

User guide for uploading learning materials to SZTE Repository of Educational Resources

Login:

The English version of the site is available by clicking the British flag in the upper right corner. You can login to ETA with your eduID credentials. If you don't have one please register here:

<https://www.eduid.u-szeged.hu/reg/en>

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SZTE Elektronikus Tananyag Archívum
SZTE Repository of Educational Resources

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Login

Welcome to SZTE Repository of Educational Resources!

[Latest Additions](#)
View items added to the repository in the past week.

[Search Repository](#)
Search the repository using a full range of fields. Use the search field at the top of the page for a quick search.

[Browse Repository](#)
Browse the items in the repository by subject.

[Informations](#)
More information about this site.

[Statistics](#)
Queryable repository statistics.

Manage deposits:

This interface displays the user's uploaded items grouped by (1) status, which can also be filtered using the check boxes.

CONTENTA

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Manage deposits

Help

New Item

Import from Atom XML Import

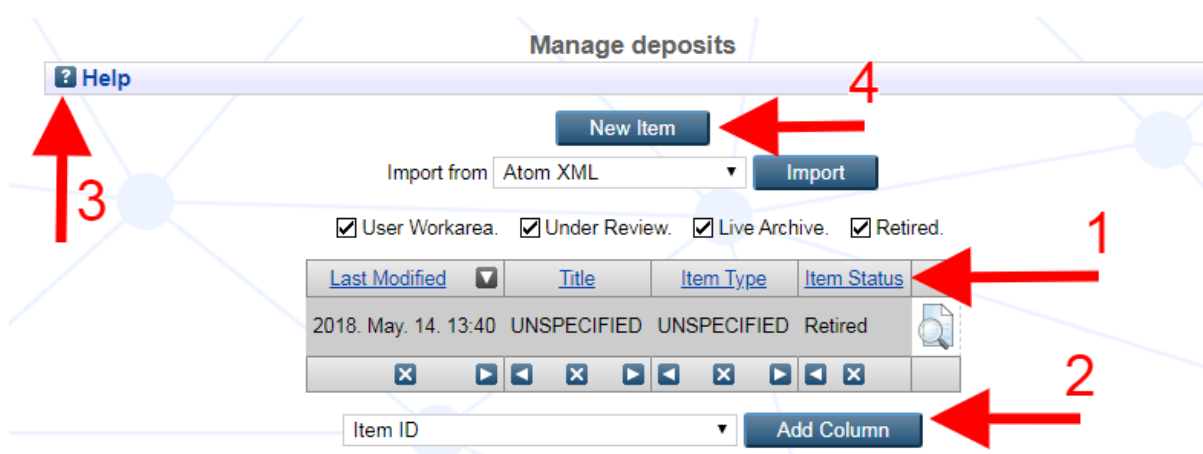
User Workarea Under Review Live Archive Retired

| Item ID | Last Modified | Title | Item Type | Item Status | Record status |
|----------|---------------|-------|-----------|-------------|---------------|
| No items | | | | | |

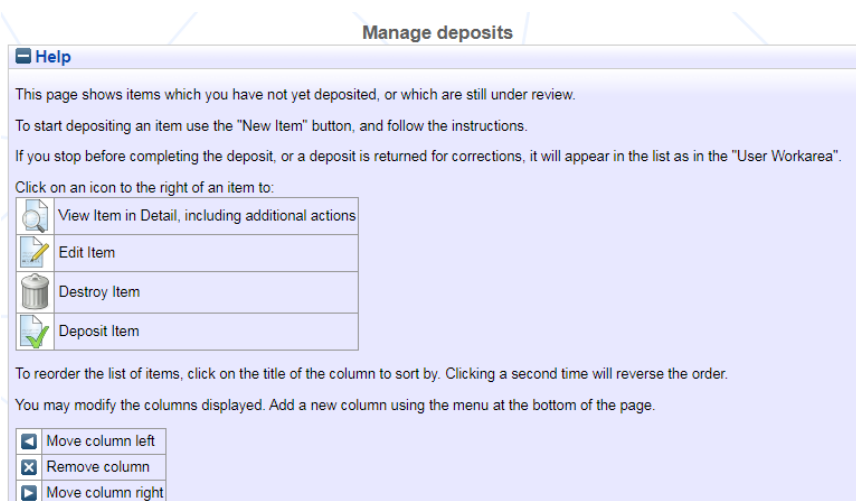
Abstract Add Column

- **User Workarea:** User-bound items that are still being edited.
- **Under Review:** Items deemed ready by the user and submitted to the editor.
- **Live Archive:** Items approved by editors and moved to a live, working repository. The metadata for each item is also visible to non-logged-in users, but the associated files can only be accessed according to the permission settings.
- **Retired:** Items deleted for some reason.

In addition to the default settings, any column can be added to the table as desired by the user. From the drop-down list, you can select the data fields that are relevant to us, and then click (2) "Add Column" to add it to the last column of the table on the Home page. The order of the columns can be changed with the arrows below, or unnecessary columns can be deleted with the X key.

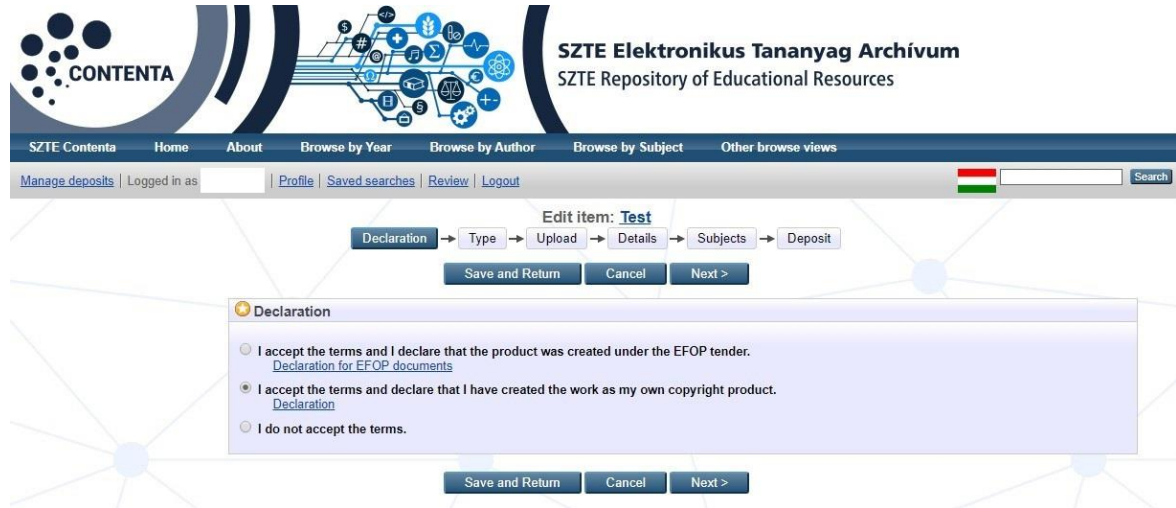


Click on the (3) "Help" button above for a more brief explanation:



3. Adding learning material:

We can start the upload process by clicking on the "New item" button on the Manage deposits page.

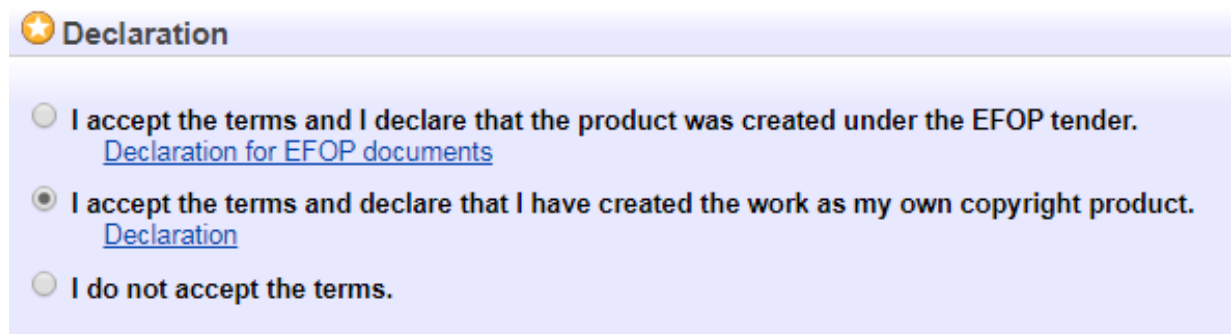


The user will go through six phases: Declaration, Type, Upload, Details, Subjects and Deposit. All fields marked with asterisk are mandatory, the rest is recommended, however if a field is not relevant to the specific course material, it can be left blank.

*Declaration**

Accepting the statement allows the uploader to proceed to the next phase.

The EFOP-3.4.3-16-2016-00014 project managed by SZTE includes a copyright clearance administration, its' information page can be accessed on the Internet (only in Hungarian): <http://www.u-szeged.hu/efop343-00014/szerzoi-jogositas>.



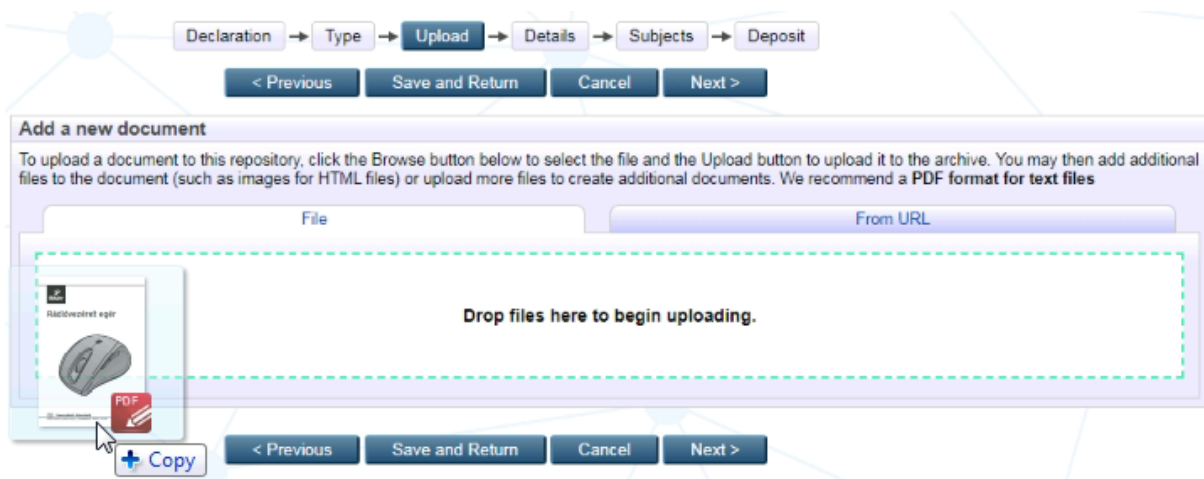
Type*

The uploaded learning material should be classified as one of the following nine types:

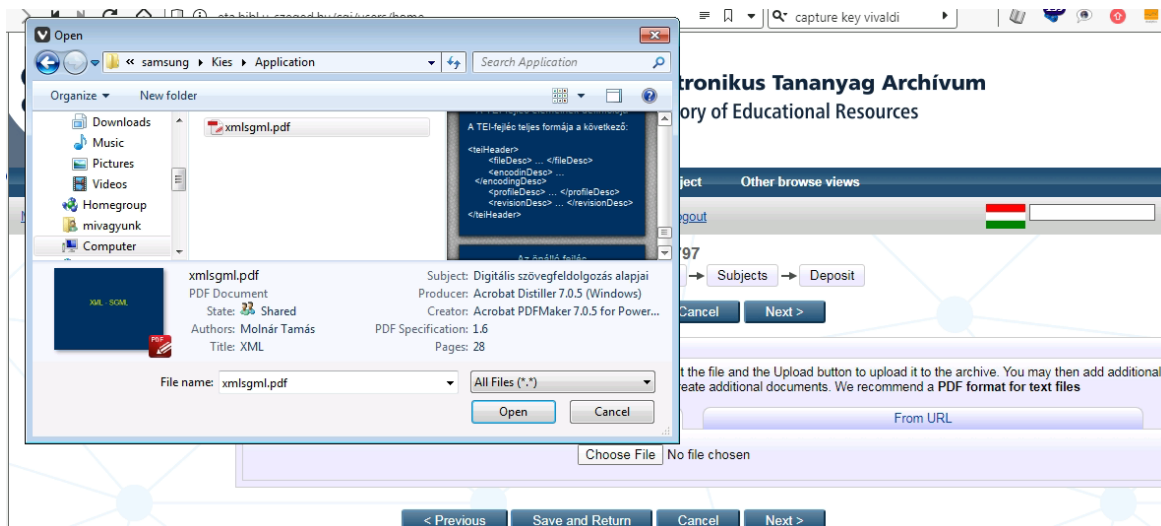
- Online education package (e-learning lesson/topic): Education package archived from e-learning and MOOC frameworks.
- Note, textbook: A book-like document for educational purposes.
- Presentation: Learning aid presentations and slide shows containing the material of the lectures.
- Image: Educational image content.
- Video material: Recordings of instructional videos and lectures.
- Audio: Audio files and audio recordings of educational topics.
- Guide: Information materials, curricula, descriptions.
- Teaching resources, learning objects: Documents supporting learning: notes on lectures, handouts, lists of compulsory readings, practice tasks, tests, exam questions.
- Other: Other digital educational materials that cannot be classified in any of the above categories.

Upload

There are two ways to upload files: one is the so-called “Drag and Drop” method, which is to open the folder that contains the file and drag the file into the green frame.



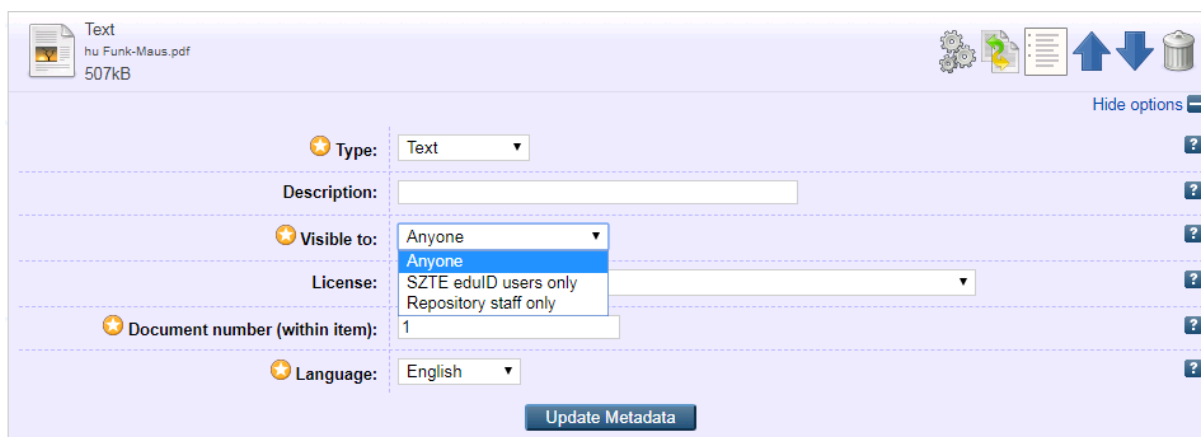
The other method is to use the traditional “Select File” button, where you need to browse the file from the appropriate folder.



The system can handle any file format (e.g. video, audio, PPT, DOC, PDF, HTML, ZIP, etc.), but for text files we recommend PDF format, as it is possible to display PDF files in modern browsers without an external program, while downloaded Word documents can only be read with installed word processor.

The Upload stage does not end with the file upload. Clicking on "Detailed data" will bring up some mandatory and optional data fields. They contain essential information, such as who will have access to the uploaded learning material. Based on what is selected in the **visible to*** field, it will be decided who will be able to download the file, the options are as follows:

- Anyone: accessible to anyone
- SZTE eduID: Only those with SZTE eduID
- Repository staff only: Can only be opened by the repository administrators



You can also grant a Creative Commons license for the uploaded material. Details on [Creative Commons licenses](#).

It is possible to upload several separate files one after another, in which case the same steps can be repeated.

Use the up and down blue arrows to change the order of the files; the files will appear in the same order in the live archive, as set here. It is possible to delete files with the trash can icon.

Details

Details entry is organized into four major groups: Basic Informations, Pedagogic Details, University Educational Informations, and Other Informations. The basic information part of the form to be completed may differ depending on the type of learning material. In our example, if you select the ‘Note, textbook’ type, you can read the relevant basic types of data.

Basic Informations

- **Title***: Required data: it is the title of the learning material. In case of subtitles a colon (:) must be used with a space before and after it.
- **English title***: Required data, the title of the work in English.

- **Creators:** A list of the author(s) associated with the intellectual creation in a standardized form based on surname and first name. Title can be degree (dr.), kinship (e.g. jr.), religious name (e.g., Saint), permanent adjective (e.g., Assisi), and so on. A noble first name and rank do not qualify as a name. We use a comma (,) to list multiple additional names.
- **Contributors:** A list of contributors(s) to the intellectual creation in a standardized form based on surname and first name. You can select the type of contribution from the drop-down list. Example: illustrator, translator
- **Projects:** The name or code of the project under which the given learning material was created. There should be only one name per row, you can enter any number of projects by adding more rows, and you can change their order with the help of the arrows. Example: EFOP 3.4.3
- **Subproject:** The number of the subproject belonging to the main project within which the given learning material was created. There should be only one name per row, you can enter any number of projects by adding additional rows and use the arrows to change their order. Example: AP6
- **Subtopics:** The number of subtopics belonging to the main project within which the given learning material was created. There should be only one name per row, you can enter any number of projects by adding additional rows and use the arrows to change their order. Example: AP6_BTK_2
- **Funders:** Supporting organizations, funding bodies that contributed to the creation of the learning material. There should be only one name per row, you can enter any number of funder names by adding more rows and use the arrows to change their order. Example: NKFIH
- **Date*:** Required data. The date of completion and publication of the learning material. Usually only the year is filled in, but you can enter a month and a day.
- **Language*:** Required data. The language of the learning material. For a multilingual publication, you can enter multiple values using the CTRL + left mouse button. Example: Hungarian, English, German
- **ISBN:** The 10- or 13-digit identification code of the book. Example: 1 871438 57 8
- **ISSN:** An 8-digit code that identifies the series. Example: 1055-0143
- **Volume:** The volume number of the journal or series.
- **Publisher:** The person, company that published the work. Do not use an abbreviation, enter the full name. Example: Oxford University Press

- **Place of Publication:** The publisher's registered office. Enter the name of the city.
Example: Budapest, London
- **Number of Pages:** The number of pages of the work. Example: 280

Learning Material Details

- **Learning Material Type*:** Required data. Defining the type of learning material. Multiple values can be selected using CTRL + left mouse button. Example: information material, topics; bibliography; presentation
- **Difficulty level:** Difficulty of mastering the learning material: 1 - very easy; 5 - very difficult
- **Structural level:** How structured is the learning material? Possible options range from elementary learning objects (eg a picture, a graph, etc.) to training materials spanning several semesters.
- **Completion Time:** The optimal time during which the student is expected to master the learning material. Example: 2 days; 3 hours; 4 weeks
- **Target group:** The target group of users for whom the learning material was primarily developed. You can select the appropriate training and educational type from the drop-down.
- **Task Purpose:** The optimal outcome of mastering the learning material. Example: Knowledge of Past Perfect; basic anatomical knowledge
- **Skill Areas:** A set of pre-knowledge and sub-skills that may be required to learn this course material. You only need to write one expression per row, you can add more rows with the "More input rows" button. You can also use the down and up arrows on the right to change the order of the rows. Example: C ++ programming language; SQL
- **Abstract:** A short description of the content of the learning material.
- **English abstract:** Short description of the content of the learning material in English.
- **Official URL:** The website of the faculty, department, or any official web page related to the learning material (e.g., conference website, faculty website, etc.). At the beginning you should always use http: // or https: //
- **Related URLs:** URLs of other items in the repository or external websites related to the topic of the learning material. You only need to write one expression per row, you can add more rows with the "More input rows" button. Use the down and up arrows on the right to change the order of the rows.

- **Copyright Holders:** Individuals or organizations who are the copyright holders of the learning material (e.g. faculty, department, publisher, author, etc.). You only need to write one expression per row, you can add more rows with the "More input rows" button. Use the down and up arrows on the right to change the order of the rows.

University Educational Information

- **Faculty:** The name of the faculty that can be linked to the learning material. Multiple values can be selected using CTRL + left mouse button.
- **Department:** The name of the department, institute or other organizational unit that can be linked to the learning material. You only need to write one expression per row, you can add more rows with the "More input rows" button. Use the down and up arrows on the right to change the order of the rows.
- **Term:** An indication of the university semester to which the learning material applies. Example: 2/18/2017
- **Course code:** The code of the course affiliated with the learning material. Use the "More input rows" button to enter more. Example: INFK09_A011.
- **Course name:** The name of the course affiliated with the learning material. Use the "More input rows" button to enter more.

Other Informations

- **Uncontrolled Keywords:** Keywords that describe the content of the document from a specialist point of view. Each word or phrase must be written in a new line. You can also add rows using the "More rows" button. Use the down and up arrows on the right to change the order of the rows.
- **Uncontrolled English keywords:** English keywords that describe the content of the document from a professional point of view. Each word or phrase must be written on a new line.
- **Additional Information:** Bibliographic or other types of notes. When listed, there is an semicolon (;) between them.

Subject classification

For the subject classification, select a category from the list which is most appropriate for the uploaded material. In cases where the learning material covers more than one topic, more than one area of subject may be indicated. It is not necessary to find the lowest classification level of the field, it is worth choosing the level which can cover the selected topic. Example: 05. Social sciences > 05.07. Social and economic geography > 05.07.02. Cultural and economic geography

Use the + and - signs to scroll through the fields. If you want to associate a classification with the item, you must use the 'Add' button from the top level by selecting each parent category.

You can also search for subjects by typing in the name of the subject you are looking for and then pressing the 'Search' button. It is important to note that pressing the Enter key will not perform the search, so please use the 'Search' button!

Subjects
Please select at least one main subject category, and optionally up to two other subject categories you think are appropriate for your submission, from the list below.

[Remove](#) 06.02.04.01. Literary theory and comparative literature, literary styles
[Remove](#) 06.02.06.01. Formal, cognitive, functional and computational linguistics
[Remove](#) 06.02.06.05. Psycholinguistics

Search for subject:

- [Add](#) 01. Natural sciences
- [Add](#) 02. Engineering and technology
- [Add](#) 03. Medical and health sciences
- [Add](#) 04. Agricultural sciences
- [Add](#) 05. Social sciences
- [Add](#) 06. Humanities
 - [Add](#) 06.01. History and archaeology
 - [Add](#) 06.02. Languages and Literature
 - [Add](#) 06.02.01. General language studies
 - [Add](#) 06.02.02. Specific languages
 - [Add](#) 06.02.03. General literature studies
 - [Add](#) 06.02.04. Literary theory
 - 06.02.04.01. Literary theory and comparative literature, literary styles**
 - [Add](#) 06.02.05. Specific literatures
 - [Add](#) 06.02.06. Linguistics
 - 06.02.06.01. Formal, cognitive, functional and computational linguistics**
 - [Add](#) 06.02.06.02. Typological, historical and comparative linguistics
 - [Add](#) 06.02.06.03. Use of language: pragmatics, sociolinguistics, discourse analysis, second language teaching and learning, lexicography, terminology
 - [Add](#) 06.02.06.04. Multilingualism, language diversity
 - 06.02.06.05. Psycholinguistics**
 - [Add](#) 06.03. Philosophy, ethics and religion
 - [Add](#) 06.04. Arts (arts, history of arts, performing arts, music)
 - [Add](#) 06.05. Other humanities

Deposit item

If all required or optional fields have been filled, the submitting can be finalized by clicking on the "Deposit Item Now" button. After that, it is no longer possible to change the data, only if the editor sends back the item for correction. If the user want to continue submitting the material

later, the "Save" or "Save for later" button can be used to save the item to the User's own workarea (which can be accessed later by clicking the Home button).

Deposit item: Document for testing

Declaration → Type → Upload → Details → Subjects → Deposit

All submitted items will be reviewed by editors.

If the editors find everything right, the learning materials become available for the users.

If the editors find some kind of error in the uploaded learning material, they can return the record to the uploader for repair. The uploader will receive an automatic notification to the e-mail address, which was given by the eduID registration.

After submitting the learning material, the item will be moved to the “Pending Approval” category on the Home page (there are four statuses: Authentication-, Content-, Library approval, and Content accepted).

Manage deposits

[? Help](#)

Import from

User Workarea. Under Review. Live Archive. Retired.

| Item ID | Last Modified | Title | Item Type | Item Status | Record status | |
|---------|----------------------|--------|--|---------------|-------------------------|--|
| 498 | 2020. Apr. 21. 14:02 | Test | Note, textbook | Live Archive | Content accepted | |
| 500 | 2020. Apr. 21. 14:05 | Test 2 | Online educational package (e-learning lesson/topic) | Under Review | Content approval | |
| 646 | 2020. Apr. 21. 14:04 | Test 3 | Teaching Resource | User Workarea | Authentication approval | |

The submitted items are checked by editors, if everything proves to be adequate, the learning material will be available on the public interface of the SZTE Repository of Educational Resources. If the editors of the archive find any errors or lack of information in the uploaded learning material or its metadata, they can return the item to the user for correction. The user will always receive an automatic e-mail notification to the e-mail address provided during eduID registration.

4. Use a template

If more than one course material needs to be uploaded as a separate item, it is possible to use a template. This feature makes a copy of an existing item that only needs to be supplemented with data from the current learning material. On the Main page, click the "Item View" icon next to the item which was selected for template.

Manage deposits

[? Help](#)

New Item

Import from **Import**

User Workarea. Under Review. Live Archive. Retired.

| Last Modified | Title | Item Type | Item Status |
|----------------------|----------------------|-----------|---------------|
| 2020. Apr. 07. 12:34 | Document for testing | Other | User Workarea |

Add Column

Then click on the “Actions” tab then select “Use Template” on the next screen to get an editable copy of the item.

View Item: Document for testing

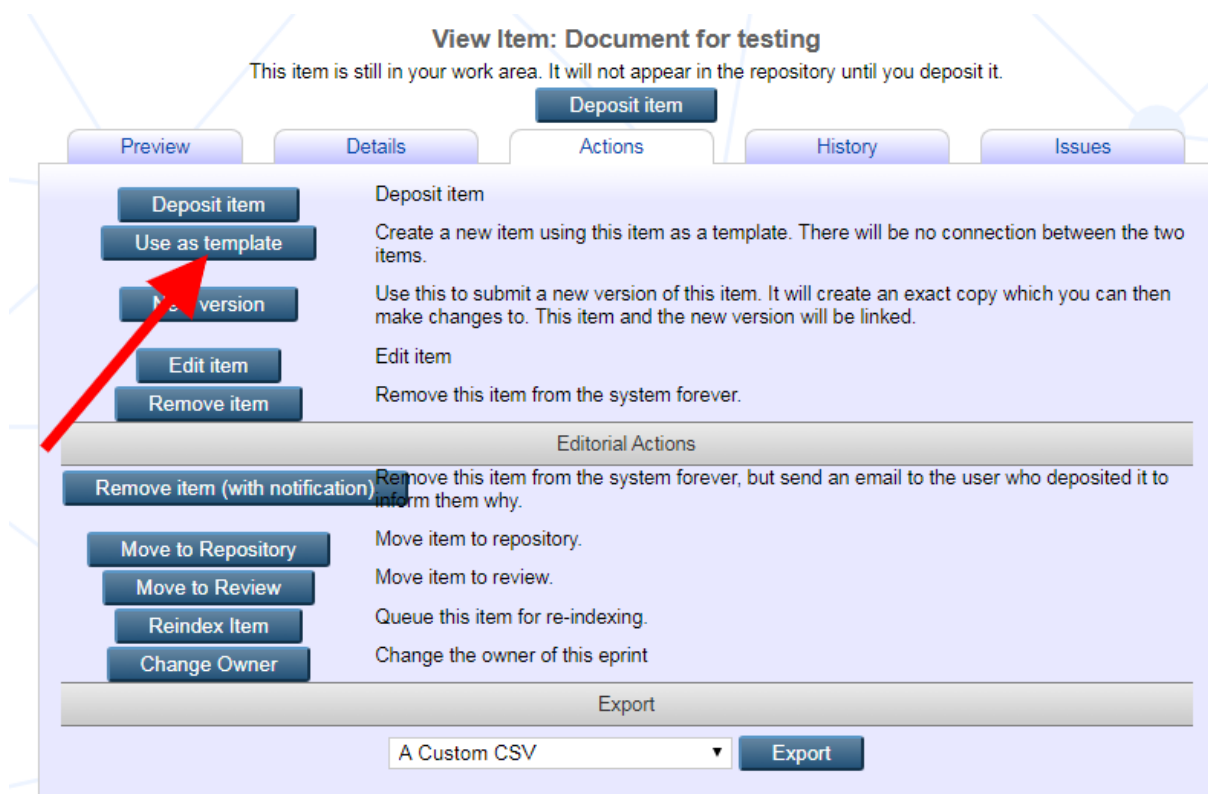
This item is still in your work area. It will not appear in the repository until you deposit it.

Deposit item

[Preview](#) [Details](#) [Actions](#) [History](#) [Issues](#)

Document for testing. (2019) [Other]

Text
hu Funk-Maus.pdf
[Download \(507kB\)](#)

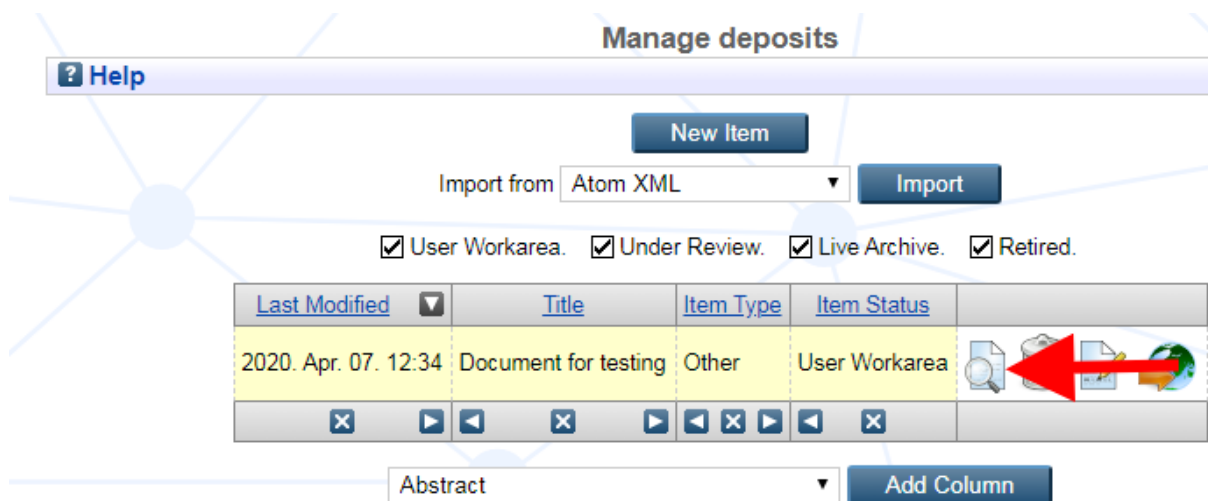


You can modify the item as described in Chapter 3 by clicking the “Edit Data” button on the “Details” tab.

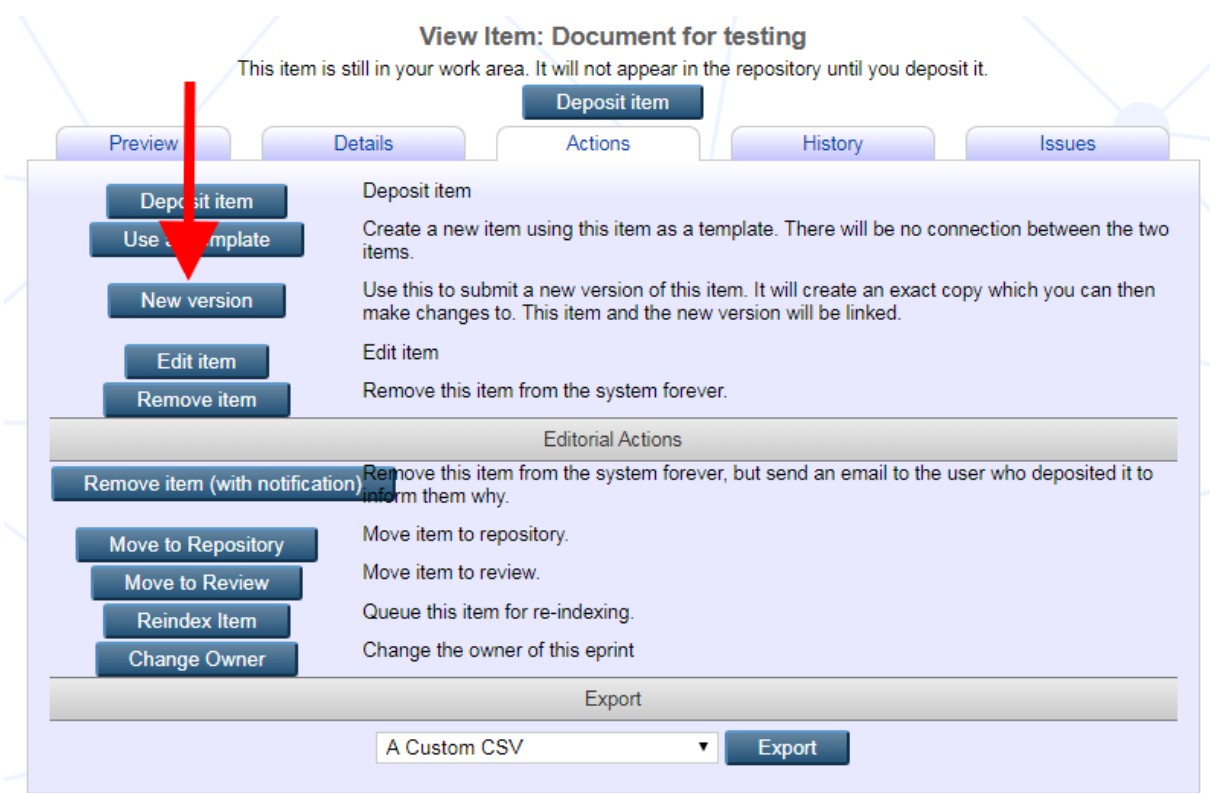
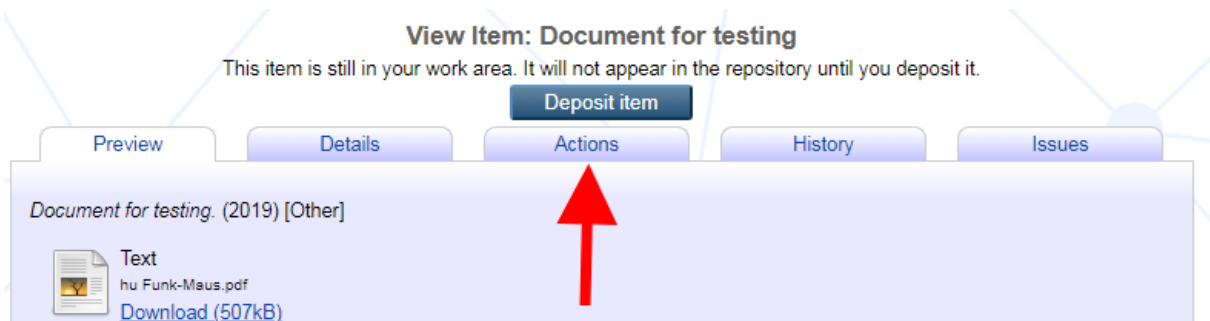
5. Create a new version

The user does not have the possibility to modify the approved learning material. However, if a significant change or revision has been made to a larger part of the text in the learning material, a new version of the item may be prepared.

After logging in, click on the “Item View” icon for the appropriate item on the main page.



Clicking the “New version” button on the “Actions” tab will create an editable copy of the item. The new item will be linked to the original item so that the different versions of the learning material can be tracked in the repository.



You can then modify the item as described in Chapter 3 by clicking the “Edit item” button on the “Details” tab. It is possible to delete previous files with the trash bin icon.

View Item: Document for testing

✓ New versions successfully created in your work area. You are now viewing the new version.


This item is still in your work area. It will not appear in the repository until you deposit it.

Deposit item

Preview **Details** Actions History Issues

Document for testing. (2019) [Other] ↑

This is the latest version of this item.

 Text
hu Funk-Maus.pdf
[Download \(507kB\)](#)

✓ New versions successfully created in your work area. You are now viewing the new version.

This item is still in your work area. It will not appear in the repository until you deposit it.

Deposit item

Preview Details **Actions** History Issues

Declaration → **Edit item**

Declaration: | I accept the terms and declare that I have created the work as my own copyright product.

Type **Edit item**

Item Type: Other

Upload **Edit item**

Document: [Text](#) **Type:** Text. **Language:** English. **Visible to:** Anyone.

- [hu Funk-Maus.pdf](#)

6. Further help

Above the fields on each form there are short, context-sensitive help texts. Beyond these help texts and this guide, you can request further assistance at contenta@bibl.u-szeged.hu.

SZTE Klebelsberg Library