

Edvance360 QUICKSTART GUIDE

Home Page Welcome

Home Page Welcome Message, Home Page Alerts, & Welcome Emails

1 Home Page Welcome Message

To create a Home Page Welcome Message for users to view when they log in to their Home Dashboard, go to Admin>Config & Settings>General Settings>Home Page Welcome Message. Select Yes, type in a Message Header and the Message Content, then SAVE.

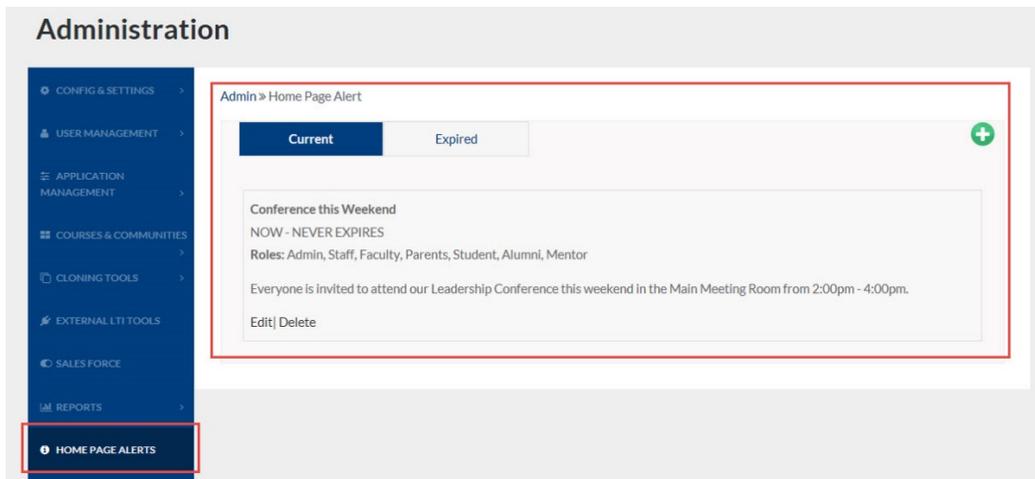
The screenshot displays the Edvance360 Admin interface. On the left is a navigation menu with options: HOME PAGE ALERTS, TEST ADMINS, HOME PAGE LINKS, HELP, and COMPETENCIES. The main content area shows a configuration page with the following sections:

- Gradebook Options**
- Holidays**
- Home Page Welcome Message**
 - A checkbox labeled "If active, the message below will appear at the top of the Home Page for all users." is selected with "Yes".
 - Message Header**: A blue bar with the text "Welcome to Edvance360".
 - Message Content**: A rich text editor containing the text: "Welcome to the award-winning Edvance360 LMS-SN Software Solution. We are confident that you will enjoy your hands-on-experience within our site, and look forward to hearing your feedback as you explore. For any questions and/or problems, visit our HELP DESK found within your HELP tab at the top right of your". Below the text is a dark image with a rocket icon.
 - A status bar at the bottom right of the editor shows "Paragraphs: 1, Words: 51".
 - A "Save" button is located at the bottom left of the configuration area.

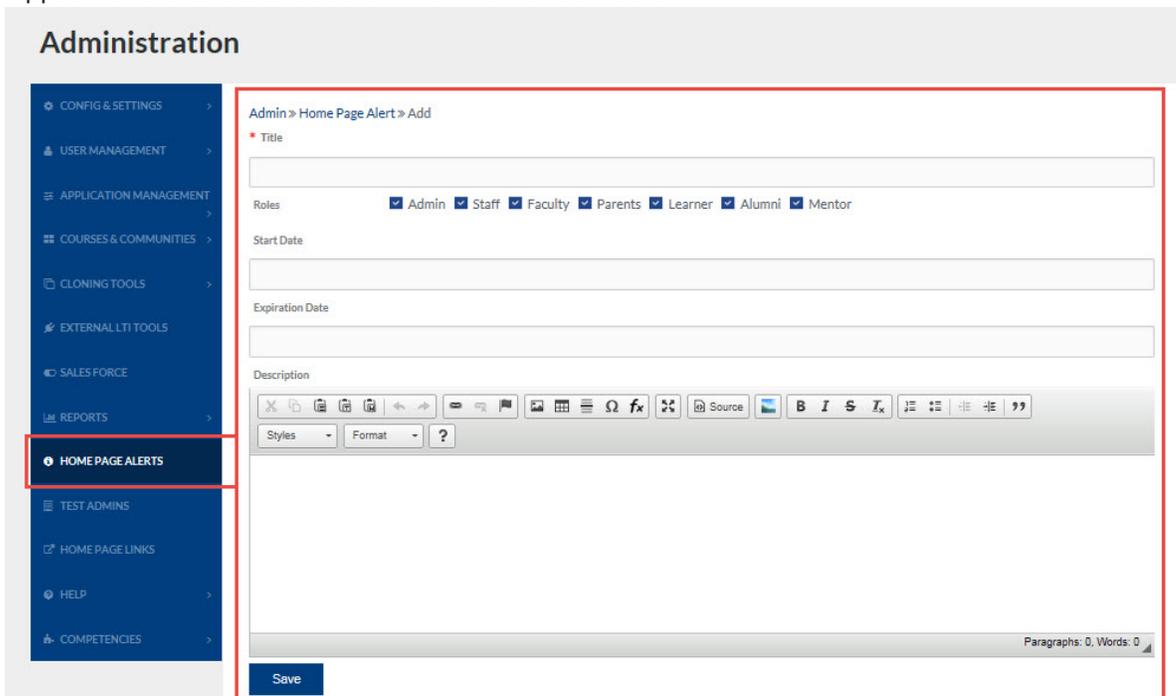
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2 (A) Home Page Alerts

To create a Home Page Alert for users to view and remove when desired, go to Admin>Home Page Alerts. To view, edit or delete any Current alerts select Current. To view, edit or delete any Expired alerts select Expired. To add a new alert, click the Green Plus Sign in the top right corner.

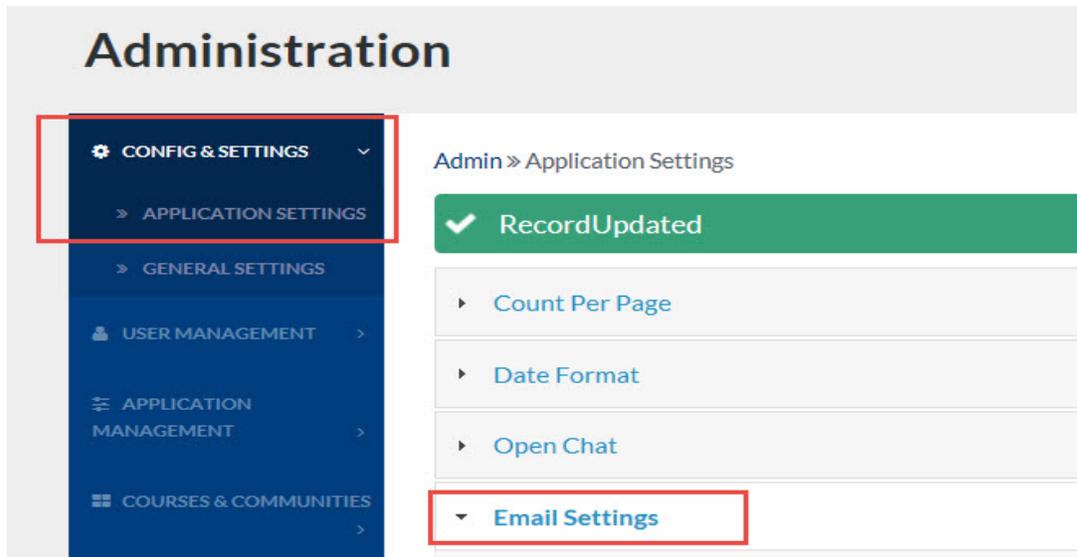


(B) When the Green Plus Sign has been selected, give the new alert a title, select the user roles which should view the alert, provide a start and expiration date (only if desired), add a description or text for the alert, then select SAVE. The newly created Home Page Alert will appear for the selected users on their Home Dashboard.



3 (A) Welcome Email Settings:

To set the Welcome Email which is sent to new users inviting them to enter the site and set up a username and password, go to Admin>Config & Settings>Application Settings>Email Settings.



(B) Scrolling down in the Email Settings you will see several sections allowing you to customize the no-reply Welcome Email sent to Admin users, Parents/Mentors users, Learners/Students & Alumni users, and Faculty/Instructors & Staff users. Type in the Message Subject and Message Body making sure to click SAVE at the end of the Email Setting. The Welcome Email will be sent to any number of users from the Admin>User panel but selecting the users then click “SEND WELCOME EMAIL”.

The screenshot displays the configuration form for 'Welcome Email: Students & Alumni'. It includes a 'Message Subject' text input field and a 'Message Body' text area. Below this, there is a section for 'Welcome Email: Faculty, Staff' with its own 'Message Subject' and 'Message Body' fields.