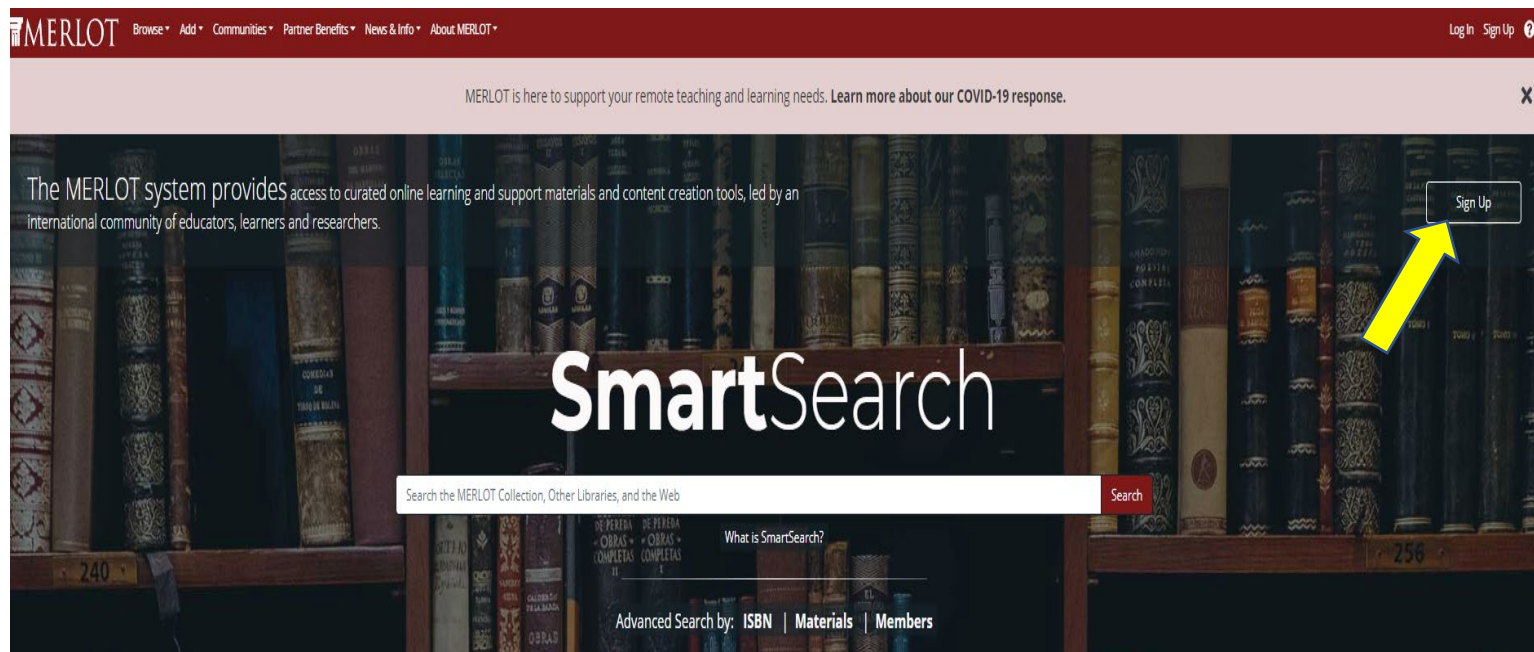


## MERLOT Member and OER Registration Instructions

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](http://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.

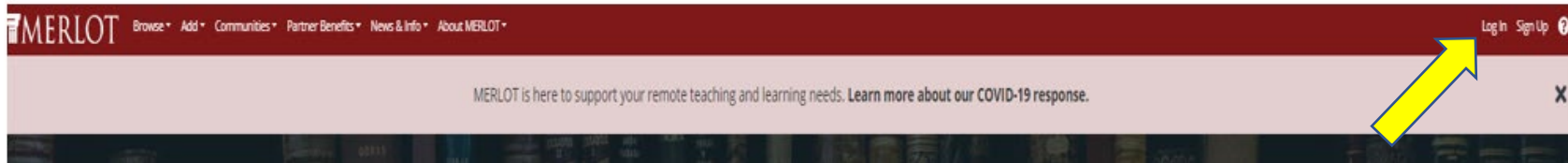
The image shows a screenshot of the MERLOT 'Become a Member' registration form. The form includes the following fields and options:

- First Name \***: Text input field.
- Last Name \***: Text input field.
- Job Title**: Text input field.
- Member Type \***: Dropdown menu with 'Select...' option. A yellow box labeled 'Student' has a yellow arrow pointing to this field.
- Do you want to be involved as a...**: A checkbox that is currently unchecked.
- Disciplines \***: Text input field with 'Use selector below to choose a...' and 'Select a discipline...' dropdown. A yellow box contains the text 'Discipline: Science & Technology' and 'Sub Discipline: Computer Science or Information Systems', with a yellow arrow pointing to the dropdown.
- Primary Affiliation \***: Text input field with 'Choose your primary affiliation (school, workplace, or organization) below. You will be able to add more affiliations after your account is created.' and 'Affiliation Category \*' dropdown with 'Select...' option. A yellow box labeled 'Education' has a yellow arrow pointing to this dropdown.
- Email \***: Text input field.
- Display Email to other MERLOT users?**: A checkbox that is currently unchecked.
- Password \***: Password input field with a strength indicator.
- Confirm Password \***: Password input field with a strength indicator.
- I have read and agree to the Acceptable Use Policy. \***: A checkbox that is currently unchecked.
- I would like to receive future MERLOT newsletters, updates and conference information.**: A checkbox that is currently checked.
- I'm not a robot**: A CAPTCHA field with a reCAPTCHA logo and links for 'Privacy' and 'Terms'.
- Submit** and **Cancel**: Buttons at the bottom of the form.

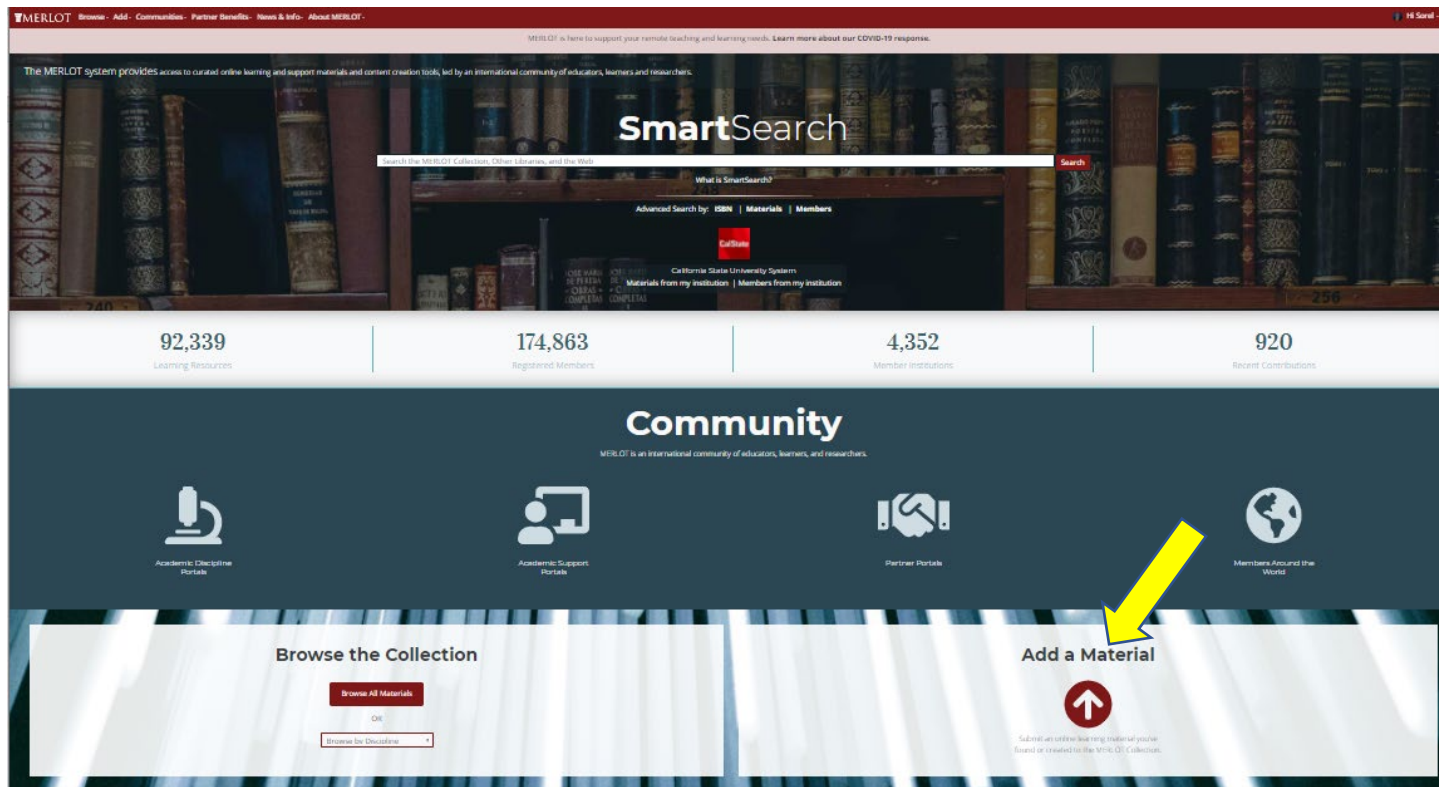
## Part 2 – Register Your OER

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](http://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 – probably College General Ed, Lower Division, and/or Grad School
- **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

**B I U G** [Rich Text Editor Icons] **66** [Font Size]

The most recent version of any personal computer Web browser.

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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

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

I'm not a robot 

**Submit** **Submit and Add Another** **Cancel**

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 above, proceed to Step 2 in the Conference Registration Instructions to complete your entry to THE COMPETITION.**