Entering and Accessing Learning Resources

This set of instructions provides information on:

- Entering learning resources
- Validation process

For more information, support and resources:

- LRTS information website: https://nait.libguides.com/LRST
- Print Solutions for printing and coursepacks:
  - PrintSolutions@nait.ca, 780.471.8766
- shop AT NAIT for entering learning resources:
  - Eryn Dechant erynt@nait.ca, 780.491.3961
  - Sandeep Wadhwa sandeepw@nait.ca, 780.491.5438
- ITS for all other questions
  - helpline@nait.ca, 780.471.8624

Quick Notes:

- Please remember to check the Academic Planning Calendar for learning resource and coursepack submission deadline dates for each term.
- To streamline order submission and processing, it is preferred for programs to submit print orders for Department and Instructor copies of Coursepacks when submitting other learning resource requisitions.
The learning resource area of Academic Tools is where you go to enter in the learning resources for a course. The learning resources are the textbooks, supplies, and coursepacks that a student will need to have in order to take the course.

1. There are two ways to access the learning resources, depending on your role. Although the pages are different, the learning resource tool works the same in both.
   a. Through the course page - This is the preferred way if you are an instructor and only have a course or 2 to enter in the resources
   b. Through the Programs page - This is the preferred way if you are responsible for entering resources for all of the courses in a program
2. For each term you will be required to specify the resources for the course; however if there are already resources entered and there are no changes you can simply state that there are no changes for a particular term and the previous terms resources will be used. If you create a draft and there are resources from a previous term, those resources will be included and you can modify them as needed.

For this scenario, there are not yet any resources for this course, so we will start from scratch. For the 1181 term, click “Create Draft”. This will create a draft resource list for this course and term, and will take us into the learning resource editor.

3. From this page, enter all resources for this course. Note that all resources must be entered for this course. For each resource, enter in as much information as you can. If shop AT NAIT needs any more information, they will contact you.
a. You will notice when you are entering resources that at the bottom of the add/edit resource popup, there are 2 checkboxes and an Additional Notes section.

- Check the “Resource is Optional” checkbox if it is not required for the student to purchase.
- If the resource is an alternate to a different resource, check the “Is Alternate Resource” checkbox (i.e. if there is an eBook copy and a print copy of the same book and the student can choose either). If you check this box, make sure to explain in the additional notes which resource it is an alternate to. This will assist shop AT NAIT when they order the resources.

4. Add a text book

- Enter in as much information as possible. The title and author, as well as the ISBN, publisher, and edition.
5. Add a coursepack; 1234. You can search by title or coursepack number. Note, if your coursepack is not found then it is not in the system yet. You will need to create a new coursepack.

6. Add a calculator.
7. After entering all the resources for this course, submit for validation by shop AT NAIT.

- The validation step is needed so that shop AT NAIT can review the resources entered, then contact the suppliers to make sure the resources are still available (e.g. versions may have changed, or are no longer available).
8. Learning Resource Validation

- If shop AT NAIT has no changes to make to the learning resource list, they will approve it and you will get an email notification that it has been approved.

- If shop AT NAIT needs to make a change or adds additional information, you will get a notification asking you to verify the change. This is called Author Review.

9. Review the information from shop AT NAIT for those resources that are in the ‘Author Review’ status.

- If the changes or additions are good, click I APPROVE.

- If further changes or additions are required, click I DO NOT APPROVE, which would revert the resources for this course back to draft.

<table>
<thead>
<tr>
<th>Text Book</th>
<th>A Game of Thrones</th>
</tr>
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<tbody>
<tr>
<td>Author(s)</td>
<td>George RR Martin</td>
</tr>
<tr>
<td>Edition</td>
<td>REP edition</td>
</tr>
<tr>
<td>Publisher</td>
<td>Bantam</td>
</tr>
<tr>
<td>Publish Date</td>
<td>Aug. 4 1997</td>
</tr>
<tr>
<td>Additional Notes</td>
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</tr>
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</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVE</td>
<td>DO NOT APPROVE</td>
</tr>
</tbody>
</table>
10. Once all the resources are approved, the workflow is complete and the resource order is complete for this term.

Workflow

1. Submitted by Edward Elyn on July 4, 2017 09:45:39

2. Validated with Ed by Edward Elyn on July 4, 2017 09:53:16

3. Resource changes approved by Edward Elyn on July 4, 2017 09:54:08

4. Coursepack Authors Notified

5. Approved