

Edvance360 QUICKSTART GUIDE

Types of Lesson Content

In Courses and Communities, you can add a variety of content. For example, videos, documents, tests, etc.

- 1 Navigate to 1-Courses/Communities > 2-Select Desired Course/Community > 3-Lessons > 4-Green +

The screenshot shows the Edvance360 user interface. At the top, the navigation menu includes Home, Courses (highlighted with a red box and a '1'), Communities (highlighted with a red box and a '2'), Resources, Calendar, Scores, Admin, and Help. Below the navigation menu, the page title is 'Admin Training Course 2'. On the left sidebar, the 'LESSONS' menu item is highlighted with a red box and a '3'. The main content area shows 'Courses » Course Lessons' with a 'Lesson Progress Overview' button. Below this, there is a 'Lessons' header with a red box around a green plus sign icon (highlighted with a red box and a '4') and a 'Delete selected' button. A table with columns for Name, Dates, Status, and Order is partially visible.

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2 Enter Lesson Information

The screenshot shows the 'Add Lesson' form within the Edvance360 Admin Training Course interface. The form is titled 'Courses > Course Lessons > Add Lesson' and includes a navigation sidebar on the left with options like 'MY COURSE', 'LESSONS', 'COMMON CARTRIDGE', 'DISCUSSION', 'AGENTS', 'START & END DATES', 'SETTINGS', 'REPORTS', and 'COURSE ANNOUNCEMENTS'. The main form area contains the following fields and sections:

- Name:** A text input field.
- Description:** A rich text editor with a toolbar and a status bar showing 'Paragraphs: 0, Words: 0'.
- Parent Instructions:** Another rich text editor with a toolbar and a status bar showing 'Paragraphs: 0, Words: 0'.
- Start date:** A date input field.
- Expire date:** A date input field.
- Status:** A dropdown menu with 'Publish' selected.
- Format:** A dropdown menu with 'Select a Format' selected.
- Source:** A dropdown menu with 'Select a Source' selected.
- Type:** A dropdown menu with 'Select a Type' selected.
- Expected lesson duration in hours:** A dropdown menu with '0' selected.
- New Hire Training (Within first 90 days of employment):** A dropdown menu with 'Select a Hire' selected.
- LTI Tools:** A section with a checkbox for 'All Tools' and three checkboxes for specific tools:
 - VitalSource BookShelf - Metabolism
Custom Parameters (entered as: Name1=Val1, Name2=Val2)
 - Smart Thinking
Custom Parameters (entered as: Name1=Val1, Name2=Val2)
 - CN
Custom Parameters (entered as: Name1=Val1, Name2=Val2)

A 'Save' button is located at the bottom of the form.

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3 Select **Manage**

<input type="checkbox"/>	Name	Dates	Status	Order	
<input type="checkbox"/>	QuickStart Guides	--	Publish	0	  

4 Select **Green +** to Add New

<input type="checkbox"/>	Name	
<input type="checkbox"/>	How to Login - QuickStart Guide	Publish  

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5 Enter Lesson Content Information

The screenshot shows the Edvance360 Admin Training Course interface. At the top, there is a navigation bar with the Edvance360 logo and menu items: Home, Courses, Communities, Resources, Calendar, Scores, Admin, and Help. A notification bell icon is also present.

The main heading is "Admin Training Course". On the left, a dark blue sidebar contains a "MY COURSE" menu with the following items: LESSONS, COMMON CARTRIDGE, DISCUSSION, AGENTS, START & END DATES, SETTINGS, REPORTS, and COURSE ANNOUNCEMENTS.

The main content area is titled "Courses » Course Lessons » Add Lesson Contents". It includes a "Name" field with a question mark icon, which is currently empty. Below it is a "Lessons" dropdown menu with "QuickStart Guides" selected. The "Instructions" section features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, and font color. The editor is currently empty, and the status bar at the bottom right indicates "Paragraphs: 0, Words: 0".

Below the main editor is a "Parent Instructions" section, which is identical in structure to the main editor but also empty.

At the bottom, there is a "Select Content Type" dropdown menu, which is highlighted with a red border. Below it is a "Status" dropdown menu with "Publish" selected. A blue "Save" button is located at the bottom left of the form.

Types of Content

Content Type	Description
Folder from Course Resources	Add folder from course resources folder. Folders allow you to organize files.
File from Course Resources	Add file from course resources folder.
File from My Resources	Add file from My Resources.
File from Global Resources	Add file from Global Resources. Depending on admin settings this may not be available to instructors.
File from Department Resources	Add file from Department Resources. Depending on admin settings this may not be available to instructors.
Discussion Forum	Group of discussion posts, usually by topic or purpose.
Discussion Post	Allows Instructors and Users to communicate in an online discussion format by holding ongoing, threaded discussions, as well as provide a forum for requiring and assessing user's participation. The discussion homepage summarizes all the forums and posts for the current course or community, providing the date and time of the post as well as the number of comments left for each post. The instructor and user may search posts by keywords, category and the author of the post.
Test	Assess the user's knowledge by asking multiple choice, true/false, multiple answer, matching, ordering, fill in the blank or essay questions. Questions are automatically graded except essay questions.
SCORM	File with a collection of standards based XML. The file may contain all of the course content within or utilize the Course Tools (discussions, tests, etc.) available in a Course. Edvance360 is SCORM compliant. SCORM 1.2 is the recommended format. SCORM files are more interactive than video or PowerPoint.
Dropbox	Allows instructors to create multiple folders or "inboxes" to which users submit assignments. Notifies instructors when completed assignments have been turned in. Allows instructors to grade papers using TurnItIn or inline grading options.

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Content Type	Description
Survey	Obtain specific feedback from course participants, or to answer questions with the purpose of reflecting on the results. Can be anonymous if desired.
Text/HTML Block	Add text/HTML block with information for lesson. Use the full text editor to share information. We recommend inserting text from a Word document into Notepad or similar program to remove the hidden macros Word embeds. Alternatively, use the HTML editor if you have the expertise.
YouTube, Google, or Other External Video Embed	Code provided by external video platforms to embed video in lessons. Use this option if the videos are not in Edvance360 Repository/Resources.
Other External Embed Code	Code provided by external platforms to embed information (videos, audio files, documents) in lessons.
Wiki	One of the fastest growing tools in corporate America, as they allow learners to collaborate in the definitions, responses, and results of presented material, words/phrases, and situations. Use it to present challenges that require a team effort to respond. Use it for role-playing and ask the entire class to decide on a response.

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File Types

Edvance360 supports a variety of file formats. The maximum file upload is 2 Gb If you have any questions regarding file formats please open a ticket with the help desk.

File Types	Description
3D Image Files	.3DM, .3DS, .MAX, .OBJ
Audio	.AIG, .IFF, .M3U, .M4A, .MID, .MPA, .RA, .WAV, .WMA
Backup Files	.BAK, .TMP
CAD Files	.DWG, .DXF
Compressed Files	.7Z, .CBR, .DEB, .GZ, .RAR, .RPM, .SIT, .SITX, .TAR.GZ, .ZIP, .ZIPX
Data Files	.AZW, .CSV, .DAT, .EPUB, .GBR, .GED, .IBOOKS, .KEY, .KEYCHAIN, .PPS, .PPT, .PPTX, .SDF, .TAR, .VCF, .XML
Database Files	.ACCDB, .DB, .DBF, .MDB, .PDB, .SQL
Developer Files	.C, .CLASS, .CPP, .CS, .DTD, .FLA, .H, .JAVA, .LUA, .M, .PL, .PY, .SH, .SLN, .VCXPROJ, .XCODEPROJ
Disk Image Files	.BIN, .CUE, .DMG, .ISO, .MDF, .TOAST, .VCD
Encoded Files	.HQX, .MIM, .UUE
Executable Files	.APK, .APP, .BAT, .CGI, .COM, .EXE, .GADGET, .JAR, .PIF, .VB, .WSF
Font Files	.FNT, .FON, .OTF, .TTF
GIS Files	.GPX, .KML
Image	JPG, JPEG, PNG
Misc Files	.CRDOWNLOAD, .ICS, .MSI, .PART, .TORRENT
Page Layout Files	.INDD, .PCT, .PDF

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File Types	Description
Plugin Files	.CRX, .PLUGIN
Raster Files	.BMP, .DDS, .DNG, .GIF, .JPG, .PNG, .PSD, .PSPIMAGE, .TGA, .THM, .TIF, .YUV
Setting Files	.CFG, .INI, .PRF
Spreadsheet Files	.XLR, .XLS, .XLSX
System Files	.CAB, .CPL, .CUR, .DLL, .DMP, .DRV, .ICNS, .ICO, .LNK, .SYS
Text Files	.DOC, .DOCX, .LOG, .MSG, .ODT, .PAGES, .RTF, .TEX, .TXT, .WPD, .WPS
Vector Files	.AI, .EPS, .PS, .SVG
Video	.3G2, .3GP, .ASF, .ASX, .AVI, .FLV, .MOV, .MP4, .MPG, .RM, .SRT, .SWF, .VOB, .WMV. Videos should be 1 Gig for best results, but the limit per file is 2 Gig for Lessons. See Video Source File Specifications document for more details.
Web Files	.ASP, .ASPX, .CER, .CFM, .CSR, .CSS, .HTM, .HTML, .JS, .JSP, .PHP, .RSS, .XHTML