



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.	
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 the 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 ORCID ID.	
If appropriate chose to embargo. Limit access or make your files private.	
Don't forget to click the button to generate a DOI for your work.	

## Step-by-step

# Quick guide to Submitting your work

1. Click **HERE** to submit.
2. Select submission group: The National Teaching Repository (NTR). 
3. You will be prompted to drag and drop your file.
4. This screen will appear for you to populate. 
5. The title is added automatically but you can edit this to make it more discoverable. Please remove the 'pdf' if that is showing.
6. Add the author details. You can also add multiple authors and link to your ORCID ID.
7. Under **category** add key words. Select Education, Higher Education and other fields that maybe appropriate.
8. Add **key words** to help others to locate your work. Be sure to include:
  - The National Teaching Repository.
  - Sharing Practice.
  - The NTR sub-group.
9. Add a **clear description** (this is similar to an abstract).
10. Select the level of **Creative Commons Licence** you prefer or require.
11. Generate your **DOI** and if you wish apply for embargo, make files confidential or generate a private links.
12. And that is it! All done!

**Please select the destination for your submission**

Select submission group

Search for groups ...

EHUMS Education & Training Conference

The National Teaching Repository

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**Title** Add the file name here.

**Item type** Dataset

**Authors** Add all authors by name, full email or ORCID. Hit enter after each.

**Categories** Educational Technology and Computing and 2 more

**Keywords** The National Teaching Repository X NTR X Digital Education X Sharing Practice X  
Add keywords for easy discovery. Hit enter after each.

**Description** Add a description of your work here. This can be similar in style and length as an abstract.

**Funding** Search grant by name/number or add your own  
+ Add another grant

**Reference** Link to references or related content

**License (what's this?)** CC BY 4.0

**HE Fellowship status** Select Fellowship status

## 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.