**EQ201 Trainer notes**

The EQ201 course is set up as a series of hands on exercises. The main theme of the training is to ensure that users have an understanding about managing resources.

# Setup

There is one EQUELLA institution and one Moodle used for training.

EQ201 uses the same institution as EQ101. If EQ201 follows EQ101 then do not clone a separate institution as the trainer simply changes the roles for EQ201. It is better when EQ201 follows EQ101 as the participants have more resources to manage.

The following users are available to use for EQUELLA:

* Trainer account
  + trainer1/Equella1
* Trainee accounts (14 accounts)
  + user1 – user14/Equella1

*Add all the users to the INT-Content Administrators Group in EQUELLA.*

The generic usernames and passwords are:

* teacher/equella
* contentadmin/equella

The sysadmin password is available in <insert where> – do not give this information to participants as the Settings include confidential configuration information such as Kaltura.

EQUELLA Moodle—there should be an EQUELLA specific version of EQ201 course that contains the EQ201 Course slides and Workbook files. Users will need to self-register to access the EQ201 course assessment.

o <url for moodle>

## Printing

Have one copy of the Workbook printed for each participant.

# Running the course

The course has been written to run for one day. Aim to complete session 1 by lunchtime (this depends on scheduled session and break times).

The PowerPoint presentation is used in conjunction to the Workbook.

Discuss, demonstrate then have participants complete the exercises (workshop style) works best and this approach should be encouraged.

## Course elements

If EQ101 has not been taught recently – use the Review PowerPoint to remind participants of the core principles.

1. Start with the **Use existing resources and content exercise** in the Workbook as a review.
2. Complete the **Create a navigation structure exercise**.
3. Content Management
   1. Start with PowerPoint and continue to the end of section 1.
   2. Complete Workbook to the end of the metadata schema section.

*(Note: add the* Training workflow *to the* Learning resources collection*, at the end of this section and before the* Moderation exercises*.)*

1. Moderation Workflow
   1. Use the PowerPoint section 2.
   2. Continue with the Workbook to the end of the notifications section.
2. Bulk resource management
   1. Continue with the Workbook to the end of the resource management section (end of session 1).
3. EQUELLA content, rights and copyright collections
   1. Use the PowerPoint section 4.
   2. Continue with the Workbook to the end of the activations section.
4. Manage external resources
   1. *Continue with the Workbook to the end of the external resources section.*
5. EQUELLA reports
   1. *Continue with the Workbook to the end of the Reports section.*
6. EQUELLA bulk upload options
   1. Use the PowerPoint section 6.
7. User profile
   1. Use with the Workbook to the end of the profile section.
8. EQUELLA Support & PS
   1. Discuss this section using the Workbook up to the end of the User Community section.
9. Repository showcases
   1. This section is used for extension exercises but can be delivered or demonstrated depending on the class and timing.
10. Review