Edvance360 QUICKSTART GUIDE How to Import Courses

How to Import Courses

There are three ways to import trainings/courses within Edvance360.

1 (A) IMPORT TRAININGS/COURES from ADMIN PANEL

To import Trainings/Courses go to Admin>Courses & Communities>Import Export. Find Trainings or Courses and select Import. Please use the sample CSV to added data and save the file as a CSV file.

Edvance	360	📽 Home 😧 Help	⑦ Trainings	📽 Communities	Resources	∰ Calendar	🌣 Admi
Administra	ation						
CONFIG & SETTINGS	Admin » Im	iport Export					
LUSER MANAGEMENT	Import	t / Export					
	Section			Import	Export	Sample (CSV)	
COURSES & COMMUNITIES ~	Users			Import	Export	Sample	
	Training	5		Import	Export	Sample	
» CAMPUS	Commur	ities		Import	Export	Sample	

(B) Select "Import" to the right of Trianings/Courses, browse your computer and select the desired CSV file, select a Semester/Term/Course Header to place the courses under, and select SAVE.



2 IMPORT TRAININGS/COURSES with Common Cartridge tool:

To upload a Common Cartridge Zip File which contains training/course components, go to the selected training/course, click on Common Cartridge and browser your computer to upload the desired Common Cartridge zipped file. (To import BlackBoard or any other LMS courses into Edvance360, save a zipped Common Cartridge file from BB and use it to import into Edvance360.) The training/course components should import into the proper locations (lessons into the Lessons tool, dissucssion into the Discussion tool, etc.).

Navigate L	ife Coaching
MY COURSE	Trainings » Course Common Cartridge
≓ COMMON CARTRIDGE	Export this course in Common Cartridge format
SCORM	Lipload a file for one time import.
🛗 CALENDAR	Browse Upload
🗭 CHAT	Available files for import are listed below. Please make sure that the zip files listed here are valid Common Cartridge files before importing.

3 SCORM FILES:

To upload a pre-created SCORM File go to the desired training/course, click on the SCORM tool, name it, give a description, browse your computer, select the SCORM file, if you would like to associate the SCORM file to a Gradebook item select a category from the dropdown menu, and provide a point value.

MY COURSE	Trainings » Course SCORM	
	Upload New Sco	: - :
SCORM	SCO Title	
🖀 CALENDAR		
	Description	
🗭 CHAT	*Upload SCO ① Browse	
	If you would like to associate this SCO with a gradebook item, complete the following:	
i≣ tests	Grade SCO? Gradebook Category	
	Assignment	
SRADEBOOK	Point Value	
N RESOURCES	Upload	

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