

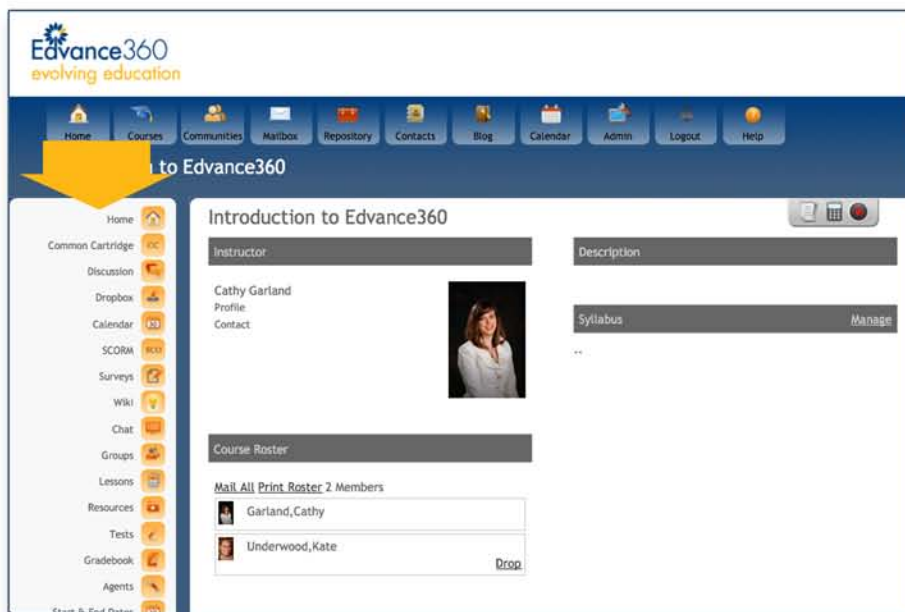
QuickStart Guide



How to Build a Course

Course designers can build courses from curriculum items such as PowerPoints, Word documents, PDF documents, videos, and more. Additionally, interactive Course Tools provided by Edvance360 with the course itself can be used to make the course more effective. This guide will instruct Course Designers on how to set up a course to prepare for students.

- 1 To access your course shell, click on the Courses Tab and click the link to the course desired. Upon entry to the course shell, you will see your name listed as the Instructor, an avator or picture (if you have previously uploaded one into your Personal Settings on the Home Page), a course description (if one was created for you by the Administrator), a logo or course icon (if uploaded by the Administrator), a section for syllabi or other course documents, and all available Course Tools on the left. To customize the course description, course logo or icon, and available tools, click on the Settings Tool Icon from the list of Course Tools on the left.



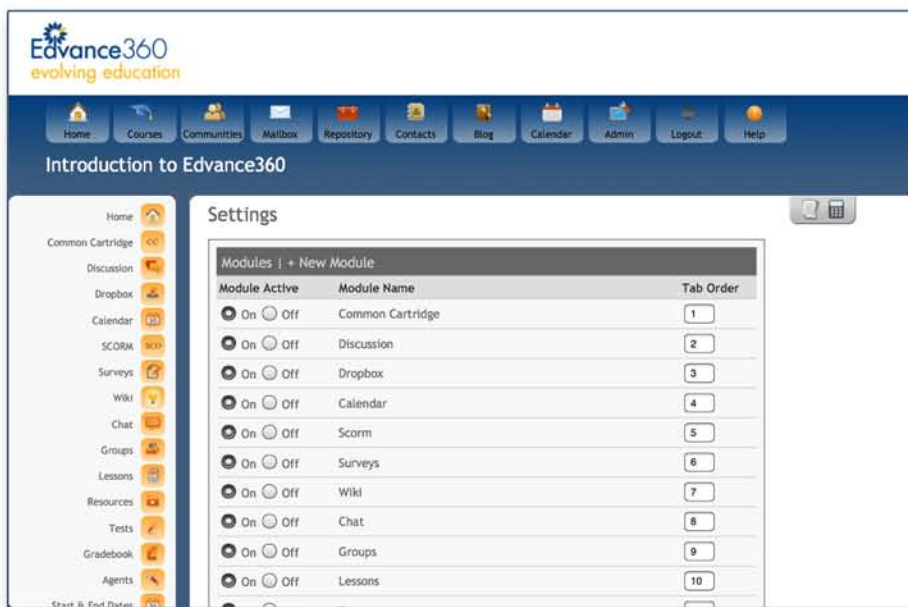
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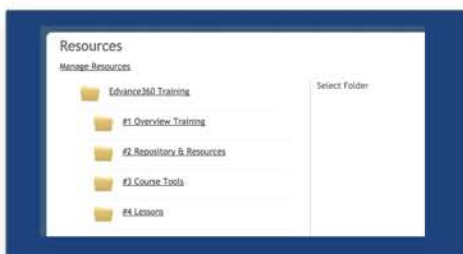
2

To turn on/off Course Tools, select the desired radial button by each corresponding tool. To create a new tool, click the +New Modules link, name it, and fill out the desired options.



3

After customizing the settings, Course Designers should share resources with students. These resources should already be uploaded into the Course Designer's repository or the Global Repository. (See Uploading Course Material QuickStart Guide.) To share them within your course, click the Resources Tool and the Manage Resources link.



Note: Course material should be uploaded to the Repository before making them available within the course. However, instructors, students, and Course Designers can upload files to folders within the Resources Tool, if desired.

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To create a Dropbox (an inbox within the course for receiving completed assignments from students), click the Dropbox Tool icon, click the Manage Dropboxes link, and finally the Add New Dropbox link. More information is contained in the Help Tab and video tutorials.



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To create discussion opportunities within the class, the Course Designer can create a Discussion Post or Forum (or both) to which students can post comments. More information on this tool can be found in the Help Tab and video tutorials.



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To create a test, Course Designers should first ensure their question bank has been imported or created within the Repository. Then, Course Designers may click on the Test Tool icon within the Course Tools to create a test/quiz/assessment. More information on this tool may be found in the Help Tab and video tutorials. For a step-by-step guide to building tests, please see the How to Build Tests QuickStart Guide. To create a new test, click the +New link and follow the steps: select settings for the test, select the questions to be included, set the order for questions, and set the value for each question.



Note: When a test is created within the course, a Gradebook item is automatically added, saving the Course Designer time.

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If desired, a Course Designer may create events for the Course Calendar, by clicking the Calendar Tool icon from the Course Tools on the left. More information on this tool can be found in the Help Tab and video tutorials. Note: Adding a deadline to a Course Tool such as the Dropboxes or Tests, will automatically create an event in the Course Calendar, which will then appear for all students taking the course in their personal calendars and Home Page.

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8 To create items to be graded in the Gradebook, Course Designers should click on the Gradebook Tool icon and click the +New Gradebook Item link. Complete the Gradebook Item details and click the Submit button. More information on this tool may be found in the Help Tab and video tutorials. For a step-by-step guide on how to create your Gradebook, please see the How to Create a Gradebook QuickStart Guide.

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Introduction to Edvance360

Gradebook

+ New Gradebook Item | Open Full Gradebook | Gradebook Weights | Gradebook Categories | Final Grades | Export Gradebook | Email Grades | Export Gradebook (CSV) | Rubrics | Attendance Tracker | Import to Attendance Tracker [Sample CSV]

Competencies

Display Order Save

Item	Category	Date	Grade	Edit	Delete
Lesson One Test			Grade	Edit	Delete
Lesson Three Test			Grade	Edit	Delete
Lesson Two Test			Grade	Edit	Delete

9 Other Course Tools may be used to further enhance the course. These are the Surveys, Wiki, Chat, and Groups. Course Designer tools such as the Agents, Start & End Dates, Reports and Announcements are designed to help make life easier by reducing time spent on course management tasks.

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The last step to building a course is to create a Lesson - a step-by-step learning pathway - for your students to move through. To create a Lesson, Course Designers should click on the Lesson Tool icon from the Course Tools list and then on the +Add New Lesson link. More information on this tool may be found in the Help Tab and video tutorials. For a step-by-step guide on how to create Lessons, please see the How to Create Lessons QuickStart Guide.

After selecting the correct settings for the new lesson, Course Designers should click the Submit button. To add specific steps or curriculum items to the lesson, Course Designers should click on the Content link corresponding to the lesson desired. Any files, videos, Discussion Posts, Surveys, text/HTML, Tests, etc. may be added to a lesson or lessons, creating a clear learning path for users.

