MERLOT Member and OER Registration Instructions

To enter THE COMPETITION, you must first register your OER and at least one Team Member in the MERLOT system following the steps shown below. When that is complete, you can complete the online application form to complete your entry. That form can be found here.

Part 1 – Join the MERLOT Community

1. Go to www.merlot.org and click Sign Up

*MERLOT is a free, non-profit OER repository developed by the California State University. MERLOT does not share member information or spam members.
2. Every team member should complete the MERLOT Member registration form. Complete all the “required fields” (*) and select the options indicated in the figure below. Other fields are optional. Be sure to **Submit** the form when it’s complete.
Part 2 – Register Your OER

To register your OER in THE COMPETITION, one of the team members must Add the OER to the MERLOT collection. Note that you will not upload your OER itself to MERLOT. Your OER must be resident on a Web server on the WWW and must have an associated hyperlink to allow any Web browser to access it directly. You will need that hyperlink (URL) to register your OER in the MERLOT collection. Follow these steps:

1. Return to www.merlot.org and one of the registered MERLOT team members must log into the system.

2. Click Add a Material. Note that while all team members are MERLOT members, only the person who is logged in at this point, who will enter the Add a Material descriptive metadata, will later be allowed to make changes to the metadata, if that is required.
Complete all the “required fields” (*) shown in the figures below. Other fields are optional. Be sure to Submit the form when it’s complete.

- **URL** - this is the hyperlink to the OER that is resident on a server somewhere on the World Wide Web. [This will be required for entry in the contest registration form.]
- **Title** - name of the OER submitted to THE COMPETITION. [This will be required for entry in the contest registration form.]
- **Disciplines** - select Science & Technology; then select either Computer Science or Information Systems
- **Description** - 250 or more words describing your OER. Include a description of where the OER might fit into a CS or IS curriculum, and how it can make teaching better, or how it can enhance student learning. At the end of the description add the following text: COMPSAC OER COMPETITION
- **Material Type** – select one of the following from the drop-down list: animation, case study, presentation, simulation, tutorial, or one of the “course” options
- **Primary Audience** – select all the higher education level(s) for which your OER might be relevant
- **Languages** – select English from the drop-down list
- **Authors** – add your author information, and all your team members’ information. (Only the person completing this form can later return and modify/edit the information.)
- **Technical Formats** – select the appropriate format; this will usually be a “Website”
- **Creative Commons** – although this field is usually optional, it must be completed for THE COMPETITION. Select Yes and then the options shown below.

3. When you have completed all the entries, use the “Submit” button at the bottom to register your OER in the MERLOT repository. MERLOT will create a Material Detail page. Save that page’s URL; you will need it when you register for THE COMPETITION. Note that the Material Detail page is hosted by the MERLOT system. Your OER is described on this page, but your OER is hosted elsewhere on the Web.
When you have completed all the steps above, proceed to the online application form to complete your entry to THE COMPETITION.