Create a Learning Event in Elentra: How -To

CETL: Center for Excellence in Teaching and Learning

Summary:

This guide will walk the user through creating a Learning Event in Elentra and how to add Resources to the event.

Creating a Learning Event in Elentra

From the Dashboard, navigate to Admin and in the dropdown, menu select Manage Events.

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After clicking **Manage Events** you will be taken to a list of Learning Events. If there are none there or you wish to create a new one click on the green button **Add New Event**.

Western University			Medtech PA Program
Dashboard Communities Curriculum - Courses Le	arning Events People Search Mo	a ▼ Admin ▼	
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My Bookmarks	lanage Events		
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(Lea	rning Event Filters Select a Filter	~	
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▼ Apply Default Filters	Day Week Month Year	1 2 »	Today 🖌 🕨
Remove All Filters	Date & Time Cour	e Event Title	
	Thu Jul 01/21 10:00am PA 5	110 Normal Labor, Delivery, and the Normal Puerperium (postpartum period)	
My Communities			
Search Communities Q	Thu Jul 01/21 1:00pm PA 5	120 Neuro - Delirium, Dementias, PD, Cognitive Screening	0
Meme Central	Fri Jul 02/21 9:00am PA 5	160 Chapter 3 quiz	
Mental Health and Wellness Initiative			•
	Fri Jul 02/21 10:00am PA 5	160 HC Access, Cultural Issues	٥
Give Feedback!	Mon Jul 05/21 10:00am PA 5	120 Long Term Care	•

After selecting **Add New Event** you will be taken a screen where you can create the event and select the settings you need such as start date and time and choosing an event color and more.

Adding Event		
Select Course (Required)*		
Select the course this event belongs to		~
Event Types:*		
Browse Event Types 🔹		
Please Note: Select all of the different segments taking place within this learning even	. When you select an Event Type It will appear below, and allow you to change the order and duration of each segment.	
Total time: 0 minutes.		
Event Details		
Ø Title (Required) [★]		
Start Date and Time*	Curriculum Period	
YYYY-MM-DD 🗰 00:00 🗿 (12:00 AM)	Select a course and a date to set a curriculum period	~
End Date and Time		
□ YYYY-MM-DD 🗰 00:00 🖸 (12:00 AM)		
Event Series		
Select Event Series Behavlour		~
Location of Event		
Select Site		~
Associated Faculty		
Example: Peterson, Jonathan		
Color		
#862633		
Audience Options		
Allow learners to view who else is in this Learning Event		
Learner attendance is required for this Learning Event		
Viewable Start	Viewable Finish	
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- Select Course: Select the course the event belongs to from the dropdown menu.
- **Event Types:** Select one or more event types that will be taking place within this learning event.
- **Event Title:** Give your event a title. This will display to the event audience and will also be used in other modules of Elentra where you might be linking something to an event (e.g., posting an exam to an event).
- **Start Date and Time:** Use the calendar icon to select the date on which the event should be scheduled to take place and select the time at which the event should start.
- End Date and Time: By default, the end date and time will be automatically calculated based on the event start date and time and the duration of the event. If you want to create a long event to display on the learner calendar for one or more days, click the checkbox and enter a different end date and time.
- **Curriculum Period:** The curriculum period will automatically be populated based on the course and start date and time of the event. Setting the curriculum period helps the system filter the audience for your event.
- **Event Series:** This setting is optional. This setting allows the user to create a series of recurring events.
- **Event Location:** Identify where the event will take place.
- Associated Faculty: Begin typing the name of the faculty member who will be teaching the event.

- **Color:** If you select a colour here, it will display on the learner calendar and override the course/program colour selected on the course/program's Setup tab.
- Audience Options:
 - Allow learners to view who else is in this Learning Event: If checked this will allow learners to see who else should be at an event.
 - **Learner attendance required:** If checked, the teacher of an event (or an administrator) will be able to record attendance during the event itself.
- Time Release Options (Optional): Leave this empty to allow users in the event audience to access the event at any point. If you complete these fields, you can control when learners will be able to view and access this event and when it will stop being available (if desired). Time-released events are hidden from the learner's Learning Events list until the Viewable Start date and time but can be viewed (highlighted in pink) in the Admin > Manage Events page. Note that there is another tool that allows you to apply time-release options to specific resources when adding them to learning events.
- Click the blue **Save** button to create the learning event. By default, when you save this page, you will be directed to the event content page. If you'd like to go somewhere else, use the drop-down menu to select your destination after saving.

Once the Learning Event has been created you can now attach resources and add event descriptions by clicking on the **Content** tab.

/ Manage Ever	nts / Editing Event				
Setup Conte	nt Attendance	History	Statistics		
Editing	Event				
Select Course (Re	quired)*				
2100: Test					
Event Types:*					
Browse Event Typ	oes 👻				
Lecture	Duration:	60 mi	nutes 😑		
Total time: 60 min	nutes.				
Event Detail	s				
Title (Required)*				
	2100. Tast				

The **Content** tab will show the settings such as Start Time and Date and Duration that were set up previously.

Event Start Date & Time	Sun Jul 04/21 9:00am	
Event Duration	A0 minutes	
Event Leastion		
Event Location	asynchronous	
Lecture Recording	Off On Lecture Capture Is unavailable.	
Associated Faculty	To Be Announced	
Event Types*	Browse Event Types Lecture Duration 60 minutes	
Medbig Resources	Browse Medbig Resources 🗸 🗸	
Medbig Assessment Methods	Browse Medbiq Assessment Methods	
Event Description		
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To add a resource to a Learning Event while in the Content tab click on the green **Add a Resource** button. A pop-up will appear.

 What type of resource would you like to add? Audio / Video - Attach audio or video to this learning event. Exam - Attach an exam to this learning event. Feedback Form - Attach a feedback form to this learning event. Lecture Notes - Attach files such as documents, pdfs or images. Lecture Slides - Attach files such as documents, powerpoint files, pdfs or images. Link - Attach links to external websites that relate to the learning event. LTI Provider - Attach a LTI to this learning event. Online Learning Module - Attach links to external learning modules. 	-
 Lecture Slides - Attach files such as documents, powerpoint files, pdfs or images. Link - Attach links to external websites that relate to the learning event. LTI Provider - Attach a LTI to this learning event. Online Learning Module - Attach links to external learning modules. 	
Other Files - Attach miscellaneous media files to this learning event.	
Quiz - Attach an existing quiz to this learning event. Streaming Media - Attach streaming media to this learning event. Close	ļ

This pop-up will allow the user to select which type of resource the user would like to attach. The setup process is similar for each resource. Once you select which type of resource you would like to add click **Next Step**.

Add Event Resource		×
 Should viewing this resource be considered optional or required? Optional Required When should this resource be used by the learner? Before Class During Class After Class 		
Close	Previous Step	Next Step

The Add Event Resources will allow the user to make the resource optional or required and when the resources should be used by the Learner. Once done click **Next Step**

Add Event Resource			×
Would you like to add time No, this resource is accessible any Yes, this resource should only be a Resource Publish/Draft St Published Draft	ed release dates to this resource? time vailable for a certain time period		
Close		Previous Step	Next Step
Event Duration	60 minutes		

This step allows the user to add a timed-release option to the resource. Selecting No will leave the resource open for students to download at any given time. If the user selects Yes, the students only have access to the resource for a certain amount of time.

Next, if the resource is left in Draft status, students will not be able to view the resource. A published resource will appear in the Learning Event for students to access. Click **Next Step**.

Add Event Resource		×
How do you want people to view this file?		
Download it to their computer first, then open it.		
Attempt to view it directly in the web-browser.		
You can optionally provide a different title for this file.		
You must provide a description for this file as well.		
Class	Provious Ston	Next Step
	Previous Step	Next Step

This step allows the user to set up how students will be able to view the resource. The resource can be set up to download then open on the students' computers or open directly in their browser.

You can now enter an alternative title and provide a description. Once done, click **Next Step**.

Add Event Resource	×
Elentra ME File Upload Copyright Statement Use of Copyright Materials In Elentra ME Copyright protects the form in which literary, artistic, musical, and dramatic works are expressed. In the United States of America, copyright exists once a work is expressed in fixed form; no special registration needs to take place. Copyright usually resides with the creator of the work. Copyright protection of most works exists for 50 years after the death of the creator.	
Western University encourages access to works while ensuring that the rights of creators are respected in accordance with the Copyright Act. See Western University's copyright policy in detail here) It is the responsibility of each individual to ensure compliance with copyright regulations.	
By proceeding, you agree to comply with the copyright policy.	
Close Previous Step Next St	ep

This step displays a copyright notice for the resource being uploaded is not stolen or plagiarized work. Once acknowledged click Next Step.

Add Event Resource		×
You can drag and drop files into this window Browse No file selected	to upload.	
Close	Previous Step	Save Resource

Now the user will be able to browse their computer and upload the file or resource.



Once uploaded you will see a message displaying if the upload was successful. Now you can click Close or click Attach another Resource if the user wishes to attach additional resources.