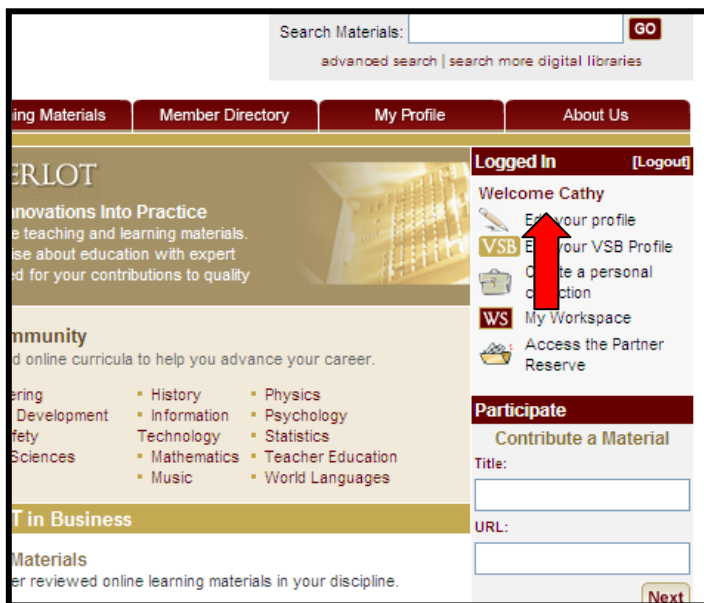


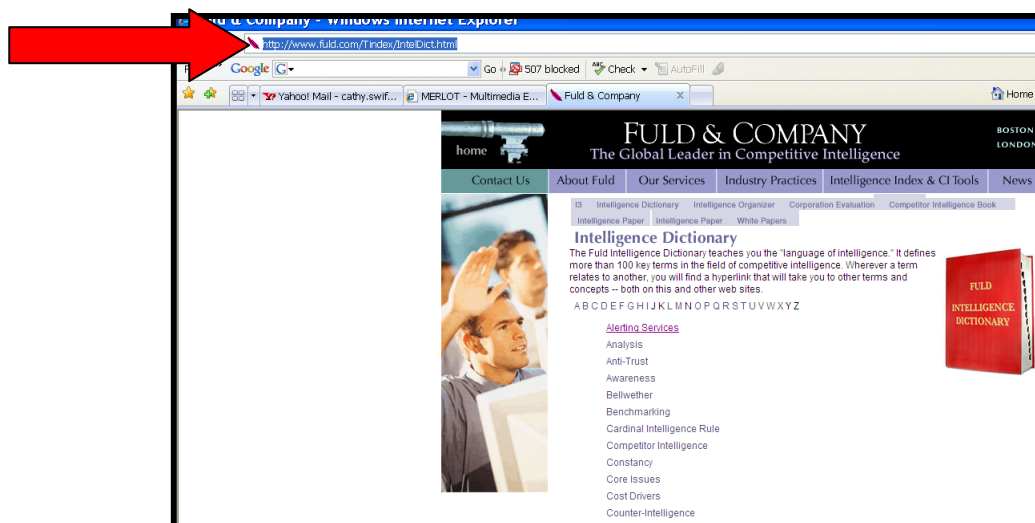
Contributing Materials to MERLOT

These instructions will help you learn how easy it is to contribute materials to MERLOT. You can contribute materials that you have developed or ones that you find online. Because MERLOT is a catalog of online resources, there must be a URL for the material you want to add to MERLOT

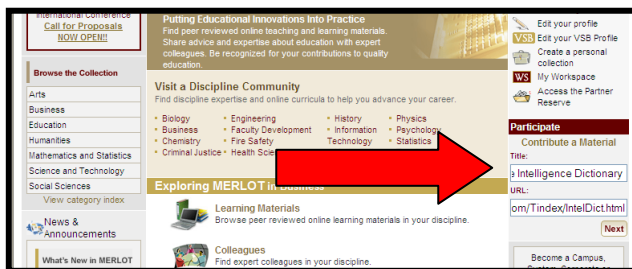


Only MERLOT Members may contribute materials. Therefore, the first step is to make sure you are logged in to MERLOT. (It is helpful to click Remember Me so that every time you access MERLOT, you are automatically signed in.)

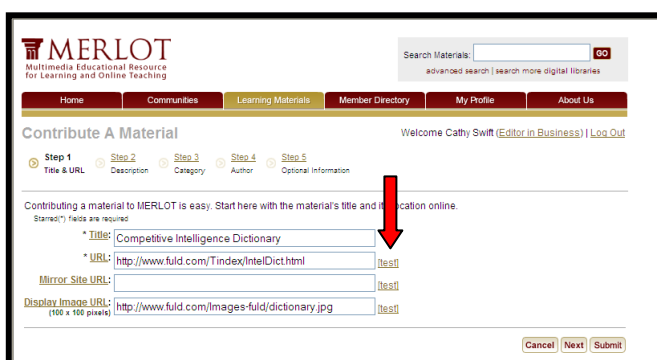
It is easiest to have both the MERLOT website and the URL for the material you are adding open on your desktop. Below is the website I am going to be adding to the MERLOT Collection.



I can copy the URL directly from the website and enter it into the box on the homepage of MERLOT.



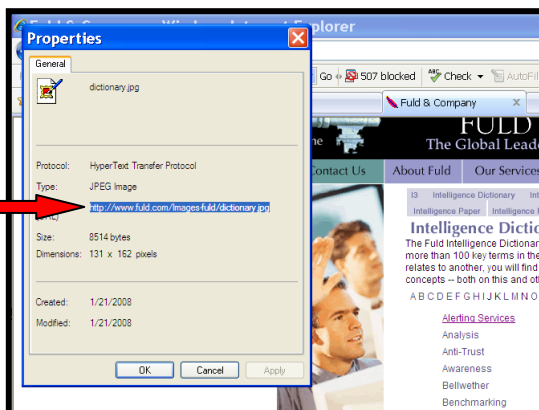
Here, you can paste the URL into the correct space. Type in the title of website into the next box. Be sure that your title closely matches the title on the original website but you can change it to make it easily recognized by other users. Then click the the Next button.



Step 1 of the submission process will then appear with the Title you have entered as well as the URL. You can ensure that the URL is correct by clicking on the "Test" button. If there is a mirror site, it can also be added at this time.



Something that makes the listing in MERLOT a little more attractive is to have a display image. You can find something on the website to display (in this case, a copy of the book) and find the Properties of it. You do so by right-clicking the image. The following display will appear and you select Properties.



The Properties box pops up and you can copy the URL for the image. Note that these normally have an image file in the address, such as jpg.

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Contribute A Material Welcome Cathy Swift (Editor in Business) | Log Out

Step 1 Title & URL Step 2 Description Step 3 Category Step 4 Author Step 5 Optional Information

Contributing a material to MERLOT is easy. Start here with the material's title and its location online.
Starred(*) fields are required

* Title:
* URL: (test)
Mirror Site URL: (test)
(You can provide)

Cancel Next Submit

Paste the image URL into the box and then click on the Next button.

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Step 1 Title & URL Step 2 Description Step 3 Category Step 4 Author Step 5 Optional Information

We have found the following material(s) in MERLOT that match the URL you entered. If you want to continue with adding this material please click Next. If not please press Cancel.

[The Cameron Balloon Factory](#)
Author: University of Bristol
This is an excellent interactive on-line case study of the Cameron Hot Air Balloon factory in Bristol, ...
Type: Case Study
Date Added: Jul 08, 2000

Peer Review ★★★★★
Comments (5) avg: ★★★★★
Personal Collections (58)
Assignments (2)

Cancel Next Submit

This step is included for information purposes only. If the site has been previously submitted to MERLOT, this notice will then occur, advising you that the site has already been submitted. At this point, you may want to read what has been said

about it, but you should also end your submission.

Step 1 Title & URL Step 2 Description Step 3 Category Step 4 Author Step 5 Optional Information

Provide as much details about the material as you can, include keywords in your description to help
Starred(*) fields are required

* Description:
* Material Type:
Primary Audience:
(check all that apply)
Keywords:
Reference Material
Learning Object Repository
Online Course
Workshop and Training Material

Add a keyword above

Given that the site has NOT been previously submitted, you will then automatically go to Step 2 after clicking on Next in Step 1. Complete a description of the material which should be a general summary of what is included in the site as well as where it could be used.

The description is one of the most essential contributions you will make to MERLOT. Your description will help some decide if they want to learn more about the website. Your description should include the following information:

- Your first sentence should be a brief overview of the website.
- In the next sentences, you can highlight the subject matter/topic areas covered in the website, features of the website, possible learning goals that could be achieved through the use of the resource and who might find the resource most useful.
- Providing a brief list of the features of the website (e.g. images/graphics, video, audio, quizzes/tests/assessments, simulations, tutorials, teacher's guide, learning assignments, etc) can help other MERLOT users quickly learn about your choice.
- Sometimes a website is part of a much larger website so a statement describing this situation, (e.g., "This is the first section of a three-section tutorial.") can be very useful.

Then you will need to select the Material Type from the drop down list. For a short description of these types, go to:

<http://taste.merlot.org/learningmaterials.html>

In this case, we have selected a Reference Material by highlighting it.

Contribute A Material Welcome Cathy Swift (Editor in Busi

Step 1: Title & URL **Step 2: Description** Step 3: Category Step 4: Author Step 5: Optional Information

As much details about the material as you can, include keywords in your description to help others find it in MERLOT.
(*) fields are required

Description: The Fuld Intelligence Dictionary teaches you the "language of intelligence." It defines more than 100 key terms in the field of competitive intelligence. Wherever a term relates to

Material Type: Reference Material

Audience: all that apply

<input type="checkbox"/> Grade School	<input checked="" type="checkbox"/> College Lower Division
<input type="checkbox"/> Middle School	<input checked="" type="checkbox"/> College Upper Division
<input checked="" type="checkbox"/> High School	<input checked="" type="checkbox"/> Graduate School
<input checked="" type="checkbox"/> College General Ed	<input checked="" type="checkbox"/> Professional

Keywords:

Add

Keywords added:

Delete competitive intelligence, research

Cancel Previous

Determine the audience for the material by checking each of the boxes that apply. In this case, there is a range from high school to professional.

You can also now add Keywords that can also be used in the search for the material. In this case, we have added competitive intelligence and research.

Click Next to go to Step 3.

Contribute A Material Welcome Cathy Swift (Edit)

Step 1 Title & URL Step 2 Description Step 3 Category Step 4 Author Step 5 Optional Information

Select multiple subject categories for the material. After selecting the general subject area, select the more specific related to your materials. Remember, you can select and add multiple subject categories.
Starred(*) fields are required

* **Category:**

 Arts
 Business
 Education
 Humanities
 Mathematics and Statistics
 Science and Technology
 Social Sciences

In Step 3 you will identify the material. You may add the material to several categories, but please be as specific as possible. In this case, I see this as being a resource in any Business class, but most specifically when doing competitive intelligence research. Therefore, I first selected Business from the drop down list.

Select multiple subject categories for the material. After selecting the general subject area, select related to your materials. Remember, you can select and add multiple subject categories.
Starred(*) fields are required

* **Category:**

 Accounting
 Business Law
 E-Commerce
 Economics
 Finance
 General
 International Business
 Management
 Management Information Systems
 Marketing
 Professional Coaching

Once I select that, I get sub-categories under business. Since I think it is good for any Business class, I select General.

Notice that there are no other "Select a Category" listings. I click Add and it is added to the listing.

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Home Communities Learning Materials Member Directory

Contribute A Material Welcome

Step 1 Title & URL Step 2 Description Step 3 Category Step 4 Author Step 5 Optional Information

Select multiple subject categories for the material. After selecting the general subject area related to your materials. Remember, you can select and add multiple subject categories.
Starred(*) fields are required

* **Category:**

Contribute A Material Welcome

Step 1 Title & URL Step 2 Description Step 3 Category Step 4 Author Step 5 Optional Information

Select multiple subject categories for the material. After selecting the general subject area related to your materials. Remember, you can select and add multiple subject categories.
Starred(*) fields are required

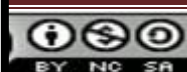
* **Category:**

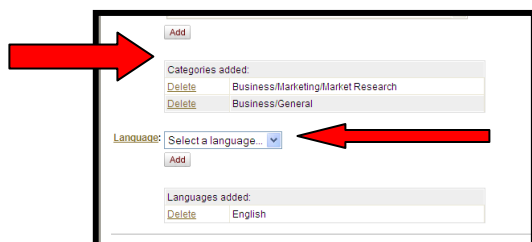
 Advertising
 Business Marketing
 Consumer Behavior
 General
 International
 Marketing Research
 Sales

Categories added:

Language:

I also think it is particularly suited for a Marketing Research class. In this case, I select Business, then Marketing, and now there is still another subcategory under that, so I select Marketing Research. You can see that it already shows Business/General so this will be an additional listing. I click Add again.





[Add](#)

Categories added:

Delete	Business/Marketing/Market Research
Delete	Business/General

Language: [Select a language...](#)

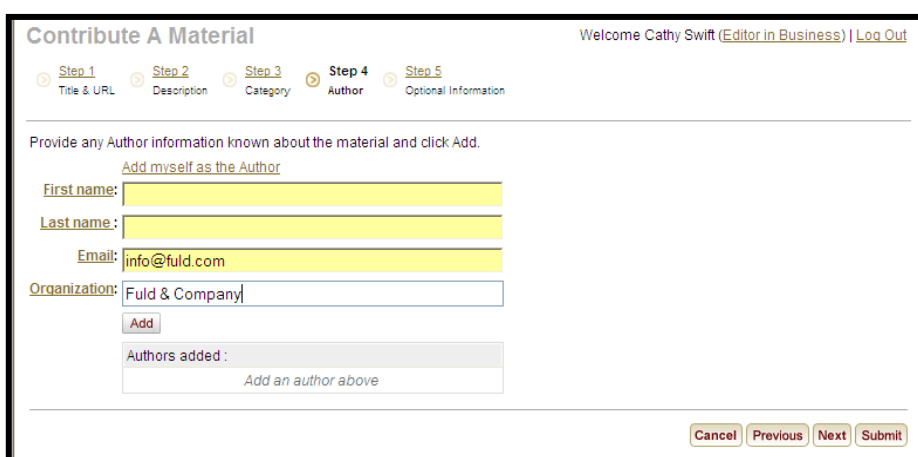
[Add](#)

Languages added:

Delete	English
------------------------	---------

This shows that it is in both categories. There is also an opportunity to show the language in which the material is written. The default is English. If your material is in English, there is not need to do anything. However, if it is in another language, then you should select the appropriate language. Click “Next” and move to

Step 4.



Contribute A Material Welcome Cathy Swift (Editor in Business) | [Log Out](#)

Step 1 Title & URL Step 2 Description Step 3 Category **Step 4 Author** Step 5 Optional Information

Provide any Author information known about the material and click Add.

[Add myself as the Author](#)

First name:

Last name:

Email:

Organization:

[Add](#)

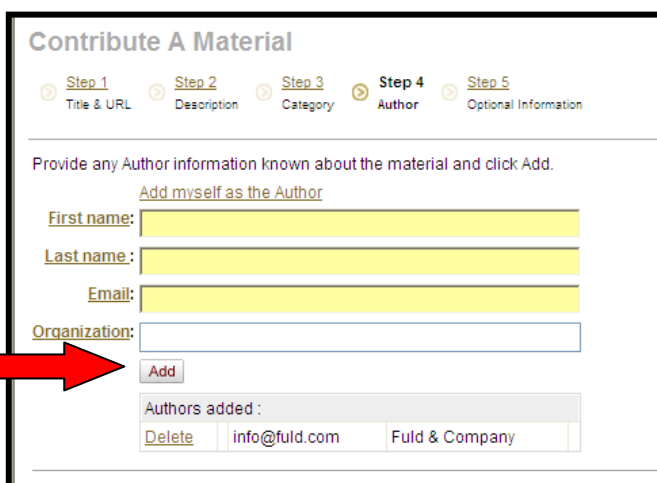
Authors added:

Add an author above	
---------------------	--

[Cancel](#) [Previous](#) [Next](#) [Submit](#)

Step 4 is information about the Author. Please try to find the actual author’s name and enter it with the First Name and Last Name. For the current

material, there is not author listed, only the company name. We also enter an email address for the company. Please try to find an email address so the Author can be contacted. Here, we enter the email and organization and click “Add”.



Contribute A Material

Step 1 Title & URL Step 2 Description Step 3 Category **Step 4 Author** Step 5 Optional Information

Provide any Author information known about the material and click Add.

[Add myself as the Author](#)

First name:

Last name:

Email:

Organization:

[Add](#)

Authors added:

Delete	info@fuld.com	Fuld & Company
------------------------	-------------------------------	------------------------------------

Many times there are several authors of a material. In that case, you can easily add another one. Note here, that there is only one Author, and we see that it has been added.

Now we click on Next and go to the final Step.

Step 5 asks for optional information. You will first be asked to identify the Technical Format. Since this is a website, we select HTML/Text. However, there are many other formats, as you can see from the drop down list.

If you think there is a need for additional technical information (i.e. needs to be viewed in a certain version of Internet Explorer), that can be written in the Technical Requirements area. Other questions that can be answered is:

- Learning Management System – if you know whether this is particularly compatible with one of the LMSs, you can indicate which one.
- Material Version – If there is a version specified, you may enter it.
- Cost involved – The default is Unsure. In this case, we know there is no cost associated with usage, so we check No.
- Source Code Available – If there is a statement on the website that the computer code has an open source license, check YES.
- Section 508 Compliant– Section 508 refers to requirements for making technology based materials accessible to people with disabilities. If a website is “Section 508 Compliant”, there should be a statement on the website indicating that the website has been evaluated for accessibility and has “passed”. If there is no information about accessibility, check UNSURE
- Copyright - Many websites have a copyright statement, frequently in the footer of the website. You can also find copyright statements in the “Acceptable Use Policies” of a website (if they have one). In the example we’re using, we would check YES for copyright.
- Creative Commons – If the site shows that it has a Creative Commons license, please indicate. In this case, nothing was shown. (Note, it would take the form of the icon on the bottom right of each of these pages. For more information - <http://taste.merlot.org/acceptableuserpolicy.html>)

Source Code Available: ☐ yes ☐ no ☒ unsure
 Section 508 compliant: ☐ yes ☐ no ☒ unsure
 Copyright: ☒ yes ☐ no ☐ unsure
 Creative Commons: ☐ yes ☒ no ☐ unsure

[Cancel](#) [Previous](#) [Submit](#)

The final step is to click on Submit.


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Material Detail Welcome Cathy Swift ([Editor in Business](#)) | [Log Out](#)

Competitive Intelligence Dictionary [Send To A Friend](#)

 **Material Type:** Reference Material
Technical Format: HTML/Text
Location: [go to material](#)
Date Added: January 21, 2008
Date Modified: January 21, 2008

Author: [Fuld & Company](#)
Submitter: [Cathy Swift](#)

Description:
 The Fuld Intelligence Dictionary teaches you the "language of intelligence." It defines more than 100 key terms in the field of competitive intelligence. Whenever a term relates to another, you will find a hyperlink that will take you to other terms and concepts -- both on this and other web sites. This site would be very useful in a class that requires research to be done, particularly on competitors.

Browse in Categories:
 - [Business/Marketing](#)
 - [Business/General](#)

More information about this material:
Primary Audience: College General Ed , High School , College Upper Division , College Lower Division , Professional , Graduate School
Language: English
Copyright: yes
Source Code Available: unsure
Section 508 compliant: unsure
Cost Involved: no

About this material:
 Peer Reviews (not reviewed)
 Workflow status (Not tagged)
 Comments (none)
 Assignments (none)
 Personal Collections (none)

Add your own:
[Write a comment](#)
[Create an assignment](#)
 Add to a personal collection:
 New personal collection [Add](#)

Authorized users only:
[Edit material](#)
[Delete material](#)
[Manage awards](#)
[Manage assignments](#)
[Material Workspaces](#) **WS**

You will immediately see your submission. (Now, doesn't it look better with the book there rather than):


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Open Learning Initiative Carnegie Mellon [Send To A Friend](#)

 **Material Type:** Online Course
Technical Format: HTML/Text
Location: [go to material](#)
Date Added: January 18, 2008
Date Modified: January 18, 2008

Author: [Open Learning Initiative Carnegie Mellon](#)
Submitter: [Kristine Talavera](#)



Description:
 A collection of "cognitively informed," openly available and free online courses and course materials that enact instruction for an entire course in an online format. The following courses are available online: Engineering Statics, Economics, Statistics, French, Casual Reason, Logic and

About this material:
 Peer Reviews (not reviewed)
 Workflow status (Not tagged)
 Comments (none)
 Assignments (none)
 Personal Collections (none)

Add your own:
[Write a comment](#)
[Create an assignment](#)
 Add to a personal collection:
 New personal collection [Add](#)

Categories [GO](#) [Advanced Search](#)

Sort by: **Contributions** [Go](#)

  **Submitted Materials (2)**
Comments (none)
Assignments (none)
Personal Collections (2)

This will also appear on your own Member profile as a Submitted Material