

Edvance360 QUICKSTART GUIDE

Learning Paths

How to Create Unique Learning Paths

- 1 Start by accessing the Admin tab on the top right of your HomePage and scroll to User Settings on the lefthand tool panel.

An option will appear for User Settings, where Admin users may create one of three types of user groups –

Cost Center

Used to give specific characteristics to users (learners). Key in N/A if client does not need

Job Title

Used to give specific characteristics to users (learners). Key in N/A if client does not need

Site

Used to give specific characteristics to users (learners). Key in N/A if client does not need

- 2 If Admin Users do not see a User Type that matches their company/institution need, they have the option to Add a New user type by selecting the green icon.

Administration

Admin » User Settings

Enroll Current Users

User Settings

Type	Name	
Cost Center	Site 6908	
Cost Center	Account Exec	
Job Title	E360 Employee	

Add New

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- 3 Select the “Edit” option (pencil icon) to the right hand side of the newly created User type to begin assigning Courses to all users with this title.
- 4 Put a check in the box to the left hand side of each Course that will be assigned to the named user type, and confirm that the status of that user type is active before saving.
- 5 Return to your User Settings area and repeat this step for each User Type created.

Admin > User Settings > Edit

* Name
Site 6908

* Type
Job Title

status
Active

Select Courses

Testing - DO NOT DELETE ()

SCORM Examples

SCORM File ()

SCORM File ()

SCORM File ()

SCORM File Examples ()

Spring 2016

A1 Leadership ()

A1 Leadership Journey ()

ACT English ()

iLead 11: Stage 2 Emerging Leader ()

- 6 In order to assign users to these User Types, navigate to the Users options above User Settings on the lefthand tool panel, and type in the name of a user.
- 7 Once a user has been selected, select the Edit icon to the right side of that user’s name to open up their unique user details.

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- 8 Confirm that the user has been designated the correct User Type from the dropdowns shown; based on the previously created User Types.

Username
janedoe

Password

Job Title
E360 Employee

Cost Center
Select Cost Center

Hire Date
01/01/1970 12:00:00

Site
JAX

- 9 When that user next logs into his/her HomePage, their assigned user type and courses will then appear as a Learning Pathway from the dashboard widget called "MY COURSES". Users can click on the colored titles of these Courses from within the Widget chart shown, to be taken to their Course Homepages and/or their last piece of completed content within a Course they have already begun.

My Courses		
Term	Name	Progress
SCORM Examples	SCORM File Examples	0% Complete
Ashley's Term	E360 Live!	0% Complete
Ashley's Term	Word 101: The Basics	0% Complete
Courtney's Term	Word 101: The Basics	0% Complete
SCORM Examples	SCORM File Examples	0% Complete

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10 If a user opts to select their homepage Courses tab, those assigned courses will also generate as a list of course expectations from within the default My Courses list.

The screenshot displays the Edvance360 user interface. At the top, the navigation bar includes 'Home', 'Courses' (circled in red), 'Communities', 'Resources', 'Calendar', 'Scores', and 'Help'. The 'Courses' section is active, showing a sidebar with 'MY COURSES' (circled in red) and 'ALL COURSES'. The main content area is titled 'My Courses' and lists several course sections: 'Ashley's Term' (with 'E360 Live! [Rate]' and 'Word 101: The Basics'), 'Courtney's Term' (with 'Word 101: The Basics'), 'Demos/Coleman' (with 'Word 101: The Basics'), and 'SCORM Examples' (with 'SCORM File Examples [Rate]' listed twice).