



Bulk Uploading Service to eLR

Teachers who are developing new or revised courses and have a number of learning resources to load to eLR, can request eLR Support to assist.

eLR Support can bulk upload learning resources to eLR, anything from 10 to 1000 can be uploading in one process.

What is needed

In order to upload the files to eLR, some basic information is needed.

- Centre name
 - Name of subject or course this object will be delivered in
 - Name of the teacher who will manage/own learning resources
 - Were objects created in-house Yes/No? *
- * Please Note: For learning resources where answer is NO, source is required, if there is referencing in resource, no further action is required.

An excel spread sheet is also required with the filename and a title for the learning resources. E.g.

Testfile2.doc	Resources for Test
Subguide2012.doc	Subject Guide for LIBR 173

What next

Get it to eLR Support

This can be done by either;

1. Zipping up files and excel sheet and emailing eLRSupport@cit.edu.au; or
2. Delivering the files to the CIT Learning Centre on your Campus on CD, DVD, or USB or any format that you wish

What then

eLR Support then do the bulk upload and let you know it is complete. This will take between a day and a week depending upon the number of learning resources being uploaded.

