

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.

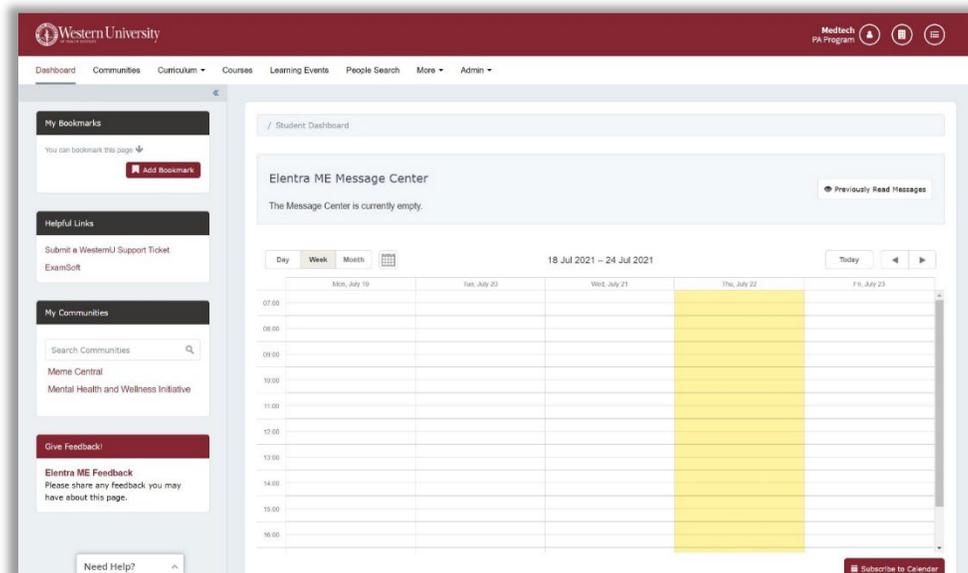
Elentra Basics CETL Session led by Jamie Quarles:

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.

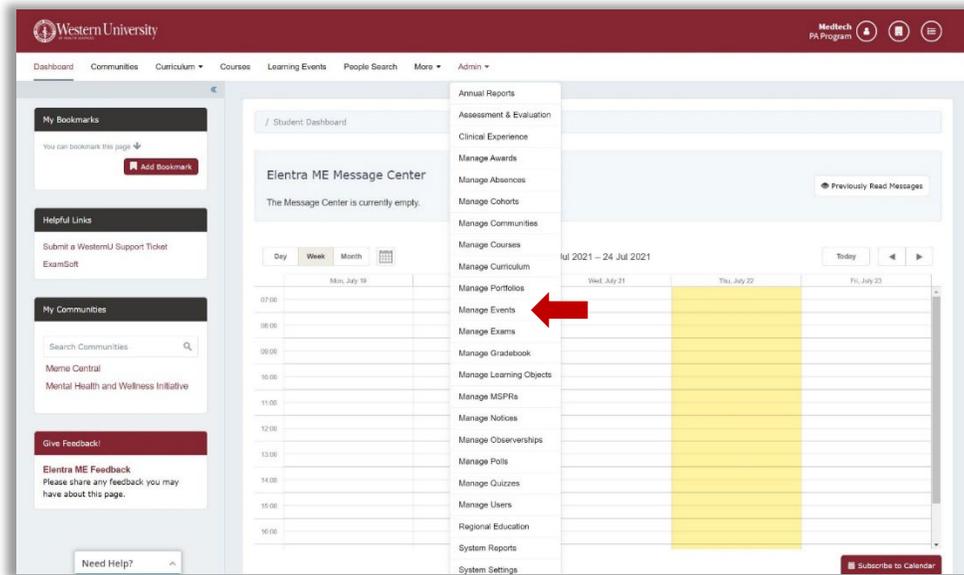
How to:

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

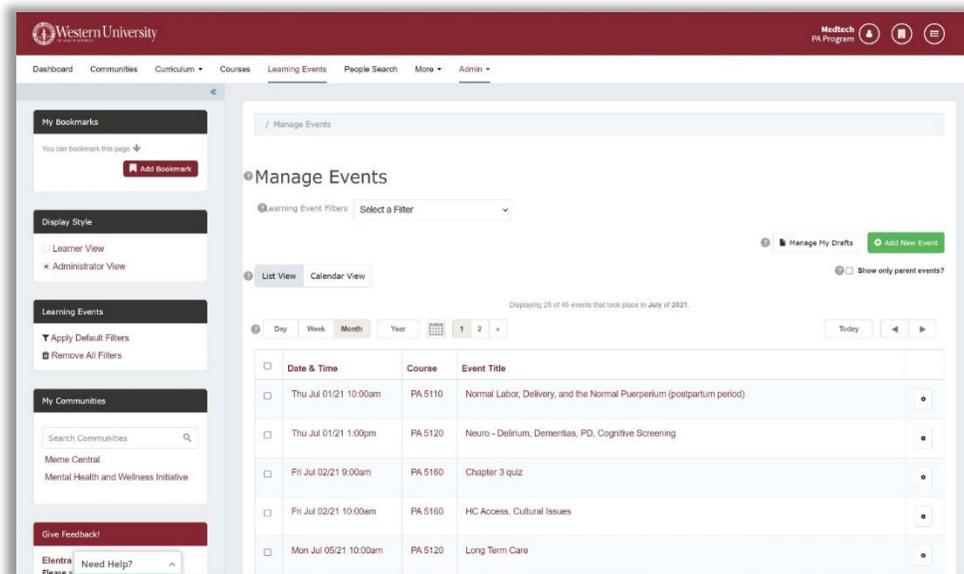


How to: Elentra Basics

By Jonathan Peterson, MA



- 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.



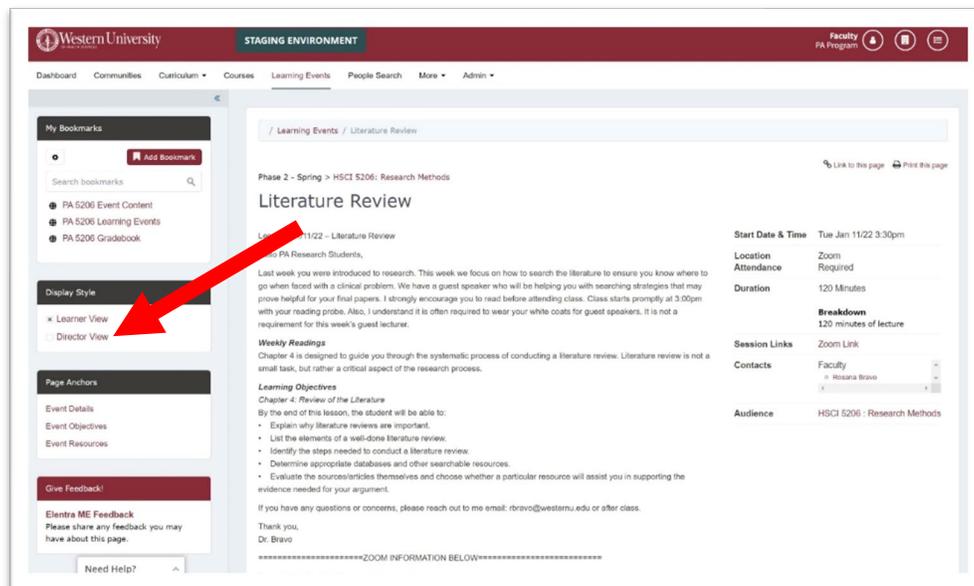
Once the Learning Event has been created you can now attach resources and add event descriptions by clicking on the **Content** tab.

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:

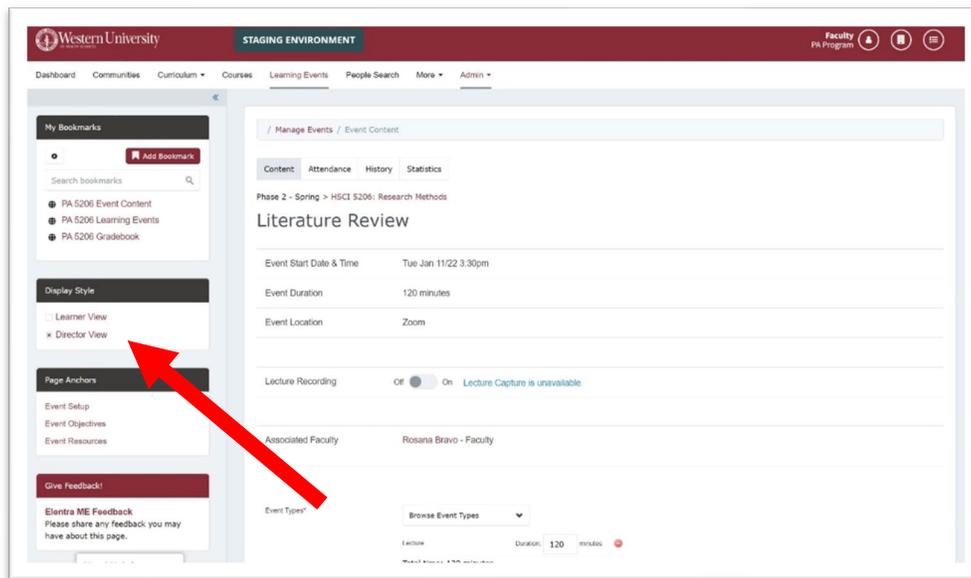
- Select the Learning Event you wish to upload content/resources.
- You will see an overview of the Learning Event. (Shown below.)
- On the left side there is a section titled **Display Style**.
 - Select **Director View**. This will take you to a page that certain information can be edited.



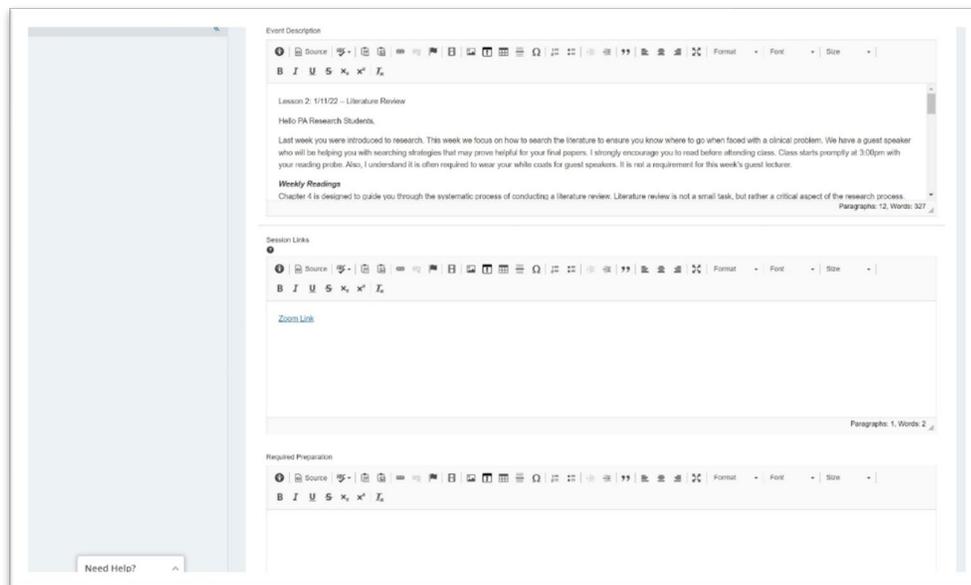
- To add content and resources click on the **Content** tab.

How to: Elentra Basics

By Jonathan Peterson, MA

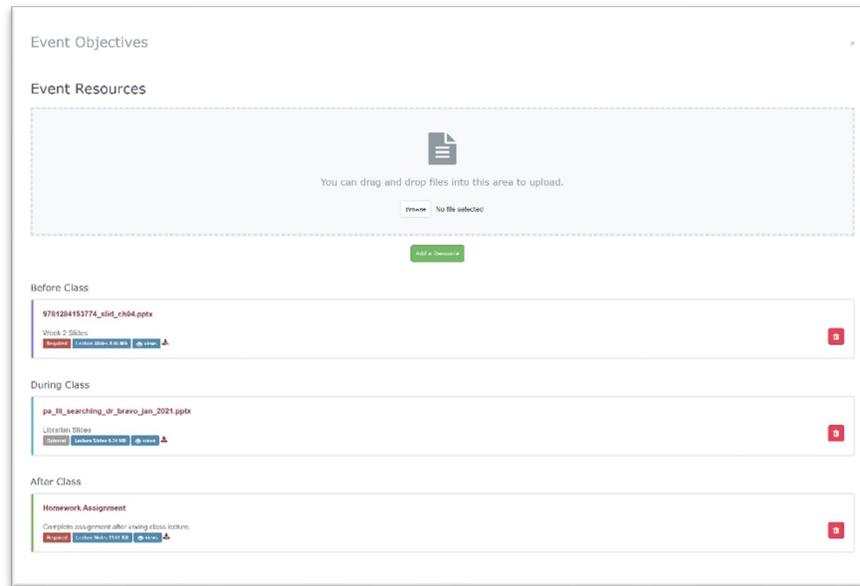


- As you scroll through this page, you will see the information that can be edited such as Event
- Type, Duration, as well as the Event Description, Session Links and more.

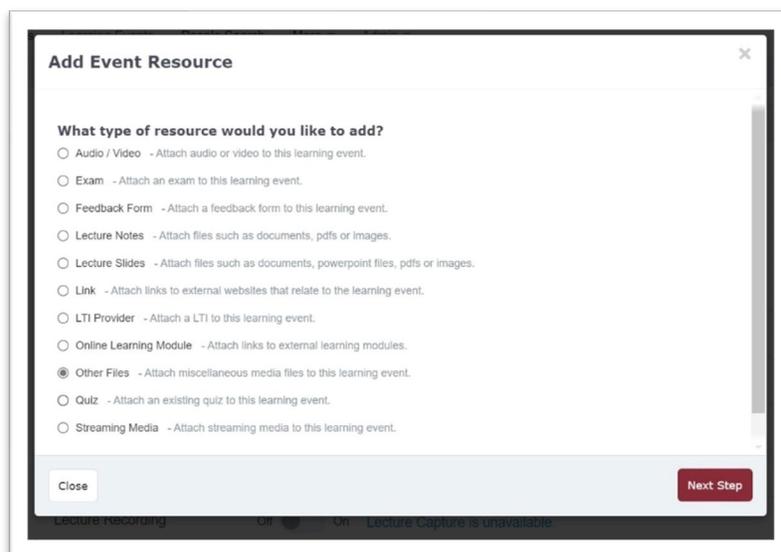


Adding Event Resources to your Learning Event

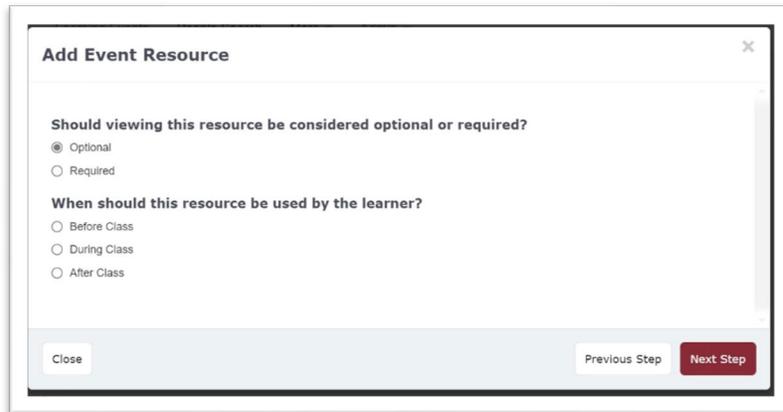
NOTE: If you have questions about copyright, please watch this [CETL Session on copyright](#) by Keli Hines, MLIS, Scholarly Communications Librarian.



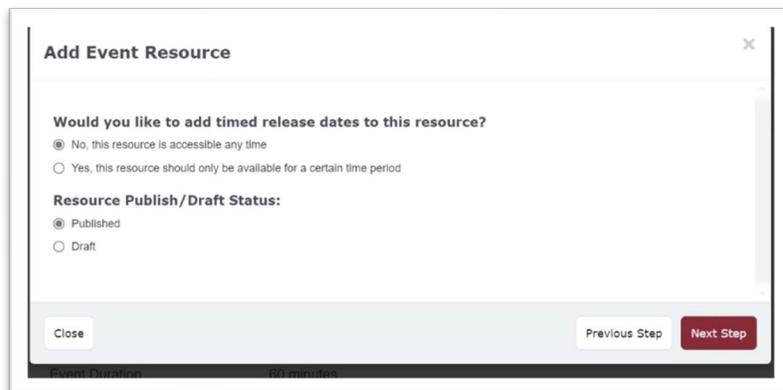
- At the bottom of the page, you will see a section titled **Event Resources**. This is the place you can upload course material such as lecture slides, worksheets, PDF articles and other necessary resources for this specific Learning Event.
- Click the Green **Add a Resource** to begin. Once the green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



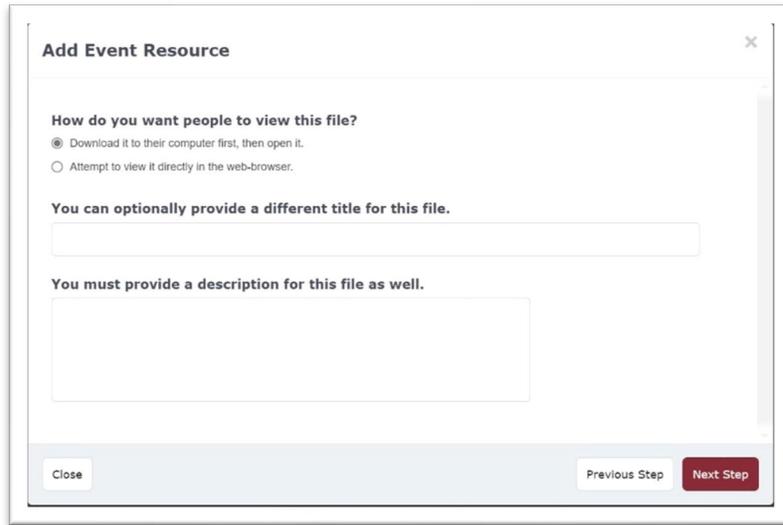
- This pop-up will allow you to select which type of resource you would like to attach. The setup process is similar for each resource. Once you select which type of resource you would like to add click **Next Step**.



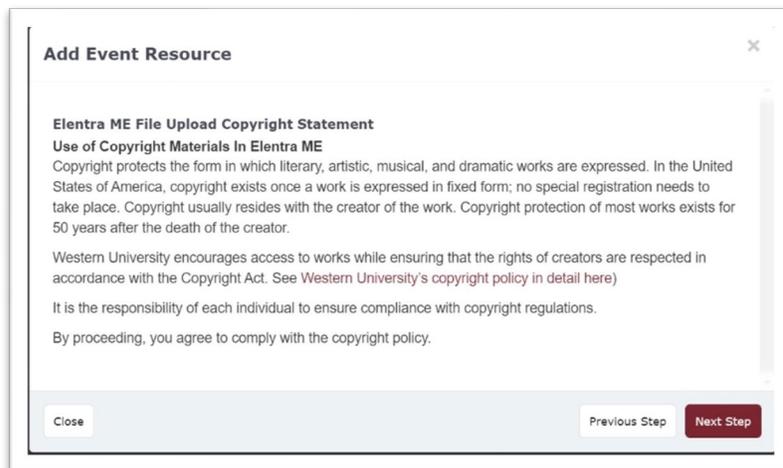
- The **Add Event Resources** section will allow you to make the resource optional or required and when the resources should be used by the Learner. Once done click **Next Step**



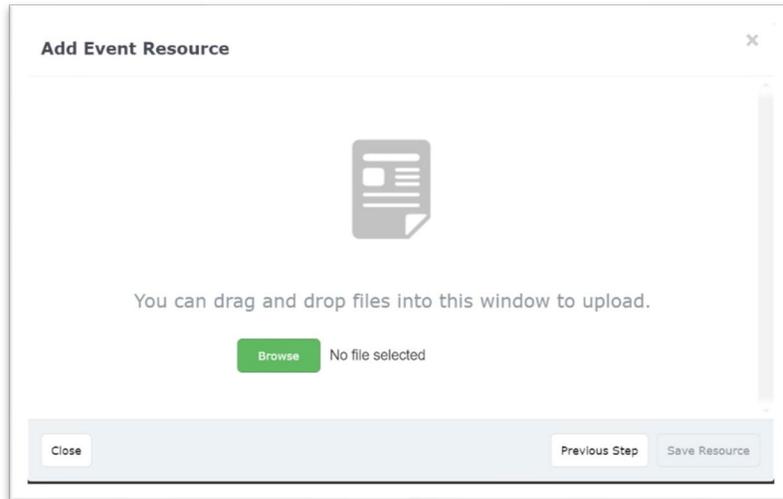
- This step allows you to add a timed-release option to the resource. Selecting No will leave the resource open for students to download at any given time. If you select Yes, the students only have access to the resource for a certain amount of time.
- Next, if the resource is left in Draft status, students will not be able to view the resource. A published resource will appear in the Learning Event for students to access. Click **Next Step**.



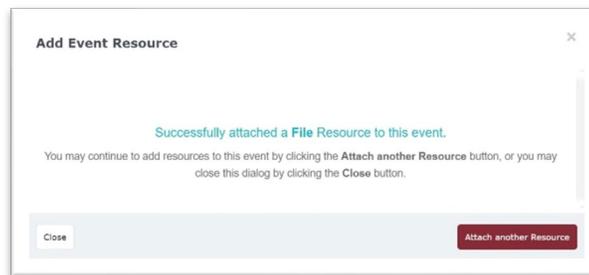
- This step allows you to set up how students will be able to view the resource. The resource can be set up to download then open on the students' computers or open directly in their browser.
- You can now enter an alternative title and provide a description.
- Once done, click **Next Step**.



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



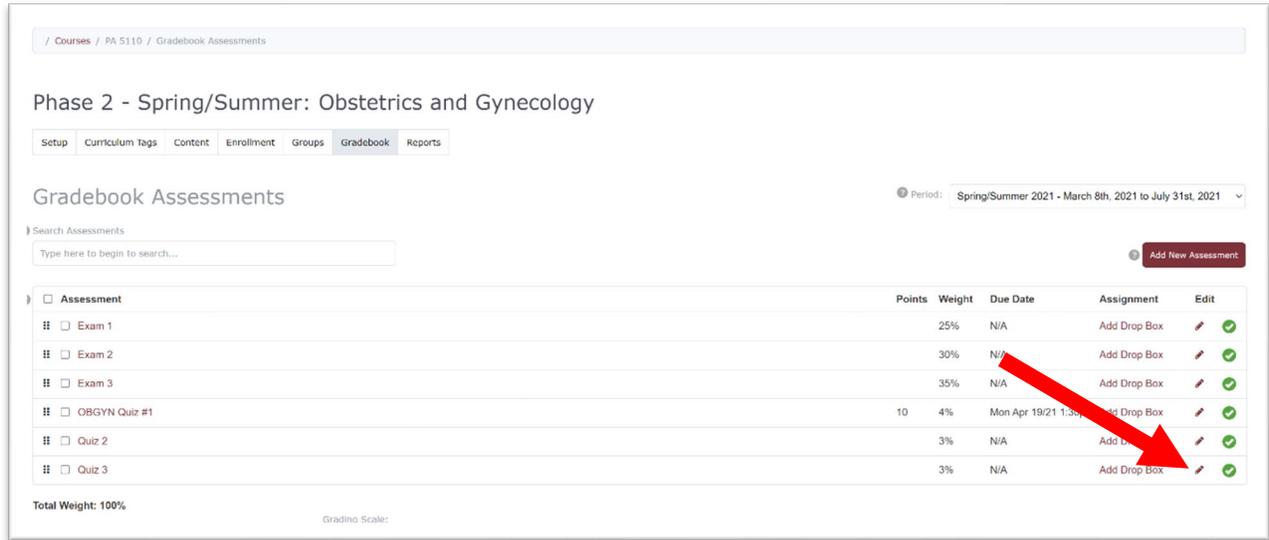
- Now you will be able to browse their computer and upload the file or resource.



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

How to Release Grades

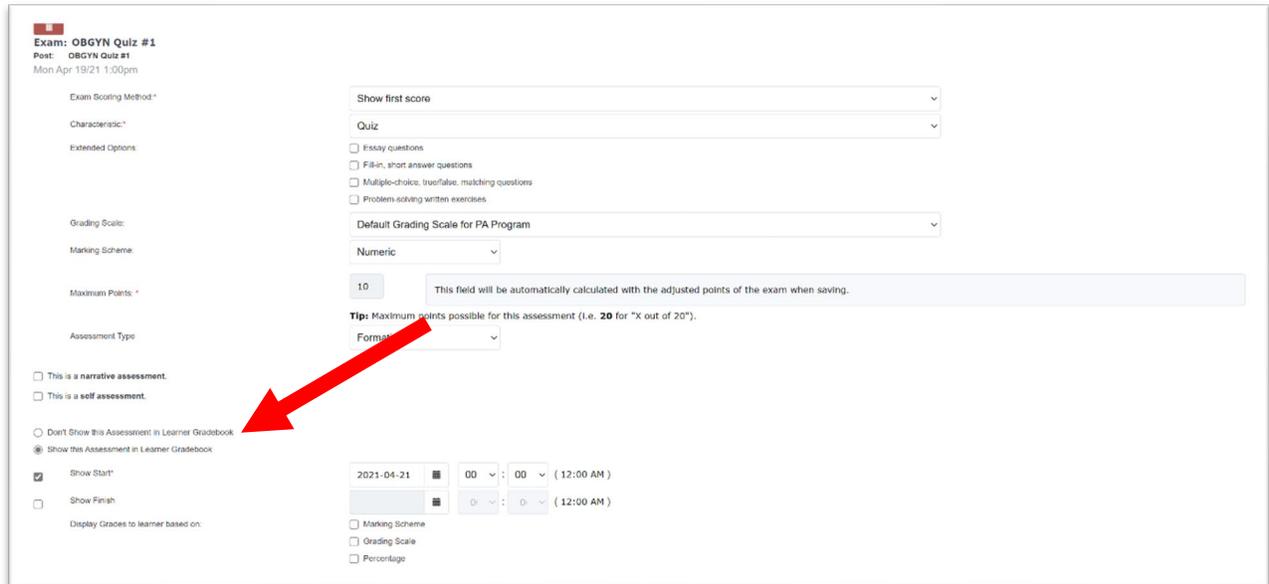
- Navigate to **Admin -> Gradebook**
- Once in the gradebook select the assessment (the pencil icon)



The screenshot shows the 'Gradebook Assessments' page for 'Phase 2 - Spring/Summer: Obstetrics and Gynecology'. The page includes a search bar, a table of assessments, and an 'Add New Assessment' button. The table has columns for Assessment, Points, Weight, Due Date, Assignment, and Edit. A red arrow points to the 'Add Drop Box' icon in the 'Assignment' column for 'Exam 2'.

Assessment	Points	Weight	Due Date	Assignment	Edit
<input type="checkbox"/> Exam 1		25%	N/A	Add Drop Box	
<input type="checkbox"/> Exam 2		30%	N/A	Add Drop Box	
<input type="checkbox"/> Exam 3		35%	N/A	Add Drop Box	
<input type="checkbox"/> OBGYN Quiz #1	10	4%	Mon Apr 19/21 1:30pm	Add Drop Box	
<input type="checkbox"/> Quiz 2		3%	N/A	Add Drop Box	
<input type="checkbox"/> Quiz 3		3%	N/A	Add Drop Box	

- 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.



The screenshot shows the editing page for 'Exam: OBGYN Quiz #1'. The page includes various settings for the assessment, such as 'Exam Scoring Method', 'Characteristics', 'Extended Options', 'Grading Scale', 'Marking Scheme', 'Maximum Points', and 'Assessment Type'. A red arrow points to the 'Show this Assessment in Learner Gradebook' checkbox, which is selected.

- Click **Save**.