Admin: Configuration & Settings>General Settings – Version 8.1

Admin Panel – Configuration & Settings:

As you enter the Admin Panel, you will notice that the Configurations Settings (Config & Settings) appear as the first option to the Left Hand tool panel. This tool is a condensed drop-down menu which allows you the opportunity to see the following:

Config & Settings>General Settings:

- **Attendance Tracker:** Admin Users may turn ON or OFF the Attendance Tracker by selecting the preferred option under the Attendance Tracker drop down. This will allow for Attendance dates to be generated and appear for the Instructors/Course Designers in the Course Gradebook.

- **Badges:** To award Badges to learners at the completion of assessments, courses, etc., the 'Yes' option must be chosen beneath the Badges dropdown box. Admin Users may also allow for the custom creation of badges via Instructor users if desired. A free Credly.com account will need to be created in order to integrate custom badges into Edvance360. At the time credentials have been confirmed with Credly, that information will need to be added to the Admin Credly Credentials area in the Badges dropdown and then saved. Click the "Get Credly Token" to perform the integration properly.

- **Calendar:** Admin Users may customize preferred Calendar settings by selecting a Default Start, Default End, and Default View option and then saving.

- **Community Tools Settings:** Admin Users may manage the use of Community Modules or Tools by activating these modules and turning them to the ON position and Sort Order each of the following tools: Lessons, Discussion, Resources, Parent Resources, Groups, Common Cartridge, SCORM, Dropbox, Calendar, Test, Surveys, Gradebook, Wiki, Chat and then Save. Admin Users also have the option to Reset Current

Committees to the new configuration once saved, and to Lock Settings so that Instructors will not be able to edit these Community Configurations after they are saved
.

- **Continuing Education:** Any client that offers Continuing Education courses to their learners has the option for Admin Users to adjust these CE Options in the Continuing Education Options area. Here, Admin Users may designate a Course Passed and Course Failed message which will appear to their users at the time they have completed each of their CEC. If Admin Users desire for learners to have the option of a Retry after course failure, they can select the 'Yes' option and then save.

- **Course Evaluations:** Admin Users may Enable Course Evaluations by selecting "Yes" under the Course Evaluations dropdown. If Admin Users desire for Course Evaluations to display to learners, there is a dropdown option to select how many weeks before the end of a term the Evaluations will be displayed. Once display options have been selected, Admin users may create an Intro and Completion message for learners to review once they have entered or completed their evaluations. Messages can then be saved. **Note:** To create Course Evaluations and view their reports, to go Admin>Courses & Communities>Course Evaluations.

  Note: Course Evaluations are directly tied to the end of Terms. If end dates are set to terms, and an evaluation is desired from the users of a course, it is suggested Instructors create a course survey using the Course Survey tool.

- **Course Tools Settings:** In the Course Tools area, Admin users may decide which features will be activated for use in each Course, and then set them to the order they prefer for them to appear to Learners. Features included – Lessons, Discussions, Resources, Parent/Mentor Resources, Groups, Common Cartridge, SCORM, Dropbox, Calendar, Tests, Surveys, Gradebook, Wiki, and Chat. If Admin Users desire each course to be set to the same Tool order each time, there is an option to "reset all current courses to this configuration". Admin users may also choose to lock the course tools settings that have been reset, ensuring that other instructors and course designers are unable to edit the saved order of preference.

- **Course Expiration/Auto Converts:** Admin users may select the option for Auto-Converting learners at the completion of their enrolled course(s) expectations or pathways by selecting one of the following:
  - o **Disable**: If auto-conversion is not needed
  - o **Convert to Alumni**: To convert learners, who have completed all enrolled courses, into Alumni users (their names remain in their courses)
  - o **Convert to Alumni and remove from Courses**: To convert learners, who have completed all enrolled courses, into Alumni users (their names would be removed from the courses)
  - o **Deactivate**: Deactivate learners who have completed all enrolled courses
  - o **Save**: Select Save once the preferred option has been selected

- **Dropbox Email Alerts to Students:** Admin users my turn on two email alerts sent to students based on Dropbox changes.
  - o Send email alerts to students/learners on Add/Edit Dropbox Grade
  - o Send email alerts to students/learners on Add/Edit Dropbox Feedback

- **EPortfolio Blocks:** Admin users may set global Eportfolio settings by activating, editing and sorting the E-portfolio blocks. When a user selects the "Eportfolio" option from their homepage, they will be able to add personal information to each one of the activated boxes for public or private sharing.

- **Gradebook Options**: Admin users may choose to Display Running Grade averages to Learners, as well as Gradebook Category Averages. If they prefer for Number Grades to be visible, that option is available to be turned on as well. Grade Mapping may be set up as either a map of grade numbers and letters, or by keying in a Pass/Fail threshold and then saving changes. This gradebook would be represented for all courses within the site.

- **Holidays:** Company/Institution holidays may be preset by keying in the four digit year, two digit month, and two digit day of the month (XXXX-XX-XX). Each date will need to be separated by a comma before saving.

- **Home Page Welcome Message:** Admin users may choose to provide a welcome message at the top of the Home Page for all users. The

message header and content may be input and then saved.

- **IMS FTP Import:** If using IMS FTP Importing, Admin users may enable this activity by selecting yes and then entering which term (location) courses will be imported into and which term grades will be exported from.
- **Inactivity Threshold Notification:** User inactivity can be logged based on the threshold set and a report of this log created and sent to a specified email.

- **Language Filter:** If Admin Users prefer the software system to automatically scan for language filtering, then that option may be enabled via the Language Filtering tool. Admin users will then be able to decide if inappropriate language is set for auto deletion or manual deletion. A list of forbidden words may be set in the open HTML block, and a violation message can be created to any user that attempts to type/post words from the preset list. Admin users will need to designate one Admin email address for any/all Language Filtering alerts to be sent to, and then save.

- **Lock Down Browser:** If a client has chosen the add-on service of E360's "Browserlock" tool, then the option to Lock Down Browser will appear in the General Settings. Admin users can select the option to force the browser lockdown on all tests and resources then saving.

- **Learning Outcomes:** Admin users may Enable Learning Outcomes by selecting the checkbox and then selecting Save. By enabling learning outcomes Admin users may create competencies which provide a method for outlining objectives that students must accomplish in order to be considered competent in a certain area. **Note**: Competencies will appear in Course Gradebooks and may be aligned to gradebook items.

- **Parent Accounts:** If Parent/Mentor accounts are being used by a client, they will first have to be turned on under Parent Accounts. Admins may decide if a copy of each email sent to the student is also sent to their assigned parent account by selecting Yes under "Send parents a copy of emails sent to their children." If parent accounts have been turned on, Admin users must grant or deny Parent/Mentor Users access to each of the following tools: Grades, Calendar, Course, Resources, Lessons, Tests, and Gradebook. If Admin users wish for Parents to have any edit access, there is an option to Allow Editing for the following tools listed above: Calendar, Lessons, Tests, and Gradebook.

Note: Once Parent/Mentor accounts is turned on, an option in each learner's account will allow a Parent/Mentor to be selected (or attached) to the learner. When the Parent/Mentor logs in, they will be able to select and view progress of any learners directly connected to them.

- **Permissions:** Permissions can be set for both Learners and Instructors within the Permissions tab. Admin users may check the boxes that refer to the permission they delegate and allow.

- **SalesForce:** If a SalesForce integration is needed for a client, there is an option to setup that integration within the SalesForce tab. The Admin user will have to key in their SalesForce login information, Consumer Key, and Client Secret. There is also an option to allow an email to be sent to that same user once the integration is complete on the SalesForce side. In order to create a connection from E360 users to SalesForce, a field and Field name must be selected from the dropdown menu list. Username options can be customized by choosing the option of either Email address, Custom field from connection dropdown above, or the first initial last name (i.e. jdoe). Advanced Integrations are also available if more customization of API's and fields are needed. There is also an option for an Admin user to be named as the source for any and all SalesForce Error Reporting.

- **Search From Homepage:** If Admin users desire for there to be a "Search" option on the users homepage, they may select the option to turn on that functionality and save.

- **Learner Help Desk:** A Learner Help Desk is available to Learners but must first be enabled under the Learner Help Desk tab. Learners will then be able to submit questions and/or errors to a client Admin user which is designated by that Admin user's email address. If turned on, the Help Desk appears on the left-hand panel of the Help Tab.

- **Learner Modules:** All of the title tabs listed across the top of each page are known as "Learner Modules." Any of these features that an Admin wishes a Learner not to have access to can be turned to the "OFF" positions under the Learner Module Tab. Once these modules have been turned off, they will only be seen from an Admin/Instructor user login, and not from the learner view. An Admin User may change these settings as often as preferred, and allow Learner view access at any time by turning a

feature back to the ON position.

- **Training Options:** Multiple Training Options are available to users if the OFFLINE REPORTING tool has been turned on from the Home Page View. Admin Users may designate which training options are made available to users by selecting the box next to the permission they'd like to extend to users, then Save. If the Training Settings and Lessons settings have been checked, then the Offline Reporting fields (i.e. Site, Source, Type, etc.), will begin to show in the settings of each course and lesson for manual reporting (ad hoc) of supervisors and admins on demand.
    - o **Goal Hours:** the number of hours training users need to complete may be added here, and will total completed hours will show up when pulling Offline Reports.

- **Video Options:** If there is a max number of times that Admin users desire a Learner to watch a video, that video limit can be limited to a number that's keyed in and then saved in the Video Options tab.

- **Widgets:** All Users are given the option to customize their homepage views with the Widget tab found on their left hand tool panel. If Admin users would like to give their users the access to these widgets, they may enable them via the Widgets tab.

    Note: See Admin>User Management>User Roles>Edit in order to assign the widgets that will appear to each user type at Login.

- **Excel Formats:** Two options appear for importing and exporting to Excel, XLS and XLSX. Select the one which corresponds with the Excel program used for importing and exporting.

This concludes the Admin Panel Config and Settings General Settings tutorial.