

Use Your Personal LOR (Learning Object Repository)

Every instructor has a Personal LOR (Learning Object Repository) that is always accessible from the LOR icon in the left hand Power Strip.



LORs are used for storing content. The content can be used in multiple classes or across multiple semesters.

Files uploaded to your Personal LOR are stored in the **Repository**. To add content to your Personal LOR, click the **Repository** tab. Next, click **Add Content**.



The next screen, **Create an Item**, allows you to choose which type of content to add.

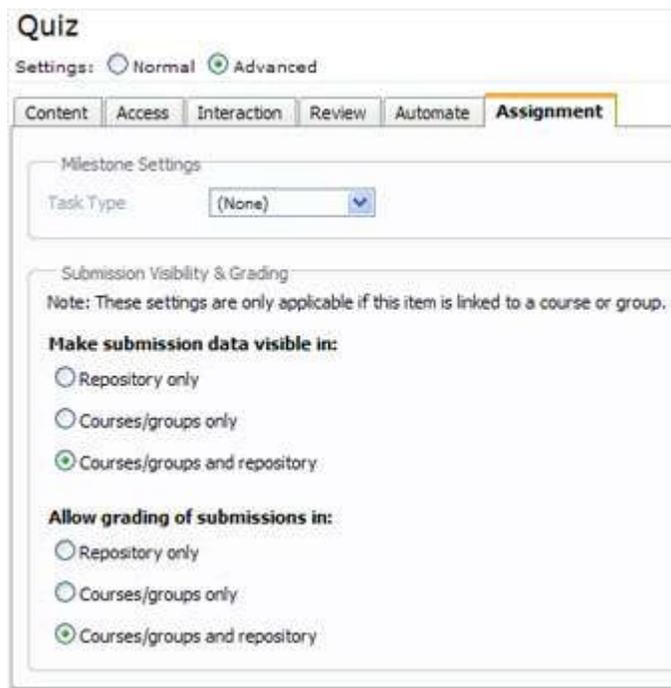
One way to use your Personal LOR is to add a folder for each class you have. Use these class folders to hold, edit, and organize content files for each class. When the content is ready, copy or link to the folder or items in the folder from the appropriate class.



LORs should not be used to store calendars, announcements, or themes.

Drop Boxes and Discussion Forums are not usually stored in an LOR. Drop Boxes and Discussion Forums become shared across courses that are linked to the LOR. (In some cases, this may be desirable. For example, if you want to share discussion among classes, using a LOR is the perfect way to do it.)

If an Assessment is located in a LOR, and linked to one or more classes, you must specify in the Assignment settings where you want submission data to be visible and where submissions are to be graded (in the LOR or in the courses).



The image shows a screenshot of the 'Quiz' settings interface. At the top, there are two radio buttons for 'Settings': 'Normal' and 'Advanced', with 'Advanced' selected. Below this is a horizontal menu with tabs for 'Content', 'Access', 'Interaction', 'Review', 'Automate', and 'Assignment', with 'Assignment' highlighted. Under the 'Assignment' tab, there is a 'Milestone Settings' section with a 'Task Type' dropdown menu set to '(None)'. Below that is a 'Submission Visibility & Grading' section with a note: 'Note: These settings are only applicable if this item is linked to a course or group.' This section contains two sub-sections: 'Make submission data visible in:' and 'Allow grading of submissions in:'. Each sub-section has three radio button options: 'Repository only', 'Courses/groups only', and 'Courses/groups and repository'. In both sub-sections, the 'Courses/groups and repository' option is selected.

LORs are especially good for storing large content items, such as images, PowerPoint presentations, or multimedia, that can be linked to more than one class. The file size of the item will then count against the overall server capacity just one time, rather than multiple times.

Linking vs. Copying from a LOR

Be intentional when you link. When you **link** to items in a LOR, they do not actually exist in the course. Those items exist only as links, and work the same as links.

Edits and changes to items in the LOR are reflected in their links in the course.

If you want to have two versions of an item, you must **copy** it from the LOR instead of linking to it. Then changes to the items will need to be made separately.

Repository Access

How to Share Content in your LOR

To share content in a LOR with a course, you must make the LOR content available to the specific course through Course and Group Access settings in the LOR. Follow these steps to make your LOR available to specific courses:

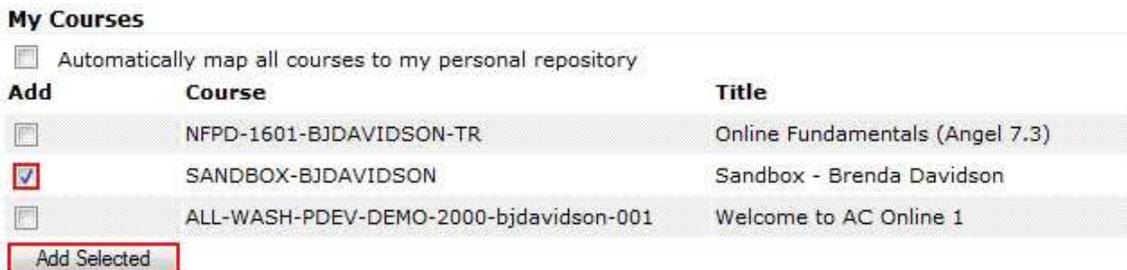
1. Click on the LOR button and open your LOR.
2. Go to the **Manage** tab.
3. Click on **Course and Group Access**.



4. In the **Add Associations From:** column, select **My Courses**.



5. Select the course or courses you want to have access to your LOR. Then click **Add Selected** for the course to be added to the LOR access list.



- To remove access to a LOR, select the course from the Current Associations access list. Then click **Remove Selected**.

Repository Association Editor
Current Associations: USER-bjdavidson

Remove	Type	Id	Title
<input checked="" type="checkbox"/>	Course	SANDBOX-BJDAVIDSON	Sandbox - Brenda Davidson

Remove Selected

Link to LOR Content from a Course

- In a course which has been given access to a LOR, go to the **Lessons** tab and click **Add Content**. Then click on **Import from Learning Object Repository**.

Lessons
Add Content

Create an Item

- Folder**: Create a new folder to organize your content.
- Page**: Create a new page of content from scratch.
- Link**: Create a URL to link to a document on the World Wide Web.
- Survey**: Create a new form or online survey.
- File**: Upload Zip, Word, Excel, graphic files and more from your computer.
- Drop Box**: Create a drop box for users to submit files or ePortfolio publications.
- Game**: Adds a crossword puzzle or quiz show content item.
- IMS/SCORM Package**: Adds a reference to an IMS/SCORM content package.
- Discussion Forum**: Adds a gradable Discussion Forum for collaboration or Q & A.
- Blog**: Adds a blog page where all users can post.
- Wiki**: Adds a wiki page where users can freely edit each others posts.
- Course Syndication Folder**: Create a new Course Syndication Folder to organize your content for RSS aggregators or Podcasting.
- Assessment**: Create a new assessment, practice test or exam.
- Section Heading**: Create a new inline section heading.

More Options

- Copy Items**: Create a duplicate of an existing folder or item.
- Import from Learning Object Repository**: Copy or link to items in the Learning Object Repository.
- Import from a Course or Group**: Copy items from any other course or group in which you are an editor.

- Select the LOR and click **Browse**.

Lessons
Import from Learning Object Repository

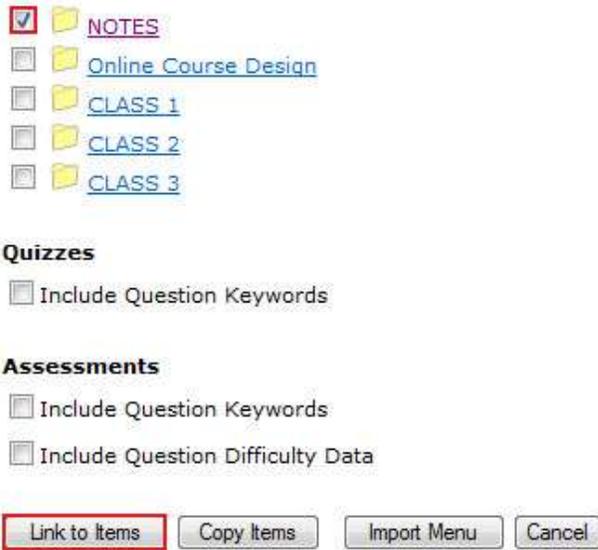
Browse

Directions: Select a content section from the list and click Browse.

Section
Repository: Personal: Brenda Davidson ▼

Browse

9. Select the content you want. Then click **Link to Items**.



10. The content is now a **Link** in the **Lessons** tab.



(NOTE: The blue arrow indicates that the content is linked from an LOR.)