

How to Submit Digital Material in OER@UMS

<https://oer.ums.edu.my>

Step 1 - SIGN IN TO OER@UMS

Sign in to OER@UMS

E-Mail Address:

Password: [Forgot your password?](#)

*To those who do not have an account, kindly register by clicking the Register Link.

My Account

[Login](#)
[Register](#)

Please refer step-by-step on how to be Submitter in OER@UMS http://oer.ums.edu.my/handle/oer_source_files/1395



Step 2 - SELECT COLLECTION

- 1 Click [Submissions](#)
- 2 Click [start a new submission](#)
- 3 Select a collection
- 4 click [Next](#) button



Tips:
 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).

My Account

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Submissions

You may [start a new submission](#). 2
 The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Select a collection

Collection:
 Select the collection you wish to submit an item to.
 3
 4

Step 3 - FILL-UP DETAILS

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

Note:
 Abstract and descriptions MUST NOT be more than 6000 Characters.

Describe Item 5

Authors:
 Enter the names of the authors of this item.
 Last name, e.g. Smith First name(s) "J", e.g. Donald J.

Title:
 Enter the main title of the item.

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

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.:
 Please give the series and number assigned to this item by your community.
 Series Name: Report or paper No.:

Identifiers:
 If you item has any identification numbers or codes associated with it, please enter the type and the actual numbers or codes.
 (ISSN)

Type:
 Select the specific type of content of the item. To select more than one value in this list, you may have to hold down the "CTRL" or "SHIFT" key.
 Audio
 Article
 Book
 Book chapter
 Dataset
 E-Book

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 link) select "None".

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Describe Item 7

Subject Keywords:
 Enter appropriate subject keywords or phrases.

Subject Categories:

Abstract:
 Enter the abstract of the item.

Sponsors:
 Enter the names of any sponsors and/or funding codes in the box.

Description:
 Enter any other description or comments in this box.

E-Book/ Youtube Link:
 Enter the e-Book or youtube link in the box.

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Step 4 - UPLOAD DIGITAL MATERIAL

- 9 Click [Choose File](#) to upload your Digital Material
- 10 Fill in the File description (if any)
- 11 Click [Next >](#) button



Tips:
 Use [Upload file & add another](#) button to add more than one file

- 12 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.
- 13 Click [Next >](#) button

Upload File(s)

File:
 Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.
 No file chosen

File Description:
 Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

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Review Submission

Describe Item

Authors:
 Naszir, Zulfadlee

Title:
 Step by Step Video

Date of Issue:
 2021-01-22

Publisher:
 Youtube

Type:
 Video

Language:
 English

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Describe Item

Subject Keywords:
 Manual, step-by-step, youtube, video

Abstract:
 This video focuses on step-by-step manual

E-Book/ Youtube Link:
<https://youtu.be/sehDoe68S-Q>

Upload File(s)

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Step 5 - LICENSES

- 14 In Distribution License Page, grant the standard distributions license by selecting: I Grant the License
- 15 Click [Complete submission](#)
- 16 Once the submission is complete, click Go to the Submissions page to see the list of your submission under the Archived Submissions table.

Note:
 You may click [Submit another item](#) button if you wish to submit another digital material.

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Submission complete

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.

[Go to the Submissions page](#)
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For more detail, kindly refer the OER@UMS Manual http://oer.ums.edu.my/handle/oer_source_files/1393

Prepared by:



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