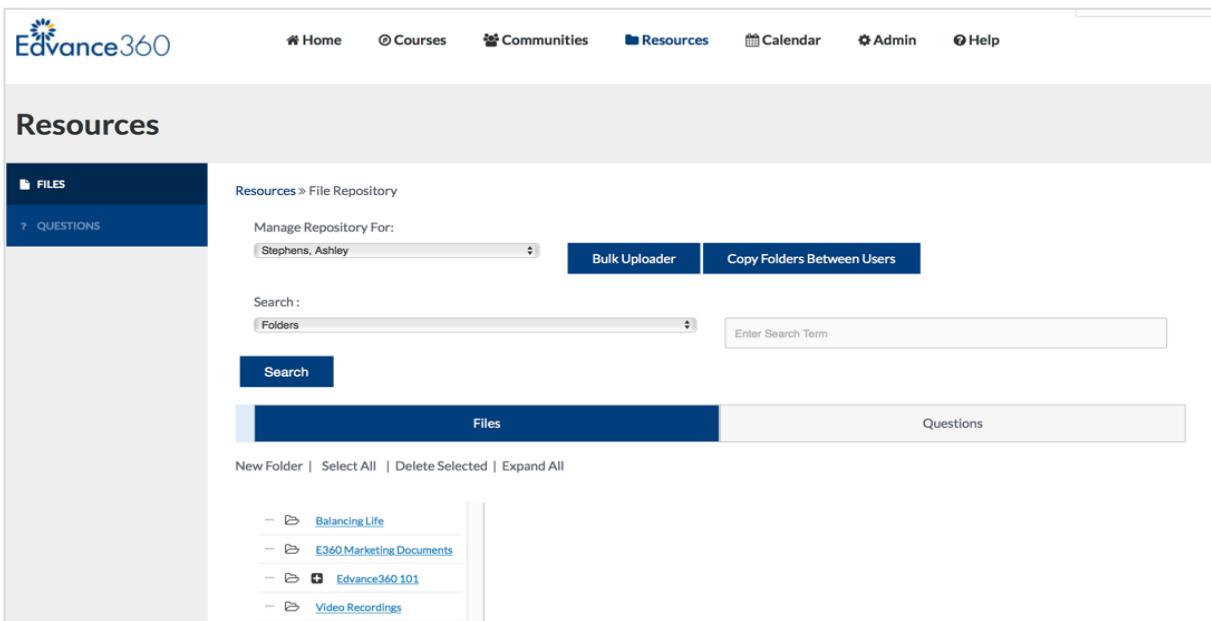


# How to Upload Course Material

**1**

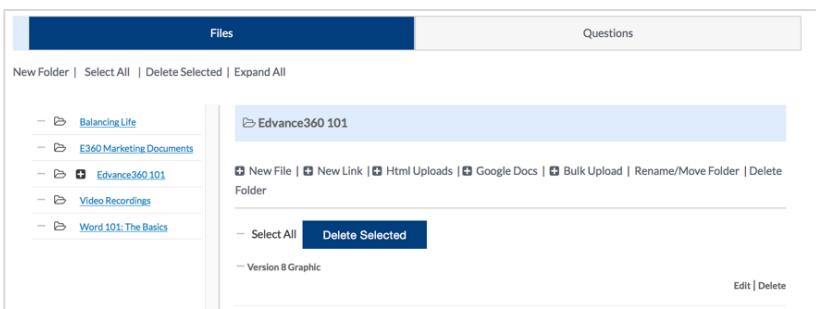
Log into your Edvance360 site. Click on the Resource/Repository Tab at the top of your page. Users may add files to the File Repository and questions to the Question Repository (See Adding Questions & Question Banks). The user is in full control of the organizational structure utilized.



The screenshot shows the Edvance360 Resources page. The left sidebar has tabs for FILES (selected) and QUESTIONS. The main area title is "Resources » File Repository". It includes a "Manage Repository For:" dropdown set to "Stephens, Ashley", and buttons for "Bulk Uploader" and "Copy Folders Between Users". A search bar with dropdowns for "Folders" and "Enter Search Term" is present. Below is a navigation bar with "Files" (selected) and "Questions". At the bottom are links for "New Folder", "Select All", "Delete Selected", and "Expand All". On the right, there's a sidebar with a tree view of folders: "Balancing Life", "E360 Marketing Documents", "Edvance360 101" (which is expanded), and "Video Recordings".

**2**

Create a folder(s) to receive the files to be uploaded by clicking “New Folder”. Click the folder to open the available options. If using Google Docs account, click the link to log in and access stored files on Google Docs. Use the Edit/Delete links to re-organize file folders, if needed.

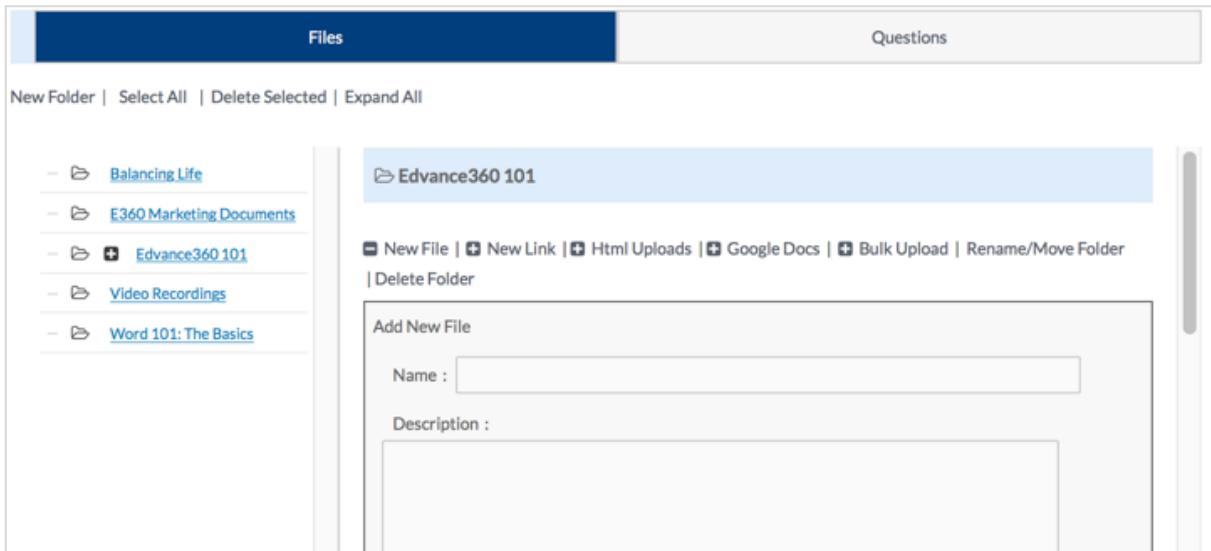


The screenshot shows the Edvance360 Files page. The left sidebar lists folders: "Balancing Life", "E360 Marketing Documents", "Edvance360 101", "Video Recordings", and "Word 101: The Basics". The right panel shows a list of items under "Edvance360 101": "New File", "New Link", "Html Uploads", "Google Docs", "Bulk Upload", "Rename/Move Folder", "Delete Folder", "Select All", and "Delete Selected". Below is a note: "Version 8 Graphic". At the bottom right are "Edit" and "Delete" buttons.

We recommend a top-level file folder with the course name and sub-level folders organized by type of file (useful when creating lessons later).

## QuickStart Guide: How to Upload Course Material

- 3** To upload a single file, one at a time, click on the "+ New File" link inside the folder to which the file is to be added. Browse to the file's location on your computer. Select it and upload. Depending on your browser, a status bar may or may not display. Once the file has been uploaded, the folder will automatically refresh and display the file just uploaded.



### Make sure your files meet the following criteria before attempting to upload:

1. The file must be less than 3 Gig. If more than this, please contact your system administrator.
2. The file should be a common file type, though uncommon file types may be used as well. If you are concerned, please contact your system administrator.
3. The file name must not contain odd characters such as "&" or "\$". Use letters and numbers for the file names.

- 4** To upload multiple files at once, click on the "Bulk Upload" link inside the folder to which the files are to be added. Click the grey "Select Files" button. Browse your computer and select files to upload. **Note:** To upload an entire folder it must be zipped. Select the files or folder to be uploaded. Click the "Upload files" button to start the upload process. A status for each file will be shown. A complete upload report will display once the upload process has completed.

## QuickStart Guide: How to Upload Course Material

**5** There are two ways to bring Repository folders and files into Courses and Communities.

- (A) Click on the Resource tool on the left-hand panel of Courses and Communities, select Manage Resources, and select which repository to pull from. Select the folder names needed for the users of the course to have access to, and SAVE.

The screenshot shows a user interface for managing course resources. On the left, there's a vertical sidebar with icons for 'MY COURSE', 'LESSONS', 'RESOURCES' (which is highlighted with a red box), 'CALENDAR', and 'DISCUSSION'. The main content area is titled 'Trainings > Course Resources'. It features a 'Manage Resources' button, a search bar with 'Folders' and 'Enter Search Term' fields, and a 'Search:' label. A red arrow points from the top towards the 'Manage Resources' button.

This screenshot shows the 'Parent Resources' selection screen. The left sidebar includes 'MY COURSE', 'LESSONS', 'RESOURCES' (highlighted with a red box), 'CALENDAR', 'DISCUSSION', 'CHAT', 'TESTS', and 'SURVEYS'. The main area is titled 'Trainings > Course Resources > Parent Resources'. It has a 'Show Folders From:' dropdown set to 'Shanlian Susie' (highlighted with a red box). Below it, a list of folders is shown with checkboxes: 'Navigate Life Coaching' (checked), 'Active Listening' (checked), 'Brilliant Questions' (unchecked), and 'Removing Obstacles' (unchecked). A red arrow points to the 'Save' button at the bottom left, and another red arrow points to the checked checkboxes for 'Navigate Life Coaching' and 'Active Listening'.

## QuickStart Guide: How to Upload Course Material

- (B) To add specific files as Lesson content, click on the Lessons tool on the left-hand panel. Manage a lesson (click the gear symbol to the right of the chosen lesson) and add lesson content.

The screenshot shows the 'Navigate Life Coaching' course interface. On the left, there's a sidebar with icons for 'MY COURSE', 'LESSONS' (which is highlighted with a red box), 'RESOURCES', 'CALENDAR', 'DISCUSSION', 'CHAT', and 'TESTS'. The main content area has a header 'Trainings » Course Lessons' and 'Lesson Progress Overview'. Below that is a table titled 'Lessons' with columns for Name, Dates, Status, Order, and actions. Two lessons are listed: 'Lesson #1 - The Coaching Concept' and 'Lesson #2 - Brilliant Questions'. Each lesson row has a 'Publish' dropdown, an order input field (set to 0), and a gear icon with three smaller icons (red arrow points to this).

When adding lesson content, first name the content, then add any instructions...

The screenshot shows the 'Navigate Life Coaching' course interface with the 'Lessons' tool selected. The main content area is titled 'Trainings » Course Lessons » Add Lesson Contents'. It has fields for 'Name' (containing 'Read Coaching Concept Document') and 'Lessons' (set to 'Lesson #1 - The Coaching Concept'). Below these is a 'Instructions' section with a rich text editor toolbar. A red arrow points to the gear icon in the toolbar. The text area contains the instruction 'Please read the attached file.'

## QuickStart Guide: How to Upload Course Material

Then scroll down to “Select Content Type”...

Select Content Type

Select Content Type:

status

Publish

Save

The Dropdown arrow will allow you to select folders and files from your repository, course resources and the Global repository. Make your selection and additional dropdown windows will appear allowing you to select the desired file for that particular lesson content.

Select Content Type

File From My Repository

Select Folder

--Active Listening

Select Content

Active Listening Module.pdf

status

Publish

Save