

Edvance360 QUICKSTART GUIDE

Community Tools

Enabling Community Tools – Admin

The Edvance360 site administrator controls the availability of the tools in all communities.

- 1 Navigate to 1-Admin > 2-Config & Settings > 3-General Settings > 4-Community Tool Settings

The screenshot displays the Edvance360 Administration interface. At the top, the navigation bar includes Home, Courses, Communities, Resources, Calendar, Scores, Admin (highlighted with a red box and labeled '1'), and Help. The main content area is titled 'Administration' and features a left-hand sidebar with various menu items. The 'CONFIG & SETTINGS' menu item is highlighted with a red box and labeled '2'. Underneath it, 'GENERAL SETTINGS' is highlighted with a red box and labeled '3'. In the main content area, the 'Community Tool Settings' link is highlighted with a red box and labeled '4'. Below this link, there are settings for 'Show Community Roster' (checked), 'Lessons' (a blue bar), 'Active' (radio buttons for On and Off, with Off selected), and 'Sort Order' (a text input field containing '1').

QuickStart Guide: Community Tools

2 Select Desired Options for 1-Active and 2-Sort Order

Each Community Tool Setting has two options:

1. **Active:** Select **On** or **Off** to turn the Community Tool Setting on or off
2. **Sort Order:** Enter the appropriate number in Sort Order to determine the display order

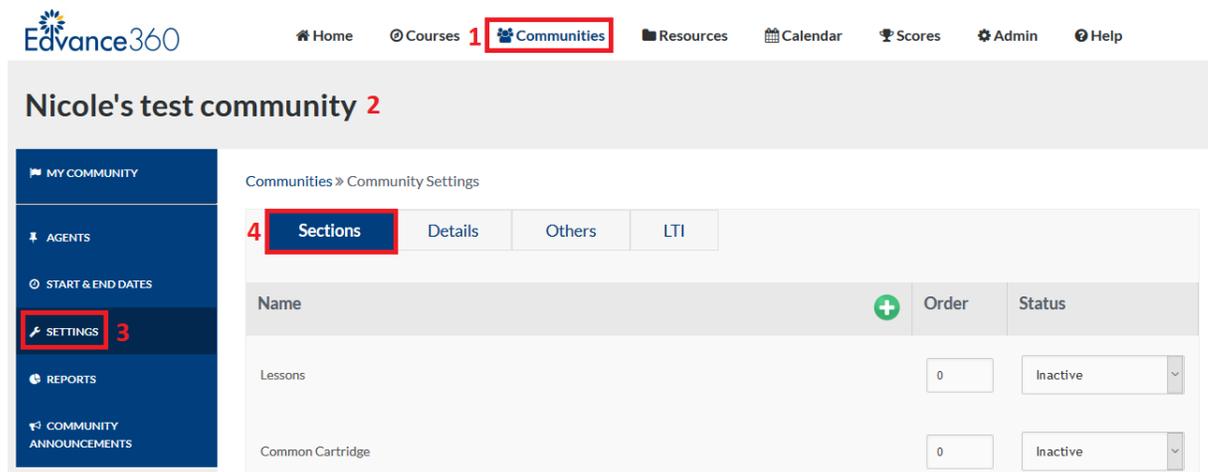


The screenshot shows the 'Community Tool Settings' interface. At the top, there is a dropdown menu for 'Community Tool Settings' with 'Lessons' selected. Below this, there is a checkbox for 'Show Community Roster' which is checked. Underneath, there are two options for the 'Lessons' tool: 'Active' with radio buttons for 'On' and 'Off', where 'Off' is selected; and 'Sort Order' with a text input field containing the number '1'.

Enabling Community Tools – Instructor

Instructors also have the ability to control the availability of the tools in all Communities. The availability of tools depends on the settings enabled/disabled by Edvance360 site administrator.

1 Navigate to 1-Communities > 2-Select Desired Community > 3-Settings > 4-Section



The screenshot shows the Edvance360 user interface. At the top, there is a navigation bar with links for Home, Courses, Communities (highlighted with a red box and labeled '1'), Resources, Calendar, Scores, Admin, and Help. Below the navigation bar, the page title is 'Nicole's test community 2'. On the left side, there is a sidebar menu with options: MY COMMUNITY, AGENTS, START & END DATES, SETTINGS (highlighted with a red box and labeled '3'), REPORTS, and COMMUNITY ANNOUNCEMENTS. The main content area shows 'Communities » Community Settings' with tabs for Sections (highlighted with a red box and labeled '4'), Details, Others, and LTI. Below the tabs, there is a table with columns for Name, Order, and Status. The table contains two rows: 'Lessons' and 'Common Cartridge'. The 'Lessons' row has an order of 0 and a status of 'Inactive'. The 'Common Cartridge' row has an order of 0 and a status of 'Inactive'.

Name	Order	Status
Lessons	0	Inactive
Common Cartridge	0	Inactive

Community Tools

Tool	Description
Calendar	<p>Once a user is enrolled in a community, any items that the instructor adds to the community calendar will automatically show up on the user's personal calendar. This includes any upcoming Tests, Lessons or Dropbox items. These assignments will also display on the users calendar alerts on their homepage.</p> <p>Community calendars may be viewed to reflect the year, month, week, day, or the current day.</p>
Chat	<p>Allows users to chat with one another in real time in a safe and secure setting with fellow users enrolled in the community.</p>
Common Cartridge	<p>Zip files with a specific format developed by the IMS Global Learning Consortium. The Common Cartridge file may contain all of the community content within or utilize the Community Tools (discussions, tests, etc.) available in a Community. Edvance360 is Common Cartridge compliant. Common Cartridge 1.0 is the recommended format.</p>
Discussion	<p>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.</p>
Dropbox	<p>Allows instructors to create multiple folders or "inboxes" to which users submit assignments.</p>
Gradebook	<p>Record grade points for users. This includes: gradebook items, categories, weights, grouped items, and final grades. Instructors can export gradebook, email grades, create grading rubrics, track attendance and create competencies for learning outcomes.</p>
Groups	<p>Assign users to groups for projects. Group Tools include: discussion, resources, dropbox, calendar, wiki and chat for users to collaborate on projects.</p>

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Tool	Description
Lessons	Individual steps for users to complete in communities. Lessons can have one or more steps. Instructors can add the following content types to lessons: Folder from Community Resources, File from Community Resources, File from My Repository, File from Global Repository, File from Department Repository, Discussion Forum, Discussion Post, Test, SCORM, Dropbox, Survey, Text/HTML Block, YouTube, Google or Other External Video Embed, Google Map/Earth, Other External Embed Code, or Wiki.
Parent Resources	Instructors can provide information (folders or files) for parent accounts by adding content to Parent Resources.
Resources	The repository of folder and files for community content. There is a file repository and question repository. All items must be uploaded to Resources prior to building lessons for a community.
SCORM	File with a collection of standards based XML. The file may contain all of the community content within or utilize the Community Tools (discussions, tests, etc.) available in a Community. Edvance360 is SCORM compliant. SCORM 1.2 is the recommended format.
Surveys	Obtain specific feedback from community participants, or to answer questions with the purpose of reflecting on the results.
Tests	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.
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. The largest wiki in the world is Wikipedia, and is editable by (if approved) anyone on the Internet.