EQUELLA[®]

Moodle User Guide

Version 6.2

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Moodle[™] Course Management System

EQUELLA is an advanced digital repository that can be integrated with the Moodle[™] course management system. From within Moodle, users can access the EQUELLA repository to search, create and manage content such as images, audio, video, packaged content, web links, text, PDFs and Microsoft Office[™] documents. Content can then be incorporated into Moodle courses.

The purpose of this guide is to demonstrate to users how to integrate EQUELLA resources using Moodle. Users will learn how to search for, create and manage available resources, and how to add these materials to courses. For information on configuring EQUELLA in Moodle, refer to the EQUELLA Moodle Configuration Guide.

Please note that this guide has been developed using EQUELLA version 6.2 (GA) and Moodle version 2.4 and as such may differ in appearance to your own installation. Contact your system administrator for access to extra features or to reconfigure your installation.

Moodle homepage

Login to Moodle

1. Log in to Moodle to display the Moodle homepage. An example is shown in Figure 1.

EQUELLA Documentation - Winde	ows Internet Explorer							×
🚱 🕞 🔻 🌆 http://moodledoo	cs.equella.com/						•	4 → ×
EQUELLA Documentation								
Navigation +	Available courses	Calendar				-10		
Settings -	EQUELLA Documentation Course	4	in No		iy 20	11 Thu F	ri Sa	
 Front page settings Turn editing on 			2	3	4	5	6 7	
Edit settings ■ Edit settings ■ Users		1	8 9 5 16 2 23	10 17 24	11 18 25	12 19 1 19 1 26 1		
Backup Restore		2	9 30	31				
? Questions								
My profile settings								
Site administration								
Search								
	You are logged in as Ben Hogan (Logout)							

Figure 1 Moodle homepage

EQUELLA Blocks

Administrators can set up two types of blocks in Moodle, the **EQUELLA Search** block and **EQUELLA Tasks** block, to take information from EQUELLA and display it in a convenient portlet on the Moodle Home and/or Course pages.

For information on how to add EQUELLA blocks to Moodle, please refer to the *EQUELLA Moodle Configuration Guide*.

EQUELLA Search block

This block offers users a quick way of searching the EQUELLA repository to view resources. (*NOTE: Resources cannot be added to a Moodle course from an EQUELLA Search block*.)

To use the EQUELLA Search block

1. Click the **Search EQUELLA** link inside the EQUELLA Search Block. An example of a Moodle course with the EQUELLA Search block enabled is shown in Figure 2.

Course: EQUELLA Documentation	Course - Windows Internet Explorer	
🕽 🔵 🗢 👖 http://moodledoo	cs.equella.com/course/view.php?id=2	- 4 ×
EQUELLA Docume	ntation Course	You are logged in as Ben Hogan (Logout)
Home ► Courses ► EQU211 Navigation	Weekly outline	Turn editing off Search forums ⊡⊡ ∰ ⊛ ≰ x Jt
Home My home Site pages My profile	ズ 麗 News forum ←→北ズ文∞ â W ④ Add a resource マ ④ Add an activity マ	Go Advanced search ()
 Courses EQU211 Participants Reports General 21 April - 27 April 	21 April - 27 April EQUELLA 5 Documentation → 17 ≤ x ∞ 19 EQUELLA web site → 17 ≤ x ∞ 19 EQUELLA web site → 17 ≤ x ∞ 19 EQUELA S Documentation → 17 ≤ x ∞ 19 EQUELA S Documentatio	Upcoming events अप्रिक द × ग
 EQUELLA 5 Documentation EQUELLA web site 	 Sample content - The Overland Track → 1 t ≤ X ∞ 10 Sample content - Walls of Jerusalem → 1 t ≤ X ∞ 10 Add a resource Add an activity 	Recent activity
EQUELLA Promotional Video Sample content - The Overland	Jump to Choose	Bearch EQUELLA Add a block
Track Sample content - Walls of		Add a block
ne	Internet Protected Mode: Off	f 🖓 🔻 🔍 100% 🔻

Figure 2 Moodle Course page—EQUELLA Search block

2. An EQUELLA Search page will appear inside Moodle with a **Search for** text box and a Search button, as shown in Figure 3.



EQU211: EQUELLA Search - Windows Internet Explorer			
CO V Thttp://moodledocs.equella.com/blocks/equella	search/equella_search_api.php?courseid=2		- 4, ×
EQUELLA Documentation Course: E	QUELLA Search		You are logged in as Ben Hogan (Logout)
Home ► Courses ► EQU211 ► Search EQUELLA			
Search f	or	Search	
	Moodle Docs for this page You are logged in as Ben Hogan (Logout) EQU211		
Done	🚱 Inte	ernet Protected Mode: Off	🖓 🔻 🍕 100% 👻 🖉

Figure 3 EQUELLA Search block main page

- 3. Enter a search query in the **Search for** box and click Search or press **Enter**.
- 4. The page will reload with a list of search results returned from the EQUELLA repository. An example is shown in Figure 4. Relevant resource attachments matching the search query are also returned.

Welcome EQUELLA	fn AA: EQUELLA Search ×		
Australian History 1	01: EQUELLA Search	You are logged in as Admin U	lser (Logou
tome ► My courses ► AA ► S	Search EQUELLA		
	Search for equella Search		
howing 1 to 10 of 25 result	s	Order the results by User rating	•
Title	Description	Filename	Action
EQUELLA Promotional Video	Short marketing video about EQUELLA		View
QUELLA Logo			View
QUELLA web site	With product and service information, eNewsletters and links to support materials, the EQUELLA web site is a key resource for new clients.	http://www.equella.com/	View
QUELLA 4.0 Documentation	EQUELLA 4.0 PDF documentation at the time of general availability release in early February 2009. Check the web site (attached in the package) for the latest updates.	EQUELLA 4.0 Features.pdf	View
QUELLA 5.2 Technical Requirements.pdf	EQUELLA 5.2 Technical Requirements.pdf	EQUELLA 5.2 Technical Requirements.pdf	View
QUELLA 5.1 Documentation		id-do-anything-logo.jpg	View
Sample content - Walls of erusalem	Sample EQUELLA content: Photos from the Walls of Jerusalem in Tasmania	IMGP0497.JPG	View
Sample content - The Overland Track	Sample EQUELLA content Photos, video and web sites about the Overland Track between Cradle Mountain and Lake St Clair in Tasmania.	IMGP4681.JPG	View
ORM picture test		EQUELLA 4.1 Integration Interface Guide.pdf	View
This is the one you're looking or		EQUELLA Wizard Controls Reference Guide.pdf	View
	Page: 1 2 3 (Next)		
	? Try searching with the EQUELLA native interface which provides more options.		

Figure 4 EQUELLA Search block search results

5. Click the **View** link beside the resource you wish to view.

The result will load as if being accessed directly. '*EQUELLA 5.2 Technical Requirements.pdf*' resource being displayed is shown in Figure 5.

equella.com /push2lms/Hap equella.com × EQUELLA 5.2 Technical	ppy/file/488d65b8-a5ef-4a23-b2db-81ba6318a545/1/EQUELLA Requirements	د د د د د د د د د د د د د د د د د د د
PEARSON		ALWAYS LEARNING
Client Requ	EQUELLA 5 irements	.2
Platform*	Application	s*
 Windows XP, 2003, Apple Mac OS X+ Oracle Solaris 8, 9 a Linux 	Apple Safari !	ox 3.5 or higher me 9 or higher
Server Requ	uirements*	
Operating System	n	
 Microsoft Windows S Oracle Solaris 8, 9 a Most Linux distribution 		ns 7, or
27 x11.69 in Supported Datab	ases*	

Figure 5 Viewing attachment via EQUELLA Search block

EQUELLA Tasks

This block displays information relating to a user's moderation tasks or notifications. It is typically used by contributor and moderator users to note any resources requiring their attention.

The EQUELLA Tasks block lists both the tasks and notifications applicable to the user in EQUELLA. Tasks are filtered with regard to their 'assigned' status, and the count of results inside these queries is displayed. Notifications are also listed here, grouped by the type of notification.

Where there are currently tasks or notifications applicable to the user, the Tasks block will be populated with a link to the task list in EQUELLA (i.e. '*All Tasks*' in Figure 6).

Each task will match a certain task filter, and a link to the filtered task list in EQUELLA will be displayed (i.e. '*Unassigned tasks*' in Figure 6), alongside a count of the number of tasks matching this filter.

To use the EQUELLA Tasks block

1. Click the name of the task filter you wish to view. An example of the EQUELLA Tasks block is shown in Figure 6.

Course: EQUELLA Documentation	Course - Windows Internet Explorer	- • ×
🕒 🕞 🔻 🌆 http://moodledocs	s. equella.com /course/view.php?id=2	
EQUELLA Documer	ntation Course	You are logged in as Ben Hogan (Logout)
Home ► Courses ► EQU211		Turn editing off
Navigation - ID 방약 로 내	Weekly outline	Search forums ⊡∎ ﷺ ≰ X √
Home My home My home My home Site pages My profile Courses EQU211 Participants Participants CalveLLA 5 Documentation CourseLLA web site CourseLLA web site CourseLLA Promotional Video Sample content - Track Sample content - Video CalveLLA Participantation CalveLLA Participantation Sample content - Video CalveLA Participantation Sample content - Video Sample content Video Sample content Video Sample content Video	الله الله Image: Second Sec	Go Advanced search Latest news >>
· · · · · · · · · · · · · · · · · · ·	Solution and the second	

Figure 6 Moodle Course page - EQUELLA Tasks block

2. This will load the EQUELLA My Tasks page in native EQUELLA, with the appropriate filtering applied. An example is shown in Figure 7.

Ay tasks EQUEI		nentation/access/tasklist.do	5
			BETA PROFILE LOG OUT
	FOUELLA ® PEARSON		My tasks
			✓ Screen options
	Dashboard	Search Q Searc	h RSS Feeds
*	Favourites		
999	My resources		▶ Sort
0	Search	Results Showing 1 to 2 of 2 resu	Ta Filter
2	Contribute	HTML Editor resource	Filter by assignment
	Browse resources by format	Status: Modersting Last updated about 24 hours ago Moderating since: 8 days ago Workflow: Cocumentation Task: Publim Time at this task: 8 days	ALL> ▼ Only show tasks that I must moderate
8	Google search	Priority: Normal	Filter by collection
A	My tasks 2	Joseph Conrad - Heart of Darkness	Air resources •
0	Notifications 10	Essay on Heart of Darkness, arguably Conrad's greatest work. Status: Moderating Last updated/ses than a minute apo	Filter by owner
ø	Manage external resources	Status: Moderating i Las upostenies man a minute ago Moderating since: less than a minute ago Workflow: Documentation Task: Publish Time at this task: less than a minute	Filter by date modified
8	Manage resources	Priority: Normal	After
	Manage activations	Moderation progress	
la la	Reports		Filter by resource type
12%	Settings		Image

Figure 7 EQUELLA Tasks page

Accessing the EQUELLA repository

Resources stored in the EQUELLA repository can be added to any user-editable Moodle course.

1. Select an appropriate course (e.g. *EQUELLA 101*) from the **Available courses** pane to display the **Weekly outline** page. An example is shown in Figure 8.

ท Course: EQUELLA 101 🛛 🗙 💽		
· → C D beta-moodle.ed	uella.com/course/view.php?id=3	<u>ک</u>
EQUELLA 101		You are logged in as Admin User (Logout)
Home ► My courses ► EQ101		Turn editing on
Navigation -	🚰 News forum	Search forums
lome My home	15 April - 21 April	Go Advanced search 3
Site pages My profile	Kaltura test item Jane Austin jpg Emily Bronte jpg	Latest news
My courses	Emily Bronte.jpg	Add a new topic (No news has been posted
▼ EQ101	22 April - 28 April	yet)
 Participants Reports 	29 April - 5 May	Upcoming events
 General 15 April - 21 April 22 April - 28 April 	6 May - 12 May	There are no upcoming events Go to calendar New event
 29 April - 5 May 6 May - 12 May 	13 May - 19 May	Recent activity -
▶ 13 May - 19 May ▶ 20 May - 26 May	 Bit Science 1.docx Bit Kaltura test item 	Activity since Wednesday, 4 December 2013, 11:33 AM Full report of recent activity
 27 May - 2 June 3 June - 9 June 	20 May - 26 May	Course updates:
	27 May - 2 June	Deleted EQUELLA Resource
Settings -I	3 June - 9 June	Deleted EQUELLA Resource
Course administration		Deleted EQUELLA Resource

Figure 8 Weekly outline page

To activate editing features

Select **Turn editing on** by clicking the **Turn editing on** button in the top right-hand corner of the page to display editing features. An example is shown in Figure 9. (*Note: When editing is turned on, the button performs a Turn editing off function.)*

The Course: EQUELLA 101 ×		- • ×
← ⇒ C 🗋 beta-mood	e.equella.com/course/view.php?id=3¬ifyeditingon=1	☆ =
EQUELLA 101	Drag and drop files onto course sections to upload them	You are logged in as Admin User (Logout)
Home ► My courses ► EQ101		Turn editing off
Navigation ⊡ III Home My home	ズ 調 News forum タナナズ・2 × ∞ â 卸 ◆Add an activity or resource	Search forums
 Site pages My profile My courses EQ201 EQ101 Participants 	15 April - 21 April · · · · · · · · · · · · · · · · · · ·	Latest news Add a new topic (No news has been posted yet)
 Reports General 	22 April - 28 April - 8 April - 8	Upcoming events
 15 April - 21 April 22 April - 28 April 29 April - 5 May 	+Add an activity or resource	There are no upcoming events Go to calendar New event
▶ 6 May - 12 May ▶ 13 May - 19 May	Add an activity or resource 6 May - 12 May	Recent activity
 ▶ 20 May - 26 May ▶ 27 May - 2 June ▶ 3 June - 9 June 		Activity since Wednesday, 4 December 2013, 11:36 AM Full report of recent activity
Settings -I	+Add an activity or resource	Course updates:
<u> 411</u>	42 May 40 May	Deleted EQUELLA Resource V

Figure 9 Weekly outline page-editing turned on

To deactivate editing features

1. Select Turn editing off to return to a read-only display.

Accessing the EQUELLA Integration page

To add an EQUELLA resource to a course

 Click on the +Add an activity or resource link from the general course pane or selected week, select EQUELLA Resource from the RESOURCES sections, then click
 Add An example is shown in Figure 10.

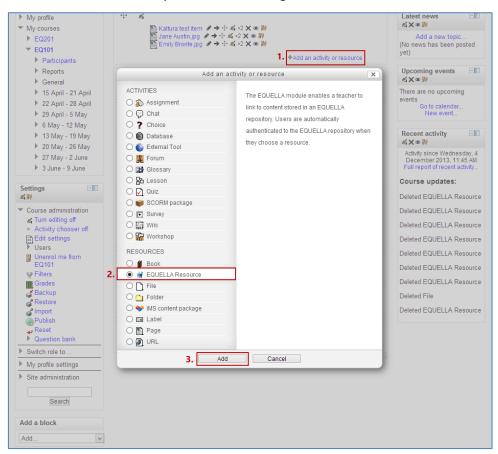


Figure 10 Add an activity or resource page

The **EQUELLA Integration** page displays, as shown in Figure 11.

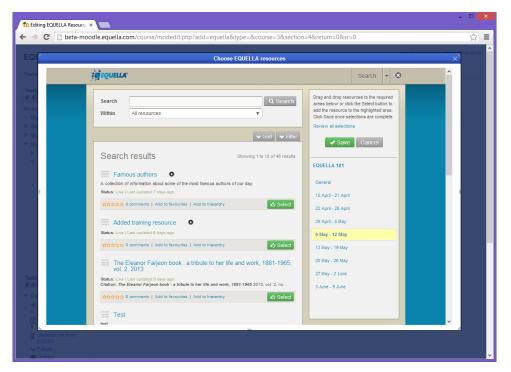


Figure 11 EQUELLA Integration page

EQUELLA Integration page

The EQUELLA Integration page includes the following features:

- The ability to search for resources, including:
 - Using basic search strings
 - Restricting searches to specific collections
 - Browsing hierarchies
 - Viewing favourites.
- The ability to sort and filter.
- The ability to contribute resources using standard contributions or Quick contribute.
- The ability to add resources to the Moodle course location using either the button or by dragging and dropping resources to the relevant location.
- The ability to view and edit selections before saving.

EQUELLA Integration page elements

For the Search, Browse and Favourites views, the Integration is made up of the **Search/results panel** and the **Moodle panel**. An example is shown in Figure 12.

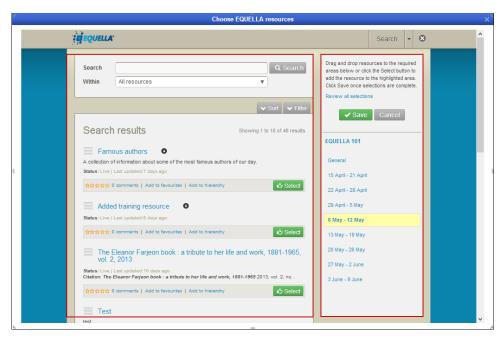


Figure 12 Integration screen

- View drop-down select to change the Integration page view. Available views are:
 - **Search** (default) see <u>Search</u> on page 12 for further details.
 - **Browse** see <u>Browse</u> on page 14 for further details.
 - **Contribute** see <u>Contribute</u> on page 14 for further details.
 - Favourites see <u>Favourites</u> on page 19 for further details.
- The **Search/results panel** shows the search fields at the top on the **Search** view, and the EQUELLA resource results for the **Search**, **Browse** and **Favourites** views.
- The **Moodle** panel shows the **Course title**, and lists the **Course locations**. The course location that the EQUELLA Integration page was accessed from is highlighted and bolded. EQUELLA resources are selected and added to course locations during the selection session. Selections can be previewed before they are saved to the Moodle course locations by clicking the course location or clicking the **Review all selections** link.

EQUELLA Integration page views

Search

The **Search** view enables users to search All resources, a specific collection or an advanced search.

The **Search** portlet comprises a basic keyword search field and a **Within** drop-down. An example is shown in Figure 13.

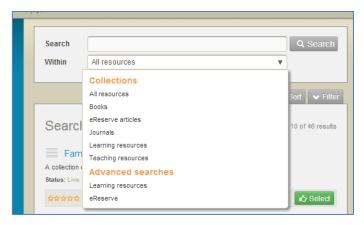


Figure 13 Search view—Search portlet

To search for a resource

- 1. Enter keyword/s (e.g. *author*) in the search field.
- 2. Select a suggestion or click Q Search to return matching results. See the EQUELLA Searching User Guide for more information on searching. An example is shown in Figure 14.

EQ	Choose EQUELLA resources	Man and Iso	× (Logout)
Home	EQUELLA.	Search 👻 🛇	<u>^</u>
Navi ↓ ≰i Home ■ My ▶ Sit	Search author Q Search arass be Within All resources V Click Sav	d drop resources to the required slow or cick the Select button to resource to the highlighted area. re once selections are complete. all selections	
 My My My 	▼ Sort V Filter	Save Cancel	
	Famous authors A collection of Information about some of the most famous authors of our day. States: Live Last updated? days ago 15 April Solection Solection	I I-21 April	
	Famous authors O An overview of some recent famous authors - includes essays and images Status: Live Live Live updated about a month ago	I- 28 April I- 5 May 12 May	
Setti 11 K		- 26 May - 2 June	
	Satur: Live Last updated 10 days ago		
EQ101	form .		

Figure 14 Search results

The **Search results** panel lists EQUELLA resources and has functionality for viewing, sorting and filtering resources.

The number of search results viewable on the current page is displayed alongside the total number of matching results. Search results can be sorted and filtered. See the <u>Search results</u> section on page 20 for more information.

Browse

The Browse view enables users to browse the EQUELLA repository using pre-defined hierarchy topics.

To Browse EQUELLA resources

1. Select **Browse** from the view drop-down. An example is shown in Figure 15.

EQI	Choose EQUELLA resources	×	ogout)
Home	EQUELLA.	Browse 😧 🔨	
Navi Unit Home No So No Mo V	28 April 6 May - 13 May -	Favourtes Search Save Cancel - Stay - 12 May - 28 May - 28 May - 2 June	
Setti 4 21 Co 2 1 EQ101 Filters EQ101 Filters			v

Figure 15 Integration page - Browse view

2. Select the required hierarchy topic/subtopic to view results.

Contribute

The **Contribute** view provides the ability to create a new EQUELLA resource that can then be selected and added to a Moodle course.

Users can select from the Quick contribute pane (which uploads a file, using the file name as the resource title and description in the EQUELLA repository) or a standard collection. An example of the **Contribute** page is shown in Figure 16.

"			Choose EQUELLA resources			×
	Ĵ	e EQ	UELLA.	Contribute	• 😣	î
		1	What type of resource are you contributing?			
			Quick contribute to collection Learning resources			
			B No file selected	Browse		
				• Upload		
900			Demonstration			
			Books Records for eReserve book holdings Books - Libraries Australia Journals - Libraries Australia			
			eReserve articles Journal articles and book chapters copied under educational use provisions of the Copyright Act			
			Journals Records for eReserve journal holdings			
			Learning resources General learning resources • MERLOT			
~			Teaching resources			~

Figure 16 Contribute view

Quick contribution

To create a new EQUELLA resource using Quick contribution

- 1. Select **Contribute** from the view drop-down. The Contribute view displays, as shown in Figure 16.
- 2. In the **Quick contribution** panel, click Browse and locate and **Open** the required file.
- 3. Click Oupload. An example is shown in Figure 17.

″	Choose EQUELLA resources		×
	Contribute	• 😣	^
	What type of resource are you contributing?		
	Quick contribution		
	Quick contribute to collection Learning resources		
	EQUELLA HTML Editor Plugin Guide.pdf Browse		
	(O Upload		
1	Demonstration		
	Books Records for eReserve book holdings		
	Books - Libraries Australia Journals - Libraries Australia		

Figure 17 Quick contribute - Upload a file

The file is automatically added to the Moodle course location the Integration page was accessed from. An example is shown in Figure 18.

EQUELLA 101		You are logged in as Admin User (Logout)
Home ► My courses ► EQ101		Turn editing off
Navigation 🖃	4	Search forums 🖃
Home = My home	ĨĨ News forum タ → ⊹ ≪ +2 × ∞ â 野 +Add an adMity or resource	Go Advanced search (2)
 Site pages My profile My courses 	15 April - 21 April	▲ Latest news III ▲ X ● P
EQ201 EQ101 Participants	22 April - 28 April	Add a new topic (No news has been posted yet)
 Reports General 		Upcoming events ⊡ ≦X x s ¥
 15 April - 21 April 22 April - 28 April 29 April - 5 May 6 May - 12 May 	C EQUELLA 6.1 Features Guide pot 《 → 十 点 +2 × 傘 幹 L EQUELLA HTML Editor Plugin Guide pot 《 → 十 点 +2 × 傘 幹 +Add an activity or resource	There are no upcoming events Go to calendar New event
▶ 13 May - 12 May ▶ 13 May - 19 May ▶ 20 May - 26 May	6 May - 12 May	Recent activity □
27 May - 2 June	+Add an activity or resource	Activity since Saturday, 11 May 2013, 10:08 AM Full report of recent activity
▶ 3 June - 9 June Settings	13 May - 19 May ☆ Emily Bronte.jpg ♪ → ⊕ ☆ -2 X ★ W Jane Austin.jpg ♪ → ⊕ ☆ -2 X ★ W	Course updates: Added EQUELLA Resource:
 Course administration 	+Add an activity or resource	EQUELLA 6.1 Features Guide.pdf
 ▲ Turn editing off ■ Activity chooser off ➡ Edit settings ▶ Users 	20 May - 26 May ↔	Added EQUELLA Resource: EQUELLA HTML Editor Plugin Guide.pdf
Unenrol me from EQ101 Filters	27 May - 2 June	۲

Figure 18 Moodle course with Quick contribution file added

Additionally, the file has been added into EQUELLA with the file name as the title and description. An example is shown in Figure 19.

		ADMIN PROFILE LOG OUT
PEARSON		Search
		✓ Help ✓ Screen options
Sashboard	Search Q Search	Add search to favourites
★ Favourites	Within All resources	Share search query
B My resources		Search other repositories
C Search	Search results Showing 1 to 10 of 48 results	
Contribute		▶ Sort
Browse resources by format	EQUELLA HTML Editor Plugin Guide.pdf EQUELLA HTML Editor Plugin Guide.pdf Status: Live Last updated 3 minutes ago	✓ Filter Filter by owner
A Mytasks	EQUELLA HTML Editor Plugin Guide pdf	L Select user
Notifications	☆☆☆☆☆ 0 comments Add to favourites Add to hierarchy	Filter by date modified
Manage external resources	EQUELLA 6.1 Features Guide.pdf EQUELLA 6.1 Features Guide.pdf Status: Live Last updated11 minutes ago	After
Manage resources	detus, Live Last updated. I i minutes ago	

Figure 19 Quick contribution as appears in EQUELLA repository

Standard contribution

To contribute a new EQUELLA resource

- 1. Select **Contribute** from the view drop-down. The Contribute view displays, as shown in Figure 16.
- 2. Select a collection (e.g. *Learning resources*) from the list of collections to display a contribution wizard that will guide the user through the contribution process. An example is shown in Figure 20. Wizard controls will differ for each collection.

1	Choose EQUELLA resources		×
Ĵ.	ġEQUELTY.	Contribute 💌 😒	^
1	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, Rich text metadata Resources) Learning Objects (MS & SCORM) Navigation	Save Preview Cancel About	

Figure 20 Example contribution wizard

Contribution wizard elements can include:

- **Preview**—select this link to view the current and previous versions of the resource.
- **Cancel**—select this link to exit the contribution wizard.
- Next → and ← Prev use these buttons to navigate between multiple wizard pages. An example is shown in Figure 21.



Figure 21 Next and previous buttons in contribution wizard

• **Pages** pane—lists the wizard pages. Select the page name link to move to that page. An example is shown in Figure 22.



Figure 22 Pages pane

- 3. Enter all required information relating to the resource being contributed. Fields marked with an asterisk (*) are mandatory fields.
- 4. Add attachments to the resource using the controls provided.

To submit the resource to the repository

1. Click Save to display a dialog. An example is shown in Figure 23.

Save			8
Do you want to publish this item now, o	r save as a draft?		
	✓ Publish	Save draft	Cancel

Figure 23 Save dialog

- 2. If the resource is not ready to be submitted, either:
 - Click Save draft —the resource is saved as a draft and can be edited and submitted later, or
 - Click Cancel to close the dialog and return to the resource for further editing.
- 3. If the resource is ready to be submitted, click **Publish**. The resource is published to the repository and can be selected for addition to a course (see Figure 25). If the collection selected for contribution is associated with a Moderation Workflow, the dialog shown in Figure 24 displays.

Save		۲
Do you want to submit this item for moderation now, or save as a	draft?	
Optional message for moderators:		
		/
 Submit for moderation 	Save draft	Cancel

Figure 24 Submit for moderation dialog

Select **Submit for moderation** to enter the resource into the moderation workflow. The **Summary** page displays with the LMS panel. An example is shown in Figure 25.

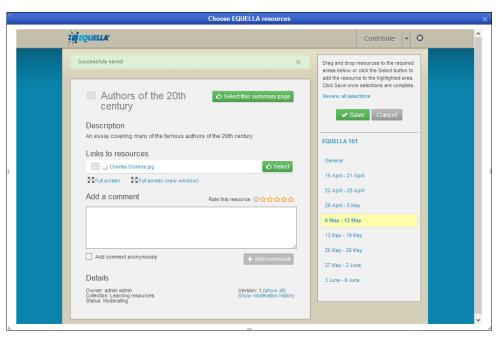


Figure 25 Summary page

Favourites

The **Favourites** view displays resources or searches that have been marked as favourites by the logged on user. An example is shown in Figure 26.

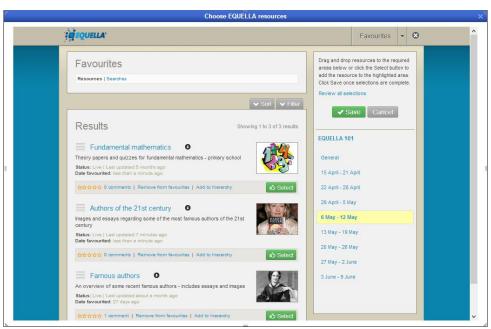


Figure 26 Favourites view – Resources

Resources can be added to or removed from *Favourites* by clicking the **Add to favourites** link from the search results page. An example is shown in Figure 27.

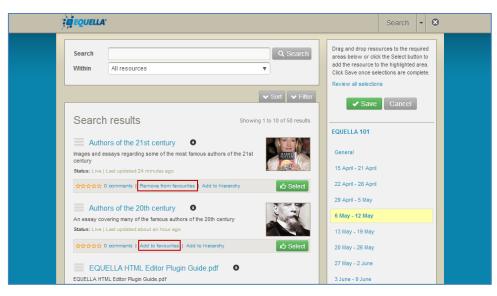


Figure 27 Add to/Remove from favourites links

Search results

Results are displayed in groups of 10, 50 or 100 per page, with paging displayed at the end of the search results page. Information displayed for each matching result can include:

- **Title**—select this link to display the summary page. Further information is provided in the <u>Summary page</u> section on page 28.
- • • this down arrow icon displays next to the title when a resource has one or more attachments. Clicking the icon displays the attachments in either a structured or thumbnail grid format, depending on the collection's search results template configuration. (For further information, see the *EQUELLA 6.1 Collection Definitions Guide*).

Click an attachment to open it in the default viewer. Click the **O** icon to close the attachment view.

- **Description**—the description of the resource.
- **Status**—displays the resource status and when it was last updated. Statuses displayed can be *live*, *archived*, *deleted*, *suspended*, *review*, *moderating*, *rejected* or *draft*.
- Last updated—the time period passed since the resource was last updated.
- Star rating and <x> comments—select this link to display the resource summary page where comments and ratings can be entered. Further information is provided in the <u>Comments</u> section on page 31.
- Add to favourites/Remove from favourites—select this link to add the resource to, or delete it from the resource favourites list.
- Add to hierarchy opens the Modify key resource page to add the resource to a hierarchy topic or sub-topic as a key resource. See <u>Modify key resource</u> on page 21 for further details.

^{Ch}Select —click this button to select the resource summary or attachment for addition to the currently selected Moodle location.

Other elements on the Search page include:

• Click the button to display context-sensitive help at the top of the page. An example is shown in Figure 28. Depending on the context, links to other help topics can also be displayed. Click the button again to hide the help pane.

💮 Select >	Search						6	3
	vides access to reposi H to display the matchi					s. En	SCREEN OPTIONS v ter a Search term then and filters applied	
Select Add se	page is displayed. arch to favourites to s out searching	r select Share se dd search to favo			e search with about Shar			
Other page • More ab								
Search	tasmania		SEA	ARCH	🔂 Add	sear	ch to favourites	
Within	Learning resources		v				arch query	

Figure 28 Help example

- Screen options click the button to display the screen configuration options, which can include:
 - **Include results that are not live**—select the checkbox to display all results, regardless of their status. (*NOTE: This option will only display if set by your administrator.*)
 - Number of results per page—select how many results (10, 50 or 100) are displayed per page from the drop-down list.

Modify key resource

Resources can be added as key resources to one or more hierarchy topics from the results page.

To add or remove a key resource to a hierarchy topic

1. Select the **Add to hierarchy** link from the results page to display the **Modify key resource page.** An example is shown in Figure 29.



Figure 29 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 29.

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

	a.com/Documentation/items/364e93a3-5686-4ea8-9342-0632ef23a211/1/?is.summaryId=ht	
EQUELLA		Resourc
PEARSON	Learning resources > Navigation resource > Modify key resource Successfully modified your key resource	← Prev Next →
Favourites My resources	Modify key resource	Add to favourites
Search Contribute	Select to add key resource to hierarchy, or uncheck to remove	Details Owner: Jo Bloggs Collaborators: Greg Brown Collection: Learning
Browse resources by format	✓ Save	resources Version: 1 (show all) Status: Live Find uses
My tasks 0		

4. Click Save. A confirmation screen displays, as shown in Figure 30.

Figure 30 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 on hierarchies and key resources.

Sorting and filtering

Resources can be sorted and filtered using the Sort and Filter drop-downs.

Sort results

Clicking the **Sort** drop-down opens the **Sort** pane, which provides options for sorting the results list. An example is shown in Figure 31.

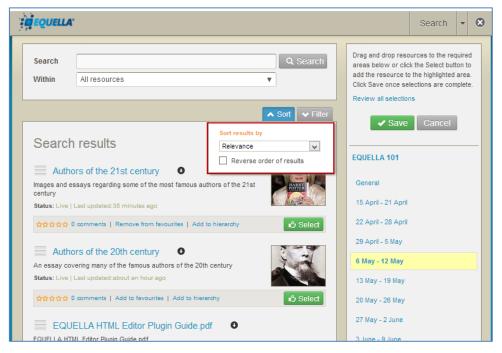


Figure 31 Sort pane

The **Sort results by** drop-down list can include: **Relevance**, **Date last modified**, **Title** or **User rating**. Selecting the **Reverse order of results** checkbox reverses the selected sort order, for example reversing a title ordering from A–Z to Z–A.

Click the **Sort** drop-down again to toggle the Sort pane display.

Filter results

Clicking the **Filter** drop-down displays the **Filter** pane (shown in Figure 32) which provides options for reducing the number of displayed results.

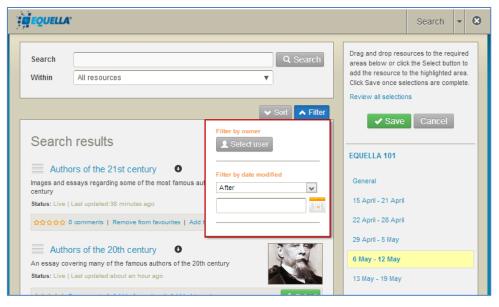


Figure 32 Filter pane

The following filters are included:

Filter by owner

Click Select user to display the **Select owner to filter by** dialog. Enter search terms and click Search to display a list of matching results. An example is shown in Figure 33.

Select own	er to filter by		8
Select u	ser(s)		
The search o (nam*).	query can contain a name (first, last or login) or a par	tial name with a wildcard character	
0	Q Search		
O Jo I	Bloggs	JBloggs	^
O equ	iellademo equellademo	equellademo	
O Gre	g Brown	GBrown	
O int.	demoteacher int.demoteacher	int.demoteacher	
~ ··			~
		✓ Select this u	ser

Figure 33 Select owner to filter by dialog

Select a user (e.g. *Jo Bloggs*) then click Select this user to filter the results to those owned by the selected user. The selected owner is displayed in the **Filter by owner** section. An example is shown in Figure 34.

	🗸 Sor	i	🔺 Filter
Filter by owner Jo Bloggs			
L Change (user	x (Clear
Filter by date m	odified		
After			*

Figure 34 Filter by owner pane

The owner selected can be changed by clicking Change user, or removed by clicking

Filter by date modified

Select a qualifier from the drop-down list: **After**, **Before**, **Between** or **On**, then click the in calendar field or to display a calendar control. An example is shown in Figure 35.



Figure 35 Calendar control

Select the **Clear** link to remove the filtering criteria.

Clear filters

An '*X* records have been filtered out' message is displayed when a filter has been applied to search results. An example is shown in Figure 36.

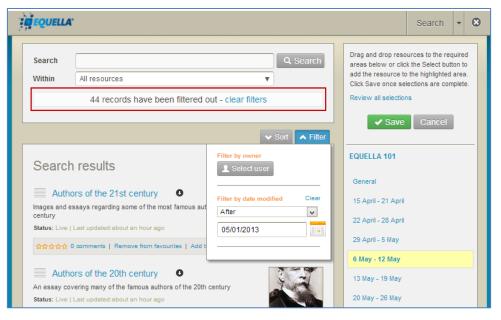


Figure 36 Filter message

Select the **clear filters** link to display all results.

Click the **Filter** drop-down again to toggle the Filter pane display.

Search options

Searching can be refined by selecting a collection , advanced search or *All resources* from the **Within** search categories in the **Search** box. An example is shown in Figure 37.

Search		Q Search
Within	All resources	
	Collections	
	All resources	Sort 🗸 Filter
	Books	
Search	eReserve articles	10 of 50 results
Searci	Journals	TO OT SU TESUILS
— • •	Learning resources	
Auth	Teaching resources	
Images and e century	Advanced searches	HARRY
Status: Live	Learning resources	Netter and the second s
00000	eReserve	心 Select

Figure 37 Within search categories

Search by collection

Select a collection (e.g. *Learning resources*) to display only matching resources belonging to that collection. If the **Search** field is left blank, all resources belonging to the selected collection are displayed.

Advanced search

An advanced search provides a means of searching specifically within the metadata (information) associated with a resource. It makes searching for a particular resource easier, and can be targeted to specific users, groups or roles.

To conduct an advanced search

1. Click the **Within** drop-down arrow to display the available search categories. An example is shown in Figure 38.

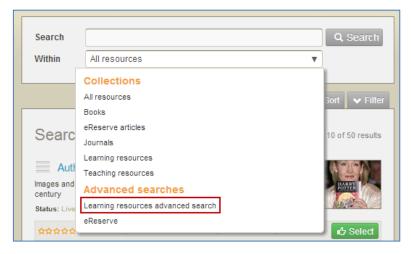


Figure 38 Select an advanced search

2. Select an advanced search (e.g. *Learning resources advanced search*) from the **Advanced searches** list. The advanced search criteria page displays. An example is shown in Figure 39.

II -			Choose EQUELLA resources					×
	EQUELLA				Search	-	8	^
	Search Search Within Learning 1 Format of resource Audio Document Aggregation level Level 1 - Smallest level Level 3 - Collection of la or a unit	evel 2 resources, e.g. a 'web' o of granularity, e.g. a course. De	image	Drag and drop retars below or of add the resource Click Save once s Review all selectiv Save EQUELLA 101 General 15 April - 21 April 22 April - 28 April 29 April - 21 May 6 May - 12 May 13 May - 19 May 20 May - 25 May 27 May - 2 June 3 June - 9 June	ources to the re ck the Select bu to the highlighted to the hig	quire tton 1 d are	ed to a.	
	Problem statement	Questionnaire	Self assessment					
	Simulation	Slide	Table					~

Figure 39 Advanced search criteria page

3. Select criteria (e.g. click *Image* in the **Format of resource** section) and click *Q* search at the bottom of the criteria page to display the search results page with search criteria in place. An example is shown in Figure 40.

″	Choose EQUELLA resources				×
	i Cuella.	Search	•	8	^
	Search Q. Search Within Learning resources advanced search ▼ Where /item/lom/technical/format is image ■ Edit query - clear ✓ Save	ck the Select butt o the highlighted elections are com	ton to area.		
3000	Search results Showing 1 to 2 of 2 results General Sample content - The Overland Track Is April - 21 April 15 April - 21 April Sample EQUELLA content: Photos, video and web sites about the Overland Track between Cradle Mourtain and Lake St Clair in Tasmania. Image: Content - Conten				
	Sample content - Walls of Jerusalem O Sample EQUELLA content: Photos from the Walls of Jerusalem in Tasmania Status: Live Last updated-4 years and 3 months ago Status: Live Last updated-4 years and 3 mon		ļ	~	
~					×

Figure 40 Advanced Search criteria in place

An additional **Where** section is added to the **Search** pane, as shown in Figure 40.

4. Select the **Edit query** link from the search pane to open the advanced search criteria page and change or refine the search criteria, or the **clear** link to remove the criteria.

See the *EQUELLA Advanced Search Configuration Guide* for information on creating advanced searches.

Summary page

The summary page is used to view, comment and rate resources.

The summary page displays resource content, viewing options and ratings and comments, while further information and various actions can be accessed using the **Details** area links. An example is shown in Figure 41.

11	Choose EQUELLA resources	×
	EQUELLA.	Search 👻 🔕
	Navigation resource Select this summary page Description Example of resource with navigation	Drag and drop resources to the required areas below or click the Select button to add the resource to the highlighted area. Click Save once selections are complete. Review all selections
	Links to resources	Save Cancel
	Dog to Select	EQUELLA 101
1	Form Ó Select Overview.pdf	General 15 April - 21 April
	Pruiscreen Marina Select Pruiscreen Marina Marin	22 April - 28 April 29 April - 5 May
	Add a comment Rate this resource 이상수수수수	6 May - 12 May
		13 May - 19 May
		20 May - 26 May 27 May - 2 June
	Add comment anonymously + Add comment	3 June - 9 June
	Details	
	Owner: EQUELLA Beta Version: 1 (show all) Collection: Learning resources Show moderation history	· · ·

Figure 41 Integration page - Summary

View attachments

The **Links to resources** section displays links to attachments, thumbnail images and viewers configured to view the resources.

To display an attachment

1. Select an attachment link to display the attachment in the default viewer. An example is shown in Figure 42.

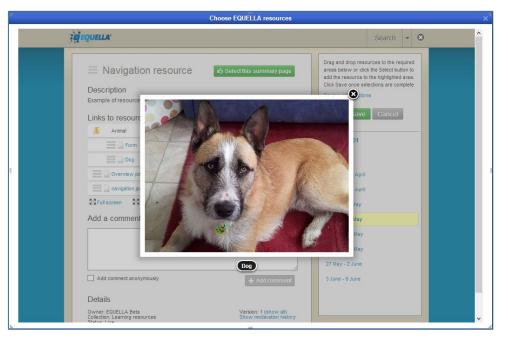


Figure 42 Attachment displayed in default viewer

To display attachment details and viewer options

1. Select the down arrow to the right of the attachment, or click in the space between, to display an expandable pane. This pane contains an image preview, name, type and size of attachment, and viewer options. An example is shown in Figure 43.

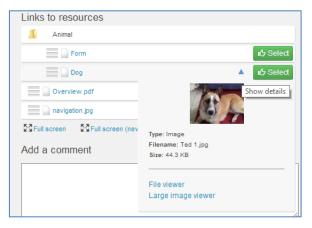


Figure 43 Viewer options

2. Select a configured viewer (e.g. **Large image viewer**) to display the attachment. An example is shown in Figure 44.

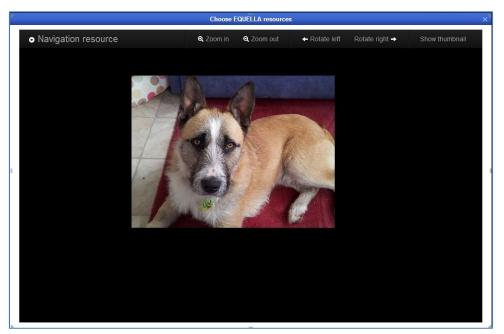


Figure 44 Attachment displayed in large image viewer

Further information is provided in the <u>Large image viewer</u> section on page 35.

To display all attachments

1. Select the **Full screen** option to display all attachments in the default viewer. An example is shown in Figure 45.

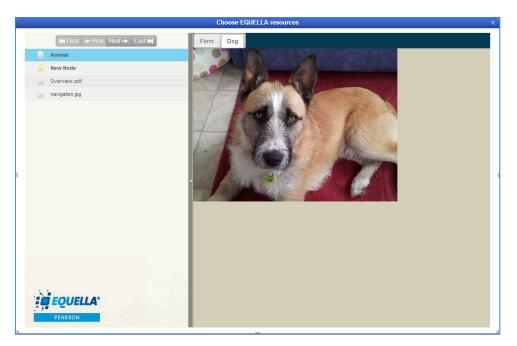


Figure 45 File viewer with packaged content

Comments

The **<x> comments** section on the resource summary page displays previously added comments and ratings. Select the **Delete comment** link to remove the comment.

The **Add a comment** section allows users with the appropriate privileges to enter comments and rate the resource. Clicking the +Add comment button adds the comments and rating to the <x> comments list.

To add a comment

- 1. Enter text in the **Add a comment** text box.
- 2. Select an optional star rating (1-5). An example is shown in Figure 46.

Overview.pdf	ம் Select
navigation.jpg	மூ Select
Full screen Full screen (new window)	いう Select package
Add a comment	Rate this resource 🎯 🚖 🚖 😭
Great resource - excellent images	
Add comment anonymously	+ Add comment

Figure 46 Add a comment section

3. Click + Add comment.

To delete a comment

1. Select the Sicon that appears in the comment box alongside the comment, as shown in Figure 47.

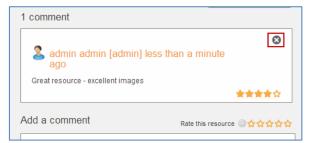


Figure 47 Delete comment

2. Click \frown in the confirmation dialog.

Details

The **Details** area displays information about the resource and can include: **Owner**, **Collaborators**, **Collection**, **Status**, **Version**, **Show moderation history** link and **Terms of Use** link.

- **Owner**—the user that created the resource.
- **Collaborators**—lists any users who have been added as collaborators for this resource.
- **Collection**—the collection the resource belongs to.
- **Status**—resource statuses can be Live, Archived, Deleted, Suspended, Review, Moderating, Rejected or Draft.
- **Version**—displays the version number of the current resource. Selecting the **(show all)** link displays a list of all versions, including the current live version. See <u>To view all versions of a resource</u> on page 32.
- **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 33.
- **Show moderation history** select this link to display the **Moderation history** page. Refer to the <u>Moderation history page</u> section on page 34 for more information.

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 48.

″			Choos	e EQUELLA resources				
	E	QUELLA.				Search	•	8
		Versions of t	his item		Drag and drop reso areas below or clic add the resource to Click Save once se Review all selection	k the Select but the highlighted ections are con	ton to area	
		Version ▲	Title Navigation resource	Status live	✓ Save	Cancel		
		1	Navigation resource	archived	29 April - 5 May			~
					6 May - 12 May			
50004					13 May - 19 May			
					20 May - 26 May 27 May - 2 June			
					3 June - 9 June			~

Figure 48 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 48 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.

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 49.

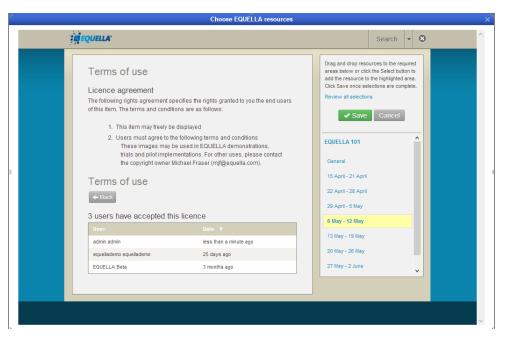


Figure 49 Terms of use page

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 50.

Jser		Review a		are complete
	Date ▼		Il selections	
Jnknown user	about a year ago		🖊 Save 🛛 Ca	ncel
Jnknown user	about a year ago			
Jnknown user	4 years and 3 months ago	29 April	- 5 May	
Include all moderatio	on details	6 May -	12 May	
		13 May -	19 May	
		20 May -	26 May	
		27 May -	2 June	
		3 June -	9 June	
J	nknown user		nknown user 4 years and 3 months ago 29 April Include all moderation details 6 May - 13 May - 20 May - 27 May -	nknown user 4 years and 3 months ago 29 April - 5 May

Figure 50 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.
- **Basic details** displays only basic moderation details.
- **Include edits**—displays all Edit events in the history.
- **Include all moderation details**—displays all events in the history, including Edit and Workflow reset events.

Large image viewer

An example of the large image viewer is shown in Figure 51.

Large image functionality includes:

- Zoom in, Zoom out, Rotate left and Rotate right
- **Show thumbnail**—brings up a thumbnail to the top left corner of the image, displaying a smaller version of the image to illustrate the currently viewable portion of the image.
- **Resource name**—the item name is a clickable link to return the user to the resource summary page.

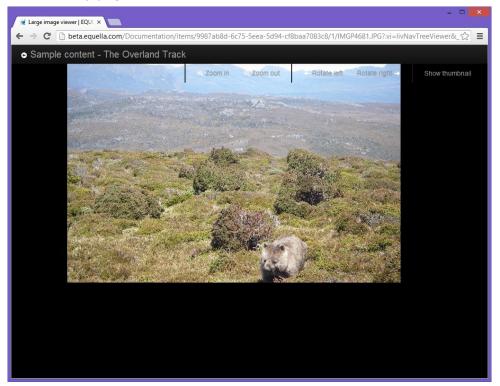


Figure 51 Large image viewer

LMS panel

The LMS panel displays the details of the integrated LMS course and course locations. An example is shown in Figure 52.



Figure 52 LMS panel

The top section of the LMS panel contains the following elements:

- Review all selections link see <u>To view and edit all selections in a selection session</u> on page 40.
- select this button to save selections made in a session to the LMS course locations.
- Cancel select this button to cancel the selection session.

The bottom section displays the LMS Course title and the course sections or locations.

NOTE: The course location where the **Add an activity or resource** link was selected is highlighted and bolded in the LMS panel.

Resources can be selected and added to any course location. See <u>Select and add</u> <u>resources to a course</u> on page 36.

Select and add resources to a course

From the search results page or the summary page, attachments and/or summary pages can be selected for addition to a course location.

Clicking the select button will add the selected attachment or summary page to the currently highlighted course location. There are a number of ways to make selections for course locations, including dragging and dropping and using the Select button.

Selecting items

To select attachments, summary pages or packages using the Select button

1. Check that the required course location is currently highlighted. To highlight an alternative location, click beside the location name.

NOTE: The course location where the **Add an activity or resource** link was selected is highlighted and bolded in the LMS panel. If an alternative location is manually highlighted, the original remains bolded. Items are only added to the highlighted course location.

- 2. Click ^{the Select} beside the required attachment/s, summary pages or packages to add them to the highlighted course location.
- Summary pages can be selected from the results page by clicking the ^{ch} Select button in the footer of each result or by opening the summary page and clicking
 ^{ch} Select this summary page
 An example from the results page is shown in Figure 53.

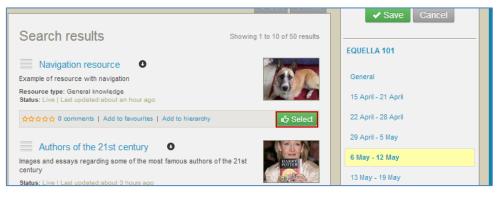


Figure 53 Selecting summary page from search results page

Attachments can be selected from the results page by clicking the
 icon to open the
 attachment display or by opening the summary page, then clicking the
 Select
 button/s beside the relevant attachments. An example from the results page is shown
 in Figure 54.

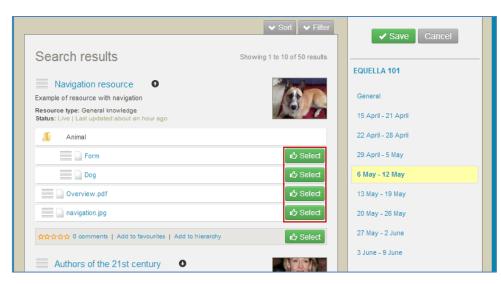


Figure 54 Selecting attachments from search results page

Packages can be selected by opening the summary page, then clicking An example is shown in Figure 55



Navigation resource Description Example of resource with navigation	ら Select this summary page	Drag and drop resources to the required areas below or click the Select button to add the resource to the highlighted area. Click Save once selections are complete. Review all selections
Links to resources		Save Cancel
📕 Animal		EQUELLA 101
Form	心 Select	
Dog	மீ Select	General
Overview.pdf	மீ Select	15 April - 21 April
avigation.jpg	心 Select	22 April - 28 April
Full screen ST Full screen (new window)	ら Select package	29 April - 5 May
Add a comment	Rate this resource	6 May - 12 May
		13 May - 19 May
		20 May - 26 May

Figure 55 Selecting package from summary page

To select resources or attachments using drag and drop

1. Point anywhere on the required resource title bar (except the name link) or anywhere on the required attachment except the name link and ^{ch Select} button) and click and drag to the required course location.

NOTE: The user can drag to any course location, not just the one that is currently highlighted.

Viewing and saving selections

As items are selected, an animation displays on the screen, showing the selected item being added to the highlighted course. A number count displays beside the course location as items are selected. An example is shown in Figure 56.

Drag and drop resources to the required areas below or click the Select button to add the resource to the highlighted area. Click Save once selections are complete. Review all selections
EQUELLA 101
General
15 April - 21 April (1)
22 April - 28 April
29 April - 5 May
6 May - 12 May (2)
13 May - 19 May
20 May - 26 May
27 May - 2 June
3 June - 9 June

Figure 56 Item count

To view and edit the items selected for one course location

1. Click the required course location list (e.g. 6 May – 12 May). The **Edit resource selections** dialog displays. An example is shown in Figure 57.

lit resource selections	
QUELLA 101	
May - 12 May	
Dog	Latest available 🗸 🛇
navigation.jpg	Latest available 🗸 😣

Figure 57 Edit resource selections

• Click 🖾 to unselect selections.

- Use the version drop-down to change the version option. This option may not be available for some users, depending on how the institution version defaults are configured.
- 2. Click **V** to save changes and/or close the dialog.

To view and edit all selections in a selection session

1. Click the **Review all selections** link at the top of the LMS panel. An example is shown in Figure 58.



Figure 58 Review all selections link

The **Edit resource selections** dialog displays, showing all course locations where selections have been added. An example is shown in Figure 59.

Edit resource selections	¢
EQUELLA 101	
15 April - 21 April	
Authors of the 20th century	Latest available 🗸 🛇
5 May - 12 May	
Dog	Latest available 🗸 🛇
navigation.jpg	Latest available 🗸 🛇
	V OF

Figure 59 Edit resource selections - multiple course locations

• Click 🖾 to unselect selections.

- Use the version drop-down to change the version option. This option may not be available for some users, depending on how the institution version defaults are configured.
- 2. Click **V** to save changes and/or close the dialog.

To save selections

1. Once all selections have been made for a selection session, click save to close the Integration page and add the selections to the course locations. An example is shown in Figure 60.

EQUELLA 101		You are logged in as Admin User (Logout)
Home ► My courses ► EQ10	1	Turn editing off
Navigation 💷	A	Search forums □
Home My home	ﷺ News forum 🖋 → 🕂 🐔 +2 🗙 क 🛔 🕸 +Add an activity or resource	Go Advanced search (?)
 Site pages My profile 	15 April - 21 April ⊕	Latest news
 My courses EQ201 EQ101 	End Authors of the 20th century	Add a new topic (No news has been posted
 Participants Reports General 15 April - 21 April 22 April - 28 April 29 April - 5 May 	22 April - 28 April ∰ ↔ Add an activity or resource	yet) Upcoming events ⊡∎ ≰×≆ ¥
	29 April - 5 May ♣ EQUELLA 8.1 Features Guide pdf ≠ + + ≰ -2 X ● W EQUELLA HTML Editor Plugin Guide pdf ≠ + + ≰ -2 X ● W	There are no upcoming events Go to calendar New event
 6 May - 12 May 13 May - 19 May 	+Add an activity or resource	Recent activity
 20 May - 26 May 27 May - 2 June 3 June - 9 June 	é May - 12 May @	Activity since Saturday, 11 May 2013, 2:28 PM Full report of recent activity Course updates:
Settings 🖃	+Add an activity or resource	Added EQUELLA Resource:
 ✓ Course administration ∡ Turn editing off activity chooser off Edit settings 	13 May - 19 May Image: Second system = Emily Bronte jpg ≠ → + ≤ -2 × ∞ W	EQUELLA 6.1 Features Guide.pdf Added EQUELLA Resource: EQUELLA HTML Editor Plugin Guide.pdf
Users Unenrol me from EQ101	+Add an activity or resource	Added EQUELLA Resource: navigation.jpg
Filters	Add an activity or resource	Added EQUELLA Resource:

Figure 60 Moodle course page with new links

Managing resources in Moodle

Resources added to the Weekly outline can be managed using the icons provided:

Click the Move right \rightarrow or Move left \leftarrow icons to change the position of the link within the line.

- Click the **Move** $\stackrel{\text{th}}{\longrightarrow}$ icon to change the position of the link either within the outline pane or to a different week within the current course.
- Click the Update si icon to display the Updating:Editing Resource page. Resource details can be edited here. More information is provided in the Edit resource details section on page 46.
- Click the **Delete** × icon to remove the link from the outline pane. This action requires confirmation before the link is deleted.
- Click the Hide icon to hide the link from other users. Click the Show icon to make the link visible again.
- Click the Assign roles # icon to display the Locally assigned roles page. Moodle users can be assigned to be different roles here.

To view a resource

 Select the title link to display the resource selected resource in a new screen. Depending on the type of resource (pdf, docx, jpg,etc.), the object will display using a default viewer. EQUELLA summary pages display using the EQUELLA Resource summary page. An example is shown in Figure 61.

Authors of the 20th century EQUELLA - Google Chrome	- • ×
beta.equella.com/CathDemo/integ/gen/9f98bb25-5a79-43e3-8d63-e1c0119867ca/1/?token=admin%3Amoodle%3A136	58415890000%3ATcxTyqbZ2g9Lk9wm
Learning resources > Authors of the 20th century	✓ Help
Authors of the 20th century Description	Add to favourites Add to favourites Share with others
An essay covering many of the famous authors of the 20th century Links to resources	Details Owner: admin admin
Charles Dickens.jpg	Collection: Learning resources Version: 1 (show all)
전 Full screen 전 Full screen (new window) Add a comment Rate this resource 이슈슈슈슈슈	Status: Live Find uses Moderation history
	Actions Add to external system Archive this version Change ownership
Add comment anonymously + Add comment	Clone item into a collection Create a new version Delete this version Edit this version Export
	Modify key resource Move item into another collection New contribution of same type Redraft this version Suspend this version

Figure 61 Resource summary page

Playing QTI quizzes

When a QTI quiz link has been added to a course and that link has been selected, the quiz begins to play.

To play a QTI quiz

1. Click the required quiz link from the course to launch the quiz start page. An example is shown in Figure 62.

C EQUELLA - Google Chrome	- • ×
http://www.action.com/nav13/integ/gen/f449ad17-8412-4ded-87bb-5ceefbc38562/1/?attachm	ent.uuid=50e7df04-b3a6-410
Grade9-12Science.zip	Return to EQUELLA 101
Test summary	
Number of questions: 10	
Number of sections: 1	
必 Start test Cancel	
	_
K	>

Figure 62 QTI Quiz launch page

2. Click ^{C Starttest}. The first question displays. An example is shown in Figure 63.

	EQUELLA - Google Chrome – 🗖 🔼 🗙
🗎 alphabeta.equella.com/nav13/integ/gen/f44	9ad17-8412-4ded-87bb-5ceefbc38562/1/?attachment.uuid=50e7df04-b3a6-4104-b472-6f7fb2
Grade9-12Science.zip	Return to EQUELLA 101
Submittest	Question 1
Section 1 Question 1 Question 2	Which of these is least important for a successful career in science and technology?
Question 3 Question 4 Question 5	 A creative imagination A solid knowledge base
Question 6 Question 7	• The ability to work with others
Question 8 Question 9 Question 10	Personal wealth

Figure 63 Example QTI quiz questions

The question titles display down the left hand side of the page, and a single question's details show in the right-hand pane.

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 64.

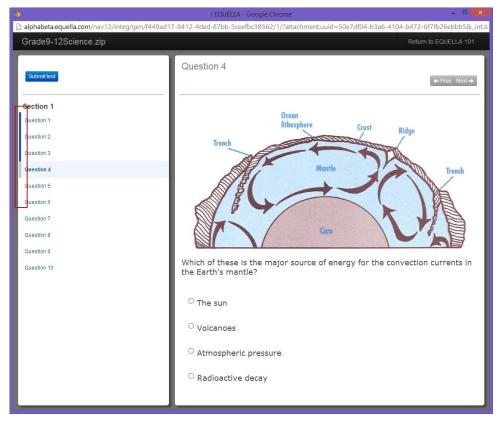


Figure 64 Question status bars

- Questions can be answered in any order.
- Clicking on the **Return to EQUELLA 101** link in the top right corner of the page returns the user to the course.

NOTE: If a quiz is begun then aborted for any reason, when the same user reenters the quiz, their prior answers are stored.

3. Once all questions have been answered, click the ^{Submittest} button to view the score acquired and any feedback available for that QTI quiz. Submitting the quiz also returns the result to the user's gradebook within Moodle.

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

An example is shown in Figure 65.

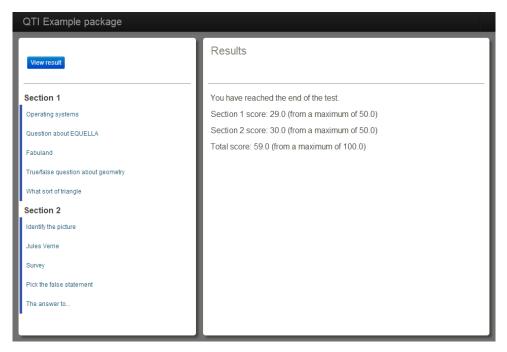


Figure 65 Quiz results page

Each question can be selected to view question level feedback, if included as part of the package. An example is shown in Figure 66.

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

Figure 66 Question level feedback

To return to the results page, click View result

Edit resource details

To edit the details of an EQUELLA resource

1. Click the **Update** icon to display the **Updating: EQUELLA Resource** page. An example is shown in Figure 67.

< 💮 🌆 http://moodletest:8	84/course/modedit.php?updat	e=476&return=0	ହ-≌ox ଲି☆ 🔅
🥳 Welcome EQUELLA	fn Editing EQUELLA Resource	e ×	
Australian History	101		You are logged in as Admin User (Logout)
Home ► My courses ► AA ►	General ► EQUELLA 5.2 T	echnical Requirements.pdf	
Navigation II 말한 조 내		j∉Updating: EQUELLA Resource	
Home	General		
 My home Site pages 	Name*	EQUELLA 5.2 Technical Requirements.pdf	E
My profile	Description	Font family 🔹 Font size 🔹 Format 🔹 🔊 😋 🏔 🏠 💷	
 My courses AA2 		B / U AR ×, × ≣ ≣ ≣ 🦪 🖉 2 🛱 🎘 🛓 - 💆 - 🕫 14	
▼ AA		田田津津 => ※ ●● 🗷 🛔 🗷 Ω 🗹 === 🖤 -	
 Participants Reports 			
 General 			
DDD.docx			
SASA			
Technical			
Requirements.pdf		Path:	
Peak		HTML format	
Sample content - Walls of Jerusalem	Location	http://testing.equella.com/push2lms/Happy/integ/gen/4f8d65b8-a5ef-4a23-b2db-81ba	
14 January - 20 January	Options		
21 January - 27			* Hide advanced
January 28 January - 3	Display	Same window -	
February	Default window width		
4 February - 10 February	(in pixels)* Default window		
11 February - 17	height (in pixels)*		
February	Allow the window to be resized*		
18 February - 24 February	Allow the window to		
25 February - 2	be scrolled*		
March 3 March - 9 March	Show the directory links*		
· · · · · · · · · · · · · · · · · · ·	links		•

Figure 67 Updating EQUELLA Resource page

This page includes the following options for editing EQUELLA items in the **General** pane:

- **Name**—edit the name of the resource in the **Name** field. (*NOTE: This field cannot be left blank; the asterisk * indicates it is a mandatory field.*)
- **Description**—a brief description of the item can be entered or edited using the basic HTML editor provided.
- **Location**—the URL of the item is displayed and can be edited in the **Location** field.

When editing is complete, either:

- 1. Click Save and return to course to save the resource; or
- 2. Click Save and display to save the item and display the resource Summary page, or
- 3. Click Cancel to return to the **Weekly outline** page without saving changes to the item.

Repository

The EQUELLA repository can be used as a search destination for content-creation functionality within Moodle. Where previously images (and other resources) could only be

added using Moodle's HTML editor from places such as the local hard drive, now EQUELLA has become a source of such material.

For information on how to set up the EQUELLA repository tool, refer to the *EQUELLA Moodle Configuration Guide.*

To use the EQUELLA repository tool

(Note: The EQUELLA repository tool works in conjunction with the Moodle HTML editor. These HTML editors exist in a number of places in Moodle, and this guide will refer to just one of those.)

1. On the Moodle Course page, click Turn editing on, as shown in Figure 68.

Im http://moodletest:89/co	urse/view.php?id=3	ହ-ଛo× ଲି ☆ 🕸
fn Course: Documentation ×		
Documentation	-	You are logged in as Admin User (Logout)
Home ► My courses ► DOC1		Turn editing on
Navigation -	Several Server Several Seve	Search forums
My home Site pages	20 June - 26 June	Advanced search (2)
 My profile My courses 	Occumentation template	Add a new topic
My courses DOC1 Participants	27 June - 3 July	(No news has been posted yet)
Reports General 20 June - 26 June	Contains results and documents relevant to course Margins Rules about margins	Upcoming events -III There are no upcoming
 20 June - 20 Jule 27 June - 3 July 4 July - 10 July 	Handy link Link to document standards web page	events Go to calendar New event
 11 July - 17 July 18 July - 24 July 	4 July - 10 July	Recent activity
 25 July - 31 July 1 August - 7 August 	11 July - 17 July	Activity since Wednesday, 20 June 2012, 9:05 AM Full report of recent activity
8 August - 14 August	18 July - 24 July	Course updates:
15 August - 21 August	25 July - 31 July	Added File: Documentation template
22 August - 28 August	1 August - 7 August 8 August - 14 August	Added File: Workbook
29 August - 4 September	15 August - 21 August	Added File:

Figure 68 Moodle course page

2. Alongside a course resource, click the **Update** button $\stackrel{\checkmark}{=}$, as shown in Figure 69.

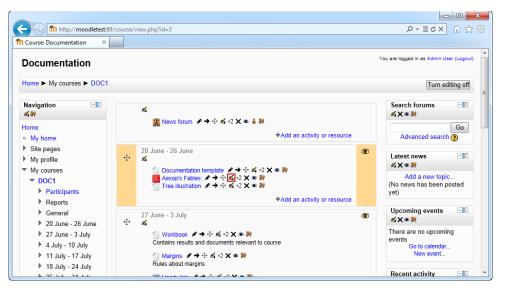


Figure 69 Moodle course page—Editing turned on

In the **Description** field, there is an HTML editor for creating interesting descriptions that are more than just text. Click either the **Moodle Media** button in the **Insert/Edit Image** button 2, as shown in Figure 70.

(C) (m) http://moodletest:89/	course/modedit.php?up	late=33&return=0&sr=0	♀- ≥♂× 心☆ 戀
fn Editing EQUELLA Resource ×			
Home > wy courses > DOCT >	• zù june - zo june 🕨	Aesopis hables	*
Navigation - II I / 석 IP		🗯 Updating EQUELLA Resource in 20 June - 26 June	
Home	General		
My home			
Site pages	Name*	Aesop's Fables	
My profile	Description	Font family 🔻 Font size 🔻 Paragraph 💌 🧐 😁 🎮 🎊 🗐	=
 My courses 		B / U ↔ ×, × ≣ ≣ ≣ 🧳 ⁄ 2 🛱 🎲 A - 💆 - ▶1 14	
▼ DOC1		日日津津 ※ ※ ● 21日日 21日 *** ***	
Participants			
Reports		A number of short stories that illustrate the use of chapters in documentation.	
General			
20 June - 26 June			
Documentation template			
Aesop's Fables			
Tree illustration		Path: p	
27 June - 3 July	Location	http://wintest1:7878/instit/integ/gen/a6ef83a1-495f-7861-9e59-004b9069c5c1/1/A	950
4 July - 10 July			
11 July - 17 July	Options		
18 July - 24 July			*Show advanced
25 July - 31 July			Circle darances
1 August - 7 August	Display	Same window 💌	
8 August - 14 August			
 15 August - 21 August 	Common module se	ettings	-

Figure 70 Updating EQUELLA resource page

4. In the dialog window that opens, select the **Find or upload an image...** (or **Find or upload a sound, video or applet...**depending on which option was chosen in the previous step) button, as shown in Figure 71.

Insert/edit image
General Appearance Advanced
General
🗟 Find or upload an image
Image URL
Image description
Preview
Insert

Figure 71 Moodle media dialog

5. In the *File picker* window, select the relevant **EQUELLA** link (there may be more than one EQUELLA instance integrated with Moodle), as shown in Figure 72.

File picker 🗙			
m Server files			
n Recent files	Search -		
🖄 Upload a file			
🚵 URL downloader	Search Q Search		
n Private files	Within All resources		
Wikimedia			
🗯 EQUELLA	▼ Sott ▼ Filter		
	Search results Showing to 0 of 13 results Sample Coultent - The Overland Track C Sample EQUELLA content: Photos, video and web sites about the Overland Track between Cradle Mountain and Lakes to Taxsmannes. Saturs: Live Last updated:17 days ago Comment identity options Saturs: Live Last updated:19 days ago C Comment I Add to favourites Add to hierarchy		

Figure 72 File picker window

- 6. The page loads with all the resources matching a blank search query. The following elements are included on the page:
 - Search dropdown—the dropdown has Search (default). Browse and Favourites. Select Browse to browse hierarchy topics and subtopics or select favourites to list the current user's favourite EQUELLA resources or searches. An example is shown in Figure 73.

	File picker 🗙
n Server files	
n Recent files	Favourites -
🖄 Upload a file	
🖄 URL downloader	Favourites
n Private files	Resources Searches
Wikimedia	
🗯 EQUELLA	V Sort
	Results Showing 1 to 1 of 1 results Famous authors ● An overview of some recent famous authors - includes essays and images Image: Status: Live Last updated about a month ago Date favourited: 28 days ago Image: Status: Live Last updated about a month ago Date favourited: 28 days ago Image: Status: Live Add to hierarchy

Figure 73 File picker – Favourites

Select **Search** from the dropdown to return to the search page.

- **Search panel**—Enter keywords and/or select a specific collection or advanced search from the **Within** dropdown.
- Sort and Filter drop-downs see <u>Sorting and filtering</u> on page 22 for details.
- 7. Click the **O** icon from the results page or the resource title to display the list of attachments in the resource. An example is shown in Figure 74.

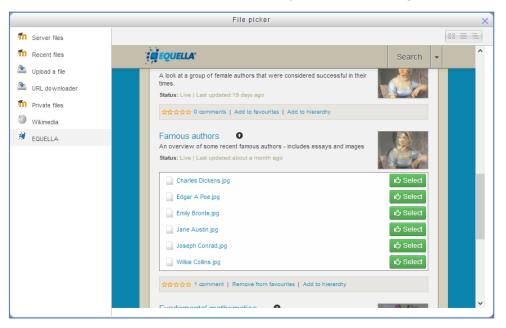


Figure 74 Filer picker - Repository - Select attachment

8. Select an attachment. This displays a details page similar to the one shown in Figure 75.

	;
Save as:	Emily Bronte.jpg
Author:	admin admin [admin]
Choose license:	All rights reserved
	Select this file Cancel
	Last modified: Created: Size: Licence: Author: admin admin [admin]

Figure 75 Moodle file picker—resource details page

9. Change the details if appropriate then click Select this file. The Moodle media dialog displays with a preview of the attachment. Add an **Image description** if required. An example is shown in Figure 76.

	Insert/edit image	×
General Appearan	ce Advanced	
General		
	🗟 Find or upload an image	
Image URL	http://beta-moodle.equella.com/draftfile.php/5/us	
Image description		
Preview		
		~
Insert	Cano	el

Figure 76 Moodle media dialog

10. Click Insert to return to the *Updating EQUELLA Resource* page. A confirmation dialog displays if no Image Description has been entered. Click Cancel to go back and add a description or to continue. The imported media displays in the HTML editor, as shown in Figure 77.

Th Editing File x iii Navigation resource EQU x				
← → C 🗋 beta-moodle	.equella.com/course/mod	ledit.php?add=resource&type=&course=3§ion=4&return=0&sr=0	☆	Ξ
Navigation -IO 사 소 ም		🗋 Adding a new File to 6 May - 12 May 🛞		^
Home My home Note the state of the state o	General Name [®] Description [®] Display description on Course page ()	Font family Font size Paragraph Par		
, source source	Content			
Settings EII	Select files	Add Create folder III Official and drop available III official and drop available III official IIII official IIII official IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		
ermpon ermpon ermpon ermpon Publish ermpon ermp	Options	* Show a	dvanced	*

Figure 77 Updating EQUELLA Resource with imported media

11. Click Save and return to course. The imported media has now been saved to the resource description field. This displays above the Selection EQUELLA window when accessing the resource from the Moodle course page.

Drag and drop/Auto add to EQUELLA

Files can be automatically contributed to EQUELLA when dragging and dropping onto a Moodle course page, or onto the **Content**, **Select files** panel from the **Adding a new File** page in Moodle. The system first checks to see if the file already exists in EQUELLA. If so, it creates a link to the file, otherwise it contributes the file into the collection allocated for the 'Quick contribute' function.

See the *EQUELLA 6.1 Moodle Configuration Guide* for further information on configuring this feature.

To drag and drop/auto add to EQUELLA

1. From a Moodle Course page, click Turn editing on if not already enabled. An example is shown in Figure 78.

Course: Demo ×		
Demo		You are logged in as Admin User (Logout)
Home ► Courses ► demo		Turn editing on
Navigation -10	Vews forum	Search forums Go
My home	25 September - 1 October	Advanced search ()
 Site pages My profile 	2 October - 8 October	Latest news -10
Courses demo	Chrysanthemum.jpg	Add a new topic (No news has been posted
Participants	9 October - 15 October	yet)
 Reports General 	EQUELLA+6+Email+Ad+Image.png	Upcoming events III
25 September - 1 October	16 October - 22 October	events Go to calendar
2 October - 8 October	23 October - 29 October	New event
9 October - 15 October	30 October - 5 November	Recent activity -I
16 October - 22	6 November - 12 November	Activity since Monday, 29 October 2012, 3:14 PM
October 23 October - 29	13 November - 19 November	Full report of recent activity Nothing new since your last login
October 30 October - 5	20 November - 26 November	login
November 6 November - 12 November	27 November - 3 December	

Figure 78 Moodle Demo course page - Turn editing on

2. Drag and drop the required file (e.g. Desert.jpg) onto the appropriate course week. A file destination dialog may display (depending on how the administrator has configured this feature). An example is shown in Figure 79.

Oourse: Demo - Mozilla Firefox File Edit View History Bookmar	r Took Han		- 0 - X
	ourse/view.php?id=2¬ifyeditingon=1		P 🟠 🗞 🗸 🐖
fn Course: Demo	+		
Demo			You are logged in as Admin User (Logout)
Home ► Courses ► demo			Turn editing off
Navigation -ID 석양 Home = My home	ನೆ ﷺ News forum タ→ ⊹ ನ, -2 × ∞ à ೫ *Add an activity or res	ource	Search forums
 Site pages My profile Courses 	25 September - 1 October	aurce (1997)	Advanced search (?)
 ▼ demo ▶ Participants ▶ Reports ▶ General 	2 October - 8 October ★ ▲ Entrysanthemum jpg ★ ★ ☆ ☆ ★ ★ ₩	۲	Add a new topic (No news has been posted yet)
25 September - 1 October	+Add an activity or res	ource	Upcoming events -IC 조文호텔
 2 October - 8 October 9 October - 15 October 	9 October - 15 October What do you want to do with the file 'Desert.jpg'? ● Contribute to EQUELLA ● Contribute to EQUELLA ● Contribute to EQUELLA	ource	There are no upcoming events Go to calendar New event
 16 October - 22 October 23 October - 29 	16 October - 22 October Upload Cancel	۲	Recent activity -10
October 30 October - 5 November	*Add an activity or res	ource	October 2012, 3:52 PM Full report of recent activity Nothing new since your last
 6 November - 12 November 	+Add an activity or res	ource	login
 13 November - 19 November 20 November - 26 November 	30 October - 5 November Add an activity or res	aurce 🏾	
27 November - 3 December	6 November - 12 November	e and a second	
 View all courses and categories 	** 🛋 *Add an adtwity or res	ource	
Settings 🖃	13 November - 19 November	۲	
Course administration	Add an activity or res 20 November - 26 November	ource	

Figure 79 Drag and drop file destination dialog

The options are:

- Contribute to EQUELLA contributes the file into the collection allocated for the Quick Contribute function in EQUELLA , with the file name as the resource name and description.
- **Create file resource** saves the file locally (in Moodle).

NOTE: This dialog may not display – files can be contributed into EQUELLA without this confirmation dialog. See the EQUELLA 6.0 Moodle Configuration Guide *for further information on the Drag and drop/Auto add to EQUELLA options.*

3. Select **Contribute to EQUELLA** then click Upload. The file is automatically contributed to EQUELLA. An example of *Desert.jpg* used in the above example is shown in Figure 80.

Search EQUELLA - Mozilla Firefox		
File Edit View Higtory Bookmarks Tools Help	g.do ☆ マ C	🖌 - Google 👂 🏠 🤹 🗸
The Course: Demo × 🥳 Search	EQUELLA × +	
PEARSON		Search
		✓ Help ✓ Screen options
📕 Dashboard	Search Q Search	Add search to favourites
★ Favourites	Within All resources	Share search query
S My resources		Search other repositories
C Search	Search results Showing 1 to 10 of 33 results	> Sort
Contribute	Desert.jpg	
Shop	Desert.jpg Desert.jpg Status: Live Last updated.less than a minute ago	▼ Filter
Browse resources by format	Add to Act (a decomments) Add to favourites Add to hierarchy	Filter by owner Select user
A My tasks 2	CivilWar.jpg CivilWar.jpg	Filter by date modified
Notifications 28	Status: Live Last updated:about 21 hours ago	After
Manage external resources	Add to favourities Add to favourities Add to hierarchy Sample	
Sources Manage resources	sample object Status: Live Last updated:3 days ego	
🔥 Manage activations	호수호수수 0 comments Add to favourites Add to hierarchy	

Figure 80 Example file automatically contributed to EQUELLA

Contact Client Support

We are always happy to help.

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