

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**.

The screenshot displays the Western University Elentra interface. The top navigation bar includes the university logo and links for Dashboard, Communities, Curriculum, Courses, Learning Events, People Search, More, and Admin. The left sidebar contains sections for My Bookmarks, Helpful Links (with a link to Submit a WesternU Support Ticket), My Communities (with a search bar and results like Meme Central), and a feedback section for Elentra ME. The main content area shows the Student Dashboard with the Elentra ME Message Center (currently empty) and a calendar view for the week of July 18-24, 2021. The calendar is in 'Week' view, showing a grid of time slots from 07:00 to 16:00. The Thursday column (July 22) is highlighted in yellow. A 'Subscribe to Calendar' button is located at the bottom right of the calendar area.

Medtech PA Program

Dashboard
Communities
Curriculum
Courses
Learning Events
People Search
More
Admin

My Bookmarks

You can bookmark this page

Add Bookmark

Helpful Links

Submit a WesternU Support Ticket

ExamSoft

My Communities

Search Communities

Meme Central

Mental Health and Wellness Initiative

Give Feedback!

Elentra ME Feedback

Please share any feedback you may have about this page.

Need Help?

/ Student Dashboard

Elentra ME Message Center

The Message Center is currently empty.

Day
Week
Month

07:00

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

Mon, July 19

Wed, July 21

Thu, July 22

Fri, July 23

Previously Read Messages

Today

Subscribe to Calendar

Annual Reports

Assessment & Evaluation

Clinical Experience

Manage Awards

Manage Absences

Manage Cohorts

Manage Communities

Manage Courses

Manage Curriculum

Manage Portfolios

Manage Events

Manage Exams

Manage Gradebook

Manage Learning Objects

Manage MSPRs

Manage Notices

Manage Observerships

Manage Polls

Manage Quizzes

Manage Users

Regional Education

System Reports

System Settings

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**.

Medtech PA Program

Dashboard
Communities
Curriculum
Courses
Learning Events
People Search
More
Admin

My Bookmarks

You can bookmark this page

Add Bookmark

Display Style

☐ Learner View
☒ Administrator View

Learning Events

☐ Apply Default Filters
☒ Remove All Filters

My Communities

Search Communities

Meme Central

Mental Health and Wellness Initiative

Give Feedback!

Elentra ME Feedback

Please share any feedback you may have about this page.

Need Help?

/ Manage Events

Manage Events

Learning Event Filters

Select a Filter

Manage My Drafts

Add New Event

List View

Calendar View

Showing 25 of 45 events that took place in July of 2021.

Day
Week
Month
Year

Today

<input type="checkbox"/>	Date & Time	Course	Event Title	
<input type="checkbox"/>	Thu Jul 01/21 10:00am	PA 5110	Normal Labor, Delivery, and the Normal Puerperium (postpartum period)	
<input type="checkbox"/>	Thu Jul 01/21 1:00pm	PA 5120	Neuro - Delirium, Dementias, PD, Cognitive Screening	
<input type="checkbox"/>	Fri Jul 02/21 9:00am	PA 5160	Chapter 3 quiz	
<input type="checkbox"/>	Fri Jul 02/21 10:00am	PA 5160	HC Access, Cultural Issues	
<input type="checkbox"/>	Mon Jul 05/21 10:00am	PA 5120	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 event. 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

1 Title (Required)*

2 Start Date and Time*

YYYY-MM-DD
00:00
(12:00 AM)

2 Curriculum Period

Select a course and a date to set a curriculum period

2 End Date and Time

☐ YYYY-MM-DD
00:00
(12:00 AM)

2 Event Series

Select Event Series Behaviour

2 Location of Event

Select Site

2 Associated Faculty

Example: Peterson, Jonathan

Color

#862633

2 Audience Options

☐ Allow learners to view who else is in this Learning Event
☐ Learner attendance is required for this Learning Event

2 Viewable Start

YYYY-MM-DD
00:00
(12:00 AM)

Viewable Finish

YYYY-MM-DD
00:00
(12:00 AM)

Cancel

After saving: Add content to event

Save

- **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 Events / Editing Event

Setup
Content
Attendance
History
Statistics

Editing Event

Select Course (Required)*

2100: Test

Event Types:*

Browse Event Types

Lecture

Duration: 60 minutes

Total time: 60 minutes.

Event Details

Title (Required)*

Semester 2 > 2100: Test

Rise Test Course

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

Rise Test Course

Event Start Date & Time	Sun Jul 04/21 9:00am
Event Duration	60 minutes
Event Location	asynchronous
Lecture Recording	Off <input checked="" type="checkbox"/> On Lecture Capture is unavailable.
Associated Faculty	To Be Announced
Event Types*	<div>Browse Event Types ▼</div> <p>Lecture Duration: 60 minutes </p> <p>Total time: 60 minutes.</p>
MedBiq Resources	<div>Browse MedBiq Resources ▼</div>
MedBiq Assessment Methods	<div>Browse MedBiq Assessment Methods▼</div>
Event Description	<div> Source </div> <div>Format Font Size B I U S x^o x^d T_x</div> <div style="height: 150px;"></div>

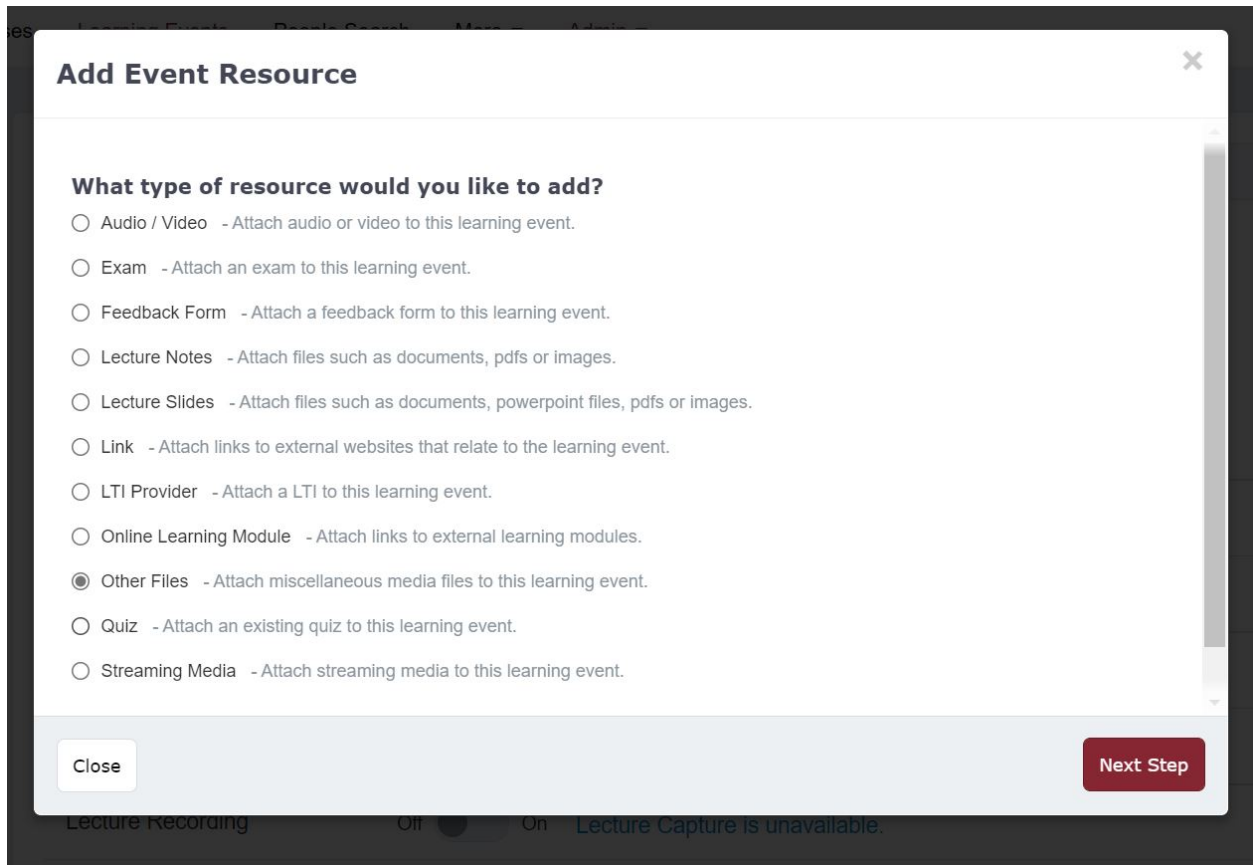
[illegible][illegible]

Save

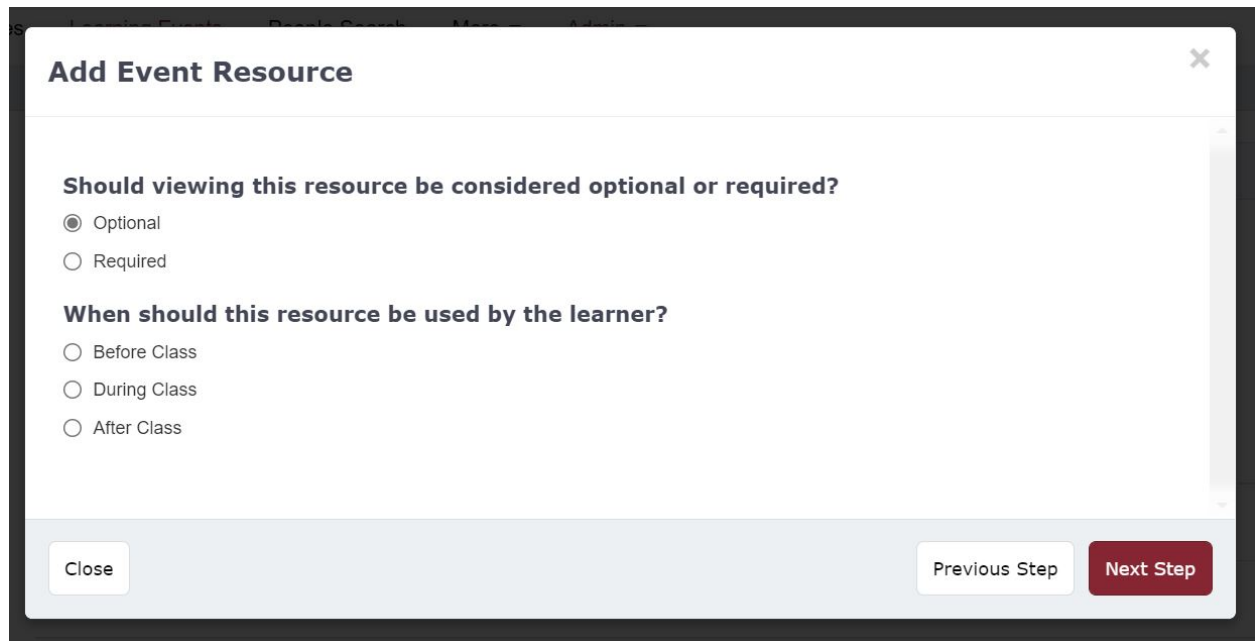
Event Objectives

Event Resources

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.

A screenshot of a web application showing a pop-up window titled "Add Event Resource". The window has a close button (X) in the top right corner. Below the title, there is a section titled "What type of resource would you like to add?". This section contains a list of radio button options, each followed by a description: "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.", "Other Files - Attach miscellaneous media files to this learning event." (This option is selected with a filled radio button), "Quiz - Attach an existing quiz to this learning event.", and "Streaming Media - Attach streaming media to this learning event.". At the bottom of the pop-up, there are two buttons: a white "Close" button on the left and a red "Next Step" button on the right. The background of the application is dark grey, and some text from the main interface is visible behind the pop-up, including "Lecture Recording" and "Lecture Capture is unavailable."

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?

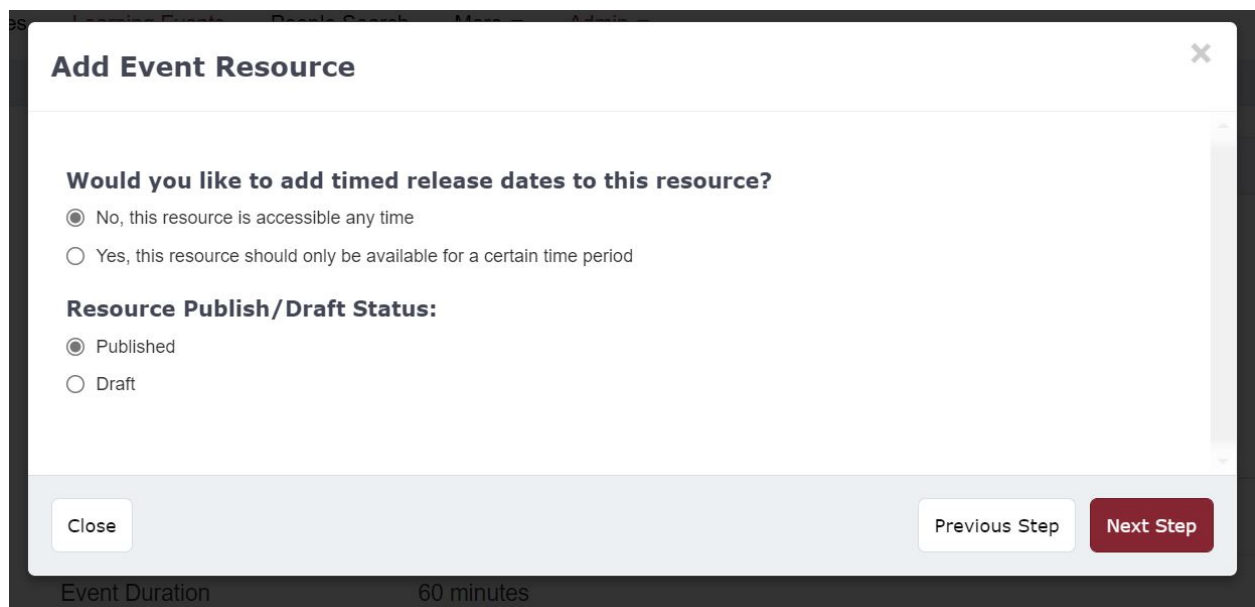
☐ Before Class

☐ 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 timed release dates to this resource?

☒ No, this resource is accessible any time

☐ Yes, this resource should only be available for a certain time period

Resource Publish/Draft Status:

☒ Published

☐ Draft

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.

Close

Previous Step

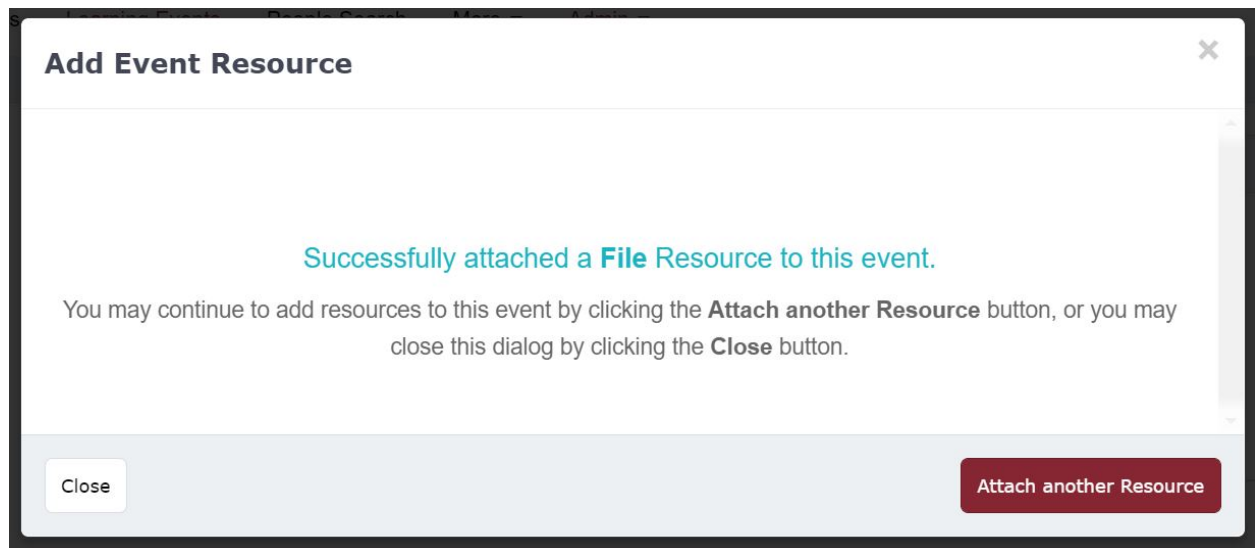
Next Step

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**.

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

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.