

How To | Creating a Learning Event/Populating Learning Events

Introduction:

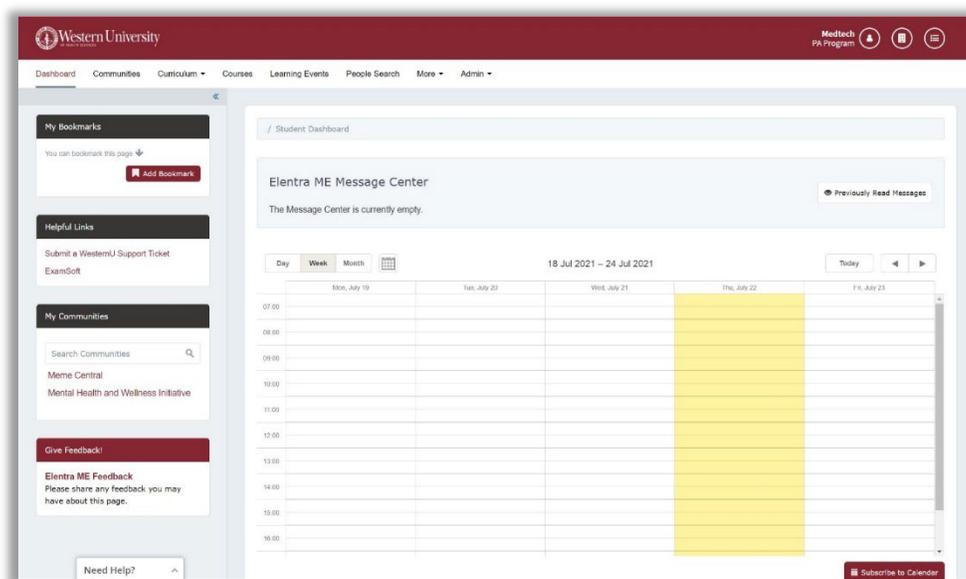
This guide will walk you through creating a Learning and Event and populating Learning Events with resources such as the course syllabus or Presentation slides.

Creating Learning Events:

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.

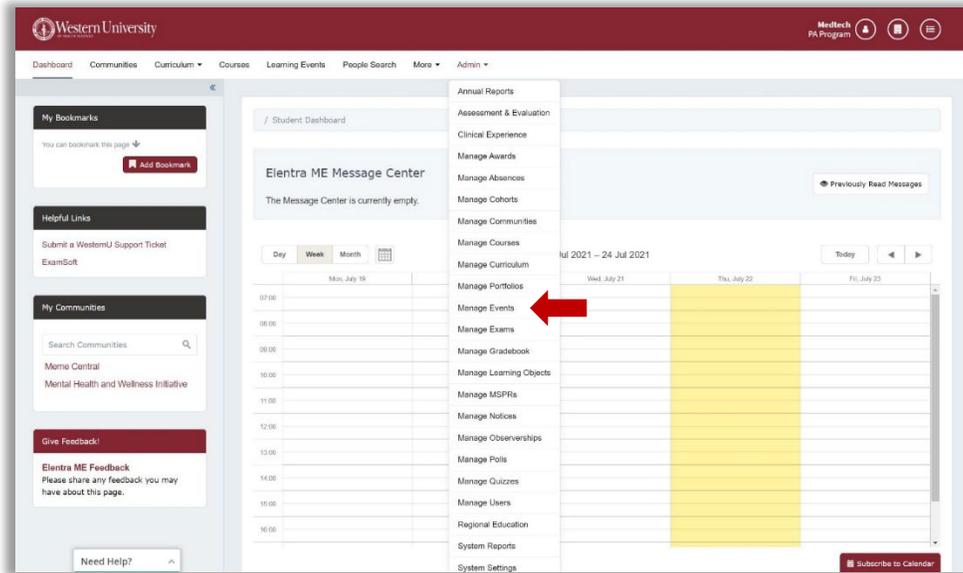
How to:

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

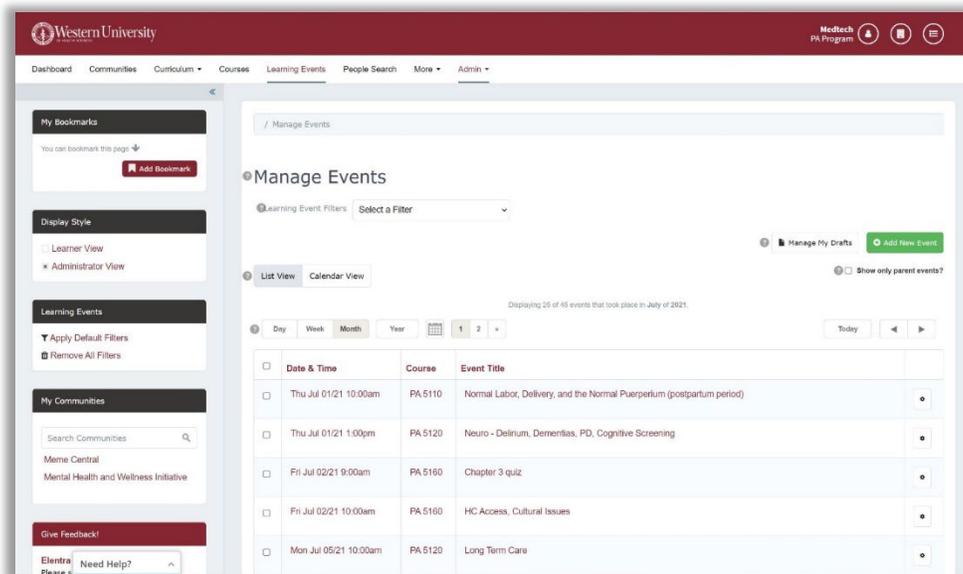


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By Jonathan Peterson, MA



- 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**.



- 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.

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The screenshot shows the 'Adding Event' form with the following sections and fields:

- Select Course (Required)***: A dropdown menu with the text '-- Select the course this event belongs to --'.
- Event Types***: A dropdown menu with the text 'Browse Event Types'.
- Please Note**: A blue banner with the text '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**:
 - Title (Required)***: A text input field.
 - Start Date and Time***: A date and time picker set to 'YYYY-MM-DD' and '00:00 (12:00 AM)'.
 - End Date and Time**: A date and time picker set to 'YYYY-MM-DD' and '00:00 (12:00 AM)'. There is a checkbox next to it.
 - Curriculum Period**: A dropdown menu with the text 'Select a course and a date to set a curriculum period'.
 - Event Series**: A dropdown menu with the text 'Select Event Series Behaviour'.
 - Location of Event**: A dropdown menu with the text 'Select Site'.
 - Associated Faculty**: A text input field with the example 'Peterson, Jonathan'.
 - Color**: A color picker set to '#802632'.
 - Audience Options**: Two checkboxes: 'Allow learners to view who else is in this Learning Event' (unchecked) and 'Learner attendance is required for this Learning Event' (unchecked).
 - Viewable Start**: A date and time picker set to 'YYYY-MM-DD' and '00:00 (12:00 AM)'.
 - Viewable Finish**: A date and time picker set to 'YYYY-MM-DD' and '00:00 (12:00 AM)'.
- Buttons**: 'Cancel' and 'Save' (with a tooltip 'After saving: Add content to event').

- **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 color here, it will display on the learner calendar and override the course/program color 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.

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- **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.

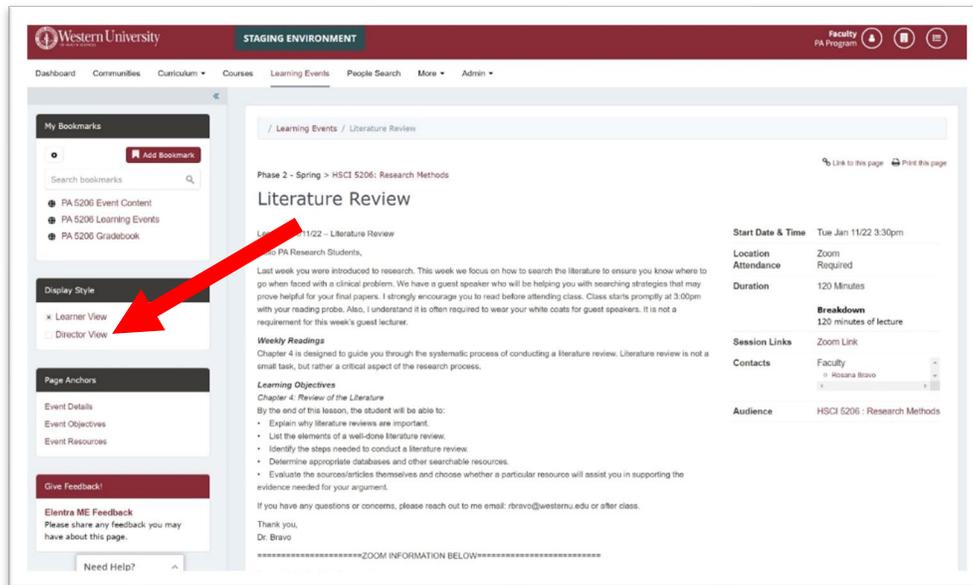
Once the Learning Event has been created you can now attach resources and add event descriptions by clicking on the **Content** tab.

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:

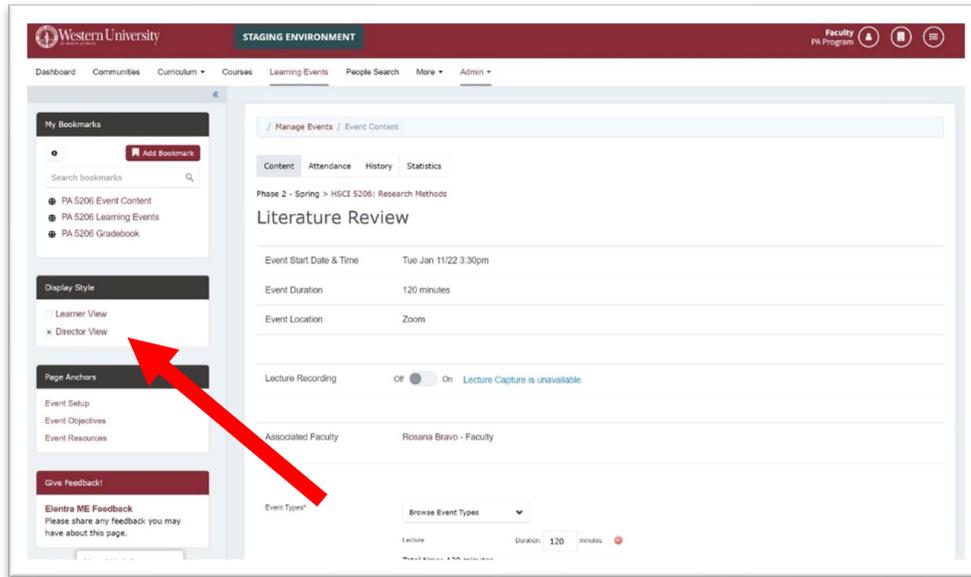
- Select the Learning Event you wish to upload content/resources.
- You will see an overview of the Learning Event. (Shown below.)
- On the left side there is a section titled **Display Style**.
 - Select **Director View**. This will take you to a page that certain information can be edited.



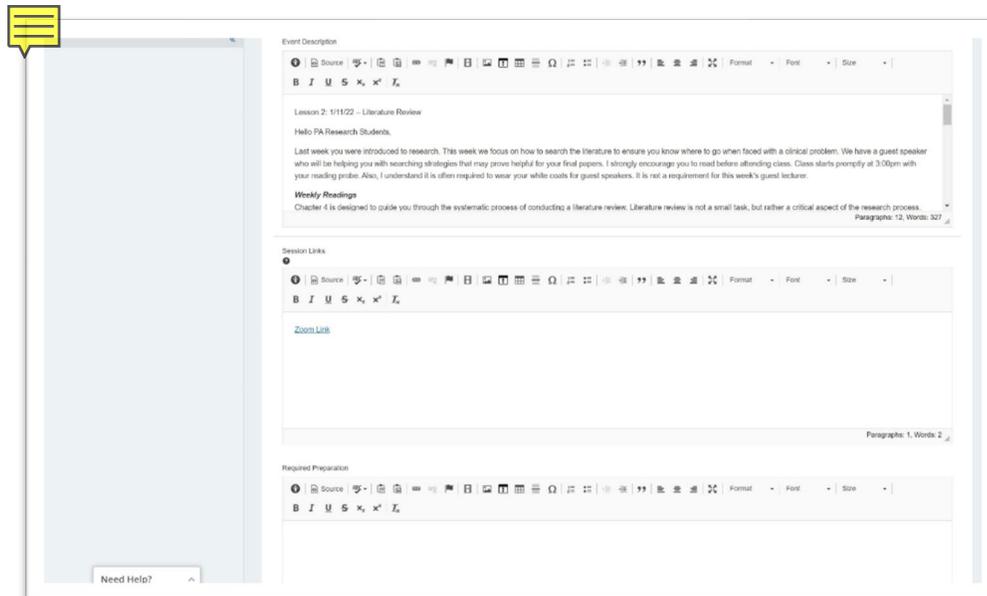
- To add content and resources click on the **Content** tab.

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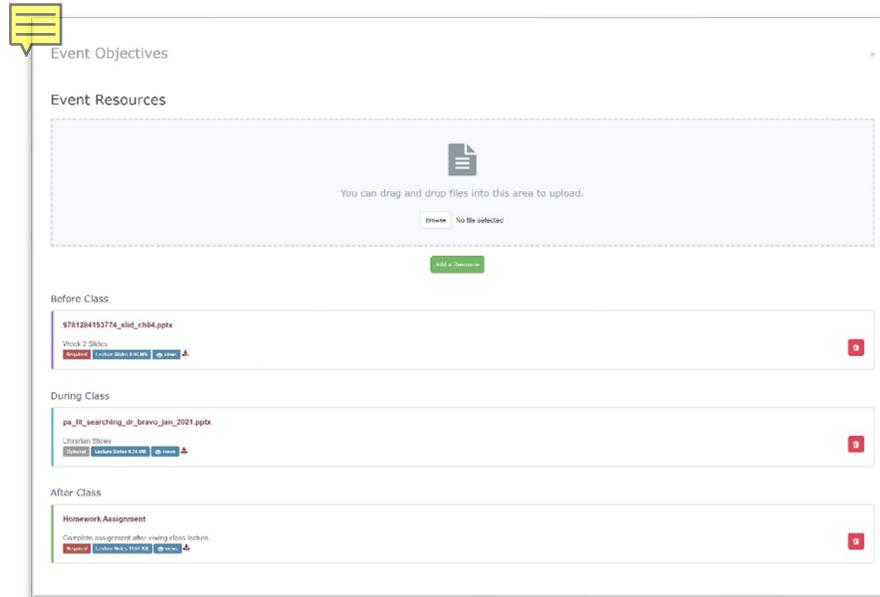


- As you scroll through this page, you will see the information that can be edited such as Event
- Type, Duration, as well as the Event Description, Session Links and more.

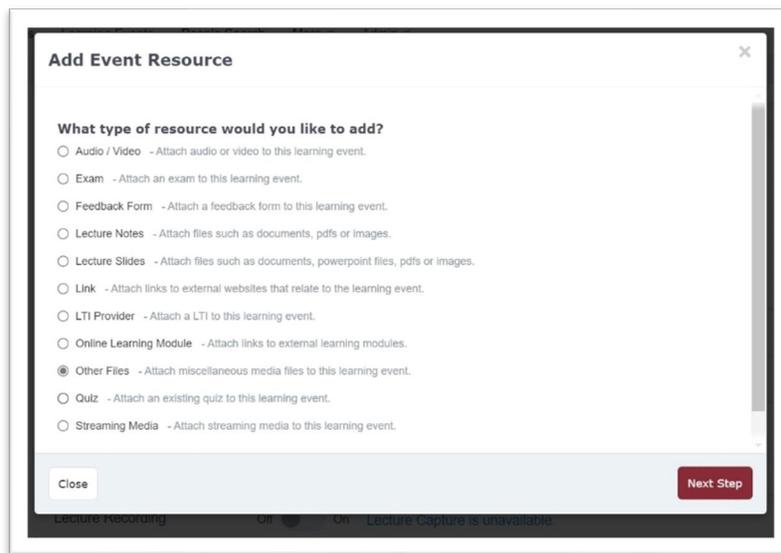


Adding Event Resources to your Learning Event

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.



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- 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**.

Add Event Resource [X]

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** 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**

Add Event Resource [X]

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

- 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**.

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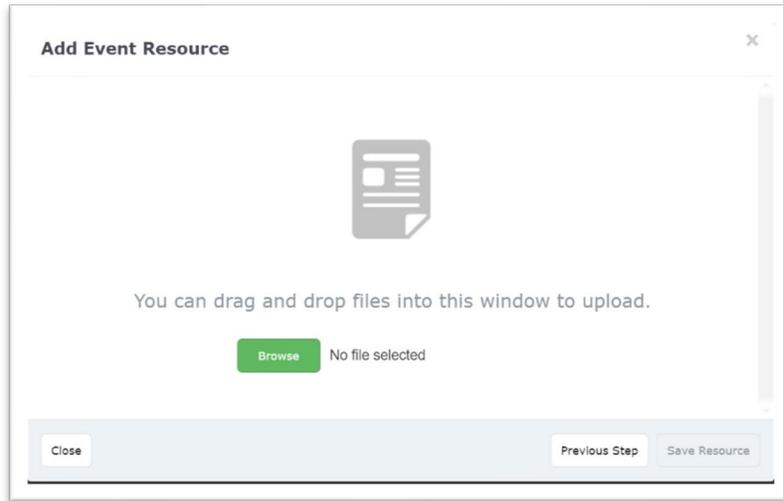


- This step allows you to set up how students will be able to view the resource. The resource can be set up to download then open on the students' computers or open directly in their browser.
- You can now enter an alternative title and provide a description.
- Once done, click **Next Step**.

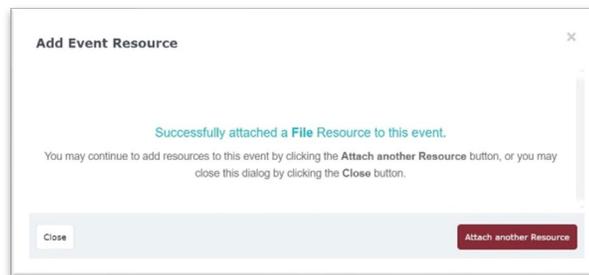
- This step displays a copyright notice for the resource being uploaded is not stolen or plagiarized work.
- Once acknowledged click Next Step.

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- 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.