



Step-by-step

**Quick guide to Submitting your work**

*Sharing your Practice: A Quick Guide*

*Before you begin*

# Uploading Checklist

Prepare your file you want to share by adding a clear title.	
Ensure your submission is <b>accessible</b> and complies with <b>current accessibility legislation</b> .	
Include your details on the first (or last) page of the submission. Details may include your name, role, affiliation, contact details and the names of co-authors (if applicable).	
<p><i>Curators are not there to judge, reject or correct submissions. It is the authors responsibility to ensure the item is:</i></p> <p><b>ethically sound, accurate, complies with accessibility legislation</b> and has been <b>proof read thoroughly</b> to ensure it is free of all errors.</p>	
To help others to locate your work know which <b>category</b> you wish to use. You can choose more than one category. For example: Education, Further Education and Higher Education or any other fields that maybe appropriate.	
When prompted select The National Teaching Repository. Or your sub-group if you know which one you would like to upload into.	
Have some <b>key words in mind</b> . These will help others to search and locate your work. Be sure to include 'The National Teaching Repository', NTR, 'Sharing Practice' and your NTR Sub-Group.	
Add a <b>clear description</b> . This is similar to an abstract and can be quite detailed, but aim to be clear and concise.	
Check out <b>Creative Commons Licences</b> before you begin and be ready to select the level of restriction you prefer / require.	
If your work was created with funding this detail can be added.	
If you want to be ready to link your submission to your <b>ORCID ID</b> .	
If appropriate chose to embargo. Limit access or make your files private.	
Don't forget to click the button to generate a <b>DOI</b> for your work.	

# Quick guide to Submitting your work

## Step-by-Step Uploading

- Click [HERE](#) to submit.
- Select submission group: The National Teaching Repository (NTR).
- If you know which sub-group you need upload it straight in!
- If not use The National Teaching Repository (NTR) and we can help you decide!
- You will be prompted to drag and drop your file.
- Then this screen will appear for you to populate.
- The title is added automatically but you can edit this.
- You can also add multiple authors.
- Under **category** select Education, Higher Education and other fields that maybe appropriate.
- Under **group** scroll and select The National Teaching Repository and the appropriate **sub-group(s)** if you want to/ it hasn't been selected already.
- Add **key words** to help others to locate your work.
- Be sure to include: The National Teaching Repository, NTR, Sharing Practice and the title of your NTR Sub-Group.
- Add a **clear description** of your work (this is similar to an abstract).
- Select the level of **Creative Commons Licence** you require.
- Generate your **DOI** and if you wish apply for embargo, make files confidential or generate a private links.
- And that is it! All done! Well done and thank you!

Please select the destination for your submission

Select submission group

Search for groups ...

EHUMS Education & Training Conference

The National Teaching Repository

Title

Please add the title of your work in here

Authors

Remove living-Id: x

Search co-authors by name, full email or ORCID. Hit enter after each.

Categories

Education, Higher Education

Group

The National Teaching Repository

Item type

Select item type

Keyword(s)

The National Teaching Repository

Description

Use this space to provide a clear description of your work. It can be similar in length and detail to that of an abstract.

Funding

Search grant by name/number or add your own

+ Add another grant

Cancel

DOI

Publish

Save changes

Tips

you can still drag more file(s) on the page or [browse](#)

Preview item (private)

Edit timeline

Last edited on 03 Jul 2020 - 10:57

### Need support?

View our ['How to add items' video](#), an uploading guide is available in the NTR Welcome and you can also visit our [Getting Started](#) pages or [Figshare FAQ's](#) for further support.