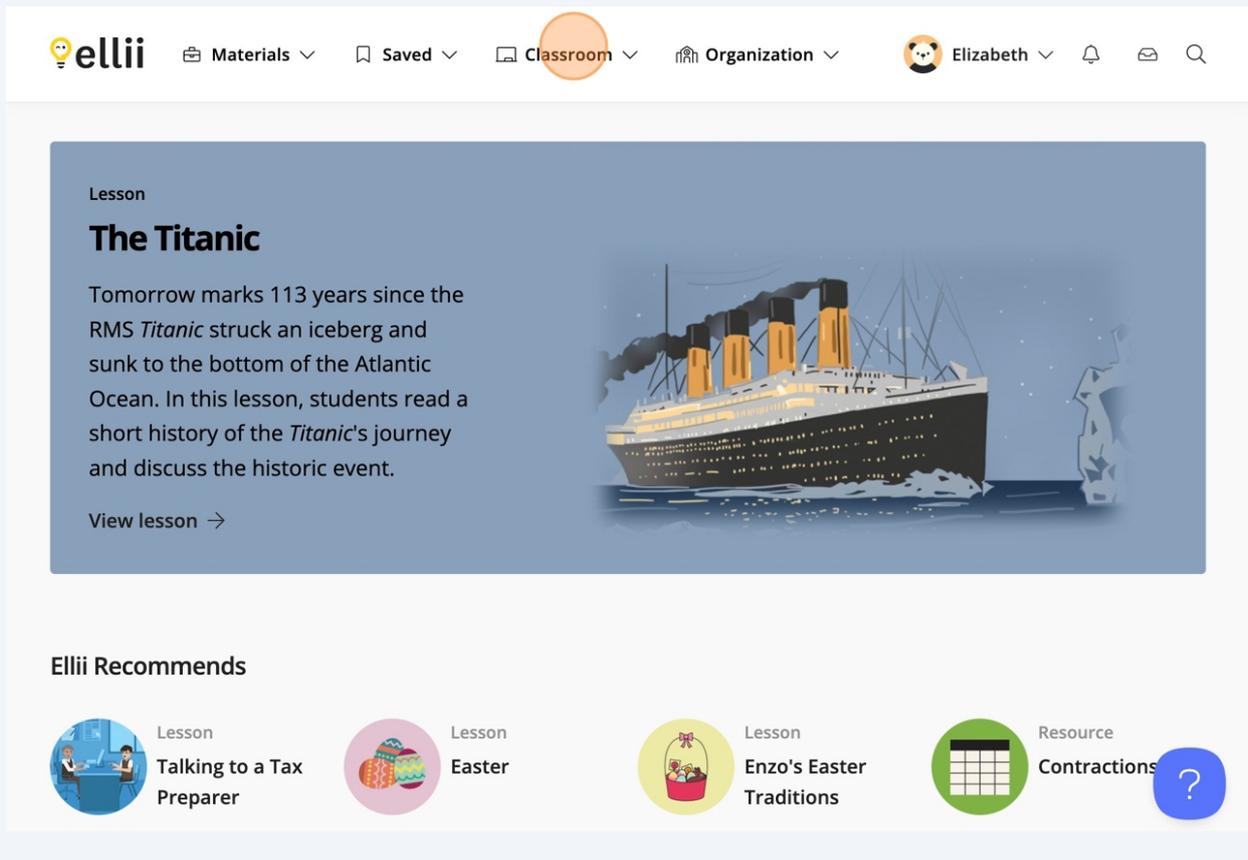


Exporting Participation and Activity Reports from Ellii

1 Sign in to your Ellii teacher account. Click "Classroom."



2 Click "Classes" to view the report for time on teacher-assigned activities.

The screenshot shows the Ellii user interface. At the top, there is a navigation bar with the Ellii logo, menu items for Materials, Saved, Classroom, and Organization, and a user profile for Elizabeth. A dropdown menu is open over the 'Classes' link, showing options for 'Classes', 'Students', and 'Ellii Solo (self-study)'. The main content area displays a lesson titled 'The Titanic' with a description and an illustration of the ship. Below the lesson, there is a section for 'Ellii Recommends' with four items: 'Talking to a Tax Preparer', 'Easter', 'Enzo's Easter Traditions', and 'Contractions'.

3 Click the class you'd like to view.

The screenshot shows the 'Create class' page in Ellii. It features a search bar with the placeholder text 'Search for a class' and 'Type a class name'. To the right of the search bar, there are buttons for 'Show Classes', 'Active (3)', and 'Archived (0)'. Below the search bar is a table with the following columns: Name, Level, Students, and Role. The table contains three rows of class information. The 'Test Class' row is highlighted with an orange circle.

<input type="checkbox"/>	Name ↓	Level	Students	Role
<input type="checkbox"/>	ODLC-MPLS PM Advanced	High Int - Adv	0	Lead Teacher
<input type="checkbox"/>	Open Door Minneapolis PM Lab Test Class	Pre Beg - Adv	6	Lead Teacher
<input type="checkbox"/>	Test Class	Pre Beg	6	Lead Teacher

4 Click "Details."

The screenshot shows the edmentum user interface. At the top, there is a navigation bar with the edmentum logo, menu items for Materials, Saved, Classroom, and Organization, and a user profile for Elizabeth. Below the navigation bar, the breadcrumb 'Classes > Test Class' is visible. The main content area features a large yellow vertical bar on the left and the title 'Test Class' in bold. To the right of the title is a 'Class code: RQDT6A' button. Below the title are three tabs: 'Lesson Planner', 'Students', and 'Details', with 'Details' being the active tab and circled in orange. On the right side of the 'Details' tab, there is a 'Grade Feedback' button and a vertical toolbar with a play button, a refresh icon, and a plus icon. On the left side, there is a 'My Students' section with a search bar and a list of onboarding options: 'Invite via class code', 'Invite via email', 'Manually create accounts', and 'Add from other classes'. The 'My Students' table has columns for 'Name' and 'Joined', and the first row is partially visible with a student's profile picture and a redacted name.

5 Click "Reports."

The screenshot shows the ellii interface for a 'Test Class'. The top navigation bar includes 'Materials', 'Saved', 'Classroom', 'Organization', and a user profile for 'Elizabeth'. The breadcrumb trail is 'Classes > Test Class'. The main heading is 'Test Class' with a class code 'RQDT6A'. Below this are tabs for 'Lesson Planner', 'Students', 'Details' (which is active), and 'Grade Feed'. On the left, a 'Tools' sidebar contains 'Settings', 'Reports' (highlighted with an orange circle), and 'Team'. The main content area is titled 'Settings' and includes a 'General' section with a toggle for 'Visible to your students' and a 'Class Name' field containing 'Test Class'. A 'Feedback mode' section is also visible, with a help icon (question mark) in the bottom right corner.

6 Select your desired date range, then click "Apply."

The screenshot shows the 'Summary for' section in the ellii interface. The text above the section reads: 'In the area below, you will find a summary of the amount of time your students are spending on their assignments. This information can be helpful for creating attendance records.' Below this is a 'Select a date range' section with two date pickers: 'From Apr 1, 2025' and 'To Apr 14, 2025'. An 'Apply' button with a checkmark is highlighted with an orange circle. To the right of the date pickers is a vertical toolbar with a play button, a refresh icon, and a plus icon. Below the date range section is a 'Summary for Apr 7, 2025 to Apr 14, 2025' section with 'Export Participation' and 'Export Activity' buttons. A table header is visible with columns for 'Name' and 'Total Time Spent on Tasks'. The table content is obscured by a black redaction box.

7

Click "Export Participation" to view total time on task. (The "Activity" report is useful to see which activities learners have completed and their scores, but it does not give the total time spent.)

Summary for
Mar 17, 2025 to Apr 14, 2025

Export Participation Export Activity

Name ↓	Total Time Spent on Tasks
[Redacted]	[Redacted]

8

To view the report for time using Ellii Solo, go back to the Classroom tab. Click "Ellii Solo (self-study)."

Materials Saved Classroom Organization Eli:

Classes
Students
Ellii Solo (self-study)

Class

Students Details

Reports

9 Click "Reports."

Classroom

Manage or check on classes, students, and assignments.

Classes Students **Ellii Solo**

Details

 Student progress

 Reports

Student progress

Select a student from the list below to view their Ellii Solo progress.

Type a student's name

All Classes

Name ↓↑	Last used ↓↑	Suggested Level ↓↑
		

10 Select your desired date range, then click "Apply."

 Materials Classroom Organization Elizabeth

Details

 Student progress

 Reports

Reports

In the area below select a date range to view a summary of the amount of time your students are spending on their Ellii Solo.

 Export Report

Name	Time spent on Ellii Solo
	
	

11

Click "Export Report." If the report will not download, then a screenshot of the learner names and time spent is acceptable.

Classroom

Manage or check on classes, students, and assignments.

Classes Students **Ellii Solo**

Details

Student progress

Reports

Reports

In the area below select a date range to view a summary of the amount of time your students are spending on their Ellii Solo.

From To

 **Export Report**

Name	Time spent on Ellii Solo
	



Tip! When you save the CSV file or screenshot, include the date range in the file name.



Another Tip! Use this spreadsheet to convert minutes to hours and to calculate the additional 25% time to enter in SID. https://www.literacymn.org/sites/default/files/2021-01/mn_abe_dl_proxy_hour_formula_revised_5.2019.xlsx