



### How can I use the resources I find?

To use a resource from the repository in your learning room, you can choose to:

- Link to the resource with a dynamic link so that the most current version of the resource is always displayed.
- Link to the resource with a locked link so that this version of the resource is always displayed, and edits to the original are not reflected in your learning room.
- Import the resource to your learning room to use and adapt for your own purposes.

### How do I get started?

#### Publish resources for others to use:

1. In the content area of your learning room, find the resource you wish to publish and click on the adjacent *Publish to the Repository* icon 
2. Select which repository you want to publish your resource to.
3. Tag the resource by clicking on the *Metadata* icon , then complete the form
4. Then publish the resource to the repository.

#### Search for resources to use in your learning room:

1. In the content area of your learning room, click on *Search Learning Repository for a resource*
2. Enter your search criteria
3. Preview the resources and select the resource you wish to use.
4. Select the way you wish to link to the resource.
5. Select where the resource should go in your content area
6. Retrieve the resource by clicking on *Create Link*.

#### Learn more

To find out more or to discuss your ideas around sharing and reusing content, come along to a workshop or contact Vicki McGarvey in the Educational Development Unit [vicki.mcgarvey@ntu.ac.uk](mailto:vicki.mcgarvey@ntu.ac.uk).

### Ten reasons for SHARING resources

1. It generates new ideas.
2. It avoids duplication.
3. It enhances a rich collection of existing resources.
4. Reusing saves time.
5. Share good academic practice.
6. Disseminate new teaching approaches.
7. Develop your own teaching practice.
8. Cut down on admin by updating one master document that can link to multiple learning rooms.
9. Collaborate in resource creation.
10. More efficiently manage your content within your learning rooms.

#### Example in Arts and Humanities

Common components of module handbooks were published to the repository for staff to link to in their learning rooms. Subsequent edits to the resources were then replicated across the learning rooms.

#### Example in Libraries and Learning Resources

Information literacy guidance was published to the repository. This was used in over 100 learning rooms in the School of Science. Subsequent edits to the resources were then replicated across the learning rooms.

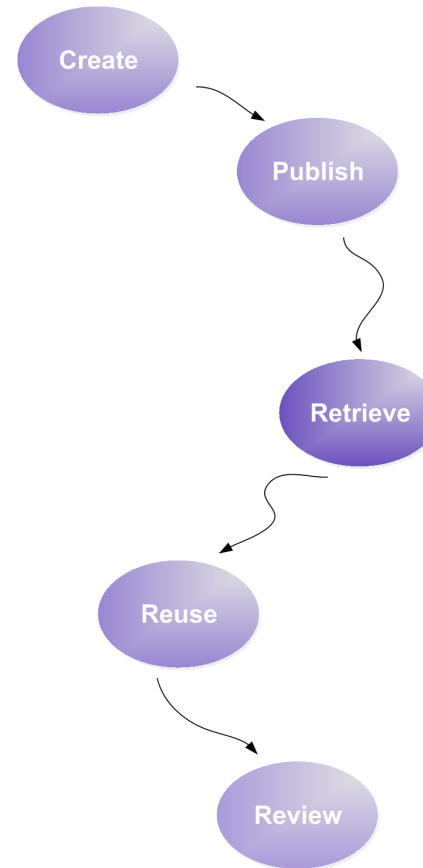
#### Example in Social Sciences

Guidance for students on how to access electronic resources was published to the repository. Staff within the School could then retrieve and reuse this guidance in any of their learning rooms.

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*NTU and Desire2Learn are collaborating in the Supporting, Harnessing and Advancing Repository Enhancement (SHARE) project to integrate NOW repositories into teaching at NTU as part of the UK's Joint Information Systems Committee (JISC) Information Environment Programme.*  
<http://www.ntushare.org>

# SHARE & REUSE WITH NOW'S LEARNING REPOSITORIES



**NOW**  
NTU ONLINE WORKSPACE

Desire2Learn  
Learning Repository

JISC

### What is a learning repository?

A learning repository is like a digital library which enables the sharing and reuse of learning resources.

Within NOW there are a number of learning repositories that can be accessed: a university-wide learning repository and a learning repository for each school. These are visible to NTU Staff only.

### What can I share?

From your NOW learning room, you can share units, topics and files, for example:

- Subject specific resources
- Generic resources, such as those relating to literacy, numeracy and information literacy
- Module and programme handbooks
- Staff development resources

### How do I share?

- *School Learning Repository*  
You can publish resources from your learning room to the associated school learning repository. For example, from any learning room in the School of Social Sciences you can publish to the School of Social Sciences learning repository.

- *NTU Learning Repository*  
You can publish to the NTU Learning Repository from any learning room.

### Who can see and use my resources?

Resources published to a school learning repository are visible only to staff within that school.

Resources that authors choose to publish to the NTU Repository are visible to all NTU staff.

### How do I find resources?

Within your NOW learning room you can search or browse the school and NTU learning repositories.

You can make your resources easy to find by tagging them with information relating to the resource, for example, title, author and description.