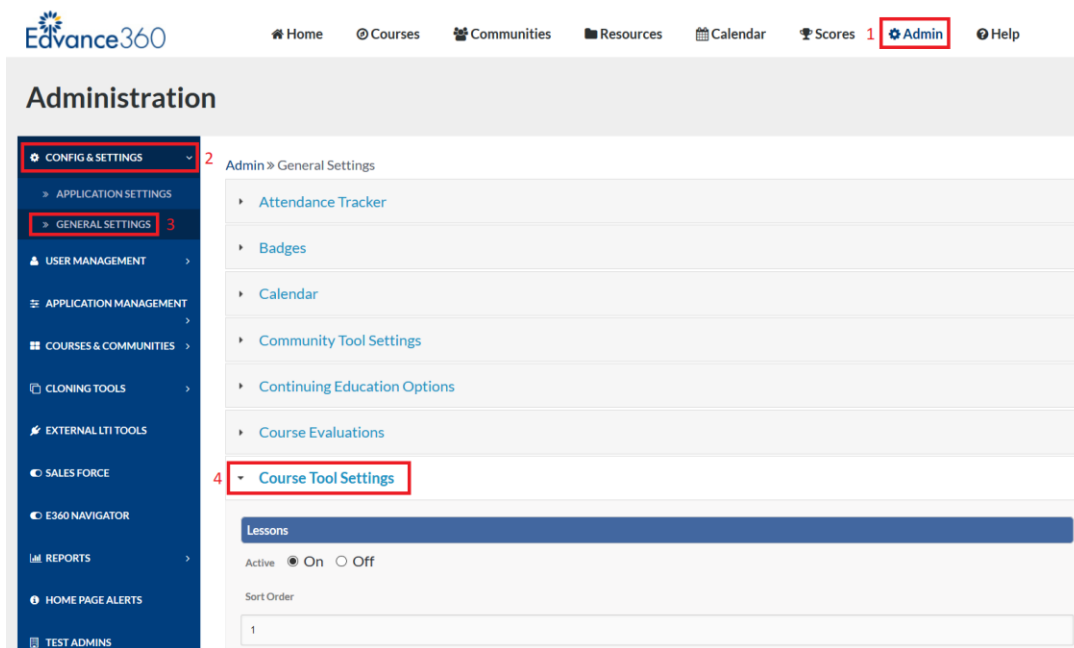# QUICKSTART GUIDE
Course Tools

Enabling Course Tools – Admin

The Edvance360 site administrator controls the availability of the tools in all courses.

1 Navigate to 1-**Admin** > 2-**Config & Settings** > 3-**General Settings** > 4-**Course Tool Settings**

2   Select desired options for 1-**Active** and 2-**Sort Order**

Each Course Tool Setting has two options:
1.   **Active**: Select **On** or **Off** to turn the Course Tool Setting on or off
2.   **Sort Order**: Enter the appropriate number in Sort Order to determine the display order

Enabling Course Tools - Instructor

Instructors also have the ability to control the availability of the tools in all courses. Availability of tools depends on the settings enabled/disabled by Edvance360 site administrator.

1   Navigate to 1-**Courses** > 2-Select **Desired Course** > 3-**Settings** > 4-**Modules**

2 Select desired options for 1-**Active** and 2-**Sort Order**

Each Course Tool Setting has two options:
1. **Order**: Enter the appropriate number in Sort Order to determine the display order
2. **Status**: Select **Active** or **Inactive** to turn the Course Tool Setting on or off

Course Tools

Tools	Description
Calendar	Once a user is enrolled in a course, any items that the instructor adds to the course calendar will automatically show up on the user's personal calendar. This includes any upcoming Tests, Lessons or Dropbox items. These assignments will also display on the users calendar alerts on their homepage. Course calendars may be viewed to reflect the year, month, week, day, or the current day.
Chat	Allows users to chat with one another in real time in a safe and secure setting with fellow users enrolled in the course.
Common Cartridge	Zip files with a specific format developed by the IMS Global Learning Consortium. The Common Cartridge file may contain all of the course content within or utilize the Course Tools (discussions, tests, etc.) available in a Course. Edvance360 is Common Cartridge compliant. Common Cartridge 1.0 is the recommended format.

Tools	Description
Discussion	Allows Instructors and Users to communicate in an online discussion format by holding ongoing, threaded discussions, as well as provide a forum for requiring and assessing user's participation. The discussion homepage summarizes all the forums and posts for the current course or community, providing the date and time of the post as well as the number of comments left for each post. The instructor and user may search posts by keywords, category and the author of the post.
Dropbox	Allows instructors to create multiple folders or "inboxes" to which users submit assignments.
Gradebook	Record grade points for users. This includes: gradebook items, categories, weights, grouped items, and final grades. Instructors can export gradebook, email grades, create grading rubrics, track attendance and create competencies for learning outcomes.
Groups	Assign users to groups for projects. Group Tools include: discussion, resources, dropbox, calendar, wiki and chat for users to collaborate on projects.
Lessons	Individual steps for users to complete in courses. Lessons can have one or more steps. Instructors can add the following content types to lessons: Folder from Course Resources, File from Course Resources, File from My Repository, File from Global Repository, File from Department Repository, Discussion Forum, Discussion Post, Test, SCORM, Dropbox, Survey, Text/HTML Block, YouTube, Google or Other External Video Embed, Google Map/Earth, Other External Embed Code, or Wiki.
Parent Resources	Instructors can provide information (folders or files) for parent accounts by adding content to Parent Resources.
Resources	The repository of folder and files for course content. There is a file repository and question repository. All items must be uploaded to Resources prior to building lessons for a course.
SCORM	File with a collection of standards based XML. The file may contain all of the course content within or utilize the Course Tools (discussions, tests, etc.) available in a Course. Edvance360 is SCORM compliant. SCORM 1.2 is the recommended format.
Surveys	Obtain specific feedback from course participants, or to answer questions with the purpose of reflecting on the results.

Tools	Description
Tests	Assess the user's knowledge by asking multiple choice, true/false, multiple answer, matching, ordering, fill in the blank or essay questions. Questions are automatically graded except essay questions.
Wiki	One of the fastest growing tools in corporate America, as they allow learners to collaborate in the definitions, responses, and results of presented material, words/phrases, and situations. The largest wiki in the world is Wikipedia, and is editable by (if approved) anyone on the Internet.