EQUELLA[®]

Moodle User Guide

Version 6.1

Document History

Document No.	Reviewed	Finalised	Published	
1	14/05/2013	14/05/2013	14/05/2013	

May 2013 edition.

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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 Documentation								
Navigation +	Available courses	C	alen	lar		-		
Settings -	EQUELLA Documentation Course		un Mo		y 20 [.]		•	
 Front page settings 		1	un Moi		Wed 4		7	
≰ Turn editing on ≣Edit settings		8	3 9	10 17	11 18	13 20		
Users		2	2 23		25			
Backup		2	9 30	31				
Restore								
•••								
My profile settings								
Site administration								
· 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	Weekly outline	Search forums ⊡ Search forums ⊡ Search forums ⊡
Home My home Site pages My profile Courses Courses Participants Reports General	Image: Second secon	Advanced search (€) Latest news Image: search (€) Image: s
 General 21 April - 27 April EQUELLA 5 Documentation EQUELLA web site EQUELLA Promotional 	Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - The Overland Track → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第 Image: Sample content - Walls of Jerusalem → 1 ★ ≤ × ∞ 第	Recent activity
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	 ✓ 4₇ ×
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) EQU211	
Done 🌒 Interne	et 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 101: EQUELLA Search You are logged in as Admin User (Logout)						
Home ► My courses ► AA ► 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.

http://testing.equella.com/push2lms/Happy/file/4f8d65b8-a5ef om EQUELLA 5.2 Technical Requirements	4a23-b2db-81ba6318a545/1/EQUELLA%205.2%20Technical%20Requirements.pdf
PEARSON	ALWAYS LEARNING
Client Requirement	EQUELLA 5.2
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
Server Requiremen	ts*
Operating System	
 Microsoft Windows Server 2003 Oracle Solaris 8, 9 and 10, or Most Linux distributions 	and 2008, and Windows 7, or
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 - M http://moodledoc	s. equella.com /course/view.php?id=2	- 47 ×			
EQUELLA Documer	EQUELLA Documentation Course				
Home ► Courses ► EQU211		Turn editing off			
Navigation 드 일약 로 내	Weekly outline	Search forums -10			
Home Home My home Site pages My profile Courses EQU211 Participants Reports COURDER COURDER COURDER COURDENT CO	 Kews forum ←→↓t ≤ X * â JP @ Add a resource • @ Add an activity • 21 April - 27 April © EOUELLA 5 Documentation → th ≤ X * JP © EOUELLA 5 Documentation → th ≤ X * JP © EOUELLA Promotional Video → th ≤ X * JP © EOUELLA Promotional Video → th ≤ X * JP © Sample content - The Overand Track + th ≤ X * JP © Sample content - Vials of Jensatem → th ≤ X * JP © Add an activity • Jump to Choose • 	Go Advanced search (*) Latest news >> >> >> >> >> >> >> >> >> >> >> >> >> >> >			
	Internet Protected Mode: Off				

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.

beta.equella.com/Docum		BETA PROFILE LOG OUT
PEARSON		My tasks
		Screen options
A Dashboard	Search Q. Scar	RSS feeds
🔶 Favourites		
😫 My resources		Sort
Q Search	Results Showing 1 to 2 of 2 res	uts 🗇 Filter
🧝 Contribute	HTML Editor resource	Filter by assignment
Browse resources by format.	Status: Monienting I Latt updated atout 24 Fours ago Moderating strice: It along ago Weeklaw: Constraintiation Time at this back 3 days Priority: Homai	ALL> V Only show tasks that I must moderate
Google search	Moderation propers	All resources
🔥 Mytasks 🛛 🔁	Joseph Conrad - Heart of Darkness	
1 Notifications	Essay on Heart of Darkness, arguebly Conrad's greatest work. Status: Moderstring Last updatatilises than a minute apo	Filter by serier
Manage external resources	setters considering i can polimitarian trans a minute apo Noderating since: line transmis and apo Wantifiere: Depumentation Task: motion Time at the back: lease than a minute.	Fyther by date modified
😸 Manage resources	Priority: Romal	After 🔻
👩 Manage activations	Moderation program	
Reports		Filter by resource type

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.

♥ ♥ M http://moodled	ocs.equella.com/course/view.php?id=2&week=0#section-1		• 41
EQUELLA Docume	entation Course	You	are logged in as Ben Hogan (Logout
Home► Courses► EQU211			Turn editing on
Navigation -10	Weekly outline		Search forums
Home ■ Myhome ▶ Site pages	W News forum		Go Advanced search 3
Site pages My profile Courses EQU211 Participants Reports	21 April - 27 April EQUELLA 9 Documentation EQUELLA web site		Latest news
 General 21 April - 27 April 	EQUELLA Promotional Video Sample content - The Overland Track Sample content - Walls of Jerusalem		Upcoming events
Settings -I	28 April - 4 May		events Go to calendar New event
 Course administration Turn editing on Edit settings 	5 May - 11 May 12 May - 18 May		Recent activity
Users	19 May - 25 May		EQUELLA Tasks
 Backup Restore Import 	26 May - 1 June		EQUELLA Search
Reset	2 June - 8 June 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 🔾 🗢 🌆 http://moodledoc	s.equella.com/course/view.php?id=28week=1	 ↓ ↓
EQUELLA Documentation 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	Latest news In 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 - Valis of Jerusalem	Upcoming events
Settings -	Jump to Choose	There are no upcoming events Go to calendar New event
 Course administration Turn editing on Edit settings 		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	
🔾 🗢 🗂 http://moodledoo	cs.equella.com/course/view.php?id=2	- 47 ×
EQUELLA Docume	ntation Course	iou 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	ي ﷺ News forum → 北 ج × ∞ â ೫ ④ Add a resource ▼ ④ Add an activity ▼	Go Advanced search (2)
 My profile Courses EQU211 Participants Reports 	21 April - 27 April	Latest news □
 ▶ General ▶ 21 April - 27 April Settings 	④ EQUELLA web site → 사 ☆ X ** 양 ④ EQUELLA Promotional Video → 사 ☆ X ** 양 ④ Sample content - The Overland Track → 사 ☆ X ** 양 ④ Sample content - Walls of Jerusalem → 사 ☆ X ** 양	Upcoming events ⊡∎ ≝? ⊛ ≰ x ↓t
अर्थ द्व । Course administration द्व Turn editing off	 Add a resource Add an activity Jump to Choose 	There are no upcoming events Go to calendar New event
Edit settings ▶ Users		Recent activity +
	Internet Protected Mode: Off	🖓 🔻 🔍 100% 🔻

Figure 10 Weekly outline page-editing on display

To deactivate editing features

1. 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.

				X
	/course/view.php?id=3#section-0			ନ-ଛ¢× ଲି ☆ ଖି
n Course: Documentation ×				
my nome				Auvanceu search (
Site pages	20 June - 26 June		۲	Latest news
My profile	+ £			≤X∞₩
 My courses 	Documentation templ	ate 🖋 🔿 🕂 🛋 ×2 🗙 🕸 🕅		Add a new topic
▼ DOC1		1. +Add an activity or resou	rce	(No news has been posted
Participants	27 June - 3 July			yet)
Reports		an activity or resource	×	Upcoming events
General				
20 June - 26 June	ACTIVITIES			There are no upcoming
27 June - 3 July	Assignment	There is currently no help associated wi	th this	events
4 July - 10 July	Chat	resource or activity		Go to calendar New event
11 July - 17 July	Choice			New event
18 July - 24 July	Database			Recent activity -
25 July - 31 July	External Tool			≤×*"
1 August - 7 August	O 🔢 Forum			Activity since Wednesday, 20
8 August - 14 August	Glossary			June 2012, 9:05 AM Full report of recent activity
15 August - 21	R Lesson			
August	⊙ 🔽 Quiz			Course updates:
22 August - 28	C B SCORM package			Added File:
August	 Survey 			Documentation template
29 August - 4 September	O III Wiki			Added File:
 5 September - 11 	Workshop			Workbook
September	Workshop			Added File:
▶ test	RESOURCES			Margins
	🗇 🧃 Book			Added URL:
Settings -	EQUELLA Resource	2.		Handy link
必 劉	C File			
 Course administration 	🗇 🦳 Folder			EQUELLA Search
∡ Turn editing off	💿 🕎 IMS content package			≤×∞₩
 Activity chooser off Edit activity 	C 🖬 Label			🦋 Search EQUELLA
Edit settings ▶ Users	Page			
Unenrol me from	O D URL			EQUELLA Tasks
DOC1				≤×∞₩
Grades	3.	Add Cancel		You currently have no tasks
Backup	15.4			
Restore	15 August - 21 August		۲	
Mullish		+Add an activity or resou	100	
a Reset		 Add an acavity of resold 	100	

Figure 11 Add an activity or resource page

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

Choo	se EQUELLA resources	
EQUELLA.		Search - 🛇
Search All resources	Q. Search areas below or a add the resource Click Save once Review all select	esources to the required click the Select button to to the highlighted area. selections are complete.
Search results Famous authors A celection of information about some of the most famous author Status:::uni (Las sections)? Gray ago:	Soft Filter Showing 1 to 10 of 40 results s of our day. Soft Soft Soft Soft Soft Soft Soft S	
Added training resource Added training resource Babe: Live (Last optimistic 5 may age George 5 annexes) (Add to foreunits) (Add to historicy)		, ,
The Eleanor Farjeon book : a tribute to her li vol. 2, 2013 Mutur: Uni Lani ponted 9 days ago Claistic: The Eleanor Places logi : a situate to her life and work dig 0 00 0 commanns Act to favourite; Add to Newardy;	27 May - 2 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 All resources Click Save once selections are complete.	
	✓ Sort ✓ Filter ✓ Save Cancel	
	EQUELLA 101	
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
	âx û û û 0 comments Add to favourites Add to hierarchy ú Select 22 April - 28 April	
	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 13 May - 19 May	
	The Eleanor Farjeon book : a tribute to her life and work, 1881-1965, vol. 2, 2013	
	Status: Live Last updated 10 days ago Citation: The Eleanor Farjeon book : a tribute to her life and work; 1881-1985 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 <u>Browse</u> 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.

iğ roverv.	Search • 🛛	Î
Search author QuSoarch areas below Within All resources V	op resources to the required v or click the Select button to surce to the highlighted area, ince selections are complete.	
Low Vertice Search results Showing 10: 4 of 4 results Showing 10: 4 of 4 results COULLAN COU	1 April 19 April 19 A	
Image: State State Image: State State Image: State State Image: State State Image: State Ima	6 May June	v

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	i de contra	Browse
Have 中間 Have 日本 月二日 月二日 月二日 月二日 月二日 日本	Browse Browse Browse insources by format. Resources cataloged by the type of resource, including. Audio Viteo Images Documents	Drag an Drag an areas b and me Centroures Cick Ba Bettern Search Cancel
		29 April - 5 May April - 5 May April - 5 May - 6 May - 12 May - 13 May - 19 May - 20
		27 May - 2 June 2 June - 9 June v
B Universities from EG101 Vitigen		4

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 contribute to collection Learning resources			
		EQUELLA HTML Editor Plugin Guide.pdf	Browse		
			Upload		
3000		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.

EQUELLA 101				
Home My courses EQ101			Turn editin	ig off
Navigation 💷	4		Search forums	-10
fome My home	In News forum アナナ ≤ -2 X ★ 自野 ◆Add an activity or	resource	Advanced search (1)	Go
Site pages My profile My courses	15 April - 21 April + Add an activity or	86	Latest news	
EQ201 EQ101 Participants			Add a new topic (No news has been post yet)	ed
 Reports General 15 April - 21 April 22 April - 28 April 29 April - 5 May 	29 April - 5 May ★ 4 ★ COLELLA 1 Features Guide pdf ★ + + + + + + + + + + + + + + + + + +	۲	Upcoming events	-10
 ▶ 6 May - 12 May ▶ 13 May - 19 May ▶ 20 May - 26 May 	Add an activity or 6 May - 12 May Add an activity or Add an activity or Add an activity or	æ	Recent activity	E III
27 May - 2 June 3 June - 9 June Settings	13 May - 19 May 13 May - 19 May 14 Emily Bronte jop	(B)	2013, 10:08 AM Full report of recent activ Course updates: Added EQUELLA Resou	ity
Course administration	+Add an activity or	resource	EQUELLA 6.1 Features Guide.pdf	
 Activity chooser off ■ Edit settings ▶ Users 	20 May - 26 May Add an activity or Add an activity or	resource	Added EQUELLA Resou EQUELLA HTML Editor Plugin Guide pdf	irce:
Unencol me from EQ101	27 May - 2 June 1. 4 5. 2 × 2 × 2	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 Q. Search	Add search to favourites
🚖 Favourites	Within All resources v	Share search query
My resources		Search other repositories
Q 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 Settin: Umi Last spontiet 3 mmUnits spo	Filter
🔥 Mytaska 🚺	EQUELLA HTML Eator Pugin Guide pdf	1 Selectuser
O Notifications	OCONO Commente 1 Add to favourities 1 Add to hierarchy	Filter by date modified
Manage external resources	EQUELLA 6.1 Features Guide.pdf Q EQUELLA 6.1 Features Guide.pdf Q Sobars: Unit Unit Vestalated 11 minutes age	After
Manage resources	Status: Cire List updated 11 minutes 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		×
	EQUELLA.		Contribute 👻 😣	^
	About Title * Please enter a title for this item (words in the tit	ie have a high search rank)	Save Preview Cancel About	
	Description Please enter a short optional description which	will be displayed with the item		
	Resources)	A) ch text metadata vigation		

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.

i i e contra	Contribute 👻
DRM - Ownership and rights Who are the rights holders? ● Myseif ● Myseif ● 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?		
	sh Save draft	Cancol

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 dra	ift?
Optional message for moderators:	
	/
Submit for moderation	Save draft Cancel

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.

💮 Selec	> Search 🛛 🕲	^
select SEA whenever t	HELP SCREEN OPTIONS T rovides access to repository resources and functionality for viewing, sorting and filtering results. Enter a Search term then CCH to display the matching resources. During a session this page displays the last search criteria and filters applied le page is displayed. Search to favourites to save the search or select Share search query to share the search with other users.	E
• More Other pag	ibout searching • More about Add search to favourites • More about Share search query	
Search Within	tasmania SEARCH Learning resources	
	Coarmh ofhar rangeithriae	Ŧ

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	<u> </u>		¥
		 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.

	✓ Sort	t 🔺 Filter
Filter by owner Jo Bloggs		
L Change (user	🗙 Clear
Filter by date m	odified	
After		\checkmark

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 Status: Live	Advanced searches Learning resources	HATTER CONTENT
	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.

Search Q. Search Within Learning resources advanced search ▼ Format of resource ▼ Audio Video Image Document Other Aggregation level General Level 1 - Smalest level of aggregation, e.g. raw media data or fragments 15 April - 21 Level 3 - Collection of level 1 resources, e.g. an HTML document with some embedded por a unit 22 April - 28 Level 3 - Collection of level 2 resources, e.g. a veb' of HTML documents, with an index page or a unit 6 Mary - 121 Level 4 - Largest level of granularity, e.g. a course. 6 Mary - 121 Learning resource type 13 Mary - 19 Please select one or more types 20 Mary - 26						>
Search Q Search within Learning resources advanced search Image Format of resource Image Audio Video Document Other Aggregation level General Level 1 - Smalest level of aggregation, e.g. raw media data or fragments IS April - 28 IS Ap	Search	1	•	C	3	^
Diagram Exam Exercise 27 May - 2 Ji Figure Graph Index 3 June - 9 Ju Lab demonstration Lecture Narrative text Problem statement Questionnaire Self assessment	e Cancel	butto ted a comp	ton t area	to ea.		

Figure 41 Advanced search criteria page

ALWAYS LEARNING

PEARSON

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 S	^
	Search Search Q. Search Wthin Learning resources advanced search Image: Control of the select but on the select but on the selections are complete. Where /item/iom/technical/format is image Image: Control of the selections are complete. Believe on a selections Review of selections Very of search Search Very of search Search Where /item/iom/technical/format is image Edit query - dear Search	
1	Search results Showing 1 to 2 of 2 results General Sample content - The Overland Track • 15 April-21 April Sample COLLLA content: Photos, video and web sites about the Overland Track between Crade Mountan and Lake 3t Clair in Teamania. Image: Content - Content: Photos, video and web sites about the Overland Track between Crade Mountan and Lake 3t Clair in Teamania. Image: Content: Photos, video and web sites about the Overland Track between Crade Mountan and Lake 3t Clair in Teamania. Image: Content: Photos From Teamania. Sample Content - Walls of Jerusalem • • Select Image: Content: Photos From The Walls of Jerusalem in Teamania. Sample Coult - Usall of day days and 3 mounts ago: • Image: Content: Photos From The Walls of Jerusalem in Teamania. Sample Low Lake Usate day days and 3 mounts ago: • Image: Content: Photos From Teamania.	
	dro dro dro	

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	Cho	oose EQUELLA resources				×
EQUELLA.				Search 🝷 🤅	3	^
Descrip Example Links to	tion of resource with navigation resources Animal Dog Form Verview.pdf	රු Select this summary page රු Select රු Select රු Select	areas below or click add the resource to	urces to the required the Select button for the biplighted rea. the biplighted rea. the biplighted rea. s		
E Ful sc	een STFull screen (new window)	ゆ Select	22 April - 28 April 29 April - 5 May			
Add a d	omment Rate	e 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: EQ Collection: Statue: Line	UELLA Beta .earning 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 i i i i i i i i i i i i i i i i i i	QUELLA.			Search 🝷 🤅	3
		Versions of th			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 🔺	Title Navigation resource	Status live	Save Cancel	
		1	Navigation resource	archived	29 April - 5 May	
					6 May - 12 May	
100					13 May - 19 May	
					20 May - 26 May 27 May - 2 June	
					3 June - 9 June	
						1

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.

EQUELLA.				Search	• (
Moderation histo	ory		Drag and drop resourd areas below or click th add the resource to th Click Save once selec Review all selections	he Select butto le highlighted a	on to area.
Event		Date 🔻	Review all selections		
Went live	Unknown user	about a year ago	🗸 Save	Cancel	
State changed to Archived	Unknown user	about a year ago			
State changed to Archived	UTIKITU WIT USU	about a year ago			
Went live	Unknown user	4 years and 3 months ago	29 April - 5 May		^
-	Unknown user	4 years and 3 months ago	29 April - 5 May 6 May - 12 May		^
Went live	Unknown user	4 years and 3 months ago			Ŷ
Went live	Unknown user	4 years and 3 months ago	6 May - 12 May		^
Went live	Unknown user	4 years and 3 months ago	<mark>6 May - 12 May</mark> 13 May - 19 May		^

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 th Select button in the footer of each result or by opening the summary page and clicking
 Check 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	I∕⊖ Select this summary page	Drag and drop resources to the require areas below or click the Select button to
Description Example of resource with navigation		add the resource to the highlighted area Click Save once selections are complete Review all selections
Links to resources		Save Cancel
🎵 Animal		
Form	ぱ Select	EQUELLA 101
Dog	ぱ Select	General
Overview.pdf	ぱ Select	15 April - 21 April
navigation.jpg	ぱ Select	22 April - 28 April
Full screen (new window)	心 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.

QUELLA 101	
lay - 12 May	
Dog	Latest available 🗸
navigation.jpg	Latest available

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 🗸 🛇
	✓ C

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
Home = My home	Server forum In → ··· A · 2 × ∞ ▲ SF	+Add an activity or resource		Go Advanced search (*)
Site pages My profile My courses	15 April - 21 April		۲	Latest news
È EQ201 ▼ EQ101		+Add an activity or resource		Add a new topic (No news has been posted
 ► Eq101 ► Participants ► Reports ► General ► 15 April - 21 April ► 22 April - 28 April ► 29 April - 5 May ► 6 May - 12 May 	22 April - 28 April	Add an activity or resource		yet) Upcoming events ⊡∎ ≰×∞ ₽
	29 April - 5 May		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 ★ Consistencies → + ★ -2 × ■ W Cos → + ★ -2 × ■ W		46	Activity since Saturday, 11 May 2013, 2:28 PM Full report of recent activity
Settings		Add an activity or resource		Course updates: Added EQUELLA Resource:
Course administration Turn editing off Activity chooser off Edit settings	13 May - 19 May ■ ■		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	۲	Added EQUELLA Resource: navigation.jpg
Y Filters	÷ 4	*Add an activity or resource		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.

۲	Authors of the 20th century EQUELLA - Google Chrome	- 🗆 ×
\square	beta.equella.com/CathDemo/integ/gen/9f98bb25-5a79-43e3-8d63-e1c0119867ca/1/?token=admin%3Amoodle%3A136	8415890000%3ATcxTyqbZ2g9Lk9wm
	Learning resources > Authors of the 20th century	✓ Help
	Authors of the 20th century	Add to favourites Add to favourites Share with others
	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)
	23 Full screen 23 Full screen (new window)	Status: Live Find uses
	Add a comment Rate this resource 응☆☆☆☆	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 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.

			X
	84/course/modedit.php?update	e=476&return=0	ହ-ଛ୯× ଲି ☆ 🔅
🧃 Welcome EQUELLA	n Editing EQUELLA Resource	e X	
Australian History		achnical Raquiromants off	You are logged in as Admin User (Logout)
	Constant P EQUEEDA 3.2 1	euninear requirements.per	
Navigation		i∉Updating: EQUELLA Resource	
Home	General		
■ My home ▶ Site pages	Name*	EQUELLA 5.2 Technical Requirements.pdf	
 My profile My courses 	Description	Font family Font size Format A A D	
► AA2 ▼ AA		B Z U A& X, X' I I I I I Z C C C C A I I I I I I I I I I I I I I I	
ParticipantsReports			
 ▼ General M DDD.docx M SASA M EQUELLA 5.2 Technical 			
Requirements.pdf	F	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	(in pixels)*		
February 11 February - 17	Default window height (in pixels)*		
February	Allow the window to		
18 February - 24	be resized*		
February 25 February - 2	Allow the window to be scrolled*		
March	Show the directory		
3 March - 9 March	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.

(C) (m) http://moodletest:89/co	ourse/view.php?id=3	@ ☆ û ×5≝-۹
fn Course: Documentation 🛛 🗙		
Documentation		You are logged in as Admin User (Logout)
Home ► My courses ► DOC1		Turn editing on
Navigation -1		Search forums
Home	News forum	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
 Participants Reports 	Workbook Contains results and documents relevant to course	yet) Upcoming events
 General 20 June - 26 June 	Margins Rules about margins	There are no upcoming events Go to calendar
 27 June - 3 July 4 July - 10 July 	Handy link Link to document standards web page	New event
 11 July - 17 July 18 July - 24 July 	4 July - 10 July	Recent activity 10
 25 July - 31 July 1 August - 7 August 	11 July - 17 July	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	Added File:
29 August - 4	8 August - 14 August	Added File:
Sentember	15 August - 21 August	Audou Filo.

Figure 65 Moodle course page

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

< im http://moodletest:89,	urse/view.php?id=3		🔅 ☆ û 🗙 voa - Q
fn Course: Documentation ×			
Documentation	-		You are logged in as Admin User (Logout)
Home ► My courses ► DOC1			Turn editing off
Navigation - I - I - I - I - I - I - I - I - I -	4		Search forums
Home • My home	In the set of the se		Go Advanced search ?
 Site pages My profile 	20 June - 26 June ≰	۲	Latest news ⊡ ≰X ≋ ∰
 My courses DOC1 Participants 	○ Documentation template よーナ・気・2 × ∞ 第 Acsop's Fables よーナ・気・2 × ∞ 第 一 Tree illustration よーナ・気・2 × ∞ 第 ◆ Add an activity or resource		Add a new topic (No news has been posted yet)
 Reports General 20 June - 26 June 	27 June - 3 July	۲	Upcoming events
 27 June - 3 July 4 July - 10 July 	Workbook I → ++ K +2 X III III Contains results and documents relevant to course		There are no upcoming events Go to calendar
 11 July - 17 July 18 July - 24 July 25 July - 24 July 	Margins I → ↔ 4 ×2 X III Rules about margins		New event

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.

(C) fn http://moodletest:89/	/course/modedit.nhn?un	لمتد=33&retum=0&sr=0	
The Editing EQUELLA 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 		B / U AR x, x' ≣ Ξ Ξ I / 2 🛱 🕼 🛕 - 💆 - ⊁1 14	
▼ DOC1		田田連載	
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		* Show advanced	
25 July - 31 July			
1 August - 7 August	Display	Same window	
8 August - 14 August	-Common module 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		
fn Recent files	Search Search	-
🖄 Upload a file		
🖄 URL downloader	Search Q Search	
n Private files	Within All resources	
Wikimedia		
🗯 EQUELLA	V Sott V Filter	
	Search results Showing to to of 13 results Sample content - The Overland Track Sample EQUELLA content: Photos, video and web sites about the Overland Track between Cradie Mountain and Lake St Clair in Tasmania. Status: Live Last updated:17 days ago Comment identity options	v
	00000 1 comment 1 Add to favourites 1 Add to hierarchy	¥.

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	×
n Server files		
n Recent files	EQUELLA	Favourites 👻 ^
Dpload a file		
🖄 URL downloader	Favourites	
n Private files	Resources Searches	
Wikimedia		
🗯 EQUELLA		✓ Sort ✓ Filter
	Results Famous authors C An overview of some recent famous authors - includes essays and ima Status: Live Last updated about a month ego Date favourited: 28 days ago Status: Live Comment Remove from favourites Add to hierarchy	Showing 1 to 1 of 1 results: ges

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 Viviate files Wikimedia	A look at a group of female authors that were considered successful in their times. Status: Live Last updated:19 days ago		
H 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 Emily Bronte.jpg	Ich Select Ich Select Ich Select	
	Jane Austin.jpg Joseph Conrad.jpg	12 Select	
	Wilkie Collins.jpg	LA 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:	
Created: Size:	
Licence:	
	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.

	odedit.php?add=resource&type=&course=3§ion=4&return=0&sr=0	\$2
wigation ⊡∎ ≼#	🗋 Adding a new File to 6 May - 12 May 🛞	
me General My home		
Ny nome Site pages Name*		
My profile Description*	Pont family - Pont size - Paragraph - 🤭 📯 🖓 🕼 💷	
My courses		
EQ201	B J ∐ 44 X, X' 臣 吾 君 J 2 @ @ ▲ ·型 · H 14	
F EQ101	日日本学	
Participants		
▶ Reports		
▶ General		
15 April - 21 April		
22 April - 28 April		
▶ 29 April - 5 May		
▶ 6 May - 12 May	· · · · ·	
▶ 13 May - 19 May	Path: p » img	
▶ 20 May - 26 May Display description on course page ⑦		
▶ 27 May - 2 June		
3 June - 9 June Content		
dinos -		100
Select files	Maximum size for now files: Unlimited - drag and drop	
Course administration	Add 💭 Create folder	
	P 🔛 Files	
🔏 Turn editing off		
Turn editing off Activity chooser off		
≰ Turn editing off ■ Activity chooser off ∰ Edit settings		
 ✓ Turn editing off Activity chooser off ➡ Edit settings ▶ Users ♥ Unenrol me from 	-	
 Turn editing off Activity chooser off Edit settings Users Users on the from EG101 	-	
 ✓ Turn editing off Activity chooser off ➡ Edit settings ▶ Users ♥ Unenrol me from 	You can drag and drup fires here to add them.	

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	rs.equella.com/course/view.php?id=2		✓ ⁴ ₇ ×
EQUELLA Docume	ntation Course	Ye	ou are logged in as Ben Hogan (Logout)
Home ► Courses ► EQU211			Turn editing on
Navigation -10	Weekly outline		Search forums
Home ■ My home ▶ Site pages	💕 News forum		Go Advanced search (?)
 My profile Courses 	21 April - 27 April	в	Latest news 💷
 EQU211 Participants 	EQUELLA 5 Documentation EQUELLA web site EQUELLA Promotional Video		Upcoming events
 Reports General 21 April - 27 April 	Sample content - The Overland Track Sample content - Walls of Jerusalem		Recent activity
 28 April - 4 May 	Jump to Choose		EQUELLA Search
Settings -			Search EQUELLA
Course administration ≰ Turn editing on Edit settinos			Ţ
	Internet Protected M	Mode: Off	🖓 🕶 🔍 100% 👻

Figure 75 Moodle course page

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

Course: EQUELLA Documentation	Course - Windows Internet Explorer	
🚱 💽 🗢 🍈 http://moodledoc	rs. 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	ي الews forum ← → 1 ≤ × ∞ â ¥ (2) Add a resource (2) (2) Add an activity (2)	Go Advanced search (2)
 My profile Courses EQU211 Participants 	21 April - 27 April	Latest news 🛨
 Reports General 21 April - 27 April 	③ EOUELLA 5 Documentation → 北 点 X ∞ 算 ④ EOUELLA web site → 北 点 X ∞ 算	11 × ≥ ∞ 9
28 April - 4 May	③ EOUELLAPromotional Video → 北 종 ★ 호 밝 ④ Sample content - The Oreland Track → 사 대 K ★ 호 밝 ④ Sample content - Walls of Jerusalem → 北 종 ★ 호 밝	Recent activity
Settings ⊡⊓ Big ≰ 41	 Add a resource Jump to 	EQUELLA Search 🖃
 Course administration Turn editing off 		#Search EQUELLA
	Internet Protected Mode: Off	√a ▼ € 100% ▼

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 media
[General
Find or upload a sound, video or applet
Preview
Insert

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.

beta-moodle.equella.com/c	ourse/vie	w.php?id=28inotilyeditingon=1		🏠 🔻 C 🛃 - Google		P 💮 🖣	
Course: Demo	1	+					
Demo						You are logged in as Admin Us	nı (Loga
lome ► Courses ► demo						Turn ed	ting of
lavigation 🖂 🛙		*				Search forums	E
ome My home		🚆 News forum 🅜 🔶	i• x≦ +2 X ≪ â W	+Add an adhily or resource		Go	
Site pages My profile Courses	÷	25 September - 1 October		+Add an activity or resource	30	Advanced search	
demo Participants Reports General	4	2 October - 8 October	≠++:si-2 X = N		80	Add a new topic (No news has been po yet)	osted
25 September - 1 October				Add an activity or resource		Upcoming events 希文書與	en
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 Create file resource	+Add an activity or resource	æ	There are no upcomin events Go to calendar New event.	
 16 October - 22 October 23 October - 29 	-()-	16 October - 22 October		ncel	۲	Recent activity	E
October - 5				+Add an activity or resource		Activity since Monda October 2012, 3:55	M
November 6 November - 12	÷	23 October - 29 October			æ	Full report of recent a Nothing new since yo login	
November 13 November - 19				Add an activity or resource			
November 20 November - 26 November	4	30 October - 5 November		+Add an activity or resource	485		
27 November - 3 December	· ! ·	6 November - 12 November			40		
 View all courses and categories 				+Add an activity or resource			
iettings EID 474	÷	13 November - 19 November	e(æ		
≪# Course administration	4	6		+Add an activity or resource			
K Turn editing off		20 November - 26 November	et.		۲		

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 Firefox Eile Edit View History Bookmarks Icols Help		
🚱 🐵 beta equella.com/navigate2012/accecs/searchin	ng.de 🖄 🕆 🗸 🚺	🖌 - Google 🛛 👂 🗸 💉 🕫
TO Course: Demo # de Search	FQUELLA × +	
		DEMO (PROFILE) LOG OUT
EQUELLA		
PEARSON		Search
-		
_		V Holp V Screencepteres
Dashboard	Search Q. Scouth	Add search to favourites
🔶 Favourites	Within All resources T	Share search query
B My resources		Search other repositories
C Search		
Contribute	Search results Showing 1 to 10 of 33 results	in Sort
Shop	Desert.pg Desert.pp	T Filter
	Status: Live Lest updated less than a minute age	
Browse resources by format	RRRR S comments Add to ferourities Add to hierarchy	Filter by contex
	CivilWarjpg	
🛕 Wytasks 🛛 🙎	CwWwar,pg Status: Une Liast updated about 21 hours ago	Filter by state modified
Notifications 28	Startistics & comments Add to favourther Add to hierarchy	
Manage external resources	sample	
Manage resources	sample object	
Manage activations	Blakes, Live (Last updated 3 days ago OOOOOO Coomments 1 Add to favourites Add to hierarchy	

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>.