

# Edvance360 QUICKSTART GUIDE

## Getting Started

### How to Setup Account

- 1 Check your email. Typically, sent from [noreply@edvance360.com](mailto:noreply@edvance360.com). (Note: You may need to check your junk/spam email folder).

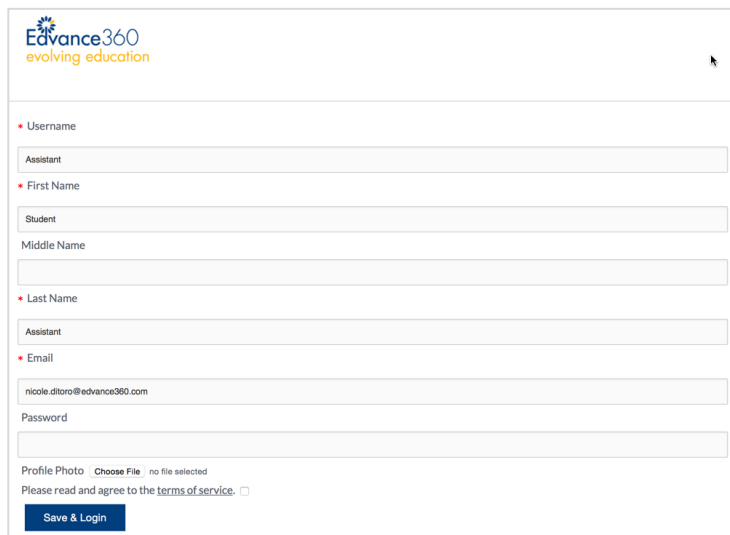
From: <[noreply@edvance360.com](mailto:noreply@edvance360.com)>  
Date: Mon, Jun 13, 2016 at 10:43 AM  
Subject: Welcome to Our Site  
To: [nicole.ditoro@edvance360.com](mailto:nicole.ditoro@edvance360.com)

Hello, We think, nay we know, that you will learn a lot from our LMS.  
Please click the link to login and create your username and password.

Sign on and create your profile here:  
<http://v8.edvance360.com/user-management/signup/28/lakestreet>

Existing users click the following link to sign in:  
<http://lakestreet.edvance360.com>

- 2 Select the link in the Welcome Email to setup your Edvance360 account.
- 3 Enter information as prompted on screen.



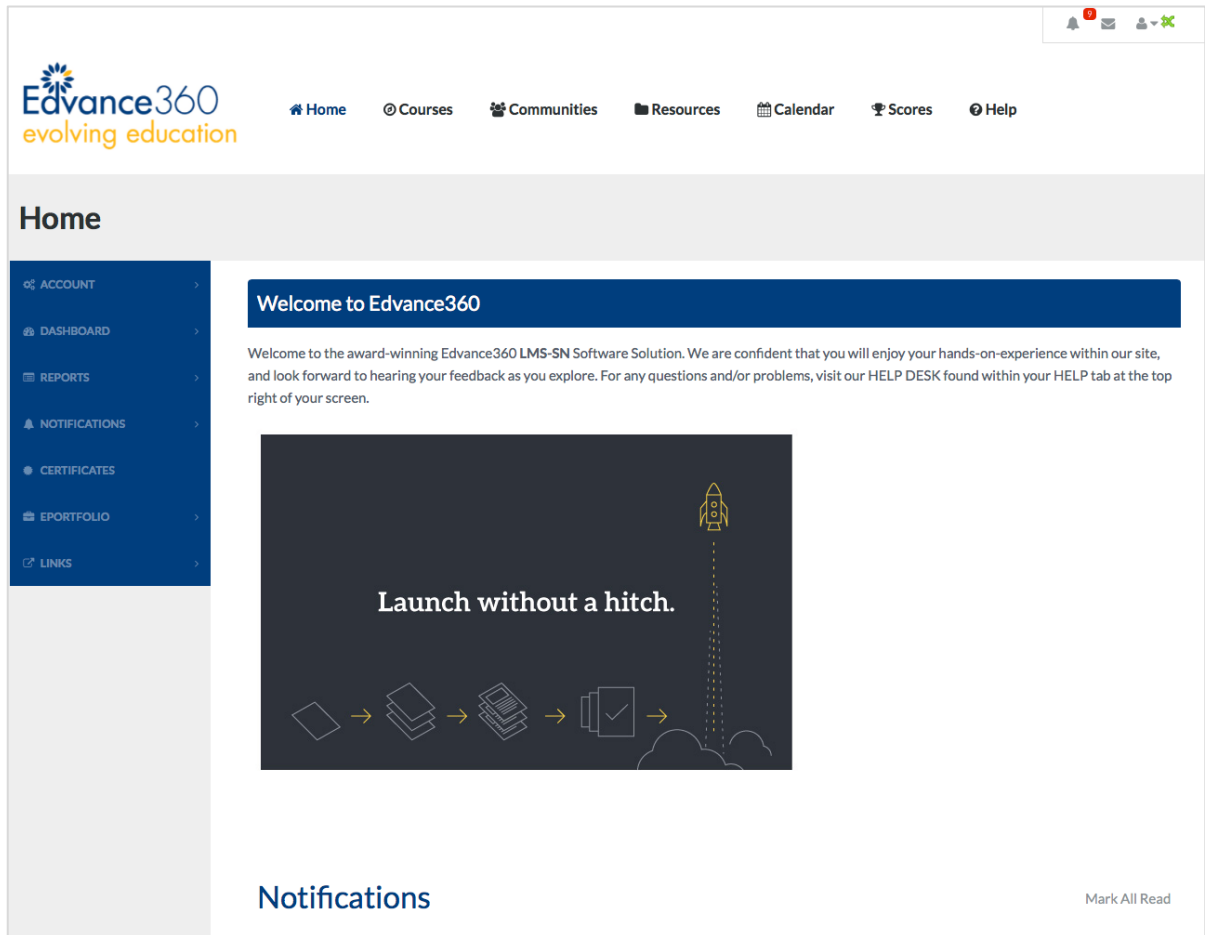
The form is titled "Edvance360 evolving education". It contains several input fields for user registration:

- Username:** A text input field with the placeholder text "Assistant".
- First Name:** A text input field with the placeholder text "Student".
- Middle Name:** A text input field.
- Last Name:** A text input field with the placeholder text "Assistant".
- Email:** A text input field with the placeholder text "nicole.ditoro@edvance360.com".
- Password:** A text input field.

Below the password field, there is a "Profile Photo" section with a "Choose File" button and the text "no file selected". Below this is a checkbox labeled "Please read and agree to the [terms of service](#)." At the bottom of the form is a blue button labeled "Save & Login".

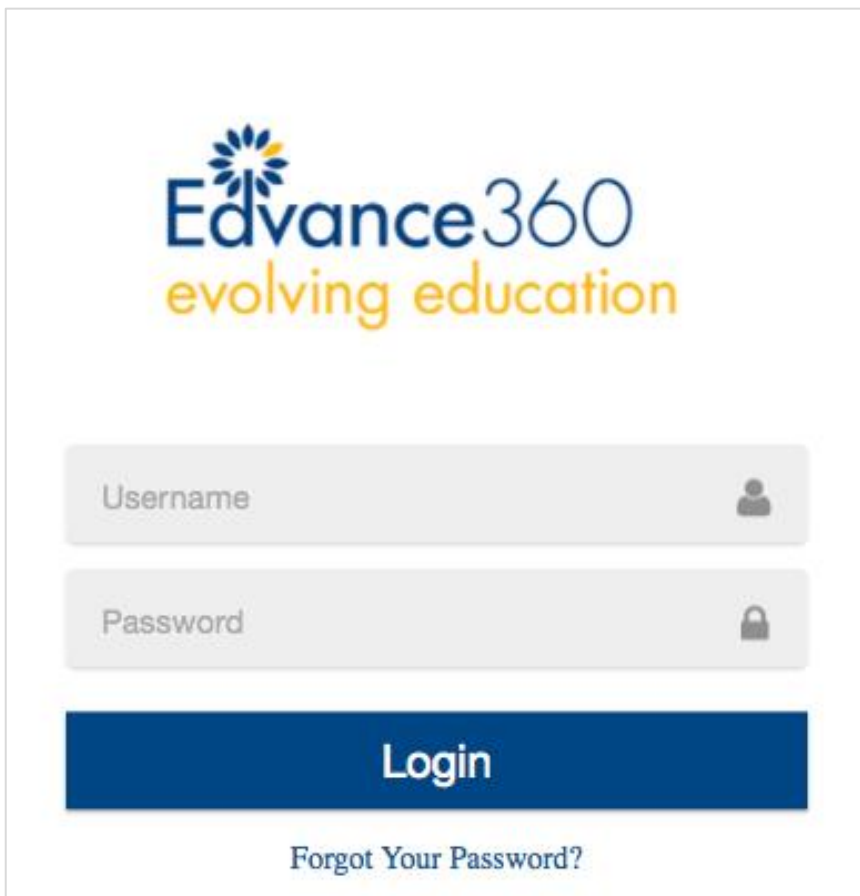
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- 4 Select Save & Login once information has been completed.
- 5 Next you will be redirected to the homepage dashboard.



### How to Login

- 1 Go to your Edvance360 URL [www.edvance360.com/yourorganization](http://www.edvance360.com/yourorganization).
- 2 Enter your username.
- 3 Enter your password.
- 4 Select Login.
- 5 If you forget your password go to the login screen and select Forgot Your Password.

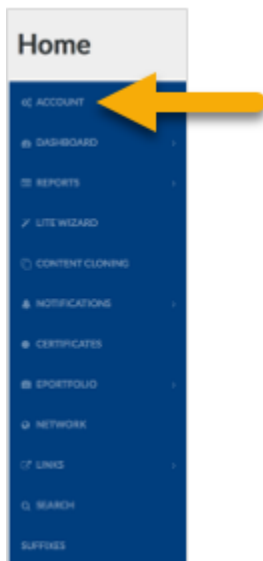


The login screen features the Edvance360 logo at the top, which includes a stylized sun icon and the text "Edvance360 evolving education". Below the logo are two input fields: "Username" with a user icon and "Password" with a lock icon. A large blue "Login" button is positioned below the fields, and a link for "Forgot Your Password?" is located at the bottom of the form.

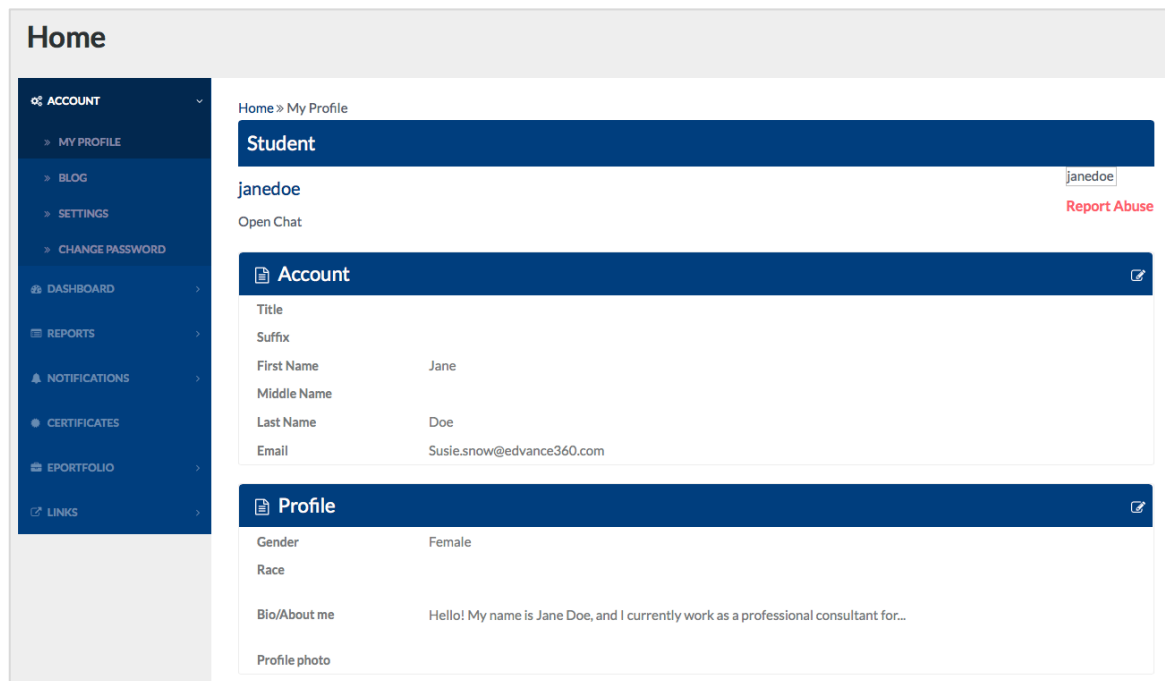
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### How to Change Your Profile

- 1 Select Account from the homepage on the left-hand navigation menu.



- 2 Select the item to edit and follow the instructions as prompted on screen.



### Technical Requirements

Edvance360 LMS-SN is accessible from anywhere in the world with an Internet connection. Below are the technical requirements:

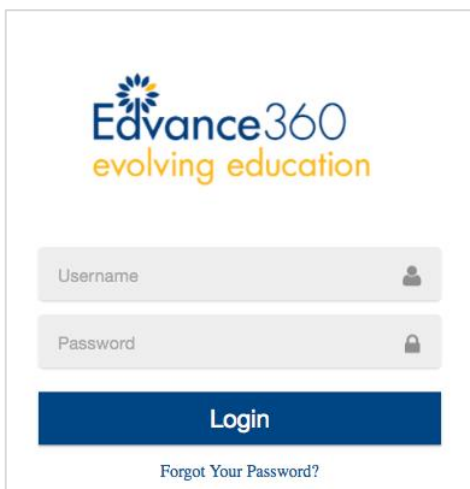
- Internet Browser with Javascript enabled
  - [Firefox](#)
  - [Internet Explorer](#)
  - [Chrome](#)
  - [Safari](#)
- [Adobe Flash Player](#)
- [Windows Media Player](#)
- [Quicktime](#)

Learn how to [enable Javascript](#) in your Internet browser.


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### What is my Edvance360 Username and Password

- 1 When you created your Edvance360 account you setup your Edvance360 username and password.
- 2 If you forgot your password navigate to your Edvance360 URL (www.edvance360.com/yourorganization) and select the Forgot Your Password link.

The image shows a login form for Edvance360. At the top is the Edvance360 logo with the tagline "evolving education". Below the logo are two input fields: "Username" with a user icon and "Password" with a lock icon. A blue "Login" button is positioned below the password field. At the bottom of the form, there is a link that says "Forgot Your Password?".

Edvance360  
evolving education

Username 

Password 

Login

[Forgot Your Password?](#)

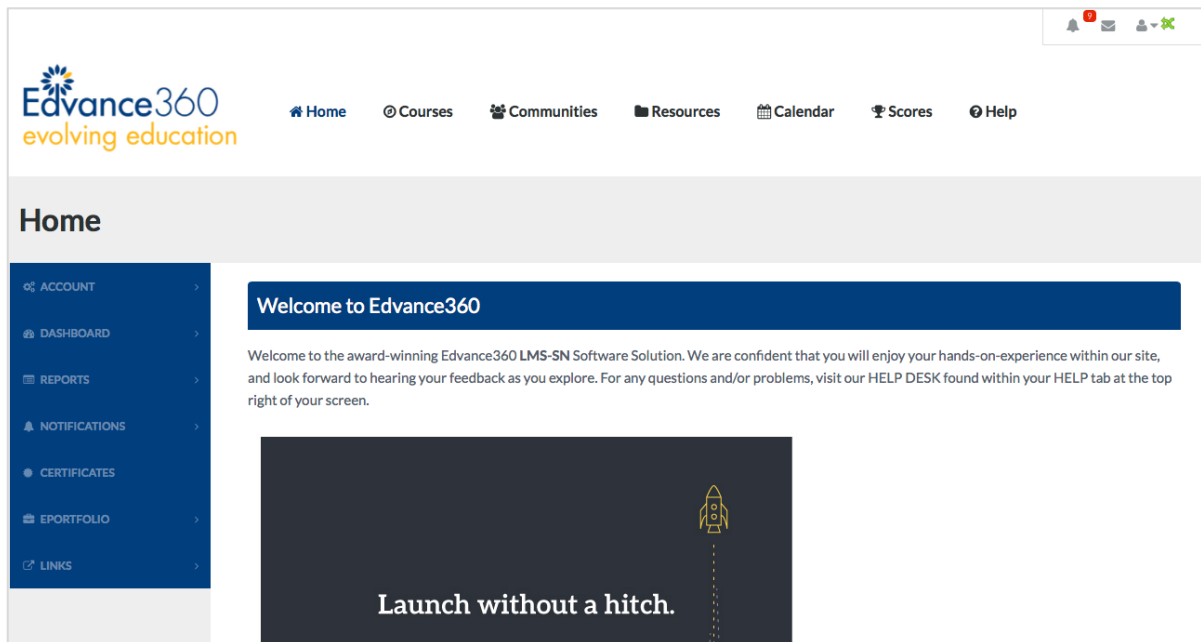
- 3 Follow the directions as prompted on screen.

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### Navigating Edvance360

Edvance360 allows organizations to customize the interface. Therefore, the screenshots below may look different from yours.

- 1 Login to Edvance360, you will see the Homepage.



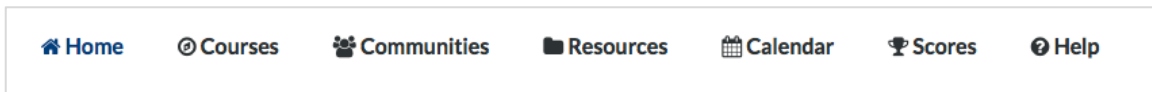
- **Welcome Message:** A general, system-wide alert can appear at the very top of the Home page. The client Administrators create these alerts. If you do not see any messaging at the top of the page, there are not any that need current review. If an alert is present, and it has been reviewed, the user may select "Mark Read". After an alert has been read, they will no longer display on the Home page, but will always be available in the "Notifications" tool on the left-hand navigation panel.
- **Notifications:** In addition to the Home Page Welcome Message, Administrators can create additional Notifications that will appear on the Home Page below the Home Page Welcome Message. Notifications can also be marked as read and found for later review in the "Notifications" tool on the left-hand navigation panel.
- **Calendar:** The "Calendar This Week" area provides a "bird's-eye view" of the current week's events. This calendar section on the Home Page is fed from the Personal Calendar, which may be found in the Calendar Tab at the top of the page. Users may create events in their own personal Calendar. Additionally, this is synchronized with all course and community calendars to which the user belongs. Anytime something is posted in a community or course calendar, it will show up on the user's Personal Calendar.

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- **My Courses:** Provides a list of user's courses and a visual representation of their current progress in each course.
- **Posts & Comments:** Unread posts and comments will display on the right-hand side of the screen on the Home page. This feature enables users to click on a comment which then takes the user directly to the specific comment within the discussion thread, and color codes the currently selected item in orange to help students navigate with ease. The comments not currently selected are gray. A floating navigation box within each discussion thread lists the number of new comments for the thread, and allows users to select a "Next Unread Comment" option to navigate through the thread quickly and efficiently.

The User Settings on the users' home page has a Discussion Post option. Home Page>Account>Settings. Users may choose to mark Comments and Discussion Posts as read automatically or manually. If the automatic option is selected the items will automatically be removed from the user's home page after the user has clicked on the item and visited the discussion thread, whether or not they have selected the specific comment. If the manual option is selected users must visit the discussion thread and select a specific comment to remove it from their home page.

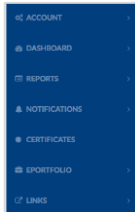
- 2 The Menu across the top displays throughout the entire system. Administrators may request that tools are turned off so you may not have all the tools listed below visible in your top tool bar.



- **Home:** Redirects you back to the homepage
- **Course:** Provides a list of all the courses you are enrolled in
- **Communities:** Online groups for collaboration and information sharing
- **Resources:** Personal repository
- **Scores:** Gradebook for your courses
- **Blog:** Online journal, internal blog within Edvance360
- **Help:** Video and written tutorials

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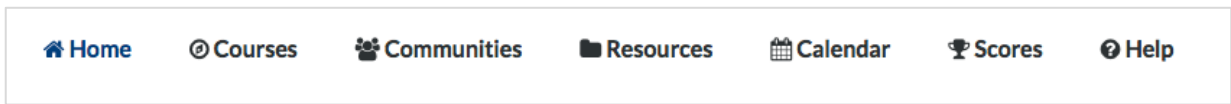
- 3 Left-Hand Menu offers additional navigation tools.



## Navigating Your Courses

Your organization possesses the ability to customize the menus and availability of content within each Lesson. Therefore, the screenshots below may look different from your screen.

- 1 Select Courses from the Menu across the top.



- 2 Course Homepage. Provides information about the course.

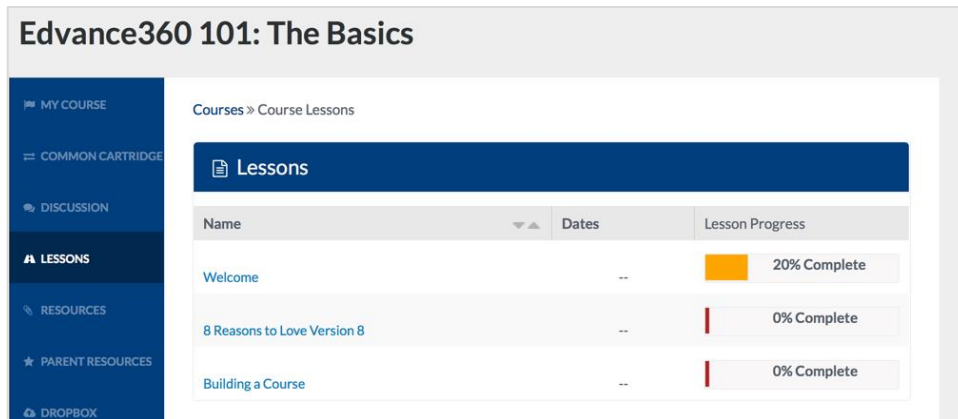
A screenshot of the Edvance360 101: The Basics course homepage. The page has a blue sidebar on the left with a 'MY COURSE' section containing links to COMMON CARTRIDGE, DISCUSSION, LESSONS, RESOURCES, PARENT RESOURCES, DROPBOX, CALENDAR, TESTS, SCORM, and SURVEYS. The main content area is titled 'Edvance360 101: The Basics' and includes a 'Courses » Course Details' header, a 'Messages 0' notification, a 'Mark All Read' link, an 'Enroll Learner' button, and a 'Course Attendees' table. The table has columns for Last Name, First Name, User Name, and Actions. It lists two attendees: Alvarez, Juan (jalvarez) and Doe, Jane (janedoe), each with a 'Drop' button. On the right side, there is a course description, a 'Facilitator' section for Ashley Stephens, and a 'Syllabus' section with a 'No Syllabus Found' message.

Last Name	First Name	User Name	Actions
Alvarez	Juan	jalvarez	Drop
Doe	Jane	janedoe	Drop



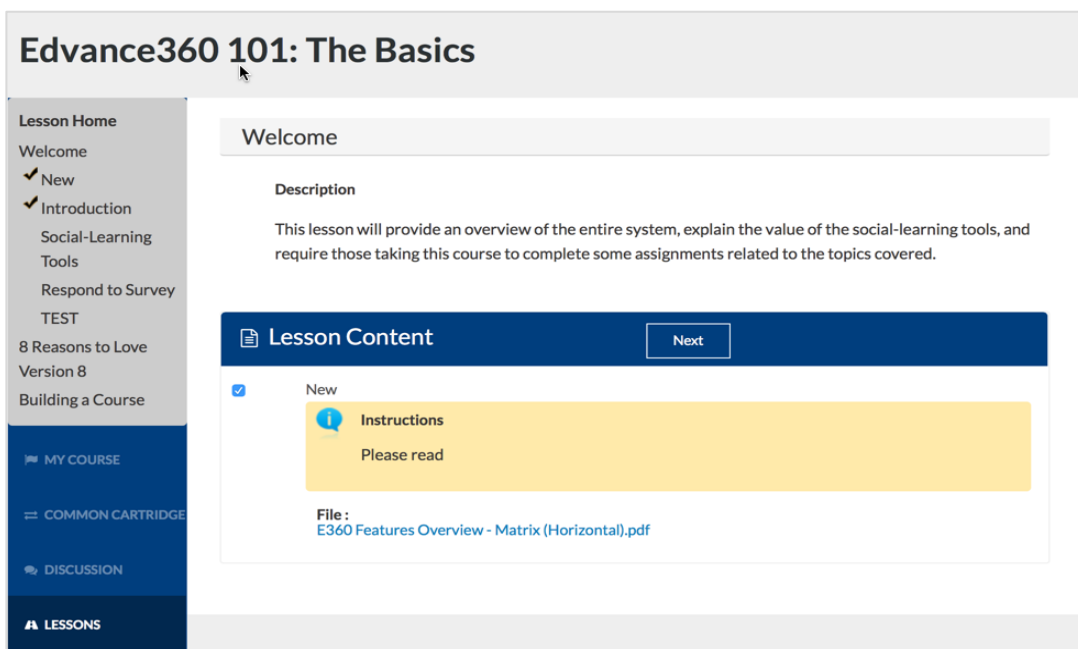
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- 3 Select **Profile** to view the instructor's biography.
- 4 The **Syllabus** is available from the course homepage.
- 5 Navigate to **Lessons** from the left-hand menu. This page provides an overview of user's lesson progress.



- 6 Select the **Lesson** you want to view.

**Lesson View:** Each lesson contains the assignments for each week/period. You may need to select Mark Complete to progress to the next assignment. Navigations buttons may be available here.



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### Using Discussion Forums & Posts

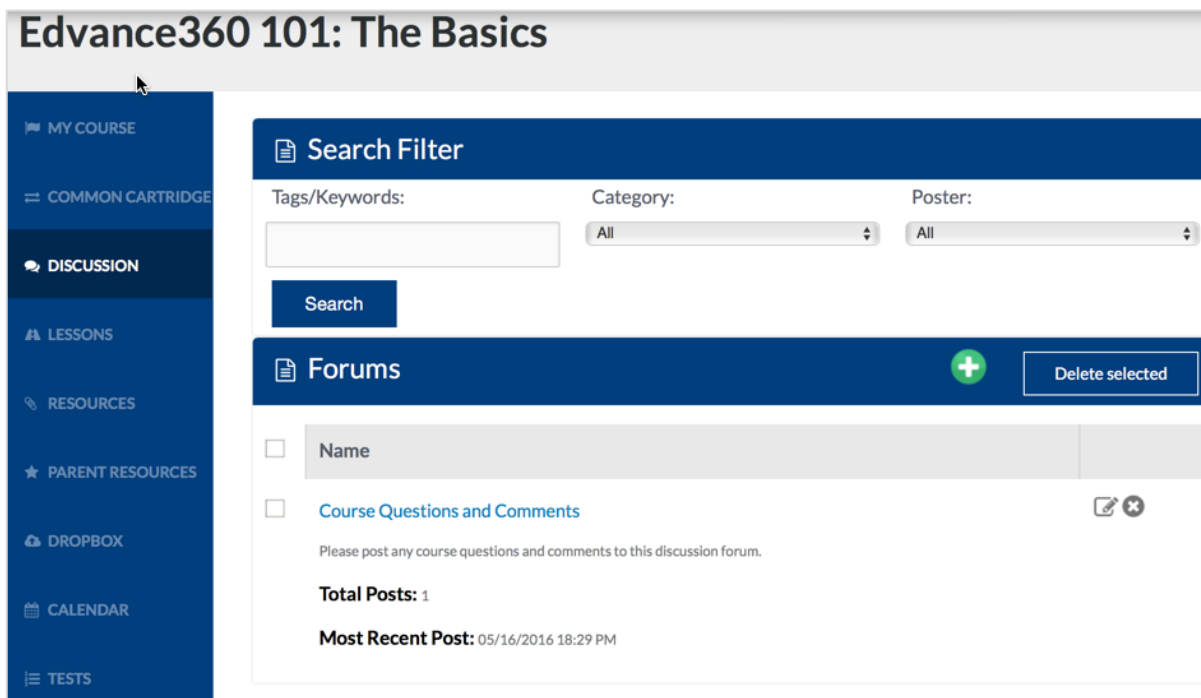
Edvance360 allows organizations to customize the interface. Therefore, the screenshots below may look different from yours. Discussion posts are accessible from the left-hand navigation menu OR within a lesson.

#### How to Add Comments to a Post

Once a discussion post has been created, users may add comments by selecting the post. Users may view the discussion in nested or threaded formats. The user who created the post may also edit and delete the post from here. Users cannot edit or delete other users' comments.

#### How to Report Abuse in a Discussion

Users may click the Report Abuse Function in each individual post and comment to report any abuses of the system. The user should create a message stating the reason for the report and clicking the submit hyperlink which will create an abuse report for Administrators to review in the Administrative tab. They will receive a Report Submitted number to let them know the order in which their report will be viewed by Administration. Once a discussion post or comment has been reported it will no longer be visible to students until an Administrative review has taken place. If the Administrator approves the report the material will be visible again to students, but Administrators may also choose to delete offending items.



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### Taking Quizzes & Tests

Edvance360 allows organizations to customize the interface. Therefore, the screenshots below may look different from yours. Quizzes and tests are accessible from the left-hand navigation menu

Quizzes and Tests are available by selecting the Test tool in the left hand navigation panel.

**Edvance360 101: The Basics**

MY COURSE  
COMMON CARTRIDGE  
DISCUSSION  
LESSONS  
RESOURCES  
PARENT RESOURCES  
DROPBOX  
CALENDAR  
**TESTS**

Courses > Tests

**Tests**

Show Category: All

<input type="checkbox"/>	Name	Actions
<input type="checkbox"/>	Chapter 1 Testing Dates: Test is not date restricted	
<input type="checkbox"/>	Lesson One Test Testing Dates: Test is not date restricted	
<input type="checkbox"/>	Lesson Three Test Testing Dates: Test is not date restricted	
<input type="checkbox"/>	Test has no questions, Will be unavailable until questions are added. Lesson Two Test Testing Dates: Test is not date restricted	

Quizzes and tests may also be available within a lesson.

**Edvance360 101: The Basics**

Lesson Home  
Welcome  
✓ New  
✓ Introduction  
✓ Social-Learning  
Tools  
✓ Respond to Survey  
TEST  
8 Reasons to Love  
Version 8  
Building a Course

MY COURSE  
COMMON CARTRIDGE  
DISCUSSION

Welcome

Description

This lesson will provide an overview of the entire system, explain the value of the social-learning tools, and require those taking this course to complete some assignments related to the topics covered.

**Lesson Content** Previous Next Lesson

☐ TEST

Instructions

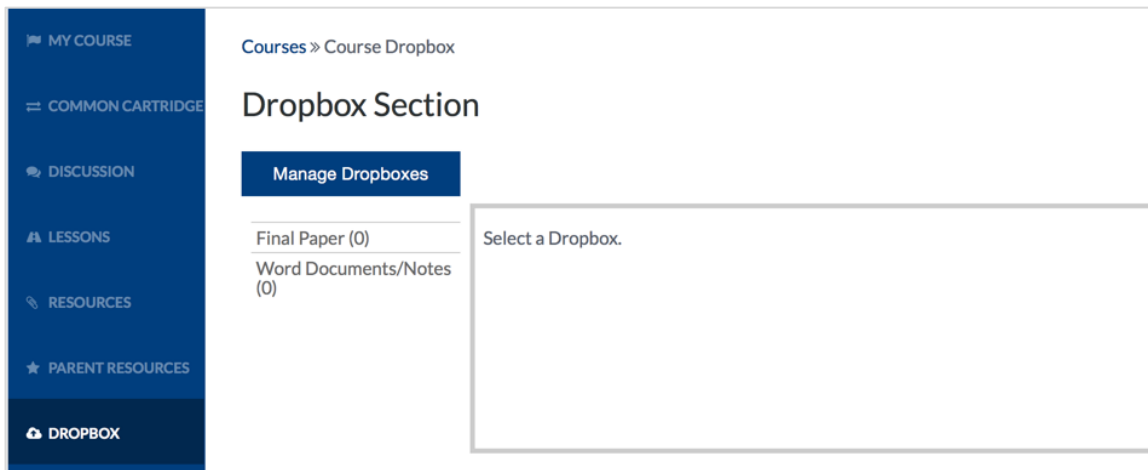
Take the following test...

Test:  
[Lesson One Test](#)

Select **Start Test** > **Confirm Start** to begin taking the test.

### Submitting Assignments to Dropbox

Edvance360 allows organizations to customize the interface. Therefore, the screenshots below may look different from yours. Discussion posts are accessible from the left-hand navigation menu OR within a lesson.



#### How to Submit Items into the Dropbox

1. To submit items to the dropbox, the user will select the dropbox desired.
2. Browse to the file to be uploaded.
3. The user can also add a note to the instructor, if they choose.
4. Select Submit.

#### How to Bulk Upload Items into the Dropbox

To bulk upload students may click the “+Multiple Files” button to search their personal computer or network for the files they wish to upload. To select files from their computer, users click the Select Files button. Selected files will list in the Bulk Uploads box. Once all desired files have been listed, the user then clicks the Upload Files button.

Users can also choose to remove a file by clicking on the "x" in the corner of the individual file. After submitting a file, the user has the option to submit another file and to see files they have already submitted.

#### How to Review Audio Video Notes within the Dropbox

Student users can also review any Audio and Video notes created by the course instructor by selecting the Play button associated with the dropbox item. This icon will only be visible if the faculty member has created Audio and Video feedback for the student.