Intermediate Equella

eLearning 101
27 October 2016
Scope

• Creating Equella packages
• Managing versions
• Collaborating with other staff
• Examples
Equella content packages
Things to remember

• Content packages are like mini-web sites
• Keep your navigation simple
• Short and meaningful menu item names are best
• The ‘Initialise’ button adds ALL resources
Benefits

• Requires no HTML programming skills
• Easy way to package a collection of resources by topic
• Shareable across LEO units
Managing Equella item versions
Things to remember

• “Latest version” or “Latest available” means latest live version (there may be more than one live version).

• Highest version number means newest version

• DO NOT Delete a version – select ‘Archive this version’ instead
Benefits

• No need to embed version information in file names
• Version numbers indicate chronological order
• A simple form of disaster recovery
Collaborating with other staff
Things to remember

• Collaboration starts with the ‘Change ownership’ action
• “There can be only ONE! [Owner]”
• Owners and Collaborators can edit and publish the item and its resources
• Collaborators cannot change item ownership
Benefits

• Away on leave? No problem.
• Central location for source files (e.g., Word documents used to export PDF resources)
• Content files are not passed among Collaborators via email.
Thank you!