



Library of Open Educational Resources

Guide to uploading open educational resources (OERs)

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How to upload OERs to aoe.fi?

This is a step-to-step guide on how to upload OERs to the Library of Open Educational Resources.

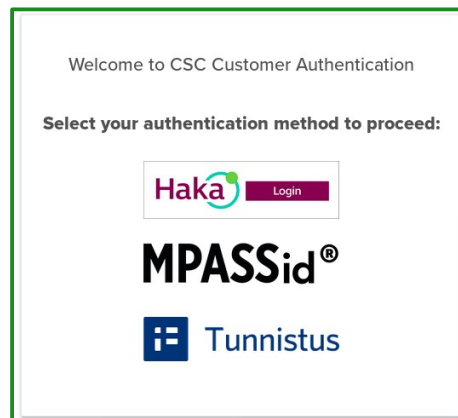
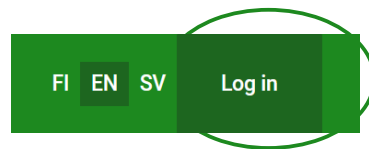
It is important to fill in as much information about your OER as possible. The more information there is, the easier it is for users to find the right OER.



Logging in

Begin with logging in from the up-right corner and choose the right identification method. The service uses Haka, MPASSid and Suomi.fi identifications.

You can upload your OER from **My open educational resources** by clicking **Upload a new resource**. First time you open this view, you will be asked to read and accept the Terms of Use.

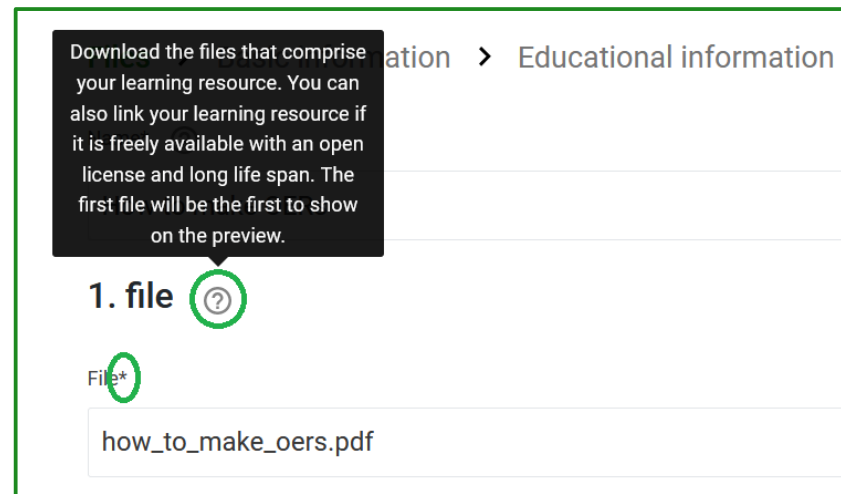


Help functions on the form

If you move your cursor above the question mark, it will show you more information about the data required in each field.

Note the small star (*). The star indicates a compulsory field. You must add data to the fields with the star in order to move forward with the uploading. If the Next or Save keys fail to work, remember to check that you have entered all the compulsory data.

In some fields you can also find guiding text underneath the field. For example the author-field asks you to input information in the form “Surname, First name”.



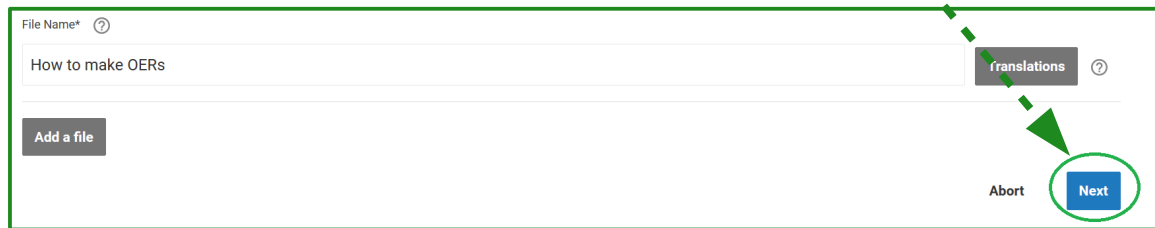
The screenshot shows a form interface with a breadcrumb trail "ation > Educational information". A dark tooltip box is positioned over a question mark icon, containing the text: "Download the files that comprise your learning resource. You can also link your learning resource if it is freely available with an open license and long life span. The first file will be the first to show on the preview." Below the tooltip, the text "1. file" is followed by a question mark icon. Underneath, the label "File*" is circled in green. A text input field contains the text "how_to_make_oers.pdf".



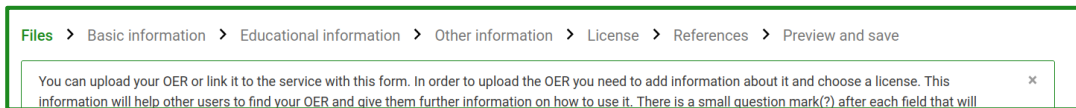
Moving in the form

Always move forward from the blue Next key when you want to proceed to the next page. This ensures that your data will be saved and you can move forward with the upload.

When you do not wish to save, you can also use the navigation on the upper part of the form. This is especially convenient when you wish to go back to another page to edit what you wrote.



A screenshot of a form titled "File Name*" with a question mark icon. The text "How to make OERs" is entered in the input field. To the right of the input field is a grey button labeled "Translations" with a question mark icon. Below the input field is a grey button labeled "Add a file". At the bottom right of the form are two buttons: "Abort" and "Next". The "Next" button is circled in blue. A dashed green arrow points from the text above to the "Next" button.



A screenshot of a breadcrumb navigation bar showing the path: Files > Basic information > Educational information > Other information > License > References > Preview and save. Below the breadcrumb is a help message in a box with a close button (x): "You can upload your OER or link it to the service with this form. In order to upload the OER you need to add information about it and choose a license. This information will help other users to find your OER and give them further information on how to use it. There is a small question mark(?) after each field that will". A dashed green arrow points from the text above to the breadcrumb navigation bar.

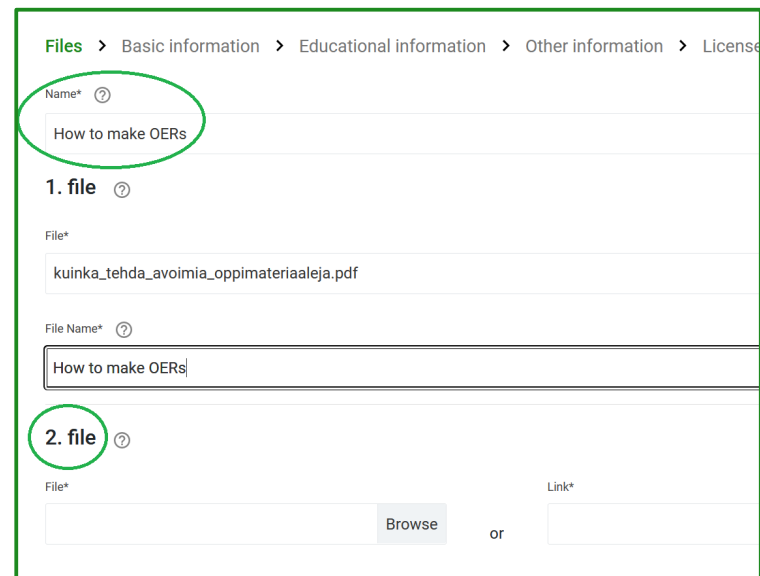


Uploading an OER or parts of it 1/2

Begin the upload with writing the **name** of your OER and uploading the files or adding a link to them.

It is recommended to upload files if possible. This way they will be in safe storage in the service and it is also easier to add them to learning platforms. Users can download the OERs to their own computers and use them e.g. without an Internet connection.

One OER can consist of multiple files and/or links. The files can be in different languages if you want to upload different language versions of your OER.



The screenshot shows a web form for uploading an OER. The breadcrumb navigation at the top reads: Files > Basic information > Educational information > Other information > License. The form has several sections:

- Name***: A text input field containing "How to make OERs". This field is circled in green.
- 1. file**: A section for uploading a file. It includes:
 - File***: A text input field containing "kuinka_tehda_avoimia_oppimateriaaleja.pdf".
 - File Name***: A text input field containing "How to make OERs".
- 2. file**: A section for uploading a second file or link. It includes:
 - File***: A text input field with a "Browse" button next to it.
 - Link***: A text input field.

The "2. file" section header is also circled in green. The word "or" is placed between the File* and Link* input fields.

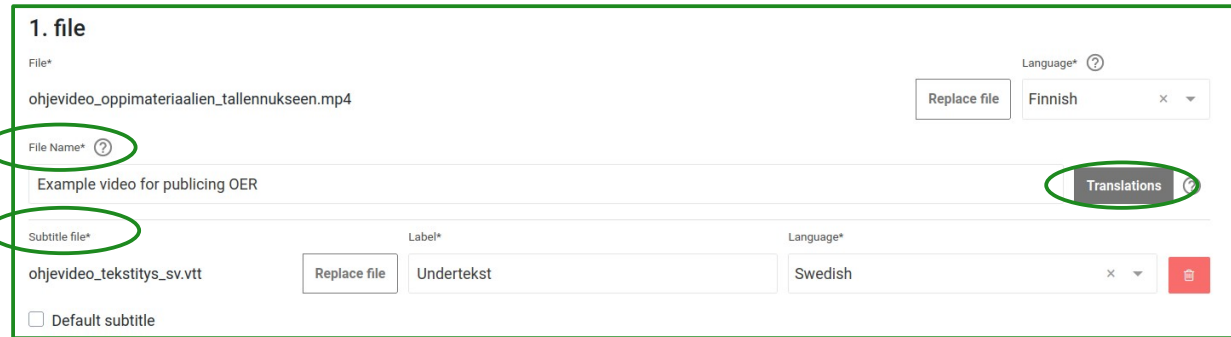


Uploading an OER or parts of it 2/4

Next choose a **language** for your OER. This is the language that the OER is meant to be studied. From the **Translations key** you can add Swedish and Finnish descriptions of your OER. This helps users with different languages to find your OER.

Give each file a **File Name** that shows in the finished OER.

If you uploaded a mp4-video, you can also add subtitles in several languages. You will see the Subtitles-field after you input an mp4-video. Add the subtitles in vtt-fileformat.



The screenshot shows a web interface for uploading an OER. It is titled "1. file". There are two main sections for file uploads. The first section is for a video file, with the filename "ohjevideo_oppimateriaalien_tallennukseen.mp4". It includes a "Replace file" button and a "Language*" dropdown menu set to "Finnish". Below this is a "File Name*" field containing "Example video for publicing OER" and a "Translations" button. The second section is for a subtitle file, with the filename "ohjevideo_tekstitys_sv.vtt". It includes a "Replace file" button, a "Label*" field containing "Undertekst", and a "Language*" dropdown menu set to "Swedish". There is also a "Default subtitle" checkbox.



Basic information 1/2

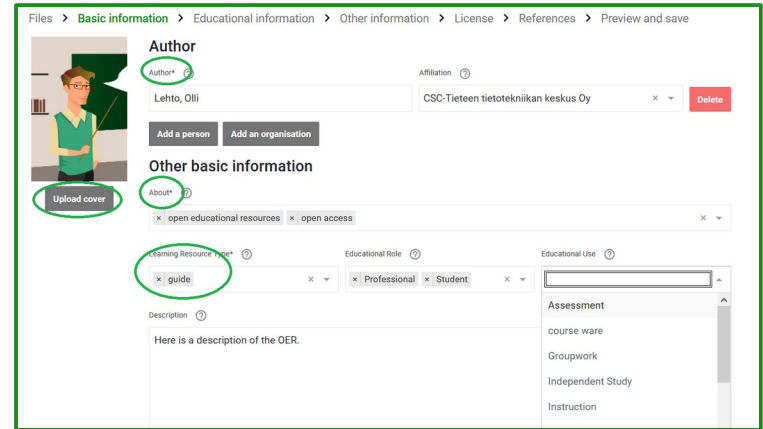
Next you can proceed to add information about your OER.

Author can be a person or an organisation. One OER can have several Authors. A person can also have an affiliation.

Upload cover allows you to upload a cover photo (.jpeg or .png) for the OER from your personal files. A cover photo helps the OER to stand out.

Describe with a few specific words what your OER is **About**. It is recommended that you begin to type your keyword and use the suggested words. If they do not provide what is needed, you can also add your own keywords by writing them and clicking enter.

Learning Resource Type tells if your OER is e.g. a video, an exercise or a guide. You can add several types.



The screenshot shows the 'Basic information' section of an OER creation interface. The 'Author' field is filled with 'Lehto, Olli' and 'CSC-Tieteen tietotekniikan keskus Oy'. The 'Upload cover' button is visible. The 'About' field contains 'open educational resources' and 'open access'. The 'Learning Resource Type' field is set to 'guide'. The 'Educational Role' field is set to 'Professional' and 'Student'. The 'Educational Use' dropdown menu is open, showing options like 'Assessment', 'course ware', 'Groupwork', 'Independent Study', and 'Instruction'.

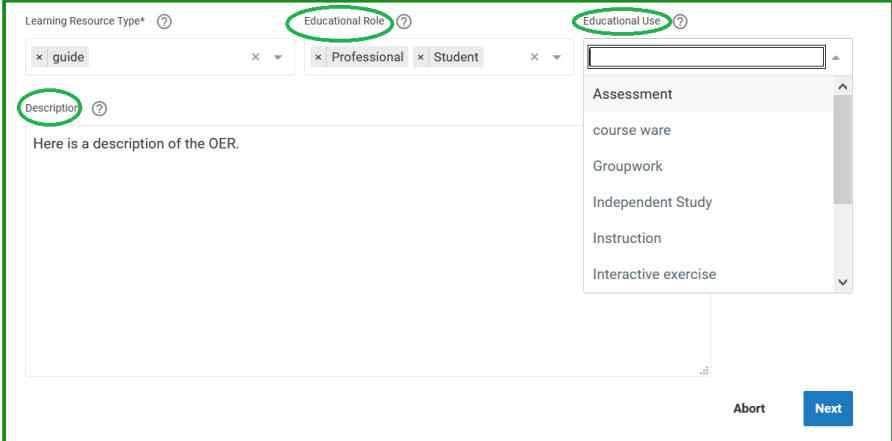


Basic information 2/2

Educational Role is the target group to which the resource is targeted. Is it meant for teachers, students or e.g. peer tutors. You can choose several Educational Roles for your resource.

Educational Use tells about the context of education of your resource. Is the resource e.g. a part of a group work, an assessment or an instruction.

In the **Description** field you can write a description of your resource and its contents.



The screenshot shows a form with the following fields and options:

- Learning Resource Type***: A dropdown menu with the option "guide" selected.
- Educational Role**: A dropdown menu with the options "Professional" and "Student" selected.
- Educational Use**: A dropdown menu with a list of options: "Assessment", "course ware", "Groupwork", "Independent Study", "Instruction", and "Interactive exercise".
- Description**: A text input field containing the text "Here is a description of the OER."

At the bottom right of the form, there are two buttons: "Abort" and "Next".




Educational information

Next you proceed to add Educational information. It is compulsory to add the **educational level** of your resource. You can choose several Educational Levels.

You can also tell users the **educational subject** the OER aligns to. The resource can also be used in all educational subjects.

Finally, you can add information on the **learning objects** the OER teaches.

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

Educational Level* 

x upper secondary school

Upper secondary school

Educational framework of upper secondary school 2015
 Educational framework of upper secondary school 2019

Educational framework of upper secondary school 2019

Educational subject

Can be used in all educational subjects

Previous



Other information

At **Other Information** you can give more specific information about your resource. Note that the other information aren't compulsory fields, but the information might still be useful to other users.

You can tell about the **accessibility** of the resource. **Typical Age Range** tells if the resource is designed for a specific age group. **Time Required** is the estimate of the time required to study or complete the resource. **Publisher** might be e.g. an organization that has funded the material or a project.

If you know that the resource will be outdated after a specific date you can give your resource an **Expires date**. After this date the resource will be unavailable. Lastly you can tell if the resource has a **Prerequisite**.

information > **Other information** > License > References > Preview and save

Accessibility Hazard ⓘ Typical Age Range ⓘ

x flashing x 15 - 19

Publisher ⓘ Expires ⓘ

x CSC - Tieteen tietotekniikan keskus x 31.12.2022

To add information to this field, write your content and press enter. In this way you can add several pieces of information.

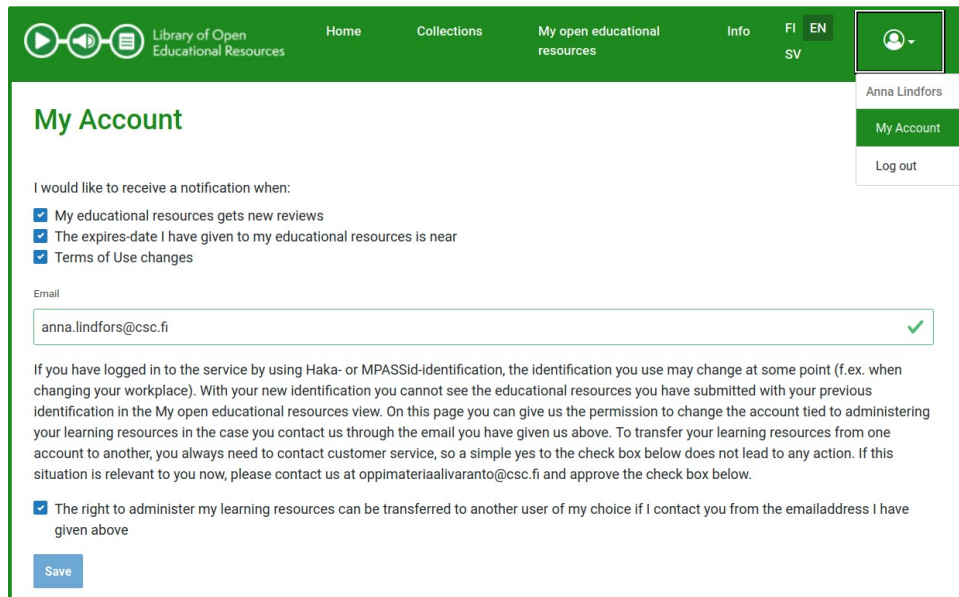
Abort Next



Expiration of an OER

In the other information page you can also enter a date for the expiration of your OER. If your OER has information that you know needs to be updated after a given date, you can enter this date in **Expires** -field. When the date arrives, your OER is no longer searchable using search functions but it can still be accessed with a direct link. You can of course update the expiration date later on.

If you wish to be alerted by email when the expiration date approaches, you can add your **email address** in the **My account** -page. On the same page, you need to click that you want to receive an email notification when the expiration date of your OERs approaches.



The screenshot shows the 'My Account' page of the Library of Open Educational Resources. The page has a green header with navigation links: Home, Collections, My open educational resources, Info, FI, EN, and SV. A user profile dropdown menu is open, showing 'Anna Lindfors', 'My Account', and 'Log out'. The main content area is titled 'My Account' and includes a notification preference section with three checked options: 'My educational resources gets new reviews', 'The expires-date I have given to my educational resources is near', and 'Terms of Use changes'. Below this is an email input field containing 'anna.lindfors@csc.fi' with a green checkmark on the right. A paragraph of text explains that if the user's identification changes, they should contact customer service. At the bottom, there is a checkbox for 'The right to administer my learning resources can be transferred to another user of my choice if I contact you from the email address I have given above', which is checked, and a 'Save' button.



License

The **License** tells other users how they can use your resource. E.g. is it allowed to update or translate the resource.

Library of Open Educational Resources uses Creative Commons licenses. CC licenses are easy-to-use and they are widely used in Finland and globally. You will find more [information about CC-licenses](#) at the Library of Open Educational Resources Info page.

The license you choose is for your OER. The metadata you input in this form (including for example the description, author names and cover) will be shared with a CC0-license. This ensures the findability of your OER

License

In order to download your OER to the service it must be licensed with a Creative Commons (CC) license. CC licenses tell other users how they can use your OER: can they make their own OER based on your material? Can they use parts of your OER in their material? Is it allowed to update or translate your OER or convert it to braille? Is it allowed to use your OER in commercial trainings?

The Service for OERs recommends the use of CC BY and CC BY-SA licenses. These licenses will ensure that you will be credited as the original author of the OER and that other users can freely use your OER as part of their learning, teaching and educational practices.

You will find further information about licenses in the FAQ.

Choose license

CC BY 4.0 [Show additional information](#)

CC BY-SA 4.0 [Show additional information](#)

CC BY-ND 4.0 [Show additional information](#)

CC BY-NC-ND 4.0 [Show additional information](#)

CC BY-NC-SA 4.0 [Show additional information](#)

CC BY-NC 4.0 [Show additional information](#)

[Previous](#) [Abort](#) [Next](#)



References

Here you can add materials and resources that you have utilized in the making of your own resource. Add the name of the author(s), a link to the reference and type the name of the resource. If the resource has several authors, write the name of the first one and press enter. After that you can add another author by using the same method.

You can add also several references by clicking the Add another reference - button.

Files > Basic information > Educational information > Other information > License > **References** > Preview and save

Is Based On

Here you can add materials and resources that you have utilized in the making of your own resource.

Author	Link	Name
<input type="text" value="x Karviainen, Karri x"/>	<input type="text" value="http://karviainen.fi/materials"/>	<input type="text" value="Copyrights in Education"/>

To add information to this field, write your content and press enter. In this way you can add several pieces of information.



Preview and save

Last step before publishing your OER is to check that the data you have entered is correct and if necessary rearrange the files. To rearrange the files, pull the file from the three lines to the right order in the sequence.

Tick the box where you confirm that you have the permission to publish the OER with an open licence and that you have permission to use materials made by others that are included in my material (f.ex. pictures) through licence or other agreement and also that you have gained permission from the relevant parties to include any personal data included in the OER.

When you are ready, click Save and your OER is published!

Files > Basic information > Educational information > Other information > License > References > **Preview and save**

Preview and save

Name: How to make OERs

Files

In here you can arrange the files of your learning resource by dragging them into the order in which you wish to exhibit them.

#	File/link	File Name	Language	Subtitles	
☰	1	how_to_make_oers.pdf	fi: How to make OERs sv: How to make OERs en: How to make OERs	en	-
☰	2	what_are_oers.docx	fi: What are OERs sv: What are OERs en: What are OERs	en	-

Basic information

Author Lehto, Olli, CSC-Tieteen tietotekniikan keskus Oy
About open educational resources, open access
Learning Resource Type guide
Educational Role Professional, Student
Description Here is a description of the OER.

Educational information

Educational Level upper secondary school



Thank you for sharing you OER!



Library of Open Educational Resources

If you need help or assistance you can
contact the AOE team by emailing
aoe@oph.fi



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