

# **WOU OER Repository**

# User Guide on How to Sign Up and Deposit Item (for WOU Staff use only)

### A. USER SIGN UP FOR LOGIN ACCOUNT

- This section is for new user to sign up (one time only) to request for a login account to deposit open educational resources into the repository. Item submitted will need to go through the review and approval process (i.e. Library WEKO administrator) before it is uploaded to the repository.
- To get started, go to WOU's OER institutional repository website at <u>http://weko.wou.edu.my</u>
- From the homepage of the repository, click on the header link Sign Up (For WOU staff only) located at the top right-hand corner of the page.

		Sign up
🗲 🛞 weko.wou.edu.my	∀ C Q. Search	
		Sign up (For WOU staff only) JserLogin
wawasa		/
open UNIVERS		
	An online collection of the University's Open Educational Resources (OF	R),
the people's univer-	sity learning objects metadata and other learning materials output	
T I I'I DEC		Menu
Total items : 356		Menu
Top Ranking		• Home
		<ul> <li>About this Repository</li> </ul>
<b>8</b> 9	Search	<ul> <li>Copyright</li> </ul>
▶ Detail		OER Policy
₽ <u>Detai</u>	Full Text      Simple     Simple	Open Licence Policy
	Item List 1 - 13 of 13 items	Guide for Contributor
Language		
English -	Miscellaneous	Resources
Subject Classification	export checked items	2nd Regional Symposium on OER (Pre-Workshop Presentations)
<ul> <li>Educational system/institution</li> <li>Financial issues</li> </ul>	Creation, repurpose and sharing of mobile OER initiative via middleware transformation API: new approach to openness and visibility	<ul> <li><u>About WEKO</u> (Professor Kazutsuna Yamaji, National</li> </ul>
		Institute of Informatics)
Learning material	Foreign direct investment volatility and economic growth in ASEAN-five countries	GLOBE Referatory Japan     (Professor Toursey Vamada
Learning process		(Professor Tsuneo Yamada, The Open University of
Societal context/government	🗩 🖻 Bernarde en der eine en diffed mine en estis also either for undertablig en this also either	Japan)
Teacher	Research review: a modified micro genetic algorithm for undertaking multi-objective optimization problems	WOU OER Repository
Miscellaneous	opumization problems	

Figure 1. WOU's OER Institutional Repository



Enter the required information when you see the User registration window screen (*Figure 2*).
 Fields marked with red asterisk (\*) are mandatory fields, you must enter the required information.

User Registration::::::	$\otimes$
Fill out the following it	tems, and press 'OK'.
ID*	jclim
	Please choose at least 4 characters string. No space or special character is allowed.
Handle*	Lim Joo Chin
Password*	•••••
Re-enter password*	•••••
	Please choose at least 4 characters string. No space or special character is allowed.
Name*	Lim Joo Chin
	☑ Open
E-mail*	jclim@wou.edu.my
Re-enter e-mail*	jclim@wou.edu.my
Sex	Male      Female
Profile*	Senior Lecturer
Language*	English 👻
Terms of use*	The terms & conditions for using the contents of this site is governed by this agreement. Please read carefully the following conditions, and register only if you agree to them.
	By using this site, I agree to refrain from the
	following actions. or:
	OK Cancel

Figure 2. User registration window

Click on the OK button. Next you will be directed to the following window screen as confirmation of your sign up registration (*Figure 3*). Click on the Close button.

system adminis	n will be confirmed by the trator. d, it will be notified by e-mail	
Registered info		
ID : jclim		
Handle : Lim Joo	) Chin	
Name : Lim Joo	Chin	
E-mail : jclim@v	vou.edu.my	=
Sex : Male		
Profile : Senior L	ecturer	_
Language : engl	ish	-

Figure 3. Confirmation of registration



 User will then receive an activation key (it is a hyperlink to click and activate) via e-mail to get started. Remember to record your registered username and password.

## **B. USER DEPOSIT ITEM TO REPOSITORY**

Next, go to WOU's OER institutional repository website at <u>http://weko.wou.edu.my</u>

weko.wou.edu.my		t €
the people's univer	An online collection of the University's Open Educational Resources (OI	
otal items : 356 Top Ranking		Menu • Home • About this Repository
齢 ▶ <u>Detail</u>	Full Text      Simple	<ul> <li>Copyright</li> <li>OER Policy</li> <li>Open Licence Policy</li> <li>Guide for Contributor</li> </ul>
anguage English - Gubject Classification	Item List     1 - 13 of 13 items       Miscellaneous     export checked items     •       Execute     Sort Title(ASC)     •       Num of Items     50 •	Resources 2nd Regional Symposium on OEI (Pre-Workshop Presentations)
Educational system/institution Financial issues Learner Learning material	Creation, repurpose and sharing of mobile OER initiative via middleware transformation API: new approach to openness and visibility   E Foreign direct investment volatility and economic growth in ASEAN-five countries	<ul> <li><u>About WEKQ</u> (Professor Kazutsuna Yamaji, National Institute of Informatics)</li> <li><u>GLOBE Referatory Japan</u> (Professor Tsuneo Yamada, The Open University of</li> </ul>
Societal context/government Teacher Miscellaneous	Research review: a modified micro genetic algorithm for undertaking multi-objective optimization problems	Japan) • <u>WOU OER Repository</u>

Click on User Login link located at the top right-hand corner of the page. Login with your registered username and password (*Figure 4*). Click on the Login button.

Login:
jclim
Password
•••••
Login
Forgot your Password?

Figure 4. User login

User login



In case you have forgotten your password, click on the Forgot your password? link and enter your registered e-mail address (*Figure 5*).

Forgot your Pa	issword?	$\otimes$
	our registered e-mail address, and click on the bunch a new password to yo	
e-mail address	jclim@wou.edu.my	EXAMPLAR
	Send Cancel	

Figure 5. Reset password

 If your login is successful, you will see your name displayed on the homepage's header menu (*Figure 6*).

	User's
	name
S weko.wou.edu.my/Home/	▼ C Q Search 🗠 🖨 🖡 🏫
	Lim Joo Chin   phtrol Panel   Logou
open UNIVERSITY	REPOSITORY
the people's university An online collection learning objects me	of the University's Open Educational Resources (OER), tadata and other learning materials output
the people's university An online collection learning objects me stal items : 356	of the University's Open Educational Resources (OER), tadata and other learning materials output
An online collection learning objects me	of the University's Open Educational Resources (OER), tadata and other learning materials output
An online collection learning objects me	of the University's Open Educational Resources (OER), tadata and other learning materials output           Menu           • Home           • About this Repository           • Copyright
the people's university       An online collection learning objects me         otal items : 356       Top [Item Registration] Workflow] Ranking	of the University's Open Educational Resources (OER), tadata and other learning materials output           Menu           • Home           • About this Repository           • Convidet
the people's university       An online collection learning objects me         otal Items : 356       Top Item Registration Workflow Ranking	of the University's Open Educational Resources (OER), tadata and other learning materials output           Menu           Home           About this Repository           Copyright           OER Policy

#### Figure 6. User's profile window



To start depositing your item, click on the Item Registration tab menu as shown below (Figure 7).

Total it 23.550 Top Item Registration Workflow Ranking		
<i>8</i> 6	Search	
▶ <u>Detail</u>	Full Text Simple	
Language	Item List 1 - 13 of 13 items	
English 👻	Miscellaneous	
Subject Classification	export checked items	
<ul> <li>Educational system/institution</li> <li>Financial issues</li> <li>Learner</li> </ul>	Creation, repurpose and sharing of mobile OER initiative via middleware transformation API: <u>new approach to openness and visibility</u>	
Learning material Learning process	Foreign direct investment volatility and economic growth in ASEAN-five countries	

Figure 7. Item registration

Select the Item Type from the drop-down menu list – choose WOU Research Output as the item type (*Figure 8*). Click on the Next button.

Total items : 356	
Top Item Registration Workflow Ranking	
select item type	select files enter metadata setting links confirm
	Select Item Type
	WOU Research Output
	> Next

Figure 8. Select item type

 Select your file content from your local machine. Click on More Input Row button if you have multiple files to attach. Click on the Next button. Clicking on the Save button will save your registration information until this stage (*Figure 9*).

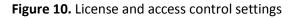


Total items : 356			
Top Item Registration Workflow Ranking			
select item type select files enter metadata setting links confirm			
<pre>     Return Save &gt; Next </pre>			
Item Type : WOU Research Output			
You can upload multiple contents by draggin and dropping files to the column below.			
Multimedia       1. BrowseLibraries_OER.pdf         More Input Row			
<pre>     Return Save &gt; Next </pre>			
© 2012. WOU OER Initiative. WOU OER Repository is powered by WEKO, a homegrown repository software developed by the National Institute of Informatics (NII), Japan. For more information please contact us at <u>oerenguiry@wou.edu.my</u>			

Figure 9. Multimedia file attachment

Provide the link name for your file title. Under the License field, select <u>item number 5</u> (*in Japanese*) from the drop-down menu list which represents the <u>Creative Commons Attribution-NonCommercial-ShareAlike</u> (CC BY-NC-SA) license (i.e. WOU's License Policy). If you have attached multiple files, you will see similar multiple screens where you must enter the link name and apply the said license of your file individually (*Figure 10*).

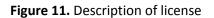
select item type	e select files enter metadata setting links confirm		
	<pre> Return Save &gt; Next</pre>		
	Item Type : WOU Research Output		
Multimed	lia		
1.Librarie	es_OER.pdf		
	File Display Type: 🔘 Detail 🛛 Simple		
Display	Link Name for File: Libraries and Future of OER		
	License: Creative Commons:表示 - 非営利 - 継承   ▼		
	ファイル		
Access	Open Access		
	<ul> <li>Input Open Access Date</li> <li>Registered User Only</li> </ul>		
	K Return Save > Next		





 If you prefer free-text description, select "write your own license", and enter your description in the text box area (*Figure 11*).

Multime	edia
1.Librar	ies_OER.pdf
Display	File Display Type:  Detail  Simple Link Name for File: Libraries and Future of OER License: write your own license describe your own license This material is licensed under
	ファイル
Access	<ul> <li>Open Access</li> <li>Input Open Access Date</li> <li>Registered User Only</li> </ul>
	<pre>   Return Save &gt; Next </pre>



- Select the access control option to your file Open access, Input open access date or Registered User only
- Select the file display option Detail or Simple. Click on **Save** or **Next** button.
- Input item's metadata in the next window screen (*Figure 12*). Fields marked with red asterisk (\*) are mandatory fields, where you have to input the required information e.g. Title (repeat for Title in English), Language, Publication date, Description and Input Centre (please type : Wawasan Open University).
- You can also auto-input metadata from external databases by selecting the Bibliographic DB eg. Amazon or PubMed. Enter available information (e.g. record ID) and click on Get Data button (*Figure 12*).



Total items : 356				
Top Item Registration W	Top Item Registration Workflow Ranking			
select	select item type select files enter metadata setting links confirm			
	<pre>     Return Save &gt; Next </pre>			
	Item Type : WOU Research Output			
Bib	oliographic DB : • Get Data			
Title*				
Title in English	Reaching the heart of the university: libraries and the futue of OER			
Language *	English 🔻			
Publication Date*	2014 year 12 • month 22 • day			
Keyword	Multiple keywords have to be separated by [ ].			
Keywords in English	Multiple keywords have to be separated by [ ].			
	Libraries OER OCW Sustainability University academic			
	1. WEKO authorID: ***			
	Family Name : Pieter First Name: Kleymeer			
	E-mail: fill up dw			
	more ID			
	2. WEKO authorID: ***			
Creator	Family Name : Molly First Name: Kleinman			
	E-mail: fill			
	up dw			

#### Figure 12. Metadata page

- Once completed, click on the **Save** or **Nex**t button.
- Select the appropriate subject classification (parent-child) tree to classify your item. Check the appropriate index box(es) (*Figure 13*).
- Once completed, click on the **Save** or **Next** button.



Keyword Search	Specific index*	2.Defined	
Simple © Full Text	Select indexes for item registration. Learning process, Support	indexes	
Subject Classification	Links Between Items		
🖲 🔄 Educational system/instit 🔺		rsity: libraries and the futue of OER	
Financial issues	Search Results		
Learner     Learning material	No Title	Item Type	Add
Learning process			
Accessibility			
Collaboration		Keturn Save > Next	
Communities	1.Select		
Cost	index		
Flexibility Information communic	muex		
Openness			
Outcomes			

Figure 13. Define classification tree index

Confirm your metadata entry. Click on the **Finish** button (*Figure 14*).

select item type > select file	elect item type > select files > enter metadata > setting links confirm			
	Return     Finish  Item Type: WOU Research Output			
Title				
Title in English	Reaching the heart of the university: libraries and the futue of OER			
Language	English			
Publication Date*	2010year 11month 2day			
Keyword				
Keywords in English	Libraries OER OCW Sustainability University academic			
Creator	1.Family Name:Pieter First Name:Kleymeer E-mail: AuthorID: 2.Family Name:Molly First Name:Kleinman E-mail: AuthorID:			
Corporate creator				
Subject				
Description	University libraries are well positioned to run or support OER production and publication operations. Many university libraries already have the technical, service, and policy infrastructure in place that would provide economies of scale for nascent and mature OER projects.			
Source	Journal or Publication Title: Journal or Publication Title in English: Volume:, Number:, Page Range: - , Year:			
ISSN				
ISBN (10 or 13 digits)				

Figure 14. Completed metadata for confirmation

 Repeat all the above steps if you have another item to deposit. If none, click on the Logout button to exit.



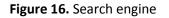
 Deposited item will be stored under the Workflow → Under Review section (*Figure 15*), pending Library Administrator's review and approval to release to the repository. You can still edit the metadata before Administrator's review.

otal items : 356			
Top Item Registration Workflow Ranking			
Receive Review result by E-mail.			
Your mail address is not yet registered.			
Click Here to register your mail address.	Click Here to register your mail address.		
Under Registration Under Review Accepted			
Item	Item Type		
Reaching the heart of the university: libraries and the futue of OER	WOU Research Output	Edit	X Delete
1			

Figure 15. Item under review status

- User will be notified via e-mail once item deposited has been approved and published to the repository.
- User can use the repository's search engine tools to locate the material (*Figure 16*).

Top Ranking	ng the heart	Keyword & Advanced Search	
AND AND AND AND AND	Full Text © Simple      Author or Author ID      Resource Type      Iist      Date of Publication      Index      Iist		More Input Row
Language English	Search Results	Clear	1 - 3 of 3 items ▼ Num of Items 50 ▼
Subject Classification	BBM 102/05 Microeconomics course guid     BBM 102/05 Microeconomics course guid     BBM 102/05 Microeconomics course guid     Sustaining the heart of the university: libra     Sustaining knowledge societies through a	aries and the futue of OER	





Below is an example of the metadata of a published item (*Figure 17*).

Reaching the heart of the university: libraries and the futue of OER				
	File / Name	License		
Libraries and Future of OER				
Libraries and Futu	rre of OER (174.09KB) [ 0 downloads ]	Creative Commons : 表示 - 非営利 - 継 承		
OALPMH BIBTEX COWL SWRC				
Item Type	WOU Research Output			
Language	English			
Keywords	Libraries, OER, OCW, Sustainability, University a			
Creator	Kleymeer Pieter Kleinman Molly			
Description	University libraries are well positioned to run or support OER production and publication operations. Many university libraries already have the technical, service, and policy infrastructure in place that would provide economies of scale for nascent and mature OER projects.			
Material type	Electronic			
Input centre	Wawasan Open University			
Public/Private Status	Public			

Figure 17. Search result metadata

~ Thank you for your contribution ~