

# Training for All Staff

View these materials to **receive a staff account** on the state-supported Ellii plan.

You must **complete and submit the form on the final slide**. This will notify DL staff that you need an account.



Formerly  ESL library

**Language unites us™**

Statewide Digital Learning Team  
Literacy Minnesota  
July 2025

[support@mnabedistancelearning.zendesk.com](mailto:support@mnabedistancelearning.zendesk.com)

# Yes, this training is for you!

This training will focus on the **logistical and administrative** aspects of using an Ellii teacher account.

It is required for **all staff who will have a state-supported account**: teachers, support staff, managers/coordinators, and volunteers.



In addition, Ellii has created many teacher-focused resources for instructional staff. Here's a [curated list](#).

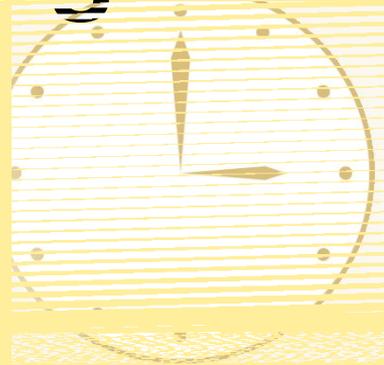
There will also be a Q&A webinar and sessions at the 2025 Summer Institute that focus on **teaching** with Ellii. More information is at the end of this training.

# Time to complete this training

Please allow **90 minutes** to:

1. Read these slides.
2. Complete 2 short quizzes.
3. Complete the training evaluation.
4. *(Optional)* You can choose to [listen to a 15-minute podcast](#) summarizing this material. You may enjoy this option as a preview or review of the slides.

After you submit the evaluation, a DL Team member will review your responses. Then, we will send you an email invitation to join our Ellii organization account as well as a CEU certificate.



# Contents

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01 What is Ellii?

---

02 Managing Ellii at your program/site

---

03 Classes and learner accounts

---

04 Reports

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1.

**What is Ellii?**

# Ellii is many things!

You or your program may:

1 - Use Ellii as a curriculum resource library *for teachers.*



2 - Use Ellii as a distance learning platform *for learners* working independently outside of class time.

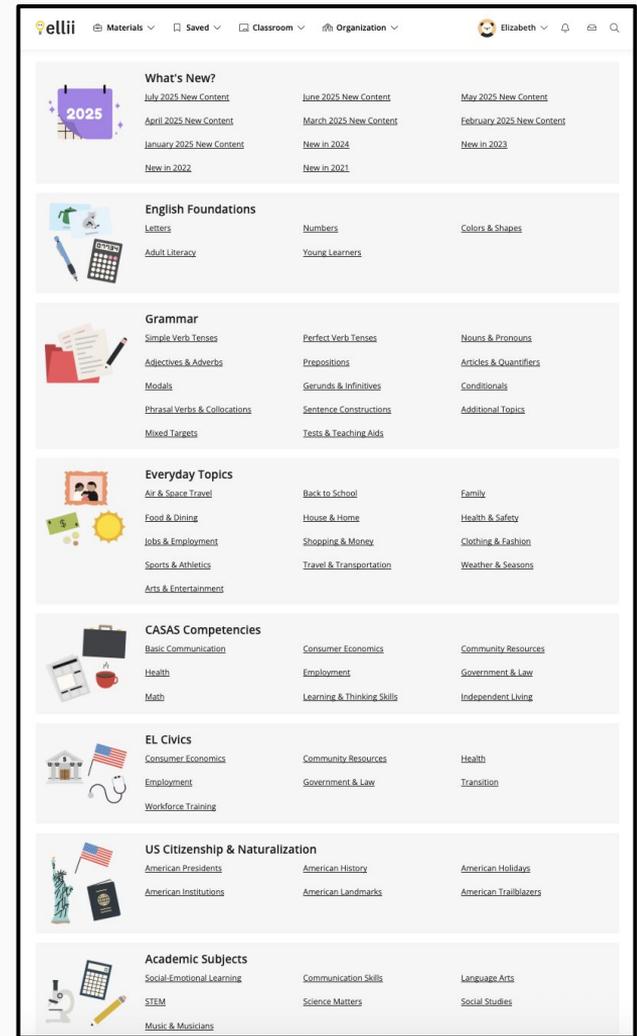
3 - Do both!



# Ellii as a curriculum resource

Teachers may:

- Download and print PDF files of Ellii lessons, worksheets, flashcards, and other materials.
- Project digital tasks in class (e.g., show on a smartboard in person or share your screen in an online class).



The screenshot displays the Ellii website interface, which is a curriculum resource platform. The page is organized into several sections, each with a title and a grid of links to specific content. The top navigation bar includes the Ellii logo, a search icon, and dropdown menus for Materials, Saved, Classroom, and Organization. The user's name, Elizabeth, is visible in the top right corner.

The main content area is divided into the following sections:

- What's New?**: A grid of links for new content by month/year, including July 2025, April 2025, January 2025, New in 2022, June 2025, March 2025, New in 2024, New in 2021, May 2025, February 2025, and New in 2023.
- English Foundations**: A grid of links for Letters, Adult Literacy, Numbers, Young Learners, and Colors & Shapes.
- Grammar**: A grid of links for Simple Verb Tenses, Perfect Verb Tenses, Nouns & Pronouns, Adjectives & Adverbs, Prepositions, Articles & Quantifiers, Modals, Gerunds & Infinitives, Conditionals, Phrasal Verbs & Collocations, Sentence Constructions, Additional Topics, Mixed Targets, Tests & Teaching Aids.
- Everyday Topics**: A grid of links for Air & Space Travel, Back to School, Family, Food & Dining, House & Home, Health & Safety, Jobs & Employment, Shopping & Money, Clothing & Fashion, Sports & Athletics, Travel & Transportation, Weather & Seasons, Arts & Entertainment.
- CASAS Competencies**: A grid of links for Basic Communication, Consumer Economics, Community Resources, Health, Employment, Government & Law, Math, Learning & Thinking Skills, Independent Living.
- EL Civics**: A grid of links for Consumer Economics, Community Resources, Health, Employment, Government & Law, Transition, Workforce Training.
- US Citizenship & Naturalization**: A grid of links for American Presidents, American History, American Holidays, American Institutions, American Landmarks, American Trailblazers.
- Academic Subjects**: A grid of links for Social-Emotional Learning, Communication Skills, Language Arts, STEM, Science Matters, Social Studies, Music & Musicians.

# Paper and Digital Activities

## Example: STEPS reading test practice

9ellii

Reading STEPS Level C  
Assessment

Questions cont.

**JOB FAIR AT RIVERSIDE  
COMMUNITY CENTER**

Date: October 10  
Time: 9:00 AM - 3:00 PM  
Location: Riverside Community Center,  
Main Hall, 123 Harlow Street

**Participating Employers Include:**

- Fresh Foods Grocery Store
- Sparkle Cleaning Services
- Mountain Peak Landscaping
- QuickTech IT Solutions
- City Health Clinic

**Why Attend?**

- Meet local businesses hiring for full-time, part-time, and temporary positions
- Speak directly with company representatives
- Learn about job openings in different industries
- Free admission
- Bring your resume and start your career path today!



4. What is the main purpose of the job fair?

A. to learn about Riverside Community Center  
B. to sell products from area businesses  
C. to explore job opportunities with local employers  
D. to offer free resume workshops

5. How long does the job fair last?

A. 6 hours  
B. 9 hours  
C. 3 hours  
D. 10 days

6. What should you bring to the job fair?

A. solutions  
B. a job application  
C. your resume  
D. a business card

printable PDF

+ Add to class

Hide reference

**JOB FAIR AT RIVERSIDE  
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What is the main purpose of the job fair?

A. to learn about Riverside Community Center

B. to sell products from area businesses

C. to explore job opportunities with local employers

D. to offer free resume workshops

< 4 of 39 >

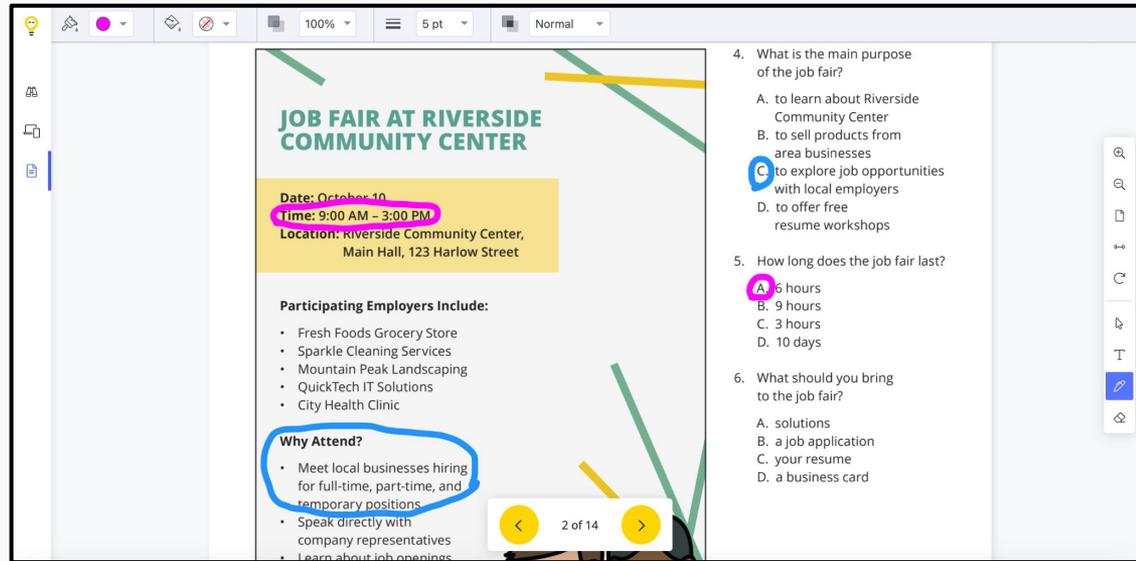
Instructions

digital task

# PDFs can be annotated within the platform.

Instead of presenting the digital version of the task, a teacher could present and annotate the paper version.

(These annotations are **not saved** after you close the activity.)



The screenshot displays a PDF document within an annotation interface. The document content includes:

- JOB FAIR AT RIVERSIDE COMMUNITY CENTER**
- Date:** October 10
- Time:** 9:00 AM – 3:00 PM (circled in pink)
- Location:** Riverside Community Center, Main Hall, 123 Harlow Street
- Participating Employers Include:**
  - Fresh Foods Grocery Store
  - Sparkle Cleaning Services
  - Mountain Peak Landscaping
  - QuickTech IT Solutions
  - City Health Clinic
- Why Attend?** (circled in blue)
  - Meet local businesses hiring for full-time, part-time, and temporary positions.
  - Speak directly with company representatives
  - Learn about job openings

On the right side of the interface, a multiple-choice question is visible:

4. What is the main purpose of the job fair?

- A. to learn about Riverside Community Center
- B. to sell products from area businesses
- C. to explore job opportunities with local employers (circled in blue)
- D. to offer free resume workshops

Below the question, another multiple-choice question is partially visible:

5. How long does the job fair last?

- A. 6 hours (circled in pink)
- B. 9 hours
- C. 3 hours
- D. 10 days

The interface also shows a navigation bar at the bottom with a page indicator "2 of 14" and a toolbar on the right with various annotation tools.

# Distance Learning

Digital tasks can be assigned to learners for independent learning and practice outside of class time.



Ellii is **approved as a time-on-task distance learning platform** for Minnesota adult education.

Since it is a time-on-task platform, paper versions of activities are ***not*** eligible for distance learning proxy hours.

# Friendly reminder:

Confused about these terms or not sure why they matter?

- distance learning
- time-on-task
- DL platform
- DL proxy hours vs. contact hours
- synchronous vs. asynchronous learning



Please review **Module 5** of [Distance & Blended Learning Basics for MN Adult Education!](#)

2.

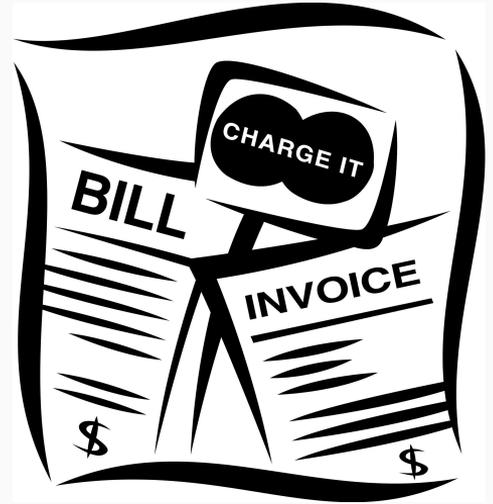
**Ellii at your  
program/site**



# Who pays?

If you or your program already pays for Ellii access, please view [important transition information here](#).

Your email address can only be connected to one Ellii account at a time, so you will need to either **pause or complete your current subscription** before joining the state-supported account.



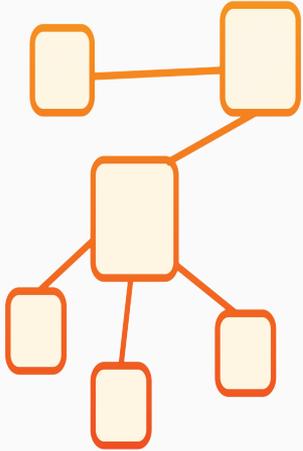
# Who's in charge?

In order to simplify account management and properly share learner accounts and data, **the DL Team strongly recommends designating one person (or one email account) as your primary Ellii site administrator.**

**The site admin should probably be the same person who is responsible for entering distance learning proxy hours in SID.**

You should discuss Ellii administration with your manager/coordinator **before creating your own classes and learner accounts.**

Note that all staff will have **teacher accounts** within our statewide Ellii plan - including the designated site administrators - regardless of your job title or role at your site.



# “But all I want to do is print worksheets!”

No problem. 😊 An Ellii teacher account will give you full access to all Ellii materials. No one is required to use Ellii as a distance learning platform.



*read the directions.*

However, since all staff with teacher accounts will have the ability to create classes and learner accounts, **everyone needs to understand how to keep our statewide account organized.**



# Quick Check 1

[Click here to take a quiz.](#)

Completing the quiz is a required part of the training.

**3A.**

**Managing Ellii  
Classes**

# Ellii Classes



A “class” in Ellii simply means a **group of learner accounts**. Your classes in Ellii may or may not be the same as your in-person or online synchronous classes.

For example, your program might create an Ellii class for learners who are on the waitlist to join an in-person class.

The person who creates the class is the Lead Teacher. The Lead Teacher can invite Co-Teachers.

# Lead and Co-Teachers

ONLY the Lead Teacher of a class...

- can add learners to that class.
- can remove learners from that class.
- can add or remove Co-Teachers.
- can archive or delete the class.



Co-Teachers CAN:

- view all learners' activities, scores, and usage data.
- view, create, edit, and delete assignments.
- reset learners' passwords.

# DL Team Recommendations\* for Site Admin Responsibilities

The site admin should **create all of your site's classes** in Ellii. This means that they will be the Lead Teacher.

As the Lead Teacher, they will **create learner accounts** and ensure that each class roster is regularly updated.

As the Lead Teacher, they will **add Co-Teachers** to each class as needed.

*\*Your program/site may choose to create a different process. This is fine, as long as all staff have access to the learner accounts and data needed to do their jobs.*

# Examples



Let's look at two examples of how Ellii class management might work. Think about what would be the same or different at your site.

**Please** consult with your manager/coordinator and colleagues to be sure that everyone in your program is following the same process. ***Your program should have a clear plan in place before anyone starts creating classes or learner accounts.***

# Example 1: Smaller program, drop-in/multilevel classes

Sara coordinates ABE and ESL programming across 3 sites for the Little Lake consortium in southeast Minnesota. The main site offers 2 morning ESL classes and an advanced ESL & GED class 4 days/week (3 teachers). The other 2 sites offer drop-in, multilevel programming 2 nights/week (2 teachers).

Sara decides that she will be the Ellii site admin for her consortium.

# Example 1, cont.

Sara sets up her consortium's Ellii classes this way:

Site & in-person class name	Ellii class name	Ellii Lead Teacher	Ellii Co-Teacher
Main Site, Beg. ESL	LL-Main-Beginning	Sara	Anna
Main Site, Int. ESL	LL-Main-Intermediate	Sara	Jim
Main Site, Adv. ESL & GED	LL-Main-Advanced	Sara	Deb
Site 2, multilevel	LL-Pine-Beginning	Sara	Jan
Site 2, multilevel	LL-Pine-Int/Adv	Sara	Jan
Site 3, multilevel	LL-Prairie-Beginning	Sara	Victor
Site 3, multilevel	LL-Prairie-Int/Adv	Sara	Victor

## Example 1, cont.

Even though the teachers at the Pine and Prairie sites probably serve fewer learners overall than those at the main site, each of those teachers has two Ellii classes. This allows them to give differentiated assignments to learners in their drop-in/multilevel classes.

Each teacher communicates with Sara as learners join and leave their in-person classes. Sara creates new learner accounts, shares the learner login information with the appropriate teacher, and archives unneeded learner accounts each week. Sara also runs usage reports for all of the classes and enters DL time in SID every two weeks.

## **Example 2: Larger program, levelled classes**

Jorge and Fartun are the Intake & Data Specialists for the Brooklyn Heights program outside Minneapolis. Jorge supports morning classes and Fartun supports evening classes.

They will share Ellii site admin responsibilities. Jorge will be the Lead Teacher for morning classes, and Fartun will be the Lead Teacher for evening classes. They will each make the other a Co-Teacher in their Ellii classes (as well as the teacher of the in-person class).

# Example 2, cont.

Jorge and Fartun set up their Ellii classes like this (partial list):

In-person class name	Ellii class name	Ellii Lead Teacher	Ellii Co-Teachers
AM Level 1	BH-AM-1	Jorge	Fartun, Jamie
AM Level 2	BH-AM-2	Jorge	Fartun, Denise
AM Level 3	BH-AM-3	Jorge	Fartun, Hamdi
PM Level 1	BH-PM-1	Fartun	Jorge, Bob
PM Level 2	BH-PM-2	Fartun	Jorge, Touger
PM Level 3	BH-PM-3	Fartun	Jorge, Saffia

# Example 2, cont.

In addition to the Ellii classes corresponding to in-person classes, Brooklyn Heights sets up DL-only classes for learners who are on waiting lists for in-person classes. Learners can come to the program's computer lab and get help using Ellii Solo from a trained volunteer. Ellii Solo classes do not need to be levelled, because learners choose their own content. When space opens up in an in-person class, the learner accounts are transferred to the corresponding Ellii class.

<b>Waitlist class name</b>	<b>Ellii class name</b>	<b>Ellii Lead Teacher</b>	<b>Ellii Co-Teacher</b>
AM Waitlist	BH-AM-Waitlist	Jorge	Fartun
PM Waitlist	BH-PM-Waitlist	Fartun	Jorge

## Example 2, cont.

Just like Sara in Little Lake, Jorge and Fartun communicate frequently with the instructional staff about learners who are entering and exiting in-person classes.

Jorge and Fartun create new learner accounts, share the learner login information with the appropriate teachers, and archive unneeded learner accounts every two weeks. They also run usage reports for all of the classes and enter DL time in SID monthly.

# How to Create and Join Classes

## For Ellii site admins:

- View a 3-minute video and/or see step-by-step directions for [creating classes here](#).
- Learn how to [add other staff as Co-Teachers here](#).

If you will not be responsible for creating classes, [start the video at 1:59](#) or [scroll down to step 10](#) to learn how to **join a class as a Co-Teacher**.

# Naming Classes (site admins)

Since all programs are sharing one statewide plan, the DL Team requests that you **use a standard 2-letter abbreviation at the beginning of each class name** that you create (as shown in the previous examples).

You should [use the abbreviations listed here](#). Look for your consortium first, then your program or site.

If you find an error or have a question about these abbreviations, please [contact the DL Team](#).

# Naming Folders (instructional staff)



Ellii offers many tools for saving and sharing materials with other teachers. See this [tutorial about folders](#).

If you plan to [share a folder](#), please [use the same standard 2-letter abbreviation](#) at the beginning of the **shared folder name**. This will help our statewide plan stay organized.

# Shared Folders (instructional staff)

Be aware that folders you choose to share with “Literacy Minnesota” (instead of specific teachers) will be available to **all teachers in the state**.

Share within your school



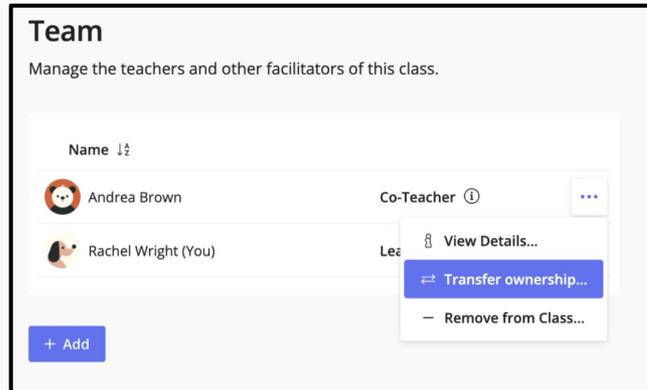
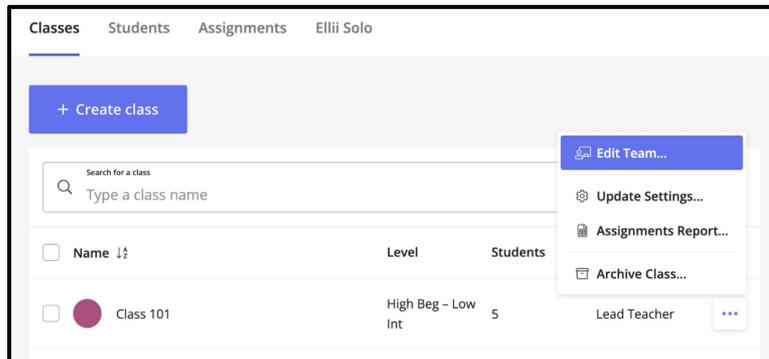
Share with all teachers in Literacy Minnesota

Translation: anyone with a teacher account on our statewide plan

This is similar to creating a custom course in Edmentum Courseware. The learner accounts are not shared, but the curriculum is.

# What if our site admin leaves?

- The Lead Teacher of a class can transfer ownership to a Co-Teacher of the class.
- The Lead Teacher will click the 3 dots by the name of the class and choose "Edit Team."
- Click the 3 dots by the Co-Teacher's name and choose "Transfer Ownership."



You can always [contact the Statewide DL Team](#) for help with Ellii classes and accounts.

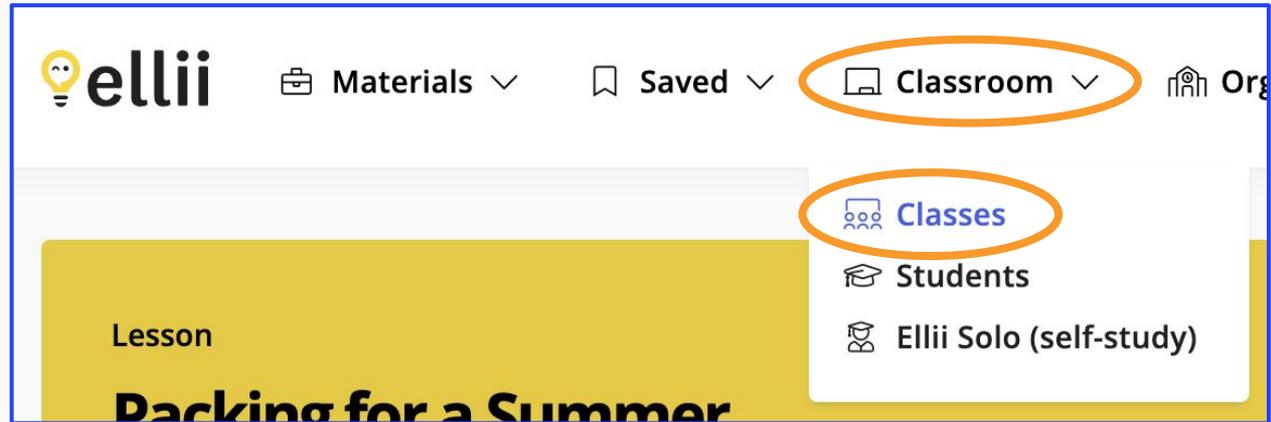
**3B.**

**Ellii Learner  
Accounts**

# Manually Creating Learner Accounts

There are several ways to create Ellii learner accounts.

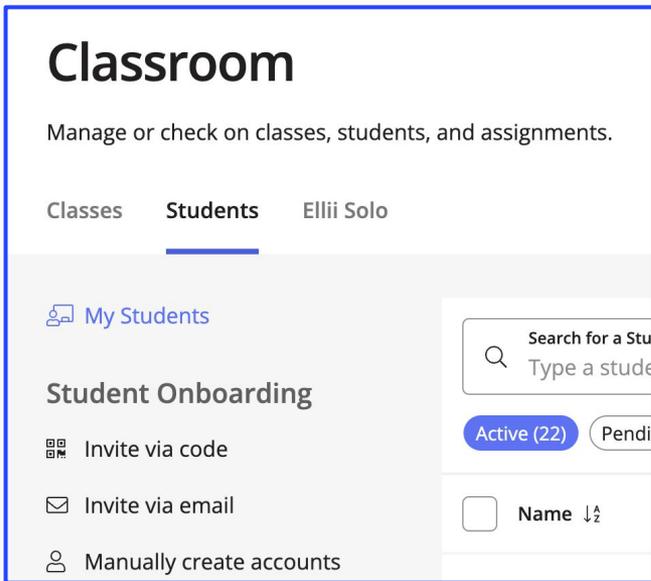
In many cases, it may be **easiest** and **most efficient** for site admins to manually create accounts for learners via the Classes tab.



Please [view the 90-second video or the step-by-step instructions here.](#)

# Learner Accounts without a Class

It is possible to create learner accounts from your **Students tab** without putting the learner in a class.



- In this case, the learner would have access to Ellii Solo, but not to classroom assignments from a teacher.
- We **do not recommend** creating learner accounts outside of a class because **only classes can be shared directly with other teachers, not individual learner accounts.**
- If you create learner accounts this way and your Ellii account is deactivated, your learners will lose access to Ellii.
- Furthermore, **no other staff will be able to access these learners' usage data for reporting DL proxy hours.**

# Username format

Again, since all programs are sharing one statewide plan, the DL Team requests that you use the following standard format for all manually-created learner usernames:

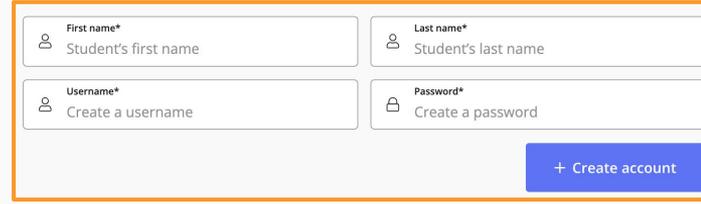
- **2-letter abbreviation for your program/consortium**
- **Learner's SID ID number**

Examples: **hc123456, cm9876**

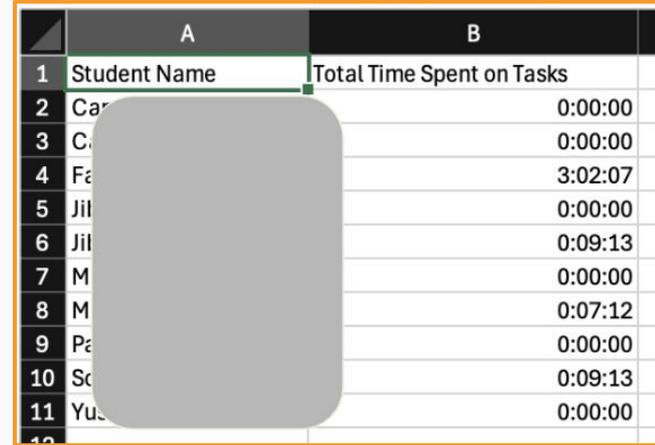
You should [use the abbreviations listed here](#). Look for your consortium first, then your program or site. If you find an error or have a question about these abbreviations, please [contact the DL Team](#).

# Note about ID Numbers

- The form for creating learner accounts does NOT include an ID number field.
- Currently, it is NOT possible to include numbers in the learner's **first or last name**.
- You can (and should) include the learner's SID ID number in their **username**.
- Unfortunately, the username does not appear when you download the Participation (usage/time-on-task) report CSV file.\*
- Learners can edit their usernames, so it is possible that they could remove their ID number.



A screenshot of a web form for creating learner accounts. It features four input fields: 'First name\*' (placeholder: Student's first name), 'Last name\*' (placeholder: Student's last name), 'Username\*' (placeholder: Create a username), and 'Password\*' (placeholder: Create a password). A blue button with a white plus sign and the text '+ Create account' is located at the bottom right of the form.



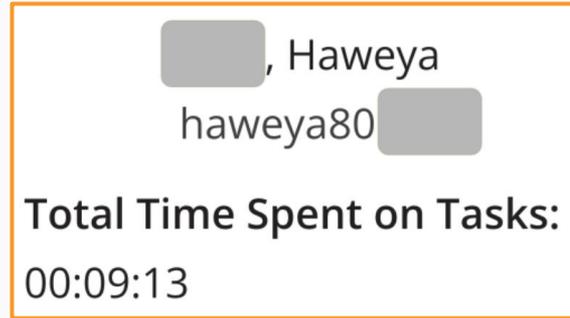
A screenshot of a CSV report showing student participation data. The table has two columns: 'Student Name' (Column A) and 'Total Time Spent on Tasks' (Column B). The data rows are numbered 1 through 11. A large grey rounded rectangle is overlaid on the 'Student Name' column, obscuring the names of the students.

	A	B
1	Student Name	Total Time Spent on Tasks
2	Car	0:00:00
3	C	0:00:00
4	Fa	3:02:07
5	Jil	0:00:00
6	Jil	0:09:13
7	M	0:00:00
8	M	0:07:12
9	Pa	0:00:00
10	Sc	0:09:13
11	Yu	0:00:00

*\*Yes, we have contacted Ellii about this issue.*

# Possible ID Number Workarounds

- If you have a small number of learners and none of them have the same name, this shouldn't be a problem for you.
- Instead of downloading the report as a CSV file, you can **save (print) the page as a PDF file**. You could also **save a screenshot**. The page displays the learners' names and usernames.
- You can sign in as the learner and edit their name to include their SID ID number.
- You can teach learners to edit their profiles themselves to include their SID ID number.



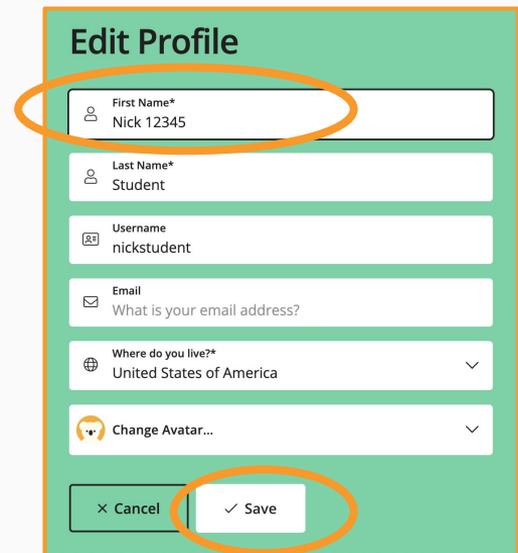
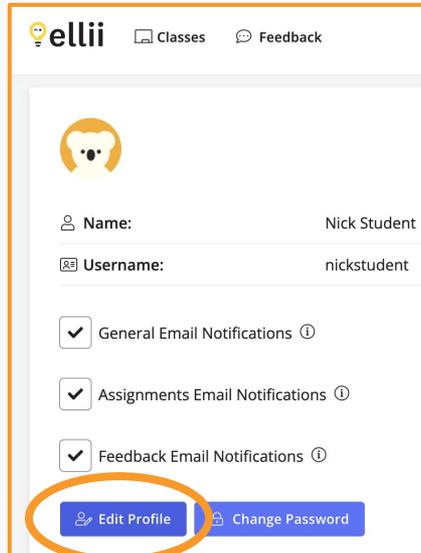
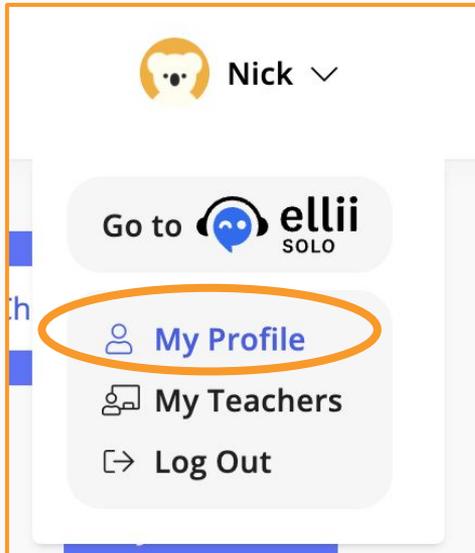
[Redacted], Haweya  
haweya80 [Redacted]

Total Time Spent on Tasks:  
00:09:13

# Editing Your Profile as a Learner

***This is optional***, and only necessary if you need learners' SID ID numbers to appear on your CSV file reports.

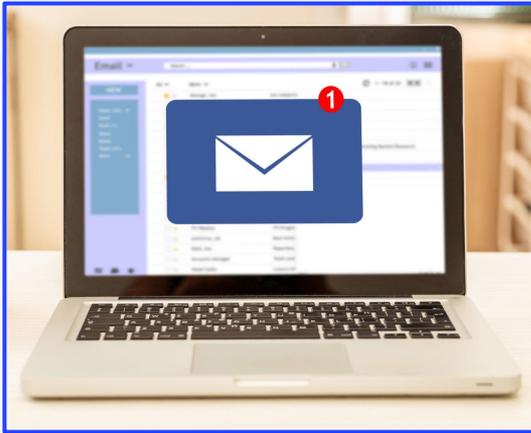
1. Go to [ellii.com/students](https://ellii.com/students) and log in.
2. Click your name in the top right, then "My Profile."
3. Click "Edit Profile."
4. Add your ID number in the first or last name field, then Save.



# Learner Self-Enrollment

In some cases, it may make sense for learners to create their own accounts and join your class. Learners can:

- Scan a QR code, click a link, or enter a class code (similar to Khan Academy or CommonLit)
- Join from an email invitation sent by the Lead Teacher of the class



Both of these methods require learners to have **an active email account** and **intermediate or higher digital literacy skills**.

# Facilitating Learner Self-Enrollment

Learner self-enrollment options are available from the **Students tab** of the respective class (if you are the Lead Teacher).

The screenshot displays the ellii interface for a class titled "Open Door Minneapolis PM Lab Test Class". The top navigation bar includes the ellii logo, "Materials", "Saved", "Classroom" (highlighted with an orange circle), and "Organization". Below the navigation bar, the breadcrumb "Classes > Open Door Minneapolis PM Lab Test Class" is visible. The main heading is "Open Door Minneapolis PM Lab Test Class". Underneath, there are three tabs: "Lesson Planner", "Students" (highlighted with an orange circle and a blue underline), and "Details". The "My Students" section is active, showing "Student Onboarding" options: "Invite via class code", "Invite via email" (highlighted with an orange circle), "Manually create accounts", and "Add from other classes". A search bar for students is present, with the placeholder text "Search for a student" and "Type a student's name". The "Name" column header is visible, and a student profile card with a panda avatar is partially shown at the bottom.

# Adding Existing Learner Accounts to a Class

The screenshot shows the ellii interface for a class named "Open Door Minneapolis PM Lab Test Class". The top navigation bar includes "Materials", "Saved", "Classroom", and "Organization". The "Classroom" menu is circled in orange. Below the class name, there are tabs for "Lesson Planner", "Students", and "Details". The "Students" tab is circled in orange. On the left sidebar, there are options for "My Students", "Student Onboarding", "Invite via class code", "Invite via email", "Manually create accounts", and "Add from other classes", which is circled in orange. The main content area is titled "Add from other classes" and contains a search bar and a grid of student avatars with checkboxes.

ellii Materials Saved Classroom Organization Elizabeth

Classes > Open Door Minneapolis PM Lab Test Class

## Open Door Minneapolis PM Lab Test Class

Class code: D5JD29

Lesson Planner Students Details Grade Feed

### Add from other classes

Below is a list of all students from your other classes. Select which students you would like to add to this class and click "Add to class."

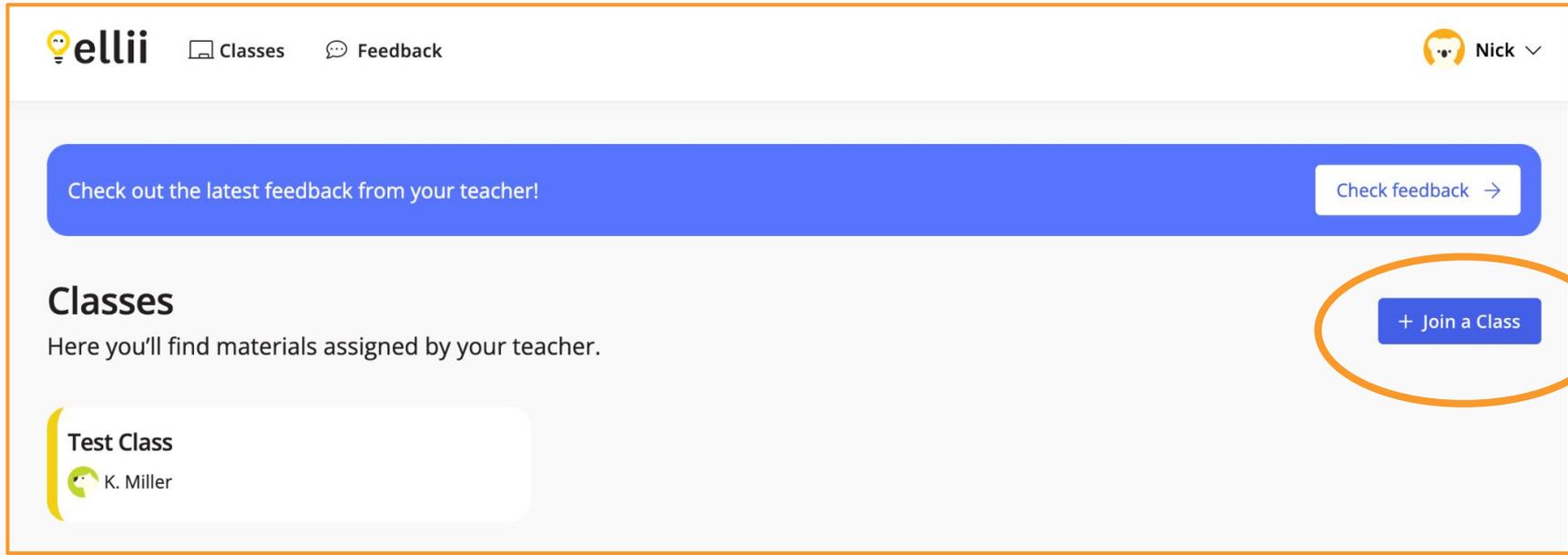
Search for a student  
Type a student's name

<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

The Lead Teacher of a class can add learners to that class from other classes for which they are also the Lead Teacher.

# Learner Self-Enrollment in an Additional Class

Learners with existing Ellii accounts can join additional classes by [entering the class code](#).



The screenshot displays the Ellii learner interface. At the top left is the Ellii logo, followed by navigation links for 'Classes' and 'Feedback'. On the top right, the user's name 'Nick' is shown with a dropdown arrow. A blue banner at the top contains the text 'Check out the latest feedback from your teacher!' and a 'Check feedback →' button. Below this, the 'Classes' section is titled, with the subtitle 'Here you'll find materials assigned by your teacher.' A blue button labeled '+ Join a Class' is circled in orange. At the bottom left, a 'Test Class' card is visible, featuring a green circular icon and the name 'K. Miller'.



## Quick Check 2

[Click here to take a quiz.](#)

Completing the quiz is a required part of the training.

4.

# Ellii DL Proxy Hour Reports

# Congratulations! 🎉

You're almost to the end of this training, and this last section is simple.

The hardest part about running Ellii reports is that ***you must run a separate report for each class.***

Unfortunately, there isn't a way to capture time-on-task data for all learners with a single report.

# Exception: Ellii Solo

All of your learners using Ellii Solo **will** appear on a single report.

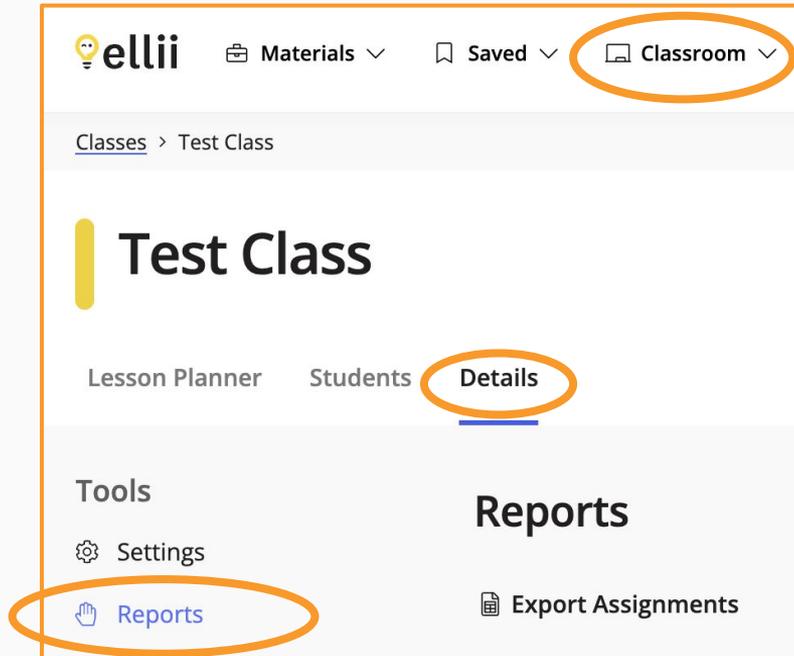
If learners are using **both** Ellii Classroom (activities assigned by a teacher) and Ellii Solo (self-selected activities), then you will need to run:

- A report **for each class** using Ellii Classroom
- A single, **additional report** for Ellii Solo

# Classroom Reports

From the Classroom tab, select Classes.

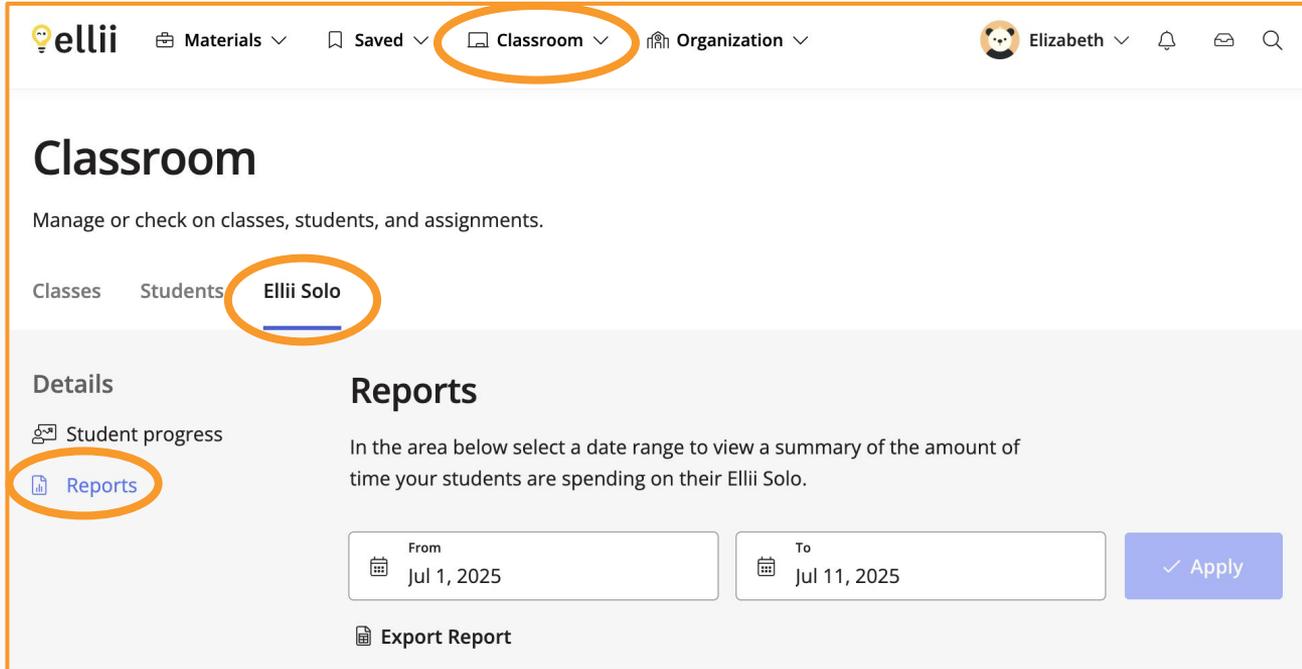
**Classroom → Classes → Select class → Details → Reports**



# Ellii Solo Reports

From the Classroom tab, select Ellii Solo (self-study).

## Classroom → Ellii Solo → Reports



The screenshot shows the Ellii Solo Reports page. The top navigation bar includes the Ellii logo, a 'Materials' dropdown, a 'Saved' dropdown, a 'Classroom' dropdown (circled in orange), and an 'Organization' dropdown. On the right, there is a user profile for 'Elizabeth', a bell icon, an envelope icon, and a search icon. Below the navigation bar, the page title is 'Classroom' with the subtitle 'Manage or check on classes, students, and assignments.' There are three tabs: 'Classes', 'Students', and 'Ellii Solo' (circled in orange). Under the 'Ellii Solo' tab, there are two sections: 'Details' and 'Reports'. The 'Details' section has a 'Student progress' link and a 'Reports' link (circled in orange). The 'Reports' section has a subtitle '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.' Below this, there are two date range input fields: 'From Jul 1, 2025' and 'To Jul 11, 2025', followed by a blue 'Apply' button. At the bottom, there is an 'Export Report' link.

ellii Materials Saved Classroom Organization Elizabeth

## Classroom

Manage or check on classes, students, and assignments.

Classes Students **Ellii Solo**

### Details

Student progress

**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 Jul 1, 2025 To Jul 11, 2025 Apply

Export Report

# Detailed Guide to Reports

Here's a [step-by-step guide](#) for running both types of Ellii reports.

Since Ellii is a time-on-task platform, learners' time on activities is multiplied by 1.25 to find the total time to be entered in SID. You can [use this spreadsheet](#) to make the calculations quickly and easily.



If learners use both Ellii Classroom and Ellii Solo, you may choose to add the time in both areas together and enter the total on one day in SID. You may also choose to enter the Classroom time on one day and the Solo time on a different day.

# I have questions!!!

Great! You're invited to join the DL Team for a Q&A session.

- Q&A for Instructional Staff - Wednesday, July 30, 2:00 PM - [registration](#)
- Q&A for Support Staff - Thursday, July 31, 9:30 AM - [registration](#)



Sessions will be recorded if you cannot attend synchronously. You are ALWAYS welcome to contact the DL Team with questions at

[support@mnabedistancelearning.zendesk.com](mailto:support@mnabedistancelearning.zendesk.com)



# Final Step!

Did you:

- Read all of the slides?
- Complete [Quick Check 1](#) and [Quick Check 2](#)?

If yes, [click here to complete the training evaluation](#) and request your Ellii staff account.

*If you are completing this training before August 1, 2025, note that we will not be able to add you to our account until our subscription begins on August 1. Thank you for understanding!*