

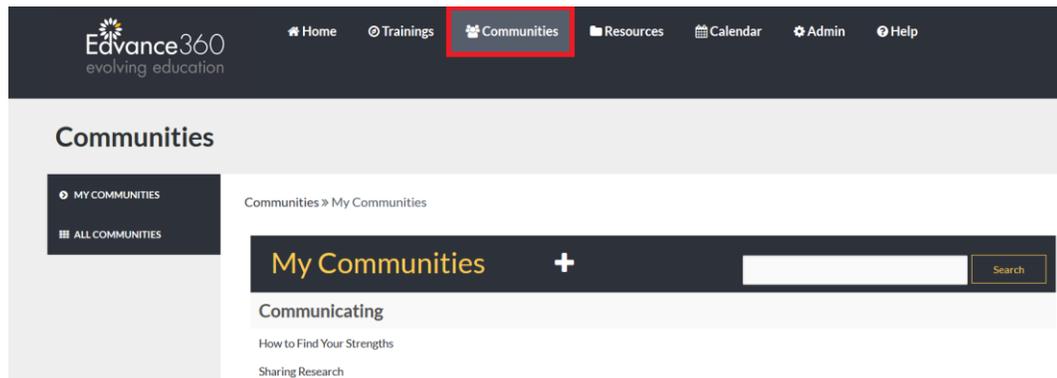
Edvance360 QUICKSTART GUIDE

How to Use Communities

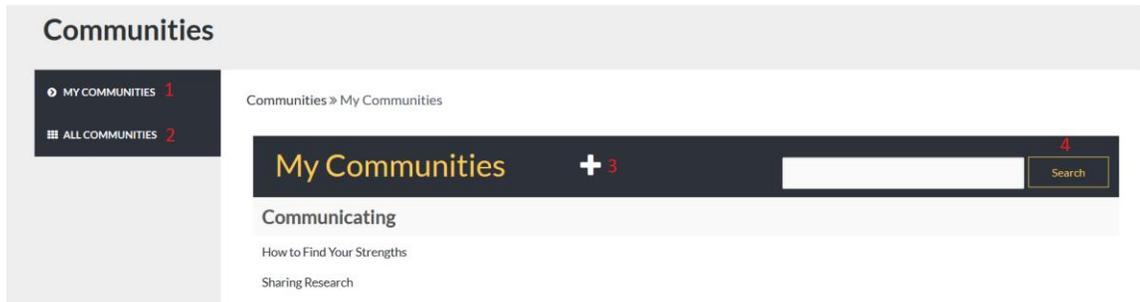
How to Use Communities

Communities are a central location for groups of individuals to collaborate, share resources, communicate through Discussion Boards, etc . The availability of Communities, adding new Communities and Community Tools depends on the settings enabled by the site administrator.

1. From the **Homepage > Communities**. A list of your Communities will display.



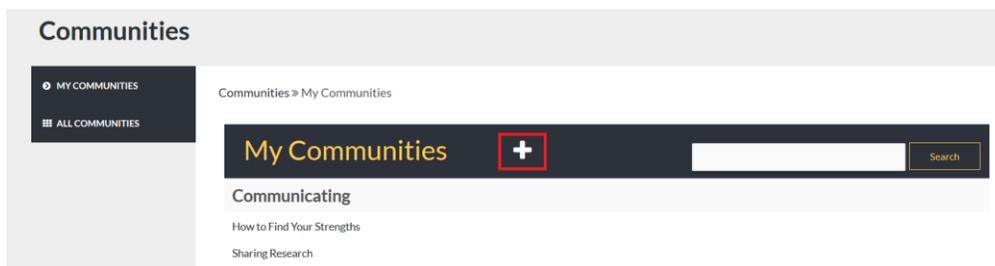
2. There are a number of available options in Communities:



1. *My Communities*: A list of the communities that you are enrolled
2. *All Communities*: A list of all the communities will be available if enabled by site administrator
3.  *Add Community*: Any user can add a community if enabled by site administrator
4. *Search*: Search communities

How to Add Community

1. From the **Homepage > Communities > Add New**



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Enter information on Community window to add community:

Communities » Add Community

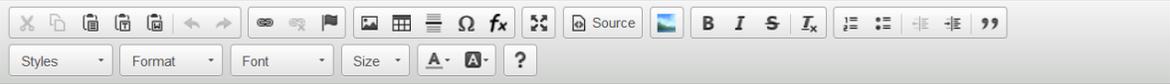
Category

Category **1**

Name

2

Description



3

Logo No file selected. **4**

Private

Yes **5**

6

1. *Category*: It is mandatory to select a category for the community to reside in. This may be done via the dropdown list provided. Categories are created by Administrators.
2. *Name*: Choose a name for your community.
3. *Description*: A full text-editor box provided to the user so that the description may provide links, images, and videos.
4. *Community Logo*: Below the description box, users may upload an image as the Community's logo, if desired, by clicking the "Browse" link.
5. *Privacy*: Lastly, the Community may be made public or private. If a community is public, anyone may join by clicking "Join", under the alerts, at the top of the Community page. If the community is private, the user may click the "Request to Join" link. Note: Administrators have the ability to turn this on and off in the admin setting.

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6. *Save*: Select to save community

Additionally, communities have their own calendar, which is synchronized with the user's personal calendar.

There are a variety of tools available from the left-hand menu. The tools depend on the Community settings by the site administrator. Communities are similar to Courses/Trainings except certificates and badges cannot be awarded upon completion. Traditionally, communities are not designed to hold Lessons.

