

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!