



## Cloning a Resource (Clone into another Collection)

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.

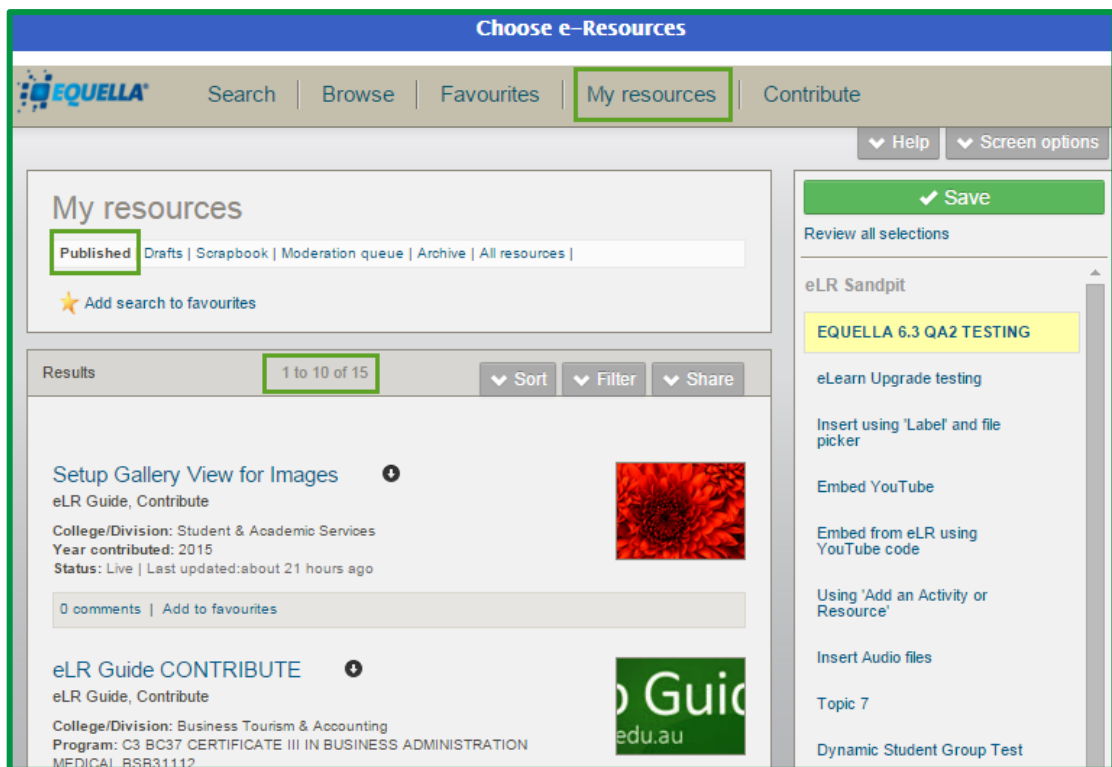


## Clone an existing resource

Cloning an existing resource 'without attachment' is another way to quickly contribute your resource/s in eLR. This will pre-fill all the fields based on the original item you are cloning from. However, you MUST change the 'Title' and 'Add a new resource' before you save the new contribution.

### 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 the **My resources** tab. This will default to all your **'Published'** resources which you can select and link to in your course



The screenshot shows the 'Choose e-Resources' interface. At the top, there's a navigation bar with 'Search', 'Browse', 'Favourites', 'My resources' (highlighted), and 'Contribute'. Below this, there's a 'My resources' section with a 'Published' filter selected. The search results show two items: 'Setup Gallery View for Images' and 'eLR Guide CONTRIBUTE'. The 'eLR Guide CONTRIBUTE' item is highlighted. On the right side, there's a sidebar with a 'Save' button and a list of resources including 'EQUELLA 6.3 QA2 TESTING', '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. The description is '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 are two links to resources: 'eLR.Contribute\_final.docx' and 'eLR Guide.jpg', both with plus icons next to them. At the bottom, there's a 'Full screen' button.

## Clone an item into a collection without attachment

5. Click on the **Details** tab. This will list all the **'Actions'** you can perform for this resource. Click **Clone item into a collection**.

The screenshot shows the 'Choose e-Resources' interface. At the top, there is a navigation bar with 'Search', 'Browse', 'Favourites', 'My resources', and 'Contribute'. Below this, there are tabs for 'Summary' and 'Details', with 'Details' being the active tab. The main content area is divided into two sections: 'Details' and 'Actions'. The 'Details' section shows metadata: Owner: Elearn Test, Collection: CIT Learning Resources, Version: 1 (show all), and Status: Live. The 'Actions' section includes 'Change ownership', 'Clone item into a collection' (highlighted with a green box), and 'Create a new version'. On the right side, there is a 'Save' button and a list of resources, including 'eLR Sandpit' (highlighted) and 'eLR Upgrade Jan 2016 Testing - Amy'. A 'Help' button is visible in the top right corner.

6. This will open the clone options. Click the **Clone without attachments** radio button and then click the **Clone** button to continue.

The screenshot shows the 'Clone this item' dialog box. It has a 'Back' button and a 'Select an operation' section with two radio buttons: 'Clone' and 'Clone without attachments' (selected and highlighted with a green box). Below this is a 'Select a collection' dropdown menu set to 'CIT Learning Resources'. There is also a 'Select a schema transform (optional)' dropdown menu set to '(None selected)'. At the bottom right, there is a 'Clone' button (highlighted with a green box). The background shows the same 'Choose e-Resources' interface as the previous screenshot, with the 'Details' tab active.

## Creating a new contribution

7. This will open the contribution screen with all fields pre-filled based on the original item.
  - a. Change the **'Title'** to reflect the new attachment
  - b. Upload the new attachment (**Add a resource**)
  - c. Click **Save** to return to the new resource item summary screen

### Choose e-Resources

Search | Browse | Favourites | My resources | Contribute

#### Essential Information

**CIT College or Division \***  
Select your teaching College or Division from the dropdown list below  
Student & Academic Services

**Title \***  
Please enter a meaningful title (as per your Departmental naming convention)  
eLR Guide CONTRIBUTE **Change the Title**

**Select the type of attachment you want to upload \***  
 Document  Audio  Image  Video  URL  IMS package  Build HTML page

**Is the attachment(s) a: \***  
 Subject Guide  Assessment Task  Learning Resource

**Attachment(s) contains \***  
 No third party material  Third party material  CIT students' work  
Attachment(s) contains **only** content created by **me and/or by other CIT staff**

**Upload a single attachment**  
No attached resources  
**Add a resource** **Upload a new attachment**

**Upload multiple attachments**  
Select **only** one of the upload options (single or multiple attachment upload)  
**NOTE:** Use either Firefox or Internet Explorer browser to Launch File Manager.  
Launch File Manager

**Keywords**  
Enter keywords in the attachment(s) to search this item. Separate terms with comma  
eLR guide: how to contribute

**Save** Save and continue | Cancel

Essential Information  
Preview  
Select thumbnail

**If any of the other pre-filled fields differ (e.g. type of attachment, third party material etc.) you MUST update the fields to reflect this.**

8. Click the **+** to insert the attachment in your eLearn course. Click **Save** to return to course home page

The screenshot displays the 'Choose e-Resources' interface. At the top, there is a navigation bar with 'Search', 'Browse', 'Favourites', 'My resources', and 'Contribute'. A 'Successfully saved' notification is present. The main content area is divided into 'Summary' and 'Details' tabs. The 'Summary' tab shows the following information:

- Title:** eLR Guide CLONE (indicated by a green arrow labeled 'New title')
- Description:** eLR guide: how to contribute
- College/Division:** Student & Academic Services
- Copyright:** © Canberra Institute of Technology 2015
- Links to resources:** A list containing 'eLR-Clone.docx' (indicated by a green arrow labeled 'New attachment') and a '+' icon (indicated by a green arrow pointing to the 'eLR Sandpit' resource in the right-hand panel).

The right-hand panel, titled 'Review all selections', shows a list of resources. The 'eLR Sandpit' resource is highlighted in yellow and has a '(1)' next to it. Other resources listed include 'eLR Upgrade Jan 2016 Testing - Amy', 'Topic 2', 'deeplinking multimedia test', 'Insert using 'Label' and file picker', 'Embed YouTube', 'Embed from eLR using YouTube code', and 'Using 'Add an Activity or Resource''. A green 'Save' button is located at the top of this panel.



## eLR Support

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