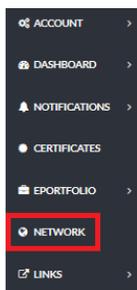


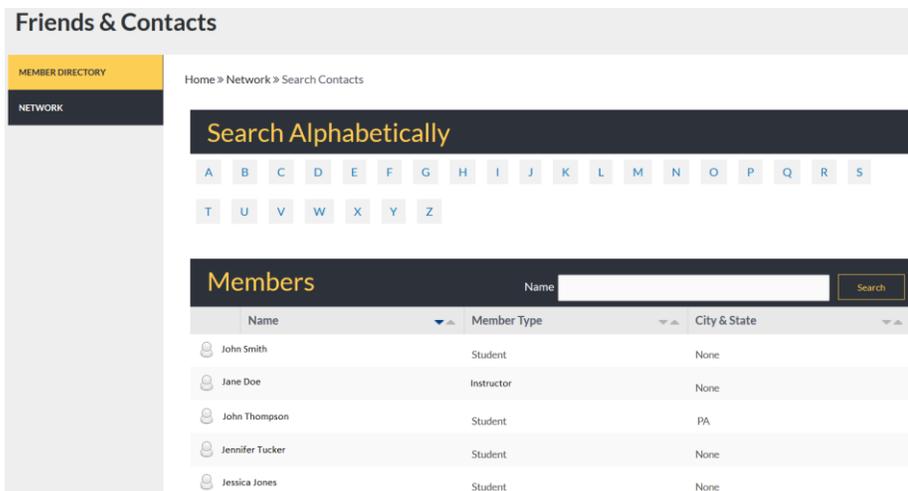
How to Use Secure Social Network

Edvance360 is both a learning management system (LMS) and a social network (SN). The social networking components consist of the Home Page or the individual pages to which staff, learners, and instructors have access; and the Network Tab (if Network is enabled by the site administrator). In addition, the terminology may vary depending on your language pack (i.e., student vs learner).

1. Navigate to **Homepage > Network**



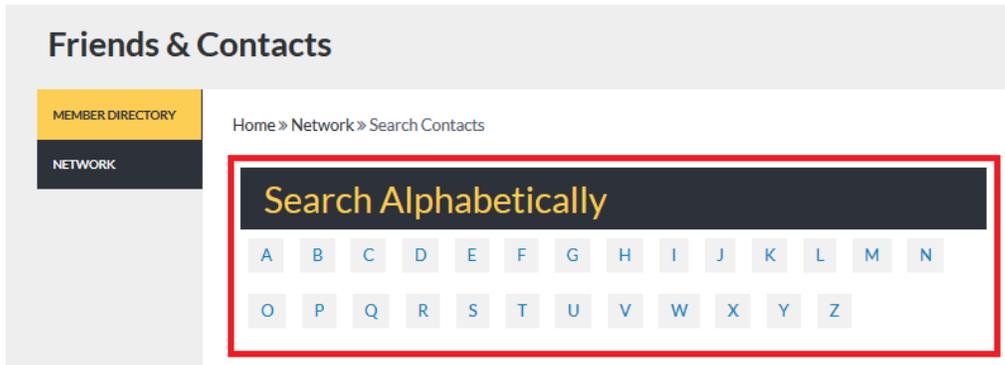
2. **Friends & Contacts** page opens



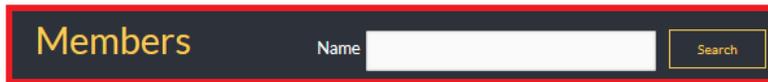
Friends and Contacts allows users to see members that are significant to them. These can be friends, teammates, colleagues, advisors, supervisors, professors, mentors, students, or alumni.

QuickStart Guide: How to Use Secure Social Network

3. Member Directory **Search Alphabetically** by selecting the desired letter of the alphabet



4. Member Directory **Search by Name** by entering name and selecting search



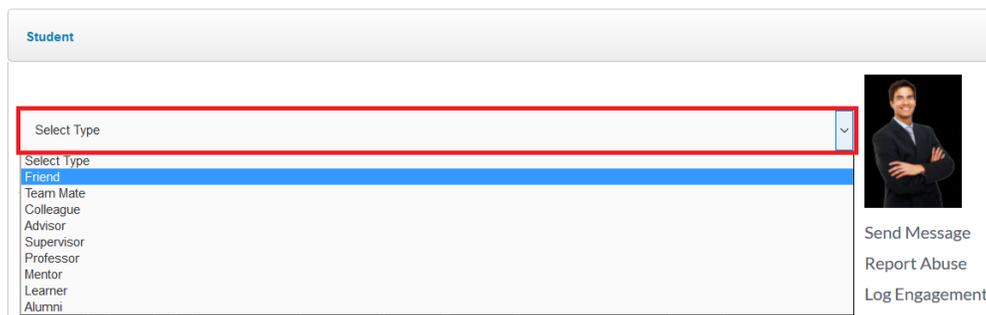
The user may choose to enter a specific name in the search box. Also, the user may view users listed below, click on the picture next to the user name desired.

The screenshot shows the search results table. The table has three columns: 'Name', 'Member Type', and 'City & State'. The first row is for John Smith (Student, None). The second row is for Jane Doe (Instructor, None). The third row is for John Thompson (Student, PA), and this row is highlighted with a red box around the user's profile picture.

Name	Member Type	City & State
John Smith	Student	None
Jane Doe	Instructor	None
John Thompson	Student	PA

Select the **"Type"** from the dropdown menu you want to assign to the contact.

Home » View Profile



QuickStart Guide: How to Use Secure Social Network

5. Users may select the picture which will reveal the user's Bio and Picture, the type of user the friend is, and what role the user is connected to you.

Student

jthompson is my

Friend

jthompson

John Thompson

An industry expert with over 10 years of successful experience in full life cycle Recruiting and Business Development, John Thompson has a proven ability to foster relationships with C-Suite and senior executives for I.T. Operations, Accounting, Finance and Home Building opportunities. John knows that people hire people, not resumes. Companies are not just looking for a set of qualifications that match a job description. To ensure a complete match, John extensively interviews both companies and candidates to find out who they are and what they are looking for – as companies and as people. John began his career in recruiting in college, when he purchased his first placement agency. He grew the company to 250 personnel, with 4 offices in 4 states. He has successfully completed hundreds of successful searches, helping professionals grow and advance in their careers. Why work with John Thompson? Your company is seeking recruiting and sales strategies that strengthen overall operations and result in accelerated revenues and savings. You are a passive job seeker, content in your current position and wanting to take the next step in your career. John offers both clients and candidates exceptional professional service, absolute confidentiality, and the most ethical values in executive search.

Send Message
Report Abuse
Log Engagement
Open Chat

Additional connection may be made with these links directly under the user's picture:

- *Send Message*: select to send a message to this user which will open the Mailbox tool
- *View Blog*: select to view this user's blog (if the blogging tools is turned on and if they are blogging)
- *Report Abuse*: select to report to the admin of the institution if there is something abusive regarding the user's profile, picture, etc.
- *Log Engagement*: select to type in any contact with the user which may not be directly connected to the LMS. This report may be accessed by admin users of the institution. (Example: If you met Jane Doe at a coffee shop to discuss her future with the institution and this important information needs to be documented, use the Log Engagement link.)
- *Open Chat*: select to open an instant message chat window to communicate in real-time with the user selected

QuickStart Guide: How to Use Secure Social Network

6. The Network Tab displays 1-New Request and 2-My Friends

MEMBER DIRECTORY

NETWORK

Home » Network » Friends

Network

1 Jane Doe

2 My Friends

Friend	Type	Industry/Title	State/City	Actions
John Smith		Student	None	Remove
Jane Doe		Instructor	None	Remove
John Thompson		Student	PA	Remove
Jennifer Tucker		Student	None	Remove
Jessica Jones		Student	None	Remove

Users can decide to add people and assign Type, then approve or deny friend

Network

Jane Doe