# Usermanual for DLR-portal
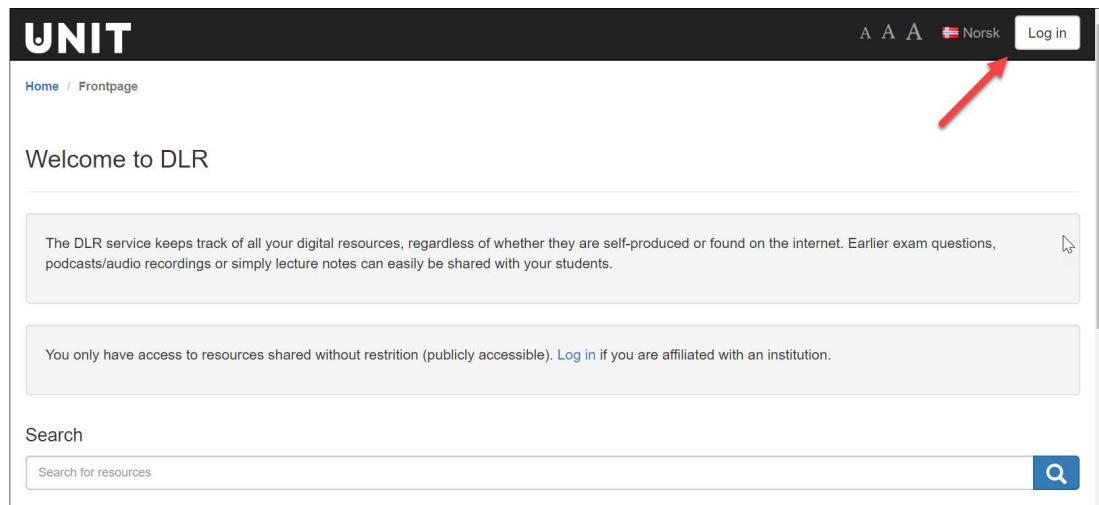
# DLR-Portal

Go to: https://dlr.unit.no

## Log in

Log in with Feide to access NTNU's resources. If you do not log in, you will get all the resources from all the institutions that use DLR.
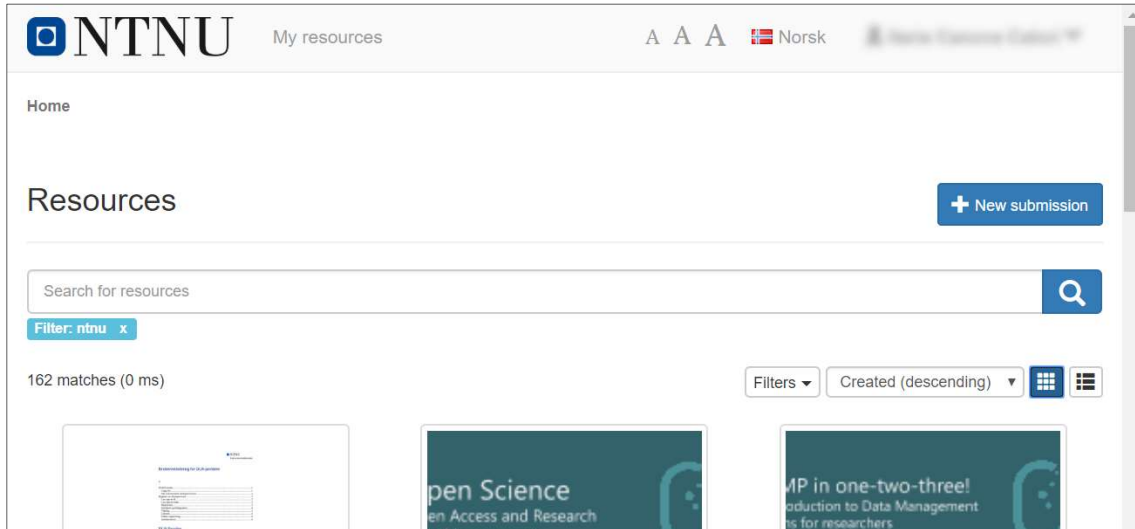


You can also change language to Norwegian.

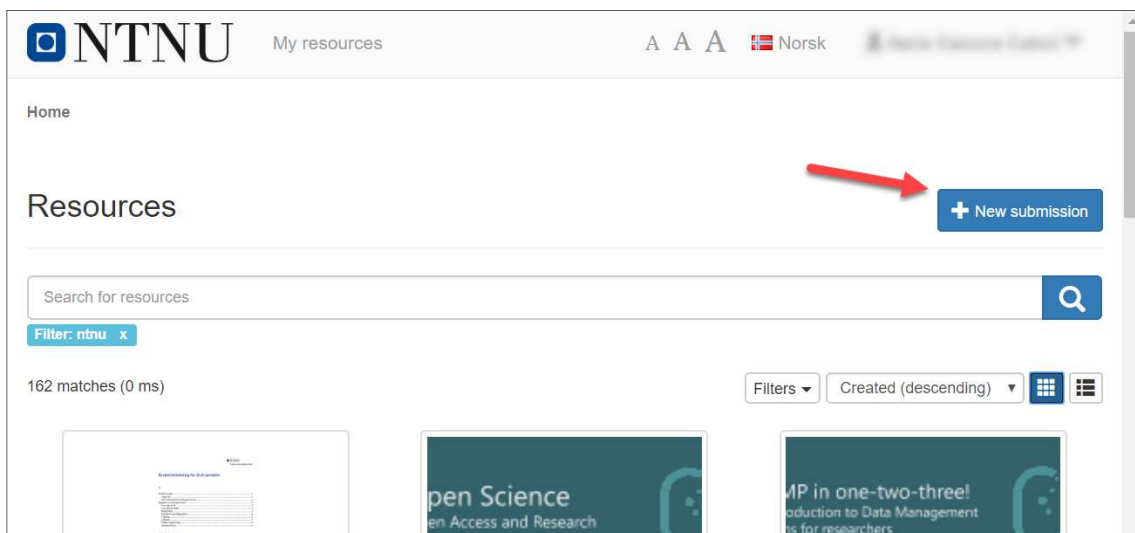## Search existing learning resources

In the **search box** you can search for person, institution, title (words), keywords, content.

To the right you have options for filtering, sorting and changing views.
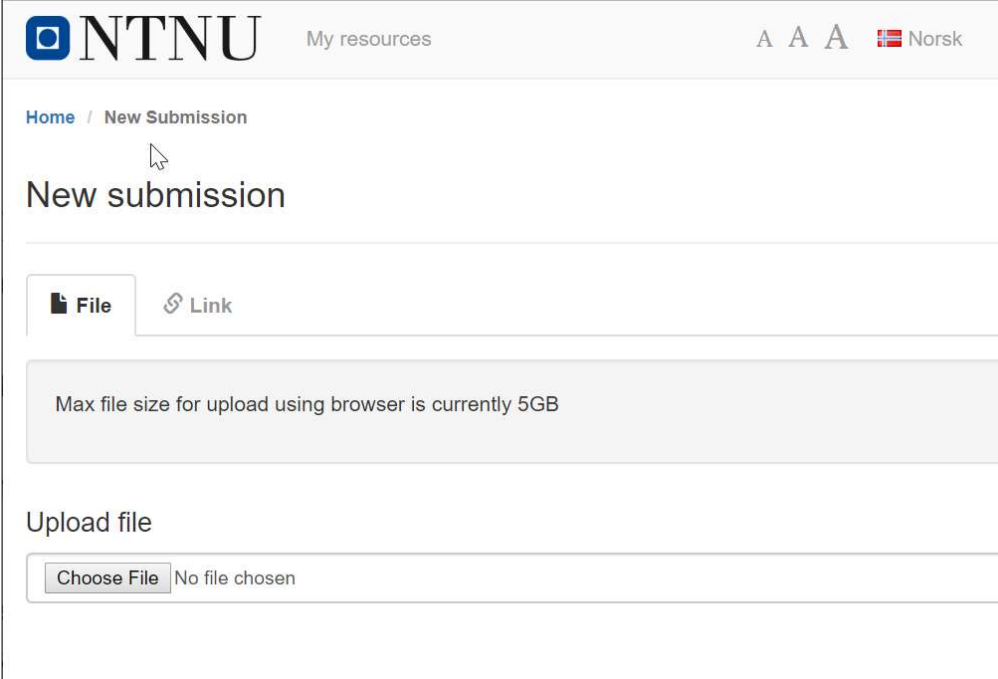


# Register new learning resource

Select "+ New submission" to upload a resource.



DLR allows you to upload a file, or link to an external page (such as YouTube video). Only choose resources that you have the rights to upload / link to. If there are no license conditions (e.g. a CC license), it is in practice copyrighted material and bound by copyright. See the chapter about licenses.
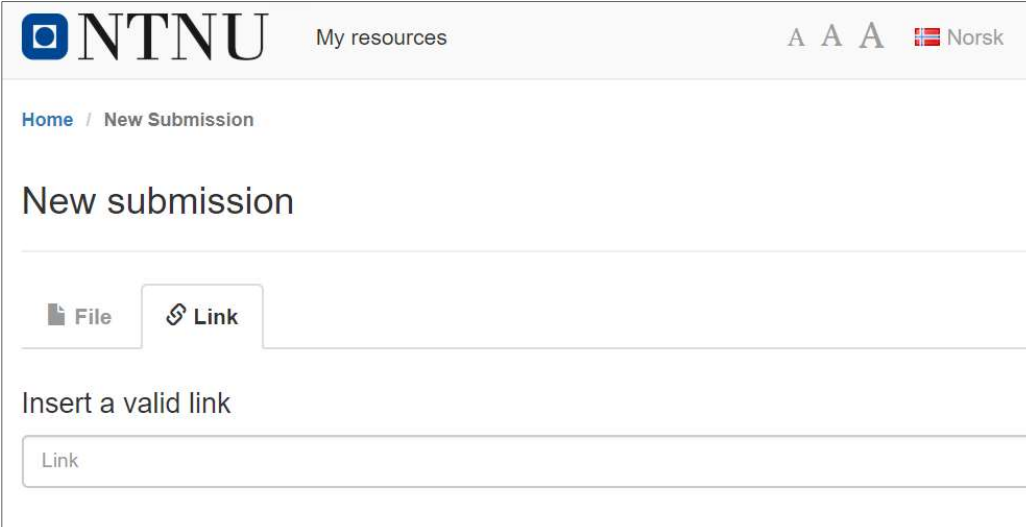
## Upload a file



**File:** press "Choose File" and "Create".

Please note that the maximum file size allowed for upload is 5GB.

## Upload a link



**Link:** enter a valid link (URL), then press "Select" and "Create".

## Description

When the file is uploaded or link is registrered, you will get a registration form.

- **Title:** It is automatically inserted from the resource you have selected. It can be modified.

- **Description:** Enter a description of the resource.

- **Resource type:** Drop-down menu with choices e.g. Text, Image or Dataset.

- **Category:** Here are three levels with categories taken from the Norwegian Science Index, for example: the humanities (*humaniora*), social sciences (*samfunnsvitenskap*) or mathematics and natural sciences (*matematikk og naturvitenskap*). The field may be blank if no category matches the resource.

- **Keywords:** Enter your own keywords to facilitate retrieval and search. Enter the course name and course code if the resource belongs to a particular subject. By pressing the "Enter" button after each keyword, you will be able to distinguish between different keywords.

## Creator(s) and contributors:



Here you enter the name of the persons responsible: creator/contributor(s).

The contributor is an institution.

Use "add" to Add other.

## Access

### Contains the work of others, and is copyrighted



First, choose whether the resource contains the work of others. If so, you will be asked if it is copyrighted. If it is copyright-protected ("Yes"), you are given the choice to make the resource restricted or public.

If you select *Restricted*, you can decide whether the access should apply to "Everyone at NTNU" or individual users via "User (Feide ID or email)".

## Does not contain the work of others

Access

Clearance — Does the resource contain the intellectual property of others, e.g. images or illustrations?

○ Yes

◉ No

Access   [ Restricted                                          ▾ ]

Read access   Select which entities should have read access

| Type | Name | Duration | Remove |
|------|------|----------|--------|
| Institution | NTNU | ∞ | 🗑 |

[ Add ▾ ]

If you answer "No" to whether the resource contains other people's work, you can choose between restricted or public access. If you select Restricted, you can decide whether the access should apply to "Everyone at NTNU" or individual users via "User (Feide ID or email)".

## Licenses

A license defines the conditions for the use of the resource and its content by others. This must be selected before the resource can be published.

- Note that if you have chosen the resource to include other people's work, and this is not licensed for public publishing, you will have fewer options to choose from.

- All licenses require that you name the author(s) of the original material.

- Note that if you publish a resource with a fully open CC license, and then publishing a new version with a more stringent license, there may be some confusion regarding the reuse of the versions by others. Therefore, think carefully about which license you choose the first time.

- In a deliberately open sharing culture for learning resources, it is recommended to choose a license that allows others to remix, update, and process the material.

- Note that if a CC license with ND (non-derivative) is selected, the content cannot be changed.
- Two licenses have been created for visibility only at NTNU.
    - «Alle rettigheter forbeholdt forfatter» (All rights reserved author).
    - «Internt på NTNU» (Internal at NTNU).

## Complete registration

You can select «**Save**» if you want to wait to publish the resource.

The upload of the resource is completed by clicking «**Publish**». It will then be visible in the DLR portal, but the access and degree of transparency will be governed by the access and license choices you have made.
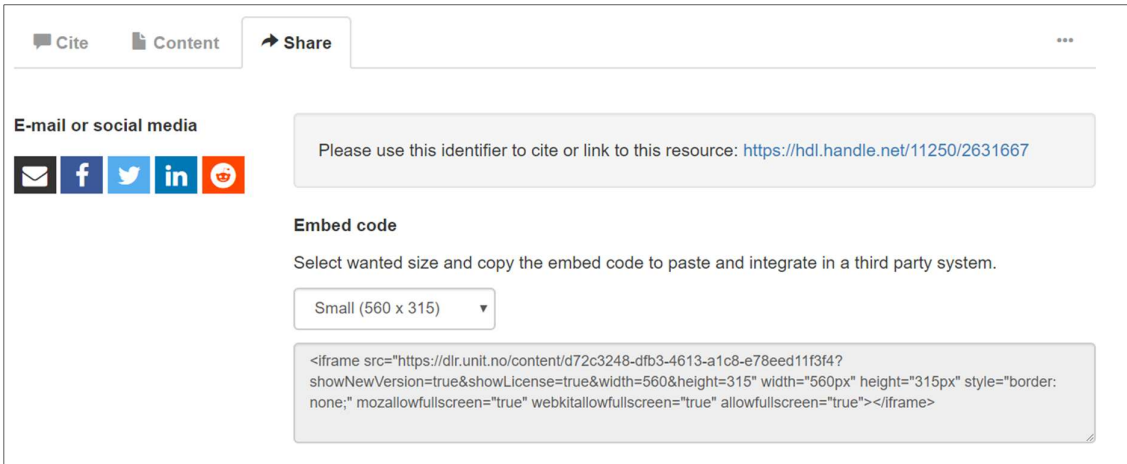
The resource get assigned a «**handle**» - a persistent link that can be cited or linked to.

## Administrative
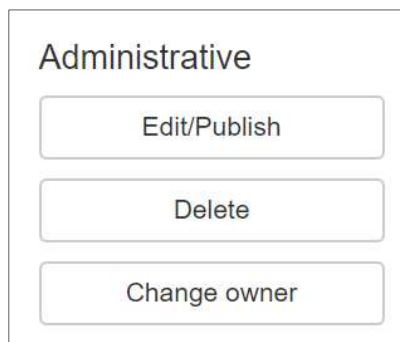


You can edit, delete, or create a new version of a resource that you have published.

### *Description, citation, content, sharing*

When the resource is published, you have a space at the bottom of the page where you can get information on how the resource can be cited "Cite". Information about the content "Content". And help in sharing the resource "Share".

If there are versions, a tab «Versions» will appear.