

**OLEP** Quick Guide



In the Open Learning E-Package (OLEP) website section you can:

# UPLOAD/MOFIDY LEARNING RESOURCES

#### **UPLOAD A COURSE 1/9**

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After having logged in, you click on "Learning resources" 1 and then on "Upload/Modify" 2. Then you select "Upload a new course" 3 and click on "Go to upload/modify" 4.

#### **UPLOAD A COURSE 2/9**

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Then you need to fill the displayed fields, giving information about the course **1** and its structure **2**. Some fields are automatically filled by the system but you can change them and complete the others (green ones are optional, red ones are required).



# **UPLOAD A COURSE 3/9**

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#### **UPLOAD A COURSE 5/9**

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Than you browse to select the file you want to upload 1, eventually inserting also a web address where the same file could be viewed without being downloaded 2, fill in the name of the author/s and the year 3 and select the license type 4. Finally click on "Done" 5.

#### **UPLOAD A COURSE 6/9**



Then you are required to select the category your file will be shown in **1** and click on "Confirm" **2**.



# **UPLOAD A COURSE 7/9**

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The uploaded files are shown under their specific category 1. After selecting an element, it's possible to use the buttons on the bottom of the page to move it up and down (2), delete it (3) or edit/modify its tags (4).

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Finally, after creating the structure, inserting the files and adding tags, you can decide what to make visible via the website, selecting the desired elements 1 and then clicking on "publish object" 2. The elements that are still not published are underlined in yellow.

# **MODIFY A COURSE 1/3**

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To modify a course you uploaded, after having logged in click on "Learning resources" 1 and then on "Upload/Modify" 2. Then you select "Modify your course" 3 and click on "Go to upload/modify" 4.

#### **MODIFY A COURSE 2/3**



The list of the courses you uploaded is presented. Click on the one you want to modify 1.



# **MODIFY A COURSE 3/3**

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You can see now what you uploaded. You can change, add, delete, publish and unpublish (see Upload a course from 2/9 on for details).

