USER MANUAL
PUTRA OER

INTRODUCTION

1. The Putra OER portal is an online platform that collects and stores all Open Education Resources materials published by Universiti Putra Malaysia academician staffs.

2. Type of Collections:

   a. **Assignments with Examples**

   Assignments that assess learner understanding of the learning outcome and allow learners students an opportunity to organize ideas, develop points logically, make explicit connections, elaborate ideas, and argue points. Examples are given to the assignments.

   b. **Audio and music**

   Learning materials in an audio format.

   c. **Digital Textbook**

   Open access digital textbook.

   d. **Exam and Problem Sets**

   A collection of questions drawn from selected tests and pools of a particular subject that allow learner to test their understanding.

   e. **Labs**

   Demonstration of experiments that relevant to the subjects.

   f. **Lecture Notes and Materials**

   Learning materials that give information about a particular subject and improve the understanding of learning outcome, such as the lecture ppt, handout etc.

   g. **Teaching media resources**

   Sharing of self-created copyright-free images, videos, music, or 3D models.

   h. **Video**

   Learning materials in a video format with subtitles/closed caption '

   i. **Written Assignments with Examples**

   Writing assignments with answers and examples.

3. This portal can be accessed via URL: http://putraoer.upm.edu.my/

USER ACCOUNT REGISTRATION

1. Click **Create Account** Menu

2. Fill up the form

3. Profile details:-
   a. **Name: Given Name & Family Name**
      Example:

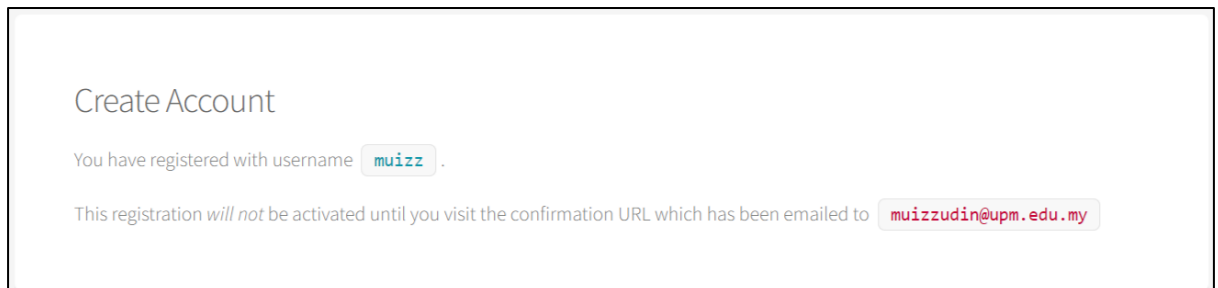| BIL	NAME	GIVEN NAME	FAMILY NAME
1	Mohd Ali Bin Abu	Mohd Ali	Abu
2	Tan Bee Keat	Bee Keat	Tan
3	Muniandy A/L Ramasamy	Muniandy	Ramasamy
4	Gunawan	Gunawan	NA
5	Mohammad Reza Soltan Aghaei	Mohammad Reza Soltan	Aghaei

      b. Email Address:
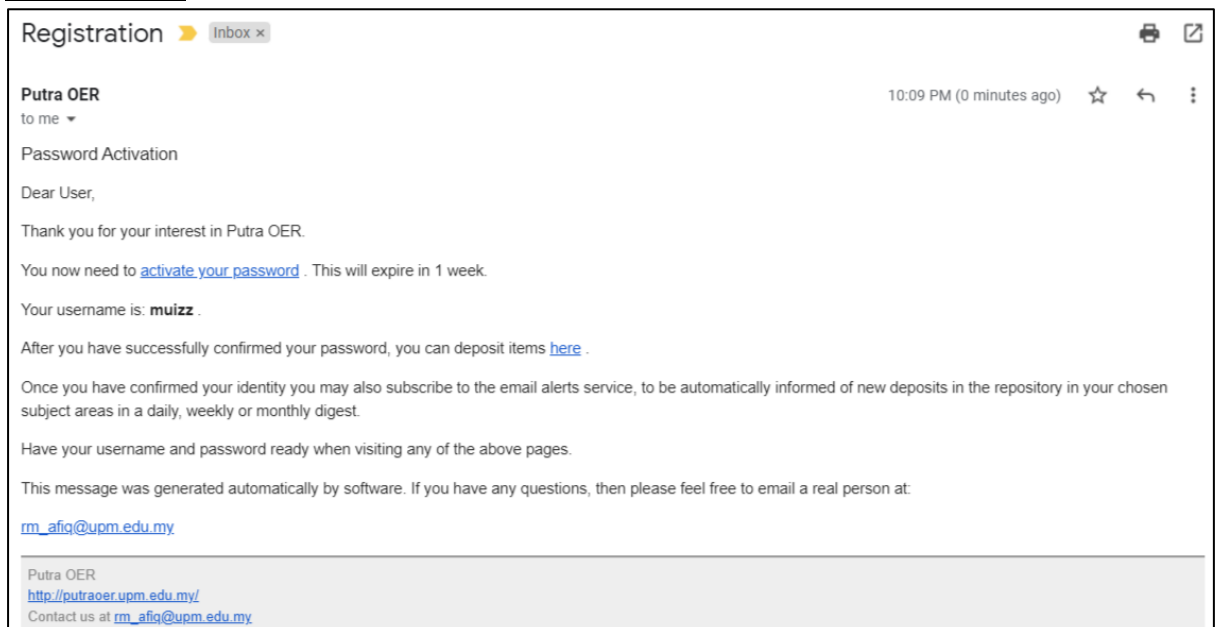   Please use **@upm.edu.my** OR **@student.upm.edu.my** email ONLY.
      c. Username: Insert preferred username
      d. Password: Insert preferred password

4. Confirmation for registration

Create Account

You have registered with username `muizz` .

This registration *will not* be activated until you visit the confirmation URL which has been emailed to `muizzudin@upm.edu.my`

5. User will get a verification email, and please verify your account by clicking on the **activate your password** link

Registration ▶ Inbox ×

Putra OER   10:09 PM (0 minutes ago)
to me ▾

Password Activation

Dear User,

Thank you for your interest in Putra OER.

You now need to activate your password . This will expire in 1 week.

Your username is: **muizz** .

After you have successfully confirmed your password, you can deposit items here .

Once you have confirmed your identity you may also subscribe to the email alerts service, to be automatically informed of new deposits in the repository in your chosen subject areas in a daily, weekly or monthly digest.

Have your username and password ready when visiting any of the above pages.

This message was generated automatically by software. If you have any questions, then please feel free to email a real person at:

rm_afiq@upm.edu.my

Putra OER
http://putraoer.upm.edu.my/
Contact us at rm_afiq@upm.edu.my

UPDATE USER PROFILE DETAILS

1. Login user account

Login

Please enter your username and password. If you have forgotten your password, you may reset it.

Username | Password | **LOGIN**

2. Homepage View – Select **Edit Profile**

Logged in as **Mr Muizzudin Kaspol** | Homepage | Manage deposits | Manage records | Saved searches | Review | Admin | Logout

Homepage

🔲 Help

Mr Muizzudin Kaspol

EDIT PROFILE   **SAVED SEARCHES**   **PROFILE PICTURE**

Quick Upload

Choose File | No file chosen

UPLOAD

Latest Additions

No items

Most Viewed Items

No views

Issues

No issues

Inbox ⌄   **ADD WIDGET**   Latest Additions ⌄   **REMOVE WIDGET**   **RESET PROFILE**

3. Update user profile:-
   a. Email Address: **(Mandatory)**
   b. Password: (If Applicable)
   c. Name: **(Mandatory)**
   d. Department:
   e. Organization:
   f. Address:
   g. Country: (If Applicable)

h. Homepage URL: (If Applicable)

Edit

PROFILE → MEPRINTS

CANCEL | SAVE AND RETURN | NEXT >

Account Details

EMAIL ADDRESS: muizzudin@upm.edu.my

HIDE EMAIL:
- ○ Make email visible to all.
- ● Hide email to all except repository administrators.
- ○ UNSPECIFIED

PASSWORD:

Personal Details

	TITLE	GIVEN NAME / INITIALS	FAMILY NAME
NAME:	Mr	Muizzudin	Kaspol

DEPARTMENT:

ORGANISATION:

ADDRESS:

COUNTRY:

HOMEPAGE URL:

Editorial Alerts

FREQUENCY OF ITEMS-UNDER-REVIEW MAILINGS:
- ● Never
- ○ Once per Day
- ○ Once per Week
- ○ Once per Month

MAIL EMPTY RESULTS:
- ○ Yes, mail me when there is nothing under review.
- ● No. Only mail me when there is something under review and within my scope.

CANCEL | SAVE AND RETURN | NEXT >

Logged in as **Mr Muizzudin Kaspol** | Homepage | Manage deposits | Manage records | Saved searches | Review | Admin | Logout

Edit

PROFILE → MEPRINTS

< PREVIOUS   CANCEL   SAVE AND RETURN

MePrints

PROFILE VISIBILITY:
- ● Public
- ○ Private

JOB TITLE:

EXPERTISE:
1.
2.
3.
4.
5.
6.

MORE INPUT ROWS

BIOGRAPHY:

QUALIFICATIONS:

< PREVIOUS   CANCEL   SAVE AND RETURN

i. Update MePrints Profile:-
    i. Select Profile Visibility **(Mandatory):** Public
    ii. Job Title:
    iii. Expertise:
    iv. Biography:
    v. Qualification:
4. Click Save and Return after updating the information.

DEPOSIT ITEM

1. Login user account

2. Click **Manage Deposits** Menu

3. Select **New Item** to add new record

Logged in as **OER Admin** | Homepage | Manage deposits | Manage records | Saved searches | Review | Admin | Edit page phrases | Logout

Manage deposits

? **Help**

NEW ITEM

Import from | BibTeX | **IMPORT**

☑ User Workarea. ☑ Under Review. ☑ Live Archive. ☑ Retired.

LAST MODIFIED ▼	TITLE	ITEM TYPE	ITEM STATUS	
10 Jun 2022 07:22	UNSPECIFIED	Assignments with Examples	User Workarea	
10 Jun 2022 02:56	Modul Eprints	Lecture Notes and Materials	User Workarea	
10 Jun 2022 02:39	UNSPECIFIED	Audio and music	User Workarea	
10 Jun 2022 00:39	UNSPECIFIED	Article	User Workarea	

| Abstract | **ADD COLUMN** |

4. Select **Item Category** (Required Field)
   a. Choose OER or iOER

Edit item: Assignments with Examples #20

| OER CATEGORY | → | TYPE | → | UPLOAD | → | DETAILS | → | SUBJECTS | → | DEPOSIT |

SAVE AND RETURN   CANCEL   NEXT >

⊕ Category of OER ❓

○ OER
○ iOER

SAVE AND RETURN   CANCEL   NEXT >

5. Select **Item Type** (Required Field)

Edit item: Assignments with Examples #20

| OER CATEGORY | → | TYPE | → | UPLOAD | → | DETAILS | → | SUBJECTS | → | DEPOSIT |

< PREVIOUS   SAVE AND RETURN   CANCEL   NEXT >

⊕ Item Type ❓

● Assignments with Examples
Assignments that assess learner understanding of the learning outcome and allow learners students an opportunity to organize ideas, develop points logically, make explicit connections, elaborate ideas, and argue points. Examples are given to the assignments.

○ Audio and music
Learning materials in an audio format.

○ Digital Textbook
Open access digital textbook.

○ Exam and Problem Sets
A collection of questions drawn from selected tests and pools of a particular subject that allow learner to test their understanding.

○ Labs
Demonstration of experiments that relevant to the subjects.

○ Lecture Notes and Materials
Learning materials that give information about a particular subject and improve the understanding of learning outcome, such as the lecture ppt, handout etc.

○ Teaching media resources
Sharing of self-created copyright-free images, videos, music, or 3D models.

○ Video
Learning materials in a video format with subtitles/closed caption.

○ Written Assignments with Examples
Writing assignments with answers and examples.

< PREVIOUS   SAVE AND RETURN   CANCEL   NEXT >

6. Select **Upload File**

1) ADD A NEW DOCUMENT

User can upload document such as PDF, WORD, EXCEL, JPG, PNG, MP4, AVI, MP3 & ETC.

1) Content:
Select: Submitted Version

2) Type: (Required Field)
By default: Text

3) Description:
Insert any information related to the document.

4) License:
Select any CC License

5) Language: (Required Field)
English

6) Click Next

2) UPLOAD FROM URL

User can also upload document from any URL

7. Fill up **Details** information for the item

1) Title: (Required Field)
Insert title of the project

2) Abstract / Synopsis:
Insert abstract or synopsis of the project

3) Creators Name: (Required Field)
Insert author name; Family Name, Given Name and Email

4) Faculty / Department: (Required Field)
Select Faculty / Department

PUBLICATION DETAILS
5) OER Title:
Insert OER Title

6) Video URL (If Any):
Insert Video URL

7) Youtube URL (If Any):
Insert Youtube URL

8) Date:
Select date: Year, Month, Day of the project

9) Tags:
Insert Tags for the item.

10) Contact Email Address (Optional)

11) References (Optional)

12) Additional Information (Optional)

13) Comments and Suggestions (Optional)

14) Click Next

8. Select **Subjects**

Edit item: Test

OER CATEGORY → TYPE → UPLOAD → DETAILS → **SUBJECTS** → DEPOSIT

< PREVIOUS   SAVE AND RETURN   CANCEL   NEXT >

⭐ **Subjects**   [?]

Search for subject: [   ]   SEARCH   CLEAR

➕ A General Works
➕ B Philosophy. Psychology. Religion
➕ C Auxiliary Sciences of History
➕ D History General and Old World
➕ E History America
➕ F History United States, Canada, Latin America
➕ G Geography. Anthropology. Recreation
➕ H Social Sciences
➕ J Political Science
➕ K Law
➕ L Education
➕ M Music and Books on Music
➕ N Fine Arts
➕ P Language and Literature
➕ Q Science
➕ R Medicine
➕ S Agriculture
➕ T Technology
➕ U Military Science
➕ V Naval Science
➕ Z Bibliography. Library Science. Information Resources

< PREVIOUS   SAVE AND RETURN   CANCEL   NEXT >

9. Deposit Document – Click **Deposit Item Now**

Deposit item: Test

OER CATEGORY → TYPE → UPLOAD → DETAILS → SUBJECTS → **DEPOSIT**

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Putra OER the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Putra OER does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at Putra OER) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

DEPOSIT ITEM NOW   SAVE FOR LATER

10. Item has been deposited

View Item: Test

✓ Item has been deposited.

⚠ Your item will not appear on the public website until it has been checked by an editor.

This item is in review. It will not appear in the repository until it has been checked by an editor.

MOVE TO REPOSITORY   **RETURN ITEM (WITH NOTIFICATION)**   **REMOVE ITEM (WITH NOTIFICATION)**

Preview	Details	Actions	History	Issues

Doe, John *Test.* [Assignments with Examples]

Text
test.pdf
Download (32kB)

ITEM TYPE: Assignments with Examples

SUBJECTS: A General Works > AC Collections. Series. Collected works

CENTRE/FACULTY/INSTITUTE/SCHOOL: Centre For Diagnostic Nuclear Imaging

DEPOSITING USER: OER Admin

LAST MODIFIED: 11 Jun 2022 14:51

URI: http://putraoer.upm.edu.my/id/eprint/20

STATISTIC DETAILS: View Record Statistic

11. Click **Move to Repository**
    a. Status of item changed to "Live Archive"

View Item: Test

✓ Status of item changed to "Live Archive".

This item is in the repository with the URL
http://putraoer.upm.edu.my/20/

RETIRE ITEM   MOVE TO REVIEW   REMOVE ITEM

| Preview | Details | Actions | History | Issues |

Doe, John *Test*. [Assignments with Examples]

Text
test.pdf
Download (32kB)

ITEM TYPE: Assignments with Examples

SUBJECTS: A General Works > AC Collections. Series. Collected works

CENTRE/FACULTY/INSTITUTE/SCHOOL: Centre For Diagnostic Nuclear Imaging

DEPOSITING USER: OER Admin

DATE DEPOSITED: 11 Jun 2022 14:52

LAST MODIFIED: 11 Jun 2022 14:52

URI: http://putraoer.upm.edu.my/id/eprint/20

STATISTIC DETAILS: View Record Statistic

12. **Click Latest Addition Menu**

Latest Additions to Putra OER

Today

Doe, John *Test*. [Assignments with Examples]

MOHD NADZIR, MOHD NOOR HISHAM (2021) *ASSISTED REPRODUCTIVE TECHNOLOGY (ART) IN FARM ANIMALS.* [Lecture Notes and Materials]

SEARCH RECORD

1. Record can be search by: Title, Author, Abstract, Year and Tags

Search for collections on Putra OER

| Title | Author | Abstract | Year | Tags | Search |

+ Advanced search

2. Click Title Link to view the details information.

Title matches "technology"

Displaying results 1 to 1 of 1.
Refine search | New search | Save search

Order the results: by year (most recent first) ⌄   REORDER

Export 1 results as ASCII Citation ⌄   EXPORT   Atom   RSS 2.0   RSS 1.0

✂ Batch Edit

1.   MOHD NADZIR, MOHD NOOR HISHAM (2021) *ASSISTED REPRODUCTIVE TECHNOLOGY (ART) IN FARM ANIMALS.*
     [Lecture Notes and Materials]

Displaying results 1 to 1 of 1.
Refine search | New search | Save search

Order the results: by year (most recent first) ⌄   REORDER

3. Record details

ASSISTED REPRODUCTIVE TECHNOLOGY (ART) IN FARM ANIMALS

MOHD NADZIR, MOHD NOOR HISHAM (2021) *ASSISTED REPRODUCTIVE TECHNOLOGY (ART) IN FARM ANIMALS.* [Lecture Notes and Materials]

Other (ASSISTED REPRODUCTIVE TECHNOLOGY (ART) IN FARM ANIMALS)
OER-ART IN FARM ANIMALS 10.06.2022.pdf - Presentation
Available under License Creative Commons Attribution Non-commercial.
Download (6MB)

Text
OER-ART IN FARM ANIMALS 10.06.2022.pdf
Download (6MB)

Abstract

AT THE END OF THIS TOPIC LEARNERS WILL BE ABLE TO UNDERSTAND THE REPRODUCTIVE SYSTEM OF SOME OF THE FARM ANIMALS AND THE BIOTECHNOLOGY REPRODUCTIVE USED IN ART

ITEM TYPE:	Lecture Notes and Materials
SUBJECTS:	Q Science > Q Science (General) Q Science > QL Zoology Q Science > QP Physiology S Agriculture > S Agriculture (General)
CENTRE/FACULTY/INSTITUTE/SCHOOL:	Faculty of Science
DEPOSITING USER:	DR MOHD NOOR HISHAM MOHD NADZIR
DATE DEPOSITED:	11 Jun 2022 13:38
LAST MODIFIED:	11 Jun 2022 13:38
URI:	http://putraoer.upm.edu.my/id/eprint/21
STATISTIC DETAILS:	View Record Statistic

Actions (login required)

View Item