

EQUELLA®

Brightspace User Guide

Version 6.4

Document History

Document No.	Reviewed		Finalised		Published	
1	21/06/2016		26/06/2016		26/06/2016	

June 2016 edition.

Information in this document may change without notice. EQUELLA® and its accompanying documentation are furnished under a non-disclosure, evaluation agreement or licence agreement. Copying, storing, transmitting, or otherwise reproducing the software or this document in any form without written permission from Pearson is strictly forbidden.

All products, other than EQUELLA®, named in this document are the property of their respective owners.

Property of:

Pearson

Copyright © 2016 Pearson

Contact documentation@equella.com for matters relating to documentation.

Table of Contents

Overview.....	4
Brightspace homepage.....	4
Accessing the EQUELLA repository	4
Accessing EQUELLA from the Course Builder	5
Accessing EQUELLA from the Navbar link	8
Accessing EQUELLA from a Quicklink.....	9
Accessing EQUELLA from Insert Stuff	12
EQUELLA Integration screen	15
EQUELLA Integration screen elements	16
EQUELLA Integration screen pages	17
Search	17
Browse.....	23
Favourites	24
My resources.....	27
Contribute	28
Search results – Standard view	34
Modify key resource	37
Sorting, filtering and sharing results	39
Search results – Images view	43
Search results – Videos view.....	45
Resource summary page	47
Summary tab	48
Details tab	51
Actions	58
Large image viewer	64
LMS panel	64
EQUELLA Single selection integration screen	65
EQUELLA Select screen	68
Select and add resources to a course	70
Select buttons	70
Selecting items.....	75
Viewing and saving selections	78
Managing resources in Brightspace	80
To view a resource.....	81
Push to LMS (Add to external system).....	82
Contact Client Support	82

Overview

EQUELLA is an advanced digital repository that can be integrated with the Brightspace learning management system. From within Brightspace, users can access the EQUELLA repository to search, create and manage content such as images, audio, video, packaged content, web links, text, PDFs and Microsoft Office™ documents. Content can then be incorporated into Brightspace courses.

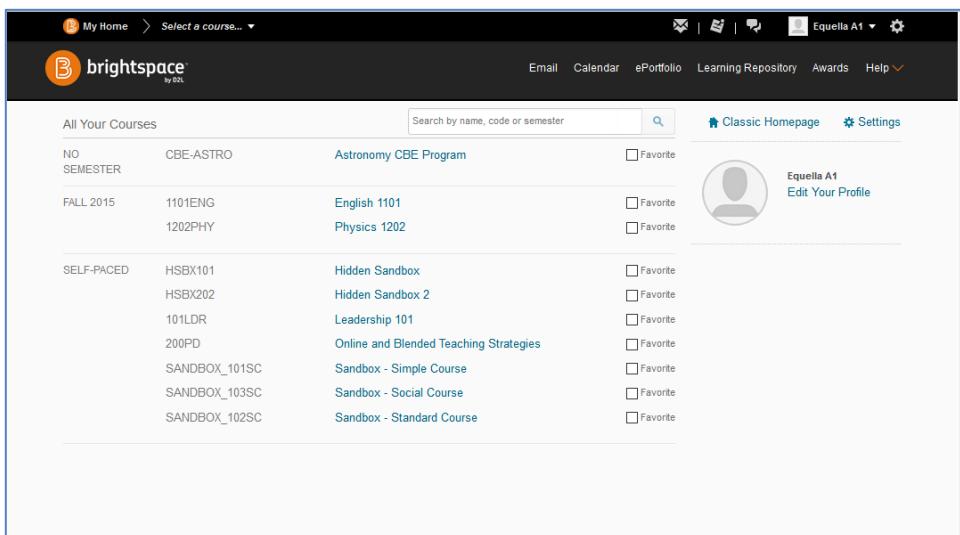
The purpose of this guide is to demonstrate to users how to integrate EQUELLA resources using Brightspace. Users will learn how to search for, create and manage available resources, and how to add these materials to courses. For information on configuring EQUELLA in Brightspace, refer to the *EQUELLA Brightspace Configuration Guide*.

Please note that this guide has been developed using EQUELLA version 6.4 (QA2) and Brightspace version 10.5.3 and as such may differ in appearance to your own installation. Contact your system administrator for access to extra features or to reconfigure your installation.

Brightspace homepage

Login to Brightspace

1. Log in to Brightspace to display the Brightspace homepage. An example is shown in Figure 1.



The screenshot shows the Brightspace homepage with the following interface elements:

- Top Navigation:** My Home > Select a course... (dropdown), Email, Calendar, ePortfolio, Learning Repository, Awards, Help.
- Brightspace Logo:** brightspace by D2L
- User Profile:** Equella A1, Edit Your Profile (with a placeholder icon).
- Search Bar:** Search by name, code or semester.
- Course Lists:**
 - All Your Courses:** A grid of course entries with checkboxes for favoriting.

NO SEMESTER	COURSE CODE	COURSE NAME	FAVORITE
FALL 2015	CBE-ASTRO	Astronomy CBE Program	<input type="checkbox"/>
	1101ENG	English 1101	<input type="checkbox"/>
	1202PHY	Physics 1202	<input type="checkbox"/>
SELF-PACED	HSBX101	Hidden Sandbox	<input type="checkbox"/>
	HSBX202	Hidden Sandbox 2	<input type="checkbox"/>
	101LDR	Leadership 101	<input type="checkbox"/>
	200PD	Online and Blended Teaching Strategies	<input type="checkbox"/>
	SANDBOX_101SC	Sandbox - Simple Course	<input type="checkbox"/>
	SANDBOX_103SC	Sandbox - Social Course	<input type="checkbox"/>
	SANDBOX_102SC	Sandbox - Standard Course	<input type="checkbox"/>
 - Classic Homepage:** A link to switch from the current modern layout.
 - Settings:** A gear icon for system preferences.

Figure 1 Brightspace homepage

Accessing the EQUELLA repository

Resources stored in the EQUELLA repository can be added to any user-editable Brightspace course using the following methods:

- Selecting the EQUELLA **Course Builder** item from the Add Content area of the **Course Builder** for a Brightspace course (see [Accessing EQUELLA from the Course Builder](#) on page 5).
- Using the EQUELLA **Navbar** link from within a course (see [Accessing EQUELLA from the Navbar link](#) on page 8).
- Using the EQUELLA **Quicklink** from within a Brightspace course (see [Accessing EQUELLA from a Quicklink](#) on page 9).
- Using the EQUELLA **Insert Stuff** link from within a Brightspace HTML editor (see [Accessing EQUELLA from Insert Stuff](#) on page 12).

Accessing EQUELLA from the Course Builder

EQUELLA content can be added to Brightspace courses using the EQUELLA Course Builder item configured in Brightspace. Using the EQUELLA Course Builder item opens the EQUELLA integration screen, allowing the user to select multiple content items within the EQUELLA repository and add them to multiple course modules within the one selection session.

To open the EQUELLA integration page from the Brightspace Course Builder

1. Select a Brightspace course to open the Course page.
2. Select the **Content** link. An example is shown in Figure 2.

The screenshot shows a Brightspace course page for "English 1101". The top navigation bar includes links for My Home, English 1101, Email, Calendar, ePortfolio, Learning Repository, Awards, Help, and Equella A1. Below the navigation is a toolbar with icons for Twitter, Announcements, Updates, and Learning Repository. The main content area displays various course modules: "Twitter" with a tweet from @D2L; "Announcements" with a post about extra credit; "Updates" showing 38 unread discussion posts, 1 new assignment submission, and 36 new enrolments; and "Learning Repository" with search and browse options. The "Content" tab in the toolbar is highlighted with a red box and a red number '2' above it. The URL at the bottom of the page is <https://equella.brightspacetrial.com/d2l/le/content/6680/Home?itemIdentifier=TOC>.

Figure 2 Brightspace course page

The **Brightspace Course Content** page displays. An example is shown in Figure 3.

The screenshot shows the English 1101 course content page. At the top, there's a navigation bar with links like Syllabus, Content, Classlist, Assignments, Class Progress, Grades, Course Admin, Blog, and EQUELLA Content. Below the navigation is a search bar and a sidebar with links for Syllabus, Bookmarks, and Course Schedule. The main area is titled 'Table of Contents' and lists several modules: Orientation and Course Introduction, Unit 1: Non-Fiction Writing, Unit 2: Poetry, and End of Course Evaluation. A red box highlights the 'Related Tools' dropdown menu, which contains options like Import Course, Bulk Edit, Course Builder, Manage Files, and View Reports. The 'Course Builder' option is specifically highlighted with a red box and a number '2'. To the right of the table of contents, there's a text block about the course goals and a small image of an open book.

Figure 3 Course content page – Related Tools drop-down

3. From the **Table of Contents**, select **Course Builder** from the **Related Tools** drop-down. An example is shown in Figure 3.

The **Course Builder** page displays. An example is shown in Figure 4.

The screenshot shows the Course Builder page for the English 1101 course. The top navigation bar includes 'Content', 'Manage Files', and 'Course Builder', with 'Course Builder' being the active tab. On the left, there are three toolbars: 'Build Outline' (with icons for adding modules and placeholders), 'Add Content' (with icons for creating new content like discussions, files, and assignments), and 'Browse Tools' (listing 'Course Files', 'Discussions', and 'Assignment Folders'). The main content area displays the course outline under the heading 'English 1101'. The outline consists of four modules: 'Orientation and Course Introduction', 'Unit 1: Non-Fiction Writing', 'Unit 2: Poetry', and 'End of Course Evaluation'. Each module has a plus sign icon to expand it. To the right of the outline, there's a sidebar with course details: 'Edit Course Information', 'Create Module', 'General' (Course Path: /content/enforced/6689-1101ENG/, Department: Sample Courses, Semester: Fall 2015), 'Restrictions', and 'Status: Active'.

Figure 4 Course Builder page

- Click and drag the EQUELLA item in the **Add Content** panel and drop on a course module. An example is shown in Figure 5.

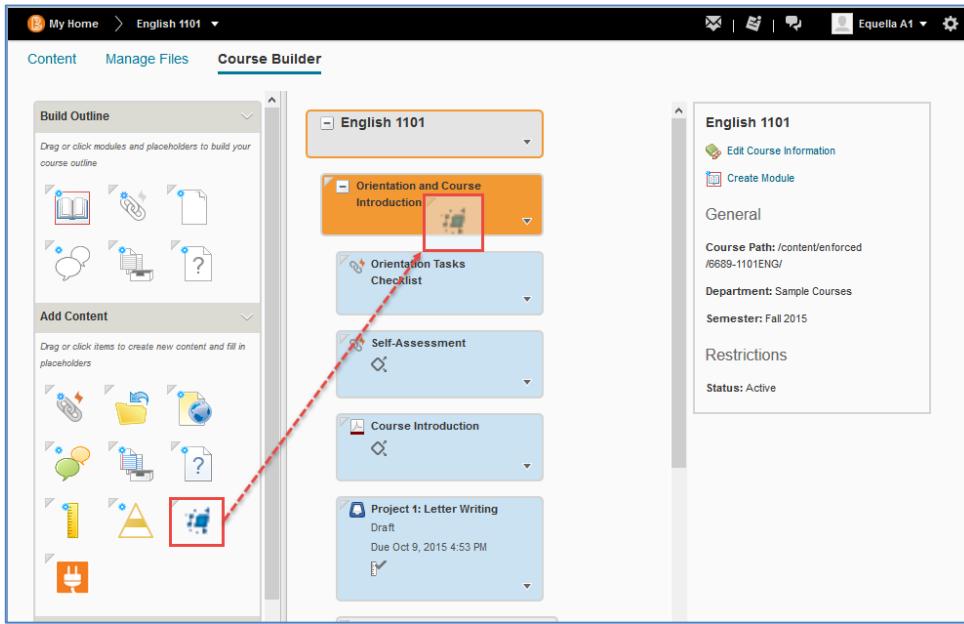


Figure 5 Course Builder -Add Content item

The **EQUELLA Integration screen** displays. An example is shown in Figure 6.

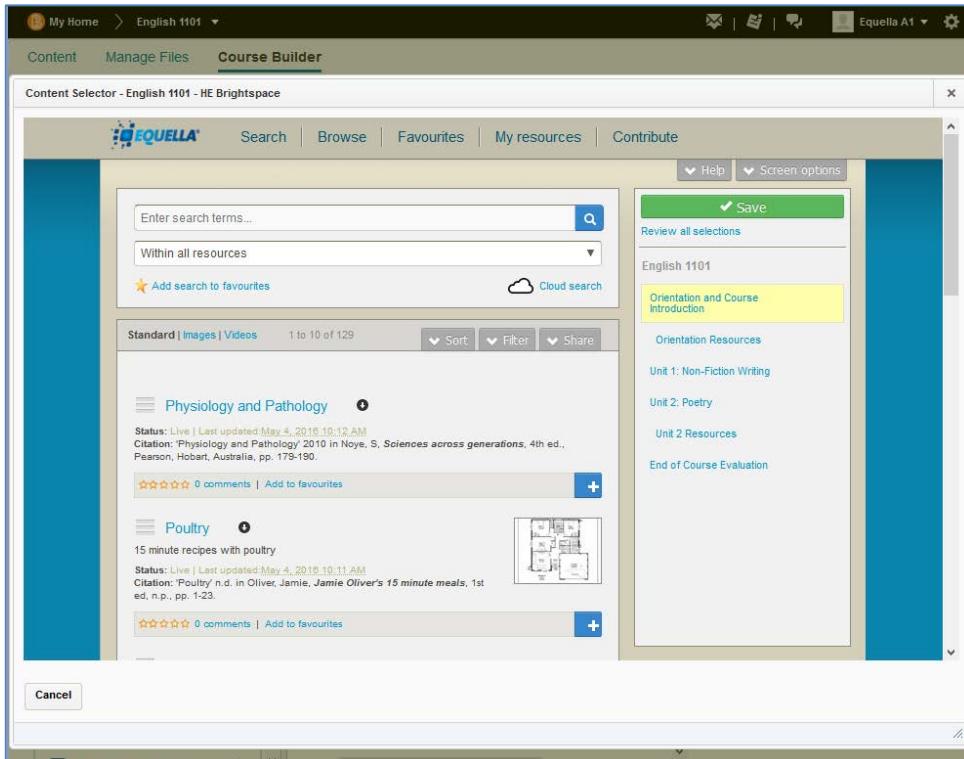


Figure 6 EQUELLA Integration screen accessed from Course Builder

See [EQUELLA Integration screen](#) on page 15 for further information.

Accessing EQUELLA from the Navbar link

EQUELLA content can be added to Brightspace courses using an EQUELLA Navbar link configured in Brightspace. Using the EQUELLA Navbar link opens the EQUELLA integration screen, allowing the user to select multiple content items within the EQUELLA repository and add them to multiple course modules within the one selection session.

To open the EQUELLA integration page from a Navbar link

1. Select a Brightspace course to open the Course page.
2. Select the EQUELLA Navbar link (e.g. *EQUELLA Content*). An example is shown in Figure 7.

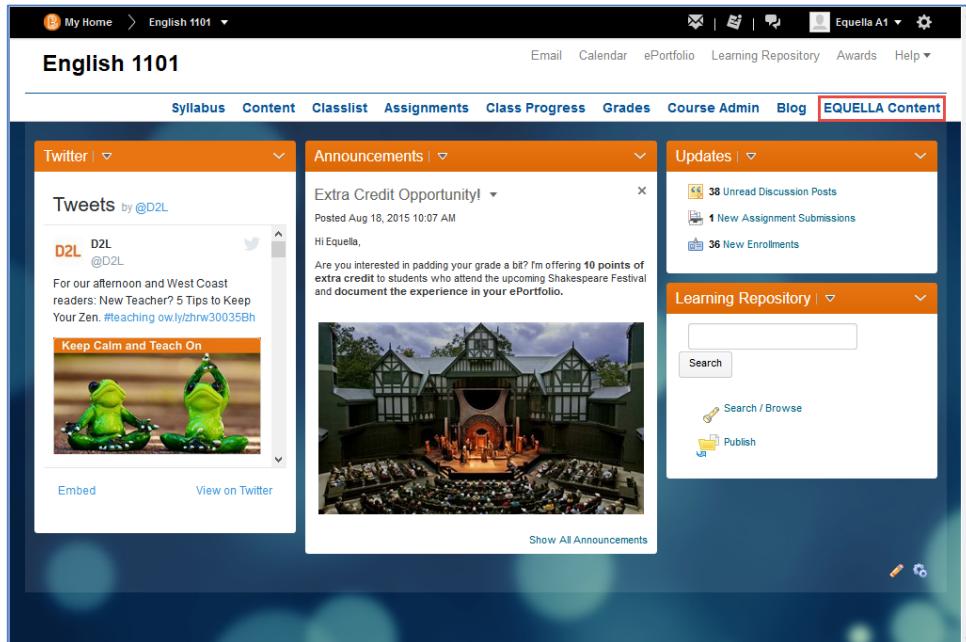
A screenshot of a Brightspace course page for "English 1101". The page includes sections for Twitter, Announcements, Updates, and Learning Repository. The "EQUELLA Content" link in the top navigation bar is highlighted with a red box. The "Updates" section shows 38 unread discussion posts, 1 new assignment submission, and 36 new enrollments. The "Learning Repository" section includes a search bar and options for "Search / Browse" and "Publish".

Figure 7 Brightspace course page – EQUELLA Navbar link

The **EQUELLA Integration screen** displays. An example is shown in Figure 8.

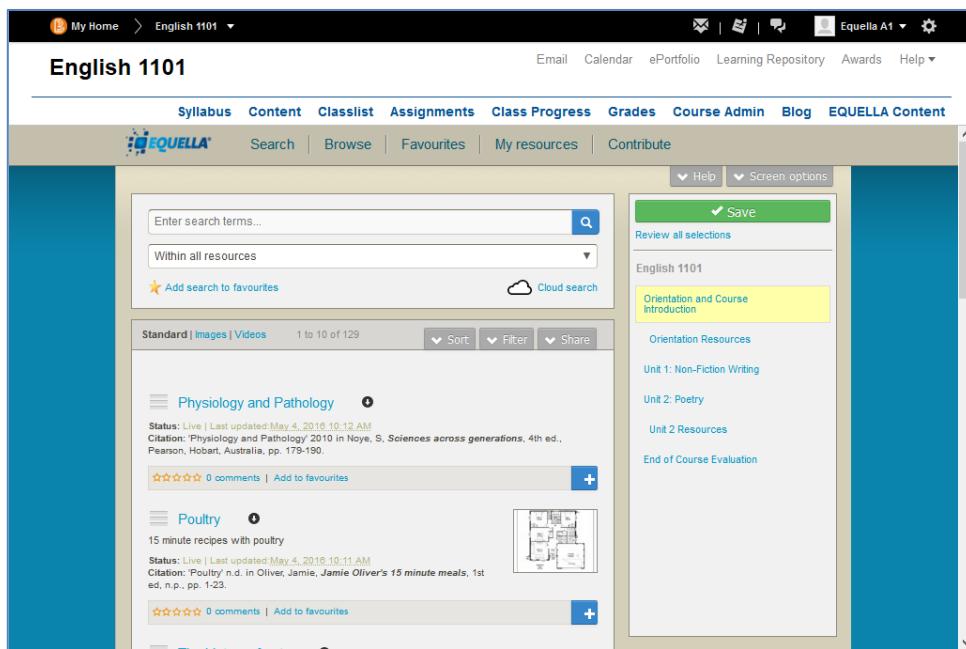


Figure 8 EQUELLA Integration screen accessed from Navbar link

See [EQUELLA Integration screen](#) on page 15 for further information.

Accessing EQUELLA from a Quicklink

A single EQUELLA attachment or resource summary link can be added to a Brightspace course module using an **EQUELLA Quicklink** configured in Brightspace. Using the EQUELLA Quicklink opens the EQUELLA **Select** screen which allows the user to select a single resource summary or attachment within the EQUELLA repository and add it to the course module from which the Quicklink was accessed. It has most of functionality of the full integration screen, including the ability to contribute, but doesn't display the Brightspace Course modules panel.

To open the EQUELLA Select screen from a Brightspace Quicklink

1. Select a Brightspace course to open the Course page.
2. Select the **Content** link. An example is shown in Figure 9.

Figure 9 Brightspace course page

The **Brightspace Course Content** page displays. An example is shown in Figure 10.

Figure 10 Course Content page – Add Existing Activities drop-down

3. From the **Add Existing Activities** drop-down, select the **EQUELLA Quicklink** (e.g. **EQUELLA Content**). An example is shown in Figure 10.

The EQUELLA **Select** screen displays. An example is shown in Figure 11.

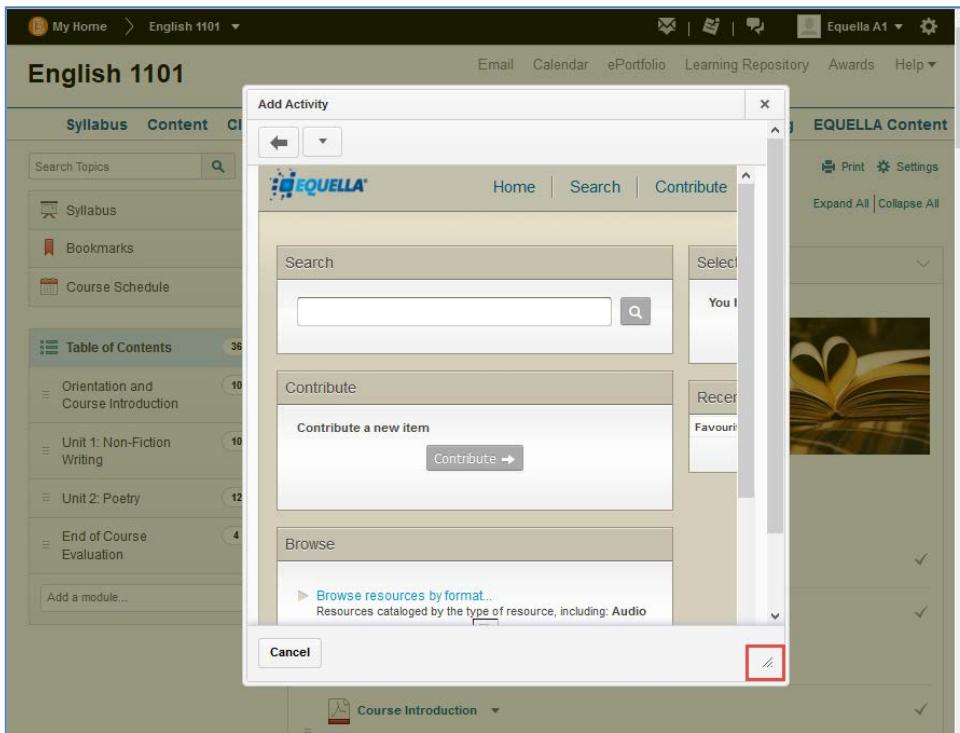


Figure 11 EQUELLA Select screen

4. Resize the frame to view the full screen by dragging the resize handle (shown in Figure 11). A resized example is shown in Figure 12.

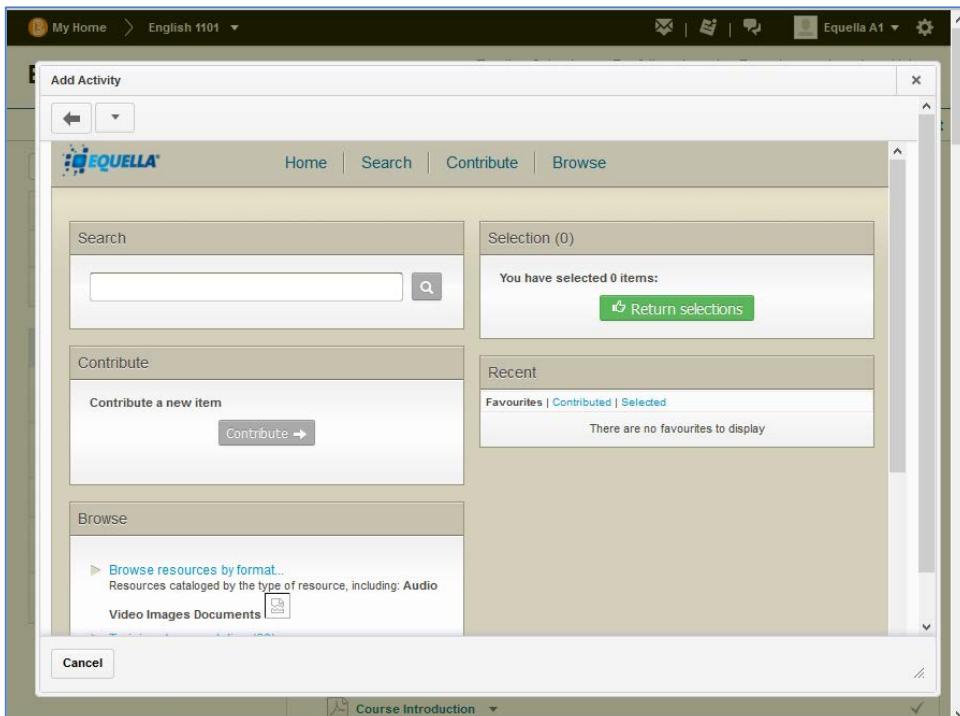


Figure 12 Resized Select screen

See [EQUELLA Select screen](#) on page 68 for further information.

Accessing EQUELLA from Insert Stuff

Images, videos, PDFs and other files from EQUELLA can be embedded into an HTML page using the **EQUELLA Insert Stuff** function accessed from Brightspace's HTML editor.

Using the EQUELLA Insert Stuff option opens the EQUELLA Single selection integration screen, allowing the user to select a single resource summary or attachment from within the EQUELLA repository to add to the HTML Editor page. It has the functionality of the full integration screen, but doesn't display the Brightspace Course modules panel or the Contribute link.

To add EQUELLA content to the Brightspace HTML editor

(Note: *EQUELLA content can be accessed from any of the Brightspace HTML editors. These HTML editors exist in a number of places in Brightspace, and this guide will refer to just one of those.*)

1. Select a Brightspace course to open the Course page.
2. Select the **Content** link. An example is shown in Figure 13.

The screenshot shows the Brightspace course interface for 'English 1101'. At the top, there are tabs for 'My Home' (with a red notification badge), 'English 1101' (selected), 'Email', 'Calendar', 'ePortfolio', 'Learning Repository', 'Awards', and 'Help'. Below the tabs, there is a navigation bar with links for 'Syllabus', 'Content' (which is highlighted with a red box and a red '2' badge), 'Classlist', 'Assignments', 'Class Progress', 'Grades', 'Course Admin', 'Blog', and 'EQUELLA Content'. The main content area is divided into several cards:

- Twitter |** A card showing tweets from @D2L, including a recent post about teachers and technology.
- Announcements |** A card showing an announcement titled 'Extra Credit Opportunity!' from August 18, 2015, offering extra credit for attending a Shakespeare Festival.
- Updates |** A card showing 38 unread discussion posts, 1 new assignment submission, and 36 new enrollments.
- Learning Repository |** A card with a search bar and options for 'Search / Browse' and 'Publish'.

At the bottom of the page, the URL <https://equella.brightspaceatrl.com/d2l/le/content/6680/Home?itemIdentifier=TOC> is visible.

Figure 13 Brightspace course page

3. The **Brightspace Course Content** page displays. An example is shown in Figure 14.

The screenshot shows the English 1101 course content page in Equella A1. On the left, there's a sidebar with links for Syllabus, Content, Classlist, Assignments, Class Progress, Grades, Course Admin, Blog, and EQUELLA Content. Below that is a 'Table of Contents' section with a search bar and a list of modules: Orientation and Course Introduction (7), Unit 1: Non-Fiction Writing (10), Unit 2: Poetry (15), and End of Course Evaluation (4). At the bottom of this list is a button to 'Add a module...'. The main content area displays the 'Orientation and Course Introduction' module, which includes text about understanding course goals and connecting with peers, followed by a photograph of an open book with a heart shape made of yellow pages. A 'New' drop-down menu is open, showing options like 'Upload Files', 'Capture', 'Video or Audio', and 'Create a File'. The 'Create a File' option is highlighted with a red box.

Figure 14 Course Content page - New drop-down

4. Select **Create a File** from the **New** drop-down in a module. An example is shown in Figure 14. The **Create a file in 'module name'** page displays with the Brightspace HTML Editor. An example is shown in Figure 15.

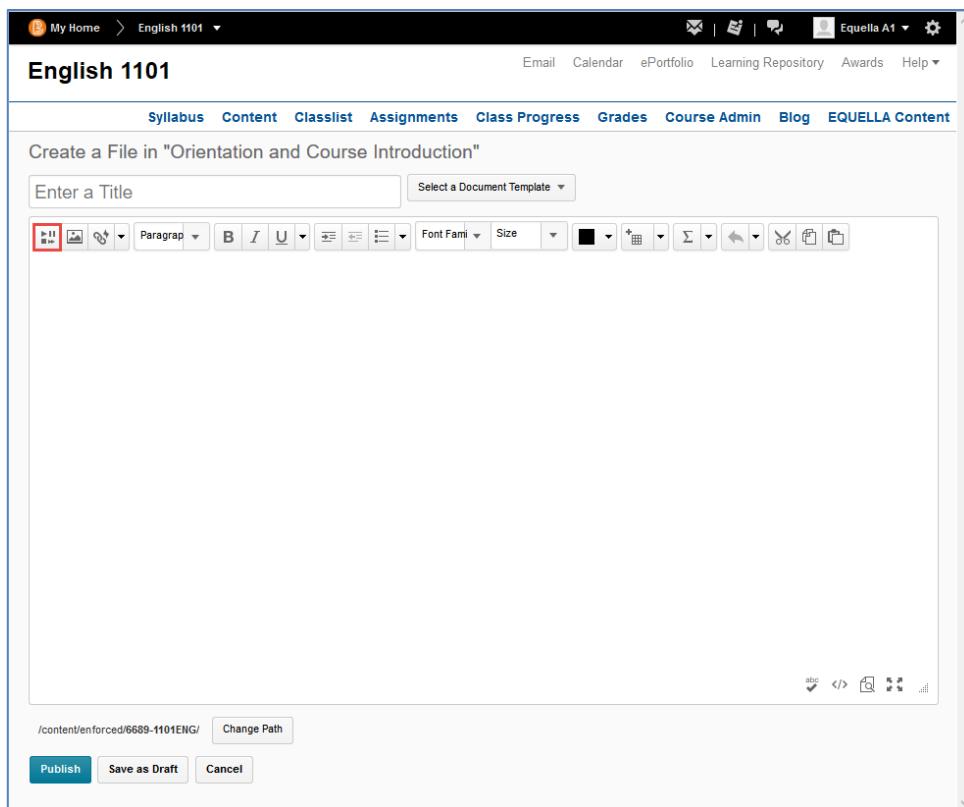


Figure 15 Create a File page with HTML Editor

5. Select the  icon (**Insert Stuff**) from the HTML editor toolbar. An example is shown in Figure 15. The **Insert Stuff** page displays. An example is shown in Figure 16.

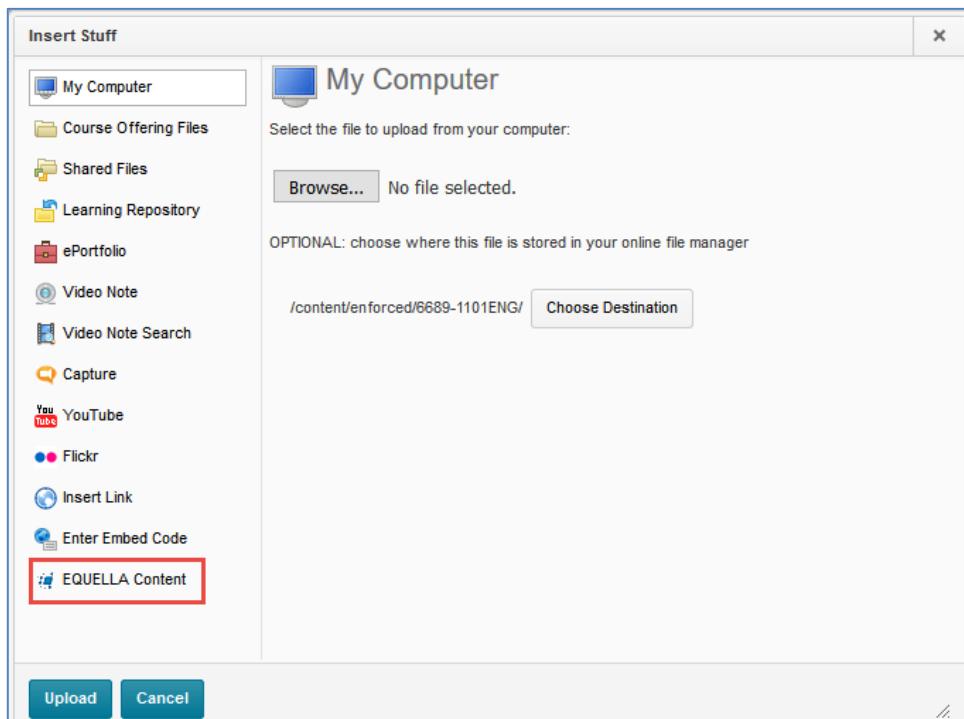


Figure 16 Insert Stuff page

6. Select the configured EQUELLA **Insert Stuff** item (e.g. *EQUELLA Content*).

The **EQUELLA Single Selection integration screen** displays. An example is shown in Figure 17.

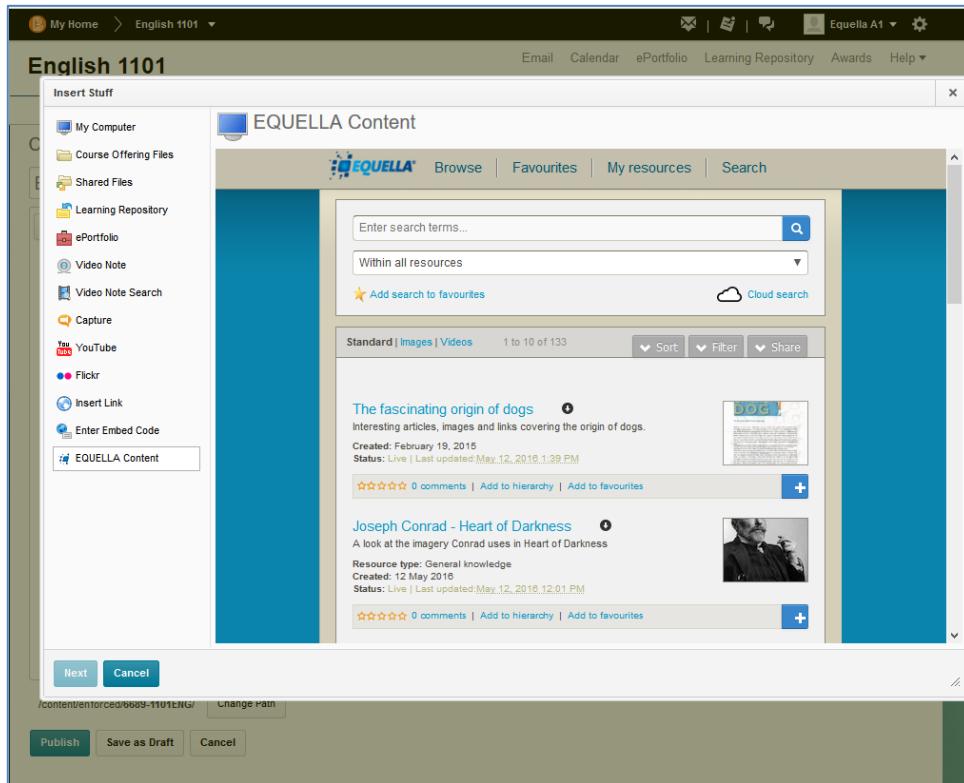


Figure 17 EQUELLA Single Selection Integration screen

See [EQUELLA Single selection integration screen](#) on page 65 for further information.

EQUELLA Integration screen

The EQUELLA Integration screen includes the following features:

- The ability to search for resources, including:
 - Entering search terms.
 - Restricting searches to specific collections.
 - Browsing hierarchies.
 - Viewing favourites.
 - Viewing the My resources page.
- The ability to sort and filter.
- The ability to contribute resources using standard contributions or Quick contribute.
- The ability to add favourites, save searches, share searches and edit resources.
- The ability to add resources to the Brightspace course module using either the **+** button or by dragging and dropping resources to the relevant module.
- The ability to view and edit selections before saving.

EQUELLA Integration screen elements

For the Search, Browse, Favourites and My Resources pages, the integration screen is made up of the **Search/Results panel** and the **Brightspace panel**. An example is shown in Figure 18.

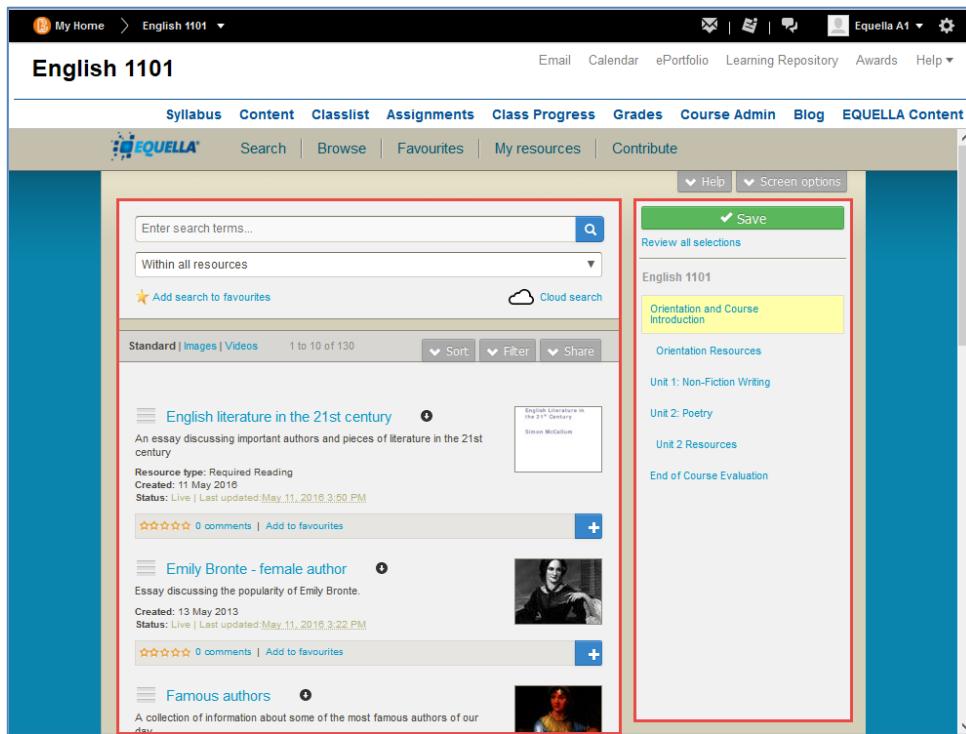


Figure 18 Integration screen – Search/Results and Brightspace panels

- Links are listed along the top of the screen, and can be selected to change the page view. Available pages are:
 - **Search** (default) – see [Search](#) on page 17 for further details.
 - **Browse** – see [Browse](#) on page 23 for further details.
 - **Favourites** – see [Favourites](#) on page 24 for further details.
 - **My resources** – see [My resources](#) on page 27 for further details.
 - **Contribute** – see [Contribute](#) on page 28 for further details.
- The **Search/Results** panel has relevant search options for each page, and the *Results box* underneath.
- The **Brightspace** panel shows the Course title, and lists the Course modules. The first course module is highlighted and bolded. EQUELLA resources are selected and added to course modules during the selection session. Selections can be previewed before they are saved to the Brightspace course modules by clicking the course module or clicking the **Review all selections** link.

EQUELLA Integration screen pages

Search

The **Search** page enables users to search all resources, a specific collection or an advanced search. Additionally, users can search the Cloud (OER) for matching results. The **Search** page is the default display option when the integration screen opens, but can be accessed from other pages by clicking the **Search** link at the top of the page. An example is shown in Figure 19.

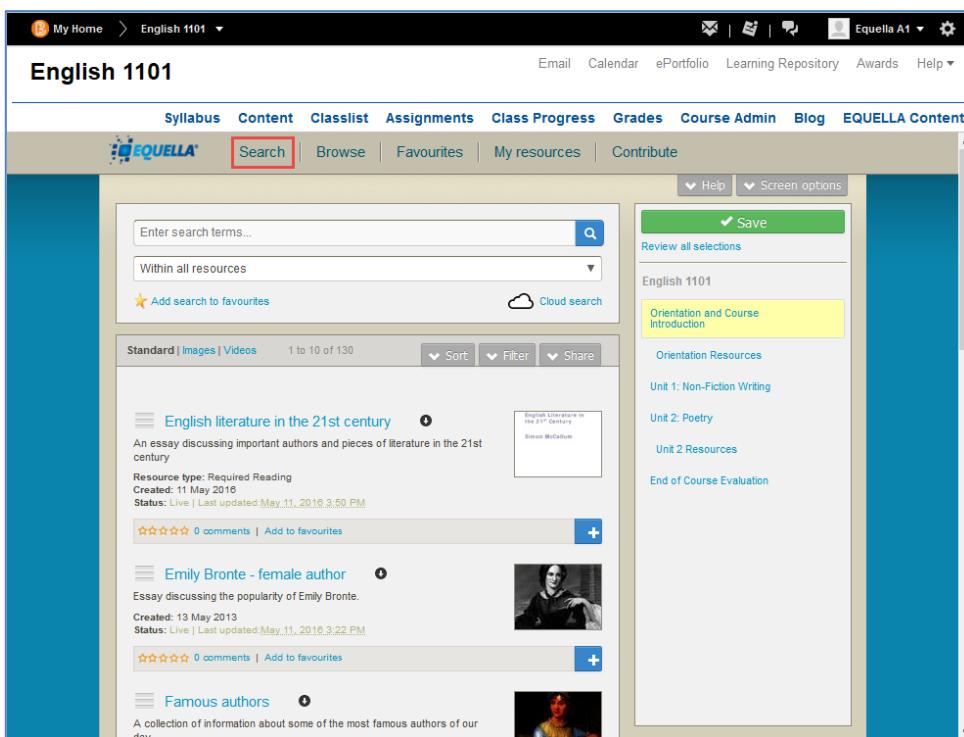


Figure 19 Integration screen - Search page

The **Search** page displays the **Search box** above the **Results box**.

The **Search** box comprises:

- a basic keyword search field
- **Within** drop-down to filter results by collection or advanced search (see [Search by collection](#) on page 18 and [Advanced search](#) on page 19 for further information).
- **Add search to favourites link** – opens the *Add search to favourites* dialog (see [Adding or removing favourite resources](#) on page 25 for further information).
- **Cloud search** link – allows users to search the Cloud (OER content). (*NOTE: This option may not be enabled for all integrations.*)

An example of the Search box is shown in Figure 20.



Figure 20 Search box

To search for a resource

1. Enter keyword/s (e.g. *authors*) in the search field.
2. Select a suggestion or click **Search** to return matching results. The matching results from the EQUELLA repository are displayed (local results). An example is shown in Figure 21.

The screenshot shows the EQUELLA interface after a search for 'authors'. The search bar at the top contains 'authors'. Below it, a dropdown menu is set to 'Within all resources'. A 'Cloud search' button is visible, showing 'Found 13,038 cloud results'. The main search results area displays three items under the heading 'Famous authors':

- An overview of some recent famous **authors** - includes essays and images. Created: 10 April 2013. Status: Live | Last updated: May 11, 2016 3:15 PM. Relevance: 2.806. It has 1 comment and an 'Add to favourites' button.
- A collection of information about some of the most famous **authors** of our day. Status: Live | Last updated: May 11, 2016 3:17 PM. Relevance: 2.572. It has 3 comments and an 'Add to favourites' button.
- Authors of the 20th century**. It has an 'Add to favourites' button.

On the right side, there is a sidebar for 'English 1101' with sections like 'Orientation and Course Introduction', 'Orientation Resources', 'Unit 1: Non-Fiction Writing', 'Unit 2 Resources', and 'End of Course Evaluation'. A 'Save' button is also present in the sidebar.

Figure 21 Search results

The number of search results viewable on the current page is displayed alongside the total number of matching results.

Search results can be sorted and filtered. See the [Search results – Standard view](#) section on page 34 for more information.

Search by collection

Select a collection (e.g. *Learning resources*) to display only matching resources belonging to that collection. If the **Search** field is left blank, all resources belonging to the selected collection are displayed.

To search within a specific collection

1. Click the **Within** drop-down to display the available search categories. An example is shown in Figure 22.

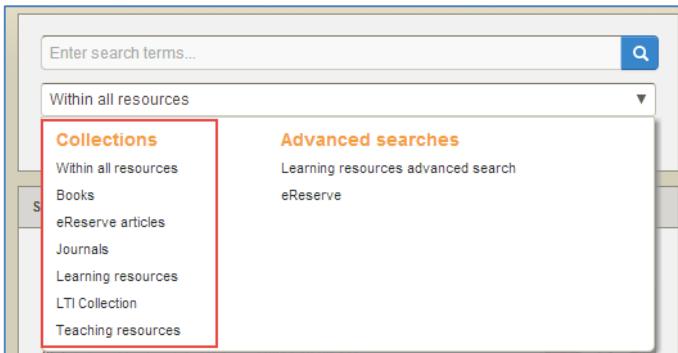


Figure 22 Within drop-down – Collections

2. Select the required Collection to display only resources belonging to that collection.

Advanced search

An advanced search provides a means of searching specifically within the metadata (information) associated with a resource. It makes searching for a particular resource easier, and can be targeted to specific users, groups or roles.

To conduct an advanced search

1. Click the **Within** drop-down to display the available search categories. An example is shown in Figure 23.

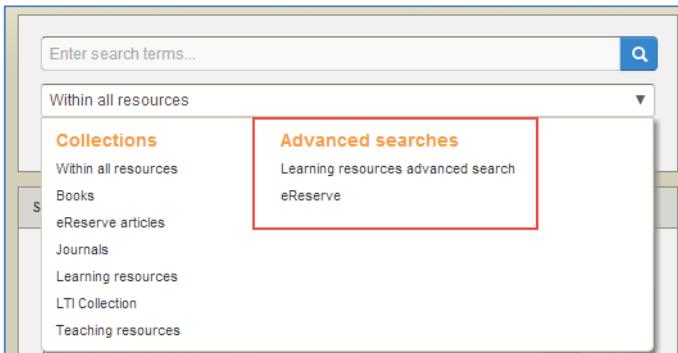


Figure 23 Within drop-down - Advanced searches

2. Select an advanced search (e.g. *Learning resources advanced search*) from the **Advanced searches** list. The advanced search criteria page displays. An example is shown in Figure 24.

The screenshot shows the EQUELLA interface for the English 1101 course. At the top, there's a navigation bar with links for My Home, English 1101, Email, Calendar, ePortfolio, Learning Repository, Awards, and Help. Below the navigation is a toolbar with icons for messaging, notifications, and account settings, along with a dropdown for 'Equella A1'.

The main content area is titled 'English 1101'. It features a search bar and a 'Learning resources advanced search' dropdown menu. The search criteria are organized into several sections:

- Format of resource:** Includes checkboxes for Audio, Video, Image, Document, and Other.
- Aggregation level:** Includes checkboxes for Level 1, Level 2, Level 3, and Level 4.
- Learning resource type:** A large section with many checkboxes for various types like Diagram, Figure, Lab demonstration, Problem statement, Simulation, etc., grouped into rows of three.

At the bottom right of the search form is a 'Search' button. To the right of the search form is a sidebar with a green 'Save' button and a 'Review all selections' link. The sidebar also lists course sections: Orientation and Course Introduction, Orientation Resources, Unit 1: Non-Fiction Writing, Unit 2: Poetry, Unit 2 Resources, and End of Course Evaluation.

Figure 24 Advanced search criteria page

3. Select criteria (e.g. click **Image** in the **Format of resource** section) and click at the bottom of the criteria page to display the search results page with search criteria in place. An example is shown in Figure 25.

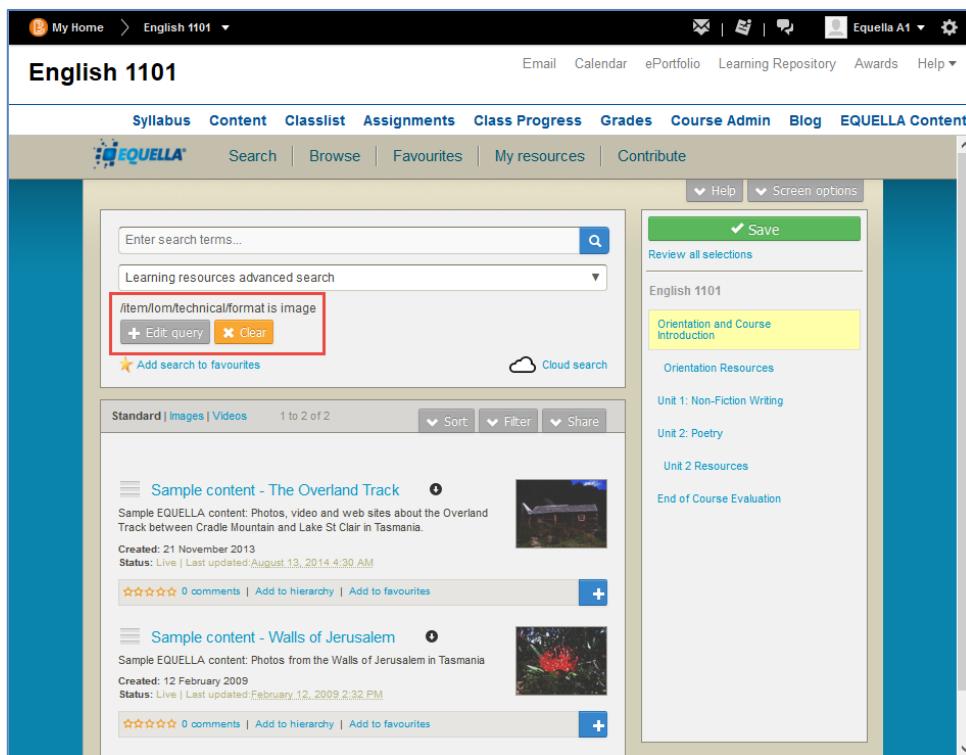


Figure 25 Advanced Search criteria in place

Additional advanced search information and buttons are added to the **Search** pane, as shown in Figure 25.

4. Select **+ Edit query** from the search pane to open the advanced search criteria page and change or refine the search criteria, or **Clear** to remove the criteria.

See the *EQUELLA Advanced Search Configuration Guide* for information on creating advanced searches.

Cloud searching

The Cloud search (when enabled) occurs simultaneously with the standard EQUELLA search and searches the OER repository in the cloud. When a search term is entered on an EQUELLA search page and matching items are located in the cloud, the user can easily view and select cloud content in addition to local EQUELLA content.

To view Cloud results

1. Once a search has been performed, from the results page click the **Found x cloud results** link in the bottom-right of the **Search box** to view the matching OER results. An example is shown in Figure 26.

The screenshot shows the EQUELLA interface with a search bar containing 'authors'. Below the search bar are dropdown menus for 'Within all resources' and 'Add search to favourites'. A red box highlights the message 'Found 13,038 cloud results' next to a cloud icon. The main results area shows three items: 'Famous authors' (with a 1-star rating), 'Famous authors' (with a 3-star rating), and 'Authors of the 20th century'. On the right side, there is a sidebar for 'English 1101' with sections for 'Orientation and Course Introduction', 'Orientation Resources', 'Unit 1: Non-Fiction Writing', 'Unit 2: Poetry', 'Unit 2 Resources', and 'End of Course Evaluation'. A green 'Save' button is visible at the top right.

Figure 26 Cloud results link

- Click the **Local resource** link to return to the local resource results. An example is shown in Figure 27.

The screenshot shows the EQUELLA interface with a search bar containing 'Enter search terms...' and a red box highlighting the 'Local resources' link. Below the search bar are dropdown menus for 'Add search to favourites' and 'Screen options'. The main results area shows three items: 'Farnsworth House' (with a 1-star rating), 'Photograph of civilians working in an office at Luke Air Force Base (Ariz.)' (with a 1-star rating), and 'Ben Williams, 1908' (with a 1-star rating). On the right side, there is a sidebar for 'English 1101' with sections for 'Orientation and Course Introduction', 'Orientation Resources', 'Unit 1: Non-Fiction Writing', 'Unit 2: Poetry', 'Unit 2 Resources', and 'End of Course Evaluation'. A green 'Save' button is visible at the top right.

Figure 27 Cloud results with Local resources link

See the *EQUELLA Searching User Guide* for more information on searching.

Browse

The Browse view enables users to browse the EQUELLA repository using pre-defined hierarchy topics.

To Browse EQUELLA resources

1. Select the **Browse** link from the top of the page. An example is shown in Figure 28.

The screenshot shows the Brightspace integration screen for the English 1101 class. At the top, there is a navigation bar with links for My Home, English 1101, Email, Calendar, ePortfolio, Learning Repository, Awards, and Help. Below the navigation bar, there is a secondary menu with links for Syllabus, Content, Classlist, Assignments, Class Progress, Grades, Course Admin, Blog, and EQUELLA Content. The EQUELLA Content link is highlighted with a red box. The main content area is titled "Browse" and contains a sidebar with links for "Browse resources by format...", "Training documentation (30)", "Research repository resources (131)", "Teaching resources (20)", "Photography (3)", and "LTI tools (3)". There is also a link to "Add search to favourites". To the right of the sidebar, there is a list of resources under the heading "English 1101". The first item in the list, "Orientation and Course Introduction", is highlighted with a yellow box. Other items in the list include "Orientation Resources", "Unit 1: Non-Fiction Writing", "Unit 2: Poetry", "Unit 2 Resources", and "End of Course Evaluation". At the bottom of the sidebar, there is a green button labeled "Save" with a checkmark and a link to "Review all selections".

Figure 28 Integration screen - Browse page

2. Select the required hierarchy topic/subtopic to view results.

When drilling down into hierarchy sub-topics, use the breadcrumbs to move back to higher-level sub-topics. An example is shown in Figure 29.

The screenshot shows the EQUELLA interface for the English 1101 course. The left sidebar has a 'Save' button and a list of course sections: Orientation and Course Introduction (selected), Orientation Resources, Unit 1: Non-Fiction Writing, Unit 2: Poetry, and Unit 2 Resources, End of Course Evaluation. The main content area shows a 'Documents' section with two items: 'T.S. Eliot - Study notes' and 'English literature in the 21st century'. Each item has a thumbnail, a title, a brief description, creation and update dates, and a rating section.

Figure 29 Browse page - hierarchy breadcrumb

Favourites

The **Favourites** view displays resources or searches that have been marked as favourites by the logged on user.

Viewing favourite resources

To view the Favourites (Resources) page

1. Select the **Favourites** link from the top of the page. The Favourites page opens and favourite resources display as the default. An example is shown in Figure 30.

Favourites

Resources | Searches

Standard | Images | Videos 1 to 2 of 2 Sort Filter

Authors of the 20th century An essay covering many of the famous authors of the 20th century
Created: 13 May 2013 Status: Live | Last updated: May 11, 2016 3:15 PM Date favoured: May 12, 2016 9:34 AM

Emily Bronte - female author Essay discussing the popularity of Emily Bronte.
Created: 13 May 2013 Status: Live | Last updated: May 11, 2016 3:22 PM Tags: bronte Date favoured: May 12, 2016 9:34 AM

Save Review all selections

English 1101

Orientation and Course Introduction

Orientation Resources

Unit 1: Non-Fiction Writing

Unit 2: Poetry

Unit 2 Resources

End of Course Evaluation

Figure 30 Favourites page

Adding or removing favourite resources

Resources can be added to or removed from *Favourites* by clicking the **Add to favourites** link or **Remove from favourites** link from the search results page. An example is shown in Figure 31.

Enter search terms...

Within all resources

Add search to favourites Cloud search

Standard | Images | Videos 1 to 10 of 130 Sort Filter Share

English literature in the 21st century An essay discussing important authors and pieces of literature in the 21st century
Resource type: Required Reading
Created: 11 May 2013 Status: Live | Last updated: May 11, 2016 3:50 PM

Emily Bronte - female author Essay discussing the popularity of Emily Bronte.
Created: 13 May 2013 Status: Live | Last updated: May 11, 2016 3:22 PM

Save Review all selections

English 1101

Orientation and Course Introduction

Orientation Resources

Unit 1: Non-Fiction Writing

Unit 2: Poetry

Unit 2 Resources

End of Course Evaluation

Figure 31 Add to/Remove from favourites links

Viewing favourite (saved) searches

To view favourite (saved) searches

1. Select the **Favourites** link from the top of the page. The Favourites page displays showing favourite resources.
2. Click the **Searches** link at the top-left of the **Favourites** page to view saved searches. An example is shown in Figure 32.

The screenshot shows the EQUELLA interface for the English 1101 course. The top navigation bar includes links for My Home, English 1101, Email, Calendar, ePortfolio, Learning Repository, Awards, Help, and Equella A1. The main menu has options for Syllabus, Content, Classlist, Assignments, Class Progress, Grades, Course Admin, Blog, and EQUELLA Content. Below the menu, there are links for EQUELLA, Search, Browse, Favourites (highlighted with a red box), My resources, and Contribute. The Favourites section contains a 'Resources' tab (highlighted with a red box) and a 'Searches' tab (highlighted with a red box). The 'Searches' tab is currently selected, showing a search for 'Authors' with one result listed. The sidebar on the right is titled 'English 1101' and lists several saved searches: Orientation and Course Introduction (highlighted with a yellow box), Orientation Resources, Unit 1: Non-Fiction Writing, Unit 2: Poetry, Unit 2 Resources, and End of Course Evaluation.

Figure 32 Favourites - Searches page

3. Click on the required saved search (e.g Authors) to display the search results.

Saving favourite searches

Useful searches can be saved as favourites by users.

To add a search to favourites

1. Run the required search, then click the **Add search to favourites** link found in the **Search box** on the *Search*, *Browse* and *My resources* pages. An example is shown in Figure 33.

The screenshot shows the EQUELLA interface within a Brightspace course shell. The top navigation bar includes links for My Home, English 1101, Email, Calendar, ePortfolio, Learning Repository, Awards, and Help. The main content area is titled 'English 1101' and features a search bar with the term 'authors'. Below the search bar is a dropdown menu set to 'Within all resources'. A red box highlights the 'Add search to favourites' button. To the right, a sidebar for 'English 1101' displays course navigation links: Orientation and Course, Introduction, Orientation Resources, Unit 1: Non-Fiction Writing, Unit 2: Poetry, Unit 2 Resources, and End of Course Evaluation. The main search results area shows a list of items, with the first item being 'Famous authors'.

Figure 33 Search page - Add search to favourites link

2. The **Add search to favourites** dialog displays. An example is shown in Figure 34.

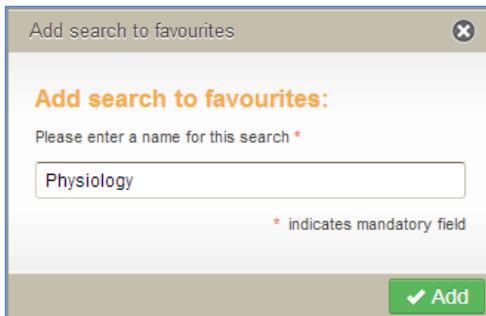


Figure 34 Add search to favourites dialog

3. Enter a name for the search, then click **✓ Add**. The search now displays on the **Favourites – Searches** page, as shown in Figure 32.

My resources

The **My resources** page enables the logged-in user to view and select the EQUELLA resources which they own in one place, including resources with statuses other than *Live*.

To view My Resources

1. Select the **My resources** link from the top of the page. The **My resources** page displays. An example is shown in Figure 35.

The screenshot shows the 'My resources' page in the EQUELLA interface. At the top, there's a navigation bar with links for Syllabus, Content, Classlist, Assignments, Class Progress, Grades, Course Admin, Blog, and EQUELLA Content. Below this is a toolbar with icons for Email, Calendar, ePortfolio, Learning Repository, Awards, and Help. A user profile icon for 'Equella A1' is also present. The main content area is titled 'My resources' and includes tabs for Published, Drafts, Scrapbook, Moderation queue, Archive, All resources (which is highlighted with a red box), and Purchased. There are search and browse buttons, as well as a 'Favourites' button. On the right, there's a sidebar with 'Help' and 'Screen options' buttons, and a 'Save' button with a checkmark. The main content area displays two resource cards: 'Heart of Darkness - Joseph Conrad' and 'Eliot the man'. Each card shows a thumbnail, title, description, creation date, status, and update history. Below each card is a rating section with five stars and a comment count of 0. To the right of the cards is a sidebar for 'English 1101' containing sections for Orientation and Course Introduction, Orientation Resources, Unit 1: Non-Fiction Writing, Unit 2: Poetry, Unit 2 Resources, and End of Course Evaluation.

Figure 35 My resources page - All resources view

This page includes the following views:

Published – resources that have a status of *Live*, that can be selected for Brightspace courses.

Drafts – resources that have a status of *Draft*, that are the user's works in progress (i.e. haven't yet been published or added to moderation). Not available for course selection.

Scrapbook – the function where users can upload files or create HTML pages to be added to EQUELLA resources.

Moderation queue – resources that are currently in moderation.

Archive – resources with a status of *Archived*. Not available for course selection.

All resources – shows all resources, regardless of status. Only those with a status of *Live* can be selected for courses.

Purchased – only relevant to institutions using the *EQUELLA Content Exchange*.

See the *EQUELLA My Resources User Guide* for further information.

Contribute

The **Contribute** page provides the ability to create a new EQUELLA resource that can then be selected and added to a Brightspace course (depending on the moderation process required prior to a resource '*going live*').

To view Contribute page

Select the **Contribute** link from the top of the page. The **Contribute** page displays. An example is shown in Figure 36.

The screenshot shows the EQUELLA interface within a Learning Management System (LMS) environment. At the top, there's a navigation bar with links for Syllabus, Content, Classlist, Assignments, Class Progress, Grades, Course Admin, Blog, and EQUELLA Content. Below this is a secondary navigation bar with links for Search, Browse, Favourites, My resources, and Contribute. The main content area is titled "What type of resource are you contributing?". It features three main sections: "Quick contribution", "Demonstration", and "Teaching resources". The "Quick contribution" section contains a file input field with "No file selected..." and a "Browse" button. The "Demonstration" section lists "Books", "eReserve articles", "Journals", and "Learning resources". The "Teaching resources" section lists "LTI Collection" and "Photography". A vertical scrollbar is visible on the right side of the content area.

Figure 36 Contribute page

Users can select from the Quick contribute pane (which uploads a file, using the file name as the resource title and description in the EQUELLA repository) or a standard collection. A Quick Contribute collection is selected by an administrator from the **Selection Sessions** page accessed from the Settings page.

Quick contribution

To create a new EQUELLA resource using Quick contribution

1. Select the **Contribute** link from the integration screen. The Contribute page displays. An example is shown in Figure 36.
2. In the **Quick contribution** panel, click **Browse** and locate and **Open** the required file.
3. Click **Upload**. An example is shown in Figure 37.

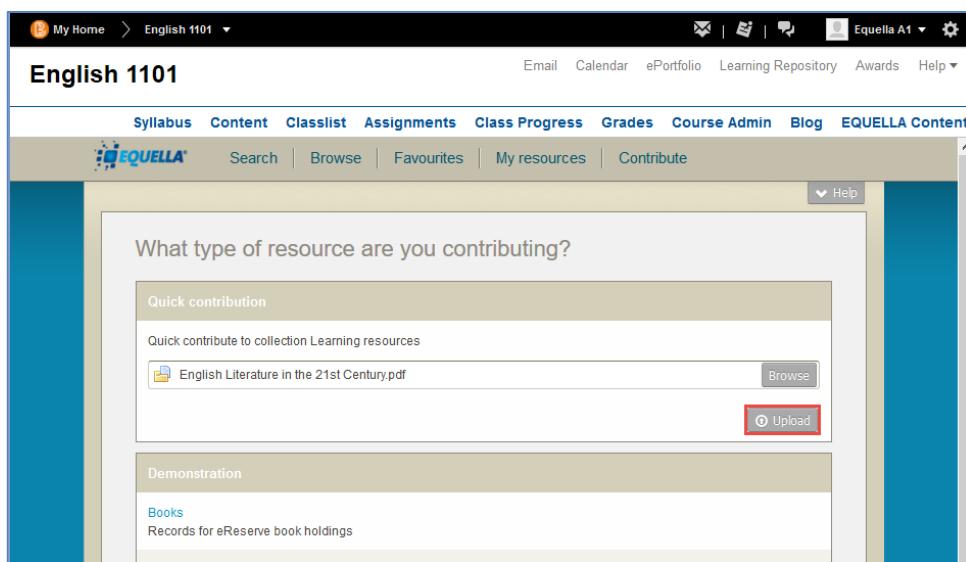


Figure 37 Quick contribute - Upload a file

The file is automatically added to the Brightspace course module the Integration screen was accessed from. An example is shown in Figure 38.

Figure 38 Brightspace course module with Quick contribution file added

Additionally, the file has been added into EQUELLA with the file name as the title and description. An example is shown in Figure 39.

The screenshot shows the EQUELLA search interface. The left sidebar includes links for Dashboard, Favourites, My resources, Search, Contribute, Browse resources by format, Training documentation, Research repository resources, and Teaching resources. The main search area has a search bar with placeholder 'Enter search terms...' and a 'Cloud search' button. Below the search bar, there are filters for Standard, Images, and Videos, and a page number indicator '1 to 10 of 132'. Two items are listed in the results:

- English Literature in the 21st Century.pdf** (document icon)
Created: May 12, 2016
Status: Live (Last updated 12 May 2016 10:00 AM)
0 comments | Add to hierarchy | Add to favourites
- Eliot the man** (document icon)
Information about T S Eliot
Created: May 12, 2016
Status: Live (Last updated 12 May 2016 10:00 AM)

Figure 39 Quick contribution as appears in EQUELLA repository

Standard contribution

To contribute a new EQUELLA resource

1. Select the **Contribute** link from the integration screen. The Contribute page displays. An example is shown in Figure 36.
2. Select a collection (e.g. *Learning resources*) from the list of collections to display a contribution wizard that will guide the user through the contribution process. An example is shown in Figure 40. Wizard controls will differ for each collection.

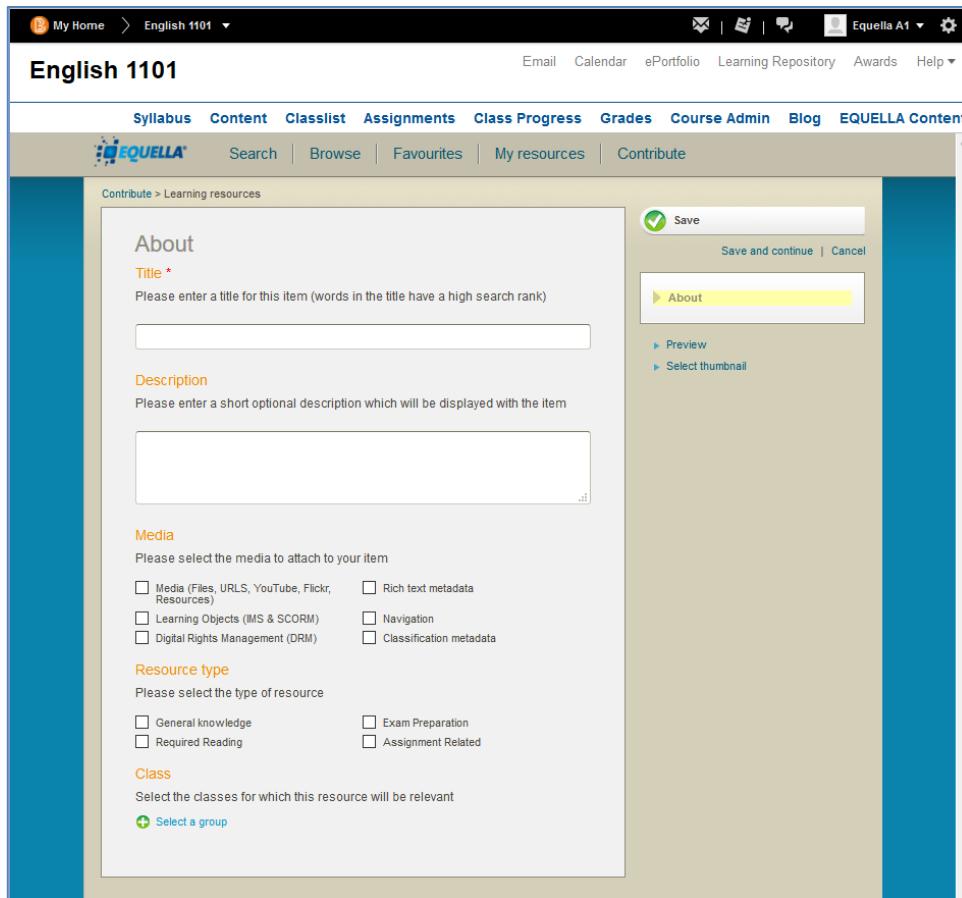


Figure 40 Example contribution wizard

Contribution wizard elements can include:

- **Save**—click the button to save the resource.
- **Preview**—select this link to view the current and previous versions of the resource.
- **Cancel**—select this link to exit the contribution wizard.
- **Next →** and **← Prev**—use these buttons to navigate between multiple wizard pages. An example is shown in Figure 41.

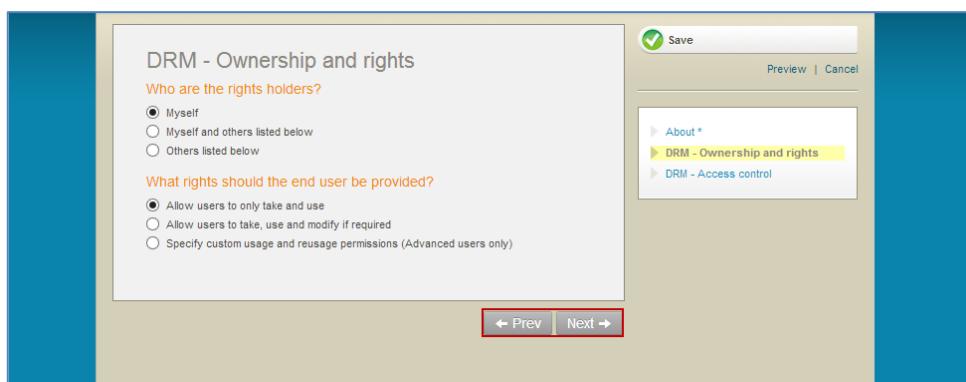


Figure 41 Next and previous buttons in contribution wizard

- **Pages** pane—lists the wizard pages. Select the page name link to move to that page. An example is shown in Figure 42.

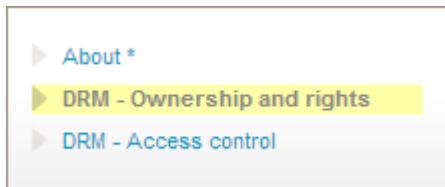


Figure 42 Pages pane

3. Enter all required information relating to the resource being contributed. Fields marked with an asterisk (*) are mandatory fields.
4. Add attachments to the resource using the controls provided.

To submit the resource to the repository

1. Click Save to display a dialog. An example is shown in Figure 43.



Figure 43 Save dialog

2. If the resource is not ready to be submitted, either:
 - Click Save draft—the resource is saved as a draft and can be edited and submitted later, or
 - Click Cancel to close the dialog and return to the resource for further editing.
3. If the resource is ready to be submitted, click Publish. The resource is published to the repository and can be selected for addition to a course (see Figure 45). If the collection selected for contribution is associated with a Moderation Workflow, the dialog shown in Figure 44 displays.

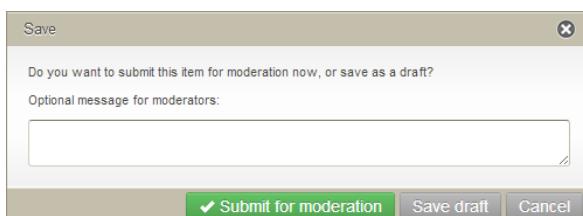


Figure 44 Submit for moderation dialog

Select **Submit for moderation** to enter the resource into the moderation workflow. The **Summary** page displays with the Brightspace panel. An example is shown in Figure 45.

The screenshot shows a web-based learning environment. At the top, there's a navigation bar with links for 'My Home', 'English 1101', 'Email', 'Calendar', 'ePortfolio', 'Learning Repository', 'Awards', and 'Help'. Below this is a secondary navigation bar with 'Syllabus', 'Content', 'Classlist', 'Assignments', 'Class Progress', 'Grades', 'Course Admin', 'Blog', and 'EQUELLA Content'. The main content area displays a resource titled 'Joseph Conrad - Heart of Darkness'. It includes sections for 'Description' (a look at the imagery Conrad uses in Heart of Darkness), 'Documents and links' (listing 'Heart of Darkness.jpg' and 'Conrad.jpg'), and 'Add a comment' (with a rating scale from 1 to 5 stars). To the right, a sidebar for 'English 1101' shows 'Orientation and Course Introduction' highlighted in yellow, along with other sections like 'Orientation Resources', 'Unit 1: Non-Fiction Writing', 'Unit 2: Poetry', 'Unit 2 Resources', and 'End of Course Evaluation'. A 'Save' button is visible at the top right of the sidebar.

Figure 45 Integration screen - Summary page

Search results – Standard view

An example of a Search results page is shown in Figure 46.

The screenshot shows the EQUELLA search interface within a Brightspace course shell. The top navigation bar includes links for My Home, English 1101, Email, Calendar, ePortfolio, Learning Repository, Awards, and Help. The main content area displays search results for the query "Joseph Conrad - Heart of Darkness". The results are shown in Standard view, with three items listed:

- Joseph Conrad - Heart of Darkness**: A look at the imagery Conrad uses in Heart of Darkness. Resource type: General knowledge. Created: May 12, 2016. Status: Live | Last updated: May 12, 2016 10:10 AM.
- English Literature in the 21st Century.pdf**: English Literature in the 21st Century.pdf. Created: May 12, 2016. Status: Live | Last updated: May 12, 2016 10:00 AM.
- Eliot the man**: Information about T S Eliot. Created: May 12, 2016. Status: Live | Last updated: May 12, 2016 9:46 AM.

Each result item includes a star rating, a comment count (0), and links to Add to hierarchy and Add to favourites. To the right of the search results is a sidebar titled "English 1101" which contains course navigation links: Orientation and Course Introduction (highlighted in yellow), Orientation Resources, Unit 1: Non-Fiction Writing, Unit 2: Poetry, Unit 2 Resources, and End of Course Evaluation.

Figure 46 Example Search results page

The Standard view is the default view for the results page. Also available is the Images view (see [Search results – Images view](#) on page 43 for further information) and Videos view (see [Search results – Videos view](#) on page 45).

Within the Standard view, results are displayed in groups of 10, 50 or 100 per page, with paging displayed at the end of the search results page. Information displayed for each matching result can include:

- **Title**—select this link to display the summary page. Further information is provided in the [Resource summary page](#) section on page 47.
- - this drop-down icon displays next to the title when a resource has one or more attachments. Clicking the icon displays the attachments in either a structured or thumbnail grid format, depending on the collection's search results template configuration. (For further information, see the *EQUELLA Collection Definitions Guide*). Click an attachment to open it in the default viewer. Click the icon to close the attachment view.
- **Description**—the description of the resource.
- **Status**—displays the resource status and when it was last updated. Statuses can be *live, archived, deleted, suspended, review, moderating, rejected* or *draft*.

NOTE: Only resources with the status of Live can be added to course modules.

- **Last updated**—the time period passed since the resource was last updated.

- **Star rating and <x> comments**—select this link to display the resource summary page where comments and ratings can be entered. Further information is provided in the [Comments](#) section on page 51.
- **Add to favourites/Remove from favourites**—select this link to add the resource to, or delete it from the resource favourites list (see [Adding or removing favourite resources](#) on page 25 for further information).
- **Add to hierarchy** – opens the **Modify key resource** page to add the resource to a hierarchy topic or sub-topic as a key resource. See [Modify key resource](#) on page 37 for further details.
- **+ click this button to select the resource summary page or attachment for addition to the currently selected Brightspace module.**

Other elements on the Search page include:

- **Help**—click the button to display context-sensitive help at the top of the page. An example is shown in Figure 47. Depending on the context, links to other help topics can also display. Click the button again to hide the help pane.

The screenshot shows the English 1101 course page in EQUELLA. At the top, there's a navigation bar with links like My Home, English 1101, Email, Calendar, ePortfolio, Learning Repository, Awards, and Help. Below the navigation is a toolbar with Syllabus, Content, Classlist, Assignments, Class Progress, Grades, Course Admin, Blog, and EQUELLA Content. A search bar is present, along with buttons for Search, Browse, Favourites, My resources, and Contribute. In the center, there's a 'Search' section with a 'Help' button highlighted with a red box. To the right of the search bar, there's a 'Screen options' button. The main content area displays search results for 'Joseph Conrad - Heart of Darkness'. On the right side, there's a sidebar titled 'Choose EQUELLA resources' with sections for Orientation and Course Introduction, Orientation Resources, Unit 1: Non-Fiction Writing, Unit 2: Poetry, and Unit 2 Resources. A green 'Save' button is visible above the sidebar.

Figure 47 Help page

- **Screen options**—click the button to display the screen configuration options, which can include:
 - **Include results that are not live**—select the checkbox to display all results, regardless of their status. (*NOTE: This option will only display if set by your administrator. Additionally, only resources with a status of Live can be added to courses.*)

- **Number of results per page**—select how many results (10, 50 or 100) are displayed per page from the drop-down list.
- **Search attachments**—uncheck if it is not required to search in attachments for the search terms entered in the search box.

Modify key resource

Resources can be added as key resources to one or more hierarchy topics from the results page. Key resources always display at the top of the hierarchy topic results.

To add or remove a key resource to a hierarchy topic

1. Select the **Add to hierarchy** link from the results page to display the **Modify key resource page**. An example is shown in Figure 48.

The screenshot shows the 'Modify key resource' page in EQUELLA. On the left, there's a sidebar with links like Syllabus, Content, Classlist, Assignments, Class Progress, Grades, Course Admin, Blog, and EQUELLA Content. The main area has tabs for Summary and Details, with 'Details' selected. It says 'Select to add key resource to hierarchy, or uncheck to remove'. Below is a list of resources with checkboxes:

- + Browse resources by format...
- Training documentation
- Research repository resources
- Teaching resources
- Photography
- LTI tools

A checkbox next to 'Orientation and Course Introduction' is checked. At the bottom is a green 'Save' button. A confirmation dialog box is overlaid on the right, showing the checked item and a 'Save' button.

Figure 48 Modify key resource page

2. Click on the plus sign to expand the hierarchy tree and display any subtopics.
3. Select the checkboxes next to the hierarchy topics or subtopics (including dynamic subtopics) to which the resource is to be added as a key resource. Multiple checkboxes can be selected. An example is shown in Figure 48.

*NOTE: Hierarchy topics or subtopics where the selected resource already exists as a key resource will display as checked when the **Modify key resource** page opens. Uncheck to remove the resource as a key resource.*

4. Click **Save**. A confirmation screen displays, as shown in Figure 49.

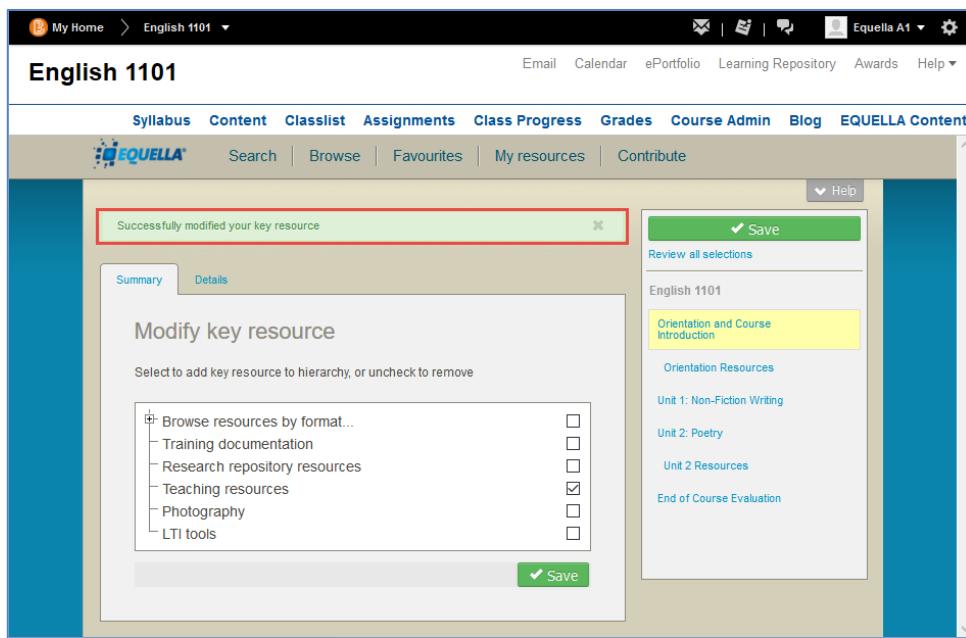


Figure 49 Confirmation of Key resource modification

The resources have now been added (or removed) as key resources for the selected hierarchy topics and/or subtopics.

An example of the key resource on the hierarchy results page is shown in Figure 50.

A screenshot of the EQUELLA hierarchy results page for 'Teaching resources'. The left side shows a list of resources under 'Famous authors', with one item highlighted in red. The right side shows a sidebar with course navigation and a 'Save' button. The highlighted resource in the list has a red border around its title and description. The title is 'Famous authors' and the description is 'A collection of information about some of the most famous authors of our day.' Below the title is a status message: 'Status: Live | Last updated May 11, 2016 3:17 PM'. There are three stars and a comment count of '3 comments'. Below the status are links for 'Add to favourites' and 'Remove key resource'.

Figure 50 Key resource displaying at top of hierarchy results

See the *EQUELLA Hierarchy Configuration Guide* for further information on hierarchies and key resources.

Sorting, filtering and sharing results

Resources can be sorted and filtered using the Sort and Filter drop-downs.

Sort results

Clicking the **Sort** drop-down opens the **Sort** pane, which provides options for sorting the results list. An example is shown in Figure 51.

The screenshot shows the EQUALLA interface for a course titled "English 1101". The top navigation bar includes links for My Home, English 1101, Email, Calendar, ePortfolio, Learning Repository, Awards, Help, and the Equella A1 icon. Below the navigation is a toolbar with icons for Search, Browse, Favourites, My resources, and Contribute. The main content area displays a search bar, a "Within all resources" dropdown, and a "Cloud search" button. A "Sort" button is highlighted with a red box. To the right, a sidebar titled "Orientation and Course Introduction" lists "Orientation Resources", "Unit 1: Non-Fiction Writing", "Unit 2: Poetry", and "Unit 2 Resources". At the bottom, there are two resource cards: "Joseph Conrad - Heart of Darkness" and "English Literature in the 21st Century.pdf".

Figure 51 Sort options

The **Sort results by** drop-down list can include: **Relevance**, **Date last modified**, **Date created**, **Title** or **User rating**. Selecting the **Reverse order of results** checkbox reverses the selected sort order, for example reversing a title ordering from A–Z to Z–A.

Click the **Sort** drop-down again to toggle the Sort pane display.

Filter results

Clicking the **Filter** drop-down displays the **Filter** pane which provides options for reducing the number of displayed results by entering filter criteria. Clicking the **Filter** drop-down again closes the filter options display. An example is shown in Figure 52.

The screenshot shows the EQUELLA interface for a course titled "English 1101". The top navigation bar includes links for Syllabus, Content, Classlist, Assignments, Class Progress, Grades, Course Admin, Blog, and EQUELLA Content. The sidebar on the right lists course sections: Orientation and Course Introduction (selected), Orientation Resources, Unit 1: Non-Fiction Writing, Unit 2: Poetry, Unit 2 Resources, and End of Course Evaluation. A central search panel features a search bar, a dropdown for "Within all resources", and a "Cloud search" button. Below the search bar are three filter sections: "Filter by owner" (with a "Select user" button), "Filter by date modified" (with a date range selector), and "Filter by resource type" (with a "Image" checkbox). A preview of a resource titled "Joseph Conrad - Heart of Darkness" is shown at the bottom.

Figure 52 Filter options

The following filters are available:

Filter by owner

Click **Select user** to display the **Select owner to filter by** dialog. Enter search terms and click **Search** to display a list of matching results. An example is shown in Figure 53.

The dialog box is titled "Select owner to filter by" and contains a sub-section "Select user(s)". It includes a search input field with placeholder "o" and a "Search" button. A list of users is displayed with radio buttons next to each name and their logins. The users listed are: Jo Bloggs (JBloggs), equellademo (equellademo), Greg Brown (GBrown), and int.demoteacher (int.demoteacher). At the bottom is a green "Select this user" button with a checkmark icon.

Figure 53 Select owner to filter by dialog

Select a user (e.g. *Administration User*) then click **Select this user** to filter the results to those owned by the selected user. The selected owner is displayed in the **Filter by owner** section. An example is shown in Figure 54.

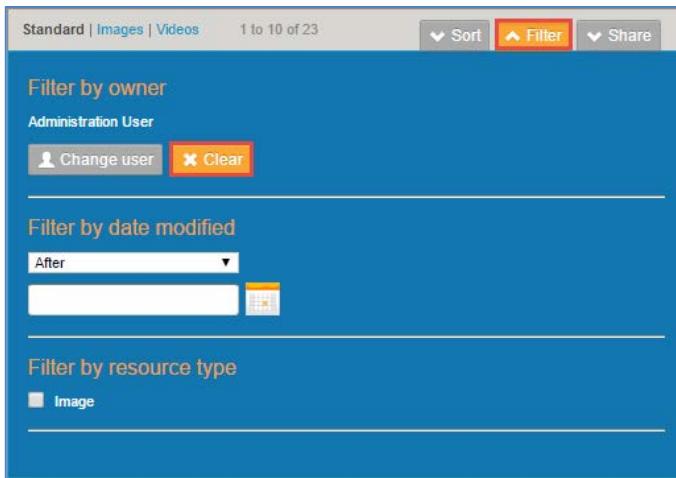


Figure 54 Example with Owner filter set

The owner selected can be changed by clicking **Change user**, or removed by clicking **Clear**. Note that the **Filter** tab label displays in orange once a filter is set.

Filter by date modified

Select a qualifier from the drop-down list: **After**, **Before**, **Between** or **On**, then click the **calendar** field or to display a calendar control. An example is shown in Figure 55.

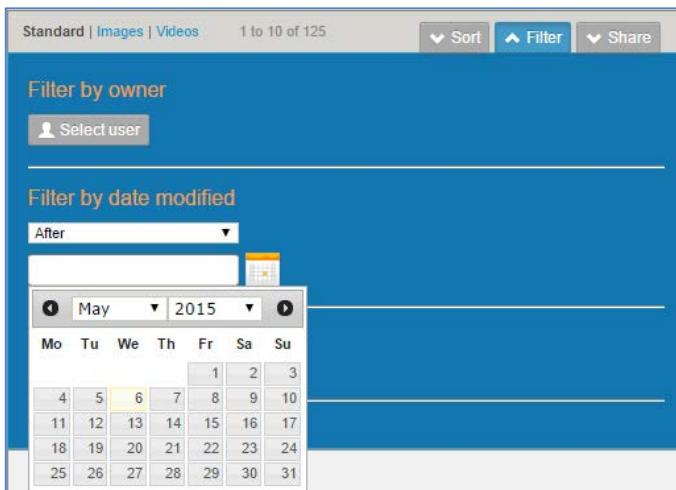


Figure 55 Calendar control

Select **Clear** to remove the filtering criteria.

Clear filters

An '*X records have been filtered out*' message is displayed when a filter has been applied to search results. Additionally, the **Filter** tab label is highlighted in orange. An example is shown in Figure 56.

The screenshot shows the Equella interface within a Brightspace course shell. The top navigation bar includes links for My Home, English 1101, Email, Calendar, ePortfolio, Learning Repository, Awards, and Help. The main content area is titled "English 1101" and features a search bar with the placeholder "Enter search terms...". A dropdown menu "Within all resources" is open, showing the filter criteria: "93 records have been filtered out - clear filters". Below the search bar, there are tabs for Standard, Images, and Videos, with "Standard" selected. A "Sort" button is followed by a red "Filter" button, which is highlighted with a yellow background. To the right of the search area is a sidebar with a "Save" button and a "Review all selections" link. The sidebar also lists course sections: "Orientation and Course Introduction" (highlighted in yellow), "Orientation Resources", "Unit 1: Non-Fiction Writing", "Unit 2: Poetry", "Unit 2 Resources", and "End of Course Evaluation". In the main content area, two resource cards are visible: "English literature in the 21st century" and "Famous authors".

Figure 56 Filtered results – message and tab highlight

Select the **clear filters** link to remove the filter criteria and display all results.

Share results

Search results can be shared with other users by sending them the search results for their use.

Clicking the **Share** tab at the top of the Results box displays the **Share search query** pane where results can be shared by: RSS or Atom feed, via URL and via e-mail. An example is shown in Figure 57.

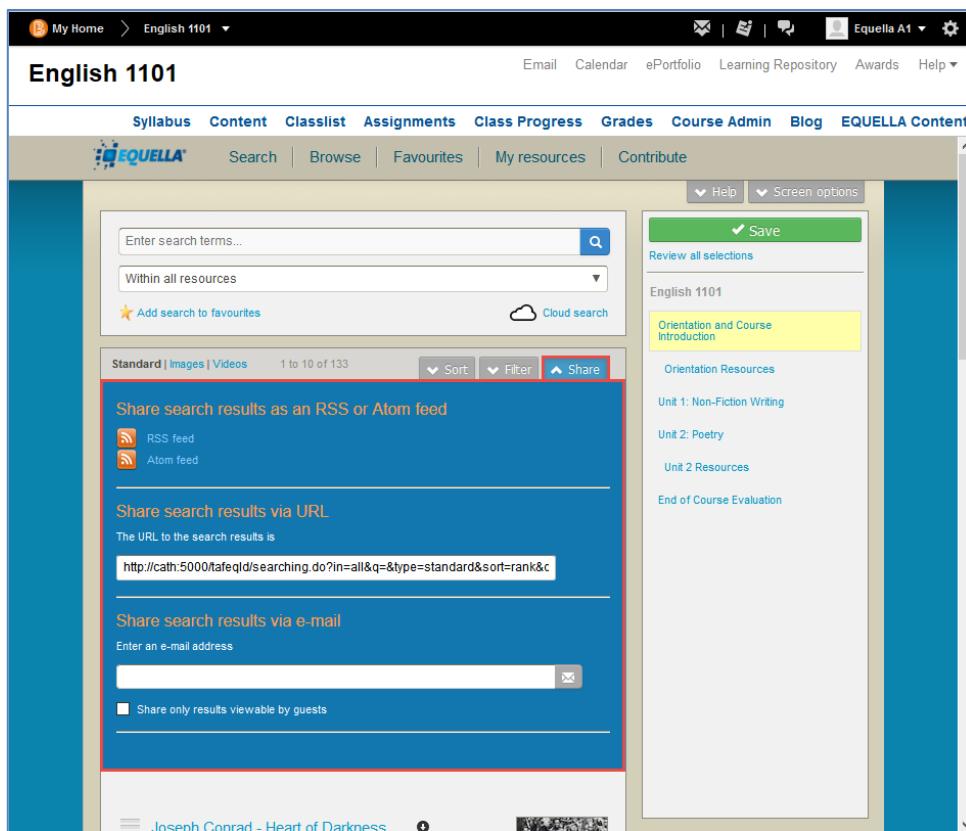


Figure 57 Share search results dialog

- **Share search results as an RSS or Atom feed**—selecting the **RSS feed** or **Atom feed** link will display a subscription page. Subscribed users are notified if resources are updated or added to the search results.
- **Share search results via URL**—users can send a link to the search results page to other users by copying and pasting the URL into an email or other document. The EQUELLA log in page is displayed when the link is clicked. After logging in, the user is taken directly to the search results page.
- **Share search results via e-mail**—users can send results to others via email. Enter an email address in the field provided and click . Check the **Share only results viewable by guests** checkbox if sending to users outside your institution.

Search results – Images view

Resource results can be viewed in an image grid format. Each resource can be allocated one image thumbnail to be used for the Images view from its image attachments. The images cannot be selected for course modules from the Images view, as the image thumbnail is representative of the whole resource, not just one attachment.

To display results in the Images view

1. In the top-left of the Results box, click the **Images** link. The equivalent results in an image gallery format display. An example is shown in Figure 58.

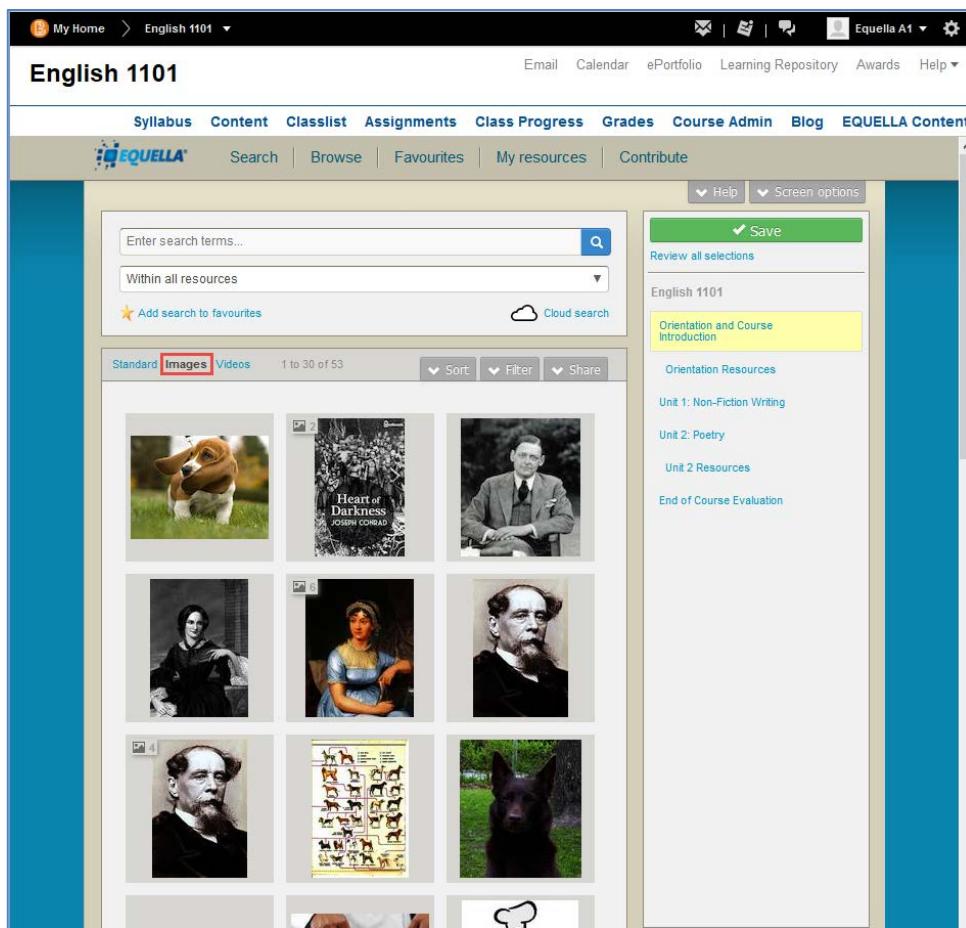


Figure 58 Images view

The Search box can still be used to enter search criteria or restrict searches to specific collections or advanced searches, but the results show in a thumbnail format. Click the **Standard** link to return to the standard view.

Up to 30 images are displayed per page, with links to other pages if relevant. Image aspect ratios are maintained in the thumbnail views, making it easy to determine if the image has a horizontal or vertical orientation.

Hover the mouse over a specific image to display a larger version (image will show as actual size to a maximum of 500 x 500 pixels). An example is shown in Figure 59.

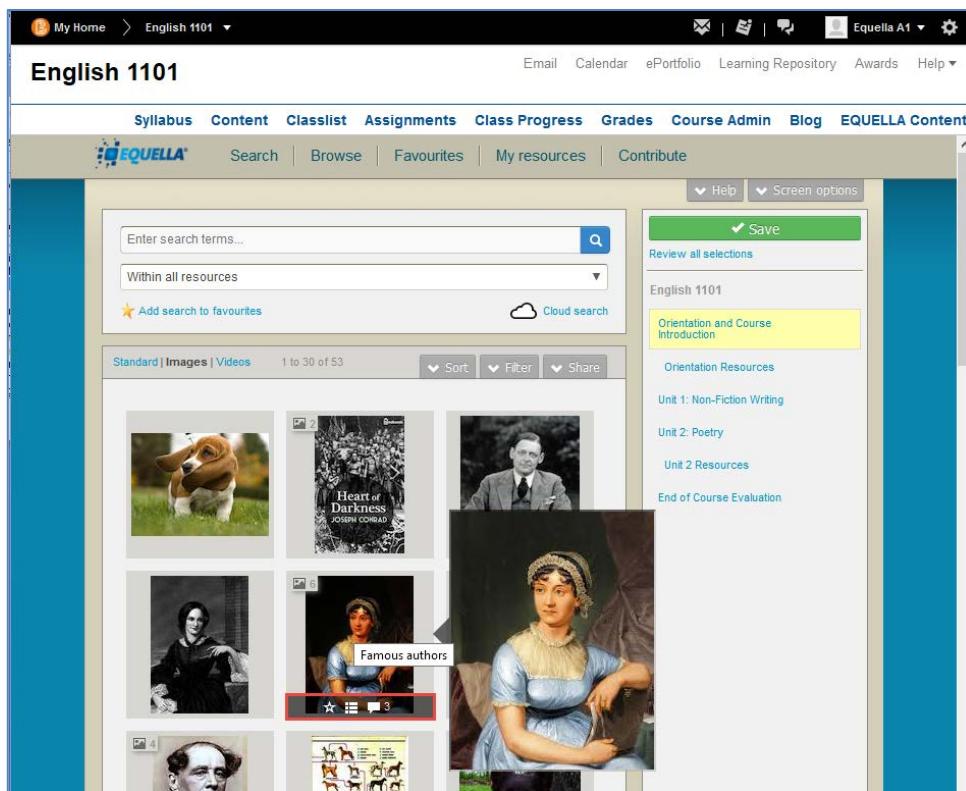


Figure 59 Images view - image enlarged with mouse hover

While the mouse is hovering over a specific image, a menu displays at the bottom of the thumbnail, containing the following icons:

- Click to open the **Add to favourites** dialog and add the resource to your Favourites (see [Adding or removing favourite resources](#) on page 25 for further information).
- Click to open the **Modify key resource** dialog to add or delete the resource as a key resource from a hierarchy (see [Modify key resource](#) on page 37 for further information).
- Click to open the Resource summary page with a focus on the Comments section.

Click the thumbnail image to open the **Resource summary** page.

Search results – Videos view

Resource results can be viewed in a video grid format. Resources with attached video files or linked streaming media can display one video thumbnail and preview to represent the resource on the Videos view page. The videos cannot be added to course modules from the Videos view, as the video thumbnail is representative of the whole resource, not just one attachment.

To display results in the Videos view

1. In the top-left of the Results box, click the **Videos** link. The equivalent results in a video gallery format display. An example is shown in Figure 60.

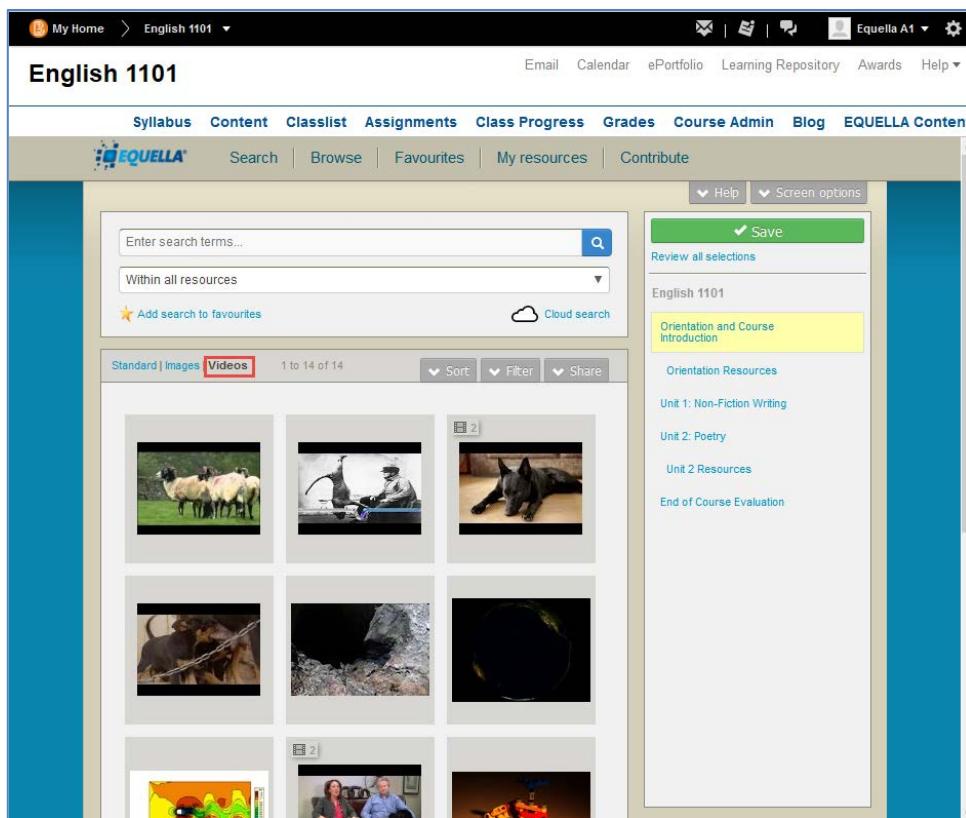


Figure 60 Videos view

The Search box can still be used to enter search criteria or restrict searches to specific collections or advanced searches, but the results show in a thumbnail format. Click the **Standard** link to return to the standard view.

Up to 30 videos are displayed per page, with links to other pages if relevant.

Hover the mouse over a specific video to display a larger version with a **Play** button to start playing a review. To stop playing the preview, point the mouse away from the preview box. An example is shown in Figure 61.

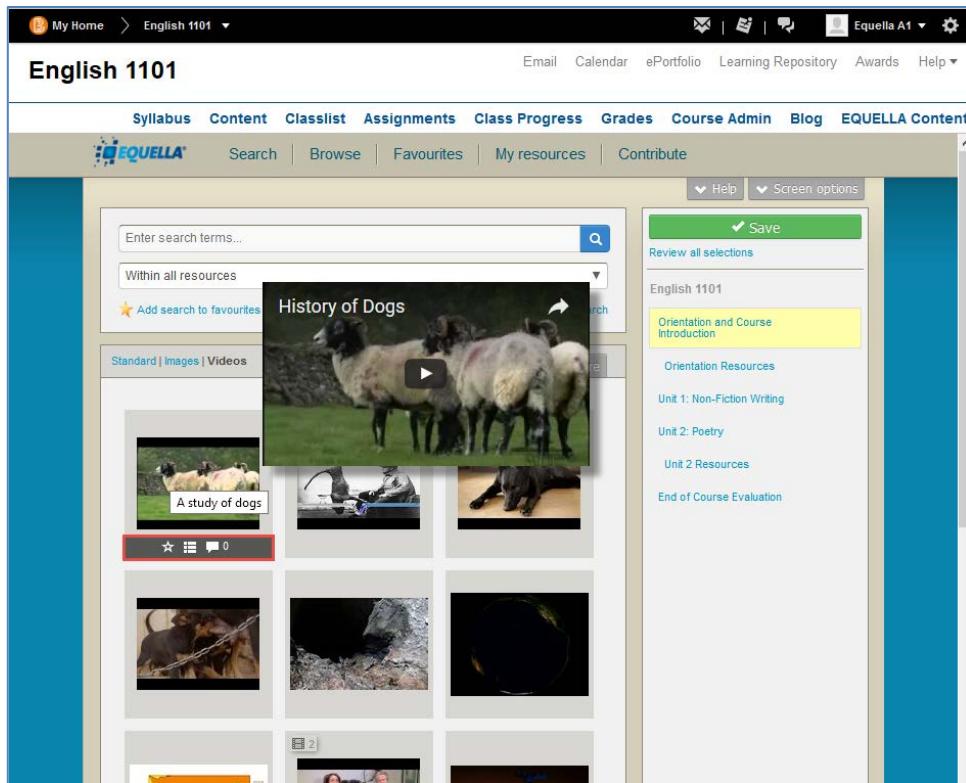


Figure 61 Videos view - video enlarged with mouse hover

While the mouse is hovering over a specific video, a menu displays at the bottom of the thumbnail, containing the following icons:

- ★ - Click to open the **Add to favourites** dialog and add the resource to your Favourites (see [Adding or removing favourite resources](#) on page 25 for further information).
- ≡ - Click to open the **Modify key resource** dialog to add or delete the resource as a key resource from a hierarchy (see [Modify key resource](#) on page 37 for further information).
- ▶ 1 - Click to open the Resource summary page with a focus on the Comments section.

Click the thumbnail image to open the **Resource summary** page.

Resource summary page

The Resource summary page is used to view, edit, comment and rate resources. An example is shown in Figure 62.

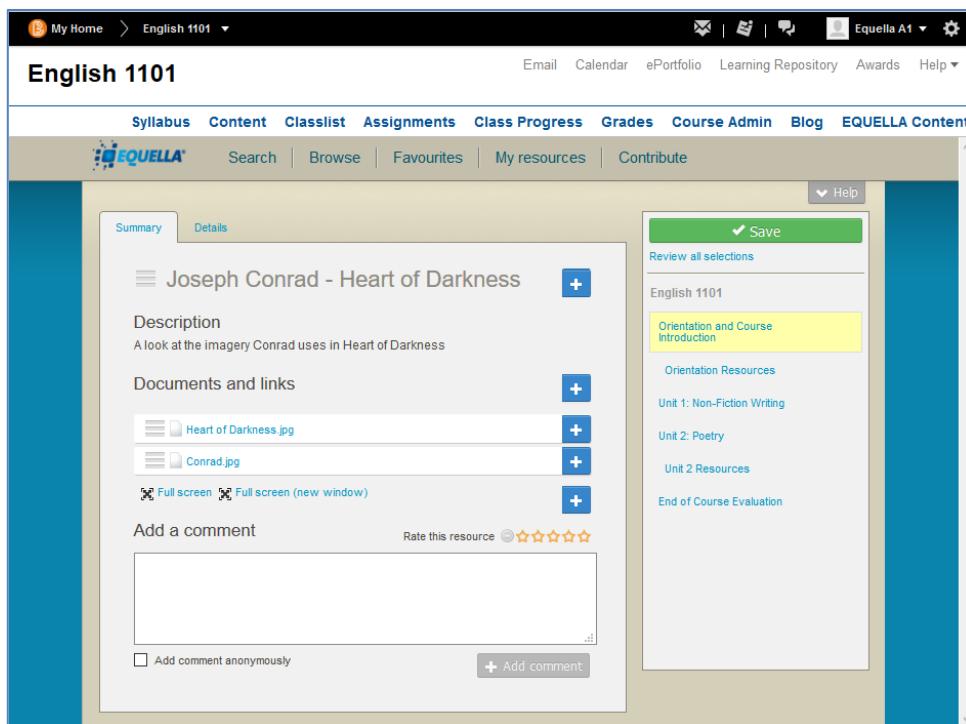


Figure 62 Integration screen Resource summary page - Summary tab (default)

The summary page displays two tabs:

Summary – is the default display and shows the resource name, description, attachment list and viewing options, and ratings and comments (see [Summary tab](#) on page 48 for further details).

Details – displays details about the resource, including *Owner*, *Collection*, *Status* and *Version*. Additionally, actions that can be performed on the resource can be accessed from the **Actions** list (see [Details tab](#) on page 51 for further details).

Summary tab

The **Summary** tab displays the following information:

- **Title**
- **Description**
- **Links to resources section** – lists the resource attachments. See [View attachments](#) on page 48 for further information.
- **Full screen/Full screen (new window) links** – opens all of the attachments in a full screen mode.
- **Comments and ratings section** – see [Comments](#) on page 51.

View attachments

The attachments section displays links to attachments, thumbnail images and viewers configured to view the resources.

To display an attachment

1. Select an attachment link to display the attachment in the default viewer. An example is shown in Figure 63.

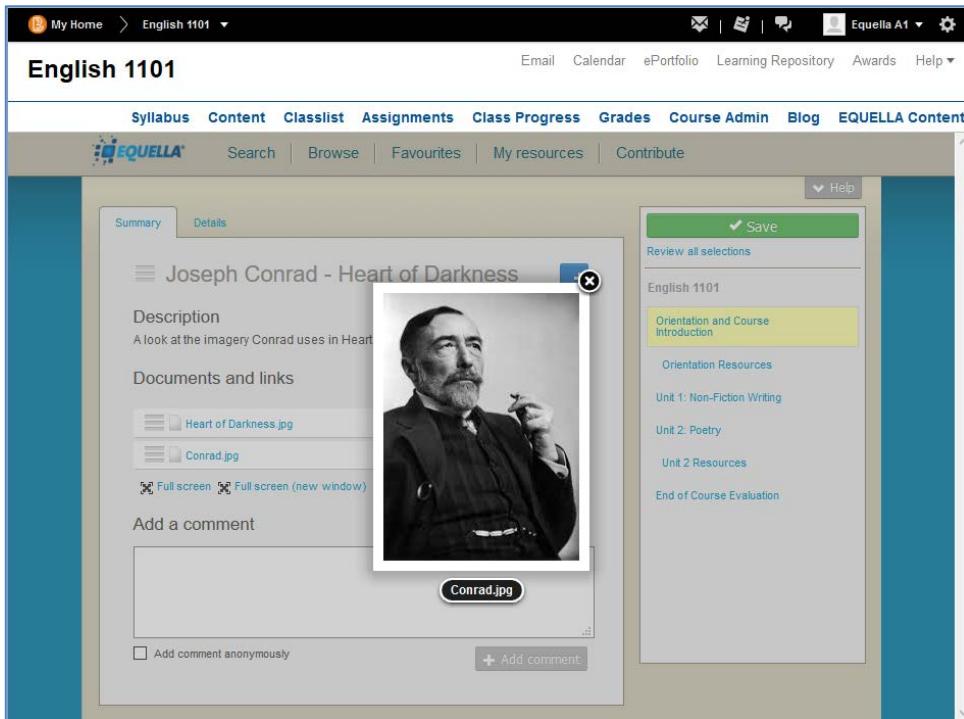


Figure 63 Attachment displayed in default viewer

To display attachment details and viewer options

1. Select the down arrow to the right of the attachment, or click in the space between, to display an expandable pane. This pane contains an image preview, name, type and size of attachment, and viewer options. An example is shown in Figure 64.

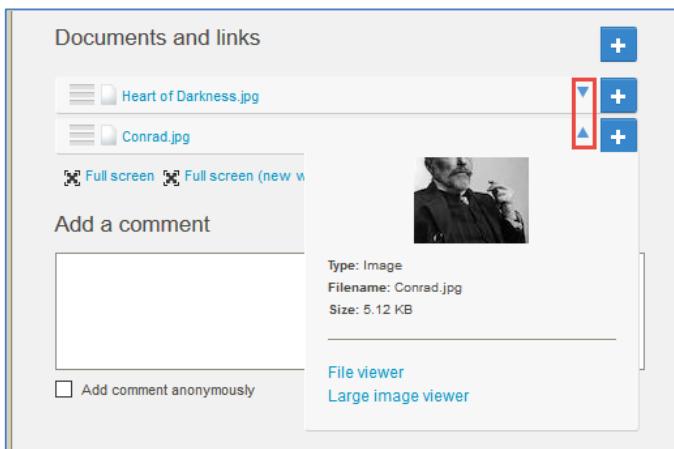


Figure 64 Viewer options

2. Select a configured viewer (e.g. **Large image viewer**) to display the attachment. An example is shown in Figure 65.

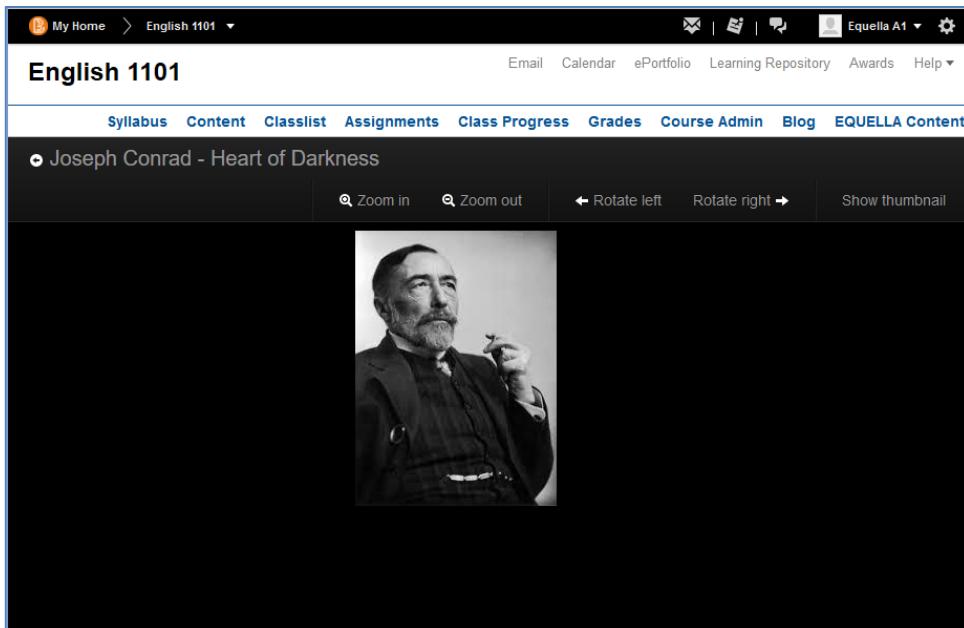


Figure 65 Attachment displayed in large image viewer

Further information is provided in the [Large image viewer](#) section on page 64.

To display all attachments

1. Select the **Full screen** link at the bottom of the attachments list to display all attachments in the default viewer. An example is shown in Figure 66.

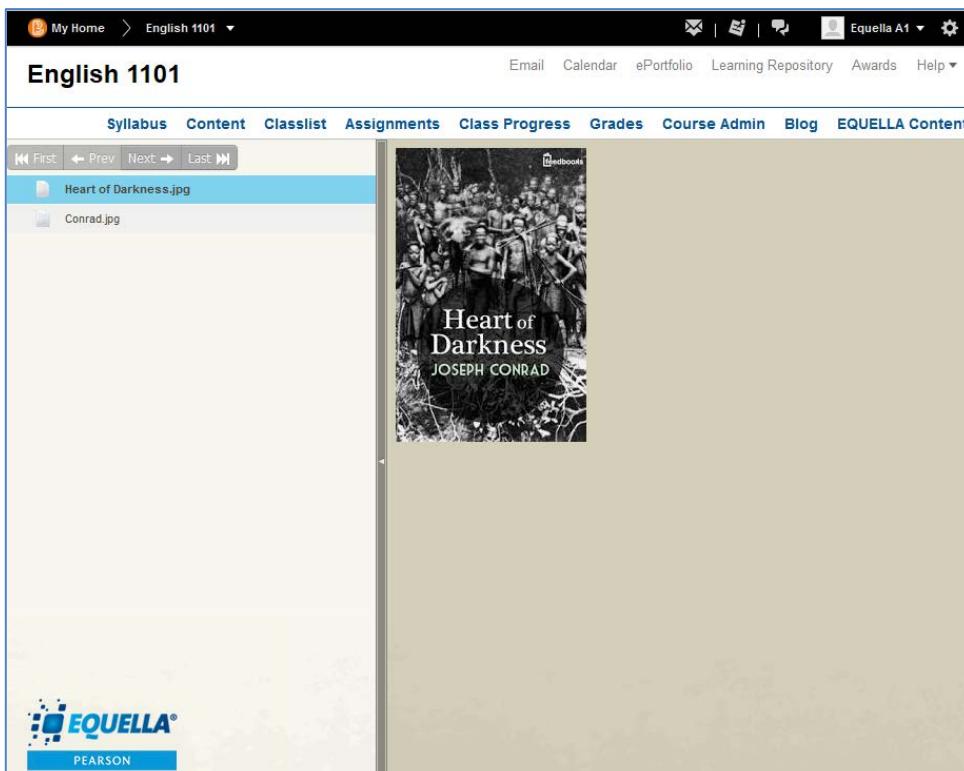


Figure 66 File viewer with packaged content

Use the browser **Back** button to return to the Resource summary page.

Comments

The <x> **comments** section on the resource summary page displays previously added comments and ratings.

The **Add a comment** section allows users with the appropriate privileges to enter comments and rate the resource. Clicking the **+ Add comment** button adds the comments and rating to the <x> comments list.

To add a comment

1. Enter text in the **Add a comment** text box.
2. Select an optional star rating (1-5). An example is shown in Figure 67.

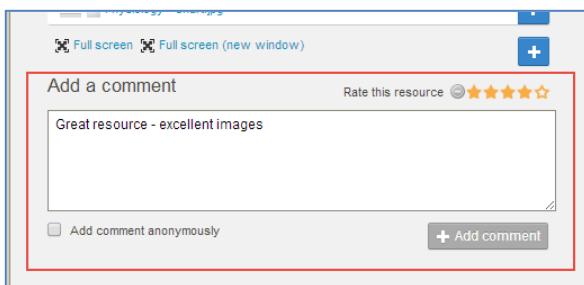


Figure 67 Add a comment section

3. Click **+ Add comment**.

To delete a comment

1. Select the **X** icon that appears in the comment box alongside the comment, as shown in Figure 68.

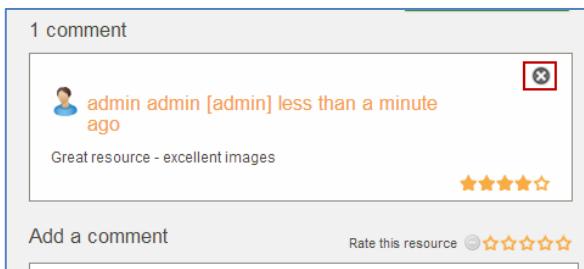


Figure 68 Delete comment

2. Click **OK** in the confirmation dialog.

Details tab

The **Details** tab has two sections:

- **Details** - displays information about the resource
- **Actions** - enables access to the actions menu.

An example is shown in Figure 69.

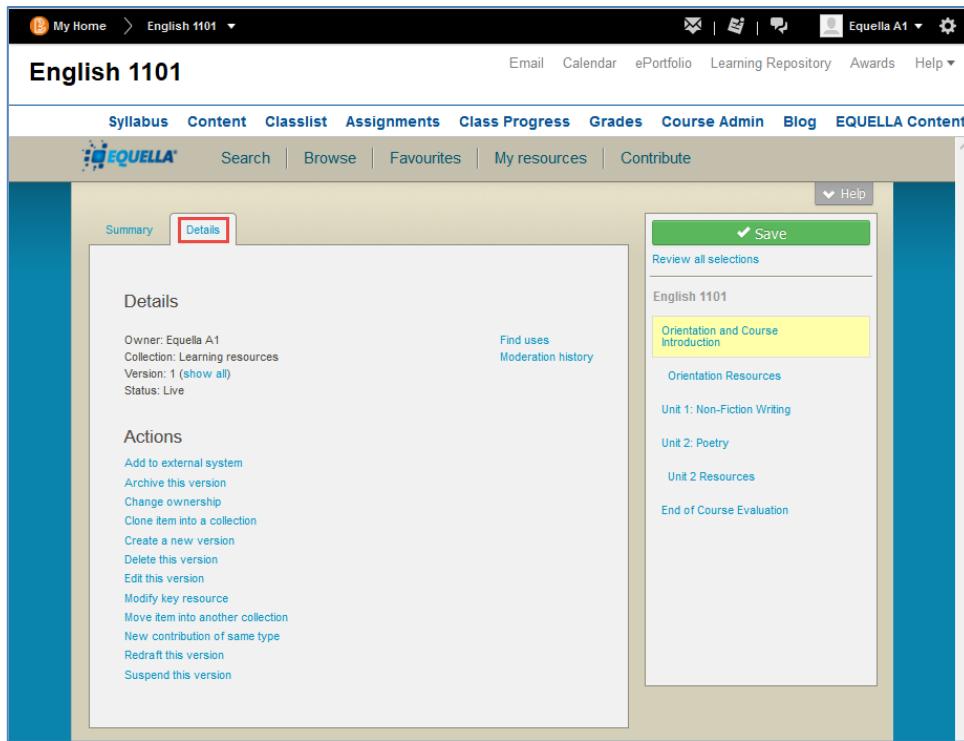


Figure 69 Integration screen Resource summary page - Details tab

The **Details** section can include:

- **Owner**—the user that created the resource.
- **Collaborators**—any users who have been added as collaborators for this resource. See [Change ownership](#) on page 60 for further information.
- **Collection**—the collection to which the resource belongs. Selecting the collection link displays a search result list for that collection.
- **Status**—resource statuses can be Live, Archived, Deleted, Suspended, Review, Moderating, Rejected or Draft.

NOTE: Only Live resources can be added to Brightspace courses.

- **Version**—displays the version number of the current resource. Selecting the ([show all](#)) link displays a list of all versions, including the current live version. See [To view all versions of a resource](#) on page 53.
- **Terms of use**—select this link to display the **Terms of use** page with terms and a list of users who have accepted those terms and date of acceptance. See the [Terms of use page](#) section on page 53.
- **Find uses** – select this link to view the Brightspace course and course modules where this resource has been added. See the [Find uses page](#) section on page 54.
- **Moderation history**—select this link to display the **Moderation history** page. See the [Moderation history page](#) section on page 57 for more information.

Show all versions

If there are multiple versions of a resource, a list of the versions can be viewed.

To view all versions of a resource

1. Select the **(show all)** link beside the current **Version** details. An example is shown in Figure 70.

The screenshot shows a 'Details' page for a resource. In the top right corner, there is a 'Version' section with the text 'Version: 2 (show all)'. A red box highlights the '(show all)' link. Below this, there is a 'Show moderation history' link. On the left side, there is a 'Details' section containing owner information ('Owner: Administration User'), collection ('Collection: Learning resources'), and status ('Status: Live'). At the bottom, there is an 'Actions' section with links 'Add to external system' and 'Archive this version'. To the right of the main content area is a vertical sidebar with navigation links: 'Revi', 'Sci', 'Ge', '19', '26', and '24'.

Figure 70 Version (show all) link

The **Versions of this item** page displays, listing all resource versions and their statuses. An example is shown in Figure 71.

The screenshot shows a 'Versions of this item' page. At the top, there is a 'Back' button. Below it is a table with three columns: 'Version', 'Title', and 'Status'. The table has two rows. The first row shows 'Version 2' with title 'Physiology - images' and status 'live'. The second row shows 'Version 1' with title 'Physiology - images' and status 'archived'. To the right of the table is a vertical sidebar with navigation links: 'Revi', 'Sci', 'Ge', '19', '26', and '24'.

Figure 71 Versions of this item page

When a new resource has been created using the **Create a new version** action, the previous version is archived. The example in Figure 71 shows a resource with two versions, the original version appears as 1 in the **Version** column and its status displayed as *archived*. The current version is version 2, with a status of *live*. All resources displayed in the versions list can be viewed, regardless of their status.

2. Select the title link of the version to display the resource summary page of the selected version.

Terms of use page

Selecting the **Terms of use** link displays the **Terms of use** page which lists the terms of use that users must accept before they can view the resource. Additionally, a list of users that have accepted those terms of use is displayed. An example is shown in Figure 72.

The screenshot shows a 'Terms of use' page with a 'Licence agreement' section. It states: 'The following rights agreement specifies the rights granted to you the end users of this item. The terms and conditions are as follows:' followed by two points: '1. This item may freely be displayed' and '2. Users must agree to the following terms and conditions'. A note below says: 'These images may be used in EQUELLA demonstrations, trials and pilot implementations. For other uses, please contact the copyright owner Michael Fraser (mjf@equella.com).'. Below this is a 'Back' button. A section titled '3 users have accepted this licence' lists three users with their acceptance dates:

User	Date
Administration User	7 August 2014 2:52 PM
EQUELLA Beta	5 June 2014 2:41 PM
Beta2 Phase1	21 November 2013 4:54 PM

Figure 72 Terms of use page

Find uses page

Use this link to view the Brightspace courses and course modules to which the resource's summary page and/or attachments have been linked.

To view the Find uses page

1. Click the **Find uses** link in the Details section of the summary page.
2. Select the required Brightspace instance from the **Select a connector** drop-down.
Note that if there is only one configured connector, no selection is required. An example is shown in Figure 73.

The screenshot shows a 'Find uses' page. On the left, a 'Searching' dropdown menu lists connectors: 'Demo Moodle', '<Select a connector>', 'Blackboard Pearson Integration qa2', 'Brightspace' (which is highlighted with a red box and a circled '2'), and 'Demo Moodle'. On the right, under 'Details', it shows: 'Owner: EQUELLA Beta', 'Collection: Teaching resources', 'Version: 1 (show all)', 'Status: Live', and a 'Find uses' link (which is highlighted with a red box and a circled '1'). There are also 'Share with others' and 'Remove favourite' buttons.

Figure 73 Select a connector drop-down

The **Find uses** page displays.

NOTE: *The first time you use this function, you will be asked to login to Brightspace.*

An example is shown in Figure 74.

Find uses

Searching

Brightspace ▾

Where this resource is used

Enter text to filter table rows		
Course	Module	Date added ▾
ENGLISH 1101	End of Course Evaluation	17 June 2016 13:14
ENGLISH 1101	End of Course Evaluation	17 June 2016 13:14
Course2	test	17 June 2016 13:02
Course2	test	17 June 2016 13:02
ENGLISH 1101	Unit 1: Non-Fiction Writing	17 June 2016 12:57
ENGLISH 1101	Unit 1: Non-Fiction Writing	17 June 2016 12:57
ENGLISH 1101	Unit 1: Non-Fiction Writing	17 June 2016 12:53
ENGLISH 1101	Unit 1: Non-Fiction Writing	17 June 2016 12:53
ENGLISH 1101	Unit 2: Resources	17 June 2016 12:51
ENGLISH 1101	Orientation and course introduction	17 June 2016 12:49
ENGLISH 1101	Orientation and course introduction	17 June 2016 12:49
ENGLISH 1101	Orientation and course introduction	17 June 2016 12:46
ENGLISH 1101	Orientation and course introduction	17 June 2016 12:46

Show all versions of this resource
 Show inactive courses and items

Figure 74 Find uses page

The courses in which the selected resource is currently used are listed, with the **Module** and **Date added** information. The **Where this resource is used** section elements include:

- **Enter text to filter table rows** edit box—enter the first few characters of a course, location or date added to filter the table to display relevant results. (*NOTE: This filter edit box only displays when there are 10 or more courses listed.*)
- **Course**—lists the Brightspace courses the resource has been added to. Click on the **Course** column title or arrow to sort by course in alpha-numerical order. Clicking the link a second time reverses the order. An example is shown in Figure 75.

Where this resource is used		
Course	Module	Date added
Course2	test	17 June 2016 13:02
Course2	test	17 June 2016 13:02
ENGLISH 1101	End of Course Evaluation	17 June 2016 13:14
ENGLISH 1101	End of Course Evaluation	17 June 2016 13:14
ENGLISH 1101	Unit 1: Non-Fiction Writing	17 June 2016 12:57
ENGLISH 1101	Unit 1: Non-Fiction Writing	17 June 2016 12:57
ENGLISH 1101	Unit 1: Non-Fiction Writing	17 June 2016 12:53
ENGLISH 1101	Unit 1: Non-Fiction Writing	17 June 2016 12:53
ENGLISH 1101	Unit 2: Resources	17 June 2016 12:51
ENGLISH 1101	Orientation and course introduction	17 June 2016 12:49
ENGLISH 1101	Orientation and course introduction	17 June 2016 12:49
ENGLISH 1101	Orientation and course introduction	17 June 2016 12:46
ENGLISH 1101	Orientation and course introduction	17 June 2016 12:46

Figure 75 Column title sort option

- **Module**—lists the module within the course that the resource has been added to. Click the **Module** column title or arrow to sort by module in alpha-numerical order. Clicking the link a second time reverses the order.
- **Date added**—the date and time the resource or attachment was added to the course module. The results display in order of date added by default (most recent first). Click the **Date added** column title or arrow to sort by date added if another column title sort option has been used. Clicking the link a second time reverses the order.
- **Show all versions of this resource**—select to display any uses of earlier versions of the resource.
- **Show inactive courses and items**—select to display any inactive courses and items in which the selected resource is used.

Select the down arrow (which displays to the right of the **Date added** column when the cursor points at a course line) to display an expandable pane showing information about the resource details, which can include:

- **Resource version**—the current version of the resource.
- **Attachment** – the name of the attachment. Note that this field does not display in the case where a summary page has been added to the module rather than an attachment.
- **Name in external system**—the Brightspace title, which may differ from the EQUELLA title.

An example is shown in Figure 76.

Course ▾	Module	Date added
Course2	test	17 June 2016 13:02
Course2	test	17 June 2016 13:02
ENGLISH 1101	End of Course Evaluation	17 June 2016 13:14
ENGLISH 1101	End of Course Evaluation	17 June 2016 13:14
ENGLISH 1101	Unit 1: Non-Fiction Writing	17 June 2016 12:57
ENGLISH 1101	Unit 1: Non-Fiction Writing	17 June 2016 12:57
ENGLISH 1101	Unit 1: Non-Fiction Writing	Resource version 1
ENGLISH 1101	Unit 1: Non-Fiction Writing	Attachment: Conrad.jpg
ENGLISH 1101	Unit 2: Resources	Name in external system: Conrad.jpg
ENGLISH 1101	Orientation and course introduction	17 June 2016 12:49
ENGLISH 1101	Orientation and course introduction	17 June 2016 12:49
ENGLISH 1101	Orientation and course introduction	17 June 2016 12:46
ENGLISH 1101	Orientation and course introduction	17 June 2016 12:46

Figure 76 Find uses resource details

Moderation history page

A resource's Moderation history page provides details on any submission, status change and moderation events pertaining to this resource. An example of the **Moderation history** page is shown in Figure 77.

The screenshot shows a 'Moderation history' page with a 'Summary' tab selected. Below the tabs, there is a 'Back' button. The main content area displays a table of moderation events:

Event	User	Date ▾
Went live	System	19 March 2014 3:11 PM
Contributed	Beta2 Phase1	21 November 2013 4:54 PM
New versioned	Beta2 Phase1	21 November 2013 4:54 PM

At the bottom of the page, there are three radio buttons: 'Basic details' (selected), 'Include edits', and 'Include all moderation details'.

Figure 77 Moderation history page

It is made up of the following elements:

- **Event** (Submitted for moderation, Went live, etc)—provides a descriptive name of the event.
- **User**—lists the user involved in this event.
- **Date**—shows how much time has passed since this event was performed.
- **Basic details** – displays only basic moderation details.
- **Include edits**—displays all Edit events in the history.
- **Include all moderation details**—displays all events in the history, including Edit and Workflow reset events.

Actions

The **Actions** area can display the following operations, depending on user permissions:

Add to external system

The **Add to external system** function is part of the EQUELLA **Push to LMS** feature. Generally this would not be accessed via the integration screen, but more likely used from native EQUELLA.

Selecting this action allows the user to add all or parts of the resource to external connectors that have been configured in the system. (*Note: The **Add to external system** link only displays if at least one external connector has been configured in the EQUELLA system.*)

If there are multiple connectors configured, a drop down box displays, and the user selects from the list. If there is only one connector configured, the **Add to external system** screen displays immediately.

The **Add to external system** function allows the addition of a resource to multiple modules within the selected connector.

To add a resource to an external system

1. Select the **Add to external system** link from the **Actions** menu.
2. Select the external system from the drop down list to which the resource is to be added. If only one external system is set up, the **Add to external system** screen displays immediately. An example is shown in Figure 78.

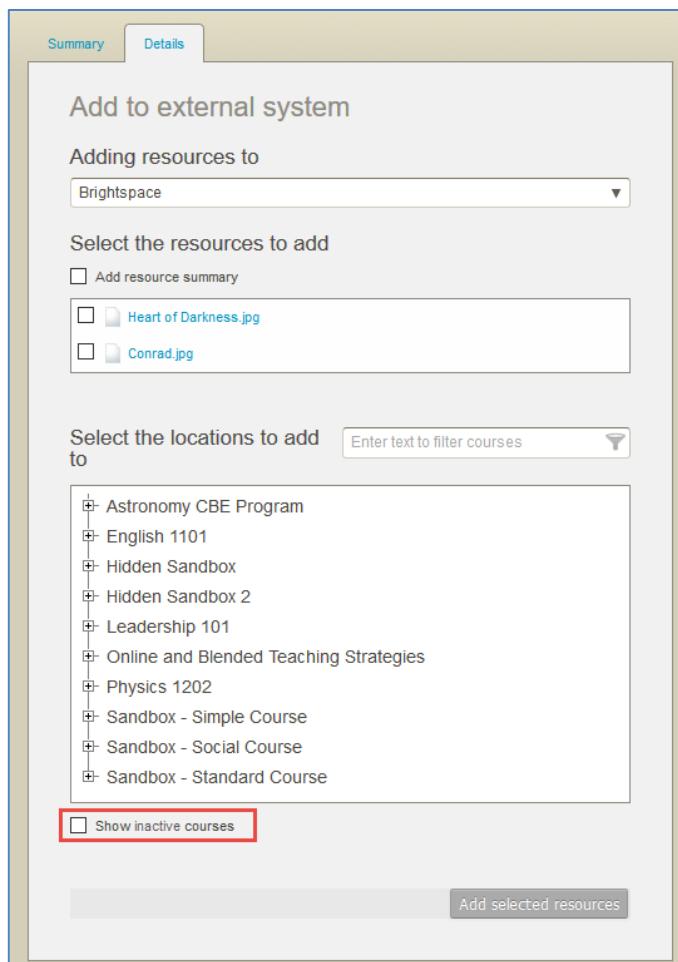


Figure 78 Add to external system

3. Select the required resources from the **Select the resources to add** section.
4. Click the **Show inactive courses** checkbox to display any courses set as 'inactive' in Brightspace, use to expand courses to show their modules and/or enter text in the filter text box to show only matching courses, if required. (This filter box only displays if there are more than 10 results in the *Select the locations to add to* pane.)
5. Select the location/s to which the resource should be added, then click **Add selected resources**.
6. An action receipt confirming the successful addition of the resource is displayed at the top of the page. An example is shown in Figure 79.

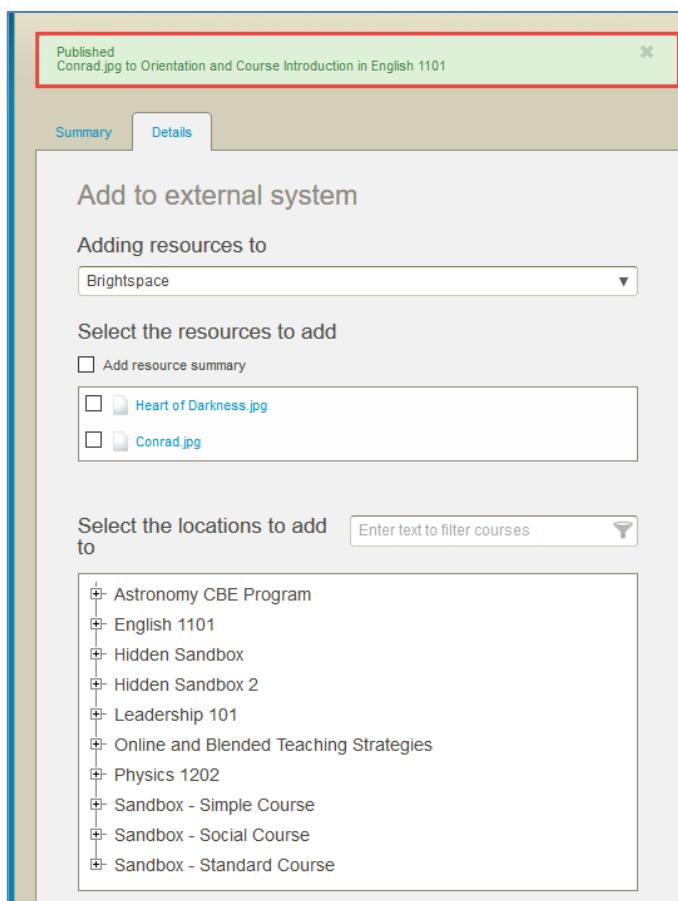


Figure 79 Successful addition of resource to Brightspace location

- Click the **Details** tab link to return to the Details page.

Archive this version

Displays for resources with a status of 'Live'. Archiving hides the resource from searches, and is intended for resources that are no longer required. This includes old versions of resources that have been archived by the **Create a new version** action. The resource cannot be discovered but remains accessible via its URL.

Change ownership

Ownership can be reassigned and other users can be added as collaborators.

To reassign ownership

- Select the **Change ownership** link to display the **Owner and collaborators** page. An example is shown in Figure 80.

The screenshot shows a web interface for managing users. At the top, there are two tabs: 'Summary' and 'Details'. The 'Details' tab is selected. Below the tabs, the title 'Owner and collaborators' is displayed. A 'Back' button is present. Under the 'Owner' section, it shows 'Owner' is set to 'Administration User' with a 'Change' link. In the 'Collaborators' section, it says 'There are currently no collaborators' and includes a 'Add collaborators' link.

Figure 80 Owner and collaborators page

2. Select the **Change** link to display the **Select a new owner** dialog where a new owner can be selected.
3. Click the **Add collaborators** link to display the **Select collaborators** dialog. Collaborators are listed with a **Remove** link alongside.
4. Click **Back** to return to the Details page.

Clone item into a collection

Selecting this action makes a copy of the selected resource, with or without attachments, and adds it to the same or a different collection. The original version remains live, unlike the **Create a new Version** operation where the original version is archived once the new version becomes live.

To clone a resource

1. Select the **Clone item into a collection** link to display the **Clone this item** page. An example is shown in Figure 81.

The screenshot shows the 'Clone this item' page. It has three main sections: 'Select an operation' (radio buttons for 'Clone' and 'Clone without attachments', with 'Clone' selected), 'Select a collection' (a dropdown menu showing 'Teaching resources'), and 'Select a schema transform (optional)' (a dropdown menu showing '(None selected)'). At the bottom right is a green 'Clone' button with a checkmark icon.

Figure 81 Clone this item page

2. Select an option from the **Select an operation** section. There are two options:
 - **Clone**—copy the entire resource, including all attachments and metadata; or

- **Clone without attachments**—copy metadata without attachments.

The cloned resource can be assigned to the same collection as the original resource, or to a different collection. The original collection is displayed as the default in the **Select a collection** section.

To assign the cloned resource to a different collection

3. Select the **Select a collection** drop-down to display the list of available collections.
4. Select a collection.

To apply an optional schema transform to the cloned resource

5. Select the **Select a schema transform (optional)** drop-down to display the options.
6. Select an option, or leave at the default (**None selected**).
7. Click  **Clone**. The contribution wizard for the resource is displayed.
8. Modify the item metadata or attachments, if required.
9. Publish, save, or cancel the resource, as required.

Create a new version

Selecting this action displays the contribution wizard for the resource, allowing the user to modify metadata or files, and the new version can be published or submitted for moderation. When the new version reaches the '*live*' status, the current version is automatically archived.

Delete this version

This action removes the resource from the repository and marks it for purging with the next purge scheduled task.

Edit this version

Selecting this action displays the contribution wizard for the resource, allowing the user to modify metadata or files. Any changes made are saved to the current version.

Export

Export a resource to one of the formats listed. Resources can be exported as an IMS package, a SCORM package or a METS record with or without attachments.

Mark this for review

Selecting this link (which only shows for resources with a status of '*live*' that are in a collection with an associated workflow) changes the status of the resource to '*review*' and places it at the beginning of the associated workflow.

Modify key resource

Resources can be added or deleted as key resources to one or more hierarchy topics. See [Modify key resource](#) on page 37 for further details.

Move item into another collection

Selecting this action allows the selected resource to be transferred to a different collection.

To move a resource

1. Select the **Move item into another collection** link to display the **Move this item** page. An example is shown in Figure 82.

The screenshot shows a 'Move this item' interface. At the top, it says 'Move this item'. Below that is a section titled 'Select a collection' with a dropdown menu showing 'Learning resources'. Another section below it is titled 'Select a schema transform (optional)' with a dropdown menu showing 'OAI_DC'. At the bottom right of the form is a green button labeled 'Move' with a checkmark icon.

Figure 82 Move this item page

2. Click the **Select a collection** arrow to display a drop-down list of available collections.
3. Select a collection.

To apply a preferred schema transform to the moved item

4. Click the **Select a schema transform (optional)** arrow to display the options.
5. Select an option, or leave at the default (**None selected**).
6. Click **Move**. The contribution wizard for the resource is displayed.
7. Modify the metadata or attachments, if required.
8. Publish, save, or cancel the resource, as required.

New contribution of same type

Selecting this action displays the original contribution wizard where a new resource can be contributed to the same collection.

Redraft this version

This action is intended for resources that require redrafting prior to moderation workflow completion. Selecting this operation allows the resource to be edited and re-submitted for moderation or saved as a draft. Redraft is intended for use with resources that have not been made live.

Suspend this version

Displays for resources of all statuses. This action hides the resource from searches and is intended for temporary removal of resources from the repository, for example the removal of links for sites that are temporarily unavailable. The resource cannot be

discovered but remains accessible via its URL. A **Resume this version** action is available for suspended resources.

Large image viewer

An example of the large image viewer is shown in Figure 83.

Large image functionality includes:

- Zoom in, Zoom out, Rotate left and Rotate right
- **Show thumbnail**—brings up a thumbnail to the top left corner of the image, displaying a smaller version of the image to illustrate the currently viewable portion of the image.
- **Resource name**—the item name is a clickable link to return the user to the resource summary page.

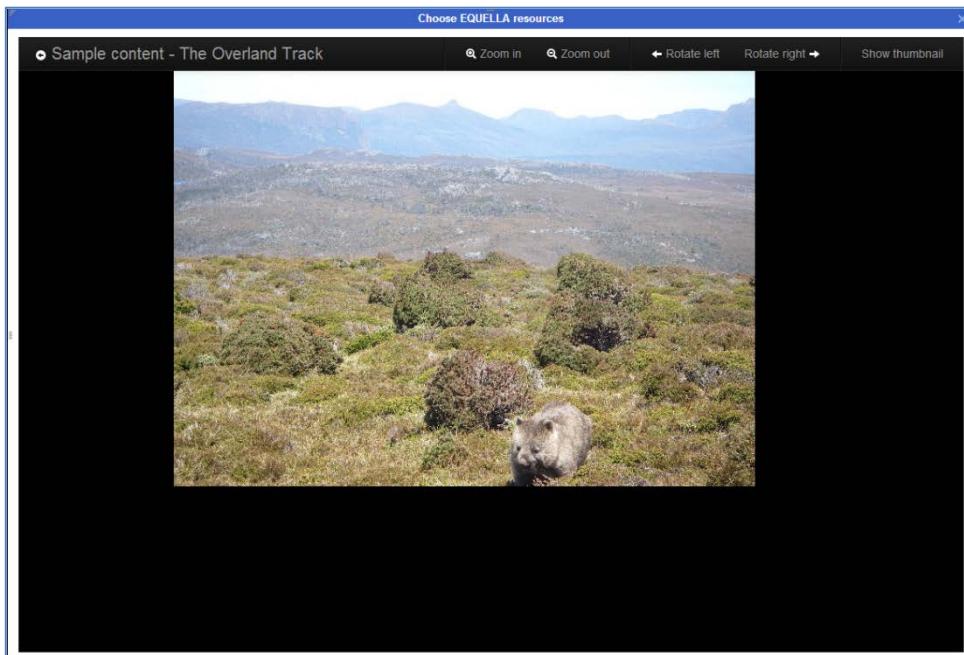


Figure 83 Large image viewer

LMS panel

The LMS panel displays the details of the integrated LMS course (in this case, Brightspace) and course modules. An example is shown in Figure 84.

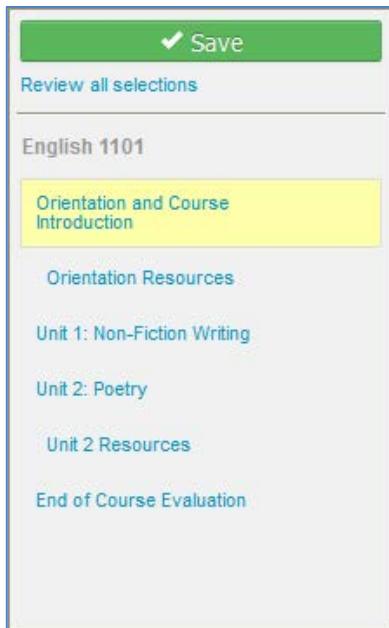


Figure 84 LMS (Brightspace) panel

The top section of the LMS panel contains the following elements:

- **✓ Save** - select this button to save selections made in a session to the Brightspace course modules.
- **Review all selections** link – see [To view and edit all selections in a selection session](#) on page 79.

The bottom section displays the Brightspace Course title and the course modules.

NOTE: The first course module is highlighted and bolded by default in the LMS panel. The user can change the highlighted module by clicking on another.

Resources can be selected and added to any course module. See [Select and add resources to a course](#) on page 70.

EQUELLA Single selection integration screen

The **EQUELLA Single selection integration screen** displays when using an EQUELLA **Insert Stuff** option selected from the Brightspace HTML Editor.

An example is shown in Figure 85.

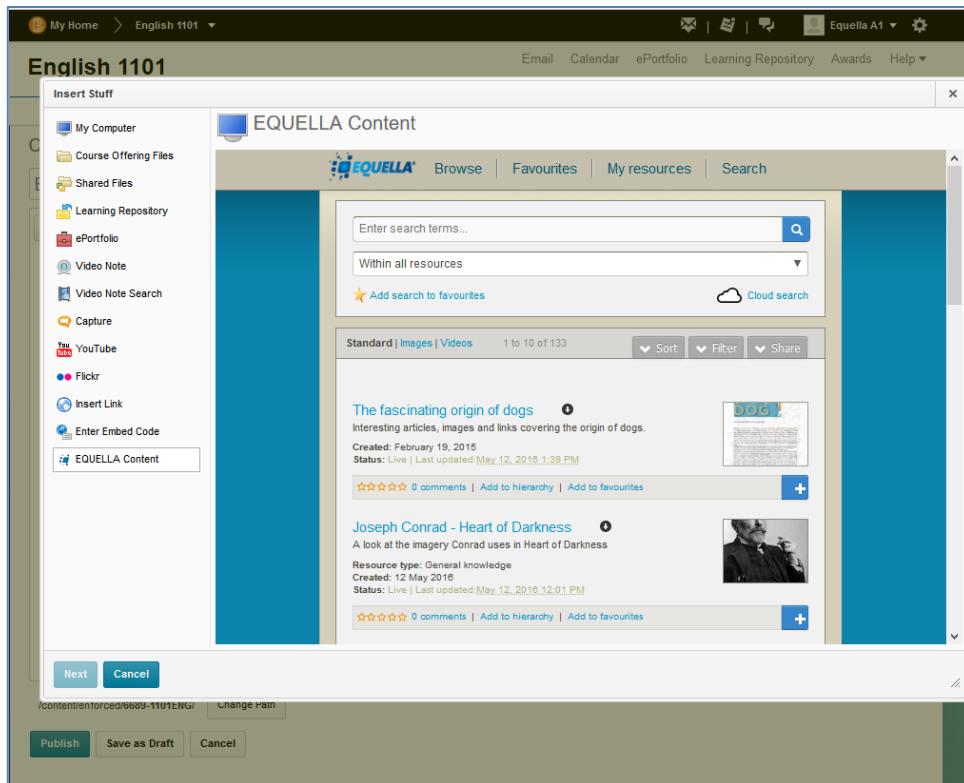


Figure 85 EQUELLA Single selection integration screen

The Single selection integration screen has the following links at the top of the page:

- **Browse** – click to browse results from hierarchy topics and sub-topics (see [Browse](#) on page 23 for further information).
- **Favourites** – click to display content that has been 'favourited' (see [Favourites](#) on page 24 for further information).
- **My resources** – click to display content belonging to the currently logged-in user (see [My resources](#) on page 27 for further information).
- **Search** – click to open the standard EQUELLA Search page (see [Search](#) on page 17 for further information).

To select an EQUELLA item using the Single selection screen

1. Select the required item using the select buttons (see [Selecting items](#) on page 75 for further information).

NOTE: Selection is restricted to one item per selection session.

The selected item displays on the page. Note that some file types, such as images, videos and PDFs, are embedded on the page. Other files will display as a link which, when clicked, may display a dialog with display options (e.g. *Download*, *Open with* etc.).

An example of a jpg file is shown in Figure 86.

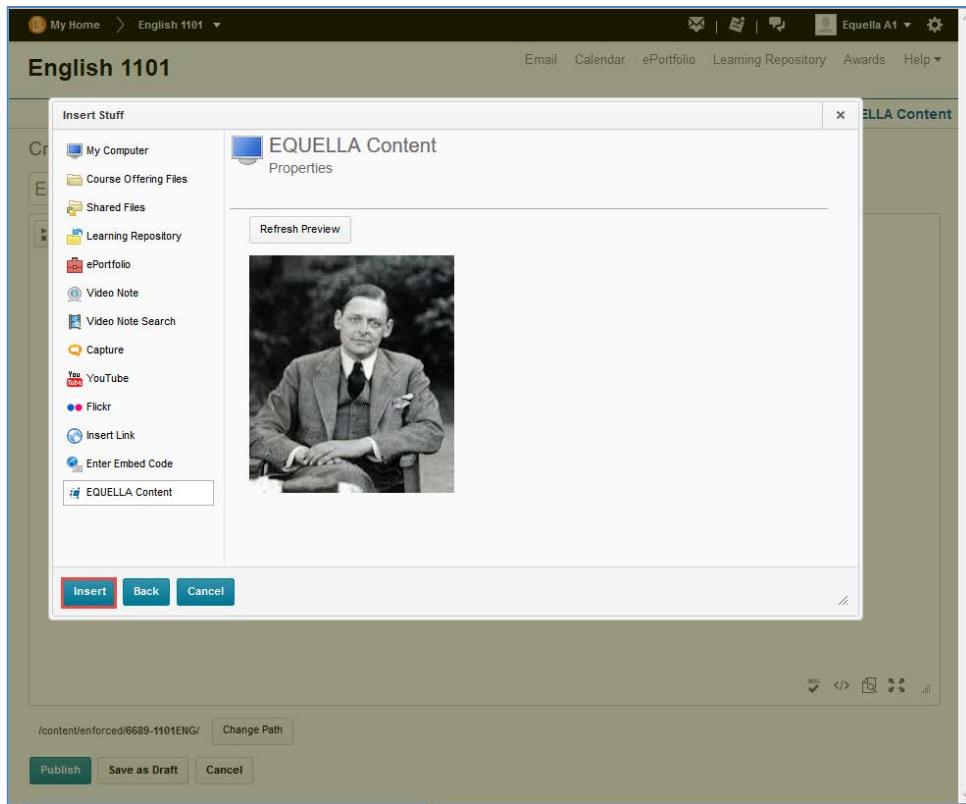


Figure 86 Insert Stuff - embedded jpg file

2. Click **Insert** to view the selected content in the HTML Editor. An example is shown in Figure 87.

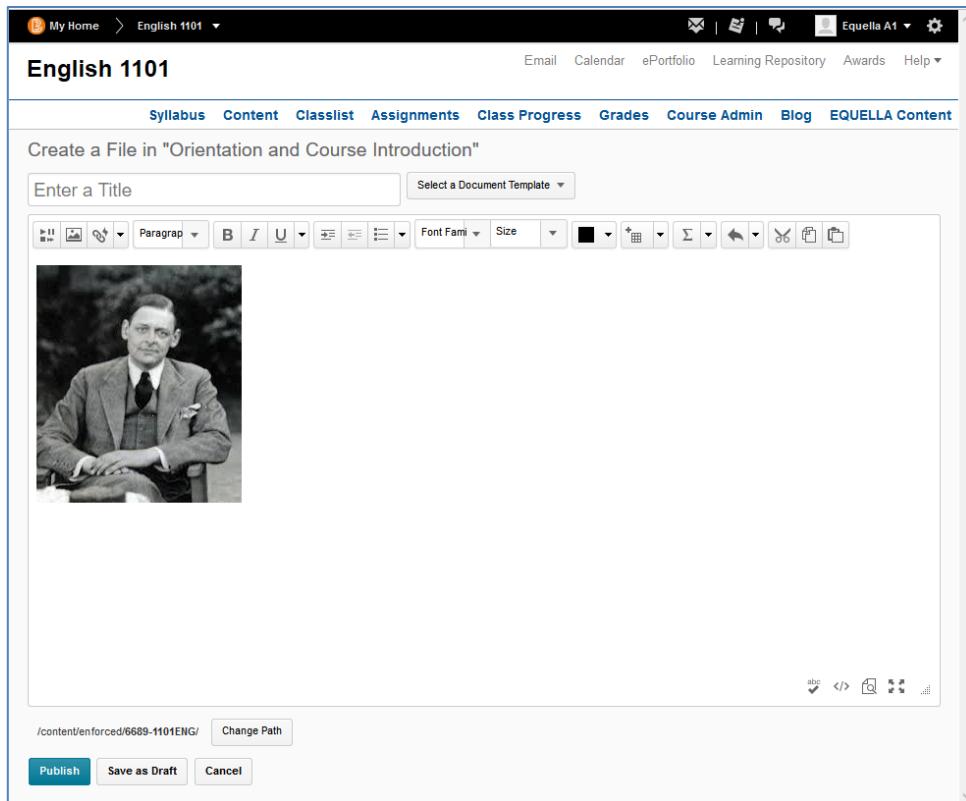


Figure 87 Brightspace HTML Editor with EQUELLA image

EQUELLA Select screen

The EQUELLA **Select** screen displays when using an EQUELLA **Quicklink** in Brightspace. An example is shown in Figure 88.

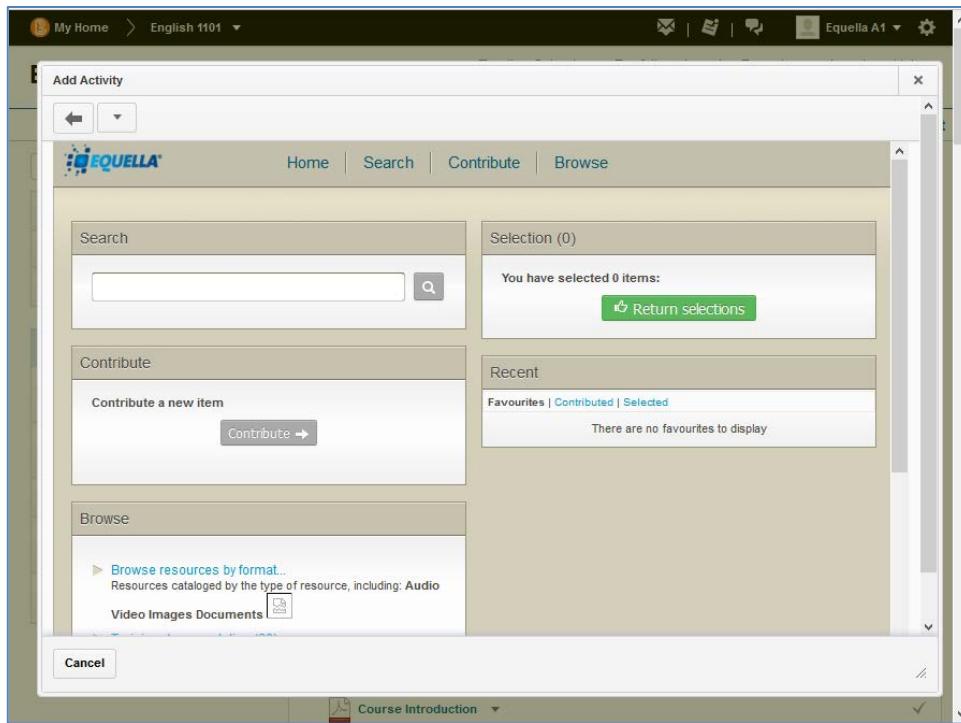


Figure 88 EQUELLA Select screen

The **Select** screen has the following links at the top of the page:

- **Home** – click to return to the home page, as seen in Figure 88.

NOTE: The EQUELLA Select screen **Home** page may display different options, depending on the configuration for your institution.

- **Search** – click to open the standard EQUELLA Search page (see [Search](#) on page 17 for further information).
- **Browse** – click to browse results from hierarchy topics and sub-topics (see [Browse](#) on page 23 for further information).
- **Contribute** – click to contribute a new resource to EQUELLA (see [Contribute](#) on page 28 for further information).

To select an EQUELLA item using the Select screen

1. Select the required item using the select buttons (see [Selecting items](#) on page 75 for further information).

NOTE: Selection is restricted to one item per selection session.

The **My selections** dialog displays. An example is shown in Figure 89.

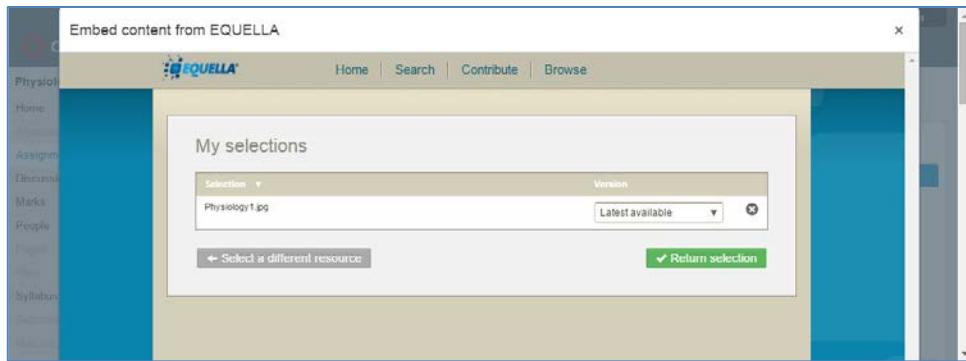


Figure 89 My selections dialog

2. Select the required version option (if applicable).

Click to remove the selection.

Click to swap the selected resource to a different one.

3. Click . The selection displays as a link in the module from which the Quicklink was accessed.

Select and add resources to a course

From the search results page or the summary page, attachments and/or summary pages can be selected for addition to a course module.

*NOTE: Institution administrators may not allow summary page links to be added to Brightspace. In this case, there will be no **Select** button for the Summary page.*

Clicking the select button will add the selected attachment or summary page to the currently highlighted course module. There are a number of ways to make selections for course modules, including dragging and dropping and using the Select buttons.

Select buttons

All the Select buttons on the results and summary pages initially look the same (, but there are differences between the functions of some of them. Hovering the mouse over the buttons will expand their labels. The exceptions are the Select buttons beside each attachment, which always show as .

To view the Select button labels, hover over a button to view the button label. Buttons that have labels are:

Select summary page

The **Select summary page** button can display on the results and summary pages, depending on institution configuration. An example on the results page is shown in Figure 90.

The screenshot shows the Equella interface for a course titled "English 1101". The main content area displays a search result for "The fascinating origin of dogs". The resource details include a thumbnail image, a brief description, and creation information. To the right, a sidebar provides navigation for the course. A red box highlights the "Select summary page" button next to the resource title.

Figure 90 Select summary page button on result page

An example on the Resource summary page is shown in Figure 91.

The screenshot shows the Equella interface for a resource titled "Joseph Conrad - Heart of Darkness". The resource summary page includes tabs for "Summary" and "Details". The "Summary" tab is active, displaying a description of the resource and a list of associated documents and links. A red box highlights the "Select summary page" button next to the resource title. The right sidebar shows course navigation links.

Figure 91 Select summary page button on Resource summary page

When this button is selected, a link to the **Resource summary page** for this resource is added to the highlighted Brightspace course module.

Select all attachments

The **Select all attachments** button displays on the summary page. An example is shown in Figure 92.

The screenshot shows the EQUELLA interface. On the left, the 'Summary' tab is active, displaying a resource titled 'Joseph Conrad - Heart of Darkness'. Below the title is a 'Description' section with the text 'A look at the imagery Conrad uses in Heart of Darkness'. Underneath is a 'Documents and links' section containing two files: 'Heart of Darkness.jpg' and 'Conrad.jpg'. To the right of these files is a blue button labeled '+ Select all attachments'. Below this section is a 'Add a comment' area with a text input field and a 'Rate this resource' button with five yellow stars. At the bottom left is a checkbox for 'Add comment anonymously' and a 'Add comment' button. On the right side of the screen, there is a sidebar titled 'Save' with a green checkmark icon. It lists several course modules: 'English 1101' (with a yellow background), 'Orientation and Course Introduction', 'Orientation Resources', 'Unit 1: Non-Fiction Writing', 'Unit 2: Poetry', 'Unit 2 Resources', and 'End of Course Evaluation'.

Figure 92 Resource summary page - Select all attachments button

When this button is selected, a single link for each attachment is added to the highlighted Brightspace course module. An example is shown in Figure 93.

This Module is to ensure that you understand the goals of the course, have introduced yourself to your fellow classmates, and have connected with your instructor.

After you have completed the Orientation Checklist AND taken the Pre-Assessment Survey, the next Module of the course will be released.

New Add Existing Activities

Orientation Tasks Checklist ✓

Self-Assessment ✓

All conditions must be met Completes checklist: Orientation Tasks Checklist

Course Introduction ✓

All conditions must be met Completes checklist: Orientation Tasks Checklist

Orientation Resources ✓

Conrad.jpg ✓

Heart of Darkness.jpg ✓

Figure 93 Brightspace course module with single links for each attachment

Clicking on a link opens the single attachment in its default viewer.

Select package

The **Select package** button displays on the summary page. An example is shown in Figure 94.

Joseph Conrad - Heart of Darkness

Description

A look at the imagery Conrad uses in Heart of Darkness

Documents and links

Heart of Darkness.jpg

Conrad.jpg

Full screen Full screen (new window)

+ Select package

Add a comment

Rate this resource ⚽⭐⭐⭐⭐⭐

Add comment anonymously

+ Add comment

Save

Review all selections

English 1101

Orientation and Course Introduction

Orientation Resources

Unit 1: Non-Fiction Writing

Unit 2: Poetry

Unit 2 Resources

End of Course Evaluation

Figure 94 Resource summary page - Select package button

When this button is selected, a single link for all the attachments is added to the highlighted Brightspace course module. An example is shown in Figure 95.

This Module is to ensure that you understand the goals of the course, have introduced yourself to your fellow classmates, and have connected with your instructor.

After you have completed the Orientation Checklist AND taken the Pre-Assessment Survey, the next Module of the course will be released.

New Add Existing Activities

Orientation Tasks Checklist ✓

Self-Assessment ✓

All conditions must be met Completes checklist: Orientation Tasks Checklist

Course Introduction ✓

All conditions must be met Completes checklist: Orientation Tasks Checklist

Orientation Resources 1 ✓

Joseph Conrad - Heart of Darkness ✓

Figure 95 Brightspace course module with single link for all attachments

Clicking on the link opens the attachments in the package viewer. An example is shown in Figure 96.

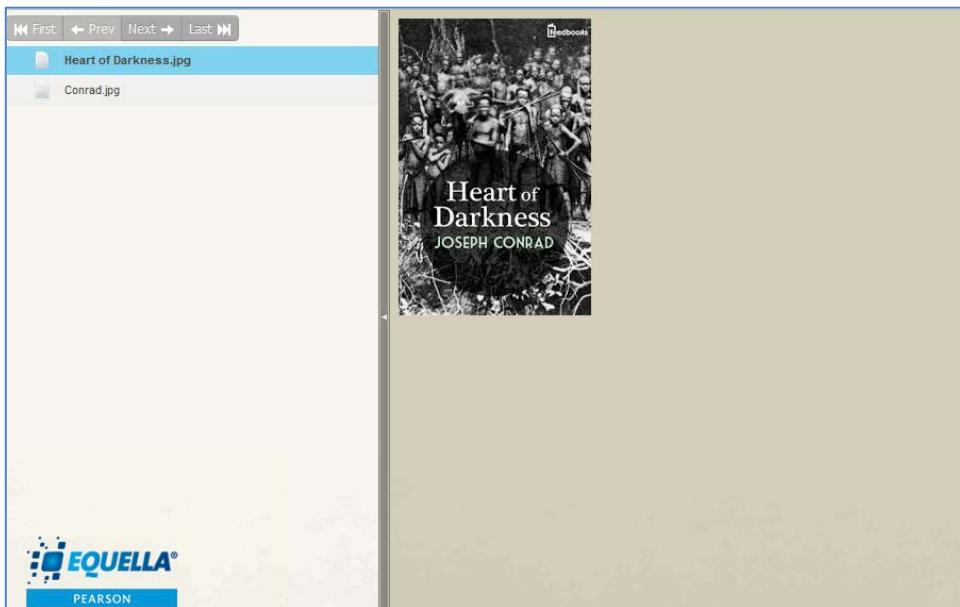


Figure 96 Package link - opens the package viewer where all attachments can be viewed

Selecting items

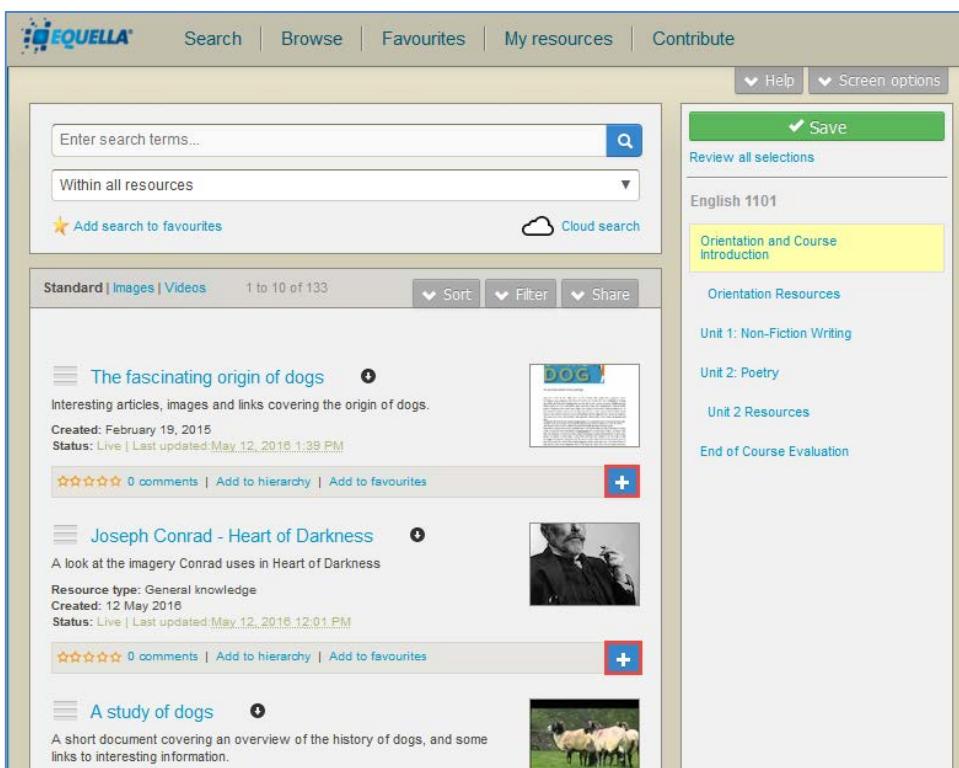
Selection using buttons

To select attachments, summary pages and packages using the Select buttons

1. Check that the required course module is currently highlighted. To highlight an alternative module, click beside the module name.

NOTE: The first course module is highlighted and bolded by default in the LMS panel. An alternative module can be manually highlighted. Items are only added to the highlighted course module.

2. Click  beside the required attachment/s, summary pages or packages to add them to the highlighted course module.
 - Resource summary pages can be selected from the results page by clicking the  button in the footer of each result or by opening the Resource summary page and clicking the  button beside the title (see [Select summary page](#) on page 70 for further information). An example from the results page is shown in Figure 97.



The screenshot shows the EQUELLA search interface. At the top, there's a navigation bar with 'Search', 'Browse', 'Favourites', 'My resources', and 'Contribute'. Below the search bar, there's a search input field with placeholder 'Enter search terms...' and a magnifying glass icon. A dropdown menu says 'Within all resources'. There are buttons for 'Add search to favourites' and 'Cloud search'. On the right, there's a sidebar with 'Help' and 'Screen options' buttons. The main area shows search results for 'The fascinating origin of dogs'. The result card includes the title, a small thumbnail, creation date (February 19, 2015), status (Live | Last updated May 12, 2018 1:39 PM), and interaction buttons ('0 comments', 'Add to hierarchy', 'Add to favourites'). To the right of the result card is a blue '+' button. The sidebar on the right is titled 'English 1101' and lists course modules: 'Orientation and Course Introduction' (which is highlighted with a yellow background), 'Orientation Resources', 'Unit 1: Non-Fiction Writing', 'Unit 2: Poetry', 'Unit 2 Resources', and 'End of Course Evaluation'.

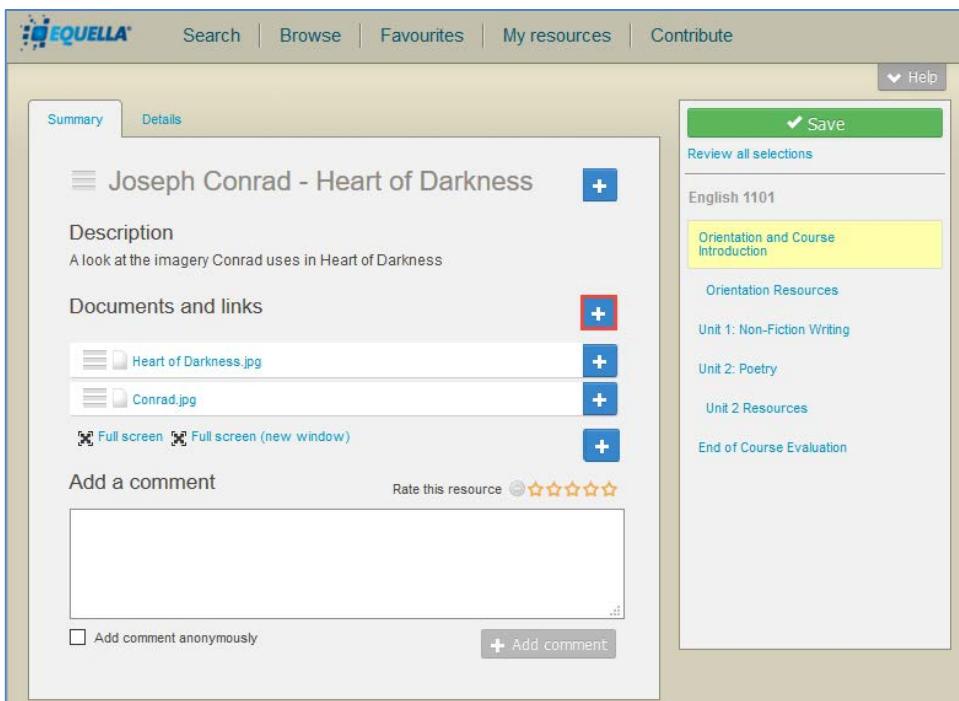
Figure 97 Selecting summary page from search results page

- Single attachments can be selected from the results page by clicking the  icon to open the attachment display or by opening the summary page, then clicking the  button/s beside the relevant attachments. An example from the results page is shown in Figure 98.

The screenshot shows the EQUELLA interface. At the top, there's a navigation bar with links for Search, Browse, Favourites, My resources, and Contribute. Below the navigation is a search bar with placeholder text 'Enter search terms...' and a magnifying glass icon. To the right of the search bar are buttons for 'Help' and 'Screen options'. On the far right, there's a green 'Save' button with a checkmark and a 'Review all selections' link. A sidebar on the right lists course modules: English 1101 (selected), Orientation and Course Introduction, Orientation Resources, Unit 1: Non-Fiction Writing, Unit 2: Poetry, Unit 2 Resources, and End of Course Evaluation. The main content area displays search results for 'The fascinating origin of dogs' and 'Joseph Conrad - Heart of Darkness'. Each result has a summary, creation date, last update, resource type, and status. Below each summary are attachments: 'Heart of Darkness.jpg' and 'Conrad.jpg'. To the right of these attachments are three blue '+' buttons, with the middle one highlighted with a red border. Each attachment also has a '0 comments | Add to hierarchy | Add to favourites' link.

Figure 98 Selecting attachments from search results page

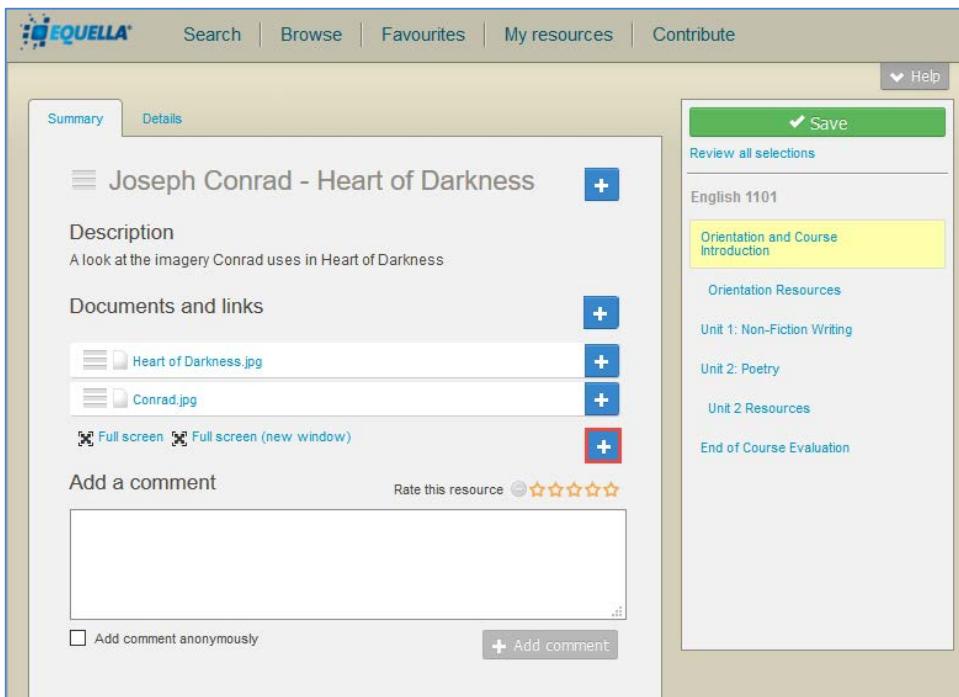
- **All attachments** (each showing as a single link in the course) can be selected by opening the summary page, then clicking the **+** button beside the Links to resources heading (see [Select all attachments](#) on page 72 for further information). An example is shown in Figure 99.



The screenshot shows the EQUELLA interface. At the top, there's a navigation bar with links for Search, Browse, Favourites, My resources, and Contribute. Below this is a summary card for a resource titled "Joseph Conrad - Heart of Darkness". The card includes a "Description" section with a brief text, a "Documents and links" section containing two attachments ("Heart of Darkness.jpg" and "Conrad.jpg"), and a "Comments" section with a text area and a rating scale. To the right of the summary card is a sidebar for the course "English 1101", which includes sections for Orientation Resources, Unit 1: Non-Fiction Writing, Unit 2: Poetry, Unit 2 Resources, and End of Course Evaluation. The "Orientation and Course Introduction" section is highlighted with a yellow background.

Figure 99 Selecting 'All attachments' button from the summary page

- **Select package** (showing as a single link that displays as a package in the course) can be selected by opening the summary page, then clicking the **+** button underneath the attachment list (see [Select package](#) on page 73 for further information). An example is shown in Figure 100.



This screenshot is identical to Figure 99, showing the EQUELLA summary page for the same resource. The difference is that the "Full screen (new window)" button, which is part of the "Documents and links" section, is now highlighted with a red box, indicating it has been selected.

Figure 100 Selecting package from summary page

Selection using drag and drop

Users can also drag and drop Resource summary pages and attachments to the required course module.

To select resources or attachments using drag and drop

1. Point anywhere on the required resource title bar (except the name link) or anywhere on the required attachment except the name link and  button) and click and drag to the required course module.

NOTE: The user can drag to any course module, not just the one that is currently highlighted.

Viewing and saving selections

As items are selected, an animation displays on the screen, showing the selected item being added to the highlighted course. A number count displays beside the course module as items are selected. An example is shown in Figure 101.

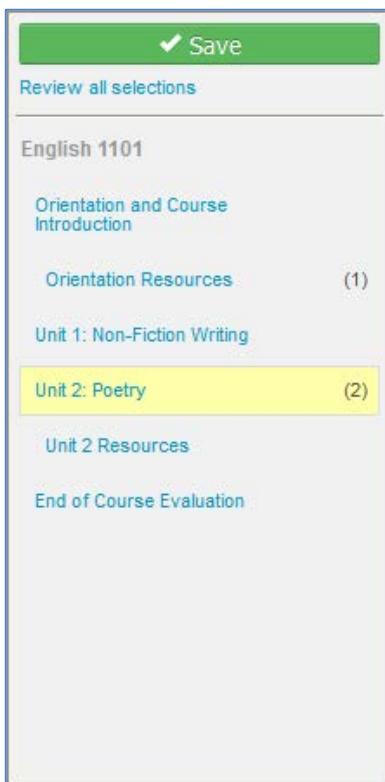


Figure 101 Item count

To view and edit the items selected for one course module

1. Click the required course module list (e.g. *Unit 2: Poetry*). The **Edit resource selections** dialog displays. An example is shown in Figure 102.

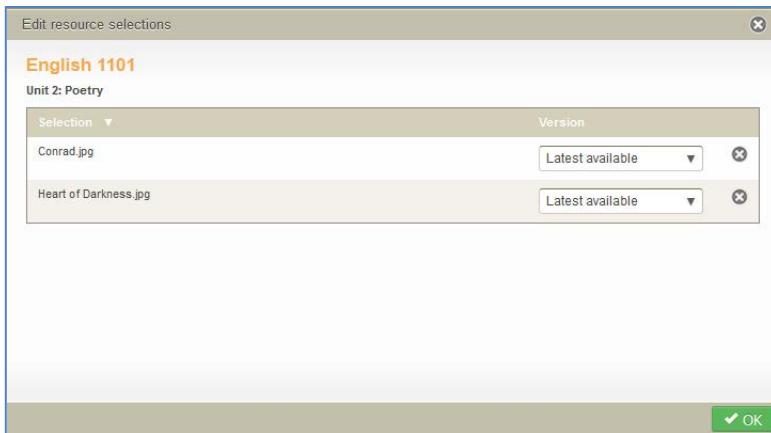


Figure 102 Edit resource selections

- Click to remove selections.
 - Use the version drop-down to change the version option. This option may not be available for some users, depending on how the institution version defaults are configured.
2. Click to save changes and/or close the dialog.

To view and edit all selections in a selection session

1. Click the **Review all selections** link at the top of the LMS panel. An example is shown in Figure 103.

A screenshot of a software interface showing a sidebar on the left. At the top is a green bar with a white checkmark icon and the text 'Save'. Below it is a blue bar with the text 'Review all selections' in white, which is highlighted with a red rectangular box. The sidebar lists course content: 'English 1101', 'Orientation and Course Introduction', 'Orientation Resources (1)', 'Unit 1: Non-Fiction Writing', 'Unit 2: Poetry (2)' (which is highlighted with a yellow rectangular box), 'Unit 2 Resources', and 'End of Course Evaluation'.

Figure 103 Review all selections link

The **Edit resource selections** dialog displays, showing all course modules where selections have been added. An example is shown in Figure 104.

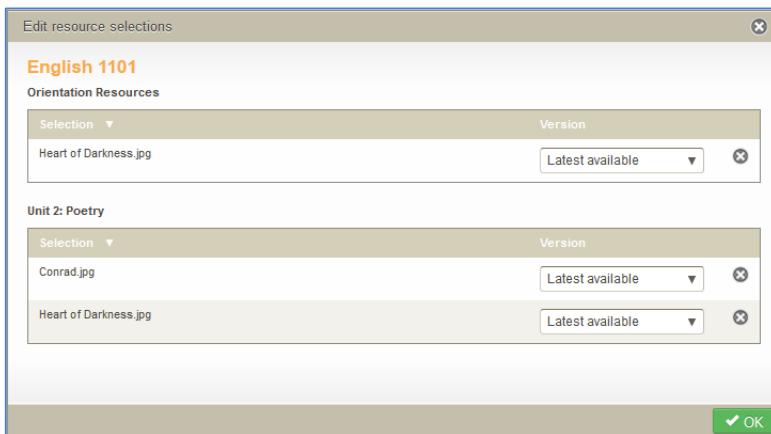


Figure 104 Edit resource selections - multiple course modules

- Click to remove selections.
 - Use the version drop-down to change the version option. This option may not be available for some users, depending on how the institution version defaults are configured.
2. Click to save changes and/or close the dialog.

To save selections

1. Once all selections have been made for a selection session, click to add the selections to the course modules. Select the Brightspace **Content** link to view the Brightspace course and the new EQUELLA content links.

Managing resources in Brightspace

Resources added to Brightspace modules can be managed in the following ways:

- Click on the icon to the left of the link to drag the link either to a different location within the current module, or to another module within the current course.

From the **Actions** menu (accessed from down arrow to right of title):

- Select **View Topic** to open the topic link.
- Select **Edit Properties In-place** open editable properties. An example is shown in Figure 105.

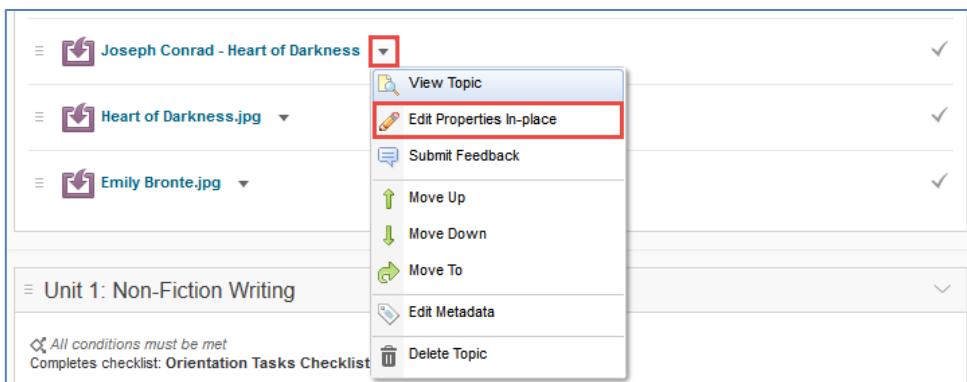


Figure 105 Edit Properties In-place

Click on **Add dates and restrictions** to access the dates and restrictions fields.

Click on the **Description** to open the HTML editor and edit the description. An example is shown in Figure 106.

A screenshot of the Brightspace 'Orientation Resources' page. It shows a list of resources under the heading 'Orientation Resources'. One resource is selected: 'Joseph Conrad - Heart of Darkness'. The 'Description' field contains the text 'A look at the imagery Conrad uses in Heart of Darkness'. Below the description is an HTML editor toolbar with various buttons for bold, italic, underline, etc. At the bottom of the editor are 'Update' and 'Cancel' buttons. The 'Update' button is highlighted with a red box. There are also other buttons for font family, size, and alignment. At the bottom right of the editor, there are icons for abc, </>, and a magnifying glass. Below the editor, there is a note: '✓ Required: Automatic' and 'User progress is not tracked for external resources'. There is also a checkbox for 'Open as External Resource'.

Figure 106 Edit description

Click **Update** to save changes.

- Select **Submit Feedback** to rate a resource and/or leave a comment.
- Select **Move Up** to move the resource up one spot.
- Select **Move Down** to move the resource down one spot.
- Select **Move To** to move the resource to another module within the course.
- Select **Edit Metadata** to open the **Edit Metadata** page.
- Select **Delete Topic** to remove the resource from the module.

For further information on these options, please refer to the D2L Brightspace documentation.

To view a resource

1. Select the title link to display the resource selected. Depending on the type of resource (pdf, docx, jpg, etc.), the object will display using a default viewer. EQUELLA

summary pages display using the EQUELLA Resource summary page. An example of a pdf is shown in Figure 107.

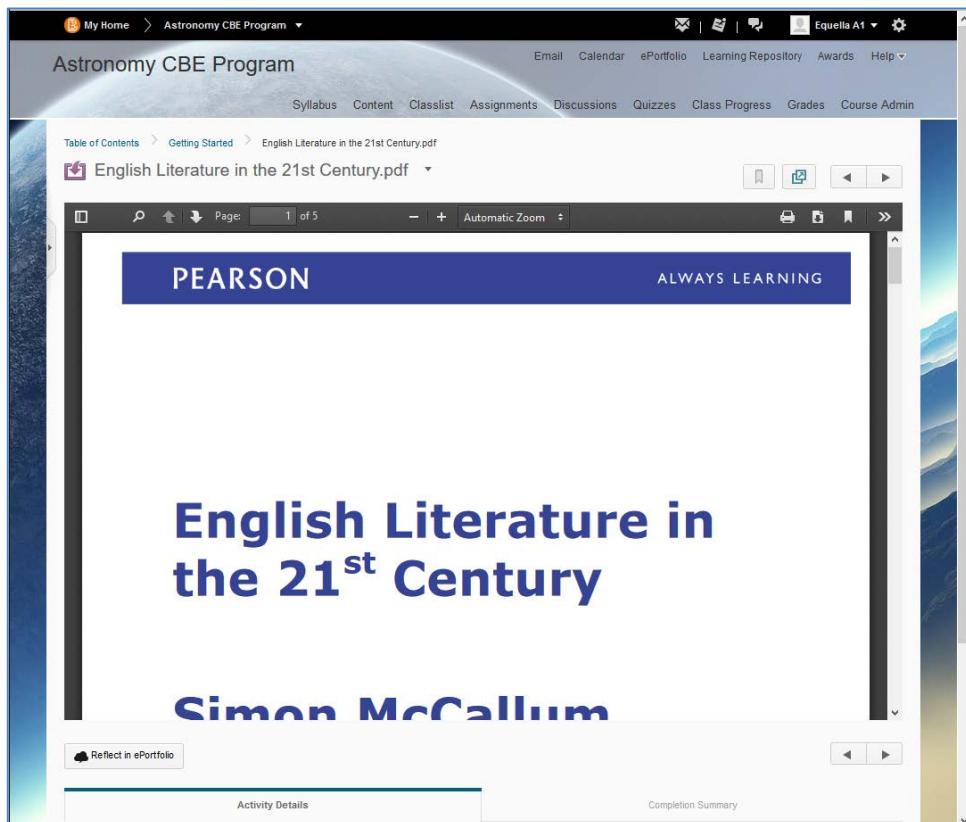


Figure 107 Example of a PDF

Push to LMS (Add to external system)

EQUELLA content can be added to Brightspace course modules using the **Add to external system** function accessed from the Resource summary page *Actions* menu in native EQUELLA.

For further information, see [Add to external system](#) on page 58.

Contact Client Support

We are always happy to help.

If your organisation has a support agreement with EQUELLA then help is available at <http://equella.custhelp.com>.