



Edvance360 LMS-SN

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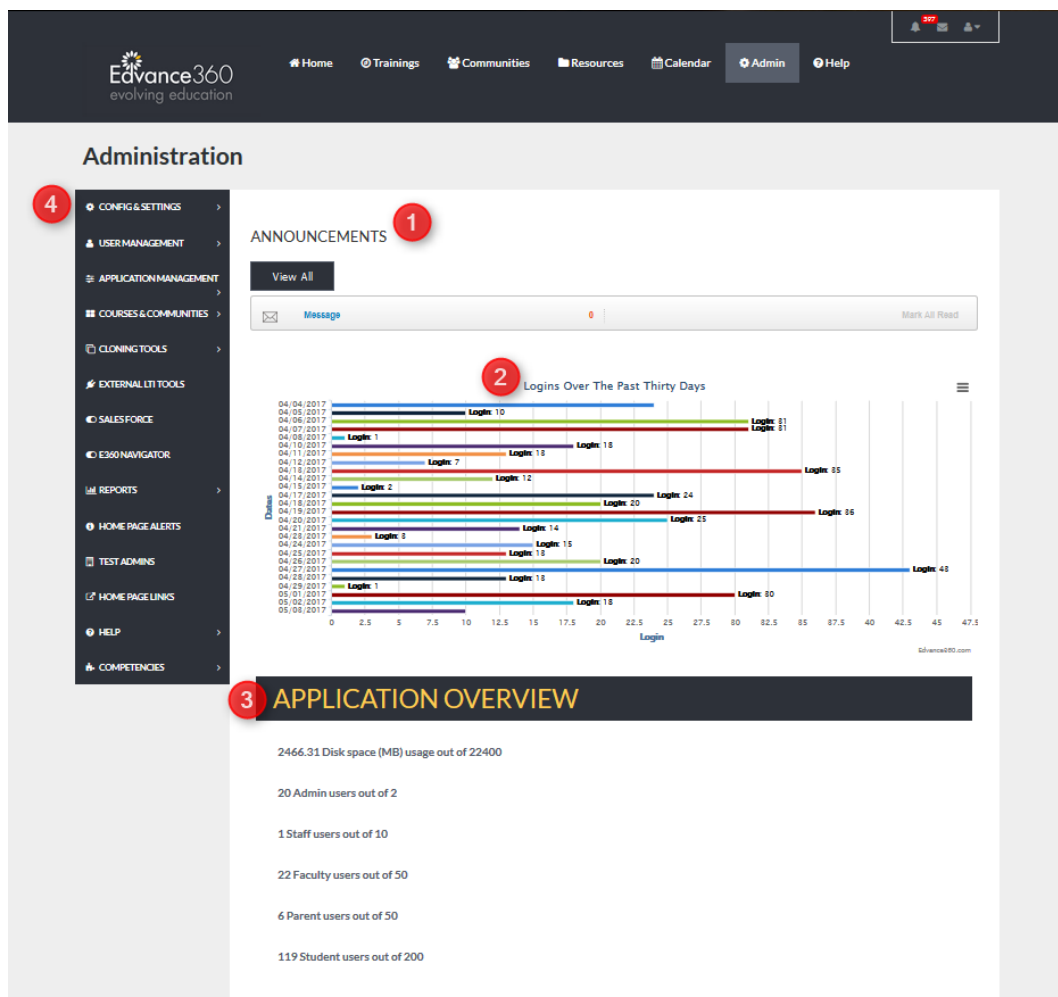
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ADMINISTRATION PANEL

ADMIN > ADMIN HOMEPAGE

The Administration Panel provides administrators with one central location to access all the tools and features in Edvance360 that [Help](#) them maintain their school or organization account. The four main sections of the [Admin Homepage](#) have been numbered in the image below and a description of each has been provided.



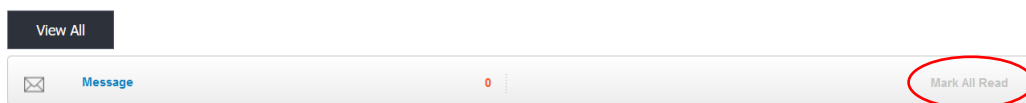
1. [Announcements](#) created by Edvance360 staff, alerting administrators to [Important](#) news and events within Edvance360 will display here. [Users](#) will also see any administrative [announcements](#) created by their school or organization.
2. Administrators may view the number of logins by all [Users](#) for the past thirty days.

3. The [Admin Homepage](#) displays available disk space and account usage for the school or organization, alerting [Users](#) when they have reached capacity for their account. [Users](#) have the option of removing the excess or contacting their sales representative to adjust their service level.
4. The [Navigation Panel](#) is where [Users](#) may access all the tools and features needed to maintain their Edvance360 platform.

ANNOUNCEMENTS

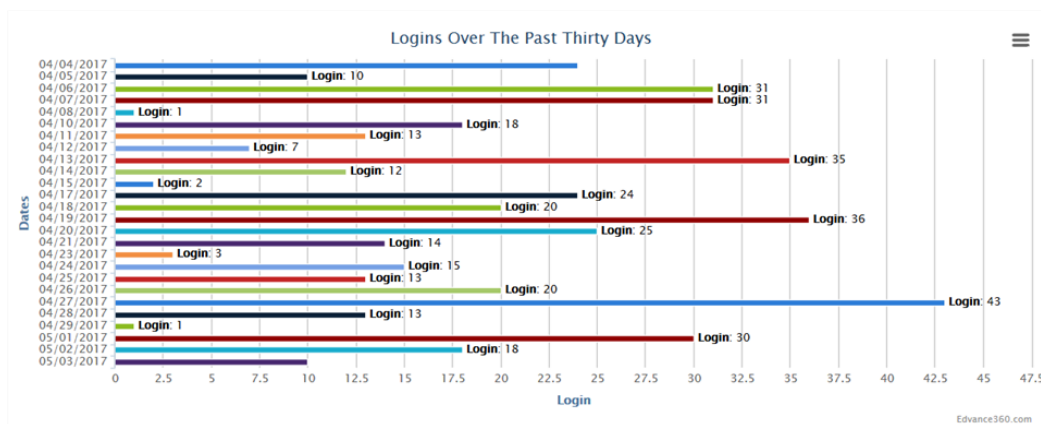
Announcements: The Administration Homepage displays [announcements](#) created by Edvance360 staff, alerting administrators to [important](#) news and events within Edvance360. [Users](#) will also see any administrative [announcements](#) created by their school or organization. Once a user has read the alert and selected the Mark as Read hyperlink the alert will no longer appear on their [Admin Homepage](#) page but will always be available to view by selecting the [Home Page Alerts](#) hyperlink on the [Navigation Panel](#).

ANNOUNCEMENTS



GENERAL LOGIN ACTIVITY

General Login Activity: Administrators may view the number of logins by all [Users](#) for the past thirty days by viewing the chart titled *Logins Over the Past Thirty Days* (See Image Below). The graph shows peaks of usage and displays the date for each day within the thirty-day period. This gives administrators the ability to track high traffic periods.



APPLICATION OVERVIEW

Application Overview: The Admin Homepage displays available disk space and account usage for your school or organization, alerting administrators when they have reached user capacity or overage for their account and if so, by how much. Admin Users have the option of removing the excess or contacting their sales representative to adjust their service level. (send requests to <mailto:sales@edvance360.com>)

APPLICATION OVERVIEW

2466.31 Disk space (MB) usage out of 22400

20 Admin users out of 2

1 Staff users out of 10

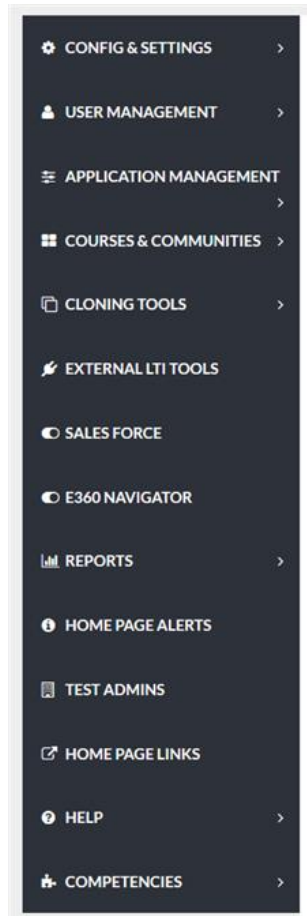
22 Faculty users out of 50

6 Parent users out of 50

119 Student users out of 200

NAVIGATION PANEL

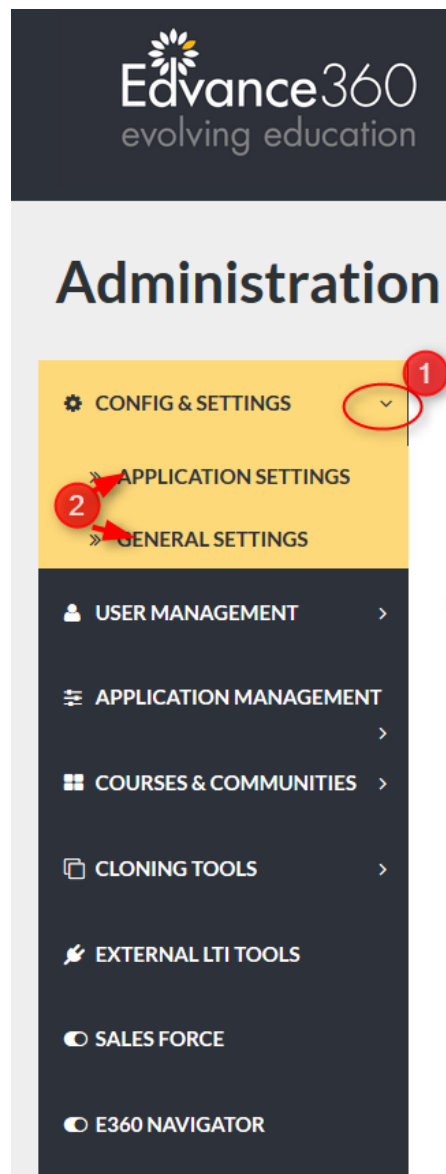
The Navigation Panel is where Admin Users may access all the tools and features needed to maintain their Edvance360 platform including; configuration and settings, User Management, Application Management, Courses & Communities, Cloning Tools, External LTI Tools, E360 Navigator, Reports, Homepage Alerts, Test Admins, Homepage Links, Help, and Competencies.



CONFIGURATION & SETTINGS

ADMIN > CONFIG & SETTINGS

Config & Settings: Configuration & Settings is the first tab on the admin [Navigation Panel](#). The Configuration and Settings tab houses the global settings for your account and allows desired changes to be made to tools and features in the platform. This section will review the tools and features under both the Application and [General Settings](#).



1. Click the arrow to the right of this tab to display the drop down shown in the image below.

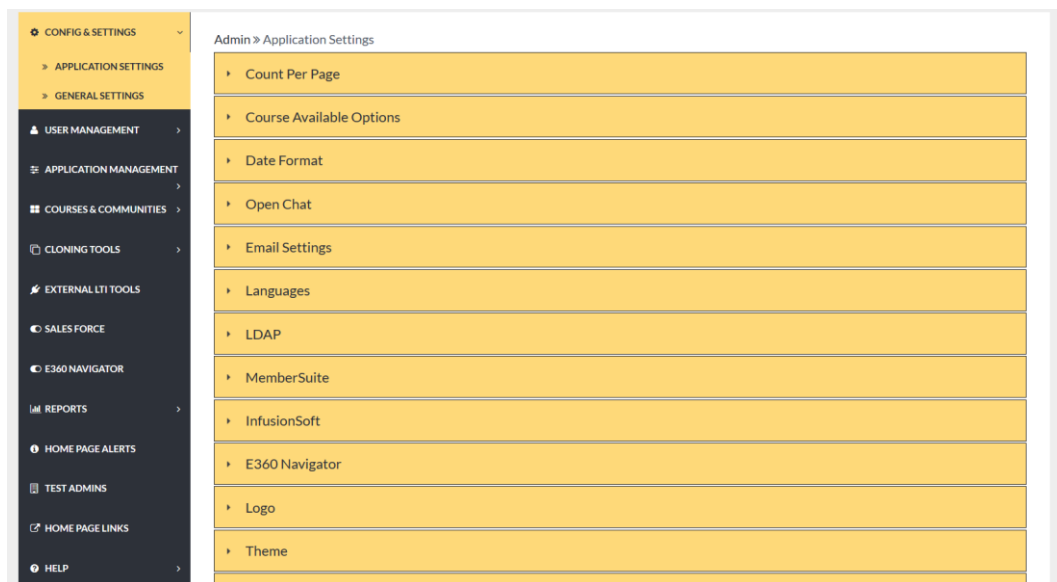
2. Click [Application Settings](#) or [General Settings](#) to display all options.

APPLICATION SETTINGS

The [Application Settings](#) tab houses setting options that manage the functions of many of the E360 tools and features.

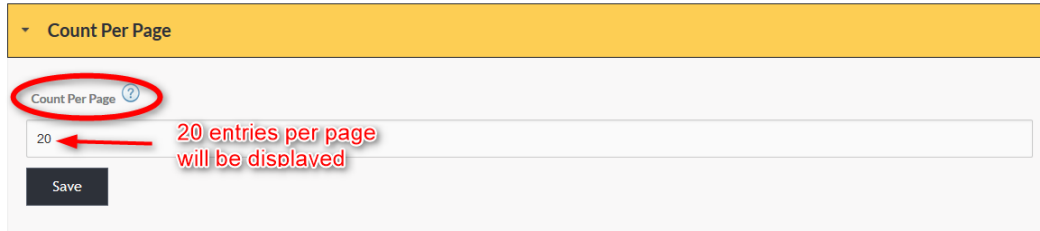
To reach the [Application Settings](#) tab: (Admin > [Config & Settings](#) > [Application Settings](#))

The [Application Settings](#) dropdown should appear, displaying the [Application Settings](#) options (See Image Below).



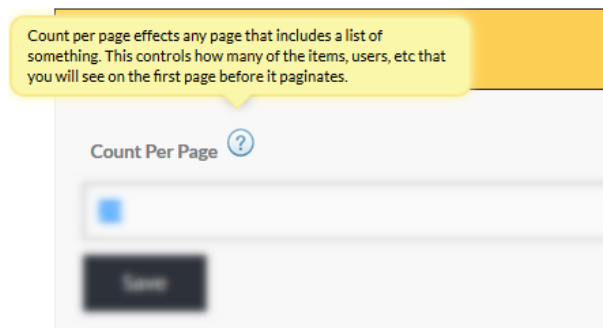
COUNT PER PAGE

Count Per Page refers to the number of entries that can be displayed on a page. To determine the Count Per Page, type the desired number in the text box and select SAVE to apply your selection.



The screenshot shows a configuration panel titled "Count Per Page" with a yellow header. Below the header, the text "Count Per Page" is followed by a question mark icon. A text input field contains the number "20", which is highlighted by a red circle and a red arrow. To the right of the input field, red text states "20 entries per page will be displayed". Below the input field is a dark "Save" button.

Note: To review Important information about this tool, hover over the question mark shown below.



EXAMPLE

The example below displays 10 counts (entries) per page. Each following page will display the same number of entries

The screenshot shows the Edvance360 Administration interface. The top navigation bar includes links for Home, Trainings, Communities, Resources, Calendar, Admin, and Help. The left sidebar contains a menu with categories like CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, SALESFORCE, and more. The main content area is titled 'Administration' and 'Admin > User Management'. It features a 'Search & Operations' section with buttons for 'Send welcome email', 'Convert to Alumni', 'Deactivate selected', and 'Delete selected'. Below this is a search bar and a filter section with radio buttons for 'All', 'Active', 'Deactivated', 'Non-registered', and 'Non-enrolled'. The 'User Management' table lists 10 users, each with a red circle containing a number from 1 to 10. A red callout box points to the first row with the text '10 entries displayed'. The table columns are Last Name, First Name, User Name, ID, and Role. The bottom of the page shows pagination controls: « Previous 1 2 3 4 5 6 7 8 9 10 Next ».

	Last Name	First Name	User Name	ID	Role
1	Admin	Kara	kara	kara	Admin
2	Admin	Kate	kateadmin	kateadmin	Admin
3	Alcorn	Laura Wolf	laura.alcorn@desertsands.us	Laura WolfAlcorn1	Faculty
4	Armendariz	Libby	liblloo@yahoo.com	LibbyArmendariz1	Learner
5	Arnold	Richard	rnarnold	rnarnold	Faculty
6	B	Shirin	acendreshirin.b	shirin.butler@acendre.com	Learner
7	Barron	Rachael	rachaelbarron@gmail.com	RachaelBarron1	Learner
8	Behrens	Peter	pjbehrens@yahoo.com	PeterBehrens1	Learner
9	Bermingham	Elizabeth	ebermingham@gmail.com	ElizabethBermingham1	Learner
10	Blaherson	Blah		userid	Learner

COURSE AVAILABLE OPTIONS

The [Course Available Options](#) tool adds the option for learners to view courses that are currently available from the Training Tab. If you do not wish for available courses to be visible to learners deselect the box below the blue Show Available Courses heading.

▼ Course Available Options

1 Show Available Courses

☒

2 Available Course Message

Do you wish to register for this course?

3 Waitlist Message

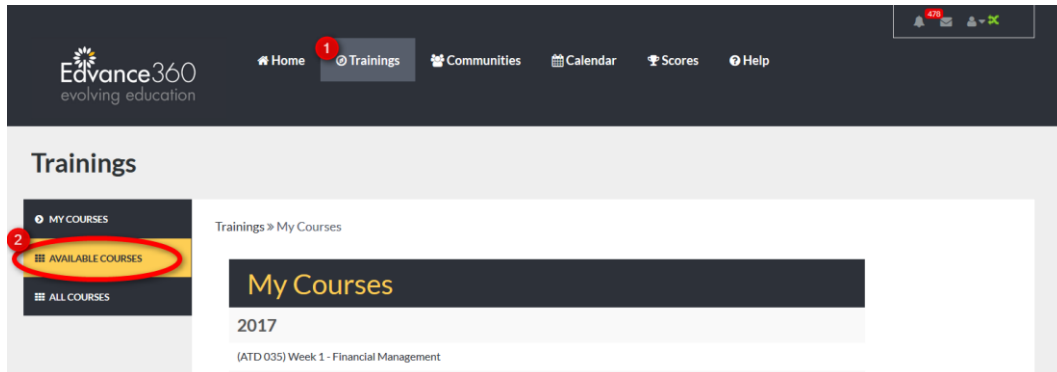
Do you wish to be added to the waitlist????

4 Save

1. Check mark the box below the Show Available Courses heading.
2. Enter the desired message to be shown to learners.
3. Create a message that learners will receive if wait listing for a course is possible.
4. Remember to select the SAVE button to apply your selections.

AVAILABLE COURSES (LEARNER VIEW 1)

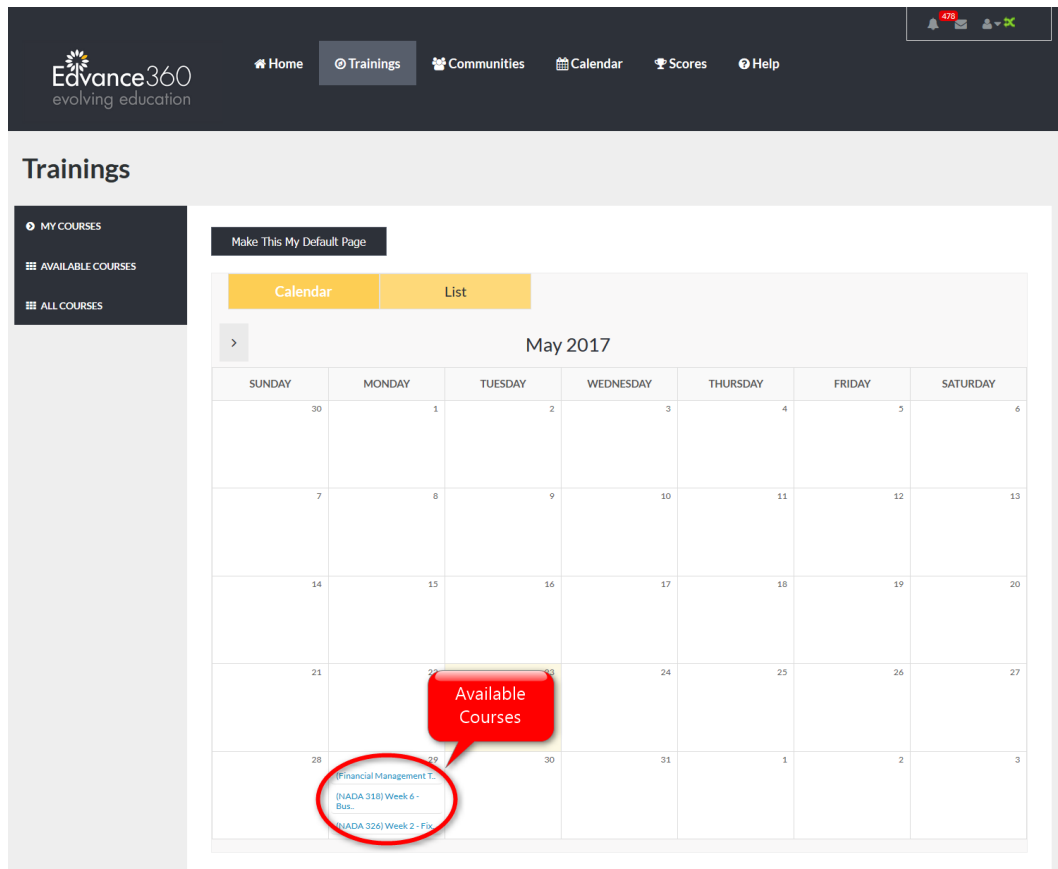
When "show available courses" is selected from the Admin tab, learners are given the option to view these courses using the following steps:



1. Select the [Trainings](#) tab from the top tool bar (**Note:** You must be logged in as a learner)
2. Click the Available Courses link in the [Trainings](#) tab [Navigation Panel](#)

AVAILABLE COURSES (LEARNER VIEW 2)

When selected, the Available Courses link opens a current [Calendar](#) displaying all available courses.



QUICK START GUIDE: SELF REGISTRATION FEATURE

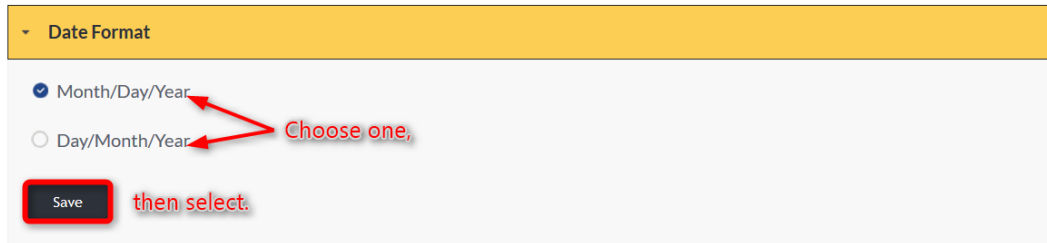
http://edvance360.com/images/fileupload/Filename/128/how_to_use_self_registration_admin_quickstart_guide.pdf

VIDEO TUTORIAL: SELF REGISTRATION FEATURE

<https://youtu.be/GKHKQuPdIH8>

DATE FORMAT

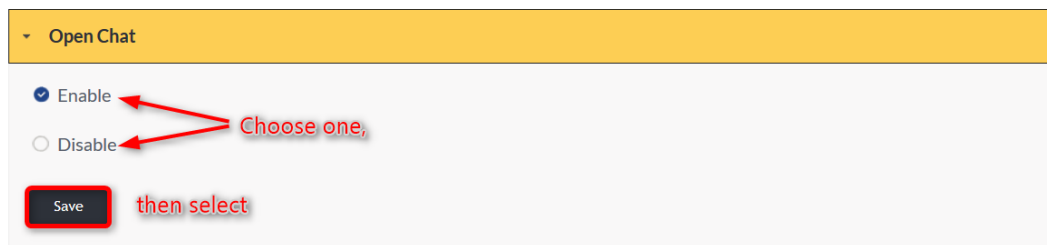
[Date Format](#) sets the date display style throughout the Edvance360 platform. To display the date as: March 20, 1974, select Month/Day/Year. To display the date as: 20 March 1974, select Day/Month/Year. Remember to select the SAVE button to apply your selection.



The screenshot shows the 'Date Format' settings panel. It has a yellow header with a dropdown arrow and the text 'Date Format'. Below the header, there are two radio button options: 'Month/Day/Year' (which is selected with a blue dot) and 'Day/Month/Year' (which is unselected). To the right of these options, the text 'Choose one,' is written in red. Below the radio buttons is a 'Save' button, which is highlighted with a red border. To the right of the 'Save' button, the text 'then select.' is written in red. Red arrows point from the text 'Choose one,' to both radio buttons, and another red arrow points from the text 'then select.' to the 'Save' button.

OPEN CHAT

To allow [Users](#) to utilize the Edvance360 [Open Chat](#) tool located in the Social Network, select Enable. To turn off access to this tool, select Disable. Remember to select the SAVE button to apply your selection.



The screenshot shows the 'Open Chat' settings panel. It has a yellow header with a dropdown arrow and the text 'Open Chat'. Below the header, there are two radio button options: 'Enable' (which is selected with a blue dot) and 'Disable' (which is unselected). To the right of these options, the text 'Choose one,' is written in red. Below the radio buttons is a 'Save' button, which is highlighted with a red border. To the right of the 'Save' button, the text 'then select.' is written in red. Red arrows point from the text 'Choose one,' to both radio buttons, and another red arrow points from the text 'then select.' to the 'Save' button.

EDVANCE360 API

Edvance360 API

The screenshot shows a web form titled "Edvance360 API" in a yellow header bar. Below the header, there are two input fields: "API Key" and "API Secret". The "API Key" field contains the text "FV1oPd3rjb" and is marked with a red circle containing the number "1". The "API Secret" field contains the text "IBuIE9xG3kAq5uB" and is marked with a red circle containing the number "2". Below these fields is a link labeled "Get API Key and Secret" with an "@" icon, marked with a red circle containing the number "3". At the bottom of the form is a "Save" button, also marked with a red circle containing the number "3".

1. API Key: Enter API Key
2. API Secret: Enter API Secret
3. Remember to select the save button to apply changes.

@ Get API Key and Secret: Click here to receive Key and Secret

EMAIL SETTINGS

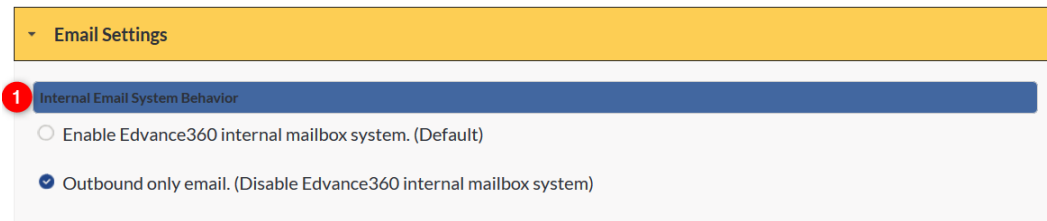
The [Email Settings](#) dropdown reveals set up options for internal email, email address and server, welcome emails, notifications, alerts, and mass emailing. Each section is explained below.



INTERNAL EMAIL SYSTEM BEHAVIOR

Your first task when setting up your Edvance360 email system is determining how your system will function.

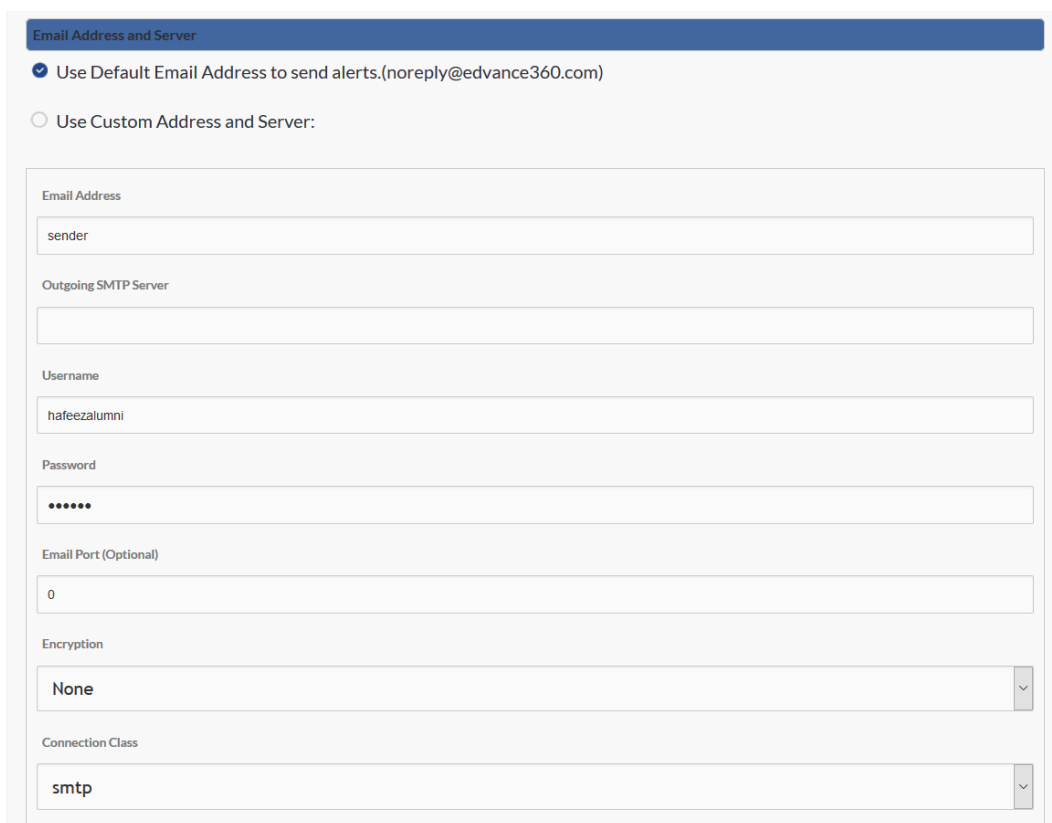
Your Edvance360 platform's default system setting is with the internal email capability activated. To activate the internal email system, allowing [Users](#) to compose, send/receive, and manage email within your platform, check mark "enable." If you wish to only utilize your platform's email system as a notifications tool, where emails are sent from the platform to user's external emails only, check mark "outbound only."



EMAIL ADDRESS AND SERVER

Admin [Users](#) will need to decide if automated emails will be sent using the default email address (noreply@edvance360.com) or a custom email address and server. To make the selection, Admin [Users](#) will check mark the desired option. If a custom address and server are chosen, the needed information should be placed in the proper spaces provided.

Note: Due to recent browser and email rules changing regarding what constitutes spam, it will be best for your own learners if you use the Custom Address and Server information, thus ensuring your learners receive notifications from you for your site instead of them ending up in their spam filters (or worse, getting deleted without notification.)



The screenshot shows a web form titled "Email Address and Server" with a blue header bar. Below the header, there are two radio button options. The first option, "Use Default Email Address to send alerts.(noreply@edvance360.com)", is selected with a blue dot. The second option, "Use Custom Address and Server:", is unselected. Below these options is a form with several input fields and dropdown menus. The fields are labeled: "Email Address" (with the placeholder "sender"), "Outgoing SMTP Server" (empty), "Username" (with the value "hafeezalumni"), "Password" (with masked characters "*****"), "Email Port (Optional)" (with the value "0"), "Encryption" (a dropdown menu showing "None"), and "Connection Class" (a dropdown menu showing "smtp").

WELCOME EMAIL: ADMIN

Automated Welcome Emails sent from your Edvance360 platform can be customized by user type. To create a unique welcome email for the user type, complete the Message Subject and Body. This subject and body will be sent each time the user type is sent a welcome email. Most clients put in different messages to each role/type.

The screenshot shows the configuration interface for a 'Welcome Email: Admin'. It includes a 'Message Subject' field with the text 'Welcome Admin' and a 'Message Body' field. The body field contains a rich text editor with a toolbar and the following text: 'Hi {FirstName} {LastName} Welcome to Edvance360. Here is the login link {LoginLink} and Username {Username}. The signup link is as follows: {SignUpLink} Admin'. A status bar at the bottom right indicates 'Paragraphs: 1, Words: 23'.

WELCOME EMAIL: PARENT/MENTOR

Automated Welcome Emails sent from your Edvance360 platform can be customized by user type. To create a unique welcome email for the user type, complete the Message Subject and Body. This subject and body will be sent each time the user type is sent a welcome email.

The screenshot shows the configuration interface for a 'Welcome Email: Parents/Mentor'. It includes a 'Message Subject' field with the text 'Welcome' and a 'Message Body' field. The body field contains a rich text editor with a toolbar and the following text: 'Hi {FirstName} {LastName} Welcome to Edvance360. Here is the login link {LoginLink} and Username {Username}. The signup link is as follows: {SignUpLink} Parents/Mentor'. A status bar at the bottom right indicates 'Paragraphs: 1, Words: 23'.

WELCOME EMAIL: STUDENTS & ALUMNI & NEWLY CREATED [USER ROLES](#)

Automated Welcome Emails sent from your Edvance360 platform can be customized by user type. To create a unique welcome email for the user type, complete the Message Subject and Body. This subject and body will be sent each time the user type is sent a welcome email.

The screenshot shows the email editor interface for 'Welcome Email: Students & Alumni & Newly Created User Roles'. The 'Message Subject' field contains 'Welcome'. The 'Message Body' field contains the text: 'Hi {FirstName} {LastName} Welcome to Edvance360. Here is the login link {LoginLink} and Username {Username}. The signup link is as follows: {SignUpLink} Students & Alumni'. Above the body text is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. A status bar at the bottom right indicates 'Paragraphs: 1, Words: 25'.

WELCOME EMAIL: FACULTY & STAFF

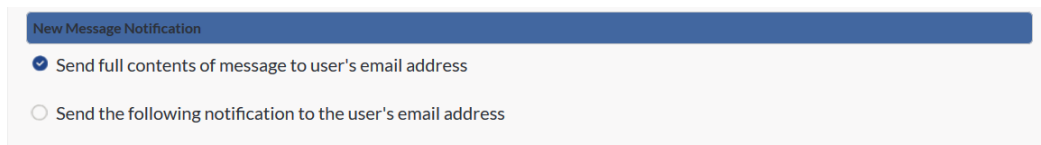
Automated Welcome Emails sent from your Edvance360 platform can be customized by user type. To create a unique welcome email for the user type, complete the Message Subject and Body. This subject and body will be sent each time the user type is sent a welcome email.

The screenshot shows the email editor interface for 'Welcome Email: Faculty, Staff'. The 'Message Subject' field contains 'Welcome Faculty, Staff'. The 'Message Body' field contains the text: 'Hi {FirstName} {LastName} Welcome to Edvance360. Here is the login link {LoginLink} and Username {Username}. The signup link is as follows: {SignUpLink} Faculty, Staff'. Above the body text is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. A status bar at the bottom right indicates 'Paragraphs: 1, Words: 24'.

SENDING AN EMAIL OUTSIDE OF THE EDVANCE360 PLATFORM

A new message notification, signals to [Users](#) that there is a new email from their Edvance360 account. Admins may select how [Users](#) receive this notification and what information is visible.

When "*send full contents*" is selected, the entire email will appear in the user's receiving email address. The receiving user will not need to login to the platform to read emails composed within and sent from the Edvance360 platform.



The screenshot shows a settings panel titled "New Message Notification" with a blue header. Below the header, there are two radio button options. The first option, "Send full contents of message to user's email address", is selected with a blue checkmark. The second option, "Send the following notification to the user's email address", is unselected with a grey circle.

New Message Notification

- ☒ Send full contents of message to user's email address
- ☐ Send the following notification to the user's email address

SENDING AN ABBREVIATED MESSAGE

Admin [Users](#) may prefer that [Users](#) log in to the Edvance360 platform to read their e360 email. When "send the following notification" is selected, [Users](#) will receive a notice, but will need to log in to the e360 platform to read the entire contents of the original email. To configure the notice received through [Users](#)' external email addresses, please follow the steps below.

New Message Notification

☐ Send full contents of message to user's email address

☒ Send the following notification to the user's email address

1 Message Subject

You have Mail!

2 Message Body

Hi (FirstName) (LastName) This is the message body

Paragraphs: 1, Words: 8

3 Message Footer

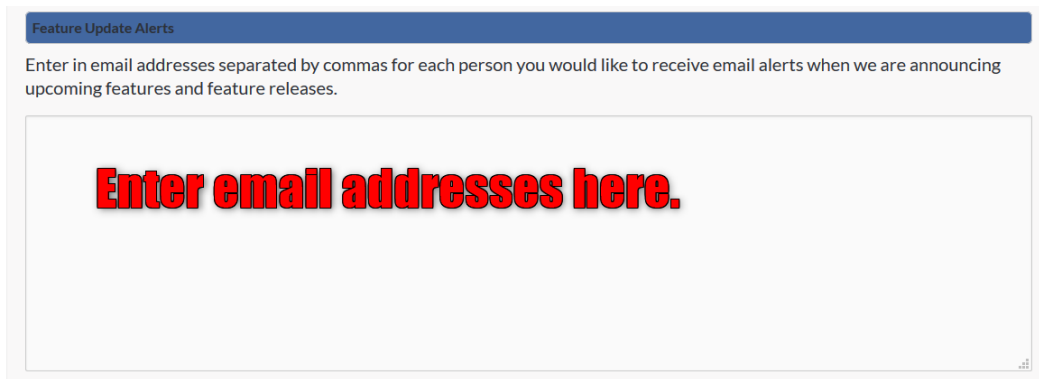
message footer

Paragraphs: 1, Words: 2

1. Enter the subject of your email.
2. Enter the body of the message you wish the user to receive. **PLEASE NOTE:** This is not the body of your email. This note will inform [Users](#) that an email has been sent and the user will need to log in to read the sent email.
3. Enter the message footer.

WHO WILL RECEIVE EDVANCE360 FEATURE UPDATES?

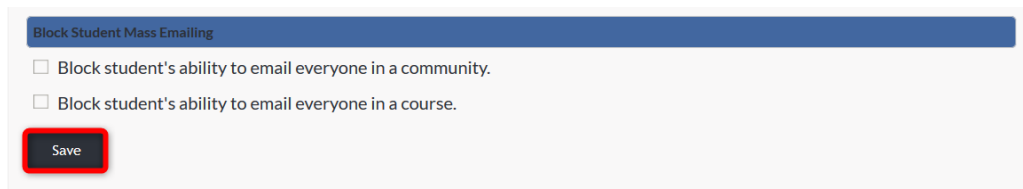
Periodically, the team at Edvance360 will send out notifications to designated [Users](#). Please list the email addresses in the text box of the parties chosen to receive these emails. **Note:** Commas should separate each address.



BLOCK STUDENT MASS EMAILING

To block learners from being able to email everyone in their community or courses, Admin [Users](#) may check mark the boxes to the left of each choice. (See Image Below).

Remember to select SAVE to apply all changes to the platform.



[LANGUAGES](#)

Edvance360 offers dozens of [Languages](#) to choose from. Changing the language here will change the language across your e360 platform. This will not translate your course content, but the language housed within the platform (e.g. menus, names of tools and features, directions, messages created within the platform, etc.).

To change the language across the platform, select the arrow to reveal the dropdown of [Languages](#).

▾ Languages

Language

English

Save

SELECT DESIRED LANGUAGE

Select desired language from the dropdown. Then select SAVE to apply the selection.

▾ Languages

Language

English

CA
Chinese
Chinese Simplified
Dutch
English
French
Hindi
IT
Japanese
K12
NL
No
PL
Portuguese
RU
SY
Spanish
TR
TW

SUCCESSFUL SAVE

Once saved, if successful, the message "[Application Settings](#) Updated Successfully" will appear at the top of the page. The selected language will apply across the application.

The screenshot displays the Edvance360 Administration interface. At the top, a dark navigation bar contains the Edvance360 logo and several menu items: Casa, Cursos, Comunidades, Repositorio, Calendario, Administración (highlighted), and Ayuda. Below this, the main header reads "Administración". A left sidebar lists various configuration categories, with "CONFIG & SETTINGS" expanded to show "APPLICATION SETTINGS" and "GENERAL SETTINGS". The main content area, titled "Administración > Application Settings", features a green success message "✓ Application Settings Updated Successfully" at the top, which is highlighted with a red rectangle. Below the message is a list of settings, including "Count Per Page", "Course Available Options", "Date Format", "Open Chat", "Configuración del correo electrónico", and "Languages". The "Languages" section is expanded, showing a dropdown menu with "Spanish" selected and an "Ahorrar" button. Below the language settings is a list of other application settings: LDAP, MemberSuite, InfusionSoft, E360 Navigator, Logotipo, Theme, Huso horario, Turnitin, Website Hyperlink, Rate Courses, and Stylesheet Management.

LDAP

LDAP, Lightweight Directory Access Protocol, is an Internet protocol that email, and other programs use to look up information from a server. Business computer networks employ the Lightweight Directory Access Protocol, or LDAP, to distribute lists of information organized into hierarchies.

To authenticate with LDAP, complete the needed information in the proper spaces provided. Remember to select the SAVE button to apply changes.

LDAP

☐ Authenticate with LDAP

LDAP Host

LDAP BaseDN

Bind Information to test connection with LDAP server:

LDAP BindCN

LDAP Password

Test Connection

Save

INFUSIONSOFT

[Infusionsoft](#) is a fully integrated CRM (Contact Relationship Management System), Marketing & Commerce Solution.

If you have an [Infusionsoft](#) account and wish to integrate with your Edvance360 platform, check the box marked: *Enable [Infusionsoft](#) Integration*. Enter the needed information in the proper spaces provided.

To enable welcome emails to be sent automatically when a user has been added to [Infusionsoft](#), check mark the box marked *Send Welcome Email*.

Remember to select the SAVE button to apply changes.



The screenshot shows a web interface for configuring the InfusionSoft integration. At the top is a yellow header bar with a dropdown arrow and the text "InfusionSoft". Below this is a section with a checkbox labeled "Enable InfusionSoft Integration", which is circled in red. Underneath the checkbox is a light gray box containing three text input fields labeled "App Name", "Key", and "Query". Below these fields is a checkbox labeled "Send Welcome Email". At the bottom left of the form is a dark gray button with the word "Save" in white, which is also circled in red.

MEMBER SUITE

[MemberSuite](#) is Association Management Software.

To authenticate with [MemberSuite](#), check the box marked, Authenticate with [MemberSuite](#). Compose the needed information in the proper spaces provided. Remember to select the SAVE button to apply changes.

MemberSuite

☐ Authenticate with MemberSuite

Access Key Id

12

Association Id

13

Secret Access Key

16

Signing Certificate Id

22

Signing Certificate No file selected.

Portal Url

http://google.com

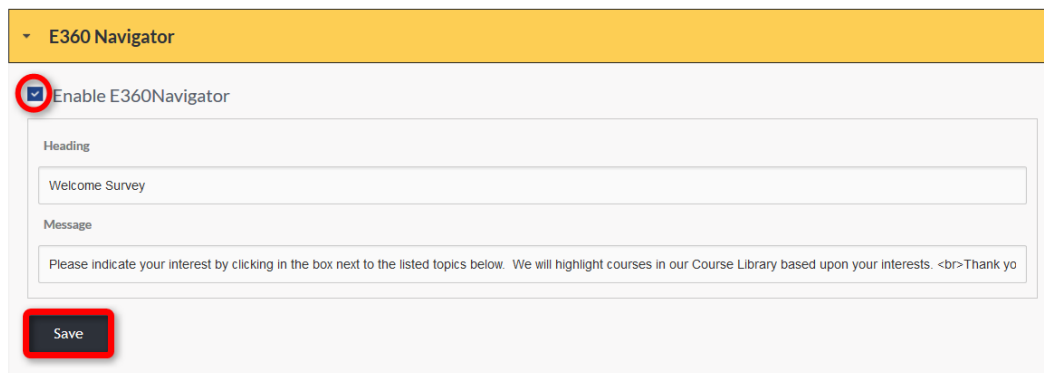
Save

E360 NAVIGATOR

The [E360 Navigator](#) is an intake form that enables eLearning program administrators to ask learners what *they* are interested in learning. Administrators match courses, lessons, and content to key words that are listed on the intake form. When learners select their interests, they are “matched” to courses, lessons, and content that deal with those topics.

To enable the [E360 Navigator](#), highlight the box marked "Enable [E360 Navigator](#)." Enter the heading and message that will appear for [Users](#). Remember to select the SAVE button to apply changes.

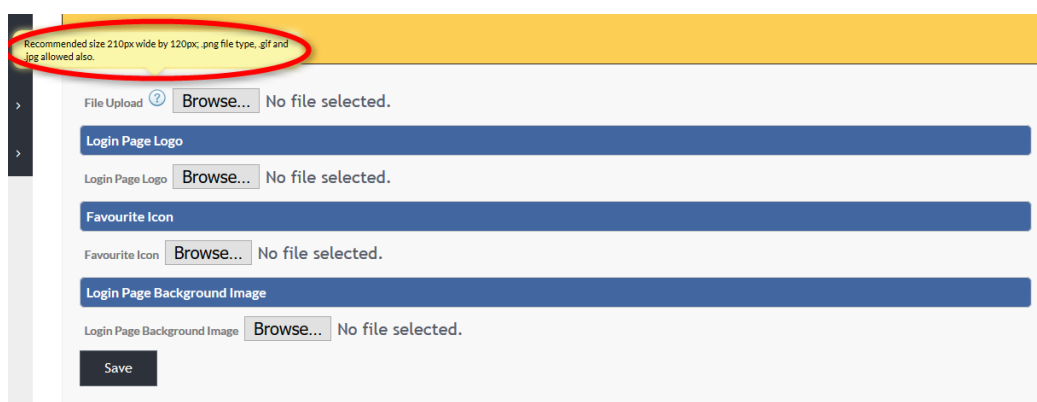
If [E360 Navigator](#) is turned on, it will become a tool on the left-hand panel of the Admin page. It becomes a brief optional list of topics of interest the user may select and as a result, particular courses will appear for them to choose from.



The screenshot shows the 'E360 Navigator' configuration form. At the top, there is a yellow header bar with a dropdown arrow and the text 'E360 Navigator'. Below this, there is a checkbox labeled 'Enable E360Navigator' which is checked and circled in red. Underneath the checkbox, there are two text input fields: 'Heading' with the value 'Welcome Survey' and 'Message' with the value 'Please indicate your interest by clicking in the box next to the listed topics below. We will highlight courses in our Course Library based upon your interests.
Thank yo'. At the bottom left of the form, there is a red 'Save' button.

LOGO

The information box under the [Logo](#) tab gives the recommend image size and file type.

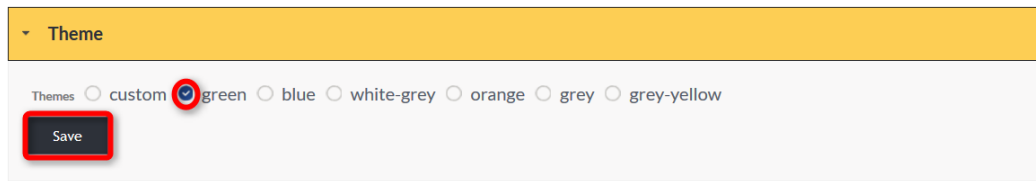


The screenshot shows the 'Logo' configuration form. At the top, there is a yellow header bar. Below it, there is a red circle highlighting a text box that says 'Recommended size 210px wide by 120px; png file type, gif and jpg allowed also.' Below this, there are four sections, each with a 'Browse...' button and the text 'No file selected.': 'File Upload', 'Login Page Logo', 'Favourite Icon', and 'Login Page Background Image'. At the bottom left, there is a black 'Save' button.

THEME

The theme describes the color scheme within the Edvance360 platform.

To select a Theme, highlight the desired color. Remember to select the SAVE button to apply changes.



EXAMPLE

Note: The new theme will be applied across the entire platform. (See Image Below)



TIME ZONE

To set the [Time Zone](#) used within the platform:

The screenshot shows a configuration panel titled "Time Zone" with a yellow header. It contains three main sections: a dropdown menu for selecting a time zone, a "Daylight Saving Option" section with radio buttons for "Enable" and "Disable", and a "Save" button. Red numbered callouts are placed over the interface: 1 points to the dropdown arrow, 2 points to the "Enable" radio button, and 3 points to the "Save" button.

1. Select the arrow to display the dropdown (See Image Below).
2. To enable the platform to automatically recognize Daylight Saving and change time within the system automatically, select "Enable."
3. Remember to select the SAVE button to apply changes.
4. Note: If your state does not acknowledge Daylight Savings time please select DISABLE.

EXAMPLE

This screenshot shows the "Time Zone" dropdown menu expanded, displaying a list of time zones. The first option, "(GMT -5) Eastern Time (US & Canada), Indiana (East), Bogota", is highlighted in blue. The list includes various time zones from GMT -12 to GMT +11, such as "(GMT -6) Central Time (US & Canada), Saskatchewan, Guadalajara", "(GMT -7) Mountain Time (US & Canada), Chihuahua, La Paz", "(GMT -8) Pacific Time (US & Canada)", "(GMT -9) Alaska", "(GMT -10) Hawaii", "(GMT -11) Midway Island, Samoa", "(GMT -12) Intl Dateline West", "(GMT +1) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna, Belgrade", "(GMT +2) Athens, Beirut, Istanbul, Minsk, Bucharest, Cairo, Harare, Helsinki", "(GMT +3) Kuwait, Baghdad, Moscow, St Petersburg, Volgograd", "(GMT +4) Abu Dhabi, Muscat, Baku, Yerevan", "(GMT +5) Ekaterinburg, Islamabad, Karachi", "(GMT +5:30) India, Delhi", "(GMT +6) Almaty, Astana, Dhaka", "(GMT +7) Bangkok, Hanoi, Jakarta", "(GMT +8) Beijing, Hong Kong, Ikutsk, Ulaan Bataar, Singapore, Perth", "(GMT +9) Tokyo, Osaka, Spporo, Seoul, Yakutsk", "(GMT +10) Brisbane, Canberra, Melbourne, Sydney, Guam, Hobart, Vladivostok", and "(GMT +11) Magadan, Solomon Is, New Caledonia".

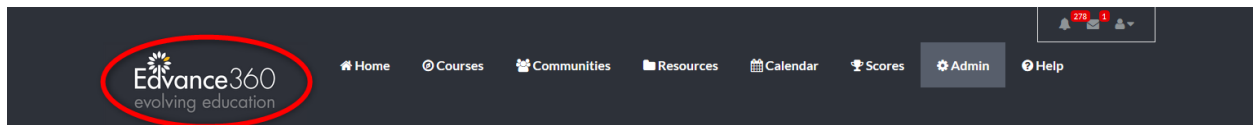
TURNITIN

[TurnItIn](#) is an Internet-based plagiarism-detection service. If you have a [TurnItIn](#) account and desire to enable it within your platform, check mark *ON*. Then compose the needed information in the proper spaces provided. To test your connection, click the *Test TurnItIn* link. Remember to select the SAVE button to apply changes. **Note:** [TurnItIn](#) links will appear for instructors to check plagiarism wherever a student posts in a discussion boards, or when instructors grade a file from a Dropbox, etc.

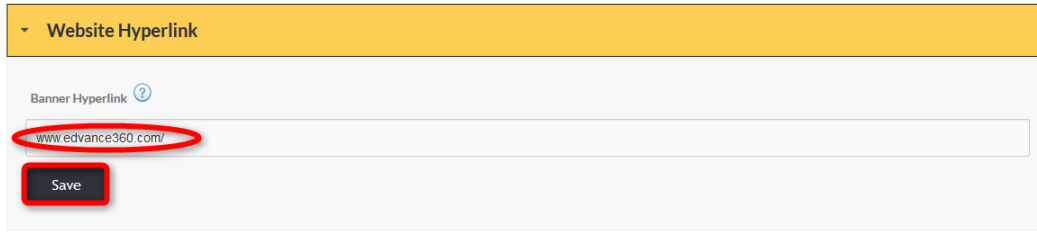


WEBSITE HYPERLINK

[Website Hyperlink](#): The [Logo](#) displayed in the platform banner can be hyperlinked to a website of your choice. (See Image Below)



To hyperlink the [Logo](#) in the platform banner, input the desired URL in to the textbox. Remember to select the SAVE button to apply changes.



Website Hyperlink

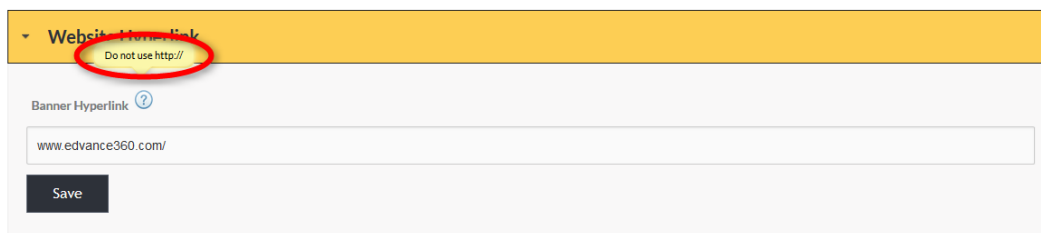
Banner Hyperlink ?

www.edvance360.com/

Save

INFO BOX

The information bubble lets you know that http:// is not needed when adding the URL.



Website Hyperlink

Do not use http://

Banner Hyperlink ?

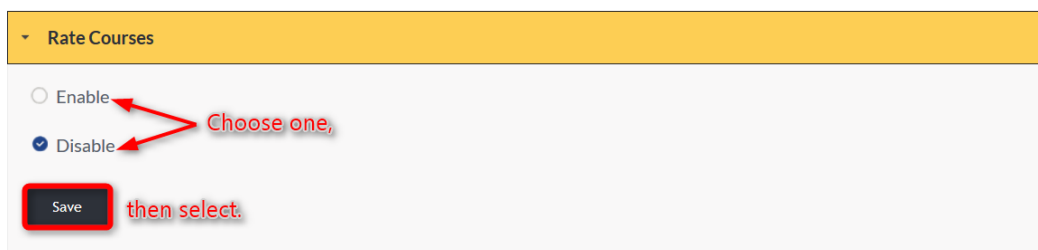
www.edvance360.com/

Save

RATE COURSES

[Users](#) may be given the opportunity to rate the courses they have taken within the E360 platform.

To enable or disable the [Rate Courses](#) option for learners, choose the desired option by highlighting the choice. Remember to select the SAVE button to apply changes.



Rate Courses

☐ Enable

☒ Disable

Choose one,

Save then select.

Note: Ratings results are not viewed by students, but admin may pull a report by going to *Admin>Reports>[Course Ratings](#)*. (See image below)

Administration

- ⚙️ CONFIG & SETTINGS >
- 👤 USER MANAGEMENT >
- ⚙️ APPLICATION MANAGEMENT >
- 📁 COURSES & COMMUNITIES >
- 🛠️ CLONING TOOLS >
- 🔗 EXTERNAL LTI TOOLS
- 📍 E360 NAVIGATOR
- 📊 REPORTS >
- 🔔 HOME PAGE ALERTS
- 📋 TEST ADMINS
- 🔗 HOME PAGE LINKS
- 🔑 HELP >
- 🏠 COMPETENCIES >

Course Ratings

Operator

Rating

Submit

Ratings

Name	Identifier	Rating
Coaching the Executive		4
(ATD 035) Week 1 - Financial Management	ATD 035-FM	4
Test Auto Question Course		3
test hafeez llteewizrd		3
test hafeez llteewizrd		2

SAML SSO

SAML SSO: Security Assertion Markup Language (SAML, pronounced sam-el) is an open standard for exchanging authentication and authorization data between parties between an identity provider and a service provider.

To enable single sign on, complete the information needed in the proper spaces provided. Remember to select the SAVE button to apply changes.

▼ SAML SSO

Login URL

Logout URL

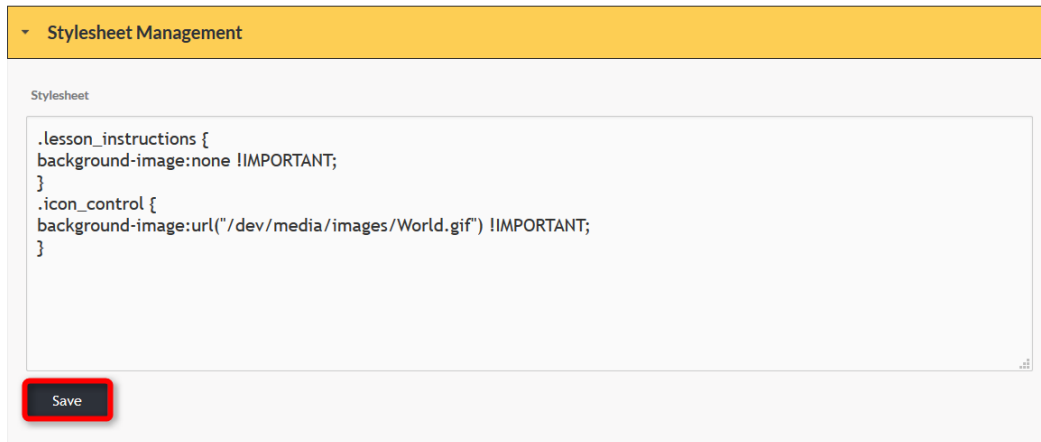
IdP Certificate Fingerprint

Meta Data

Save

STYLESHEET MANAGEMENT

Stylesheet Management: A *stylesheet* is a collection of rules that dictate how specific elements of your website will be displayed across the web. To manage or change these rules, enter the necessary details in the text editor. Remember to select the SAVE button to apply changes.



The screenshot shows a web interface for 'Stylesheet Management'. It features a yellow header bar with a dropdown arrow and the text 'Stylesheet Management'. Below the header is a text editor area with the title 'Stylesheet' and the following CSS code:

```
.lesson_instructions {  
background-image:none !IMPORTANT;  
}  
.icon_control {  
background-image:url("/dev/media/images/World.gif") !IMPORTANT;  
}
```

At the bottom left of the text editor area is a red 'Save' button.

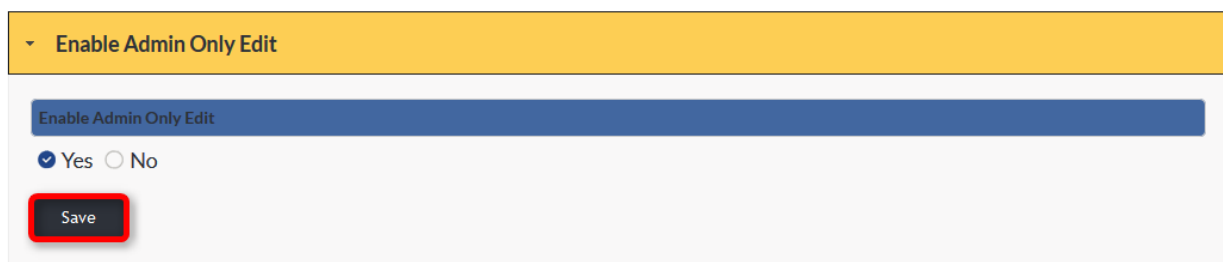
ADMIN ONLY EDIT

Enabling Admin Only Edit is a security measure that ensures that only Users designated as Admin can make edits to your Edvance360 platform.

To enable this security measure, select YES.

To disable this security measure, select NO.

Remember to select the SAVE button to apply changes.

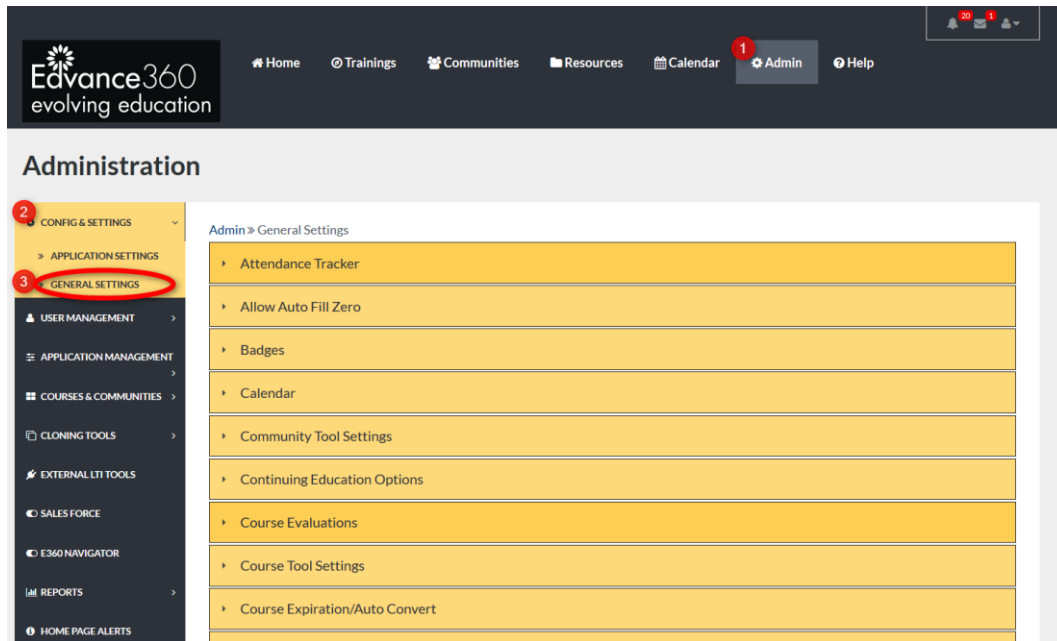


The screenshot shows a web interface for 'Enable Admin Only Edit'. It features a yellow header bar with a dropdown arrow and the text 'Enable Admin Only Edit'. Below the header is a blue bar with the text 'Enable Admin Only Edit'. Underneath is a radio button selection with 'Yes' selected (indicated by a blue checkmark) and 'No' (indicated by an empty circle). At the bottom left is a red 'Save' button.

GENERAL SETTINGS

The [General Settings](#) tab houses setting options that manage the global functions for the E360 system.

To access [General Settings](#) from main menu:



1. Click the Admin tab from the top toolbar in the platform. **Note:** If you do not have this in your toolbar, you will need to contact your school administrator to have your access changed.
2. From the Admin Tool Panel, click the Config and Settings drop-down.
3. From the [Config & Settings](#) drop-down, select [General Settings](#) to reveal setting options. This manual will explore each setting in detail.

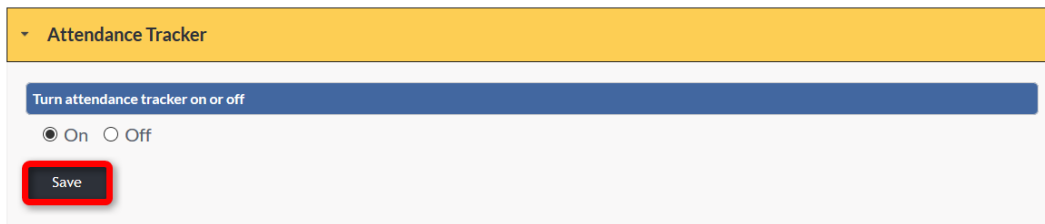
QUICK START GUIDE: HOW TO USE [GENERAL SETTINGS](#)

http://edvance360.com/images/fileupload/Filename/123/admin_panel_configuration_settings_general_settings_admin_Users_v8.1.pdf

ATTENDANCE TRACKER

The [Attendance Tracker](#) tracks learner's attendance in Courses.

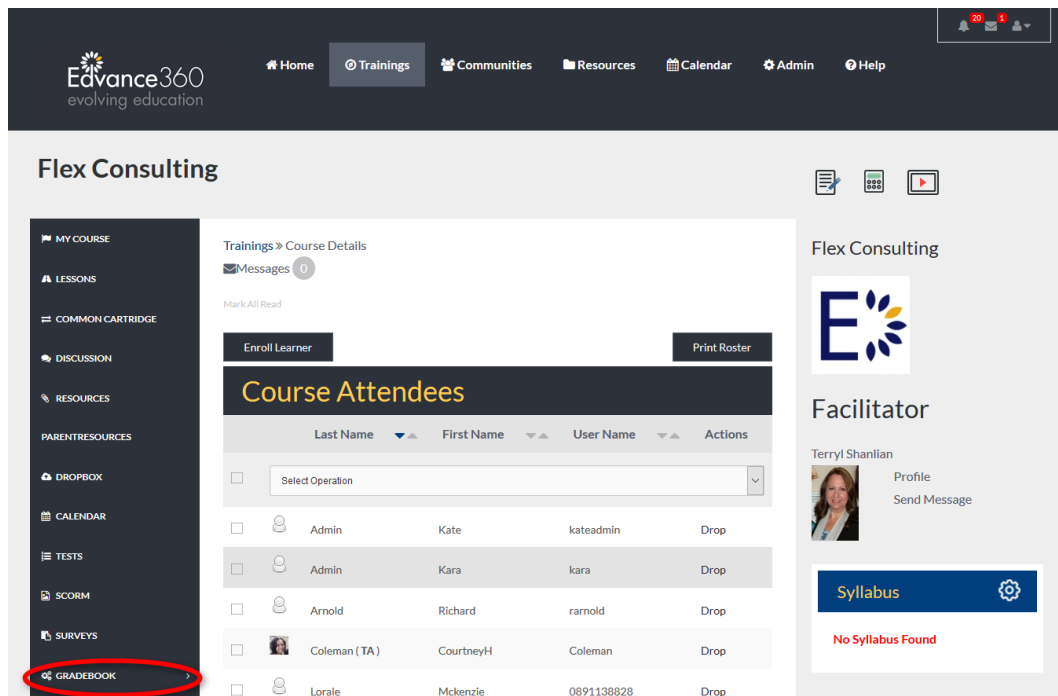
To enable attendance tracking within courses, select ON. To disable the [Attendance Tracker](#) within courses, select OFF. Click the SAVE button to apply changes.



The image shows a user interface for the Attendance Tracker settings. It features a yellow header bar with a dropdown arrow and the text "Attendance Tracker". Below this is a blue bar with the text "Turn attendance tracker on or off". Underneath the blue bar are two radio buttons: "On" (which is selected) and "Off". At the bottom of the settings area is a red "Save" button.

LOCATING THE [ATTENDANCE TRACKER](#).

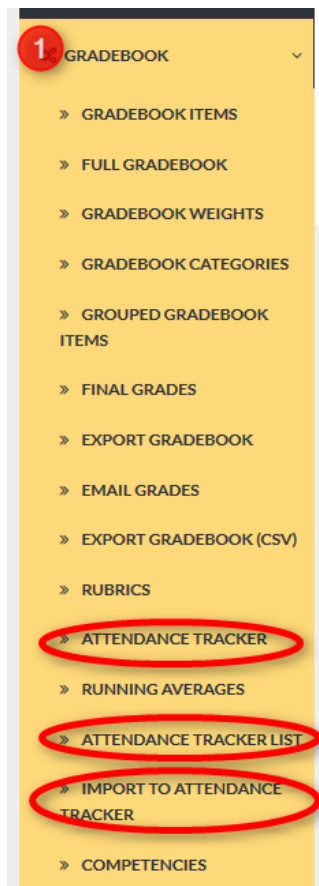
When enabled, the [Attendance Tracker](#) is housed in the Gradebook tool within a course. To open the [Attendance Tracker](#), click the Gradebook Tab in the Course tool panel. (See Image Below)



The screenshot shows the Edvance360 interface for a course titled "Flex Consulting". The top navigation bar includes links for Home, Trainings, Communities, Resources, Calendar, Admin, and Help. The left sidebar lists various course tools, with "GRADEBOOK" highlighted. The main content area displays the "Course Attendees" section, which includes a table of names and a "Drop" button for each row. The right sidebar shows the "Facilitator" section with a profile picture and a "Syllabus" button.

Last Name	First Name	User Name	Actions
Admin	Kate	kateadmin	Drop
Admin	Kara	kara	Drop
Arnold	Richard	ramold	Drop
Coleman (TA)	CourtneyH	Coleman	Drop
Lorale	Mckenzie	0891138828	Drop

LOCATING THE ATTENDANCE TRACKER



1. Click the Gradebook Tab on the Course tool panel to reveal the
 - [Attendance Tracker](#)
 - [Attendance Tracker](#) List
 - [Import](#) to [Attendance Tracker](#)

EXAMPLE

Attendance Tracker: Facilitator's view

Edvance360 evolving education

1 Trainings > Course Gradebook > Gradebook Attendance

Attendance Tracker

Course has met: 0 days

Add Day

Bulk Attendance Turn Day Editing On Turn Attendance On Export Attendance Data

Students	Total Absences
Admin, Kate	0 Absent 0 Tardy 0 Excused
Admin, Kara	0 Absent 0 Tardy 0 Excused
Arnold, Richard	0 Absent 0 Tardy 0 Excused
Lunsdale, McKenzie	0 Absent 0 Tardy 0 Excused
Total Absences	

EXAMPLE

Attendance Tracker: Learner's view

An attendance summary is provided to learners on their SCORES tab.

Edvance360 evolving education

Home Trainings Communities Calendar Scores Help

Scores

MY GRADES

MY CERTIFICATES

2 ATTENDANCE

MY CERTIFICATES(ARCHIVE)

My Grades > Grade Attendance

3 Ashley's Term

Course	Date	Attendance
Learning to Balance Life	05/31/2016	Tardy
Learning to Balance Life	06/20/2016	Tardy

1. Click the SCORES tab from the top tool bar.
2. Click the Attendance Tab from the Scores tool panel.
3. Here, learners may track their attendance by course and date.

QUICK START GUIDE: HOW TO SET UP [ATTENDANCE TRACKER](#)

https://edvance360.com/images/fileupload/Filename/108/how_to_setup_attendance_tracker_quickstart_guide.pdf

VIDEO TUTORIAL: HOW TO SET UP [ATTENDANCE TRACKER](#)

https://youtu.be/NlepKqt3i_Q

[BADGES](#)

[Badges](#) must be created at www.credly.com by clients within their own Credly account. First an account on Credly is created and then integrated into Edvance360 by using the fields shown in the image below. The [Badges](#) created in Credly can be added to the settings of a course to be awarded when students complete courses. Students are notified by Credly when a badge is available for the user to save and use in other social media, blogs, etc.

Badges

- 1 Allow courses to award badges.
☒ Yes
- 2 Allow faculty to award custom created badges.
☒ Yes
- 3 Admin Credly Credentials
Admin Credly Email
sales@edvance360.com
Admin Credly Password
.....
Admin Credly Token
5673a828adabc293b1af5c5aef7ab1cd3a69862d600811e31at2a6f9dc4f4ac7437a5948c2fffa856722dae8c7db4e2f64e6248840ee271860d1e6610b31b33f
- 4 Get Credly Token
Save

1. Select YES to allow [Badges](#) to be automatically sent to learners when they have successfully completed a course.
2. Select YES to allow faculty members to select custom [Badges](#) to be automatically awarded to learners once they have successfully completed their course.
3. Enter the email and password used to access Credly.com. Then click the Get Credly Token hyperlink. Your Admin Credly Token should appear.
4. Select SAVE to apply changes.

Note: Badges may be assigned to courses by going to **Courses>Choose a Course>Settings>Badges**. (See Image Below)

The screenshot shows the Edvance360 user interface. At the top, a dark navigation bar contains the Edvance360 logo, a 'Home' button, and a 'Courses' button which is highlighted. Other navigation options include 'Communities', 'Resources', 'Calendar', 'Scores', 'Admin', and 'Help'. A user profile box in the top right corner displays 'Welcome, CourtneyH Coleman' along with notification icons. Below the navigation bar, the page title 'Flex Consulting' is visible. On the left side, a dark sidebar lists various course-related options: 'MY COURSE', 'LESSONS', 'COMMON CARTRIDGE', 'DISCUSSION', 'RESOURCES', 'PARENT RESOURCES', 'PARENTRESOURCES', 'DROPBOX', 'CALENDAR', 'TESTS', 'SCORM', 'SURVEYS', and 'GRADEBOOK'. The main content area is titled 'Courses » Course Settings' and features a tabbed interface with tabs for 'Modules', 'Details', 'Other', 'LTI', 'Badges' (which is selected), and 'Class Limiting'. The 'Course Badges' section includes a 'Click badge to remove' instruction, a 'Search for Badges' heading, a 'Search Term' input field, a 'Search' button, and a 'Click badge to Add' instruction at the bottom.

QUICKE START GUIDE: HOW TO SETUP [BADGES](#)

https://edvance360.com/images/fileupload/Filename/97/v8_qsg_how_to_setup_Badges.pdf

CALENDAR

Selecting a default start time, end time, view, and selecting SAVE, will apply changes to both the main [Calendar](#) and course/community [Calendars](#).

Calendar

Default Start Time

11am

Default End Time

11pm

Default View

Month

Save

EXAMPLE OF DEFAULT VIEW: MONTH

This example shows the default [Calendar](#) view as Month. The Month view is displayed automatically by selecting the [Calendar](#) tab from the top tool panel.

Edvance360
evolving education

[Home](#) [Trainings](#) [Communities](#) [Resources](#) [Calendar](#) [Admin](#) [Help](#)

Calendar

June 2017

Su Mo Tu We Th Fr Sa

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30

Calendar **Calendar View**

Month Week Day Today Year

< >

June 2017

+

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>28</div> <div>Live Chat Toni...</div> <div>Live Chat Toni...</div> <div>Live Chat Toni...</div> <div>Live Chat Toni...</div>	<div>29</div> <div>Live Chat Toni...</div> <div>Live Chat Toni...</div> <div>Live Chat Toni...</div> <div>Live Chat Toni...</div>	<div>30</div> <div>Live Chat Toni...</div> <div>Live Chat Toni...</div> <div>Live Chat Toni...</div> <div>Live Chat Toni...</div>	<div>31</div> <div>Live Chat Toni...</div> <div>Live Chat Toni...</div> <div>Live Chat Toni...</div> <div>Live Chat Toni...</div>	<div>1</div> <div></div> <div></div> <div></div> <div></div>	<div>2</div> <div></div> <div></div> <div></div> <div></div>	<div>3</div> <div></div> <div></div> <div></div> <div></div>
<div>4</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>5</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>6</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>7</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>8</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>9</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>10</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>11</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>12</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>13</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>14</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>15</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>16</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>17</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

48

EXAMPLE OF DEFAULT START AND END TIMES

When a date is selected from the main [Calendar](#) to add an event, the default start and end times will be automatically reflected in the appropriate dropdowns.

The screenshot shows the Edvance360 user interface. The top navigation bar includes links for Home, Trainings, Communities, Resources, Calendar (active), Admin, and Help. A notification bell icon shows 20 alerts. The main content area is titled 'Calendar' and features a calendar for June 2017 on the left. The right side is the 'Add Event' form. The form fields are: Title (with a help icon), Start Date (6/12/2017), Start Time (11:00 AM, circled in red), Expiration Date (6/12/2017), End Time (11:00 PM, circled in red), and Event Color (a row of color swatches). The '11:00 AM' and '11:00 PM' values are the default times for the selected date.

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Calendar » Add Event

* Title ?

Start Date

6/12/2017

Start Time

11:00 AM

Expiration Date

6/12/2017

End Time

11:00 PM

* Event Color

Color swatches: blue, red, green, yellow, orange, purple, grey, white, black, light blue, light green, light orange, light purple, light grey, light white.

COMMUNITY TOOL SETTINGS

Admin [Users](#) may create universal settings within [Communities](#) by turning each tool off or on under the [Community Tool Settings](#) dropdown. When turned off, these tools will no longer be visible within a community to learners or facilitators. When turned on, facilitators may manage these tools directly from the community, deciding whether to give access to learners. Sort Order determines where the tool will be positioned on the community tool panel.

The screenshot shows the 'Community Tool Settings' interface. At the top is a yellow header with a dropdown arrow and the text 'Community Tool Settings'. Below this is a list of settings. The first setting, 'Show Community Roster', is preceded by a red circle with the number '1'. It has a checkbox that is currently unchecked. The next three settings are 'Lessons', 'Discussion', 'Resources', and 'Parent Resources', each with a blue header bar. For each of these, there is an 'Active' section with radio buttons for 'On' and 'Off'. In the 'Lessons' section, the 'Off' radio button is selected and circled in red, with a red callout box stating: 'Features will not be visible within the Community tool when "OFF" is selected.' Below the 'Active' section is a 'Sort Order' section with a text input field. In the 'Discussion' section, the input field contains the number '2' and is circled in red, with a red callout box stating: 'This feature will show second on the Community's tool panel.' The 'Resources' section has the input field set to '4', and the 'Parent Resources' section has it set to '5'.

1. If the Show Community Roster box is selected, a list of all community members will be displayed on the homepage of each community.

SET UP

Be sure to update all necessary Community Tools.

The image shows a configuration interface for four different tools. Each tool has a blue header bar, an 'Active' status section with radio buttons, and a 'Sort Order' section with a text input field. Red circles highlight the 'Active' label and the 'Sort Order' label for each tool.

Tool	Active	Sort Order
Groups	<input checked="" type="radio"/> On <input type="radio"/> Off	14
Common Cartridge	<input checked="" type="radio"/> On <input type="radio"/> Off	1
SCORM	<input type="radio"/> On <input checked="" type="radio"/> Off	9
Dropbox	<input type="radio"/> On <input checked="" type="radio"/> Off	6

SET UP CONTINUED

Set Up Continued:

The screenshot displays a configuration interface with four sections: Calendar, Tests, Surveys, and Gradebook. Each section contains an 'Active' checkbox (circled in red), radio buttons for 'On' and 'Off' (with 'Off' selected), a 'Sort Order' label (circled in red), and a text input field.

Section	Active	On	Off	Sort Order	Value
Calendar	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	Sort Order	7
Tests	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	Sort Order	8
Surveys	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	Sort Order	10
Gradebook	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	Sort Order	11

SET UP COMPLETED

Set Up Completed:

The screenshot displays a configuration interface with the following elements:

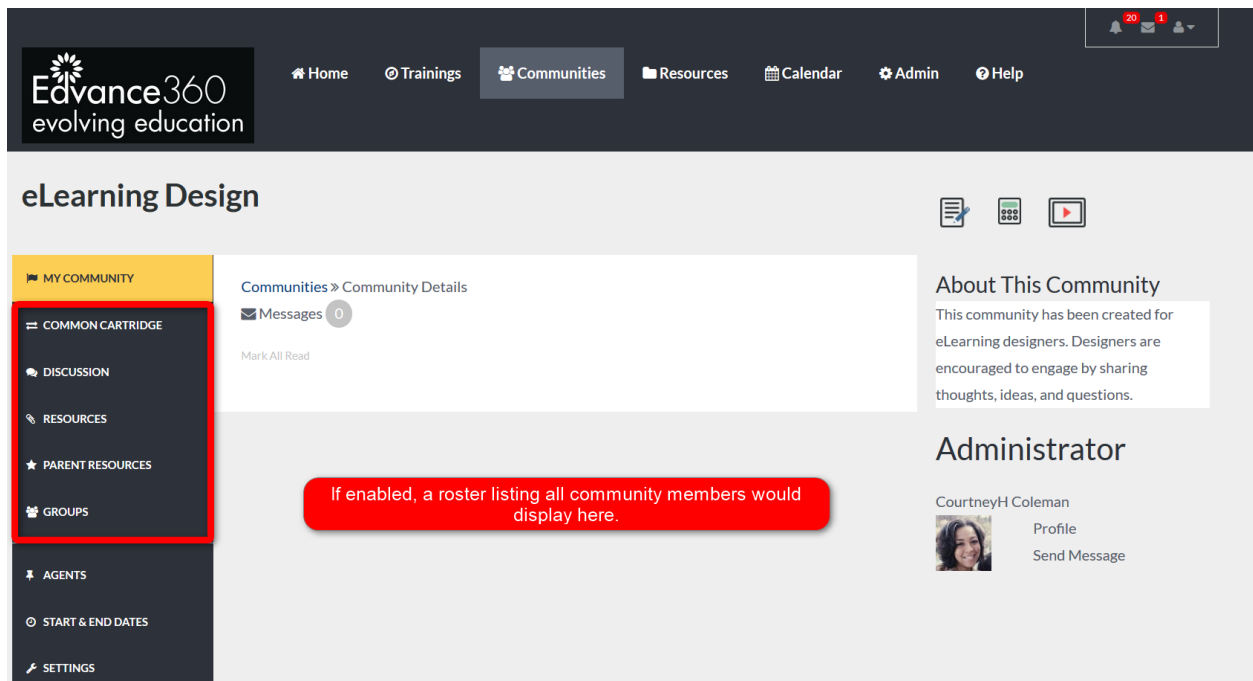
- Wiki Section:**
 - Active:** Radio buttons for 'On' and 'Off'. The 'Off' button is selected.
 - Sort Order:** A text input field containing the value '12'.
- Chat Section:**
 - Active:** Radio buttons for 'On' and 'Off'. The 'Off' button is selected.
 - Sort Order:** A text input field containing the value '13'.
- Reset Current Communities:**
 - Checkbox: ☐ Reset all current communities to this configuration
 - Note: This is a one time reset option. The box will not stay checked once submitted.
- Lock Settings:**
 - Checkbox: ☐ Lock Settings [Instructors will not be able to edit community configuration]
 - Note: This is a one time reset option. The box will not stay checked once submitted.
- Save:** A button at the bottom of the form.

1. To quickly reset all currently active [Communities](#) to the configuration selected, check mark the box.
2. To lock the [Community Tool Settings](#), you selected check mark the box. This will disable the instructors' ability to customize their community tool panel.
3. Select SAVE to apply changes.

Note: Once [Community Tool Settings](#) have been reset or locked these changes cannot be undone. Once saved, all [Community Tool Settings](#) will be changed and/or locked, and the boxes will uncheck, in preparation for the next reset or lockdown.

EXAMPLE

When community settings have been saved the community tool panel and home page will reflect changes.



The screenshot displays the Edvance360 "eLearning Design" community interface. At the top, a dark navigation bar includes the Edvance360 logo and links for Home, Trainings, Communities (selected), Resources, Calendar, Admin, and Help. A notification area in the top right shows 20 alerts and 1 message. The main content area is titled "eLearning Design" and features a sidebar on the left with a "MY COMMUNITY" section. This sidebar contains a "COMMON CARTRIDGE" section, which is highlighted with a red border and includes links for DISCUSSION, RESOURCES, PARENT RESOURCES, and GROUPS. Below this are links for AGENTS, START & END DATES, and SETTINGS. The main content area shows "Communities » Community Details" with a "Messages" link and a "Mark All Read" button. A red callout box states: "If enabled, a roster listing all community members would display here." On the right, the "About This Community" section explains the community's purpose for eLearning designers. Below this, the "Administrator" section identifies CourtneyH Coleman with a profile picture and links to her profile and a message.

CONTINUING EDUCATION OPTIONS

Continuing Education Options: When a course is created as a continuing education course, learners can receive a custom message letting them know if they have failed or passed the course. This message appears immediately after the completion of the course.

Note: Messaging will be received by learners instead of a percentage or letter grade.

The screenshot shows a web form titled "Continuing Education Options" in a yellow header bar. Below the header, there are two large text input areas. The first is labeled "Course Passed Message" and the second is labeled "Course Failed Message". Both areas are currently empty. Below these text boxes, there is a section titled "Student May Retry Course on Failure" with two radio button options: "Yes" and "No". The "No" option is selected. Below the radio buttons, there is a checkbox labeled "Require lesson completion to pass course", which is checked. At the bottom left of the form is a "Save" button. Four red circular callouts with white numbers are overlaid on the form: 1 points to the "Course Passed Message" text box, 2 points to the "Course Failed Message" text box, 3 points to the "Require lesson completion to pass course" checkbox, and 4 points to the "Save" button.

1. Fill each text box with the custom message desired.
2. Select learners' ability to retake a course if failed by clicking YES or NO.
3. If learners are required to complete all lessons before their course is completed, click the corresponding box.
4. Click SAVE to apply changes.

COURSE EVALUATIONS

[Course Evaluations](#) provide learners with the opportunity to provide feedback about courses. [Course Evaluations](#) can be made available anytime between 1 to 10 weeks prior to a learner completing a course. They appear as a link directly under the Course title/link within My Courses.

Note: To create and report [Course Evaluations](#), tag them to specific Courses and Course Headers ([Terms](#)) go to *Admin>Reports>Course Evaluation*. Also, [Course Evaluations](#) are not required, but surveys can be made a required step in a lesson.

The screenshot shows the 'Course Evaluations' configuration page. It has a yellow header bar with a dropdown arrow and the text 'Course Evaluations'. Below this is a section titled 'Enable Course Evaluations' with two radio buttons: 'Yes' and 'No'. The 'No' button is selected. Below this is a section titled 'Select when to display course evaluations to students' with a dropdown menu showing '4 Week(s) before end of term'. Below this is a section titled 'Course Evaluation Messages' with two text areas: 'Intro message when user enters course evaluation' and 'Completion message when user completes course evaluation'. At the bottom left, there is a 'Save' button. Red numbered callouts are placed over the 'No' radio button (1), the dropdown menu (2), the 'Intro message' text area (3), and the 'Save' button (4).

1. To include [Course Evaluations](#), click YES under the Enable [Course Evaluations](#) heading.
2. From the dropdown, select when [Course Evaluations](#) will become visible to learners.
3. In the text boxes provided, Admin [Users](#) may include intro and completion messages for learners.
4. Click SAVE to apply changes.

COURSE TOOL SETTINGS

Admin [Users](#) may create universal settings within courses by turning each tool off or on under the [Course Tool Settings](#) dropdown. When turned off, these tools will no longer be visible within a course to learners or facilitators. When turned on, facilitators may manage these tools directly from the course, deciding whether to give access to learners. Sort Order determines where the tool will be positioned on the course tool panel.

The screenshot displays the 'Course Tool Settings' interface. It features a yellow header bar with a dropdown arrow and the text 'Course Tool Settings'. Below this, there are four sections, each with a blue header bar: 'Lessons', 'Discussion', 'Resources', and 'Parent Resources'. Each section contains an 'Active' toggle with radio buttons for 'On' (selected) and 'Off', and a 'Sort Order' input field. Red circles highlight the 'On' radio button in the 'Lessons' section and the 'Sort Order' input field in the 'Discussion' section. Red callout boxes provide additional context: 'Features will be visible within the Course Tool when "ON" is selected.' points to the 'On' radio button, and 'This feature will show second on the Course's tool panel.' points to the 'Sort Order' input field containing the number '2'.

Tool	Active	Sort Order
Lessons	<input checked="" type="radio"/> On <input type="radio"/> Off	1
Discussion	<input checked="" type="radio"/> On <input type="radio"/> Off	2
Resources	<input checked="" type="radio"/> On <input type="radio"/> Off	4
Parent Resources	<input checked="" type="radio"/> On <input type="radio"/> Off	5

SET UP

Be sure to update all necessary Course Tools.

The screenshot displays a course setup interface with four sections, each having an 'Active' toggle and a 'Sort Order' input field. The 'Active' labels and 'Sort Order' labels are circled in red.

Section	Active	Sort Order
Groups	<input checked="" type="radio"/> On <input type="radio"/> Off	14
Common Cartridge	<input checked="" type="radio"/> On <input type="radio"/> Off	1
SCORM	<input checked="" type="radio"/> On <input type="radio"/> Off	9
Dropbox	<input checked="" type="radio"/> On <input type="radio"/> Off	6

SET UP CONTINUED

Set Up Continued:

The screenshot displays a configuration interface with four sections: Calendar, Tests, Surveys, and Gradebook. Each section is represented by a blue header bar. Below each header, there is an 'Active' label with a red circle around it, followed by radio buttons for 'On' and 'Off'. Below the radio buttons is a 'Sort Order' label, also with a red circle around it, and a text input field containing a numerical value.

Section	Active	Sort Order
Calendar	<input checked="" type="radio"/> On <input type="radio"/> Off	7
Tests	<input checked="" type="radio"/> On <input type="radio"/> Off	8
Surveys	<input checked="" type="radio"/> On <input type="radio"/> Off	10
Gradebook	<input checked="" type="radio"/> On <input type="radio"/> Off	11

SET UP COMPLETED

Set Up Completed:

Wiki

Active ☒ On ☐ Off

Sort Order

12

Chat

Active ☒ On ☐ Off

Sort Order

13

1 Reset Current Courses

☐ Reset all current courses to this configuration.

Note: This is a one time reset option. The box will not stay checked once submitted.

2 Lock Settings

☐ Lock Settings [Instructors will not be able to edit course configuration]

Note: This is a one time reset option. The box will not stay checked once submitted.

3 Save

1. To quickly reset all currently active courses to the selected configurations, select the box.
2. To lock settings selections, select the corresponding box.
3. Click SAVE to apply changes.

Note: Once course settings have been reset or locked these changes cannot be undone. Once saved, all course settings will be changed and/or locked, and the boxes will uncheck, in preparation for the next reset or lockdown.

Note: To manage the visibility of the Course Rosters Globally, go to **Admin>Config & Settings>General Settings>Training Settings>Show Course Roster**

To go to individual **Courses>Course Settings>Other>Roster**.

EXAMPLE

When [Course Tool Settings](#) have been saved the course tool panel and home page will reflect changes.

The screenshot displays the Edvance360 user interface. At the top is a dark navigation bar with the Edvance360 logo and menu items: Home, Trainings, Communities, Resources, Calendar, Admin, and Help. A notification bell icon shows 20 alerts, and a mail icon shows 1 message. Below the navigation bar, the page title 'Flex Consulting' is visible. On the left is a dark sidebar menu with options: MY COURSE, LESSONS, COMMON CARTRIDGE, DISCUSSION, RESOURCES, PARENT RESOURCES, DROPBOX, CALENDAR, TESTS, SCORM, SURVEYS, GRADEBOOK, and WIKI. The main content area shows 'Trainings » Course Details' with a 'Messages 0' indicator and a 'Mark All Read' link. A red rectangular box highlights the 'Course Attendees' panel, which includes an 'Enroll Learner' button, a 'Print Roster' button, and a table of attendees. The table has columns for Last Name, First Name, User Name, and Actions. A 'Select Operation' dropdown is above the table. To the right of the main content, there is a 'Flex Consulting' section with a logo, a 'Facilitator' section for Terry Shanlian with 'Profile' and 'Send Message' links, and a 'Syllabus' section with a 'No Syllabus Found' message.

Course Attendees

	Last Name	First Name	User Name	Actions
<input type="checkbox"/>	Admin	Kate	kateadmin	Drop
<input type="checkbox"/>	Admin	Kara	kara	Drop
<input type="checkbox"/>	Arnold	Richard	rarnold	Drop
<input type="checkbox"/>	Coleman (TA)	CourtneyH	Coleman	Drop
<input type="checkbox"/>	Lorale	Mckenzie	0891138828	Drop

COURSE EXPIRATION/AUTO CONVERT

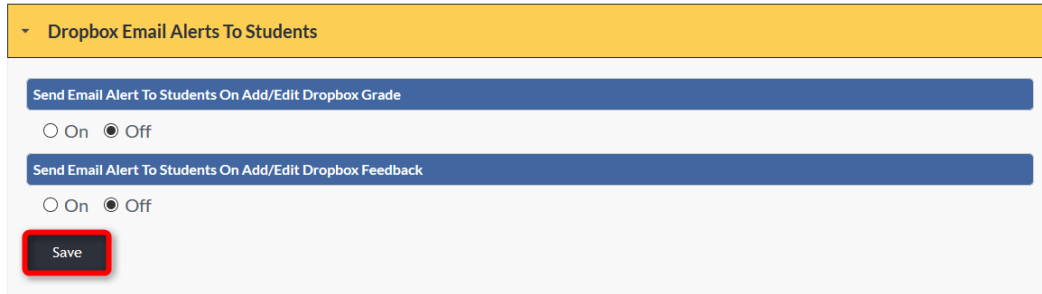
Course Expiration/Auto Convert: When a learner completes all registered courses, Admin [Users](#) must determine how the learner will be converted within the platform.

The screenshot shows a settings panel titled "Course Expiration/Auto Convert" with a yellow header. Below the header is a blue instruction bar: "Select the options to auto-convert once a student has completed all courses they are enrolled in". There are four radio button options, each preceded by a red circle containing a number: 1. "Disable Auto-Conversion", 2. "Convert to Alumni", 3. "Convert to Alumni and remove from courses (Only Admins will still see them in courses)" (this option is selected), and 4. "Deactivate (Only Admins will still see them in courses)". At the bottom left of the panel is a red "Save" button.

1. If selected, Disable Auto Conversion is TURNED OFF and not activated. If one of the following are selected, Auto Convert will be activated.
2. Convert to Alumni will automatically convert learners to alumni [Users](#) upon completion of all courses.
3. Convert to Alumni and remove from courses, converts learners to alumni [Users](#) and removes their visibility from all completed courses. Admin [Users](#) will still be able to see them listed in the course roster.
4. Deactivate will revoke learner's log in access, Admin [Users](#) will be able to still see them listed on course rosters from their completed courses. **Note:** Deactivated [Users](#) may be switched back to Active at any time by Admin [Users](#) or when a student pays and/or registers for another active course.
5. Click SAVE to apply changes.

DROPBOX EMAIL ALERTS TO STUDENTS

Dropbox Email Alerts To Students: To enable automatic email delivery notification when instructors update students' Dropbox grades or feedback, select "ON" and click SAVE to apply changes. This encourages students/learners to log in to view their grades and feedback for Dropbox items. To disable automatic emails, select "OFF." Click SAVE to apply changes.



▼ Dropbox Email Alerts To Students

Send Email Alert To Students On Add/Edit Dropbox Grade

☐ On ☒ Off

Send Email Alert To Students On Add/Edit Dropbox Feedback

☐ On ☒ Off

Save

QUICK START GUIDE: DROPBOX EMAIL ALERTS TO STUDENTS

http://edvance360.com/images/fileupload/Filename/123/admin_panel_configuration_settings_general_settings_admin_Users_v8.1.pdf

VIDEO TUTORIAL: DROPBOX EMAIL ALERTS TO STUDENTS

https://youtu.be/Yq0_PyFp-Lo

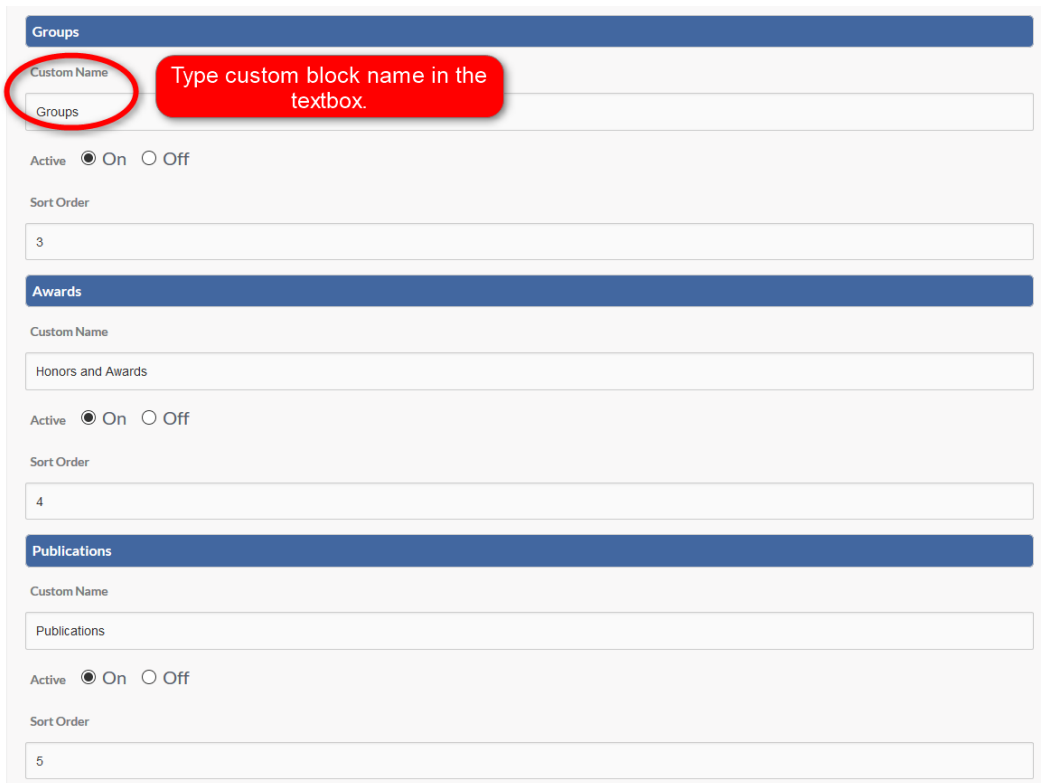
EPORTFOLIO BLOCKS

Eportfolio Blocks: The Eportfolio tool gives learners a place to house Important information such as Education and Experience completed. Admin Users can turn off and on the blocks of information and determine the order in which the feature is displayed on the Home Dashboard Eportfolio tool panel.

The screenshot displays the 'Eportfolio Blocks' configuration interface. It features a yellow header bar with a dropdown arrow and the text 'Eportfolio Blocks'. Below this, there are two main sections: 'Education' and 'Experience', each with a blue header bar. The 'Education' section includes a 'Custom Name' field with the value 'Education', an 'Active' section with radio buttons for 'On' (selected) and 'Off', and a 'Sort Order' field with the value '1'. A red circle highlights the 'On' radio button, and a red callout box states: 'Blocks will be visible within the Eportfolio tool when "ON" is selected.' The 'Experience' section includes a 'Custom Name' field with the value 'Experience', an 'Active' section with radio buttons for 'On' and 'Off', and a 'Sort Order' field with the value '2'. A red circle highlights the 'Sort Order' field, and a red callout box states: 'This block will show second on the Eportfolio tool panel.'

SET UP

Admin [Users](#) can customize [Eportfolio Blocks](#) by adding the custom block title to the Custom Name textbox.



The screenshot displays the configuration interface for Eportfolio Blocks, organized into three sections: Groups, Awards, and Publications. Each section includes a 'Custom Name' text input field, an 'Active' toggle (radio buttons for On and Off), and a 'Sort Order' text input field.

- Groups Section:** The 'Custom Name' field contains the text 'Groups'. A red circle highlights this field, and a red callout box with the text 'Type custom block name in the textbox.' points to it. The 'Active' toggle is set to 'On', and the 'Sort Order' field contains the value '3'.
- Awards Section:** The 'Custom Name' field contains the text 'Honors and Awards'. The 'Active' toggle is set to 'On', and the 'Sort Order' field contains the value '4'.
- Publications Section:** The 'Custom Name' field contains the text 'Publications'. The 'Active' toggle is set to 'On', and the 'Sort Order' field contains the value '5'.

SET UP CONTINUED

Set Up Continued:

Documents

Custom Name

Documents

Active

☒ On ☐ Off

Sort Order

6

Leadership Experiences

Custom Name

Leadership Experiences

Active

☒ On ☐ Off

Sort Order

7

Community Service

Custom Name

Community Service

Active

☒ On ☐ Off

Sort Order

8

SET UP COMPLETED

Once all fields have been filled and selected, click SAVE to apply changes.

Community Service

Custom Name

Community Service

Active

☒ On ☐ Off

Sort Order

8

Training

Custom Name

Trainings & Certifications

Active

☒ On ☐ Off

Sort Order

9

Save

EXAMPLE

When Eportfolio settings have been saved, changes will be reflected in the Eportfolio dropdown on the main home page.

The screenshot displays the Edvance360 dashboard interface. At the top, a dark navigation bar contains the Edvance360 logo and a series of icons for Home, Trainings, Communities, Resources, Calendar, Admin, and Help. Below this, the main content area is titled "Home". On the left, a vertical sidebar lists various dashboard sections: GETTING STARTED DASHBOARD, ACCOUNT, DASHBOARD, REPORTS, LITE WIZARD, CONTENT CLONING, NOTIFICATIONS, CERTIFICATES, EPORTFOLIO (highlighted with a red circle), NETWORK, LINKS, SEARCH, and SUFFIXES. The main content area features a large banner for "Leadership 101" with a "Launch" button. Below the banner, a "Notifications" section displays a message about a "Weekend Conference!". On the right side, a yellow dropdown menu for "EPORTFOLIO" is open, showing a list of options: EDIT EPORTFOLIO, EDUCATION, EXPERIENCE, GROUPS, HONORS AND AWARDS, PUBLICATIONS, DOCUMENTS, LEADERSHIP EXPERIENCES, COMMUNITY SERVICE, TRAININGS & CERTIFICATIONS, CONTACT INFO, and BADGES.

GRADEBOOK OPTIONS

Gradebook Options: Admin Users can manage the Gradebook settings for all course gradebooks.

Gradebook Options

Add Dropdown And Discussion As Gradebook Item

☒ On ☐ Off

Display Running Grade Average

☐ On ☒ Off

Display Gradebook Category Averages

☐ On ☒ Off

Include Number Grade

☐ On ☒ Off

Lockdown this Gradebook Map for all Instructors and Courses

Will lockdown all gradebooks. Only newly created courses/cases will receive current grade map.
☒ On ☐ Off

Grade Map (Insert minimum values for each grade level)

Grade	Min/Max	Display
A+	<input type="text" value="100.00"/>	<input type="text" value="A+"/>
A	<input type="text" value="92.00"/>	<input type="text" value="A"/>
A-	<input type="text" value="91.00"/>	<input type="text" value="A-"/>
B+	<input type="text" value="88.00"/>	<input type="text" value="B+"/>
B	<input type="text" value="82.00"/>	<input type="text" value="B"/>
B-	<input type="text" value="80.00"/>	<input type="text" value="B-"/>
C+	<input type="text" value="78.00"/>	<input type="text" value="C+"/>
C	<input type="text" value="75.00"/>	<input type="text" value="C"/>
C-	<input type="text" value="72.00"/>	<input type="text" value="C-"/>
D+	<input type="text" value="68.00"/>	<input type="text" value="D+"/>
D	<input type="text" value="62.00"/>	<input type="text" value="D"/>
D-	<input type="text" value="60.00"/>	<input type="text" value="D-"/>
F	<input type="text" value="60.00"/>	<input type="text" value="F"/>

Pass/Fail Threshold

Save

SET UP

Set Up:

The screenshot shows the 'Gradebook Options' settings page. It features a yellow header bar with a dropdown arrow and the text 'Gradebook Options'. Below the header are five blue bars, each with a red circle containing a number (1-5) on the left. Each bar has a label and two radio buttons labeled 'On' and 'Off'.
1. 'Add Dropbox And Discussion As Gradebook Item' with the 'On' radio button selected.
2. 'Display Running Grade Average' with the 'Off' radio button selected.
3. 'Display Gradebook Category Averages' with the 'Off' radio button selected.
4. 'Include Number Grade' with the 'Off' radio button selected.
5. 'Lockdown this Gradebook Map for all Instructors and Courses' with the 'On' radio button selected.
Below the fifth bar is a small text note: 'Will lockdown all grade maps. Only newly created courses/users will receive current grade map.'

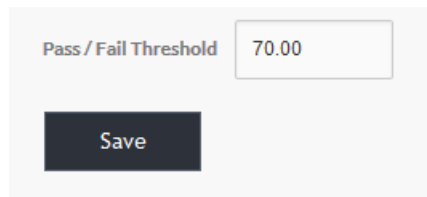
1. Selecting "ON" will enable instructors to add Dropbox and Discussion grades to the course gradebook.
2. Selecting "ON" will display a running grade average in the course gradebook feature.
3. Selecting "ON" will display student averages for each gradebook category.
4. Selecting "ON" will display learner's percentage grades.
5. Selecting "ON" will lockdown the gradebook map (shown in [Gradebook Options](#) image 3) in all courses, removing instructors' ability to edit.

GRADE MAP

The Gradebook map sets the minimum value needed to receive each letter grade and sets how the letter grade will be displayed for instructors and learners.

Grade Map (Insert minimum values for each grade level)		
Grade	Min Value	Display
A+	<input type="text" value="100.00"/>	<input type="text" value="A+"/>
A	<input type="text" value="95.00"/>	<input type="text" value="A"/>
A-	<input type="text" value="91.00"/>	<input type="text" value="A-"/>
B+	<input type="text" value="88.00"/>	<input type="text" value="B+"/>
B	<input type="text" value="85.00"/>	<input type="text" value="B"/>
B-	<input type="text" value="82.00"/>	<input type="text" value="B-"/>
C+	<input type="text" value="79.00"/>	<input type="text" value="C+"/>
C	<input type="text" value="75.00"/>	<input type="text" value="C"/>
C-	<input type="text" value="72.00"/>	<input type="text" value="C-"/>
D+	<input type="text" value="69.00"/>	<input type="text" value="D+"/>
D	<input type="text" value="65.00"/>	<input type="text" value="D"/>
D-	<input type="text" value="62.00"/>	<input type="text" value="D-"/>
F	<input type="text" value="60.00"/>	<input type="text" value="F"/>

If Admin [Users](#) wish to create a Pass or Fail course, they will add the threshold for the course in the proper space provided. (See Image Below) Remember to select the SAVE button to apply changes.

A screenshot of a web form for setting a 'Pass / Fail Threshold'. The form has a light gray background. At the top, the text 'Pass / Fail Threshold' is displayed in a small, dark font. To its right is a text input field containing the value '70.00'. Below the input field is a dark gray button with the word 'Save' in white text.

QUICK START GUIDE: GRADEBOOK QUICK CONNECT TO DISCUSSIONS

http://edvance360.com/images/fileupload/Filename/135/qsg_using_discussion_course_tool_instructors.pdf

VIDEO TUTORIAL: GRADEBOOK QUICK CONNECT TO DISCUSSIONS

<https://youtu.be/72aiMY2QQBI>

QUICK START GUIDE: GRADEBOOK QUICK CONNECT TO DROPBOXES

http://edvance360.com/images/fileupload/Filename/138/qsg_how_to_setup_dropbox.pdf

VIDEO TUTORIAL: GRADEBOOK QUICK CONNECT TO DROPBOXES

http://edvance360.com/images/fileupload/Filename/138/qsg_how_to_setup_dropbox.pdf

HOLIDAYS

[Holidays](#) observed by your institution can be displayed in the [Calendar](#) feature by adding the date (as Year, Month, and Date). Be sure to separate dates by commas (*Example: 2017-2-14, 2017-7-4, 2017-12-25*). Remember to select **SAVE** to apply changes.

Holidays

Enter holidays observed by your institution comma separated and in the following form: YYYY-MM-DD,YYYY-MM-DD, etc

2016-12-25

Save

HOME PAGE WELCOME MESSAGE

The [Home Page Welcome Message](#) is a communication tool. This message displays at the center of the user's home page and is often used to give instructions, offer updates, and communicate [Important](#) information to [Users](#).

The screenshot shows the 'Home Page Welcome Message' configuration window. It includes a title bar, a status section with 'Yes' and 'No' radio buttons, a 'Message Header' section with a text input field, a 'Message Content' section with a rich text editor, and a 'Save' button at the bottom. Red numbered callouts (1-4) point to these specific elements.

1. If active, the message below will appear at the top of the Home Page for all users.
☐ Yes
☒ No

2. Message Header
Message Heading
Welcome to Edvance360

3. Message Content
Enter the text/content that will appear on the home page.
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 screen.

4. Save

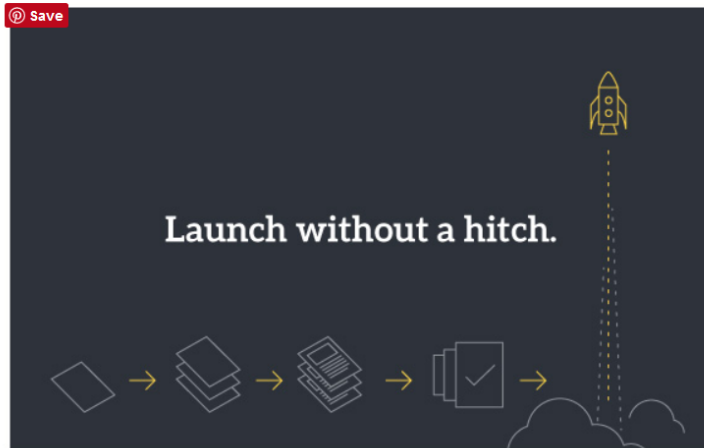
1. To activate the [Home Page Welcome Message](#) and make visible for all [Users](#), select "YES." If "NO" is selected the message will not be visible for any user.
2. The message header appears above the welcome message on the home page.
3. The content of the [Home Page Welcome Message](#) is input in the HTML box. This box allows images, videos, hyperlinks, symbols, etc. to be customized.
4. Click SAVE to apply changes.

EXAMPLE

When the [Home Page Welcome Message](#) is enabled it will display on the home page of all [Users](#).

Welcome to Edvance360

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 screen.



IMS FTP IMPORT

IMS FTP Import : The Information Management System (IMS) File Transfer Protocol (FTP) Import allows Admin Users the ability to Import and Export information such as courses and grades.

The screenshot shows the 'IMS FTP Import' configuration form. It has a yellow header bar with the title 'IMS FTP Import'. Below the header, there are four numbered callouts in red circles: 1 points to the 'Enable FTP' section, 2 points to the 'Target Term' dropdown, 3 points to the 'Target Grade Export Term' dropdown, and 4 points to the 'Save' button. The 'Enable FTP' section has a blue header and contains the text 'Only applies to clients with IMS FTP Importing active on their account.' and two radio buttons: 'Yes' (unselected) and 'No' (selected). The 'Target Term' section has a blue header and a text box stating 'New courses imported via IMS FTP Auto-Import will be created in the following term. It is important to keep this updated'. Below this is a dropdown menu. The 'Target Grade Export Term' section has a blue header and a text box stating 'Grade exports via IMS FTP Auto-Export will be pulled from the following term. It is important to keep this updated'. Below this is another dropdown menu. The 'Save' button is a grey button with the text 'Save'.

1. Selecting "YES" will enable FTP.
2. Imported courses will be added to the term selected in dropdown.
3. When Exporting grades, they will be pulled from the term selected from the dropdown.
4. Select SAVE to apply changes.

INACTIVITY THRESHOLD NOTIFICATION

Inactivity Threshold Notification: Admin Users can monitor Users' inactivity within the platform.

The screenshot shows a web form titled "Inactivity Threshold Notification" with a yellow header. The form contains the following elements:

- 1** A blue bar labeled "Log Report". Below it, the text "Log Report" is followed by two radio buttons: "On" (unselected) and "Off" (selected).
- 2** A blue bar labeled "Send Email Notifications of Report to". Below it, the text "Engagement Email" is followed by an empty text input field.
- 3** A blue bar labeled "Hours of Inactivity Threshold". Below it, the text "Inactivity Hours" is followed by a text input field containing the number "144".
- 4** A "Save" button located at the bottom left of the form.

1. To keep a log of inactivity reports, select "ON."
2. Each time a report is run, notification can be sent to the email address added in the text box.
3. Set inactivity threshold here.
4. Click SAVE to apply changes.

LANGUAGE FILTERING

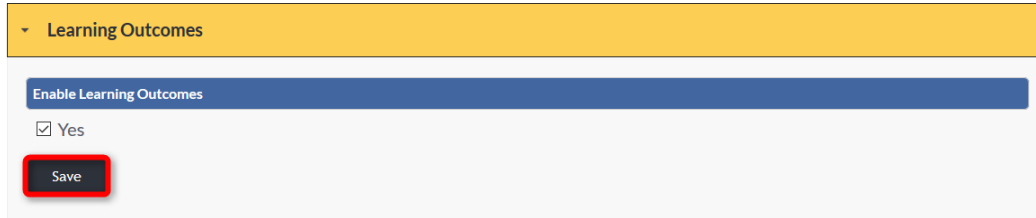
The Edvance360 platform offers [Language Filtering](#) that enables admin [Users](#) to be notified when predetermined offensive language is used within the site.

The screenshot shows the 'Language Filtering' configuration page. It features a yellow header with the title 'Language Filtering'. Below the header, there are several sections: 1. 'Enable Language Filtering' with radio buttons for 'Yes' and 'No' (selected). 2. 'Select the action to take when offensive language is encountered' with radio buttons for 'Auto Delete Post' and 'Leave Post for Manual Deletion' (selected). 3. 'Specify forbidden words, separated by commas' with a text input field. 4. 'Show/Hide' with a dropdown menu. 5. 'Message to display to user upon violation' with a large text area. 6. 'Alert the Following Recipient of Violations' with a text input field for 'Email Address'. At the bottom, there is a 'Save' button.

1. To enable the [Language Filtering](#) feature select "YES."
2. Set the action taken by the system when predetermined offensive language is encountered.
*If the post is left for manual deletion it will become invisible for [Users](#) until the notified Admin has decided whether to delete the post.
3. List all language deemed offensive here. These words, [Terms](#), and/or phrases will trigger the [Language Filter](#) when encountered.
4. When a user's post is flagged for offensive language the automated message entered in this text box will be sent to the user.
5. Insert the email address of the person selected to receive notification of offensive language used by a user.
6. Click SAVE to apply changes.

LEARNING OUTCOMES

To enable Learning Outcomes, or Competencies, select the box. Once selected, “Competencies” will appear in the Admin Left-hand panel directly under Help.

A screenshot of a web interface for enabling Learning Outcomes. At the top is a yellow header bar with a dropdown arrow and the text "Learning Outcomes". Below this is a blue bar with the text "Enable Learning Outcomes". Underneath the blue bar is a checkbox labeled "Yes", which is checked. At the bottom of the form is a red "Save" button.

▼ Learning Outcomes

Enable Learning Outcomes

☒ Yes

Save

VIDEO TUTORIAL:

<https://youtu.be/mJMrEXw7Oxo>

PARENT ACCOUNTS

Parent Accounts' access to tools and features is determined here. Once privileges have been determined, remember to click SAVE to apply changes.

Parent Accounts

Enable Parent Accounts

☒ Yes ☐ No

Send parents a copy of emails sent to their children:

☐ Yes ☒ No

Scores

☐ Off ☒ Read Only

Calendar

☐ Off ☐ Read Only ☒ Allow Editing

Course

☐ Off ☒ On

Resources

☐ Off ☒ On

Lessons

☐ Off ☐ Read Only ☒ Allow Editing

Tests

☐ Off ☐ Read Only ☒ Allow Editing

Gradebook

☐ Off ☐ Read Only ☒ Allow Editing

Save

QUICK START GUIDE: HOW TO USE PARENT/MENTOR ACCOUNTS

https://edvance360.com/images/fileupload/Filename/117/how_to_use_parent_mentor_accounts_quick_start_guide.pdf

VIDEO TUTORIAL: HOW TO USE PARENT/MENTOR ACCOUNTS

<https://youtu.be/XeNrhXzoQBE>

PERMISSIONS

Student and Faculty [Permissions](#) are determined by check marking the [Permissions](#) you wish to allow and leaving blank those [Permissions](#) being denied. Remember to click SAVE to apply changes.

▼ Permissions

Students

☒ Allow Students to create new communities.

☐ Allow Students to update their account information.

☒ Allow Students to request access to private courses.

Faculty

☐ Allow Faculty to create new communities.

☐ Prevent Faculty that aren't Admins from dropping students from classes.

☒ Prevent Faculty from accessing the Global Repository.

Save

SET UP

Set up:

The screenshot shows a web form for setting up Salesforce integration. At the top is a yellow header bar with a dropdown arrow and the text "SalesForce". Below this is a blue bar with a red circle containing the number "1" and the text "Enable Salesforce.". Underneath is a checkbox labeled "Enable Salesforce" with a red circle containing the number "2" next to it. Below the checkbox is another blue bar with a red circle containing the number "2" and the text "SalesForce Admin User.". This is followed by a note: "Note: Password must have users security token attached to the end" and a link: "Click here to learn how to reset your security token". There are three input fields: "SalesForce Admin User" (containing "matt.contento@e360.com"), "SalesForce Admin User" (containing "*****"), and "Consumer Key" (containing a long alphanumeric string). Below these is a "Client Secret" field containing "5409822304024893467". At the bottom is a blue bar with a red circle containing the number "3" and the text "Send Email to Contact when created from Salesforce", followed by a "Send Email" checkbox which is checked.

1. Check mark the box to enable the integration of [Salesforce](#) with the Edvance360 platform.
2. Input user's [Salesforce](#) account information in each field.
3. Checkmark here when an email should be sent to the user when they are created in [Salesforce](#).

SET UP CONTINUED

Set Up Continued:

The screenshot shows two steps in a setup process. Step 4, titled 'Field to connect Edvance360 users to Salesforce Field', has a subtitle 'Connecting Salesforce Contacts to Edvance360 Users'. It features a dropdown menu with three options: 'SalesForce Email equals Edvance360 Email' (highlighted in blue), 'SalesForce Email equals Edvance360 Email', and 'SalesForce Custom Field equals Edvance360 User Id'. Below the dropdown is a text input field labeled 'API Name/Field Name'. Step 5, titled 'Select username creation', has three radio button options: 'Email', 'Use Custom Field From Above to Create Username', and 'First Initial Last Name (e.g jdoe)', with the last option being selected.

1. To connect [Salesforce](#) contacts to Edvance360 you will select one of two options from the dropdown pictured above.

The API Name/Field Name textbox will only need to be filled if [Salesforce](#) Custom Field equals Edvance360 User Id is selected from the dropdown.

Dropdown Options Explained:

**[Salesforce](#) Email equals Edvance360 Email: This option will send email correspondence created by [Salesforce](#) to [Users](#)' Edvance360 internal email (Note: Edvance360 internal email can connect to an external email so [Users](#) receive all correspondence when not logged in to the platform. (See Edvance360 email) (TODO)*

**[Salesforce](#) Custom Field equals Edvance360 User Id: This option creates a default for creating an Edvance360 User Id for [Salesforce](#) contacts based on the information added to the API Name/Field Name text box located directly beneath this dropdown.*

2. *Email:* User's email address will serve as their username.
Use Custom Field from Above to Create Username: This option should be selected if using the custom field from section 4.
First Initial Last Name: [Users](#)' first initial and last name will be used to create their username.

SET UP COMPLETED

Set Up Completed:

The screenshot shows a web form with two main sections. The first section, titled '6 Salesforce Advanced Options', contains two sub-sections. The first sub-section is 'Set a Salesforce field and Condition to only import Specific Contacts', with input fields for 'API Name/Field Name' (containing 'Edvance_Sync__c') and 'Selected Field Matches' (containing 'TRUE'). The second sub-section is 'Set a Salesforce field to pull courses from. Field within Salesforce is comma seperated, using Edvance360s Course Custom Identifier', with an input field for 'API Name/Field Name' (containing 'E360_Courses__c'). The second section, titled '7 Salesforce Error Reporting', contains an 'Email Address' input field with the value 'matt.contento@edvance360.com'. At the bottom of the form is a 'Save' button, which is highlighted with a red box and a red circle containing the number 8.

3. To [Import](#) specific contacts from [Salesforce](#) you will set a specific Field name and input the specific condition for Importing specific contacts from [Salesforce](#).
Not sure what to write for 2nd section...
4. Input the email address to receive all [Salesforce](#) Error Reports.
5. Click SAVE to apply changes.

[SEARCH FROM HOME PAGE](#)

[Search From Home Page](#): The Home Page search bar allows [Users](#) to search the Edvance360 platform. When course designers and administrators add documents and other resources to Edvance360, they can add tags and key words to those resources, which then makes them searchable by other [Users](#).

Note: The search is “smart” and will not return results to the user to which they are not allowed to have access. It looks at the user’s role and determines the results that should/should not be shown.

Selecting "ON" will enable the search box function on the home page. Remember to select SAVE to apply changes.

▼ Search From Home Page

Search From Home Page Functionality

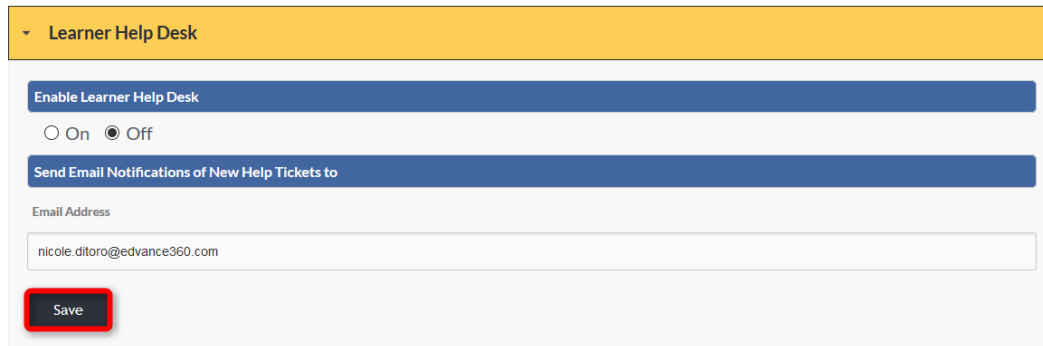
☒ On ☐ Off

Save

LEARNER HELP DESK

The [Learner Help Desk](#) is where learners may put in [Help](#) tickets for any questions they may have. Learners may also watch [Video Tutorials](#) and access the [User Manual](#) within the [Help](#) tab.

Selecting "ON" will enable the learner's [Help](#) desk found on the learner's homepage, under the [Help](#) tab located in the top tool bar. An email address will need to be identified for receiving new [Help](#) tickets created by learners. Remember to select SAVE to apply changes.



The screenshot shows a web form titled "Learner Help Desk" with a yellow header. Below the header, there are three main sections: 1. "Enable Learner Help Desk" with a blue header bar and two radio buttons, "On" and "Off", where "Off" is selected. 2. "Send Email Notifications of New Help Tickets to" with a blue header bar and a text input field containing the email address "nicole.dltoro@edvance360.com". 3. A "Save" button at the bottom left, which is highlighted with a red rectangular border.

LEARNER MODULES

Learner Modules: Admin Users will need to select which personal modules learners have access to when logged in to the Edvance360 platform. Remember to select SAVE to apply changes.

Learner Modules	
1 Select which personal modules Students have access to	
Communities	<input checked="" type="radio"/> Yes <input type="radio"/> No
Mailbox	<input checked="" type="radio"/> Yes <input type="radio"/> No
Repositories	<input type="radio"/> Yes <input checked="" type="radio"/> No
Network	<input type="radio"/> Yes <input checked="" type="radio"/> No
Blog	<input type="radio"/> Yes <input checked="" type="radio"/> No
Calendar	<input checked="" type="radio"/> Yes <input type="radio"/> No
Scores	<input checked="" type="radio"/> Yes <input type="radio"/> No
Certificates	<input checked="" type="radio"/> Yes <input type="radio"/> No
Grade Category Averages	<input type="radio"/> Yes <input checked="" type="radio"/> No
Attendance	<input checked="" type="radio"/> Yes <input type="radio"/> No
<button>Save</button>	

1. For more information about each learner module, select the hyperlinked module name below.
([Communities](#), Mailbox, Repositories, Network, Blog, [Calendar](#), Scores, [Certificates](#), Grade Category Averages, Attendance)

TERMS OF SERVICE

When each new user is allowed access to the site, a “[Terms of Service](#)” agreement must be checked off by the user before launching into the system. Below is a sample of a typical Learning Management System [Terms of Service](#). At a minimum, please replace all ##CLIENT_NAME## with the institution’s name. We highly recommend creating your own [Terms of Service](#) and inserting it instead of our sample.

Note: The [Terms of Service](#) shows to [Users](#) when they first log into the system after receiving their Welcome Email. They must check a box to agree to them to continue on. (No one reads, them, of course, but they are there for your own safety.)

The screenshot shows a web form titled "Terms of Service" with a yellow header. It contains four numbered steps:

- 1 Client Name**: A text input field containing "Lake Street".
- 2 Client Address**: A text input field containing "Lake Street Address".
- 3 Enter Terms of Service**: An HTML text editor. The toolbar includes icons for undo, redo, bold, italic, strikethrough, link, unlink, source, and various alignment and list options. The text area contains the following text:
##CLIENT_NAME## LMS Terms of Service
Welcome to the ##CLIENT_NAME## LMS. Please review these Terms of Service.

In order to be a member of the ##CLIENT_NAME## LMS, you must read and accept all of the terms of this agreement and the privacy policy. You may not use ##CLIENT_NAME## LMS if you do not agree to be bound by these terms of service.

You understand that ##CLIENT_NAME## can change the terms of service or the privacy policy by posting changes to this Website. Your ongoing use of ##CLIENT_NAME## LMS indicates that you accept any changes to the Terms of Service Agreement. We reserve the right to change or terminate the ##CLIENT_NAME## LMS for any reason, and without notice, without liability to you, any other Member, or any third party.
The status bar at the bottom right of the editor shows "Paragraphs: 53, Words: 1583".
- 4 Save**: A dark button with the text "Save".

1. Enter the institution's name issuing the [Terms of Service](#).
2. Enter the address of the institution issuing the [Terms of Service](#).
3. Using the HTML text editor, copy and paste or type [Terms of Service](#).
4. Select SAVE to apply changes.

TRAINING OPTIONS

Training Options: Select the options you wish to enable for Trainings/courses.

Training Options

Change which options are available for training

- ☒ Allow courses to have training settings which will be available when pulling an Off-Line Report
- ☒ Allow lessons to have training settings which will be available when pulling an Off-Line Report
- ☒ Allow users to manually put in trainings from their Off-Line Report panel, and will be available when pulling an Off-Line Report
- ☒ Show Course Roster
- ☒ Show Syllabus
- Goal Hours
40
- Save

1. When course training settings are created they may be pulled in Off-Line Reporting. These settings are usually more geared toward organizations or corporations, rather than schools.
2. When Lesson training settings are created they may be pulled in Off-Line Reporting. These settings are usually more geared toward organizations or corporations, rather than schools.
3. Allows Users to add Trainings completed outside of the LMS, which will appear when Off-Line Reports are pulled. **Note:** These submitted user Trainings may or may not be approved by Admin Users or supervisors.
4. When check marked, the course roster is visible to all Users enrolled in the course and displayed on the course home page. Note: this may be edited course by course with Course>Settings>Other>Roster.
5. When check marked, the course syllabus is available via hyperlink on the course home page for all enrolled learners. If this is not selected, the syllabus panel will not show on all course home dashboards.
6. If a set number is created, this will be displayed as the total or “goal” number of hours in a learning program or year that Users should complete. When an Offline Report is run, this total will show in comparison to the number of actually completed hours to show remaining hours needed to meet set goal.
7. Click SAVE to apply changes.

VIDEO OPTIONS

Video Options: Set the number of times a user may watch each video. Remember to click SAVE to apply changes.

▼ Video Options

Number of times a user may watch each video.(blank or 0 for unlimited)

Video Watch Limit

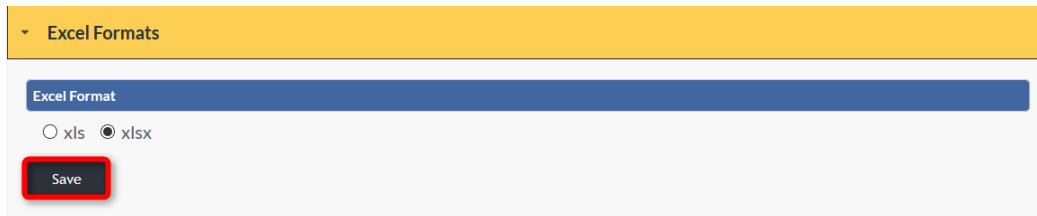
0

Save

EXCEL FORMATS


Excel Formats: Select the excel file format to be used with the Edvance360 platform when Exporting reports.

Remember to click SAVE to apply changes.

A screenshot of the 'Excel Formats' settings panel. The panel has a yellow header with a dropdown arrow and the text 'Excel Formats'. Below the header is a blue bar with the text 'Excel Format'. Underneath, there are two radio buttons: 'xls' and 'xlsx'. The 'xlsx' radio button is selected. At the bottom of the panel is a red 'Save' button.

CUSTOM HOME PAGE

Some clients have chosen to work with our design team to have a Custom Home Page look/layout created. If so, this must be turn on to show the custom work done.

A screenshot of the 'Custom Home Page' settings panel. The panel has a light blue header with a dropdown arrow and the text 'Custom Home Page'. Below the header is a blue bar with the text 'Enable Custom Home Page'. Underneath, there are two radio buttons: 'On' and 'Off'. The 'Off' radio button is selected. At the bottom of the panel is a red 'Save' button.

LOCK DOWN BROWSER

To ensure fidelity within the Edvance360 platform, a Lock Down Browser feature restricts Users from accessing other browsers while taking tests or viewing resources provided within courses and Communities. Remember to click SAVE to apply changes. **Note:** Browserlock is an add-on feature. Please contact your sales representative to have this feature included in your platform.

▼ Lock Down Browser

Tests

☐ Force on all tests

Resources

☐ Force on all resources

Save

COURSE DESCRIPTIONS

Select "ON" to make Course Descriptions visible for Users. Remember to click SAVE to apply changes.

▼ Course Description

Show Course Description

☐ On ☒ Off

Save

USER MANAGEMENT

ADMIN > USER MANAGEMENT

The [User Management](#) tab houses the tools and settings related to all [Users](#) in the Edvance360 platform.

To access the [User Management](#) tab and its contents, complete the following steps:

Edvance360
evolving education

Home Courses Communities Resources Calendar Scores **Admin** Help

Administration

Admin » User Management

Search & Operations

Send welcome email Convert to Alumni Deactivate selected Delete selected

All Active Deactivated Non-registered Non-enrolled

Search

User Management

	Last Name	First Name	User Name	ID	Role	
<input type="checkbox"/>	Admin	Kate	kateadmin	kateadmin	Admin	
<input type="checkbox"/>	Admin	Kara	kara	kara	Admin	
<input type="checkbox"/>	Alcorn	Laura Wolf	laura.alcorn@desertsands.us	Laura WolfAlcorn1	Faculty	

1. Select the ADMIN tab from the top tool bar.
2. Select [User Management](#) from the Admin page [Navigation Panel](#) to reveal the [User Management](#) tools.

USERS

The [Users](#) tab houses all the [Users](#) past and current in the Edvance360 platform.

The [Users](#) tab is divided into two sections: [Search & Operations](#) and [User Management](#).

The screenshot displays the Edvance360 Users interface. On the left is a sidebar menu with categories: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, REPORTS, and HOME PAGE ALERTS. The USER MANAGEMENT section is expanded, showing sub-items: USERS, USER ROLES, USER ACCESS, USER TRAINING SETTINGS, DEPARTMENTS, USER DEFINED FIELDS, and MULTIPLE PARENTS TO STUDENT. The main content area is titled 'Admin » User Management' and is divided into two sections. The top section, 'Search & Operations', is highlighted with a red circle and contains buttons for 'Send welcome email', 'Convert to Alumni', 'Deactivate selected', and 'Delete selected'. Below these are input fields for searching by name or ID, a dropdown for role (currently set to 'All'), and radio buttons for status (All, Active, Deactivated, Non-registered, Non-enrolled). A 'Search' button is also present. The bottom section, 'User Management', is also highlighted with a red circle and contains a table of users. The table has columns for checkboxes, Last Name, First Name, User Name, ID, Role, and action icons. The table lists four users: Admin Kara (kara, Admin), Admin Kate (kateadmin, Admin), Alcorn Laura Wolf (laura.alcorn@desertsands.us, Faculty), and Armendariz Libby (libiloo@yahoo.com, Learner).

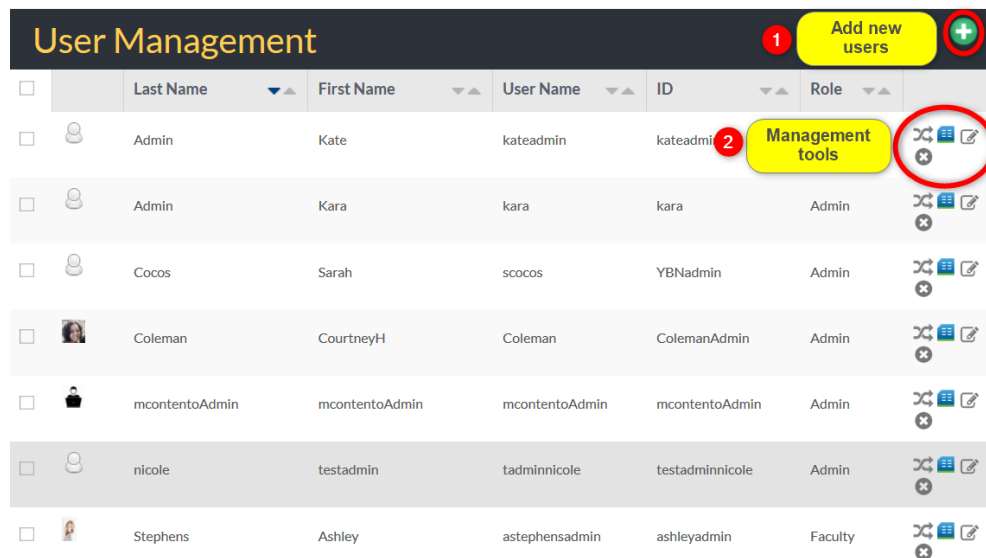
USERS: [SEARCH & OPERATIONS](#)

The [Users Search & Operations](#) tool can search [Users](#) by last name, first name, user name, ID, and role by entering the information in the proper space provided and selecting the role from the dropdown. [Users](#) may also be sorted by status by highlighting one of the given status choices. Remember to select the SEARCH button to enable the system to create a unique list matching the criteria identified.

This annotated screenshot focuses on the 'Search & Operations' section of the Edvance360 Users interface. Red arrows point to specific elements: one points to the 'Enter name or ID' input field, another points to the 'Select role' dropdown menu, and a third points to the 'Search' button. A yellow callout box labeled 'Select current status.' points to the status radio buttons. The sidebar menu is visible on the left, and the main content area is titled 'Admin » User Management'.

USERS: USER MANAGEMENT

The User Management section of the user tab allows Admin Users to add new Users and edit existing user information.



	Last Name	First Name	User Name	ID	Role	
<input type="checkbox"/>	Admin	Kate	kateadmin	kateadmin	Admin	
<input type="checkbox"/>	Admin	Kara	kara	kara	Admin	
<input type="checkbox"/>	Cocos	Sarah	scocos	YBNAdmin	Admin	
<input type="checkbox"/>	Coleman	CourtneyH	Coleman	ColemanAdmin	Admin	
<input type="checkbox"/>	mcontentoAdmin	mcontentoAdmin	mcontentoAdmin	mcontentoAdmin	Admin	
<input type="checkbox"/>	nicole	testadmin	tadminnicole	testadminnicole	Admin	
<input type="checkbox"/>	Stephens	Ashley	astephensadmin	ashleyadmin	Faculty	

1. To add new Users to the Edvance360 platform, select the green plus sign and enter all needed information.
2. Each icon represents a different management tool. Admin Users may switch to Users, edit Users' courses, edit Users' profile information, and delete Users by selecting the matching tool.

USERS: MANAGEMENT TOOLS

Users: Management Tools: A description of each User Management tool icon is listed below.



1. The switch user icon allows Admin Users to "switch" their identity with the selected user and navigate the platform as the selected user. This is Helpful when trying to troubleshoot issues for specific Users. This function enables admins to log in to see what the user sees, with Usernames and Passwords. To navigate back to the Admin panel after switching as a particular user, click on the Green Switch Arrows located in the top-right Account panel, which will bring the Admin user back to their own login.
2. Selecting the courses icon allows Admin Users to see the courses a user is currently enrolled in, add Users to new courses, and drop them from current courses.

3. Selecting the edit icon allows Admin [Users](#) to make changes to a user's account and profile information.
4. Selecting the delete icon will permanently delete a user from the Edvance360 platform.

USERS: ADDING A NEW USER

Adding A New User: To add new [Users](#) in the Edvance360 platform, Admin [Users](#) must first select the green plus sign in the top right corner of the [User Management](#) home page and then add the needed information in the proper spaces provided.

Note: All spaces with a red asterisk are mandatory and must be completed to add a new user.

QUICK START GUIDE: HOW TO CREATE A USER

http://edvance360.com/images/fileupload/Filename/81/how_to_create_a_user_qsg_v8.pdf

USER ROLES

User Roles: Admin Users may add new roles and set the Permissions for each role using the green plus sign and Editing Tools found to the far right.

Administration

Admin » Application Role

USER MANAGEMENT

- » USERS
- » USER ROLES
- » USER ACCESS
- » USER TRAINING SETTINGS
- » DEPARTMENTS
- » USER DEFINED FIELDS
- » MULTIPLE PARENTS TO STUDENT

APPLICATION MANAGEMENT

COURSES & COMMUNITIES

CLONING TOOLS

EXTERNAL LTI TOOLS

E360 NAVIGATOR

Manage Roles

Here administrator can set permissions for user types.

Role Management

Add new roles

Role	Role Description	Max Login Limit
Alumni	Alumni Affairs	Unlimited
Faculty	Faculty Affairs	Unlimited
Member	members	Unlimited
Mentor	This is across between a parent type user and a TA.	Unlimited
Parents	Parents Affairs	Unlimited
Staff	Company/Institution Staff	Unlimited
Learner	Learner Affairs	Unlimited

Editing tools

USER ROLES: ADDING NEW ROLES:

Adding New Roles: To add a new role to the Edvance360 platform, begin by selecting the green plus sign in the top right corner of the User Roles homepage.

Create the new role by completing the needed information in the proper spaces provided. Any space marked with a red asterisk is mandatory and must be completed to create a new role.

Note: See Login Redirect: Directing the Users to either their Last Visited Page or the Home Dashboard.

Note: Assign Widgets, Admin user may select the Widgets the user type would have access to from their DASHBOARD on the Home Dashboard. Users may then turn on or off the widgets they desire to use.

Remember to select the SAVE button to apply changes.

Admin » Application Role » Add

* Role Name

* Description

Max. Login Limit

* (0 = Unlimited)

Status

Active

Login Redirect

Last visited page

Assign Widgets

Widgets For User Role

Can Manage These Roles

Dependant Roles

Assign Fields

Match User Fields

SAVE

USER ROLES: EDITING TOOLS

Editing Tools: Each user role editing tool is described below.













1. The gear icon represents the Manage tool. This tool allows Admin [Users](#) to select the permission for each role.
2. The edit tool represents the Edit tool. Here Admin [Users](#) can change the settings of each role, set when the role was created.
3. The check mark icon represents the Disable tool. This tool disables the selected role without deleting it completely.
4. To view the User Role Management tutorial, click [HERE](#) or go to <https://youtu.be/WchNU8SN2Qs>

USER ACCESS

The [User Access](#) tab houses a list of all Admin [Users](#). Here is where administrators are given or denied access to the [User Management](#) Panel. Select the Edit icon to the far right of the Admin you wish to edit.

The screenshot shows the 'Admin » User Access' page. On the left is a sidebar with navigation options: CONFIG & SETTINGS, USER MANAGEMENT (expanded), USERS, USER ROLES, USER ACCESS (highlighted), USER TRAINING SETTINGS, DEPARTMENTS, USER DEFINED FIELDS, MULTIPLE PARENTS TO STUDENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, and REPORTS. The main content area is titled 'Administrator Management' and contains a table with columns: Last Name, First Name, User Name, and an action column. The table lists several users, including 'Admin' (Kate), 'Admin' (Kara), 'Blanks' (Scott), 'Cocos' (Sarah), 'Coleman' (CourtneyH), 'Cotter' (Mike), 'Crowe' (Meghan), 'Elkins' (Whitney), 'Flure' (Richard), and 'Hailey' (Patrick). The 'Edit' icon (pencil) for the first 'Admin' user is circled in red, and a yellow 'Edit' button is visible to its right.

Last Name	First Name	User Name	Action
Admin	Kate	kateadmin	 Edit
Admin	Kara	kara	
Blanks	Scott	blankss	
Cocos	Sarah	scocos	
Coleman	CourtneyH	Coleman	
Cotter	Mike	mikecotter	
Crowe	Meghan	mcrowe	
Elkins	Whitney	Whitney	
Flure	Richard	rflure	
Hailey	Patrick	Patrick	

USER ACCESS: ADMINISTRATOR SETTINGS

[Administrator Settings](#): To grant an admin permission to edit, select YES from the dropdown. To deny their access, select NO.

Remember to select the SAVE button to apply changes.

The screenshot shows the 'Admin » User Access » Edit' page. The sidebar is the same as in the previous screenshot. The main content area is titled 'Administrator Settings'. It contains a label 'Grant User Edit Access' above a dropdown menu. The dropdown menu is currently set to 'Yes'. Below the dropdown is a red 'Save' button.

Grant User Edit Access

Yes

Save

USER TRAINING SETTINGS

The [User Training Settings](#) tab allows admin [Users](#) to create training settings by job title, cost center, and sites. [Users](#) may be enrolled into training tracks from this page by selecting the ENROLL CURRENT [Users](#) button.

Administration

Admin > User Training Settings

1 Enroll Current Users

2 Add: Job Title | Cost Center | Site

User Training Settings

Display:

Job Titles

Type	Name	
Job Title	ADMINISTRATIVE SERVICES MANAGE	3 [Edit] [Delete]
Job Title	ADMINISTRATIVE SERVICES MANAGER	[Edit] [Delete]
Job Title	Administrative Track	[Edit] [Delete]
Job Title	ASPECT ADMINISTRATOR	[Edit] [Delete]
Job Title	ASSET ANALYST	[Edit] [Delete]
Job Title	ASSET MANAGER	[Edit] [Delete]

1. Quickly enroll current [Users](#) into learning path.
2. To add a new job title, cost center, or site, select the hyperlinked Add here. Complete each space provided and select courses for this training type's learning path.
3. Edit each training type and its' specific learning path or delete type from list.

ADD NEW (JOB TITLE, COST CENTER, SITE)

When adding a new Job Title, Cost Center, or Site, begin by clicking the word **Add**, hyperlinked under the User Training Settings heading on the User Training Settings home page (See #2 in the Image above).

Complete the needed information in the proper spaces provided. Any space marked with a red asterisk is mandatory and must be completed.

Remember to select the SAVE button to apply changes.

Admin » User Training Settings » Add

Add Job Title

* Name

Status

Active ▼

Map Learning Path

 Users with this Job Title will automatically be enrolled in selected learning paths.

16 Quick Term

- ☐ 12345 ()
- ☐ 12345 (-28-1)
- ☐ 12345 (-26-1)
- ☐ 12345 (-26)
- ☐ 12345 (-24)
- ☐ 12345 (-28)
- ☐ 12345 (-24-1)
- ☐ 12345 (-24-1-1)
- ☐ 444444 (-25)
- ☐ 444444 ()

<

>

Save

USER TRAINING TYPE: [EDIT TYPE](#)

[Edit Type](#): The following fields (Job Titles, Cost Centers and Site) may be used as filters when pulling an Off-Line Report, but first must be set up, here. Courses can be linked to these fields so that when [Users](#) come over from a third-party system, such as an HRIS, if they have these specific fields attached to their profile, these courses will appear automatically in their My Courses list. This is often referred to as a Learning Path.

Admin » User Training Settings » Edit

Edit Job Title

* Name

ADMINISTRATIVE SERVICES MANAGE

status

Inactive

Map Learning Path

 Users with this Job Title will automatically be enrolled in selected learning paths.

16 Quick Term

- ☐ 12345 ()
- ☐ course tech306 (-3)
- ☐ course501 ()
- ☐ F-Testing DO Not Delete Course TM (-5)
- ☐ F-Testing DO Not Delete Course TM (-4)
- ☐ Testing - DO NOT DELETE (-6)

16617

- ☐ Fall 2016 ()
- ☐ GIS system ()
- ☐ Test Intro to computer science ()
- ☐ Testine - DO NOT DELETE (-7)

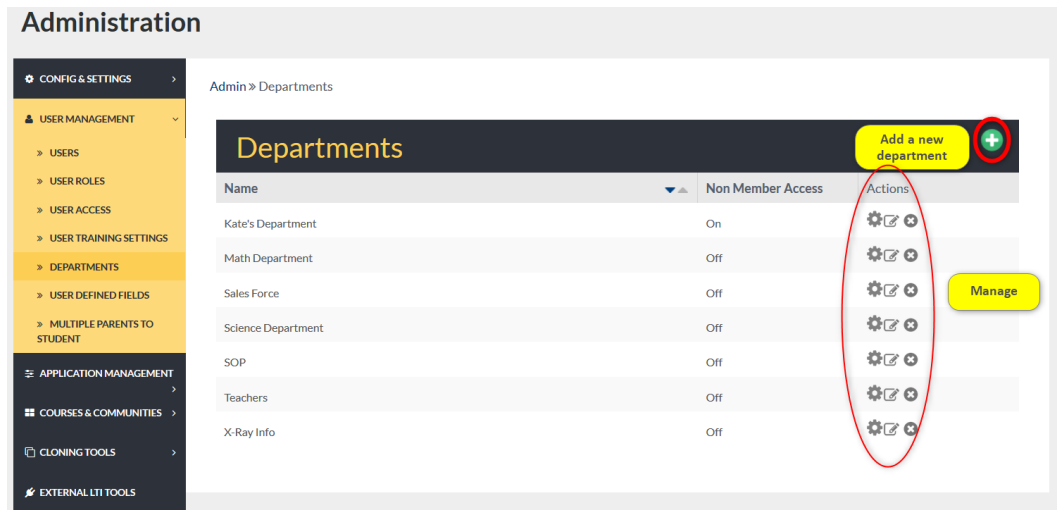
Save

QUICK START GUIDE: HOW TO SETUP LEARNING PATHS

http://edvance360.com/images/fileupload/Filename/93/learning_paths_quickstart_guide.pdf

DEPARTMENTS

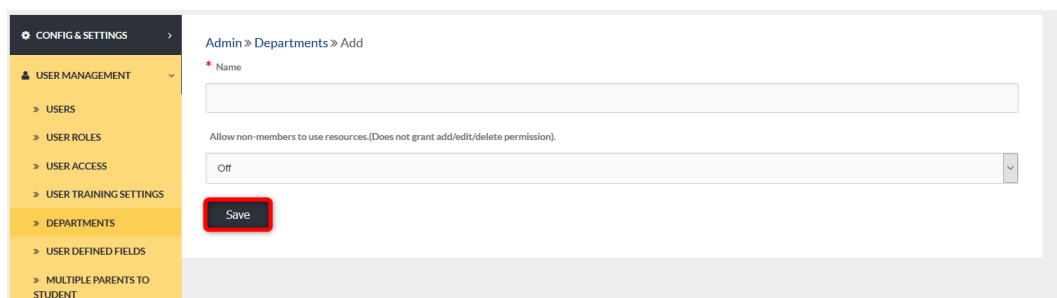
Admin [Users](#) can create [Departments](#) (and appear in the Resource/Repository) as a way of grouping [Users](#) that need to share resources in the Resource/Repository top-navigational tool. Here [Departments](#) can be added, managed, edited, and deleted.



DEPARTMENTS: [ADDING A NEW DEPARTMENT](#)

Adding A New Department: To add a new department, Admin [Users](#) select the green plus sign located in the upper right corner of the [Departments](#) homepage. (See image above)

Here, add the name of the new department. By selecting YES from the dropdown, you may give non-members of this department access to the resources provided to this department. Non-members are not given permission to add/edit or delete.



DEPARTMENTS: [EDITING TOOLS](#)

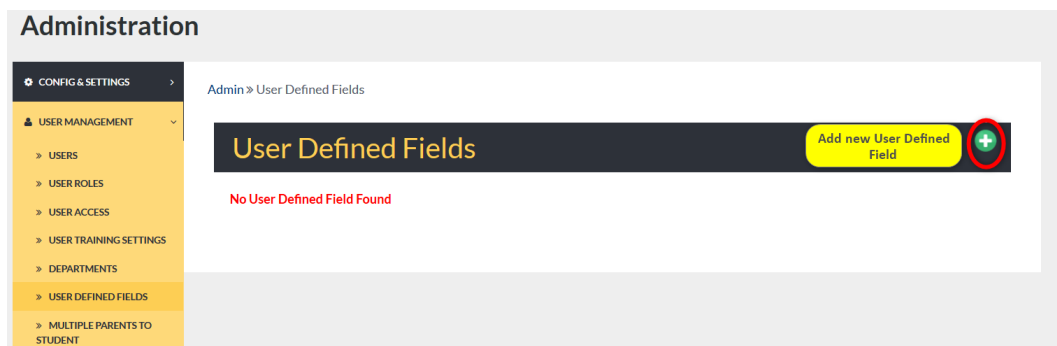
[Editing Tools](#) for the [Departments](#) tab are listed below.



1. Selecting the gear icon allows Admin [Users](#) to manage department [Users](#) by deleting them.
2. Selecting the editing icon allows Admin [Users](#) to edit the name of a department and non-members access to its resources.
3. Selecting the x icon will delete the chosen department.

[USER DEFINED FIELDS](#)

[User Defined Fields](#) are fields added to the account information of [Users](#). For example, if you wish to capture the height and weight of your [Users](#) you may create a unique user defined field that will automatically become accessible from a user's account information page. **Note:** There are up to 10 [User Defined Fields](#) that may be created by admin [Users](#). A user's account information page can be accessed by:

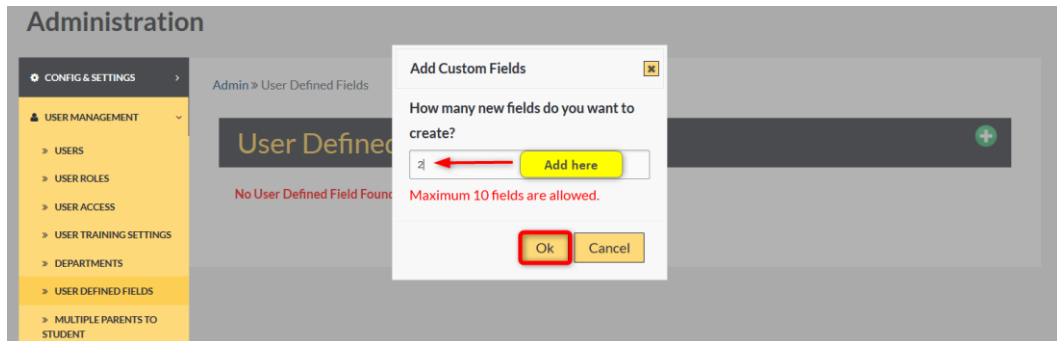


1. Select the Admin tab from the top toolbar.
2. Select [User Management](#) from the [Navigation Panel](#).
3. From the [User Management](#) dropdown, select [Users](#).
4. Select the user to edit and click the edit icon to the far right of their name

USER DEFINED FIELDS: ADD A NEW FIELD

Add A New Field: To add a new user defined field, begin by selecting the green plus sign in the top right corner of the User Defined Fields homepage. (See above image)

In the floating box in the middle of your screen, type the number of fields you wish to add. Then select OK.



USER DEFINED FIELDS: ADD

To define the new fields you requested, complete the needed information on the proper spaces provided.

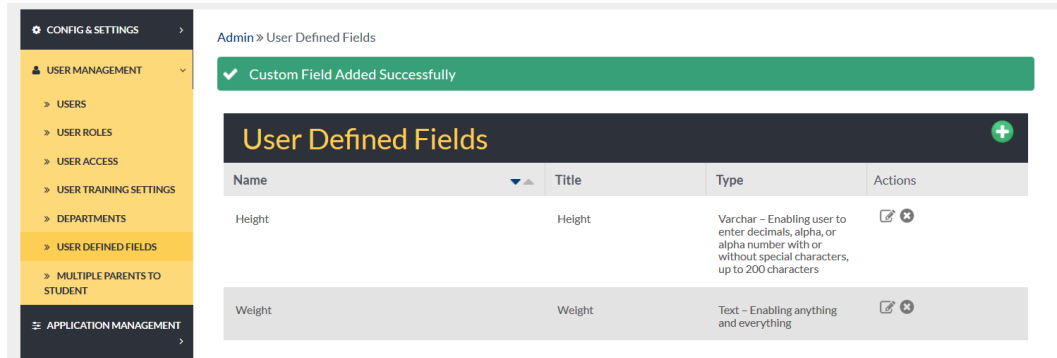
Remember to select the SAVE button to apply changes.



Note: The "type" of entry that will be allowed in this field (Integer, Varchar, or Text).

USER DEFINED FIELDS: [SUCCESSFUL ADD](#)

[Successful Add](#): When new fields have been successfully added, a green message will appear, and the new fields will be listed on the tab's homepage.



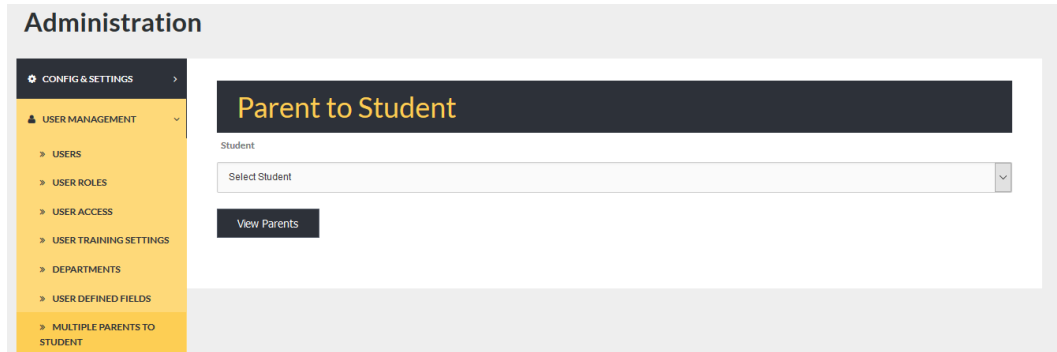
USER DEFINED FIELDS: [USER ACCOUNT INFO](#)

[User Account Info](#): Newly created [User Defined Fields](#) located at the end of the Account information page for [Users](#).

The screenshot shows the 'User Custom Fields' form. It has a title 'User Custom Fields' and two input fields labeled 'Height' and 'Weight'. Below the input fields is a red 'Save' button.

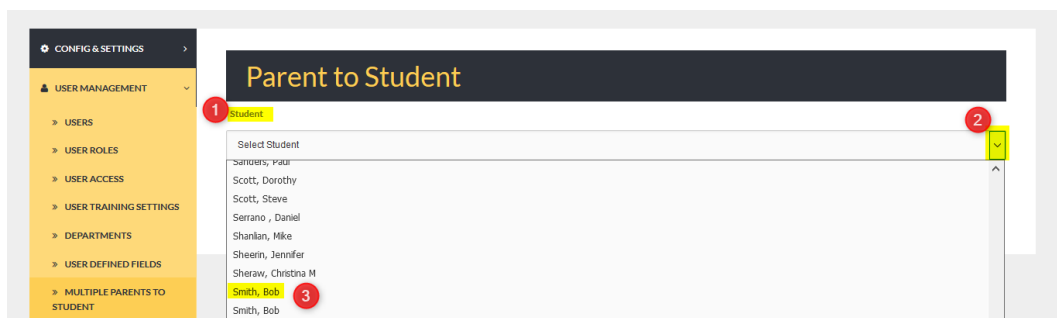
MULTIPLE PARENTS TO STUDENTS

Multiple Parents To Students: Multiple parents can be connected to student [Users](#) to view and monitor student activity within the Edvance360 platform by following the steps below.



MULTIPLE PARENTS TO STUDENTS: SELECTING A STUDENT

To connect parents to students, begin by [Selecting a Student](#) user from the Student drop down.



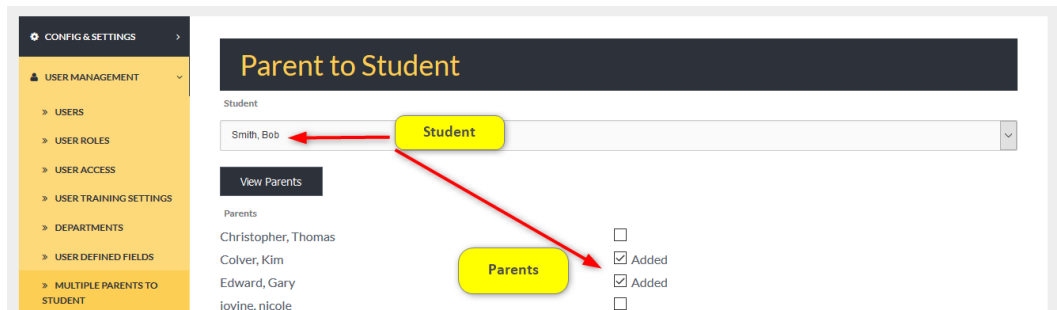
1. Student
2. Dropdown
3. Select student to connect parents

MULTIPLE PARENTS TO STUDENTS: SELECTING PARENTS

Selecting Parents: Once the student is selected, click the VIEW PARENTS button to display a list of parent Users.

Note: Parent Users must be defined as a “Parent” in their account information.

Multiple parents may be selected.

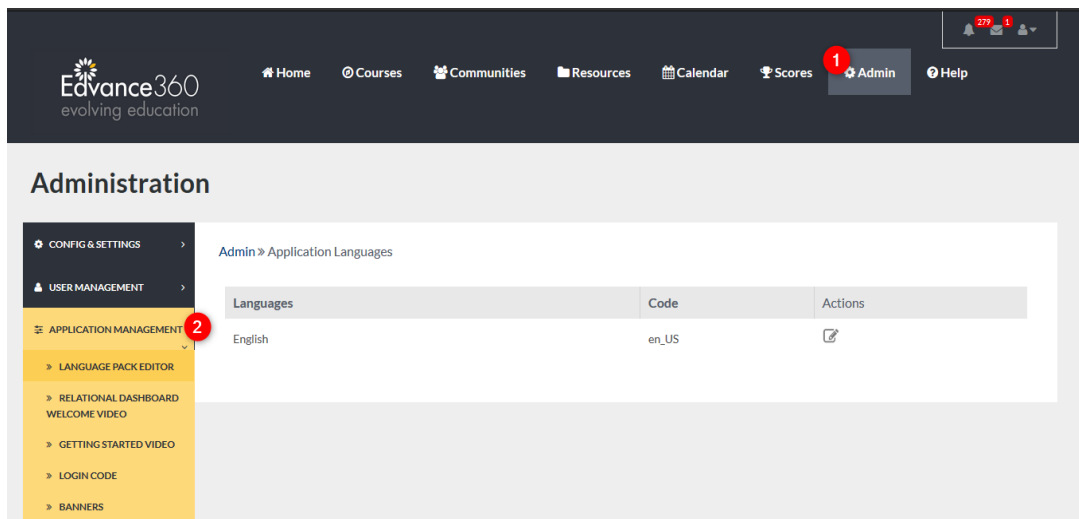


APPLICATION MANAGEMENT

ADMIN > APPLICATION MANAGEMENT

The [Application Management](#) tab houses management tools for the [Language Pack Editor](#), Relational Dashboard Welcome Video, Getting Started Video, [Login Code](#), and [Banners](#).

To access the [Application Management](#) tab, follow the directions below.



1. Select Admin from the top toolbar.
2. Select [Application Management](#) from the [Navigation Panel](#).

LANGUAGE PACK EDITOR

The [Language Pack Editor](#) allows Admin [Users](#) to customize the language used throughout the Edvance360 platform.

To edit your platform's language, select the edit icon.



LANGUAGE PACK EDITOR EDIT

To change specific words throughout the system, Admin [Users](#) may use the search bar to find the word or term needed. Admin [Users](#) may also scroll through the list of source text, check mark the chosen [Terms](#) and type the word or term you wish to replace it with in the proper space provided. Remember to select the SAVE button to apply changes.

Admin » Application Languages » Edit

Search Filter Add new +

Tags/Keywords

Source Text/Translation

☐ Delete All

☐ Total Responses:

Total lake street responses 123

☐ Response

Response

☐ Anonymous Responder

Anonymous Responder

☐ Changes not saved due to invalid input

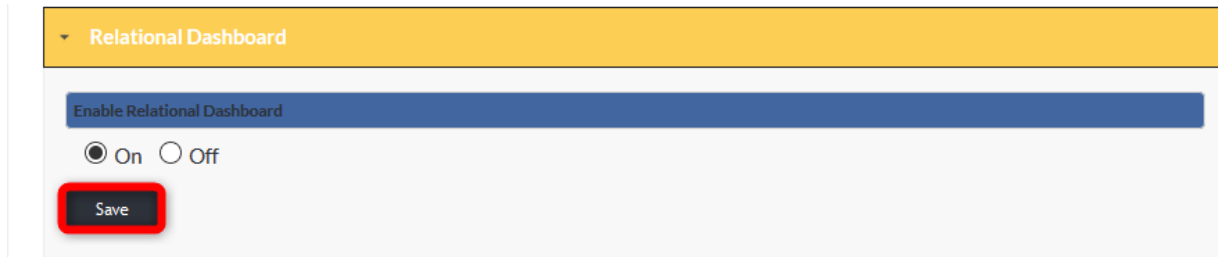
Changes not saved due to invalid input.

☐ Add Objective Beneath

Add Objective Beneath

RELATIONAL DASHBOARD WELCOME VIDEO

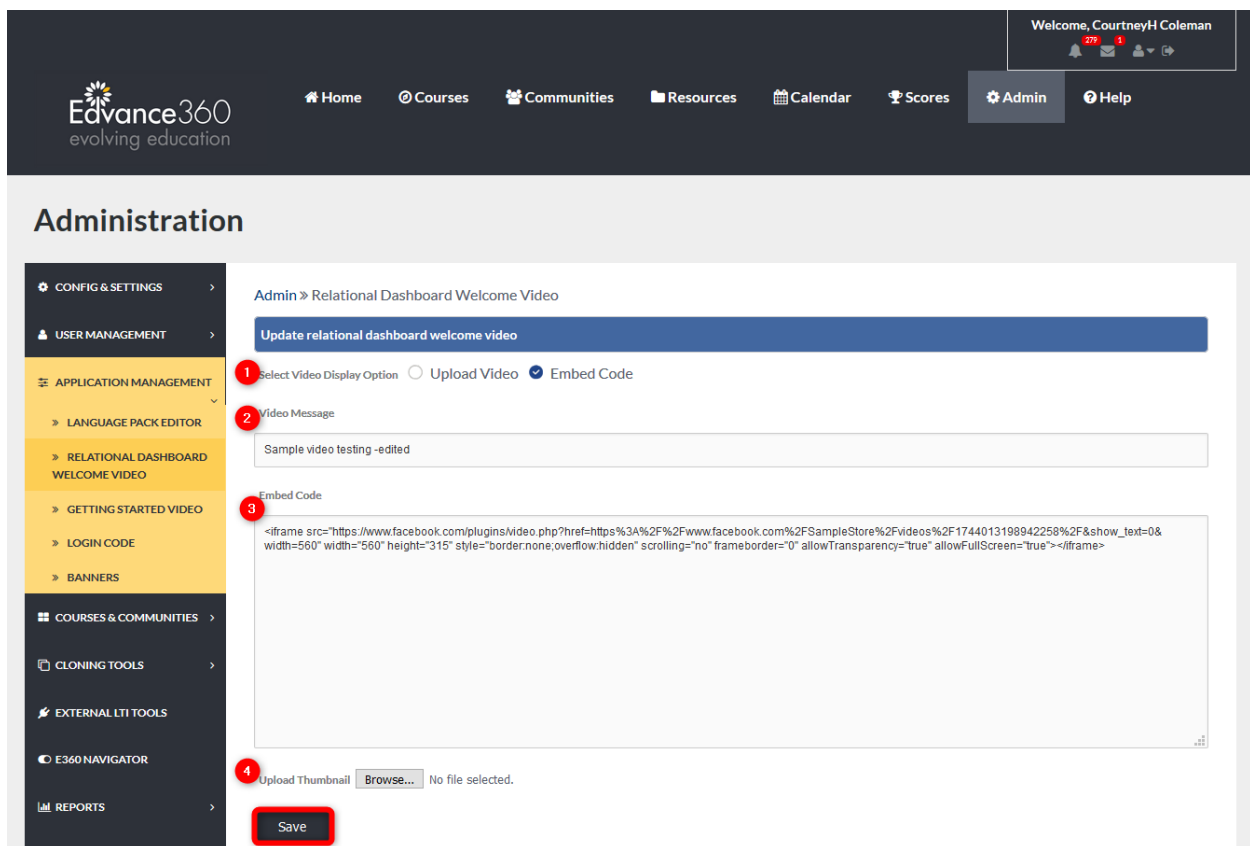
Note: To enable the Relational Dashboard follow these steps: **Admin>Configuration & Settings>General Settings>Relational Dashboard** (See Image Below)



Once enabled, to add a Relational Dashboard Welcome Video follow these steps: **Admin>Application Management>Relational Dashboard Welcome Video**

Complete the needed information in the proper spaces provided.

Remember to click the SAVE button to apply changes.



1. Select Video Display Option: Choose either to upload or embed video
2. Video Message: Type a message/title to appear with the video

3. Embed Code: If embedding, place the embed code here.
4. Upload Thumbnail: If uploading, browse and upload the video file here.

GETTING STARTED VIDEO

To include a Getting Started Video, complete the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.

The screenshot displays the Edvance360 Administration interface. The top navigation bar includes the Edvance360 logo, a user profile dropdown for CourtneyH Coleman, and links for Home, Courses, Communities, Resources, Calendar, Scores, Admin, and Help. The main content area is titled 'Administration' and features a sidebar with various management options. The 'Getting Started Video' page is active, showing a breadcrumb trail 'Admin » Getting Started Video' and a sub-header 'Getting Started Video'. Two numbered red circles highlight key elements: (1) points to the 'Select Video Display Option' section with radio buttons for 'Upload Video' and 'Embed Code' (the latter is selected); (2) points to the 'Upload getting started Video' section, which contains a large video upload area. A 'Save' button is located at the bottom of the form.

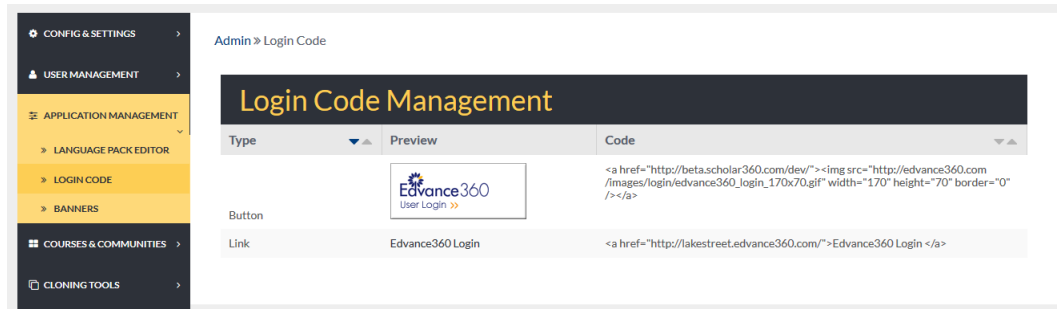
1. Select Video Display Option: Choose either to upload or embed video
2. If upload is selected, see image below.

The screenshot shows the Edvance360 Administration interface. The top navigation bar includes the Edvance360 logo, a user welcome message 'Welcome, CourtneyH Coleman', and navigation links for Home, Courses, Communities, Resources, Calendar, Scores, Admin, and Help. The left sidebar lists administrative sections: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT (with sub-items like LANGUAGE PACK EDITOR, RELATIONAL DASHBOARD WELCOME VIDEO, GETTING STARTED VIDEO, LOGIN CODE, and BANNERS), and a highlighted GETTING STARTED VIDEO section. The main content area is titled 'Admin » Getting Started Video' and contains a 'Getting Started Video' header, radio buttons for 'Upload Video' (selected) and 'Embed Code', a 'Browse...' button for selecting a video, a checkbox for 'Remove Uploaded Video', a 'Watch Uploaded Video' link, and a 'Save' button. Red numbered callouts (1-4) are placed over the interface elements corresponding to the instructions below.


1. Select Video Display Option: When upload is selected this new screen appears with options specific to uploading
2. Getting Started Video: Select BROWSE to search your computer and select the video for uploading
3. Remove uploaded video: To remove an uploaded video once it has been uploaded, check mark here and remember to select the SAVE button to apply changes.
4. Watch Uploaded Video: To review the uploaded video click this link.

LOGIN CODE

Login Code: If administrators wish to place a button or link on their main website for their [Users](#) to click to gain quick access to their Edvance360 site, they may use the code for either the Button or the link. Getting Starte

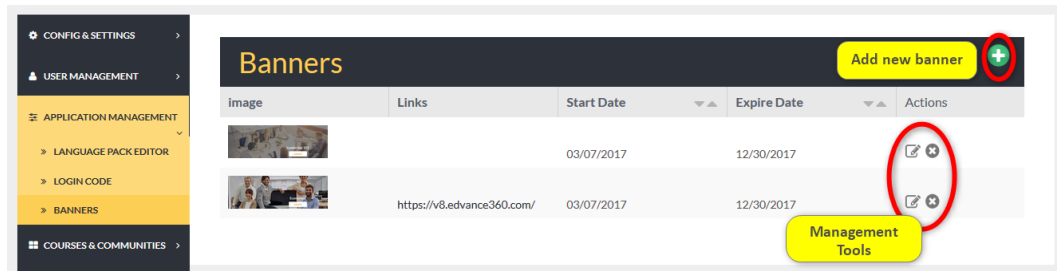


The screenshot displays the Edvance360 Admin interface. On the left is a dark sidebar with a menu containing: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT (with sub-items LANGUAGE PACK EDITOR, LOGIN CODE, and BANNERS), COURSES & COMMUNITIES, and CLONING TOOLS. The main content area is titled 'Admin » Login Code' and features a 'Login Code Management' header. Below this is a table with three columns: Type, Preview, and Code.

Type	Preview	Code
Button		<code></code>
Link	Edvance360 Login	<code>Edvance360 Login </code>

BANNERS

Admin [Users](#) may add unique [Banners](#) to the Edvance360 platform. Once added, Admin [Users](#) may use the managing tools to the far right to edit [Banners](#) added. These [Banners](#) appear and rotate for all [Users](#) on their Home Page.



BANNERS ADD NEW

To add a new banner, begin by selecting the green plus sign found on the [Banners](#) homepage. Complete each field with the needed information in the proper spaces provided. Remember to select the SAVE button to apply changes.

The screenshot shows the 'Add New Banner' form. On the left is the same sidebar as in the previous image. The main content area contains the following fields: 'Hyper Link' (a text input field), 'Start date' (a date input field), 'Expire date' (a date input field), 'Image Upload' (a button labeled 'Browse...' followed by the text 'No file selected.'), and 'Sort' (a text input field). At the bottom left of the form is a red 'Save' button.

QUICK START GUIDE: HOMEPAGE BANNER

https://edvance360.com/images/fileupload/Filename/136/how_to_create_homepage_Banners_qsg.pdf

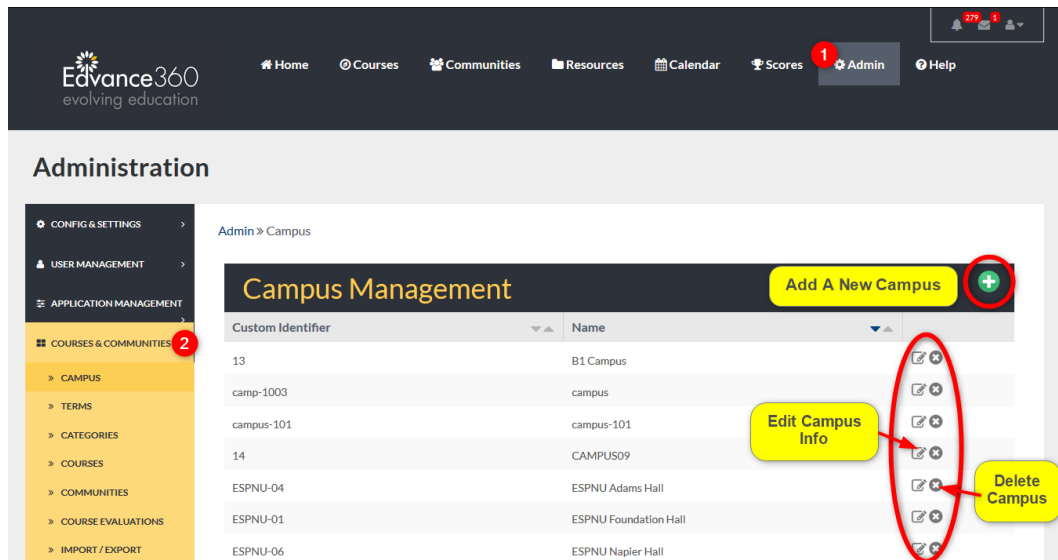
VIDEO TUTORIAL: HOMEPAGE BANNER

<https://youtu.be/3qRHnyjFrxE>

ADMIN > COURSES & COMMUNITIES

The Courses & Communities tab houses the management tools for creating Campuses, Terms (Course/Training Headers), Categories, Courses/Trainings, Communities, Course Evaluations, and utilizing Import /Export tools.

To access the Courses & Communities tab, follow the steps below.



1. Select Admin from the top toolbar.
2. Select the Courses & Communities tab from the Admin Navigation Panel.

CAMPUS

A [Campus](#) is a way of organizing courses within your Edvance360 platform for reporting, sorting and messaging purposes only. [Campuses](#) are never seen by the typical user. If a client needs to organize courses by locations, [Departments](#), client, etc., a [Campus](#) can be created and then attached to [Terms](#) and Courses to identify them.

To add a new [Campus](#), begin by selecting the green plus sign on the [Campus](#) homepage. Complete needed information in the proper spaces provided. Remember to select the SAVE button to apply changes.

Admin » Campus » Add

Parent Campus

Select Parent campus

* Custom Identifier

* Name

status

Active

Save

TERMS

[Terms](#) are Course/Training headers or used for reporting purposes. Courses/[Trainings](#) are displayed directly under the [Terms](#) to which they are connected and viewed by users taking courses/trainings. As an example, in colleges or universities, this might be Spring Semester 2018. For corporations, it might be their client names, topics, programs of study, or any other “grouping” of courses that makes sense.

New [Terms](#) may be added by selecting the green plus sign icon. Once created, Term settings may be edited by selecting the edit icon to the far right of the term's row. To delete a term, select the x icon to the right of the term.

Edvance360
evolving education

Home Courses Communities Resources Calendar Scores Admin Help

Administration

Admin » Terms

Terms Management

Add New

Name	Start Date	End Date	Deadline Date	
16 Quick Term				
16617				
16617-2				
2017	10/31/2017	04/30/2018		
2018 Courses				
A Test TERM03				
Ashley's Term	01/31/2017			
B1 Semester				

Edit Term Info

Delete Term

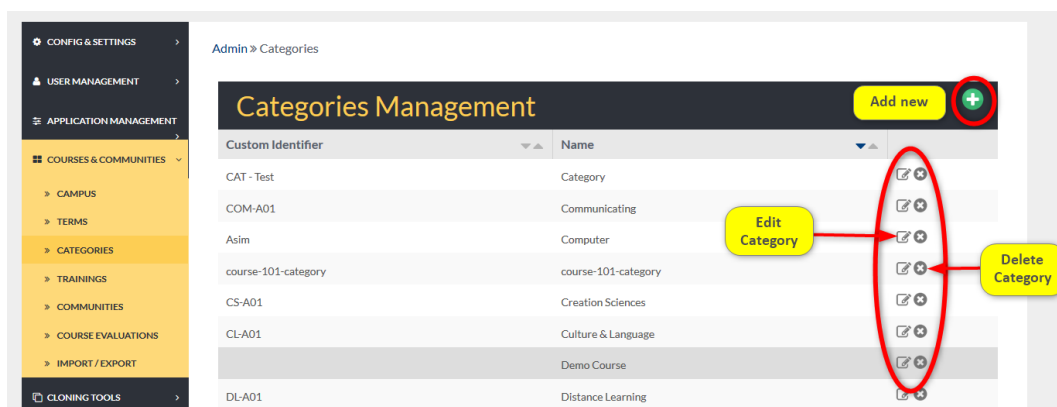
QUICK START GUIDE: HOW TO CHANGE TERMS

http://edvance360.com/images/fileupload/Filename/144/how_to_change_Terms_quickstart_guide.pdf

CATEGORIES

[Categories](#) are Community headers or groupings but also affect courses. When [Communities](#) are displayed for the learner, they display directly under the category to which they belong. As an example, for a school, this might be topics like Math, Science, or History or Chess Club, Math Club, Debate Club, Student Government, etc. For a college or university, it might be the department (e.g. Financial Aid, Student Life/Affairs, etc.) or other groupings for specific roles such as faculty/instructors, adjuncts, staff, students, etc. In corporations, these might be clients, [Departments](#), roles, cohorts, etc.

To add a new category, begin by selecting the green plus sign on the [Categories](#) homepage.



ADDING NEW [CATEGORIES](#)

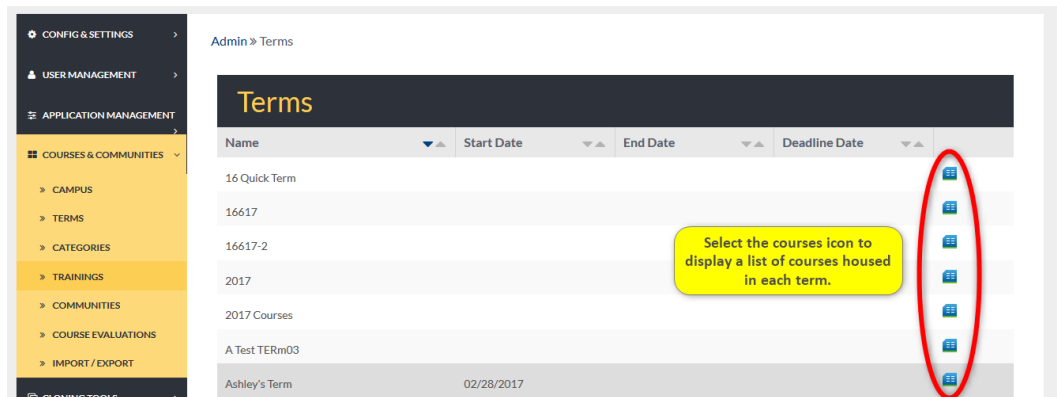
Complete the needed information in the proper spaces provided. Remember to select the SAVE button to apply changes.

The screenshot shows the 'Add New Category' form. The sidebar is the same as in the previous image. The main content area is titled 'Admin » Categories » Add'. It contains the following fields: 'Name' (with a red asterisk indicating it is required), 'Custom Identifier', and 'Status' (a dropdown menu currently set to 'Active'). A red box highlights the 'Save' button at the bottom left of the form.

TRAININGS

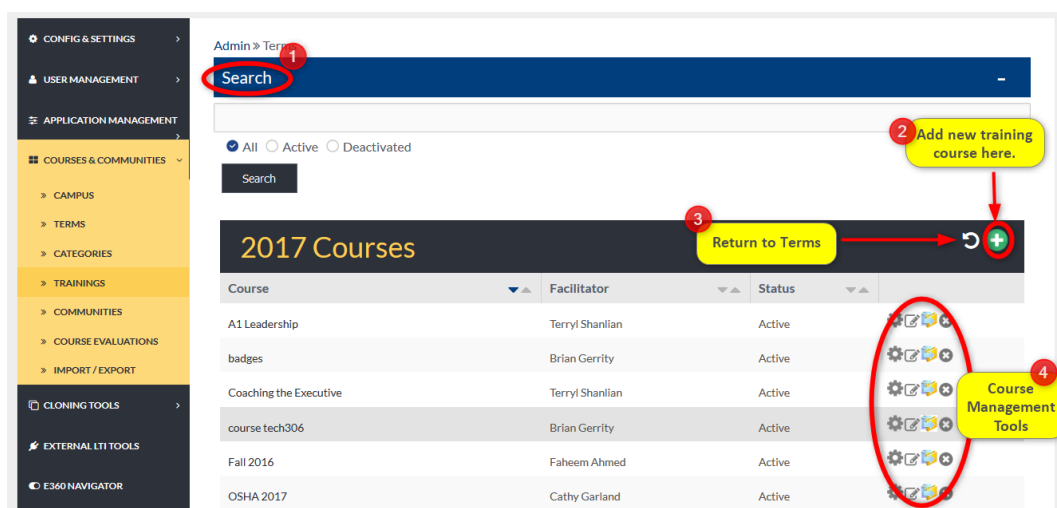
Note: [Trainings](#) are courses.

[Trainings](#) are created within and then categorized by [Terms](#) within the Edvance360 platform. When the Training tab is selected, a list of all the current [Terms](#) is displayed. To view and manage the courses housed in each term, Admin [Users](#) will select the courses icon to the right of the term.



COURSE LIST

To display the [Course List](#) of a specific term, begin by selecting the courses icon on the [Trainings](#) homepage.



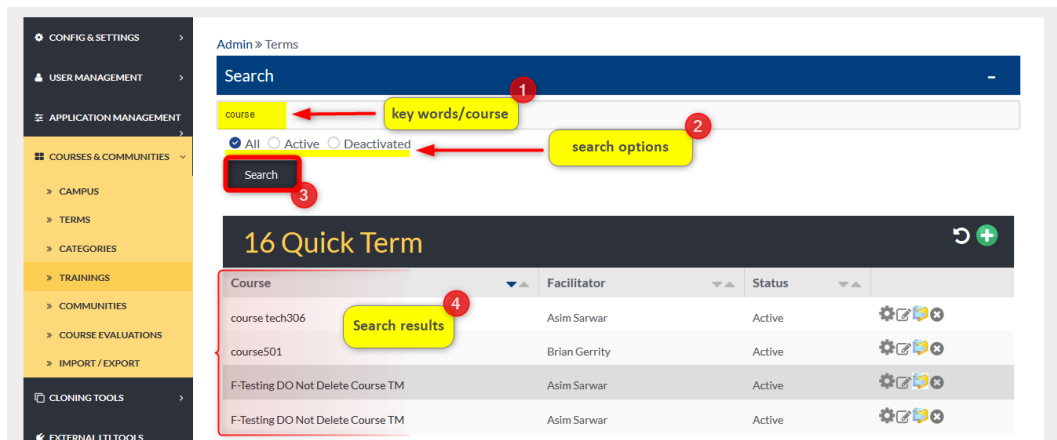
1. Use keywords and [Terms](#) to search for training courses.

2. Training courses can be added to a term by selecting the green plus sign in the top right corner.
3. Utilize the return icon to go back the Training list of [Terms](#).
4. Course Management Tools allow Admin [Users](#) to manage, edit, [Export](#), and delete training courses.

TRAINING [TERMS](#) SEARCH BAR

Use the search bar to find specific training courses within a Term.

Admin [Users](#) may search Active and Deactivated [Trainings](#).



1. Type key words and course titles into the search bar.
2. Select search options.
All: searches and displays all training courses, active and deactivated.
Active: searches only training courses that are currently active in the platform.
Deactivated: searches only training courses that are deactivated in the platform.
3. Select the SEARCH button to view results.
4. A list of results matching your search criteria will display on the screen below the search bar.

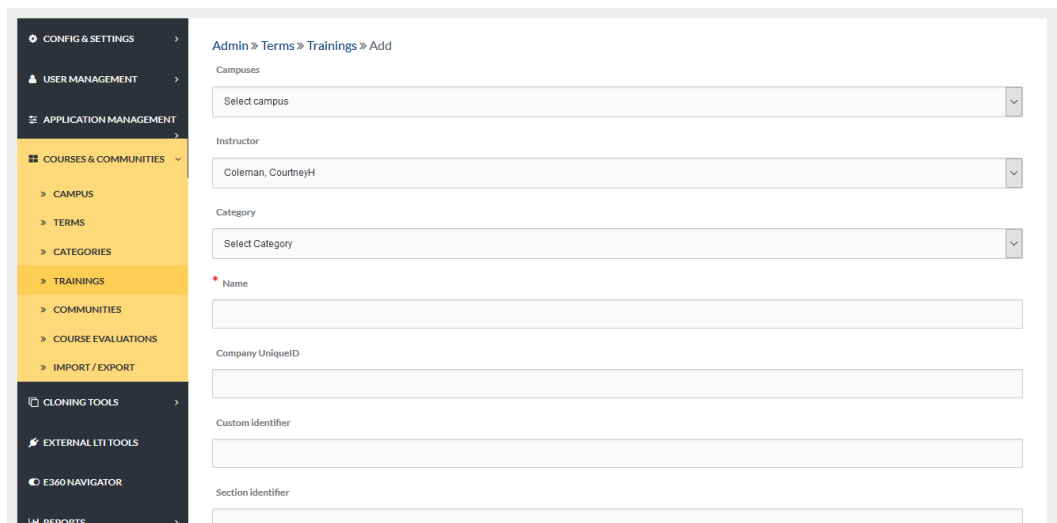
ADDING A NEW TRAINING COURSE

Adding A New Training Course: To add a new training course:

1. Select [Courses & Communities](#) on the Admin [Navigation Panel](#).
2. Select [Trainings](#).
3. Select a Term by clicking the courses icon for that term.
4. From the list of courses, select the green plus sign in the top right corner.

Complete the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.



The screenshot displays the Edvance360 Admin interface. On the left is a dark sidebar with a navigation menu. The 'COURSES & COMMUNITIES' section is expanded, and 'TRAININGS' is selected. The main content area shows the 'Admin > Terms > Trainings > Add' page. It contains several form fields: 'Campuses' (a dropdown menu), 'Instructor' (a text field with 'Coleman, CourtneyH' entered), 'Category' (a dropdown menu), 'Name' (a text field with a red asterisk indicating it is required), 'Company UniqueID' (a text field), 'Custom Identifier' (a text field), and 'Section Identifier' (a text field). At the bottom right of the form area, there is a 'SAVE' button.

QUICK START GUIDE: HOW TO CREATE A COURSE

http://edvance360.com/images/fileupload/Filename/80/how_to_create_a_course_quickstart_guide.pdf

TRAININGS MANAGEMENT TOOLS

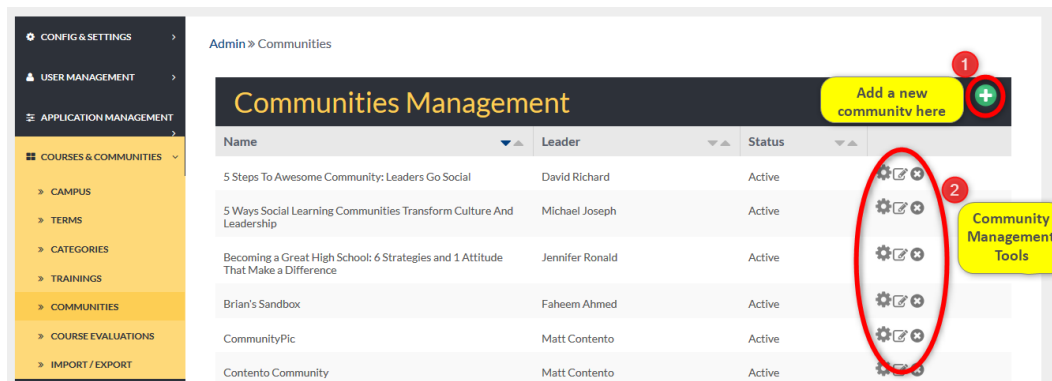
Trainings Management Tools: The Training Management Tools [Help](#) Admin [Users](#) manage training courses within the Edvance360 platform.



1. **Manage:** selecting the gear icon allows Admin [Users](#) to manage training course students by adding new learners, emailing learners, and deleting learners from the course.
2. **Edit:** selecting the edit icon allows Admin [Users](#) to edit [Trainings](#) courses' details such as term, [Campus](#), and instructor.
3. **Export:** select the [Export](#) icon to [Export](#) the selected course from the Edvance360 platform.
4. **Delete:** select the delete icon to delete the selected course.

COMMUNITIES

The [Communities](#) tab houses a list of the current [Communities](#) within the Edvance360 platform.



1. Select the green plus sign in the top right corner to add a new community to the Edvance360 platform.
2. The Community Management Tools allow Admin [Users](#) to manage, edit, and delete current [Communities](#).

QUICK START GUIDE: USING [COMMUNITIES](#)

https://edvance360.com/images/fileupload/Filename/119/how_to_use_Communities_admin_quickstart_guide.pdf

ADDING A NEW COMMUNITY

Adding A New Community: To add a new community to the Edvance360 platform, begin by selecting the green plus sign on the community's homepage. (See Image Above)

Complete the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.

COMMUNITIES MANAGEMENT TOOLS

Communities Management Tools: Community management tools [Help](#) Admin [Users](#) *create, manage, edit,* and *remove* [Communities](#) within the Edvance360 platform.



1. **Manage:** selecting the gear icon allows Admin [Users](#) to manage the members of the community by adding new members, emailing current members, and deleting members.
2. **Edit:** selecting the edit icon allows Admin [Users](#) to edit the details of a community such as the leader of the community, the category it's in, and the name of the community.
3. **Delete:** selecting the delete icon allows Admin [Users](#) to delete the community from the platform.

COURSE EVALUATIONS

[Course Evaluations](#) are created by Admin [Users](#), attached to specific [Terms](#) and Courses that have end dates, and will appear for learners to complete near the end of the chosen Term. **Note:** [Course Evaluations](#) has an initial Global Setting by going to *Admin>Config&Settings>General Settings>Course Evaluations*, turn on, select when the evaluation should appear, and provide messages which appear for the learner when completing the evaluation.

Under the [Courses & Communities](#) tab, course evaluation reports can be retrieved, searched, created, and managed.

The screenshot displays the EdAdvance360 Admin interface. On the left is a dark sidebar with a menu. The 'COURSES & COMMUNITIES' section is expanded, showing sub-items: CAMPUS, TERMS, CATEGORIES, TRAININGS, COMMUNITIES, COURSE EVALUATIONS, and IMPORT / EXPORT. The 'COURSE EVALUATIONS' item is highlighted in yellow. The main content area is titled 'Admin > Course Evaluations'. It contains three main sections, each with a red circle highlighting its title: 1. 'Courses Evaluations Report' section with a 'Report From' dropdown (set to '16 Quick Term') and a 'Format' dropdown (set to 'Web Page'), followed by a 'Submit' button. 2. 'Course Evaluation Search' section with three dropdowns: 'Select Term' (set to 'All Terms'), 'Select Course' (set to 'All Courses'), and 'Select Instructor' (set to '-'). Below these are 'Search' and 'Export' buttons. 3. 'Courses Evaluations' section, which is a table with two columns: 'Name' and 'Actions'. The table lists several entries: 'Course Eval 1' (repeated five times), 'my evaluation', and 'test'. Each entry has a corresponding 'Actions' column with icons for edit, delete, and settings.

Name	Actions
Course Eval 1	[Icons]
Course Eval 1	[Icons]
Course Eval 1	[Icons]
Course Eval 1	[Icons]
Course Eval 1	[Icons]
Course Eval 1	[Icons]
my evaluation	[Icons]
test	[Icons]

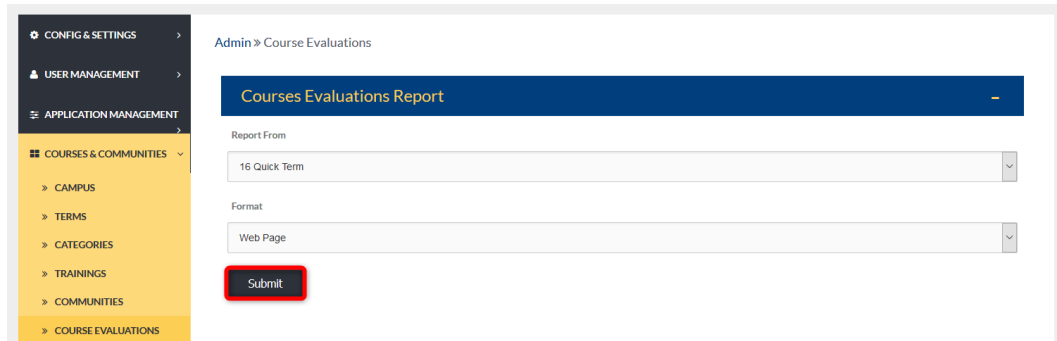
QUICK START GUIDE: HOW TO SETUP [COURSE EVALUATIONS](#)

http://edadvance360.com/images/fileupload/Filename/181/quickstart_guide_course_evaluations.pdf

COURSE EVALUATIONS REPORT

To retrieve a report of a specific course evaluation, select the course from the "Report From" dropdown and the format you wish to receive the report in from the "Format" dropdown. Reports are generated as either a web page or in excel format.

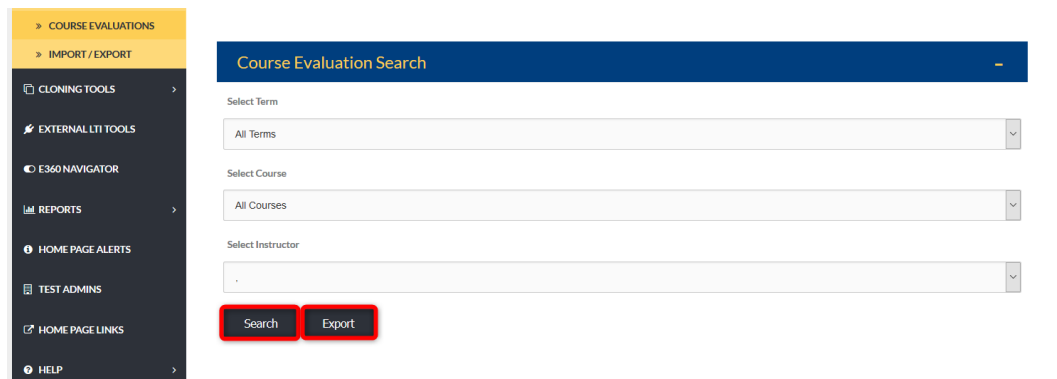
Remember to select the SUBMIT button to apply criteria and retrieve the report.



The screenshot shows the 'Admin » Course Evaluations' page. On the left is a sidebar menu with categories like 'CONFIG & SETTINGS', 'USER MANAGEMENT', 'APPLICATION MANAGEMENT', and 'COURSES & COMMUNITIES'. The 'COURSES & COMMUNITIES' section is expanded, showing sub-items like 'CAMPUS', 'TERMS', 'CATEGORIES', 'TRAININGS', 'COMMUNITIES', and 'COURSE EVALUATIONS'. The main content area is titled 'Courses Evaluations Report'. It contains two dropdown menus: 'Report From' (set to '16 Quick Term') and 'Format' (set to 'Web Page'). Below these is a red 'Submit' button.

COURSE EVALUATION SEARCH

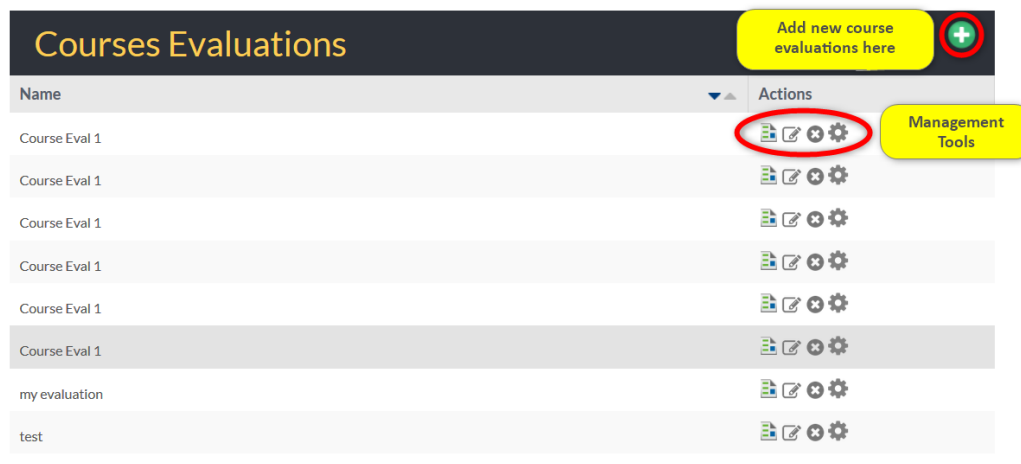
Course Evaluation Search: Search for Course Evaluations by selecting the necessary criteria from the dropdowns. Then either search for evaluations or Export evaluations by selecting the SEARCH or Export buttons.



The screenshot shows the 'Course Evaluation Search' page. The sidebar menu is similar to the previous one, but the 'COURSE EVALUATIONS' item is highlighted. The main content area is titled 'Course Evaluation Search'. It contains three dropdown menus: 'Select Term' (set to 'All Terms'), 'Select Course' (set to 'All Courses'), and 'Select Instructor' (set to '-'). Below these are two red buttons: 'Search' and 'Export'.

COURSE EVALUATIONS

[Course Evaluations](#) are created and managed by the following tools.



GREEN PLUS SIGN: ADDING A NEW COURSE EVALUATION

To create a new course evaluation, begin by selecting the green plus sign on the top right corner of the [Course Evaluations](#) section of the tab homepage. (See Image Above)

Complete the needed info in the proper spaces provided.

Remember to select the SAVE button to create the new evaluation.

A screenshot of the 'Add' form for a new course evaluation. On the left is a dark sidebar with a menu. The menu items are: 'CONFIG & SETTINGS', 'USER MANAGEMENT', 'APPLICATION MANAGEMENT', 'COURSES & COMMUNITIES' (expanded), 'CLONING TOOLS', 'EXTERNAL LTI TOOLS', and 'E360 NAVIGATOR'. Under 'COURSES & COMMUNITIES', the sub-items are: 'CAMPUS', 'TERMS', 'CATEGORIES', 'TRAININGS', 'COMMUNITIES', 'COURSE EVALUATIONS' (highlighted), and 'IMPORT / EXPORT'. The main content area is titled 'Admin » Course Evaluations » Add'. It contains several form fields: 'Semester' (a dropdown menu with the text 'Please select a term'), 'Course' (a dropdown menu with the text 'Please select a semester first'), 'Name' (a text input field), 'Launch Date' (a dropdown menu with the text '1 Week before end of term'), 'Anonymous' (a dropdown menu with the text 'Yes'), and 'status' (a dropdown menu with the text 'Active'). At the bottom of the form is a red 'Save' button.

OTHER MANAGEMENT TOOLS

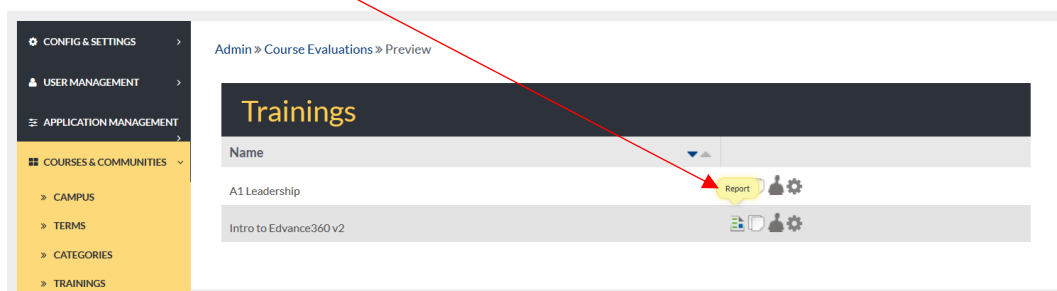
A description of each course evaluation management tool is listed below.



1. The **report icon** reveals the training courses that are assigned to an evaluation. (See [Reports](#))
2. The **edit icon** allows Admin [Users](#) to make changes to the report's details such as semester, course, and status.
3. The **delete icon** allows Admin [Users](#) to delete [Course Evaluations](#) no longer needed.
4. Selecting the **gear icon** allows Admin [Users](#) the ability to change the questions and question format within the chosen course evaluation.

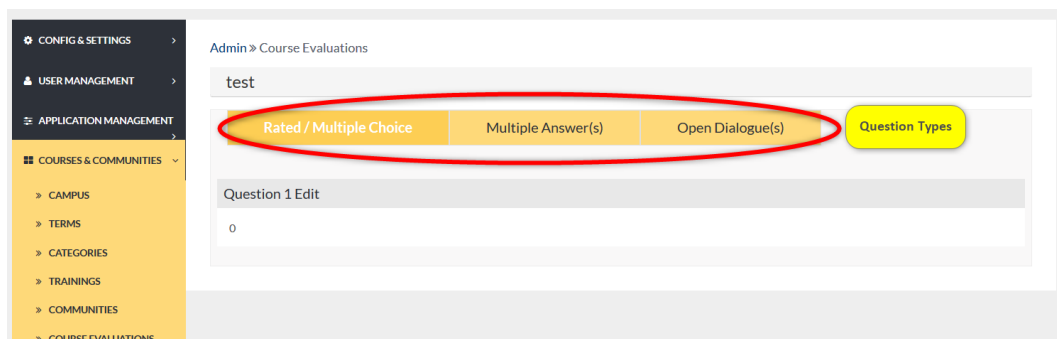
REPORT

The **report icon** reveals the training courses that are assigned to an evaluation. From the list of training courses, Admin [Users](#) may select the **Report icon** to reveal the evaluation summary for this course.
















COURSE EVALUATION SUMMARY

Admin [Users](#) may search for evaluation responses by question type.



EDIT TOOL

Selecting the course evaluation **edit tool** allows Admin [Users](#) to make changes to an evaluation's details.

Courses Evaluations	
Name	Actions
Text Eva 1	   
Course Eval 1	   
my evaluation	   
test eval teating link	   

EDIT TOOL OPTIONS

Selecting the edit icon reveals the evaluation's details such as: the semester and courses using the evaluation; the name of the evaluation; when the evaluation will launch and be available to learners; whether the evaluation will be anonymous; as well as the status of the evaluation. Once all selections have been made, remember to select the SAVE button to apply changes.

Note: Inactive evaluations will not launch. Active evaluations will launch according to the selected launch date.

CONFIG & SETTINGS

USER MANAGEMENT

APPLICATION MANAGEMENT

COURSES & COMMUNITIES

CAMPUS

TERMS

CATEGORIES

TRAININGS

COMMUNITIES

COURSE EVALUATIONS

IMPORT / EXPORT

CLONING TOOLS

EXTERNAL LTI TOOLS

E360 NAVIGATOR

REPORTS

Admin » Course Evaluations » Edit

Semester

Ashley's Term

Course

☒ A1 Leadership

☒ Intro to Edvance360 v2

Name

my evaluation

Launch Date

1 Week before end of term

Anonymous

Yes

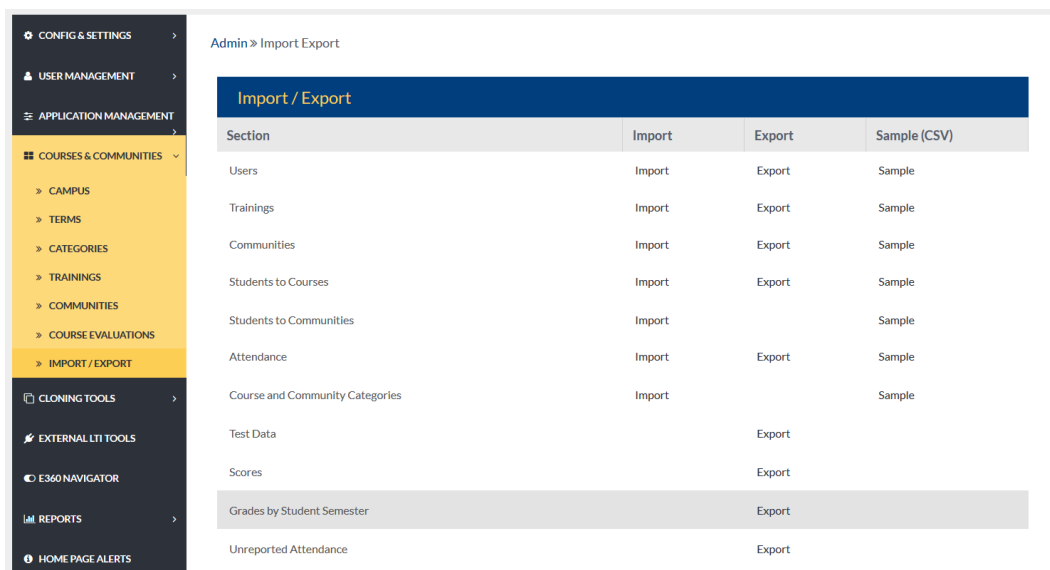
status

Inactive

Save

IMPORT /EXPORT

Data, from or for, the sections listed under the [Import /Export](#) tab can be [Imported](#) from your computer and [Exported](#) to your computer as an excel file. Also, a sample CSV file can be display (where available) to show Admin [Users](#) how the data in that section is presented. **Note:** All [Imported](#) files must be in a CSV format. A sample is provided for each and must be followed exactly.

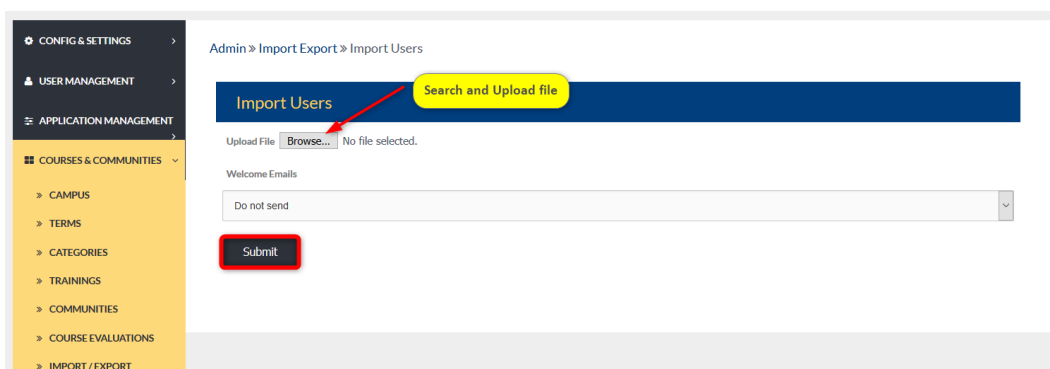


Import / Export			
Section	Import	Export	Sample (CSV)
Users	Import	Export	Sample
Trainings	Import	Export	Sample
Communities	Import	Export	Sample
Students to Courses	Import	Export	Sample
Students to Communities	Import		Sample
Attendance	Import	Export	Sample
Course and Community Categories	Import		Sample
Test Data		Export	
Scores		Export	
Grades by Student Semester		Export	
Unreported Attendance		Export	

IMPORT

To [Import](#) data such as [Users](#), use the browse option to locate the correct file and upload. From the welcome email dropdown, select whether the newly [Imported Users](#) should be sent welcome emails automatically, should not be sent the welcome email, or sent to only new [Users](#) on the [Import](#) , or to all [Users](#) on the [Import](#) . (See [Welcome Email: Student & Alumni](#))

Remember to select the SUBMIT button to apply changes.



Admin > Import Export > Import Users

Import Users Search and Upload file

Upload File No file selected.

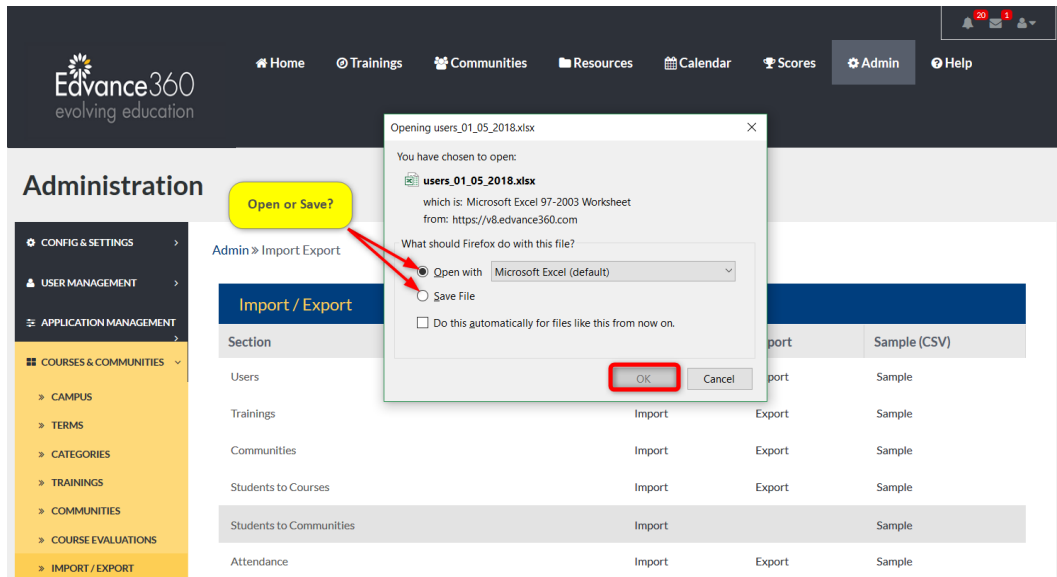
Welcome Emails

QUICK START GUIDE: HOW TO [IMPORT](#) COURSES

<http://edvance360.com/images/fileupload/Filename/90/how to Import courses quickstart guide.pdf>

EXPORT

To [Export](#) data such as [Users](#), select the [Export](#) hyper link. From the pop-up, chose the program you wish to use to open the [Exported](#) file, or chose to save the file. Remember to select the OK button to apply request.

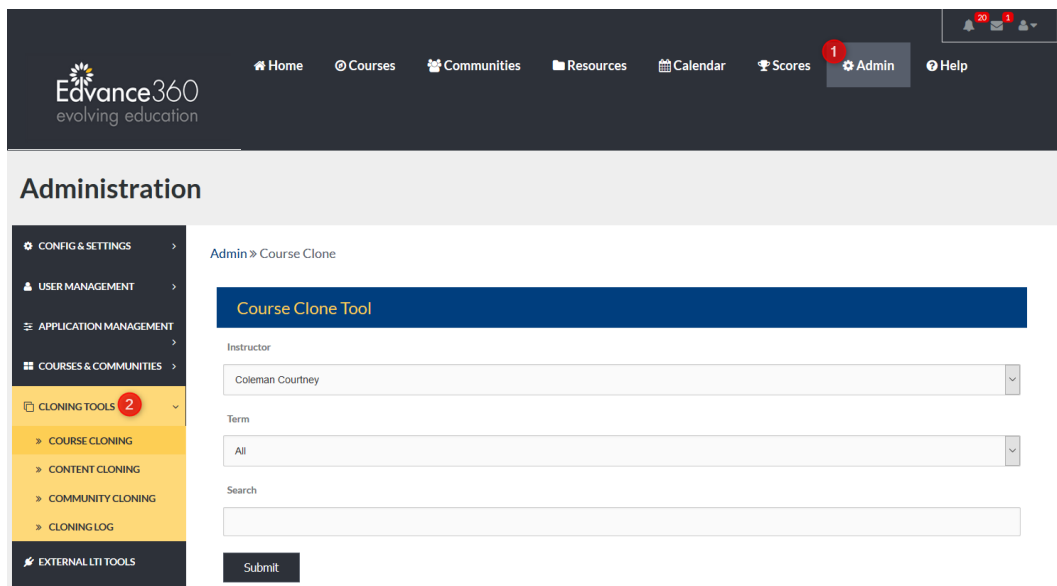


CLONING TOOLS

ADMIN > CLONING TOOLS

[Cloning Tools](#) allow Admin [Users](#) to duplicate Courses, Content, and [Communities](#) within the Edvance360 platform. Cloning items creates a copy of the selected item and houses it where the Admin user indicates. If cloning a community, all content and settings are available to be copied/cloned to a new location/category. If cloning a course, all content and settings are available to be copied/cloned to a new term, tweaked and then readied for the next term, saving time. If copying content from one location to another, it simply adds the new content to the new location, while making sure to not duplicate anything that already exists.

To locate the [Cloning Tools](#), follow the steps below.

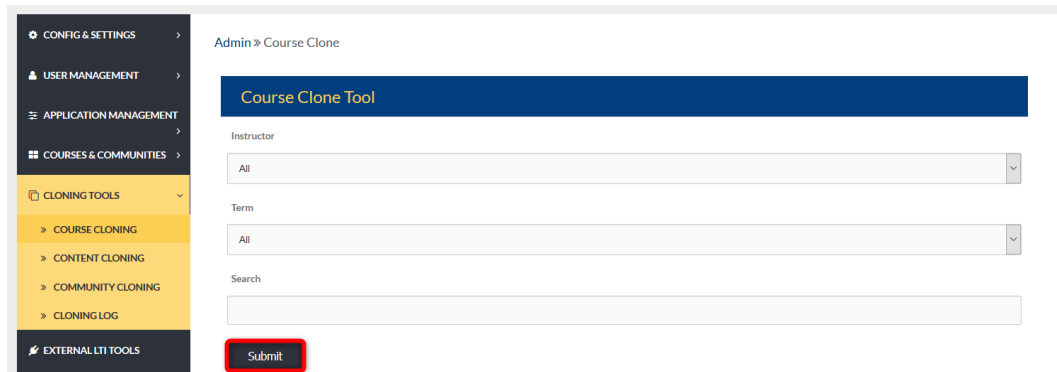


1. Select the Admin tab from the top toolbar.
2. Select the [Cloning Tools](#) tab from the Admin [Navigation Panel](#).

COURSE CLONING TOOL

[Course Cloning Tool](#): To clone a course, begin by selecting the Instructor and Term associated with the course. You may include keywords in your search by typing them in the search bar and select either/or of the three (Instructor, Term, Search a word). All three do not have to be selected.

Remember to select the SUBMIT button to search selected criteria.



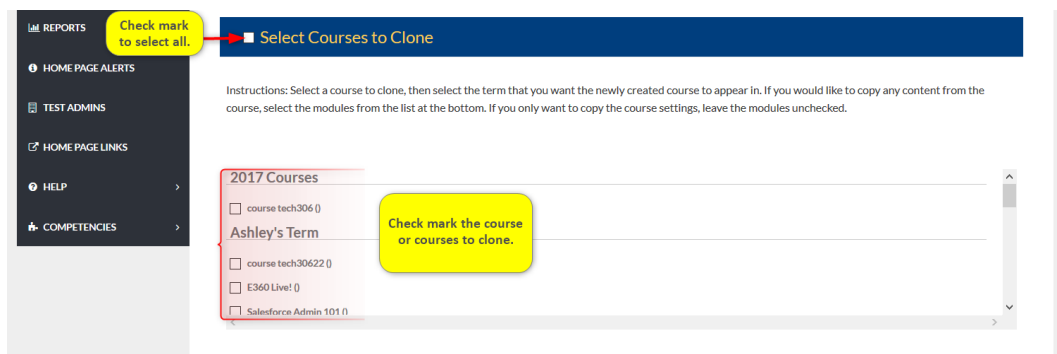
The screenshot shows the 'Admin » Course Clone' page. On the left is a sidebar menu with categories: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS (highlighted), and EXTERNAL LTI TOOLS. Under 'CLONING TOOLS', there are sub-items: COURSE CLONING, CONTENT CLONING, COMMUNITY CLONING, and CLONING LOG. The main content area has a blue header 'Course Clone Tool'. Below it are three dropdown menus: 'Instructor' (set to 'All'), 'Term' (set to 'All'), and a 'Search' text input field. At the bottom of these fields is a red 'Submit' button.

SELECT COURSES TO CLONE

The criteria searched, generates a list of matching courses, displayed in this next section.

Select the course you wish to clone. You may select multiple courses by check marking their boxes.

To select all courses listed, check mark the box located to the left of the heading: [Select Courses to Clone](#).



The screenshot shows the 'Select Courses to Clone' page. On the left is a sidebar menu with categories: REPORTS, HOME PAGE ALERTS, TEST ADMINIS, HOME PAGE LINKS, HELP, and COMPETENCIES. The main content area has a blue header 'Select Courses to Clone'. Below it is a yellow callout box that says 'Check mark to select all.' with an arrow pointing to a checkbox. Below this is a list of courses under the heading '2017 Courses'. The list includes: 'course tech306 ()', 'Ashley's Term', 'course tech30622 ()', 'E360 Live! ()', and 'Salesforce Admin 101 ()'. Each item has a checkbox to its left. A yellow callout box points to the first checkbox with the text 'Check mark the course or courses to clone.'

SELECT TERM TO CLONE COURSES INTO

Select Term to Clone Courses Into: After selecting the courses to clone, Admin [Users](#) must select a Term to save the cloned courses. If the cloned courses will have a different instructor, search the Change Instructors dropdown, and select the new instructor. The selected instructor will be added to the cloned course as the new instructor.

The screenshot displays a web interface titled "Select Term to Clone Courses Into". It contains a list of terms with radio buttons for selection: "16 Quick Term", "16617", "16617-2", "2017", and "2017 Courses". A yellow callout box with the text "Check mark one Term to save the cloned course into" points to the radio buttons. Below the list is a "Change Instructor" dropdown menu, which is circled in red and currently shows "All". A second yellow callout box with the text "Clone course(s) with the same or a new instructor." points to the dropdown menu.

SELECT CONTENT TO COPY (OPTIONAL)

To clone a course or courses and all its content, materials, and settings, check mark Select All from the Select Content to Copy section.

To only clone certain content and material from a course, select the items individually.

Remember to select the SUBMIT button to complete the course cloning process.

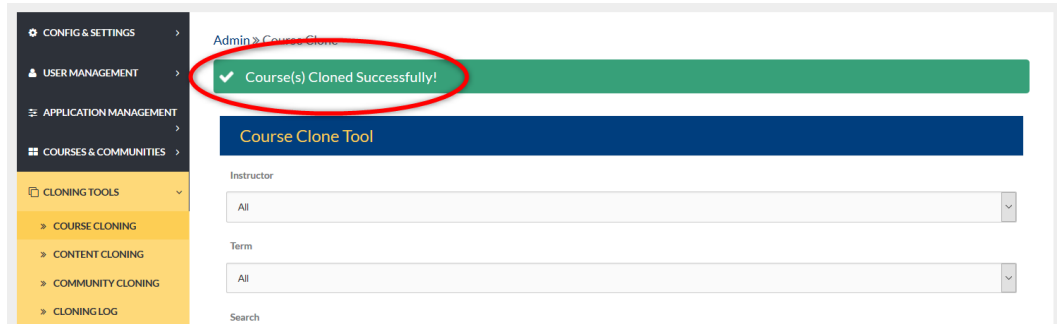
Select Content to Copy: (Optional)

- ☐ Select All
- ☐ Settings
(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.))
- ☐ Description
- ☐ Discussion
- ☐ Discussion Forums
- ☐ Wiki
- ☐ Resources
- ☐ Parent Resources
- ☐ Tests
- ☐ Scorm Objects
- ☐ Course Objectives
- ☐ Surveys
- ☐ Course Evaluations
- ☐ 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

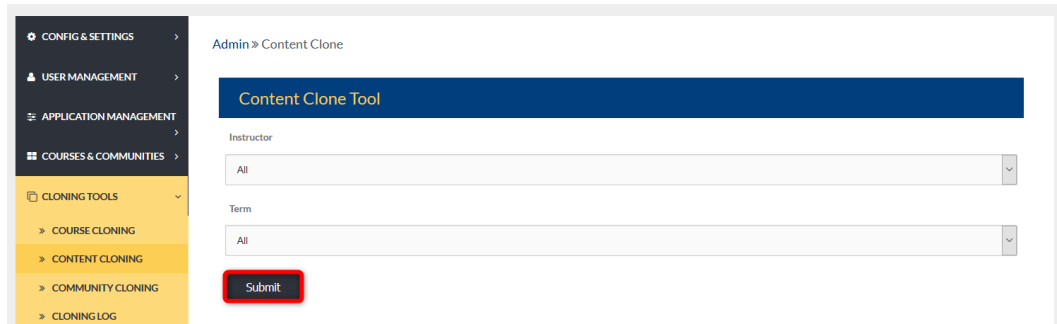
COURSE(S) CLONED SUCCESSFULLY!

When a clone is successful, the "[Course\(s\) Cloned Successfully!](#)" message will appear in green across the top of the Course Clone Tool.



CONTENT CLONING TOOL

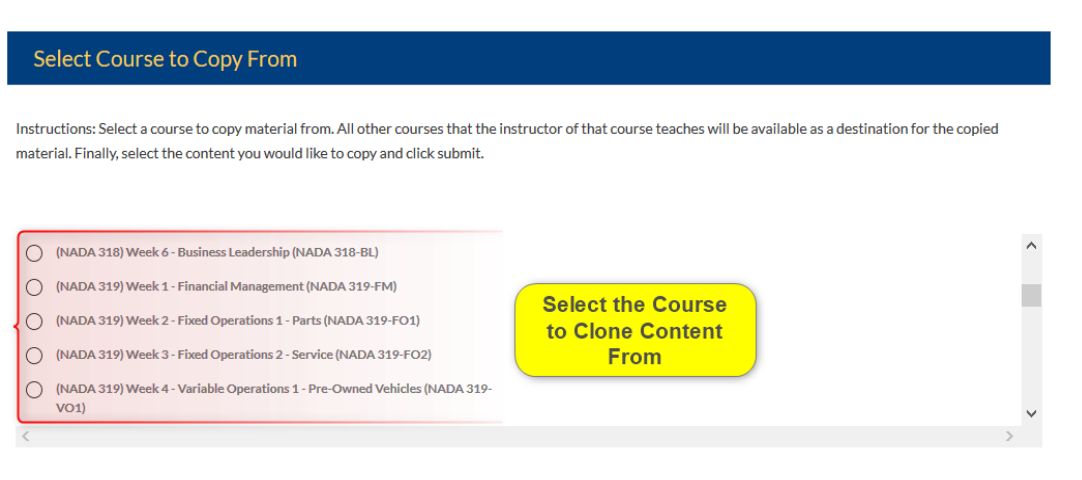
[Content Cloning Tool](#): To clone content from one course to another course, begin by selecting the Instructor and Term that the course is associated. Remember to select the SUBMIT button to apply selections.



The screenshot shows the 'Content Clone Tool' interface. On the left is a sidebar menu with categories: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, and CLONING TOOLS. The 'CLONING TOOLS' category is expanded, showing sub-options: COURSE CLONING, CONTENT CLONING (highlighted), COMMUNITY CLONING, and CLONING LOG. The main content area is titled 'Admin » Content Clone' and 'Content Clone Tool'. It contains two dropdown menus: 'Instructor' with 'All' selected, and 'Term' with 'All' selected. A red 'Submit' button is located below the dropdowns.

SELECT COURSE TO COPY FROM

A list of courses matching the criteria selected above is displayed under the [Select Course to Copy From](#) banner. Check mark the course to clone from and scroll down to the next section.



The screenshot shows the 'Select Course to Copy From' interface. At the top is a blue banner with the title 'Select Course to Copy From'. Below the banner is a text block with instructions: '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.' Below the instructions is a list of radio button options, each representing a course: (NADA 318) Week 6 - Business Leadership (NADA 318-BL), (NADA 319) Week 1 - Financial Management (NADA 319-FM), (NADA 319) Week 2 - Fixed Operations 1 - Parts (NADA 319-FO1), (NADA 319) Week 3 - Fixed Operations 2 - Service (NADA 319-FO2), and (NADA 319) Week 4 - Variable Operations 1 - Pre-Owned Vehicles (NADA 319-VO1). A red bracket highlights the first three options. To the right of the list is a yellow button with the text 'Select the Course to Clone Content From'. The interface includes a vertical scrollbar on the right and horizontal scrollbars at the top and bottom of the list area.

SELECT COURSE TO COPY TO

Select Course to Copy to: Now select the course to copy the cloned content to.

Admin [Users](#) may change the instructor of the selected course by selecting from the dropdown titled Change Instructor.

Content may be cloned into every course within a Term or just one course. To clone to all courses in a term, select the Term from the dropdown. To clone to one course from a Term, select the course by scrolling through the list of courses and check mark the one to clone to.

The screenshot shows a web form titled "Select Course to Copy To" in a dark blue header. Below the header, there are two dropdown menus. The first is labeled "Change Instructor" and has "All" selected. The second is labeled "Clone to All Courses in a Term" and also has "All" selected. Below these is a section titled "16 Quick Term" which contains a list of five items, each with an unchecked checkbox: "12345 ()", "course tech306 (-3)", "course501 ()", "F-Testing DO Not Delete Course TM (-4)", and "F-Testing DO Not Delete Course TM (-5)". The list is enclosed in a light gray box with a vertical scrollbar on the right and horizontal arrows at the bottom.

SELECT CONTENT TO COPY

To Select Content to Copy, Admin [Users](#) may select all content, settings only, or specific content items. Remember to select the SUBMIT button to complete the content cloning process.

The screenshot shows a web form titled "Select Content to Copy" with a blue header. Below the header, there are two main options: "Select All" and "Settings". The "Select All" option is accompanied by a red arrow pointing to it from a yellow callout box that says "To clone All content check here". The "Settings" option is accompanied by a red arrow pointing to it from a yellow callout box that says "To clone settings only check mark here ONLY". Below these options is a list of content items, each with a checkbox: Description, Discussion, Discussion Forums, Wiki, Resources, Parent Resources, Tests, Scorm Objects, Course Objectives, Surveys, Course Evaluations, Dropbox, Gradebook, Lessons, Rubrics, Syllabus, Custom Modules, Sidebar Settings, Agents, and Calendar. A red bracket groups the items from "Description" down to "Lessons". A yellow callout box on the right side of the list says "To select specific content check mark as needed." Below the list of items is a "Submit" button. At the bottom of the form, there are several notes: "(Description & Settings (Warning: This includes course description, logo, and all that Student Active and Expire Dates may need to be changed after clone.))", "(Note: INCLUDED Discussions, Resources, Dropboxes, Tests, Scorm, Surveys & related Gradebook Entries will also be cloned)", "(Note: Rubrics are based on user. Only need to copy it to one of the users courses.)", and "(Note: Calendar events will copy same dates that are in the source course.)".

Select Content to Copy

☐ Select All **To clone All content check here**

☐ Settings **To clone settings only check mark here ONLY**
(Description & Settings (Warning: This includes course description, logo, and all that Student Active and Expire Dates may need to be changed after clone.))

- ☐ Description
- ☐ Discussion
- ☐ Discussion Forums
- ☐ Wiki
- ☐ Resources
- ☐ Parent Resources
- ☐ Tests
- ☐ Scorm Objects
- ☐ Course Objectives
- ☐ Surveys
- ☐ Course Evaluations
- ☐ 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

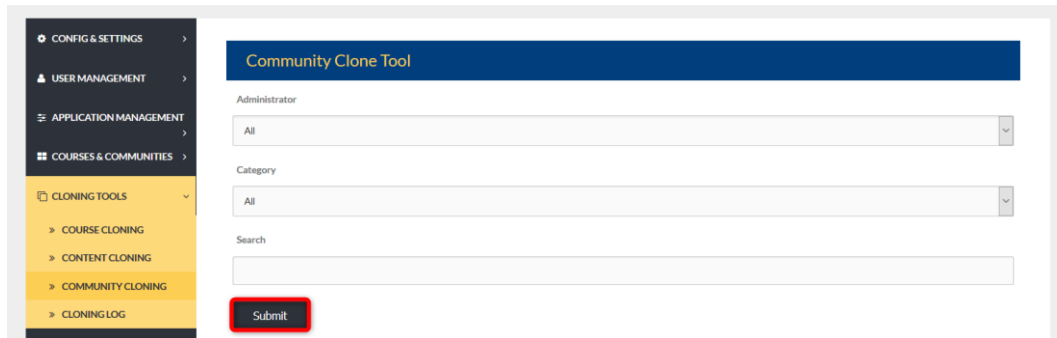
To select specific content check mark as needed.

COMMUNITY CLONE TOOL

[Community Clone Tool](#): To clone a community, begin by searching [Communities](#).

Select the Administrator and Category from each dropdown. Admin [Users](#) may include keywords in their search criteria in the Search box.

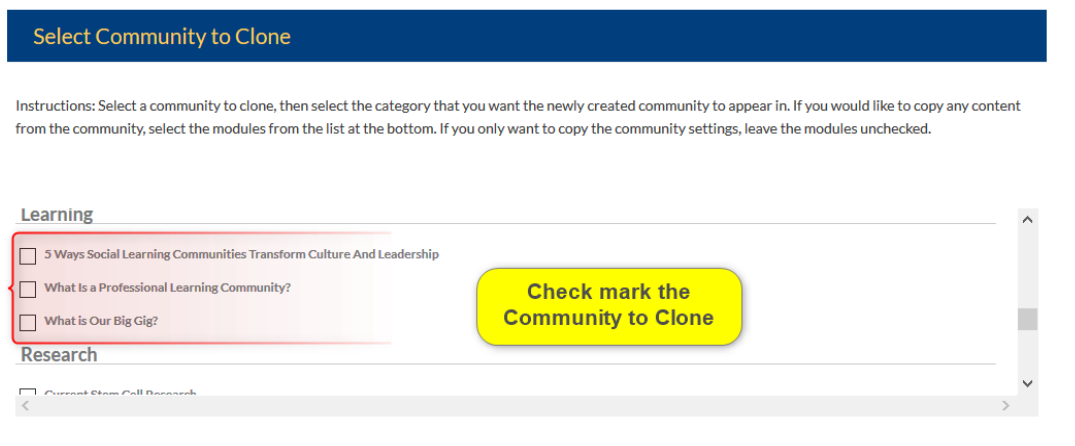
Remember to select the SUBMIT button to search selected criteria.



The screenshot shows the 'Community Clone Tool' interface. On the left is a dark sidebar with a menu containing: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS (highlighted in yellow), COURSE CLONING, CONTENT CLONING, COMMUNITY CLONING, and CLONING LOG. The main content area has a blue header 'Community Clone Tool'. Below it are three dropdown menus: 'Administrator' (set to 'All'), 'Category' (set to 'All'), and 'Search' (empty). A red 'Submit' button is at the bottom.

SELECT COMMUNITY TO CLONE

From the generated list displayed below the [Select Community to Clone](#) banner, check mark the community to clone.



The screenshot shows the 'Select Community to Clone' interface. It has a blue header with the title. Below the header is a paragraph of instructions: '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.' Below the instructions is a list of communities under the heading 'Learning'. Three items are listed: '5 Ways Social Learning Communities Transform Culture And Leadership', 'What Is a Professional Learning Community?', and 'What Is Our Big Gig?'. Each item has an unchecked checkbox to its left. A yellow button with the text 'Check mark the Community to Clone' is positioned to the right of the list. Below the 'Learning' section is a 'Research' section with one item: 'Current Stem Cell Research', also with an unchecked checkbox. A vertical scrollbar is on the right side of the list.

SELECT CATEGORY TO CLONE COMMUNITIES INTO

Select Category to Clone Communities Into: Categories group Communities. Select the category the cloned community should belong to. To change the Administrator of the newly cloned community, select a new Administrator from the dropdown.

The screenshot shows a form titled "Select Category to Clone Communities Into". It features a list of radio buttons for selecting a category: "Category", "Communicating", "Computer", "course-101-category", and "Creation Sciences". A yellow callout box with the text "Select a category for the cloned community." points to this list. Below the category list is a "Change Administrator" section with a dropdown menu currently set to "All", which is circled in red.

SELECT CONTENT TO COPY: (OPTIONAL)

Select Content to Copy: (Optional): Admin Users may copy all content when cloning a community by check marking the Select All box. To select certain content, check mark the needed content. Remember to select the SUBMIT button to complete the community cloning process.

The screenshot shows a form titled "Select Content to Copy: (Optional)". It has a "Select All" checkbox at the top, with a red arrow pointing to it and a yellow callout box saying "To copy ALL content check mark here." Below this is a list of content types with checkboxes: "Discussion", "Discussion Forums", "Wiki", "Resources", "Parent Resources", "Scorm Objects", "Lessons", "Surveys", "Dropbox", "Custom Modules", and "Agents". A yellow callout box with the text "To select certain content items, check mark the needed boxes." points to this list. A note below the list states: "(Note: INCLUDED Discussions, Resources, Dropboxes, Tests, Scorm, Surveys & related Gradebook Entries will also be cloned)". At the bottom left is a red "Submit" button.

QUICK START GUIDE: CLONING COMMUNITIES

http://edvance360.com/images/fileupload/Filename/125/admin_panel_cloning_tools_cloning_Communities_v8.1.pdf

VIDEO TUTORIAL: CLONING COMMUNITIES

<https://youtu.be/xuSQGIRK5jI>

CLONING LOG

The [Cloning Log](#) keeps a record of all the cloning activity within your Edvance360 platform.

Admin [Users](#) may use the date range search bar to narrow the period they wish to view. Search results will display beneath the [Provision Log](#) header.

The screenshot shows the Edvance360 interface with a sidebar on the left containing navigation links: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS (highlighted), EXTERNAL LTI TOOLS, E360 NAVIGATOR, REPORTS, HOME PAGE ALERTS, TEST ADMINS, and HOME PAGE LINKS. The main content area is titled 'Admin » Content Log' and features a 'Search Report' section with 'From' and 'To' date input fields and a 'Submit' button. Below this is the 'Provision Log' section, which contains a table of cloning activities.

Creation date	Items	Copy Complete?	User	Result
08/24/2016 20:08:02		No	Contento Matt	Starting Course:Nicole 2nd course, Course Settings Copied, New Course ID: 446, Instructor Added, Copy Discussion, Copy Discussion Forums, Copy Wiki, Copy Resources, Copy Parent Resources, Copy Tests, Copy Scorm, Copy Gradebook, Copy Course Objectives, Copy Lessons, Copy Discussion, Copy Tests, Copy Scorm, Copy Surveys, Copy Course Evaluations, Copy Dropbox, Copy Rubrics, Copy Surveys, Copy Course Evaluations, Copy Dropbox, Copy Syllabus, Copy Custom Modules, Copy Agents, Copy Calendar Copy Discussion Forums Copy Wiki Copy Discussion Forums Copy Wiki
03/28/2017 10:03:04		No	Contento Matt	
03/28/2017 10:03:30		No	Contento Matt	Starting Course:123 Course Settings Copied New Course ID:1713 Instructor Added Copy SidebarSettings Copy Complete

CLONING LOG: SEARCH

In the FROM and TO search bars, left click in the search bar to reveal a [Calendar](#). Select the date range for your search. Remember to select the SUBMIT button to apply selections.

This screenshot shows the same interface as the previous one, but with the 'FROM' search bar open. A calendar for January 2018 is displayed, showing dates from 1 to 31. The 'To' search bar contains the text '...and here.' and the 'Submit' button is highlighted with a red border. The 'Provision Log' table is visible in the background.

PROVISION LOG

Once the date range has been submitted, results are displayed below the [Provision Log](#) banner.

Each row contains information about the clones completed within the selected date range, such as:

Administration

Admin » Content Log

Search Report

From To

Provision Log

1 Creation Date	2 Items	3 Copy Complete?	4 User	5 Result
06/08/2018 10:06:24	[Discussion] [Discussion Forums] [Wiki][Resources] [Parent Resources] [Scorm Objects] [Lessons][Surveys] [Dropbox][Sidebar Settings][Custom Modules][Agents]	Yes	Admin Kate	Starting Community:5 Steps To Awesome Community: Leaders Go Social Community Settings Copied New Community ID:123 Community Administrator Added Copy Community Discussion Copy Discussion Forums Copy Community Wiki Start Copy Resources Copy Community - Instructor Same Copy Community Parent Resources Copy Community Scorm Copy Community Lessons Copy Community Discussion Copy Community Scorm Copy Community Surveys Copy Community Dropbox Copy Community Surveys Copy Community Dropbox Copy SidebarSettings Copy Custom modules Copy Community Agents Community Copy Complete
05/29/2018 12:05:01	[Settings] [Description] [Discussion] [Discussion Forums] [Wiki][Resources] [Parent Resources] [Tests][Scorm Objects][Course Objectives][Surveys] [Dropbox] [Gradebook] [Lessons][Rubrics] [Syllabus][Custom Modules][Sidebar Settings][Agents] [Calendar]	Yes	Ditono Nicole	From Admin Course Clone Starting Clone From:Nicole's Test Course CourseId=39 New Course ID:2065 Course Settings Copied Instructor Added Copy Description Copy Discussion Copy Discussion Forums Copy Wiki Start Copy Resources Copy Resources - Instructor Same Copy Parent Resources Copy Tests Copy Scorm Copy CourseObjectives Copy Surveys Copy Dropbox Copy Gradebook Copy Lessons Copy Course Evaluations Copy Rubrics Copy Syllabus Copy Custom modules Copy SidebarSettings Copy Agents Copy Calendar Copy Complete
05/28/2018 08:05:08		Yes	Gerrity Brian	From Admin Course Clone Starting Clone From:12345 CourseId=2059 New Course ID:2063 Course Settings Copied Copy SidebarSettings Copy Complete Starting Clone From:12345 CourseId=2053 New Course ID:2064 Course Settings Copied Copy SidebarSettings Copy Complete

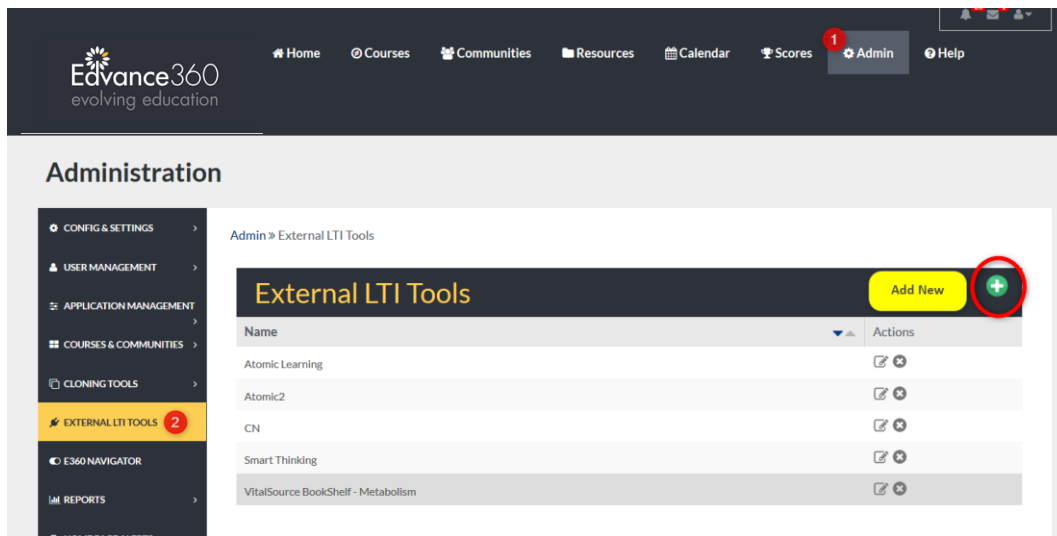
1. **Creation date:** the date and time the cloning occurred
2. **Items:** the items being cloned
3. **Copy Complete:** notification about the success of the clone/copy
4. **User:** the user completing the cloning activity.
5. **Result:** A summary of the cloning activities.

EXTERNAL LTI TOOLS

ADMIN > EXTERNAL LTI TOOLS

The **external tool** enables [Users](#) to interact with **LTI**-compliant learning resources and activities on other web sites. For example, an **external tool** could provide access to a new activity type or learning materials from a publisher.

[External LTI Tools](#) are linked here within the Edvance360 platform. To reach this tab follow the steps below.



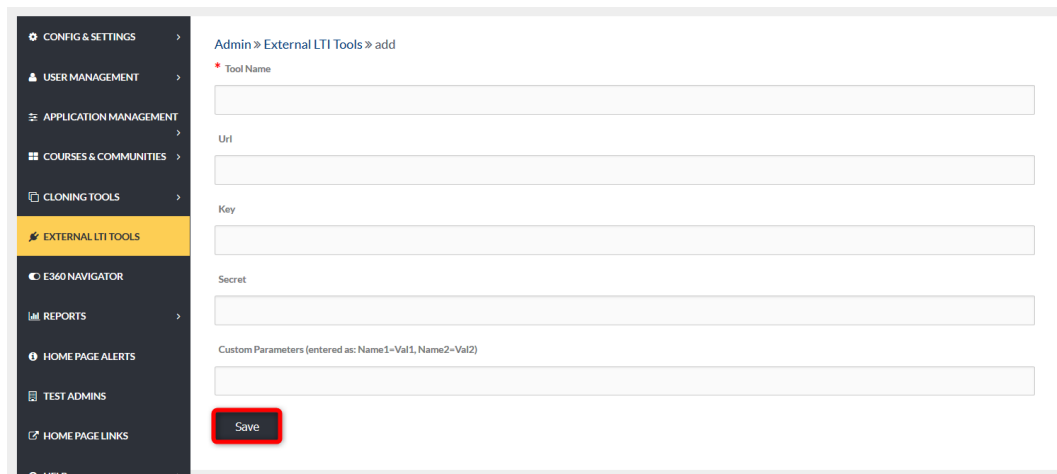
1. Select the Admin tab from the top toolbar.
2. Select the [External LTI Tools](#) tab from the Admin [Navigation Panel](#).

ADDING A NEW EXTERNAL LTI TOOL

[Adding A New External LTI Tool](#): To add a new External LTI Tool, begin by selecting the green plus sign in the top right corner of the [External LTI Tools](#) homepage. (See Image Above)

Complete the needed information in the proper spaces provided.

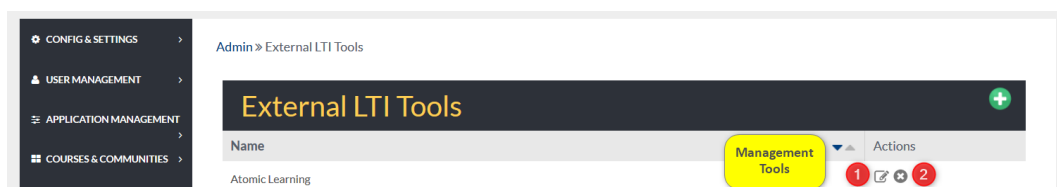
Remember to select the SAVE button to apply changes.



The screenshot shows the 'Admin » External LTI Tools » add' form. On the left is a dark sidebar with a menu: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS (highlighted in yellow), E360 NAVIGATOR, REPORTS, HOME PAGE ALERTS, TEST ADMINS, and HOME PAGE LINKS. The main form area has the following fields: 'Tool Name' (with a red asterisk), 'Url', 'Key', 'Secret', and 'Custom Parameters (entered as: Name1=Val1, Name2=Val2)'. A red-bordered 'Save' button is at the bottom left of the form.

MANAGEMENT TOOLS

Once [External LTI Tools](#) have been linked, they display on the [External LTI Tools](#) homepage. Management tools are placed to the right of each row in the list displaying each linked Tool.



1. The edit icon allows Admin [Users](#) to edit the information on the External LTI Tool.
2. The delete icon allows Admin [Users](#) to delete the linked Tool.

Once added in the Admin panel, LTI tools may be selected and utilized within each course through **Course Settings>LTI tab** (See Image below). Selecting the Instructor Only box makes the chosen LTI Tool(s) accessible only to the course instructor.

Flex Consulting

MY COURSE

LESSONS

COMMON CARTRIDGE

DISCUSSION

RESOURCES

PARENT RESOURCES

PARENTRESOURCES

DROPBOX

CALENDAR

TESTS

SCORM

SURVEYS

Courses > Course Settings

Modules	Details	Other	LTI	Offline Reporting	Badges	Class Limiting
<input type="checkbox"/>	LTI Tools					Instructor Only
<input type="checkbox"/>	VitalSource BookShelf - Metabolism					<input type="checkbox"/>
<input type="checkbox"/>	Smart Thinking					<input type="checkbox"/>
<input type="checkbox"/>	CN					<input type="checkbox"/>
<input type="checkbox"/>	Atomic Learning					<input type="checkbox"/>
<input type="checkbox"/>	Atomic2					<input type="checkbox"/>

Save

E360 NAVIGATOR

ADMIN > E360 NAVIGATOR

The [E360 Navigator](#) is a one-time intake form, created by the Administrator, to allow learners to give input on the courses they'd like to take to further their learning goals. Once created, the administrator links topics to courses, lessons, and content. Then, it displays on the Home Page allowing learners to select from course topics/[Categories](#) they may be interested in taking.

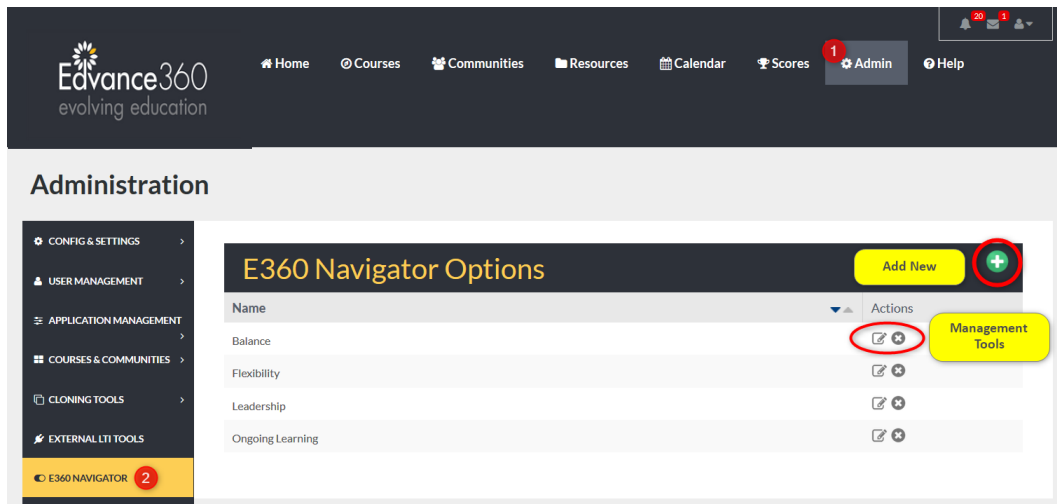
Note: To enable this feature, begin by following these steps: **Admin > Configuration & Settings > [Application Settings](#) > [E360 Navigator](#)**

The screenshot shows the 'E360 Navigator' configuration page. On the left is a sidebar with 'HELP' and 'COMPETENCIES'. The main content area has a yellow header 'E360 Navigator'. Below it, the checkbox 'Enable E360Navigator' is checked and circled in yellow. A yellow callout bubble with an arrow points to the checkbox, containing the text 'Check mark here to enable'. Below the checkbox are two text input fields: 'Heading' with the value 'Welcome Survey' and 'Message' with the value 'Please indicate your interest by clicking in the box next to the listed topics below. We will highlight courses in our Course Library based upon your interests.
Thank '. At the bottom is a red 'Save' button.

Once you have enabled [E360 Navigator](#) in Application Settings, you may proceed with the directions below.

To locate the [E360 Navigator](#) tab follow the steps listed below.

From the [E360 Navigator](#) homepage, Admin [Users](#) can add new options to the navigator and manage options by using the management tools located to the right of each option row.



1. Select the Admin tab from the top toolbar.
2. Select the [E360 Navigator](#) tab from the Admin [Navigation Panel](#).

E360 NAVIGATOR: ADDING A NEW OPTION

To add a new option to the [E360 Navigator](#), begin by selecting the green plus sign in the top right corner of the [E360 Navigator](#) tab homepage.

Complete each space provided with the needed information. See explanations below,

The screenshot shows the E360 Navigator interface. On the left is a dark sidebar with a menu containing: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR (highlighted in yellow), REPORTS, and HOME PAGE ALERTS. The main content area is titled 'ADD NEW OPTION'. It contains two text input fields: 'Option Name' (marked with a red circle and number 1) and 'Sort Order' (marked with a red circle and number 2). Below these is a section titled 'Courses & Lessons' with a dropdown menu labeled 'Please Select a Course' (marked with a red circle and number 3). To the right of the dropdown is a yellow button that says 'Select to delete courses added.' and a red circle with a white plus sign (marked with a red circle and number 4). At the bottom right is a red 'Save' button (marked with a red circle and number 5).

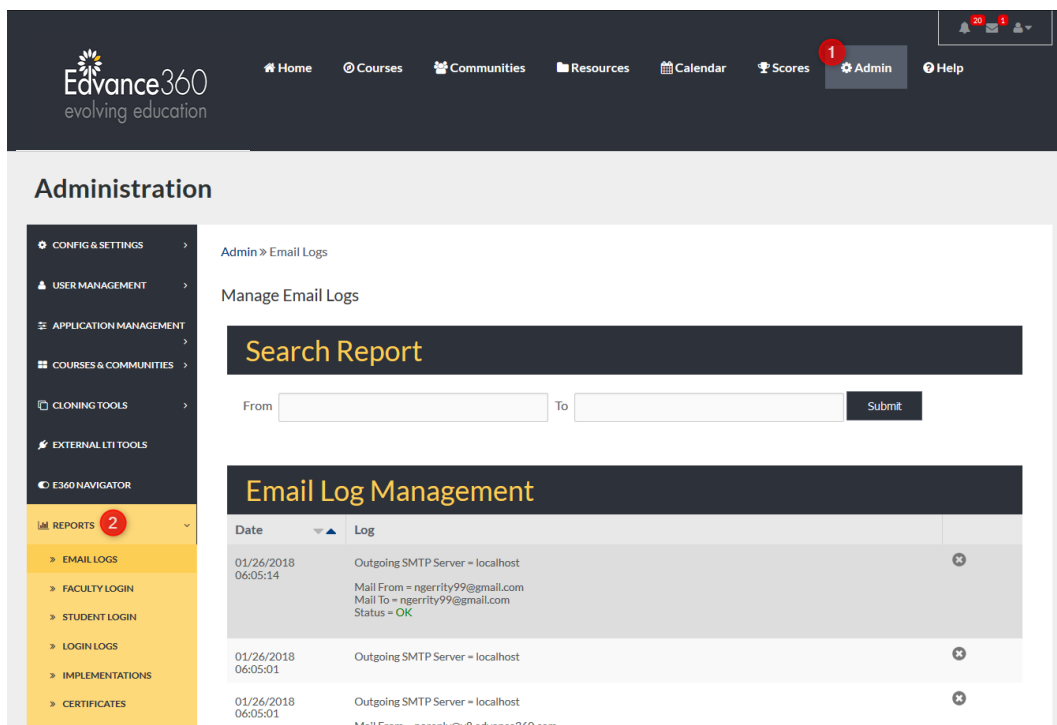
1. Option Name: Name the option being added (Ex: Sales, Management, etc.)
2. Sort Order: Sort order determines where this option will display in the list of navigator options.
3. Courses & Lessons: Select the course you wish to add to this option. To add more courses, see step 4.
4. Green Plus Sign: To add more courses to this option, select the green plus sign and repeat step 3.
5. Save: Remember to select the SAVE button to apply changes.

REPORTS (PART ONE)

ADMIN > REPORTS

The [Reports](#) tab allows Admin [Users](#) to create [reports](#) on the general activities such as logins and emails within the Edvance360 platform.

To locate the [Reports](#) tab, follow the directions below.



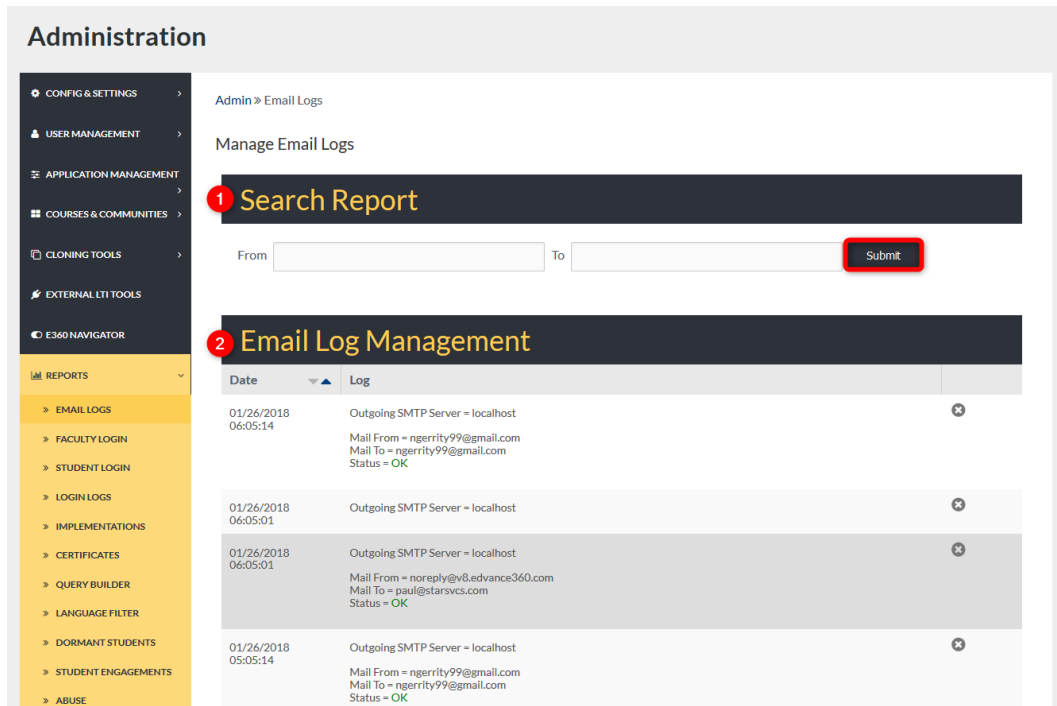
1. Select the Admin tab from the top toolbar.
2. Select the [Reports](#) tab from the Admin [Navigation Panel](#).

VIDEO TUTORIAL: [REPORTS](#)

<https://youtu.be/xhVbALxuv4w>

EMAIL LOGS

The [Email Logs](#) tab reveals a search bar and log of all outgoing emails from E360 platform.



Administration

Admin > Email Logs

Manage Email Logs

1 Search Report

From To **Submit**

2 Email Log Management

Date	Log
01/26/2018 06:05:14	Outgoing SMTP Server = localhost Mail From = ngerrity99@gmail.com Mail To = ngerrity99@gmail.com Status = OK
01/26/2018 06:05:01	Outgoing SMTP Server = localhost
01/26/2018 06:05:01	Outgoing SMTP Server = localhost Mail From = noreply@v8.edvance360.com Mail To = paul@starsvcs.com Status = OK
01/26/2018 05:05:14	Outgoing SMTP Server = localhost Mail From = ngerrity99@gmail.com Mail To = ngerrity99@gmail.com Status = OK

1. To search for emails sent within a specific period, enter the desired dates in the FROM and TO search bars. **Note:** Place cursor inside the search bar and click to reveal a [Calendar](#) for easy date selection. Remember to select the SUBMIT button to apply request.
2. Email Log Management allows Admin [Users](#) to scroll through a list of all outgoing emails. Each entry is time stamped and displays the sender and receiver of each email. The status of the email is also shown. Admin [Users](#) may delete an entry by clicking the delete icon (x). Entries may be displayed beginning with the most recent entry or oldest entry. To change the display order, click the arrows located to the right of the DATE heading.

FACULTY LOGIN

Admin [Users](#) can track the login and log out time of faculty [Users](#). The [Faculty login](#) tab allows Admin [Users](#) to [Export](#) reports of [Faculty logins](#) to excel; create reports on the total number of logins for faculty [Users](#) during a specific period; and search [Faculty logins](#) during a specific time.

The screenshot shows the 'Administration' dashboard with a sidebar menu. The 'REPORTS' section is expanded, showing 'FACULTY LOGIN' as the selected option. The main content area displays the 'Faculty Login Report' page. Four numbered callouts highlight key features: 1. 'Export To Excel' button. 2. 'Total Logins' section with date and order filters. 3. 'Search Report' section with date range filters. 4. 'Logins' table showing login data.

1 Export To Excel

Start Date: 01/01/2018 End Date: 01/28/2018 **Submit**

2 Total Logins

Start Date: 01/01/2018 End Date: 01/28/2018

Order By: ☒ First Name ☐ Last Name ☐ Login Count **Submit**

3 Search Report

From: To: **Submit**

4 Logins

Start Time	End Time	User
01/28/2018 05:57:22 pm	No Date Assigned	Coleman CourtneyH
01/24/2018 10:33:15 pm	01/24/2018 10:36:12 pm	Admin Kate
01/24/2018 10:28:09 pm	01/24/2018 10:30:55 pm	Admin Kate
01/23/2018 11:06:58 pm	01/23/2018 11:12:30 pm	Admin Kate
01/22/2018 11:44:12 am	No Date Assigned	Coleman CourtneyH
01/22/2018 06:33:22 am	01/22/2018 06:33:42 am	test Adeel

1. Admin [Users](#) may create a report of [Faculty logins](#) during a specific time by entering specific start and end dates in the proper search bars. Note: To reveal a [Calendar](#) for easier selection, place cursor inside search bar and left click.

Remember to select the SUBMIT button to apply request.

2. To search the total number of logins made by specific [Users](#), add start and end dates to the search bars, select display order (First name. Last name, or Login Count).

Remember to select the SUBMIT button to apply request. **Note:** Results will automatically open in Excel.

3. To search [Faculty login](#) within a specific time, enter desired FROM/TO dates within the proper search bars.

Remember to select the SUBMIT button to apply request. **Note:** Results will display on screen below the LOGINS header.

4. The list of logins on the [Faculty login](#) homepage displays the start and end date and time of each faculty user. Admin [Users](#) can change the display order by selecting the arrows to the right of each column heading (Start Time, End Time, User).

STUDENT LOGIN

The [Student Login](#) tab allows Admin [Users](#) to monitor and review the login activity of student [Users](#). Admin [Users](#) can [Export Student Login](#) activity reports to Excel and search for login activity during specific time periods.

Administration

Admin » Student Login Report

Student Login Report

1 Export To Excel

Start Date: 01/01/2018 End Date: 01/28/2018 **Submit**

2 Search Report

From: To: **Submit**

3 Student Logins

Login Date	User
01/26/2018 07:26:14 am	student faheem
01/26/2018 07:11:59 am	student faheem
01/25/2018 10:28:01 am	Paulson Rachel
01/22/2018 09:12:08 am	Student Test
01/22/2018 09:09:29 am	Student Test
01/19/2018 06:51:56 am	student faheem
01/18/2018 03:56:53 pm	Paulson Rachel
01/18/2018 10:11:14 am	student faheem
01/18/2018 10:04:29 am	student faheem
01/18/2018 10:01:03 am	student faheem
01/18/2018 09:55:54 am	student faheem
01/18/2018 09:54:18 am	student faheem

1. To [Export Student Login](#) activity reports, select the specific start and end dates. **Note:** To display a [Calendar](#) for easier selection, place cursor in search box and left click.
Remember to select the SUBMIT button to apply request.
2. To search [Student Login](#) activity during a specific time, select the FROM/TO dates. **Note:** To display a [Calendar](#) for easier selection, place cursor in search box and left click.
Remember to select the SUBMIT button to apply request. **Note:** Report results will display onscreen, under the [Student Logins](#) header.
3. Beneath the [Student Logins](#) header displays a list of logins by student [Users](#) organized by date/time and user name.

LOGIN LOGS

The [Login Logs](#) tab allows Admin [Users](#) to review and create reports on all user login activity. Admin [Users](#) can [Export](#) reports to Excel and search user login activity during a specific period.

Administration

- CONFIG & SETTINGS
- USER MANAGEMENT
- APPLICATION MANAGEMENT
- COURSES & COMMUNITIES
- CLONING TOOLS
- EXTERNAL LTI TOOLS
- E360 NAVIGATOR
- REPORTS
 - EMAIL LOGS
 - FACULTY LOGIN
 - STUDENT LOGIN
 - LOGIN LOGS**
 - IMPLEMENTATIONS
 - CERTIFICATES
 - QUERY BUILDER
 - LANGUAGE FILTER
 - DORMANT STUDENTS
 - STUDENT ENGAGEMENTS
 - ABUSE
 - USER MAIL
 - VIDEO SERVICES
 - AUTO CONVERT

1 Export To Excel

Start Date: 01/01/2018 End Date: 01/28/2018

Submit

2 Search Report

From: To: Submit

3 Logins

Start Time	End Time	User	Role
01/26/2018 07:26:14 am	01/26/2018 07:33:07 am	student faheem	Student
01/26/2018 07:11:59 am	01/26/2018 07:13:10 am	student faheem	Student
01/25/2018 10:28:01 am	01/25/2018 03:03:57 pm	Paulson Rachel	Student
01/24/2018 10:33:15 pm	01/24/2018 10:36:12 pm	Admin Kate	Admin
01/24/2018 10:28:09 pm	01/24/2018 10:30:55 pm	Admin Kate	Admin
01/23/2018 11:06:38 pm	01/23/2018 11:12:30 pm	Admin Kate	Admin

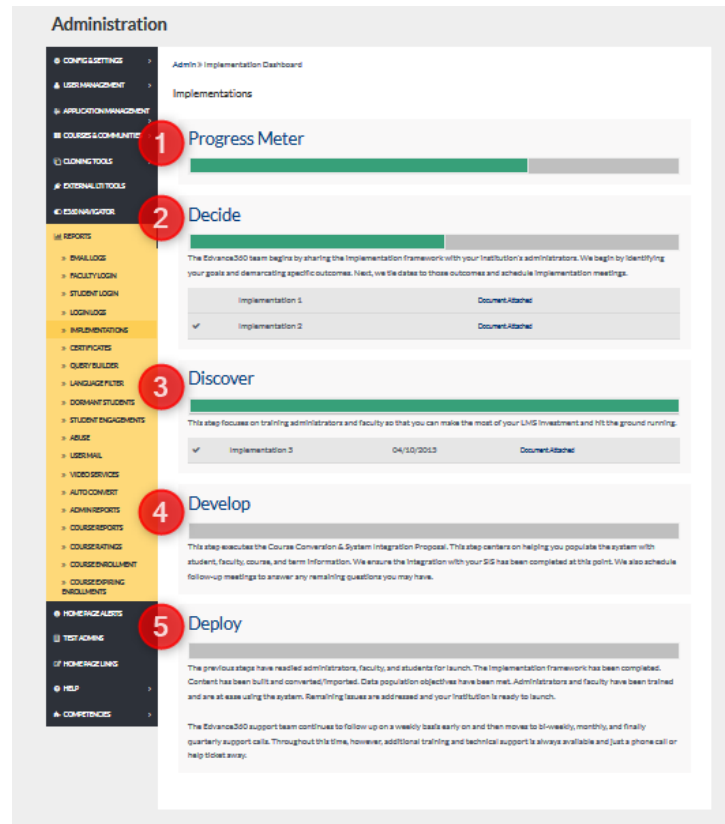
« Previous 1 2 3 4 5 6 7 8 9 10 Next »

1. To [Export](#) user login reports to Excel, select reporting dates using the START/END search bars. **Note:** To display a [Calendar](#) for easier selection place the cursor in the search bar and left click. Remember to select the SUBMIT button to apply request. **Note:** The report will automatically open in Excel.
2. To search user login activity within a specific time, select the FROM/TO date range by entering dates into each search bar. **Note:** To display a [Calendar](#) for easier selection, place cursor in search bar and click left. Remember to select the SUBMIT button to apply request. **Note:** The report will display onscreen, under the LOGINS header.
3. The logins activity list displays the login activity of all [Users](#) within the platform. Use the Search Report to narrow down the time displayed.

Admin [Users](#) can change the display order by selecting the arrows located to the right of each column header (Start Time, End Time, User, Role)

IMPLEMENTATIONS

Implementations: When going through the Implementation process with Edvance360, Admin [Users](#) can track their implementation progress using the Implementation tab. Each Step is described in detail below.



1. **Progress Meter:** The Progress Meter is a visual representation of your implementation progress. The meter shows how close you are to deployment.
2. **Decide:** Decide also displays a progress bar. Through the Decide portion of the process, Admin [Users](#) work closely with the implementation team to create a plan/schedule for setting up and launching your Edvance360 platform.
3. **Discover:** The Discover step tracks the training of your team.
4. **Develop:** During develop, you work with the Edvance360 team to populate your platform. Transferring courses, [Users](#), and even integrating programs like your SIS will take place during this step.
5. **Deploy:** By the deployment stage, you are ready to launch your platform. Edvance360 continues to support you closely, decreasing involvement as you become more comfortable and confident within your platform.

CERTIFICATES

The [Certificates](#) tab allows Admin [Users](#) to create unique [Certificates](#) that can be attached to courses and presented to [Users](#) upon completion and passing of courses. Admin [Users](#) and student [Users](#) may both print these [Certificates](#).

The Certificate platform allows Admin [Users](#) to create [Certificates](#), search for [Certificates](#) awarded, view and [Export](#) report results, and print [Certificates](#) awarded.

The screenshot shows the 'Administration' section of a web application, specifically the 'Certificates' management page. The left sidebar contains a navigation menu with categories like 'CONFIG & SETTINGS', 'USER MANAGEMENT', 'APPLICATION MANAGEMENT', 'COURSES & COMMUNITIES', 'CLONING TOOLS', 'EXTERNAL LTI TOOLS', 'E360 NAVIGATOR', and 'REPORTS'. The 'REPORTS' category is expanded, showing sub-items like 'EMAIL LOGS', 'FACULTY LOGIN', 'STUDENT LOGIN', 'LOGIN LOGS', 'IMPLEMENTATIONS', 'CERTIFICATES', 'QUERY BUILDER', 'LANGUAGE FILTER', 'DORMANT STUDENTS', and 'STUDENT ENGAGEMENTS'. The main content area is titled 'Admin » Certificates' and 'Manage Certificates'. It features a search bar with a 'Search' button, a 'Filter' dropdown menu set to 'New / Unprinted Certificates', and date range inputs for 'Completed Date' and 'To'. A 'Submit' button is located below the date inputs. The page also includes buttons for 'Certificate Print Styles' and 'Export'. At the bottom, a red message states 'There are no certificates ready for printing per your search criteria.' and a status message indicates 'No items in print queue'.

Administration

Admin » Certificates

Manage Certificates

Certificate Print Styles Export

Search

Search Filter

New / Unprinted Certificates

Completed Date To

(Blank = Show All)

Submit

There are no certificates ready for printing per your search criteria.

No items in print queue

SEARCHING CERTIFICATES

Admin [Users](#) may search for [Certificates](#) by entering key words in the search bar, selecting the proper filter from the dropdown, and providing a specific period.

Remember to select the SUBMIT button to apply your request.

Note: Search results will display onscreen and may be edited and/or placed in que for printing.

The screenshot shows the 'Administration' section of a web application. On the left is a sidebar with a menu. The main content area is titled 'Admin » Certificates' and 'Manage Certificates'. It features a search bar, a filter dropdown, and date range inputs. A 'Submit' button is highlighted with a red box. Below the search area, there is a table of certificates ready for printing.

Administration

Admin » Certificates

Manage Certificates

Certificate Print Styles Export

Search

Search Filter

Completed Date To

(Blank = Show All)

Submit

New Certificates Ready for Printing: No items in print queue

Edit	Add	Common User - Doe,Jane [janedoe]
Edit	Add	Nicole's Test Course - Contento,Matt [mcontento]
Edit	Add	Testing - DO NOT DELETE - Ditoro,Nicole [nditoro]

SEARCHING ALL CERTIFICATES

To display all [Certificates](#) meeting your selected FILTER criteria, leave the search bar and Completed Dates blank. Remember to select the SUBMIT button to apply your request.

Note: Search results will display onscreen. From the list of results, Admin [Users](#) may edit [Certificates](#) and/or place them in que for printing.

Administration

Admin » Certificates

Manage Certificates

Certificate Print Styles Export

Select Filter

Search

Search Leave Blank Filter New / Unprinted Certificates

Completed Date Leave Blank To Leave Blank

(Blank = Show All)

Submit

New Certificates Ready for Printing: No items in print queue

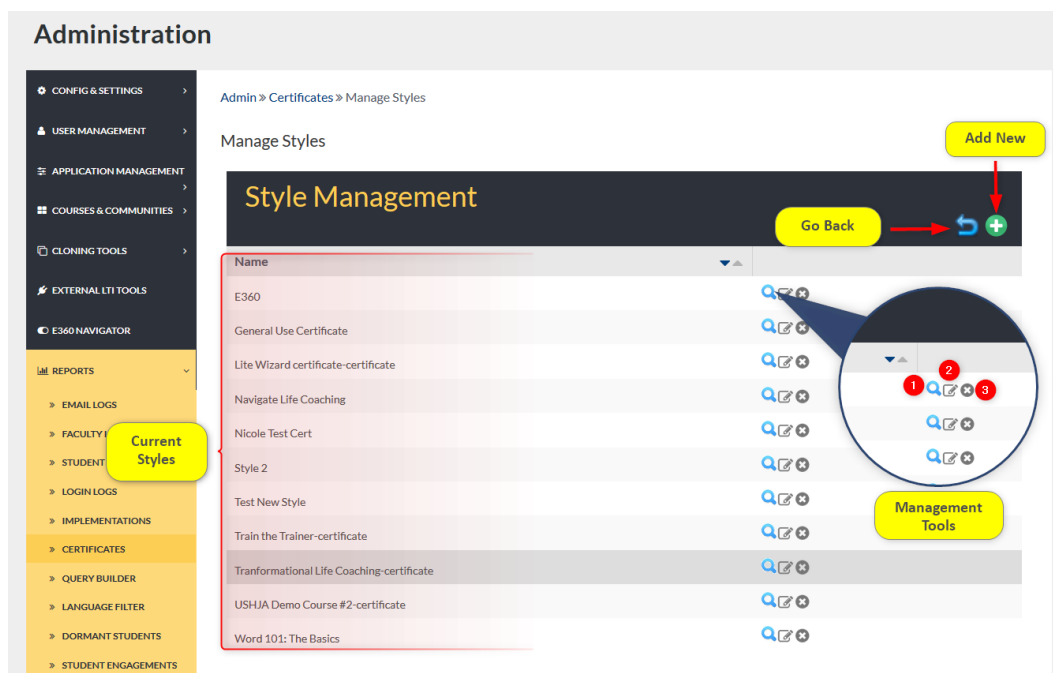
Edit	Add	Common User - Doe,Jane [janedoe]
Edit	Add	Navigate Life Coaching - Doe,John [john DOE]
Edit	Add	Navigate Life Coaching - Doe,Jake [jakedoe]
Edit	Add	Nicole's Test Course - Gerrity,Nicole [ngerrity]
Edit	Add	Nicole's Test Course - Contento,Matt [mcontento]
Edit	Add	Nicole's Test Course - Contento,Matthew [mcontentoStudent]
Edit	Add	Testing - DO NOT DELETE - Ditoro,Nicole [nditoro]
Edit	Add	Testing - DO NOT DELETE - Student2[Test [tstudent2]

CERTIFICATES: MANAGE STYLES

To manage certificate styles (*create new [Certificates](#) or edit existing ones*), begin by selecting the CERTIFICATE PRINT STYLES button on the [Certificates](#) tab homepage (*select the [Certificates](#) tab on the Admin [Navigation Panel](#) to display*).

From the search results, Admin [Users](#) can use the management tools to Preview [Certificates](#), Edit [Certificates](#), and Delete [Certificates](#) (*See Below*).

In the top, right corner of the Style Management header, Admin [Users](#) may click the reverse arrow to be taken back to the [Certificates](#) homepage. Admin may also click the green plus sign to create a new certificate style.



1. **Preview:** Admin [Users](#) may preview [Certificates](#) by clicking this icon.
2. **Edit:** Admin [Users](#) can edit existing [Certificates](#) by clicking this icon.
3. **Delete:** Click here to delete existing [Certificates](#).

CERTIFICATES: ADDING A NEW STYLE STEP 1

To add new certificate styles to your platform, begin by selecting the green plus sign in the top right corner of the Styles Management page.

Compose needed information in the proper spaces provided (*See below*).

The screenshot shows the 'Administration' page with a sidebar menu on the left. The main content area is titled 'Add Style' and includes a 'Use Suggested Settings' button. Below this is a 'Main Settings' section with a yellow note: 'Note: For font settings below, the font name used must be installed on the computer you will be printing with, and you may enter any font name that is installed on that computer. The suggested settings use Times New Roman and Edwardian Script, which are commonly installed on most computers.' The form fields are numbered 1 through 6:

1. Certificate Style Name (text input)
2. Primary Font: This is the font name that will be used for the certificate (dropdown menu, currently set to Arial)
3. Primary Font Size (text input)
4. User Name Font: This is the font that will be used for printing the name of the user. (dropdown menu, currently set to Arial)
5. User Name Font Size (text input)
6. Background Image (Browse... button, No file selected.)

1. **Certificate Style Name:** Create a name that easily identifies the certificate.
2. **Primary Font:** This is the Font that will be used throughout most of the certificate.
3. **Primary Font Size:** This font size will be used with the selected Primary Font style throughout the certificate.
4. **User Name Font:** This is the font style that the user's name will display in.
5. **User Name Font Size:** This is the font size the user's name will display in.
6. **Background Image:** Click the BROWSE button to search and select an image to display in the background of your certificate.

CERTIFICATES: ADDING NEW STYLES: STEP 3: LINES 1 AND 2

Once formatting has been selected, Admin [Users](#) will add the proper text and determine spacing ([See Below](#))

Certificate Text Boxes

Note: In the boxes below, you may use the following macros to insert dynamic content. The macros include the curly brackets. Credits Earned: [credits], Completed Date: [completedate], Today's Date: [date]

1 Certificate Line 1

2 * Inches from Top

3 Certificate Line 2 : Student's Name Auto-Inserted Here

4 * Inches from Top

1. Certificate Line 1: Text desired for first line of certificate.
2. Inches from top: Type in the number inches you would like certificate line 1 to appear from the top of the page.
3. Certificate Line 2: The receiving user's name will automatically be inserted here.
4. Inches from top: Type in the number inches you would like certificate line 2 to appear from the top of the page.

CERTIFICATES: ADDING NEW STYLES: STEP 4: LINES 3 AND 4

See Below

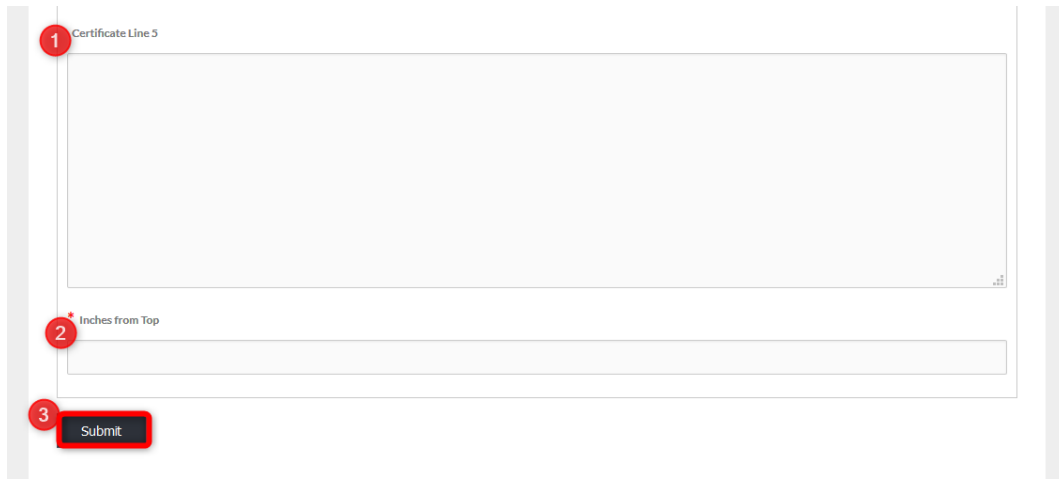
The screenshot shows a vertical layout of a certificate style editor. On the left, a grey vertical bar contains four red circular markers numbered 1 through 4. To the right of these markers are the corresponding input fields:

- Marker 1: A large rectangular text area labeled "Certificate Line 3".
- Marker 2: A horizontal input field labeled "Inches from Top" with an asterisk.
- Marker 3: A horizontal input field labeled "Certificate Line 4 : Course Name / Credit Inserted Here".
- Marker 4: A horizontal input field labeled "Inches from Top".

1. Certificate Line 3: Desired text
2. Inches from Top: Type the number of inches you wish for certificate line 3 to display from the top of the page.
3. Certificate Line 4: The name of the completed course will display here automatically and if any credits were applied to the course.
4. Inches from Top: Type the number if inches from the top you wish for certificate line 4 to display.

CERTIFICATES: ADDING NEW STYLES: STEP 5: LINE 5 AND SUBMIT

See Below



The screenshot shows a web interface for setting up a certificate. It features three numbered steps on the left side of a form:

- 1** Certificate Line 5: A large text input field for entering the desired text.
- 2** Inches from Top: A smaller text input field for specifying the number of inches from the top.
- 3** Submit: A red button with the text "Submit" to apply the changes.

1. Certificate Line 5: Desired text.
2. Inches from Top: Type the number of inches from the top you wish for certificate line 5 to display.
3. Remember to select the SUBMIT button to apply requests.

QUICK START GUIDE: HOW TO CREATE A CERTIFICATE

https://edvance360.com/images/fileupload/Filename/104/qsg_how_to_setup_Certificates_admin.pdf

VIDEO TUTORIAL: HOW TO CREATE A CERTIFICATE

<https://youtu.be/3V64QP1-RDA>

CERTIFICATES: PRINTING

Once awarded, Admin [Users](#) may wish to print [Certificates](#). Begin by selecting the search criteria for the certificate(s) you wish to print and clicking SUBMIT.

From the results listed, click the ADD button for all desired [Certificates](#).

Select the Print style from the dropdown.

Remember to select the PRINT button to print selected [Certificates](#).

Administration

Admin » Certificates

Manage Certificates

Certificate Print Styles Export

Search

Search Filter

Completed Date To

(Blank = Show All)

Submit

New Certificates Ready for Printing: 2 Item(s) in print queue

Selected

Print

Step 1: Input search criteria

Step 2: Click Add

Step 3: Select Print Style

Step 4: Click Print

Completed Date	To
(Blank = Show All)	
Submit	
New Certificates Ready for Printing: 2 Item(s) in print queue	
Edit	Remove
Navigate Life Coaching - Doe,Jake [jakedoe]	
Edit	Remove
Navigate Life Coaching - Doe,Jake [jakedoe]	
Edit	Add
Navigate Life Coaching - Doe,Jake [jakedoe]	
Edit	Add
Nicole's Test Course - Gerrity,Nicole [ngerrity]	
Edit	Add
Nicole's Test Course - Contento,Matt [mcontento]	

EXPORTING CERTIFICATES REPORT

Admin [Users](#) can [Export](#) a list of [Certificates](#) awarded by clicking the [Export](#) button.

To [Export](#) a list of awarded [Certificates](#) during a specific time period, enter the date range in the COMPLETED DATE and TO search boxes.

To search for all awarded [Certificates](#), leave the search boxes blank and select the SUBMIT button to launch results.

Note: Results can be displayed on a new page by check marking view ONLINE. Results can be downloaded to open offline by selecting DOWNLOAD.

The screenshot displays the 'Administration' interface. On the left is a sidebar with a 'REPORTS' section containing various options, with 'CERTIFICATES' currently selected. The main content area is titled 'Admin » Certificates' and 'Manage Certificates'. It features a 'Certificate Print Styles' button and a red-outlined 'Export' button. Below this is a section titled 'Export Graduate List' with 'Completed Date' and 'To' search boxes. A '(Blank = Show All)' note is present. The 'View' section has radio buttons for 'Online' (selected) and 'Download', followed by a red-outlined 'Submit' button. A 'Search' section follows, with a 'Search' input box, a 'Filter' dropdown menu set to 'New / Unprinted Certificates', and another set of 'Completed Date' and 'To' search boxes. A final '(Blank = Show All)' note and a 'Submit' button are at the bottom of the search section.

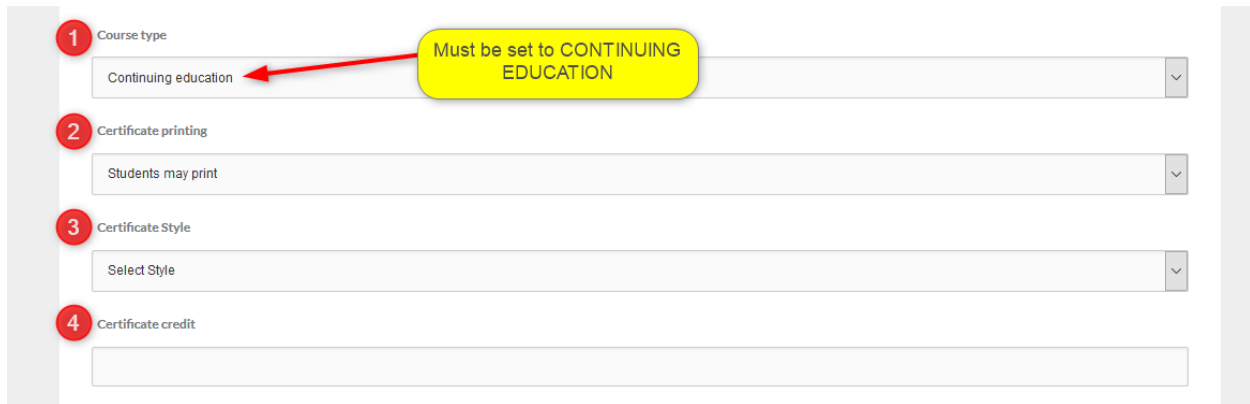


ADDING A CERTIFICATE TO A COURSE

Adding A Certificate to a Course: Attaching a certificate to a course takes place within the course editing tool:

Admin>Courses&Communities>Courses>Select Term>Select Course>Select Edit Icon

Once the course editing options are open, scroll down to the certificate options (See Image Below).



The screenshot displays a vertical list of four certificate-related settings in a course editing interface. Each setting is preceded by a red circle containing a white number. The first setting, 'Course type', has a dropdown menu showing 'Continuing education'. A red arrow points from a yellow callout box containing the text 'Must be set to CONTINUING EDUCATION' to this dropdown. The second setting, 'Certificate printing', has a dropdown menu showing 'Students may print'. The third setting, 'Certificate Style', has a dropdown menu showing 'Select Style'. The fourth setting, 'Certificate credit', has an empty text input field.

- 1 Course type
Continuing education
- 2 Certificate printing
Students may print
- 3 Certificate Style
Select Style
- 4 Certificate credit

1. **Course Type:** When you edit the course, the course must be set to be “Continuing Education” courses, not standard courses, for the certificate options to open.
2. **Certificate Printing:** Select who will be able to print the certificate when awarded (Student or Admin).
3. **Certificate Style:** If multiple [Certificates](#) have been created you will need to select the specific certificate to be used with this course.
4. **Certificate Credit:** If the certificate will also award [Users](#) credits the credit amount will need to be placed here.

QUERY BUILDER

Admin [Users](#) can use the [Query Builder](#) to create customized reports.

The screenshot shows the 'Administration' panel with a sidebar menu. The 'REPORTS' section is expanded, showing options like 'EMAIL LOGS', 'FACULTY LOGIN', 'STUDENT LOGIN', 'LOGIN LOGS', and 'IMPLEMENTATIONS'. The main content area is titled 'Admin » Query Builder' and features a 'Query Builder' header. Below the header, there is a 'Module' dropdown menu with 'Select Module' as the current selection. A 'Preview Report' button is visible. Below this, there is a 'Saved Query' section with a 'Query Title' field and a 'Name' field.

QUERY BUILDER: BUILDING A QUERY

Building A Query: To build a query, begin by selecting the Module you wish to search by from the dropdown.

Select and compose the needed search criteria in the proper spaces provided.

To preview a report using the selected criteria, select the PREVIEW REPORT button.

This screenshot shows the 'Query Builder' interface with search criteria defined. The 'Module' dropdown is set to 'Course'. The 'Preview Report' button is highlighted with a red box. Below the button, there are several search criteria fields, each with a checkbox and a 'Contains:' label. The criteria are: 'Course Name' (checked, contains 'Life'), 'Course Description', 'Course Id', 'Course UID', and 'Internal Course Id'. At the bottom, there is a 'Select Module' dropdown menu.

QUERY BUILDER PREVIEW

To save the report results, type a name in the SAVE THIS REPORT AS textbox.

Admin [Users](#) can choose to save this report by selecting SUBMIT or [Export](#) the results by selecting [Export](#) RESULTS.

Administration

Admin » Query Builder » Query Builder Preview

Query Builder Preview

Save This Report As

Life

Submit Export Results Cancel

Select one

Course_Name

Learning to Balance Life

Transformational Life Coaching

Navigate Life Coaching

Navigate Life Coaching

QUERY BUILDER PREVIEW SUCCESS

When a query report has been submitted successfully, Admin [Users](#) will receive a message across the top of the screen.

Administration

Admin » Query Builder » Query Builder Preview

✓ User Query Added Successfully

Query Builder Preview

Save This Report As

Submit Export Results Cancel

Course_Name

Learning to Balance Life

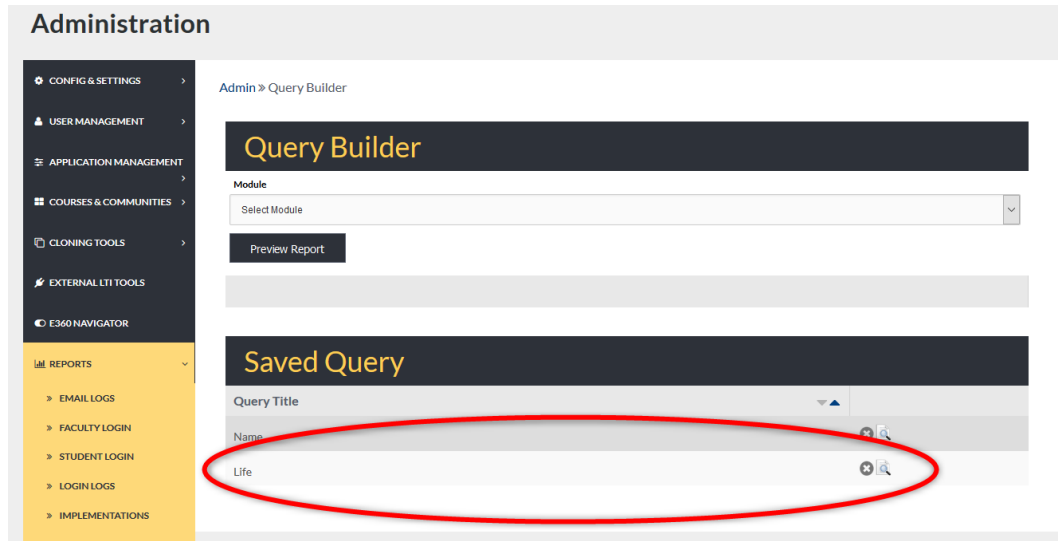
Transformational Life Coaching

Navigate Life Coaching

Navigate Life Coaching

QUERY BUILDER: SAVED QUERIES

Saved Queries: Saved (Submitted) queries will display on the Query Builder homepage under the SAVED QUERY header.

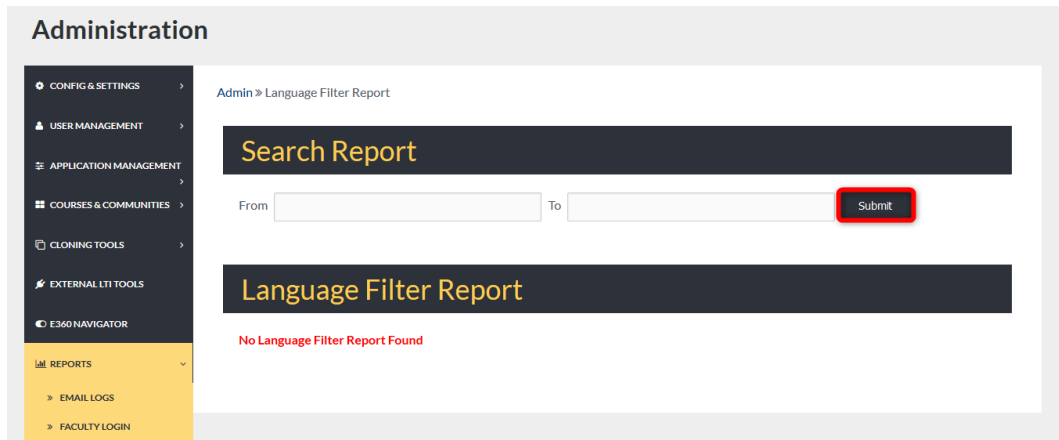


LANGUAGE FILTER

The Language Filter is originally turned on from the **Admin>Config & Settings>General Settings>Language Filter** (See Language Filtering). Administrators list certain words considered offensive, and if Users use any of these offensive words, the system will record the information and a report pulled here. It can also be set to immediately remove the offensive post so no Users will be affected.

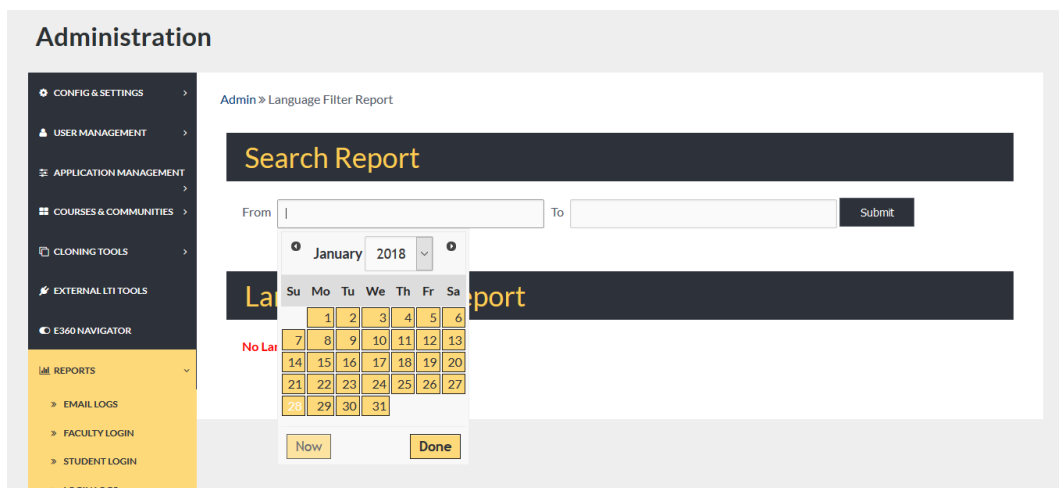
To search, begin by selecting the date range. Note: To display a Calendar for easier date selection, place your cursor in the search box and left click.

Remember to select the SUBMIT button to apply request. **Note:** Search results will display below the Language Filter REPORT header.



LANGUAGE FILTER: SEARCH

To display a [Calendar](#) for easier date selection, place your cursor in the search box and left click.



DORMANT STUDENTS

The [Dormant Students](#) tab allows Admin [Users](#) to receive reports on [Dormant Students](#) and Parents within the Edvance360 platform.

To change the display list order, utilize the sorting arrows to the right of each column header.

Administration

Admin » Dormant Students

1 Dormant Students 2 Dormant Parents 3 Export To Excel

Dormant Students

Student Id	Name	End of Last Enrollment	Last Login
Testuser1234	Khan MUhammad	12-31-2014	
DanielleVanSchijndel1	VanSchijndel Danielle	12-31-2016	
tester3	Three Tester	05-08-2018	
KarenSullivan1	Sullivan Karen	05-01-2018	
YBNLearner	Learner YBN	01-01-1970	
examplestudent1	Student1 Example	01-01-1970	
examplestudent2	Student2 Example	01-01-1970	
001	McG Meg	01-01-1970	
abc1569	Smith John	01-01-1970	
support@truehomeservices.com	TrueHome Ashley	01-01-1970	
abc167678	Juan Bob	01-01-1970	
HelenKoch1	Koch Helen		

Sorting Arrows

1. To create a report of all the dormant student [Users](#) with the E360 platform, select the Dormant Student button. To [Export](#) this report, select the [Export](#) to Excel button.
2. To create a report displaying all the dormant parents in the E360 platform, select the Dormant Parents button. To [Export](#) this report, select the [Export](#) to Excel button.
3. To [Export](#) Dormant user reports to Excel, select the [Export](#) to Excel button.

STUDENT ENGAGEMENT

The [Student Engagement](#) tab allows Admin [Users](#) to create reports including a history of logged entries created by instructors and email messages.

To create reports based on specific time frames, Admin [Users](#) will use the search fields described below.

Search results will display onscreen beneath the Login & Page Views header.

The screenshot shows the 'Administration' interface. On the left is a sidebar menu with categories: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, and E360 NAVIGATOR. Under 'REPORTS', several options are listed, with 'STUDENT ENGAGEMENTS' highlighted. The main content area is titled 'Admin » Engagement Report'. At the top right, a red callout bubble with the number '2' points to a button labeled 'Log New Student Engagement'. Below this, a dark header bar contains the title 'Student Engagement Report' with a red callout bubble with the number '1' pointing to it. The form includes a 'Select User' dropdown menu, a 'Data Filter' dropdown menu (set to 'All'), 'Start Date' and 'End Date' input fields, and a 'Search' button. Below the search fields is a dark header bar for 'Login & Page Views', which currently displays 'No Results Found' in red text.

1. To create a [Student Engagement](#) report, Admin [Users](#) will:
 - a) Select a user from the Select User dropdown
 - b) Choose data filter: log entries or mail messages
 - c) Optional: Add a start date and end date to display data in a specific range.
 - d) Remember to select the SEARCH button to apply requests.
2. Select this button to log new [Student Engagements](#).

LOGGING NEW ENGAGEMENTS

Logging New Engagements: Admin Users may record offline engagement by selecting the Log New Engagement button.

Admin Users will search the Select User dropdown and select a user, then add engagement comments in the Comments text box.

Remember to select the SAVE button to record the engagement.

The screenshot displays the 'Administration' interface. On the left is a dark sidebar with a menu. The 'REPORTS' section is expanded, showing a list of options: EMAIL LOGS, FACULTY LOGIN, STUDENT LOGIN, LOGIN LOGS, IMPLEMENTATIONS, CERTIFICATES, QUERY BUILDER, LANGUAGE FILTER, DORMANT STUDENTS, and STUDENT ENGAGEMENTS. The main content area is titled 'Administration' and shows the breadcrumb 'Admin » Engagement Report » Add Engagement Report'. Below this is a 'Select User' dropdown menu with 'Select User' as the placeholder text. Underneath the dropdown is a large text area labeled 'Comments'. At the bottom left of the form area is a red 'SAVE' button.

ABUSE

The [Abuse](#) Report Tab allows Admin [Users](#) to search and report submitted [Abuse](#) reports.

To locate specific [Abuse](#) reports, Admin [Users](#) may select a date range using the Search Report FROM/TO search boxes.

Remember to select the SUBMIT button to apply requests.

Search results will display below the [Abuse](#) Reports header.

Admin [Users](#) may management each report using the icons listed under the Actions column. (See below)

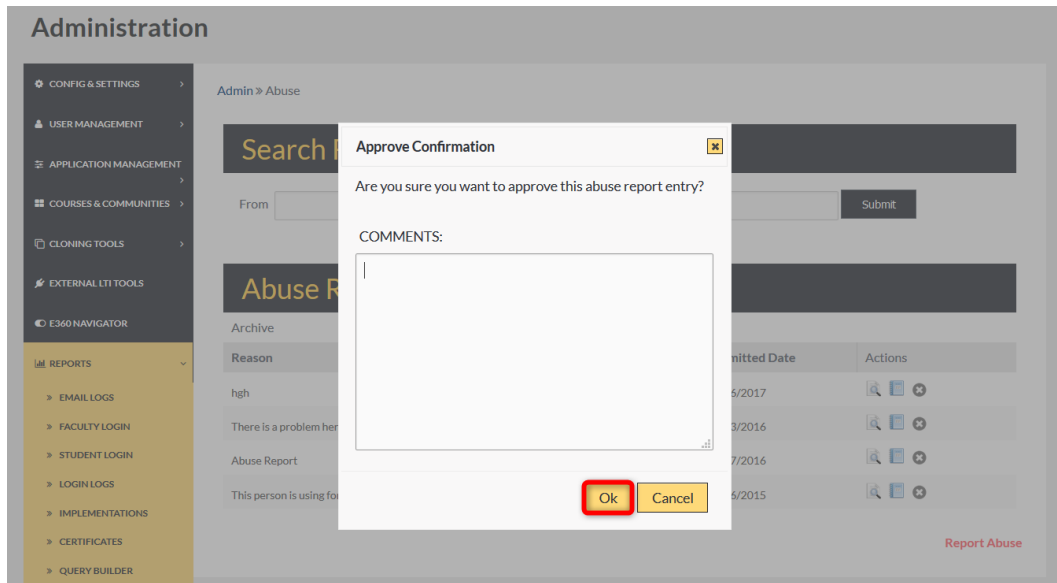
To Report [Abuse](#) within the system, select the Report [Abuse](#) link in the bottom right corner. Complete the [Abuse](#) form and select the OK button to apply report.

The screenshot shows the 'Administration' interface with a sidebar menu on the left containing options like 'CONFIG & SETTINGS', 'USER MANAGEMENT', 'APPLICATION MANAGEMENT', 'COURSES & COMMUNITIES', 'CLONING TOOLS', 'EXTERNAL LTI TOOLS', 'E360 NAVIGATOR', 'REPORTS', 'EMAIL LOGS', 'FACULTY LOGIN', 'STUDENT LOGIN', 'LOGIN LOGS', 'IMPLEMENTATIONS', 'CERTIFICATES', 'QUERY BUILDER', 'LANGUAGE FILTER', 'DORMANT STUDENTS', 'STUDENT ENGAGEMENTS', and 'ABUSE'. The main content area is titled 'Admin » Abuse' and features a 'Search Report' section with 'From' and 'To' date input fields and a 'Submit' button. Below this is the 'Abuse Reports' section, which includes an 'Archive' table with columns for 'Reason' and dates. The table lists four reports: 'hgh' (07/06/2017), 'There is a problem here.' (08/03/2016), 'Abuse Report' (03/17/2016), and 'This person is using forbidden language.' (12/16/2015). An 'Actions' column is present for each report, containing icons for viewing, approving, and deleting. A red circle with numbers 1, 2, and 3 points to these icons. A yellow callout box labeled 'Management Tools' points to the 'Actions' column. A red circle labeled 'Report Abuse' points to a link in the bottom right corner.

1. View the report.
2. Approve the report.
3. Delete the report.

APPROVING AN ABUSE REPORT

To approve a submitted Abuse report, Admin user must select the Approve icon, add comments (optional), and select the OK button to apply request.



USER MAIL

The [User Mail](#) Tab allows Admin [Users](#) to display a list of email messages sent to a specific user. Admin [Users](#) may narrow their search by using key words and defining the date range.

Remember to select the SEARCH button to apply requests.

Search results will display below the User Message header.

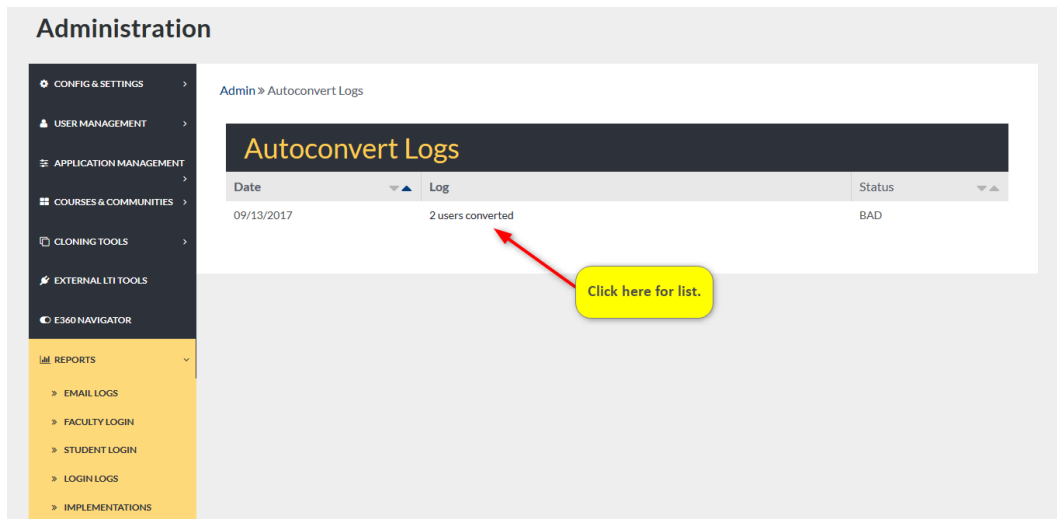
The screenshot displays the 'Administration' interface with a sidebar menu on the left. The main content area is titled 'Admin » User Mail Report'. It features a 'Search' section with a 'Select User' dropdown menu, a 'Search' text input, and 'From:' and 'To:' date range inputs. A red box highlights the 'Search' button. Below the search section is a 'User Messages' table with columns for 'Recipient Name', 'Message', and 'Sent Date'. The table lists ten messages sent to 'Rachel Paulson' on 01/26/2018, all with the subject 'Complete Your Course'. The fifth message in the list is highlighted.

Recipient Name	Message	Sent Date
Rachel Paulson	Complete Your Course	01/26/2018 06:05:01
Rachel Paulson	Complete Your Course	01/26/2018 05:05:01
Rachel Paulson	Complete Your Course	01/26/2018 04:05:01
Rachel Paulson	Complete Your Course	01/26/2018 03:05:01
Rachel Paulson	Complete Your Course	01/26/2018 02:05:01
Rachel Paulson	Complete Your Course	01/26/2018 01:05:01
Rachel Paulson	Complete Your Course	01/26/2018 12:05:02
Rachel Paulson	Complete Your Course	01/26/2018 11:05:01
Rachel Paulson	Complete Your Course	01/26/2018 10:05:02
Rachel Paulson	Complete Your Course	01/26/2018 09:05:02

AUTOCONVERT

Autoconvert: The Auto convert Tab allows Admin [Users](#) to review a list of [Users](#) who have been automatically converted from an active user to inactive or Alumni.

To display [Users](#) converted, select the hyperlink in the Log column.

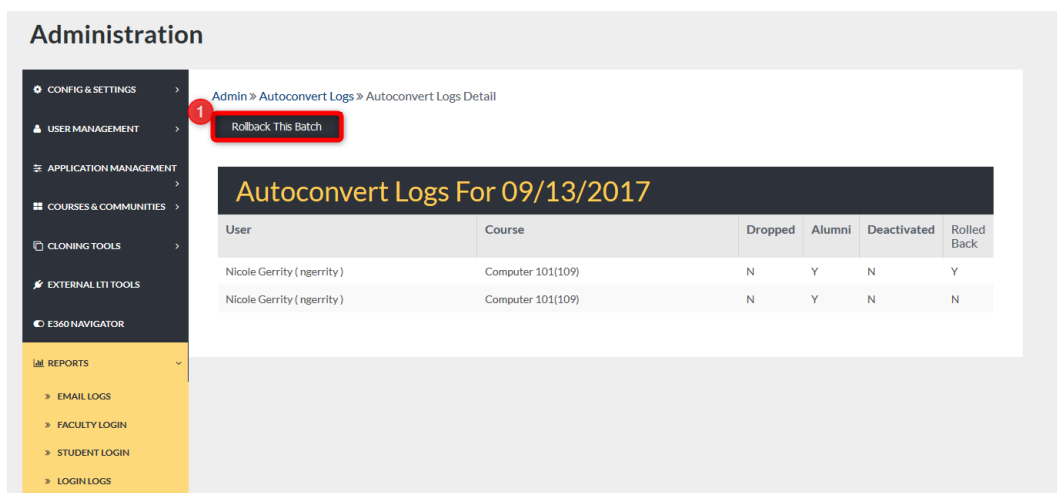


The screenshot shows the 'Administration' interface. On the left is a sidebar with navigation options: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, and a expanded 'REPORTS' section containing EMAIL LOGS, FACULTY LOGIN, STUDENT LOGIN, LOGIN LOGS, and IMPLEMENTATIONS. The main content area is titled 'Admin > Autoconvert Logs'. Below this is a section titled 'Autoconvert Logs' with a table. The table has columns: Date, Log, and Status. A row shows the date '09/13/2017', the log '2 users converted' (which is a hyperlink), and the status 'BAD'. A red arrow points from a yellow callout box with the text 'Click here for list.' to the '2 users converted' link.

AUTOCONVERT DISPLAY

A detailed list of converted [Users](#) will display.

To roll back the selected batch of converted [Users](#), select the Rollback This Batch button and confirm selection.



The screenshot shows the 'Administration' interface. The sidebar is the same as in the previous screenshot. The main content area is titled 'Admin > Autoconvert Logs > Autoconvert Logs Detail'. Below this is a section titled 'Autoconvert Logs For 09/13/2017'. Above the table, there is a red box with a red circle containing the number '1' and the text 'Rollback This Batch'. The table has columns: User, Course, Dropped, Alumni, Deactivated, and Rolled Back. It contains two rows of data for the user 'Nicole Gerrity (ngerrity)' and the course 'Computer 101(109)'. The first row shows 'Dropped' as 'N', 'Alumni' as 'Y', 'Deactivated' as 'N', and 'Rolled Back' as 'Y'. The second row shows 'Dropped' as 'N', 'Alumni' as 'Y', 'Deactivated' as 'N', and 'Rolled Back' as 'N'.

1. Rollback This Batch: This "rolls" users back to their previous user type. The auto convert converts them based on settings here: **Admin-> General Settings-> Course Expiration/Auto Convert.**

Note: If students are supposed to convert to alumni after all courses are completed, once that has happened, the roll back option allows them to roll them back to a student user.

ADMIN REPORTS

The [Admin Reports](#) Tab allows Admin [Users](#) to search for specific Admin related reports by selecting the Select Report dropdown.

Administration

Admin > Admin Reports

Admin Reports

Select Report

From:

To:

Update Report

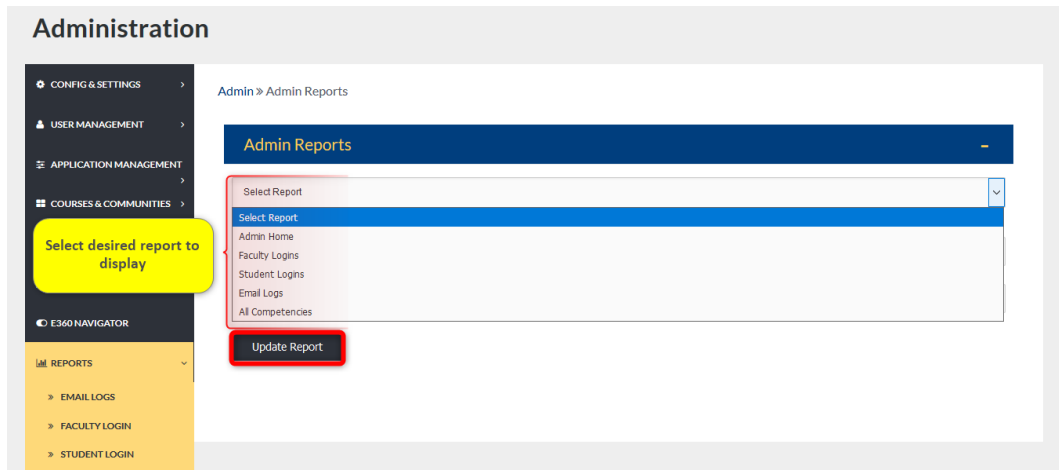
Click here to reveal dropdown

DROPDOWN

To review Admin specific reports, select the desired report from the Select Report dropdown.

If desired, select the date range in the FROM/TO search boxes.

Remember to select the UPDATE REPORT button to complete your search request.



EXAMPLE

Once search criteria has been selected, results will display onscreen.

Administration

- CONFIG & SETTINGS >
- USER MANAGEMENT >
- APPLICATION MANAGEMENT >
- COURSES & COMMUNITIES >
- CLONING TOOLS >
- EXTERNAL LTI TOOLS >
- E360 NAVIGATOR >

REPORTS

- EMAIL LOGS
- FACULTY LOGIN
- STUDENT LOGIN
- LOGIN LOGS
- IMPLEMENTATIONS
- CERTIFICATES
- QUERY BUILDER
- LANGUAGE FILTER
- DORMANT STUDENTS
- STUDENT ENGAGEMENTS
- ABUSE
- USER MAIL
- VIDEO SERVICES
- AUTO CONVERT
- ADMIN REPORTS
- COURSE REPORTS
- COURSE RATINGS
- COURSE ENROLLMENT
- COURSE EXPIRING ENROLLMENTS

HOME PAGE ALERTS

TEST ADMINS

HOME PAGE LINKS

HELP

COMPETENCIES

Admin > Admin Reports > Admin Home Report

Admin Reports

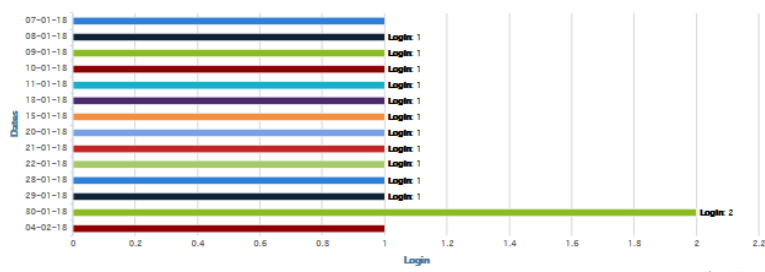
Admin Home

From:

To:

Update Report

Logins Over The Past Thirty Days



Application Overview

0 Disk space (MB) usage out of 22400



20 Admin users out of 2



2 Staff users out of 10



25 Faculty users out of 50



COURSE REPORTS

The [Course Reports](#) Tab allows Admin [Users](#) to review course activity by specific report, date, and user.

The screenshot shows the 'Administration' interface with a sidebar on the left containing menu items: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, and a highlighted 'REPORTS' section with sub-items: EMAIL LOGS, FACULTY LOGIN, STUDENT LOGIN, LOGIN LOGS, IMPLEMENTATIONS, CERTIFICATES, and QUERY BUILDER. The main content area is titled 'Admin » Course Reports' and features a 'Course Reports' header. Below the header are input fields for 'Report:' (a dropdown menu showing 'Select Report'), 'From:' (a date field with '2018-02-01'), 'To:' (a date field with '2018-02-04'), and 'User:' (a dropdown menu). There is also an unchecked checkbox labeled 'Include dropped / inactive users'. At the bottom of the form are two buttons: 'Show Report' and 'Assign Courses'.

COURSE REPORTS: SEARCH

To search for course information, begin by selecting the desired report for display.

Define search results by selecting the date range and [Users](#) to include in the search.

Remember to select the SHOW REPORT button to apply your search requests.

This screenshot is similar to the previous one but shows the 'Report:' dropdown menu open. A yellow callout bubble with the text 'Select report to display.' points to the dropdown. The menu lists several options: 'Select Report' (highlighted in blue), 'Usage per Application', 'Course Logins & Page Views', 'Competency By Objective', 'Competency By Student', and 'Dropbox Report'. The 'Show Report' button at the bottom is now highlighted with a red border.

COURSE RATINGS

The [Course Ratings](#) Tab allows Admin [Users](#) to review courses based on the ratings received.

The screenshot shows the 'Administration' dashboard. On the left is a sidebar menu with options: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, REPORTS, HOME PAGE ALERTS, and TEST ADMINS. The main content area has a header 'Course Ratings' in a dark box. Below it are two dropdown menus: 'Operator' (set to '=') and 'Rating' (set to '5'), with a 'Submit' button. Below this is another dark box header 'Ratings', followed by the text 'No Results Found' in red.

Note: To enable Course Ratings follow these steps: **Admin>Configuration & Settings>Application Settings>Rating Course** (See image below)

The screenshot shows the 'Rate Courses' configuration settings. It has a yellow header bar with a dropdown arrow and the text 'Rate Courses'. Below the header are two radio button options: 'Enable' (which is selected) and 'Disable'. At the bottom left, there is a 'Save' button highlighted with a red rectangular border.

SEARCH 1

To search for courses, begin by selecting the operator.

Remember to select the SUBMIT button to apply your search request.

The screenshot shows the 'Administration' sidebar on the left with 'COURSES & COMMUNITIES' selected. The main content area is titled 'Course Ratings'. It features two dropdown menus: 'Operator' and 'Rating'. The 'Operator' dropdown is open, showing a list of operators: '=', '<=', '>=', and '>='. The 'Rating' dropdown is set to '5'. Below these is a 'Ratings' section with the text 'No Results Found'.

1. Operators:
 - = equal to
 - > greater than
 - >= greater than or equal to

SEARCH 2

Next, select the Rating to search.

Remember to select the SUBMIT button to apply your selection.

The search results will display onscreen under the Ratings header.

The screenshot shows the 'Administration' sidebar on the left with 'COURSES & COMMUNITIES' selected. The main content area is titled 'Course Ratings'. It features two dropdown menus: 'Operator' and 'Rating'. The 'Operator' dropdown is set to '='. The 'Rating' dropdown is open, showing a list of ratings: '5', '4', '3', '2', and '1'. Below these is a 'Ratings' section with the text 'No Results Found'. A red box highlights the 'Submit' button.

SEARCH RESULTS DISPLAYED

The [Search Results Displayed](#) list the Course name, Identifier (if used), and the ratings based on the search specifics.

Administration

- CONFIG & SETTINGS
- USER MANAGEMENT
- APPLICATION MANAGEMENT
- COURSES & COMMUNITIES
- CLONING TOOLS
- EXTERNAL LTI TOOLS
- E360 NAVIGATOR
- REPORTS
- HOME PAGE ALERTS
- TEST ADMINS
- HOME PAGE LINKS
- HELP

Course Ratings

Operator: [Dropdown] Rating: [5] [Submit]

Ratings

Name	Identifier	Rating
Coaching the Executive		4
(ATD 035) Week 1 - Financial Management	ATD 035-FM	4
Test Auto Question Course		3
test hafeez litewizrd		3
test hafeez litewizrd		2

COURSE ENROLLMENT

The [Course Enrollment](#) Tab allows Admin [Users](#) to search for courses that have no one enrolled. They may search by date range and Term.

To search for courses within a specific date range within a Term, begin by selecting the Term from the dropdown to the right of the [Course Enrollment](#) header. (A list of all courses in that Term will load automatically) Then enter the FROM/TO dates in the proper search box.

Remember to select the SUBMIT button to apply your search requests.

Administration

Admin » Course Enrollment

Courses With No Enrollment

Search Report

2 From To **Submit**

Course Enrollment

1 Nicole's Term - DO NOT DELETE

Name	Facilitator	Status
Name of Course:	Nicole Ditoro	Active

1. Select Term from dropdown.

2. Add date.

-To use a [Calendar](#) for easy date selection, place your cursor in the search box and left click.

Note: Remember to click the SUBMIT button to apply your selections.

SEARCH BY TERM

Admin [Users](#) may search all courses within a Term or use the FROM/TO search bars.

To [Search by Term](#) only, select the Term from the dropdown to the right of the [Course Enrollment](#) header. Search results will display under the [Course Enrollment](#) header.

The screenshot displays the 'Administration' interface. On the left is a sidebar menu with categories: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, and REPORTS. The 'REPORTS' section is expanded, showing sub-items: EMAIL LOGS, FACULTY LOGIN, STUDENT LOGIN, and LOGIN LOGS. The main content area is titled 'Admin > Course Enrollment' and 'Courses With No Enrollment'. It features a 'Search Report' section with 'From' and 'To' input fields. Below this is the 'Course Enrollment' section, which includes a dropdown menu for selecting a term. The dropdown is open, showing a list of terms: 2017, 2017 Courses, A Test TERM03, Ashley's Term, B1 Semester, ContentoTerm, Deep Six, F-Testing DO Not Delete, HAFEEZ TERM TEST, Kate's Term - DO NOT DELETE, Lessons 1, Nicole's 2nd Term - DO NOT DELETE, Nicole's 3rd Testing Term - DO NOT DELETE, Nicole's Term - DO NOT DELETE (highlighted in blue), November 2017, Quick Term, Quick Term 05, and Nicole's Term - DO NOT DELETE. Below the dropdown is a table with columns: Name, Facilitator, and Status. The table contains one row: Name of Course: Nicole Ditoro, Facilitator: Active, and a green plus icon in the Status column.

Name	Facilitator	Status
Name of Course:	Nicole Ditoro	Active

SEARCH RESULTS

Search results will display below the [Course Enrollment](#) header.

To enroll students and assistants in course, begin by selecting the green plus sign to the right of the course rows
(Name, Facilitator, Status, Green Plus Sign (Add New))

Administration








Admin » Course Enrollment

Courses With No Enrollment

Search Report

From To

Course Enrollment

Name	Facilitator	Status	
(ATD Truck Class 034) Week 6 Business Leadership:	Place Holder	Active	
A1 Leadership:	Laura Wolf Alcorn	Active	
Accountability:	Ashley Stephens	Active	
ADA Testing:	Rick Stein	Active	
All Hands:	Ashley Stephens	Active	
Ambassador 101:	Cathy Garland	Active	
Annual Compliance:	Ashley Stephens	Active	

Search Results

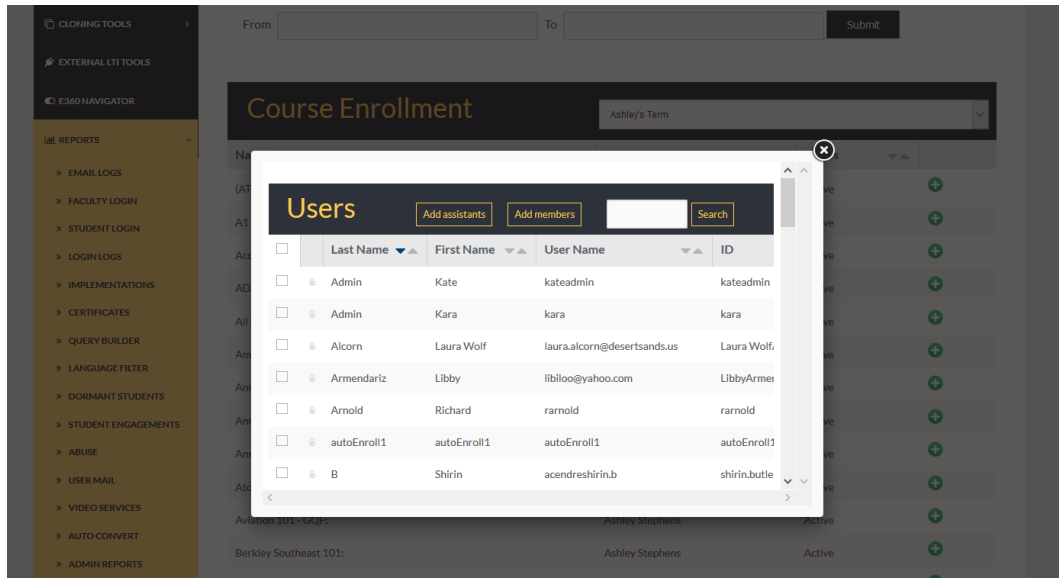
Add new users here.

ADD NEW

Once the green plus sign is selected, a new box will display onscreen with a list of active [Users](#). To add [Users](#), check mark the box next to their name

Note: You may select multiple [Users](#) at once.

Then, select to add them as assistants or class members. Once selected, [Users](#) are added immediately.



COURSE EXPIRING ENROLLMENT

The [Course Expiring Enrollment](#) Tab allows Admin [Users](#) to review courses with enrollments that are expiring. [Users](#) may be given extended time to complete courses, admins may elect to send reminders, etc.

Admin [Users](#) may search through expiring enrollment by specific date range by adding dates to the FROM/TO search boxes.

The screenshot displays the 'Administration' dashboard. On the left is a sidebar menu with categories: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, and a highlighted 'REPORTS' section containing EMAIL LOGS, FACULTY LOGIN, STUDENT LOGIN, LOGIN LOGS, IMPLEMENTATIONS, CERTIFICATES, QUERY BUILDER, LANGUAGE FILTER, and DORMANT STUDENTS. The main content area is titled 'Admin » Course Expiring Enrollment'. It features a 'Search Report' section with 'From' and 'To' date input fields and a 'Submit' button. Below this is a 'Course Expiring Enrollment' table with columns: Name, First Name, Last Name, Expiring, and Extension. The table lists several entries, including 'Hafeez Test', 'Learning to Balance Life', 'Limit 3', 'Secret Santa', 'Testing - DO NOT DELETE', and 'Matthew'.

Name	First Name	Last Name	Expiring	Extension
Hafeez Test	contentoStudent1	contentoStudent1	2018-01-30	Extend
Hafeez Test	Student	One	2018-01-31	Extend
Learning to Balance Life	Ashley	Stephens	2018-01-30	Extend
Limit 3	Matt	Contento	2018-01-30	Extend
Secret Santa	STAR	Services	2018-01-25	Extend
Testing - DO NOT DELETE	Emily	Gerrity	2018-01-31	Extend
Testing - DO NOT DELETE	Matthew	Gerrity	2018-01-31	Extend

HOME PAGE ALERTS

ADMIN > HOME PAGE ALERTS

Adding new alerts to your Edvance360 homepage begins here under the [Home Page Alerts](#) tab. To locate this tab, follow the steps below.

The [Home Page Alerts](#) homepage defaults to the current alerts showing on [Users'](#) homepages. From this tab, Admin [Users](#) may review Home Page Alert titles, the time within the alert will be visible, the roles receiving this alert on their homepages, and the alert message as it will be displayed. They may also edit alerts by selecting the Edit link or delete alerts by selecting the Delete link. New alerts may be added by selecting the green plus sign located in the top right corner of the homepage.

Edvance360
evolving education

Home Courses Communities Resources Calendar Scores 1 Admin Help

Administration

Admin > Home Page Alert

Current Expired Add New Alert (+)

Weekend Conference! Alert Title

NOW - NEVER EXPIRES

Roles: Admin, Staff, Faculty, Parents, Student, Alumni, Mentor Roles receiving this alert

Everyone is invited to attend our Leadership Conference this weekend in the Main Meeting Room from 2:00pm - 4:00pm. Contact the Main Office to RSVP. Alert Message

Edit | Delete

test

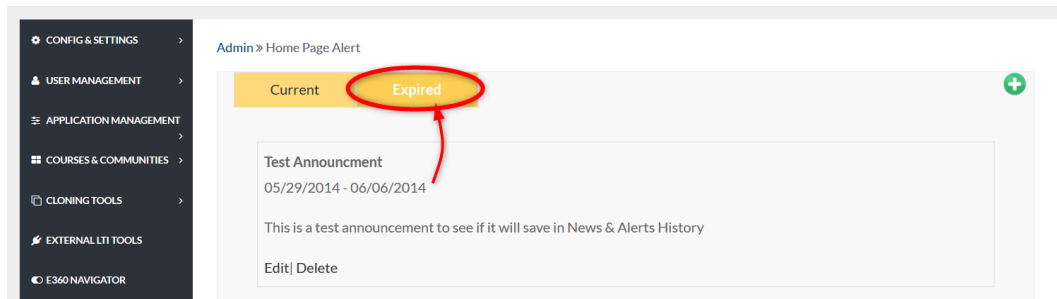
NOW - NEVER EXPIRES

Roles: Admin, Staff, Faculty, Parents, Student, Alumni, Mentor

1. Select the Admin tab from the top toolbar.
2. Select the [Home Page Alerts](#) tab on the Admin [Navigation Panel](#).

EXPIRED

To review [Expired Home Page Alerts](#), select the [Expired](#) button. A list of [Expired](#) alerts will display on the page.

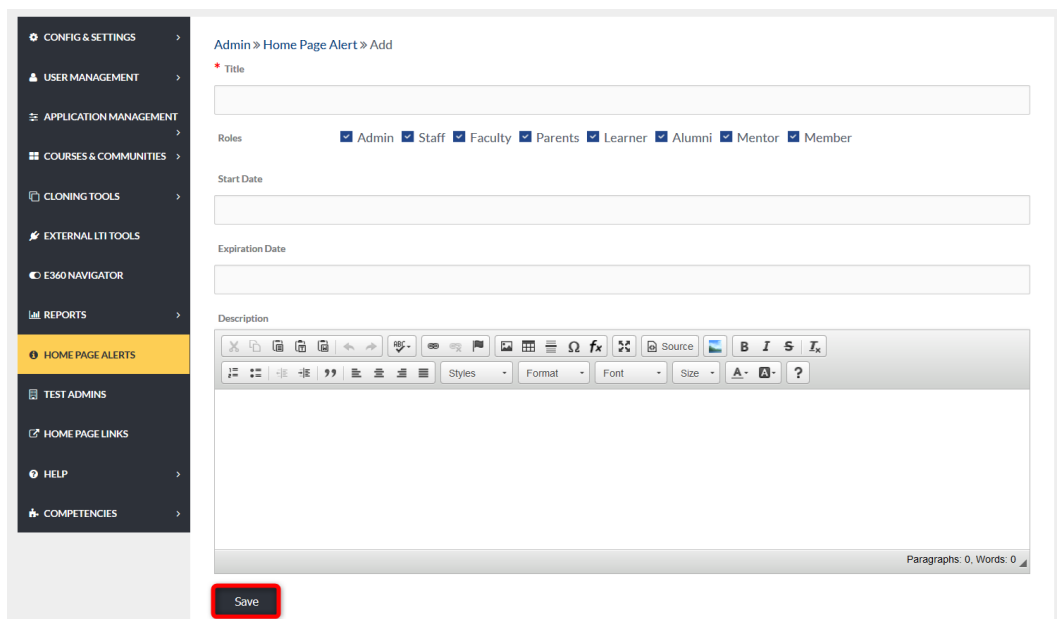


ADD NEW

To add a new Home Page Alert, begin by selecting the green plus sign in the top right corner of the tab homepage. Select the [User Roles](#) who will be able to view the alert. Note: New [User Roles](#) created by Admins will appear in the list from which to select.

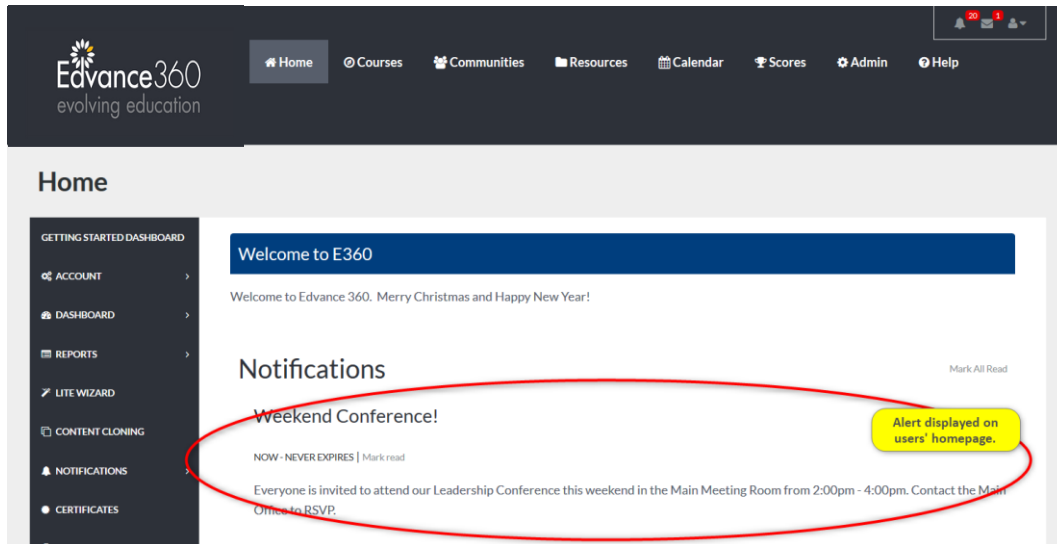
Compose the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.



EXAMPLE

Once an alert has been created it will display on [Users'](#) homepages on the date selected and will expire on the date selected. Alerts can be set to never expire from the Add New page.



TEST ADMINS

ADMIN > TEST ADMINS

Test Administering Institutions are those institutions that have been approved for proctoring exams. When Administering Institutions are created, they will appear in **Course Test Settings>Sorting**. If an Administering Institution is selected it will appear for the [Users](#) when they start their test.

Note: Institutions may not be deleted until there are no tests linked to the institution.

ADD NEW

To add a new Test Administering Institution, begin by selecting the green plus sign on the top right corner of the [Test Admins](#)' tab homepage.

Compose the needed information in the proper space provided below. You may add a [Logo](#) of the institution by browsing your files and selecting your [Logo](#) for uploading.

Remember to select the SAVE button to apply changes.

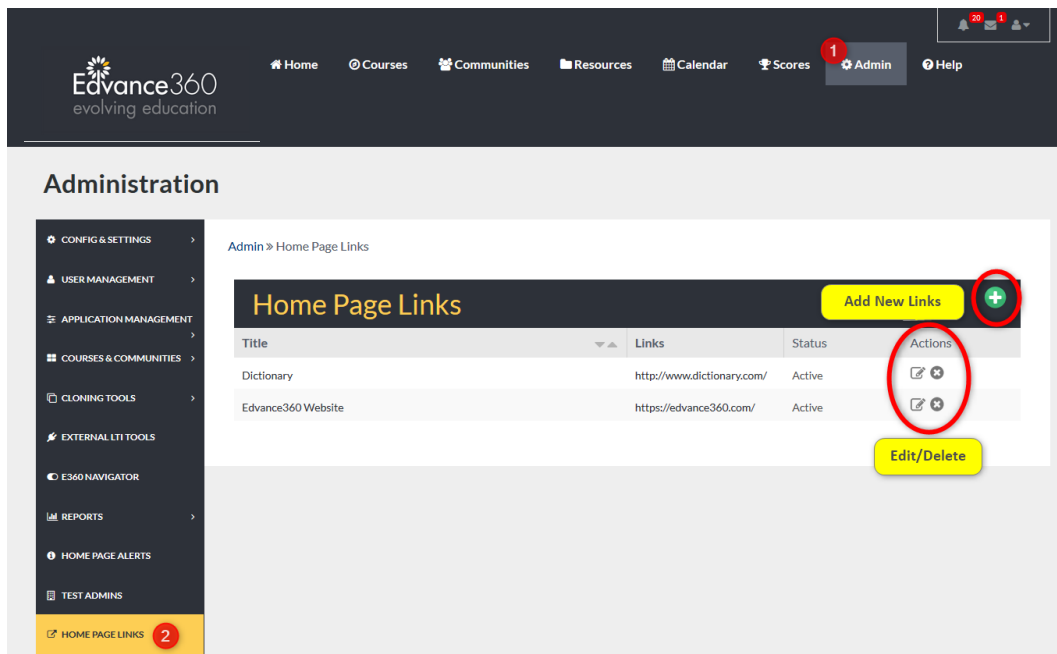
HOME PAGE LINKS

ADMIN > HOME PAGE LINKS

To locate the [Home Page Links](#) tab, follow the steps marked below.

From this tab links can be added to the user homepage [Navigation Panel](#). To add a new link, select the green plus sign in top right corner.

To edit and delete existing links, use the management tools listed to the right of each row.



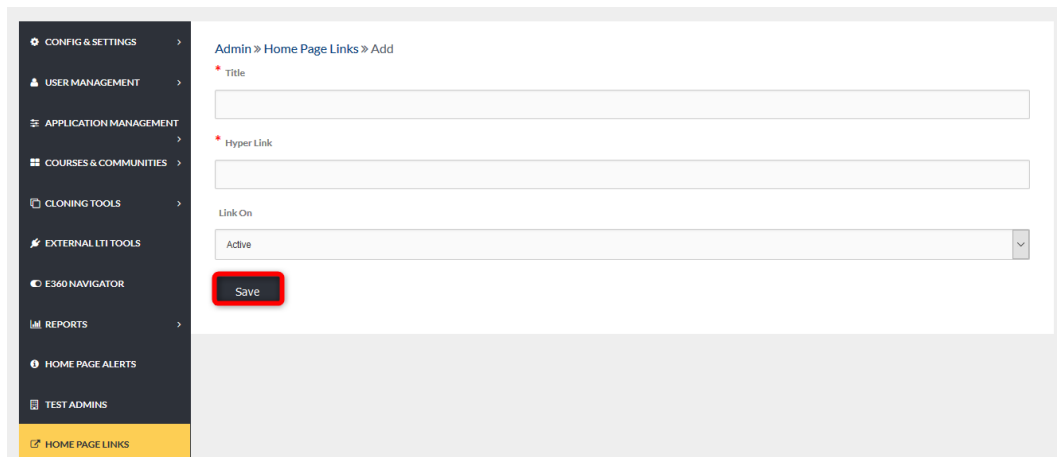
1. Select the Admin tab from the top toolbar.
2. Select the [Home Page Links](#) tab from the Admin [Navigation Panel](#).

ADD NEW

To add new links to the user homepage [Navigation Panel](#), begin by selecting the green plus sign in the top right corner of the tab homepage.

Compose the needed information in the proper spaces provided.

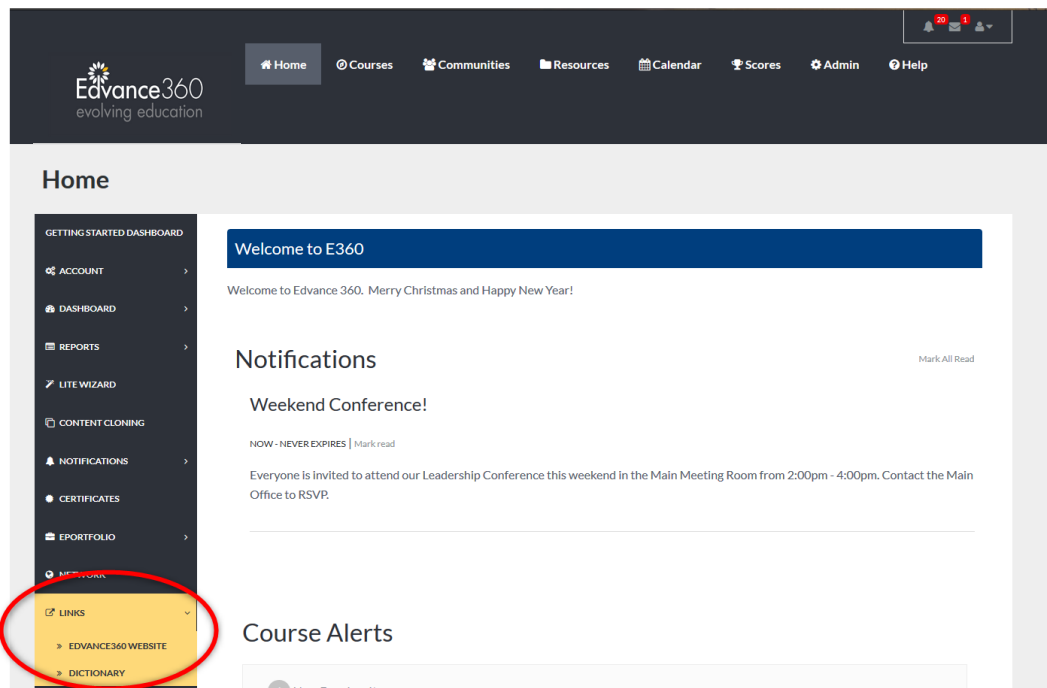
Remember to select the SAVE button to apply changes.



The screenshot shows the 'Admin > Home Page Links > Add' form. On the left is a dark sidebar with a menu: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, REPORTS, HOME PAGE ALERTS, TEST ADMINS, and HOME PAGE LINKS (highlighted in yellow). The main form area has the following fields: 'Title' (text input), 'Hyper Link' (text input), 'Link On' (dropdown menu with 'Active' selected), and a red 'Save' button at the bottom left.

EXAMPLE

Once links are added, they will appear on the user homepage in the [Navigation Panel](#) under the Links Tab. Links open in a new tab.



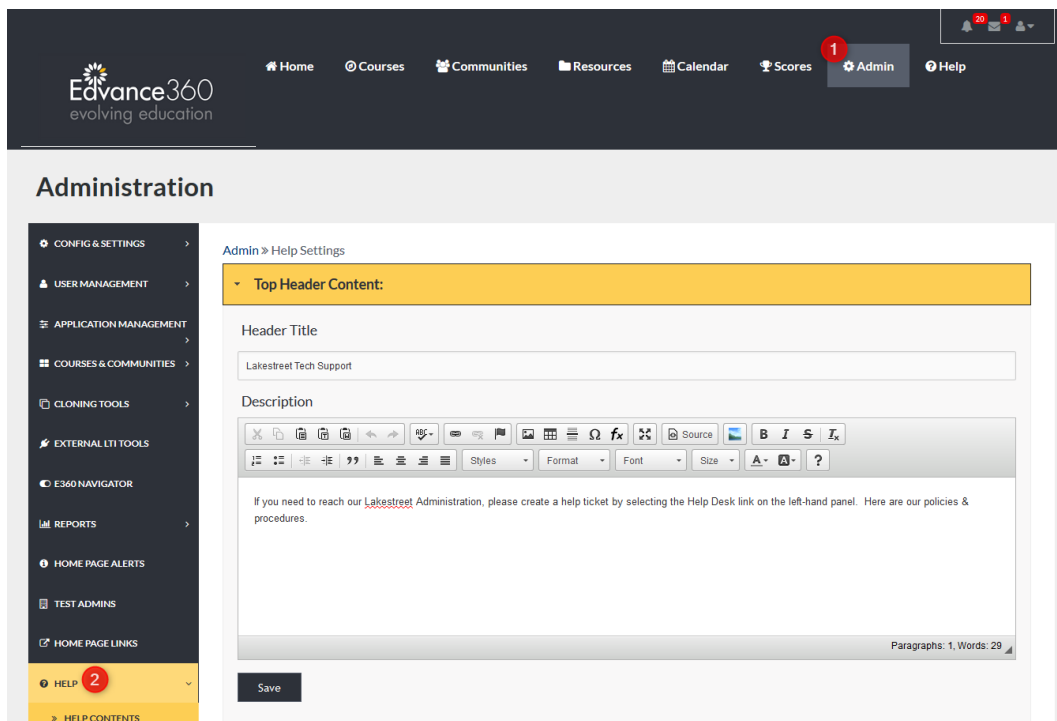
HELP

ADMIN > [HELP](#)

To locate the [Help](#) tab, follow the steps below.

From the [Help](#) Tab Admin [Users](#) can customize the [Help](#) page in their Edvance360 platform. **Note:** To locate your [Help](#) page, select the [Help](#) tab from your top toolbar

The contents of Edvance360 [Help](#) Page can be edited utilizing the HTML text editor housed under each [Help](#) Contents section.



1. Select the Admin tab from the top toolbar.
2. Select the [Help](#) tab from the Admin [Navigation Panel](#).

HELP CONTENTS

The [Help Contents](#) consist of the following:

TOP HEADER CONTENTS

The [Top Header Contents](#) dropdown includes the Header Title and Description for your [Help](#) Page. **Note:** To locate the [Help](#) page, select the [Help](#) tab from the top toolbar.

Compose the needed information in the proper spaces provided.

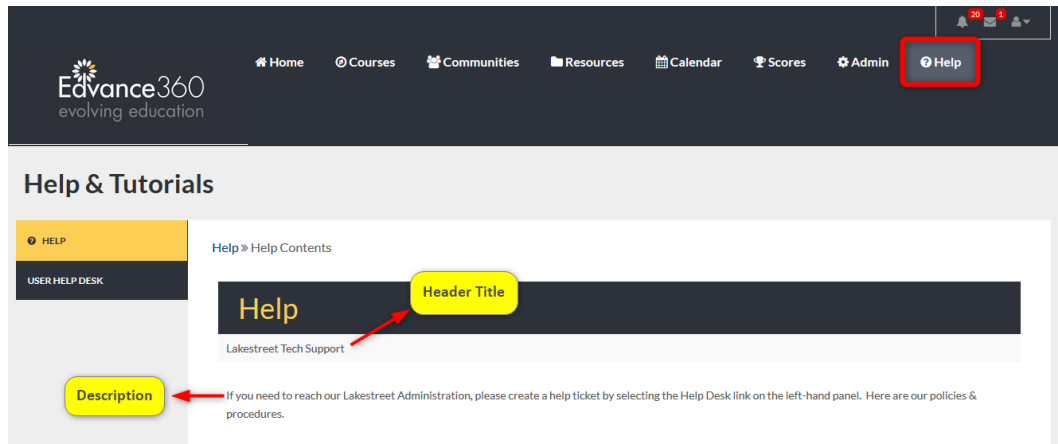
Remember to select the SAVE button to apply changes.

The screenshot displays the 'Administration' interface. On the left is a dark sidebar with a menu including 'CONFIG & SETTINGS', 'USER MANAGEMENT', 'APPLICATION MANAGEMENT', 'COURSES & COMMUNITIES', 'CLONING TOOLS', 'EXTERNAL LTI TOOLS', 'E360 NAVIGATOR', 'REPORTS', 'HOME PAGE ALERTS', 'TEST ADMINS', 'HOME PAGE LINKS', 'HELP', and 'HELP CONTENTS'. The 'HELP' item is highlighted in yellow, and 'HELP CONTENTS' is selected. The main content area is titled 'Admin » Help Settings'. Below this is a yellow header bar labeled 'Top Header Content:'. Underneath, there is a 'Header Title' field containing 'Lakestreet Tech Support'. Below that is a 'Description' field with a rich text editor toolbar (including icons for bold, italic, underline, link, unlink, list, and table) and a text area containing the text: 'If you need to reach our Lakestreet Administration, please create a help ticket by selecting the Help Desk link on the left-hand panel. Here are our policies & procedures.' At the bottom right of the text area, it says 'Paragraphs: 1, Words: 29'. A red box highlights a 'Save' button at the bottom left of the main content area.

EXAMPLE

This is how your Header Title and Description will display.

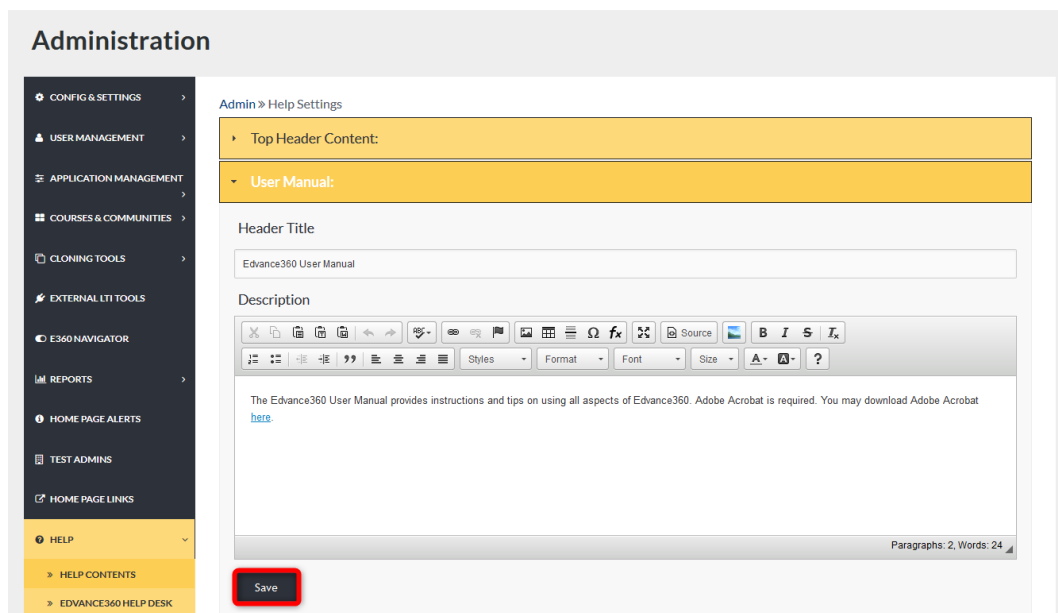
To view any changes made to the Header Title and Description select the [Help](#) tab from the top toolbar.



USER MANUAL

The [User Manual](#) dropdown includes the Header Title and Description. Compose the needed information in the spaces provided.

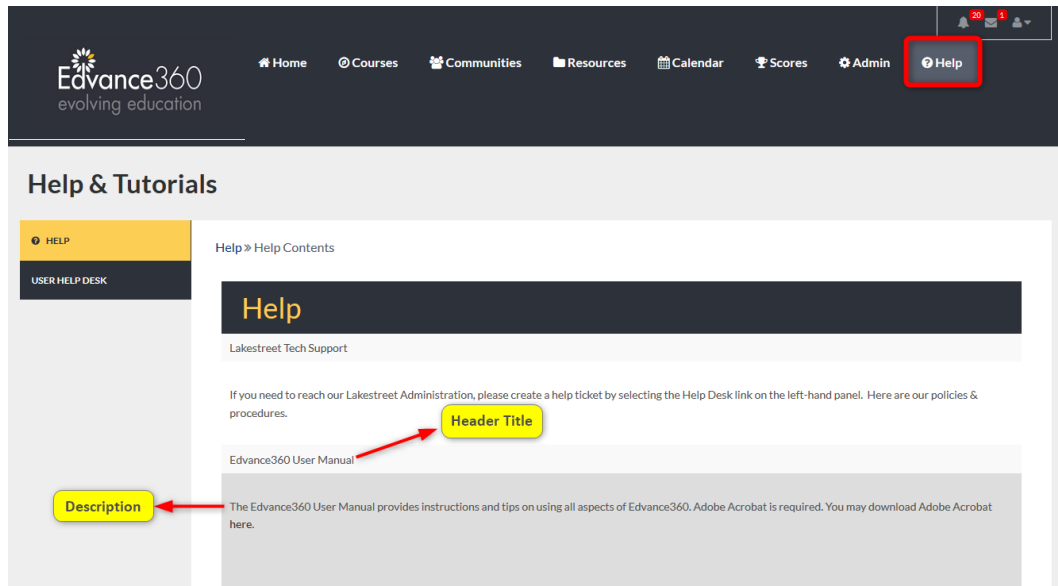
Remember to select the SAVE button to apply changes.



EXAMPLE

This is how your Header Title and Description will display.

To view any changes made to your Header Title and Description select the [Help](#) tab from the top toolbar.



VIDEO TUTORIALS

The [Video Tutorials](#) dropdown includes the Header Title and Description. Compose the needed information in the proper spaces provided. Videos may be edited, linked, unlinked, etc. within the HTML text editor.

Remember to select the SAVE button to apply changes.

The screenshot displays the 'Administration' interface. On the left is a dark sidebar with a menu including 'CONFIG & SETTINGS', 'USER MANAGEMENT', 'APPLICATION MANAGEMENT', 'COURSES & COMMUNITIES', 'CLONING TOOLS', 'EXTERNAL LTI TOOLS', 'E360 NAVIGATOR', 'REPORTS', 'HOME PAGE ALERTS', 'TEST ADMINIS', 'HOME PAGE LINKS', and 'HELP'. The 'HELP' section is expanded, showing 'HELP CONTENTS', 'EDVANCE360 HELP DESK', and 'INTERNAL HELP DESK'. The main content area is titled 'Administration' and shows 'Admin » Help Settings'. There are three yellow expandable sections: 'Top Header Content:', 'User Manual:', and 'Video Tutorials:'. The 'Video Tutorials:' section is expanded, revealing a 'Header Title' field with the text 'Video Tutorials (cc)' and a 'Description' field. The 'Description' field is an HTML text editor with a toolbar containing icons for undo, redo, bold, italic, strikethrough, text color, background color, link, unlink, source, and various font settings. The text area contains a list of links: [Contacts](#), [Blog](#), [Courses](#), [Communities](#), [Mailbox](#), [Calendar](#), [Lessons](#), [Student Discussions](#), and [Discussion Forum](#). At the bottom of the text area, it says 'body p a' and 'Paragraphs: 5, Words: 26'. A red 'Save' button is located at the bottom left of the main content area.

VIDEO TUTORIALS

This is how the Header Title and Description will display.

To view changes and test hyperlinked video titles, select the [Help](#) tab from the top toolbar.

The screenshot shows the Edvance360 user interface. At the top, a dark navigation bar contains the Edvance360 logo and several menu items: Home, Courses, Communities, Resources, Calendar, Scores, Admin, and Help. The 'Help' item is highlighted with a red box. Below the navigation bar, the 'Help & Tutorials' section is displayed. On the left, a sidebar contains a 'HELP' button and a 'USER HELP DESK' link. The main content area is titled 'Help > Help Contents' and features a 'Help' header. Below this, there is a section for 'Lakstreet Tech Support' with a paragraph of text and a link to the 'Edvance360 User Manual'. Further down, there are 'QuickStart Guides' and a note about terminology. The page is divided into two columns: 'Admin/Instructor' and 'Learner/Student', each containing a list of links to various guides. At the bottom of the page, a 'Video Tutorials' section is shown. A red arrow points from the 'Video Tutorials' text to a yellow box labeled 'Header Title'. Below this, a list of video titles is displayed. A yellow box labeled 'Description' points to the first item in the list. To the right of the list, a yellow box contains the text 'Video Tutorials linked in the HTML text editor'.

Edvance360
evolving education

Home Courses Communities Resources Calendar Scores Admin **Help**

Help & Tutorials

HELP

USER HELP DESK

Help > Help Contents

Help

Lakstreet Tech Support

If you need to reach our Lakstreet Administration, please create a help ticket by selecting the Help Desk link on the left hand panel. Here are our policies & procedures.

Edvance360 User Manual

The Edvance360 User Manual provides instructions and tips on using all aspects of Edvance360. Adobe Acrobat is required. You may download Adobe Acrobat here.

QuickStart Guides

Please note the Edvance360 tutorials are based on the default system settings. Edvance360 provides the ability to tailor the system to utilize the terminology you prefer. So the tutorials may vary slightly if you have changed the terminology.

For example, if you prefer the term "trainer" versus "faculty" you can make that change. However the tutorials will use the default term "faculty".

Admin/Instructor	Learner/Student
<ul style="list-style-type: none">How to Build a CourseWelcome Messages, Alerts & EmailsHow to Brand Your SiteHow to Create a CourseHow to Create a UserHow to Communicate with LearnersHow to Import CoursesHow to Import Common Cartridge FilesHow to Upload Course MaterialHow to Upload VideosHow to Embed Videos (YouTube & Vimeo)How to Embed Audio FilesHow to Merge EnrollmentsHow to Use E360 NavigatorHow to Use Tests, Surveys and Course EvaluationsHow to Use SCORMHow to Use Offline ReportingHow to Use Secure Social NetworkHow to Use the Discussion ToolHow to Setup BadgesHow to Setup CertificatesHow to Setup Strips for E360 ConnectHow to Set Up Learning PathsHow to Setup Homepage BannersHow to Use Parent/Mentor/Supervisor AccountsHow to Use Teaching Assistants in CoursesHow to BlogHow to Use Course Building ModeHow to Use Communities	<ul style="list-style-type: none">Getting Started for LearnersHow to LoginHow to Setup BadgesHow to Use Secure Social NetworkHow to Use the Discussion Course ToolHow to Use E360 Navigator - PG 4How to View CertificatesHow to BlogHow to Use CommunitiesHow to Setup ePortfolio

Video Tutorials → **Header Title**

Description

Admin Tutorials

Admin Reports

Admin Reports on Home Page

Application Settings

Certificate Reports

Connecting External LTI Tools

Content Cloning

Course & Communities

Course Cloning

Creating Home Page Links

Departments

eCommerce Registration Portal

General Settings

Getting & Giving Tech Support

Home Page Alerts

How to Add Users

How to Brand Your Site

How to Create Homepage Welcome Alert and Welcome Email

How to Import Courses

Language Pack

Login Code

Multiple Parents to Students

Video Tutorials linked in the HTML text editor

SAMPLE FILES

The [Sample Files](#) dropdown includes the Header Title and Description. Compose the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.

The screenshot shows the 'Administration' page with a sidebar menu on the left. The 'Sample Files' dropdown is expanded, showing a list of files: User Import, Faculty Import, Student Import, Course Import, Students to Courses, and Test Question Text Import. The 'Header Title' field is set to 'Sample Files'. The 'Description' field is a rich text editor containing the same list of files. A 'Save' button is at the bottom.

Administration

Admin » Help Settings

- Top Header Content:
- User Manual:
- Video Tutorials:
- Sample Files:

Header Title

Sample Files

Description

User Import .CSV
Faculty Import .CSV
Student Import .CSV
Course Import .CSV
Students to Courses .CSV
Test Question Text Import .txt

Save

EXAMPLE

This is how the Header Title and Description will display.

To view edits made to [Sample Files](#), select the [Help](#) tab from the top toolbar.

The diagram shows the 'Sample Files' configuration with annotations. A red arrow points from 'Sample Files' to the 'Header Title' field. A yellow box labeled 'Description' points to the list of files. A yellow box labeled 'Sample Files linked in HTML text editor.' points to the list of files.

Sample Files → Header Title

Description

Sample Files linked in HTML text editor.

User Import	.CSV
Faculty Import	.CSV
Student Import	.CSV
Course Import	.CSV
Students to Courses	.CSV
Test Question Text Import	.txt
Gradebook: Importing Grades	.CSV
Sample Theme	.CSS

MINIMUM REQUIREMENTS

The [Minimum Requirements](#) dropdown includes the Header Title and Description.

Compose the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.

The screenshot shows the 'Administration' interface. On the left is a sidebar menu with options: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, REPORTS, HOME PAGE ALERTS, TEST ADMINIS, HOME PAGE LINKS, HELP (highlighted), HELP CONTENTS, EDVANCE360 HELP DESK, INTERNAL HELP DESK, and COMPETENCIES. The main content area is titled 'Admin » Help Settings'. It contains a list of dropdown menus: Top Header Content, User Manual, Video Tutorials, Sample Files, and Minimum Requirements (which is expanded). Below the expanded 'Minimum Requirements' menu, there is a 'Header Title' field containing the text 'Minimum Requirements'. Below that is a 'Description' field with a rich text editor toolbar. The description text reads: 'Firefox or Internet Explorer with Javascript Enabled' followed by a link 'Adobe Flash Player'. At the bottom right of the description field, it says 'Paragraphs: 1, Words: 10'. A red 'Save' button is located at the bottom left of the main content area.

EXAMPLE

This is how the Header Title and Description will display.

To view edits made to [Minimum Requirements](#), select the [Help](#) tab from the top toolbar.

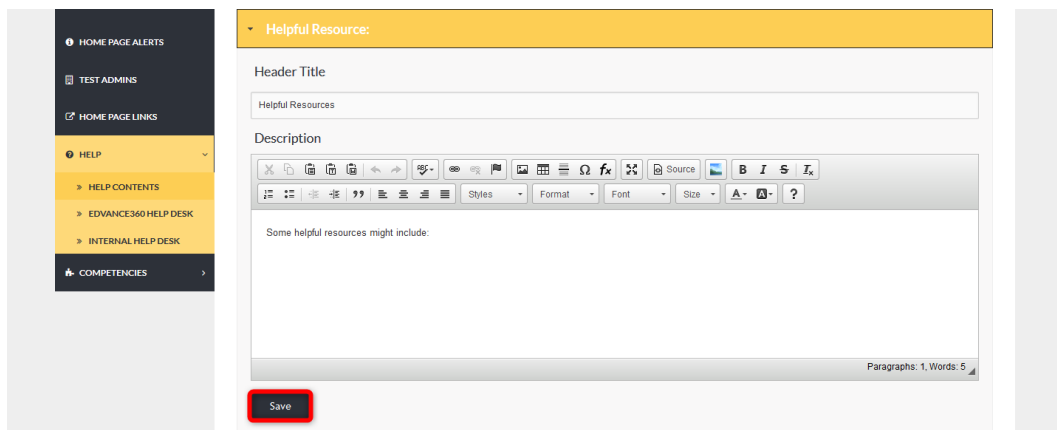
The diagram illustrates the relationship between the 'Minimum Requirements' dropdown menu and its associated fields. A red arrow points from the text 'Minimum Requirements' to a yellow rounded rectangle labeled 'Header Title'. Below this, a red box highlights the text 'Firefox or Internet Explorer with Javascript Enabled' and 'Adobe Flash Player', with a red arrow pointing from this box to another yellow rounded rectangle labeled 'Description'.

HELPFUL RESOURCE

The [Helpful resource](#) dropdown includes the Header Title and Description.

Compose the needed information in the proper spaces provided below.

Remember to select the SAVE button to apply changes.



The screenshot shows a web application interface. On the left is a dark sidebar with a menu containing: HOME PAGE ALERTS, TEST ADMINS, HOME PAGE LINKS, HELP (highlighted in yellow), HELP CONTENTS, EDVANCE360 HELP DESK, INTERNAL HELP DESK, and COMPETENCIES. The main content area has a yellow header bar labeled 'Helpful Resource:'. Below this is a form with two sections: 'Header Title' with a text input field containing 'Helpful Resources', and 'Description' with a rich text editor. The rich text editor has a toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, and a 'Source' button. The text area contains the placeholder 'Some helpful resources might include:'. At the bottom right of the text area, it says 'Paragraphs: 1, Words: 5'. A red 'Save' button is located at the bottom left of the form.

EXAMPLE

This is how the Header Title and Description will display.

To view edits made to [Helpful Resources](#), select the [Help](#) tab from the top toolbar.



The diagram shows two lines of text with arrows pointing to labels in yellow boxes. The first line is 'Helpful Resources' with an arrow pointing to a box labeled 'Header Title'. The second line is 'Some helpful resources might include:' with an arrow pointing to a box labeled 'Description'.

SUGGESTED REQUIREMENTS

The [Suggested Requirements](#) dropdown includes the Header Title and Description.

Compose the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.

The screenshot shows a web application interface with a sidebar on the left containing navigation links: HOME PAGE ALERTS, TEST ADMINIS, HOME PAGE LINKS, HELP (highlighted), HELP CONTENTS, EDVANCE360 HELP DESK, INTERNAL HELP DESK, and COMPETENCIES. The main content area is titled 'Suggested Requirements:' and contains two input fields: 'Header Title' and 'Description'. The 'Header Title' field contains the text 'Suggested Requirements'. The 'Description' field contains a rich text editor with the following content: [Enabling Javascript for Firefox](#), [Enabling Javascript for Internet Explorer](#), [Java](#), [Windows Media Player](#), [QuickTime Player](#), Required for taking tests or viewing content that implements [BrowserLock](#): [Windows BrowserLock Installer](#), Or, [Mac OS X 10.6 - 10.8](#), [Mac OS X 10.4 - 10.5](#). A 'Save' button is located at the bottom left of the form. The status bar at the bottom right of the description field indicates 'Paragraphs: 1, Words: 41'.

SUGGESTED REQUIREMENTS

Required for taking tests or viewing content that implements BrowserLock: Windows BrowserLock Installer
Or
Latest Mac Installer (10/17)
Mac OS X 10.7+
Mac OS X 10.6 - 10.10 (no longer supported)
Mac OS X 10.4 - 10.5 (no longer supported)

LOGIN LINK AND FORM

The [Login Link and Form](#) dropdown includes the Header Title and Description.

Compose the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.

login forms page to retrieve code for placing on your website. If you need assistance with this or require custom gateway integration, please contact support.' At the bottom right of the text area, it says 'Paragraphs: 1, Words: 39'. A red 'Save' button is located at the bottom left of the main area."/>

TEST ADMINS

HOME PAGE LINKS

HELP

HELP CONTENTS

EDVANCE360 HELP DESK

INTERNAL HELP DESK

COMPETENCIES

Login Link And Form:

Header Title

Login Links & Forms

Description

Login links and forms are available to place on your website. Please visit our [login forms](#) page to retrieve code for placing on your website. If you need assistance with this or require custom gateway integration, please contact support.

Paragraphs: 1, Words: 39

Save

LOGIN LINK AND FORMS

This is how the Header Title and Description will display.

To view edits made to the Header Title and Description from Login Links and Forms, select the [Help](#) tab from the top toolbar.

login forms page to retrieve code for placing on your website. If you need assistance with this or require custom gateway integration, please contact support.'"/>

Login Links & Forms

Login links and forms are available to place on your website. Please visit our [login forms](#) page to retrieve code for placing on your website. If you need assistance with this or require custom gateway integration, please contact support.

INTERNAL [HELP](#) DESK

The Internal [Help](#) Desk is available for the Admin of the site to manage all [Help](#) Tickets from their own [Users](#)/learners, which are created through their [Help](#) top navigational tool bar. This provides admins with their own [Help](#) Desk management area. This may also be called the Learner Help Desk.

Note: To enable the Internal Help Desk follow these steps: **Admin>Configuration & Settings>General Settings>Learner Help Desk** (See Image Below)

▼ Learner Help Desk

Enable Learner Help Desk

☒ On ☐ Off

Send Email Notifications of New Help Tickets to

Email Address

kate.underwood@edvance360.com

Save

The Internal [Help](#) Desk is maintained by Admin [Users](#) from the Internal [Help](#) Desk dropdown under the [Help](#) tab found on the Admin [Navigation Panel](#).

When [Users](#) place [Help](#) tickets (**top toolbar [Help](#) tab > User [Help](#) Desk > Green Plus sign**), Admin [Users](#) receive them here.

Admin may view tickets that have been closed, create new tickets, respond to tickets, and close out tickets.

Administration

Admin > Internal Help Desk

1 View Closed Tickets

2 +

User Tickets

Title	Created	Action
This is a test...	10/30/2017 12:13 PM	3 Respond Close
Test ticket	10/07/2016 02:55 PM	Respond Close

1. Once tickets have been closed they will no longer display on the User Tickets homepage. Tickets are then archived as closed tickets and can be viewed by selecting the [View Closed Tickets](#) button.
2. To create new [Help](#) tickets, select the green plus sign and complete the [Help](#) request form.
3. To respond to open tickets select RESPOND. To close out open tickets, select CLOSE.

[VIEW CLOSED TICKETS](#)

From the closed tickets display page, Admin [Users](#) can select to go back and view open tickets, add a new ticket, re-open a closed ticket, and delete a closed ticket.

Administration

Admin » Internal Help Desk

1 View Open Tickets

User Tickets

2 +

Title	Created	Action
Video Problem	10/05/2016 02:47 PM	3 Re-Open Delete
Video Support	10/05/2016 02:38 PM	Re-Open Delete
test hjhjh	09/27/2016 05:10 AM	Re-Open Delete
MY NEW TEST TICKET	09/19/2016 07:50 AM	Re-Open Delete
MY test Ticket	09/19/2016 07:38 AM	Re-Open Delete
ttt	06/14/2016 04:04 AM	Re-Open Delete
Create another	06/14/2016 04:02 AM	Re-Open Delete
Test Again Email	06/14/2016 03:57 AM	Re-Open Delete
Help desk notification test	06/13/2016 12:36 PM	Re-Open Delete
TEST	02/23/2016 03:08 PM	Re-Open Delete
Contento Student Test With Files	02/16/2016 10:31 AM	Re-Open Delete
Contento Student Test With Files	02/16/2016 10:31 AM	Re-Open Delete
3	02/15/2016 11:45 AM	Re-Open Delete

1. Select View Open Tickets to go back to the list of open tickets on the Internal [Help](#) Desk homepage.
2. To add a new ticket, select the green plus sign and complete the [Help](#) request form.
3. To re-open a closed ticket select Re-open. Tickets that are re-opened will display on the open User Tickets list again. To delete a closed ticket select Delete. Deleted tickets will no longer be accessible.

ADD TICKET

Add Ticket: To add a new ticket, begin by selecting the green plus sign in the top right corner of the Internal [Help](#) Desk homepage.

Compose needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.

The screenshot shows the 'Add Ticket' interface. On the left is a dark sidebar with a menu including: USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, REPORTS, HOME PAGE ALERTS, TEST ADMINS, HOME PAGE LINKS, HELP (highlighted in yellow), and COMPETENCIES. The main content area has a dark header 'Add Ticket'. Below it, red text instructs the user to provide specific information for a fast response: 'Exactly where the problem occurred (ie: Course B101 > Tests > Mid-term exam)', 'What steps caused it', and 'Any error you received.' The form includes a 'Title' field with an asterisk, a large 'Detail' text area, and three attachment slots labeled 'Attachment 1', 'Attachment 2', and 'Attachment 3', each with a 'Browse...' button and the text 'No file selected.' At the bottom is a red 'Save' button.

TICKET RESPONSE

Ticket Response: Respond to open tickets by typing your response into the textbox provided. Admins may attach files if needed.

Remember to select the SAVE button.

The screenshot shows a web application interface for managing tickets. On the left is a dark sidebar with a menu. The main content area is titled 'Ticket Response' and contains a form for responding to a ticket. The form includes a breadcrumb trail, a title bar, a description field, a submission date, status, and a large text area for the response. At the bottom, there is an attachment section and a 'Save' button.

Administration

- CONFIG & SETTINGS >
- USER MANAGEMENT >
- APPLICATION MANAGEMENT >
- COURSES & COMMUNITIES >
- CLONING TOOLS >
- EXTERNAL LTI TOOLS >
- E360 NAVIGATOR >
- REPORTS >
- HOME PAGE ALERTS >
- TEST ADMINS >
- HOME PAGE LINKS >
- HELP** ▾
 - » HELP CONTENTS
 - » EDVANCE360 HELP DESK
 - » INTERNAL HELP DESK
- COMPETENCIES >

Admin » Internal Help Desk » Ticket Response

Ticket Response

This is a test...

Submitted By: Student One : 10/30/2017 12:13 PM

This is a test...

Status: Open

Attachments:

Respond

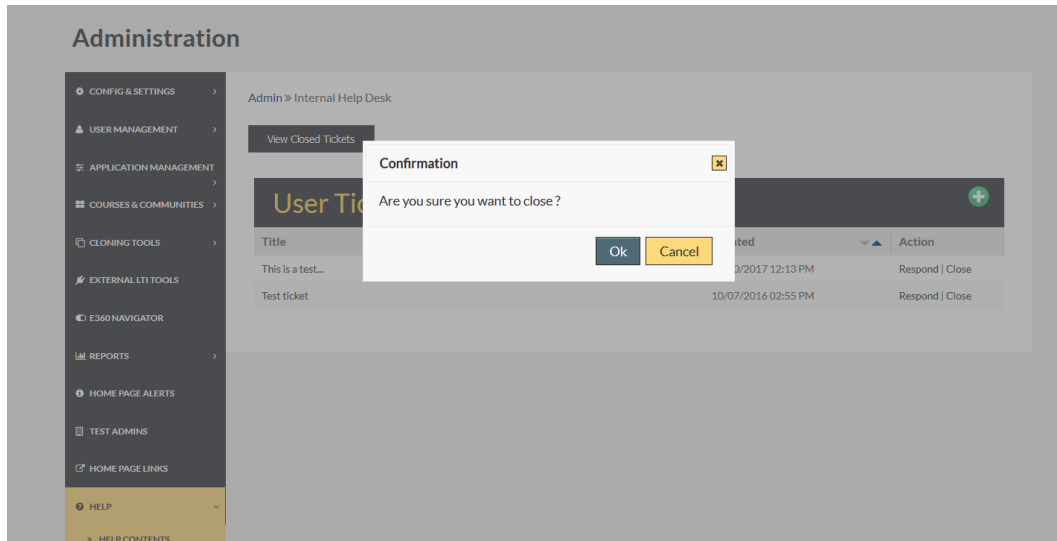
Detail

Attachment 1 No file selected.

Save

CLOSE TICKET

Close Ticket: When a ticket is closed out, a confirmation message will display. Select OK to close the ticket and CANCEL to leave the ticket open.



COMPETENCIES

ADMIN > COMPETENCIES

Note: To enable Competencies follow these steps: **Admin>Configuration & Settings>General Settings>Learning Outcomes** (See Image Below)



Once enabled, the Competencies tab will appear on the Admin left-hand navigation panel.

VIDEO TUTORIAL

<https://youtu.be/mJMrEXw7Oxo>

To locate the [Competencies](#) tab, follow the directions below.

The [Competencies](#) tab allows Admin [Users](#) to view all grade levels for [Competencies](#), create and align [Competencies](#), and run reports on [Competencies](#). **Note:** These will also appear in selected courses in the Gradebook tool.

Administration

Admin » Competencies » Grade Level

Grade Levels For Competencies

Grade Level	Sort Order	Action
10th - Sophomore year	12	
11th - Junior year	13	
12th - Senior year	14	
9th - Freshman year	11	
Freshman	1	
Grade A	6	
Grade B	7	
Junior	3	
Senior	4	
Sophomore	2	
Training	10	
Training	1	

1. Select the Admin tab from the top toolbar.
2. Select the [Competencies](#) tab from the Admin [Navigation Panel](#).

GRADE LEVELS

Admin [Users](#) can create grade levels to link [Competencies](#).

The Grade Levels homepage displays a list of current grade levels in the platform and their sort order. By clicking on the down or up arrow next to the “SORT ORDER” column the sort order list is adjusted. Currently, the image below is listing the GRADE LEVELS in ABC order. These sorting options simply make the Admin’s view easier.

From the Grade Levels homepage, Admin [Users](#) can add new grade levels and manage existing levels.

Administration

CONFIG & SETTINGS >

USER MANAGEMENT >

APPLICATION MANAGEMENT >

COURSES & COMMUNITIES >

CLONING TOOLS >

EXTERNAL LTI TOOLS

E360 NAVIGATOR

REPORTS >

HOME PAGE ALERTS

TEST ADMINS

HOME PAGE LINKS

HELP >

COMPETENCIES ▾


> GRADE LEVELS























> COMPETENCIES

> REPORTS

Admin » Competencies » Grade Level

Grade Levels For Competencies

Add new Grade Levels here. 

Grade Level ▾ ▲	Sort Order ▾ ▲	Action
10th - Sophomore year	12	 
11th - Junior year	13	 
12th - Senior year	14	 
9th - Freshman year	11	 
Freshman	1	 
Grade A	6	 
Grade B	7	 
Junior	3	 
Senior	4	 
Sophomore	2	 
Training	10	 

ADD NEW

To add a new Grade Level, begin by selecting the green plus sign located in the top right corner of the Grade Levels homepage.

Compose the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.

The screenshot displays the 'Administration' dashboard. On the left is a dark sidebar with a menu including 'CONFIG & SETTINGS', 'USER MANAGEMENT', 'APPLICATION MANAGEMENT', 'COURSES & COMMUNITIES', 'CLONING TOOLS', 'EXTERNAL LTI TOOLS', 'E360 NAVIGATOR', 'REPORTS', 'HOME PAGE ALERTS', 'TEST ADMINIS', 'HOME PAGE LINKS', 'HELP', and a highlighted 'COMPETENCIES' section with sub-items 'GRADE LEVELS', 'COMPETENCIES', and 'REPORTS'. The main content area shows the breadcrumb 'Admin » Competencies » Grade Level » Add Grade Level'. Below this is a form with a red asterisk and the label 'Grade' above a text input field. A 'Sort Order' label is positioned above another text input field. A red rectangular box highlights a 'SAVE' button located below the second input field.

EDIT

To edit a current Grade level, begin by selecting the edit icon located to the right of the Grade Level's row displayed on the Grade Levels homepage.

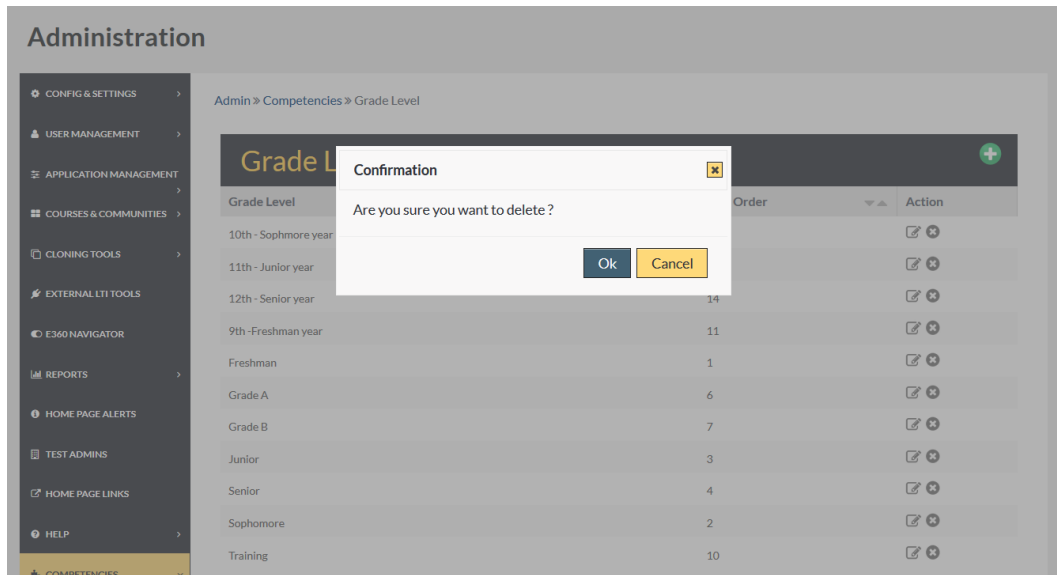
Edit the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.

The screenshot displays the 'Administration' interface. On the left is a dark sidebar with a list of menu items: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, REPORTS, HOME PAGE ALERTS, TEST ADMINS, HOME PAGE LINKS, HELP, and a yellow section for COMPETENCIES containing GRADE LEVELS, COMPETENCIES, and REPORTS. The main content area has a breadcrumb trail 'Admin » Competencies » Grade Level » Edit Grade Level'. Below this, there is a 'Grade' field with a red asterisk, containing the text '10th - Sophomore year'. A 'Sort Order' field contains the number '12'. A red rectangular box highlights a 'SAVE' button located below the 'Sort Order' field.

DELETE

To delete Grade Levels, begin by selecting the delete icon to the right of the Grade Level's row. From the confirmation screen, click OK to remove the Grade Level permanently. Click CANCEL if you do not wish to complete deleting the Grade Level.



COMPETENCIES

The [Competencies](#) tab allows Admin [Users](#) to view current [Competencies](#) and their identifying details, add new [Competencies](#), assign [Competencies](#) to courses, and manage current [Competencies](#).

Administration

Admin » Competencies

Competencies New Competency Assign Competencies To Courses

Competencies Add New Competencies here. +

Competency	Grade Level	Version	Created By	
competency tab	Grade A	3.1	Faheem Ahmed	
Driver's Ed	9th -Freshman year	Verion 1	Terryl Shanlian	
Drivers Ed	Freshman	1	Kate Admin	
Driving Test	Grade A	Version #1	Terryl Shanlian	
Explain contributions of science leaders	9th -Freshman year	101	Courtney Coleman	
Nicole's Item 1	Grade A	1	Nicole D'itro	
Test competencies	Grade A	12	Hafeez Azhar	
Train the Trainer	Training	Certification	Courtney Coleman	
Understand parts of an Atom	9th -Freshman year	101	Courtney Coleman	

Management Tools

ADD NEW

To add a new competency, begin by selecting the NEW COMPETENCY tab or green plus sign located in the top right corner of the Competency homepage. (See Image Above)

Compose the needed information in the proper spaces provided.

Remember to select the SUBMIT button to apply changes.

The screenshot shows the 'Administration' interface with a sidebar on the left containing various menu items. The main content area is titled 'Admin » Competencies » Add Competency'. It features three input fields: 'Name' (with a red circle 1), 'Version' (with a red circle 2), and 'Grade Level' (with a red circle 3). Below these fields is a 'Submit' button. The sidebar includes sections like 'CONFIG & SETTINGS', 'USER MANAGEMENT', 'APPLICATION MANAGEMENT', 'COURSES & COMMUNITIES', 'CLONING TOOLS', 'EXTERNAL LTI TOOLS', 'E360 NAVIGATOR', 'REPORTS', 'HOME PAGE ALERTS', 'TEST ADMINIS', 'HOME PAGE LINKS', 'HELP', and a 'COMPETENCIES' section with sub-items 'GRADE LEVELS', 'COMPETENCIES', and 'REPORTS'.

1. Create a unique name to identify this specific group of objectives.
2. Add Version name, number, etc.
3. Select the Grade Level this group of [Competencies](#) belongs to.

ASSIGN [COMPETENCIES](#) TO COURSE: SELECT COURSE

To assign [Competencies](#) to a course, begin by selecting the ASSIGN [Competencies](#) TO COURSE tab located at the top of the [Competencies](#) homepage (**Admin > [Competencies](#) > [Competencies](#) > Assign [Competencies](#) to Course**)

Select a course from the drop down.

Remember to select the GO button to display the [Competencies](#) dropdown.

The screenshot displays the 'Administration' interface. On the left is a dark sidebar with a list of navigation items: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, REPORTS, HOME PAGE ALERTS, TEST ADMINIS, HOME PAGE LINKS, HELP, and a highlighted 'COMPETENCIES' section with sub-items 'GRADE LEVELS', 'COMPETENCIES', and 'REPORTS'. The main content area has a breadcrumb trail 'Admin » Competencies » Assign Competency'. Below this, a blue button labeled '1. Select Course' is positioned above a text input field containing the placeholder 'Select Course'. A red rectangular box highlights a 'Go' button located directly beneath the input field.

SELECT COMPETENCY

Select the competency to assign from the Select Competency dropdown.

Select the GO button to display a list of the competency's objectives for selection.

The screenshot displays the 'Administration' interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of navigation items: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES, CLONING TOOLS, EXTERNAL LTI TOOLS, E360 NAVIGATOR, REPORTS, HOME PAGE ALERTS, TEST ADMINS, HOME PAGE LINKS, HELP, and a highlighted 'COMPETENCIES' section with sub-items: GRADE LEVELS, COMPETENCIES, and REPORTS. The main content area is titled 'Admin » Competencies » Assign Competency'. It features two steps: '1. Select Course' and '2. Select Competency'. In the '1. Select Course' step, a dropdown menu shows 'Annual Compliance []' and a 'Go' button is present. In the '2. Select Competency' step, a dropdown menu shows 'Data Entry Training' and a 'Go' button, which is highlighted with a red rectangle. The 'Go' button in the second step is the one intended for selection according to the instructions.

SELECT OBJECTIVES TO ASSIGN

Select the objectives to assign to the chosen course.

To select all objectives listed, check mark the box to the left of the heading "Objectives."

To select specific objectives, check mark the objectives to be assigned.

Select the APPLY CHANGES button to apply changes.

Administration

Admin » Competencies » Assign Competency

1. Select Course

Annual Compliance []

Go

2. Select Competency

Data Entry Training

Go

3. Select Objectives to Assign

<input checked="" type="checkbox"/>	Objectives
<input checked="" type="checkbox"/>	2 Create Word Documents
<input checked="" type="checkbox"/>	2.a Edit Word Documents
<input checked="" type="checkbox"/>	1 Create Excel Spreadsheets
<input checked="" type="checkbox"/>	1.a Merge Excel Spreadsheet

Apply Changes

COMPETENCY ASSIGNED SUCCESSFULLY

Once APPLY CHANGES has been select, a green ribbon displaying the "Competency Assigned Successfully" should appear.

Administration

Admin » Competencies » Assign Competency

✓ Competency Assigned Successfully

1. Select Course

Annual Compliance []

Go

2. Select Competency

Data Entry Training

Go

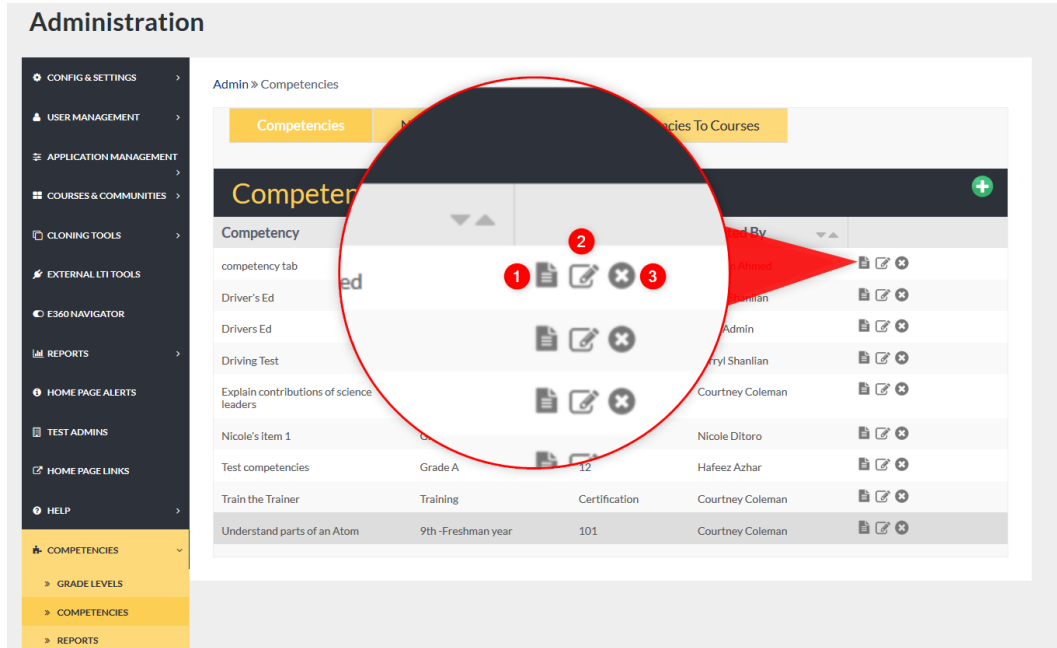
3. Select Objectives to Assign

<input type="checkbox"/>	Objectives
<input checked="" type="checkbox"/>	2 Create Word Documents
<input checked="" type="checkbox"/>	2.a Edit Word Documents
<input checked="" type="checkbox"/>	1 Create Excel Spreadsheets
<input checked="" type="checkbox"/>	1.a Merge Excel Spreadsheet

Apply Changes

MANAGEMENT TOOLS

Management Tools allow Admin [Users](#) to create objectives and add them to [Competencies](#), edit [Competencies](#) settings, and delete [Competencies](#).

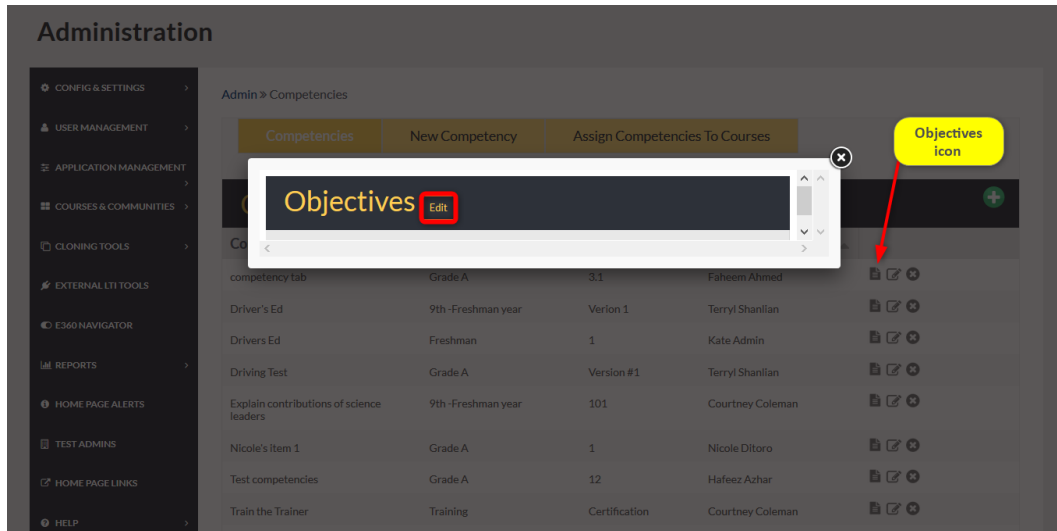


1. Select the document icon to display a list of the objectives under this competency.
2. Select the Edit icon to make changes to the details of a competency such as name, version, and description.
3. Select the Delete icon to delete [Competencies](#) permanently.

OBJECTIVES

To add Objectives to a competency, begin by selecting the objectives icon.

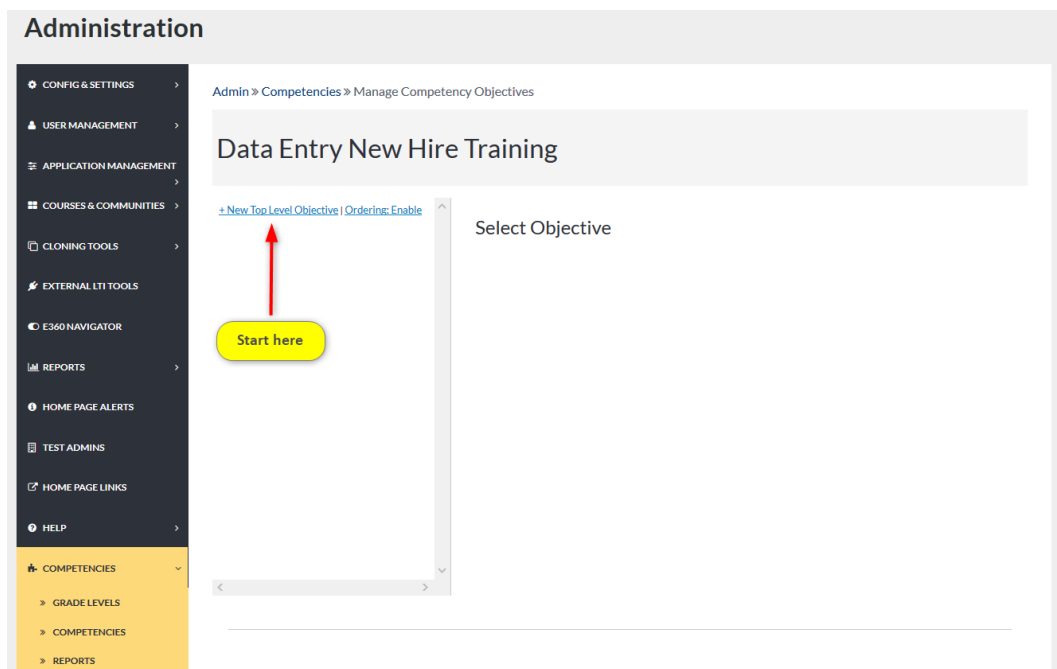
Click the EDIT button.



CREATING OBJECTIVES

Objectives can be added in levels.

To begin, select the +New Top-Level Objective hyperlink.



NEW OBJECTIVE

Compose the objective in the space provided. (*Objective/Description*)

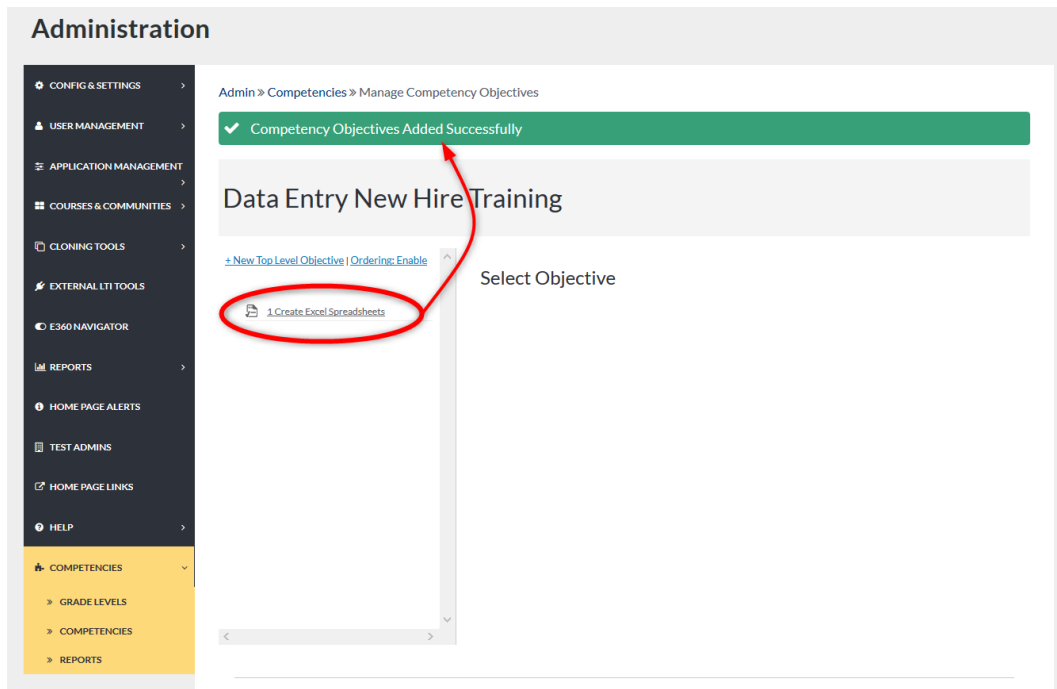
Add numbers, letters, etc. to enumerate objectives.

Select the SUBMIT button to apply changes.

The screenshot displays the 'Administration' dashboard with a sidebar menu on the left. The main content area is titled 'Data Entry New Hire Training'. A modal window is open in the center, titled 'Objective Description'. The modal contains a text input field with the value 'Create Excel Spreadsheets' and an 'Enumeration' field with the value '1'. A red box highlights the 'Submit' button at the bottom of the modal. The sidebar menu includes options like 'CONFIG & SETTINGS', 'USER MANAGEMENT', 'APPLICATION MANAGEMENT', 'COURSES & COMMUNITIES', 'CLONING TOOLS', 'EXTERNAL LTI TOOLS', 'E360 NAVIGATOR', 'REPORTS', 'HOME PAGE ALERTS', 'TEST ADMINS', 'HOME PAGE LINKS', 'HELP', and 'COMPETENCIES' (which is expanded to show 'GRADE LEVELS', 'COMPETENCIES', and 'REPORTS').

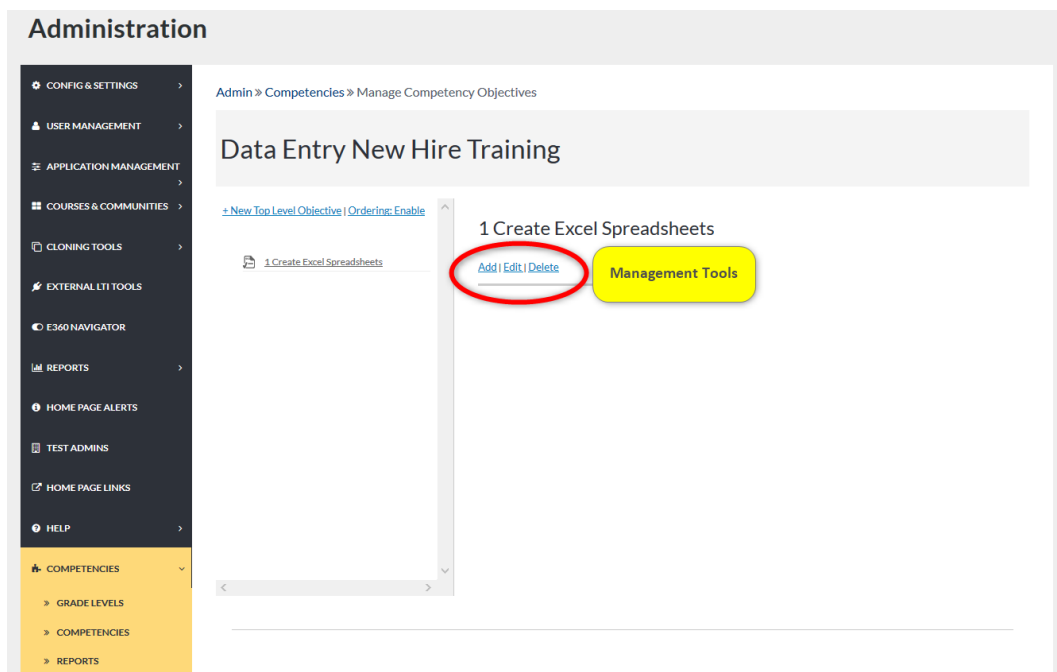
OBJECTIVES ADDED SUCCESSFULLY

Once added, your objective will display along with the green success banner.



MORE OBJECTIVES

To manage objectives, click on the objective to display its management tools. The management tools allow Admin Users to add new sub-level objectives, edit the selected objective, and delete the selected objective.

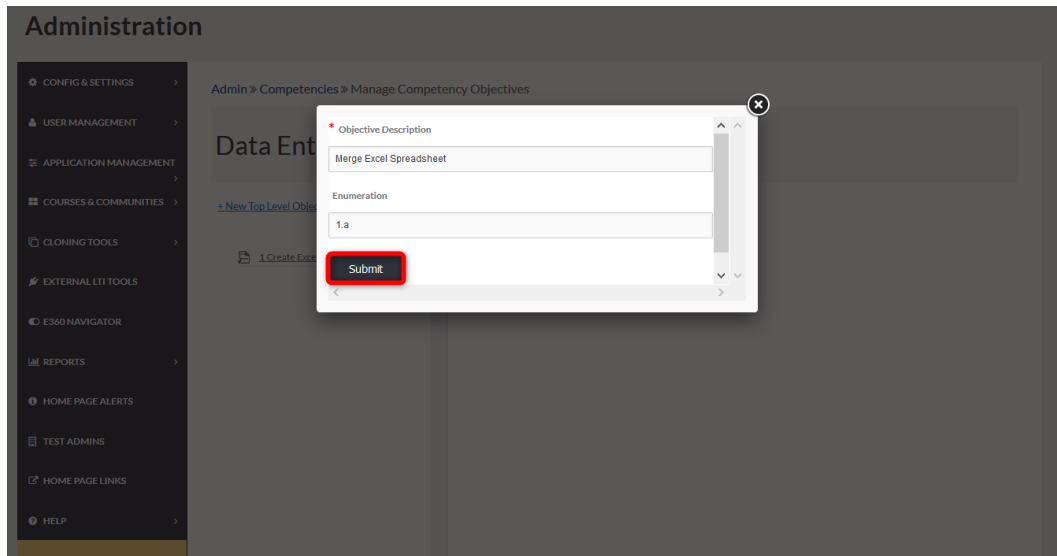


ADDING SUB-LEVEL OBJECTIVES

To add sub-level objectives, begin by clicking the objective you wish to add the sub-level to, then click Add.

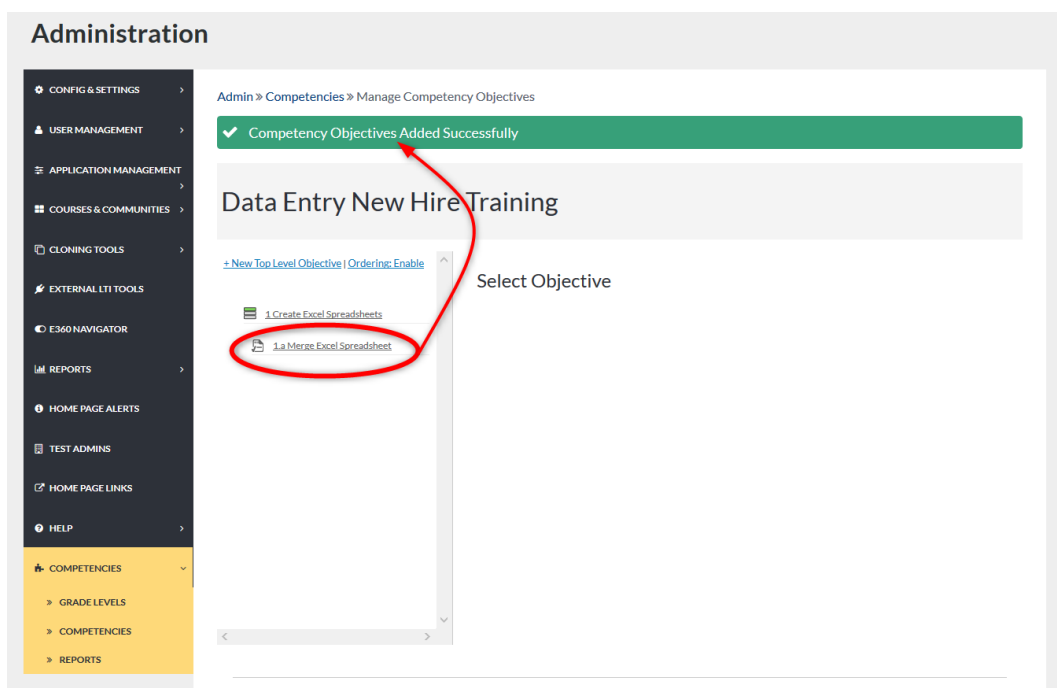
Compose the objective in the proper space provided. Adding numbers, letters, etc., to enumerate the objective is optional.

Select the SUBMIT button to apply changes.



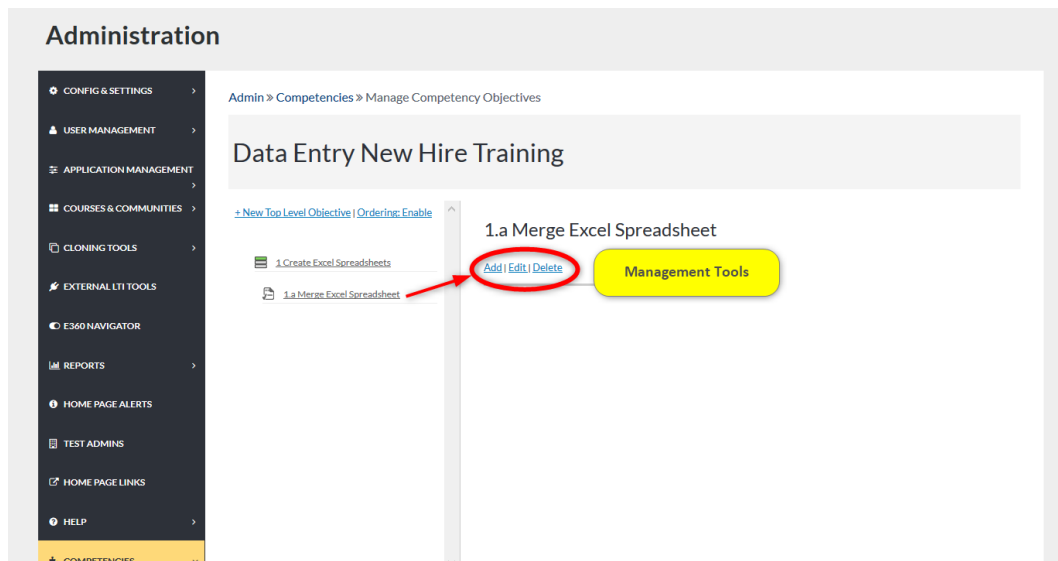
SUB-LEVEL SUCCESS

The sub-level objective will display along with the green success banner.



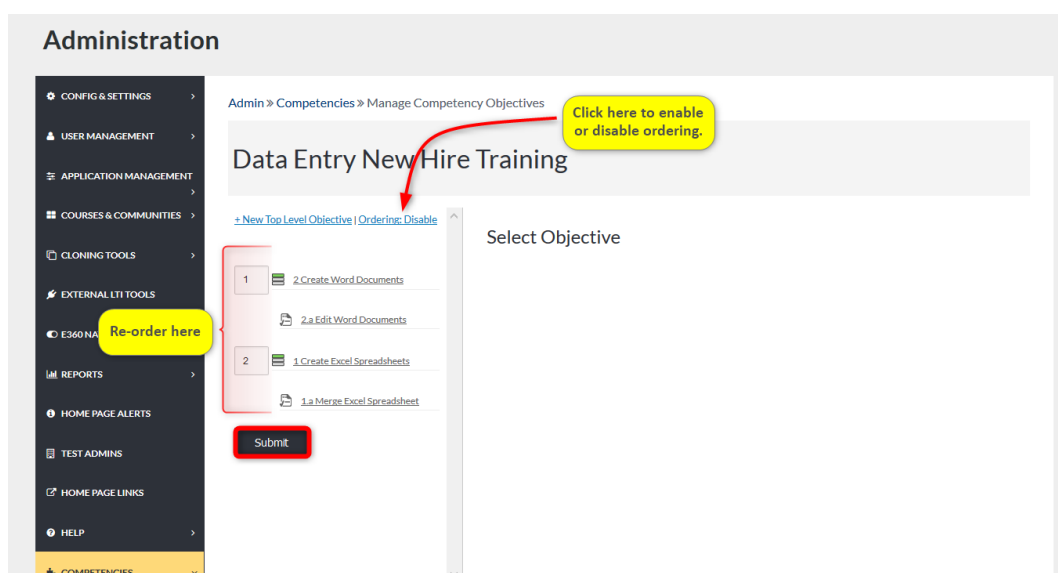
EDITING SUB-LEVEL OBJECTIVES

To manage sub-level objectives, click on the objective to display its management tools. The management tools allow Admin [Users](#) to add new sub-level objectives, edit the selected objective, and delete the selected objective.



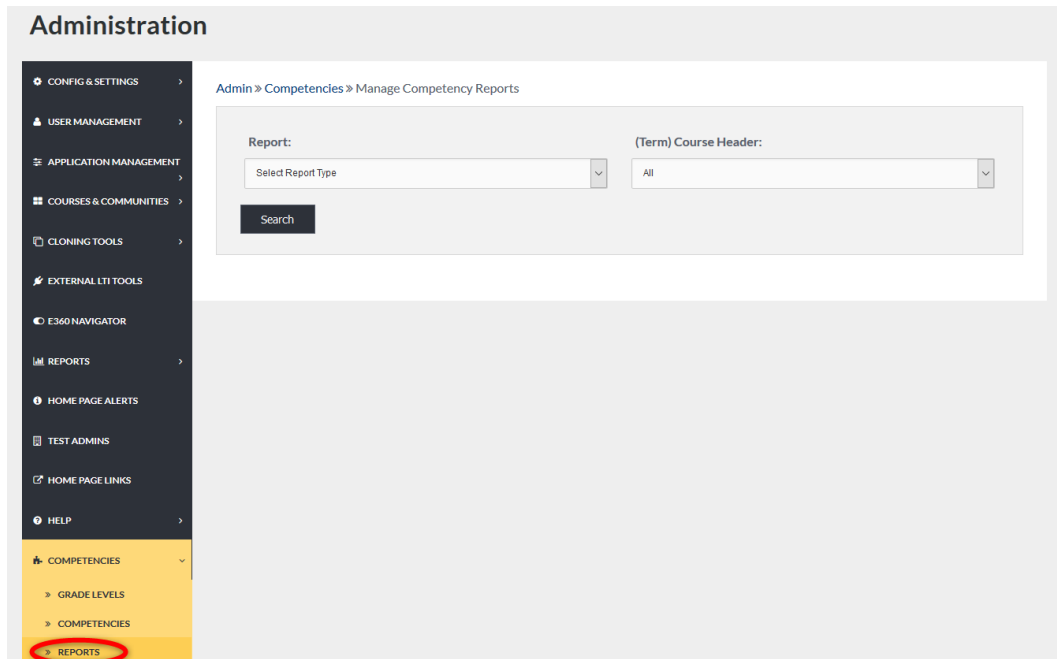
ORDERING OBJECTIVES

To re-order objectives, begin by clicking the Ordering hyperlink to enable or disable ordering. Once clicked, text boxes appear to the left of each Top-level objective. Type the correct number next to each top-level objective. Remember to select the SUBMIT button to apply changes.



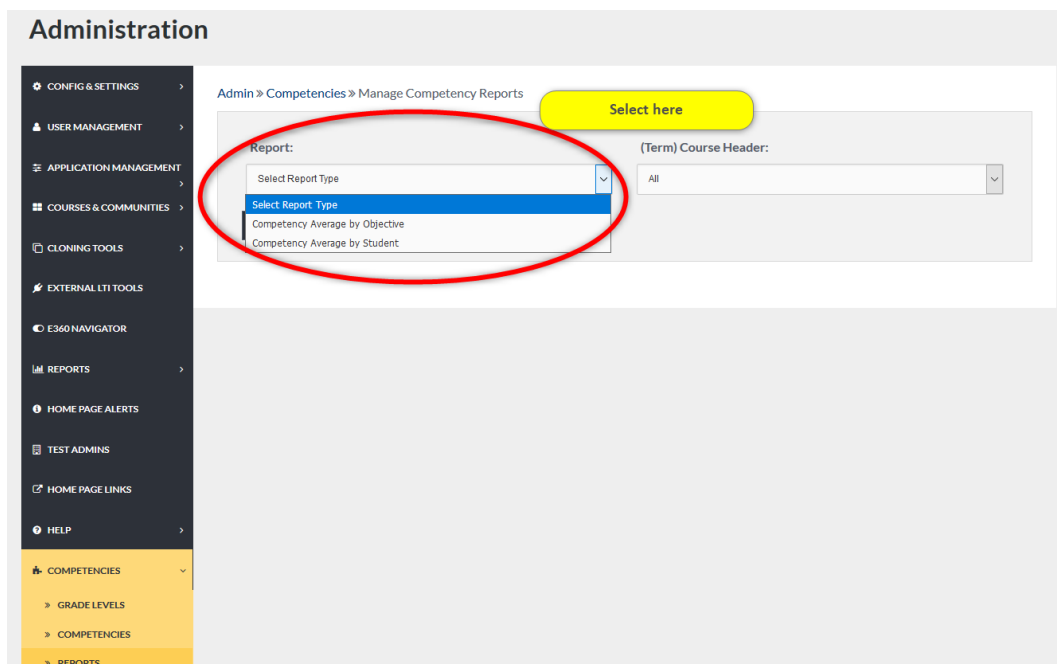
REPORTS

To run reports on objectives, begin by selecting the Reports tab on the Admin [Navigation Panel](#) from the [Competencies](#) dropdown.



REPORTS

Select the type of report to run from the Report dropdown.



REPORTS

Once the report type is chosen, select the Term to report on. The report will display all courses in this term that are aligned with [Competencies](#).

Remember to select the SEARCH button to run reports and display results.

Administration

Admin » Competencies » Manage Competency Reports

Report:

(Term) Course Header:

All

- Ashe's Term
- ContentoTerm
- Nicole's Term - DO NOT DELETE
- SCORM Examples
- Kate's Term - DO NOT DELETE
- Nicole's 2nd Term - DO NOT DELETE
- 2017
- Nicole's 3rd Testing Term - DO NOT DELETE
- 2017 Courses
- Quick Term
- Quick Term Wizard
- Term For QR
- Semester Quick
- 1st Semester
- 16617-2
- 16617-2
- testing term
- tes term 3
- Testing term 101

REPORTS

Report results will display based on selected criteria, by objective or students.

Admin [Users](#) can [Export](#) results to Excel.

Administration

Admin » Competencies » Manage Competency Reports

Report: Competency Average by Objective (Term) Course Header: Nicole's Term - DO NOT DELETE

Search

Export To Excel

Nicole's Term - DO NOT DELETE

Competency	Grade Level	Version
competency tab	Grade A	3.1
Objective	Average	Passed
Data Entry	Training	New Hire
Objective	Average	Passed
Driver's Ed	9th -Freshman year	Verion 1
Objective	Average	Passed

Report results display here.