Edvance360 QUICKSTART GUIDE

How to Create Homepage Banners

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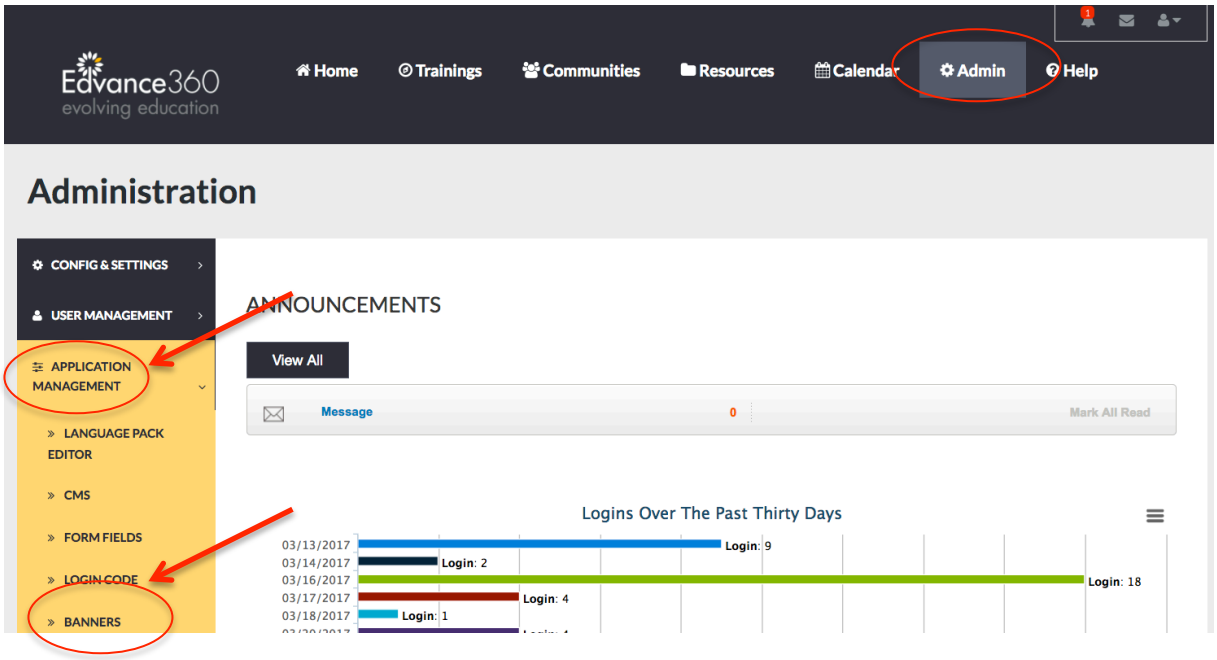
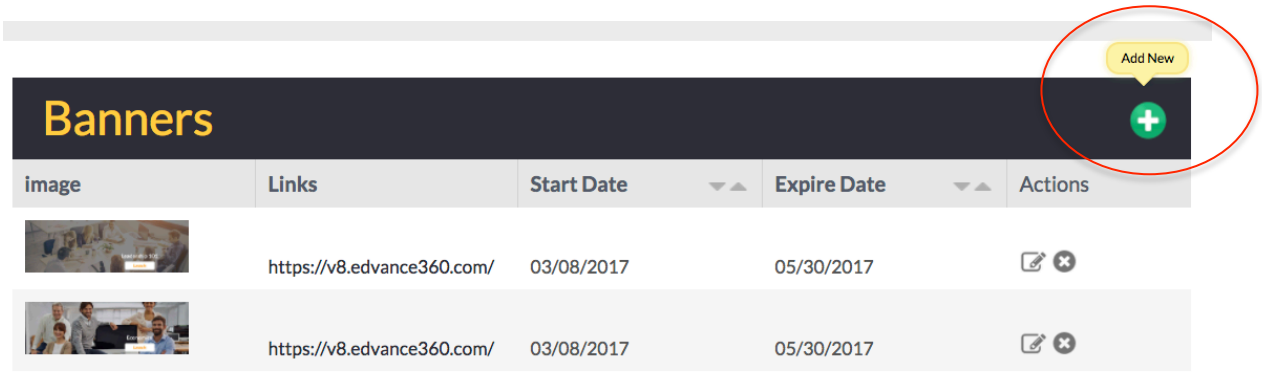
Admin Users may login to Edvance360 and follow the below steps in order to create Homepage Banners on their Dashboards for all users to view. These Banners can also be used as a hyperlink to any course, page, or site preferred.

1 To add a Banner, go to Admin> Application Management>Banners.



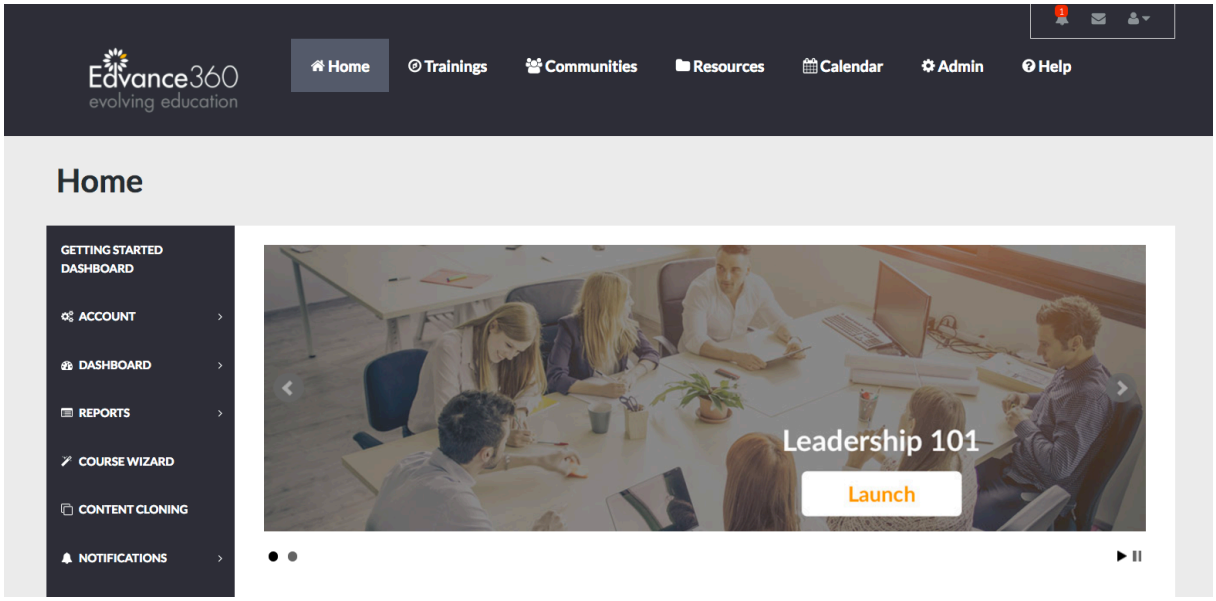
2 To add a new Banner, hover over the green plus sign icon to the right hand side and select ADD NEW.



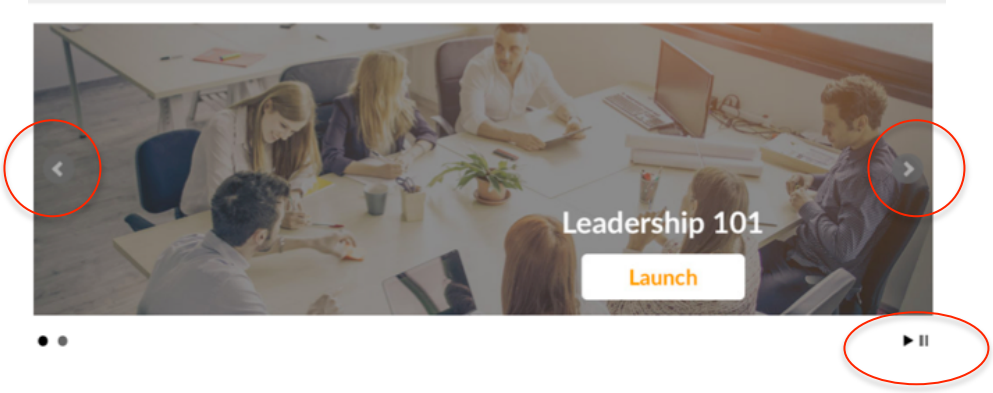
3 Once ADD NEW has been selected, a screen will appear which asks the Admin to fill in specific information about the new Banner. For example, does the Banner need to link to a hyperlink? Should it only appear between a certain time frame, etc. Admin users may key in all the preferred details and then browse their computer for the desired image. (NOTE: Images should all be relatively the same size and shape in order to ensure a congruent view to all users on the dashboard once saved).

a. If users are planning to upload more than one image, the images will present as a scroll on the Homepage Dashboard. Therefore, there is an option to choose a "SORT" order for each image as it's uploaded into the scroll feature.

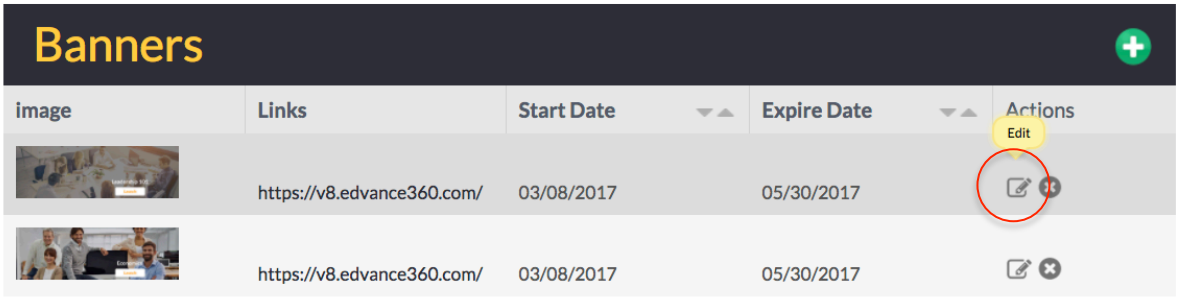
4 Once Banner(s) have been created, and set into a sort order, users may return to the HOME tab by clicking in their top Navigation bar to see these new Banners scroll on their Homepage Dashboards.

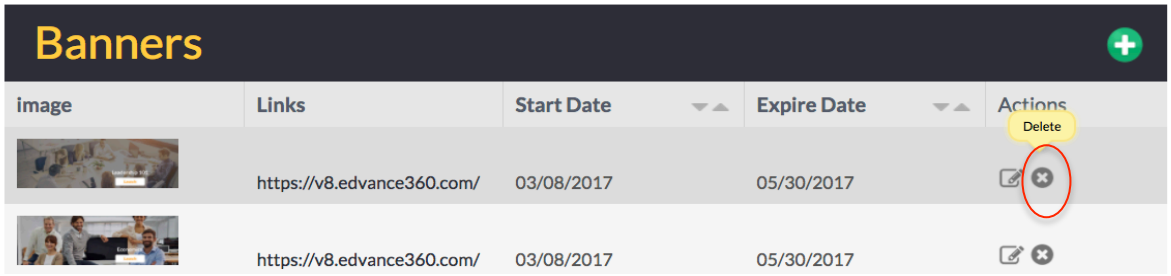


5 Users may scroll through the Homepage Banners at their own pace by selecting the arrows to the middle left and right of each banner. They may also Pause and/or Play the auto scroll via the action buttons found to the bottom left of each Banner.



6 If the information and/or details of a previously created Banner needs to be updated, an Admin User may return to Admin>Application Management> Banners and select the "Edit" feature (pencil icon).



a. Any information that needs to be updated can be amended from this screen and then saved.

7 Finally, if any existing Banner needs to be removed permanently, users may select the option to "Delete" a Banner through the X icon.