## Edvance360 QUICKSTART GUIDE How to Create Homepage Banners

If you would like to utilize the Homepage Banners tool please open a ticket in the Edvance360 Help Desk.

## How to Create Homepage Banners

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.

Edvance360 evolving education	番 Home	⊘ Trainings	Communities	Resources	🛗 Calendar	o Admin	🛿 Help	
Administration								
• CONFIG & SETTINGS >	Banners							•
▲ USER MANAGEMENT >	image	Links		Start Date		Expire Date		Actions
APPLICATION MANAGEMENT  ANGUAGE PACK EDITOR		https:	/www.edvance360.com			10/22/2017		C 8
» LOGIN CODE » BANNERS		https:	/www.edvance360.com			09/26/2017		60

**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.

Banners				Add New
image	Links	Start Date	Expire Date	Actions
	https://v8.edvance360.com/	03/08/2017	05/30/2017	<b>B</b>
	https://v8.edvance360.com/	03/08/2017	05/30/2017	6 8

- 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; **recommended banner size 1022px X 332px**.)
  - 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.

## **QuickStart Guide: How to Create Homepage Banners**

Hyper Link
Start date
Expire date
Image Upload <sup>(2)</sup> Browse No file selected. Recommended banner size 1022px by 332px
Sort
Save

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.

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Home							
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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).

Banners				•
image	Links	Start Date 🛛 🖛	Expire Date 🛛 📼 🛋	Actions
	https://v8.edvance360.com/	03/08/2017	05/30/2017	<b>8</b>
	https://v8.edvance360.com/	03/08/2017	05/30/2017	<b>8</b>

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

* Hyper Link
https://v8.edvance360.com/
Start date
03/08/2017
Expire date
05/31/2017
image Upload Choose File No file chosen
Sort
0
Save

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

Banners							•
image	Links	Start Date	$\forall \triangle$	Expire Date	~	Actions	
	https://v8.edvance360.com/	03/08/2017		05/30/2017			
	https://v8.edvance360.com/	03/08/2017		05/30/2017		68	