![Utrecht University logo](Utrecht University)

**Welcome to the Utrecht University Educational Repository on figshare**

# User guide

Figshare is a user-friendly online platform that is used to save, discover and share data all around the world. Utrecht University uses figshare as a platform for teachers to save and share learning material made at the UU.
This user guide will walk you through the process of uploading, publishing, and sharing your learning objects on figshare.

To quickly find what you're looking for, click on the links below or search the document for the relevant information.

**Contents**

You can find more information at: https://educate-it.uu.nl/en/repository/

The university library (library@uu.nl) is the first point of contact for all questions related to figshare.

![Utrecht University logo] Utrecht University
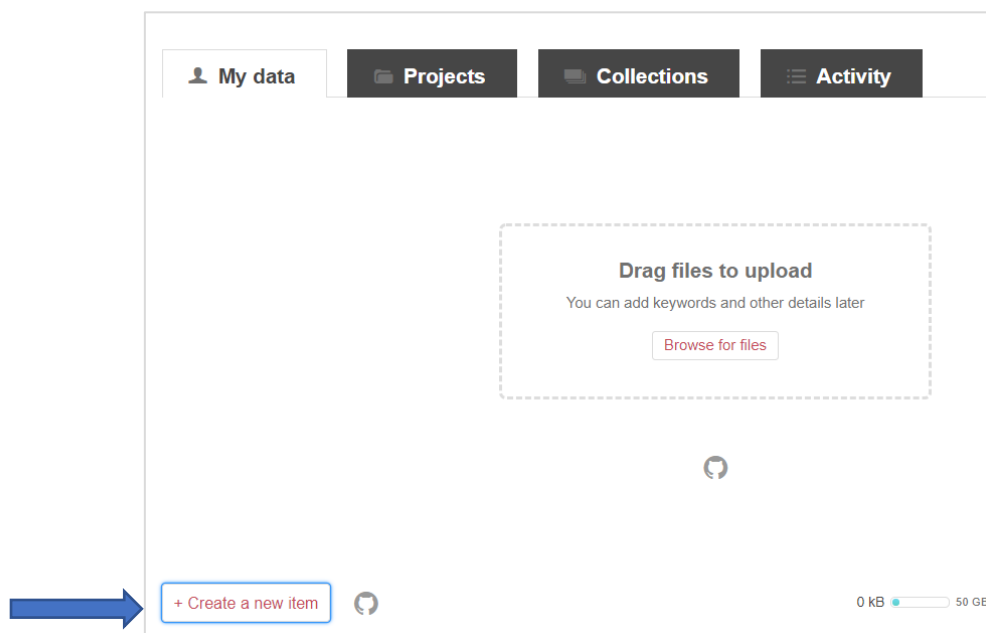
## How to login

Go to https://uu.figshare.com/ and log in using your institutional login credentials.
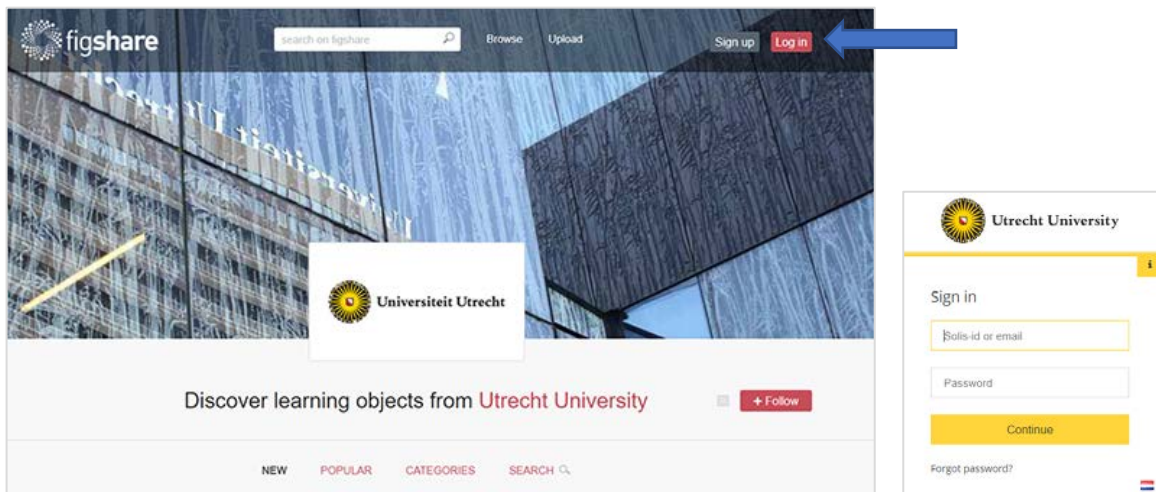


## How to upload your learning objects

Uploading your material in a few simple steps.

1. Select the **+Create a new item** button from the bottom left (or just drag and drop your file into the browser).

Fill in the metadata fields. Tips on how to fill out each of the fields can be found on the right side of the screen. Take into account that if you want your learning objects to be found all over the world you should (also) add keywords and description in English.

If you want to publish and get a DOI ([Digital Object Identifier](#)) for your material, the fields with the green dots are mandatory.



2. Insert a **Title**. Be as descriptive as possible. A good title makes your learning material easier to find.

3. Add **Authors**. You can rearrange the order in which the authors appear and remove yourself as an author if you are uploading on behalf of someone. You can also search by entering name or email address of the author you want to add.

4. Select a **Category**. You can choose more than one category and either select them from the drop-down menu (by clicking on a science field) or search for your subject area by typing (in English) into the 'search categories by keyword(s)' box. If you can't find exactly what you're looking for, we recommend finding the best option and getting more specific in the Keywords section.

5.  Select the **Item type** from the drop-down menu. For example figures, media (video or audio), presentation, file set (if you wish to group multiple files as a single citable object), etc.

6.  Add **Keyword(s)**. Use keywords that are more specific or more informative than the category your choose. This will help others to find your learning material. Add as many keywords as you want - just hit enter after each keyword. figshare remembers ones you've entered previously and will suggest ones.
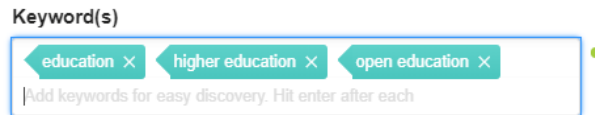


7.  Write a **Description**. Include as much relevant information as necessary to make your learning object understandable and reusable. Also: this text will be indexed in Google, as opposed to the text of your learning object.

    NB. Figshare is originally a data repository, hence the field 'Funding'.  In the field 'References' you can link to other relevant material that is published elsewhere.

Depending on whether you choose to **share** your learning material with the world as an open educational resource (OER) or only privately with a selected group of people you can follow the next steps:

## Share your materials with all colleagues, students and others worldwide

8.  Select a **License**. As the author of your learning object you can decide if your material is suitable for sharing publicly. If you choose to share openly the UU (as the owner) advices you to use either the CC BY 4.0 or the CC BY-SA 4.0.
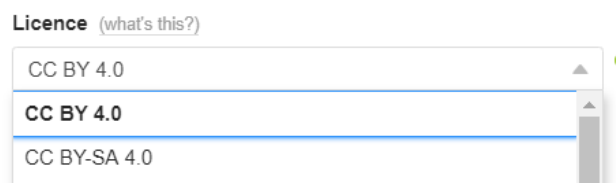


9.  Tick **Publish**. Make sure everything you have submitted is accurate - once it's published, it's permanently available. Your object will get a DOI with which it can be found anytime and anywhere. You can change your metadata and upload new versions of your object, but you cannot retract your object yourself. If you encounter any problems with your object after publishing, please contact library@uu.nl .

10. There may be a good reason that prevents you from publishing your learning object open right away. In that case you can add an embargo, for perhaps 1 month or until a certain date. Select the **Apply Embargo** button and select whether you want the embargo on the file(s) only or the metadata, as well. Select the embargo period and the reason.



## Share your materials with specific colleagues or students at or outside the UU

11. You can share your learning objects privately by NOT publishing your item (you can, of course, save your changes privately) but by **generating a private link** that you can share with a selected group of people.



If you share privately your learning object will not get a DOI.
You can delete your item as long as it is not yet published.

12. You can also make your files confidential. For example there may be ethically or commercially sensitive data, or you may not have permission (yet) to make the object available.

Once you have selected a file to upload, scroll to the bottom of the page and tick **Make file(s) confidential**. Please note, you must upload a file before the option to make a file confidential will appear.

**Link a file that is stored elsewhere or publish a metadata-only file**

13. Your data may be stored somewhere else, but you want to link to it to get a DOI?
    Click the **Link file** button at the top of the screen and copy the link in the box. Click out of the box to continue adding metadata.



Fill in all the metadata fields and tick the **Publish** button.

14. You want to make a metadata-only file.
    Tick the **metadata record only** box at the top of the screen and enter a reason. Click out of the box to continue adding metadata.



Fill in all the metadata fields and tick the **Publish** button.