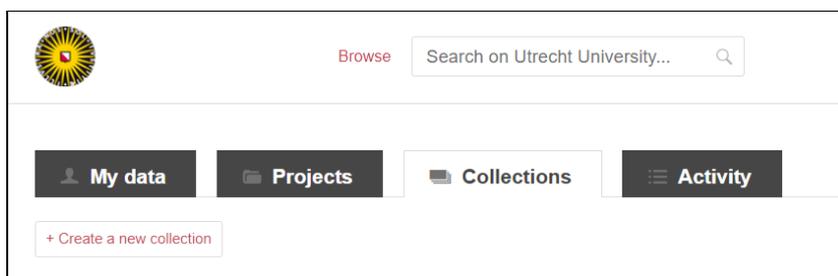


How to make a collection of teaching materials in UU figshare

Step 1 Log in to figshare

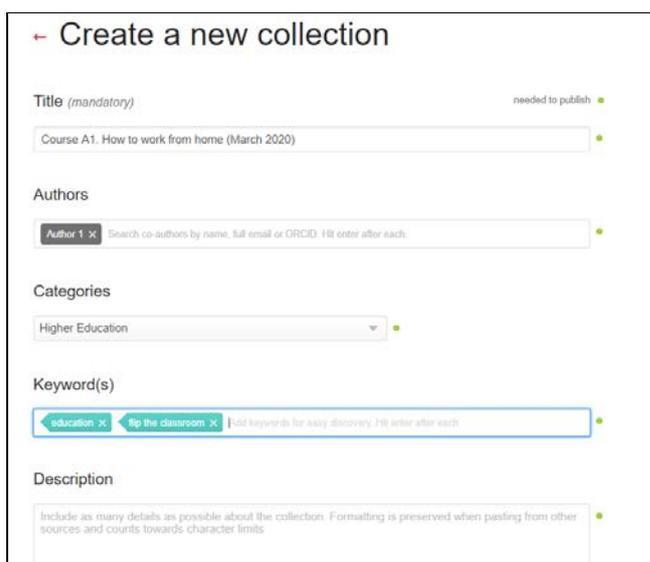
Step 2 Create a collection

Click the button Collections and choose:
Create a new collection



Step 3 Fill in all the details.

If you plan to publish the collection open online you need to fill in all the metadata fields with the green dot.

The screenshot shows the 'Create a new collection' form. The title is 'Course A1. How to work from home (March 2020)'. The authors field is empty. The categories are set to 'Higher Education'. The keyword(s) field contains 'education' and 'flip the classroom'. The description field is empty. Each field has a green dot indicating it is required for publication.

You can add funding details (if applicable) and links to references or related webpages if you want to:

The screenshot shows the 'Funding' and 'References' sections of the form. The 'Funding' section has a search box for grant numbers and an '+ Add another grant' button. The 'References' section has a search box for links to references and a 'Hit return for a new reference' instruction.

Please note that you cannot publish this collection unless all the included files are published also. If you plan to publish online you can reserve a DOI that you can include in your publication. This DOI won't work until after publication of the collection:

Privacy settings

Note: You can apply this setting after all the items in your collection are made public

Display this collection publicly

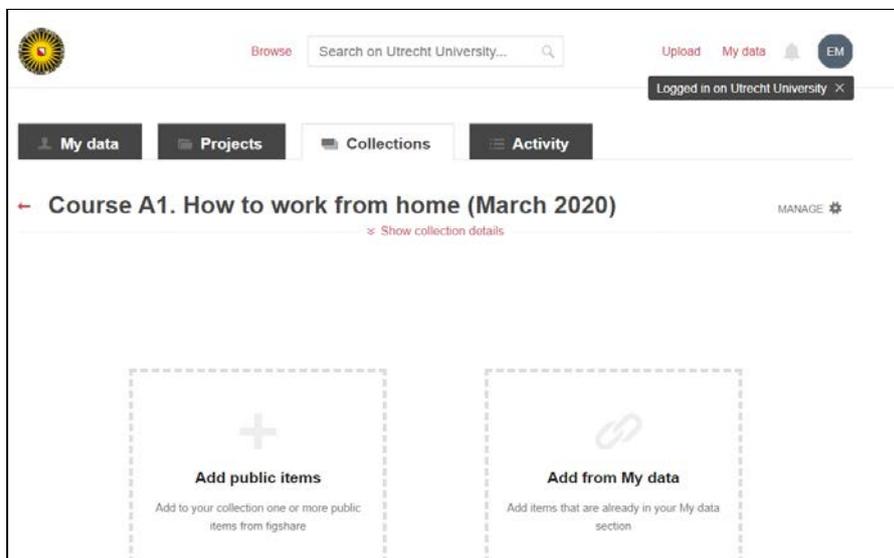
DOI Reserve Digital Object Identifier

Save changes Cancel & go back

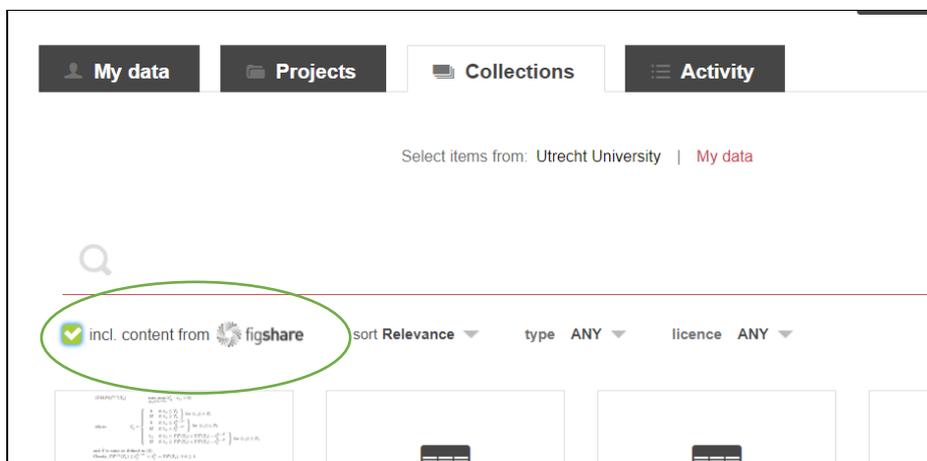
Click Save changes to save your metadata (NB you do not publish by saving your changes).

Step 4 Add the files you want to include in your collection.

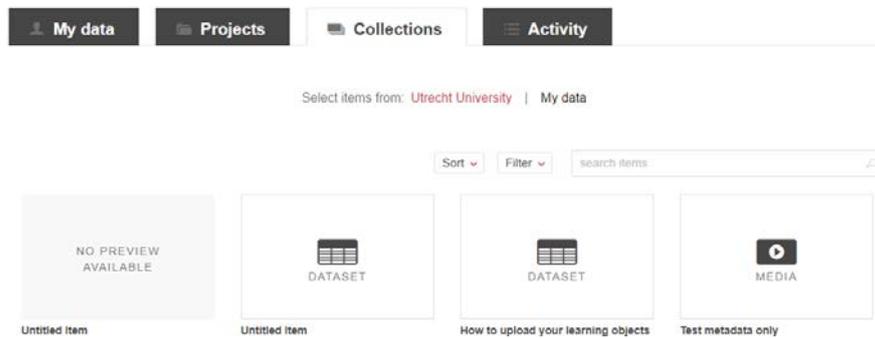
Here you can choose to add public items (files from other authors that are published openly) or you can choose from your own data:



- A. If you choose Add public items you can select items from Utrecht University. By ticking the box 'incl. content from figshare' you will also be able to search and include all material published in figshare worldwide.



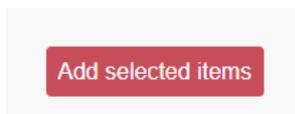
B. If you choose Add from My data you go to your own list of teaching materials:



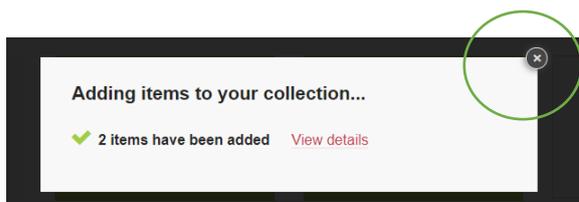
Select the files you wish to include:



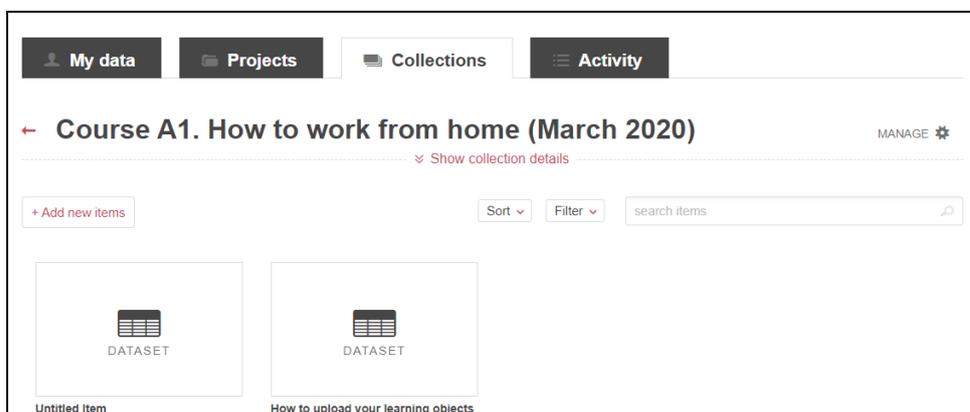
Click Add selected items in the right lower corner of your screen:



Figshare will include the files in your collection. You can view the details of the files you selected:



Click the little x in the right top corner of the window to go to your new collection:



Step 5

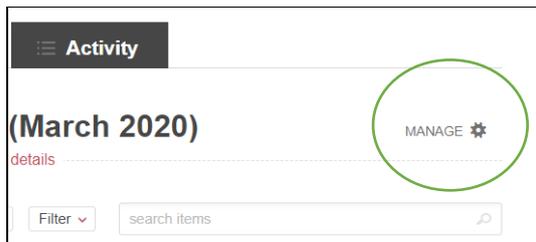
Manage your collection

You can show or hide your collection details:

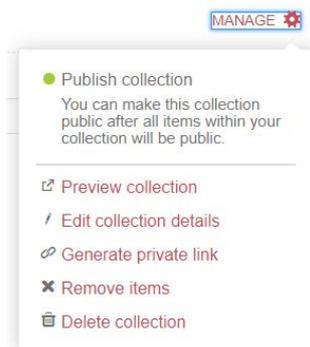
← Course A1. How to work from home (March 2020)

∨ Show collection details

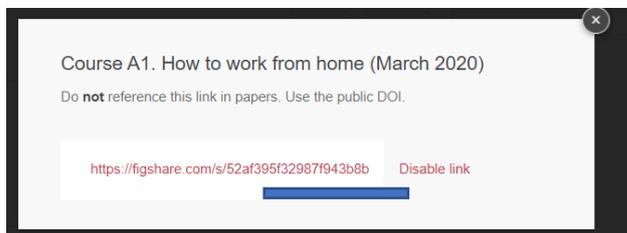
You can use the Manage button to manage your collection



For example if you wish to publish your collection, edit your metadata, remove items from your collection or generate a private link. You can also delete the complete collection, but this is only an option if your collection is still private and you have not published yet.



Generating a private link can be very useful to send to a group of people you want to share the collection with:



A private link can be disabled and a new link can be created after that.