



Library of Open Educational Resources

How to edit your open educational resources

What is Editing?

In the Library of Open Educational Resources you can edit the information you have given of your educational resource and change the files and links that are part of it. If you for example want to change the cover picture of the educational resource, to add new files to your educational resource or to fix a typo, this is all possible with the edit-feature.

You can not directly edit the educational resource files you have uploaded in the Library of Open Educational Resources. So if you find a typo in the learning resource itself, you need to fix it with the tool that you created the resource with and then with the edit-feature swap the file in the Library of Open Educational Resources with your new file. The previous file is saved in the version history and can be accessed from the learning resources' page.



Who can Edit your Educational Resource?

Only you can edit the educational resources you have added. Other users can not make changes to your original open educational resource.

The Creative Commons -license you have chosen for your open educational resource may allow others to make new educational resources based on your content. If this happens, it needs to be brought to aoe.fi as a new educational resource with clear crediting to your open educational resource.

If you wish to give editing rights to another person, for example to a co-author, you can contact our support. Before you do, please add your **email address** to your **My account** -page and **click that you allow** transferring of editing rights to your open educational resources.

The screenshot shows the 'My Account' page of the Library of Open Educational Resources. The page is in Swedish. At the top, there is a navigation bar with 'Home', 'Collections', 'My open educational resources', 'Info', 'FI', 'EN', and 'SV'. A user profile dropdown menu is visible in the top right corner, showing the user's name 'Anna Lindfors' and a 'My Account' button. The main content area is titled 'My Account' and contains the following elements:

- A section titled 'I would like to receive a notification when:' with three checked checkboxes:
 - My educational resources gets new reviews
 - The expires-date I have given to my educational resources is near
 - Terms of Use changes
- An 'Email' field containing the address 'anna.lindfors@csc.fi' with a green checkmark on the right.
- A paragraph of text explaining that if the user has logged in using Haka- or MPASSid-identification, their identification may change, and they can give permission to transfer administrative rights to another user.
- A checked checkbox: The right to administer my learning resources can be transferred to another user of my choice if I contact you from the emailaddress I have given above.



Start Editing!

To edit your educational resource, log in and go to the **My open educational resource** -view. In it you can see all your published resources as well as incomplete/unpublished resources.

Only you can edit your educational resource. Other user can not make changes to this original educational resource of yours.

Underneath every educational resource is a blue **Edit**-button. Choose the educational resource you wish to edit and click edit underneath it.

My open educational resources Upload a new resource

Incomplete / unpublished educational resources

Unnamed #367 Edit

Unnamed #352 Edit

Unnamed #231 Edit

Unnamed #94 Edit

Unnamed #60 Edit

Unnamed #1 Edit

Published educational resources

Instructions for the use of Library of Open Educational Resources
These are the instructions for the Library of Open Educational Resources. T...

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omaehtoinen osaamisen kehittäminen

CC BY 4.0 opas Edit

Scratch to Python
Learning material on programming with Scratch
Toivanen, Tero

ohjelmointi ohjelmointikieliet +3
omaehtoinen osaamisen kehittäminen +4

CC BY 4.0 opas Edit

Expired 1.9.2020

Model of metadata in Library of Open Educational Resources
This is a test view for the metadata model of Library of Open Educational R...

Testinen, Testihenkilö Kokeilija, Koehenkilö

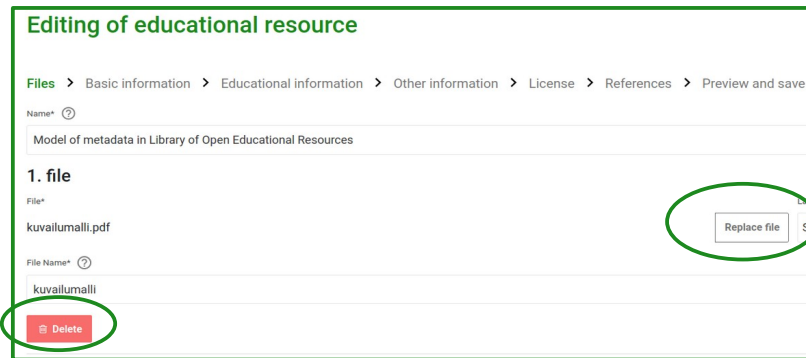
testaus testaaminen kokeilu +2
perusopetus lukiokoulutus +2



Changing and Adding Files

In the **Files**-tab you can change, add and remove files and links that are part of the educational resource. The old parts (both files and links) are not deleted as they are saved in our archives, but they will not be visible on the educational resources page. In the future you can access older versions of learning resources through version history.

Library of Open Educational Resources aims to be a trustworthy source for learners, which is why it is important that the files are not permanently deleted. It is important that it is possible to access different versions of the educational resource so that the information can be both up to date and trustworthy.



Adding and Deleting Information

You can change, delete and add metadata on your educational resource in the same way as when publishing your learning resource. By clicking the cross you can delete metadata you have added. After saving the edit, the metadata you have deleted will be permanently gone. After that the only way to recover information is for you to add it again.

You can move straight to the tab that has the information you wish to update by clicking the correct tab on the upper navigation.

Editing of educational resource

Files > **Basic information** > Educational information > Other information > Lic

Author*

Organization ?

Avointen oppimateriaalien kirjasto

Delete

Add a person Add an organisation

Other basic information

About* ?

x käyttöohjeet x verkkojulkaiseminen x avoimuus x ohjeet x d

In the about-field, you get suggestions based on what you are writing. Please use these writing the word and clicking enter.



Saving the Edit

After you have made all the edits you want on the tab, remember to click the **Next**-button to save the changes.

When you have made the changes you wanted to make, click the Preview-tab, check the changes and click **Save** at the end of the page.



Thank you for sharing your open educational resources!



Library of Open Educational Resources

If you need help or support, reach out
to the AOE-team by email: aoe@oph.fi



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