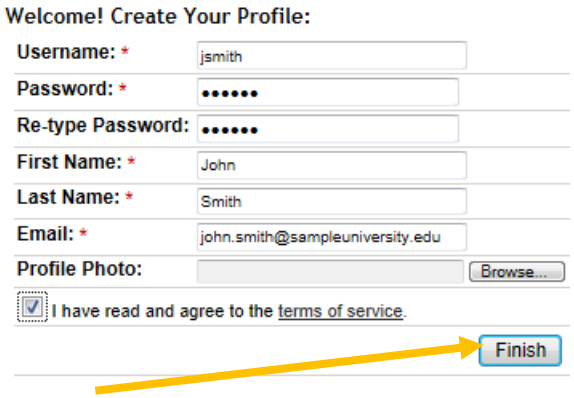
Using Edvance360 Student QuickStart Guide

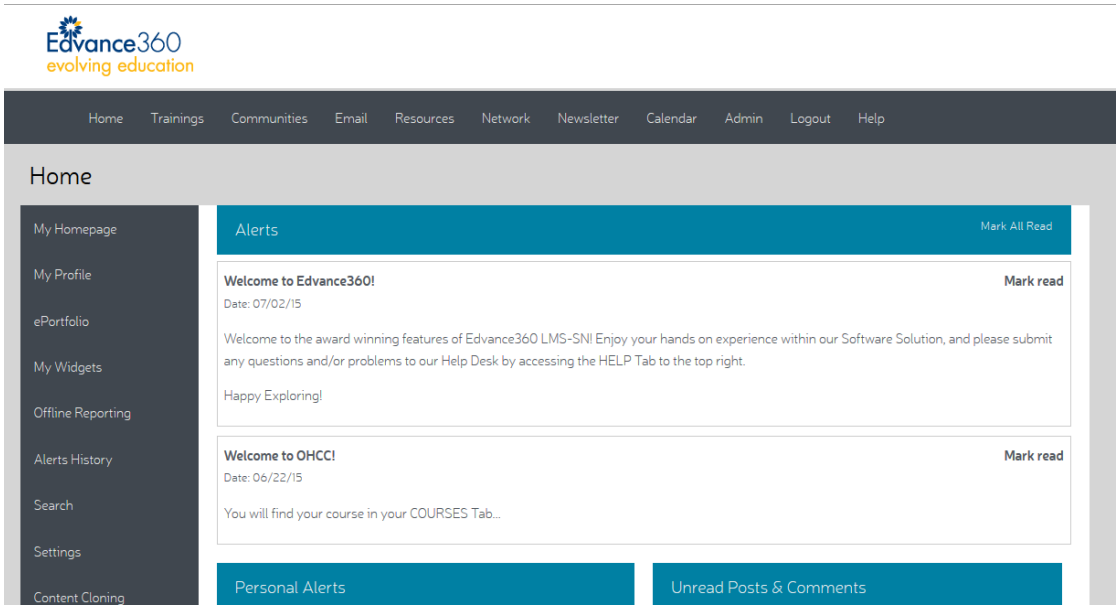
HOW TO SETUP ACCOUNT

1. Check your email. Typically, sent from noreply@edvance360.com. (Note: You may need to check your junk/spam email folder)
2. Select the link in the Welcome Email to setup your Edvance360 account
3. Enter information as prompted on screen



4. Select **Finish** once information has been completed

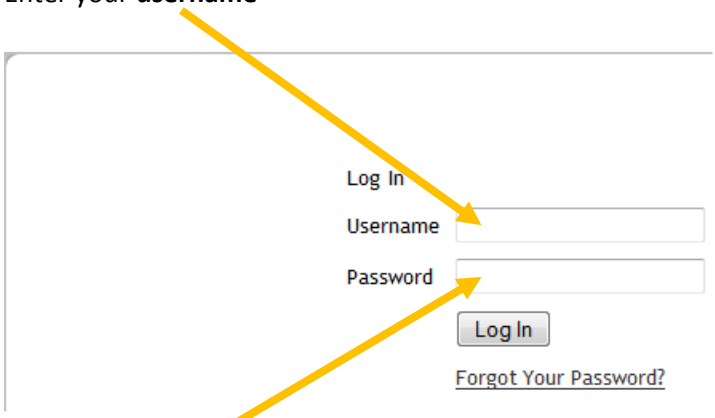
5. Next you will be redirected to the homepage dashboard



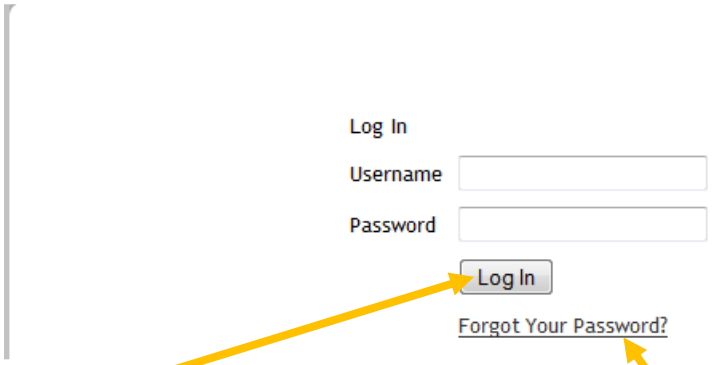
HOW TO LOGIN

1. Go to your Edvance360 URL www.edvance360.com/yourorganization

2. Enter your **username**



3. Enter your **password**

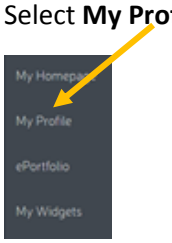


4. Select **Login**

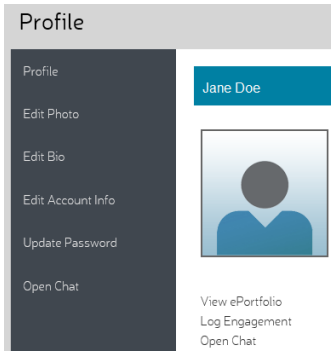
If you forget your password go to the login screen and select **Forgot Your Password**

HOW TO CHANGE MY PROFILE

1. Select **My Profile** from the homepage on the left-hand navigation menu.



2. Select the item to edit and follow the instructions as prompted on screen.



TECHNICAL REQUIREMENTS

Edvance360 LMS-SN is accessible from anywhere in the world with an Internet connection. Below are the technical requirements.

1. Internet Browser with Javascript enabled
    a. Firefox
    b. Internet Explorer
2. Adobe Flash Player
3. Java
4. Windows Media Player
5. Quicktime

Learn how to enable Javascript in your Internet browser.

WHAT IS MY EDVANCE360 USERNAME & PASSWORD

1. You setup your Edvance360 username when you created your Edvance360 account.

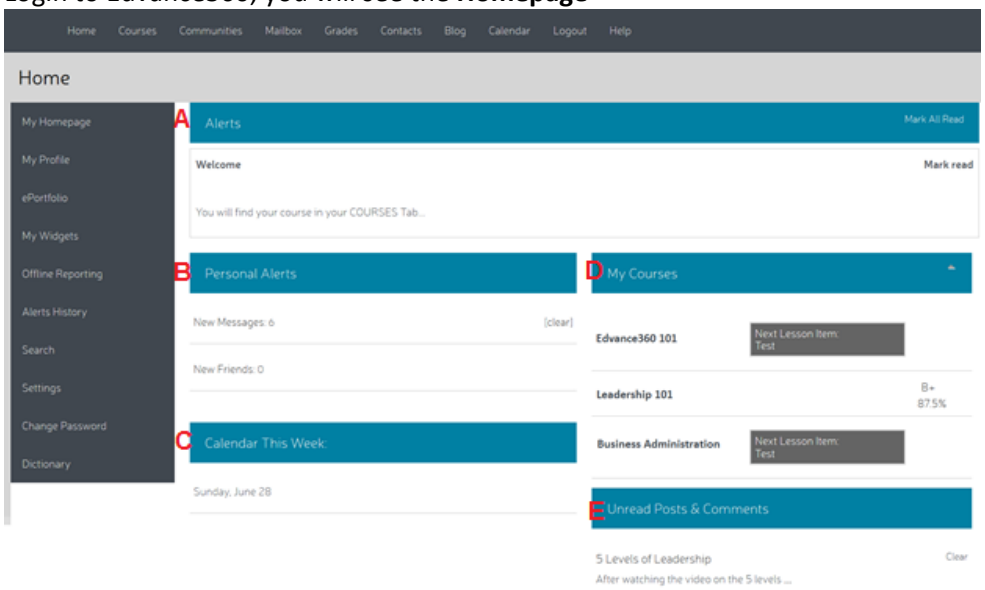
2. You setup your Edvance360 password when you created your Edvance360 account. If you forgot your password navigate to your Edvance360 URL (www.edvance360.com/yourorganization) and select the **Forgot Your Password** link.

3. Follow the directions as prompted on screen.

NAVIGATING EDVANCE360

Edvance360 allows organizations to customize the interface. Therefore, the screenshots below may look different from yours.

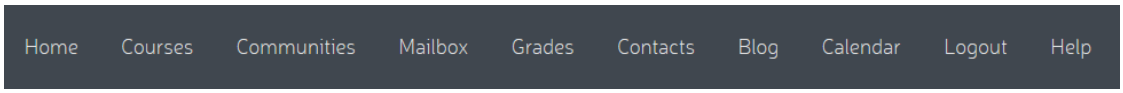
1. Login to Edvance360, you will see the **Homepage**



a. **Alerts**: A general, system-wide alert will appear at the very top of the Home page. The school or organization Administrators creates these alerts. If you do not see any alert boxes at the top of the page, there are not any that need current review. If an alert is present, and it has been reviewed, the user may select "read". After an alert has been read, they will no longer display on the Home page, but will always be available in the "Alerts History" tool on the left-hand navigation panel.
b. **Personal Alerts:** In the Personal Alerts area users will find two alerts. The "New Messages" alert lets users know when a new message has arrived in their mailbox. The "New Friends" alert lets users know when another Edvance360 user within the school or organization adds another user as a contact within the secure social network. Users may then accept them into a category such as a friend, professor, mentor, teammate, colleague, alumni, or an advisor.
c. **Calendar:** Underneath the Personal Alerts on the home page is the "Calendar This Week" area, which provides a "bird's-eye view" of the current week's events. This calendar section on the Home Page is fed from the Personal Calendar, which may be found in the Personal Tabs at the top of the page. Users may create events in their own personal Calendar. Additionally, this is synchronized with all course and community calendars to which the user belongs. Anytime something is posted in a community calendar, it will show up on the user's Personal Calendar.
d. **My Courses:** Provides a list of user's courses.
e. **Unread Posts & Comments:** Unread posts and comments will display on the right-hand side of the screen on the Home page. This feature enables users to click on a comment which then takes the user directly to the specific comment within the discussion thread, and color codes the currently selected item in orange to help students navigate with ease. The comments not currently selected are gray. A new floating navigation box within each discussion thread lists the number of new comments for the thread, and allows users to select a "Next Unread Comment" option to navigate through the thread quickly and efficiently.

   The User Settings on the users' home page has a Discussion Post option. Users may choose to mark Comments and Discussion Posts as read automatically or manually. If the automatic option is selected the items will automatically be removed from the user's home page after the user has clicked on the item and visited the discussion thread, whether or not they have selected the specific comment. If the manual option is selected users must visit the discussion thread and select a specific comment to remove it from their home page.

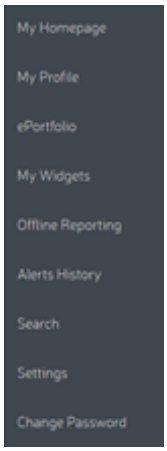
2. The **Menu** across the top display throughout the entire system.



a. **Home**: Redirects you back to the homepage
b. **Course**: Provides a list of all the courses you are enrolled
c. **Communities**: Online groups for collaboration and information sharing

d. **Mailbox:** Edvance360 email
e. **Grades**: Gradebook for your courses
f. **Contacts**: Contacts within Edvance360
g. **Blog:** Online journal, internal blog within Edvance360
h. **Logout**: Logout of Edvance360
i. **Help**: Video and written tutorials

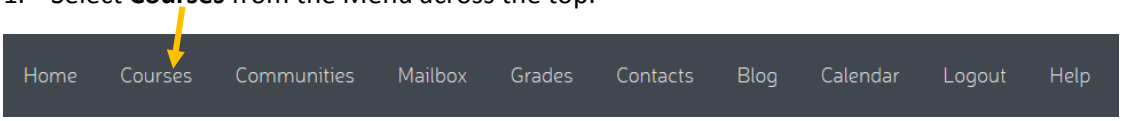
3. **Left-Hand Menu** additional navigation menu.



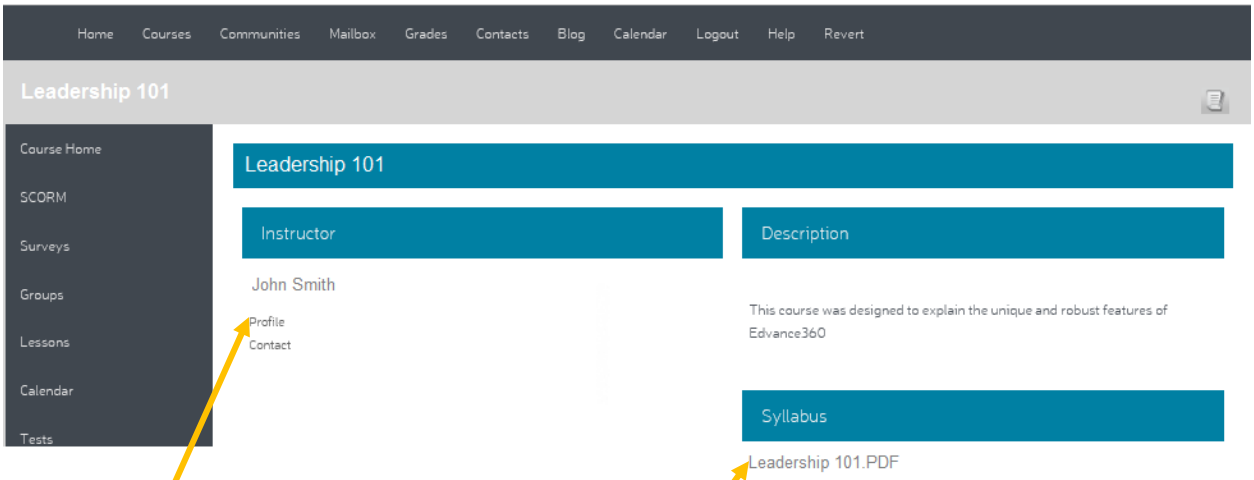
NAVIGATING MY COURSES

Your organization possesses the ability to customize the menus and availability of content within each Lesson. Therefore, the screenshots below many look different from your screen.

1. Select **Courses** from the Menu across the top.



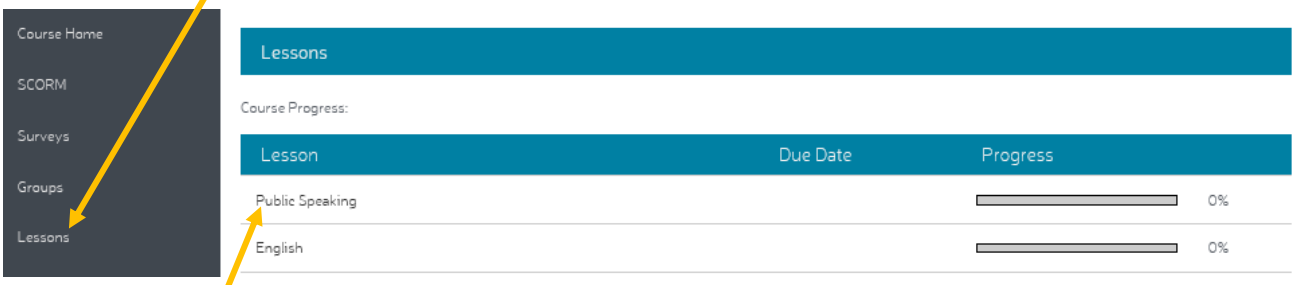
2. **Course Homepage.** Provides information about the course.



3. Select **Profile** to view the instructor's biography.

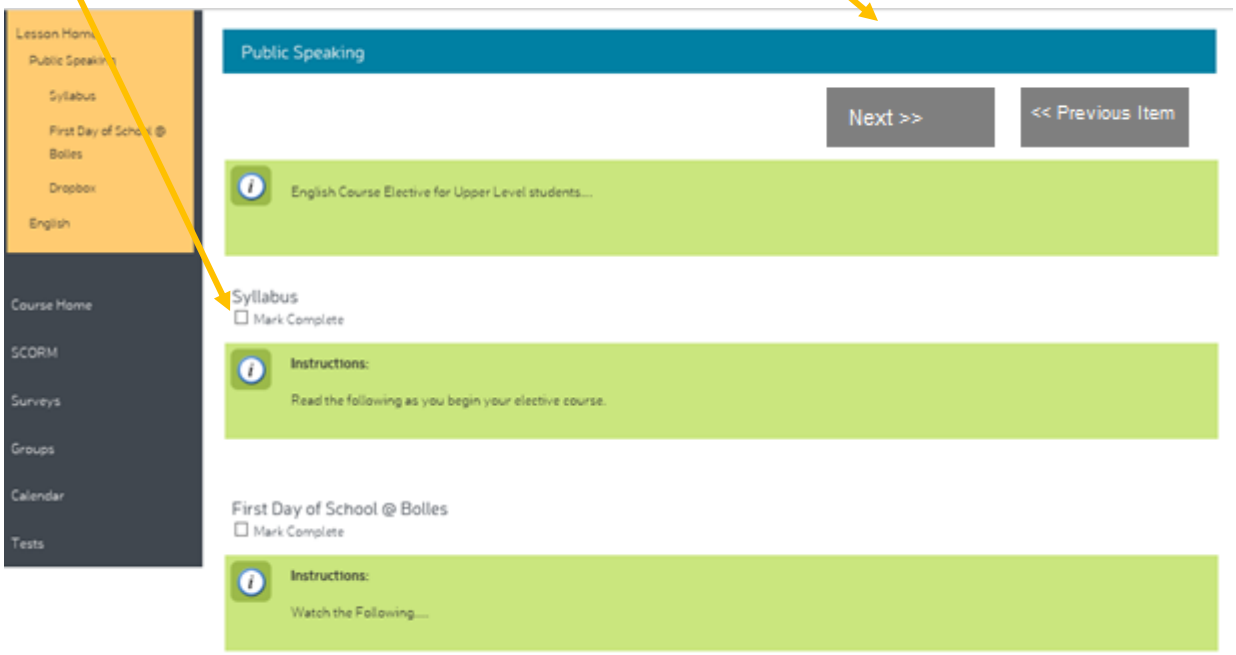
4. The **Syllabus** is available from the course homepage

5. Navigate to **Lessons** from the left-hand menu. This page provides an overview of user's lesson progress.



6. Select the **Lesson** you want to view

Lesson View: Each lesson contains the assignments for each week/period. You may need to select **Mark Complete** to progress to the next assignment. **Navigations buttons** may be available here.



USING DISCUSSION FORUMS & POSTS

Video Tutorial:
http://www.youtube.com/embed/oZeJjyvewrs

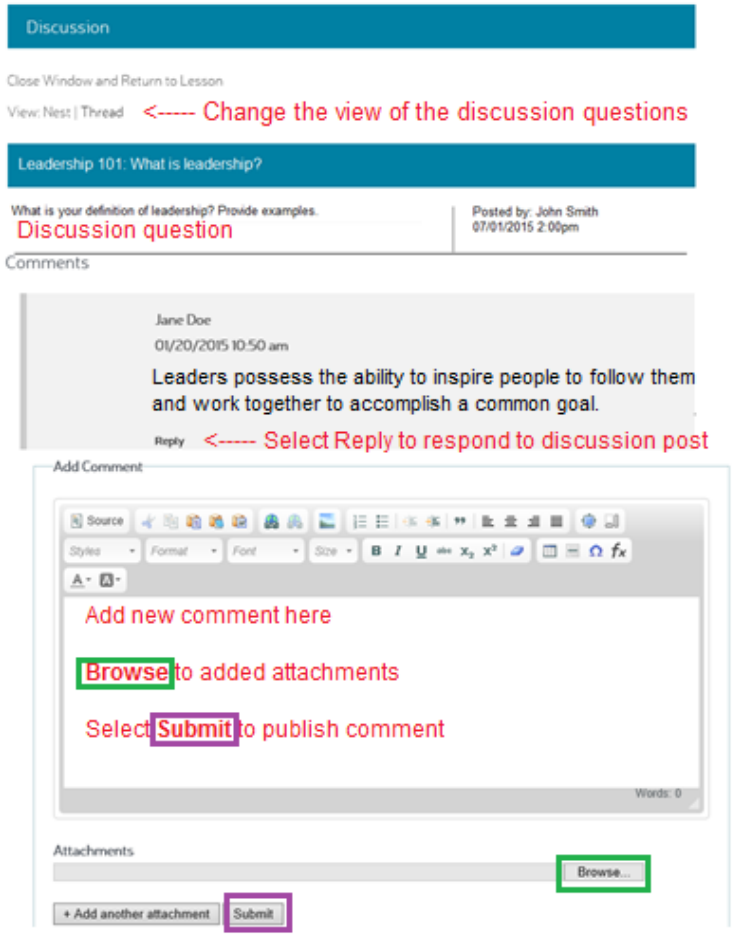
Edvance360 allows organizations to customize the interface. Therefore, the screenshots below may look different from yours. Discussion posts are accessible from the left-hand navigation menu OR within a lesson.

How to Add Comments to a Post

Once a discussion post has been created, users may add comments by selecting the post. Users may view the discussion in nested or threaded formats. The user who created the post may also edit and delete the post from here. Users cannot edit or delete other users' comments.

How to Report Abuse in a Discussion

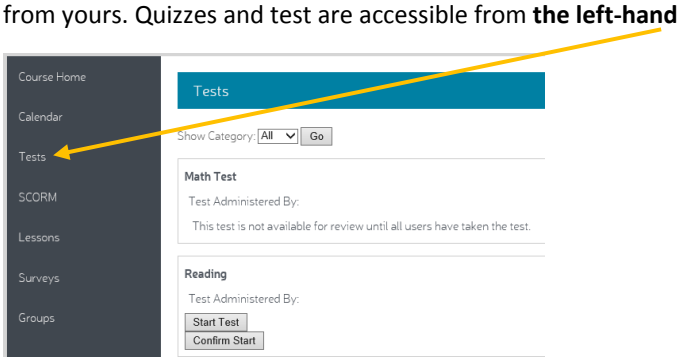
Users may click the Report Abuse Function in each individual post and comment to report any abuses of the system. The user should create a message stating the reason for the report and clicking the submit hyperlink which will create an abuse report for Administrators to review in the Administrative tab. They will receive a Report Submitted number to let them know the order in which their report will be viewed by Administration. Once a discussion post or comment has been reported it will no longer be visible to students until an Administrative review has taken place. If the Administrator approves the report the material will be visible again to students, but Administrators may also choose to delete offending items.



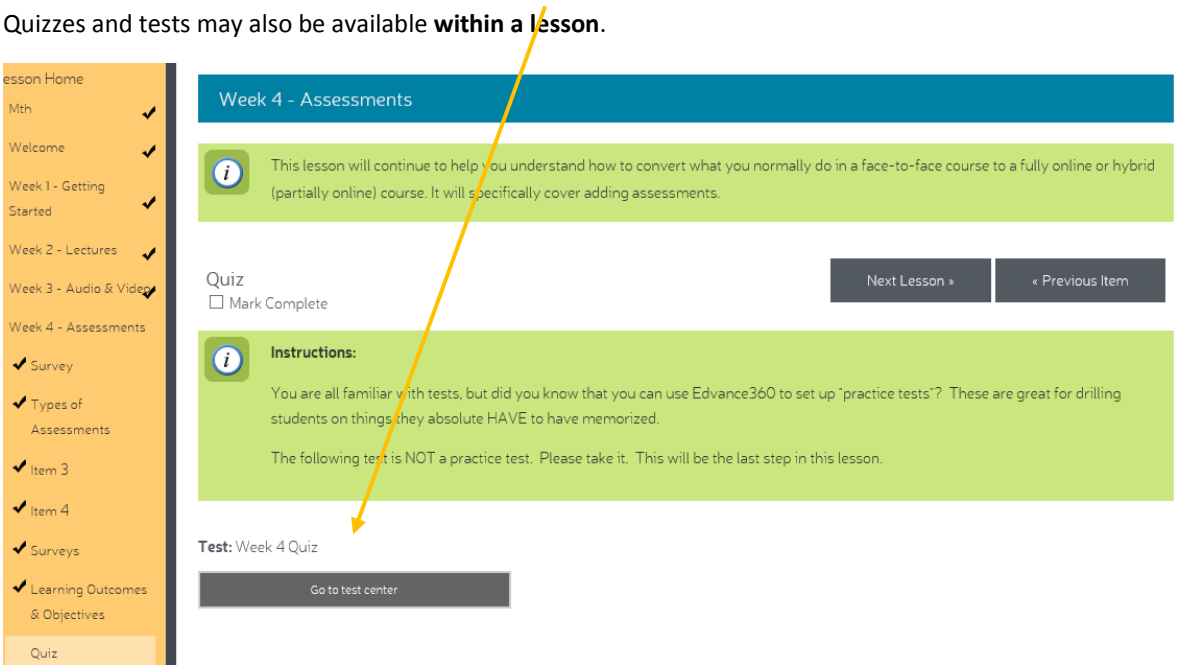
TAKING QUIZZES & TESTS

Video Tutorial:
http://www.youtube.com/embed/rSH_P5wSB1o

Edvance360 allows organizations to customize the interface. Therefore, the screenshots below may look different from yours. Quizzes and test are accessible from **the left-hand navigation menu** OR

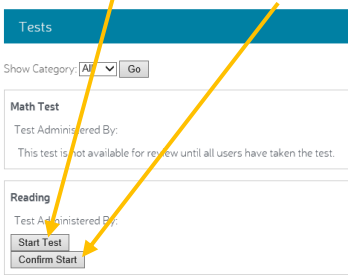


Quizzes and tests may also be available **within a lesson**.



Students will be able to take available tests and review any grades or feedback the instructor has created for the student if applicable.

Select **Start Test** > **Confirm Start** to begin taking the test.



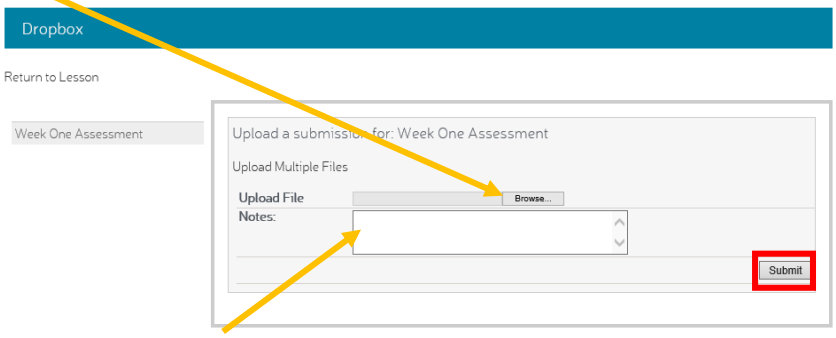
SUBMITTING ASSIGNMENTS TO DROPBOX

Video Tutorial:
http://www.youtube.com/embed/uu2DmP0abSc

Edvance360 allows organizations to customize the interface. Therefore, the screenshots below may look different from yours. Dropboxes are accessible from **the left-hand navigation menu** OR **within a lesson**.

How to Submit Items into the Dropbox

1. To submit items to the dropbox, the user will **select the dropbox desired**
2. **Browse** to the file to be uploaded.



3. The user can also **add a note** to the instructor, if they choose.
4. Select **Submit**

How to Bulk Upload Items into the Dropbox

To bulk upload students may click the “Add File” button to search their personal computer or network for the folder to upload. Students must upload a folder from their computer while using the Bulk Uploader as opposed to single files. Users should then click the button containing the green arrow pointing upwards.

Users can also choose to remove a file by clicking the Remove File button or clicking on the "x" in the corner of the individual file. After submitting a file, the user has the option to submit another file and to see files they have already submitted.

How to Review Audio Video Notes within the Dropbox

Student users can also review any Audio and Video notes created by the course instructor by selecting the Play button associated with the dropbox item. This icon will only be visible if the faculty member has created Audio and Video feedback for the student.