

How To | Elentra Basics

Introduction:

This guide will walk you through creating a Learning and Event and populating Learning Events with resources such as the course syllabus or Presentation slides.

Elentra Basics CETL Session led by Jamie Quarles:

Creating Learning Events: Elentra Basics | CETL (westernu.edu)

Only Admin and Superusers can create Learning Events. Course directors can still attach resources which will be detailed in the second part of this guide.

How to:

• 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. Click on the Learning Event you wish to add content to by clicking the title.

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	0	Fri Jul 02/21 10:00am	PA 5160	HC Access, Cultural Issues	•
Give Feedbackt	0	Mon Jul 05/21 10:00am	PA 5120	Long Term Care	۰

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



Populate Learning Events:

Once a Learning Event has been completed by the college superuser, faculty can upload resources and content to the Learning Event.

How to:

- Select the Learning Event you wish to upload content/resources.
- You will be see an overview of the Learning Event. (Shown below.)
- On the left side there is a section titled **Display Style**.
 - Select **Director View**. This will take you to a page that certain information can be edited.

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Learner Verward and Specific S	isplay Style	go when faced with a clinical problem. We have a guest speaker who will be helping you with searching strategies that may	Duration	120 Minutes
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ZOOM INFORMATION BELOW		======================================		

• To add content and resources click on the **Content** tab.



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- As you scroll through this page, you will see the information that can be edited such as Event
- Type, Duration, as well as the Event Description, Session Links and more.

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Adding Event Resources to your Learning Event

NOTE: If you have questions about copyright, please watch this <u>CETL Session on copyright</u> by Keli Hines, MLIS, Scholarly Communications Librarian.

Event Objectives
Event Resources
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- At the bottom of the page, you will see a section titled **Event Resources**. This is the place you can upload course material such as lecture slides, worksheets, PDF articles and other necessary resources for this specific Learning Event.
- Click the Green Add a Resource to begin. Once the green button is clicked a pop up will appear.

What type of resou	rce would you like to add?	
O Audio / Video - Attach a	udio or video to this learning event.	
O Exam - Attach an exam	to this learning event.	
O Feedback Form - Attach	a feedback form to this learning event.	
O Lecture Notes - Attach f	files such as documents, pdfs or images.	
O Lecture Slides - Attach	files such as documents, powerpoint files, pdfs or images.	
O Link - Attach links to ext	ternal websites that relate to the learning event.	
O LTI Provider - Attach a l	LTI to this learning event.	
Online Learning Module	- Attach links to external learning modules.	
Other Files - Attach mis	cellaneous media files to this learning event.	
O Quiz - Attach an existing	g quiz to this learning event.	
O Streaming Media - Attac	ch streaming media to this learning event.	
Close		Next Step



This pop-up will allow you to select which type of resource you 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.

Should viewing thi	resource be considered optional or required?	
Optional		
Required		
When should this r	esource be used by the learner?	
 Before Class 		
 During Class 		
 After Class 		

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

Would you like to ac	d timed release dates to	this resource?	
No, this resource is acces	sible any time		
 Yes, this resource should 	only be available for a certain time per	riod	
Resource Publish/D	raft Status:		
Published			
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			_

- This step allows you 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 you select 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**.



How do you want people to view the	s file?	
Download it to their computer first, then open it.		
 Attempt to view it directly in the web-browser. 		
You can optionally provide a differe	nt title for this file.	
You must provide a description for	his file as well	
Tou must provide a description for	ins me as wen.	

- This step allows you 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**.

ight Materials In I			
-	Elentra ME		
ects the form in wi	nich literary, artistic, mu	sical, and dramatic works are e	expressed. In the United
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- This step displays a copyright notice for the resource being uploaded is not stolen or plagiarized work.
- Once acknowledged click Next Step.



Add Eve	ent Resource	×
	You can drag and drop files into this window to upload.	
Close	Previous Step Save Reso	aurce

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

Add Event Re	esource	,
	Successfully attached	a File Resource to this event.
You may continue	to add resources to this event to close this dialog l	by clicking the Attach another Resource button, or you may by clicking the Close button.
Close		Attach another 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 you wish to attach additional resources.



How to Release Grades

- Navigate to **Admin** -> **Gradebook**
- Once in the gradebook select the assessment (the pencil icon)

/ Courses / PA 5110 / Gradebook Assessments						
Setup Curriculum Tags Content Enrollment Groups Gradebook Reports						
Gradebook Assessments	Peri	od: Sprin	g/Summer 2021 - Marcl	n 8th, 2021 to July 3	1st, 202	21 v
) Search Assessments Type here to begin to search				🕜 Add Ne	w Asses	sment
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Total Weight: 100% Gradino Scale:						

• Once you're in the editing portion of the assessment. Scroll down to the highlighted section. Select the second box: Show this assessment in Learner Gradebook. This will release the grades to the students.

1		
Exam: OBGYN Quiz #1		
Post: OBGYN Quiz #1		
Mon Apr 19/21 1.00pm		
Exam Scoring Method:*	Show first score	
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Extended Options	Essay questons	
	Fill-in, short answer questions	
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	Problem-solving written exercises	
Grading Scalo:	Default Grading Scale for PA Program	
Marking Scheme.	Numeric v	
Maximum Points: *	10 This field will be automatically calculated with the adjusted points of the exam when saving.	
	Tip: Maximum points possible for this assessment (i.e. 20 for "X out of 20").	
Assessment Type	Formation	
This is a narrative assessment.		
This is a self assessment.		
O Don't Show this Assessment in Learner Gradebook		
Show this Assessment in Learner Gradebook		
Show Start*	2021-04-21 📓 00 🗸 : 00 🗸 (12:00 AM)	
Show Finish	■ 0 ~ : 0 ~ (12:00 AM)	
Display Grades to learner based on:	Marking Scheme	
	Orading Scale	
	Percentage	

• Click Save.