



## Updating / Editing a Learning Resource (Create a New Version)

eLR (e-Learning Resources) provides for the flexible storage, search, discovery and retrieval of all types of learning resources. Content may include Microsoft Office documents, PDFs, images, audio, music, video, course content, information on specific areas of interest, teaching and learning strategies and Interactive Learning Objects (IMS packages).

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### Access eLR

eLR can be accessed two (2) ways:

#### *Within your eLearn course*

*Turn editing on.*

In a section block in eLearn, click on the **Add an activity or resource** menu and select **e-Resource**.



#### *Directly via eLR*

The URL is <http://celrprod.cit.edu.au/> or click on the eLR icon on your desktop when on a CIT campus computer.

Log in using your **CIT number** and **password** as you would for eLearn.



## Update / edit your resource

### Search for your resource(s) from within eLearn or directly in eLR

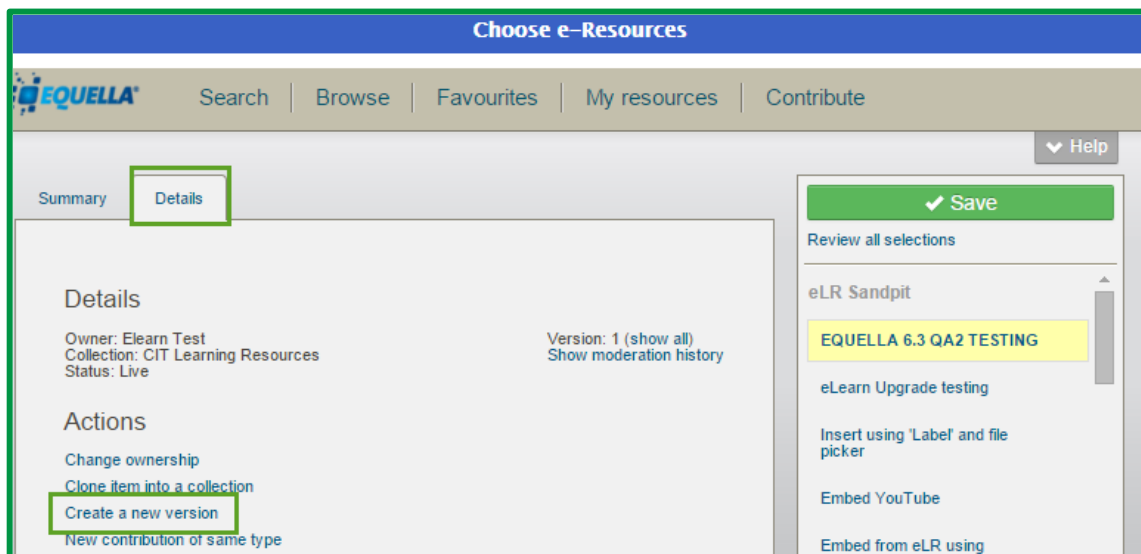
1. **In eLearn: Turn editing on**
2. In a section block in eLearn, click on **Add an activity or resource** and select **e-Resource**  
This will open the eLR integration screen within eLearn to the default Search screen
3. To search for YOUR resource(s) click on 'My resources' tab. This will default to all your 'Published' resources which you can select and link in your course

The screenshot shows the 'Choose e-Resources' interface. At the top, there are navigation tabs: Search, Browse, Favourites, My resources (highlighted), and Contribute. Below the tabs, there are 'Help' and 'Screen options' dropdowns. The main content area is titled 'My resources' and includes a filter for 'Published' (highlighted), along with other filters like Drafts, Scrapbook, Moderation queue, Archive, and All resources. There is an 'Add search to favourites' button. Below this, a 'Results' section shows '1 to 10 of 15' items, with 'Sort', 'Filter', and 'Share' options. The first resource is 'Setup Gallery View for Images' with a red flower image. The second resource is 'eLR Guide CONTRIBUTE' with a green 'Guid' image. The right sidebar contains a 'Save' button, a 'Review all selections' link, and an 'eLR Sandpit' section with a list of resources to be embedded, including 'EQUELLA 6.3 QA2 TESTING' (highlighted), 'eLearn Upgrade testing', 'Insert using 'Label' and file picker', 'Embed YouTube', 'Embed from eLR using YouTube code', 'Using 'Add an Activity or Resource'', 'Insert Audio files', 'Topic 7', and 'Dynamic Student Group Test'.

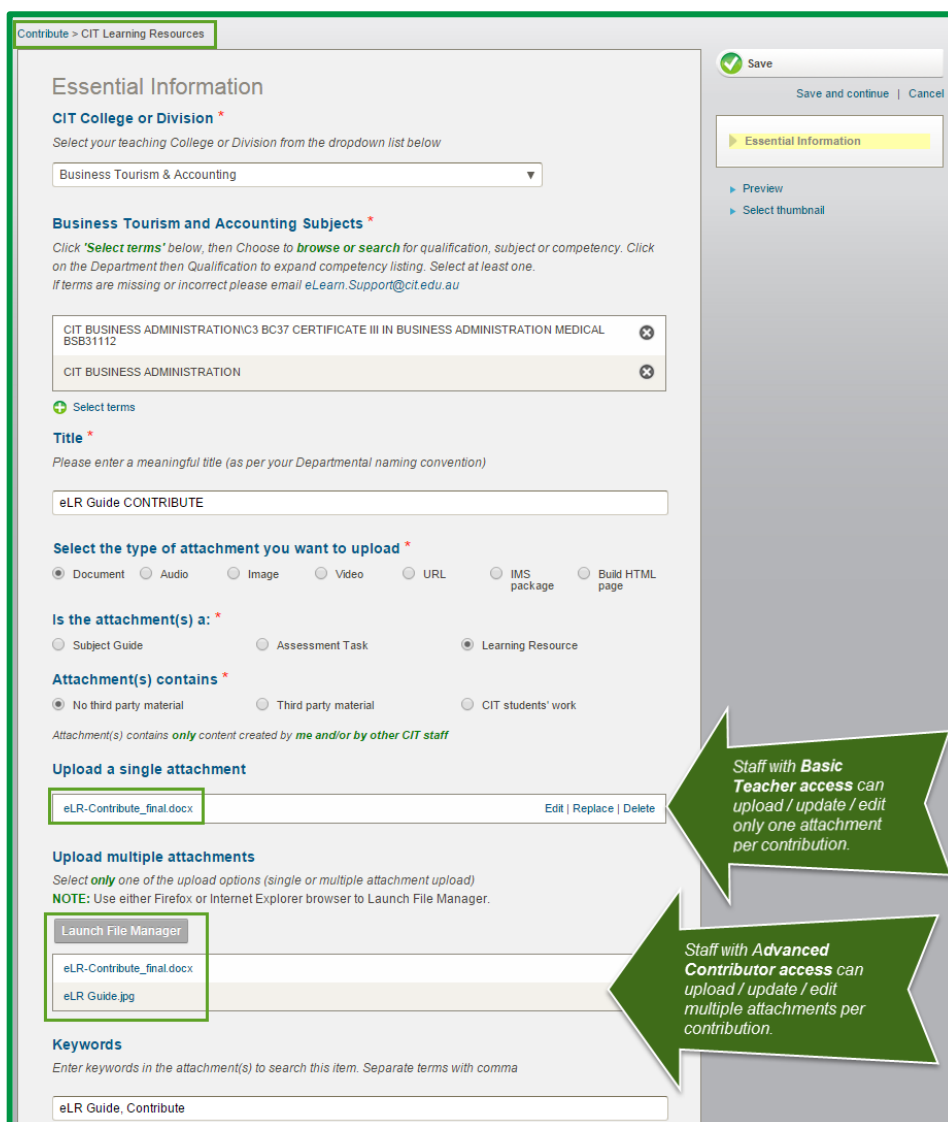
4. Click on the '**Title**' of your resource (e.g. *eLR Guide CONTRIBUTE*). This will open the 'Summary' screen and displays all the attachments under this resource

The screenshot shows the 'Summary' screen for the 'eLR Guide CONTRIBUTE' resource. The title 'eLR Guide CONTRIBUTE' is highlighted. Below the title, there is a 'Description' section with the text 'eLR Guide, Contribute'. The 'College/Division' is 'Business Tourism & Accounting'. The 'Program developed for' is 'C3 BC37 CERTIFICATE III IN BUSINESS ADMINISTRATION MEDICAL BSB31112'. There is a 'Links to resources' section with a list of attachments: 'eLR.Contribute\_final.docx' and 'eLR Guide.jpg'. The right sidebar contains a 'Save' button, a 'Review all selections' link, and an 'eLR Sandpit' section with a list of resources to be embedded, including 'EQUELLA 6.3 QA2 TESTING' (highlighted), 'eLearn Upgrade testing', 'Insert using 'Label' and file picker', 'Embed YouTube', 'Embed from eLR using YouTube code', 'Using 'Add an Activity or Resource'', 'Insert Audio files', 'Topic 7', and 'Dynamic Student Group Test'.

- Click on the 'Details' tab. This will list all the 'Actions' you can perform for this resource. Select 'Create a new version' action to update/edit this resource

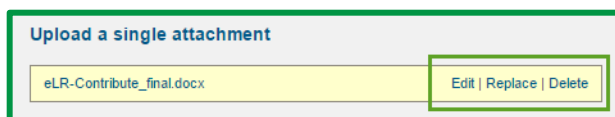


- This will open the resource in 'Contribution' mode (Essential Information page) with all your attachments

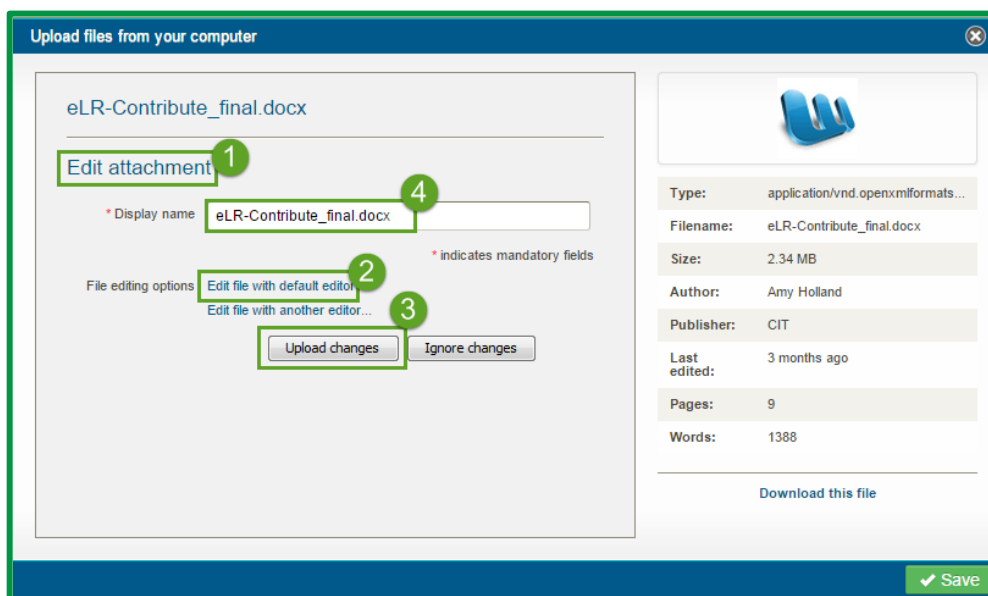


## Update single attachment (basic Teacher access)

7. with Basic Teacher access - to Edit / Replace / Delete a single attachment, select the relevant action:

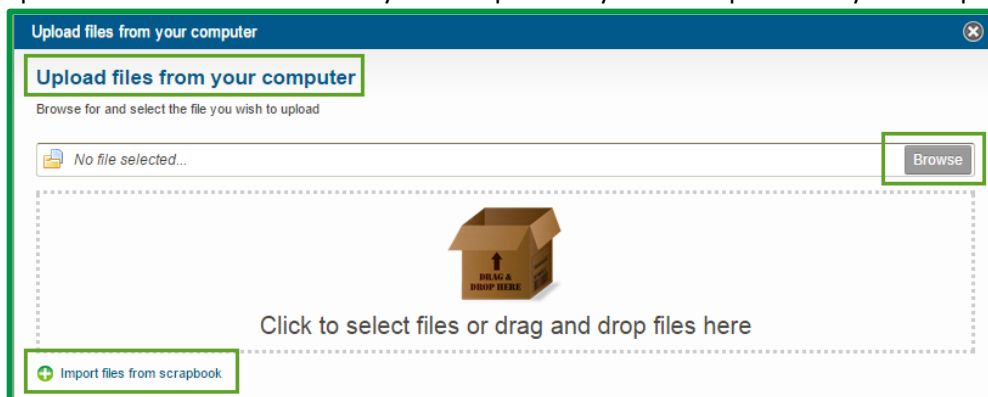


**Edit:** select 'Edit' to make changes to the attachment:



- 1 Edit attachment window opens
- 2 Click 'Edit file with default editor' option to open your attachment (e.g. attachment opens in MS Word)
- 3 Make necessary changes (e.g. in MS Word), and Save (without changing the name of the document). This gives you the option to upload changes directly in eLR
- 4 You can also change the 'Display name' instead of the attachment name according to your preference.

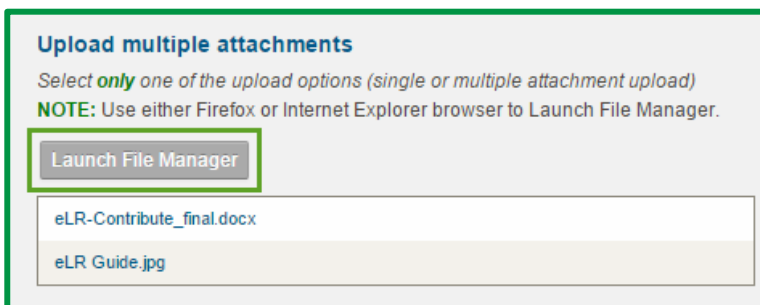
**Replace:** select 'Replace' to entirely replace the original attachment. This will allow you to upload a new attachment from your computer or you can import from your scrapbook.



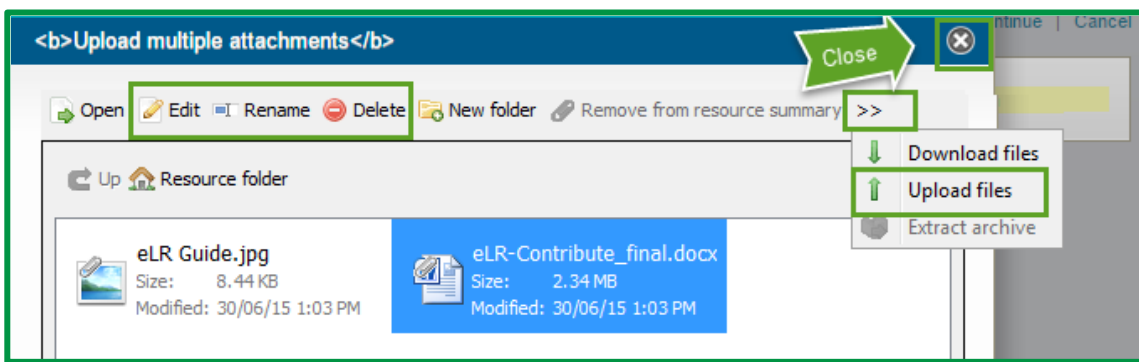
**Delete:** select 'Delete' to delete the attachment. You will be prompted to confirm the removal of the attachment.

## Update multiple attachments (Advanced Contributor access)

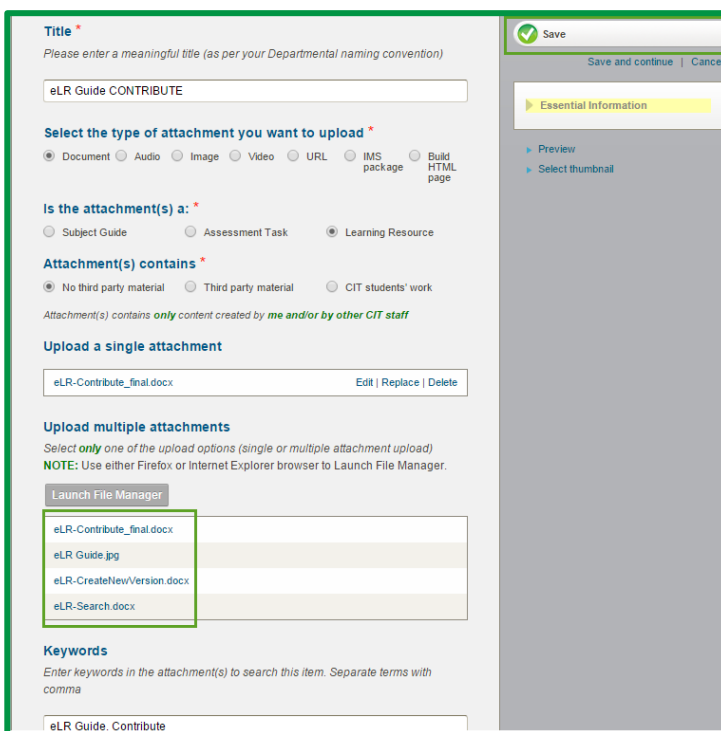
8. To update multiple files:
  - a. Click on '**Launch File Manager**' to access all your files attached in the item



- b. Click on the file you want to **Edit, Rename** or **Delete**. Follow the prompts. If you have new files to add, click '>>' arrow to view further menu options and select **upload files**



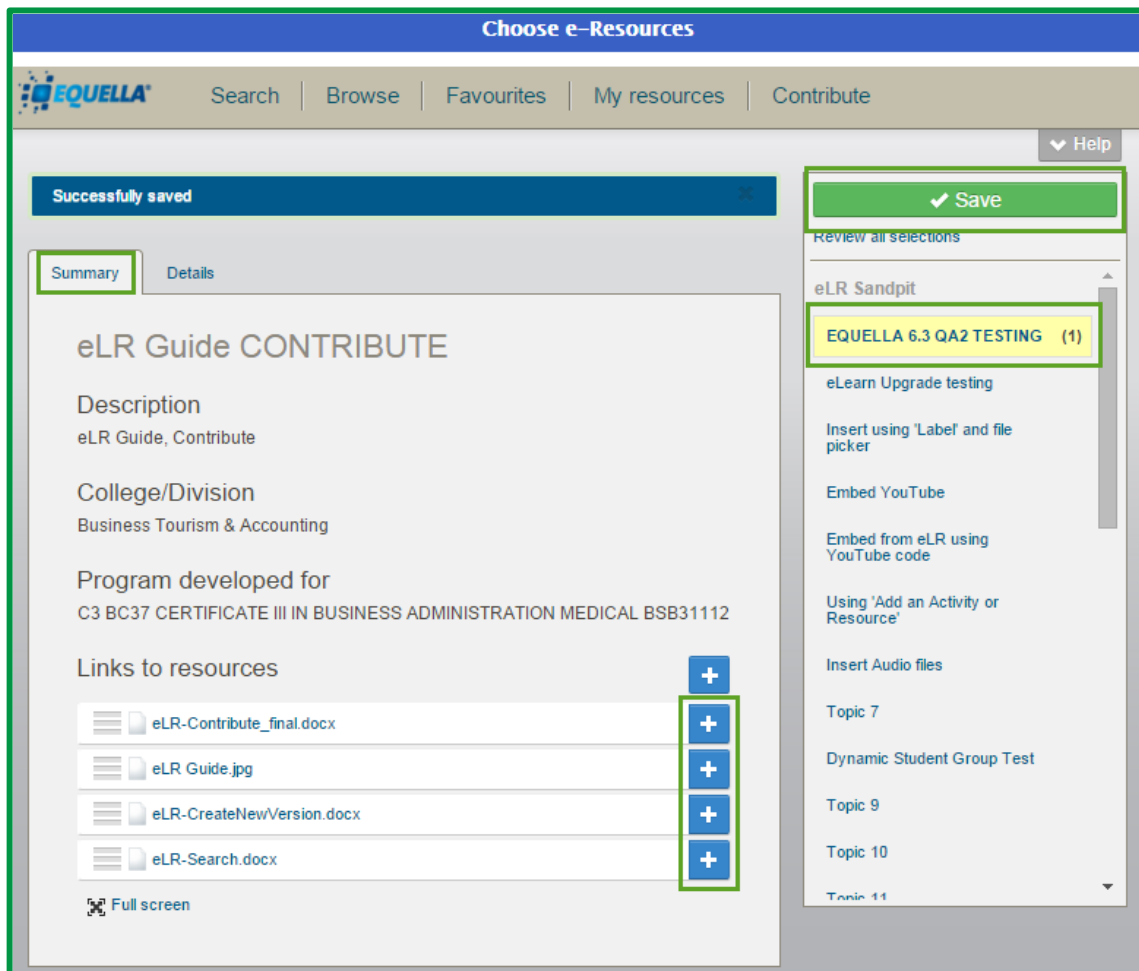
- c. Once your action(s) is complete, simply **close (x)** the **File Manager** window. This will return you to your eLR new version contribution screen
  - d. Check to make sure your changes appear in the list under **Launch File Manager**



- e. Once you have updated your attachments click **Save** and **Submit for moderation**. This process will 'Archive' your previous contribution and the updated version will be live.

## Link resource(s) in eLearn

Once you save your new version it will take you back to its 'Summary' page. You will be able to link your resources to any block in the course.



If you are not logged into your eLearn course then:

- 1 Log in to your eLearn course > **Turn editing on** > **Add an activity or resource** > **Add e-Resource** > search and find the resource(s)
- 2 Once you have found your resource, click on the dropdown arrow next to the title to show all of the attachments
- 3 Click the **‘+’** beside the resource that you would like to add to the highlighted block (on the right-hand side)  
**OR**
- 4 Drag and drop resources to the required block(s). Number of linked resource/s will be displayed in ( )
- 5 **Save** will return you to your course.

