

USER MANUAL  
HOW TO UPLOAD RESOURCE TO OER REPOSITORY

1. Click login link to access the site.



The screenshot shows the OER@UMS Home page. The browser address bar displays "oer.ums.edu.my". The page header includes the UMS logo (Universiti Malaysia Sabah) and the text "OPEN EDUCATIONAL RESOURCES CENTRE". A navigation bar below the header contains "OER@UMS Home". The main content area is divided into several sections: a search bar labeled "Search OER@UMS" with a "Go" button; a "Browse" section with links for "All of OER@UMS", "Communities & Collections", "By Issue Date", "Authors", "Titles", and "Subjects"; a "My Account" section with links for "Login" and "Register"; and a "Discover" section. On the right side, there is a "OER@UMS Repository" section with a descriptive paragraph and a large banner image titled "OPEN EDUCATIONAL RESOURCES" featuring a globe and various educational icons. Below the banner is a section for "Communities in OER@UMS".

2. Insert email address and password and click sign in button.



The screenshot shows the OER@UMS Sign in page. The browser address bar displays "oer.ums.edu.my/password-login". The page header is identical to the home page. The navigation bar now includes "OER@UMS Home" and "Sign in". The main content area features a search bar, a "Browse" section, and a "My Account" section. The central focus is the "Sign in to OER@UMS" section, which includes a form with "E-Mail Address:" and "Password:" labels, each followed by an input field. A "Forgot your password?" link is positioned to the right of the password field. Below the input fields is a "Sign in" button. Underneath the sign in section is a "Register new user" section with a brief description and a "Click here to register" link.

### 3. Click submission link to upload new resource



Search OER@UMS

**Browse**

All of OER@UMS  
[Communities & Collections](#)  
[By Issue Date](#)  
[Authors](#)  
[Titles](#)  
[Subjects](#)

**My Account**

[Logout](#)  
[Profile](#)  
[Submissions](#)

## OER@UMS Repository

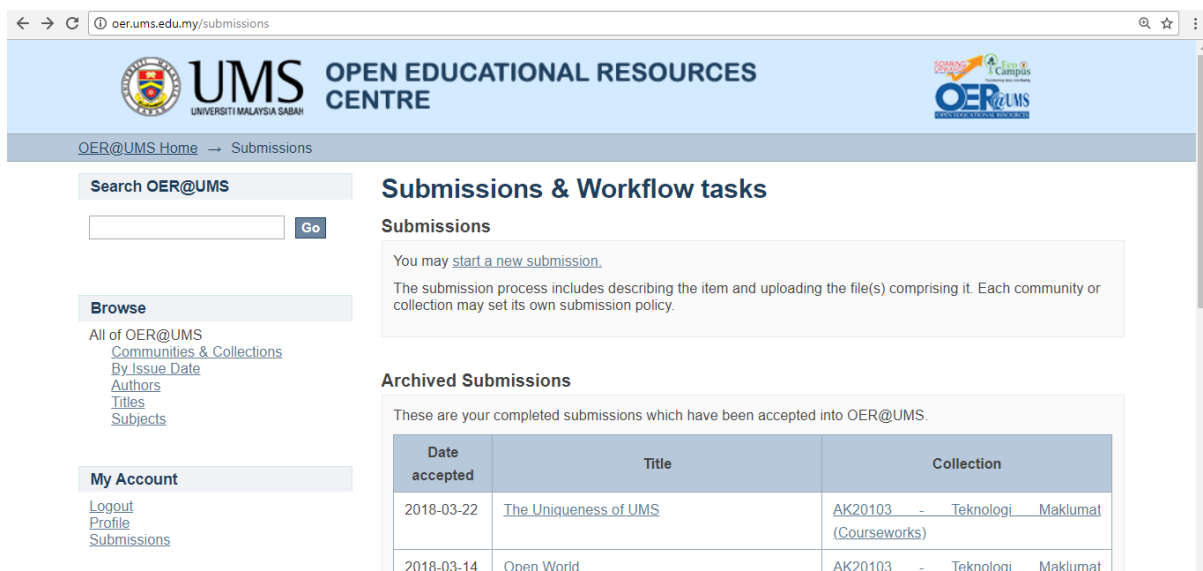
OER@UMS is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy, they facilitate digital preservation and scholarly communication.



**OPEN EDUCATIONAL RESOURCES**

### Communities in OER@UMS

### 4. Click start a new submission



Search OER@UMS

**Browse**

All of OER@UMS  
[Communities & Collections](#)  
[By Issue Date](#)  
[Authors](#)  
[Titles](#)  
[Subjects](#)

**My Account**

[Logout](#)  
[Profile](#)  
[Submissions](#)

## Submissions & Workflow tasks

### Submissions

You may [start a new submission](#).


The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.


### Archived Submissions

These are your completed submissions which have been accepted into OER@UMS.

Date accepted	Title	Collection
2018-03-22	<a href="#">The Uniqueness of UMS</a>	AK20103 - Teknologi Maklumat (Courseworks)
2018-03-14	<a href="#">Open World</a>	AK20103 - Teknologi Maklumat

oer.ums.edu.my/submit

 **UMS** OPEN EDUCATIONAL RESOURCES CENTRE  
UNIVERSITI MALAYSIA SABAH



OER@UMS Home → Item submission

**Search OER@UMS**

**Go**

**Browse**

All of OER@UMS  
[Communities & Collections](#)  
[By Issue Date](#)  
[Authors](#)  
[Titles](#)  
[Subjects](#)

**My Account**

[Logout](#)  
[Profile](#)  
[Submissions](#)

**Item submission**


**Select a collection**


**Collection:**  
 Select the collection you wish to submit an item to.

**Next**

5. Select the collection and hit next button.

oer.ums.edu.my/submit

 **UMS** OPEN EDUCATIONAL RESOURCES CENTRE  
UNIVERSITI MALAYSIA SABAH



OER@UMS Home → Item submission

**Search OER@UMS**

**Go**

**Browse**

All of OER@UMS  
[Communities & Collections](#)  
[By Issue Date](#)  
[Authors](#)  
[Titles](#)  
[Subjects](#)

**My Account**

[Logout](#)  
[Profile](#)  
[Submissions](#)

**Administrative**

[Control Panel](#)  
[Access Control](#)  
[People](#)

**Item submission**

**Select a collection**

**Collection:**  
 Select the collection you wish to submit an item to.

[Biotechnology Research Institute > Educational Videos](#)  
[Faculty of Humanities, Arts and Heritage > e-Magazines / e-Bulletins / e-Brochures > AK20103 - Teknologi Maklumat \(Courseworks\)](#)  
[Faculty of Humanities, Arts and Heritage > e-Magazines / e-Bulletins / e-Brochures > AK20503 - Penulisan Rencana \(Courseworks\)](#)  
[Faculty of Humanities, Arts and Heritage > e-Magazines / e-Bulletins / e-Brochures > AK21403 - Komunikasi Foto \(Courseworks\)](#)  
[Institute For Tropical Biology and Conservation > E-Books](#)

6. Insert the information of the resources and hit next button.

oer.ums.edu.my/submit/2d7d094e3e28720a146f5f32891158784263465f.continue

UMS OPEN EDUCATIONAL RESOURCES CENTRE

oer.ums.edu.my/submit/2d7d094e3e28720a146f5f32891158784263465f.continue

oer.ums.edu.my/submit/2d7d094e3e28720a146f5f32891158784263465f.continue

Search OER@UMS

Go

Search OER@UMS  
This Collection

Browse

All of OER@UMS  
Communities & Collections  
By Issue Date  
Authors  
Titles  
Subjects

This Collection  
By Issue Date  
Authors  
Titles  
Subjects

My Account

Item submission

Describe → Describe → Upload → Review → License → Complete

Describe Item

Authors:

Enter the names of the authors of this item.

Last name, e.g. Smith First name(s) + "Jr", e.g. Donald Jr

Add

Title:

Enter the main title of the item.

Other Titles:

If the item has any alternative titles, please enter them here.

Add

oer.ums.edu.my/submit/2d7d094e3e28720a146f5f32891158784263465f.continue

Logout  
Profile  
Submissions

Context

Edit Collection  
Item Mapper  
Export Collection  
Export Metadata

Administrative

Control Panel  
Access Control  
People  
Groups  
Authorizations

Content Administration

Items  
Withdrawn Items  
Private Items  
Import Metadata  
Batch Import (ZIP)

Registries

Metadata  
Format

Statistics  
Curation Tasks

Date of Issue:

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

Year Month Day

Publisher:

Enter the name of the publisher of the previously issued instance of this item.

Citation:

Enter the standard citation for the previously issued instance of this item.

Series/Report No.:

Enter the series and number assigned to this item by your community.

Series Name Report or paper No.

Add

Identifiers:

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

ISSN

Add

oer.ums.edu.my/submit/2d7d094e3e28720a146f5f32891158784263465f.continue

Type:

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Animation  
Article  
Book  
Book chapter  
Dataset  
Learning Object

Language:

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

N/A

Save & Exit Next >

OER UMS by Universiti Malaysia Sabah is licensed under a Creative Commons Attribution-NonCommercial 4.0 International License  
JTMK copyright © 2017 Copyright Reserved (UMS)  
Universiti Malaysia Sabah Jalan UMS, 88400, Kota Kinabalu, Sabah, Malaysia  
Phone: (+6088) 320000 atau 320474, Fax: (+6088) 320223

Follow UMS on:  
Powered by DSPACE

7. Add other information of the resources and click next button.

The screenshot shows the 'Describe Item' form in the OER@UMS system. The browser address bar shows the URL: oer.ums.edu.my/handle/123456789/22/submit/18241c1a29115e113648477a4866785a6e207a2c.continue. The page header includes the UMS logo and 'OPEN EDUCATIONAL RESOURCES CENTRE'. The breadcrumb trail is: OER@UMS Home → Faculty of Humanities, Arts and Heritage → e-Magazines / e-Bulletins / e-Brochures → AK20103 - Teknologi Maklumat (Courseworks) → Item submission. The main content area has a 'Describe Item' section with a progress bar: Describe → Describe → Upload → Review → License → Complete. The 'Describe Item' section includes: 'Subject Keywords:' with a text input field and an 'Add' button; 'Subject Categories:' with a link; 'Abstract:' with a text input field and a label 'Enter the abstract of the item.'; and 'Sponsors:' with a label 'Enter the names of any sponsors and/or funding codes in the box.' The left sidebar contains navigation menus for 'Search OER@UMS', 'Browse', and 'My Account'.

The screenshot shows the 'Sponsors' form in the OER@UMS system. The browser address bar shows the URL: oer.ums.edu.my/handle/123456789/22/submit/18241c1a29115e113648477a4866785a6e207a2c.continue. The page header includes the UMS logo and 'OPEN EDUCATIONAL RESOURCES CENTRE'. The breadcrumb trail is: OER@UMS Home → Faculty of Humanities, Arts and Heritage → e-Magazines / e-Bulletins / e-Brochures → AK20103 - Teknologi Maklumat (Courseworks) → Item submission. The main content area has a 'Sponsors' section with a text input field and a label 'Enter the names of any sponsors and/or funding codes in the box.'. Below it is a 'Description:' section with a text input field and a label 'Enter any other description or comments in this box.'. Below that is a 'URL:' section with a text input field and a label 'Enter ebook, ebulletin, or youtube link here.'. The left sidebar contains navigation menus for 'Logout', 'Profile', 'Submissions', 'Context', 'Administrative', 'Content Administration', 'Registries', 'Statistics', and 'Curation Tasks'. At the bottom of the form, there are buttons for '< Previous', 'Save & Exit', and 'Next >'.

8. Upload the resources and click next button.

The screenshot shows the 'Item submission' page on the OER@UMS system. The breadcrumb trail is: OER@UMS Home → Faculty of Humanities, Arts and Heritage → e-Magazines / e-Bulletins / e-Brochures → AK20103 - Teknologi Maklumat (Courseworks) → Item submission. The page has a search bar for OER@UMS and a 'Go' button. Below it are radio buttons for 'Search OER@UMS' (selected) and 'This Collection'. There are two 'Browse' sections: one for 'All of OER@UMS' with links for 'Communities & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'; and another for 'This Collection' with links for 'By Issue Date', 'Authors', 'Titles', and 'Subjects'. A 'My Account' section includes links for 'Logout', 'Profile', and 'Submissions'. The main content area is titled 'Item submission' and shows a progress bar with steps: Describe, Describe, Upload (highlighted in green), Review, License, and Complete. Below the progress bar is the 'Upload File(s)' section, which includes a 'File:' label, instructions to enter the full path or click 'Browse...', and a 'Choose File' button. The 'File Description:' section has a text input field. At the bottom of the main content area are buttons for '< Previous', 'Save & Exit', and 'Next >'. A 'Upload file & add another' button is also present.

9. Make to review the information's and file chosen before proceed to the next step and click next button.

The screenshot shows the 'Review Submission' page on the OER@UMS system. The breadcrumb trail is: OER@UMS Home → Faculty of Humanities, Arts and Heritage → e-Magazines / e-Bulletins / e-Brochures → AK20103 - Teknologi Maklumat (Courseworks) → Item submission. The page features the UMS logo (Universiti Malaysia Sabah) and the OER@UMS logo. The main content area is titled 'Item submission' and shows a progress bar with steps: Describe, Describe, Upload, Review (highlighted in green), License, and Complete. Below the progress bar is the 'Review Submission' section, which includes a 'Describe Item' label and a form with the following fields: 'Authors:' (ANina Goh Jun Lu), 'Title:' (Open World), 'Date of Issue:' (2016), and 'Type:' (Book). A 'Correct one of these' button is located below the form. The 'My Account' section is visible at the bottom left.

oer.ums.edu.my/handle/123456789/22/submit/68783776896b408813464a60110b4b5d3635723f.continue

Titles  
Subjects

**My Account**  
Logout  
Profile  
Submissions

**Context**  
Edit Collection  
Item Mapper  
Export Collection  
Export Metadata

**Administrative**  
Control Panel  
Access Control  
People  
Groups  
Authorizations  
Content Administration  
Items  
Withdrawn Items  
Private Items  
Import Metadata  
Batch Import (ZIP)  
Registries  
Metadata  
Format

**Describe Item**  
**Subject Keywords:**  
Openworldums  
**Description:**  
Prof. Fong Soon Fook  
**URL:**  
http://www.ums.edu.my/oer/E-Mag-E-Broch/FKSW/OPEN\_WORLD\_VER\_2/html5forpc.html?page=0

**Upload File(s)**  
OPEN\_WORLD\_VER\_2.pdf - Adobe PDF (Known)

< Previous Save & Exit Next >

10. Read the license and tick the box to complete submission.

oer.ums.edu.my/handle/123456789/22/submit/3a2171667e5743637b354e1663495f6f5a1b6c1e.continue

UMS UNIVERSITI MALAYSIA SABAH OPEN EDUCATIONAL RESOURCES CENTRE

OER@UMS Home → Faculty of Humanities, Arts and Heritage → e-Magazines / e-Bulletins / e-Brochures → AK20103 - Teknologi Maklumat (Courseworks)

Search OER@UMS

Search OER@UMS  
This Collection

**Browse**  
All of OER@UMS  
Communities & Collections  
By Issue Date  
Authors  
Titles  
Subjects  
This Collection  
By Issue Date  
Authors  
Titles  
Subjects

**My Account**

**Item submission**  
Describe → Describe → Upload → Review → License → Complete

**Distribution License**

**There is one last step:** In order for OER@UMS to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

Grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'.

NOTE: PLACE YOUR OWN LICENSE HERE This sample license is provided for informational purposes only.

NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license, you (the author(s) or copyright owner) grants to DSpace University (DSU) the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.

You agree that DSU may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that DSU may keep more than one copy of this submission for purposes of security, back-up and preservation.

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

oer.ums.edu.my/handle/123456789/22/submit/3a2171667e5743637b354e1663495f6f5a1b6c1e.continue

**My Account**  
Logout  
Profile  
Submissions

**Context**  
Edit Collection  
Item Mapper  
Export Collection  
Export Metadata

**Administrative**  
Control Panel  
Access Control  
People  
Groups  
Authorizations  
Content Administration  
Items  
Withdrawn Items  
Private Items  
Import Metadata  
Batch Import (ZIP)  
Registries  
Metadata  
Format  
Statistics  
Curation Tasks

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant DSU the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN DSU, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

DSU will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

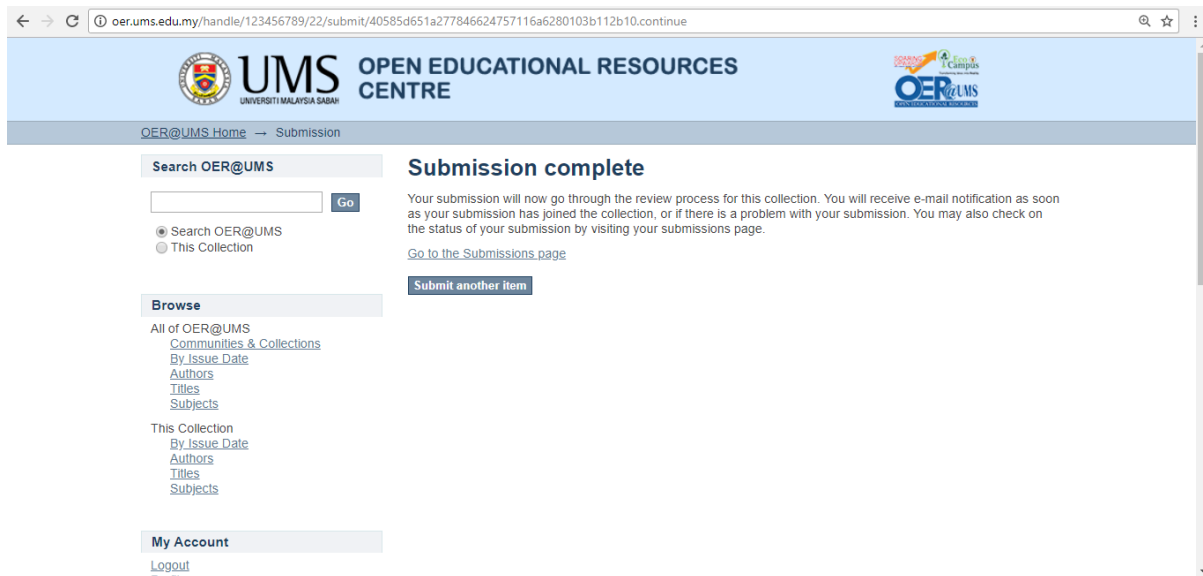
If you have questions regarding this license please contact the system administrators.

**Distribution license:**  
 I Grant the License

< Previous Save & Exit Complete submission



## 11. Submission is already uploaded into OER website.



The screenshot shows a web browser window with the URL [oer.ums.edu.my/handle/123456789/22/submit/40585d651a277846624757116a6280103b112b10.continue](http://oer.ums.edu.my/handle/123456789/22/submit/40585d651a277846624757116a6280103b112b10.continue). The page header includes the UMS logo (Universiti Malaysia Sabah) and the text 'OPEN EDUCATIONAL RESOURCES CENTRE'. A navigation breadcrumb shows 'OER@UMS Home → Submission'. The main content area features a search bar for 'Search OER@UMS' with a 'Go' button and radio buttons for 'Search OER@UMS' (selected) and 'This Collection'. Below the search bar is a 'Browse' section with links for 'All of OER@UMS' (Communities & Collections, By Issue Date, Authors, Titles, Subjects) and 'This Collection' (By Issue Date, Authors, Titles, Subjects). A 'My Account' section contains 'Logout' and 'Profile' links. The central message reads 'Submission complete' and states: 'Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.' A link 'Go to the Submissions page' and a button 'Submit another item' are also present.