



Searching for 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.



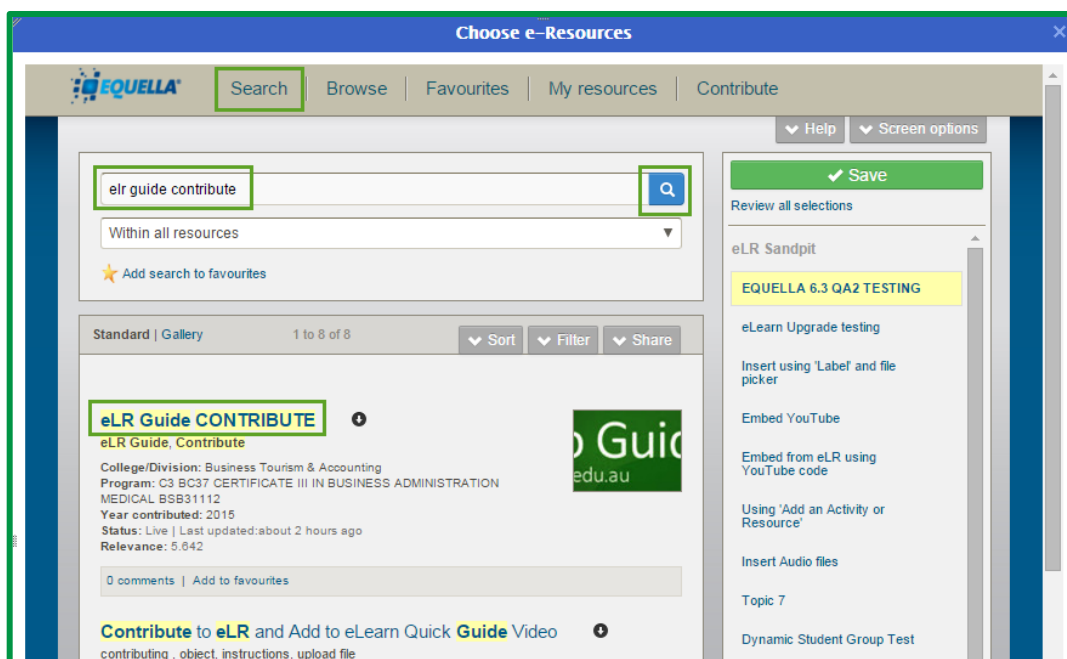
Search eLR resources from within eLearn or directly in eLR

In eLearn: Turn editing on

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

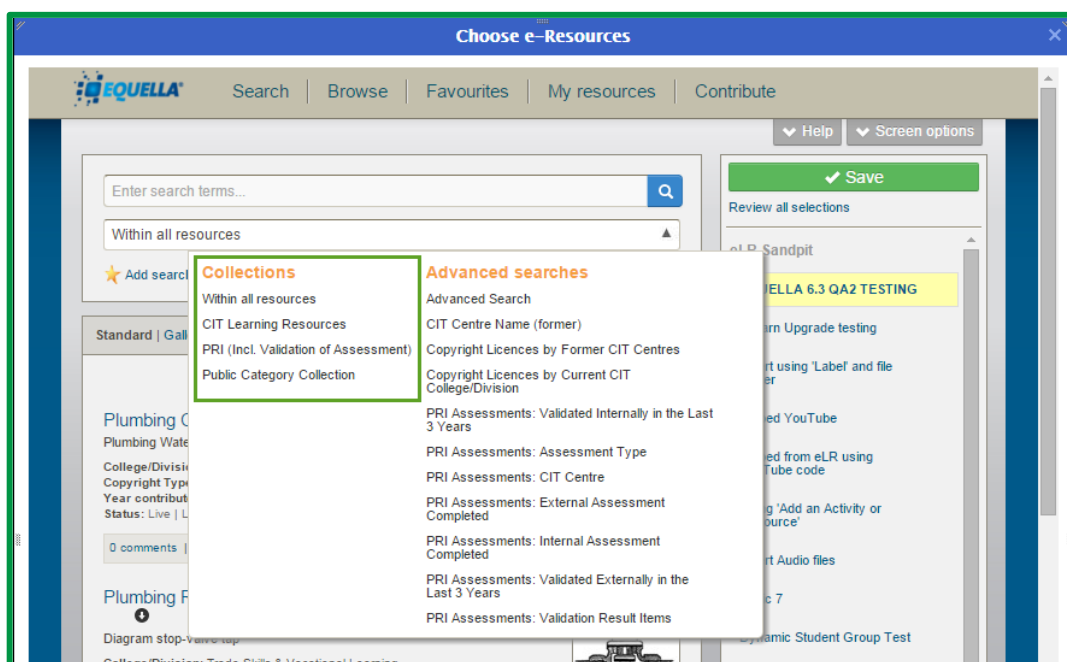
This will open the eLR integration screen within eLearn. Search is the default screen.

The search box is a free-text search that will **primarily search the title** and then the keywords in attachments



Basic search 'within all resources'

By default, it is set to search all collections (*Within all resources*), but if you would like to narrow your search, you can select a specific collection - CIT Learning Resources, PRI, or Public Category Collection



Advanced Searches

- a. Click on **Advanced Search** to search for resources contributed under current Colleges/Divisions

There are several different **Advanced Searches** setup to search current Colleges/Divisions and former CIT Centres.

- 1 Select the **College/Division** from the dropdown list
- 2 **Select terms** to find resources attached at Department, qualification, or competency level
- 3 If you know the title of the resource you are searching for, then, enter it in the **Title** field
- 4 If you know the format (word, PPT, audio etc...) of the resource, select it from the dropdown list
- 5 Click **Search**.

Advanced searches

Advanced Search

CIT Centre Name (former)

Copyright Licences by Former CIT Centres

Copyright Licences by Current CIT College/Division

PRI Assessments: Validated Internally in the Last 3 Years

Search Q Search

Within

COLLEGE / DIVISION 1

Business Tourism and Accounting Subjects

Choose to browse or search for subject or competency, select at least one 2

CIT MANAGEMENT AND BUSINESSVAD BC08 ADVANCED DIPLOMA OF MANAGEMENT BSB60407/ACCT 342 MANAGE FINANCES BSBFIM601A

+ Select terms

TITLE 3

ATTACHMENT FORMAT 4

5 Q Search

Note: the fields are not mandatory; you can select the fields you want to search.

- b. Click on **CIT Centre Name (former)** to search for resources contributed under the previous CIT Centres' structure

- 1 Select **former CIT Centre name** from the dropdown list
- 2 If you know the title of the resource you are searching for, then, enter it in the **Title** field
- 3 If you know the format (word, PPT, audio etc...) of the resource, select it from the dropdown list
- 4 Click **Search**.

Advanced searches

Advanced Search

CIT Centre Name (former)

Copyright Licences by Former CIT Centres

Copyright Licences by Current CIT College/Division

PRI Assessments: Validated Internally in the Last 3 Years

Search Q Search

Within

FORMER CIT CENTRE NAME 1

TITLE 2

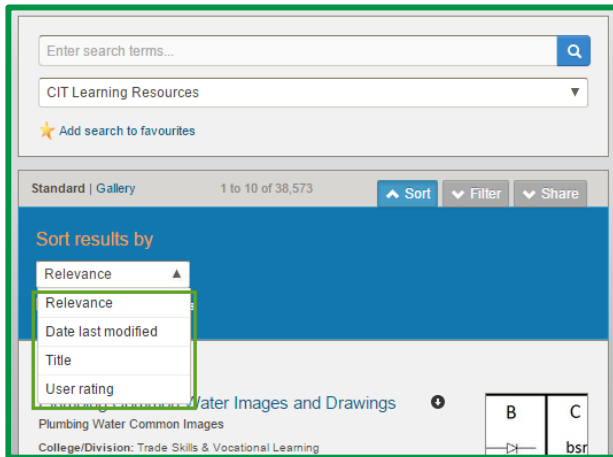
ATTACHMENT FORMAT 3

4 Q Search

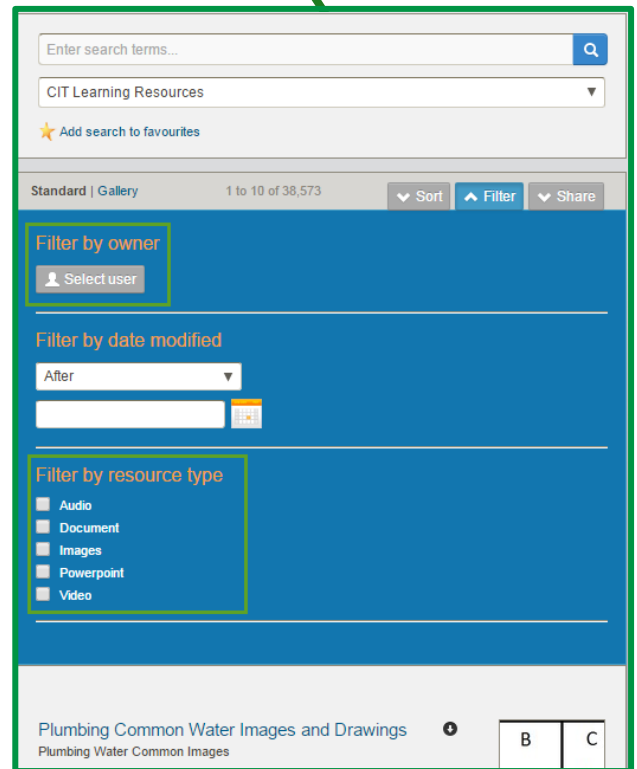
Add Search Filters

Sort search by

Click on **Sort** to search by Relevance, Date last modified, or Title



To minimise the dropdown, click on 'Sort/Filter' again.



Filter search results by

Owner: This will help you find your own resources or other CIT staff resources quickly,

Date modified: select a date range,

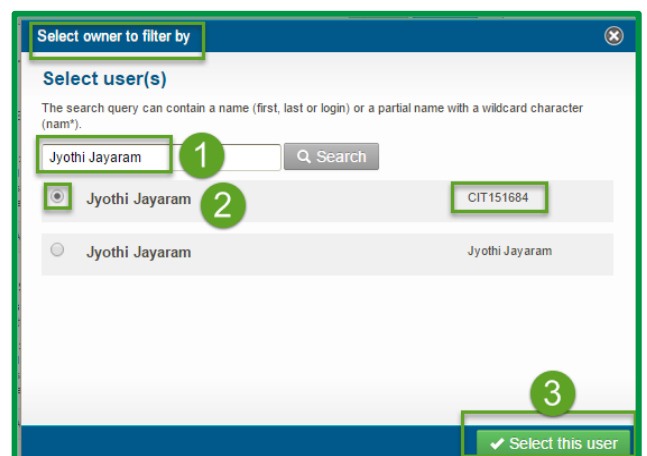
Resource type: select the types of resources (audio, document, images, powerpoint and video formats).

Filter by owner:

- 1 Click **Select user**, the 'Select owner to filter by' window will open.

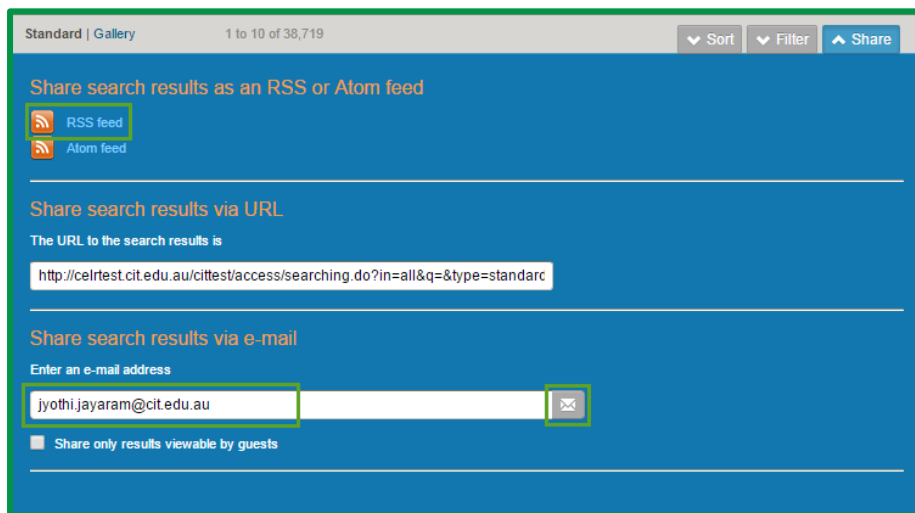
Type in your name or if searching for other CIT staff contributed resources type in their name (or their CITxxxxxx) and click **Search** this will search and list all CIT staff matching the name

- 2 Select the name that has a CITxxxxxx with it
- 3 Click **Select this user** to find all resources contributed by that user.



Share search results

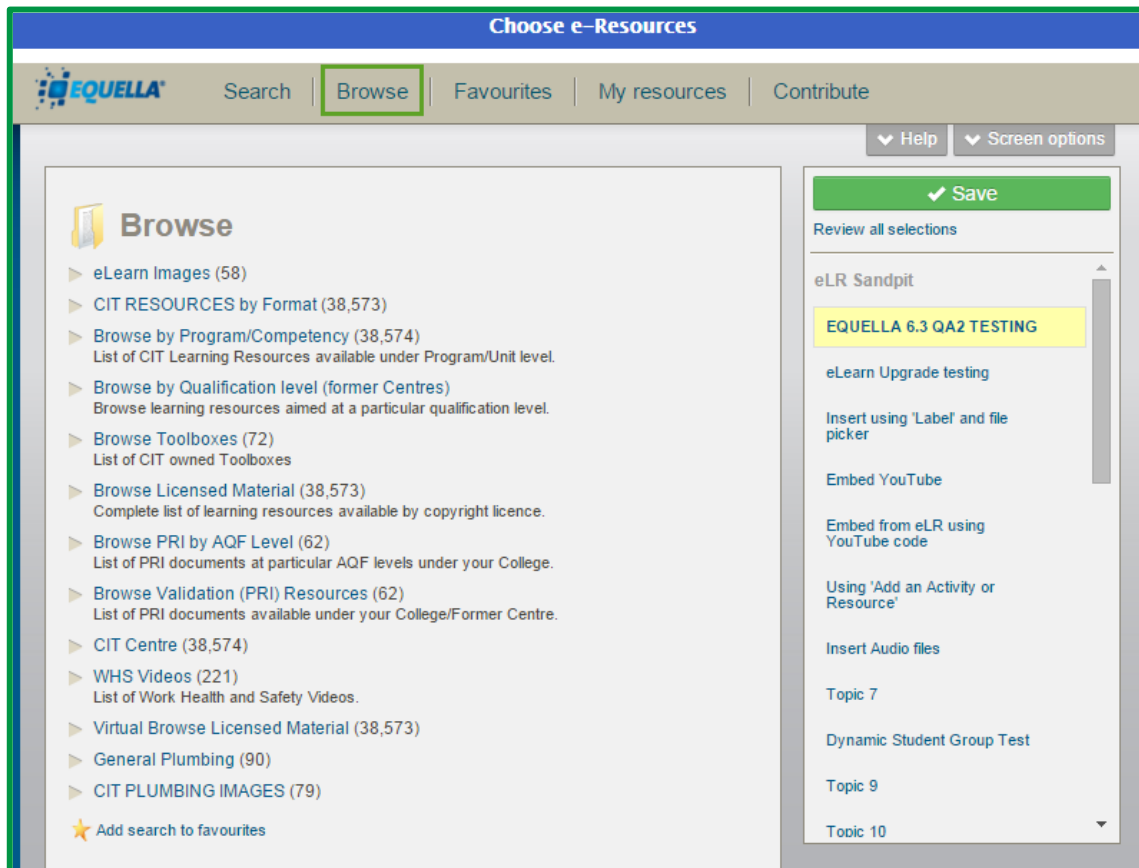
You can also share your search results with your colleagues by emailing them the URL or via RSS feed.



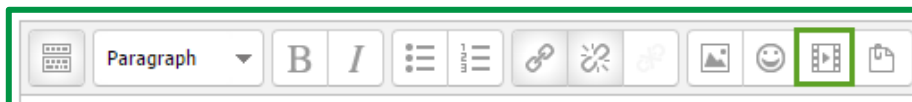
To minimise the dropdown, click on 'Share' again.

Browse

You can also find resources under ‘Browse’. These are customised search hierarchy options to find resources quickly and easily. Contact the eLR team if you would like a customised search set up for your department.

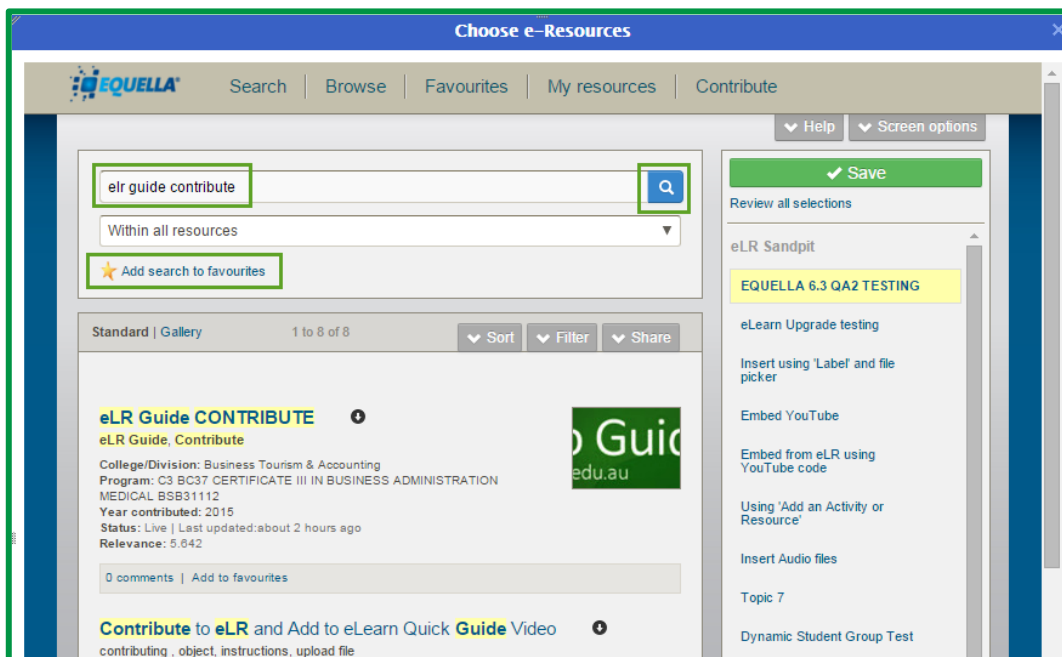


Note: Use the Browse option to **search for audio and video files** when inserting Moodle media file/s in your eLearn course.

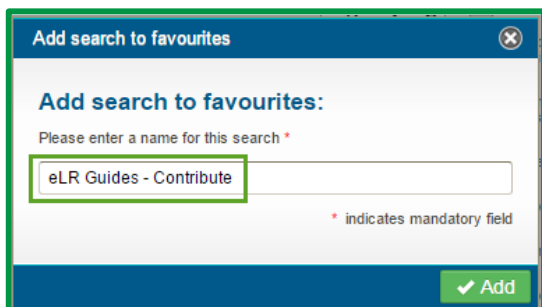


Favourites

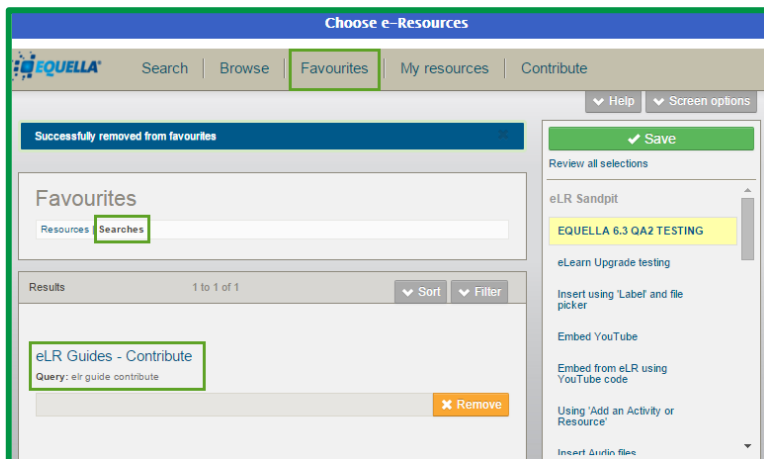
You can then **add search results to favourites** in order to access them quickly when linking in your eLearn course.



Enter an appropriate name so that it can make sense to you and click **Add**.



To find your saved favourite search results click on **Favourites** tab. Click on the **Title** to open the search results.





My resources

To find your own resources quickly and easily, click **My Resources** tab. This defaults to all your Published resources that you can link in your eLearn course.

Under **My resources** you will find:

- **Published:** all your contributed (published) resources are listed under here
- **Drafts:** you can save your contribution at any stage as Draft and access them from here to edit and submit for moderation (which will be published immediately)
- **Scrapbook:** you can upload any of your resources here and import into your contribution to attach. This area is accessible only by you
- **Moderation queue:** all resources you submit for moderation go into a moderation queue for library staff to attach an appropriate copyright licence. You can find all your resources that are in the moderation queue under this tab
- **Archive:** when you create a new version of your resource the old version will be archived, meaning these resources are not searchable under basic search. You will be able to find them under this tab here
- **All resources:** lists all of the above resources under this tab.

Add resource to eLearn

Once you have found the resource(s) click  or drag and drop () the one(s) you want, to the required section of your eLearn course. **Save** to return to your course.

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 in ().

Note: *CIT Solutions staff will find resources contributed by CIT Solutions staff, CIT View (old resources) and resources contributed by Student and Academic Services Division staff (includes resources from Library & Learning Services and Education Design & Technology (eLearn)).*



eLR Support

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