Tutela File Access at Avenue.ca: Adding Tutela Resources to an Avenue Course

Avenue teachers can add Tutela.ca resources to their Avenue courses, without the need to download and upload files. Teachers can browse and search Tutela's collections, preview the files, add them to a dedicated Avenue folder and then access them on Avenue. H5Ps, SCORM packages, PDFs and media files from Tutela can be added directly into an Avenue course from the File Picker.

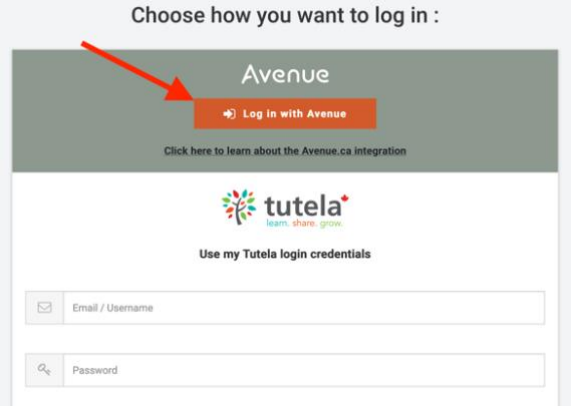
Teachers can access this feature if they

- use the same email address in both their Avenue and Tutela accounts
- are an editing teacher in the course where they want to add the Tutela content.

Logging in to Avenue.ca and Tutela.ca

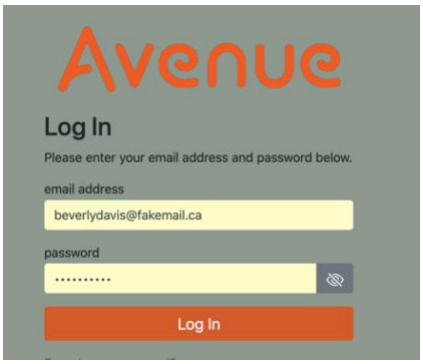
1. Go to **Tutela.ca**, click **English** (if prompted) and click the **Login** button.

2. Click the **Log in with Avenue** button.

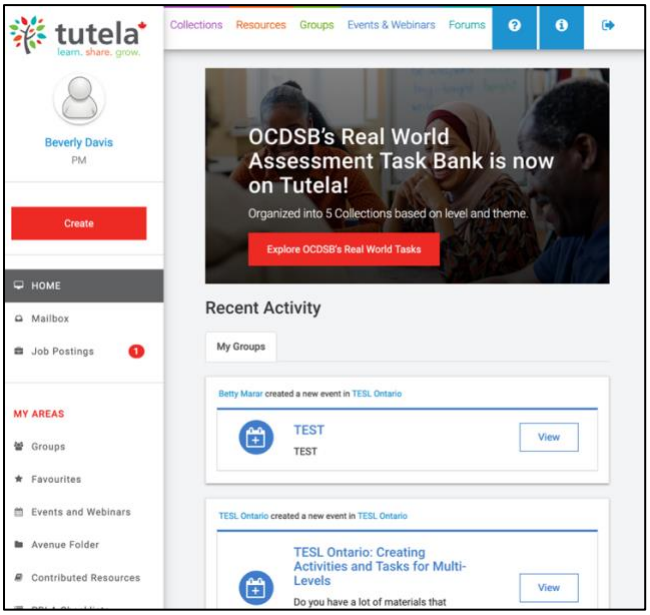


The browser redirects to **Avenue.ca**.

3. Enter your Avenue **username** and **password** and click the **Log In** button.



The browser redirects back to **Tutela.ca**. (Note: This only works when a user's account has the same email address on both sites.)



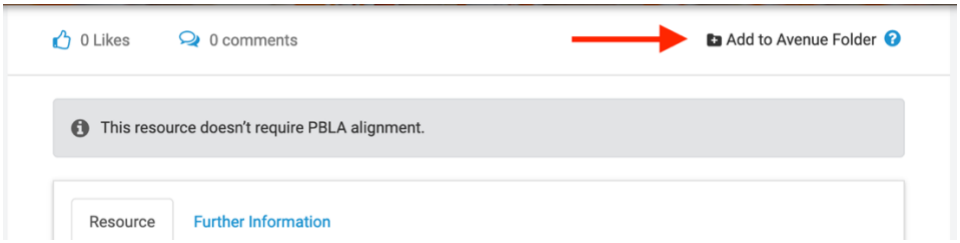
Selecting Tutela Content for Access on Avenue

Teachers can browse and search Tutela to locate resources they would like added to their Avenue course. These help files explain how to browse and search Tutela:

- Browsing the Tutela Collection
- Tutela Resources: Advanced Search for H5P objects
- Tutela Resources: Advanced Search for SCORM objects

After locating something for their Avenue course, users should go to the resource details page, which includes an option to preview the item(s).

Click the **Add to Avenue Folder** link in the top right corner of a resource page. (After clicking this link, the item(s) will be available in the user's **Avenue Folder**.)



Clicking the **Add to Avenue Folder** link, changes it to: **Added to Avenue Folder**.



Teachers can continue to add resources to the Avenue Folder.

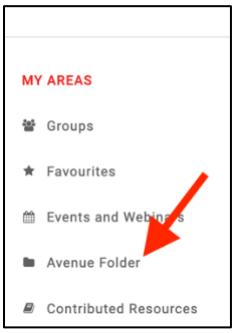
Viewing and Managing the Avenue Folder Contents on Tutela.ca

There are two ways to display the **Avenue Folder** on Avenue:

1. After a resource is added to the **Avenue Folder**, a link appears in the **Added to Avenue Folder** text. Clicking the **Avenue Folder** link displays the **Avenue Folder** contents.

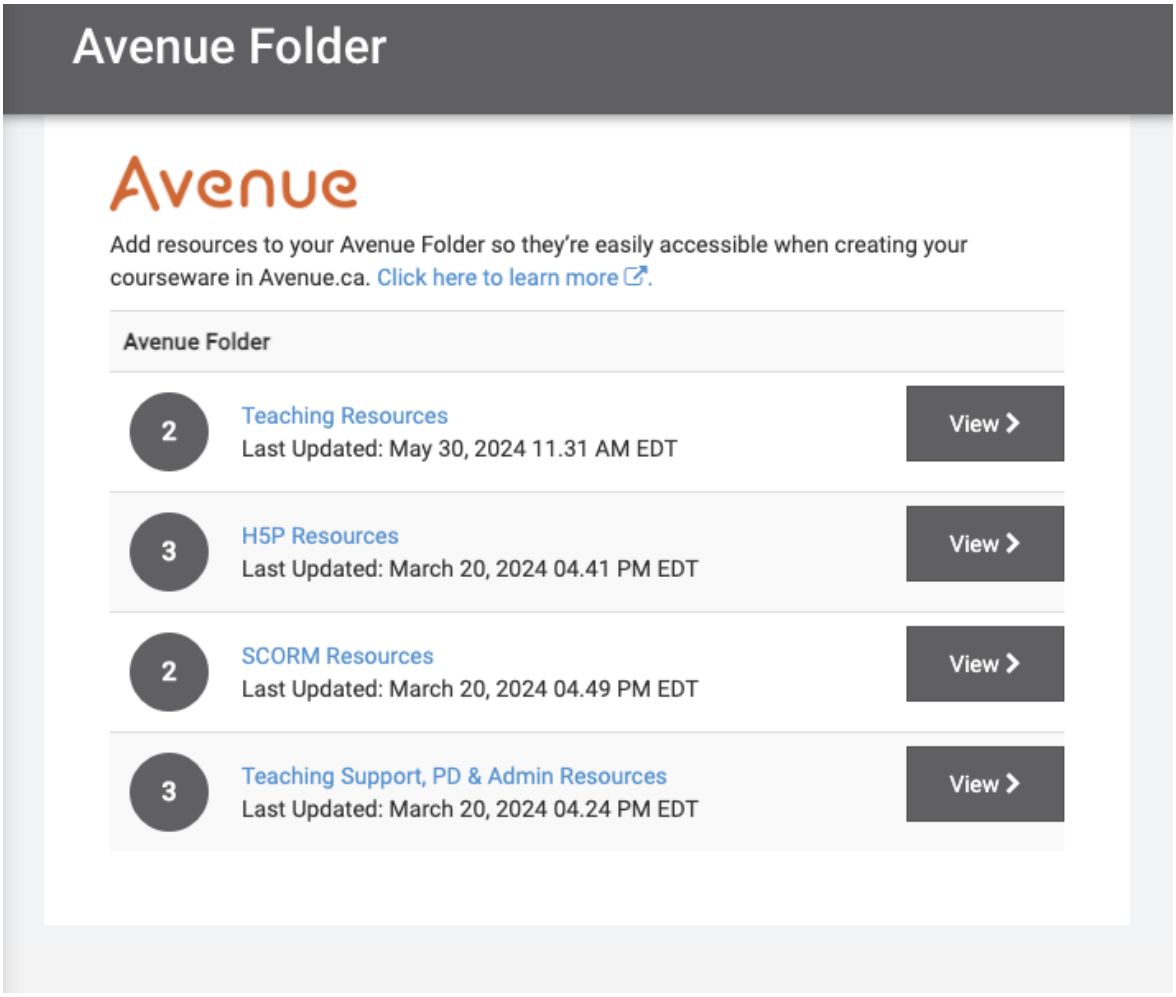


2. The sidebar on the left side of the Tutela page displays a link to the **Avenue Folder** in the **MY AREAS** section. Clicking it also displays the **Avenue Folder** contents.

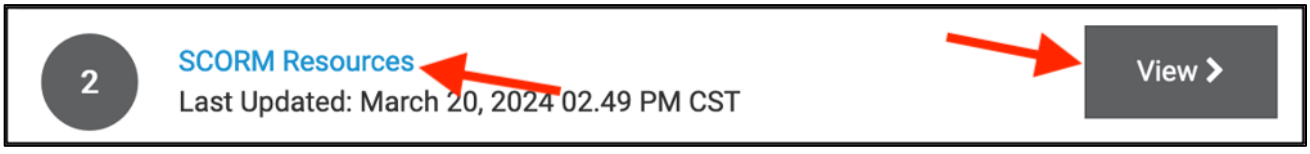


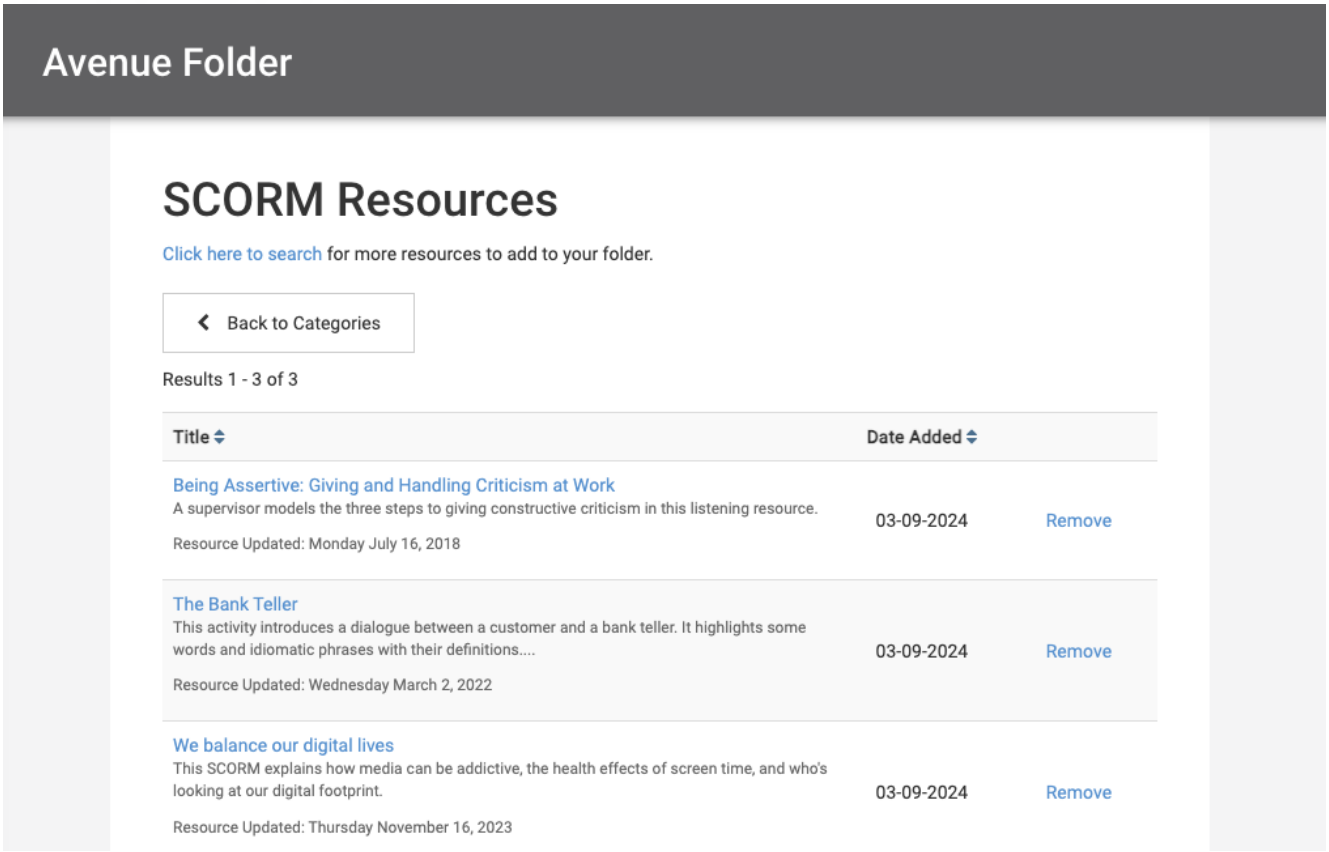
The Avenue Folder is organized into four category subfolders:

1. Teaching Resources,
2. H5P Resources,
3. SCORM Resources, and
4. Teaching Support, PD & Admin Resources.



- The number in each circle shows the number of resources in a subcategory subfolder.
- The date/time when a subfolder was last updated is displayed below the subcategory title.
- Clicking the name of the subcategory or the **View** button next to a subcategory displays its contents.





- The **Back to Categories** button navigates back to the main **Avenue Folder**.
- Use the "**Click here to search** for more resources to add to your folder" link to jump to the repository page to find more items to add in that Avenue subcategory.
- Click the resource title to display more about the item or preview it.
- The date that the resource was added to the **Avenue Folder** is displayed next to the item. (The date the resource was updated on Tutela is also provided under the resource description.)
- Click "Remove" to delete an item from the **Avenue Folder**.

Note: The contents of the **Avenue Folder** cannot be modified at Avenue.ca. Items can only be added and removed on Tutela.ca.

Accessing the Tutela Avenue Folder at Avenue.ca

1. Login to avenue.ca (if necessary) with the same email address as your Tutela.ca account.

2. Navigate to a course page in which you are an editing teacher.

** Access to Tutela's Avenue **Folder** is not available to the Instructor (non-editing) role. Contact your mentor or email learnit2t@gmail.com to find out how to become an editing teacher in your course(s).

3. Click the **Turn editing on** button.

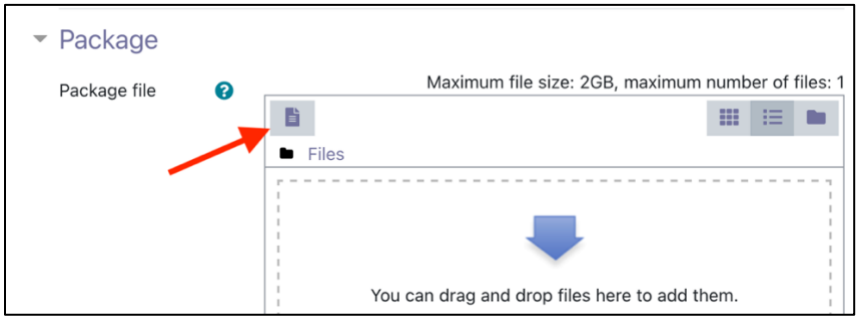
4. Click **Add an activity or resource** at the bottom of a course topic.

5. Select an activity or resource in the **Add an activity or resource** panel.

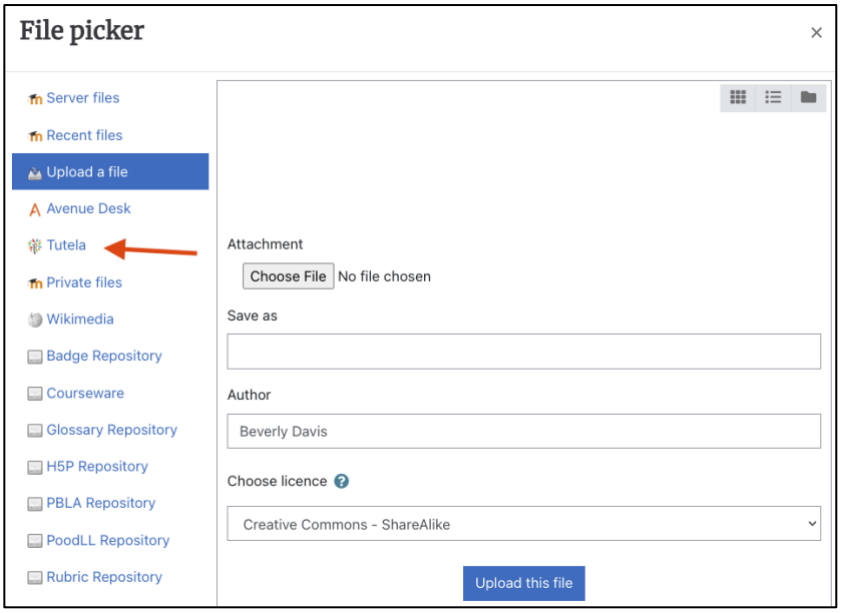
   In this example, a **SCORM package** has been selected. (Other activities and resources could be selected depending on the items added to the **Avenue Folder** on Tutela.)

6. Complete the **Name** and other settings as required.

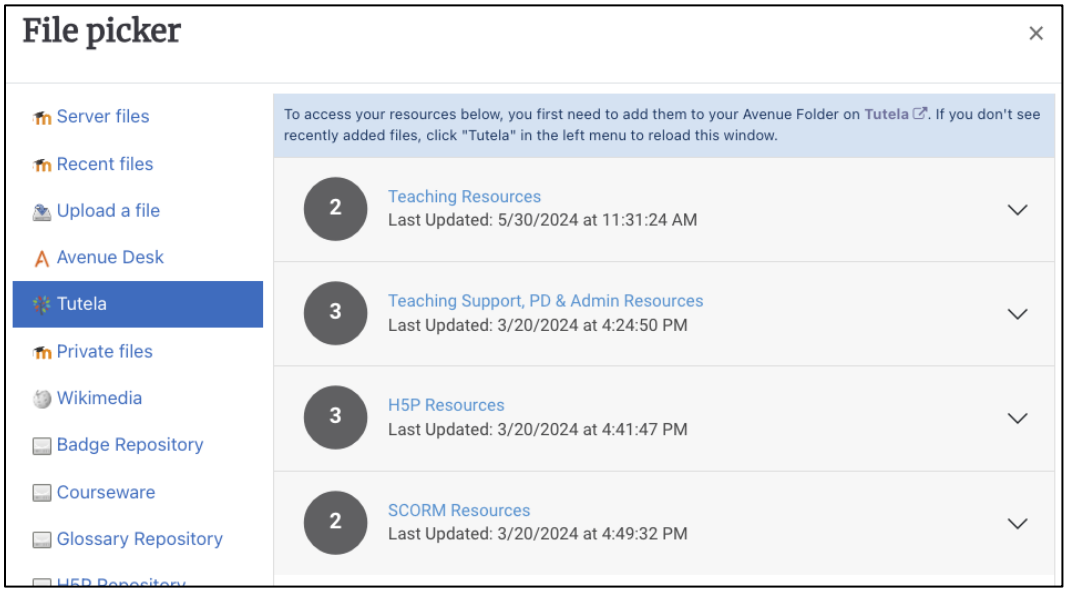
7. Click the **Add …** button in the **Package** section.



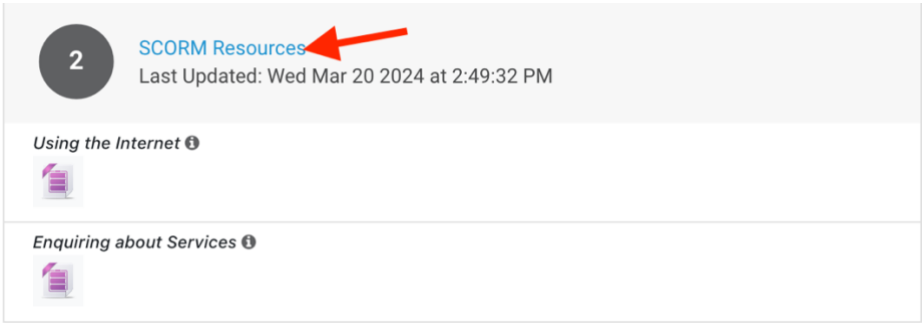
8. Click **Tutela** in the **File Picker** side bar.



The same folder contents in Tutela's **Avenue Folder** are replicated in the **Tutela** repository in the Avenue **File Picker.** Note that only those folders with files will appear on Avenue.

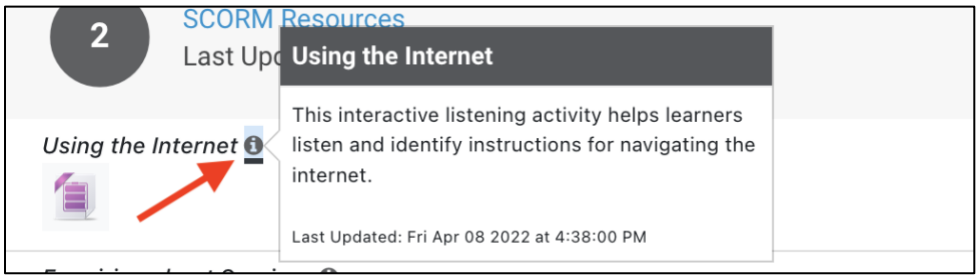


9. Click **SCORM Resources** to access the contents.

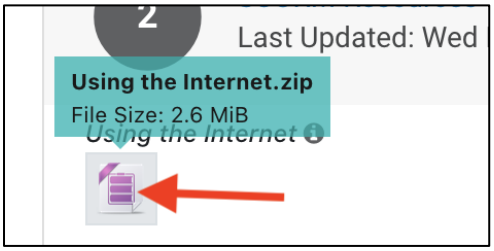


The two items in the subcategory appear below the **SCORM Resources** heading.

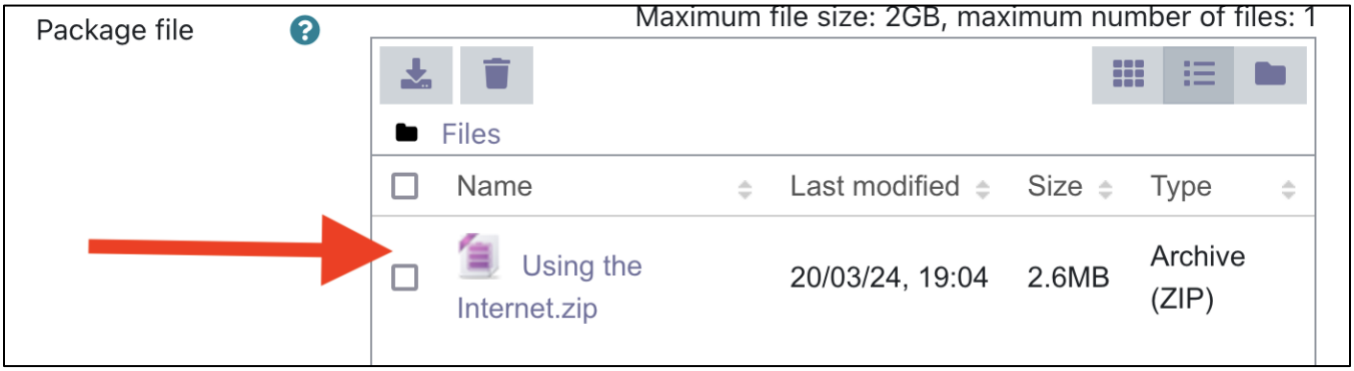
Clicking the "i" next to an item displays the resource description. Click the description to close it.



10. Hover the cursor over the file icon to view the file name and size.



11. Click the file icon to select it and return to the **SCORM** activity settings page.



The **SCORM** package has been added to an Avenue activity directly from Tutela.ca's **Avenue Folder**.

12. Continue editing the **SCORM** activity settings as needed, and click the **Save** button.

This help file explains how to use the **Avenue Folder** on Tutela to add a **SCORM** activity to an Avenue course. The same steps can be applied to add an **H5P** or **File** to a course - or to embed an image or audio file in a **Label** or **Page**.

Editing teachers can access the contents of the **Tutela** folder in the **File Picker** in any course activity that can access the File Picker panel, such as adding attachments to a forum post.