

# How to Submit Digital Material in OFR QUIS

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#### Step 1 - SIGN IN TO OER@UMS

### Sign in to OER@UMS

E-Mail Address:

Password:

Forgot your password?

Sign in

kindly register by clicking the Register Link. My Account Register Please refer step-by-step on how to be Submitter in OER@UMS http://oer.ums.edu.my/handle/oer\_source\_files/1395

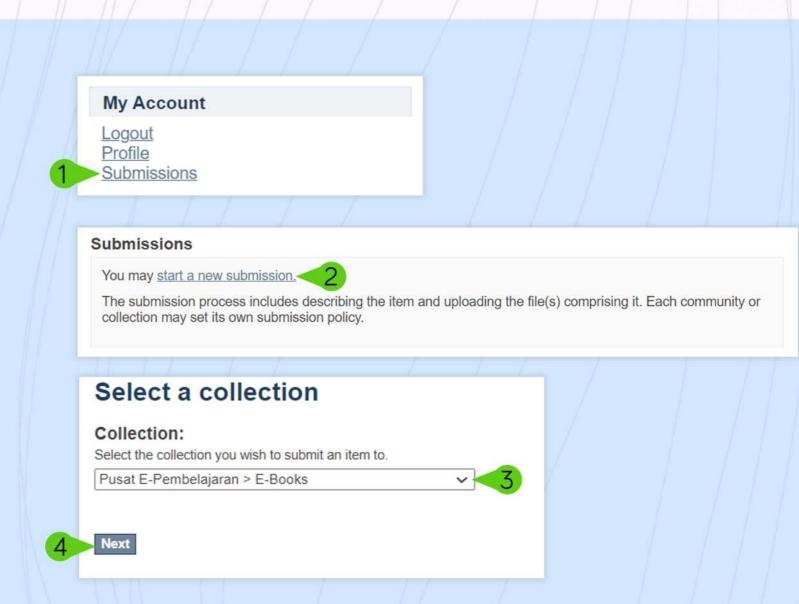
\*To those who do not have an account,

#### Step 2 - SELECT COLLECTION

- Click Submissions
- Click start a new submission
- Select a collection
- click Next button



- e-Articles = .pdf articles, research paper.
- e-Books = .pdf ebook, magazine, bulletin.
- e-Notes = .pdf format of lecture notes, slide presentations .
- e-Poster = .jpg/.png format of conference poster, research poster.
- Educational video = Link (Youtube or equivalent).



## Step 3 - FILL-UP DETAILS

- Fill in Authors name, Title, Date of issue, Publisher, citation, Identifiers, Type (video, etc.) and select Language.
- Click Next > button
- Fill in Subject Keywords, Abstract, descriptions and e-Book/Youtube Link (if any)
- Click Next > button

### Note:

Abstract and descriptions MUST NOT be more than 6000 Characters.

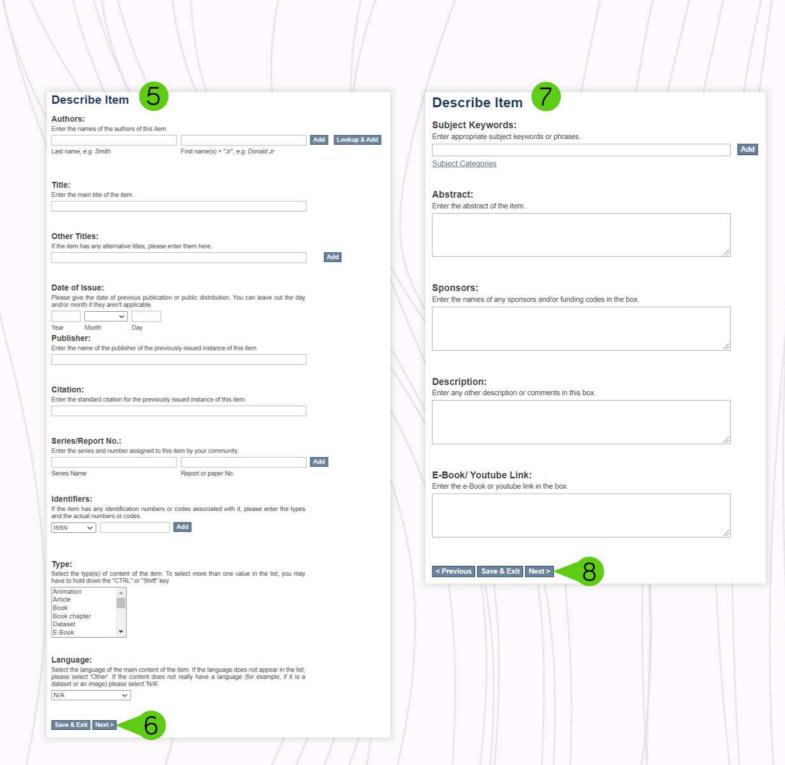
## - UPLOAD DIGITAL MATERIAL

- Click Choose File to upload your Digital Material
- Fill in the File description (if any)
- Click Next > button

Tips: Use Upload file & add another

button to add more than one file

- In the Review Submission Page, you can see all the descriptions that you have filled. You may correct the descriptions by clicking the Correct one of these button.
- Click Next > button



### Please enter the full path of the file on your computer corresponding to your item. If you click

Upload File(s)

"Browse...", a new window will allow you to select the file from your computer. Choose File No file chosen

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment

Upload file & add another

< Previous Save & Exit Next >

#### Describe Item Authors:

Review Submission

Nasyir, Zulfadlee

Step by Step Video Date of Issue: 2021-01-22

> Publisher: Youtube Type:

Language:

#### Describe Item Subject Keywords:

Manual, step-by-step, youtube, video This video focuses on step-by-step manual

E-Book/ Youtube Link: https://youtu.be/sehDoe6a8-Q Correct one of these

Upload File(s)

Correct one of these

< Previous Save & Exit Next >

### **Distribution License**

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.

There is one last step: In order for OER@UMS to reproduce, translate and distribute your submission worldwide

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### Submission complete

the status of your submission by visiting your submissions page

Go to the Submissions page Submit another iter

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

For more detail, kindly refer the OER@UMS User Manual

http://oer.ums.edu.my/handle/oer\_source\_files/1393

Step 5

## - LICENSES

16 Once the submission is complete,

- In Distribution License Page, grant the standard distributions license by selecting: I Grant the License
  - Click Complete submission
- click Go to the Submissions page to see the list of your submission under the Archived Submissions table.

### You may click Submit another item button if you

Note:

wish to submit another digital material.

Please make sure that your material is

non-copyrighted material.

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