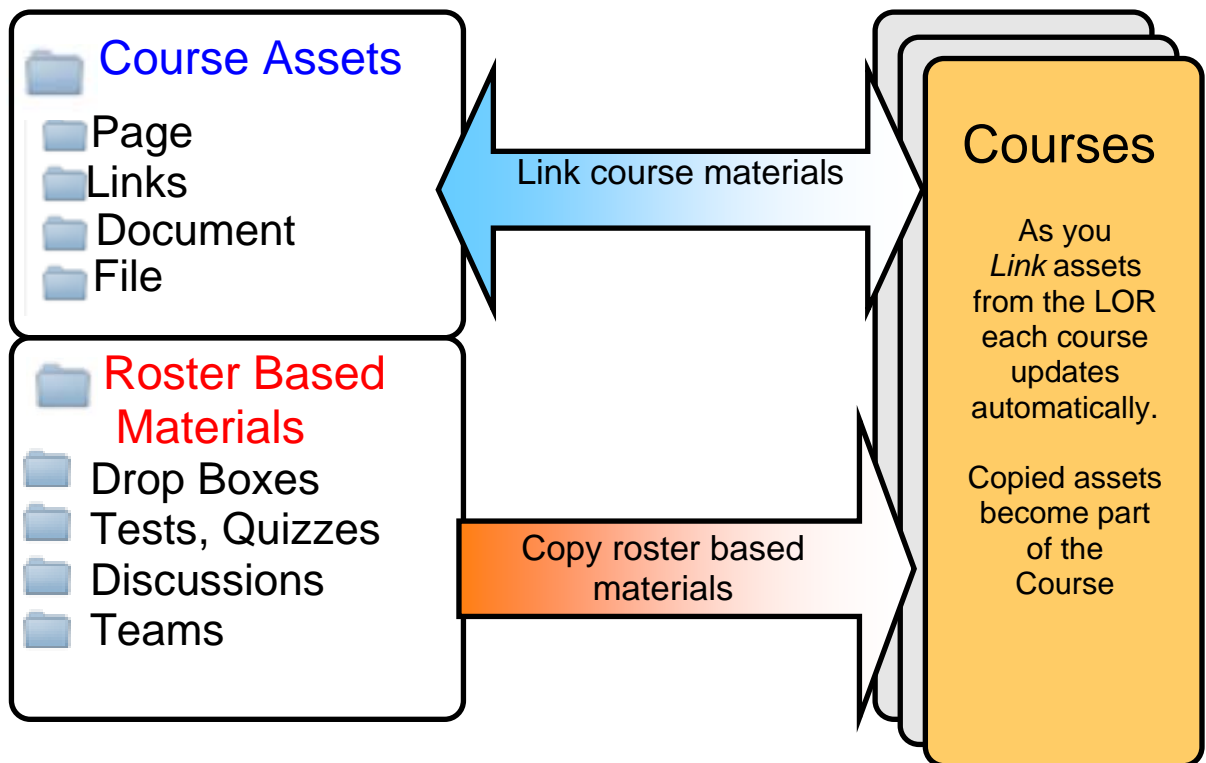


By Bernard Kahn with Graphics by Jeffrey Riman. March 27, 2008

## Using the Learning Object Repository

### Learning Object Repository Basic Functions



The first step is to connect your personal LOR to your courses.

**To make objects in your LOR available to your courses.**

1. Open your LOR (icon on left bar)
2. Select your Personal LOR
3. Go to Manage
4. Select Course or Group Access
5. Select My courses or My groups
6. Check all courses or groups you want your LOR to be accessible from
7. Click "Add Selected"
8. Select "Exit" (way at the bottom of the page)
9. Then, in your course, when you select to Add content, and choose Import from Learning Object Repository, when you go to Section, and click the down arrow to select, your Personal Object Repository will be available to choose from and Browse for your content. Remember you can open a folder by clicking on the folder icon, then the contents of that folder will be listed.

## Linking To LOR Items From Within a Course

When an item in the LOR is used as a **master file**, it should be linked from the course. In this way, updates can take place in the **master file** in the LOR, and the updates will immediately be visible in any course that is linked to that **master file**.

- From your Course Home Page, click on the **Learning Module Tab**.
- Navigate to the location you want the LOR material to appear in and click on **Add Content**.
- Click on **Import from Learning Object Repository**.
- Click the **Section Selection Arrow**.
- You will see a list of all the LORs you have access to. **Select the LOR** that contains the information you want to copy.
- \*NOTE - if you do not see the LOR you want here, you will need to follow the directions on how to provide course Access to an LOR above.
- Click the **Browse Button**.
- Put a check next to the information you want to copy.
- \*NOTE - you can link whole folders or individual items within folders. To open up a folder to view the individual items, all you need to do is click on the folder icon. If you choose to link a folder, all the folder contents in the LOR will be accessible
- Click the **Link Items Button**.
- Click the **Cancel Button** when you have linked all the items you choose.

## How To Copy LOR Items To A Course.

When an item must be related to the roster within a course, that item should be COPIED to the course (In the course, *copy from* the LOR). This way, grading takes place *IN* the course.

- From your Course Home Page, click on the **Learning Module Tab**.
- Navigate to the location you want the LOR material to appear in and click on **Add Content**.
- Click on **Import from Learning Object Repository**.
- Click the **Section Selection Arrow**.
- You will see a list of all the LORs you have access to. **Select the LOR** that contains the information you want to copy.
- \*NOTE - if you do not see the LOR you want here, you will need to follow the directions on how to provide course Access to an LOR above.
- Click the **Browse Button**.
- Put a check next to the items you want to copy.
- \*NOTE - you can copy whole folders or individual items within folders. To open up a folder to view the individual items, all you need to do is click on the folder icon.
- Click the **Copy Items Button**.
- Click the **Cancel Button** when you have linked all the items you choose.