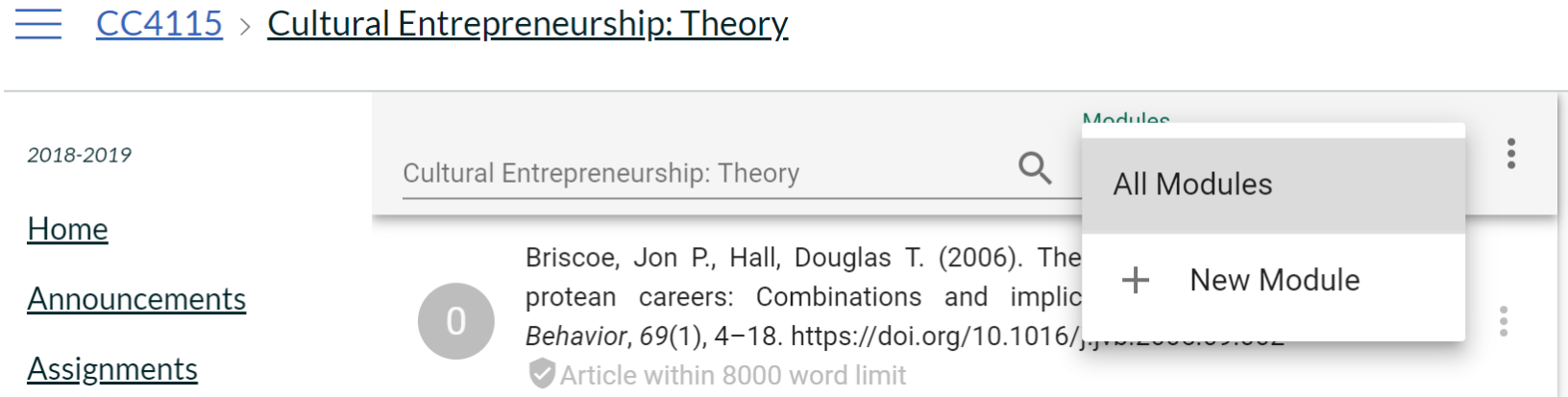


Adding structure

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’.

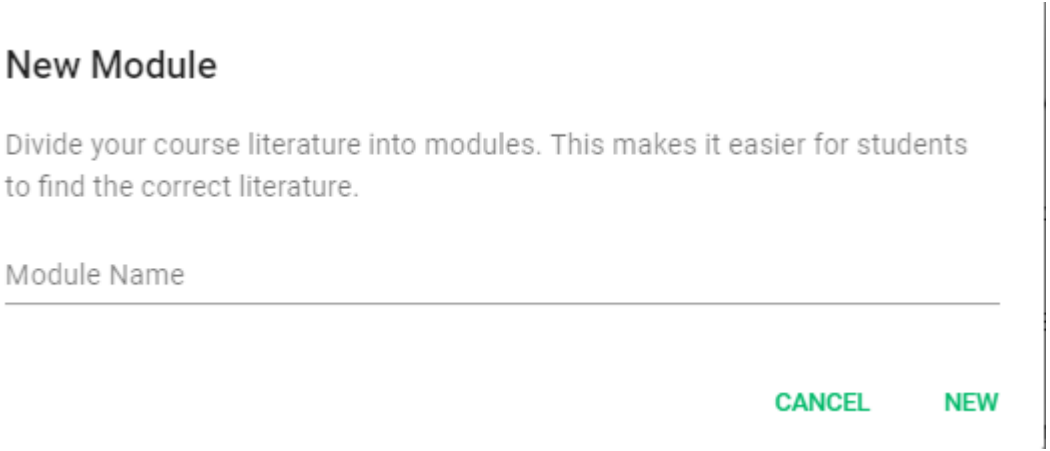
- Please click on the triangle next to ‘Modules’ and a menu will appear.
- Please click ‘New Module’.



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’.



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
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

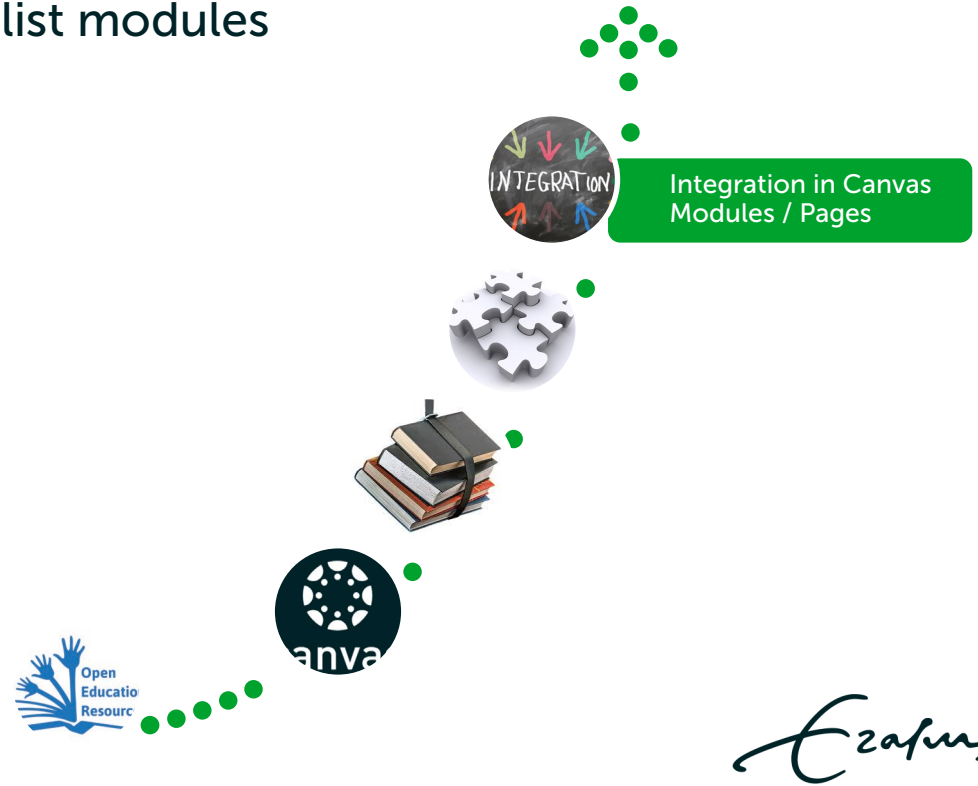
Moving items

- 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.

Integration in Canvas modules / pages

How to add repository reading list modules

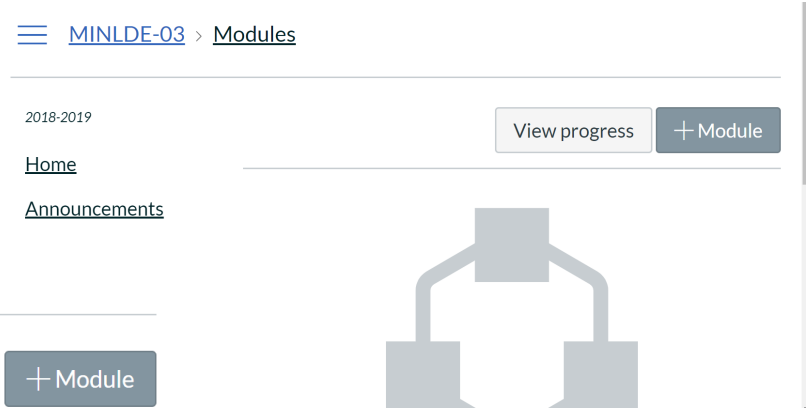
- to a Canvas module
- to a Canvas page

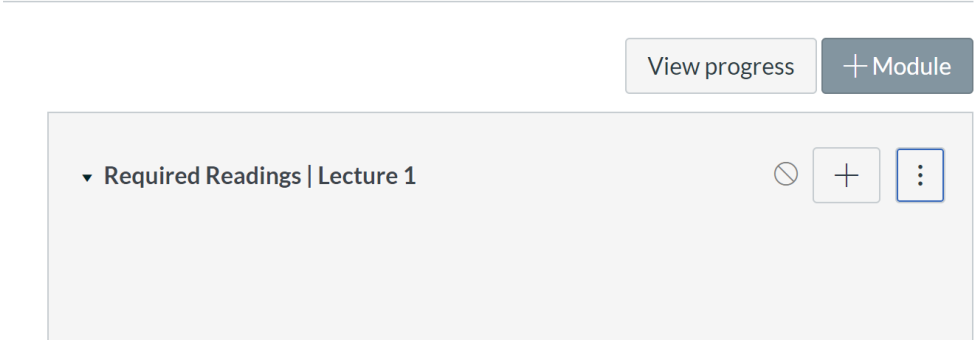


Integration in Canvas module #1

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

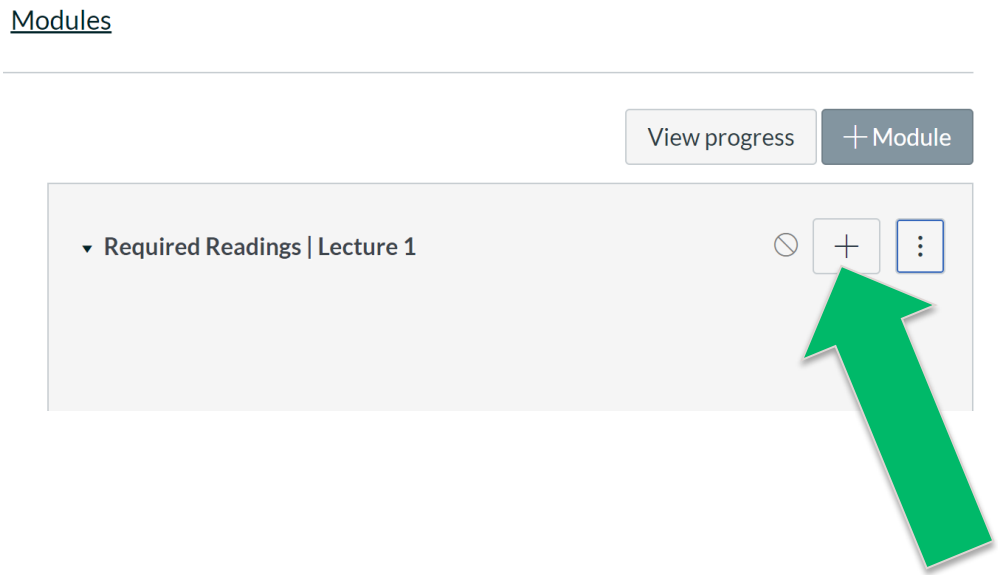
Give it a name. For instance…
Required readings | Lecture 1
It will look like the image below.





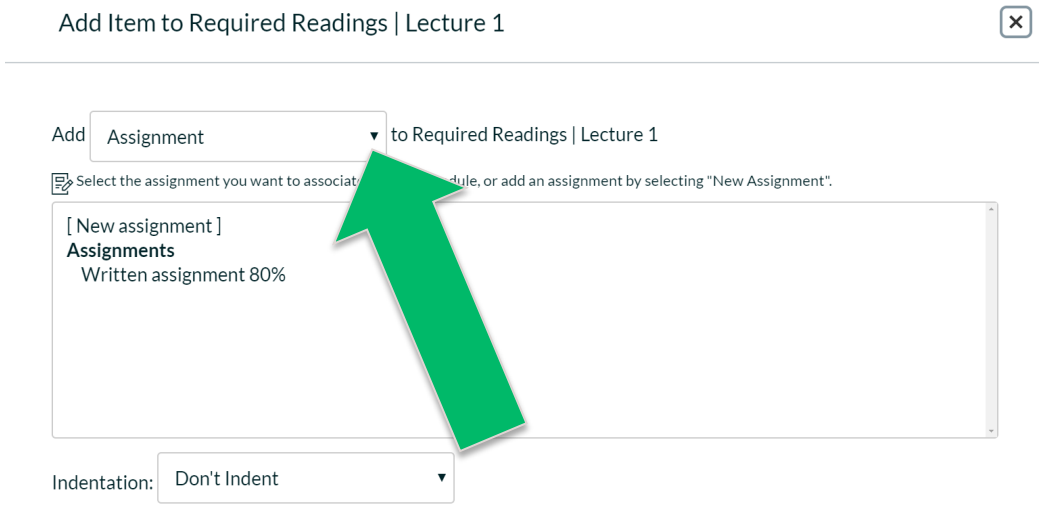
Integration in Canvas module #2

- In order to integrate the repository reading list module for a specific week, class or lecture …
  please click on the ‘+’.



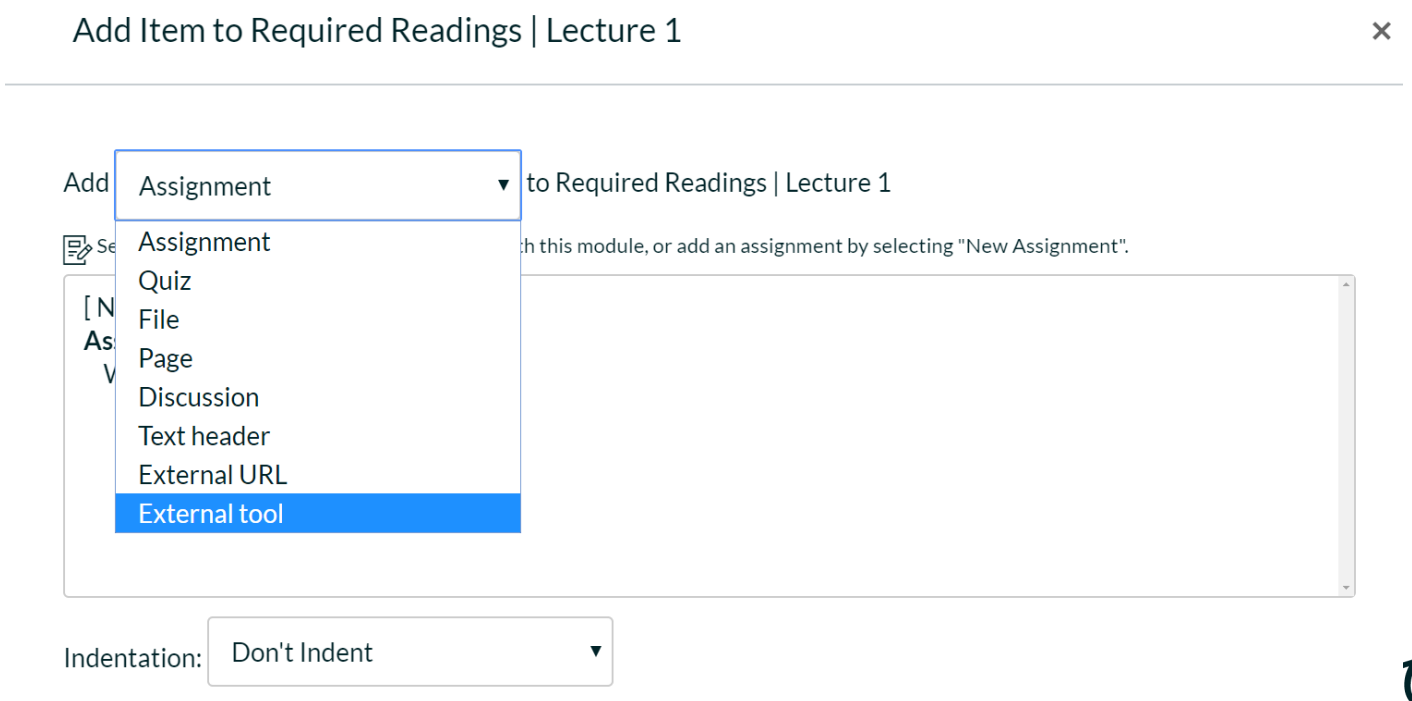
Integration in Canvas module #3

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



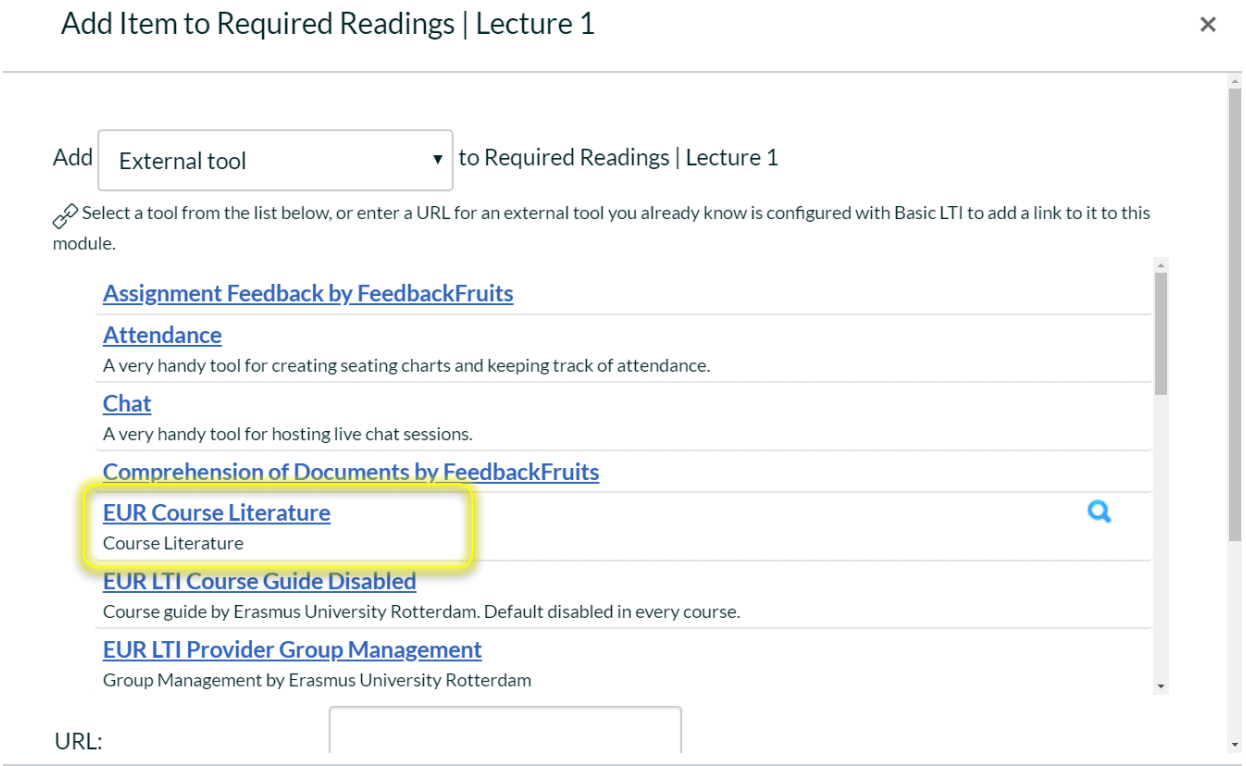
Integration in Canvas module #4

- Please select ‘External tool’.



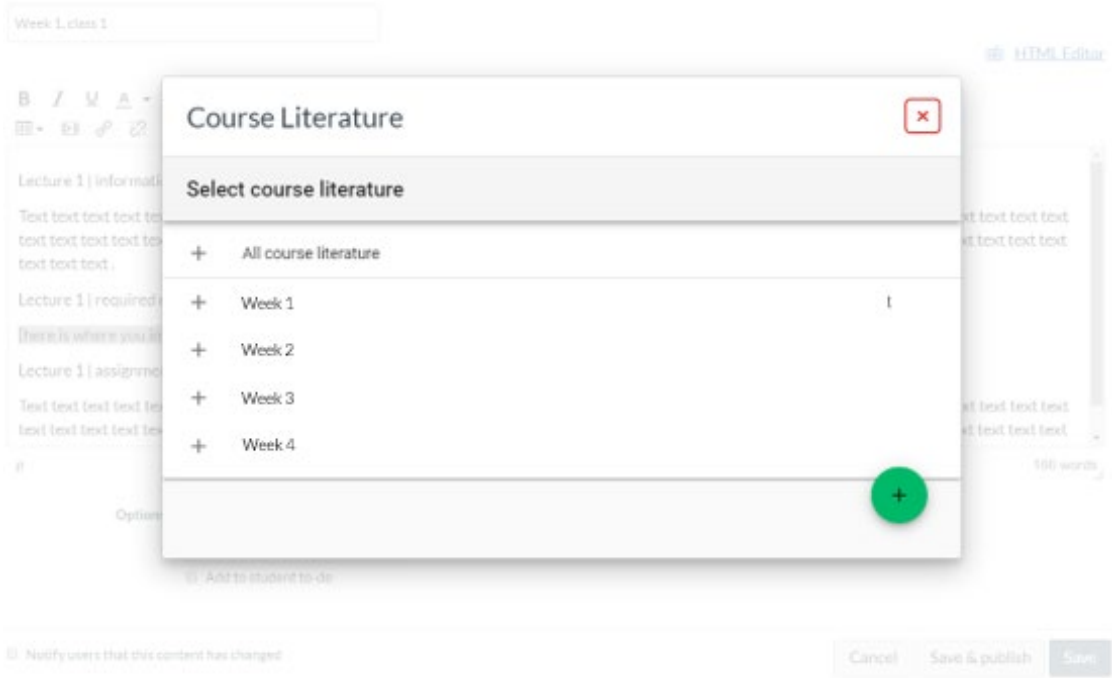
Integration in Canvas module #5

- Please select ‘EUR Course Literature’.



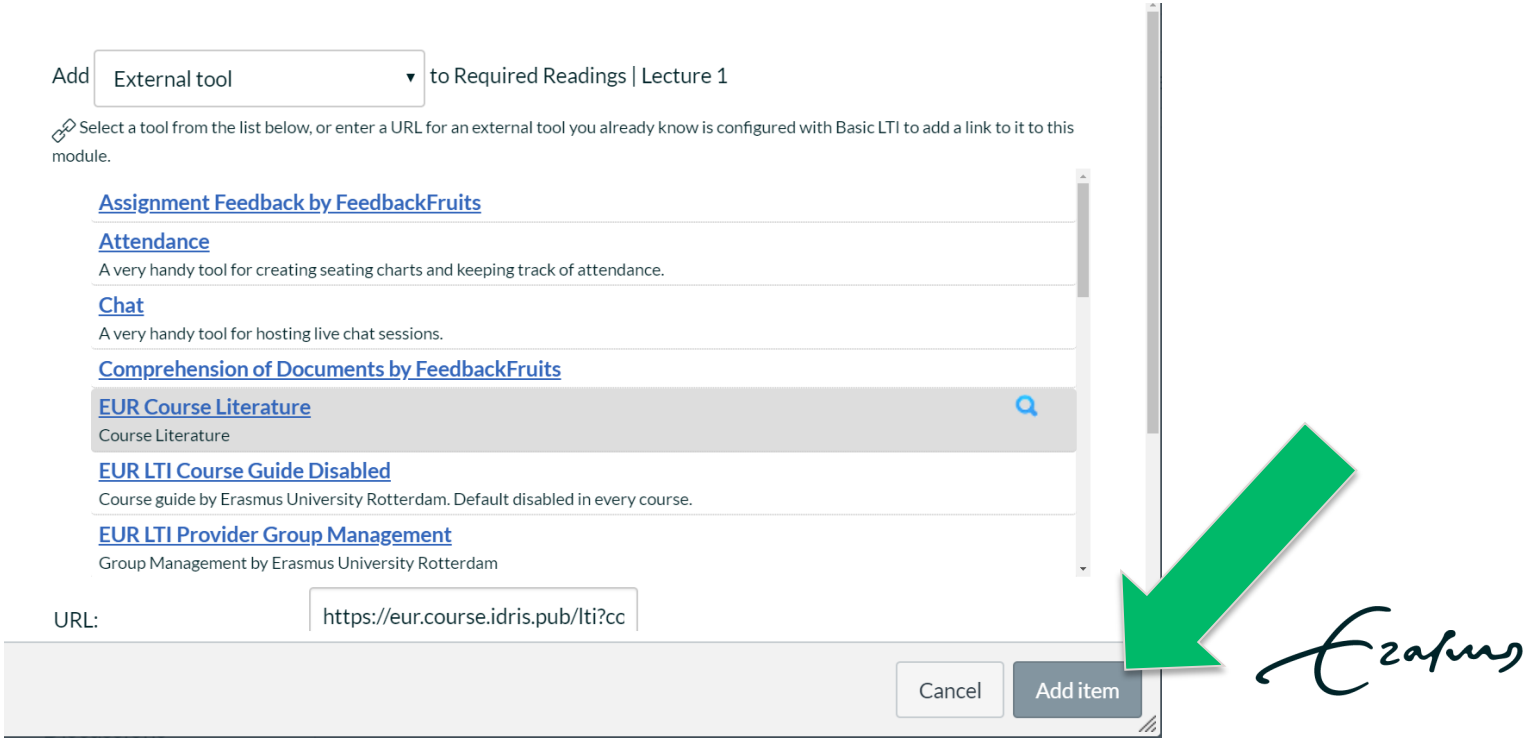
Integration in Canvas module #6

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



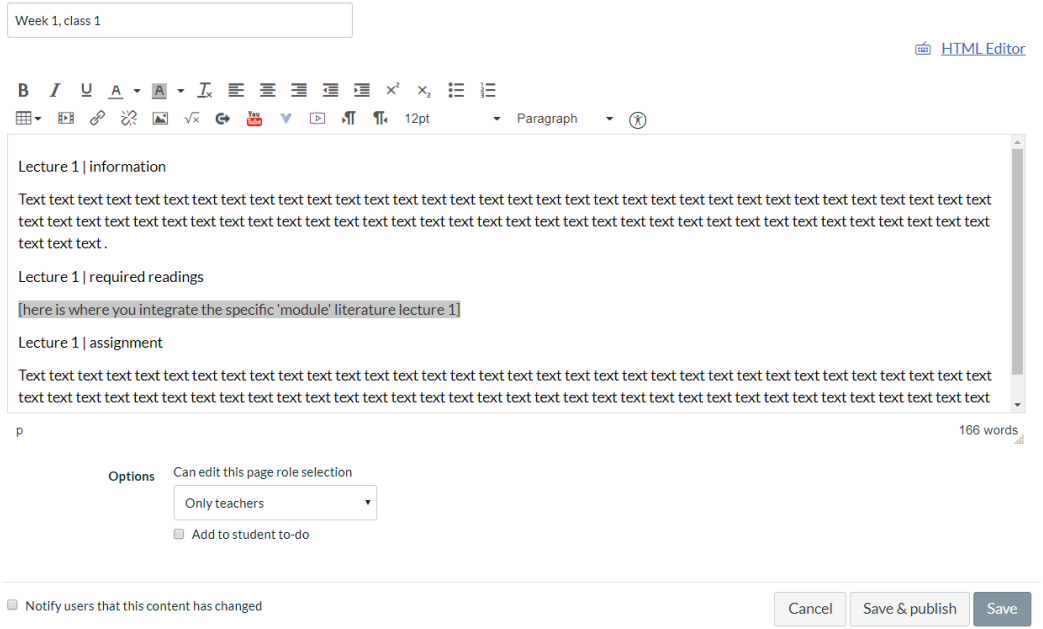
Integration in Canvas module #7

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



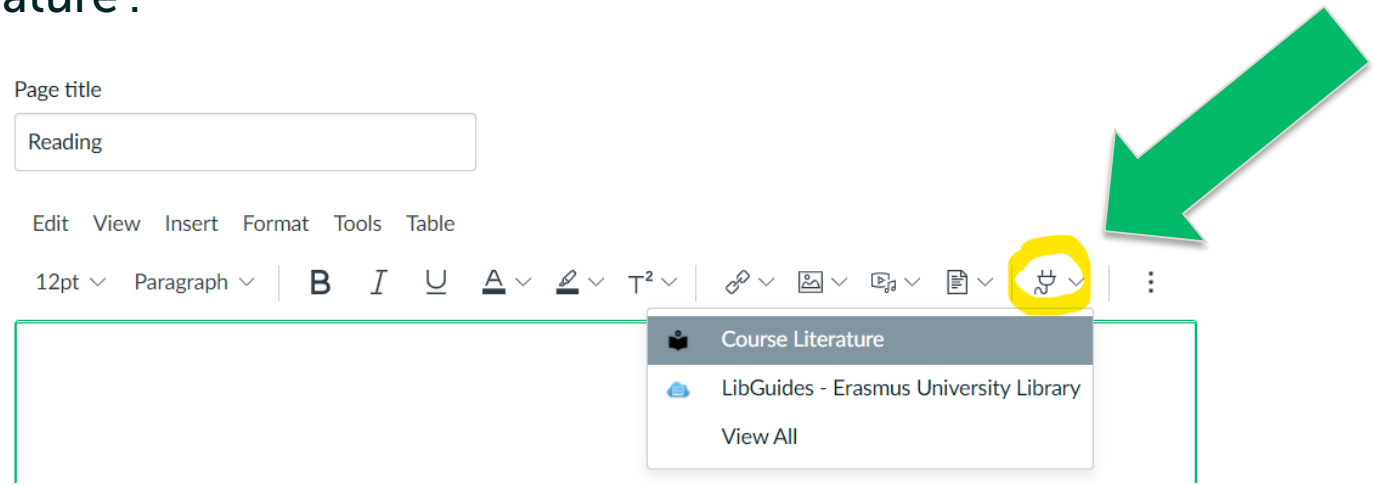
Integration in Canvas page #1

- In order to integrate a repository reading list module in your Canvas page please click on ‘Edit’. You will see something like this.


Week 1, class 1
HTML Editor
12pt
Paragraph
Lecture 1 | information
Text text text

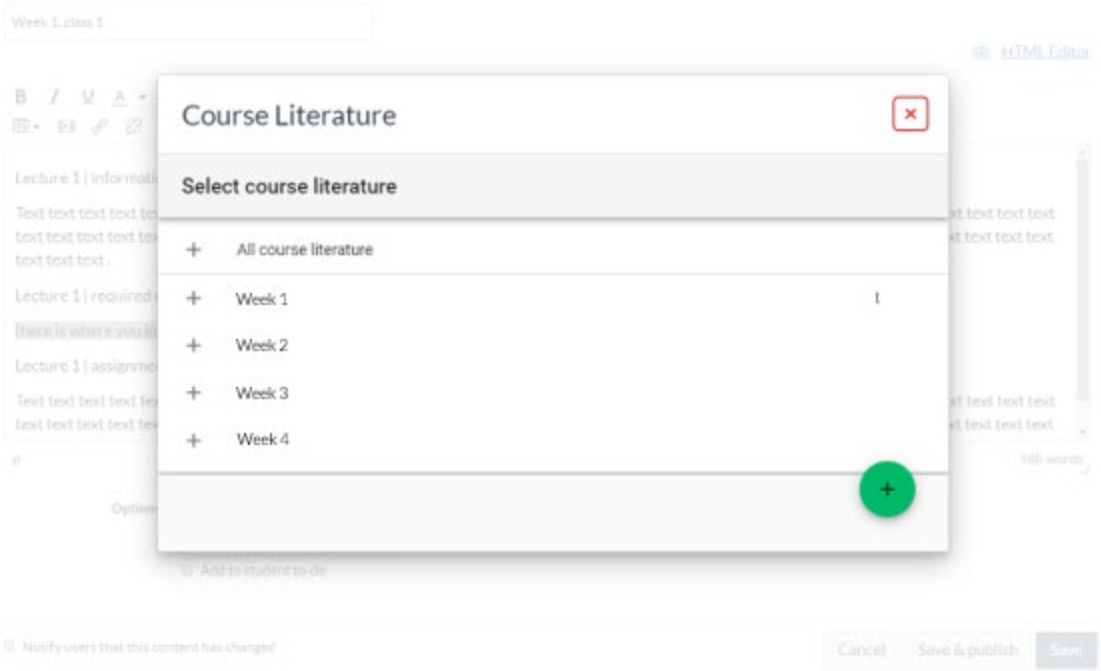
Integration in Canvas page #2

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



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.

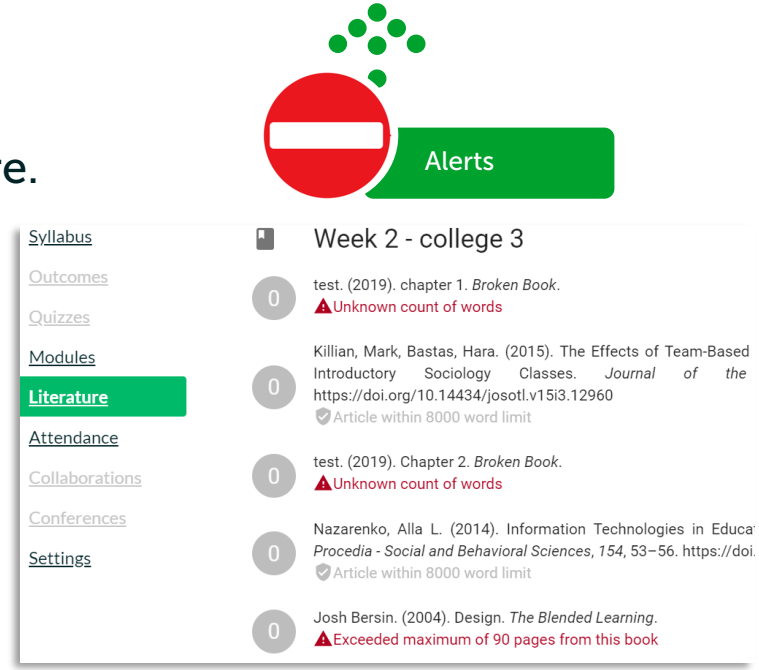
Alerts

An alert will pop-up if:

- Your PDF-file cannot be read* by our software.
- You are using too much content (more than 20%) from the same source. 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



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.

Educational Resource Repository

Erasmus University Rotterdam

Zero cost policy

anva

Open Educatio Resourc

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