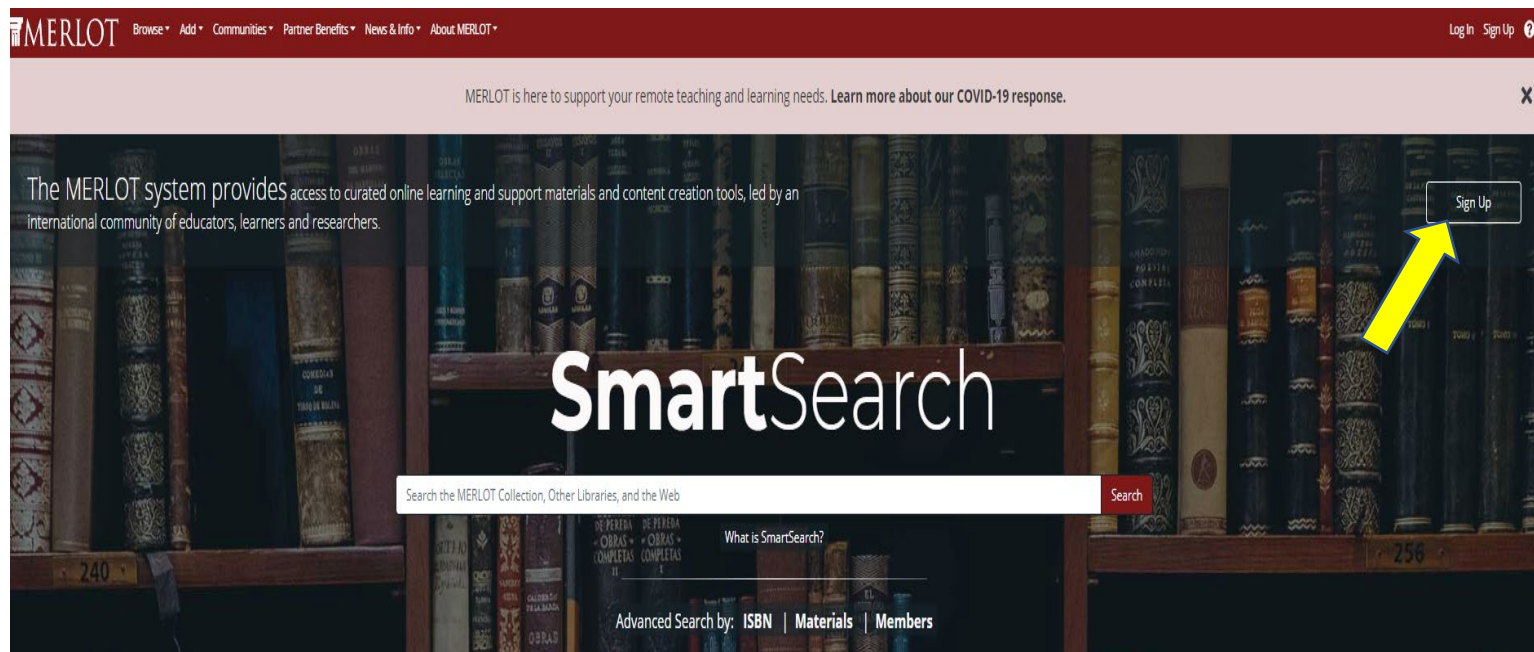


MERLOT Member and OER Registration Instructions

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.](#)

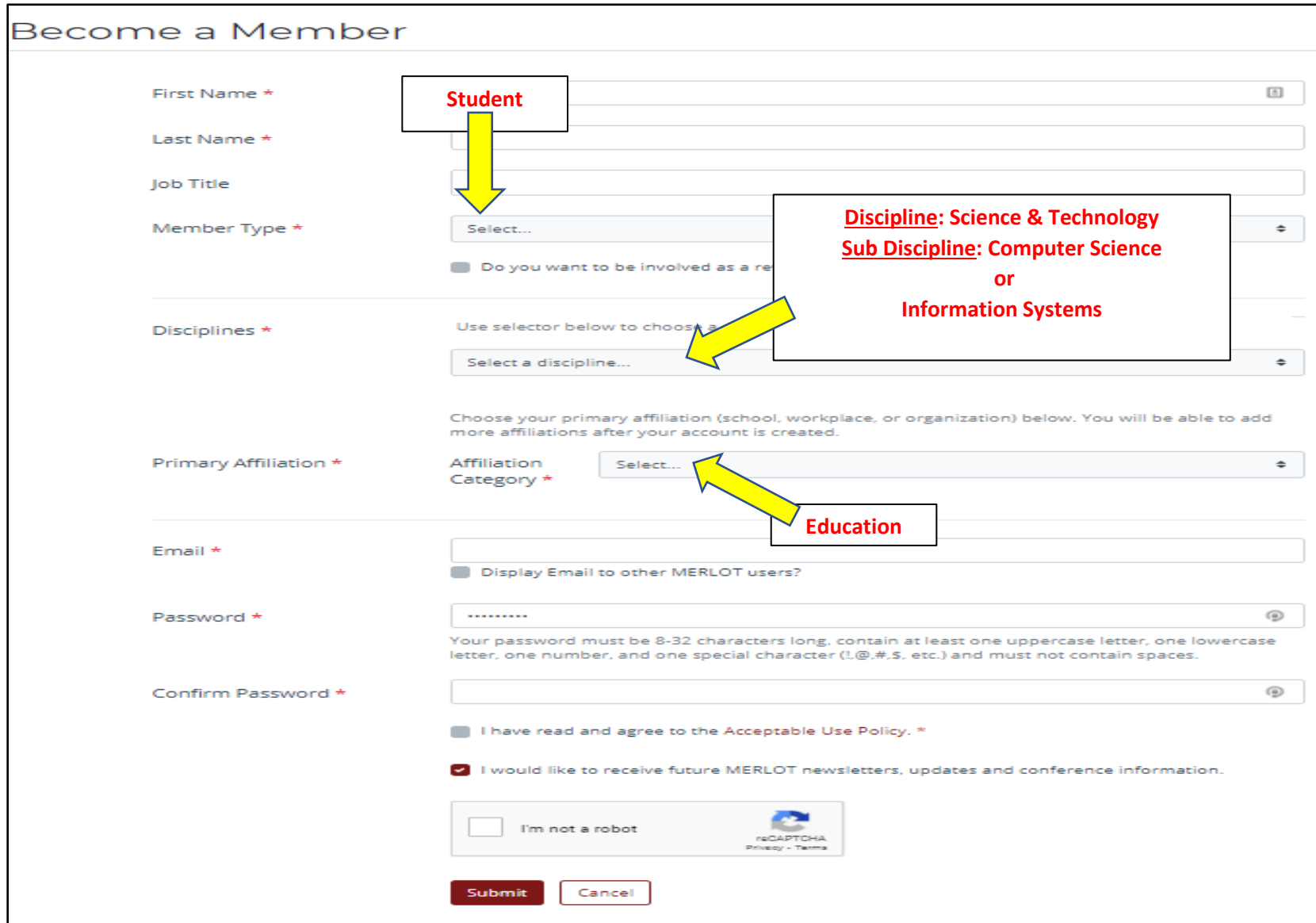
Part 1 – Join the MERLOT Community

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.*

- 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.



Become a Member

First Name *

Last Name *

Job Title

Member Type *

Do you want to be involved as a reviewer?

Disciplines * Use selector below to choose a discipline.

Choose your primary affiliation (school, workplace, or organization) below. You will be able to add more affiliations after your account is created.

Primary Affiliation * Affiliation Category *

Email *

Display Email to other MERLOT users?


Password *

Your password must be 8-32 characters long, contain at least one uppercase letter, one lowercase letter, one number, and one special character (!@.#\$. etc.) and must not contain spaces.

Confirm Password *

I have read and agree to the [Acceptable Use Policy](#). *

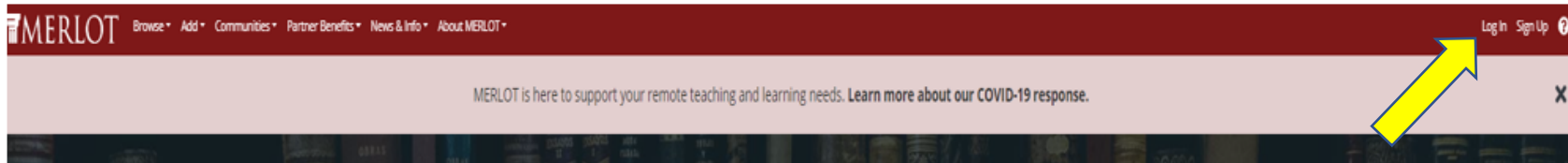
I would like to receive future MERLOT newsletters, updates and conference information.

I'm not a robot 

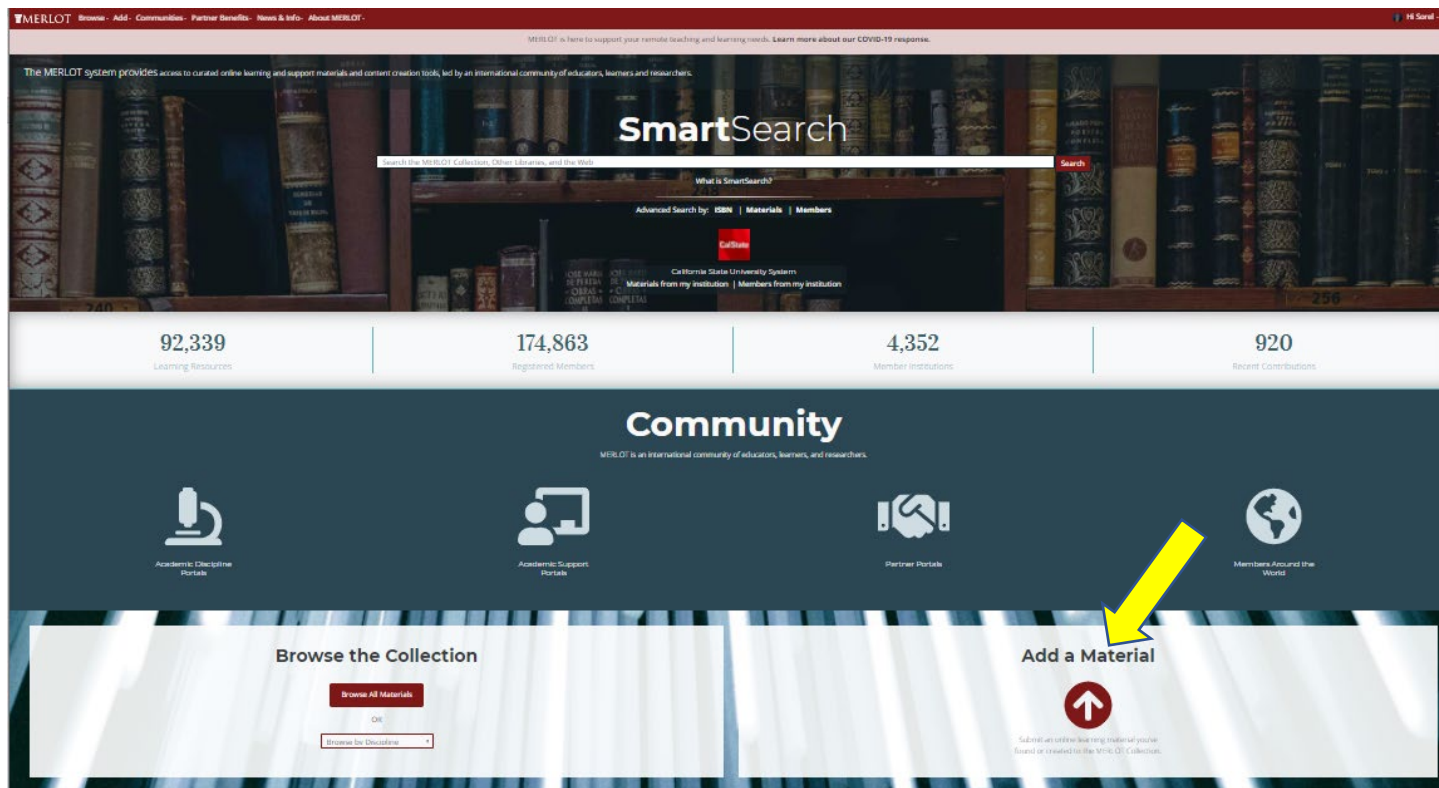
Part 2 – Register Your OER

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.

Technical Formats *
Check all that apply

<input type="checkbox"/> Audio File (e.g. Podcast)	<input type="checkbox"/> Common Cartridge
<input type="checkbox"/> Document (e.g. Word)	<input type="checkbox"/> Executable Program
<input type="checkbox"/> Flash	<input type="checkbox"/> Image
<input type="checkbox"/> Java Applet	<input type="checkbox"/> PDF
<input type="checkbox"/> Presentation (e.g. PowerPoint)	<input type="checkbox"/> SCORM
<input type="checkbox"/> Spreadsheet (e.g. Excel)	<input type="checkbox"/> Video
<input checked="" type="checkbox"/> Website	<input type="checkbox"/> Zip
<input type="checkbox"/> Other	

Technical Requirements

Is this Resource a Mobile App?
Check all that apply


<input type="checkbox"/> Android	<input type="checkbox"/> Blackberry	<input type="checkbox"/> iOS (Apple)	<input type="checkbox"/> Windows Mobile
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Source Available: Yes No Unsure

Cost: Yes No Unsure

Is Accessibility Information Available? Yes No Unsure

Creative Commons Yes No Unsure

I'm not a robot 

Creative Commons Yes No Unsure

Creative Commons Zero (CC0) Is licensed under Creative Commons Zero license

Allow commercial uses of this work? Yes No

Allow derivatives of this work? Yes Yes, as long as others share alike No

When you have completed all the steps above, proceed to the online application form to complete your entry to THE COMPETITION.