**EQ101 Trainer notes**

The EQ101 course is set up as a series of hands on exercises. The main theme of the training is to ensure that users are comfortable using EQUELLA, and that they have an understanding of the basic features.

**Setup**

There is one EQUELLA institution and one Moodle used for training.

Setup a new institution:

• create a new training institution

• integrate the new institution with Moodle; and

• create a new Moodle course

Have the following users are available to use for both EQUELLA and Moodle:

• Trainer account

▪trainer1/Equella1

• Trainee accounts (14 accounts)

▪user1 – user14/Equella1

Access to EQUELLA and Moodle is with the same username and password.

The generic usernames and passwords are:

• teacher/equella

• contentadmin/equella

Printing

Have one copy of the Workbook printed for each participant.

**Running the course**

The course has been written to run for one day. Aim to complete the majority of session1 by lunchtime (this depends on scheduled session and break times).

The PowerPoint presentation is used in conjunction to the Workbook.

Discuss, demonstrate then have participants complete the exercises (workshop style) works best and this approach should be encouraged.

Course elements

Workbook (session 1)

1. EQUELLA technology and terms

a. Start with PowerPoint to the end of section 1.

b. Complete Workbook to the end of the dashboard section.

2. EQUELLA structure and searches

a. Continue with the Workbook to the end of the browse section.

3. EQUELLA resources and lifecycle

a. Use the PowerPoint section 3.

b. Continue with the Workbook to the end of the resource summary section.

4. My Favorites and sharing resources

a. Continue with the Workbook to the end of the favorites section.

5. Contributing resources

a. Continue with the Workbook to the end of the contribute section.

6. My Resources

a. Continue with the Workbook to the end of the session 1.

Workbook (session 2)

1. Integrated EQUELLA

a. Use the PowerPoint section 6.

b. Continue with the Workbook to the end of the content presentation section.

2. EQUELLA content and rights

a. Use the PowerPoint section 7.

b. Continue with the Workbook to the end of the DRM section.

3. User Profile

a. Continue with the Workbook to the end of the profile section.

4. EQUELLA Mobile

a. Use the PowerPoint section 8 to briefly discuss this feature.

5. Content exchange

a. Use the PowerPoint section 9 to briefly discuss this feature.

6. Scrapbook

a. This section is used for extension exercises but can be delivered or demonstrated depending on the class and timing.

7. Repository showcases

a. This section is used for extension exercises but can be delivered or demonstrated depending on the class and timing.

8. Use existing resources

a. This section is used for extension exercises but can be delivered or demonstrated depending on the class and timing.

9. EQUELLA Support & PPS

a. Discuss this section using the Workbook up to the end of the User Community section.

10. Review

a. There is a separate Review PowerPoint that can be used.

**IMPORTANT –There is an exercise for users to delete their added resources from the Moodle course. However the trainer is responsible to ensure that all resources have been deleted.**