

ella

[electronic learning arena]



ella Quick Start Guide

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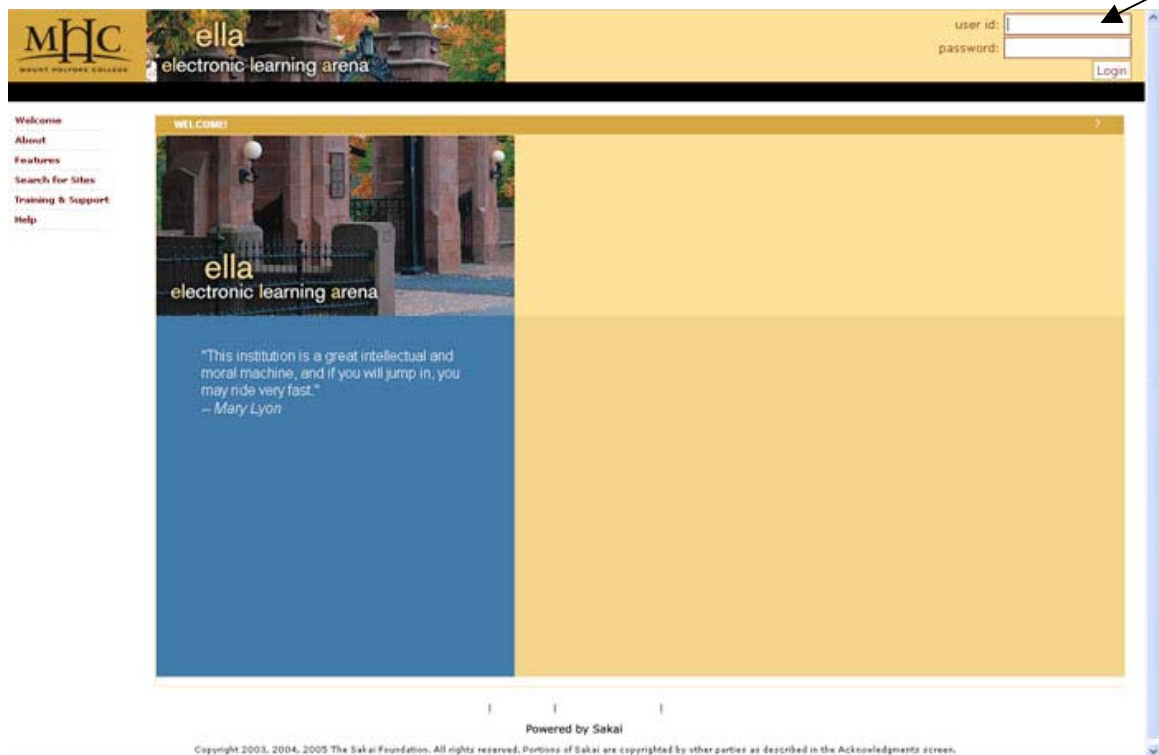
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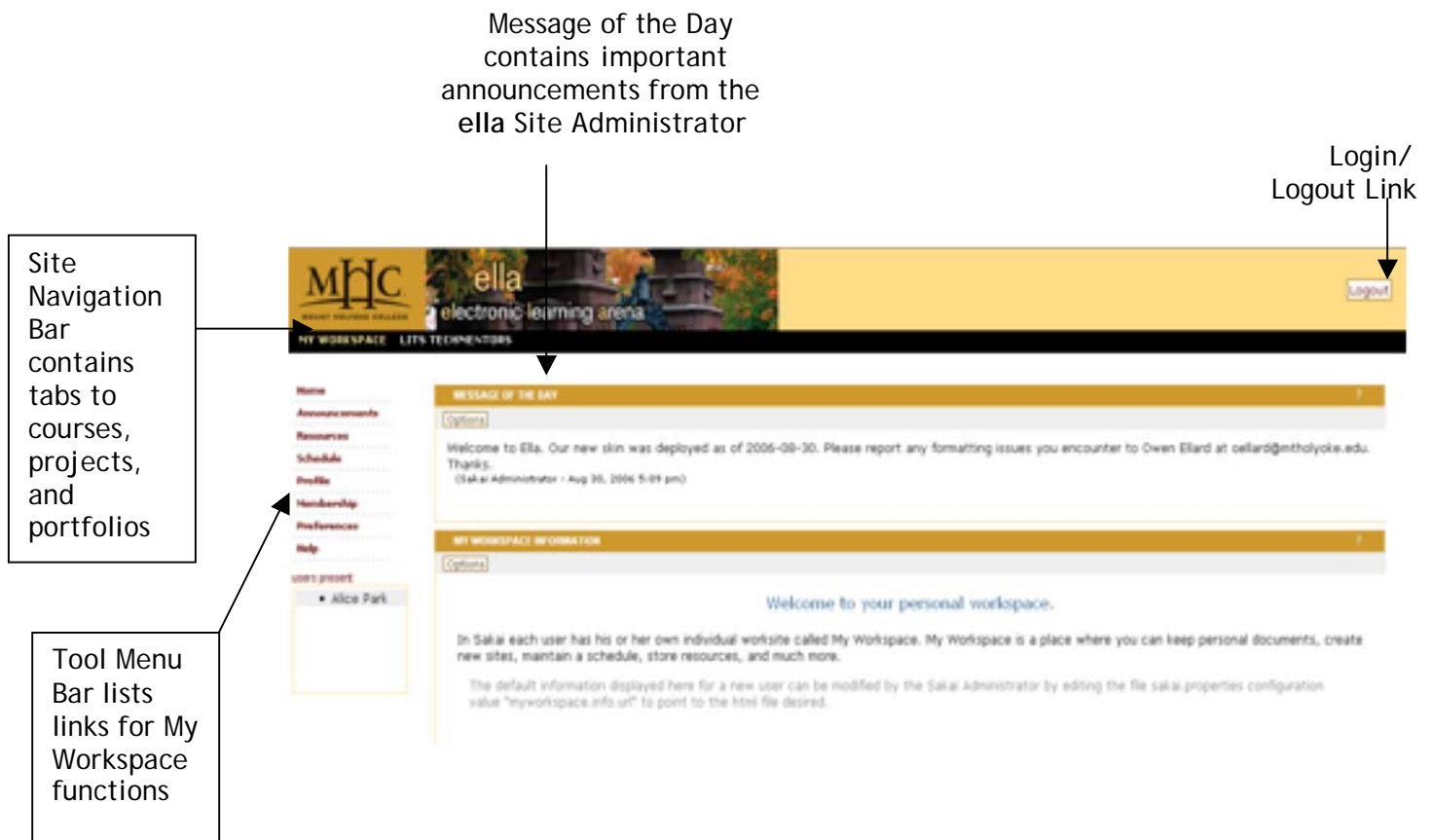
Getting Started

For Everyone

To log into ella, go to <http://ella.mtholyoke.edu> or “ella” on campus and enter your MHC user id and password at the upper right hand corner of the page. Then, click on the “Login” button. Five college students will first need to request an MHC account at <http://www.mtholyoke.edu/lits/8697.shtml>.



When you log into ella, you will see a screen similar to this one:



Tool Menu Bar

In ella, each user has his or her own individual worksite called "My Workspace." Here you can also provide other ella users information about yourself using the **Profile** tool, and see a list of sites to which you have access by using the **Membership** tool. Use the **Schedule** tool to view all your important meetings and deadlines from all your sites. You may even add your own events. The **Resources** tool provides space to maintain a personal file cabinet of materials.

Site Navigation Bar

The sites that you belong to will be listed in the Site Navigation Bar. If you belong to a large number of sites, "More" will appear at the end of the black Navigation Bar and additional sites will show in a drop down menu. Tools available in a site are listed as links in the left-hand Tool Menu Bar.

For Faculty

If you are new to ella, you might start by taking a look at these frequently used tools:

- **Resources:** A tool for easily distributing files to the participants in your site. You can upload image files and document files, including PDF, Word, Excel, and PowerPoint, among others. You can also post URLs and create simple web pages. Resources can be organized into folders by topic or date and can be hidden or made visible on a specific date to make student access easier.
- **Drop Box:** While the resources tool is for faculty to distribute documents to all of the students in their course, the Drop Box tool is intended for private sharing of documents between an instructor and individual students. For example, a student can upload papers for comment or grading and a faculty member can then share comments with the student.
- **Schedule:** Post important dates to a course calendar. Keep separate calendars for each course. Each user also has his or her own workspace where he or she can keep a personal calendar. Use the Schedule tool in "My Workspace" to view important dates from all your course and project sites.
- **Syllabus:** Create a syllabus from scratch or upload an existing syllabus file.
- **Discussion:** Post topics for your students to discuss or allow students to create their own discussion topics. Instructors can choose to enable Private Messaging to allow sending messages to individuals.
- **Chat Room:** Conduct online discussions in real time.
- **Email Archive:** Create an email address for each of your courses. Add the Email Archive tool to any existing course site by going to Site Info > Edit Tools.

A sampling of other tools that are added to course sites are:

- **Home:** For viewing the site description, recent announcements, discussion, and chat items.
- **Announcements:** For posting deadlines and other important information.
- **Assignments:** For posting and submission of graded or upgraded assignments.
- **Gradebook:** For storing and reporting grades online.
- **Libraries web site:** Links to the library catalog, article databases, electronic journals and more.
- **Presentation:** Create slide shows of jpg or gif images for classroom or student viewing. A PowerPoint presentation can be saved as jpg files and shown here.
- **Roster:** For viewing information about site participants.
- **Wiki:** Lets site participants easily create and edit web pages and collaborate with one another.
- **Online help:** Help topics for nearly all ella tools.

- **Modules:** Organize course materials into lesson plans and topics/themes. There is a Selective Timed Release option, where you can choose when you want something to be posted for site participants.
- **News:** Display the RSS feed(s) from your favorite news, journals or blog site. This tool can be added multiple times.
- **Web Content:** Display the contents of a web site within the ella window or as a pop window. This tool can be added multiple times.
- **Section info:** If your course has recitations or labs, use this tool to assign students to sections.

For Students

Each course that you are registered for will have an ella site created for it that you can access from the **Site Navigation Bar**. Look at the Tool Menu Bar for each course site to see which tools are being used by your instructors. You might look at these frequently used tools:

- **Syllabus:** View an outline of the semester's work.
- **Resources:** Instructors can upload readings, presentations, spreadsheets and other files relevant to the course.
- **Announcements:** Look here for important information about the course.
- **Drop Box:** Use the Drop Box to submit documents and receive feedback about papers and other assignments.
- **Chat Room:** Participate in real time discussions with fellow students and the instructor.
- **Schedule:** Important dates such as deadlines and course meeting times could be posted here.
- **Wiki:** Your instructor may use this so that you easily create and edit web pages (like wikipedia).
- **Roster:** You can see who else is enrolled in the course along with their email addresses if you need to contact a particular person.
- **Discussion:** Post replies to specific topics, ask questions or follow up on course topics.
- **Email:** Site emails are sent to participants and archived for future reference.

For Faculty and Students:

As an ella user, you can request project sites for your small group projects. Consider sharing documents using the Resources tool, conducting virtual meetings using the Chat Room or creating collaborative content using the Wiki tool. If you need to request a site on ella, e-mail ris-d@mtholyoke.edu to request one.