



# Library reference pages

Step sheet

## Login Instructions:

- You can access the new clickUP system from any computer with internet connection.
- Open your browser.(e.g. Internet Explorer)
- Go to <http://clickup.up.ac.za>
  - Username: unnumber "u" and your **8 digit number** printed on your card (e.g. **u01234567**). That means that some might have a ZERO / 0 in front of your personnel number.
  - Password: UP Portal password.
  - Click on **Login**.

There are four steps you will take:

1. Search for the module code
2. Upload the page to the Content Collection
3. Send email

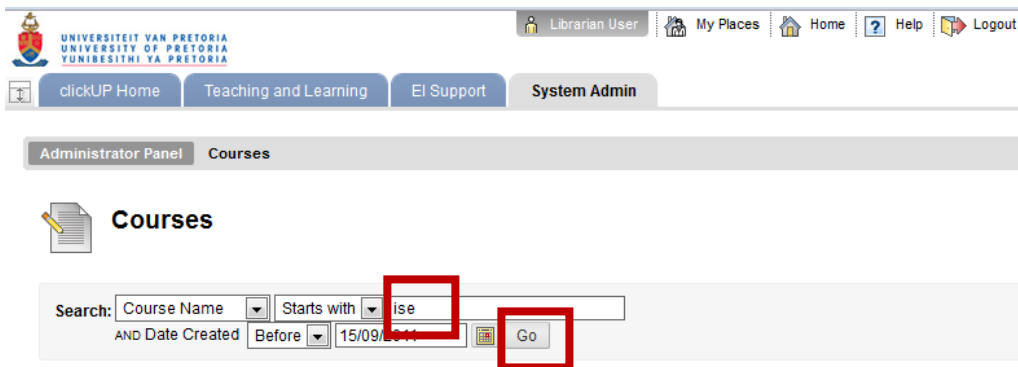
## 1. Search for the module code

Once you have logged in, the following screen will display:

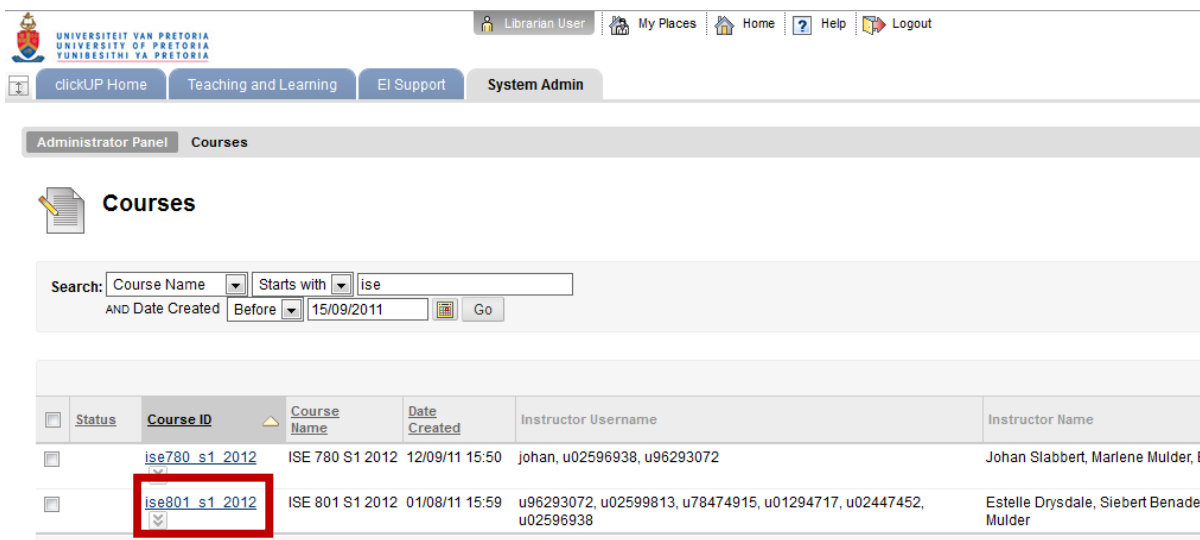
You will no longer be registered for certain modules. As a librarian you will be able to search for the module which Reference page you need to update.

Here you have to click on Courses to be able to search for the module which you want to update. Click on **Courses**.

Enter the module code that needs to be updated as displayed below and click on the **Go** button.



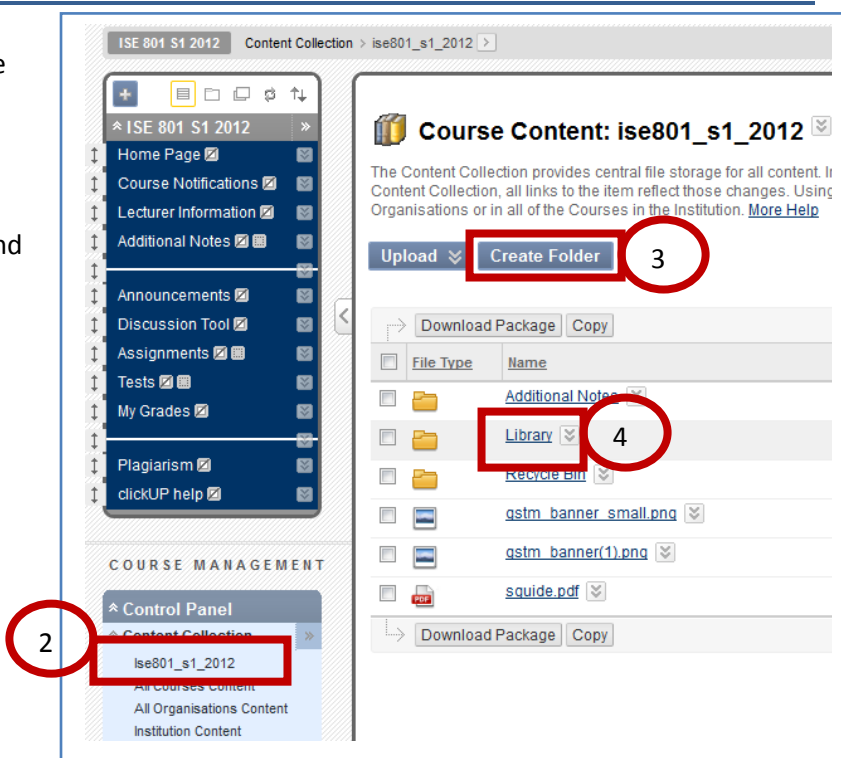
It will display all the modules which fit the stated search criteria. Select the module code that you want to update.



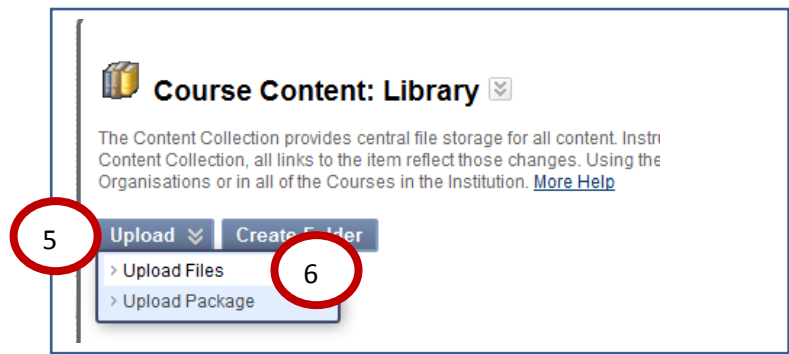
## 2. Upload the page to the Content Collection

To update the page, you have to use the Content collection.

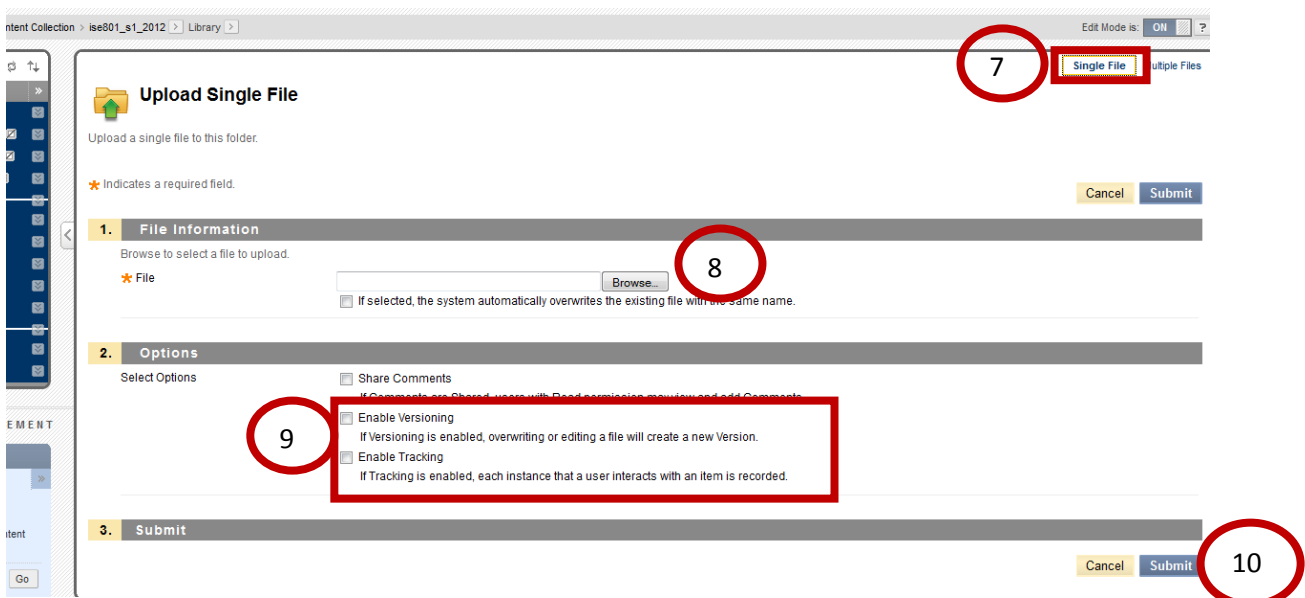
1. Click on the **Content Collection** link.
2. Click on the **module name**.
3. Click on the **Create Folder** button and create a Library folder.
4. Click on the **Library** folder.



5. Click on the **Upload** button.
6. Click on the **Upload Files** option.



7. Select the **Single File** option.
8. Select the **Browse** button and go to the place on your computer where you created the specific module's reference.htm file.
9. Click on the tick boxes in front of Enable versioning and Enable tracking.
10. Click on Submit.



### 3. Send email

Send an email to the lecturer and the Instructional Designer to inform them that the library reference page has been uploaded to the Content Collection and that the lecturer can create the link. Refer the lecturer to the Step sheet on How to create a link to the Library Reference page (<http://www.click.up.ac.za/new click on Library References, click on Create a link to the Library Reference page.>)

If the lecturer encounters any problems, please refer them to the Instructional Designer who can assist them with making the link.

## How to overwrite a file

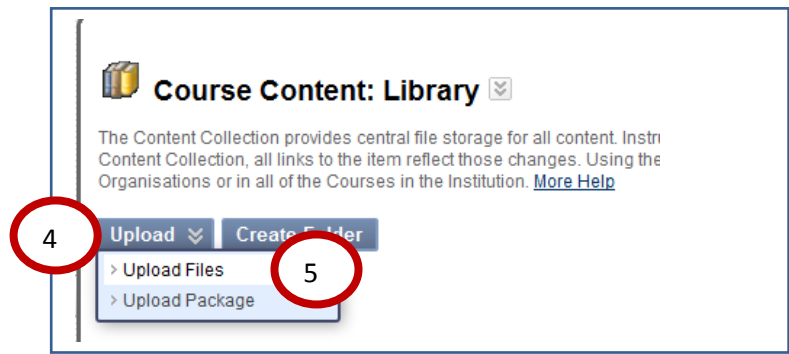
To update an existing page, you have to follow the same steps as for step 2 using the Content collection.

1. Click on the **Content Collection** link.
2. Click on the **module name**.
3. Click on the **Library** folder. (If you do not see the Library folder, then click on the Imported Content folder and see if the Library folder is not perhaps there.)

This screenshot shows the 'Course Content: iam801\_s1\_2012' page. The left sidebar contains a 'Content Collection' menu with 'iam801\_s1\_2012' highlighted, circled in red with the number '2'. The main content area shows a file list with a 'Library' folder circled in red with the number '3'. The file list includes 'squide.pdf', 'gstm\_banner\_small.png', 'gstm\_banner(1).png', 'AmadiEchendu2.jpg', 'Recycle Bin', 'Library', and 'Additional Notes'.

This screenshot shows the 'Course Content: iam801\_s1\_2013' page. The left sidebar contains a 'Content Collection' menu with 'iam801\_s1\_2013' highlighted, circled in red with the number '3'. The main content area shows a file list with a folder circled in red with the number '3' and a file named 'iam801\_s1\_2013\_ImportedContent\_20120719093003' circled in red with the number '3'. The file list includes 'Home Page', 'Course Notifications', 'Lecturer Information', 'Additional Notes', 'Assignment Instructions', 'Announcements', 'Discussion Tool', 'Assignment Submissions', 'My Grades', 'Plagiarism', 'clickUP help', and 'Recycle Bin'.

- Click on the **Upload** button.
- Click on the **Upload Files** option.



- Select the **Single File** option.
- Select the **Browse** button and go to the place on your computer where you created the specific module's reference.htm file.
- Now you have to select the tick box below the file name in order for the file to be overwritten.**
- You do not have to click on the tick boxes in front of Enable versioning and Enable tracking again because it is already activated in step2 on page 2.
- Click on **Submit**.

## How to display the previous versions of the file

To view the previous version of the reference file:


- Click on the **Content Collection** link.
- Click on the **module name**.
- Click on the **Library** folder.
- Click on the action link next to the reference.htm file name.
- Select the **360° View** option.
- Scroll down until you see the versioning. Click on a previous version.

## Course Content: Library ⌵

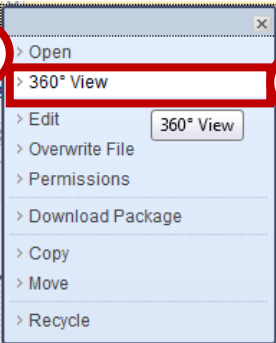
The Content Collection provides central file storage for the Content Collection, all links to the item reflect those of the Organisations or in all of the Courses in the Institution

Upload ⌵ Create Folder

Download Package Copy

File Type	Name
	<a href="#">reference.htm</a>

Download Package Copy



4

5

The image shows a file management interface. A file named 'reference.htm' is selected. A context menu is open over the file, listing options: Open, 360° View, Edit (with a '360° View' button next to it), Overwrite File, Permissions, Download Package, Copy, Move, and Recycle. A red box highlights the '360° View' option in the menu, and another red box highlights the dropdown arrow next to the file name in the table. The numbers 4 and 5 are placed next to these respective elements.

You will only be able to see the different versions from the 360° View.

Comments

No comments available.

Now you can click on the version number to see the different versions.

Versions

Version Number	Created	Created By
<a href="#">Version 2</a>	08 September 2011 15:07:08	Estelle Drysdale
<a href="#">Version 1</a>	08 September 2011 09:54:14	Estelle Drysdale

The image shows a 'Comments' section with 'No comments available.' Below it is a 'Versions' section containing a table with two rows of version data. A red box highlights the text 'Now you can click on the version number to see the different versions.' Another red box highlights the 'Version 2' and 'Version 1' links in the table.

**If you change the settings to take the versioning off, it deletes the old version.**