



eLR Contributing a Learning Resource

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:

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



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.

Choose eLR resources

Essential Information

Select the type of attachment you want to upload

1 File Music file Video URL IMS package

File manager to allow changes to uploaded attachment or upload multiple files

2

eLR Searchable Title *

Please enter a meaningful title for the object

3

Who created this content? *

4 All my own Mostly my own Not my own CIT student Other CIT staff

CIT College or Division *

Select your teaching College or Division

5 Please select one

Keywords for this item

Enter searchable words that help to locate this object. No punctuation is needed

6

Save **7**

Essential Information

Publication information

Contribute to CIT Learning Resources

Contributing eLR resources may differ slightly depending upon what type of resource you contribute and who created it. Any type of digital resource can be contributed to eLR and generally, it does not matter who created the learning resource.

*The fields marked with a red asterisk * are required.*

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.

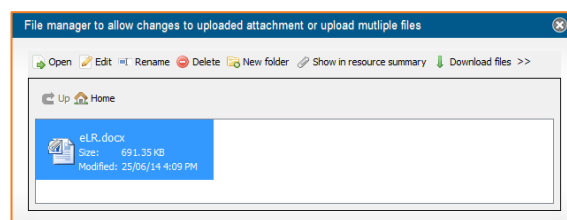


2

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 .

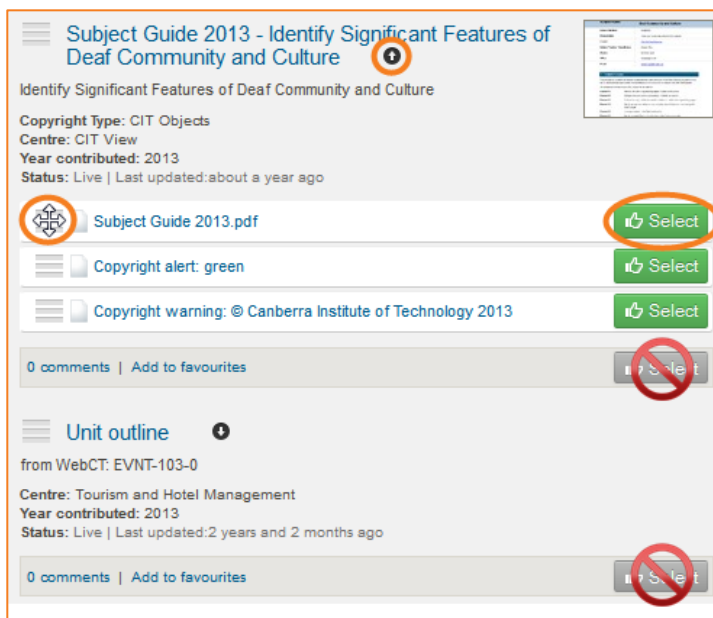
6 Keywords

Searchable words to help users locate this item.

Attaching your eLR Resource in eLearn

Once you have found the resources, you will now want to add it to your eLearn course so your students can view it.

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.



The screenshot shows a search result for 'Subject Guide 2013 - Identify Significant Features of Deaf Community and Culture'. It includes details like 'Copyright Type: CIT Objects', 'Centre: CIT View', and 'Year contributed: 2013'. Below this, there are three items listed: 'Subject Guide 2013.pdf', 'Copyright alert: green', and 'Copyright warning: © Canberra Institute of Technology 2013'. Each item has a 'Select' button. The 'Select' button for the first item is circled in green, indicating it is the correct action. The 'Select' button for the unit outline below is circled in red with a slash, indicating it should not be used.

Once you have select all the items you want, you will see them show up on the right under the my course section. 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.

