

Enabling the MERLOT Repository to be searched in Moodle

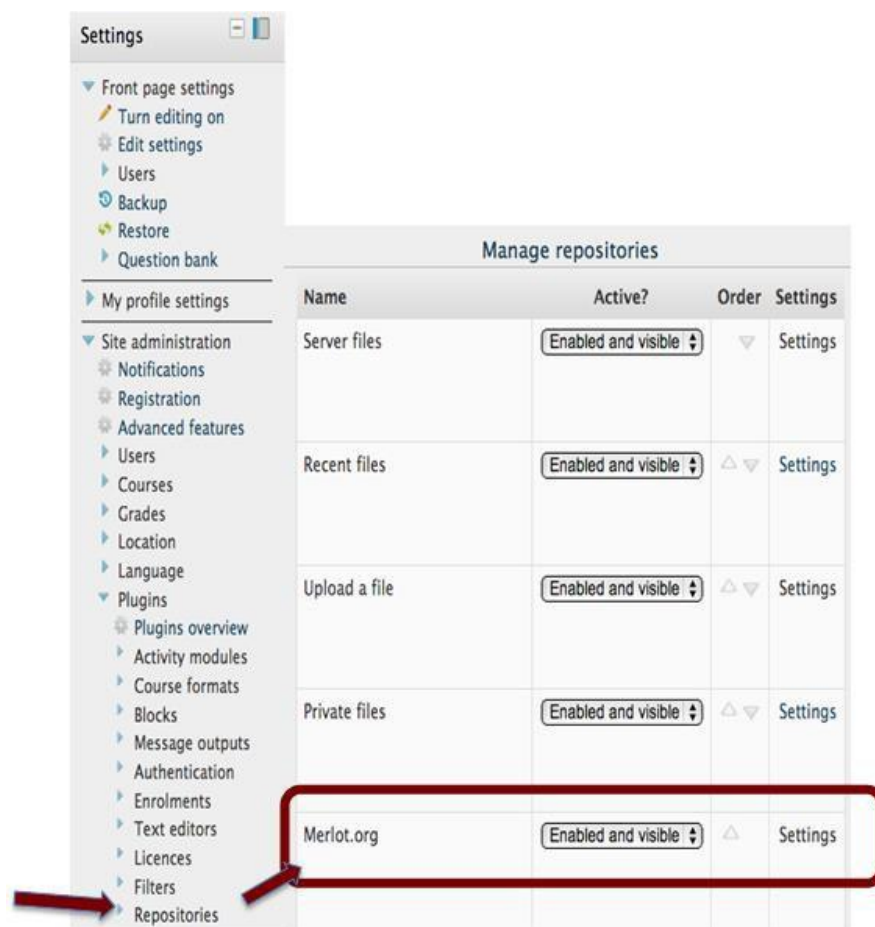
Moodle system administrators have the ability to enable “MERLOT search” for MERLOT learning object metadata. When this capability is enabled, Moodle instructors can search the MERLOT repository, from within Moodle¹ and insert learning materials. Below are the instructions for a system administrator to enable this feature and for instructors to use it. *For more information, you can also refer to Moodle's help file: https://docs.moodle.org/33/en/Merlot.org_repository.*

Please note that the MERLOT plugin for Moodle was not created by MERLOT, and MERLOT does not provide technical support for the plugin. These instructions are provided for information purposes only, and may not exactly reflect the version of Moodle you are using.

System Administrator Role:

Configuring the MERLOT repository as a Search Option from within Moodle

While logged in as the **site administrator**, click on the “Site Administration” link, then “Plug-ins,” then “Repositories,” and finally “Manage Repositories.” Next, change the pull down next to “Merlot.org” to “Enabled and Visible.”



The screenshot shows the Moodle 'Manage repositories' settings page. The left sidebar contains a navigation menu with 'Repositories' highlighted by a red arrow. The main content area is a table with the following data:

Name	Active?	Order	Settings
Server files	Enabled and visible	▼	Settings
Recent files	Enabled and visible	△ ▼	Settings
Upload a file	Enabled and visible	△ ▼	Settings
Private files	Enabled and visible	△ ▼	Settings
Merlot.org	Enabled and visible	△	Settings

Obtain a Web Services license key from MERLOT (<http://www.merlot.org/merlot/signWebServicesForm.htm>). Enter that key as shown in the Settings screen (shown below), and click **Save**.

Home ▶ Site administration ▶ Plugins ▶ Repositories ▶ Merlot.org

Merlot.org configuration

Repository plugin name

If you leave this empty the default name will be used.

License key*

There are required fields in this form marked *.

Instructor, Manager or Administrator Role:

To use the MERLOT plugin and add a resource from the MERLOT repository, you must have permissions to edit a course. An instructor, manager, or administrator has the proper permissions. If you have these permissions, you will see a button to “turn the editing on” when looking at a course. This button is in the upper right corner of the screen. Click the *Turn Editing on* button. You can now add a resource. If you do not have such permissions, contact your system administrator.

You are logged in as Admin User (Logout)

Testing

Home ▶ My courses ▶ Testing

Turn on Editing →

Navigation

- Home
- My home
- Site pages
- My profile
- My courses
 - t2
 - Testing**
 - Participants
 - Reports
 - General

Weekly outline

News forum

20 April - 26 April	<input checked="" type="checkbox"/>
27 April - 3 May	<input type="checkbox"/>
4 May - 10 May	<input type="checkbox"/>
11 May - 17 May	<input type="checkbox"/>
18 May - 24 May	<input type="checkbox"/>
25 May - 31 May	<input type="checkbox"/>
1 June - 7 June	<input type="checkbox"/>
8 June - 14 June	<input type="checkbox"/>
15 June - 21 June	<input type="checkbox"/>
22 June - 28 June	<input type="checkbox"/>

Search forums

[Advanced search](#) ?

Latest news

[Add a new topic...](#)
(No news has been posted yet)

Upcoming events

There are no upcoming events

[Go to calendar...](#)
[New event...](#)

Recent activity

Activity since Tuesday, 19 April 2011, 03:49 PM

[Full report of recent activity...](#)
Nothing new since your last login

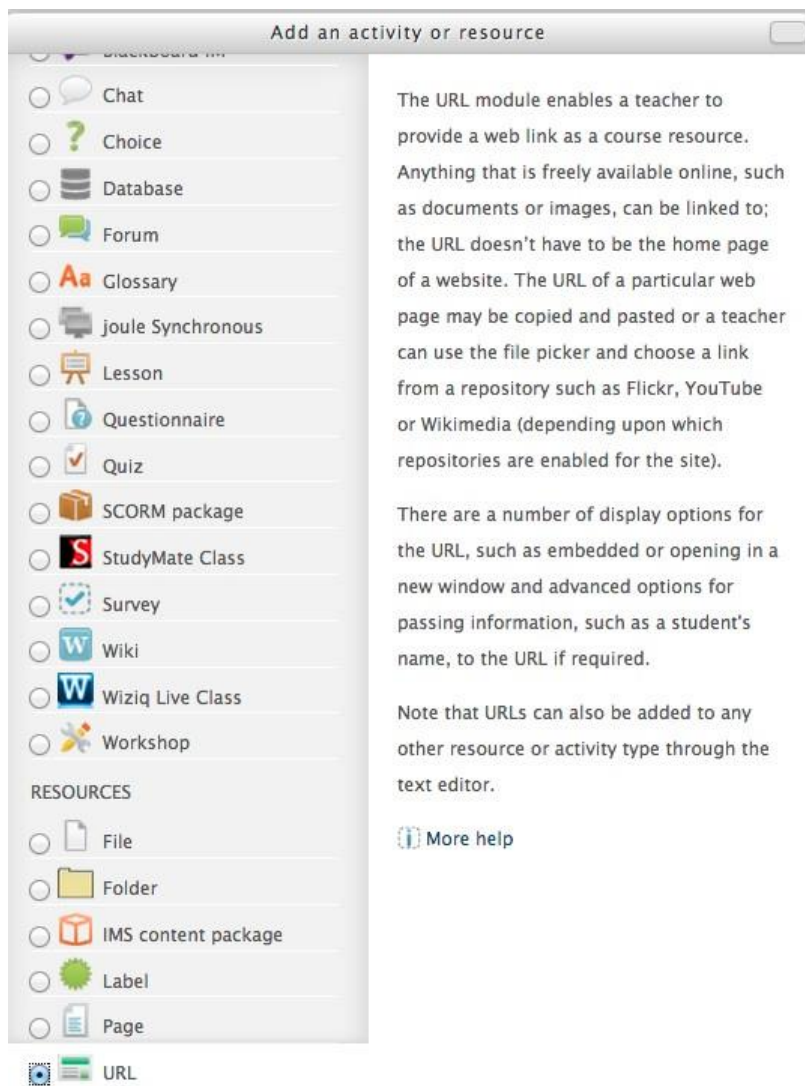
Settings

- Course administration
 - [Turn editing on](#)
 - [Edit settings](#)
 - Users
 - [Unenrol me from Testing](#)
 - [Grades](#)
 - [Backup](#)
 - [Restore](#)

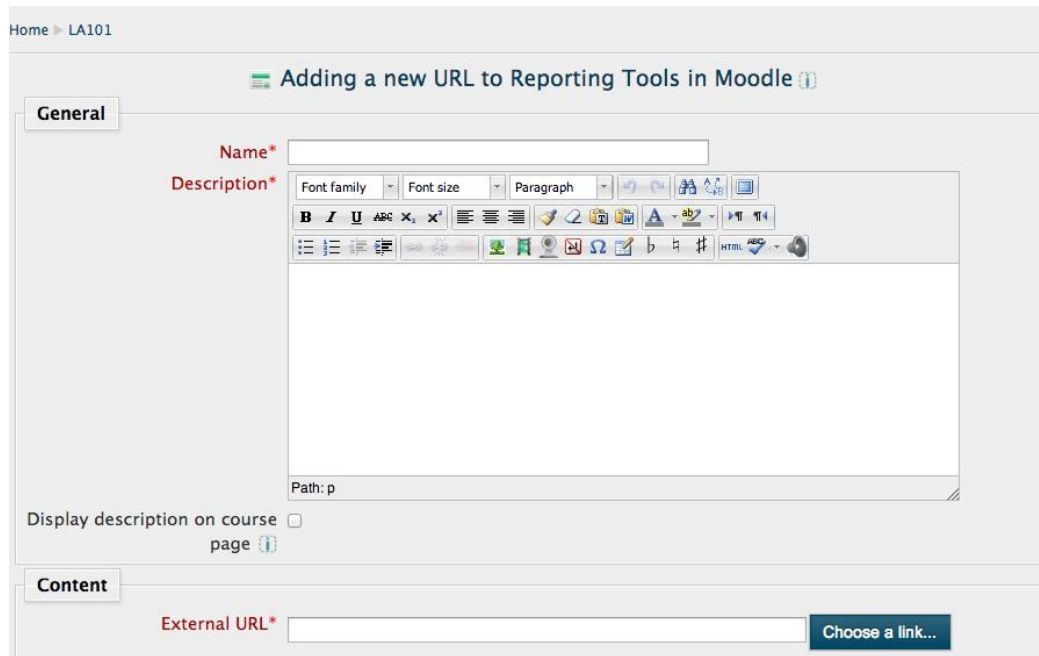
You may also see an option to add an activity or resource. Click the **+**Add an activity or resource at the bottom right of the box.



The editing screen should look like the one below. Use the “Add an activity or resource...” Scroll to the bottom to select the option, URL, all the way at the bottom. This will allow you to search MERLOT through Moodle.



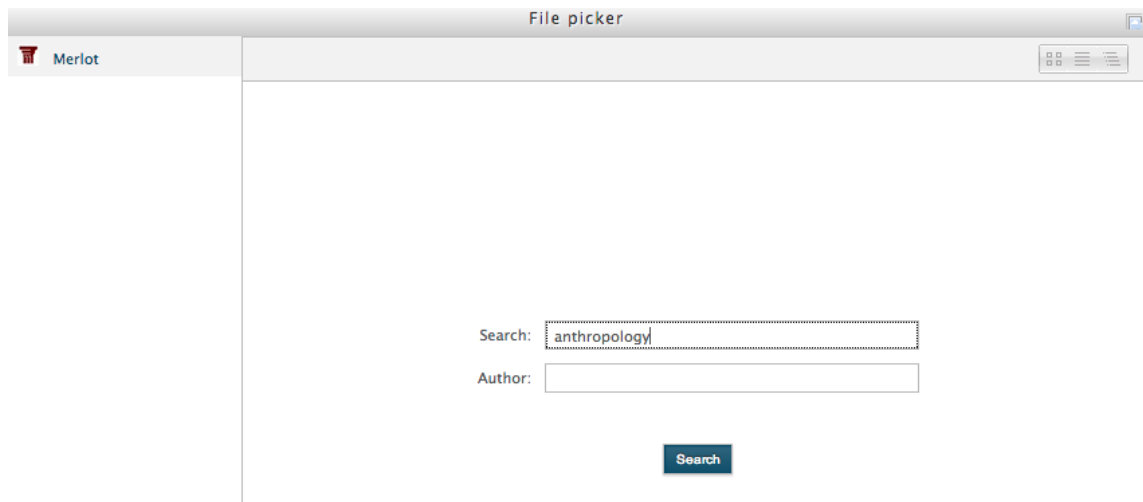
On the next screen, enter the title (name) and description fields. You can also do this after choosing an item from MERLOT. Then click on the “Choose a link...” button.



The screenshot shows a Moodle form titled "Adding a new URL to Reporting Tools in Moodle". The form is divided into two sections: "General" and "Content".

- General section:**
 - Name***: A text input field.
 - Description***: A rich text editor with a toolbar containing options for font family, font size, paragraph, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, unlink all, insert image, insert video, insert audio, insert URL, and source code.
 - Path:** A text input field with the value "p".
 - Display description on course page:** A checkbox that is currently unchecked.
- Content section:**
 - External URL*:** A text input field.
 - Choose a link...:** A blue button.

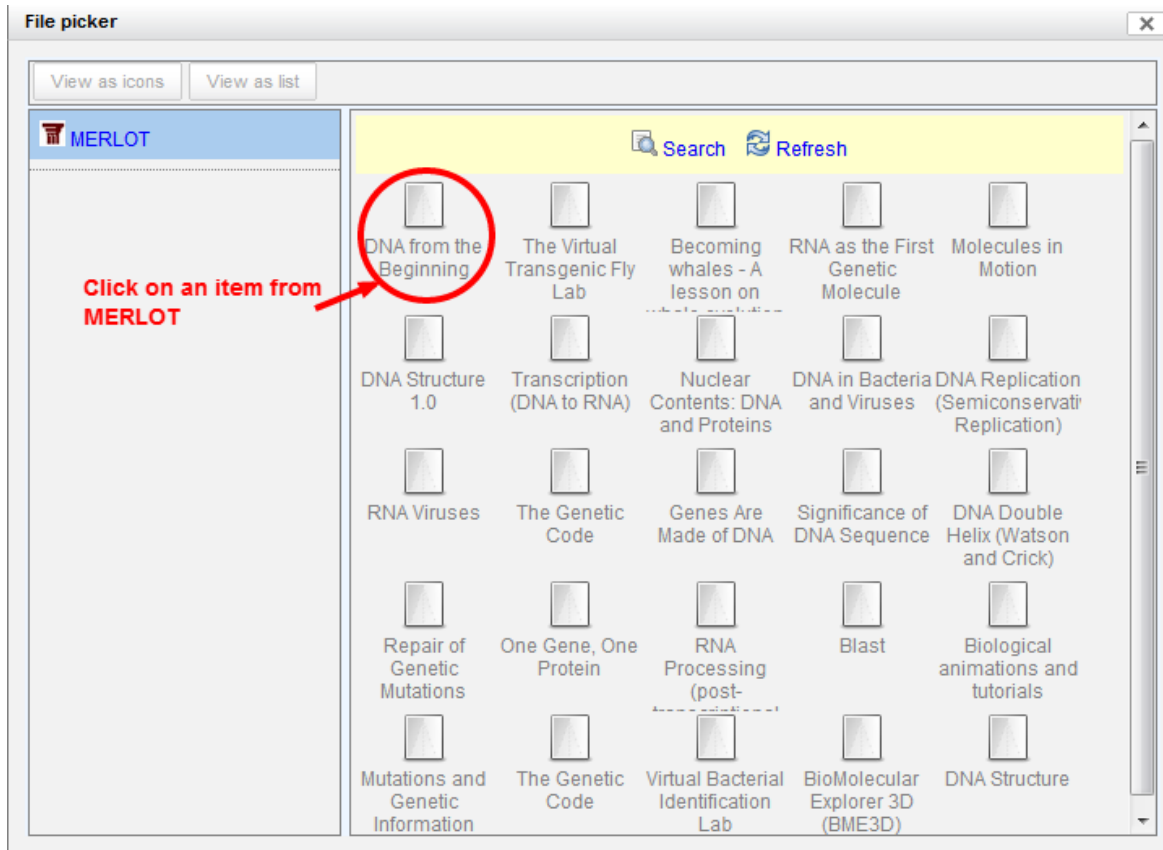
On the left, your available repositories will be displayed. MERLOT may be labeled differently, depending on what the administrator has entered, but it will always display the MERLOT column logo. Select that option, enter a search term(s), and click the “Search” button. In the example below, “anthropology” was entered as the search term. Do not enter anything in the “Author” field because Moodle doesn’t search the author field in MERLOT.



The screenshot shows a "File picker" window with a search interface. The window title is "File picker".

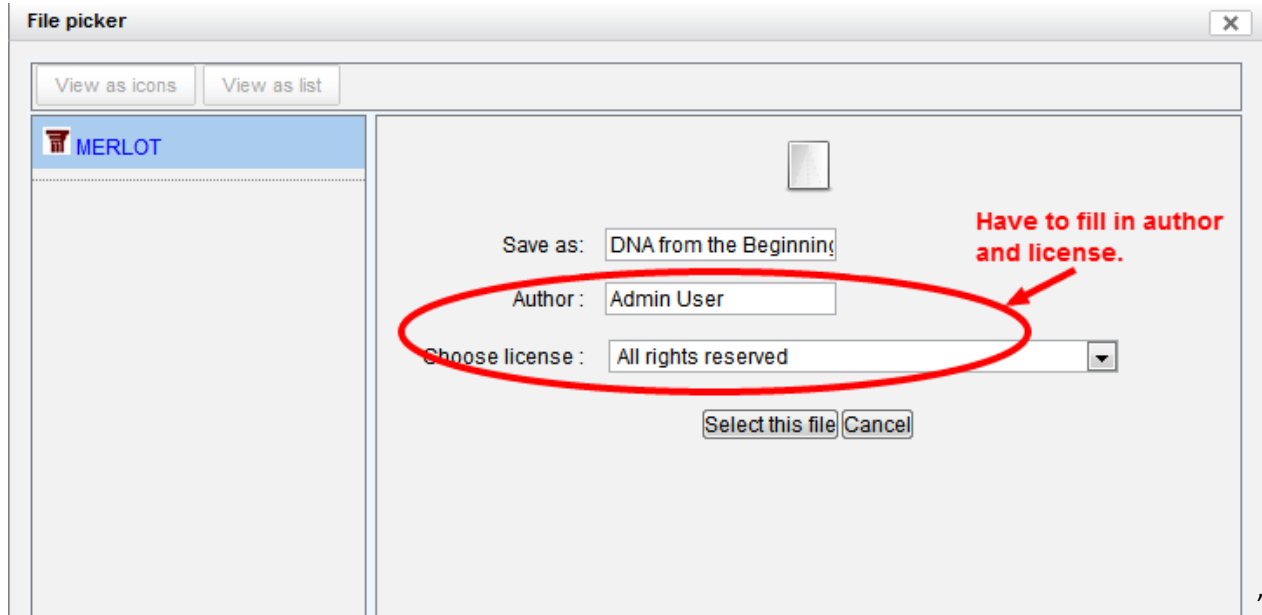
- Search:** A text input field containing the text "anthropology".
- Author:** An empty text input field.
- Search:** A blue button.

The results of the search will be displayed, with each item represented by an icon. Click on the name of the item you want to choose/view. Your results page may look different depending on how your system administrator set it up in Moodle.

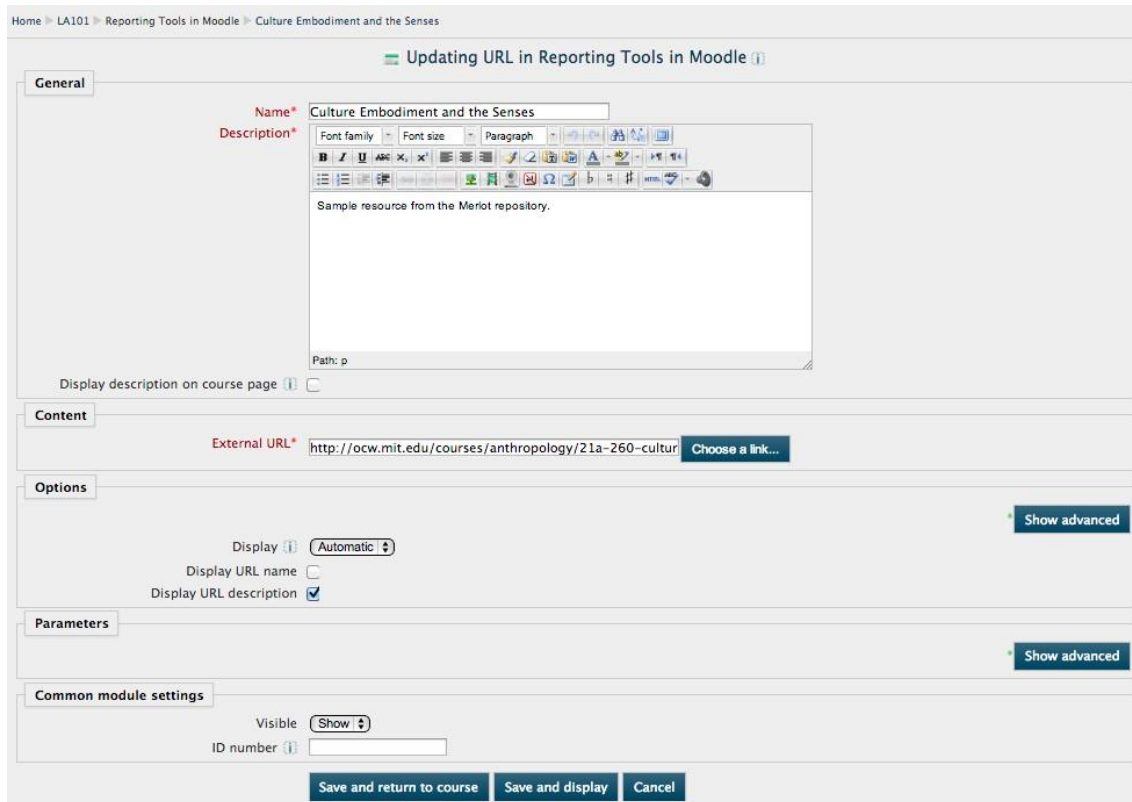


The plugin does not automatically fill in the author and license information; you must complete those fields. Once complete, click the "Select this file" button to continue to populate the Content URL field. Even though it says the file size is 0 bytes, it will still open to the right size. You may see one of the two screens below, depending on how your system administrator set up Moodle.

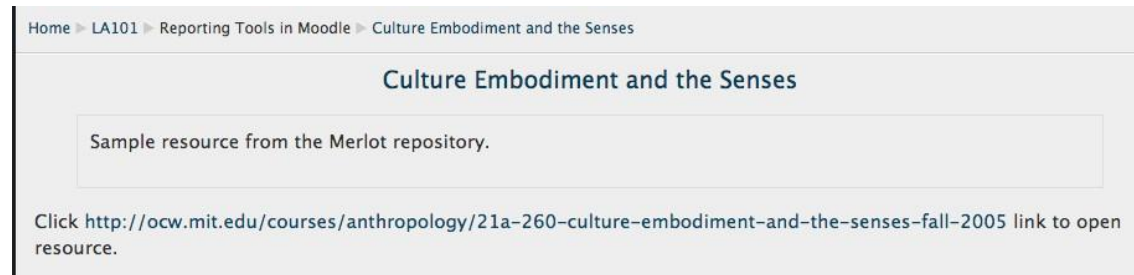




The plugin may populate the name (title), description and URL field or you may have to completed those fields. Click **“Save and return to course”** to return to the course editing view. Click on the **“Save and display”** button to save and display this link.



The link is then displayed, with the name, description and URL you entered. If you wish to add additional material links, repeat the process starting with Adding a URL.



Home ▶ LA101 ▶ Reporting Tools in Moodle ▶ Culture Embodiment and the Senses

Culture Embodiment and the Senses

Sample resource from the Merlot repository.

Click <http://ocw.mit.edu/courses/anthropology/21a-260-culture-embodiment-and-the-senses-fall-2005> link to open resource.

ⁱ This plug in is not LTI compatible