

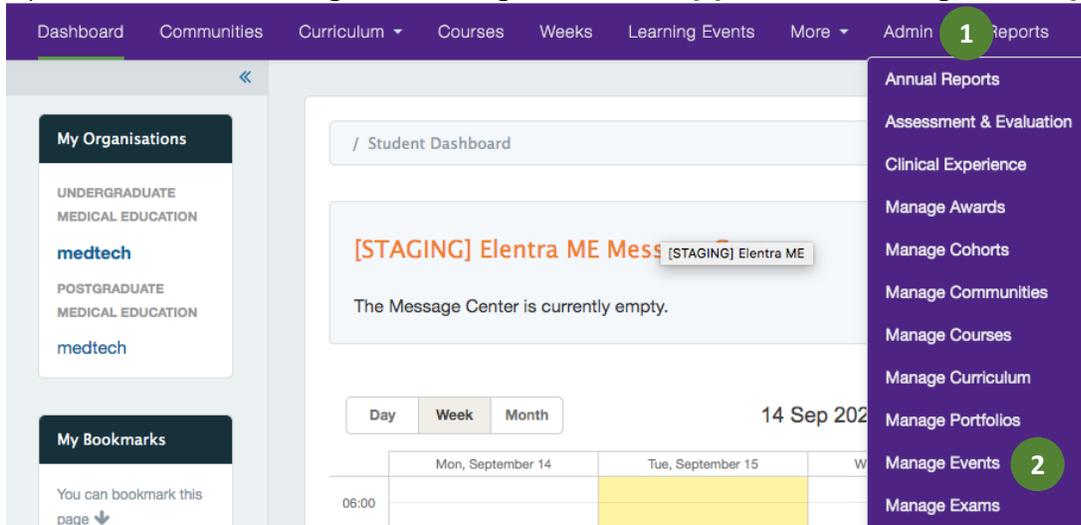
# UME ELENTRA GUIDE – LEARNING EVENTS

When building a learning event in Elentra, there are 3 main steps involved:

1. [Creating the event](#)
2. [Editing the event and adding content](#)
3. [Viewing event attendance, history, and statistics](#)

## CREATING THE EVENT

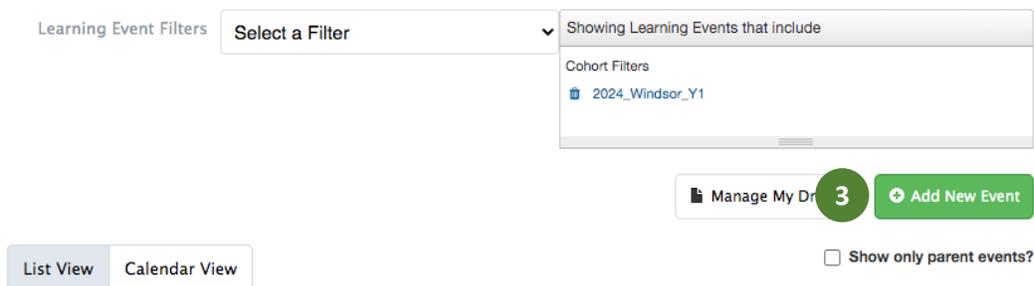
1.) To add a new learning event, navigate to Admin **(1)** and then Manage Events **(2)**.



The screenshot shows the Elentra Admin interface. The top navigation bar includes 'Dashboard', 'Communities', 'Curriculum', 'Courses', 'Weeks', 'Learning Events', 'More', 'Admin', and 'Reports'. The 'Admin' menu is open, showing options like 'Annual Reports', 'Assessment & Evaluation', 'Clinical Experience', 'Manage Awards', 'Manage Cohorts', 'Manage Communities', 'Manage Courses', 'Manage Curriculum', 'Manage Portfolios', 'Manage Events', and 'Manage Exams'. The 'Manage Events' option is highlighted with a green circle labeled '2'. The 'Admin' label in the top bar is also highlighted with a green circle labeled '1'. The main content area shows a 'Student Dashboard' with a message center that is currently empty. A calendar view is visible for September 14 and 15, 2024.

2.) Select Add New Event **(3)**.

## Manage Events



The screenshot shows the 'Manage Events' interface. It features a 'Learning Event Filters' section with a dropdown menu set to 'Select a Filter'. Below this, a list of filters is shown, including 'Showing Learning Events that include' and 'Cohort Filters' with a sub-filter for '2024\_Windsor\_Y1'. At the bottom, there are two buttons: 'Manage My Dr' and 'Add New Event'. The 'Add New Event' button is highlighted with a green circle labeled '3'. There are also view options for 'List View' and 'Calendar View', and a checkbox for 'Show only parent events?'.

- 3.) Select the corresponding course from the required drop down menu (4) and select the Event Type (5). **Note:** More than one event type can be selected.

### Adding Event

Select Course (Required)\*

-- Select the course this event belongs to -- 4

Event Types.\*

Browse Event Types 5

**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.

- 4.) Once the event type(s) is selected, you can then adjust the time corresponding to each learning type (6). These event types can also be deleted by clicking on the red button (7).

Event Types.\*

Examination 6

Duration: 60 minutes 7

- 5.) Next, fill in the event details including the Title (8), Date and Time (9), Curriculum Period (10), and Course Unit (11).

**Event Details**

Title (Required)\* 8

Date and Time\* 9

Curriculum Period 10

Course Unit 11

- 6.) If desired, choose an Event Series Behaviour (12). Options include Recurring Daily, Recurring Weekly, Recurring Monthly, or Custom Series. Leave blank if this is the only event in the series. You can then select the Location of the Event (13). Adding a location will then prompt you to choose site and building number. You can then add Associated Faculty (14), and Associated Learners (15). For associated learners you can choose all learners enrolled in the course, or custom audience (groups, individuals, etc.). Optionally, choose the colour (16), Audience Options (17), Viewable Start (18) and Viewable Finish (19). Before saving, you can also choose your next step (20). Finally, click Save (21).



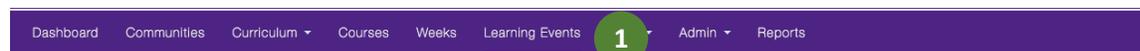
The screenshot shows a form for configuring an event. The fields and options are numbered as follows:

- 12: Select Event Series Behaviour (dropdown)
- 13: Select Site (dropdown)
- 14: Example: Krista, Jenny (text input)
- 15: All Learners Enrolled in WELCOME (radio button)
- 16: Colour (text input)
- 17: Allow learners to view who else is in this Learning Event (checkbox)
- 18: Viewable Start (datetime picker)
- 19: Viewable Finish (datetime picker)
- 20: After saving: Add content to event (dropdown)
- 21: Save (button)

## EDITING THE EVENT AND ADDING CONTENT

Once you have created the event, you can either add content by finding the event again, or by selecting "Add content to event" (see above) prior to saving.

- 1.) The event can be found again by clicking on Learning Events (1) in the navigation bar.

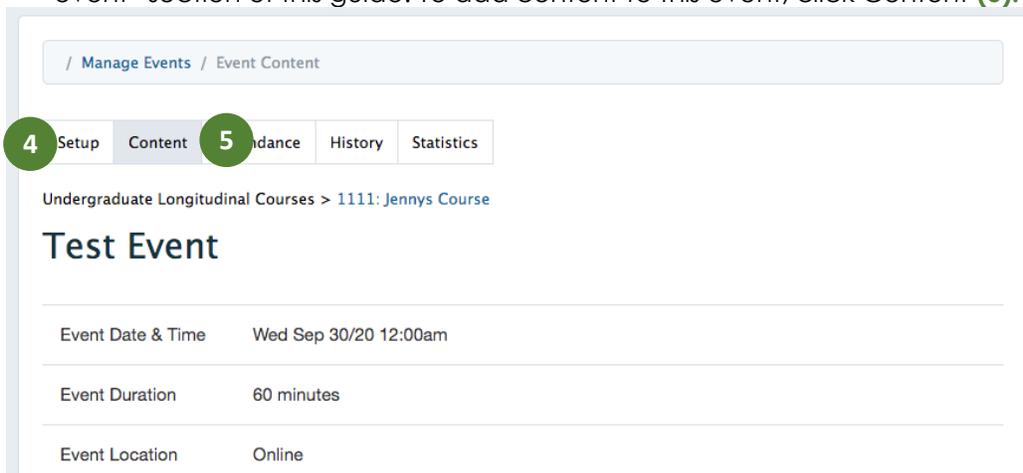


- 2.) If you cannot find your event in the list, you may have a filter on preventing this. To remove the filter, select Remove All Filters (2) in the left navigation bar under Learning Events. Once you locate your event, click on it to edit (3).



Tue Sep 22/20 10:30am	5160	Panel: Childhood Behaviour
Tue Sep 22/20 12:30pm	5160	Office Hours: Paediatrics (optional)
Wed Sep 23/20 8:30am	5160	PCW #2: Introduction to Budget and Financing
Thu Sep 24/20 7:00am	5160	Week 4 Readiness Assessment
Thu Sep 24/20 10:30am	5160	Patient Experience: Child with ASD and Family (3)
Thu Sep 24/20 11:30am	5160	Consolidation
Thu Sep 24/20 12:30pm	5160	Office Hours: Paediatrics (optional)
Fri Sep 25/20 7:00am	5160	Week 4 Self-Assessment Quiz
Fri Sep 25/20 10:00am	5160	Patient Experience: Interview - Adolescent and Parent with FASD
Fri Sep 25/20 11:30am	5160	Office Hours: Paediatrics (optional)

- 3.) Under course Setup (4) you can edit any of the features discussed in the "Creating the event" section of this guide. To add content to this event, click Content (5).



/ Manage Events / Event Content

4 Setup Content 5 Guidance History Statistics

Undergraduate Longitudinal Courses > 1111: Jennys Course

## Test Event

Event Date & Time	Wed Sep 30/20 12:00am
Event Duration	60 minutes
Event Location	Online

- 4.) Scrolling down to the bottom, you will see where you can attach documents to the event, under Event Resources (6). Finally, click Add Resource (7).

## Event Resources



You can drag and drop files into this area to upload.

No file selected **6**

**7**

No Event resource are attached to this event.

## VIEWING EVENT ATTENDANCE, HISTORY, AND STATISTICS

- 1.) By clicking on Attendance **(1)**, you can see a list of the Event Attendance. You can also download this list by clicking on Download CSV **(2)**.

[/ Manage Events](#) / [Event Content](#)

[Setup](#) [Content](#) [Attendance](#) **1** [Statistics](#)

[Undergraduate Longitudinal Courses](#) > [1111: Jennys Course](#)

### Test Event

**Event Attendance**

Attendee Number:

Last Name	First Name
<input type="checkbox"/> Leon	Giles
<input type="checkbox"/> Tyler	Randolph

**2**

2.) If your event is a recurring event, you can see the related events under the Recurring Events **(3)** tab.

/ Manage Events / Event Content

Setup Content Attendance **Recurring Events (3)** Statistics

Undergraduate - Year 1 > 5160: Foundations of Medicine

CS: PPES\_zoom\_W6

Related Recurring Events

	Date & Time	Event Title	
<input type="checkbox"/>	Thu Jan 14/21 1:30pm	CS: PPES_zoom_W6	<input type="checkbox"/>
<input type="checkbox"/>	Thu Jan 21/21 1:30pm	CS: PPES_zoom_W6	<input type="checkbox"/>
<input type="checkbox"/>	Thu Jan 28/21 1:30pm	CS: PPES_zoom_W6	<input type="checkbox"/>

Delete Selected

3.) Navigating to History **(4)** will show you any history related to the learning event.

/ Manage Events / Event History

Setup Content Attendance **History (4)** Statistics

Event History

September 18, 2020

2:38pm Clement Estrada created this learning event.

4.) Navigating to Statistics **(5)** will breakdown the analytics of the event, including items such as when users viewed the event, the number of users who viewed this event, and total event views.

/ Manage Events / Event Statistics

Setup Content Attendance History **Statistics (5)**

Undergraduate Longitudinal Courses > 1111: Jennys Course

Test Event

Event Statistics

Name	Views	Last viewed
Estrada, Clement	2	2020-09-18 15:13
Number of users who viewed this event:	1	
Total event views:	2	