Erasmus University Library

How to use the Educational Resource Repository

Heather Boet-Foley | University Library September 30th, 2025



Educational Resource Repository



Zero cost policy



Alerts



Integration in Canvas Modules / Pages



Adding structure



Adding new materials to the repository



First time using the repository

Activating the repository in Canvas



Activating the repository #1

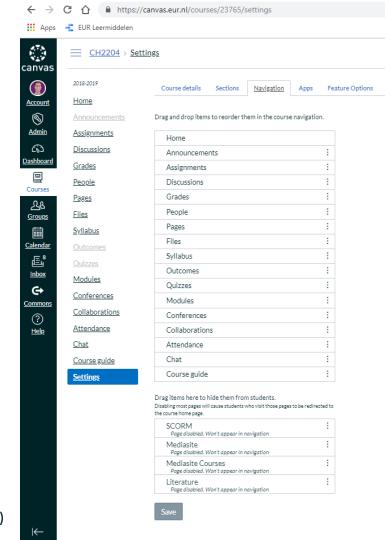
- Go to canvas.eur.nl
- Click on the symbol of Erasmus University.
- Use your Erna-ID to login.
- Go to your course.





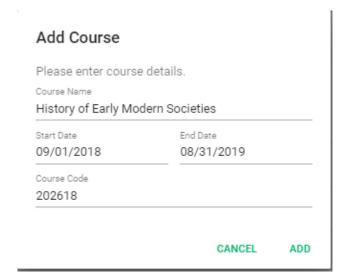
Activating the repository #2

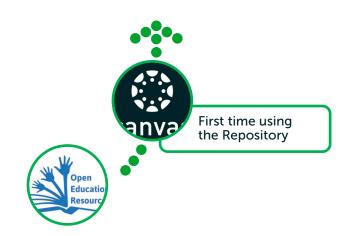
- Go to Settings.
- Go to Navigation.
- Note the 'Literature' button on the lower half of the page.
- Drag 'Literature' button to the upper half of the page so that it will appear in your course navigation menu.
- Click 'Save'.



First time using the Repository #1

- Go to Literature in the course menu.
- A pop-up with course details appears.
 The data source = OSIRIS.
- Please click 'ADD'

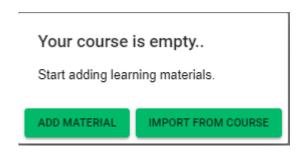






First time using the Repository #2

A dialog will pop-up



- If the repository was used in a previous academic year, please select 'IMPORT FROM COURSE'
- If the repository is being used for the first time in the course, please select 'ADD MATERIAL'

Import course materials from a previous academic year

- An item will pop-up.
- Please select the previous course year and look up and select the course.
 NB. If you don't see the course listed in that year, try the year before that.





Adding new materials

- 1. Using a DOI.
- 2. Using a link.
- 3. Using 'drag & drop' to upload PDF files.
- 4. Costs involved?
- 5. Deleting items.





Adding new materials to the repository

Adding new materials - using a DOI #1

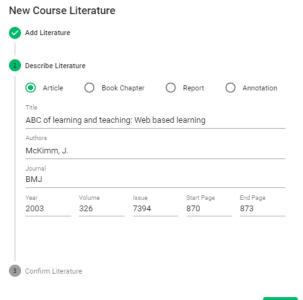
Just enter the DOI at the indicated line.

Article DOI 10.1136%2F	bmj.326.7394.8	70		
Website Lin	C			
File Upload				
	DRAG AND DR	OP A PDF FILE HE	RE OR CLICK	
		•		
Describe Liter	ature			
Describe Liter				



Adding new materials - using a DOI #2

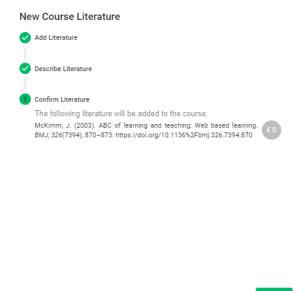
- Metadata is retrieved from Crossref.
- Please click 'NEXT'.





Adding new materials - using a DOI #3

- Confirm the added literature.
- Check if any costs are involved.
- Click 'FINISH' to upload the resource to the repository.





Adding new materials - using a link #1

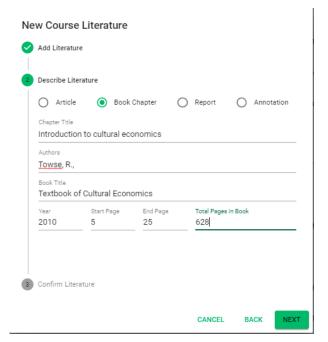
Just enter the link at the indicated line.

New Course Literature Add Literature Article DOI Website Link https://www.cambridge.org/core/books/textbook-of-cultural-economics File Upload DRAG AND DROP A PDF FILE HERE OR CLICK Describe Literature Confirm Literature



Adding new materials - using a link #2

- Select a category and enter some details.
- Click 'NEXT'.





Adding new materials - using a link #3

- Confirm the added literature.
- Check if any costs are involved.
- Click 'FINISH' to upload the resource to the repository.





Adding new materials - drag & drop #1

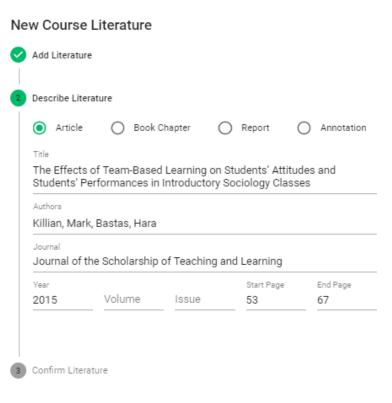
- Locate the PDF file you'd like to upload.
- Drag the file to the gray area.
- The software checks the file for a DOI.
 If a DOI is present, the software will register the DOI and retrieve the metadata from Crossref.
- Click 'NEXT'.

New Course Literature



Adding new materials - drag & drop #2

- Metadata is retrieved from Crossref.
- If necessary, add details to the description.
- Click 'NEXT'.



Adding new materials - drag & drop #3

- Confirm the added literature.
- Check if any costs are involved.
- Click 'FINISH' to upload the resource to the repository.

New Course Literature

- Add Literature
- Describe Literature
- Confirm Literature

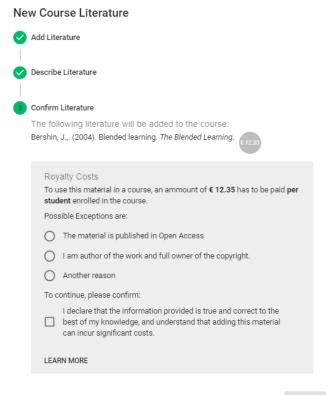
The following literature will be added to the course:

Killian, Mark, Bastas, Hara. (2015). The Effects of Team-Based Learning on Students' Attitudes and Students' Performances in Introductory Sociology Classes. Journal of the Scholarship of Teaching and Learning, 53-67. https://doi.org/10.14434/josotl.v15i3.12960



Adding new materials - costs involved?

- Check if your faculty has a zero cost policy!
- So, if you see a royalty costs indication as shown on the right, please select / provide a reason for exemption.
- If you are still obligated to pay copyrights, please cancel uploading and select an alternative resource such as an Open Access article.



Adding new materials - edit item description

- In the resource list you see three dots on the right.
- Click the dots and select 'Edit' to edit the description of a resource.
- When finished click 'UPDATE'



Adding new materials - add comment

- In the resource list you see three dots on the right.
- Click the dots and select 'Add Comment'
- When finished click 'UPDATE'



Deleting

Modules

Conferences

Attendance

Course guide

Literature

Settings

Chat

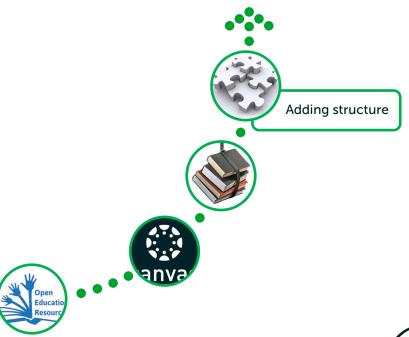
- In the resource list you see three dots on the right.
- Click the dots and an item menu will appear.
- To remove a resource simply click on 'Remove'.

Be careful, ... once deleted you cannot undo!



Adding Structure

- Modules (/headings).
- Moving resources.

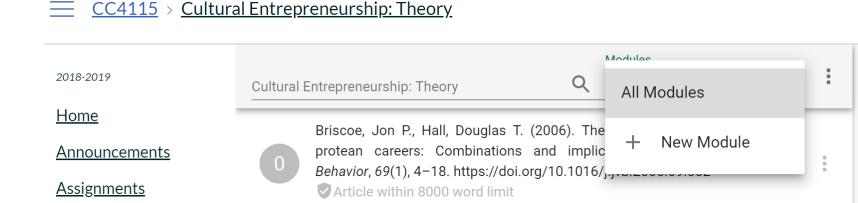




Adding structure - modules / headings

Modules -or headings- are used to add structure. You can group required readings into repository module lists. For instance, Week 1, Week 2, Week 3 [...] In the top right corner of the resource list, you see 'Modules'.

- Please click on the triangle next to 'Modules' and a menu will appear.
- Please click 'New Module'.



Adding structure - modules #1

Please enter the name for the module and click 'NEW'.
 The module will appear at the bottom of your resource list.
 Move the item as explained at 'Adding structure / Moving items'.

New Module

Divide your course literature into modules. This makes it easier for students to find the correct literature.

Module Name

CANCEL

NEW



Adding structure - modules #2

Week 1 Briscoe, Jon P., Hall, Douglas T. (2006). The interplay of boundaryless and protean careers: Combinations and implications. Journal of Vocational Behavior, 69(1), 4-18. https://doi.org/10.1016/j.jvb.2005.09.002 Article within 8000 word limit Campbell, Peter. (2011). Creative industries in a European Capital of Culture. International Journal of Cultural Policy, 17(5), 510-522. https://doi.org/10.543461 External URL Week 2 Clare, Karenjit. (2013). The essential role of place within the creative industries: Boundaries, networks and 52-57. https://doi.org/10.1016/j.cities.2012.05.009 External URL Drake, Graham. (2003). This place gives me space': place and creativity in the creative industries. Geoforum, 34(4), 511-524. https://doi.org/10.1016/S0016-7185(03)00029-0 External URL Week 3 Douglas, E. J., & Shepherd, D. A. . (2002). Self-employment as a career choice: Attitudes, entrepreneurial intentions, and utility maximization. Entrepreneurship theory and practice, 26(3), 81-90. . Article within 50 page limit

Adding structure - moving items

- In the resource list you notice the three dots on the right.
- Click the dots and an item menu will appear.
- To move the item select 'Change Position'.
- Move the item up or down using the arrows.



Integration in Canvas modules / pages

How to add repository reading list modules

- to a Canvas module
- to a Canvas page

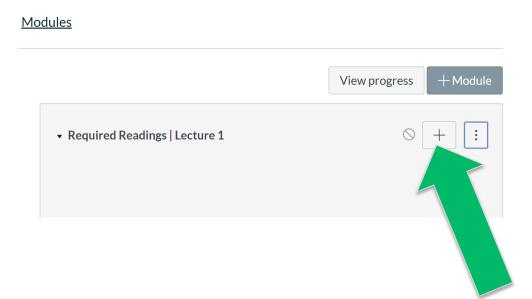




• To create a new Canvas module, go to 'Modules' in the course navigation. Create a new Canvas module by clicking '+Module'.

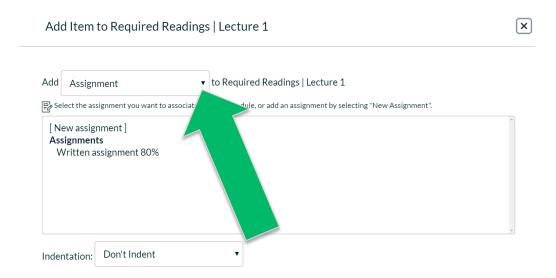
MINLDE-03 > Modules Give it a name. For instance... Required readings | Lecture 1 2018-2019 View progress + Module Home It will look like the image below. Announcements Modules View progress \pm Module ▼ Required Readings | Lecture 1

 In order to integrate the repository reading list module for a specific week, class or lecture ...
 please click on the '+' sign.





• The next step is to click on the triangle to the right of assignment. This opens a drop-down menu of *Module Item* options.





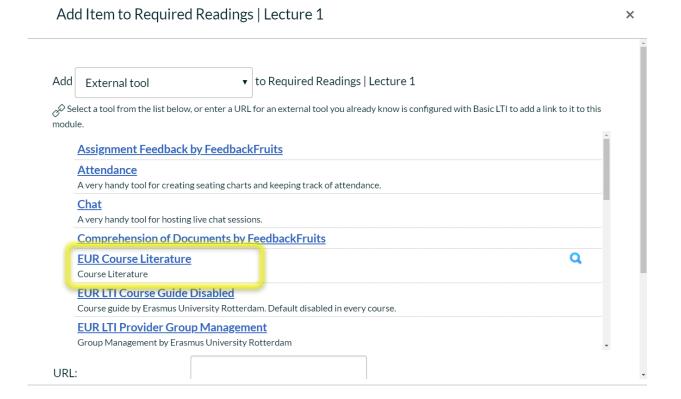
Please select 'External tool'.

Add Item to Required Readings | Lecture 1 ▼ to Required Readings | Lecture 1 Assignment Assignment h this module, or add an assignment by selecting "New Assignment". Quiz File Page Discussion Text header External URL External tool Don't Indent Indentation:



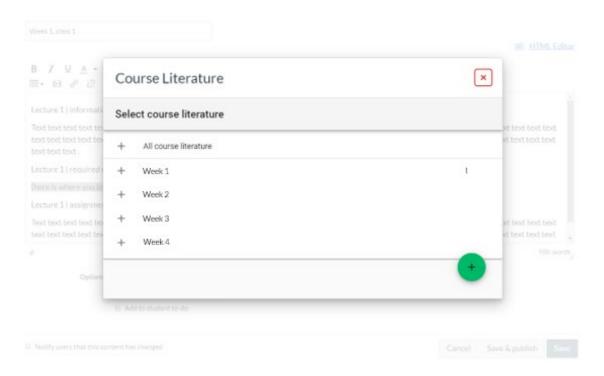
×

Please select 'EUR Course Literature'.



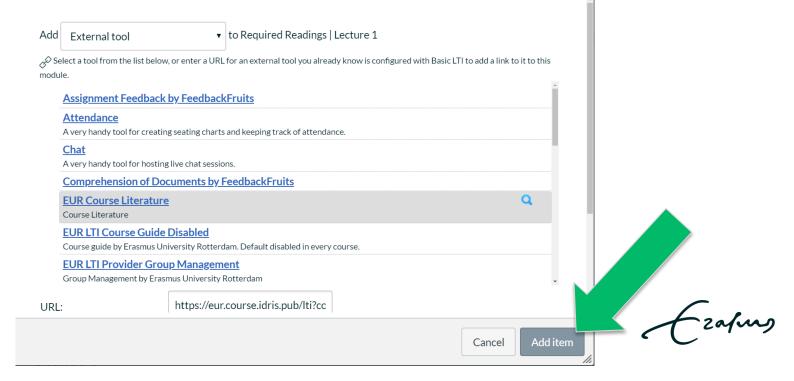


Please select the specific repository module you would like to integrate.

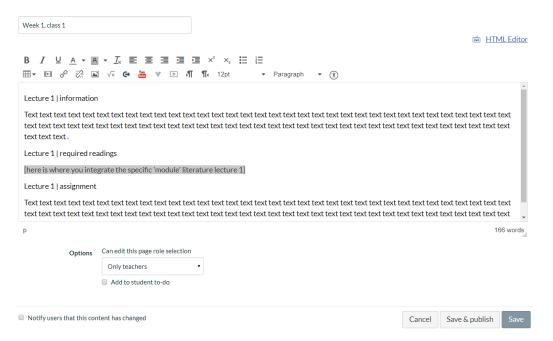




Click 'Add Item' to add the selected repository reading list module to your Canvas module. Then click 'Save' in the Canvas Module to finish.

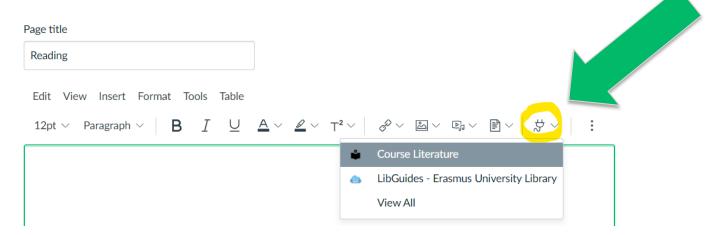


 In order to integrate a repository reading list module in your Canvas page please click on 'Edit'. You will see something like this.



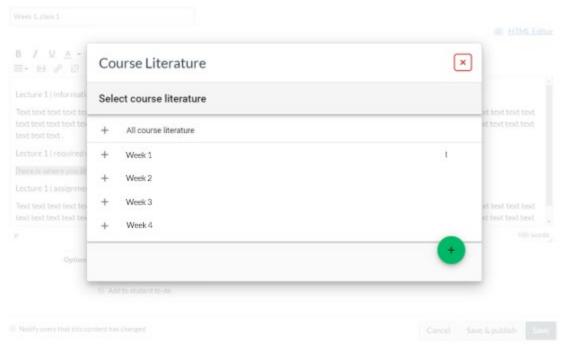


 Please click on the 'Plug-in' icon (=External Tool) and select 'Course Literature'.





 Please select the repository reading list module you would like to integrate.





- The literature has been added.
- Please click 'Save' at the bottom of your page and job well done.





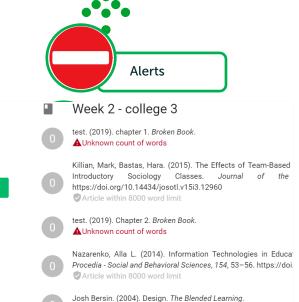
Alerts

An alert will pop-up if:

- your PDF-file cannot be read* by our software.
- you are using more than 40 pages or 20% of the total work.
 Please select another resource.
 For instance, an Open Access article ...

*Solve <u>Unknown count of words</u>

- by converting the PDF in Adobe Acrobat to an OCR version
- or by re-scanning the resource/ book chapter



▲Exceeded maximum of 90 pages from this book

Syllabus

Modules

Literature

Attendance

Settings



Unknown count of words

The PDF file can not be read by the software. Please convert to an OCR version (text recognition). In order to do this, please follow the next steps:

- Step 1: Check if you have the correct software Adobe Acrobat DC/ Pro.
- Step 2: Open Client Center on your computer.
- Step 3: Install Adobe Acrobat DC or Adobe Acrobat Pro.
 - Please note: Adobe Reader version will NOT do!
- Step 4: Select the file in windows explorer (don't open yet)
- Step 5: Right mouse click
- Step 6: Choose 'Edit with Adobe Acrobat DC'
 The file is now being converted to an OCR version.
- Step 7: Save this file (give it a new file name).
- Step 8: Upload it to the Education Resource Repository.



Educational Resource Repository Policy













Zero cost policy

 Many Erasmus Schools who use the Educational Resource Repository in Canvas have a zero cost policy.

 This means additional copyright costs are not allowed.
 If the software indicates additional costs are involved, please select alternative literature, for instance an Open Access article.



Contact

- For general questions about the ERR and first line support please contact your faculty's key user
- For other questions and training in the use of the EUR Course Literature tool (aka Literature button) in Canvas, please contact Heather Boet-Foley at the University Library

E: heather.foley@eur.nl

T: +31 (0)6 4014 7390

Questions regarding copyright?
 Please view the information at the <u>Copyright Information Point</u>
 or send an e-mail to <u>copyright@eur.nl</u>