Shared Ressources Library : User guide: Addition of a new resource to the library

Access

- From the library, follow the “Add a resource” link at the top of the library. This is a unitary addition. For a massive addition it will be necessary to use the link “Import massively”.

Note this access without going through a course will be dependent on the capacity “hascapability somewhere”

- From a course, via the “Shared resources” block, follow the link “Change the resources of the course”

Addition of a new resource to the library : documentalist

The operation of adding (unitary) a resource in the documentary collection is done in three acts **from the course:**

- Download / build the resource
- Resource Information
- Final registration and validation

The operation of adding (unitary) a resource in the documentary collection is done in two stages **from an out-of-course context, for example via a system context on the dashboard page:**

Form details

- **Name :** Name of the resource, which will be included in the metadata
- **Description:** Description of the resource, which will be included in the metadata
- **Share level:** To provide access to the resource only to persons with rights in the designated course category
- **URL of the shared resource :** Link to the resource , only if it is a resource type link, otherwise leave blank
- **File :** Choose a resource
- **Vignet :** Custom illustration of the thumbnail
- C**ase to check “Delete thumbnail”:** Useful only if a thumbnail has already been filed to delete it and return to the form to file another.
- click on “**Next step**” to go to the metadata form.

Metadata form

the form to be entered is based on the various elements that you have authorized in central administration to fill in for the documentary and teachers/trainers.

Here is an example:



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