Designing and Populating your ELE Facility

What is this?

The Exeter Learning Environment (ELE) is used consistently by academics to support their module and programme teaching and students rely increasingly on finding resources within ELE to support their learning. Designing the Homepage of ELE and uploading materials into ELE will be the main focus of this session.

Who’s it for?

The session is for academics and administrators who want to know how to use ELE in its most fundamental use for making learning materials available to students.

When and where is it?

To find out the dates of this course (it will be run continuously throughout the year) and to book you will need to log on to the Trent system at :-

http://staff.exeter.ac.uk

Click on the ‘Learning’ tab and then ‘Learning Activity Search’. Type the name of the course into the field (use a ‘*’ at the beginning) and a list of available dates will be made available for you to book.

What will I get from the session?

By the end of the session you should be able to:

1. Design the Homepage of your ELE facility and understand the various settings to format the page
2. Upload and attach materials to the sections within the ELE facility
3. Understand the different file types that you can put into ELE and what to do if you have many files you want to upload.
4. How to upload images and videos into ELE.
5. How to insert external web links into ELE
6. How to create files ‘on the fly’ in ELE (such as quick web pages) and use the ELE editor to design these
7. How to make use of some of the ‘administrative’ tools within ELE such as the ‘Latest News’ facility

Session content

The session will concentrate on demonstrations of the items above however as this will be taught in small groups there will be opportunities for participants to get hands-on practice with the technologies.

How do I sign up?
Sign up via the Trent Service System:  http://www.exeter.ac.uk/staff/services/selfservice/ . If you would like additional information, please contact Nick Birbeck (N.Birbeck@exeter.ac.uk)