

# Guidelines for updating/ editing EQUELLA resource

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## Edit a resource vs. create a new version

Prior to the start of each semester, teaching staff are given the opportunity to update their Moodle units with content relevant for the upcoming teaching period. With the introduction of EQUELLA, rather than uploading resources (eg. lecture notes, unit guides, etc.) **directly** into Moodle, teaching staff can add **links** to resources stored in EQUELLA.

It may be that there are resources in EQUELLA that are already fit for purpose and don't need to change from semester to semester. Examples may include study guides, videos and software. In this case, all the staff member would need to do is add a link to the **existing** EQUELLA resource in their Moodle unit (see [Add an EQUELLA resource in Moodle](#) section above).

Where there is a resource that does need to be **updated/ changed** to be made relevant for the upcoming teaching period, the staff member needs to ensure a **new version** of that resource is created before adding the link to their Moodle unit. The main reason why a new version must be created (and why the metadata and files within the resource can't just be edited directly) is that as a University, we are required to keep a record of the files/ resources that were used in each teaching period for each unit. If the resource were to be edited directly, old Moodle units would link to the updated resource/ file – a resource that was not 'valid' at the time of teaching. This would put the University in breach of its data retention/ archiving requirements.

As a result, it is recommended that the following process be followed when considering an update/ change to a resource prior to and over the course of a teaching period:

### Steps to be undertaken just prior to the commencement of a new semester/ teaching period are as follows:

1. *For resources that are updated semester-to-semester (eg. tutorial/ lab instructions, assignments, lecture notes, etc.)*
  - a. The person responsible for the resource in question (eg. the Chief Examiner or lecturer) must create a new version of the resource in EQUELLA, prior to the start of semester (see [Create a new version of a resource in EQUELLA](#) section above)
  - b. Once the person responsible has finished creating a new version of the resource as necessary, he/ she needs to go through their Moodle units for the upcoming semester and update the links to EQUELLA resources such that they link to the recently created new version
  - c. If there are others who may have used this resource in the past, the person responsible needs to advise them to update their links (as required)
2. *For items that do not need to be updated semester-to-semester (eg. study guides, videos, software, etc)*
  - a. No action required (ie. No new versions need to be created; no updates to links in Moodle are required)

**If the person responsible for an EQUELLA resource wants to make changes to that resource during a semester/ teaching period (eg. change the information about the item, update the attachments, etc.):**

3. Determine whether a new version of that resource was created at the start of the current teaching period (see point 1 above) or whether the resource was retained 'as is' from previous teaching period (see point 2 above). This information can be discovered by looking at the moderation history of the resource (see [View resource moderation information](#) section above)
4. If a **new version** of the item was created at the start of the current teaching period (eg. tutorial/ lab instructions, assignments, lecture notes, etc.):
  - a. **Edit the resource directly** (see [Edit a resource in EQUELLA](#) section above)
5. If the item was retained from the previous teaching period (eg. study guides, videos, software, etc.):
  - a. Create a **new version** of the resource *before* you make any changes/ updates to it
  - b. Make changes/ updates to the new version of the resource as required
  - c. Determine who else had been using the previous version of the resource and advise them that there is a new version of the item available
  - d. Go into your Moodle units and change the links to the resources such that they point to the **new version** of the item

An example:

Let's say you have a Study Guide that has been used for the past three years and you want to use it again in Semester 1 2013. You simply retain the link to that resource in your Moodle unit(s).

In the *middle of Semester 1 2013*, you need to make some changes to that Study Guide. Because it was used in Moodle units over the past three years, those units need to continue to point to the Study Guide in its original form. So, you need to create a new version of the Study Guide so as not to compromise the integrity of the previous years' Moodle units.

This may need to be communicated if multiple units are using that Study Guide for Semester 1 2013 and thus they will need to update their links in Moodle as well so they are current/ valid for that semester.

#### KEY MESSAGE

When you want to update/ change an EQUELLA resource that has been used in a previous teaching period, create a new version first.