EQUELLA[®]

Moodle User Guide

Version 6.1

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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 6.1 (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 - Windo	ows Internet Explorer								×
🚱 🕞 🔻 🍈 http://moodledoo	cs.equella.com/						•	47	×
EQUELLA Docume	entation Yo	u are I	logged	in as	Ben H	logan	(Log	out)	Â
Navigation +	Available courses	C	alen	lar			-		
Settings -	EQUELLA Documentation Course			Ma	y 20 [.]	11		•	
 Front page settings 		1	un Moi	3	Wed 4	5	6	7	
∡ Turn editing on		8	3 9	10	11	12	13	14	
Users		2	2 23	24	25	28	20 27	28	
Backup		2	9 30	31					
Restore									
•••									
My profile settings									
· Site administration									
Search									
	You are logged in as <u>Ben Ho</u> çan (Logout)								
	moodle								
									-

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://moodledo	cs. equella.com /course/view.php?id=2	- ⁴ 7 ×
EQUELLA Docume	ntation Course	You are logged in as Ben Hogan (Logout)
Navigation -ID 일후 조 Jt	Weekly outline	Search forums ⊡ Search forums ⊡ Search forums ⊡
Home = My home > Site pages > My profile Courses - Equ211 > Participants > Reports	Image: Second secon	Advanced search (€) Latest news Image: search (€) Image: s
 General 21 April - 27 April EQUELLA 5 Documentation EQUELLA web site EQUELLA 		Recent activity
Promotional Video Sample content - The Overland Track Sample content - Walls of		∰Search EQUELLA Add a block Add ▼
ne	Internet Protected Mode: Of	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	
Th http://moodledocs.equella.com/blocks/equella_search/equella_search_api.php?courseid=2	- 4 ×
EQUELLA Documentation Course: EQUELLA Search	You are logged in as Ben Hogan (Logout)
Home ► Courses ► EQU211 ► Search EQUELLA	
Search for	Search
Moodle Docs for this page You are logged in as Ben Hogan (Logout) EOU211	
Done 😜 Internet	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.

	$/blocks/equella_search/equella_search_api.php?courseid=12\&form_submitted=1\&searchstring=equellapi.php?courseid=12\&form_submitted=1\&searchstring=equellapi.php?courseid=12\&form_submitted=1\&searchstring=equellapi.php?courseid=12\&form_submitted=1\&searchstring=equellapi.php?courseid=12\&form_submitted=1&searchstring=equellapi.php?courseid=12\&form_submitted=1&searchstring=equellapi.php?courseid=12\&form_submitted=1&searchstring=equellapi.php?courseid=1$	×5⊠ - Q	6 🛣 🕄
Welcome EQUELLA	Th AA: EQUELLA Search ×		
Australian History 1	01: EQUELLA Search	You are logged in as Admin U	ser (Logout)
Home ► My courses ► AA ► S	Search EQUELLA		
	Search for Equella Search		
Showing 1 to 10 of 25 results	i	Order the results by User rating	•
Title	Description	Filename	Action
EQUELLA Promotional Video	Short marketing video about EQUELLA		View
EQUELLA Logo			View
EQUELLA web site	With product and service information, eNawsletters and links to support materials, the EQUELLA web site is a key resource for new clients.	http://www.equella.com/	View
EQUELLA 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
EQUELLA 5.2 Technical Requirements.pdf	EQUELLA 5.2 Technical Requirements.pdf	EQUELLA 5.2 Technical Requirements.pdf	View
EQUELLA 5.1 Documentation		id-do-anything-logo.jpg	View
Sample content - Walls of Jerusalem	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
DRM picture test		EQUELLA 4.1 Integration Interface Guide.pdf	View
This is the one you're looking for		EQUELLA Wizard Controls Reference Guide.pdf	View
Can't find what you're looking for	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.

~		
Attp://testing.equella.com/push2lms/Happy/file/4f8d65b8-a5ef-4a23-b	02db-81ba6318a545/1/EQUELLA%205.2%20Technical%20Requirements.pdf	© ☆ û ×٥-۹
EQUELLA 5.2 Technical Requirements	2 P	a g e
PEARSON	ALWAYS LEA	RNING
EC	QUELLA 5.2	_
Client Requirements		
Platform*	Applications*	
 Windows XP, 2003, Vista, 7 Apple Mac OS X+ Oracle Solaris 8, 9 and 10 Linux 	 Microsoft Internet Explorer 7, 8 and 9 Apple Safari 5 or higher Mozilla Firefox 3.5 or higher Google Chrome 9 or higher Sun Java 6 Java Virtual Machines 	
Conver Dequirements	*	
Server Requirements		
Operating System		_
 Microsoft Windows Server 2003 and Oracle Solaris 8, 9 and 10, or Most Linux distributions 	2008, and Windows 7, or	
827 x11.69 m Supported Databases*		-

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	
CO - Mhttp://moodledo	cs. equella.com /course/view.php?id=2	• 4 X
EQUELLA Docume	ntation Course	You are logged in as Ben Hogan (Logout)
Home ► Courses ► EQU211		Turn editing off
Navigation -II 과 로 내	Weekly outline	Search forums 💷
Home Home My home Ny home Site pages My profile Courses EQU211 Participants Reports General Culture EQUELLA 5 Documentation EQUELLA web Site EQUELLA web Site Documentation EQUELLA web Site Sample content - The Overland Track Sample content - Watls of Sample content - Watls of	 Kews forum ←→ It < × * â IP Add a resource v ③ Add an activity v 21 April - 27 April EOUELLA 5 Documentation → It < × * IP EOUELLA 45 Documentation → It < × * IP EOUELLA Promotional Video → It < × * IP EOUELLA Promotional Video → It < × * IP Sample content - The Overland Track → It < × * IP Sample content - The Overland Track → It < × * IP Sample content - Walls of Jerusalem → It < × * IP Add an activity v Jump to Choose v 	Go Advanced search Latest news Image: Search Image: Search Upcoming events Image: Search Image: Search
Jerusalem 28 April - 4 May		Add a block
	Internet Protected Mode: Off	√ + € 100% +

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.

	entation access managed		BETA PROFILE LOG OUT
PEARSON			My tasks
			Screen options
Dashboard	Search	Q Search	RSS Feeds
Favourites			- Contraction -
😫 My resources			Son
C Search	Results	Showing 1 to 2 of 2 results	T Filter
🧭 Contribute	HTML Editor resource		Filter by assignment
Browse resources by format.	Stature: Moderating i Cast updated adout 24 hours ago Moderating since: II open sgo Workflow: Costmentation Task: Pustern Time at this bask if days		ALL> ¥ Only show tasks that I must moderate
Google search	Priority: Normal	and the second se	Filter by sollection
My tasks 2			All resources ¥
Notifications	Joseph Contad - Heart of Darkness Essay on Heart of Darkness, arguably Contad's greatest work.		Filter by service
Manage external resources	Status: Moderance (Last updated test their a minute apo Moderating shock was them a minute apo Workflow: Documentation Task: Publish Time at this task: Sate then a minute		Fyther by date modified
Manage resources	Priority: facemal	-	After
Manage activations	Moderation program	K Moderate	1
Reports			Filter for second second

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.

🕞 🗢 👖 http://	/moodledoc	s. equella.com /course/view.php?id=2&week=0#section-1		• 4
QUELLA D	ocumer	ntation Course	Yo	u are logged in as Ben Hogan (Logou
ome► Courses►	EQU211			Turn editing on
lavigation		Weekly outline		Search forums
ome My home Site pages		News forum		Go Advanced search ?
My profile Courses				Latest news
EQU211 Participants Reports		EQUELLA 5 Documentation		Add a new topic (No news has been posted yet)
 General 21 April - 27 	' April	 EQUELLA Promotional video Sample content - The Overland Track Sample content - Walls of Jerusalem 		Upcoming events -I
Settings		28 April - 4 May		events Go to calendar
Course administr	ation	5 May - 11 May		New event
Edit settings		12 May - 18 May		Recent activity *
Grades		19 May - 25 May		EQUELLA Tasks
Backup Restore		26 May - 1 June		EQUELLA Search
Import Publish Reset		2 June - 8 June		<i>ii</i>
		9 June - 15 June		Search EQUELLA
 Question bank 		16 June - 22 June		
		23 June - 29 June		

Figure 8 Weekly outline page

General course materials are displayed in the top pane, and each week in the course is displayed in the panes below.

To display only a specific week

1. Select the pane symbol □ to display the selected week (e.g. *21 April*—*27 April*) underneath the general course pane. An example is shown in Figure 9.

Course: EQUELLA Documentation	Course - Windows Internet Explorer	
G v Th http://moodledoc	s.equella.com/course/view.php?id=28week=1	 <i>i i j</i> X
EQUELLA Documer	ntation Course	You are logged in as Ben Hogan (Logout)
Home► Courses► EQU211		Turn editing on
Navigation -	Weekly outline	Search forums
Home My home Site pages	🞉 News forum	Go Advanced search (3)
My profile Courses EQU211 Participants Reports	21 April - 27 April	Add a new topic (No news has been posted yet)
 General 21 April - 27 April 	EOUELLA Promotional Video Sample content - The Overland Track Sample content - Walls of Jerusalem	Upcoming events
Settings	Jump to Choose	There are no upcoming events Go to calendar New event
▼ Course administration		Recent activity +
	Internet Protected Mode: Off	🖓 🔻 🔍 100% 👻 🖉

Figure 9 Weekly outline page displaying selected week only

To return to the full weekly outline

1. Select the multiple pane symbol \blacksquare to display all weeks.

To select a different week to display

1. Click the **Jump to...** drop-down at the bottom of the page and select from the dropdown list of weeks.

To activate editing features

 Select Turn editing on from the Course administration menu in the Settings pane or click Turn editing on in the top right-hand corner of the page to display editing features. An example is shown in Figure 10. (*Note: When editing is turned on, the button or link performs a Turn editing off* function.)

Course: EQUELLA Documentation	Course - Windows Internet Explorer	
EQUELLA Docume	requeine course rempirica-z	ou are logged in as Ben Hogan (Logout)
Home► Courses► EQU211		Turn editing off
Navigation - III 밝글	Weekly outline	Search forums ⊡ III III III III III III III I
Home My home Site pages My profile	ي ﷺ News forum → 北 ي × ∞ ≜ ﷺ ④ Add a resource ▼ ④ Add an activity ▼	Go Advanced search ()
Courses EQU211 Participants Reports General	21 April - 27 April ■ EOUELLA5 Documentation → IF & X * IF ■ EOUELLA web site → IF & X * IF ■ EOUELLA web site → IF & X * IF	¥? ه م × ۱۲ Add a new topic (No news has been posted yet)
▶ 21 April - 27 April Settings	 ② EOUELLAFromotional Video → 计 속 × ∞ 밝 ③ Sample content - Tre Overland Track. → 바 ≼ × ∞ 밝 ④ Sample content - Walls of Jerusalem. → 바 ≼ × ∞ 밝 	Upcoming events -III 행위 : 로 보 사
Image: Second state Image: Second st	 Add a resource Add an activity Jump to Choose 	There are no upcoming events Go to calendar New event
Edit settings ▶ Users		Recent activity

Figure 10 Weekly outline page-editing on display

To deactivate editing features

 Select Turn editing off from the Course administration menu in the Settings pane or click Turn editing off to return to a read-only display.

Accessing the EQUELLA Integration page

There are currently two versions of the EQUELLA Moodle integration in use. Your institution may be running EQUELLA version 6.1 with Moodle 2.1, 2.2 or 2.3. There are differences between the following two integrations:

- EQUELLA 6.1 with Moodle 2.3 and 2.4
- EQUELLA 6.1 with Moodle 2.1 & 2.2

These differences are covered below.

To add an EQUELLA resource to a course (EQUELLA 6.1 with Moodle 2.3 & 2.4)

 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 11.

	course/view.php?id=3#section-0			ନ-ଛ୯× ଲି 🕁 🔅
n Course: Documentation ×				
my nome				Advanced search (5)
Site pages	20 June - 26 June		۲	Latest news
My profile	TT - Ki			≤×∞ ₩
 My courses 	Documentation temp	late		Add a new topic
▼ DOC1		1. +Add an activity or resource	9	(No news has been posted
Participants	27 June - 3 July		<u> </u>	yet)
▶ Reports	Add	an activity or resource	×	Upcoming events
General				KX*W
20 June - 26 June	ACTIVITIES			There are no upcoming
27 June - 3 July	Assignment	There is currently no help associated with	this	events
	Chat	resource or activity		Go to calendar
P 11 July - 17 July 19 July - 24 July	Choice			
 To July - 24 July D5 July - 24 July 	Database			Recent activity -
25 July - 51 July	External Tool			≤×* ₩
August - 1 August	🔿 👪 Forum			Activity since Wednesday, 20
August - 14	Glossary			June 2012, 9:05 AM Full report of recent activity
15 August - 21	田 Lesson			
August				Course updates:
22 August - 28	SCORM package			Added File:
August	Survey			Documentation template
September	O Unit Wiki			Added File:
5 September - 11	Workshop			Workbook
September	C III Honorop			Added File:
▶ test	RESOURCES			Margins
	🗇 🧃 Book	3 -		Added URL:
Settings -	EQUELLA Resource	2.		Handy link
121 BY	O 🗋 File			
 Course administration 	Folder			EQUELLA Search
Activity chooses off	MS content package			≤×∞ ₩
Edit settings	🔘 🖼 Label			# Search EQUELLA
Users	🔘 🖺 Page			
Unenrol me from	O DURL		_	
DOC1	3.	Add Cancel		You currently have no tasks
A Backup				rou currently have no tasks
Restore	15 August - 21 August			
a Import	⊕ ≰		-22	
Publish		+Add an activity or resource	e	
Reset				

Figure 11 Add an activity or resource page

The **EQUELLA Integration** page displays, as shown in Figure 12.

Cho	ose EQUELLA resources		
in EQUELLA.		Search - O	
Search All resources	Q. Search T	d drop resources to the required slow or click the Select button to resource to the highlighted area, we once selectons are complete, al selectons	
Search results Famous authors Constraints	Showing 1 to 10 of 46 results.	A 101	
Added training resource Added training resource Mature Live (Last updated 5 day age COORD Distriction (Last updated 5 day age	Or Select 22 April 29 April 29 April 0 Select 13 May	- 28 April 1 - 5 May 12 May - 19 May	
The Eleanor Farjeon book : a tribute to her vol. 2, 2013 Status: Long Later advanced same ap: Catator: The Eleanor Farjeon book : a ribute to her life and sec Status: The Eleanor Farjeon book : a ribute to her life and sec	Ife and work, 1881-1965, 20 May ork, r885-r966 2013, vol. 2, no. 3 June v Statest	- 26 May - 2 June - 9 June	
= Test			

Figure 12 EQUELLA Integration page

To add an EQUELLA resource to a course (EQUELLA 6.1 with Moodle 2.1 or 2.2)

Click on the Add a resource... or Add an activity... drop-down list in the general course pane or selected week to display a list of options, then select EQUELLA Resource. (NOTE: The 'EQUELLA Resource' module can be under either the Add a resource... or Add an activity... drop-down list depending on how Moodle has been configured by the administrator.) An example is shown in Figure 13.



Figure 13 Add an activity... drop-down list

The EQUELLA Integration page displays, as shown in Figure 12. See <u>EQUELLA Integration</u> page on page 12.

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 14.

1	Choose EQUELLA resources	×
	GEQUELLA Search V Search	
	Search Q. Search Within All resources Vithin All resources Vithin Orag 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. Deviation at selections	
	✓ Sort ✓ Filter	
	Famous authors	
1	A collection of information about some of the most famous authors of our day. Status: Live Last updated.7 days ago 15 April - 21 April	I
	Added training resource • • 29 April - 5 May	
	Status: Live Last updated:8 days ago 6 May - 12 May	
	xh xh xh xh 0 comments Add to favourites Add to hiererchy xh xh xh xh xh xh xh xh xh x	
	The Eleanor Farjeon book : a tribute to her life and work, 1881-1965, vol. 2, 2013	
	Status: Live Last updated 10 days ago 27 May - 2 June Citation: The Eleanor Farjeon book : a tribute to her life and work, 1881-1965 2013, vol. 2, no 3 June - 9 June	
	수수수수 0 comments Add to favourites Add to hierarchy 선 Select	
	Test	
	test V	/

Figure 14 Integration screen

- View drop-down select to change the Integration page view. Available views are:
 - Search (default) see <u>Search</u> on page 13 for further details.
 - Browse see Browse on page 15 for further details.
 - **Contribute** see <u>Contribute</u> on page 15 for further details.
 - Favourites see <u>Favourites</u> on page 20 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 15.



Figure 15 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 Searching User Guide for more information on searching. An example is shown in Figure 16.

i de conerra.	Search		8	
Search author Q. Stearch areas below or add me resources v Characteria and an or add me resources v Characteria and an or add me resources resources v Characteria and an or add me resources v Character	esources to the r click the Select to e to the highlighte selections are co tions	equired utton to ed area. omplete		
	ve Cancel pril pril y	3	•	
Collector of information about some of the most famous suthers of our days Collector of information about some of the most famous suthers of our days Sealer: Unit Loss indicates of the most famous suthers of our days Sealer: Unit Loss indicates of the most famous suthers of our days Sealer: Unit Loss indicates of the most famous suthers of our days Sealer: Unit Loss indicates of the most famous suthers of our days Sealer: Unit Loss indicates of the most famous suthers of our days Sealer: Unit Loss indicates of the most famous suthers of our days Sealer: Unit Loss indicates of the most famous suthers of our days Sealer: Unit Loss indicates of the most famous suthers of our days Collection of information about some of the most famous suthers of our days Sealer: Unit Loss indicates of the most famous suthers of our days Collection of information about some of the most famous suthers of our days Collection of information about some of the most famous suthers of our days Collection of information about some of the most famous suthers of our days Collection of information about some of the most famous suthers Collection of information about some of the most famous suthers Collection of information about some of the most famous suthers Collection of information about some of the most famous suthers Collection of information about some of the most famous suthers Collection of information about some of the most famous suthers Collection of information about some of the most famous suthers Collection of information about some of the most famous suthers Collection of the most famous suthers Co	97. 197			

Figure 16 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 21 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 17.

EQ	Choose EQUELLA resources		×
100	iğ fonetta.	Browse	1
11.000 中間 - 月 - 月 - 月 - 日 - 11. - 13.	Browse Browse resources by format. Resources cataloged by the type of resource, including. Audo Video Images Documents	Drag an Control of artes b and me Click Sa Review Save Canneel	
		29 April - 5 May A 6 May - 13 May 13 May - 19 May 20 May - 28 May	
		27 May - 2 June 3 June - 9 June V	
5400 単純 10 10			U.
Color Color Vitikan			

Figure 17 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 18.

"		Choose EQUELLA resources				×
	<u>ii</u>	cõnerra.	Contribute	•	۲	î
		What type of resource are you contributing?				
		Quick contribution				
		Quick contribute to collection Learning resources				
		B No file selected	Browse			
			() Upload			
		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				
1		Teaching resources				*

Figure 18 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 18.
- 2. In the **Quick contribution** panel, click Browse and locate and **Open** the required file.
- 3. Click Outpload. An example is shown in Figure 19.

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

Figure 19 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 20.

EQUELER IVI				
Home My courses EQ101			Turn ed	iting off
Navigation 💷	4		Search forums	-10
fome My home	Kews forum I → + - 4 - 2 X ★ + IF +Add an activity or r	esource	Advanced search	Go ⑦
Site pages My profile	15 April - 21 April	8	Latest news	•
EQ201 EQ101 Participants	22 April - 28 April	esource 🕷	Add a new topic (No news has been po yet)	osted
 Reports General 15 April - 21 April 22 April - 28 April 29 April - 5 May 	29 April - 5 May ☆ ▲ ■	۲	Upcoming events	9
 6 May - 12 May 13 May - 19 May 20 May - 26 May 		esource (B)	Recent activity	••••
27 May - 2 June 3 June - 9 June Settings	+Add an activity or n → 13 May - 19 May a Emily Bronte.gog x + + r5 +2 × ∞ W	asource (18)	2013, 10.08 AV Full report of recent a Course updates:	ctivity
Course administration	☐ Jane Austin jpg I + + ≤ +2 × = W +Add an activity or r	esource	Added EQUELLA Ret EQUELLA 6.1 Featur Guide.pdf	source: os
Turn editing off Activity chooser off Edit settings Users	20 May - 26 May + Add an activity or r	esource	Added EQUELLA Res EQUELLA HTML Edit Plugin Guide.pdf	source: or
Unenrol me from EQ101 Filters	27 May - 2 June	۲		

Figure 20 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 21.

		ADMIN PROFILE LOG OUT
		Search
		✓ Help ✓ Screen options
Dashboard	Search Questioner	Add search to favourites
🚖 Favourites	Within All resources v	Share search query
Hy resources		Search other repositories
Q Search	Search rectific Showen 1 to 10 of 48 results	
📝 Contribute		Sort
Browse resources by format.	EQUELLA HTML Editor Plugin Guide.pdf • EQUELLA HTML Editor Plugin Guide.pdf Solatus: Une (Last localities 3 minutes app	Filter
Mytasks 🔯	EQUELLA HTML Eator Pugin Guide pdf	1 Selectuser
O Notifications	OCONTRACTOR Comments 1 Add to favourities 1 Add to hierarchy	Filter by date modified
Manage external resources	EQUELLA 6.1 Features Guide.pdf •	After V
Manage resources	Server Cost I can operate its menute age	

Figure 21 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 18.
- 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 22. Wizard controls will differ for each collection.

"		Choose EQUELLA resources		×
)	EÕNEITV.	Contribute 👻 🕄	
		About Title * Please enter a title for this item (words in the title have a high search rank)	Save Preview Cancel About	
		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, Flickr, Resources) Clasming Objects (IMS & SCORM) Navigation		300

Figure 22 Example contribution wizard

Contribution wizard elements can include:

- Osave —click the button to save the resource.
- **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 23.

₹ Ģ EQUELLA.	Contribute 🔻 🛛
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 Preview Cancel About* DRM - Ownership and rights DRM - Access control

Figure 23 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 24.



Figure 24 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 25.

Save	8
Do you want to publish this item now, or save as a draft?	

Figure 25 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 27). If the collection selected for contribution is associated with a Moderation Workflow, the dialog shown in Figure 26 displays.

Save		8
Do you want to submit this item for moderation now, or save as a	draft?	
Optional message for moderators:		
Submit for moderation	Save draft Canc	el

Figure 26 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 27.



Figure 27 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 28.



Figure 28 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 29.



Figure 29 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 29.
- • 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 **G** 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 32.
- 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 Modify key resource on page 22 for further details.

^{cb 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 30. Depending on the context, links to other help topics can also be displayed. Click the button again to hide the help pane.

1	Select >	Search										8
Sear This selec when	ch page prov t SEARCH lever the p	ides access to repo I to display the matc vage is displayed.	sitory resou hing resour	rces and fund ces. During a	ctionality for session thi	viewing, is page d	sorting and lisplays the	d filtering last se	g results arch crit	A. En eria	SCREEN OPTIONS ter a Search term then and filters applied	E
Other	More abo page 1 More abo	ut searching eatures ut the Navigation m	• More a	about Add sea • More abo	arch to favou but the Sort I	urites box	• Mo • Mor	ore abou re about	ut Share the Filte	sea er bo	rch query	
Sea	arch	tasmania					EARCH		Add s	searc	ch to favourites	
Wit	hin	Learning resource	\$			Ŧ		6	Coorr	sh of	har ranceitoriae	

Figure 30 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 31.



Figure 31 Modify key resource page

- 2. Click on the plus sign 1 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 31.

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.

- Navigation resource | EQU × → C 🕒 beta.equella.com/Documentation/items/364e93a3-5686-4ea8-9342-0632ef23a211/1/?is.summaryId=ht ☆ = 4 EQUELLA® Resource earning resources > Navigation resource > Modify key resource Successfully modified your key resource E Dashboard Add to favourites Favourites (Share with others Modify key resource My resources Search Select to add key resource to hierarchy, or uncheck to remove Details Owner: Jo Bloggs Collaborators: Greg Brown Contribute Browse resources by format. Collection: Learning resources Browse resources by format Save Version: 1 (show all) Status: Live Find uses My tasks A Moderation history 1 Notifications 10 Actions
- 4. Click Save . A confirmation screen displays, as shown in Figure 32.

Figure 32 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 33.



Figure 33 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 34) which provides options for reducing the number of displayed results.



Figure 34 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 35.

Select	t owner to filter by		8
Sele	ect user(s)		
The se (nam*)	earch query can contain a name (first, last or login) or a).	partial name with a wildcard character	
0	Q Search]	
$^{\circ}$	Jo Bloggs	JBloggs	^
0	equellademo equellademo	equellademo	
0	Greg Brown	GBrown	
0	int.demoteacher int.demoteacher	int.demoteacher	
\sim			¥
		 Select this u 	ser

Figure 35 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 36.

	🗸 S	ort	🔺 Filt	ler
Filter by owne	er			
Jo Bloggs				
🔔 Change	user	×	Clear	
	_			
Filter by date	modified	_		-
Filter by date	modified			_
Filter by date After	modified		¥	-
Filter by date	modified			1000

Figure 36 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 37.



Figure 37 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 38.



Figure 38 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 39.

Search		Q Search
Within	All resources	
	Collections All resources	Sort 🗸 Filter
	Books	
Search	eReserve articles Journals	10 of 50 results
Auth	Learning resources Teaching resources	AUT
Images and e century	Advanced searches	HARREN CONTEN
	eReserve	心 Select

Figure 39 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 40.



Figure 40 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 41.

"	Choose EQUELLA resources	×
	Search - O	^
	Search Q Search Drag and drop resources to the required areas below or clock the Select button to ad the resource to the highlighted area. Click Save once selections are complete.	
	Format of resource Audio Video Image Image Document Other EQUELLA 101	
8	Aggregation level General Level 1 - Smallest level of aggregation, e.g. raw media data or fragments 15 April - 21 April pictures or a lesson Level 3 - Collection of level 1 resources, e.g. an HTML document with some embedded pictures or a lesson 15 April - 21 April 22 April - 28 April 29 April - 5 May Level 3 - Collection of level 2 resources, e.g. a 'web' of HTML documents, with an index page or a unit 29 April - 5 May Level 4 - Largest level of granularity, e.g. a course. 6 May - 12 May	
	Learning resource type 13 May - 19 May Please select one or more types 20 May - 26 May Diagram Exam Figure Graph Index 3 June - 9 June	
	Lab demonstration Lecture Narrative text Problem statement Guestionnaire Self assessment Simulation Side Table	*

Figure 41 Advanced search criteria page

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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 42.

"	Choose EQUELLA resources	×
	Search V Search	^
	Search Q Search Within Learning resources advanced search V Where /tem/lom/technical/format is image Edit query - dear Variation of the second search V Variation of the search V Variation of the second search V Variation of the sea	
1	Search results Showing 1 to 2 of 2 results Sample content - The Overland Track O Sample EQUELLA content: Photos, video and web sites about the Overland Track between Crade Mountain and Lake St Clar in Tesamania. Image: State in the State in Tesamania. State: Live Last update about a year ago Image: State in the State i	
	Satus: Live Last updated 4 years and 3 months ago ☆☆☆☆☆ 0 comments Add to favourites Add to hierarchy ♪ Soloci	~

Figure 42 Advanced Search criteria in place

An additional Where section is added to the Search pane, as shown in Figure 42.

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 43.

1	Choo	ose EQUELLA resources				×
				Search 👻 🕻	3	^
Na Descrip Example Links to	avigation resource ation of resource with navigation of resource with navigation of resources animal a group of pog a form overview pdf	Select this summary page & Select & Select & Select & Select	Drag and drop reso areas below or click add the resource to Click Save once sel Review all selection Save EQUELLA 101 General 15 April - 21 April	urces to the required it he Seetc button to the highlighted rea. the highlighted rea. Lections are complete. Its Cancel		
E Ful sc	ravigation.jpg	A Select package	22 April - 28 April 29 April - 5 May			
Add a d	comment Rate 1	this resource	6 May - 12 May			
			13 May - 19 May			
			20 May - 26 May 27 May - 2 June			
Add co	mment anonymously	+ Add comment	3 June - 9 June			
Details						
Owner: EG Collection: Statue: Lin	UELLA Beta Learning resources	Version: 1 (show all) Show moderation history				~

Figure 43 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 44.



Figure 44 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 45.



Figure 45 Viewer options

2. Select a configured viewer (e.g. Large image viewer) to display the attachment. An example is shown in Figure 46.



Figure 46 Attachment displayed in large image viewer

Further information is provided in the Large image viewer section on page 36.

To display all attachments

1. Select the **Full screen** option to display all attachments in the default viewer. An example is shown in Figure 47.



Figure 47 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 48.

Overview.pdf	心 Select
navigation.jpg	பீ Select
Full screen Full screen (new window)	ゆ Select package
Add a comment	Rate this resource 🎯 🚖 🚖 🚖 🏠
Great resource - excellent images	
Add comment anonymously	+ Add comment

Figure 48 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 49.



Figure 49 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</u> <u>all versions of a resource</u> on page 33.
- **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 34.
- Show moderation history— select this link to display the Moderation history page. Refer to the Moderation history page section on page 35 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 50.

″			Choos	e EQUELLA resources	
	i,	EQUELLA'			Search 👻 🔇
		Versions of t	his item		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
		Version A	Title Navigation resource	Status	Save Cancel
		1	Navigation resource	archived	29 April - 5 May
					6 May - 12 May
1					13 May - 19 May
					20 May - 26 May
					27 May - 2 June 3 June - 9 June →

Figure 50 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 50 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 51.



Figure 51 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 52.

LLA.					Search	•
deration histo	ory			Drag and drop reso areas below or clic add the resource to Click Save once se	ources to the rec k the Select but o the highlighted lections are con	quire ton f are nplef
Event	User	Date ▼	1	Review all selection	ns	
Went live	Unknown user	about a year ago		<	Cancel	
State changed to Archived	Unknown user	about a year ago				
Went live	Unknown user	4 years and 3 months ago		29 April - 5 May		
Went live Basic details O Include edit	Unknown user	4 years and 3 months ago ation details		29 April - 5 May 6 May - 12 May		
Went live Basic details O Include edit	Unknown user	4 years and 3 months ago ation details		29 April - 5 May 6 May - 12 May 13 May - 19 May		
Went live Basic details O Include edit	Unknown user	4 years and 3 months ago ation details		29 April - 5 May 6 May - 12 May 13 May - 19 May 20 May - 26 May		
Went live Basic details Include edit	Unknown user	4 years and 3 months ago ation details		29 April - 5 May 6 May - 12 May 13 May - 19 May 20 May - 26 May 27 May - 2 June		

Figure 52 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 53.

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 53 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 54.



Figure 54 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 41.
- Save 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 37.

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 55.



Figure 55 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
 C select
 button/s beside the relevant attachments. An example from the results page is shown
 in Figure 56.



Figure 56 Selecting attachments from search results page

Packages can be selected by opening the summary page, then clicking Select package.
 An example is shown in Figure 57

Navigation resource	🖒 Select this summary page	Drag and drop resources to the requin areas below or click the Select button add the resource to the highlighted are	ed to ea.
Description		Click Save once selections are comple	te.
Example of resource with navigation			
Links to resources		Save Cancel	
. Animal		EQUELLA 101	
Form	15 Select	Canada	
Overview.pdf	10 Select	15 April - 21 April	
navigation.jpg	الله Select	22 April - 28 April	
Full screen STrull 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 57 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 ^{C Seled} 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 58.

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 58 I tem 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 59.

Edit resource selections	8
EQUELLA 101	
6 May - 12 May	
Selection 🔻	Version
Dog	Latest available 🔍 🛇
navigation.jpg	Latest available 🗸 😣
	✓ ОК

Figure 59 Edit resource selections

Click Sto 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 60.



Figure 60 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 61.

Edit resource selections	
EQUELLA 101 15 April - 21 April	
Selection V	Version
Authors of the 20th century	Latest available 🗸 😒
6 May - 12 May	
Dog	Latest available 🗸
navigation.jpg	Latest available 🗸 🛇
	✓ G

Figure 61 Edit resource selections - multiple course locations

Click Sto 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**ok to save changes and/or close the dialog.

To save selections

1. Once all selections have been made for a selection session, click selections to close the Integration page and add the selections to the course locations. An example is shown in Figure 62.

Home ► My courses ► EQ10				Turn editing off
Navigation -10	4			Search forums ⊡10 ≰×≢₩
Home = My home	Sews forum I → + + K +2 X = 1 PP	+Add an activity or resource		Go Advanced search (1)
Site pages My profile My courses	15 April - 21 April		۲	Latest news
EQ201		+Add an activity or resource		Add a new topic (No news has been posted
Participants Reports	22 April - 28 April	Add an activity or resource	۲	yet) Upcoming events ⊡∎ ≰×∞ ¥
 General 15 April - 21 April 22 April - 28 April 29 April - 5 May 6 May - 12 May 	29 April - 5 May S EQUELLA 1 Features Guide.pd → ☆ ≤ -2 X = W EQUELLA 1TML Educ Plugin Guide.pd → ☆ ≤ -2 X = W		۲	There are no upcoming events Go to calendar New event
▶ 13 May - 19 May		Add an activity or resource		Recent activity
 ▶ 20 May - 26 May ▶ 27 May - 2 June ▶ 3 June - 9 June 	6 May - 12 May ← ■ navgaton jpg → + + ≤ +2 × ■ ₩ □ Dog → + + ≤ +2 × ■ ₩		48	Activity since Saturday, 11 May 2013, 2:28 PM Full report of recent activity
Settings		+Add an activity or resource		Added EQUELLA Resource:
Course administration Turn editing off Activity chooser off Edit settings	13 May - 19 May ■ <td></td> <td>œ</td> <td>EQUELLA 6.1 Features Guide.pdf Added EQUELLA Resource: EQUELLA HTML Editor Plugin Guide.pdf</td>		œ	EQUELLA 6.1 Features Guide.pdf Added EQUELLA Resource: EQUELLA HTML Editor Plugin Guide.pdf
Users Unenrol me from EQ101	20 May - 26 May	★Add an activity or resource	æ	Added EQUELLA Resource:
Y Filters	T 6	ward an article or requires		Added EQUELLA Resource:

Figure 62 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 → or Move left ← icons to change the position of the link within the line.

- Click the **Move** $\stackrel{\text{the}}{\stackrel{\text{the}}{\Rightarrow}}$ 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 size 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 43.
- Click the **Delete** X 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

1. Select the title link to display the resource summary page. An example is shown in Figure 63.

Authors of the 20th century EQUELLA - Google Chrome	- 🗆 🗙
beta.equella.com/CathDemo/integ/gen/9f98bb25-5a79-43e3-8d63-e1c0119867ca/1/?token=admin%3Amoodle%3	A1368415890000%3ATcxTyqbZ2g9Lk9wm
Learning resources > Authors of the 20th century	✓ Help
Authors of the 20th century	Add to favourites
An essay covering many of the famous authors of the 20th century	Details Owner: admin admin
Links to resources	Collection: Learning resources Version: 1 (show all)
EQFull screen (new window)	Status: Live Find uses
Add a comment Rate this resource State the comment	Actions Add to external system Archive this version Change ownership
Add comment anonymously	Clone item into a collection Create a new version Delete this version Edit this version Export Modify key resource Move tem into another
	collection New contribution of same type Redraft this version Suspend this version

Figure 63 Resource summary page

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 64.

(C) (m) http://moodletest:84	/course/modedit.php?update	==476&return=0	© ☆ ŵ × ט⊴ - ۹
🥳 Welcome EQUELLA	n Editing EQUELLA Resourc	e X	
Australian History 1	01		You are logged in as Admin User (Logout)
Home ► My courses ► AA ► G	Seneral F EQUELLA 5.2 1	echnical Requirements.pdf	
Navigation - II 일후 조 사		₩Updating: EQUELLA Resource	
Home	General		
 My home Site pages My profile 	Name* Description	EQUELLA 5.2 Technical Requirements.pdf	Е
My courses AA2 AA		B <i>I</i> <u>U</u> AN X, X ¹ ≡ ≡ ≡ <i>I I</i> 2 (2) (2) <u>A</u> - 22 - 14. 14 Ξ Ξ Ξ Ξ Ξ = 2 (2) (2) (2) (2) (2) (2) (2) (2) (2) (
Reports General DDD.docx SASA EQUELLA 5.2 Technical			
Requirements.pdf King David's Peak		Path: 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 > 21 January - 27	Options		* Hide advanced
January	Diselau		
28 January - 3 February	Display Default window width	Same window 💌	
4 February - 10 February	Default window		
February 18 February - 24	Allow the window to be resized*		
February 25 February - 2	Allow the window to be scrolled*		
March 3 March - 9 March	Show the directory links*		-

Figure 64 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.

EQUELLA 6.1 with Moodle 2.3 and 2.4

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 65.

	ourse/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 -		Search forums
Home	See South Sectors Sect	Go
 My home Site pages 	20 June - 26 June	Advanced search (?)
 My profile 	Documentation template	Latest news -I
 My courses DOC1 	27 June - 3 July	Add a new topic (No news has been posted vet)
 Participants Reports 	Workbook Contains results and documents relevant to course	Upcoming events
 General 20 June - 26 June 	Margins Rules about margins	There are no upcoming events
 27 June - 3 July 4 July - 10 July 	Andy link Link to document standards web page	Go to calendar New event
11 July - 17 July		Recent activity
 18 July - 24 July 25 July - 31 July 	4 July - 10 July	Activity since Wednesday, 20
1 August - 7 August	11 July - 17 July	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:
22 August - 28	1 August - 7 August	Added File:
August 29 August - 4	8 August - 14 August	Workbook
Sentember	15 August - 21 August	Added File:

Figure 65 Moodle course page

2. Alongside a course resource, click the **Update** button $\overset{\checkmark}{=}$, as shown in Figure 66.

(Content of the second	/course/v	iew.php?id=3		🔅 ☆ û 🗙 vo⊠ - Q
fn Course: Documentation ×				
Documentation				You are logged in as Admin User (Logout)
Home ► My courses ► DOC1				Turn editing off
Navigation - I		A .		Search forums ⊡∎ ≰X ¥ ¥
Home = My home		Rews forum IFI → ↔ K ×2 X I III → Add an activity or resource		Go Advanced search (2)
 Site pages My profile 	÷	20 June - 26 June	۲	Latest news -I
DOC1 Participants		Documentation mempare → → → → → → → → → → → → → → → → → → →		Add a new topic (No news has been posted yet)
 Reports General 20 June - 26 June 	÷	27 June - 3 July	۲	Upcoming events ⊡ III III IIII IIII
 27 June - 3 July 4 July - 10 July 		Workbook A → I A ×2 × ∞ IP Contains results and documents relevant to course		There are no upcoming events Go to calendar
 11 July - 17 July 18 July - 24 July 		Margins Argins Argins		New event
► 25 July 24 July	_			Recent activity

Figure 66 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 if or the Insert/Edit Image button 4, as shown in Figure 67.

	/course/modedit.nhn?un		
The Editing FOUELLA Resource	course modeut.php.up		
Home > Wy courses > DOCT >	• 20 June - 26 June 🕨	Aesopis madies	-
Navigation ⊡ II ≰ ¥		₩ 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 			
▼ DOC1			
Participants			
Reports		A number of short stories that illustrate the use of chapters in documentation.	
General			
20 June - 26 June			
Documentation template			
<mark>, ∧</mark> Aesop's Fables			
Tree illustration		Path: p	
27 June - 3 July	Location	http://wintest1:7878/instit/integ/gen/a6ef83a1-495f-7861-9e59-004b9069c5c1/1/Aeso	
4 July - 10 July			
11 July - 17 July	Options		
18 July - 24 July		* Chaus advanced	
25 July - 31 July		Show advanced	
1 August - 7 August	Display	Same window	
8 August - 14 August	Common modulo se	tione	
15 August - 21 August	Common module si	sunys	-

Figure 67 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 68.

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

Figure 68 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 69.

	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	▼ Sort ▼ Filter	
	Search results Showing 1 to 10 of 13 results Sample content - The Overland Track Image: 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. Status: Live J Last updated: 17 days ago Image: I Last updated: 19 days ago	v
		Ŷ

Figure 69 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 70.

	File picker			×
fn Server files			88 🔳 🦷	
n Recent files		Favourites	-	^
Dpload a file				
🖄 URL downloader	Favourites			
n Private files	Resources Searches			
Wikimedia				
🕅 EQUELLA		Sort V Filter		
	Results Famous authors An overview of some recent famous authors - includes easays and image Status: Live Last updated about a month ago Date favourites: 28 days ago Status: Add to hierarchy	howing 1 to 1 of 1 results		~

Figure 70 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 23 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 71.

	File picker		×
fin Server files			88 🗏 🗏
n Recent files	EQUELLA.	Search -	^
Upload a file URL downloader Vivate files Wikimedia	A look at a group of female authors that were considered successful in their times. Status: Live Last updated:19 days ago ☆☆☆☆ 0 comments Add to favourites Add to hierarchy		
🗰 EQUELLA	Famous authors • An overview of some recent famous authors - includes essays and images Status: Live Last updated:about a month ago		
	Charles Dickens.jpg Edgar A Poe.jpg Edgar A Poe.jpg	it∂ Select	
	Joseph Conrad jpg	ル) Select ル) Select	
	Wike Collins jpg	C Select	v

Figure 71 Filer picker - Repository - Select attachment

8. Select an attachment. This displays a details page similar to the one shown in Figure 72.

Emily Bronte.jpg	
admin admin [admin]	
All rights reserved	~
Last modified:	
Size:	
	Emily Bronte.jpg admin admin [admin] All rights reserved Select this file Last modified: Created: Size:

Figure 72 Moodle file picker—resource details page

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 73.



Figure 73 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 74.

Industry The		(4)
Navigation ⊡∎ ISH	🗋 Adding a new File to 6 May - 12 May 🕖	
General General		
My home	Name*	
My crofile Descri	inting* La sa bila s	
My courses	Font family * Font size * Paragraph * 7 C* 273 Carl an	
▶ E0201	B J 旦 44 X, X' 新春春 3 J 2 回 回 ▲·型· 14 54	
* F0101	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	
Participants		
Reports		
▶ General	Here an	
15 April - 21 April		
22 April - 28 April	STOP IN IN	
▶ 29 April - 5 May		
6 May - 12 May	· ·	
 6 May - 12 May ▶ 13 May - 19 May 	Path: p = imp	
▶ 6 May-12 May ▶ 13 May-19 May ▶ 20 May-26 May Display descrip	Path, p.s img	
 ▶ 6 May - 12 May ▶ 13 May - 19 May ▶ 20 May - 26 May ▶ 27 May - 2 June 	Path: p = img	
	Path: p > img	
 ▶ 6 May - 12 May ▶ 13 May - 13 May ▶ 13 May - 13 May ▶ 20 May - 26 May ▶ 27 May - 2 June ▶ 3 June - 9 June Content 	Path: p > img	
	Path: p & img	rag and drop available 👔
6 May - 12 May 13 May - 13 May 13 May - 13 May 20 May - 25 May 20 May - 25 May 2 May - 2 June 3 June - 9 June Content trings Course administration	Path p a img	rag and drop available 👔
	Party p = img	rag and drop available 👔
6 May - 12 May 13 May - 19 May 20 May - 26 May 20 May - 26 May 27 May - 2 June 3 June - 9 June trings Course administration Course administration Fit settings Course administration Fit settings	ect files Maximum size for new files: Unlimited - d	ray and drop a valuable ()
	Path: p.s. img	rag and drop available 👔
 6 May - 12 May 13 May - 19 May 20 May - 26 May 20 May - 26 May 27 May - 2 June 3 June - 9 June 3 June - 9 June 3 June - 9 June Course administration	Path p a img	rag and drop available 👔
 ▶ 6 May - 12 May ▶ 13 May - 13 May ▶ 20 May - 26 May ▶ 27 May - 2 June ▶ 3 June - 9 June ▶ 3 June - 9 June ■ Active characteristics ■ Active characteristics ▶ Users ■ Unersolume from Ec101 	Path p = img	rag and drop a valuable 🚯
 ▶ 6 May - 12 May ▶ 13 May - 18 May ▶ 20 May - 25 May ▶ 20 May - 25 May ▶ 21 May - 2 June > 21 May - 2 June > 3 June - 9 June Content Content Content Sele Content Sele	Path: p = img	rag and drop available ()

Figure 74 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.

EQUELLA 6.1 with Moodle 2.1 or 2.2

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 75.

Course: EQUELLA Documentation	Course - Windows Internet Explorer	
🚱 💽 🗢 🌆 http://moodledoo	s. equella.com /course/view.php?id=2	✓ 4 ×
EQUELLA Docume	ntation Course	You are logged in as Ben Hogan (Logout)
Home ► Courses ► EQU211		Turn editing on
Navigation	Weekly outline	Search forums
Home ■ My home ▶ Site pages	🙀 News forum	Go Advanced search (?)
My profile	21 April - 27 April	Latest news +I
 EQU211 Participants 	EQUELLA 5 Documentation	Upcoming events +1
General	 Sample content - The Overland Track Sample content - Walls of Jerusalem 	Recent activity I
 21 April - 27 April 28 April - 4 May 	Jump to Choose	EQUELLA Search
Settings -		#Search EQUELLA
 Course administration 		Ţ
	Internet Protected Mode: 6	Off ④ ▼ 🔍 100% ▼

Figure 75 Moodle course page

2. Alongside a course resource, click the **Update** button $\mathbb{4}$, as shown in Figure 76.

Course: EQUELLA Documentation	Course - Windows Internet Explorer	
🚱 💽 🗢 👘 http://moodledoc	s. equella.com /course/view.php?id=2	- 4 ₂ ×
EQUELLA Docume	ntation Course	You are logged in as Ben Hogan (Logout)
Home ► Courses ► EQU211		Turn editing off
Navigation □□ 	Weekly outline	Search forums ⊡ Search forums ⊡
Home = My home Site pages	ح 翼 News forum	Go Advanced search (?)
My profile Courses	Add a resource Add an activity	Latest news
 EQU211 Participants Reports General 	21 April - 27 April	Upcoming events
 21 April - 27 April 28 April - 4 May 	© EOLUELA Promotional Video → th ਨ × का 19 Sample content - The Overland Track → th ਨ × का 19 Sample content - Vialis of Jerusalem → th ਨ × का 19 Sample content - Vialis of Jerusalem → th ਨ × का 19	Recent activity ₩ ≈ ≤ × 1
Settings ⊡ ⊡∮ ≰ ↓r	Add a resource Add a activity	EQUELLA Search 🖃
 Course administration Turn editing off 		#Search EQUELLA
	Internet Protected Mode: Off	A A

Figure 76 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 or the Insert/Edit Image button 4, as shown in Figure 77.



Figure 77 Updating EQUELLA resource page

 In the dialog window that opens, select the Find or upload a sound, video or applet... (or Find or upload and image... depending on which option was chosen in the previous step) button, as shown in Figure 78.

Insert / edit embedded med	ia 💌
General	o or applet
Preview	
	1
Trend	Const
Insert	Cancel

Figure 78 Moodle media dialog

5. In the *Insert/Edit image* window, select the **EQUELLA Repository** link, as shown in Figure 79.



Figure 79 Moodle Inset/edit image page

- 6. The page will load with all the resources matching a blank search query. An example is shown in Figure 79.
- 7. The following elements are included on the page:
 - **Search**—this link brings up a keyword search dialog for searching the EQUELLA repository.
 - **Refresh**—this link refreshes the search results to retrieve the most up-to-date results.
 - **Manage**—clicking this link will open the EQUELLA Dashboard page in the browser to allow for resource editing, etc.
- 8. Click the EQUELLA resource button to display the list of attachments in the resource.
- Select an attachment. This displays a details page similar to the one shown in Figure 80.



Figure 80 Moodle file picker—resource details page

10. Change the details if appropriate then click Select this file. The Moodle media dialog will display with a preview of the attachment.

11. Click **Insert** to return to the *Updating EQUELLA Resource* page. The imported media should be present in the HTML editor, as shown in Figure 81.



Figure 81 Updating EQUELLA Resource with imported media

12. 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, as seen in Figure 82.



Figure 82 EQUELLA resource description

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 83.



Figure 83 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 84.

Course: Demo - Mozilla Firefox									
Elle Edit View Higtory Bookman	ourse/view.ohe/hd	-28inotitveditingon=1			1 T C	r.	e e		
Th Course: Demo	+								
Demo						2	fou are logged in as Ad	lmin Uwer (1	Logovij
Home ► Courses ► demo							T	ım editinj	g off
Navigation Elli	*						Search forum	s ()	-10
Home My home	×	News forum 🥒 🔶 1	in£i+2 X ★ â ₩		+Add an activity or re	source	Ge		
Site pages My profile Courses		rember - 1 October				æ	Advanced s	iearch (2)	-10
 ✓ demo ▶ Participants ▶ Reports 	2 Octo	ser - 8 October	2++-60X+N		*Abb an activity of th		Add a new (No news has b yet)	v topic. een post	ed
General September - 1 October		conjection (199			+Add an activity or re	esource	Upcoming even	ents	-10
 2 October - 8 October 9 October - 15 October 	9 Octo	er - 15 October EQUELLA+6+Email	What do you want to do with the Contribute to EQUELLA	e file 'Desert.jpg'?	the Add on actually or re		There are no up events Go to cal New et	coming endar rent	
 16 October - 22 October 23 October - 29 	16 Oct	ober - 22 October	C create lie resource	Upload Ca	ncel	æ	Recent activit	y landar 2	
October 30 October - 5 November	23 Oct	ober - 29 October			+Add an activity or re	esource ()	October 201 Full report of re Nothing new sin	2, 3:52 Pt icent activice your l	d Ny last
 6 November - 12 November 					+Add an activity or re	HEOLITCE	login		
 13 November - 19 November 20 November - 26 November 	↔ 🔏 Oct	ober – S November			+Add an activity or re				
27 November - 3 December View all courses and		nber - 12 November				æ			
Settings EID	13 Nov	ember - 19 Novembe	8		TADE an activity of fe	(B)			
★ Course administration	20 Nov	ember - 26 Novembe	в:		+Add an activity or re	esource			

Figure 84 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 85.

Search EQUELLA - Mozilla Firef Eile Edit View History Bookm	fox aarks Icols Help			0 8
🚱 🕲 beta equella com/naviga	te2012/access/searching.do	☆ ≠ c 4	📲 - Google 🛛 🖓 👻 🗸	-
Course: Demo	Rearch EQUELLA	x +		
			DEMO PROFILE LOG OUT	
	OUELLA'			100
PE	ARSON		Search	
				1000
			Help Servern options	
📮 Dashbo	Search	Q Search	Add search to favourites	
🔶 Favouri	tes Within	All resources	Share search query	
🛱 Myreso	ources		Search other repositories	
C Search				
Contrib	ute	Ch results Showing 1 to 10 of 33 results	Sort	
Shop	Desert	ipg	T Filter	
	Status: L	ve Leet updated leer man it minute app		
Browse format	resources by	C comments Add to ferourities Add to hierarchy	Select taxer	
- 12/10.00	CivilWa	ar jog		
A my team	Status U	ng He I Last updated about 21 hours ago	After V date modified	
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Figure 85 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>.