# **EQUELLA**<sup>®</sup>

# **Contribution User Guide**

Version 6.2

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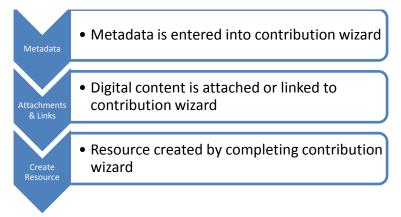
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## **Item contribution overview**

The EQUELLA Digital Repository allows users to search, discover, create, store, manage, view and share resources. An EQUELLA resource is a grouping of metadata (information) and digital content. Resources enter the EQUELLA repository by contribution using a wizard based web form. The process is shown in the flow chart in Figure 1.



### Figure 1 Create resource process

Resources are contributed to the repository using a customised contribution wizard. Each resource is stored in a **Collection** and each collection belongs to a **Category**. An example of the relationship between categories, collections, resources and attachments and/or links within the repository is shown in Figure 2.

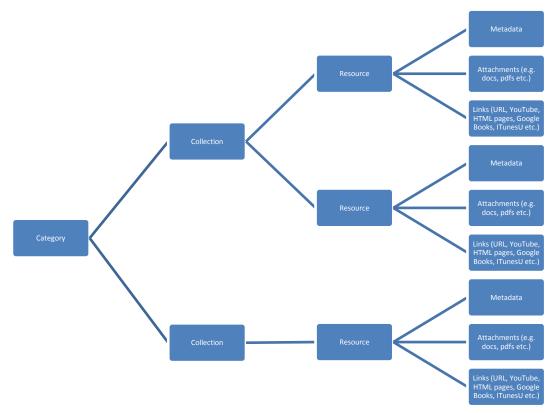


Figure 2 Relationships within the EQUELLA Digital Repository

Contribution wizards are customised by adding different wizard controls that prompt users to input text, make selections, upload files, add links and various other actions.

The purpose of this guide is to demonstrate to users how to contribute resources to EQUELLA using a contribution wizard. Users will also gain a broad overview of the wizard control types that can be used when contributing items. For further information see *EQUELLA Collection Definitions Configuration Guide*.

Please note that this guide has been developed to best reflect the full capabilities of EQUELLA, and as such may differ in appearance to your own installation. Contact the system administrator for access to extra features or to reconfigure your installation.

## **EQUELLA Digital Repository**

### To access EQUELLA

- 1. Open a browser and enter your EQUELLA URL (e.g. *http://equella.myinstitution.edu*).
- 2. Log in to EQUELLA to display the EQUELLA Dashboard page. An example is shown in Figure 3.

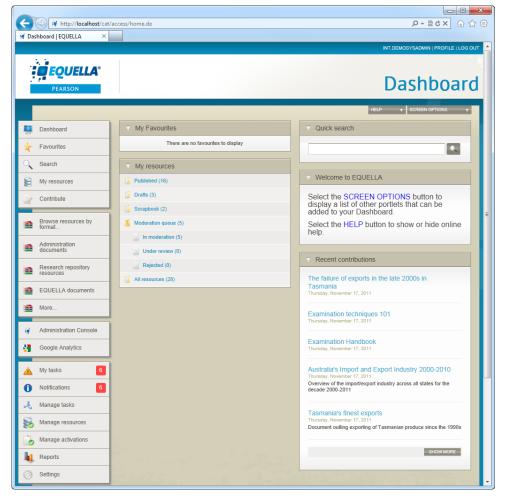


Figure 3 EQUELLA Dashboard page

## **Contribute resources to collections**

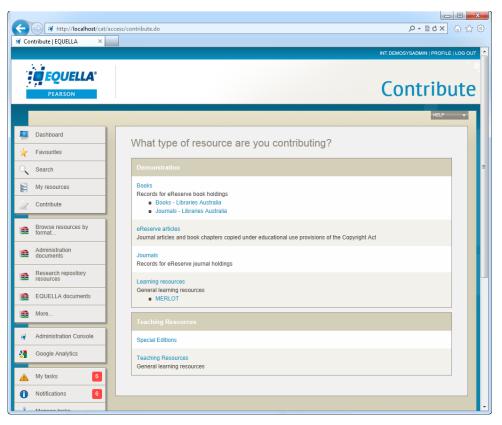
Every resource contributed to EQUELLA is saved in a collection, and each collection belongs to a category. There may be multiple collections and categories, and privileges may be set so users will see only relevant categories and collections. See *EQUELLA Security Manager Configuration Guide* for more information on security and privileges.

To access the **Contribute** page, select **Contribute** from the navigation menu, as shown in Figure 4.

	Contraction of the second s	
← ⊖ 🙀 http://localhost/cat/access	/home.do	🖒 🟠 ×۵⊴ - ۹
Dashboard   EQUELLA ×	And some lance but	محالبهما لمتعد المتعد المعجد المعجد المعجد الع
		INT.DEMOSYSADMIN   PROFILE   LOG OUT
<b>EQUELLA</b> °		Dashboard
PEARSON		Dasiibuaiu
Dashboard	My Favourites	Quick search
Favourites	There are no favourites to display	
Search		
`	My resources	Velcome to EQUELLA
My resources	Published (16)	Welcome to EQUELEA
> Contribute	Drafts (3)	Select the SCREEN OPTIONS button to
	Scrapbook (2)	display a list of other portlets that can be added to your Dashboard.
Browse resources by format	Moderation queue (5)	Select the HELP button to show or hide online
A desisistantina	In moderation (5)	help.
Administration documents	Under review (0)	
Research repository	Rejected (0)	Recent contributions
resources	All resources (28)	The failure of exports in the late 2000s in
EQUELLA documents		Tasmania

**Figure 4 Contribute link** 

The **Contribute** page displays, with available collections listed under their categories. In the example shown in Figure 5, there are two categories (Demonstration and Teaching Resources) with a number of collections associated with each.



#### Figure 5 Collection page

When selected, each contribution link opens the associated contribution wizard.

### **Contribution wizards**

Contribution wizards prompt contributors for details relevant to the resources being contributed to EQUELLA. The amount of information collected is set by the institution, but the more metadata (information) collected for a resource, the more 'discoverable' it becomes in the EQUELLA repository.

The appearance and sequence of contribution wizard pages can be different for each collection, and can change according to:

- the type of user;
- moderation progress; and
- information previously entered in the contribution process.

In addition to collecting information, a contribution wizard may contain controls that allow users to:

- upload individual or multiple files, including zip files
- add YouTube<sup>™</sup>, iTunesU<sup>™</sup>, Flickr<sup>™</sup>, Kaltura and Google Book<sup>™</sup> links
- organise uploaded items with a navigation tree
- import and export IMS, METS, QTI and SCORM packages
- add URL links
- create HTML pages

• select and add taxonomy terms.

## **Contribution wizard pages**

Contribution wizards can be a single page or multiple pages, depending on their configuration.

An example of a contribution wizard is shown in Figure 6.

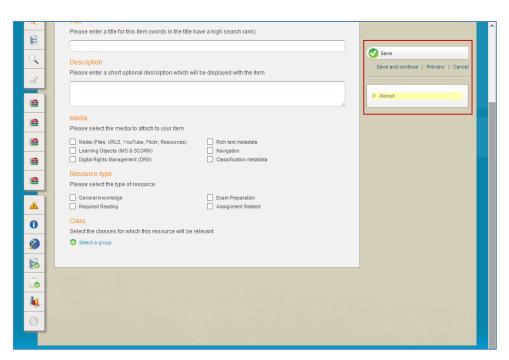
III Learning resources   EQUE ×	- • <b>• • •</b>
← → C 🗋 alphabeta.equella.com/nav13/access/runwizard.do?.wizid=34c3cacc-c5	b7-47f5-be27-b86f1279b5b2&pages.pg=-1 🖒 🚍
PERSON	
Contribute > Learning resources	
About Title * Plase enter a title for this item (words in the title have a high search rank) Description Plase enter a title for this item (words in the title have a high search rank) Description Please enter a short optional description which will be displayed with the item Description Please enter a short optional description which will be displayed with the item Description Please select the media to attach to your item Media Please select the media to attach to your item Media (Piles, URLS, YouTube, Fickr, Resources) Digtal Rights Management (DRN) Digtal Rights Management (DRN) Digtal Rights Management (DRN) Classification metadata Resource type Please select the type of resource General knowledge Exam Preparation Assignment Related Class Select the classes for which this resource will be relevant Select a group	Save Save and continue   Preview   Cancel

### Figure 6 Learning resources contribution wizard

Contribution wizard pages are made up of the following elements:

- Contribution page name—this name also appears on the page links to the right-hand side.
- Wizard controls—various wizard controls may be displayed. See <u>Wizard controls</u> <u>reference</u> on page 41 for more information.
- Page control buttons—see <u>Page control buttons</u> on page 11 for more information.
- Save —saves the resource to the selected collection.
- **Save and continue** saves the resource as draft if it hasn't been saved before, or updates the existing record for pre-existing resources.
- **Preview**—displays the resource as it will look if saved at this point.
- **Cancel**—displays a confirmation dialog box. Click **OK** to cancel the current contribution.

*NOTE:* The save, preview and cancel functions move if the page is scrolled so they will always appear in the top right-hand corner of the page. An example is shown in Figure 7.



#### Figure 7 Scrolling Save panel

Contribution wizard controls can be dynamic, only displaying once a particular option is selected. This helps to collect meaningful data during the contribution process, while only showing the user relevant fields.

Using the example contribution wizard shown in Figure 6, once the Classification metadata checkbox is selected, an extra contribution wizard page is enabled. An example is shown in Figure 8.

		ALPHABETA   PROFILE   LOG OUT
Ì	PEARSON Learn	ing resources
	Contribute > Learning resources	
	About	Save Save   Cancel
$\star$	Title *	
000	Please enter a title for this item (words in the title have a high search rank)	About
0	Description	Classification
	Please enter a short optional description which will be displayed with the item	
	Media Please select the media to attach to your item	
	Media (Files, URLS, YouTube, Flickr, Resources) Learning Objects (MS & SCORM) Navigation	
	Digital Rights Management (DRM)	
	Resource type Please select the type of resource	
	General knowledge     Exam Preparation     Required Reading     Assignment Related	
0	Class Select the classes for which this resource will be relevant	
ø	Select a group	
2		
٦	Ctassification →	

### Figure 8 Dynamic wizard control

An asterisk after a field label indicates a mandatory field.

### **Page control buttons**

Links to the page names display on the right-hand side of the contribution wizard, and, depending on the wizard configuration, information can be added to the pages in any order.

The page control at the bottom of the contribution wizard may be labelled **Next** and **Previous** or the relevant page name, depending on how the collection definition is configured. See *EQUELLA Collection Definition Configuration Guide* for more information.

Click on either page link to display the page. An example is shown in Figure 9.

		ALPHABETA   PROFILE   LOG OUT
Ì	PEARSON Learn	ing resources
	Contribute > Learning resources	Save
	Classification	Save and continue   Preview   Cancel
$\star$	Keywords	
99	Enter additional keywords for free text searching separated by spaces	About *
Q	Learning Resource Type *	Classification
	No terms selected	
	Select terms	
<b>11</b>	Format of files stored in this item	
	Audio Video	
	Image Document	
	Other <	
	Aggregation level	
	At what level is the most complex resource in this item	
0	Please select one	
ø		
2	← About*	
ĊL.		~

### Figure 9 Display another contribution wizard page

The page control button at the bottom of the screen now points back. (*Note: The asterisk displaying after* **About** on both page links is an indication that information has not yet been entered into a mandatory field on that page.)

### Contribute an example resource

To best illustrate the functionality of a contribution wizard, the process of contributing a resource is outlined below. Keep in mind that contribution wizards are highly configurable and will be tailored to meet the needs of different institutions and so may look different from the example.

### Example

Contribute a resource to the **Learning Resources** collection titled **Introduction to EQUELLA**, add a description, a pdf document, a Word document, a URL and a YouTube link, then save the resource.

### To contribute the example resource to a collection

- 1. Select the **Contribute** link from the navigation menu.
- 2. Select the **Learning resources** link from the Demonstration category. An example is shown in Figure 10.

	ALPHABETA   PROFILE   LOG OUT
PEARSON	Contribute
	V Help
Tashboard	What type of resource are you contributing?
★ Favourites	what type of resource are you contributing?
My resources	Demonstration
C Search	Books
Contribute	Records for eReserve book holdings Books - Ubrarles Australia Journals - Librarles Australia
Browse resources by format	eReserve articles Journal articles and book chapters copied under educational use provisions of the Copyright Act
Training documentation	Journals
Teaching resources	Records for eReserve journal holdings
Administration documentation	Learning resources General learning resources - MERLOT
More	- maxor
A Mytasks 0	Teaching resources
	LTI Collection
Notifications	LTI resources
Manage external resources	Teaching resources
Sa Manage resources	

#### Figure 10 Select Learning resources collection

The Learning resources contribution wizard displays, as shown in Figure 11.

		ALPHABETA   PROFILE   LOG OUT
Ì	PEARSON	Learning resources
	Contribute > Learning resources	
	Contribute > Learning resources         About         Title *         Please enter a title for this item (words in the title have a high search rank)         Description         Please enter a short optional description which will be displayed with the item         Media         Please select the media to attach to your item         Media (Files, URLS, YouTube, Fickr, Resources)         Learning Objects (UR & S SCORM)         Digital Rights Management (DRM)         Resource type	Save Save and continue   Preview   Cancel
······································	Please select the type of resource General knowledge Required Reading Class Select the classes for which this resource will be relevant Cise Select a group	

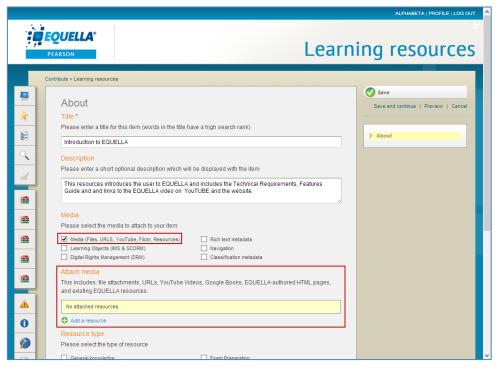
Figure 11 Learning resources wizard

The first page of a contribution wizard is typically an information collecting page, and can be labelled in a variety of ways, for example *Details*, *About*, *Basic Information*, etc. The first page in this example includes the following controls:

### **Title and description wizard controls**

The resource's title and description are typically **Edit Box** wizard controls that allow the entry of basic text. In the example shown in Figure 12, the **Title** field has been flagged with a red asterisk, denoting that the control is mandatory.

- 1. Enter *Introduction to EQUELLA* in the **Title** text box.
- 2. Enter a brief overview of what the resource is about in the **Description** text box. An outline of the attachments or links could be entered here, to give the 'discoverer' an idea of what the resource covers. This description displays on the search results page under the title.
- 3. Select the **Media** checkbox. The **Attach media** section displays, as shown in Figure 12.



#### Figure 12 Attach media section

4. Select the **Add a resource** link. The **Pick resource type** page displays, as shown in Figure 13.

Select type	$\otimes$
Pick resource type	^
Upload a file File from file system	
EQUELLA Resource	
URL Attach a URL to a resource on the web	
Web pages Select existing or author new web pages	
Google Books Embed a reference from Google Books	
Kaltura Attach streaming media	
YouTube Embed a YouTube video	
ITunes U Select resources from iTunes U	
Flickr	~
	Next

Figure 13 Pick resource type page

5. Select **Upload a file** then click **Next**. The **Upload files from your computer** page displays, as shown in Figure 14.

Upload files from your computer	۲
Upload files from your computer Browse for and select the file you wish to upload	
No file selected	Browse
Click to select files or drag and drop files here	
Import files from scrapbook	
	Back to start

Figure 14 Upload files from your computer page

- 6. Either:
  - Click Browse to open the Choose File to Upload page, navigate to the required file (in this example EQUELLA Technical Requirements.pdf) then click Open. The Upload files from your computer page displays with the selected file listed, as shown in Figure 15.

Upload files from your computer	8
Upload files from your computer Browse for and select the file you wish to upload	
EQUELLA Technical Requirements.pdf	Ø
No file selected	Browse
THE REAL	
Click to select files or drag and drop files here	
Import files from scrapbook	
	Back to start Next

Figure 15 File uploaded using Browse button

NOTE: This method allows only single files to be uploaded with each browse session. Click Browse again to add another file.

or

• Select one or more files then drag them into the dotted area to upload. There is no limit to the number of files that can be dropped into the area. An example is shown in Figure 16.



### Figure 16 Two pdfs selected and dragged into drop area

The files are uploaded and a progress bar displays for each. An example is shown in Figure 17.

Upload files from your computer	G
Upload files from your computer	
Browse for and select the file you wish to upload	
EQUELLA Features Guide.pdf EQUELLA Technical Requirements.pdf	4 % S
Profile selected	Browse
Click to select files or drag an	d drop files here
Import files from scrapbook	
	Back to start

Figure 17 Progress bars display for each file being uploaded

Once the upload is complete the progress bar displays green. And example is shown in Figure 18.

Upload files from your computer	8
Upload files from your computer	
Browse for and select the file you wish to upload	
EQUELLA Features Guide.pdf	⊗
EQUELLA Technical Requirements.pdf	8
Profile selected	Browse
Click to select files or drag and drop files here	
Import files from scrapbook	
	Back to start 🗸 Add

### Figure 18 Completed uploads

The selected file can be removed by clicking <sup>3</sup>.

Select the **Import files from scrapbook** link to add scrapbook files to the resource. See *EQUELLA My Resources User Guide* for more information.

Click Back to start to return to the **Pick resource type** page without saving the file selected.

7. Once all required files have been selected, click Add. The files are now listed on the Learning resources wizard page, as shown in Figure 19.

		Learning resource
PEA	IKSON	Leaning resource
Contri	ibute > Learning resources	
	About	Save
		Save and continue   Preview   Cance
	Title * Please enter a title for this item (words in the title have a high	
		About
	Introduction to EQUELLA	
	Description	
	Please enter a short optional description which will be displa	ayed with the item
	This resources introduces the user to EQUELLA and includ Guide and and links to the EQUELLA video on YouTUBE and	
	Media	
	Please select the media to attach to your item	
		ich text metadata
		avigation lassification metadata
	Attach media	
	This includes: file attachments, URLs, YouTube Videos, Goo	ogle Books, EQUELLA-authored HTML pages,
	and existing EQUELLA resources.	
	EQUELLA Features Guide.pdf	Edit   Replace   Delete
	EQUELLA Technical Requirements.pdf	Edit   Replace   Delete
	Add a resource	
	Resource type	
	Please select the type of resource	

### Figure 19 Learning resources wizard page with files listed

File options are:

- **Edit**—opens a page displaying file metadata and file editing options:
  - Edit file with default editor—opens the default editor for that file type (e.g. *Word*).
  - Edit file with another editor—lists all editors available for that file type (e.g. *Word, Wordpad etc.*).

An example of the Edit attachment page is shown in Figure 20.

Upload files from your computer	8
EQUELLA Features Guide.pdf	PDF
Display name EQUELLA Features Guide.pdf	Type:         PDF Document           Filename:         EQUELLA Features Guide.pdf
* Indicates mandatory fields File editing options Edit file with default editor	Size: 2.92 MB
Edit file with another editor	Download this file
	✓ Save

#### Figure 20 Edit attachment page

Once a file is edited and saved using an editor (e.g. *Word*), the Upload changes and Ignore changes buttons display. Select Upload changes to implement the changes in the attachment.

- **Replace**—opens the Pick resource type page (shown in Figure 13). Another file can be selected, and the option to Replace the current file or Add the new one is offered.
- **Delete**—removes file after confirmation.
- 8. Select the **Add a resource** link again, and this time select **URL** then click **Next**. The **Add a URL** page displays. An example is shown in Figure 21.

Add a URL		8
Add a URL		
Enter a URL to a website o	r other resource	
* Website address	http://www.equella.com	
Website dedress	http://www.equena.com	
	Back to start 🗸 🗸	dd

### Figure 21 Add a URL dialog

9. Enter the URL (e.g. <u>http://www.equella.com</u>) and click Add. The **Edit URL details** page displays as shown in Figure 22.

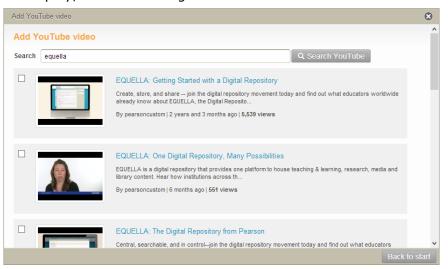
http://www.eque	ella.com		_	
Edit attachmen	t			
* Display name	http://www.equella.com		Type:	URL Link
			URL:	http://www.equella.com
* Website address	http://www.equella.com			Open URL in new window
		* indicates mandatory field	8	

#### Figure 22 Edit URL details page

The **Display name** can be changed to something more meaningful than the actual web address if required (e.g. *EQUELLA website*), but the **Website address** must be prefixed with http://, not just www, or it won't work.

- 10. Click <a>save</a> to return to the Learning resources wizard page. The EQUELLA website link now displays in the list.
- 11. Select the **Add a resource** link again, and this time select **YouTube** then click Next. The **Add YouTube** page displays. Enter an appropriate search term (e.g. *equella*) in

the **Search** text box then click Q Search YouTube . Matching search results from YouTube display, as shown in Figure 23.



### Figure 23 Add YouTube page

12. Select the required YouTube video (e.g. *EQUELLA: Getting Started with a Digital Repository*) then click 
 Add
 The Edit YouTube details page displays, as shown in Figure 24.

Add YouTube video			۲
EQUELLA: Getting Started with a Digital Repository			Î
Contract Contraction	Туре:	YouTube video	
	Name:	EQUELLA: Getting Started with a Digital Repository	
	Duration:	3:47	
	Author:	pearsoncustom	
	Uploaded:	2 years and 3 months ago	
<b>&gt; (</b> ) <b>0:00</b> / 3:47 You The F	Views:	5,552	
Edit attachment	Likes/Dislikes:	15 likes, 0 dislikes	
Display name EQUELLA: Getting Started with a Digital Repository	Vie	w on YouTube	
* indicates mandatory fields			
			~
		Back to start 🛛 🖌 S	Save

#### Figure 24 Edit YouTube details page

The **Display name** can be changed if required.

- 13. Click save to return to the Learning resources wizard page. The EQUELLA: Getting Started with a Digital Repository link now displays in the list.
- 14. Select a type of resource in the **Resource Type** field (e.g. *General Knowledge*).

As this general information is relevant to all classes, in this example, we're not going to select a particular class. All information has now been entered. An example of the page is shown in Figure 25.

	EQUELLA" PEARSON	ning resources
	Contribute > Learning resources	
	About         Title *         Please enter a title for this item (words in the title have a high search rank)         Introduction to EQUELLA         Description         Please enter a short optional description which will be displayed with the item         This resources introduces the user to EQUELLA and includes the Technical Requirements, Features Guide and and links to the EQUELLA video on YouTUBE and the website.         Media         Please select the media to attach to your item         Media (Fies, URLS, YouTube, Flickr, Resources)         Isolar Rights Management (DRM)         Digial Rights Management (DRM)         Classification metadata         Attach media         This includes: file attachments, URLS, YouTube Videos, Google Books, EQUELLA-authored HTML pages, and existing EQUELLA resources.	Save Save and continue   Preview   Cancel
<u>A</u>	EQUELLA Features Guide.pdf Edit   Replace   Delete	
0	EQUELLA Technical Requirements.pdf Edit   Replace   Delete	
•	http://www.equella.com Edit   Replace   Delete	
<i>6</i>	EQUELLA: Getting Started with a Digital Repository Edit   Replace   Delete	
<b>3</b>	Add a resource  Resource type  Please select the type of resource	
4	General knowledge  Kxam Preparation  Required Reading  Assignment Related	
٥	Class Select the classes for which this resource will be relevant	
	Select a group	

#### Figure 25 Learning resources wizard with information entered

Select the **Save and continue** link to save the data you have entered so far.

Select the **Preview** link to see the resource as it will look when saved.

Select the **Cancel** link to cancel the contribution.

15. Click Save dialog displays, as shown in Figure 26.



#### Figure 26 Save dialog

Select Save draft to save as a draft copy to be submitted at a later date. The draft copy can be accessed from the My resources, Drafts. (See *EQUELLA My Resources Guide* for more information.)

Select Cancel to go back to the Learning resources wizard page.

Select Submit for moderation to save the resource and submit it to the associated workflow. The Resource summary page displays with a confirmation screen at the top, as shown in Figure 27.

		ALPHABETA   PROFILE   LOG OUT
PEARSON		Resource
	Learning resources > Introduction to EQUELLA	✓ Help
Jashboard	Successfully saved	Add to favourites
★ Favourites		Share with others
My resources	Introduction to EQUELLA	Details
C Search	Description	Owner: Beta2 Phase1 Collection: Learning
Contribute	This resources introduces the user to EQUELLA and includes the Technical Requirements, Features Guide and and links to the EQUELLA video on YouTUBE and the website.	resources Version: 1 (show all)
Browse resources by format	Links to resources	Status: Moderating Moderation progress Find uses Moderation history
Teaching resources	http://www.equella.com	Actions
Administration documentation	EQUELLA: Getting Started with a Digital Repository     Signal Screen 20 Full screen (new window)	Add to external system Change ownership Clone item into a collection
🏙 More	Add a comment Rate this resource 응습습습습	Create a new version Delete this version
My tasks     O     Notifications		Edit this version Export Modify key resource Move item into another collection New contribution of same
Manage external resources	Add comment anonymously + Add comment	type Redraft this version
So Manage resources		Suspend this version

Figure 27 Resource summary page

Now that the resource has been contributed to the selected collection, the contributor can access the resource to track its progress, view information or perform a number of actions.

## Accessing contributed resources

Contributed resources can be accessed through the **My resources** link on the navigation menu. An example is shown in Figure 28.

		ALPHABETA   PROFILE   LOG OUT
PEARSON		Dashboard
		✓ Help ✓ Screen options
Dashboard	▼ Welcome to EQUELLA	
Favourites	Select the SCREEN OPTIONS button to display a I	list of other portlets that can be added to your
My resources	Dashboard. Select the HELP button to show or hide online help	
Search		
/ Contribute	V Quick search	V My Favourites
Browse resources by format	٩	<ul> <li>★ Search results for "Pre July 1st 2013"</li> <li>★ Search results for "EQUELLA resources"</li> </ul>
Training documentation	> Browse	★ LTI Bookfinder     ★ Famous authors
Teaching resources		ATI Example package
Administration documentation		Show all →
More		
My tasks 0		► My resources
Notifications		
Manage external resources		
Manage resources		

### Figure 28 My resources link

The **My resources** page displays, as shown in Figure 29.

		ALPHABETA   PROFILE   LOG OUT
PEARSON		My resources
		✓ Help ✓ Screen options
Jashboard	My resources	Add search to favourites
★ Favourites	Published   Drafts   Scrapbook   Moderation queue   Archive   All resources   Purchased	🚳 Share search query
My resources		
C Search	Results Showing 1 to 8 of 8 results	> Sort
Contribute		⊽ Filter
Browse resources by format	Kaltura test item O Kaltura item Status: Live   Last updated:a day ago	Filter by keyword
Training documentation	☆☆☆☆☆ 0 comments   Add to favourites   Add to hierarchy	Filter by collection
Teaching resources	Introduction to Project Management	All resources V
Administration documentation	The site explains the basic principles and applications of project management including planning, coordinaling, monktoring, controlling, and closing a project. Can be used in connection with a team building process, or as a tool to teaching general management, operations management, or marketing management.	Filter by date modified
🎬 More	Status: Live   Last updated:2 days ago	After
🔺 Mytasks 🛛 🚺	수수수수수 0 comments   Add to favourites   Add to hierarchy	
Notifications	Jamie Oliver cooks with ducks.  An interesting new way of cooking duck.	Filter by resource type Image
Manage external resources	Status: Live   Last updated:2 days ago	
Manage resources	Taxonomies	

Figure 29 My resources page

All resources contributed by the logged in user can be found in My resources. Select an option to view resources of a specific status (e.g. *Drafts, Moderation queue, Published, Scrapbook, Archive*) or select **All resources**. See *EQUELLA My Resources User* Guide for more information. An example is shown in Figure 30.

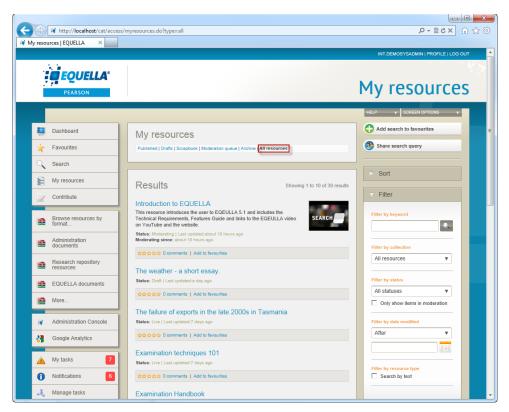


Figure 30 My resources—All resources

Select the required resource by clicking on the title link. The Resource summary page opens for the selected resource.

An example is shown in Figure 31.

		Activities (1000001
PEARSON		Resource
	Learning resources > Introduction to EQUELLA	✓ Help
Tashboard	Introduction to EQUELLA	← Prev Next →
★ Favourites		Add to favourites
g My resources	Description This resources introduces the user to EQUELLA and includes the Technical Requirements,	Share with others
C Search	Features Guide and and links to the EQUELLA video on YouTUBE and the website.	Details
Contribute	Links to resources  EQUELLA Features Guide pdf	Owner: Beta2 Phase1 Collection: Learning
Browse resources by format	EUGELIA Fedures Glue, por  EUGELIA Technical Requirements pdf  http://www.equelia.com	resources Version: 1 (show all) Status: Moderating Moderation progress
Training documentation	EQUELLA: Getting Started with a Digital Repository	Find uses
Teaching resources	호조Full screen 호조Full screen (new window)	Moderation history
Administration documentation	Add a comment Rate this resource 응습습습수요	Actions Add to external system
More		Change ownership Clone item into a collection Create a new version
🔺 My tasks 🛛 🚺		Delete this version Edit this version
Notifications	Add comment anonymously + Add comment	Export Modify key resource
Manage external resources		Move item into another collection New contribution of same
Manage resources		type Redraft this version Suspend this version

Figure 31 Resource summary page

Â

## Resource summary page

The resource summary page is used to view, comment on and rate resources. Resource owners and content managers can also manage resources and resource versions.

The main panel of the summary displays resource content, viewing options, ratings and comments, while further information and various actions can be accessed using the **Details** and **Actions** area links.

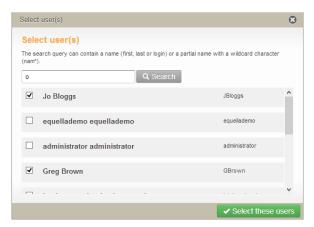
The right-hand pane provides options for managing and viewing information about the resource.

- HELP—click on the down arrow to display context-sensitive help and links to other help pages.
- Add to favourites—click O Add search to favourites to add the resource to the favourites list.
- Share with others—click Share with others to share an item link with other users, or to notify users when the resource becomes available (Live) if it is currently in moderation. An example of the Share with others page is shown in Figure 32.

Users ▼	
No users selected	
Select more users to n	otify
Share item link via	omail
	a link allowing them to view this item.
* Email	
* Message	

### Figure 32 Share with others page

Select the **Select more users to notify** link to open the **Select user(s)** search page. Search for and select the required users, then click <a>Select these users</a>. An example is shown in Figure 33.



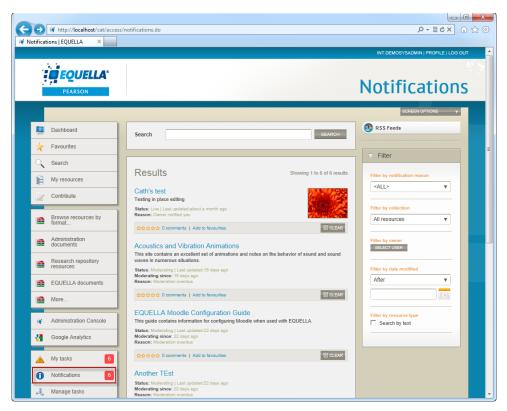
### Figure 33 Select users page

The selected users are added to the notification list, as shown in Figure 34.

Share with others	
Notify users when item becomes available The users below will be notified when this item becomes available.	
Users T	
Greg Brown	0
Jo Bloggs	۲
Select more users to notify	
Share item link via email	
Email a colleague with a link allowing them to view this item	

### **Figure 34 Notification list**

Once the resource becomes 'Live', the resource is listed in the selected users' Notifications link. An example is shown in Figure 35.



#### Figure 35 Notifications link

Users can also send a link to the resource via email. Enter an email address in the field provided and a message. Select the access duration from the **Allow access for** drop-down. This is designed for users outside your institution.

### Details

The **Details** area displays information about the resource and can include: **Owner**, **Collaborators**, **Collection**, **Version** number, and **Status**.

- **Owner**—The user that created the resource.
- **Collaborators**—lists any users that have been added as collaborators for this resource. See <u>Change ownership</u> on page 35 for more information.
- **Collection**—selecting this link displays a search result list for that collection.
- **Version**—displays the version number of the current resource. Clicking on the (show all) link displays a list of all versions, including the current live version. See <u>To view</u> <u>all versions of a resource</u> on page 28
- **Status**—resource statuses can be Live, Archived, Deleted, Suspended, Review, Moderating, Rejected or Draft.
- **Find uses**—use this link to display a list of current uses for this resource. This link displays only if at least one connector is configured in the EQUELLA system. See <u>Find</u> <u>uses function</u> on page29.
- **Moderation History**—select this link to display the **Moderation history** page. Refer to the <u>Moderation history page</u> section on page 32 for more information.

- **Terms of use**—select this link to display the **Terms of use** page with terms and a list of users who have accepted those terms and date of acceptance. Refer to the <u>Terms of use page</u> section on page 30.
- **Moderation Progress**—select this link to display the **Moderation progress** page. Refer to the <u>Moderation progress page</u> section on page 31 for more information.
- Activations—select this link to display the Activations page with a list of all activations for the selected resource. This link only appears if there are activations set for this resource. See <u>Activations page</u> on page 33.

### To view all versions of a resource

1. Select the **(show all)** link to display the **Versions of this item** page listing all resource versions and their statuses. An example is shown in Figure 36.

Learning resources > Sample content - The Overland Track	✓ Help
Sample content - The Overland Track	Add to favourites
Description	
Sample EQUELLA content: Photos, video and web sites about the Overland Track between Cradle Mountain and Lake St Clair in Tasmania.	Details Owner: Beta2 Phase1
Links to resources	Collection: Learning resources
1 - Wombat	Version: 2 (show all) Status: Moderating
1 - Cradle	Moderation progress
2 - Lake Will	Find uses Moderation history
2 - Lake Windemere	Terms of use
3 - Mt Oakleigh	Actions
3 - Mt Pelion West	Add to external system
4 - From Mt Ossa	Change ownership

### Figure 36 Resource summary page - show all link

The **Versions of this item** page displays. An example is shown in Figure 37.

Versions of	of this item	
Version 🔺	Title	Status
2	Sample content - The Overland Track	moderating
	Sample content - The Overland Track	live

### Figure 37 Versions of this item page

When a new resource has been created using the **Create a new version** action, the previous version is archived. The example in Figure 37 shows a resource with two versions, the original version appears as *1* in the **Version** column and its status displayed as *archived*. The current version is version *2*, with a status of *live*. All resources displayed in the versions list can be viewed, regardless of their status.

2. Select the *Title* of the version to display the resource summary page of the selected version.

### **Find uses function**

The **Find uses** function is part of the EQUELLA **Push to LMS** feature.

Select **Find uses** from the Details section to display all current uses for the selected resource within a specific connector (LMS). *NOTE: The Find uses link only displays if at least one external connector has been configured in the EQUELLA system.* See the *EQUELLA Push to LMS Guide* for more detail.

EQUELLA supports Moodle and Blackboard connectors (and Local Resources for the Find Uses function), and more than one may be configured. If there are multiple connectors configured, a drop down box displays, and the user selects from the list. If there is only one connector configured, the **Add to external system** screen displays immediately. *NOTE: If the connector Local Resources is configured and selected, the system displays all uses of the current resource and attachments within other resources in the EQUELLA repository.* 

If there is only one connector configured, the **Find uses** screen is displayed immediately. An example is shown in Figure 38.

Searching Blackboard	T	
Where this resource is use	D Enter text to filter table rows	9
Соигзе	Location	Date added <b>v</b>
EQUELLA 5 Documentation Course	Week 3	2 months ago
EQUELLA 5 Documentation Course	Information	2 months ago
Australian Politics 101	Content	2 months ago
Anthropology 101	Content	2 months ago
Australian History 101	Information	2 months ago
Anatomy 101	Information	2 months ago
Anthropology 101	Information	2 months ago
Astrophysics 101	Content	2 months ago
Australian Politics 101	Information	2 months ago
Australian History 101	Content	2 months ago
Astrophysics 101	Information	2 months ago
NEW COURSE	Information	2 months ago
Australian Politics 101	Content	2 months ago
Australian Politics 101	Content	2 months ago

Figure 38 Find uses page

The Courses in which the selected resource is currently used are listed, with the **Location** and **Date added** information.

Enter course search criteria in the filter box to return only matching results.

To sort by *Course*, *Location* or *Date added*, click the column heading. Click again to reverse the order displayed.

Tick **Show all versions of this resource** to display any uses of earlier versions of the resource.

Tick **Show unavailable courses and resources** to display any hidden courses and resources in which the selected resource is used.

Select the down arrow (which displays to the right of the **Date added column** when the cursor points at a course line) to display an expandable pane showing resource details, including **Resource version**, **Date modified**, and **Name in external system**. An example is shown in Figure 39.

Blackboard	•	
Where this resource is used		
	er text to filter table rows	s ¶
Course	Location	Date added ▼
EQUELLA 5 Documentation Course	Week 3	2 months ago
EQUELLA 5 Documentation Course	Resource ve	reion 1
Australian Politics 101	Date modifie	d: 2 months ago mal system: Tasmania - The
Anthropology 101	Overland Adv	enture
Australian History 101	Information	2 months ago
Anatomy 101	Information	2 months ago
Anthropology 101	Information	2 months ago
Astrophysics 101	Content	2 months ago
Australian Politics 101	Information	2 months ago
Australian History 101	Content	2 months ago
Astrophysics 101	Information	2 months ago
NEW COURSE	Information	2 months ago
Australian Politics 101	Content	2 months ago
Australian Politics 101	Content	2 months ago

Figure 39 Find uses resource details

### Terms of use page

Selecting the **Terms of use** link displays the **Terms of use** page which lists the terms of use that users must accept before they can view the resource. Additionally, a list of users that have accepted those terms of use is displayed. An example is shown in Figure 40.

icence agreement	
The following rights agreement specifies the The terms and conditions are as follows:	rights granted to you the end users of this item.
1. This item may freely be displayed	
<ol><li>Users must agree to the following These images may be used in E</li></ol>	EQUELLA demonstrations, trials and pilot
implementations. For other uses Fraser (mjf@equella.com).	s, please contact the copyright owner Michael
Fraser (mjf@equella.com). Terms of use 5 users have accepted this licence	e
Fraser (mjf@equella.com). Terms of use 5 users have accepted this licence User	e Date T
Fraser (mjf@equella.com). Terms of use 5 users have accepted this licence	e
Fraser (mjf@equella.com). Terms of use 5 users have accepted this licence User	e Date T
Fraser (mjf@equella.com). Terms of use 6 users have accepted this licence User Beta2 Phase1	e Date ▼ 9 minutes ago
Fraser (mjf@equella.com). Terms of use 5 users have accepted this licence User Beta2 Phase1 administrator administrator	e Date v 9 minutes ago 6 months ago

### Figure 40 Terms of use page

### **Moderation progress page**

Contributed resources that are in the process of moderation will have a link to the **Moderation progress page** in the Details section of the Resource summary page. An example of the Moderation progress page is shown in Figure 41. This page provides information about where the resource currently sits in the moderation process and has the following elements:

- Task-lists the name of the current moderation task,
- Moderators—lists the names of the users required to accept the task
- Waiting for-total time waiting for moderation since entering that task
- **Moderation progress**—a graphical flow chart illustrating the layout of the moderation process. The current task, and any accepted tasks are highlighted.

	ing moderation	
Edit Document	Only one of the following users is required to accept this task: • Internal EQUELLA Demonstration System Administrator	4 days
	Edit Document Require Editing Live indicates an incomplete task	

Figure 41 Moderation progress page

### **Moderation history page**

A resource's Moderation history page provides details on any submission, status change and moderation events pertaining to this resource. An example of the Moderation history page is shown in Figure 42.

Went live	Internal EQUELLA Demonstration System Administrator	25 minutes ago
Accepted for task Editorial review	Internal EQUELLA Demonstration System Administrator	25 minutes ago
Accepted for task Content review	Internal EQUELLA Demonstration Content Administrator	27 minutes ago
Submitted for moderation	Internal EQUELLA Demonstration Teacher	30 minutes ago

Figure 42 Moderation History page

It is made up of the following elements:

- **Event** (Submitted for moderation, Went live, etc)—provides a descriptive name of the event.
- **User**—lists the user involved in this event.
- **Date**—shows how much time has passed since this event was performed.

- **Show edits checkbox**—switches on and off the display of Edit events in the history.
- **Show all details**—switches on and off all events in the history, including Edit and Workflow reset events.

### **Activations page**

#### (NOTE: The Activations page is only relevant to Australian users).

A resource will have an Activations page when it has been activated against a course. This action is restricted to resources contributed to collections with Copyright Agency Limited (CAL) configured. Once activated, users can view the resource's Activations page, similar to that in Figure 43.

This page is made up of the following elements:

- **Attachment**—the name of the resource that is activated against the course.
- **Status**—the activation status of the resource.
- Information—
  - Students—number of students enrolled in the course the resource has been activated against,
  - User—name and username of the user that activated this resource,
  - Course—name and description of the course the resource has been activated against,
  - From—the date and time the resource was made active from,
  - Until—the date and time the resource was made active until.

Red meat	Active	Students: 0 User: Beta2 Phase1 [alphabeta] Course: EQUELLA 101 From: November 19, 2013 4:32:57 AM UTC Until: November 27, 2013 12:00:00 AM UTC	0
Red meat	Inactive	Students: 0 User: admin admin [admin] Course: EQUELLA 101 From: October 15, 2013 4:10:55 AM UTC Until: October 15, 2013 4:15:34 AM UTC	۵

### Figure 43 Activations page

### Actions

The Actions area can display the following operations:

### Add to external system

The **Add to external system** function is part of the EQUELLA **Push to LMS** feature.

Selecting this action allows the user to add all or parts of the resource to external connectors that have been configured in the system. (*Note: The Add to external* 

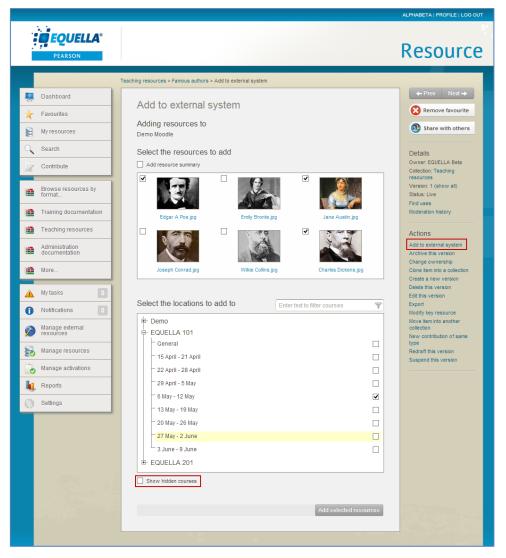
*system* link only displays if at least one external connector has been configured in the EQUELLA system.) See the EQUELLA Push to LMS Guide for more information.

EQUELLA supports Moodle and Blackboard connectors, and more than one may be configured. If there are multiple connectors configured, a drop down box displays, and the user selects from the list. If there is only one connector configured, the **Add to external system** screen displays immediately.

The **Add to external system** function allows the addition of a resource to multiple locations within the selected connector.

### To add a resource to an external system

- 1. Select Add to external system from Actions.
- 2. Select the external system from the drop down list to which the resource is to be added. If only one external system is set up, the **Add to external system** screen displays immediately. An example is shown in Figure 44.



#### Figure 44 Add to external system

3. Select the required resources from the **Select the resources to add** section.

- 4. Click the **Show unavailable courses** checkbox to display any courses set as 'unavailable' in Blackboard, the **Show hidden courses** to display any courses set as 'hidden' in Moodle, use it to expand courses to show their components and/or enter text in the filter text box to show only matching courses, if required. (This filter box only displays if there are more than 10 results in the *Select the locations to add to* pane.)
- 5. Select the location/s to which the resource should be added, then click Add selected resources.
- 6. An action receipt confirming the successful addition of the resource is displayed at the top of the page. An example is shown in Figure 45.

		ALPHABETA   PROFILE   LOG OUT
PEARSON		Resource
	Teaching resources > Famous authors > Add to external system	
Dashboard   Favourites   My resources   Search   Contribute   Forware, resources by   Format.   Training documentation   Teaching resources   Administration   Administration   More   Notifications   Notifications   Notifications   Manage external   Manage resources   Manage activations   Manage activations   Manage activations   Manage activations	Teaching resources > Famous authors > Add to external system       **         Published Edger A Poeign to B May - 12 May in EQUELLA 101 Jane Authing to 6 May - 12 May in EQUELLA 101 Charles Bickens gej to 6 May - 12 May in EQUELLA 101       **         Add to external system       Adding resources to Demo Moodle       **         Select the resources to add   Add resource summary       •       •         Edger A Poeign       •       •         Edger A Poeign       •       •         Joseph Corrad jpg       •       •       •         Vike Collins jpg       •       •       •         Select the locations to add to       •       •       •         Select the locations to add to       •       •       •       •         Select the locations to add to       •       •       •       •       •         •       •       •       •       •       •       •       •       •         • <td< th=""><th></th></td<>	
Reports	EQUELLA 201      Show hidden courses	
Settings	Add selected resources	

7. Use the breadcrumbs to navigate back to your resource, as shown in Figure 45.

Figure 45 Successful addition of resource to Moodle location

### **Archive this version**

Displays for resources with a status of 'Live'. Archiving hides the resource from searches, and is intended for resources that are no longer required. This includes old versions of resources that have been archived by the **Create a new version** action. The resource cannot be discovered but remains accessible via its URL.

### **Change ownership**

Ownership can be reassigned and other users can be added as collaborators.

### To reassign ownership

1. Select the **Change ownership** link to display the **Owner and collaborators** page. An example is shown in Figure 46.

Owner	
Owner	
EQUELLA Beta	Change
Collaborators	
Collaborators Collaborators 🔻	

#### Figure 46 Owner and collaborators page

- 2. Select the **Change** link to display the **Select a new owner** dialog where a new owner can be selected.
- 3. Click the **Add collaborators** link to display the **Select collaborators** dialog. Collaborators are listed with a **Remove** link alongside.

### **Clone item into a collection**

Selecting this action makes a copy of the selected resource, with or without attachments, and adds it to the same or a different collection. The original version remains live, unlike the **New Version** operation where the original version is archived once the new version becomes live.

#### To clone a resource

1. Select the **Clone item into a collection** link to display the **Clone this item** page. An example is shown in Figure 47.

•

#### Figure 47 Clone this item page

- 2. Select an option from the **Select an operation** section. There are two options:
  - Clone—copy the entire resource, including all attachments and metadata; or

Clone without attachments—copy metadata without attachments.

The cloned resource can be assigned to the same collection as the original resource, or to a different collection. The original collection is displayed as the default in the **Select a collection** section.

To assign the cloned resource to a different collection

- 1. Click the **Select a collection** arrow to display a drop-down list of available collections.
- 2. Select a collection.

To apply an optional schema transform to the cloned resource

- 1. Click the **Select a schema transform (optional)** arrow to display the options.
- 2. Select an option, or leave at the default (None selected).
- 3. Click Clone. The contribution wizard for the resource is displayed.
- 4. Modify the item metadata or attachments, if required.
- 5. Publish, save, or cancel the resource, as required.

#### Create a new version

Selecting this action displays the contribution wizard for the resource, allowing the user to modify metadata or files, and the new version can be published or submitted for moderation. When the new version reaches the 'live' status, the current version is automatically archived.

### **Delete this version**

This action removes the resource from the repository and marks it for purging with the next purge scheduled task.

### **Edit this version**

Selecting this action displays the contribution wizard for the resource, allowing the user to modify metadata or files. Any changes made are saved to the current version.

#### Export

Export a resource to one of the formats listed. Resources can be exported as an IMS package, a SCORM package or a METS record with or without attachments.

#### Mark this for review

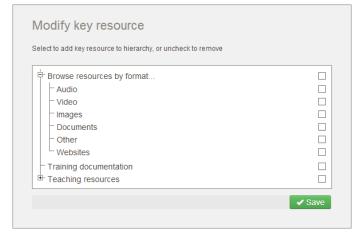
Selecting this link (which only shows for resources with a status of 'live' that are in a collection with an associated workflow) changes the status of the resource to 'review' and places it at the beginning of the associated workflow.

#### Modify key resource

Resources can be added or deleted as key resources to one or more hierarchy topics.

### To add or delete a resource to/from a hierarchy topic

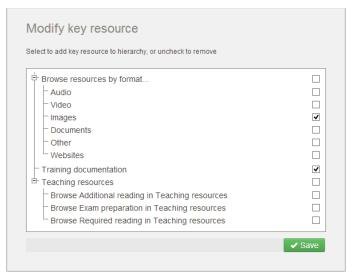
1. Click the **Modify key resource** link from the Actions menu. The **Modify key resource** page displays, as shown in Figure 48.



#### Figure 48 Modify key resource page

- 2. Click on the plus sign  $\pm$  to expand the hierarchy tree and display any subtopics.
- 3. Select the checkboxes next to the hierarchy topics or subtopics (including dynamic subtopics) to which the resource is to be added as a key resource. Multiple checkboxes can be selected. An example is shown in Figure 49.

*NOTE:* Hierarchy topics or subtopics where the selected resource already exists as a key resource display as checked when the **Modify key resource** page opens. Uncheck to remove the resource as a key resource.



#### Figure 49 Hierarchy topic and subtopic selection

4. Click Save . A confirmation screen displays, as shown in Figure 50.

		ALPHABETA   PROFILE   LOG OUT
PEARSON		Resource
	Teaching resources > Teaching resource > Modify key resource	
Jashboard	Successfully modified your key resource	← Prev Next →
★ Favourites	Modify key resource	Add to favourites
My resources	Select to add key resource to hierarchy, or uncheck to remove	Details
Contribute	Browse resources by format     Training documentation	Owner: equellademo equellademo Collection: Teaching
Browse resources by format	Fraining documentation     Forces	resources Version: 1 (show all) Status: Live
Training documentation	✓ Save	Find uses Moderation history
Teaching resources		Actions
🔺 Mytasks 🚺		Add to external system
Notifications		Archive this version Change ownership

Figure 50 Confirmation of Key resource modification

The resources have now been added (or removed) as key resources for the selected hierarchy topics and/or subtopics.

See the EQUELLA Hierarchy Configuration Guide for further information.

### Move item into another collection

Selecting this action allows the selected resource to be transferred to a different collection.

#### To move a resource

1. Select the **Move item into another collection** link to display the **Move this item** page. An example is shown in Figure 51.

#### Figure 51 Move this item page

- 2. Click the **Select a collection** arrow to display a drop-down list of available collections.
- 3. Select a collection.

#### To apply a preferred schema transform to the moved item

- 1. Click the Select a schema transform (optional) arrow to display the options.
- 2. Select an option, or leave at the default (None selected).
- 3. Click **W**. The contribution wizard for the resource is displayed.

- 4. Modify the metadata or attachments, if required.
- 5. Publish, save, or cancel the resource, as required.

### New contribution of same type

Selecting this action displays the original contribution wizard where a new resource can be contributed to the same collection.

### **Redraft this version**

This action is intended for resources that require redrafting prior to moderation workflow completion. Selecting this operation allows the resource to be edited and re-submitted for moderation or saved as a draft. Redraft is intended for use with resources that have not been made *live*.

### **Suspend this version**

Displays for resources of all statuses. This action hides the resource from searches and is intended for temporary removal of resources from the repository, for example the removal of links for sites that are temporarily unavailable. The resource cannot be discovered but remains accessible via its URL. A **Resume this version** action is available for suspended resources.

# Wizard controls reference

The **DRM** (Digital Rights Management) control is used to gather information on the digital rights associated with contributed items. A DRM control can display two pages in a contribution wizard: a **Details** page (name **DRM – Ownership and rights** in the example) and an **Access Control** page. Examples are shown in Figure 52 and Figure 53.

		ALPHABETA   PROFILE   LOG OUT
Ì	PEARSON Learn	ing resources
	Contribute > Learning resources	
■ <mark>★</mark> ∞ ~ ≥ ∰	DRM - Ownership and rights Who are the rights holders? Myself Myself and others listed below Others listed below What rights should the end user be provided? Allow users to only take and use Allow users to take, use and modify if required Specify custom usage and reusage permissions (Advanced users only)	Save Save and continue   Preview   Cancel About * DRM - Ownership and rights DRM - Access control
<b>1</b>	← About * DRM - Access control →	
<b>1</b>		

#### Figure 52 DRM details page

		ALPHABETA   PROFILE   LOG OUT
Ì	PEARSON	Learning resources
	Contribute > Learning resources	
	DRM - Access control Only allow a limited number of licence acceptances Specify number of acceptances: * 100 C Limit use to a specific date range Range * From Require that users agree to the following terms of use Use statement *	Save Save and continue   Preview   Cancel About * DRM - Ownership and rights DRM - Access control
	← DRM - Own	An ership and rights

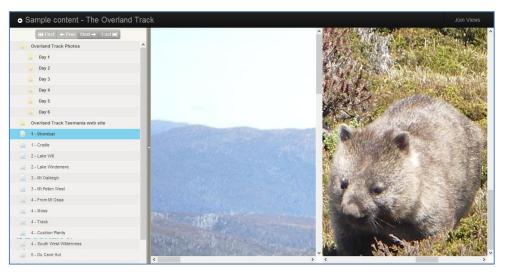
Figure 53 DRM access control page

# **Navigation builder**

The **Navigation builder** control adds a page to the contribution wizard that allows users to:

- organise resource attachments and links into a package with customised navigation;
- provide content viewers with a 'split view' option where attachments can be viewed in two independent panes;
- rename files; and
- specify the viewer type for individual attachments.

The packaged content can be arranged with a single attachment per menu node or organised with multiple tabs to group related attachments together. For example, a menu node can include images grouped with text, HTML, PDF or video attachments containing information such as transcripts and translations. An example user's view of multiple images grouped per node and displayed with a 'split view' is shown in Figure 54.



#### Figure 54 User's view of packaged content displayed as a split view

An example of the Navigation builder page as part of a contribution wizard is shown in Figure 55.

j,	<b>EQUELLA</b> <sup>®</sup> Pearson	
	Contribute > Learning resources	
	Navigation Define a navigation menu:	Save Save and continue   Preview   Cancel Settings for entire menu:
<u> </u>		Show 'split view' option in navigation bar  Show attachments not assigned to a navigation node  Navigation
	~	
*		
<b>A 0</b>		
	+ Child + Sibling	
	A Remove immanise	

#### Figure 55 Navigation builder control

The Navigation builder configuration options include:

#### Navigation menu pane

- **and** —use the up and down arrows to rearrange the sequence of nodes.
- **+** Child click this button to add a menu node at the level below the currently selected node.
- • Sibling click this button to add a menu node at the same level as the currently selected node.
- **\*** Remove click this button to remove the selected node.
- —click this button to automatically populate the menu pane with names of the resource's attachments and links. An example is shown in Figure 56.

Navigation nodes can be created one at time (an example of this method is shown in Figure 56), or the initialise button can be selected to bring in all the resource's attachments and links, which can then be restructured (an example is shown in Figure 57).

Navigation		Save and continue   Preview
Define a navigation menu:		
Verland Track Photos Day 1 Day 2 Day 3 Day 3 Day 4 Day 5 Day 6 Overland Track Tasmania	Settings for entire menu:	<ul> <li>About</li> <li>Classification</li> <li>DRM - Ownership and rights</li> <li>DRM - Access control</li> <li>Navigation</li> </ul>
+ Child + Sibling		
<b>X</b> Remove Initialise		

Figure 56 Navigation control showing an example navigation menu

Navigation Define a navigation menu:		Save Save Save Cancel
<ul> <li>I - Cradle         <ol> <li>Wombat</li> <li>Lake Will</li> <li>South Oakleigh</li> <li>Mt Pelon West</li> <li>Cushion Plants</li> <li>From Mt Ossa</li> <li>Moss</li> <li>South West Wilderness</li> <li>South West Wilderness</li> <li>Track</li> <li>South West Wilderness</li> <li>South Tails in action</li> <li>South Chair Fails</li> <li>Sourise</li> <li>Overland Track Tasmania web site</li> </ol></li></ul> <li>Child + Sibling</li> <li>Child + Sibling</li> <li>Memore</li>	Settings for entire menu:   Show 'split view' option in navigation bar   Show attachments not assigned to a navigation node   Settings for selected menu item:   Name   1.Cradle   O Single resource   1.Cradle   Viewer   Default	About     Classification     DRM - Ownership and rights     DRM - Access control     Navigation

Figure 57 Navigation builder control showing initialised navigation menu nodes

Select a menu node (e.g. *1-Cradle*) to display the configuration options, as shown in Figure 57.

### Settings for entire menu section

- **Show 'split view' option in menu bar**—check this option to allow users to view different tabs side by side, an example is shown in Figure 54.
- Show attachments not assigned to a navigation node—check this check box if any attachments linked to the resource that aren't assigned to a node are required to display as part of the package.

### Settings for selected menu item section

• **Name**—enter or edit the selected node name as required.

### **Edit resource details section**

- **Single resource**—select this option to link only one attachment per menu node:
  - Select an attachment from the **Resource** drop-down list.
  - Select the type of viewer used to display the attachment from the **Viewer** dropdown list.
- Multiple resources—select this option to link more than one attachment per node. The attachments are displayed as tabs within the viewers. An example of the Edit resource details section with the Multiple resources option selected is shown in Figure 58.

Edit reso	ource details:				
0	Single resource	۲	Multiple resources		
1	Tab 1			٢	
E	Add resource				

#### Figure 58 Edit resource details-Multiple resources option selected

Click the attachment name (e.g. *Tab 1*) to display the attachment dialog. An example is shown in Figure 59.

Tab configuratio	1	۲
Resource	1 - Cradle	
Name	Cradle Mountain	
Viewer	Default v	
	✓ Save	Cancel

#### Figure 59 Attachment dialog

The following options are provided:

- **Resource**—select an attachment from the drop-down list (e.g. 1-Cradle).
- **Name**—edit the tab name (e.g. *Cradle Mountain*).
- **Viewer**—select a viewer to display the attachment. Viewer options may include the following, depending upon the system MIME types configuration:

- Default—a preselected viewer for the file type, for example, an image file viewer, PDF reader etc.
- **File Viewer**—the native application for the attached file type. For example, image files are displayed using the basic image viewer, *.pdf* files in a PDF reader, *.doc* and *.docx* files in MS Word<sup>™</sup> etc.
- **Large Image Viewer**—a sophisticated image viewer that is preferred for images that are larger than the standard browser window. An example is shown in Figure 61.
- HTML Conversion—converts and displays the file as HTML.
- **Embedded Movie Player**—displays the video file in a flash video viewer.
- **Download File**—automatically downloads the file.

Click the **Save** button to save changes.

Added attachments are displayed by tab name in the **Edit resource details** list. An example is shown in Figure 58. To add further attachments, click + Add resource to display the attachment dialog.

Click <sup>3</sup> to remove an attachment from the list.

### View content package

To view the resource package, click the **Full screen** link under the Links to resources panel. An example is shown in Figure 60.

		ALPHABETA   PROFILE   LOG OUT
PEARSON		Resource
Dashboard     Favourites	Learning resources > Sample content - The Overland Track Successfully saved	Help     Frev Next      Add to favourites
Y resources      Search      Contribute	Sample content - The Overland Track Description Sample EQUELLA content. Photos, video and web sites about the Overland Track between Cradle Mountain and Lake St Clair in Tasmania.	Share with others Details Owner: Unknown user Cotection: Learning
Browse resources by     format     Training documentation     Teaching resources	Links to resources	resources Version: 1 (show all) Status: Live Find uses Moderation history Terms of use
Teaching resources     Administration     documentation     More	Wombet  Day 2  Lake Wil  Lake Wil  Lake Wineee	Actions Add to external system Archive this version Change ownership Clone item into a collection
My tasks 0 Notifications 0 Manage external Manage external	Control Contro Control Control Control Control Control Control Control Control Co	Create a new version Delete this version Edit this version Export Mark this for neview Modify key resource
Manage resources	VyFullscreen (new window) Add a comment Rate this resource 응☆☆☆☆☆	Move item into another collection New contribution of same type Redraft this version
Manage activations		Suspend this version
	Add comment anonymously + Add comment	

#### Figure 60 Resource Summary—Full screen link

The packaged content displays. An example displaying in the *Large Image Viewer* is shown in Figure 61.

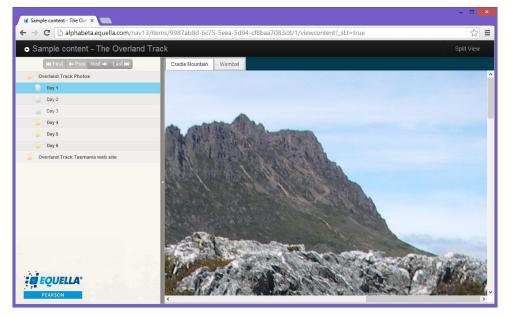


Figure 61 Package content-viewed with the Large Image Viewer

The Large Image Viewer is used when an image is too large or detailed to be viewed in a single screen. Additional controls available in this viewer allow the user to zoom and rotate the image, or to show a thumbnail of the image.

### **Attachments**

Depending on the configuration settings of the attachment control, addition of attachments may include the following types:

- Files (e.g. doc, docx, pdf, xls, zip, ppt etc.)
- EQUELLA Resources—attachments and links associated with existing EQUELLA resources
- URL Links
- Web pages
- Google Books
- Kaltura
- YouTube Videos
- iTunesU Tracks
- Flickr photos
- External tool provider (LTI)

An example of an attachment control is shown in Figure 62.

Select type	8
Upload a file File from file system	1
EQUELLA Resource	ł
URL Attach a URL to a resource on the web	
Web pages Select existing or author new web pages	
Google Books Embed a reference from Google Books	
Kaltura Attach streaming media	
YouTube Embed a YouTube video	
iTunes U Select resources from iTunes U	
Flickr Embed a Flickr image url	
External tool provider (LTI) Attach a link to an LTI provider	

#### Figure 62 Attachment control

### Upload a file

#### To upload a file

1. Select **Upload a file** then click Next. The **Upload files from your computer** page displays, as shown in Figure 63.

Upload files from your computer	$\otimes$
Upload files from your computer Browse for and select the file you wish to upload	
No file selected	Browse
	Back to start

Figure 63 Upload files from your computer page

- 2. Use one of the following methods to select files:
  - Click Browse to open the Choose File to Upload page, navigate to the required file (in this example EQUELLA Technical Requirements.pdf) then click Open. The Upload files from your computer page displays with the selected file listed, as shown in Figure 64.

Upload files from your computer	8
Upload files from your computer	
Browse for and select the file you wish to upload	
EQUELLA Technical Requirements.pdf	8
No file selected	Browse
LE DE	
Click to select files or drag and drop files here	
Import files from scrapbook	
	Back to start Next

Figure 64 File uploaded using Browse button

NOTE: This method allows only single files to be uploaded with each browse session. Click Browse again to add another file.

or

 Select one or more files then drag them into the dotted area to upload. There is no limit to the number of files that can be dropped into the area. An example is shown in Figure 65.



Upload files from your computer	8
Upload files from your computer	
Browse for and select the file you wish to upload	
No file selected	Browse
Click to select files or drag and drop files here Copy	
	Destructure of the
	Back to start

Figure 65 Two pdfs selected and dragged into drop area

The files are uploaded and a progress bar displays for each. An example is shown in Figure 66.

Upload files from your computer		۲
Upload files from your computer		
Browse for and select the file you wish to upload		
EQUELLA Features Guide.pdf EQUELLA Technical Requirements.pdf	4 % 96 %	00
No file selected		Browse
Click to select files or drag an	d drop files here	
Import files from scrapbook		
	B	ack to start

Figure 66 Progress bars display for each file being uploaded

Once the upload is complete the progress bar displays green. An example is shown in Figure 67.

Upload files from your computer	$\otimes$
Upload files from your computer	
Browse for and select the file you wish to upload	
EQUELLA Features Guide.pdf	_
EQUELA reactives dure put	8
No file selected	Browse
THE REAL	
Click to select files or drag and drop files here	
C Import files from scrapbook	
	Back to start 🖌 🖌 Add

#### Figure 67 Completed uploads

- The selected file can be removed by clicking <sup>3</sup>
- Select the **Import files from scrapbook** link to add scrapbook files to the resource. See *EQUELLA My Resources User Guide* for more information.
- Click Back to start to return to the **Pick resource type** page without saving the file selected.
- 3. Once all required files have been selected, click Add. The files are now listed on the wizard page, as shown in Figure 68.

		ALPHABETA   PROFILE   LOG OUT
	QUELLA"	ning resources
C	tribute > Learning resources	
	About	Save
	Title *	Save and continue   Preview   Cancel
	Please enter a title for this item (words in the title have a high search rank)	
	Introduction to EQUELLA	About
	Description	
	Please enter a short optional description which will be displayed with the item	
	This resources introduces the user to EQUELLA and includes the Technical Requirements, Features Guide and and links to the EQUELLA video on YouTUBE and the website.	
	Media	
	Please select the media to attach to your item	
	Media (Files, URLS, YouTube, Filckr, Resources)     Rich text metadata     Learning Objects (IMS & SCORM)     Navigation	
	Digital Rights Management (DRM)	
	Attach media	
	This includes: file attachments, URLs, YouTube Videos, Google Books, EQUELLA-authored HTML pages, and existing EQUELLA resources.	
	EQUELLA Features Guide.pdf Edit   Replace   Delete	
	EQUELLA Technical Requirements.pdf Edit   Replace   Delete	
	Add a resource	·
	Resource type	
	Please select the type of resource	

Figure 68 Learning resources wizard page with files listed

File options are:

- Edit—opens a page displaying file metadata and file editing options:
  - Edit file with default editor—opens the default editor for that file type (e.g. *Word*).
  - Edit file with another editor—lists all editors available for that file type (e.g. *Word, Wordpad etc.*).

An example of the Edit attachment page is shown in Figure 69.

	tures Guide.pdf			PDF
Edit attachmen * Display name	EQUELLA Features Guide.pdf		Type: Filename:	PDF Document EQUELLA Features Guide.pdf
	Edit file with default editor Edit file with another editor	<ul> <li>Indicates mandatory fields</li> </ul>	Size:	2.92 MB

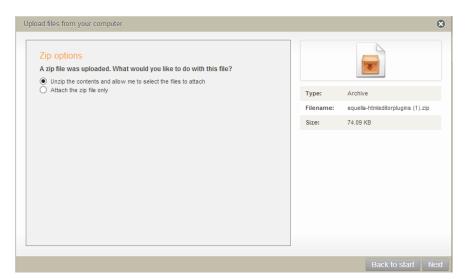
#### Figure 69 Edit attachment page

Once a file is edited and saved using an editor (e.g. *Word*), the Upload changes and Ignore changes buttons display. Select Upload changes to implement the changes in the attachment.

- **Replace**—opens the Pick resource type page (shown in Figure 62). Another file can be selected, and the option to Replace the current file or Add the new one is offered.
- **Delete**—removes file after confirmation.

### **Upload zip files**

When one or more zip files are uploaded to EQUELLA, depending on how the system is configured to treat zip files by default, a **Zip options** dialog may display. An example is shown in Figure 70.



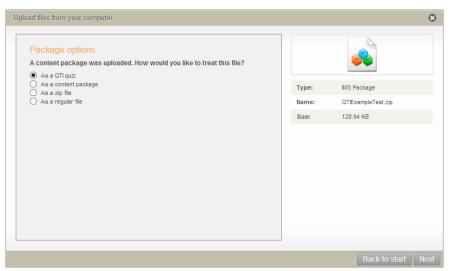
#### Figure 70 Zip file options

Select the required option:

- Unzip the contents and allow me to select the files to attach selecting this option allows single files from the zip file to be attached to the resource.
- Attach the zip file only attaches the zip file itself to the resource.

### Upload QTI packages

When a QTI package (a package conforming to the IMS QTI 2.1 standard) is uploaded during contribution, depending on how the system is configured to treat zip and package files by default, a **Package options** dialog may display. An example is shown in Figure 71.



#### Figure 71 Package options

Select the required option for 'How would you like to treat this file?':

• As a QTI package – stores the package as a QTI package, allowing the quiz to be played using the default EQUELLA quiz player.

- As a content package stores the package as an IMS package, ignoring any QTI functionality.
- As a zip file selecting this option brings up the Zip options (see <u>Upload zip files</u> on page 52).
- As a regular file stores as a file (without zip or package options).

### **Playing QTI packages**

Once a QTI package has been uploaded to an EQUELLA resource, and the resource has been saved, the package can be played. As long as it has been stored as a **QTI package**, the default QTI quiz player will be used. When QTI packages are played in EQUELLA, a score accumulates, but is not stored. Each time a user logs in, the quiz will restart.

#### To play a QTI quiz

1. From the results or Resource summary page, click on the required QTI package. The quiz start page displays. An example is shown in Figure 72.

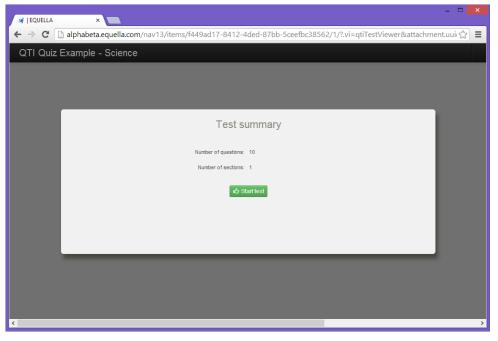
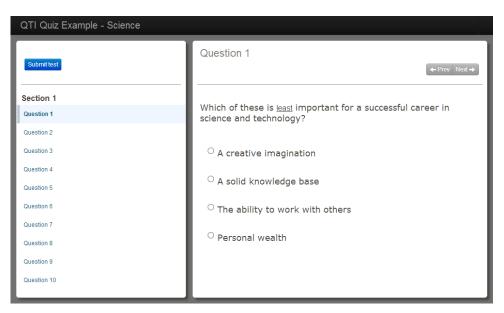


Figure 72 Example QTI quiz

2. Click the Stattest button to begin the quiz. The question titles display down the left hand side of the page, and a single question's details show in the right-hand pane. An example is shown in Figure 73.



#### Figure 73 Example quiz

Note the following points:

- Once a question has been answered, a blue bar displays to the left of the question name in the left-hand question list.
- Unanswered questions have no bar.
- The question currently being viewed displays a grey bar to the left of the question name, until it is either answered or the user moves to another question.

An example is shown in Figure 74.

QTI Quiz Example - Science	
Submittest	Question 5 ← Prev Next→
Section 1 Question 1 Question 2	What is the basic source of the light energy given off by stars?
Question 3 Question 4	<ul> <li>Magnetic forces</li> <li>Gravitational forces</li> </ul>
Question 5 Question 6	O Nuclear reactions
Question 8 Question 9	○ Combustion of gases
Question 10	

#### Figure 74 Question status bars

- Questions can be answered in any order.
- Once all questions have been answered, click the Submittest button (confirmation dialog displays) to view the score acquired (which doesn't get stored) and any feedback available for that QTI quiz.

*NOTE:* Not all QTI quizzes are configured to display results or feedback once they are submitted.

An example is shown in Figure 75.

QTI Example package	
View result	Results
Section 1	You have reached the end of the test.
Operating systems	Section 1 score: 29.0 (from a maximum of 50.0)
Question about EQUELLA	Section 2 score: 30.0 (from a maximum of 50.0)
Fabuland	Total score: 59.0 (from a maximum of 100.0)
True/false question about geometry	
What sort of triangle	
Section 2	
Identify the picture	
Jules Verne	
Survey	
Pick the false statement	
The answer to	

#### Figure 75 Quiz results page

Each question can be selected to view question level feedback, if included as part of the package. An example is shown in Figure 76.

QTI Example package	
View result	Question about EQUELLA
Section 1 Operating systems	EQUELLA is made in:
Question about EQUELLA	Cimbabwe
Fabuland	<ul> <li>Australia That's right, it's dinky-di true blue mate.</li> <li>Antarctica</li> </ul>
True/false question about geometry	
What sort of triangle	
Section 2	
Identify the picture	
Jules Verne	
Survey	
Pick the false statement	
The answer to	
L	

Figure 76 Question level feedback

To return to the results page, click View result

### **EQUELLA Resource**

Select **EQUELLA Resource** then click Next to add an attachment associated to an existing EQUELLA resource. The **Select** page displays, as shown in Figure 77.

ig fouella.		Home	•	۲	î
Search Selection (0) You have selected 0 items:	ections				
Contribute     Recent       Contribute a new item     Favourites   Contributed   Selected       Contribute →     Acid Oceans					
Quick contribute to collection Learning resources	r 26, 2004				
Browse		Show all	->		v

#### Figure 77 Select page

Perform a search for the relevant resource, and from the search results either add an entire resource or add attachments only:

### Add entire resource

To add an entire resource

1. Click **O** select to add the entire resource (metadata and attachments) as a link in the new contribution. An example is shown in Figure 78.

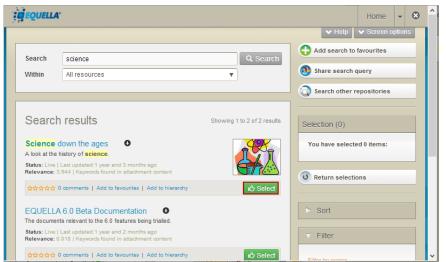


Figure 78 Link entire resource

Once the resource is selected, the Select button changes to Ounselect

2. Click Return selections to go to the **My selections** page with the selected resource listed, as shown in Figure 79.

TO EQUELLA	Home	- 6	Э ^
My selections			
Selection V			
Science down the ages	0		
← Continue selecting Cancel ✔ Retur	rn selections		
			v

#### Figure 79 My selections page

- Click Storemove a resource.
- Click Cancel to go back to the wizard page without adding the resource.
- Click Return selections to go to the Edit resource details page, as shown in Figure 80.

Science down	the ages			I A J
Edit attachmen	t			
			Туре:	EQUELLA Resource
* Display name	Science down the ages		Name:	Science down the ages
		* indicates mandatory fields	Collection:	Learning resources
			Version:	1
			Last updated:	1 year and 3 months ago
			Rating:	***
			Vier	w this resource

#### Figure 80 Edit resource details page

4. Click **Save** to add the link to the current contribution.

### Add attachments only

To add attachments only

1. Select the relevant resource link to open the Resource summary page. Each attachment has a <sup>C Select</sup> button, as shown in Figure 81.

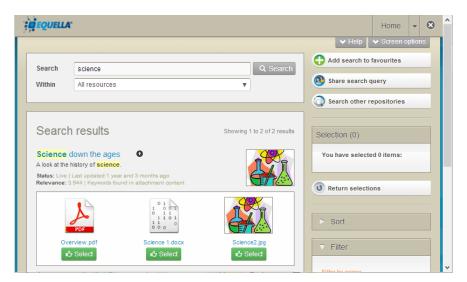


Figure 81 Selection page for files and links

2. Click Click Control for each attachment required, then click Return selections. The My selections page displays with the selected attachments, as shown in Figure 82.

EQUELLA.		Home	•	8	^
My selections					
Selection V					
Overview.pdf		8			
Science2.jpg		٢			
← Continue selecting	Cancel 🗸 Return	selections			
					~

#### Figure 82 My selections screen with attachments

- Click I to remove a resource.
- Click Cancel to go back to the wizard page without adding the resource.
- 3. Click **Return selections** to add the resources to the contribution.

### URL

#### To add a URL link

1. Select **URL** then click **Next** to add a URL. The **Add a URL** page displays, as shown in Figure 83.

Add a URL		⊗
Add a URL Enter a URL to a website or	r other resource	
* Website address	http://	
	Back to start 🗸	dd

#### Figure 83 Add a URL page

2. Enter the URL (e.g. <u>http://www.equella.com</u>) and click ✓ Add . The **Edit URL details** page displays as shown in Figure 84.

Add a URL	8
http://www.equella.com	<b>O</b>
Edit attachment	Type: URL Link
* Display name EQUELLA website	URL: http://www.equella.com
* Website address http://www.equella.com	Open URL in new window
* indicates mandatory fields	Open ORL IN new Window
	Back to start 🖌 Save

#### Figure 84 Edit URL details page

The **Display name** can be changed to something more meaningful than the actual web address if required (e.g. *EQUELLA website*), but the **Website address** must be prefixed with http://, not just www, or it won't work.

- 3. Click the **Open URL in new window** to go to the URL website. This is a good way to test that the web address entered is correct.
- 4. Click save to return to the contribution wizard page. The EQUELLA website link now displays as an attachment.

### Web pages

To add a web page link

1. Select **Web pages** then click **Next** to add a web page. The **Create web pages** page displays, as shown in Figure 85.



#### Figure 85 Create web pages

The **Add Page** link allows the user to open the EQUELLA HTML Editor and create web pages. The **Import pages from scrapbook** allows the user to select existing web pages from their Scrapbook.

### **Add Page link**

#### To add a page link

1. Click the Add Page link to open the Edit Page section, as shown in Figure 86.

Create web pages		8
Pages		^
New Page	8	]
Add Page O Import pages from scrapbook		
Edit page		1
Title		
New Page		
Content		
증접         Toggle full-screen		
B <i>I</i> U ABC E Ξ Ξ ■ Paragraph 2 Ⅲ X, X <sup>1</sup> Ω ∞ ∞ ↓ 💆		
🖛 🤊 (~ 🖌 🖙 🏝 🎉 📝 🚍 📰 📑 🚛 🕂 🐂 🖓 🔛 🖬 🗛 😻 Styles 🔹		
🔚 📰 🞼 🟮 🗰 🥎 Font Family 🔹 Font Size 🔹 😪 😭 😭 🐨 💷 🗸		
	Back to start 🗸	Add

#### Figure 86 Create web pages—Edit page

2. Click the **Toggle full-screen** link to open the Edit page in a full screen.

- *3.* Enter a **Title** and use the editor to enter the content in the **Content** section. See EQUELLA HTML Editor Guide for more information.
- 4. Click **Save** to return to the contribution wizard page. The web page link now displays as an attachment.

### Import pages from the scrapbook link

To import pages from the scrapbook link

1. Click the **Import pages from scrapbook** link to open the **Select from scrapbook** page. An example is shown in Figure 87.

EQUELLA.		8
		✓ Screen options
Results	Showing 1 to 2 of 2 results	Selection (0)
Science question		You have selected 0 items:
Status: Last updated:less than a minute ago Web Pages: test	ぱ Select	0 Return selections
EQUELLA Overview	il/ 3664	► Sort
Status: Last updated:less than a minute ago Web Pages: Benefits		▼ Filter
	மூ Select	Filter by keyword
		Q
		Filter by date modified

#### Figure 87 Select from scrapbook page

Click the Select button next to the required web pages, then click Return selections
 The My selections page displays with the selections listed. Click Return selections, then
 Save. The selected web pages are now displayed on the contribution wizard page as attachments.

### **Google Books**

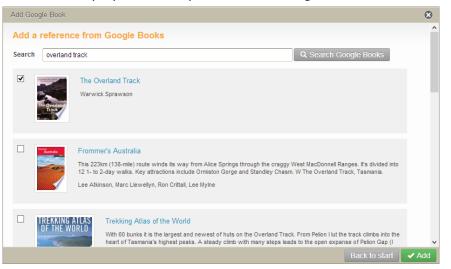
#### To add a Google Books link

1. Select **Google Books** then click **Next** to add a Google Books link. The **Add Google Book** page displays, as shown in Figure 88.

Add Goog	gle Book	۲
Add a	reference from Google Books	
Search	Q Search Google Books	
	Back t	o start

#### Figure 88 Add Google Book page

2. Enter search criteria (e.g. overland track) then click Q Search Google Books. The search results display. An example is shown in Figure 89.



#### Figure 89 Google Book search results

Select the required references then click Add. If multiple selections are made, the contribution wizard page displays with the selected attachments listed. They can be edited or deleted from the list. See Edit attachments on page 81 for more information. If only one Google Book link has been selected, the Edit Google Book details page displays. An example is shown in Figure 90.

Add Google Book			۲
The Overland Track		The Sector	
Edit attachment			
* Display name The Overland Track	Туре:	Google book	
* Display name The Overland Track	Title:	The Overland Track	
* indicates mandatory fields	Published:	2012	
	Pages:	193	
	Author:	Warwick Sprawson	
	Publisher:	Red Dog Books	
	Rating:	***	
	View	w on Google Books	_
		Back to start 🖌 🗸 Sa	

#### Figure 90 Edit Google Book details page

- 4. Click the **View on Google Books** link to open Google Books and view the resource.
- 5. Edit the **Display name** if required, then click **Save**. The contribution wizard page displays with the Google Book link listed.

### Kaltura

Select **Kaltura** then click Next to display the **Add Kaltura media** page, as shown in Figure 91.

Add Kaltura media	8
Add Kaltura media options You have chosen to attach Kaltura media from the Kaltura server: Kaltura.com SaaS. What would you like to do?	
Add existing Kaltura media Search the Kaltura server for media you want to attach	
Upload new Kaltura media Contribute new media to the Kaltura server which you can then attach	
Back to start Ne	xt

#### Figure 91 Add Kaltura media page

Click Back to start to go back to the Pick resource type page.

The *Add Kaltura media* page provides the user with two options, **Add existing Kaltura media** and **Upload new Kaltura media**.

*NOTE:* Some institutions may be restricted to one of these options, in which case this step will not display.

### Add existing Kaltura media

Selecting the **Add existing Kaltura media** option allows the user to search the Kaltura server for a relevant streaming media item then attach the link to the resource being contributed.

#### To add existing Kaltura media

1. Click Next to display the **Add Kaltura media** search page, as shown in Figure 92.

Add Kalt	ura media	8
Add K	Caltura media	
Search	Q Search Kaltura	
	Back to s	start

Figure 92 Add Kaltura media search page

*NOTE: Kaltura does not allow the use of wildcards. Additionally, a full word match must be made to return results.* 

2. Enter search criteria (e.g. sample) then click Q Search Kaltura. The search results display. An example is shown in Figure 93.

earch	sample	Q Search Kaltura	
	MathiCast diama wais lagont The multi-variate chain rule Example 2 Wide Weise Wide Wide Weise Wide Wide Wide Wide Wide Wide Wide Wide	multivariate_chain_rule_example_2.mp4 about a month ago   6 views	
	Kaltura creating together	Sample Kaltura Animated Logo Kaltura anmated logo 11 months ago   63 views	
	THE PEACH OPEN MOVIE PROJECT	Sample Big Buck Bunny Trailer (HD) 11 months ago   66 views	

#### Figure 93 Add Kaltura media search results

3. Select the required items then click <a>Add</a>. If multiple selections are made, the contribution wizard page displays with the selected attachments listed. They can be

edited or deleted from the list. See <u>Edit attachments</u> on page 81 for more information. If only one Kaltura video link has been selected, the **Edit Kaltura media** page displays. An example is shown in Figure 94.

d Kaltura media				(
Sample Kaltur	a Animated Logo		Kaltura creating together	
	NV4	Туре:	Kaltura media	
	Play Share	Name:	Sample Kaltura Animated Logo	
		Uploaded:	11 months ago	
	creating together	Tags:	kaltura, logo, anmated, video	
	oreating together	Duration:	5 seconds	
		Views:	63	
Edit attachme	nt	D	ownload Kaltura media	_
* Display name	Sample Kaltura Animated Logo			
Select player	[Default player]			
	This selection will override the default player configured for this Kaltura server			
			Back to start 🛛 🗸 S	Sa

#### Figure 94 Edit Kaltura media page

4. Click to play the streaming media item, or to display share options.

*NOTE:* The icons may differ depending on the player being used. Additionally, if the file is large, it may still be processing at this point.

An example of the share options is shown in Figure 95.

Add Kaltura media				8
	ra Animated Logo Jookmark Email		Kaltura creating legether	
8	I () [] 🖂 🚫 💿 ()	Туре:	Kaltura media	
		Name:	Sample Kaltura Animated Logo	
	🕱 G 🛨 💿 👳	Uploaded:	11 months ago	
Embed	code: (			

#### Figure 95 Kaltura share options page

- 5. Edit the **Display name** if required. This is the name EQUELLA attachment name. The name is not changed in Kaltura.
- 6. Select the required player from the **Select player** drop-down. The [Default player] is the player selected as the default for this Kaltura server (see the EQUELLA Administration Overview Guide for further information).
- 7. Click Save . The contribution wizard page displays with the Kaltura media link listed.

### **Upload new Kaltura media**

Selecting the **Upload new Kaltura media** option allows the user to record a video using a webcam, or upload one or more local video or audio files to the Kaltura server, then attach the link/s to the resource being contributed.

#### To upload an existing video or audio file

1. Click **Next** to display the **Add Kaltura media** search page, as shown in Figure 96.

l Kaltura media			
	Video	Audio	
Upload	3		
Webcam	Upload videos Browse (You	can select multiple files)	
I certify th	nat my use of this video does not v	iolate the Terms of Use.	upload!
			Back to s

#### Figure 96 Add Kaltura media - Upload videos page

- 2. Select either the Video or Audio tabs.
- 3. Click **Browse** and select the required video or audio file/s and select **Open**. Multiple files can be selected. The file/s display on the Upload videos page. An example is shown in Figure 97.

	Video	Audio		
Upload		U		
Webcam	Upload videos			
	Browse			
	Status	Name	Size	Remove
		EQUELLAVideo.flv	126.0KB	ŧ
				_
I certify t	hat my use of this video does no	ot violate the Terms of Use.		Upload!

#### Figure 97 Selected video files to be uploaded to Kaltura server

Click Browse to add more video files, or to remove a file from the list. Click
 Upload to start the upload to the Kaltura server. Once the upload is complete, the Status of the file displays as **Done.** An example is shown in Figure 98.

l Kaltura media Upload	Video	Audio		
Webcam	Upload videos Browse Status	Name	Size	Remove
	Done	EQUELLAVideo.flv	126.0KB	Đ
I certify that	my use of this video does not vi	olate the Terms of Use.	Back	Next

Figure 98 Kaltura upload complete

5. Click **Browse** to add more video files, or click **Next** to open the **Add Kaltura media** – **Title** and **Tags** page. An example is shown in Figure 99.

Add Kaltura media					۲
	Video	Audio			
Upload Webcam		Title Tags Category Description	EQUELLA Overview video marketing, features Select Category		
I certify tha	t my use of this video does not viol	ate the Terms of Use.		Back	lext
					Back to start

#### Figure 99 Add Kaltura media - Title and Tags

- 6. Change the title if required, then add required tags (keywords) in the **Tags** field, using a comma to separate each entry.
- 7. Select a **Category** from the drop-down list, if relevant. Categories can only be configured and browsed from the Kaltura KMC or Kaltura Management Console.
- 8. Enter a **Description**, if relevant.

*NOTE: If multiple files have been uploaded, the Title, Tags, Category and Description fields can be edited for each file by clicking on the required file thumbnail on the left. An example is shown in Figure 100.* 

	Video	Audio		
Upload Webcam	1.	Title Tags Category Description	2. barsandtone.flv Select Category	
I certify that	my use of this video does not vi	plate the Terms of Use.	Back	Next

#### Figure 100 Multiple file upload with thumbnails

9. Click \_\_\_\_\_. The page shown in Figure 101 displays.

	Video Audio	
Upload		
Webcam	Done!	
	Your files are now being converted and will be automatically added to the video.	
	This might take a few minutes.	
	Add More Media Finish	
I certify th	nat my use of this video does not violate the Terms of Use.	

#### Figure 101 Kaltura files successfully added

10. Click Add More Media to return to the start or Finish to complete the process.

If multiple files have been uploaded a page listing the files displays, and the user selects the files to be attached to the resource. If multiple files are selected, the contribution wizard page displays with the selected attachments listed. They can be edited or deleted from the list. See <u>Edit attachments</u> on page 81 for more information.

If only one Kaltura video has been uploaded, the **Edit attachment** page displays. An example is shown in Figure 102.



Figure 102 Edit Kaltura media page

*NOTE:* The Kaltura conversion process can take some time to complete, depending on the number of files waiting for conversion, file sizes etc. It is safe to save the attachment prior to the completion of the conversion process.

- 11. Edit the **Display name** if required.
- *12. Select the required player from the Select player drop-down. The [Default player] is the player selected as the default for this Kaltura server (see the EQUELLA Administration Overview Guide for further information).*
- 13. Click **Save**. The contribution wizard page displays with the Kaltura media link listed.

#### To record and upload a file to Kaltura

1. Click **Next** to display the **Add Kaltura media** search page, as shown in Figure 103.

	Video	Audio		
Upload				
Webcam	Upload videos	can select multiple files)		
	Browse (You o	an select multiple files)		
I certify that	at my use of this video does not v	iolate the Terms of Use.	Back	

#### Figure 103 Add Kaltura media – Webcam tab

2. Select the **Webcam** tab on the left-hand side. An Adobe Flash Player Settings confirmation dialog displays, as shown in Figure 104.





#### Figure 104 Adobe confirmation dialog

3. Click Allow The Add Kaltura media dialog displays, with a drop-down to select the camera to be used. This defaults if there is only one. An example is shown in Figure 105.

	Video	Audio	
Upload		10	11. 11. 11. 11. 11. 11. 11. 11. 11. 11.
Webcam			
		5	
	USB2.0 Camera 🔍 🔻	10	
	To begin recording you	r video, click record button.	
			10.0000.000000
			Record
			Record
	at my use of this video does not		Back

#### Figure 105 Add Kaltura media - Webcam enabled

- 4. Click Record to begin recording.
- 5. Record the video, then click **Stop**.
- 6. Click Play to view the video, or Record to rerecord (this will overwrite the prior recording).
- 7. Once happy with the recording, click Next. The Title and tags page displays. An example is shown in Figure 106.

Add Kaltura media				$\otimes$
Video	Audio			
Upload	Ш			
Webcam				
	Title	Interesting ceiling		
	Tags			
	Category	Select Category	•	
	Description			
I certify that my use of this video does	not violate the Terms of Use.		Back Next	
			Bad	ck to start

#### Figure 106 Title and tags

- 8. Enter a title, then add required tags (keywords) in the **Tags** field (if relevant), using a comma to separate each entry.
- 9. Select a **Category** from the drop-down list, if relevant. Categories can only be configured and browsed from the Kaltura KMC or Kaltura Management Console.
- 10. Enter a **Description**, if relevant.

11. Click	Next . The	page shown	in Figure	107 displays.
-----------	------------	------------	-----------	---------------

Add Kaltura media		8
Add Kaltura media	Video         Audio           Donne!	
I certify the	It my use of this video does not violate the Terms of Use.	Back to start

#### Figure 107 Kaltura files successfully added

12. Click Add More Media to return to the start or Finish to complete the process. There may be a delay while the file is being processed by Kaltura.

If multiple files have been uploaded a page listing the files displays, and the user selects the files to be attached to the resource. If multiple files are selected, the contribution wizard page displays with the selected attachments listed. They can be edited or deleted from the list. See <u>Edit attachments</u> on page 81 for more information.

If only one Kaltura video has been uploaded, the **Edit attachment** page displays. An example is shown in Figure 108.

Kaltura media				Ø
Interesting cei	ling			
		Туре:	Kaltura media	
11	Play Share	Name:	Interesting ceiling	
		Uploaded:	6 minutes ago	
	Second and a second	Duration:	3 seconds	
		Views:	0	
Edit attachmer	ممو های ( <u>HDOH</u> ) کی دور دور nt Interesting ceiling	Dow	nload Kaltura media	-1
Select player	[Default player]			
	This selection will override the default player configured for this Kaltura server			
			Back to start	<ul> <li>Save</li> </ul>

Figure 108 Edit Kaltura media page

*NOTE:* The Kaltura conversion process can take some time to complete, depending on the number of files waiting for conversion, file sizes etc. It is safe to save the attachment prior to the completion of the conversion process.

- 13. Edit the **Display name** if required.
- *14. Select the required player from the Select player drop-down. The [Default player] is the player selected as the default for this Kaltura server (see the EQUELLA Administration Overview Guide for further information).*
- 15. Click Save . The contribution wizard page displays with the Kaltura media link listed.

### YouTube

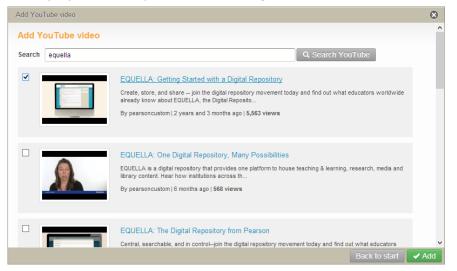
To add a YouTube link

1. Select **YouTube** then click Next to add a YouTube link. The **Add YouTube** page displays, as shown in Figure 109.

Add YouTube video	8
Add YouTube video	
Search	Search YouTube
	Back to start

Figure 109 Add YouTube page

2. Enter search criteria (e.g. equella) then click Q Search YouTube. The search results display. An example is shown in Figure 110.



#### Figure 110 Add YouTube search results

Select the required videos then click ✓Add. If multiple selections are made, the contribution wizard page displays with the selected attachments listed. They can be edited or deleted from the list. See Edit attachments on page 81 for more information. If only one YouTube link has been selected, the Edit YouTube details page displays. An example is shown in Figure 111.

Add YouTube video			۲
EQUELLA: Getting Started with a Digital Repository			
Advenue Lanerary resources	Туре:	YouTube video	
	Name:	EQUELLA: Getting Started with a Digital Repository	
	Duration:	3:47	
	Author:	pearsoncustom	
• • • • • • • • • • • • • • • • • • •	Uploaded:	2 years and 3 months ago	
• • • 0:00 / 3:47 You 🛄 [ ]	Views:	5,567	
Edit attachment	Likes/Dislikes:	15 likes, 0 dislikes	
* Display name EQUELLA: Getting Started with a Digital Repository	Vie	w on YouTube	
* indicates mandatory fields			
			~
		Back to start 🛛 🗸 S	Save

### Figure 111 Edit YouTube details page

- 4. Click the **View on YouTube** link to open YouTube and view the resource.
- 5. Edit the **Display name** if required, then click Save. The contribution wizard page displays with the YouTube video link listed.

### iTunes U

### To add an iTunes U link

1. Select **iTunes U** then click **Next** to add an iTunes U link. The **Add iTunes U resource** page displays. An example is shown in Figure 112.



#### Figure 112 Add iTunes U resource dialog

Click the + to open the tree to locate the relevant resources. Each resource has an
 + Add button beside it. An example is shown in Figure 113.

Add iTunes U resource	8
Please choose your track	
b-Texas A&M University	
E-CAMPUS COMMUNITY	
📥-Camtasia Relay Test	
Ġ-Group 1	
tunesU_TestingiPod_and_iPhone20100805_04.36.08PM + Add	
	Back to start

### Figure 113 iTunes U resource list

3. Click + Add to add the selected iTunes U resource to the contribution wizard page. The Edit iTunes U details page displays. An example is shown in Figure 114.

Add iTunes U resource	0
ItunesU_Testing iPod_and_iPhone         _20100805_04.36.08PM         Edit attachment         * Display name       ItunesU_Testing_*_iPod_and_iPhone_*_20100805_04         * indicates mandatory fields	Type:       runesU Track         Name:       RunesU_TestingPod_and_Phone        20100805_04.38.08PM
	Back to start 🖌 Save

#### Figure 114 iTunes U details page

- 4. Click on the **Listen to this track** link to listen to the resource with iTunes.
- 5. Edit the **Display name** if required, then click Save. The contribution wizard page displays with the iTunes U link listed.

### Flickr

### To add a Flickr link

1. Select **Flickr** then click **Next** to add a Flickr image link. The **Add Flickr image** page displays. An example is shown in Figure 115.

Add Flickr im	age	8
Search	Q Search	> Sort
Over	text and tags	⊽ Filter
• Er	es the Flickr API but is not endorsed or certified by Flickr. nter keywords. elect from the filter options in the filter box.	Date photo taken         After         Image: After by Creative Commons licence         □ unrestricted         □ by-nc         □ by-nc         □ by-nc         □ by-nc-nd         □ by-nc-sa
		Back to start

#### Figure 115 Add Flickr image dialog

Elements of the Add Flickr image page include:

- **Search**—enter search criteria (e.g. *Tasmania*)
- Over-
  - **Text and tags**—perform a free text search, matching values in a photo's title, description or tags.

- Any tags—search tags for ANY match of search criteria terms (OR combination).
- All tags—search tags for match of ALL search criteria terms (AND combination).
- **Sort**—results can be sorted by
  - Relevance
  - Interestingness—this is a Flickr term translating to 'level of interest'
  - Date taken
  - Date posted
  - Check the check box to reverse the order of the results
- Filter—results can be filtered by
  - Date photo taken
  - Creative Commons licences
  - Flickr Institutions
  - Flickr user's FlickrId, username or email.

An example of the search results page, using the search term `*Tasmania'*, is shown in Figure 116.

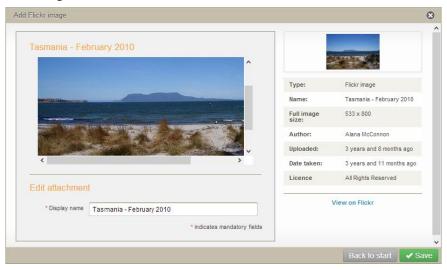
Search tasmania   Over text and tags     Itext and tags <td< th=""><th>Flickr image</th><th>age</th><th></th><th></th><th>e</th></td<>	Flickr image	age			e
	Search	tasmania	Q Search	▷ Sort	
Results     Showing 1 to 10 of 482,386 results       Tasmania Tessellated Pavement, Tasmania Date taken: 4 years and 10 months ago License: All Rights Reserved	Over	text and tags	T	▼ Filter	
Results     Showing 1 to 10 of 482,386 results       Tasmania     Filter by Creative Commons licence       Date ken: 4 years and 10 months ago     License: All Rights Reserved	product uses	es the Flickr API but is not endorsed or certified by Flickr.			
Tasmania     licence <sup>i</sup> Tessellated Payment, Tasmania     unrestricted       Date taken: 4 years and 10 months ago     by       License: All Rights Reserved     by-nc	Resul	ults Showing 1 to 1	0 of 482,386 results	After •	
	Tesse Date ta	sellated Pavement, Tasmania e taken: 4 years and 10 months ago		licence unrestricted by by-nc	
By actaacta   3 years and 5 months ago by-iid by-sa	By actaact	acta   3 years and 5 months ago		by-nd by-sa	
Tasmania - February 2010         Tasmania, East Coast - Maria Island from Raspins Beach, Orford         Full image size: 533 x 800	Tasma	mania, East Coast - Maria Island from Raspins Beach, Orford			

#### Figure 116 Flickr results page

The results page elements can include:

- Name
- Selection check box
- Description
- Full image size
- Date taken
- License
- Author
- Time since added.
- 2. Select the required Flickr images then click + Add. If multiple selections are made, the contribution wizard page displays with the selected attachments listed. If only one

image has been selected, the **Edit Flickr details** page displays. An example is shown in Figure 117.



#### Figure 117 Edit Flickr details page

- 3. Click on the **View on Flickr** link to open the image in Flickr.
- 4. Edit the **Display name** if required, then click Save. The contribution wizard page displays with the Flickr image link listed.

### External tool provider (LTI)

### To add an LTI provider link

1. Select **External tool provider (LTI)** then click **Next** to add an LTI provider link. The **Add external tool** page displays. An example is shown in Figure 118.

Add external tool		8	
Select an LTI pro	ovider	·	•
LTI provider	Automatic, based on URL		
Launch URL			
Advanced setting	gs		
Consumer key			
Shared secret			
Custom parameters			
	Custom parameters to send to the tool provider. Consult the tool's documentation for possible parameters. Multiple parameters should be entered as a corma separated list e.g. review. Chaper-1.2.57,book_isbn=0-962303208 or on separate lines for each name-value pair		
Icon URL			
		Back to start 🗸 Add	

Figure 118 Add external tool dialog

*NOTE:* EQUELLA has a setting (External Tool Providers (LTI)) which allows administrators to configure Base URL information for LTI Tool Providers that provide one or more tools. If the core information for these providers is pre-configured, the user only needs to select

the LTI provider from the list and enter the Launch URL during contribution. The rest of the information will default from the pre-configured record. See the EQUELLA LTI User Guide for further information.

2. From the **LTI provider** drop-down, select either a pre-defined tool provider if the required tool provider displays in the list, otherwise leave as Automatic, based on URL.

*NOTE:* If a pre-configured LTI provider has been selected, any information added in the **Advanced settings** fields will override the preset configuration, except Custom parameters, which will add to current custom parameters configured through Settings, rather than overriding them.

3. Enter the LTI tool **Launch URL** (e.g. https://www.eduapps.org/tool\_redirect?id=quizlet). An example is shown in Figure 119.

Select an LTI pro	ovider		
LTI provider	Automatic, based on URL		
Launch URL	https://www.edu-apps.org/tool_redirect?id=quizlet		
Advanced settin	gs		
Consumer key			
Shared secret			
Custom parameters			
	Custom parameters to send to the tool provider. Consult the toofs documentation for possible parameters. Multiple parameters should be entered as a comma separated list e.g. review chapter-1.2.st, book_isbn=0-962303208 or on separate lines for each name=value pair		
Icon URL	https://www.edu-apps.org/tools/quizlet/banner.png		~
		Back to start	✓ Add

### Figure 119 LTI tool example

 For new LTI provider tools, enter the Consumer key, Shared secret and any Custom parameters, if required. These would be provided to you by the external LTI tool.

# *NOTE: If multiple custom parameters are required, separate each parameter with a comma.*

- 5. For new LTI provider tools, enter the **Icon URL**. This is the icon that will show on the results page for the LTI tool. Note that if a pre-configured tool has been selected, adding an Icon URL will override any Icon information stored as part of the pre-configuration.
- 6. For new LTI provider tools, uncheck the Use default privacy options checkbox to enable the Share launcher's name and Share launcher's email checkboxes, then select the option/s required:
  - Share launcher's name if enabled, the full name of the user launching the tool will be shared with the tool provider
  - **Share launcher's email** if enabled, the email address of the user launching the tool will be shared with the tool provider.

An example is shown in Figure 120.

Custom parameters			
	Custom parameters to send to the tool provider. Consult the tool's		
	documentation for possible parameters. Multiple parameters should be entered as a comma separated list e.g. review chaper=1.2.57,book isbn=0-962303208		
	or on separate lines for each name=value pair		
Icon URL	https://www.edu-apps.org/tools/quizlet/banner.png		
	If set, will override the icon which applies to the tool provider		
Privacy options	Use default privacy options		
	If checked, the privacy settings configured for this tool provider will apply		
	Share launcher's name		
	If enabled the full name of the user launching the tool will be		
	shared with the tool provider		
	Share launcher's email		
	If enabled the email address of the user launching the tool		
	will be shared with the tool provider		
			~
		Back to start	🗸 Add

### Figure 120 LTI Tool privacy options

7. Click Add. The **Edit attachment** dialog displays as shown in Figure 121.

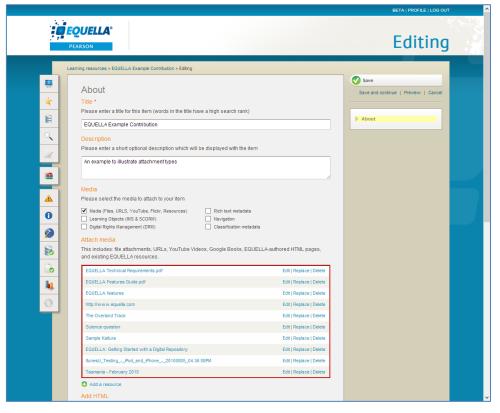
dd external tool					8
https://www.edu	u-apps.org/tool_redirect?id=quizlet	_		Quizlet	
Edit attachmen	t				
* Display name	Quizlet Flash Cards		Туре	External tool provider	
	* indicates mandatory field	ls			
LTI provider	Automatic, based on URL				
Launch URL	https://www.edu-apps.org/tool_redirect?id=quizlet				
Advanced setti	ngs				
Consumer key					
Shared secret					
Custom parameters					
				Back to start	🗸 Save

### Figure 121 Edit attachment dialog

- 8. Edit the **Display name**, if required.
- 9. Click **Save**. The contribution wizard page displays with the LTI tool link listed.

### Edit attachments

Once all required attachments have been added to the current contribution, they are listed on the contribution wizard page. An example is shown in Figure 122.



### Figure 122 Attachments list

File options are:

- Edit—opens the relevant page depending on attachment type, displaying file metadata and editing options. Each attachment type edit page has options relevant to that type. For example, the URL Edit page has Display name and Website address. The Display name for all attachment types can be edited. For files, the following edit options are available:
  - Edit file with default editor—opens the default editor for that file type (e.g. *Word*).
  - Edit file with another editor—lists all editors available for that file type (e.g. *Word, Wordpad etc.*). See <u>Upload a file</u> on page 48 for more information.
- **Replace**—opens the **Pick resource type** page (shown in Figure 13 on page 15). Another attachment can be selected. When saved, the new attachment replaces the original.
- **Delete**—removes attachment after confirmation.

### Calendar

The **Calendar** control allows the selection of a date or date range, for example to select a publication, creation or modification date, or to control resource use or availability. An example is shown in Figure 123.

Date created	
Date resource was originally created	
Date	

### Figure 123 Calendar Control

Click the **Date** field or to display a date selector, as shown in Figure 124.

Date	e crea	ated						
Date	resou	urce w	as o	riginal	ly cre	ated		
Date								
	0	Nov		v 20	013	¥	0	
	Su	Мо	Tu	We	Th	Fr	Sa	
						1	2	
	3	4	- 5	6	7	8	9	
	10	11	12	13	14	15	16	
	-17	- 18	19	20	21	- 22	- 23	
	- 24	- 25	- 26	27	- 28	- 29	- 30	

### Figure 124 Date selector

Select a date to populate the **Date** field with the selected date, as shown in Figure 125.



### Figure 125 Date field populated with selected date

The year drop down list ranges from 50 years prior to 10 years from the current year.

Calendar controls may be configured to require only the month and year or only the year in addition to the full date. An example of each is shown in Figure 126.

•
ct date
O Nov ▼ 2013 ▼ O
Today Done
t the valid year
O 2013 ✓ O
Today Done

#### Figure 126 Calendar controls, one with month and year and one with only year

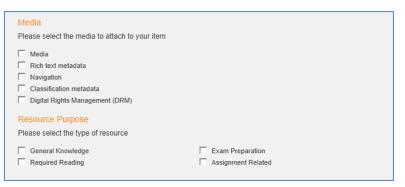
Calendar controls can also be configured to enter a date range. An example is shown in Figure 127.

Valid date range Enter range		
From 15/12/2013	to 15/12/2014	Clear

Figure 127 Calendar control with date range

### **Check box group**

A **Check box group** provides a number of options where one or more elements can be selected by checking the boxes provided. An example of two check box groups is shown in Figure 128.



### Figure 128 Check box groups

Check box selections can enable other controls to be displayed, depending on how the contribution wizard is configured.

Selected check boxes can be unchecked by clicking on them. Check boxes may also be pre-checked by default.

### **Edit box**

The **Edit box** allows the entry of basic text such as names, descriptions, tags, keywords, comments etc. An example of two edit boxes is shown in Figure 129.

Title *	
Please enter a title for this item (words in the title have a high search rank)	
Description	
Please enter a short optional description which will be displayed with the item	
	*
	-

### Figure 129 Edit boxes

The Description edit box has inactivated scroll arrows. These arrows become functional if the amount of text entered is larger than the size of the edit box.

## **Email selector**

The **Email selector** allows the entry of one or multiple email addresses (depending on its configuration). An example is shown in Figure 130.

Add	
L Search for a user	

### Figure 130 Email selector

### To select emails

1. Either type the email address in the edit box then click Add, or click Search for a user... to open the **Search for users** page, as shown in Figure 131.

Search for a user	8
Select user(s)	
Search for and select a user. The search query can contain a name (first, last or login) and a wildcard character (*).	
Search for a user Q Search	
Select this us	ser

Figure 131 Search for users page

2. Enter search criteria then click Q Search. The search results display with a radio button (where only a single user can be selected) or check box (where multiple users can be selected) beside each name. An example where only a single user can be selected is shown in Figure 132.

Search for a user		8
Select user(s)		
Search for and select a user. The search query can contain a name (first, la character $(\ensuremath{^{\ast}}).$	st or login) and a wildcard	i
Q Search		
○ Jo Bloggs	JBloggs	^
O equellademo equellademo	equellademo	
O administrator administrator	administrator	
O Greg Brown	GBrown	
$\frown \cdots \cdots$		~
	✓ Select this u	iser

### Figure 132 Search results page

3. Select the required name/s then click <a>Select this user</a>. The email address/es display in a list. An example is shown in Figure 133.

Select email	
Enter email address of contact	
	7
	_
jo.bloggs@bloggs.com	0

Figure 133 Email list

Click 🚳 to remove an email address.

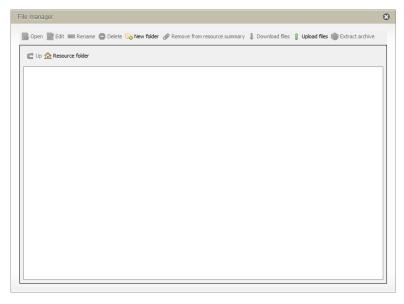
### File manager

The **File Manager** is used for uploading, downloading and managing contributed files. The File Manager control appears as a button in the contribution wizard, as shown in Figure 134.



### Figure 134 File Manager control

Click Launch File Manager to display the **File Manager** page, as shown in Figure 135.



#### Figure 135 File Manager page

To add files to the File Manager, there are two options:

- **Drag-and-drop**—locate files or folders in the local computer or network, then drag and drop them into the File Manager, or
- **Upload Files**—click the **Upload Files 1** button to browse for files in the local computer or network.

Figure 136 shows an example of files added to the File Manager.

e manager	C
🖕 Open 🎤 Edit 🔍 Rename 🥥 Delete 😹 New folder 🕜 Remove from resource summary 🌡 Download files 🧌 Upload files 🏐 Extract archive	
C Up 🟠 Resource folder	
EQUELLA Features Guide, p EQUELLA Technical Require	٦
Size: 2.92 MB Size: 53.1 KB	
Modified: 26/11/13 12:30 PM Modified: 26/11/13 12:30 PM	

#### Figure 136 File Manager with uploaded files

Select a file to enable the File Manager buttons. (*Note: The Extract Archive button is only enabled if the selected file is an archive file.*)

The File Manager provides the following file management options:

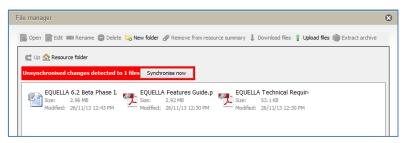
- **Open** —opens the currently selected folder or file for viewing or editing.
- Edit → opens the currently selected file for editing. Files can be edited directly using native tools such as MS Word<sup>™</sup>. When changes are made the files must be synchronised to update the stored files. See <u>Synchronise files</u> on page 88 for more information.
- **Rename** renames the currently selected file or folder.
- Delete — deletes the currently selected file or folder (a confirmation dialog appears on selection of this option).
- **New Folder** 🗟—creates a new folder.
- Show in Item Summary/Remove from Item Summary —shows or removes the selected files from the resource summary page. The paper clip symbol shows on attachments that will display on the resource summary page. (See Figure 136.)
- Download Files —downloads the selected files or folders to the local computer or network.
- **Upload Files I**—uploads files or folders from the local computer or network.
- Extract Archive —extracts files from an archive (an example archive file type is .zip)
- **Up** returns to a higher level folder.
- **Home \\_**returns to the top folder level.
- **Item Folder** displays the current folder. No folder is shown at the top folder level.
- **Close** Sector Close Control Close Close
- Uploaded items that have been selected to Show in Item Summary display in a list under the LAUNCH FILE MANAGER button on the contribution wizard page. An example is shown in Figure 137.

File manager	
Add files using the	File manager
Launch File Mar	ager Open Web Folder Refresh
EQUELLA Feature	s Guide.pdf
EQUELLA Technic	al Requirements.pdf

Figure 137 File Manager displaying currently selected files

### Synchronise files

If a file uploaded using the File Manager has been edited, an '*Unsynchronised changes detected to X files'* message is displayed with a *Syndronise Now* button. An example is shown in Figure 138.



### Figure 138 File Manager displaying unsynchronised changes message

Click the **Synchronise Now** button to display a **Select Changes to Synchronise** dialog, listing the files that have been changed. An example is shown in Figure 139.

Select changes to synchronise	×
There are 1 files that have been edited locally on your comput Please select which files you wish to synchronise with the item the server.	
EQUELLA 6.2 Beta Phase I.docx	
	_
Synchronise now Cancel	

### Figure 139 Select Changes to Synchronise dialog

Check the check boxes corresponding to the files to be synchronised, and click the **Synchronise Now** button to align the files.

When a resource is contributed the files selected and marked with  $\swarrow$  are listed as attachments on the resource summary page. An example is shown in Figure 140.

		BETA   PROFILE   LOG OUT
PEARSON		Resource
	Learning resources > File Manager example	✓ Help
Jashboard	Successfully saved	Add to favourites
★ Favourites		Share with others
My resources	File Manager example Description	Details Owner: EQUELLA Beta
Contribute	Example of files added with the file manager.	Collection: Learning resources Version: 1 (show all) Status: Live
Browse resources by format	EOUELLA Features Guide pdf     EOUELLA Technical Requirements pdf	Find uses Moderation history
🔥 Mytasks 🚺	EQUELLA 6.2 Beta Phase Ldocx	Actions
Notifications     Manage external	Still screen Still Full screen (new window) Add a comment Rate this resource	Add to external system Archive this version Change ownership Clone item into a collection
Manage resources		Cone termino a conection Create a new version Delete this version Edit this version
🐻 Manage activations		Export Modify key resource
Reports	Add comment anonymously + Add comment	Move item into another collection New contribution of same
() Settings		type Redraft this version Suspend this version

Figure 140 Resource with attachments added via File Manager

### **HTML edit box**

The **HTML edit box** control provides an inline HTML Editor in the contribution wizard that allows users to create HTML content during contribution which will be saved as part of the resource metadata. An example is shown in Figure 141.

88	Please enter a title for this item (words in the title have a high search rank)		^
<b>્</b>	Description	Save	
2	Please enter a short optional description which will be displayed with the item	Save and continue   Preview   Cancel	
		About	
<u>A</u>	Media Please select the media to atlach to your item		
0	Media (Files, URLS, YouTube, Filckr, Resources)     Icith text metadata     Learning Objects (MS & SCORM)     Navigation		
	Digital Rights Management (DRM)     Classification metadata  Add HTML		
5			
6	B I U A*         E Ξ Ξ Ξ         Paragraph         2 □ ×, ×' Ω         Ω ∞ ↓ U           max         0 C ¥ 42 0.0         I ⊂ 2 □ S + 2 − 1         N → 1 ≤ 0         Styles         -		
<b>4</b>	🗄 🗄 🔅 🕼 🕦 🦸 Font Family 🔹 Font Size 🔹 🔗 😤 😨 🐨 🐨		
0			
	Path: p Words:0		
	Resource type		
	Please select the type of resource		~

Figure 141 HTML Edit Box control

The HTML Editor can be displayed automatically, as shown in Figure 141, or 'on demand', where the editor defaults to read only and a link is selected to open the editor, as shown in Figure 142.

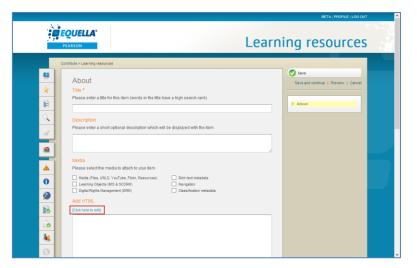


Figure 142 HTML editor (on demand)

Select the [Click here to edit] link to enable the HTML Editor.

Select the **Toggle full-screen** link to open editor in a full screen.

Create or edit content as needed then select the **[Click here to lock]** link to store any updated content and disable the Editor. The content is displayed as part of the resource metadata. An example where an image has been added is shown in Figure 143.

		BETA   PROFILE   LOG OUT
PEARSON		Resource
	Learning resources > HTML Editor	✓ Help
Dashboard	Successfully saved	Add to favourites
🖌 Favourites		🚳 Share with others
	HTML Editor	
My resources		Details
Q Search	Description	Owner: EQUELLA Beta Collection: Learning
Contribute	Example of the HTML editor image	resources
		Version: 1 (show all) Status: Live
Browse resources by	Rich text	Find uses
format		Moderation history
🔺 Mytasks 🚺		Actions
Notifications 11	EQUELLA	Add to external system Archive this version
	Revolutionising the way institutions search, manage	Change ownership
Manage external resources	and create content online.	Clone item into a collection Create a new version
2	Digital Repository	Delete this version
Manage resources		Edit this version
🐻 Manage activations		Export Modify key resource
		Move item into another
Reports		collection New contribution of same
Settings	Add a comment	type
	Add a comment Rate this resource 이상상상상	Redraft this version Suspend this version
100 C		
	Add comment anonymously + Add comment	

### Figure 143 Resource with HTML content

The HTML Editor operations can include:

- Resizing of the editor pane
- Underline

- Bold, Italic
- Strikethrough

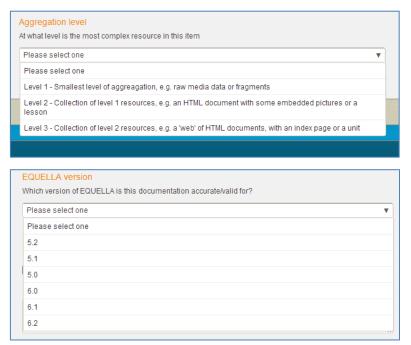
- Align Left
- Align Right
- Styles
- Insert Horizontal Ruler
- Toggle guidelines/Invisible elements
- Superscript
- Toggle full screen mode
- EQUELLA Resource Linker
- Font Family
- Cut
- Paste
- Ordered List
- Indent
- Redo
- Unlink
- Insert/edit image
- Edit HTML source
- Table row properties
- Insert row before
- Delete row
- Insert column after
- Split merged table cells
- Select all
- Select background colour

Further information is provided in the EQUELLA HTML Editor User Guide.

- Align Centre
- Align Full
- Paragraph formatting
- Remove formatting
- Subscript
- Insert custom character
- EQUELLA Resource Embedder
- EQUELLA File Uploader
- Font Size
- Сору
- Unordered List
- Unindent
- Undo
- Insert/edit link
- Insert/edit Anchor
- Clean up messy code
- Inserts a new table
- Table cell properties
- Insert row after
- Insert column before
- Remove column
- Merge table cells
- Select text colour

## List box

The **List Box** control provides a drop-down list of selectable options. Some examples are shown in Figure 144.



### Figure 144 List boxes

Click anywhere in the **Please select one** edit box or on the down arrow to display a drop-down list of options, then select the relevant value. The selection may cause other controls related to the selection to be displayed.

### **Radio button group**

The **Radio button group** control displays a group of options where only one can be selected. Two examples are shown in Figure 145.

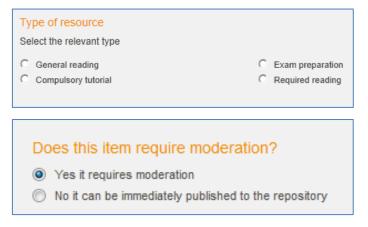


Figure 145 Radio button group control examples

Radio button selections can enable other controls to be displayed, depending on how the contribution wizard is configured. Radio buttons may be pre-selected by default.

### **Shuffle box**

The **Shuffle box** control allows users to select one or more values by moving them from one pane to another using the arrow buttons. An example is shown in Figure 146.

Audio		
Video	>>	
Image		
Document	>	
Other		
outor	<	
	<<	

### **Figure 146 Shuffle box**

Select a value from the left-hand pane and move it to the right-hand pane by clicking the button, or move all values using the button. Use the share and shuttons to remove elements from the right-hand pane.

### **Shuffle group**

The **Shuffle Group** control allows users to add and delete groups of details in a list (e.g. *course and subject details*). It can include **Edit Box** and **List Box** controls. An example before values have been added is shown in Figure 147.

G Add
G Add

### Figure 147 Shuffle Group control

Select the **Add** link to add a value. An example is shown in Figure 148.

Enter details	8
Course name Enter course name Subject Please select one	
Please select one     V	✓ OK

#### Figure 148 Shuffle group Enter details page

Enter relevant data in Edit Box fields, select options from the List Box drop-down list then click vert to populate the list box with the information. Values are separated by a forward

slash (e.g. *Course / Subject /*). Multiple groups of information can be added. An example is shown in Figure 149.

ubject	
Languages / French	Edit   Delete
Languages / English	Edit   Delete

#### Figure 149 Shuffle group list box

Select the **Edit** link to edit a value in the list.

Select the **Delete** link to remove a value from the list.

### **Shuffle list**

The **Shuffle list** control allows users to add any number of values to a list (for example, a list of multiple authors relating to a single document). An example is shown in Figure 150.

hor name er the author(s) of this Journal article (Surname, Given initial) then click 'Add'	
	+ Add

### Figure 150 Shuffle list control

Enter details in the top field, then click + Add to move it to the list box below. An example is shown in Figure 151.

Author name Enter the author(s) of this Journal article (Surname, Given initial) then click 'Add'		
	+ Add	
Brown, B	Edit   Delete	
Collins, C	Edit   Delete	

#### Figure 151 Shuffle List control with information entered

Select the **Edit** link to edit a value in the list.

Select the **Delete** link to remove a value from the list.

### **Term selector**

The Term Selector control allows selection of one or more terms from an associated taxonomy. It can be displayed in the following ways:

- **Auto-complete edit box**—partially entered terms are used to search the taxonomy for matching terms.
- **Detailed Pop-up browser**—users can search, browse or both (depending on configuration) the taxonomy, view the term details and select suitable terms.

• Wide Pop-up browser - users can search, browse or both (depending on configuration) the taxonomy, view terms on a wide screen (for very long taxonomy terms) and select suitable terms.

### Auto-complete edit box

When a term selector is configured as an auto-complete edit box, the control is displayed with an edit box that automatically completes the entered term. An example is shown in Figure 152.

Learning Resource Type *		
	Select	
No terms selected		

Figure 152 Term selector with auto-complete edit box

#### To use the auto-complete edit box

4. Start typing a term in the edit box (e.g. lect). A list of matching terms displays as a drop-down list. An example is shown in Figure 153.

l	Learning Resource Type *	
	lect	Select
[	Lecture - Learning Resource Type\Lecture	
	No terms selected	

#### Figure 153 List of matching terms

5. Select the required term to display the term path in the edit box. An example is shown in Figure 154.

Learning Resource Type *			
Learning Resource Type\Lecture	Select		
No terms selected			

### Figure 154 Selected term displayed in edit box

6. Click Select. The selected term displays in a list box under the term selector edit box, as shown in Figure 155.

Learning Resource Type *	
	Select
Lecture	0

### Figure 155 Currently selected terms list

Multiple terms may be added.

Click 🖾 to remove a value from the list.

### Detailed Pop-up browser

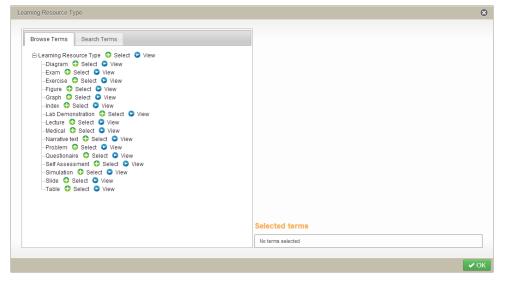
When a term selector is configured with a Detailed Pop-up browser, a new page opens to select the required terms. An example of a term selector control is shown in Figure 156.

(	Course			
	No terms selected			
Select terms				

### Figure 156 Term selector with pop-up browser

To use the Detailed Pop-up browser

1. Click the **Select terms** link to open the browser. An example is shown in Figure 157.



### Figure 157 Term selector with Detailed Pop-up browser

(NOTE: For information on how to use the **Search Terms** tab, see <u>Search Terms page</u> on page 100.)

2. Click 😟 to expand the term tree. Each term has a **Select** and **View** link. Click the **View** link to display the term details in the right hand pane. An example is show in Figure 158.

Learning Resource Type				
Browse Terms Search Terms	Learning Resource Type Lecture 2.			
E-Learning Resource Type	🖒 Select this term			
-Graph © Select © View -Index © Select © View -Lab Demonstration <u>© Select</u> © View -Lecture © Select © View <u>1</u> . -Medical © Select © View -Problem © Select © View -Ourestionaire © Select © View -Self Assessment © Select © View -Simulation © Select © View -Simulation © Select © View -Side © Select © View				
	Selected terms			
	No terms selected			

#### Figure 158 Select term

To select a term, either click the Select link from the left hand pane or click
 Select this term from the right hand pane. The term is listed in the Selected terms list at the bottom of the right hand pane, as shown in Figure 159.

Browse Terms Search Terms	Learning Resource Type	
ELearning Resource Type   Select   View     Olagram    Select   View     Exam    Select   View     Exercise   Select   View     Figure   Select   View     Graph   Select   View     Index   Select   View     Undex   Select   View     Lab Demonstration   Select   View     Lecture   Select   View     Marative tst   Select   View     Marative tst   Select   View     Ouesfonaire   Select   View     Select    View     Select    View     Select    View     Select    View     Select    View     Select    View     Select    View     Select    View     Select    View     Select    View     Select    View     Select    View     Select    View     Select    View     Select    View     Select     View     Select     View     Select     View     Select     View     Select     View     Select     View     Select     View     Select     View     Select     View     Select     View     Select      View     Select      View     Select      View     Select      View     Select      View     Select      View     Select      View     Select      View     Select      View     Select      View     Select      View     Select      View     Select      View     Select      View     Select      View     Select      View     Select      View     Select       View     Select      View     Select       View     Select       View     Select      View     Select       View     Select       View     Select       View     Select       View     Select       View     Select       View     Select       View     Select        View     Select	Select this term	
	Selected terms	
	Lecture	8
	Lab Demonstration	8

#### Figure 159 Selected terms

Multiple terms can be selected, depending on how the term selector has been configured.

Terms can be removed from the *Selected terms* list by clicking <sup>(2)</sup>.

4. Once all required terms have been selected, click \_\_\_\_\_. The terms selected now display in the term selector list on the contribution wizard page. An example is shown in Figure 160.

L	earning Resource Type *	
	Lecture	0
	Lab Demonstration	0
(	Select terms	

### Figure 160 Term selector list

Click 🚳 to remove a term from the list or **Select terms** to add more terms.

### Wide Pop-up browser

When a term selector is configured with a Wide Pop-up browser, a new page opens to select the required terms, the same as the Detailed Pop-up browser. An example of a term selector control is shown in Figure 161.

Course				
No terms selected				
Select terms				

#### Figure 161 Term selector with Wide Pop-up browser

To use the Wide Pop-up browser

1. Click the **Select terms** link to open the browser. An example is shown in Figure 162.

ample Taxonom	ý		
Erouse Terms	Search Terms		
Automotive, N	Actals and Logistics	Select	
elected terr	ns		
No terms selected			
	_		
			<b>√</b> 0

#### Figure 162 Term selector Wide Pop-up browser

(NOTE: For information on how to use the **Search Terms** tab, see <u>Search Terms page</u> on page 100.)

2. Click 😟 to expand the term tree. Each term has a **Select** link. An example is shown in Figure 163.



Figure 163 Wide Pop-up browser with terms displayed

3. To select a term, click the **Select** link beside the required term. The term is listed in the **Selected terms** list at the bottom of the page, as shown in Figure 164.



### Figure 164 Selected terms

Multiple terms can be selected, depending on how the term selector has been configured.

Terms can be removed from the Selected terms list by clicking  $\ ^{oxtimes}$  .

4. Once all required terms have been selected, click ✓ <sup>OK</sup>. The terms selected now display in the term selector list on the contribution wizard page. An example is shown in Figure 165.

PLMB 266 Roofing - Skills Audit (A) PLMB 179 Install roof components PLMB 181 Install composite roof systems PLMB 175 Fabricate roof coverings for curved structures PLMB 180 Install roof coverings to curved roof structures PLMB 141 Flash penetrations through roofs and walls CPCPRF3004A CPCPR3004A CPCPR304	0
PLMB 262 Plumbing (Water) 1 (A) COMM 340 Carry out interactive workplace communication OHSS 246 Carry out OHS requirements PLMB 132 Read plans and calculate plumbing quantities CPCPCM2002A CPCPCM2003A CPCPCM2004A	8

### Figure 165 Term selector list

Click <sup>10</sup> to remove a term from the list.

### **Search Terms page**

When using a term selector with either pop-up browser types, the *Browse Terms* page displays. If a user would prefer to search for a specific term rather than browse, the *Search Terms* tab can be selected.

### To use the Search Terms page

5. From the pop-up browser Browse Terms page, select the **Search Terms** tab. The Search Terms page displays. An example with the Wide Pop-up browser is shown in Figure 166.

Learning Resource Type				
Browse Terms Search Terms				
Browse Lerms Search Lerms				
Q Search				
Showing 1 of 1 results				
Lab Demonstration 😳 Select				
Selected terms				
Simulation	3			
	OK			

### Figure 166 Pop-up browser Search Terms page

6. Enter a search term (e.g. ex) then click Q Search. All matching results display. An example is shown in Figure 167.

Learning Resource Type	۲
Browse Terms Search Terms	
ex Q Search	
Showing 4 of 4 results	
<ul> <li>Exam ☺ Select</li> <li>Exercise ☺ Select</li> <li>Index ☺ Select</li> <li>Narrative text ☺ Select</li> </ul>	
Selected terms	
Simulation	3
	OK

### Figure 167 Term search results

7. Click the **Select** link next to the required terms, then  $\checkmark$  0K.

### **User selector**

The User selector control enables the selection of users and stores the user's details with the resource. An example is shown in Figure 168.



### Figure 168 User selector control

### To select users

1. Select the **Select a user** link to open the **Search for users** page, as shown in Figure 169.

Search for a user	8
Select user(s)	
Search for and select a user. The search query can contain a name (first, last or login) and a wildcard character (*).	
[results will be filtered]	
Search for a user Q. Search	
✓ Select this us	ser

Figure 169 Search for users page

2. Enter search criteria such as a first name, last name or part of a name (e.g. jo) then click Q Search. Any users that match the criteria display in the results list. An example is shown in Figure 170.

Search for a user	8				
Select user(s) Search for and select a user. The search query can contain a name (first, last or login) and a wildcard character (*). [results will be filtered]					
jo Q. Search					
O Jolse maginnis ja	blse				
O Simon Jones s	sjones				
O Jonathan Adams ja	adams				
O Joe Barrow jt	barrow8081				
	<ul> <li>Select this user</li> </ul>				

Figure 170 User search result list

3. Select the required user or users, then click Select this user. The selected user or users display in a list box. An example is shown in Figure 171.

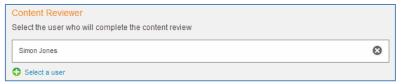


Figure 171 User selector list

Select the **Select a user** link to add further users to the list.

Click 🕴 to remove a value from the list.

## **Contact Client Support**

We are always happy to help.

If your organisation has a support agreement with EQUELLA then help is available at <a href="http://equella.custhelp.com">http://equella.custhelp.com</a>.