



Contributing a Learning Resource

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

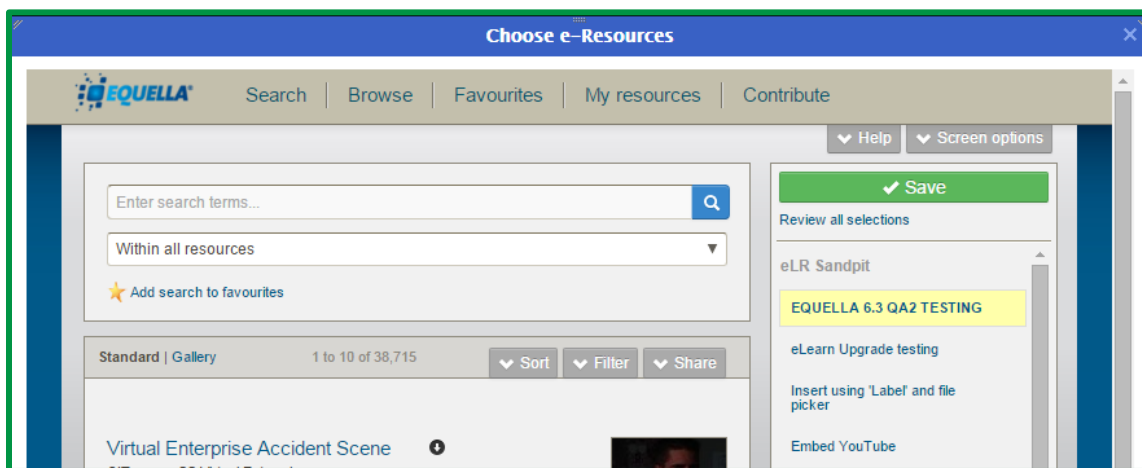
The URL is <http://celrprod.cit.edu.au/> or click on the eLR icon on your desktop when on a CIT campus computer.

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



Contribute from within eLearn

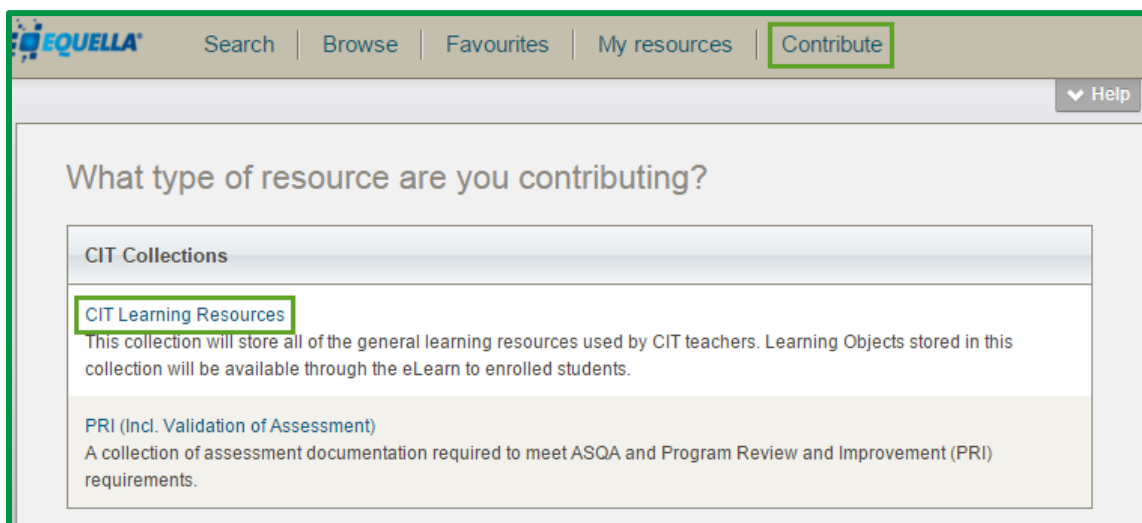
Once logged into eLearn, **Turn editing on**. From a section block, **Add an activity or resource**. Choose **e-Resources** and select **Add**. This will open the eLR integration screen in eLearn. This is defaulted to **Search** eLR.



Contributing to CIT Learning Resources Collection

To upload a new resource, select the **Contribute** tab in the top menu.

You will have a list of available Collections that you can choose to contribute your resources. Select **CIT Learning Resources** to upload all your teaching and learning resources including subject guides and assessment tasks.



Fill in the required fields (prompts will appear depending upon the type of learning resource(s) you are uploading).

The fields marked with a red asterisk * are required.

The screenshot shows the 'Choose e-Resources' interface with the following elements and callouts:

- 1** Select the type of attachment you want to upload. This callout points to the 'Select the type of attachment you want to upload *' section, which includes radio buttons for 'File', 'IMS package', and 'URL'.
- 2** Click on 'Add a resource' (basic teacher access) OR 'Launch File Manager' (advanced teacher access) and follow the prompts to upload attachment(s). This callout points to the 'Upload a file' section, which includes a text box for 'No attached resources', an 'Add a resource' button, and a 'Launch File Manager' button.
- 3** Select the appropriate radio button if the attachment is a third party resource or not. This callout points to the 'Is this a CIT teacher created resource? *' section, which includes radio buttons for 'Yes' and 'No'.
- 4** This callout points to the 'Save' button in the top right corner.

Other fields and sections include:

- Essential Information**: A section with a 'Save' button and a 'Save and continue | Cancel' link.
- Title**: A text input field with a callout: 'Basic teacher access: see next image on how to change title if necessary.'
- Comments**: A text area with the prompt 'provide any additional comments (e.g. student's name, Book Title, Author, Web Address etc.)'.
- Keywords**: A text input field with the prompt 'Enter keywords in the attachment(s) to search this item. Separate terms with comma'.

Optional callouts on the right side:

- 'Optional, if you would like to provide any additional information' points to the 'Comments' field.
- 'Optional, if you would like to add any keywords to make it easier to search' points to the 'Keywords' field.

Changing Title (basic teacher access)

Upload files from your computer

Upload files from your computer

Browse for and select the file you wish to upload

Hydrangeas.jpg

No file selected...

Browse

Click to select files or drag and drop files here

Import files from scrapbook

Next

Upload files from your computer

Hydrangeas.jpg

Edit attachment

*Display name Hydrangeas.jpg

Open with [Default viewer]

* indicates mandatory fields

You can change the title of your contribution here. If left unchanged the attachment name will be displayed as the title.

Download this file

Save

Attaching eLR Resource in eLearn

Once you have submitted for moderation it will take you to your item summary screen. You will find your attachment(s) listed under **Links to resources**.

You can either drag & drop a resource into any of the blocks in your course

OR

*Click the **+** to add selected resource/s to the highlighted block. Number of linked resource/s will be displayed within ().*

Save to return to your course.

Contribute directly in eLR

- Go to <http://celrprod.cit.edu.au> in your browser, or click the eLR desktop icon if you are within the CIT network.
- Log in to eLR:



User name: your *CIT number* (CITxxxxxx)

Password: your 6 digit *date of birth*

Once logged in you will be presented with the eLR Home page (Dashboard). On the left hand navigation you will find the **Contribute** button. Click this button to contribute your resource(s) to any of the available collections.

To link the resource in eLearn

- login to your eLearn course
- turn editing on
- select 'add an activity or resource'
- select e-Resources radio button and Add
- type in the title of your contribution in the search box to find your item
- follow the instructions under '[attaching eLR resource in eLearn](#)' (page 9)



eLR Support

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