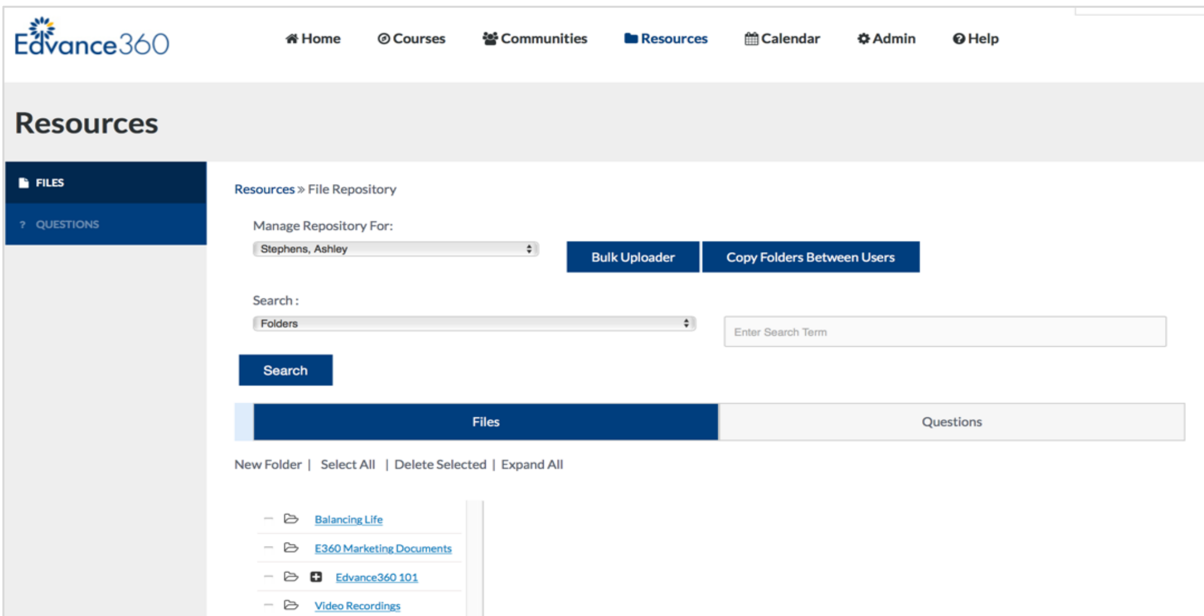
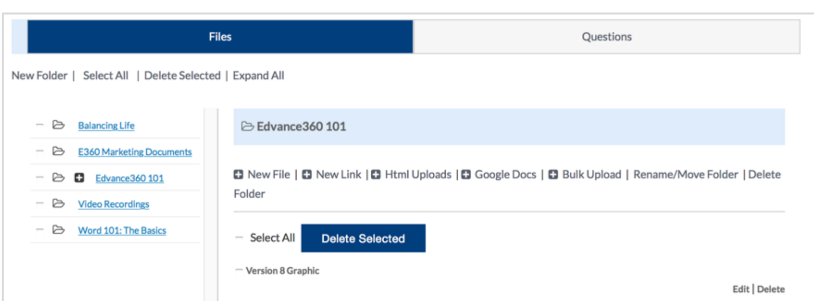
Edvance360 **QUICKSTART GUIDE**

How to Upload Course Material

1 Log into your Edvance360 site. Click on the Resource/Repository Tab at the top of your page. Users may add files to the File Repository and questions to the Question Repository (See Adding Questions & Question Banks). The user is in full control of the organizational structure utilized.

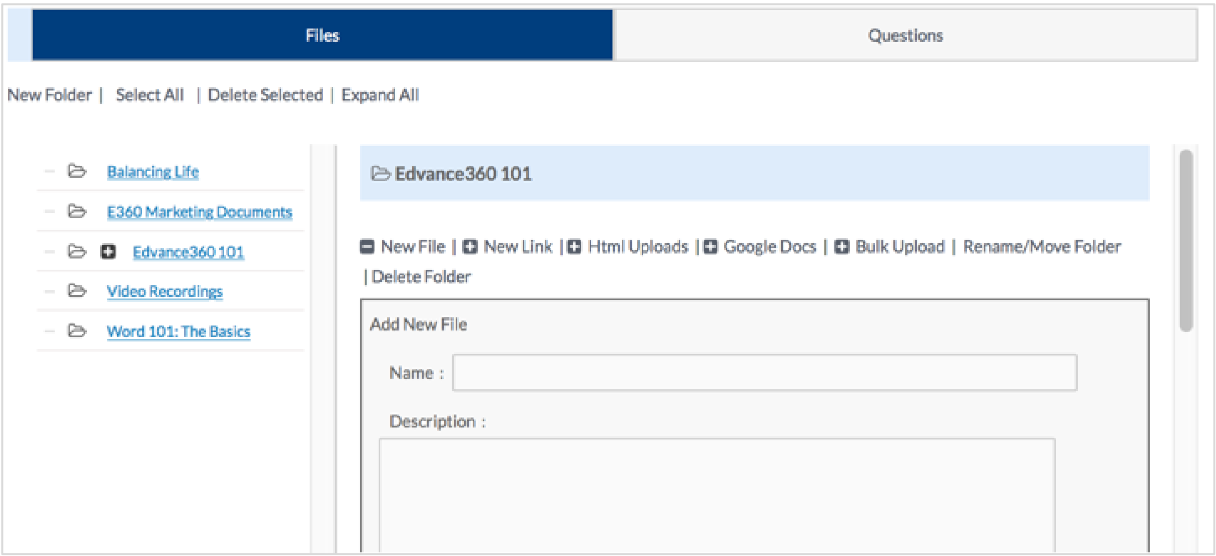


2 Create a folder(s) to receive the files to be uploaded by clicking "New Folder". Click the folder to open the available options. If using Google Docs account, click the link to log in and access stored files on Google Docs. Use the Edit/Delete links to re-organize file folders, if needed.



We recommend a top-level file folder with the course name and sub-level folders organized by type of file (useful when creating lessons later).

3 To upload a single file, one at a time, click on the "+ New File" link inside the folder to which the file is to be added. Browse to the file's location on your computer. Select it and upload. Depending on your browser, a status bar may or may not display. Once the file has been uploaded, the folder will automatically refresh and display the file just uploaded.



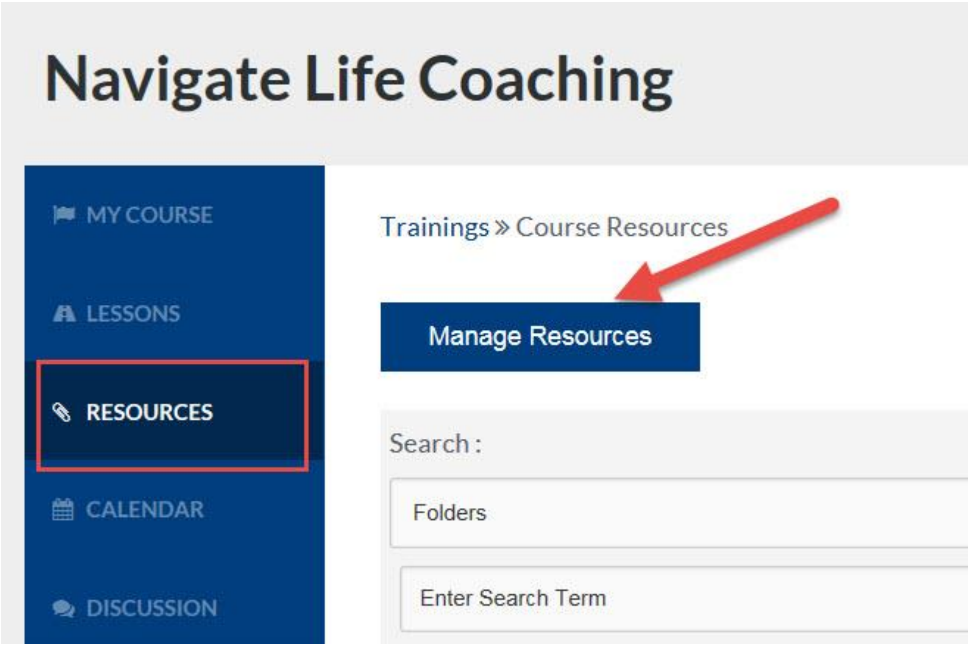
Make sure your files meet the following criteria before attempting to upload:

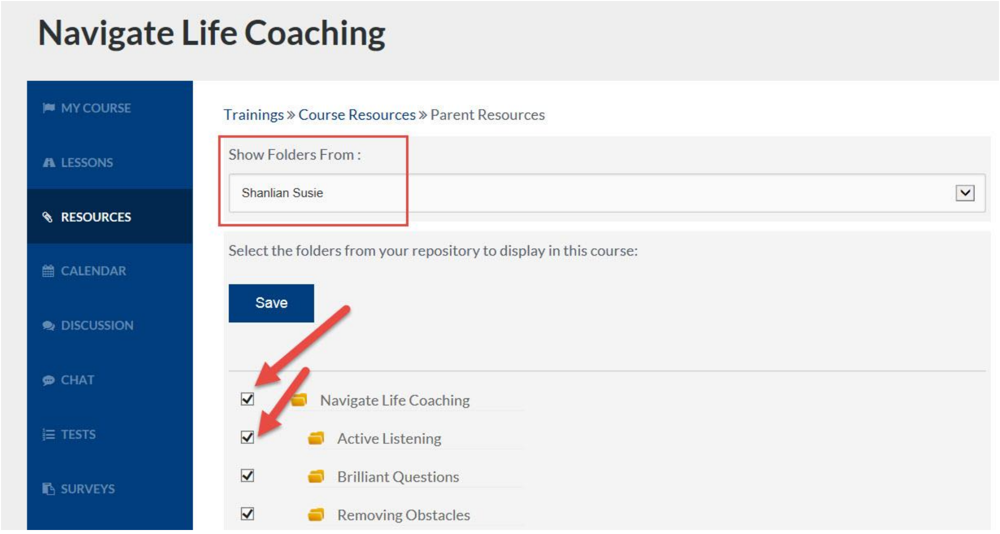
1. The file must be less than 3 Gig. If more than this, please contact your system administrator.
2. The file should be a common file type, though uncommon files types may be used as well. If you are concerned, please contact your system administrator.
3. The file name must not contain odd characters such as "&" or "$". Use letters and numbers for the file names.

4 To upload multiple files at once, click on the "Bulk Upload" link inside the folder to which the files are to be added. Click the grey “Select Files” button. Browse your computer and select files to upload. **Note:** To upload an entire folder it must be zipped. Select the files or folder to be uploaded. Click the "Upload files" button to start the upload process. A status for each file will be shown. A complete upload report will display once the upload process has completed.

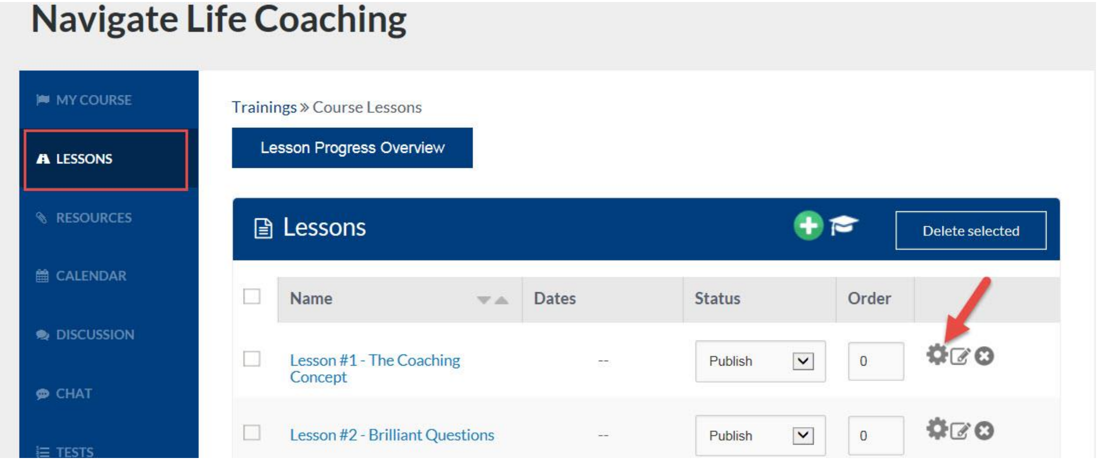
5 There are two ways to bring Repository folders and files into Courses and Communities.

(A) Click on the Resource tool on the left-hand panel of Courses and Communities, select Manage Resources, and select which repository to pull from. Select the folder names needed for the users of the course to have access to, and SAVE.

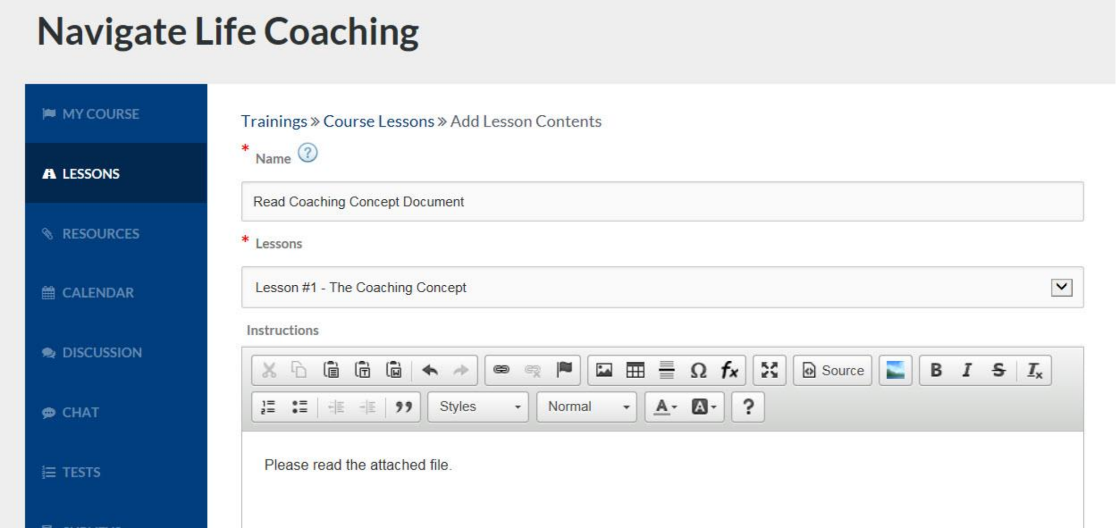




(B) To add specific files as Lesson content, click on the Lessons tool on the left-hand panel. Manage a lesson (click the gear symbol to the right of the chosen lesson) and add lesson content.



When adding lesson content, first name the content, then add any instructions…



Then scroll down to “Select Content Type”…

The Dropdown arrow will allow you to select folders and files from your repository, course resources and the Global repository. Make your selection and additional dropdown windows will appear allowing you to select the desired file for that particular lesson content.