EdShare

User Guide

Getting started
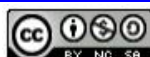
University of Glasgow

Level: Beginner

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Introduction

This short guide is the starting point for you learning about EdShare, what it is and the benefits associated with it.

EdShare is an institutional repository for the University of Glasgow (UoG) staff and student body. This platform allows staff to preserve and share a wide variety of teaching and learning materials within a secure central online location. Staff can upload and organise their own resources and can share with the local UoG community, specific users or choose to make it available to a global audience. The following types of resources cannot be uploaded to EdShare:

- **Research** – this should be uploaded to Enlighten.
- **UoG print and electronic based resources** – i.e. scanned book chapters, journal articles or eBooks and or e-journals must not be uploaded to EdShare. You should contact the Reading Lists @ Glasgow, who will investigate the chapter/article can be digitised using the University's scanning licence and make the chapter article available via Reading Lists @ Glasgow.
- **Temporary Resources** – EdShare is repository and is not intended to have temporary document stored within it, e.g. student assessments – these types of resources should be uploaded to Moodle.

EdShare is envisaged to be a complimentary service to other online institution platforms, i.e. Moodle, T4 and not a competitor. For example, when a teaching resource is uploaded to EdShare, it can be linked to or embedded within multiple Moodle courses as opposed to being uploaded individually to each course, saving both time and server space.

You should also consider whether or not the resources you are uploading to EdShare contain 3rd party copyright protected material, it is your responsibility to check this. Please refer to the 'Copyright guidance' document which will help you determine if your resources are copyright compliant with UK Copyright Law.
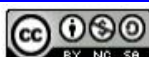
Getting Started

Logging In

To log into EdShare visit: https://edshare.gla.ac.uk/ and click on 'MyEdShare' to log in using your GUID username and password. Both staff and students can log into EdShare, however only staff can upload materials to EdShare. If you experience any problems logging into EdShare please contact: EdShare@glasgow.ac.uk.

Setting up and managing your EdShare profile

Every UoG member of staff has an EdShare profile which provides an overview of your activity around the items you've uploaded to the repository and provides an online space to present your teaching interests and biography. This provides you with another avenue of promoting both your educational output and expertise. It is beneficial to add information to your profile, as it enables people to find out more about you and the work you're involved in. There is no mandatory requirement for you to complete your profile, however it recommended that you complete and share your EdShare profile. You are welcome to add as little or much information as you like.

You can access your profile by clicking on '**MyEdShare**' and selecting '**My Homepage**' from the drop down menu.

My EdShare

Logged in as Greg Walters

My Homepage
Resource Manager
Saved searches
Logout
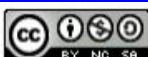
Editing your profile: Account and Personal details

To begin editing your profile, click on the '**Edit Profile**' button, which will take you to a page containing your account and personal details. Within **account details** you have the option of making your email address visible to all or just the EdShare administrators. The **personal details** section lets you add a department, organisation, Address and URL to a personal or professional web page (should you have one). Remember you can enter as little or as much information as you like within these fields.

Once you have reviewed the personal and organisational fields and are happy with them, click the '**Next**' button.

Editing your profile: MePrints section

Within this section you can add your job title, areas of expertise (more rows can be added if required), bibliography and any qualifications you have. You can make this information available within your public profile or choose to keep it private. After you have reviewed all of the fields within this page, click on the '**save**' button. After you have clicked on the save button, your profile will appear with all of the information you have entered. At this point you have the option to edit your profile if required. Remember you can return to your EdShare profile at any point and further adjust the visibility settings and make further edits.

In addition you have the optional step of adding a photograph to your profile. If you would like to add an image to your profile, navigate to '**My Homepage**' and click on the '**Profile Picture**' button. Click on '**choose file**' to select and upload your chosen image. The optimal size for profile images is 120 x 160 pixels.

You will now notice your profile is viewable within your Homepage. Another useful feature to note is, you can embed a summary of your profile within any web page by clicking on the Question mark symbol. This will reveal a panel with HTML code for a summary of your profile which can be copied and then embedded within any web page.

My Homepage

? Help