# Edvance360 QUICKSTART GUIDE How to Use the E360 Navigator

# How to Use the E360 Navigator

The E360 Navigator Tool is available to Admin users who wish to poll their users on areas or topics of interest, in order to provide them Course/Training recommendations based on their individual responses. Self-registration is then made available to users based on these recommended courses.

Once your Edvance360 Navigator tool is activated, an Admin user must enable the feature and provide a Heading and Message to appear on the Homepage Dashboard to all Learners.

ADMIN USERS

To enable this feature, Admins can select ADMIN> Config. & Settings> Application Settings> E360 Navigator

CONFIG & SETTINGS	Admin » Application Settings
» APPLICATION SETTINGS	Count Per Page
» GENERAL SETTINGS	Course Available Options
SUSER MANAGEMENT	
章 APPLICATION MANAGEMENT	Date Format
COURSES & COMMUNITIES	Open Chat
	Email Settings
💉 EXTERNAL LTI TOOLS	Languages
© SALES FORCE	› LDAP
C E360 NAVIGATOR	MemberSuite
I REPORTS >	InfusionSoft
HOME PAGE ALERTS	* E360 Navigator
TEST ADMINS	
P HOME PAGE LINKS	Enable E360Navigator
Q HELP >	Heading
	Welcome Survey
COMPETENCIES >	Message

2 Once enabled, the E360 Navigator will require a Heading and a Message, which can be keyed in the boxes shown above.

3 After all settings have been entered, Admin users can access the E360 Navigator feature options by scrolling down the tool panel in the Admin panel to the E360 Navigator tab.

4 To create a new E360 Navigator Option, Admin users can select the green plus sign icon on the right hand side of the screen.

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Edvance360 evolving education	👫 Home	@ Trainings	출 Communities	Resources	∰Calendar	🌣 Admin	🤁 Help		
Administration									
• CONFIG & SETTINGS >	E360 N	Javigato	or Ontions	:					
LUSER MANAGEMENT >	Name	avigate					▲ Actions		
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■ COURSES & COMMUNITIES >	Do you like Leaders	hip?					6		
🗲 EXTERNAL LTI TOOLS									
© SALES FORCE									
C E360 NAVIGATOR									
Lee Reports									
• HOME PAGE ALERTS									

a. E360 Navigator **Option Names** are the questions, topics, or titles that appear to Learners at Login (in a survey format), in order to direct them toward their recommended courses. Admins can key in these Names in the field provided.

Administration					
CONFIG & SETTINGS	* Option Name				
LISER MANAGEMENT					
	Sort Order				
MANAGEMENT >	1				

5

Next, a sort order dropdown will be provided to help the Admin user distinguish where they would like this new **Option Name** to appear on the welcome survey to their users at login.

### Administration

CONFIG & SETTINGS	>	* Option Name
USER MANAGEMENT	>	
		Sort Order
MANAGEMENT	>	1

6 After an **Option Name** and Sort Order have been created, the next dropdown will allow Admin users to select both course and lesson recommendations for the newly created Option Name. First, a Course Name (organized by Term) is selected, then the Lesson as shown below. Then SAVE.

Trainings & Lessons			
Please Select a Course	\$	Please Select a Lesson	\$ 8
Please Select a Course	\$	Please Select a Lesson	\$ $\otimes$
Please Select a Course	÷		0
			0

a. Admin Users can add multiple courses for each question/option. Then SAVE.

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HOME PAGE ALERTS	Ŭ			0
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	Please Select a Course			Ø
- HOMEPAGE LINKS				0
HELP	Save			
+ COMPETENCIES >				

#### LEARNER HOMEPAGE

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The newly created E360 Navigator *Option Names* will appear as a Welcome Survey to all Learners on their Homepage Dashboards until they submit their responses.



Once the Learner selects their topics of interest from the E360 Navigator options, and selects submit, they will be redirected to the Available Trainings within the site.

A star icon will appear to the right hand side of each Course name which has been recommended to that Learner based on their survey interest submission on the Homepage. See below.

• wrcourses     • wrcourses     • wrcourses     • wrcourses     • Makael courses     • Calendar     • List     • Curse   Start Date     • Evance360: The Basics   0 March 2017     • Onder Holder   2017     • MadA 318) Week 5 - Variable   20 March 2017     • NaDA 320) Week 1 - Date   20 March 2017     • Nada 320; Week 1 - Date   2018	Edvance360 evolving education	<b>#</b> Home ⊘ Trainings	<b>딸</b> Communities	∰ Calendar	⊈ Scores 🛛 He	¢ <sup>(24)</sup> <u>م</u> <sup>(24)</sup> <u>م</u> × ۲۵
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Available Courses     Course   Start Date   Facilitator   (Term) Course Header     Edvance360: The Basics   20 March 2017   Ashley Stephens   Ashley's Term     INADA 318) Week 5 - Variable   20 March 2017   Place Holder   2017     (NADA 324) Week 2 - Fixed   20 March 2017   Place Holder   2018     (NADA 326) Week 1 -   20 March 2017   Place Holder   2018	MY COURSES MY AVAILABLE COURSES MI AVAILABLE COURSES	Make This My Default Page	List			
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(NADA 324) Week 2 - Fixed Operations 1 - Parts     20 March 2017     Place Holder     2018       (NADA 326) Week 1 -     20 March 2017     Place Holder     2018		(NADA 318) Week 5 - Variable Operations 2 - New Vehicles	20 March 2017		Place Holder	2017
(NADA 326) Week 1 - 20 March 2017 Place Holder 2018		(NADA 324) Week 2 - Fixed Operations 1 - Parts	20 March 2017		Place Holder	2018
Financial Management		(NADA 326) Week 1 - Financial Management	20 March 2017		Place Holder	2018

a. A pop-up box will appear when users hover over the star icon, to alert them why the course is being recommended to them.

Trainings	
MY TRAININGS	Trainings » All Trainings
III ALL TRAININGS	Collapse Courses Uncollape All Courses
	All Trainings
	ContentoTerm
	CC Test This course is starred because of your response to: Do you like Leadership?
	Leadership 101 [More Detail]
	test 4 [More Detail]

9 If a user clicks on the title of a recommended course, a pop up box will appear with the details of the course, as well as the option for them to self-register for this upcoming course. See below.

## QuickStart Guide: How to Use the E360 Navigator

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**10** Once the Register button is selected, a confirmation registration box appears which allows users to check the Register Now box, then select OK.

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Register		×
Do you wis	h to register for this course? r Now	
vail		ОК
irse	Start Date	Facilitatoi
nce360: The Basics	20 March 2017	Ashley Stephens

11 Once registered for a new course, users will see that course title appear on their MY COURSES list beginning on the start date. Only IN SESSION courses appear in MY COURSES.