

# Edvance360 QUICKSTART GUIDE

## How to Clone

Both admin and facilitator accounts have the ability to clone by default. Admins can clone any course, community or content within the site. Whereas, facilitators can only clone what they have created.

### Course Cloning

The Cloning tools on the left-hand side of the Administrative Panel allow Admin users the ability to clone courses and content within the LMS system, as well as create a log of completed cloning entries. This tutorial will cover the features of the Course Cloning tab within the Cloning Tools dropdown.

#### 1 Navigate to **Admin > Cloning Tools > Course Cloning**

The screenshot displays the Edvance360 administrative interface. At the top, the navigation bar includes links for Home, Courses, Communities, Resources, Calendar, Grades/Scores, Admin (highlighted with a red box), and Help. Below this, the 'Administration' section is visible. On the left, a sidebar menu lists various administrative functions: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS (highlighted with a red box), and EXTERNAL LTI TOOLS. Under 'CLONING TOOLS', the 'COURSE CLONING' option is selected and highlighted with a red box. The main content area shows the 'Course Clone Tool' interface. It includes a breadcrumb trail 'Admin > Course Clone', a title bar 'Course Clone Tool', and three dropdown menus for 'Instructor' (set to 'All'), 'Term' (set to 'All'), and 'Search'. A 'Submit' button is located at the bottom of the form, also highlighted with a red box.

### 2 Select desired Course Cloning settings:

To filter courses Admin users have the following options:

- A specific course can be found by selecting all or the specific Instructor of the course from the drop down list titled Instructor, then by selecting all or the specific term from the drop down list titled Term, and last by typing key words in the open search box, then selecting the blue SUBMIT button.

### Course Clone Tool

Instructor

All

Term

All

Search

Submit

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- A specific course or courses may be selected from the section titled Select Courses to Clone. Here, Admin users may scroll through a list of all courses found in the LMS organized by term. Admins may select one or more courses to clone by check marking the course in the box to the left of the Course title. Admins may also select ALL courses in ALL terms by check marking the box found in the Select Courses to Clone blue title header.

### ■ Select Courses to Clone

Instructions: Select a course to clone, then select the term that you want the newly created course to appear in. If you would like to copy any content from the course, select the modules from the list at the bottom. If you only want to copy the course settings, leave the modules unchecked.

**E360 Tutorials**

☐ A1 Leadership (-15-1)

**MASTER COURSES**

☐ A1 Leadership (-15)

☐ BIO 101 ()

☐ Customer Relations (CR)

Once a specific course or group of courses are selected, an Admin will need to:

- Select a term to clone the new course to from the list found under the section titled Select Term to Clone Courses Into, by check marking the box to the left of the term's title. Admins will also need to determine if the newly cloned course will retain the same instructor. If not, Admin users will need to select a new Instructor from the drop down list titled Change Instructor.

### Select Term to Clone Courses Into

☐ E360 Tutorials

☐ MASTER COURSES

☐ New Hire Courses

☐ Spring 2017

☐ SUMMER 2018

Change Instructor

All

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- This step is optional. Admin users may select content to copy from each course tool. If an Admin does not select specific content all of the selected course's content will clone to the newly created course. From the section titled Select Content to Copy: Optional, Admins select the tool from which they wish to copy content by check marking the box to the left of the tool's title. Once the tool has been selected, the Show Each option will appear. If selected, a Check All option and a list of content housed in the tool will appear. Admin users may select all content by check marking the box to the left of the Check All option. Also, content can be individually selected by check marking the box to the left of the content's name.

### Select Content to Copy: (Optional)

☐ **Select All**

☐ **Description**

(Description & Settings (Warning: This includes course description, logo, and all course settings including student start and end dates. Please note that Student Active and Expire Dates may need to be changed after clone.))

☐ **Discussion**

☐ **Discussion Forums**

☐ **Wiki**

☐ **Resources**

☐ **Parent Resources**

☐ **Tests**

☐ **Scorm Objects**

☐ **Course Objectives**

☐ **Surveys**

☐ **Dropbox**

☐ **Gradebook**

☐ **Lessons**

(Note: INCLUDED Discussions, Resources, Dropboxes, Tests, Scorm, Surveys & related Gradebook Entries will also be cloned)

☐ **Rubrics**

(Note: Rubrics are based on user. Only need to copy it to one of the users courses.)

☐ **Syllabus**

☐ **Custom Modules**

☐ **Sidebar Settings**

☐ **Agents**

☐ **Calendar**

(Note: Calendar events will copy same dates that are in the source course.)

**Submit**

**NOTE:** All options must be saved by selecting the blue SUBMIT button to launch the process of cloning the course.

## Community Cloning

- 1 Navigate to **Admin > Cloning Tools > Community Cloning**

The screenshot shows the Edvance360 Admin interface. At the top, there is a navigation bar with links: Home, Courses, Communities, Resources, Calendar, Grades/Scores, Admin (highlighted with a red box), and Help. Below the navigation bar is the Edvance360 logo and the tagline "evolving education". The main content area is titled "Administration". On the left, there is a sidebar menu with categories: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS (highlighted with a red box), and CLONING LOG. Under CLONING TOOLS, there are sub-items: COURSE CLONING, CONTENT CLONING, COMMUNITY CLONING (highlighted with a red box), and CLONING LOG. The main content area displays the "Community Clone Tool" form. The form has a title bar "Community Clone Tool" and three dropdown menus: "Administrator" (set to "All"), "Category" (set to "All"), and "Search" (empty). A "Submit" button (highlighted with a red box) is located at the bottom right of the form.

- 2 Select desired Administrator, Category or Search then Submit

This is a close-up screenshot of the "Community Clone Tool" form. The form has a title bar "Community Clone Tool" and three dropdown menus: "Administrator" (set to "All"), "Category" (set to "All"), and "Search" (empty). A "Submit" button is located at the bottom left of the form.

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### 3 Select a community to clone

#### Select Community to Clone

Instructions: Select a community to clone, then select the category that you want the newly created community to appear in. If you would like to copy any content from the community, select the modules from the list at the bottom. If you only want to copy the community settings, leave the modules unchecked.

#### AGENT COMMUNITIES

☐ 2018 Agent Community

#### Edvance360

☐ Edvance360 Training Community

#### Financial Aid

☐ Financial Aid for All Users

### 4 Select the category that you want the newly created community to appear in.

#### Select Category to Clone Communities Into

☐ Edvance360

☐ Financial Aid

☐ Human Resources

☐ System Managers

### 5 Select instructor if you want to change administrator from the dropdown list

Change Administrator

All

- 6 If you would like to copy any content from the community, select the modules from the list. If you only want to copy the community settings, leave the modules unchecked.

Select Content to Copy: (Optional)

☐ Select All

☐ Discussion

☐ Discussion Forums

☐ Wiki

☐ Resources

☐ Parent Resources

☐ Scorm Objects

☐ Lessons

(Note: INCLUDED Discussions, Resources, Dropboxes, Tests, Scorm, Surveys & related Gradebook Entries will also be cloned)

☐ Surveys

☐ Dropbox

☐ Sidebar Settings

☐ Custom Modules

☐ Agents

Submit

## Content Cloning - Admin

The Cloning tools on the left-hand side of the Administrative Panel allow Admin users the ability to clone courses and content within the LMS system, as well as create a log of completed cloning entries

### 1 Navigate to **Admin > Cloning Tools > Content Cloning**

The screenshot shows the Edvance360 Admin interface. At the top, there is a navigation bar with links: Home, Courses, Communities, Resources, Calendar, Grades/Scores, Admin (highlighted with a red box), and Help. Below the navigation bar is the 'Administration' section. On the left, there is a sidebar menu with the following items: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS (highlighted with a red box), and a sub-menu for CLONING TOOLS containing COURSE CLONING, CONTENT CLONING (highlighted with a red box), and COMMUNITY CLONING. The main content area shows the 'Content Clone Tool' page. It has a breadcrumb trail 'Admin > Content Clone'. Below the title, there are two dropdown menus: 'Instructor' and 'Term', both set to 'All'. A blue 'Submit' button is at the bottom.

### 7 From the Course Cloning tab, Admin users will be able to clone content from any course found in the LMS to any course or Term of courses found in the LMS. Admin users may filter content in two ways.

- To filter content Admin users have the following options:
  - From the section titled, Content Clone Tool, Admin users may search for ALL or specific Instructors and Terms by dropdown. By selecting the blue SUBMIT button, the selected term with a list of courses matching the chosen Instructor will appear in the section titled, Select Course to Copy From.

The screenshot shows the 'Content Clone Tool' form. It has a blue header bar with the title 'Content Clone Tool'. Below the header, there are two dropdown menus: 'Instructor' and 'Term', both set to 'All'. A blue 'Submit' button is at the bottom.



## QuickStart Guide: How to Clone

- To search ALL Terms and Instructors, Admin users may scroll through a complete list in the section titled, Select Course to Copy From. To select a course to copy from, Admins will checkmark the box to the left of the course title.

### Select Course to Copy From

Instructions: Select a course to copy material from. All other courses that the instructor of that course teaches will be available as a destination for the copied material. Finally, select the content you would like to copy and click submit.

E360 Tutorials

☐ A1 Leadership (-15-1)

MASTER COURSES

☐ A1 Leadership (-15)

☐ BIO 101 ()

☐ Customer Relations (CR)

- Once a Course to Copy From is selected, Admin users will have two options:

Once a course to copy from is selected, all other courses of the instructor from the selected course will be available as a destination for the copied material in the section titled, Select Course to Copy To. If an Admin wishes to copy all content from the selected course to any or all of the other courses taught by this instructor, the Admin will checkmark the box or boxes to the left of this course or courses' titles. Finally, the Admin will scroll to the bottom of the page and select the blue SUBMIT button.

### Select Course to Copy To

Change Instructor

All

Clone to All Courses in a Term

All

Select Source

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- Once a course to copy from is selected, Admin users can search for a course or courses to clone to in the section titled, Select Course to Clone To. Admin users may search for courses by Instructor and/or Term. A list of courses meeting the selected criteria will populate. Admin users may select one or more courses to copy content to by check marking the box to the left of the course or courses' titles. If an Admin wishes to copy all content from the selected course to any or all of the courses selected to clone to, the Admin will scroll to the bottom of the page and select the blue SUBMIT button.
- If you DO NOT wish to clone all of a courses content:
  - This step is optional. Admin users may select content to copy from each course tool located in the section titled, Select Content to Copy: (Optional). Admin users select the tool from which they wish to copy content by check marking the box to the left of the tool's title. Once the tool has been selected, the Show Each option will appear. Once selected, a Check All option and a list of content housed in the tool will appear. Admin users may select all content by check marking the box to the left of the Check All option. Also, content can be individually selected by check marking the box to the left of the content's name.

**Select Content to Copy**

☐ Select All

☐ Description  
(Description & Settings (Warning: This includes course description, logo, and all course settings including student start and end dates. Please note that Student Active and Expire Dates may need to be changed after clone.))

☐ Discussion

☐ Discussion Forums

☐ Wiki

☐ Resources

☐ Parent Resources

☐ Tests

☐ Scorm Objects

☐ Dropbox

☐ Gradebook

☐ Course Objectives

☐ Lessons  
(Note: INCLUDED Discussions, Resources, Dropboxes, Tests, Scorm, Surveys & related Gradebook Entries will also be cloned)

☐ Rubrics  
(Note: Rubrics are based on user. Only need to copy it to one of the users courses.)

☐ Surveys

☐ Syllabus

☐ Custom Modules

☐ Agents

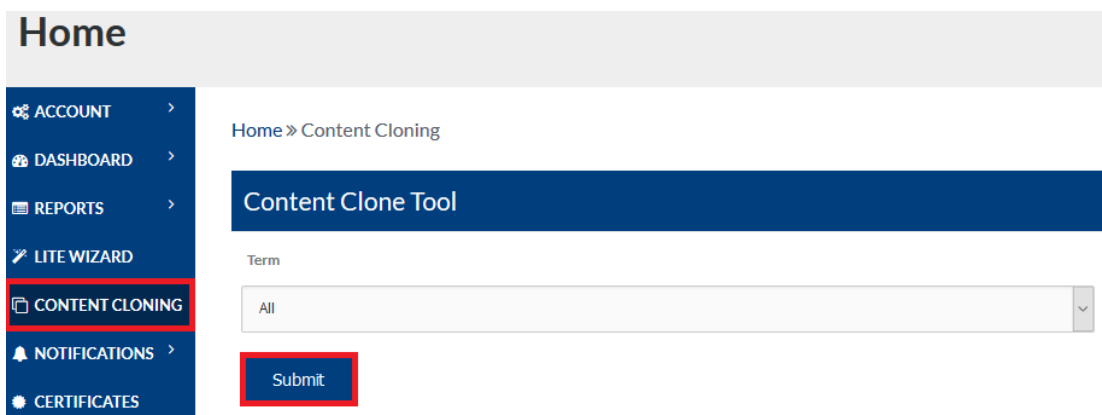
☐ Calendar  
(Note: Calendar events will copy same dates that are in the source course.)

Submit

NOTE: All options must be saved by selecting the blue SUBMIT button

## Content Cloning – Instructor/Facilitator

### 1 Navigate to **Homepage > Content Cloning**



The screenshot shows the Edvance360 homepage. On the left is a dark blue navigation menu with the following items: ACCOUNT, DASHBOARD, REPORTS, LITE WIZARD, CONTENT CLONING (highlighted with a red box), NOTIFICATIONS, and CERTIFICATES. The main content area has a light gray header with the word "Home". Below the header, the breadcrumb "Home » Content Cloning" is displayed. A dark blue banner reads "Content Clone Tool". Underneath is a "Term" dropdown menu currently set to "All", and a red-outlined "Submit" button.

### 2 Select **Term**



This screenshot shows the "Content Clone Tool" interface. The breadcrumb "Home » Content Cloning" is at the top. Below the dark blue "Content Clone Tool" banner, the "Term" dropdown menu is now set to "E360 Tutorials". A blue "Submit" button is located at the bottom left of the form area.

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- 3** Users may scroll through a complete list in the section titled, Select Course to Copy From. To select a course to copy from, checkmark the box to the left of the course title.

**Select Course to Copy From**

Instructions: Select a course to copy material from. All other courses that the instructor of that course teaches will be available as a destination for the copied material. Finally, select the content you would like to copy and click submit.

Spring 2017

☐ A1 Leadership ()

- 4** Once a course to copy from is selected, users can search for a course or courses to clone to in the section titled, Select Course to Clone To. Users may search for courses by Instructor and/or Term. A list of courses meeting the selected criteria will populate. Users may select one or more courses to copy content to by check marking the box to the left of the course or courses' titles. If a user wishes to copy all content from the selected course to any or all of the courses selected to clone to, scroll to the bottom of the page and select the blue SUBMIT button.

**Select Course to Copy To**

Change Instructor

My Courses/Trainings

Select Source

## QuickStart Guide: How to Clone

### 5 If you DO NOT wish to clone all of a courses content:

This step is optional. Users may select content to copy from each course tool located in the section titled, Select Content to Copy: (Optional). Users select the tool from which they wish to copy content by check marking the box to the left of the tool's title. Once the tool has been selected, the Show Each option will appear. Once selected, a Check All option and a list of content housed in the tool will appear. Users may select all content by check marking the box to the left of the Check All option. Also, content can be individually selected by check marking the box to the left of the content's name.

**Select Content to Copy: (Optional)**

☐ **Select All**

☐ **Description**  
(Description & Settings (Warning: This includes course description, logo, and all course settings including student start and end dates. Please note that Student Active and Expire Dates may need to be changed after clone.))

☐ **Discussion**

☐ **Discussion Forums**

☐ **Wiki**

☐ **Resources**

☐ **Parent Resources**

☐ **Tests**

☐ **Scorm Objects**

☐ **Dropbox**

☐ **Gradebook**

☐ **Course Objectives**

☐ **Lessons**  
(Note: INCLUDED Discussions, Resources, Dropboxes, Tests, Scorm, Surveys & related Gradebook Entries will also be cloned)

☐ **Rubrics**  
(Note: Rubrics are based on user. Only need to copy it to one of the users courses.)

☐ **Surveys**

☐ **Syllabus**

☐ **Custom Modules**

☐ **Sidebar Settings**

☐ **Agents**

☐ **Calendar**  
(Note: Calendar events will copy same dates that are in the source course.)

**Submit**