Top tips for stress free edShare use

Why can't I edit a resource on edShare online?

Because edShare is a repository, rather than a content management system, you can't edit an item in real time. Items are fixed once they are uploaded.

You need to download the item onto your own device and edit it there using the appropriate software. If the resource has been shared openly (the edShare default option is World) then any user can download the file to edit. If you have specified specific editors, then they can edit the metadata. The default for metadata editing permissions is that only the depositing user can edit the metadata.

Versioning or using a template?

Depending on the modifications you have made, you should either create a new version of the item on edShare (see our handout) or use the original edShare record as a template and edit the appropriate fields. This is useful if you are producing a set of similar resources – for instance I would use this function if I was producing a set of worksheets on a similar topic.

What is the difference between an Owner and an Editor in edShare?

If you have editing permissions for an item, this means you can only edit the metadata record for that item on edShare, so you can fix typos, and add extra tags or module codes. If you are the owner, then you can perform more complex actions such as creating a new version. If your permissions don't allow you to create a new version, contact edShare@gcu.ac.uk and we will help.

Why don't all of my resources show up on the author browse?

edShare uses your GCU email alias as a unique identifier. When adding creators to an edShare record you should never edit the default email address; doing so will prevent the resource appearing in the author browse list, or appearing correctly in the search index. The alias email address is never publicly visible on the site.

Can I store multiple files on one record?

edShare allows you to upload several files onto one record, this is useful when you have a video without subtitles, one with subtitles added and perhaps a transcript of the audio track. edShare will allow you to add several different file formats to the same record.

How do I link to, and embed edShare items?

There are several ways to link to, or embed edShare items. Our handout tells you more.

My edShare video is the wrong size, what can I do?

You can resize the iframe for your video resource by changing the width and height in the embed code. By default these parameters are setup for 16x9 videos; if your video has a different aspect ratio then you will need to edit these parameters.

How can I make my resource more open?

Open access is not just about access, it is also about reusability. If you're uploading something with world permissions then it is a good idea to upload this in an editable format, or a number of formats. So upload a Word or plain text version, not a PDF (which is difficult for anyone else to edit). If you have to upload a PDF, then also upload a Word or plain text version alongside it.