

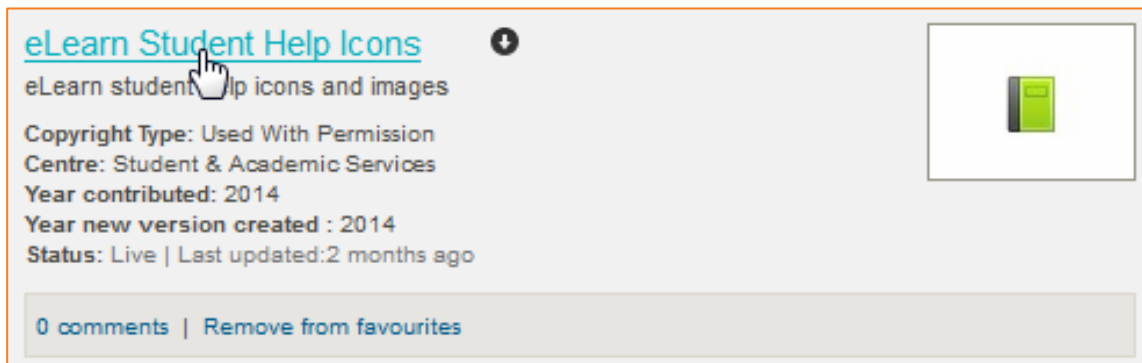


eLR

Updating and Versioning a Resource

Locate the Resource

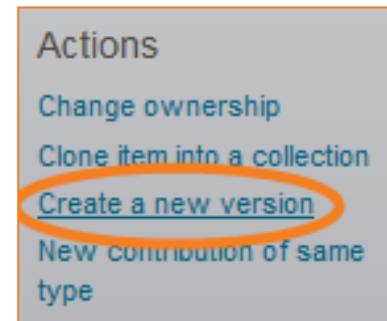
1. Search eLR (see Searching eLR guide) to locate the resource you wish to create a new version for.
2. Click on the record to go into it.



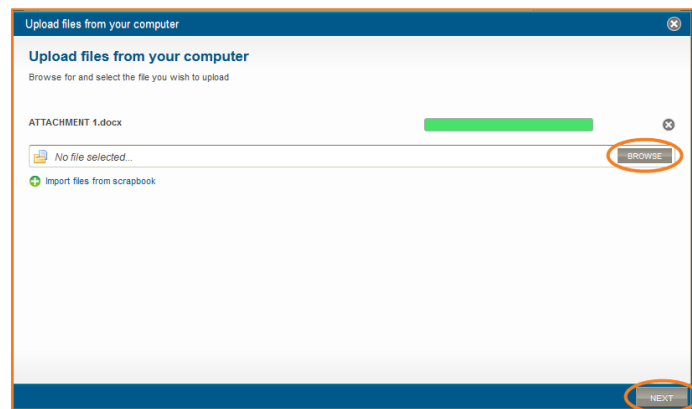
The screenshot shows a resource record for "eLearn Student Help Icons". The title is "eLearn Student Help Icons" with a small icon to the right. Below the title is the description "eLearn student help icons and images". The record includes the following details: "Copyright Type: Used With Permission", "Centre: Student & Academic Services", "Year contributed: 2014", and "Year new version created: 2014". The status is "Live" and it was "Last updated: 2 months ago". At the bottom, there are links for "0 comments" and "Remove from favourites".

Create the New Version


1. Once in the record of the file you want to re-version, click on **Create a new version** in the bottom right hand corner. You will be presented with the contribution screen.
2. For single files, you can replace the original file with the new version by clicking on Replace.
 - a. This will bring up a pop up window. **Browse** your computer for the file, and once the progress bar is full, click on **NEXT** then **REPLACE**.



The screenshot shows a list of actions: "Change ownership", "Clone item into a collection", "Create a new version", and "New contribution of same type". The "Create a new version" option is circled in orange.



The screenshot shows a dialog box titled "Upload files from your computer". It contains a progress bar for "ATTACHMENT 1.docx" which is full. Below the progress bar, there is a "No file selected..." message and a "BROWSE" button circled in orange. At the bottom right of the dialog, there is a "NEXT" button also circled in orange.

3. For multiple files, launch the file manager.
 - a. Here you can edit, remove and add files. Once complete, close the file manager.
4. You can make changes if necessary to any of fields.
5. You can now save by clicking on the **Save** button. 
6. You will get the options to **Submit for Moderation** or **Save Draft**.
 - a. **Submit for Moderation**: The resource is now available for you to use in your eLearn course, students will be able to view the resource. Your Library Liaison Officer will complete the fields that you did not, and add the appropriate copyright notice and traffic light.
 - b. **Save Draft**: The resource will be stored as a draft, you can edit, delete the resource, but it is not available to use with students.

Citation moderators add additional detail to the metadata for copyright purposes. You can add a message to your liaison librarian about this resource if you wanted to.

