

How to Use the E360 Navigator

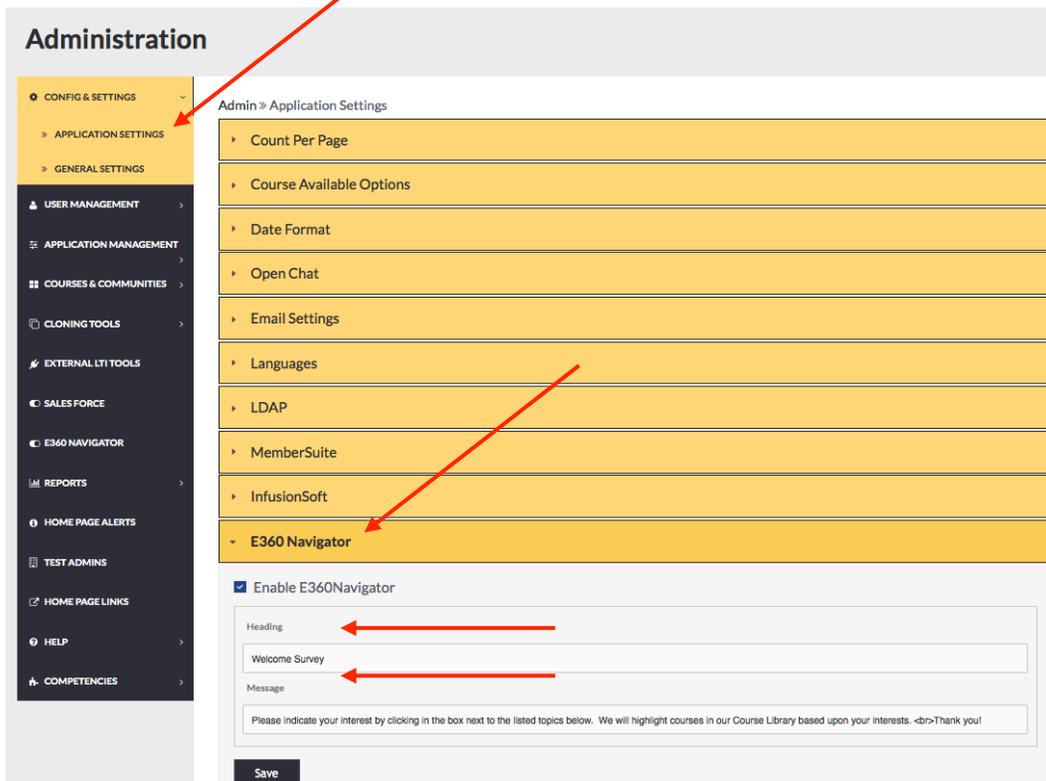
How to Use the E360 Navigator

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.

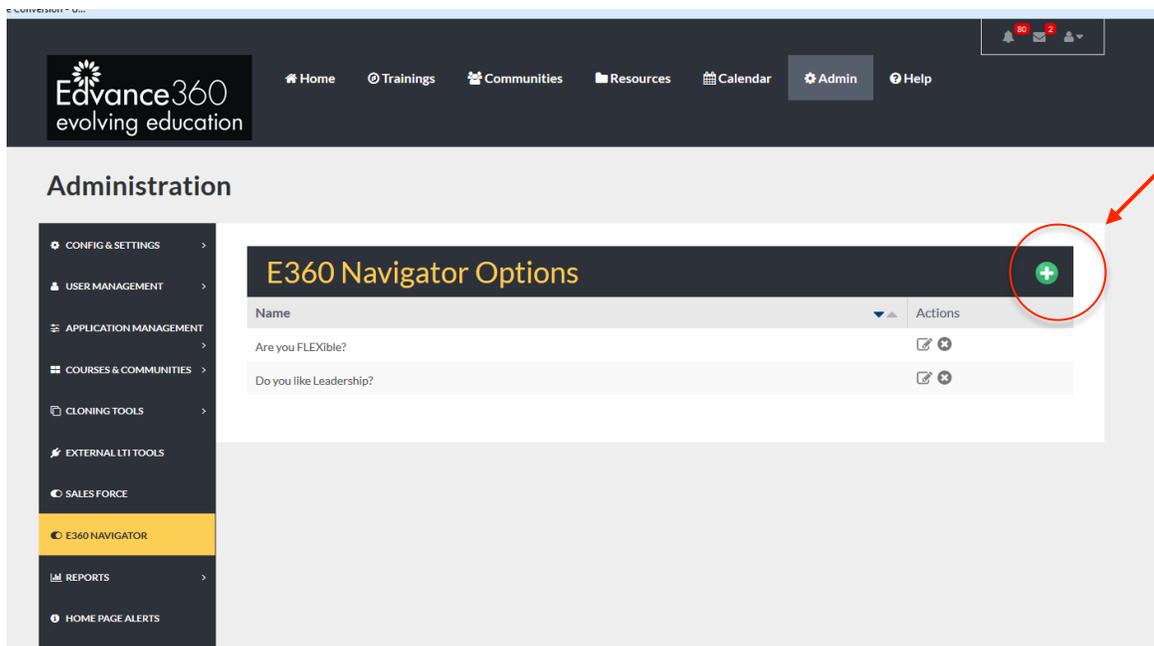
ADMIN USERS

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



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- 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.



- 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.



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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.

The screenshot shows the 'Administration' section of the E360 Navigator. On the left is a dark sidebar with menu items: 'CONFIG & SETTINGS', 'USER MANAGEMENT', and 'APPLICATION MANAGEMENT'. The main content area has a header 'Administration' and two input fields. The first field is labeled '* Option Name' and is empty. A red arrow points to this field. The second field is labeled 'Sort Order' and contains the number '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.

The screenshot shows the 'Trainings & Lessons' section. It features three rows of dropdown menus. Each row has a 'Please Select a Course' dropdown on the left and a 'Please Select a Lesson' dropdown on the right. Red arrows point to the first 'Please Select a Course' and 'Please Select a Lesson' dropdowns. To the right of the dropdowns are three 'x' icons for removal and a green '+' icon for adding new entries.

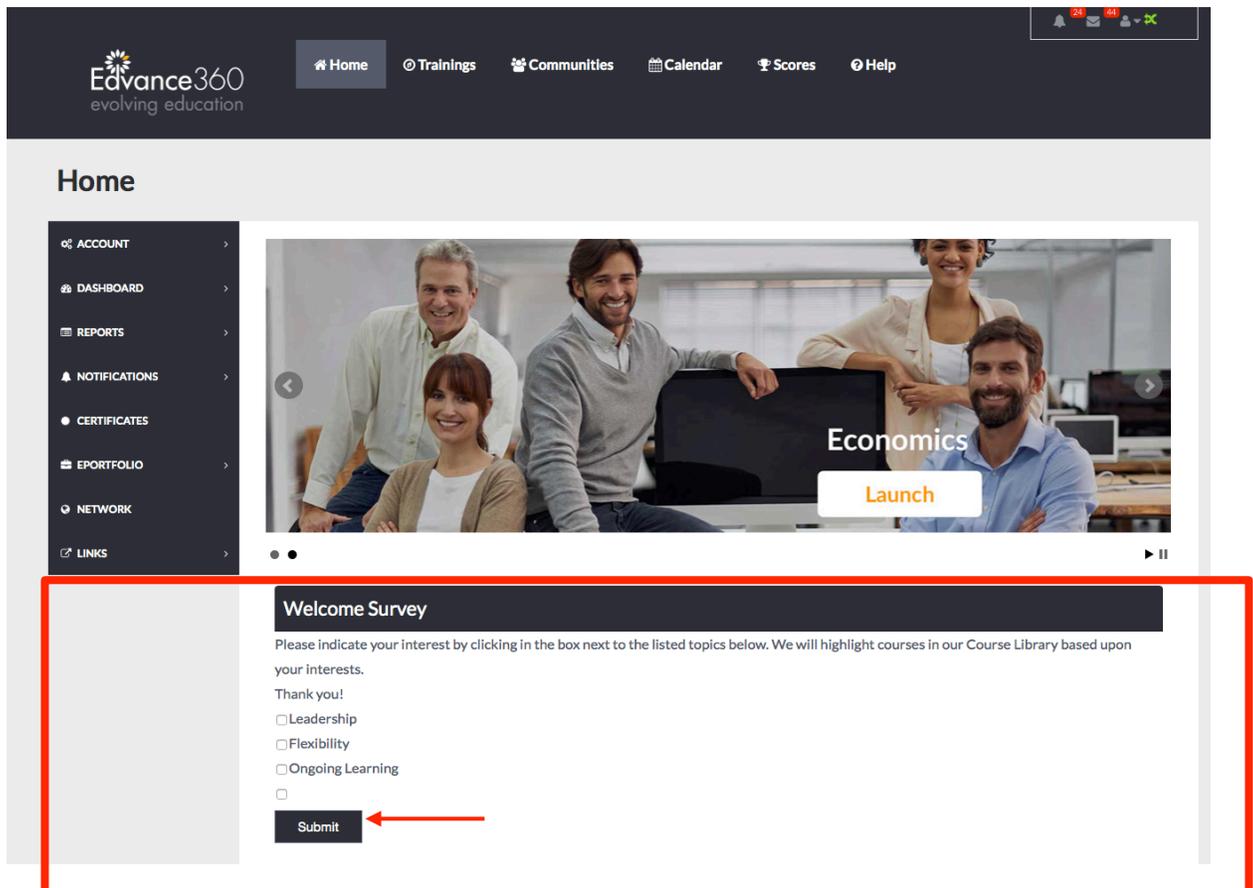
a. Admin Users can add multiple courses for each question/option. Then SAVE.

This screenshot shows the 'Trainings & Lessons' page with a 'Save' button. The first dropdown menu is selected with 'ContentoTerm - Leadership 101' and the second is selected with 'plan00001'. Red arrows point to these two dropdowns. Below the dropdowns is a dark 'Save' button. To the right are two 'x' icons and a green '+' icon.

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LEARNER HOMEPAGE

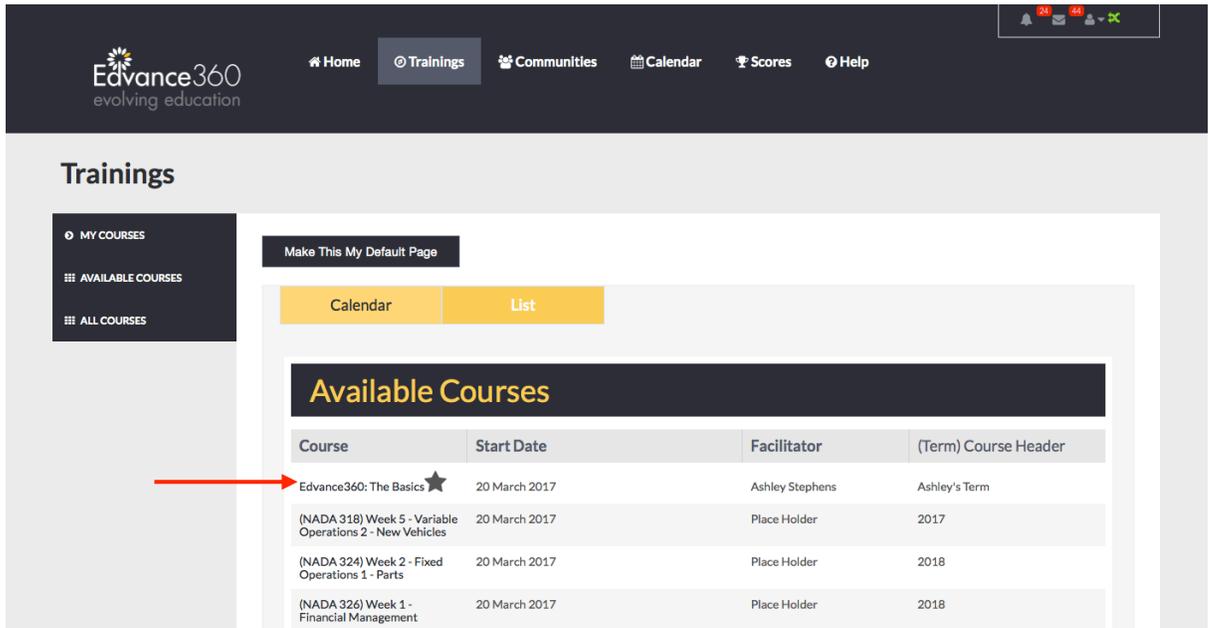
- 7 The newly created E360 Navigator **Option Names** will appear as a Welcome Survey to all Learners on their Homepage Dashboards until they submit their responses.



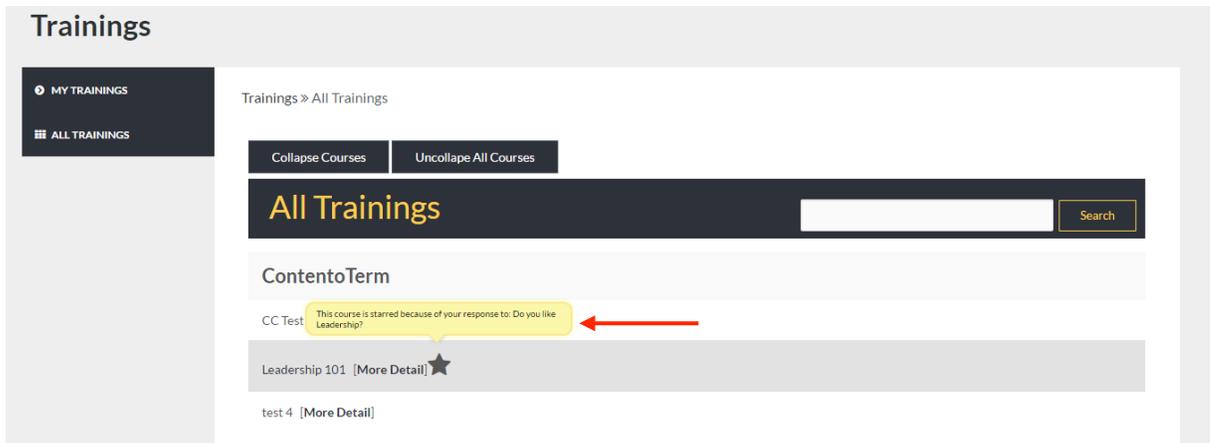
- 8 Once the Learner selects their topics of interest from the E360 Navigator options, and selects submit, they will be redirected to the Available Trainings within the site.

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.

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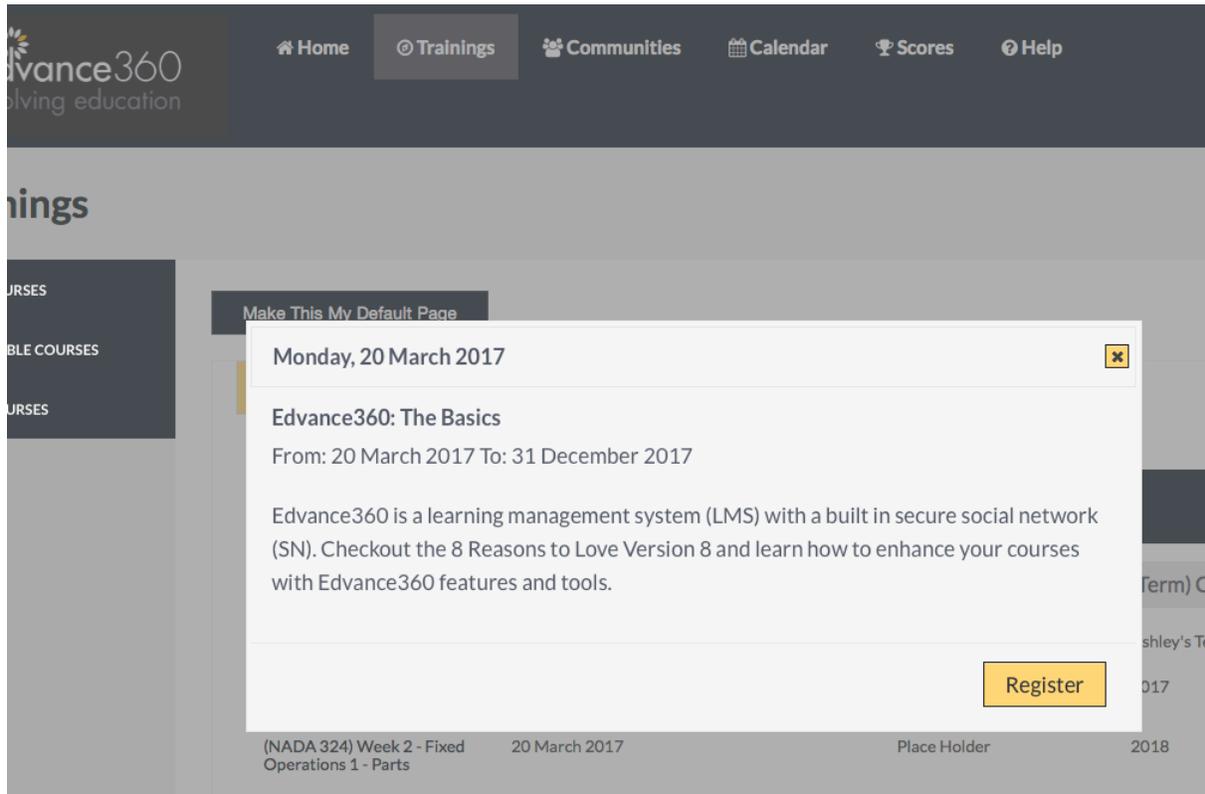


a. A pop-up box will appear when users hover over the star icon, to alert them why the course is being recommended to them.

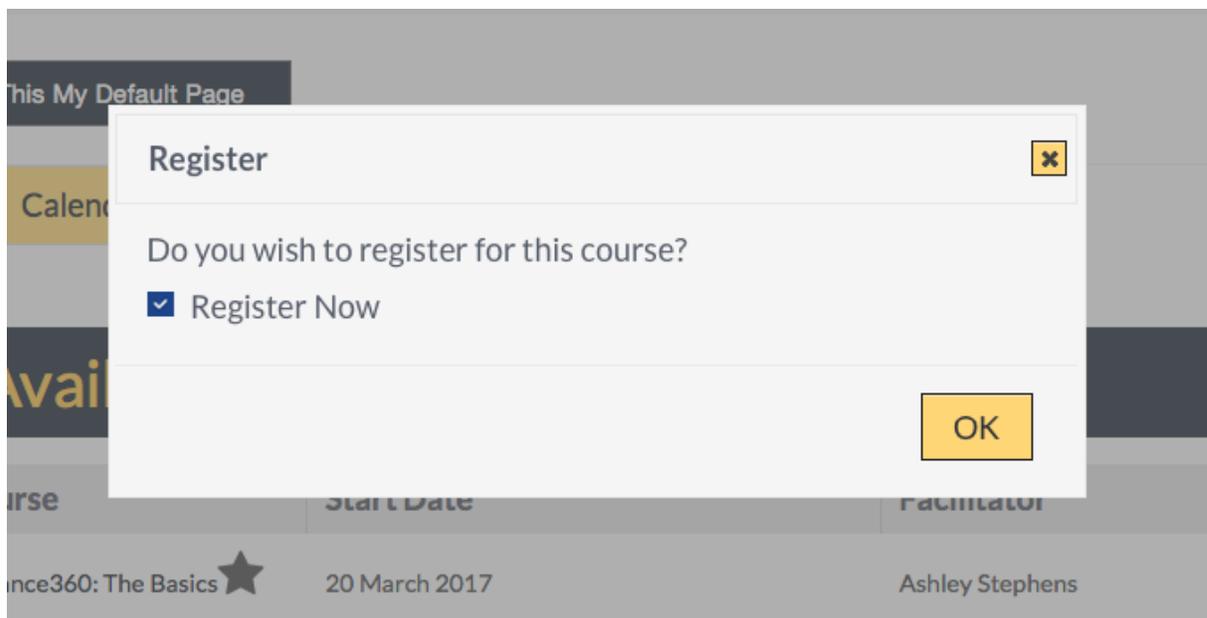


9 If a user clicks on the title of a recommended course, a pop up box will appear with the details of the course, as well as the option for them to self-register for this upcoming course. See below.

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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.



- 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.