# Contributing Materials to MERLOT

These instructions will help you learn how easy it is to contribute materials to MERLOT. You can contribute materials that you have developed or ones that you find online. Because MERLOT is a catalog of online resources, there must be a URL for the material you want to add to MERLOT. Note that you are not actually adding the material to MERLOT. You provide the URL and the user goes to the actual material on the given web site.
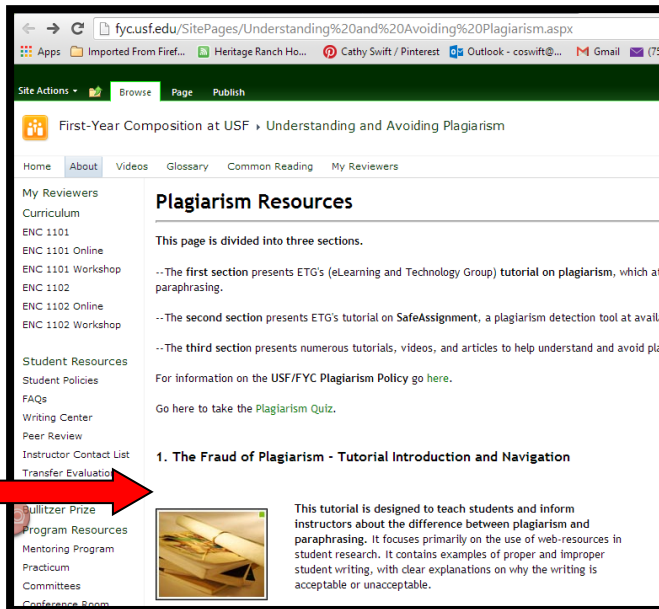
This is the material I want to submit to MERLOT, from Florida State University. I'm only going to submit the tutorial which is included on this site. It is a Flash tutorial and will start up as soon as I go to the page. Also, there are other individual resources from this page that I will submit at a later time.

Only MERLOT Members may contribute materials. Therefore, the first step is to make sure you are logged in to MERLOT. (It is helpful to click Remember Me so that every time you access MERLOT, you are automatically signed in.

Note: It is easiest to have both the MERLOT website and the material you are adding open on your desktop so you can move back and forth between them.
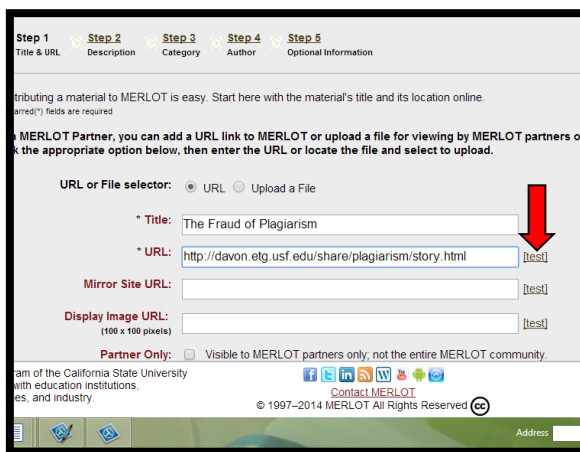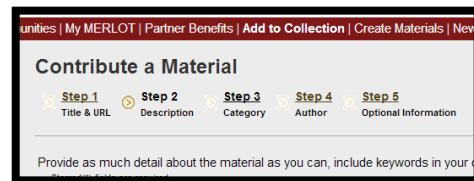
On the MERLOT Home Page, we click on "Add to Collection" on the title bar or we can click on the picture that says "Add to Collection."
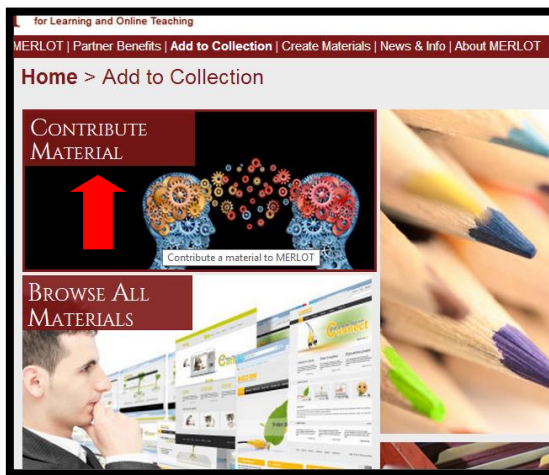
On the "Add to Collection" Page, Click on "Contribute Material.

This will take you to a short page that shows **the 5 steps in Contributing a Material to** MERLOT (see below).

In Step 1, we add the title and URLs from the material. Here, we have entered the title from the tutorial and we have copied the URL of the tutorial and pasted it into the second box. Be sure that the title is close to or the same as the original. Just to make sure we entered it correctly, we could click on the test link to the right to see if it is correct. Sometimes, a site will also show a mirror link. We can enter that on the third line. This one does not have one so we leave it blank.
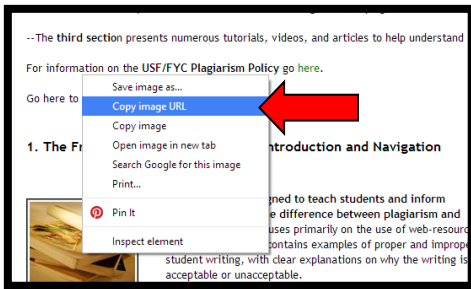
You can also add an image that will show up in the Material Description. You can use a logo from the institution or any other picture that you find on the page. In this case, we want to use the image on the first page of the site. So, we right click on the image and highlight "Copy Image URL." We then paste that URL into the fourth box in Step 1 that says "Display Image URL

In this box you can see that we have entered all three lines, one for the title and two for URLS. (We can also test the image URL if we wish.)

Now we can move on to the second step by either clicking on Step 2 at the top or on the Next button on the bottom right.
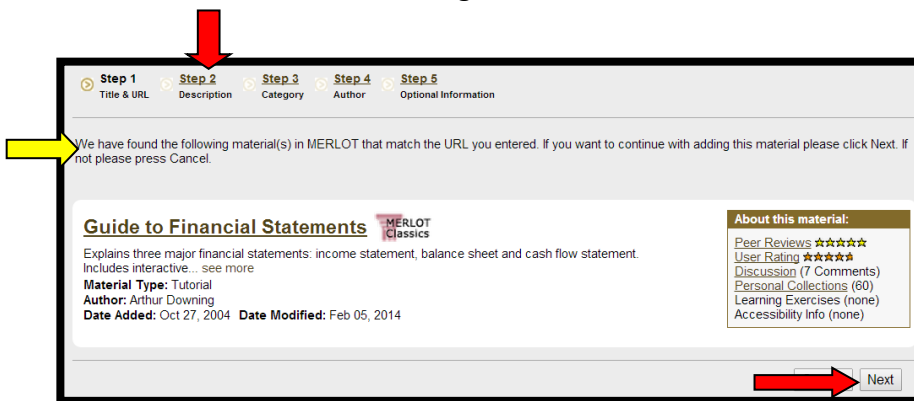
This is not a step, but is for information purposes. Because MERLOT does not want to have duplicate sites listed, your contribution is always checked to see if the URL is already in our collection. If somebody has already added it, you will get the message above (by the yellow arrow). The site we're adding is NOT a duplicate, but this demonstrates what happens if it is. If so, you would just click on "Cancel" at the bottom and terminate your submission. Given that the site has NOT been previously submitted, you will then automatically go to Step 2 after clicking on Next in Step 1

Step 2 includes more identifying information (or metadata) for the resource. It includes the Description, Material Type, Primary Audience(s) and Keywords.

First, you will complete a description of the material which should be a general summary of what is included in the site as well as where it could be used.

The description is one of the most essential contributions you will make to MERLOT. Your description will help users decide if they want to learn more about the website. Your description should include the following information:

- Your first sentence should be a brief overview of the website.

- In the next sentences, you can highlight the subject matter/topic areas covered in the website, features of the website, possible learning goals that could be achieved through the use of the resource and who might find the resource most useful.

- Providing a brief list of the features of the website (e.g. images/graphics, video, audio, quizzes/tests/assessments, simulations, tutorials, teacher's guide, learning assignments, etc) can help other MERLOT users quickly learn about your choice.

- Sometimes a website is part of a much larger website so a statement describing this situation, (e.g., "This is the first section of a three-section tutorial.") can be very useful.

In this case, there is a very good description of the material on the introduction web page. We decide that we will just use their description. Since it comes from the website and we are quoting directly, we include quotation marks around the description.
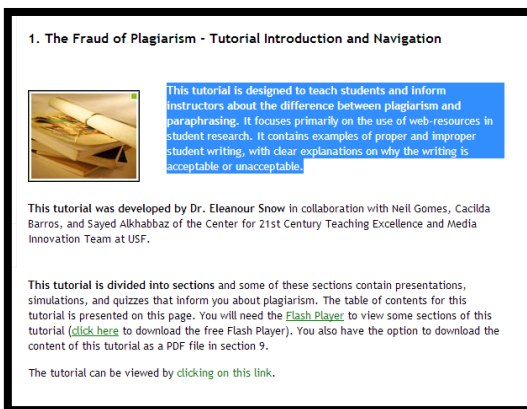
Here, from the web site, we copy the first part of the description and paste it in the Description box on Step 2. We also go back and copy and paste the second part of the description, remembering to end it with quotation marks. (In this case we're very fortunate to have such a good description on the website).
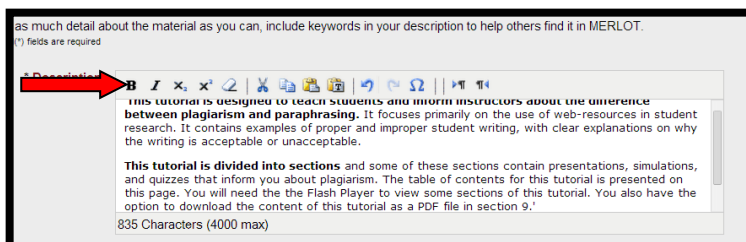

Note that you have various editing tools available at the top of the description box. Please use these at your discretion.
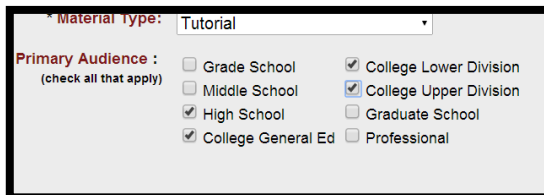
The next step is to add the Material Type to the submission. There are 19 different types of materials in MERLOT. You can find a list of the types and brief descriptions on the following page: http://info.merlot.org/merlothelp/index.htm#merlot_collection.htm

The list of material types is either a pop-up or drop-down list. You just select the Material Type by highlighting it. In this case, it is obvious that this is a Tutorial, so we select that.
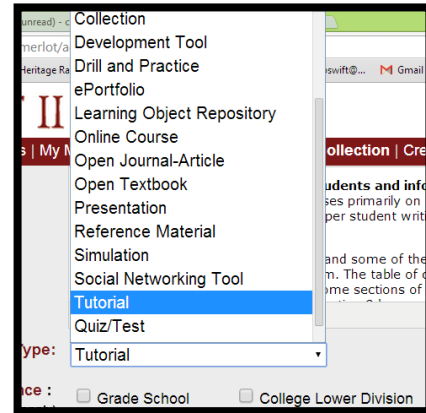
The next step, another important one, is to determine the audience for the material by checking each of the boxes that applies. Many times, you will read something on the site that tells who it is directed to. The default (always checked) for this is "College General Ed." Having looked at the material, you should have a pretty good idea of what the audience could be. In our case, it is designed for First Year Students at the university. However, we think this might also be appropriate for high school students as well as Upper and Lower College Divisions. Therefore, we check mark all four of these.

You can also now add Keywords that can be helpful to the user in searches for the material. In this case, we have added Plagiarism and Academic Integrity separated by a comma and we click "Add" to see these results. Now we are done with Step 2 and we can click on either Step 3 or "Next" at the bottom right of the page.
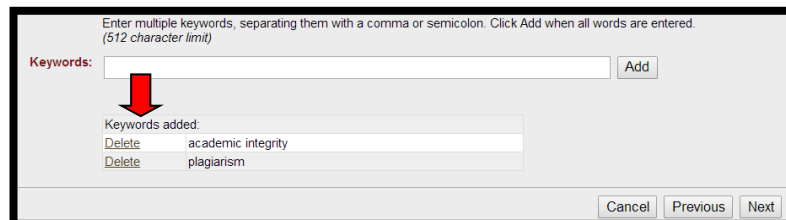
In Step 3 you will identify the discipline category for the resource. You may add the material to several categories, but please be as specific as possible. Think about where it really belongs in a narrow sense rather than entering it in several categories in a broad sense. In this case, we see this as being a resource in the Library and Information Services area because it is cross-disciplinary rather than just about one discipline.

There are nine major categories, each with sub-disciplines and sub-sub disciplines below those. Remember, we want to be as specific as possible. Because plagiarism pertains to all disciplines, we categorize it in Academic Support Services as the overall category.
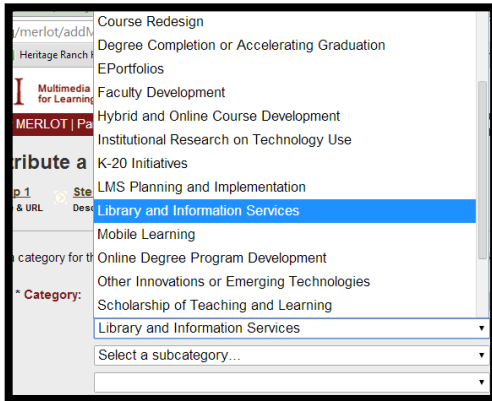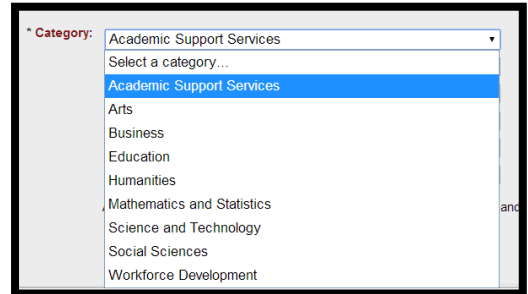
Once we select Academic Support Services, we go to the next level of sub-categories and find Library and Information Sciences, so we highlight that.
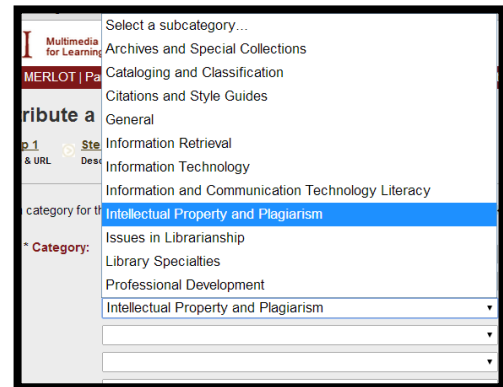
From the Library and Information Services menu, we click on the next group of sub-categories and find "Intellectual Property and Plagiarism," so we select that. Since there are no other sub-categories, we can click on "Add" to add that category.
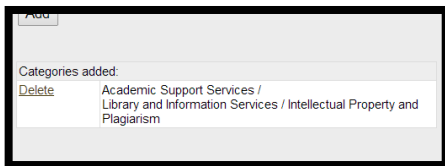
Here, we see the information appear at the bottom. If we wanted to add another discipline, we can do so by repeating the steps above. Although this topic can pertain to any discipline, this is the best place for it.

You can submit materials in many different languages. The default is English, so it is automatically entered for you. If your resource is in another language, here is the place you indicate that. Then you can move on to Step 4 by clicking on the top of the page or on Next.
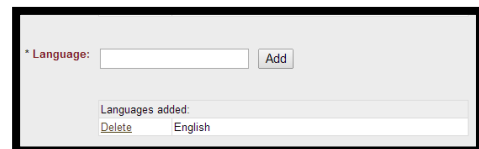
In Step 4 we enter information about the Author(s). Author information is very important because sometimes our users want to contact the author. If YOU are the author, check "Add myself as Author." Your contact information will self-populate.

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When you provide the email address, the author is automatically contacted and informed that the resource has been submitted to MERLOT. Additionally, when we peer review materials, we contact the author prior to posting the review on MERLOT.

Your efforts in finding an email address will be appreciated. On the site we selected, we are told that although this is a USF site, the author, Eleanor Snow is now at University of Texas at Austin (from the first page of the presentation). You can enter that information (to the right).

Provide any Author information known about the material and click Add.

Add myself as an Author

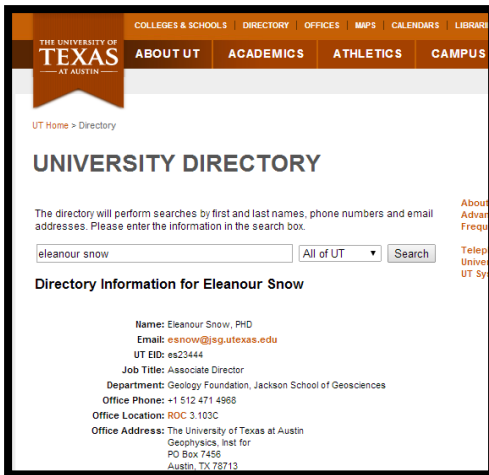First name: Eleanour

Last name: Snow

Email:

Organization: University of Texas - Austin

Add

Authors added:
Add an author above

THE UNIVERSITY OF TEXAS AT AUSTIN

COLLEGES & SCHOOLS | DIRECTORY | OFFICES | MAPS | CALENDARS | LIBRARI

ABOUT UT | ACADEMICS | ATHLETICS | CAMPUS

UT Home > Directory

UNIVERSITY DIRECTORY

The directory will perform searches by first and last names, phone numbers and email addresses. Please enter the information in the search box.

eleanour snow | All of UT | Search

Directory Information for Eleanour Snow

Name: Eleanour Snow, PHD
Email: esnow@jsg.utexas.edu
UT EID: es23444
Job Title: Associate Director
Department: Geology Foundation, Jackson School of Geosciences
Office Phone: +1 512 471 4968
Office Location: ROC 3.103C
Office Address: The University of Texas at Austin
Geophysics, Inst for
PO Box 7456
Austin, TX 78713

There is no email on the USF page. However, with just a little effort, we may be able to find an email by looking at anything that says, "About Us," "Contact Us," or something similar. Since we couldn't find it on this site, we can do some detecting. Here, we have gone to the UT website and found the directory. Dr. Snow's email is provided, so we copy that and put it into our contribution. We have her complete information. Below you can see that it has been added.
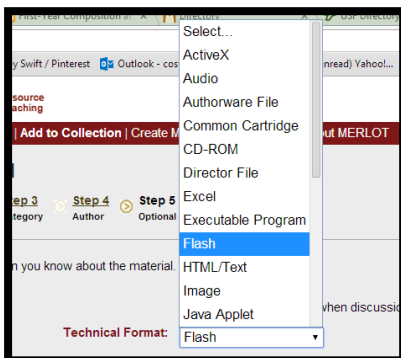
Last name:

Email:

Organization:

Add

Authors added:
Delete   Eleanour Snow   esnow@jsg.utexas.edu   University of Texas

Often there are several authors of a material. In that case, you can easily add another one, just as you did with the first one.

First-Year Composition | Directory | USF Director
y Swift / Pinterest | Outlook - cos | nread) Yahoo!...

Select...
ActiveX
Audio
Authorware File
Common Cartridge
CD-ROM
Director File
Excel
Executable Program
Flash
HTML/Text
Image
Java Applet

source aching

| Add to Collection | Create M   ut MERLOT

ep 3   Step 4   Step 5
tegory   Author   Optional

you know about the material.

when discussi

Technical Format: Flash

Now we click on Next and go to the final Step, Step 5.

The first part of Step 5 asks for optional information. You will be asked to identify the Technical Format. HTML/Text is the default setting. Since this is a Flash video, we indicate "Flash." There are many other formats, as you can see from the drop down list.

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If you think there is a need for additional technical information (i.e. needs to be viewed in a certain version of Internet Explorer, need Adobe Acrobat), that can be written in the Technical Requirements area. Here we write "Need Flash Player."
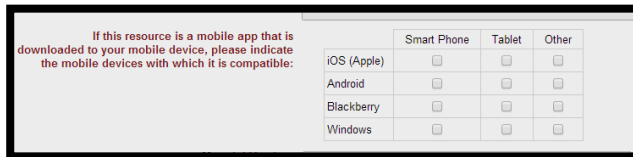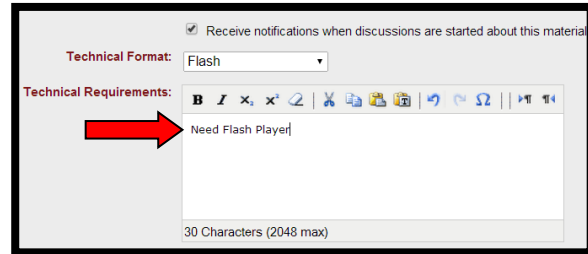
The next part of the submission is completed ONLY if the resource you are adding is a Mobile App. It does NOT mean that it can be viewed on any of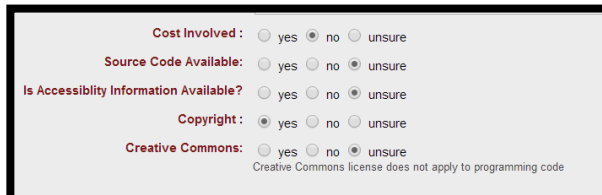 these platforms. If it is NOT a Mobile App, leave this area blank. If it IS a Mobile App, please indicate which one(s) it was designed for. Check each of the mobile devices for which it is compatible (Smart Phone, Tablet and Other). Note: A Mobile App normally will not be both for iOS and Android.
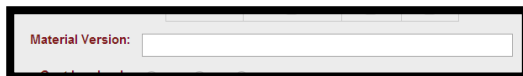
If your resource indicates that it is a specific version, you can enter that in the next small box.

The final part of the submission includes some additional detail about the material. For each of these, the default is "Unsure."

- Cost involved – In this case, we know there is no cost associated with usage, so we check "No."
- Source Code Available – If there is a statement on the website that the computer code has an open source license, check "Yes." In this case, we don't know, so we leave it as Unsure.
- Is Accessibility Information Available? – Many sites will include a statement indicating that the website has been evaluated for accessibility and has "passed." If there is no information about accessibility, leave "Unsure" checked as here.
- Copyright - Many websites have a copyright statement, frequently in the footer of the website. You can also find copyright statements in the "Acceptable Use Polices" of a website (if they have one). In the example we're using, we would check YES for copyright.
- Creative Commons – If the site shows that it has a Creative Commons license, please indicate "Yes." In this case, nothing was shown. (Note, a Creative Commons license would take the form of the icon on the bottom of this page.) For more information - http://us.creativecommons.org/

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o If you check Yes for Creative Commons, the following information will appear. You will know from the

Creative Common license whether the author will permit commercial use of the work as well as if modifications are allowed.

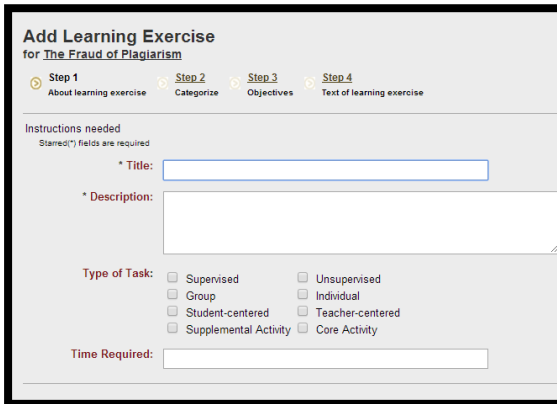- Finally, click on Submit as the final step.

You will immediately see your submission. The Material Detail provides all the information you have submitted, including the fact that you submitted it. You also see at the top of the page that you have the opportunity to add a comment about the resource in the discussion. Perhaps you have used the resource successfully in your class. All you need to do is click on the area that says discussion:

As a point of information only, look how much better the resource we contributed looks with the picture we added. If you don't add an image, it will appear like the resource to the right.

Note that you will then see on your Profile that you have submitted one material. MERLOT keeps track of all of your contributions, including submitted materials, authored material, and learning exercises.

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If you have used the resource in the classroom, or if you are good at creating assignments for students, you might consider adding a Learning Exercise which will help other faculty know how to use the resource. If so, you can click on "Create a Learning Exercise (to the right).
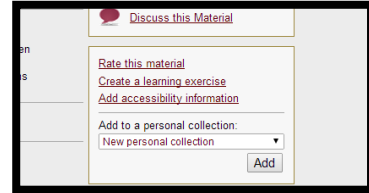
This is the page that you would complete. We won't go into details about how to add the Learning Exercise.

Well, congratulations. You have completed the submission and now you're ready to move on to another! Thank you for making this contribution to MERLOT>