



## eLR – Search and Contribute Screens

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

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### Accessing eLR

eLR can be accessed two (2) ways:

#### **Through your eLearn course:**



1. **Turn editing on.**
2. In a section block in eLearn, click on the **Add an activity or resource** menu and select **eLR resource**.

#### **Directly via eLR:**

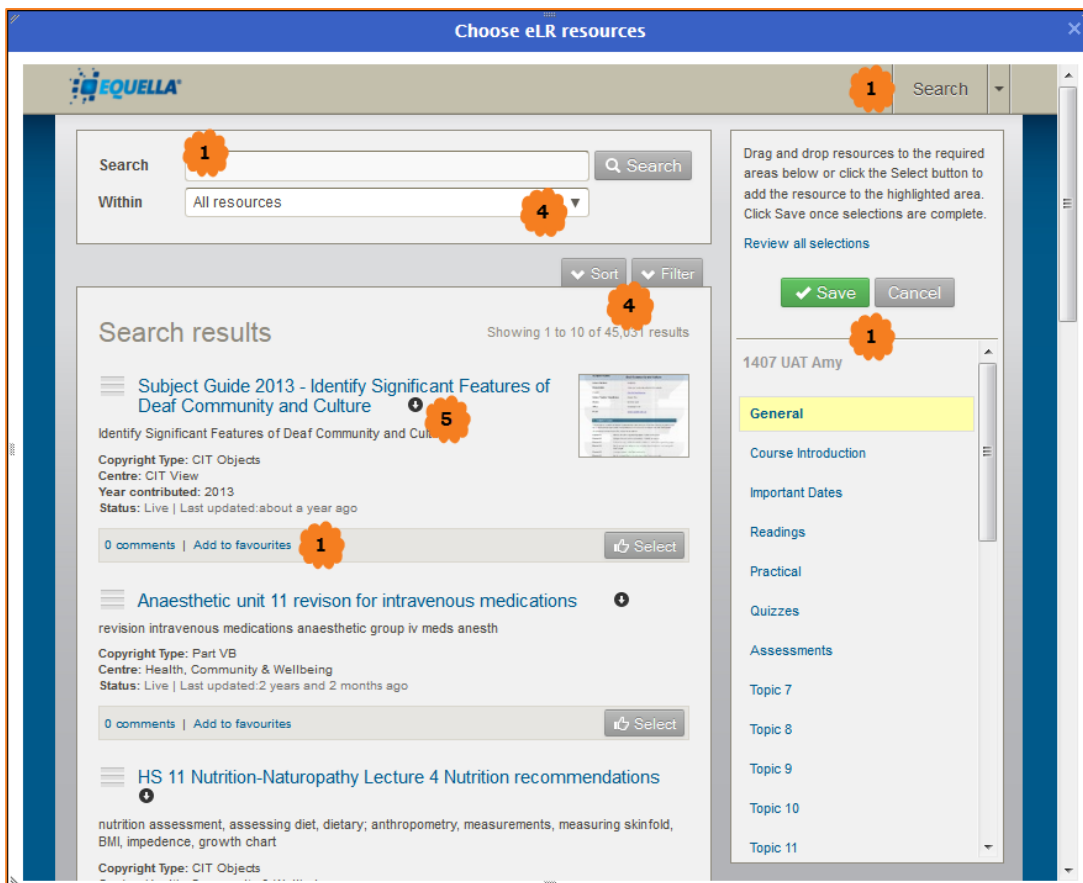
1. URL is <http://celrprod.cit.edu.au/> or click on the eLR icon on your desktop when on CIT campus computer.
2. Log in using your CIT number and password as you would for eLearn.



## eLearn – eLR Search Screen

From your eLearn subject, you have access to the eLR screen. It supports a number of actions including searching, browsing and contributing.

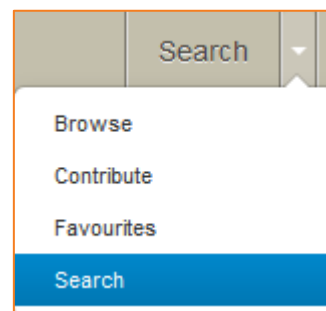
The first screen you will come to is the search screen. From here you can search for, and select items to add to your course. See list below for more information on what each part of the screen does.



### 1 Drop-down menu

Click here to change the view of this page. Options available are:

- **Search** – This is the default page, the first page you will come to when adding an eLR resource in eLearn. Search view enables users to search for resources.
- **Browse** – The Browse view enables users to browse through the eLR repository using pre-defined topics, such as Toolboxes, file types or qualification levels.
- **Contribute** – The Contribute view provides the ability to add new eLR resources that can then be selected and added to your eLearn course.
- **Favourites** – The Favourites view displays resources or searches that have been marked as favourites by the logged on user.



## 2 Search

This search comprises a basic keyword search field. Type in your keywords and click Search, and your results will display below.

## 3 Search within

Here you can narrow down your search by using the Advanced search, which you can narrow down by College, Competency or more. You can also search by Former CIT Centre Name (this will search through all old resources that were contributed before the upgrade in April 2014).

Collections	Advanced searches
All resources	Advanced Search
CIT Learning Resources	Assessments: Validated Internally in the Last 3 Years
LORN Collection	Assessments: AQF Level
Public Category Collection	Assessments: Assessment Type
Validation of Assessment (PRI) Collection	Assessments: CIT Centre
	Assessments: External Assessment Completed
	Assessments: Internal Assessment Completed
	Assessments: Validated Externally in the Last 3 Years
	Assessments: Validation Result Items
	Copyright Licences
	Former CIT Centre Name
	Qualification Level

## 4 Sort and Filter

Here you can change the sort order of your search results or filter results by an owner, date or resource type. When filtering by owner, make sure you use the users CIT number.

**Filter by owner**

Select user

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**Filter by date modified**

After

Calendar icon

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**Filter by resource type**

Audio/Music only

Images only

Video only



## 5 Selecting your resources



Here you can click on the small black arrow  and select (or drag using the 4 point arrow ) the file/s you would like to add. Alternatively, you can click on the name of the resource, and select or again, drag, the files you want. Please note, **do not** click on the grey select icon on the search page (see image right). This will select the entire resource, including the copyright information, the contributor and any other associated information. **Do not** click this select, as your students will be presented with your resources summary screen, which may confuse them.



**Subject Guide 2013 - Identify Significant Features of Deaf Community and Culture**


Identify Significant Features of Deaf Community and Culture

Copyright Type: CIT Objects  
 Centre: CIT View  
 Year contributed: 2013  
 Status: Live | Last updated: about a year ago

 **Subject Guide 2013.pdf** 

 **Copyright alert: green** 

 **Copyright warning: © Canberra Institute of Technology 2013** 


0 comments | Add to favourites 

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**Unit outline**

from WebCT: EVNT-103-0

Centre: Tourism and Hotel Management  
 Year contributed: 2013  
 Status: Live | Last updated: 2 years and 2 months ago

0 comments | Add to favourites 

## 6 Add to favourites

There you can add a specific resource to a list of favourites, which can be accessed via the Favourites menu. (See point 1 on how to access the favourites menu)

## 7 Your course

This is the outline of your course. The course location the page was accessed from is highlighted and bold. eLR resources are selected and added to course locations during the selection session. You can also drag and drop selections into different sections if you choose to. Once you have all the resources selected, you can review them and **Save** to add them to your course. They will add to your course in the sections you have put them in, as listed here.

## eLearn – eLR Contribute Screen

Click on Contribute in the drop-down menu in the top right. The first screen you will come to asks what collection you want to add your resources to.

### CIT Learning Resources

This collection will store all of the general learning resources used by CIT teachers. Learning Objects stored in this collection will be available through the eLearn to enrolled students.

The screenshot shows the 'Choose eLR resources' form. The form is titled 'Choose eLR resources' and features the EQUELLA logo. It contains several sections for inputting resource details, with numbered callouts (1-7) highlighting specific elements. Callout 1 points to the 'Select the type of attachment you want to upload' section, which includes radio buttons for File, Music file, Video, URL, and IMS package. Callout 2 points to the 'File manager' section with buttons for 'Launch File Manager', 'Open Web Folder', and 'Refresh'. Callout 3 points to the 'eLR Searchable Title' text input field. Callout 4 points to the 'Who created this content?' section with radio buttons for 'All my own', 'Mostly my own', 'Not my own', 'CIT student', and 'Other CIT staff'. Callout 5 points to the 'CIT College or Division' dropdown menu. Callout 6 points to the 'Keywords for this item' text input field. Callout 7 points to the 'Save' button in the top right corner. The form also includes a 'Next' button at the bottom right and a 'Contribute' dropdown menu in the top right.

## 1 **Select type of attachment (single file ONLY)**

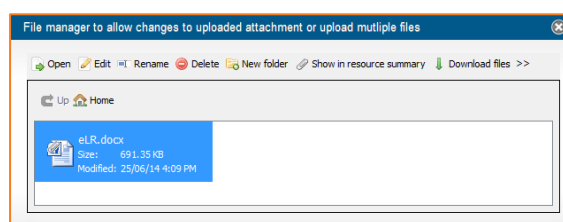
Here you can select the type of attachment you want to upload. If you have clicked on File, this will change to show a link for you to **Add a resource**. Click this to add your file. You can either drag and drop your file from your computer, or browse and find your file, when you are done, an Add button will appear at the bottom right. Click this to follow through and your resource will appear on the page.



## 2 **File Manager (multiple files)**

You will only have access to this option if you have completed the Copyright Induction course. This can be accessed from <http://elearn.cit.edu.au/course/view.php?id=77756>

To add multiple files, click on **Launch File Manager**. Here you will be able to upload (or drag and drop) multiple files into the box. To make sure these files display, they need to have the small paperclip icon on them, meaning they will show in the resource summary. Click on the file, then on **Show in resource summary** button at the top.



## 3 **eLR Searchable Title**

Put the title of your resource here. Make it something that can be easily found by both yourself, and others who may look to find it in the future.

## 4 **Who created this content**

This field is required and covers the copyright. **All my own** means material you have written, recorded, etc yourself. If you have any images or information from other sources outside of CIT, please use the **Mostly my own** and give the copyright moderators some information on the third party content.

## 5 **CIT College or Division**

Choose your College or Division here. Once you select your college you can then select the field of study, course, or subject this resource is associated with.

Click on Select terms to bring up the term listing. Here you will see the field of study. Click the small + next to your field and this will expand to the course. Click the + again and the competencies will come up. You can select multiple terms. To do this, click on **Select**.

## 6 **Keywords**

Searchable words to help users locate this item.

