

# The **NTR**

National Teaching Repository

**Learning from each other so that we can continue to enhance and improve what we do**



**Click here to submit: <https://figshare.edgehill.ac.uk/submit>**

## Contents:

- Handy Links
- What is The National Teaching Repository?
- Why?
- How does it work?
- How can I get involved?
- What are the benefits of sharing my work?
- Getting started
- Uploading Checklist and a simple Step-by-Step guide
- Grouping and editing your work
- Using the Repository
- Acknowledging academic and intellectual property
- Curated practice from across the sector
- Repository sub-groups
- The role of the Curator
- Curator and Critical Friend Affiliations
- Visual Overview
- FAQs
- Getting in touch



## Handy links

**Discover research from the National Teaching Repository**

**[https://figshare.edgehill.ac.uk/The\\_National\\_Teaching\\_Repository](https://figshare.edgehill.ac.uk/The_National_Teaching_Repository)**

### **Need more information?**

Read our welcome presentation: <https://doi.org/10.25416/edgehill.12673016>

Meet our curators and critical friends: <https://doi.org/10.25416/edgehill.12820727>

Click here to watch a video presentation: <https://doi.org/10.25416/NTR.15152094>

FAQs are answered here: <https://doi.org/10.25416/edgehill.12674687>

**Visit: <https://figshare.edgehill.ac.uk/submit> to share!**

### **Follow the National Teaching Repository:**

Twitter: @NTRRepository

LinkedIn: <https://www.linkedin.com/in/thentrepository/>



## What is The National Teaching Repository?

The National Teaching Repository is an open access online searchable database where tried and tested strategies ‘that work’ can be housed and harvested.

A space where colleagues can upload and share teaching resources, pedagogical research, approaches and ideas. Sharing these innovations and strategies will both help others and help contributors gain recognition, be acknowledged for and be able to show evidence of the impact of their work in practice.

It is a database that anyone can search to access hands-on, practical ideas and resources, off the shelf ready to use or to adapt for implementation in their own settings.

A repository that facilitates your ability to showcase your practice in a range of non-traditional research formats including data, books, reports, code, videos, images, audio recordings, posters, and presentations.

***‘Disseminating accessible ideas that work’***



## Why?

...because all too often great ideas are hidden and even when brought to the fore they are not always considered to be of any value outside of the discipline or institution where they originated.

The National Teaching Repository creates a central space where anyone with an interest in teaching and learning and supporting developments in this field can view, download, upload, share and browse the very best ideas. Either to use as 'off the shelf' transferable strategies for immediate direct application, or with adaption to meet the needs of their own context.

The aim of the repository is to share resources amongst teachers and researchers that will have a positive impact on teaching and learning. A space that facilitates the strategic implementation of effective interventions that lead to real improvements for students by providing access to high-quality support to as many colleagues as we can because 'better' support for staff enables 'better' outcomes for students.

***'Citable, sharable, discoverable'***



## How does it work?

The repository is housed within a system called [Figshare](#).

Within the repository we have created several folders called categories. You simply decide where your work sits best and upload. It is possible to have work that straddles two or more categories which is easy to do during the upload process and you can upload almost anything into the repository: Papers, Reports, Key Note Lectures, Power Point Presentations, Video, Teaching Resources and Materials.

Use the categories and add key words to help people to find your work easily. Our curators will help ensure your work is located in the most appropriate space and support you in making your work visible.

You can link your work to your [ORCID ID](#), request a unique [DOI](#) for each item you upload and altmetrics will help you to measure impact.

***‘Sharing practical ‘tried and tested’ strategies’***





*How can I get involved?*

## What are the benefits of sharing my work?

In addition to supporting others to develop their practice, uploading your work into The National Teaching Repository has several personal and professional benefits:

- ***Gain national recognition.***
- ***Protect your academic and intellectual property.***

**Specifically the system:**

- Generates a ***citation*** that others can copy and paste to acknowledge when they draw upon your work
- Enables you to link all of your work to your [ORCID ID](#)
- Supports the generation of a ***unique DOI*** for each item you upload
- Facilitates ***instant sharing*** via social media
- Uses ***Altmetric*** data helps you to evidence the impact of your work
- Allows you to create and link a ***FigShare Profile*** to help direct traffic back to your institutional and/or personal websites and blog spaces.

**Use evidence of your impact:**

- To help you to secure a new job or promotion.
- As evidence for performance review or internal progression.
- To support a Fellowship or National Teaching Fellowship application.



## Getting started

Uploading your work is really very simple. It doesn't take hours to set up an account and you can add any type of file.

View our [Quick Guide for Authors](#), our [Submit!](#) page or our ['How to add items' video](#).

You can also visit our [Getting Started](#) pages or [Figshare FAQ's](#) for further support are available. Here are some things to consider before you begin to upload:

- Is your work compliant with current accessibility legislation?
- Which category, group, sub-group or add key words will you add to help others to locate your work.
- Create a Figshare Profile and link it to your social media accounts and [ORCID ID](#) to maximise the visibility and impact of your work.

**Click to [HERE](#) to Submit**  
Select: The National Teaching Repository





Click [HERE](#) to access the authors submitting your work checklist

**Click to [HERE](#) to Submit**

Select: The National Teaching Repository

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 and has been 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.	

***An open access online searchable database where tried and tested strategies  
'that work' can be housed and harvested***

## 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!

**Title**

**Authors**

Dawnie Irving-Bell

**Categories**

Education, Higher Education

**Group**

The National Teaching Repository

**Item type**

Select item type

**Keyword(s)**

**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**

+ Add another grant

**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

Cancel

DOI

Publish

Save changes

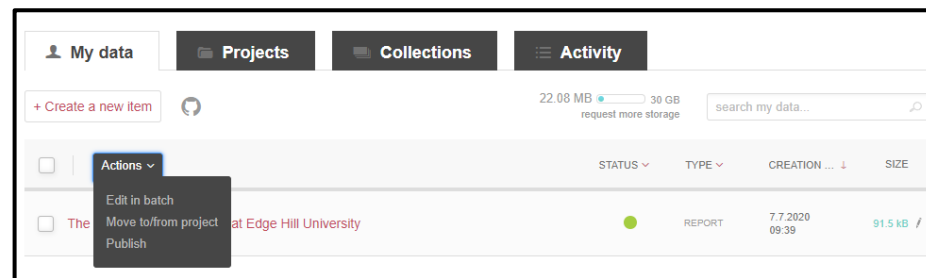
***Sharing resources amongst teachers and researchers that will have a positive impact on teaching and learning'.***

## Grouping and editing your work

Once you have a piece of work uploaded into the repository it is very easy to revise, update or remove it should you so wish.

As work evolves you may wish to update your submission, or another author or to add new key words to help signpost others to your work. It is also possible as more work is added should you so wish to group your submissions into small collections or projects, and if applicable your work may straddle two or more categories to support others to access it.

Working within the **'My data'** tab it is very easy to edit work already uploaded. However further support can be accessed here within the Figshare [HOW TO GUIDES](#).



***'better' support for staff equals better outcomes for students'***

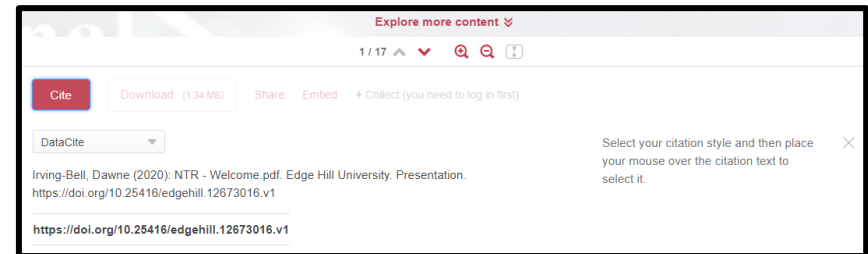
## Using the Repository

# Acknowledging academic and intellectual property

The repository is an open access resource that you can browse and download resources from as often as you like. In drawing on the practice of others, just as you would with other forms of academic work please be mindful to respect the intellectual property of the originating author(s).

In conjunction with the Creative Commons Licencing allocated to each submission, in drawing upon, using or reproducing work please ensure that you acknowledge the author and cite their work.

The system makes citing work very simple, citations are available in multiple conventions .



***‘...browse, view and download the very best ideas either to use as ‘off the shelf’ transferable strategies or with adaption to meet the needs of your context’.***



## Curated practice from across the sector

The repository has a growing number of colleagues who act as curators to help organise your pedagogical practice.

Curators help to organise and curate the content. They will help ensure your work is visible, accessible and housed in the most appropriate place. They can also support you to promote your work for example through the use of social media. They are not there to judge or reject submissions. They will review the submission but it is the authors responsibility to ensure the item is ethically sound, accurate, free of typographical or referencing errors, and is compliant in terms of accessibility.

***A repository of collaboratively generated ‘proven in practice’ strategies***





## Our sub-groups

Within the repository we have a collection of folders known as sub-groups. These support others to locate your work. This is not by no means an exhaustive list, and we would advocate that themes such as equality, inclusion and diversity permeate every sub-group.

This list is presented to provides some guidance as to the breadth and range of work you may wish to submit. We are adding new sub-groups all of the time. If you have an idea for a new group please get in touch!.

**You may upload your contribution in any of the following formats:**

- Papers.
- Reports.
- Data.
- Key Note Lectures.
- Power Point Presentations.
- Video.
- Posters.
- Infographics.
- Templates.
- Teaching Resources.
- Curriculum Materials.





## Future Opportunities

It is our intention that submissions, under the guidance of curators who will take on the role of section editors, collections within the repository will be compiled into a compendium of effective best practice which would be published online.

As a group – dedicated to raising the profile of the Scholarship of Teaching and Learning (SoTL) we are very keen to create as many opportunities for as many people as we can to get recognition for what they do.

Not only to share their practice but to gain experience as curators and editors, to support them in their careers, to gain national recognition and to enhance their academic reputations.

The NTR is not a 'closed' shop. Everyone is welcome, wherever you are based, and whatever role in education you undertake.

Please get in touch if you need more information or would like to get involved!

Established with funding from AdvanceHE The National Teaching Repository is curated by colleagues with affiliation to these organisations and institutions. For a full list please visit: <https://doi.org/10.25416/edgehill.12820727>



## Frequently Asked Questions



## 1. FAQs

### **Do I still own my work?**

*YES, all work remains your intellectual property and at the time of uploading you choose your preferred level of Creative Commons copyright license. A [guide](#) can be located here:*

*<https://knowledge.figshare.com/articles/item/what-is-the-most-appropriate-licence-for-my-data>*

### **Is there a fee?**

*Absolutely not! No, there are no fees or processing charges*

### **Can I remove my work from the repository?**

*Yes, you can remove work at any time.*

*You can also 'refresh it' with updates and replace previous versions of your practice with new ones. A guide to editing or deleting your research can be found here: <https://knowledge.figshare.com/articles/item/can-i-edit-or-delete-my-research-after-it-has-been-made-public>*

### **How do I share my work?**

*Visit the 'Welcome and Guidance' folder and view the mini [video](#). If you get stuck please let us know. For more information visit the Figshare [Getting Started](#) page.*





## 2. FAQs

### Can I signpost to existing work?

*Yes, there are several ways to do this.*

- *Put links to your personal or institutional webpages, blog spaces and social media accounts within the presentations you upload.*
- *Link your Figshare content to your ORCID ID*
- *Create a Figshare profile to maximise your research profile*

### What can I upload?

*Almost anything!*

- *You can drag and drop almost any type of file into the system: Word documents, Excel spreadsheets, Reports, Key Note Lectures, Power Point Presentations and Posters of up to 5GB. For more information please visit 'How to upload and publish your data'*

### How can I get involved?

- *Simply upload and share your work.*
- *You may wish to create a profile page, linking your ORCID ID and social media accounts to further enhance the promotion of your work.*
- *If you would like more information about becoming a curator or critical friend please do not hesitate to get in touch.*



### 3. FAQs

#### **How do I know if my work has been viewed?**

*Reporting and statistics is built into the system so that views and downloads of your work is captured. The Altmetric data generated allows you to measure the impact of your work.*

#### **Where can I find more information?**

*For further information and the full range of 'HOW TO GUIDES' please click here:  
<https://knowledge.figshare.com/articles/information-and-tips>*

#### **Does the repository hold any personally identifiable information?**

*We only record non-sensitive information such as name, email, employer or institutional affiliation and research activities - the information you provide to us. This is held within Figshare. For further information please visit:  
<https://knowledge.figshare.com/articles/item/does-figshare-hold-any-personally-identifiable-information>*



**figshare** knowledge

***For more information about Figshare please visit Figshare FAQ's***





## Getting in touch

The repository is hosted within Edge Hill University's Figshare and curated by colleagues from a growing number of institutions. If you would like to get involved, to join us, or contact us for more information this is how:



Twitter: @NTRRepository

LinkedIn: <https://www.linkedin.com/in/thentrepository/>

Our Website

Discover research and resources here: The National Teaching Repository

Submit here: <https://figshare.edgehill.ac.uk/submit>

### Or contact our NTR directors:

Dawne Irving-Bell, @belld17, David Wooff, @DavidWooff, Neil Withnell, @neilwithnell, Laura Stinson, @lstinson81, Kate Cuthbert, @cuthbert\_kate, Sue Beckingham, @suebecks, Scott Turner, @scottturneruon, Peter Hartley, @profpeterbrad, Nathalie Tasler, and Liam Bullingham, @liamealbee our Figshare Technical Director

***A repository of collaboratively generated 'proven in practice' strategies***