



TAFE NSW EQUELLA

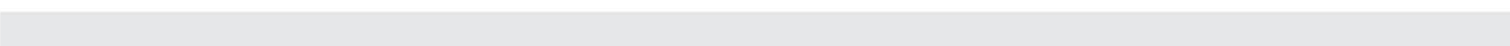
How to Search EQUELLA **User Guide for EQUELLA 6.3**

TAFE NSW Customer Services
June 2015



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1 Introduction

This EQUELLA user guide has been created for TAFE NSW staff who will use the EQUELLA Learning Content Management System (LCMS) to search and contribute learning resources.

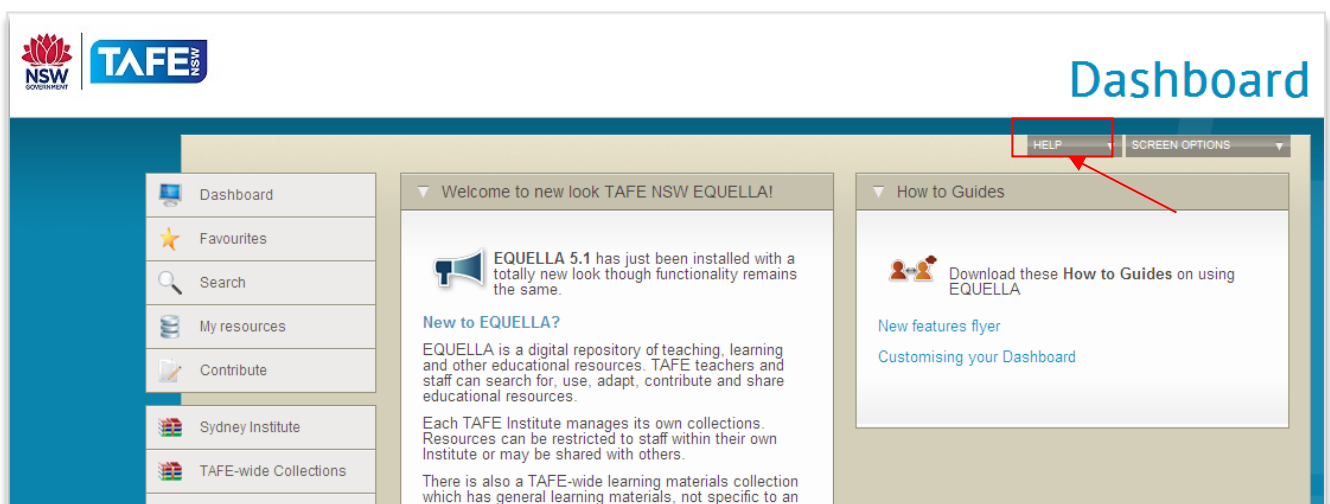
This guide looks at how to locate help in EQUELLA 6.3 and how to search EQUELLA 'natively' using the various available search options.

2 Overview

The EQUELLA Learning Content Management System (LCMS) is a state wide repository for TAFE NSW that enables users to share and link to learning resources easily.

3 How to look for help in EQUELLA

Online help has been included in EQUELLA. Context sensitive help is available on every page of EQUELLA if you need assistance searching or using the repository. Click on the **HELP** button at the top of the page you are in for more information, for example, if you are in the dashboard:



More information about the dashboard drops down providing a list of options:

Help:

Dashboard

The Dashboard page is your home page and displays a navigation menu, portlets, help and screen options. The menu and portlets can comprise personally configured and system administrator configured options.

You can use the keyboard to control the portlets. Press the tab key until the title bar of the required portlet comes into focus:

- M** to minimise the portlet
- E** to edit the portlet if possible
- D** to delete the portlet if possible

Portlets

Portlets are displayed in the central pane and typically display a summary of the available content and links to access that content. You can add portlets to your Dashboard by clicking on Screen Options and selecting a type.

[More about portlets...](#)

Navigation menu

The navigation menu is displayed on the left-hand side of the page and provides links for accessing content that include standard EQUELLA links and system links configured by the administrator. The links displayed depend on the privileges granted by the System Administrator.

[More about navigation links...](#)

You can also search EQUELLA user guides and video tutorials to help you use EQUELLA.

4 Searching EQUELLA

There are two search options available in EQUELLA:

- Quick search
- Search

Quick search

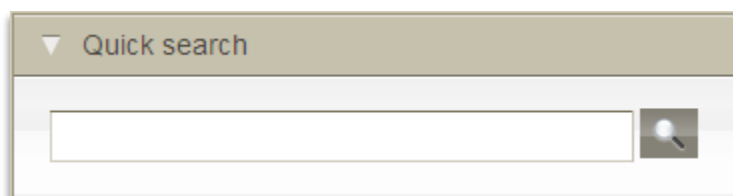
A Quick search box can be added to your Dashboard. This is a simple search using key words.


You can add this portlet by:

1. Select **Screen Options** on the top right hand side of the Dashboard



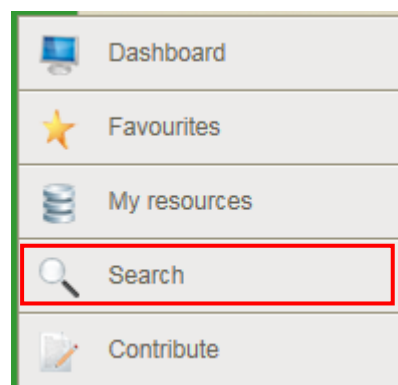
2. From the list of portlets select **Quick search** and click on **Save**. The search box will now appear on your Dashboard.



Enter search terms in the search box and click the magnifying glass icon  or press **Enter** on your keyboard.

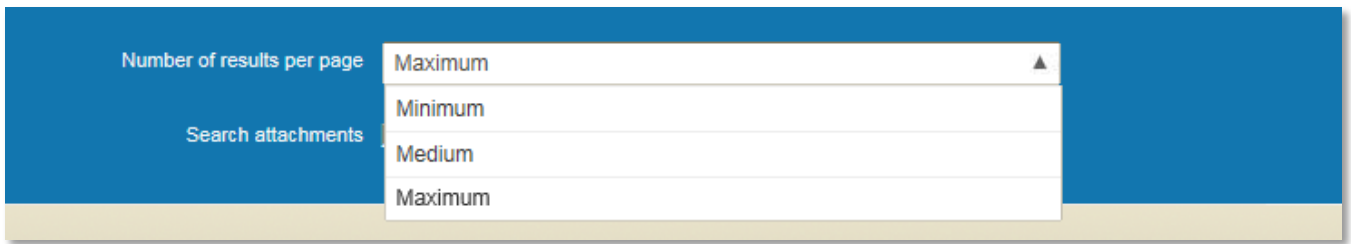
Search

1. Click on **Search** in the navigation panel on the left hand side of the screen.

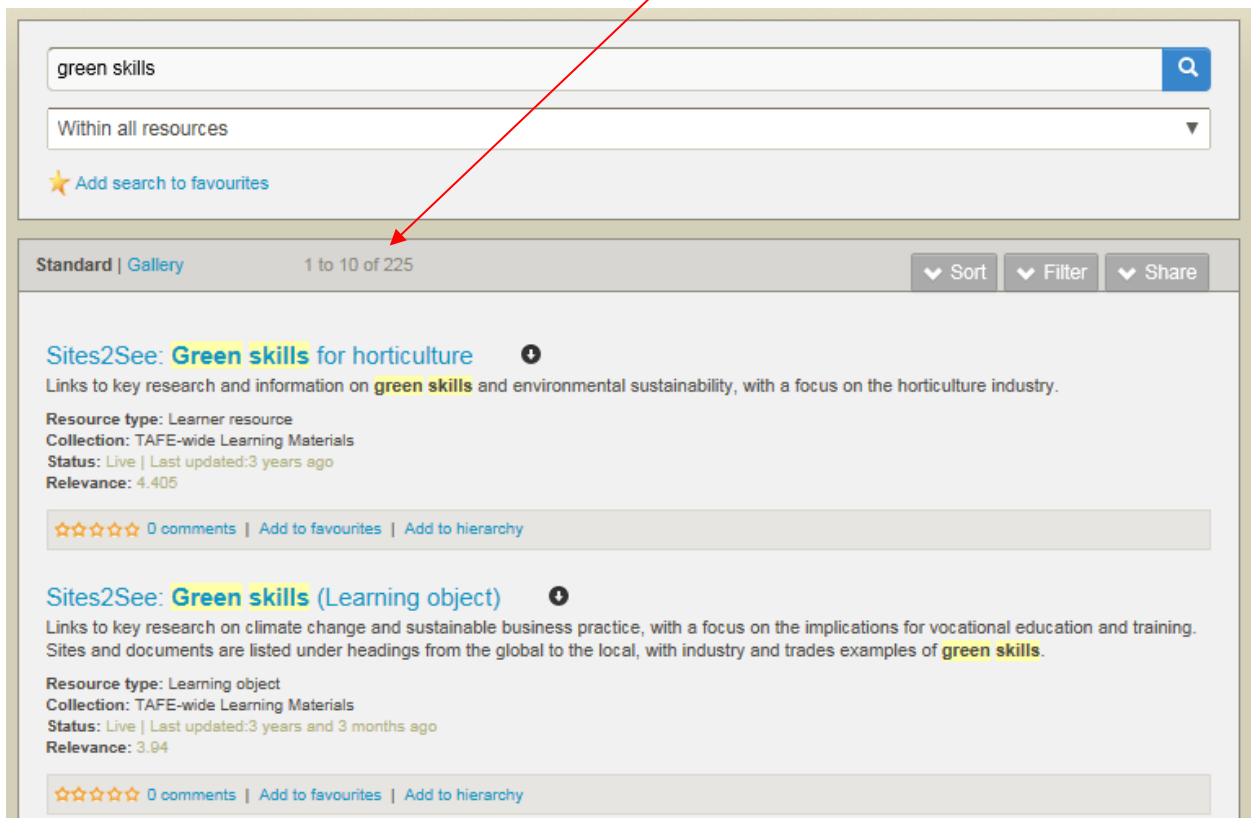


Results are displayed in groups of 10 (Minimum), 50 (Medium) and 100 (Maximum) per page in Standard view.

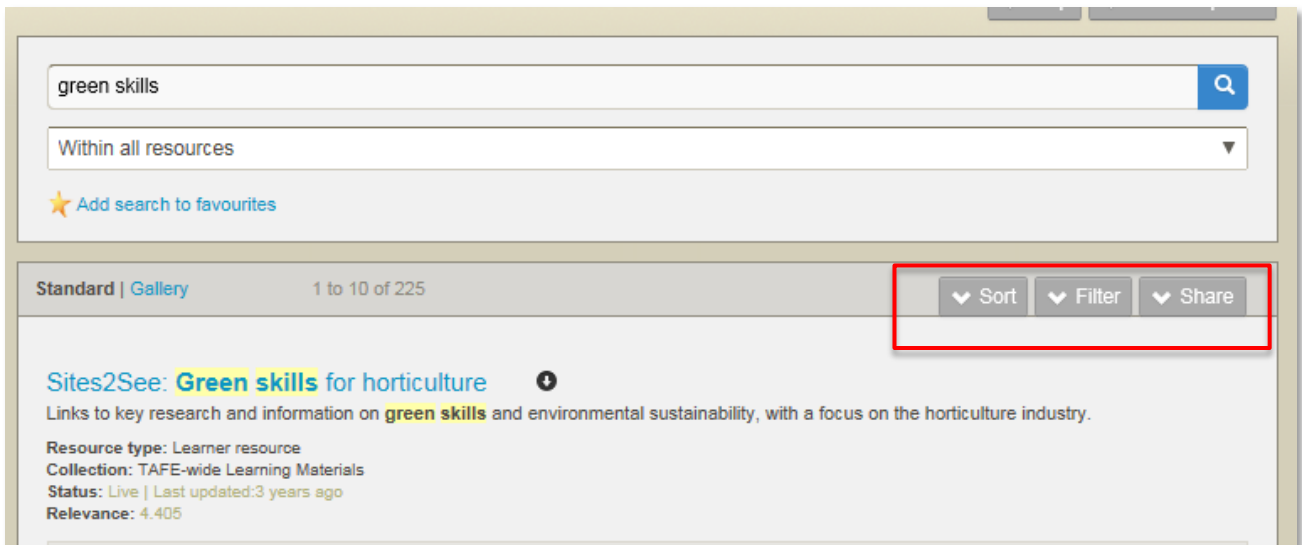
By selecting **Screen Options** on the top right hand corner of the screen you can change the number of how many results appear per page.



Search Example: A keyword search for “green skills” yields 225 results with matched words highlighted in yellow.

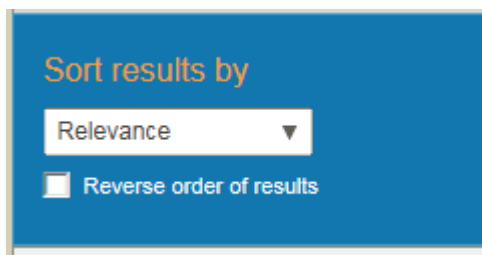


2. You can **Sort**, **Filter** and **Share** the search results, tabs are on the right hand side above the search results.



Sort tab

You can sort results by Relevance, Date last modified, Title and User Rating.



Selecting the **Reverse order of results** checkbox reverses the selected sort order, for example, reverses a title ordering from A–Z to Z–A.

Filter tab

The Filter tab provides options for reducing the number of displayed results. Multiple filters can be applied depending on your search needs.

The basic filters are:

Filter by owner – search for resources owned by particular owners

Filter by date modified – search for resources by particular date ranges

Filter by resource type – filter by resource type

The image shows a blue sidebar menu with three filter sections:

- Filter by owner**: A button labeled "Select user" with a person icon.
- Filter by date modified**: A dropdown menu set to "After", a date input field, and a calendar icon.
- Filter by resource type**: A list of resource types, each with an unchecked checkbox:
 - Audio
 - Images
 - MS Excel
 - MS Powerpoint
 - MS Word
 - PDF document
 - SCORM/IMS package
 - SWF files (.swf)
 - Videos (aspx)
 - Videos (mp4, mpeg, flv, wmv)

Share tab

Users are able to share a search result with others by clicking on the Share tab. These can be shared by an RSS or Atom feed or by emailing the generated URL.

Standard | Gallery 1 to 10 of 225 Sort Filter Share

Share search results as an RSS or Atom feed

RSS feed
Atom feed

Share search results via URL

The URL to the search results is

`https://share.test.tafensw.edu.au/share/access/searching.do?in=all&q=green+&t`

Share search results via e-mail

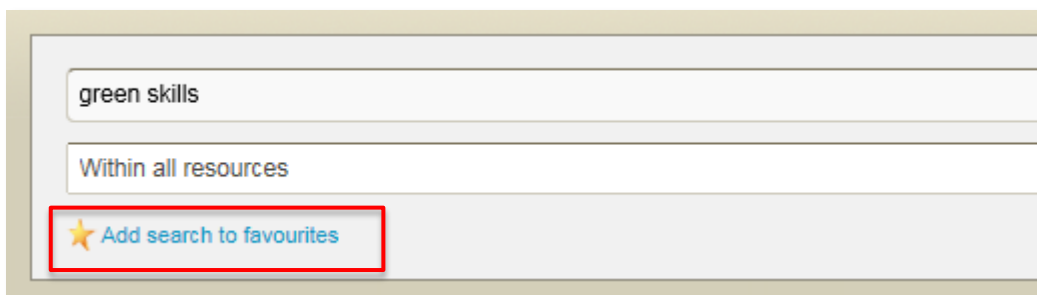
Enter an e-mail address

 Share only results viewable by guests

Add search to favourites

A user's search queries can be saved for future use by adding them to a personal **Favourites** page.

1. Once you have conducted a search query, click the **Add search to favourites** link on the bottom left of the *Search box* to open the dialog box



2. Enter a name for your search query and click **Add**

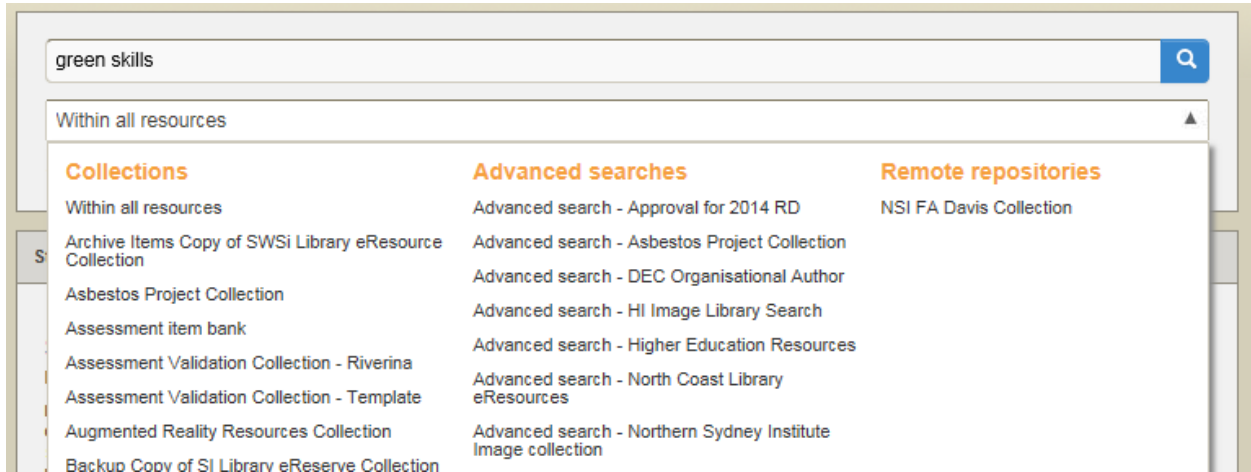
Your search has now been added to your Favourites page which can be accessed from the **Favourites** link the left hand navigation panel. Click on the **Searches** tab.

Refining searches

Search results can be refined by combining:

- **Search**—search terms
- and
- **Within all resources**—select a **Collection**, **Advanced search**, **Remote repositories** or **Within all resources** option from the drop-down list.

Advanced Searches are identified by an initial phrase 'Advanced search', e.g. **Advanced search – DEC Organisational Author**.



Advanced search

Selecting an Advanced search will provide the search fields which have been designed for that particular advanced search.

Example: This search illustrates searching the topic of green skills in the TAFE-Wide Learning Materials collection.

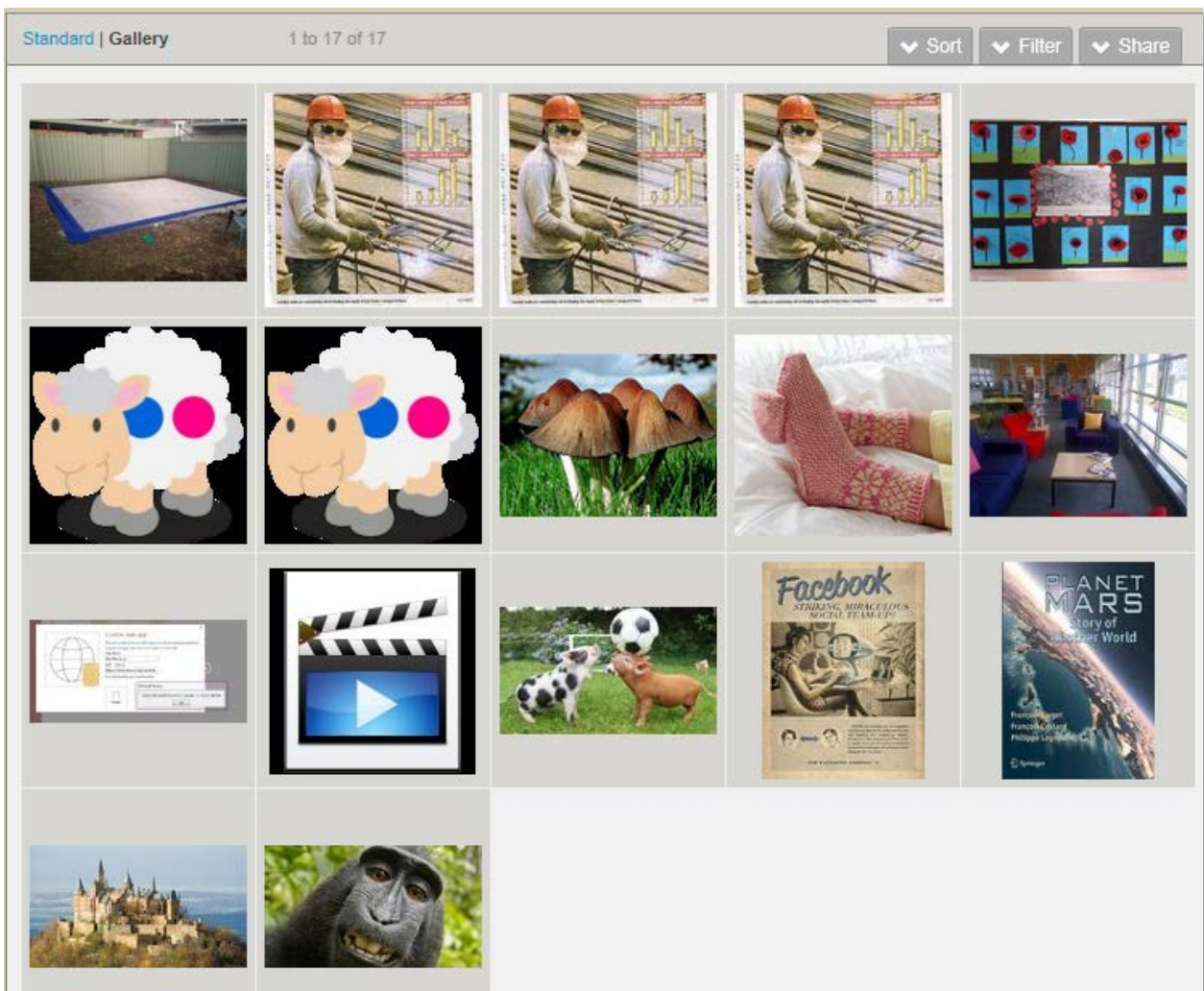
Search Results - Gallery View for Images

Resource results can be viewed in an image grid format where images have been uploaded in a resource.

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 (depending on number of results per page configuration), 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).



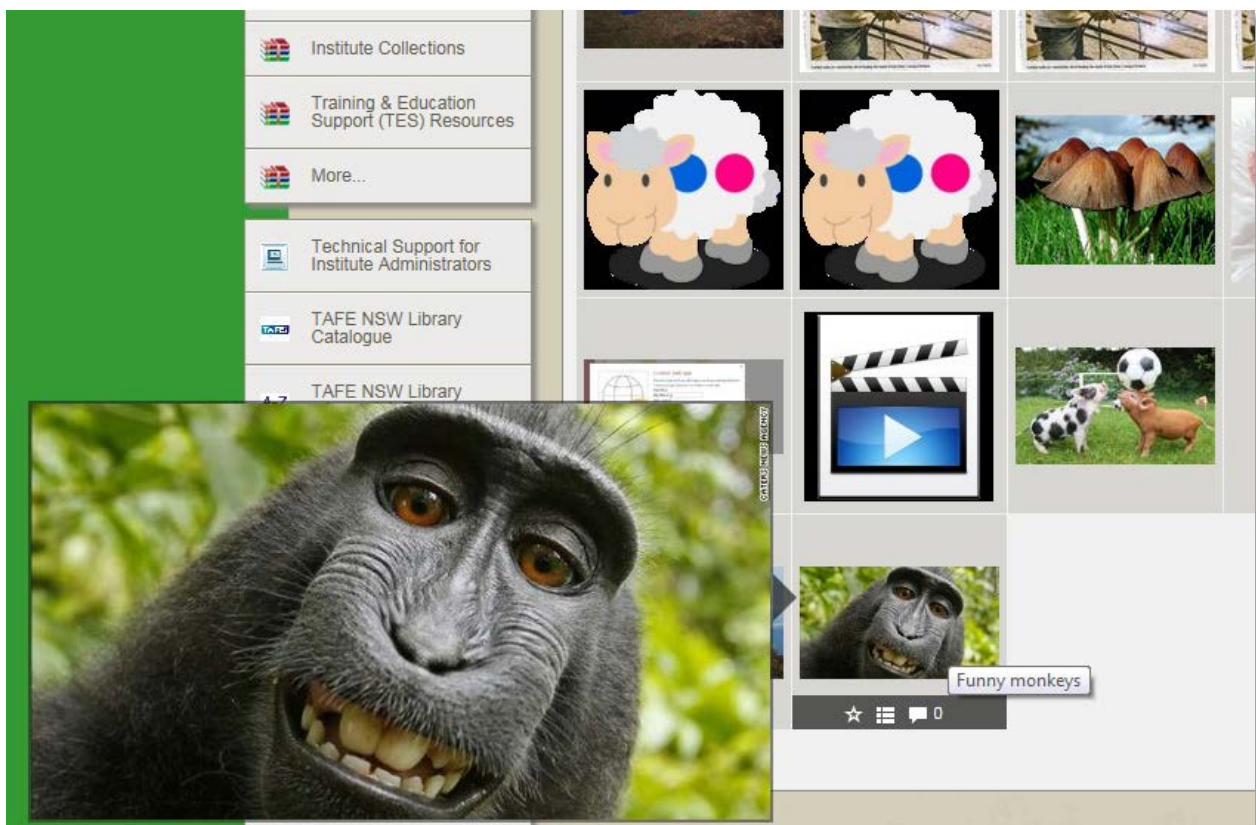
While the mouse is hovering over a specific image, a menu displays at the bottom of the thumbnail, containing the following icons:

 - Click to open the **Add to favourites** dialog and add the resource to your Favourites.

 - Click to open the **Modify key resource** dialog to add or delete the resource as a key resource from a hierarchy.

 - Click to open the Resource summary page with a focus on the Comments section.

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



Browse Search

You are able to browse for resources through various Collections and Toolboxes depending on your permissions. These are located on the left hand navigation panel.

For example, an Institute teacher will be able to browse through TAFE-wide Collections, Institute Collections, Training & Education Support (TES) Resources and Toolboxes.

	TAFE-wide Collections
	Institute Collections
	Training & Education Support (TES) Resources
	Toolboxes

1. Click on the required link, for example, **TAFE-wide Collections**



TAFE-wide Collections

- ▶ [TAFE-wide Learning Materials \(9,412\)](#)
- ▶ [Past TAFE Exams \(410\)](#)
- ▶ [Graphics Collection \(182\)](#)
- ▶ [Centre for Learning Innovation \(CLI\) Resources \(3,996\)](#)
- ▶ [Shared Professional Development and Compliance Collection \(8\)](#)
- ▶ [TAFE Connects \(84\)](#)
- ▶ [Toolboxes \(146\)](#)
- ▶ [Augmented Reality Resources \(27\)](#)
- ▶ [SkillsLocker Resources \(11\)](#)
- ▶ [TAFE NSW Online Collection \(133\)](#)

In this case there are various sub-collections which can be browsed. Each Collection has an indicative number of resources in parentheses.

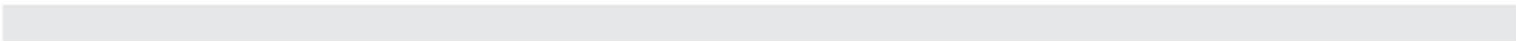


Custom Links

These are links to popular resources within and outside EQUELLA.

The current links are for TAFE NSW Library Catalogue, TAFE NSW Library eJournal A-Z, Past TAFE NSW Exam Papers and TAFE NSW Studylinks.


	TAFE NSW Library Catalogue
A-Z	TAFE NSW Library eJournal A-Z
	Past TAFE NSW Exam Papers
	TAFE NSW Studylinks



5 Viewing a resource

Once you have conducted a search, a list of results matching your search query will be provided.


Details such the Title, Description, Resource type, Date created, Collection and Status are displayed. What details are displayed are customised by each TAFE Institute.

Photos and images for general use in Library & eLearning promotions and guides for any Business or MET Line at Riverina Institute 

Photos and images available for free or educational use from clip art suppliers such as microsoft.com. To be used in Riverina Institute LibGuides and other Library & eLearning team promotional and support materials.

Resource type: Promotion/marketing
Date created: February 7, 2013
Student use: Yes
Collection: Riverina Institute Materials
Status: Live | Last updated: about 13 hours ago

☆☆☆☆ 0 comments | [Add to favourites](#) | [Add to hierarchy](#)

Health and safety in welding. TN7 - 2013 

Practical guidance and information on health and safety in welding and allied operations.

Type of material: eBook
Keywords / topics: WTIA, welding
Available for use by current staff & students at: Riverina Institute
Collection: Riverina Institute Library eResources
Status: Live | Last updated: about 16 hours ago

☆☆☆☆ 0 comments | [Add to favourites](#) | [Add to hierarchy](#)

1. Click on a resource title to view the Resource Summary page with resource information and attachments.

MSS11 Sustainability Training Package Implementation Guide Version 1

This Training Package Guide provides an overview of the newly endorsed MSS11 Sustainability Training Package to support its implementation in TAFE NSW. It includes information required for Australian Quality Training Framework (AQTF) compliance for TAFE NSW scope of registration available at

2. On the Resource summary page, various metadata fields will be displayed with one or more attachments. These displayed fields will vary depending on collection.

MSS11 Sustainability Training Package Implementation Guide Version 1

Description

This Training Package Guide provides an overview of the newly endorsed MSS11 Sustainability Training Package to support its implementation in TAFE NSW. It includes information required for Australian Quality Training Framework (AQTF) compliance for TAFE NSW scope of registration available at <http://www.training.com.au/Pages/menuitem91cdbaeb7a2bc0e2cd9ae78617a62dbc.aspx> It is anticipated that the Guide will be used by managers and teachers delivering and assessing the qualifications within the MSS11 Sustainability Training Package. The guide complements but does not duplicate other Training Package data, guides or relevant information issued by national and state bodies e.g. Industry Skills Councils (ISCs) and NSW Industry Training Advisory Bodies (ITABs). The guide should be used in conjunction with the MSS11 Sustainability Training Package accessible from the Training.gov.au site at <http://training.gov.au/>.

Resource type

Implementation guide

Training Packages

MSS11 Sustainability Training

AQF levels

Certificate IV, Vocational Graduate Certificate,
Diploma

Organisational authors

ISU, Meadowbank

Keywords

Sustainable Operations, Environmental
Monitoring and Technology, Environmental
Management


Resource created date


19 October 2011

Licence





© TAFE NSW - Training & Education Support
Industry Skills Unit - Meadowbank, 2011

Links to resources

 [MSS11 Sustainability TP Implementation Guide_v1.1.doc](#)

 Full screen

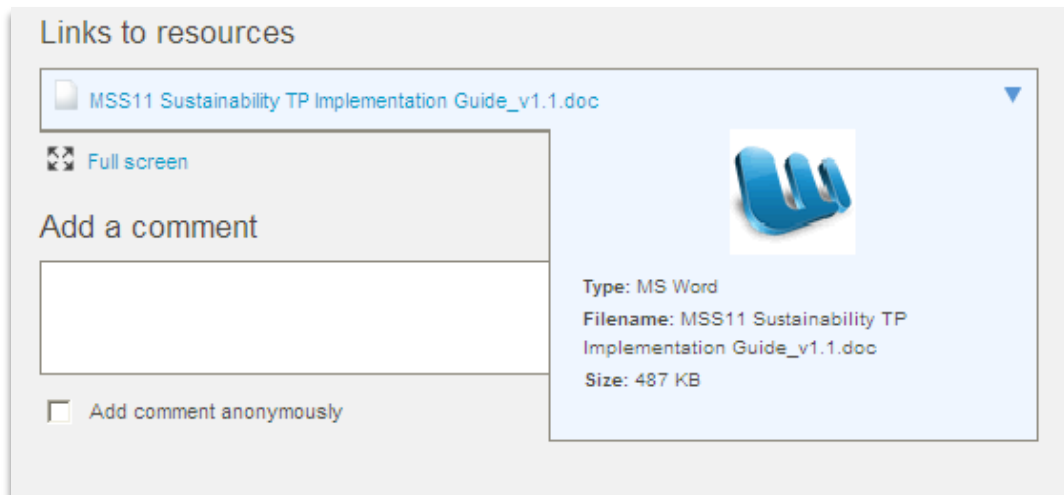
Add a comment

Rate this resource     

Add comment anonymously

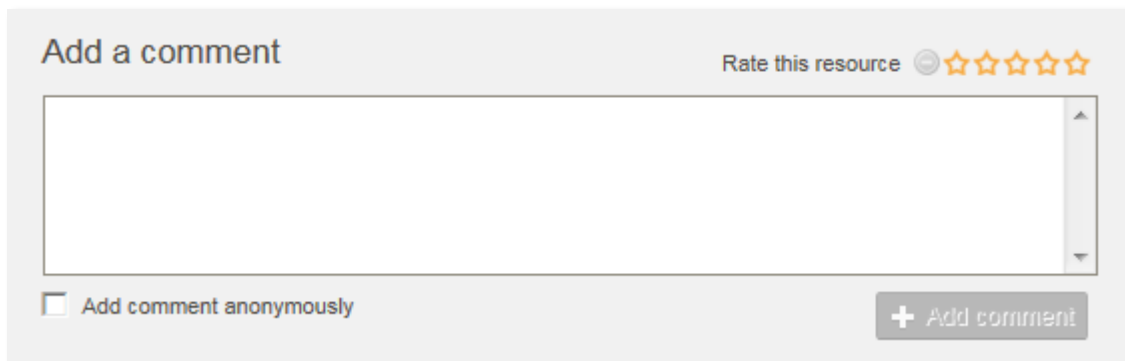
ADD COMMENT

3. By selecting the drop down arrow to the right of the attachment, users can view more details



The screenshot shows a 'Links to resources' section. At the top, there is a document icon and the filename 'MSS11 Sustainability TP Implementation Guide_v1.1.doc' followed by a small blue downward-pointing triangle. Below this, there is a 'Full screen' button with a double-arrow icon. To the right of the document name is a blue 3D 'W' logo. Below the logo, the following details are listed: 'Type: MS Word', 'Filename: MSS11 Sustainability TP Implementation Guide_v1.1.doc', and 'Size: 487 KB'. On the left side of the interface, there is a section titled 'Add a comment' with a text input field and a checkbox labeled 'Add comment anonymously'.

4. You may also 'Add a comment' and a star rating to the item if this option is available.



The screenshot shows a comment and rating interface. At the top left is the text 'Add a comment'. To the right is the text 'Rate this resource' followed by a dropdown arrow and five orange stars. Below this is a large text input field. At the bottom left is a checkbox labeled 'Add comment anonymously'. At the bottom right is a button with a plus sign and the text 'Add comment'.