

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 (updated September 2025)

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.

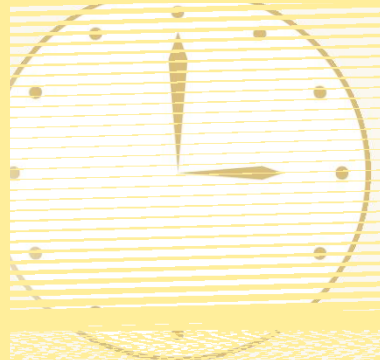


*This training is **not** specifically focused on **teaching** with Ellii. Instructional staff will want to reference additional resources. Here's a [curated list](#). As much as possible, managers should provide paid time for teachers to learn about teaching with Ellii. Note that additional training opportunities will be provided throughout the 2025-26 pilot year. 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.

A note about links

These slides contain many links to videos and additional resources. This may feel overwhelming.



Please use your best judgment to access the resources that apply to you and your situation. You are not expected to access *every* resource provided.

Only the **2 quizzes** and the **final evaluation** are required.

Contents

01 What is Ellii?

02 Managing Ellii at your program/site

03 Classes and learner accounts

04 Reports

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.

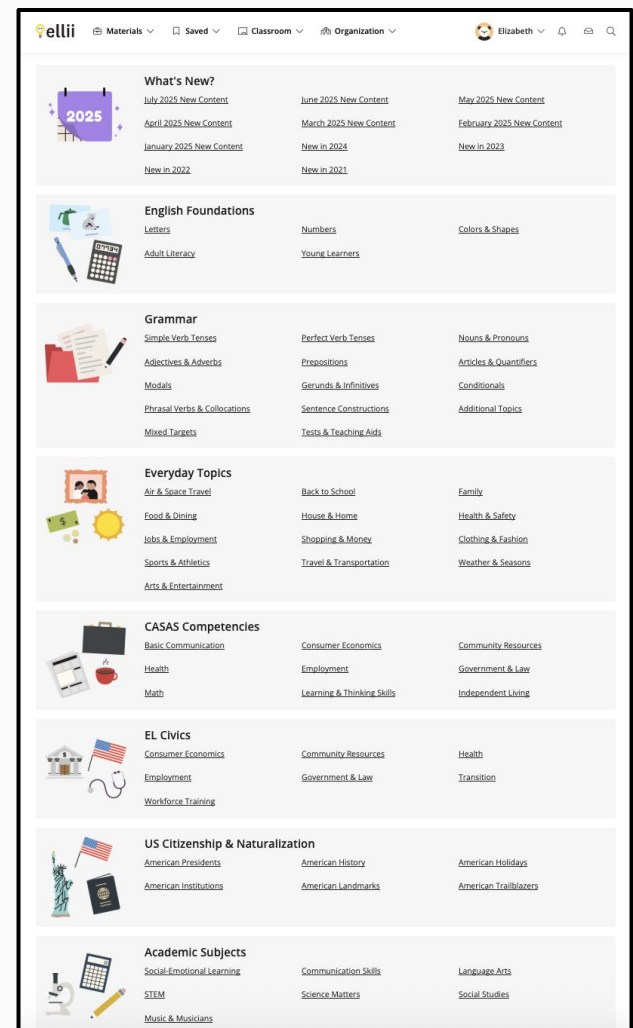
3 - Do both!

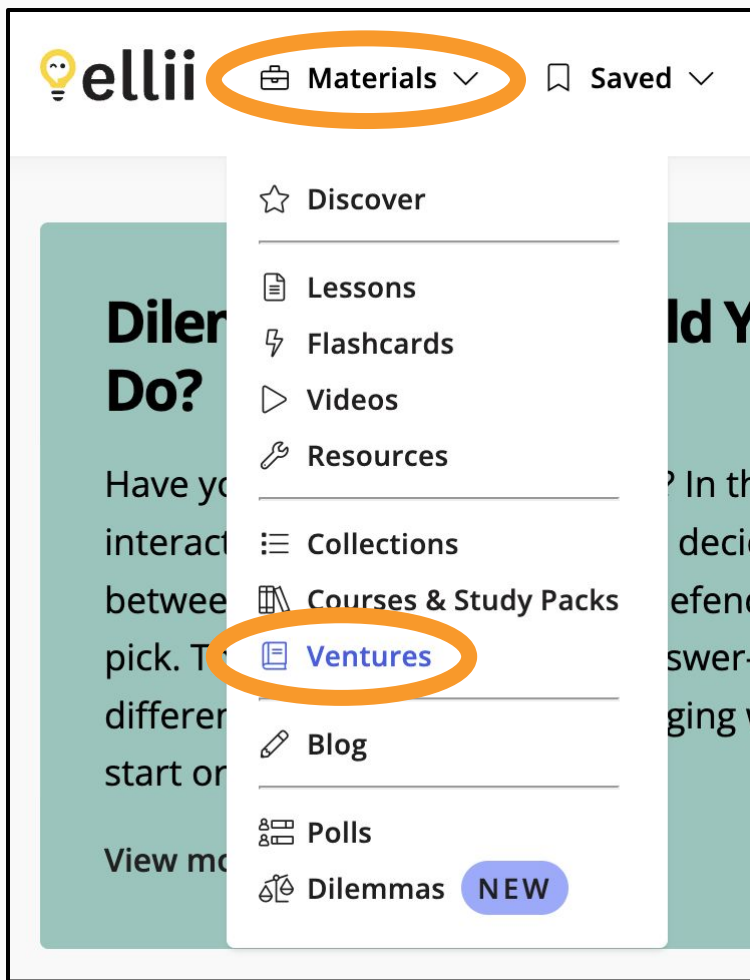


Ellii as a curriculum resource

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).





Ventures

There is a special section of Ellii that provides curated resources aligned to each unit of each book in the [Ventures textbook series](#). It's under the Materials tab.

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

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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

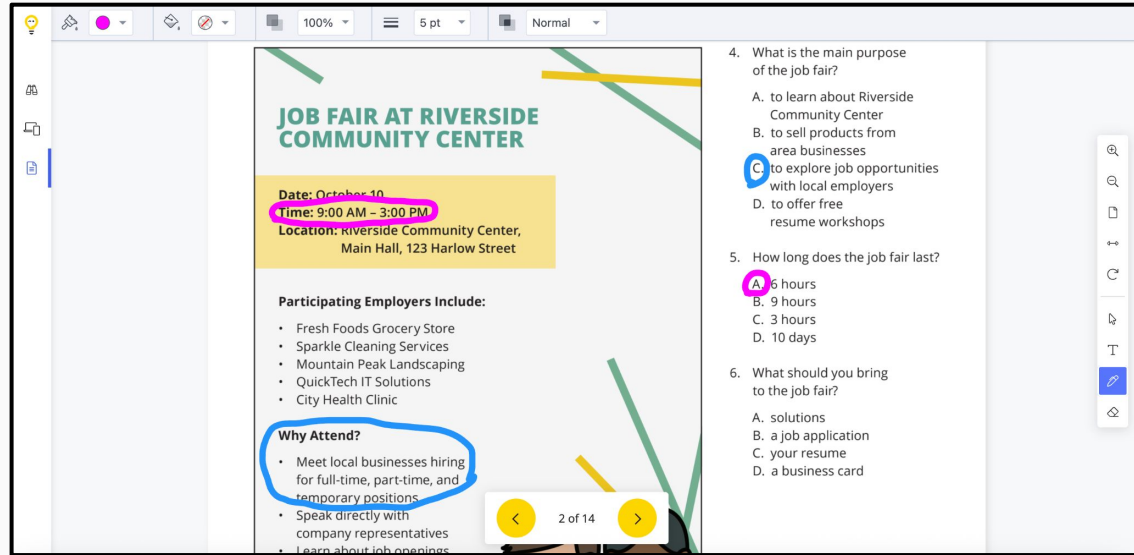
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Instructions

digital task

PDFs can be annotated within the platform.

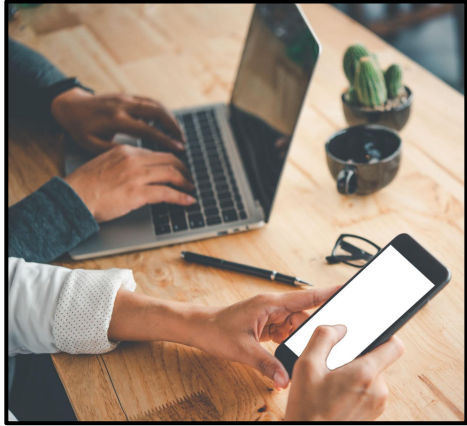
Instead of presenting the digital version of the task, a teacher could present and annotate the paper version.



These annotations are ***not saved*** after you close the activity, but you can ***download the annotated PDF*** before closing the activity.

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**

2025-26 Pilot Year



We are piloting state-supported access to Ellii for 2025-26.

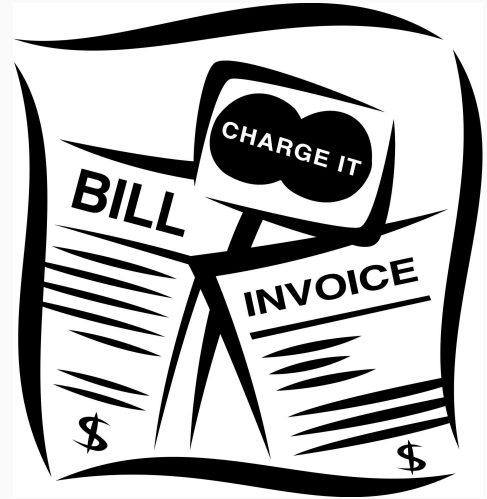
For this pilot, we will have **one organization account** that is **shared by all adult education consortia** in the state.

This structure is similar to other state-supported platforms (MobyMax and Edmentum).

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.



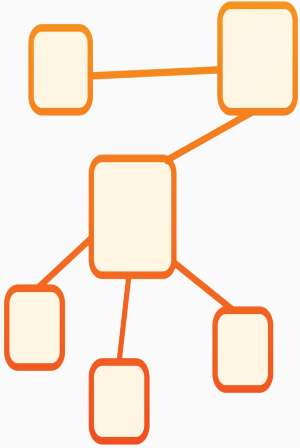
Who's in charge?

In order to simplify learner account management and properly share learner 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 can take a placement test and choose their own content. When space opens up in an in-person class, the learner accounts are transferred to the corresponding Ellii class.

Waitlist class name	Ellii class name	Ellii Lead Teacher	Ellii Co-Teacher
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



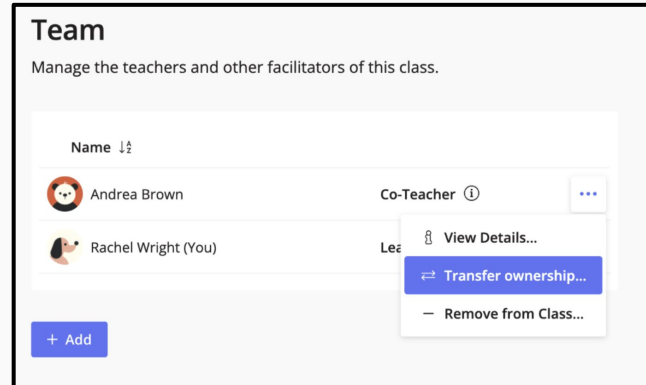
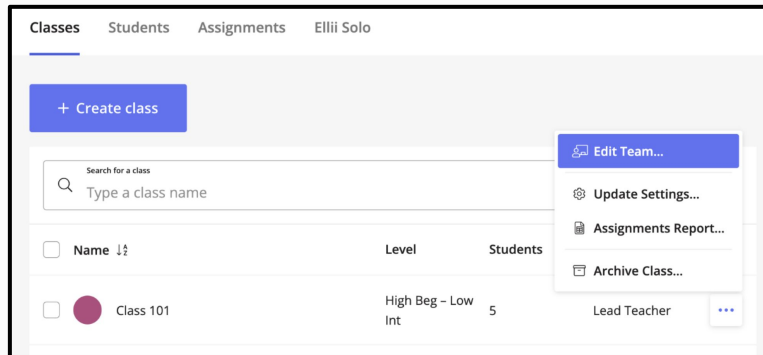
Share with all teachers in Literacy Minnesota

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.

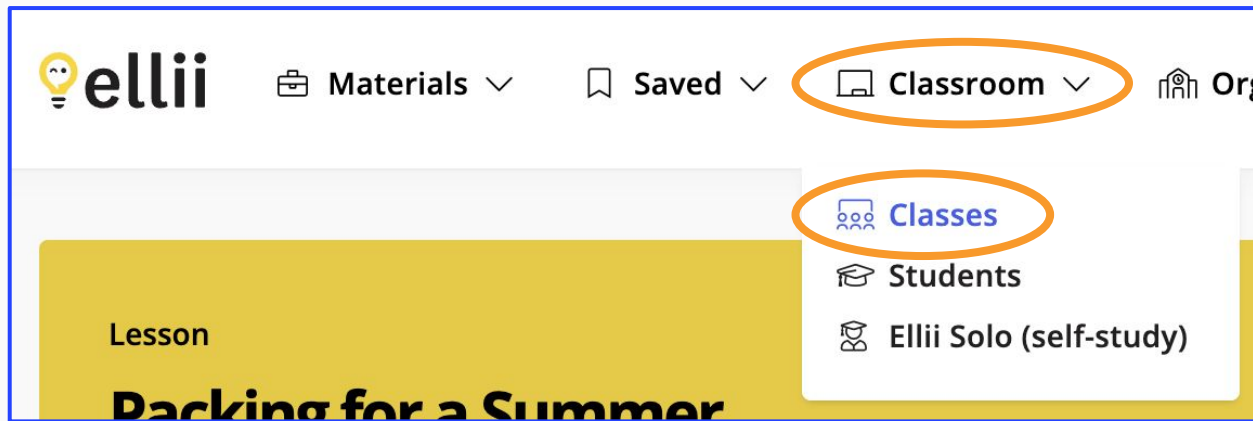
3B.

**Ellii Learner
Accounts**

Manually Creating Learner Accounts

There are several ways to create Ellii learner accounts.

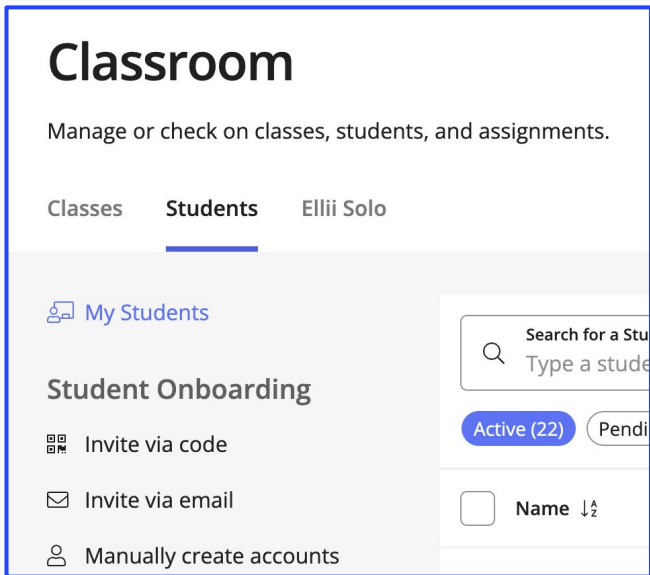
In many cases, it may be **easiest** and **most efficient** for site admins to manually create accounts for learners via the Classes tab.



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:

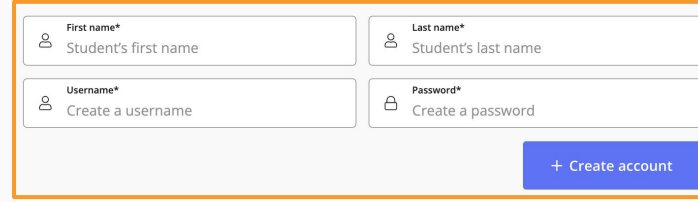
- **2-letter abbreviation for your program/consortium**
- **Learner's SID ID (badge) number**

Examples: **hc123456, cm9876**

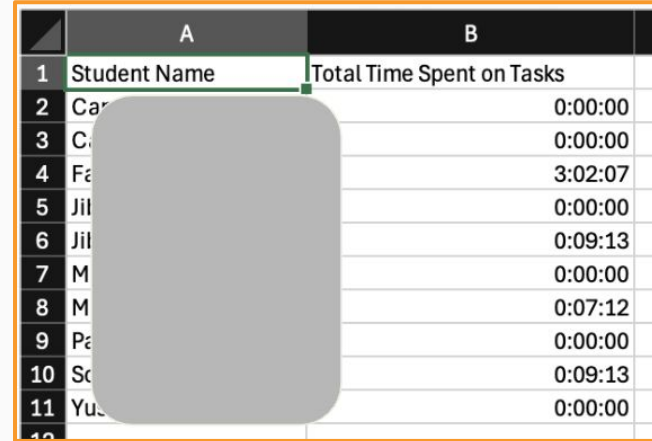
You should [use the abbreviations listed here](#). Look for your consortium first, then your program or site. If you find an error or have a question about these abbreviations, please [contact the DL Team](#).

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 a learner account. It features four input fields arranged in a 2x2 grid. The top-left field is labeled 'First name*' with a person icon and placeholder text 'Student's first name'. The top-right field is labeled 'Last name*' with a person icon and placeholder text 'Student's last name'. The bottom-left field is labeled 'Username*' with a person icon and placeholder text 'Create a username'. The bottom-right field is labeled 'Password*' with a lock icon and placeholder text '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 titled 'Participation (usage/time-on-task)'. The report has two columns: 'Student Name' and 'Total Time Spent on Tasks'. The first row shows 'Student Name' and 'Total Time Spent on Tasks'. The second row shows 'Car' and '0:00:00'. The third row shows 'C' and '0:00:00'. The fourth row shows 'F' and '3:02:07'. The fifth row shows 'Jil' and '0:00:00'. The sixth row shows 'Jil' and '0:09:13'. The seventh row shows 'M' and '0:00:00'. The eighth row shows 'M' and '0:07:12'. The ninth row shows 'Pa' and '0:00:00'. The tenth row shows 'Sc' and '0:09:13'. The eleventh row shows 'Yu' and '0:00:00'. A large grey rectangular box obscures the student names in rows 2 through 11.

	A	B
1	Student Name	Total Time Spent on Tasks
2	Car	0:00:00
3	C	0:00:00
4	F	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.

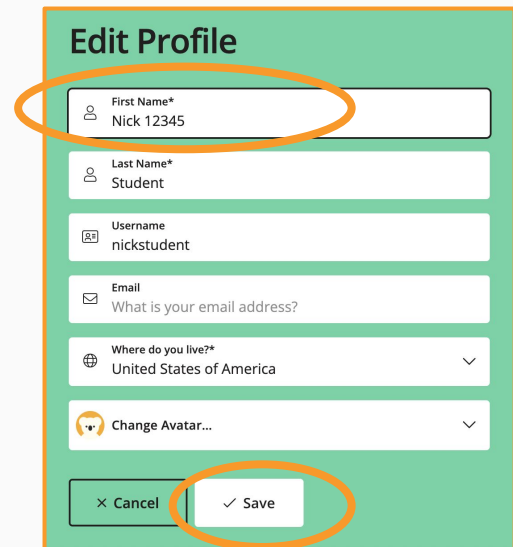
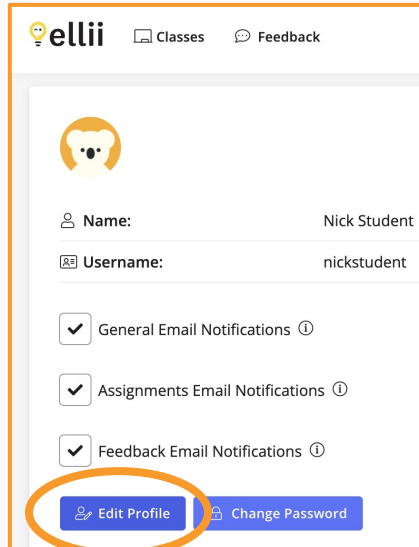
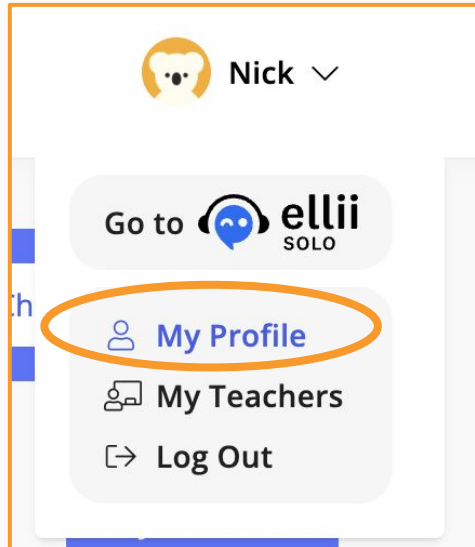
, Haweya
haweya80 

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.

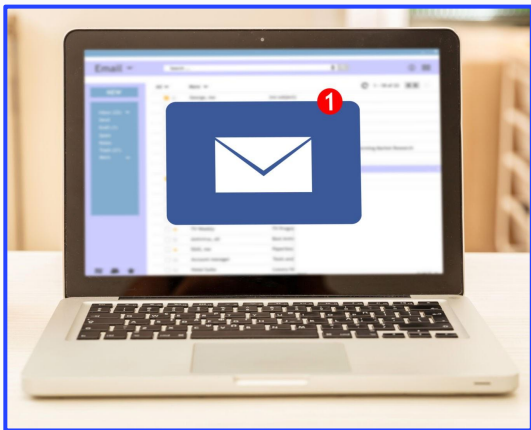
1. Go to ellii.com/students and log in.
2. Click your name in the top right, then "My Profile."
3. Click "Edit Profile."
4. Add your ID number in the first or last name field, then Save.



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 web application interface. At the top, the navigation bar includes the ellii logo and several dropdown menus: 'Materials', 'Saved', 'Classroom' (highlighted with an orange circle), and 'Organization'. Below the navigation bar, the breadcrumb trail shows 'Classes > Open Door Minneapolis PM Lab Test Class'. 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 underlined), and 'Details'. The 'Students' tab is active, showing a section titled 'My Students'. On the left side of this section, under the heading 'Student Onboarding', there are four options: 'Invite via class code', 'Invite via email' (highlighted with an orange circle), 'Manually create accounts', and 'Add from other classes'. On the right side, there is a search bar with the placeholder text 'Search for a student' and 'Type a student's name'. Below the search bar, there is a table header 'Name' with a sort icon, and a row with a panda icon and a greyed-out input field.

Adding Existing Learner Accounts to a Class

The screenshot shows the ellii Classroom interface. At the top, the navigation bar includes 'Materials', 'Saved', 'Classroom' (highlighted with an orange circle), and 'Organization'. The main header displays 'Open Door Minneapolis PM Lab Test Class' with a class code 'D5JD29'. Below the header, the 'Students' tab is selected and highlighted with an orange circle. On the left sidebar, the 'Add from other classes' option is also highlighted with an orange circle. The main content area shows a search bar for students and a grid of student avatars, each with a checkbox for selection.

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

My Students

Student Onboarding

Invite via class code

Invite via email

Manually create accounts

Add from other classes

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."

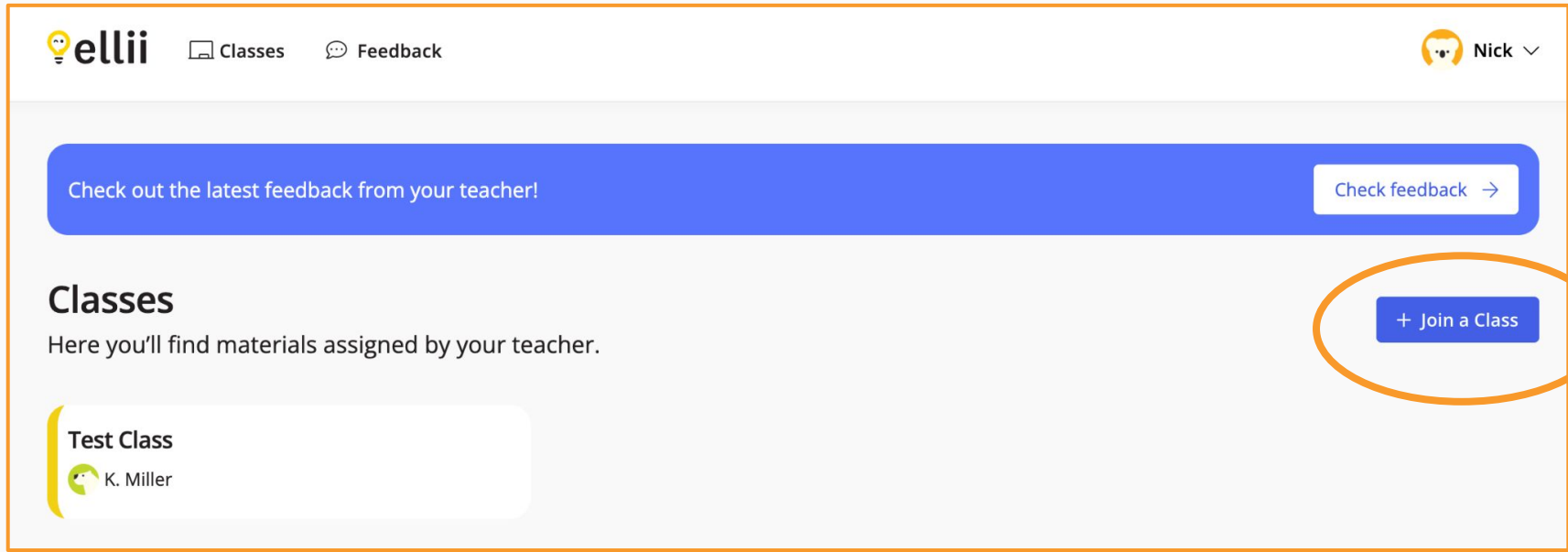
Search for a student
Type a student's name

Grid of student avatars with checkboxes for selection.

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, the 'ellii' logo is on the left, and 'Classes' and 'Feedback' navigation links are in the center. On the right, the user's name 'Nick' is shown with a dropdown arrow. Below the navigation bar, a blue banner contains the text 'Check out the latest feedback from your teacher!' and a 'Check feedback →' button. The 'Classes' section is titled 'Classes' with the subtitle 'Here you'll find materials assigned by your teacher.' Below this, a 'Test Class' card for 'K. Miller' is visible. On the right side of the interface, a blue button labeled '+ Join a Class' is circled in orange, indicating the action for self-enrollment.

ellii Classes Feedback Nick ▾

Check out the latest feedback from your teacher! Check feedback →

Classes

Here you'll find materials assigned by your teacher.

Test Class
K. Miller

+ Join a Class



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.

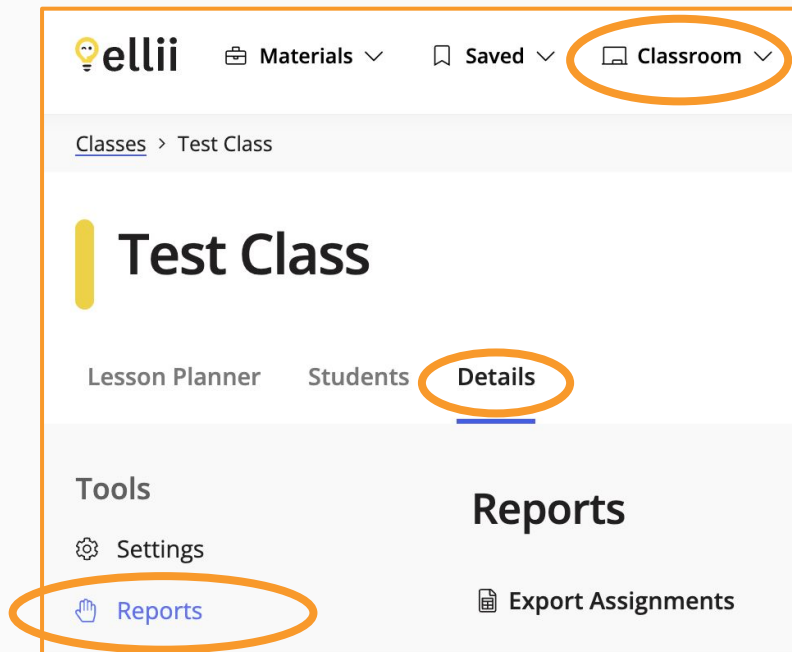
If learners are using **both** Ellii Classroom (activities assigned by a teacher) and Ellii Solo (self-selected activities), then you will need to run:

- 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 displays the Ellii Classroom interface. At the top, the 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 side of the navigation bar, there is a user profile for 'Elizabeth', a bell icon for notifications, an envelope icon for messages, and a search icon. Below the navigation bar, the main heading is 'Classroom', followed by the subtitle 'Manage or check on classes, students, and assignments.' Underneath, there are three tabs: 'Classes', 'Students', and 'Ellii Solo' (circled in orange). The 'Ellii Solo' tab is active, showing a 'Details' section on the left with 'Student progress' and a 'Reports' link (circled in orange). The 'Reports' section on the right contains the text: '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 text are two date range selectors: 'From Jul 1, 2025' and 'To Jul 11, 2025'. To the right of these selectors is a blue 'Apply' button. At the bottom left, there is an 'Export Report' button.

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! Check out these recordings and events.

- Q&A for Instructional Staff (July 2025) - [recording](#) & [handout](#)
- Q&A for Support Staff (July 2025) - [recording](#) & [handout](#)
- [Fall 2025 Ellii Training Opportunities](#)

You are ALWAYS welcome to contact the DL Team with questions at

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.

After you submit the evaluation, a DL Team member will send you an email invitation to join our statewide Ellii plan. Look for a message from hello@ellii.com.