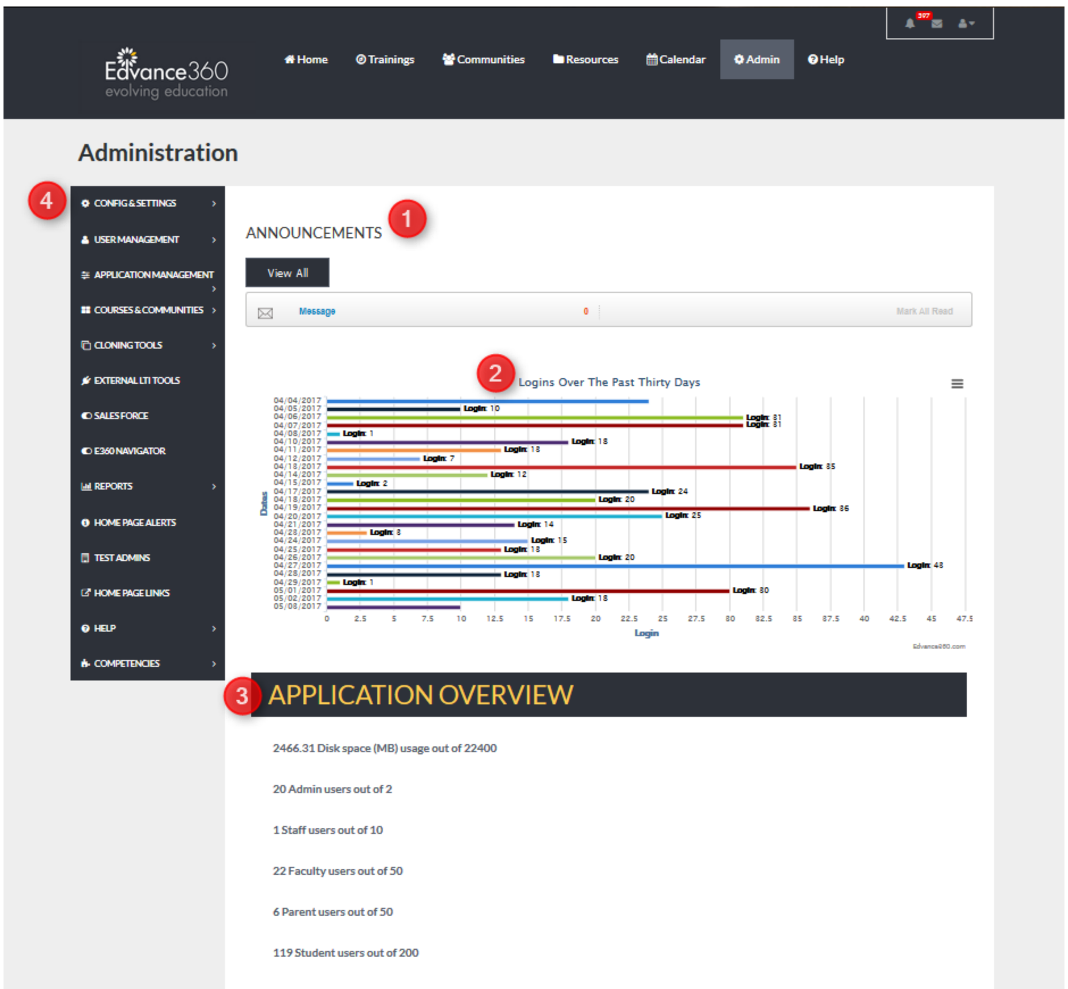
Edvance360 LMS-SN

CONTENTS

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.

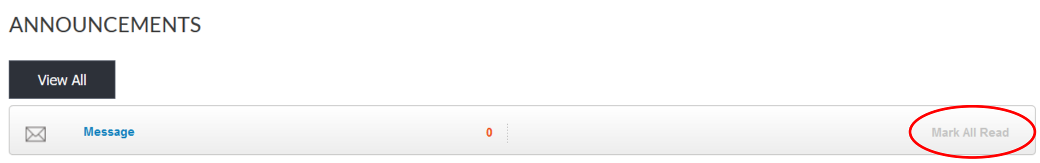


1. **Announcements** created by Edvance360 staff, alerting administrators to Important news and events within Edvance360 will display here. Users will also see any administrative announcements created by their school or organization.
2. Administrators may view the number of logins by all Users for the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

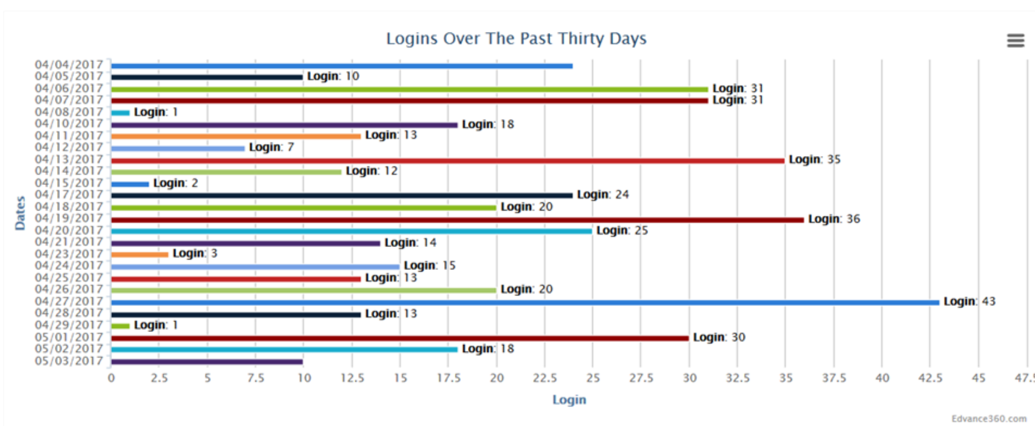
ANNOUNCEMENTS

Announcements: The Administration Homepage displays announcements created by Edvance360 staff, alerting administrators to Import ant 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.



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.

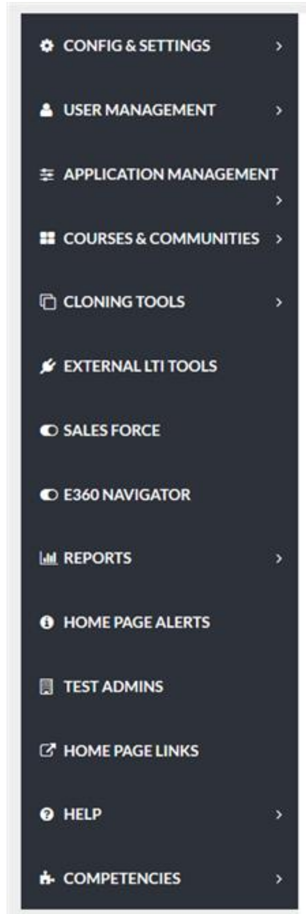


APPLICATION OVERVIEW

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)

NAVIGATION PANEL

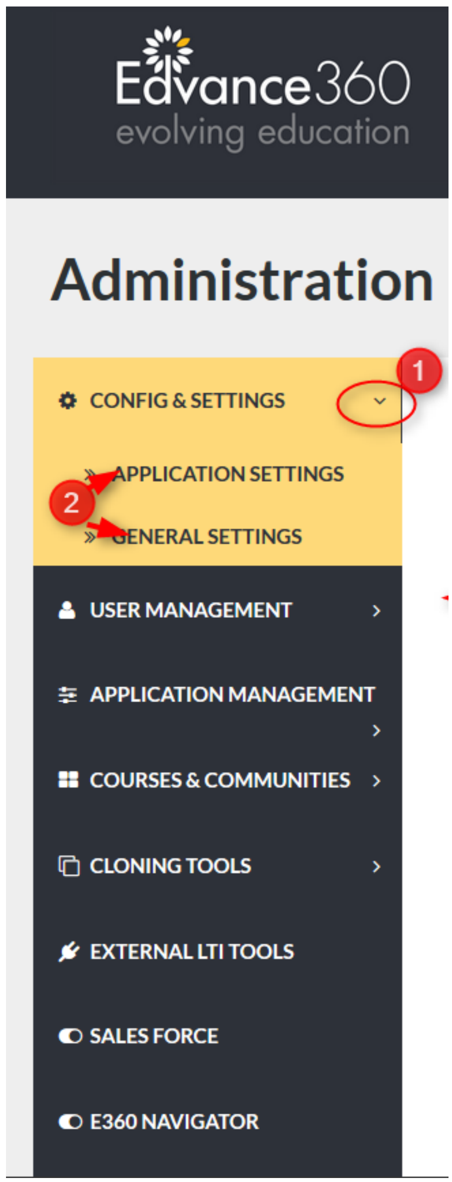
The Navigation Panel is where Admin Users may access all the tools and features needed to maintain their Edvance360 platform including; configuration and settings, User Management, Application Management , Courses & Communities, Cloning Tools, External LTI Tools, E360 Navigator, Reports, Homepage Alerts,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


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

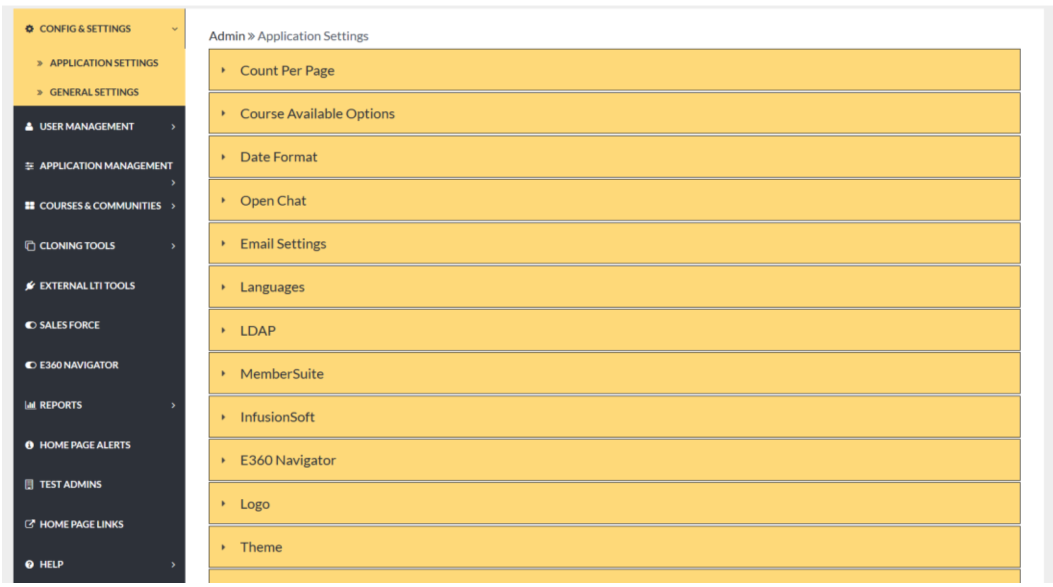
2. Click Application Settings or General Settings to display all options.

APPLICATION SETTINGS

The Application Settings tab houses setting options that manage the functions of many of the E360 tools and features.

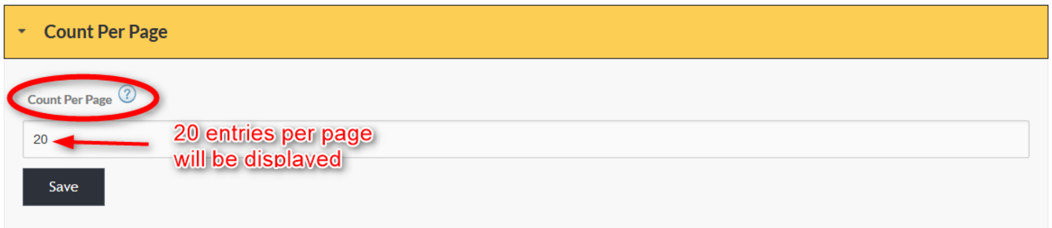
To reach the Application Settings tab: (Admin > Config & Settings > Application Settings)

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

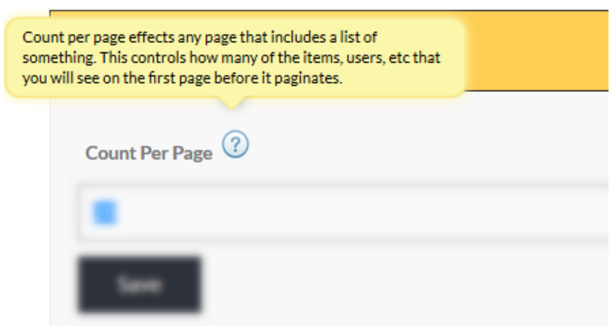


COUNT PER PAGE

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.

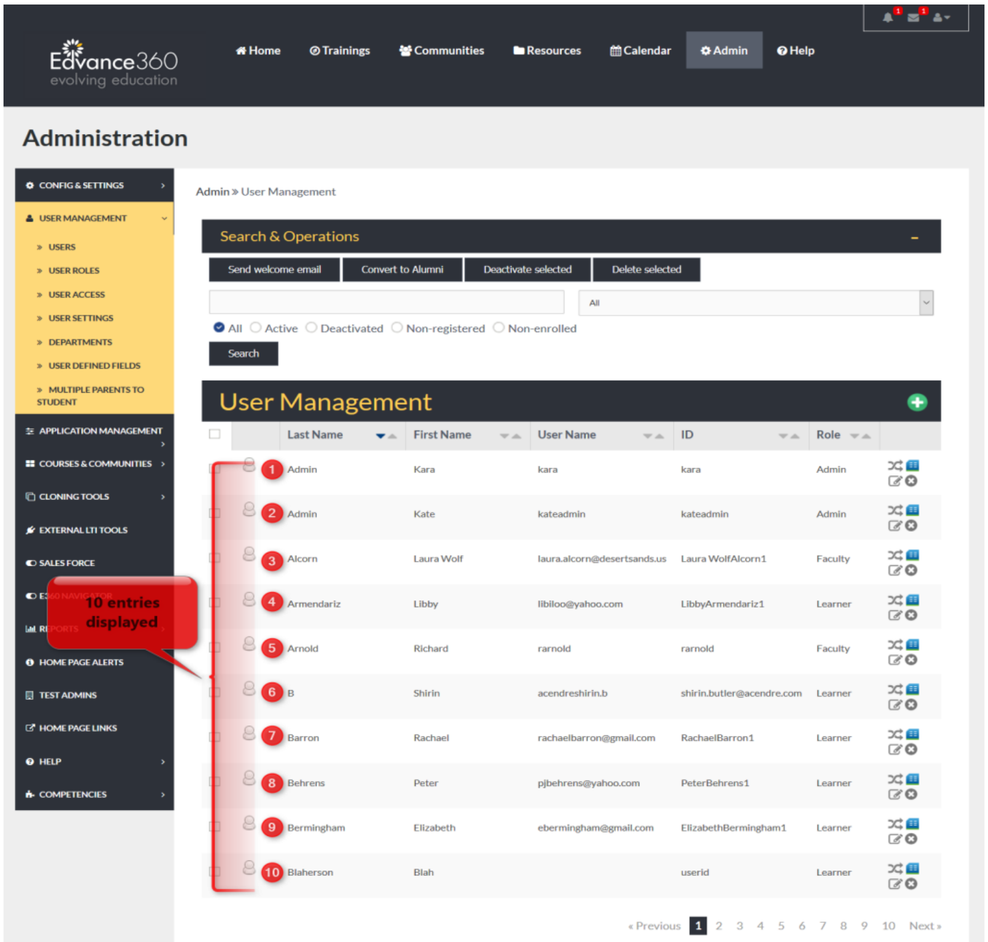


Note: To review Important information about this tool, hover over the question mark shown below.



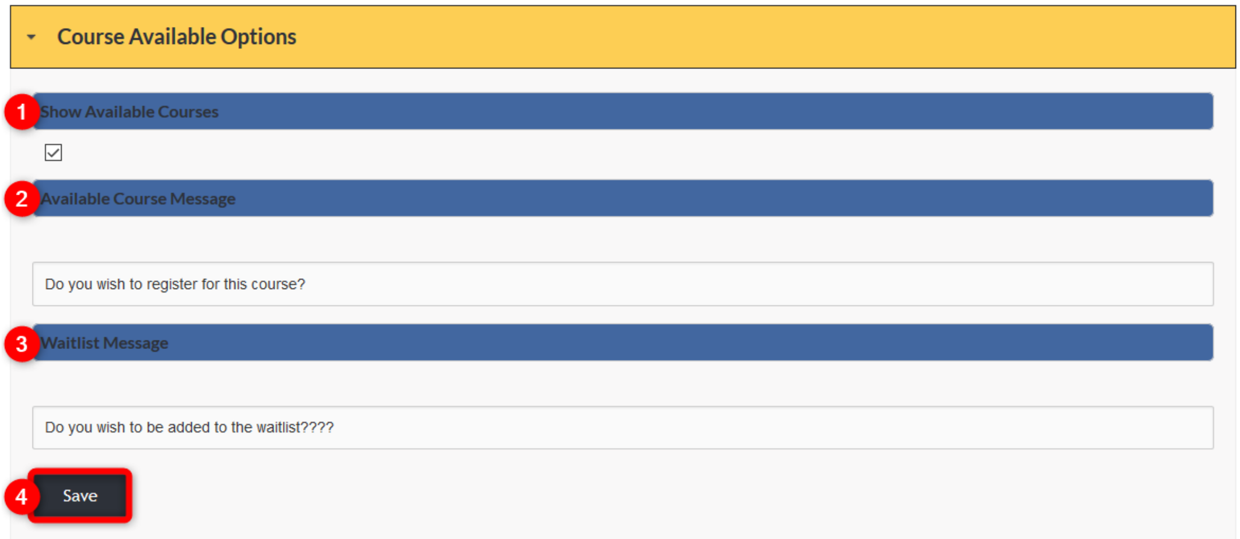
EXAMPLE

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



COURSE AVAILABLE OPTIONS

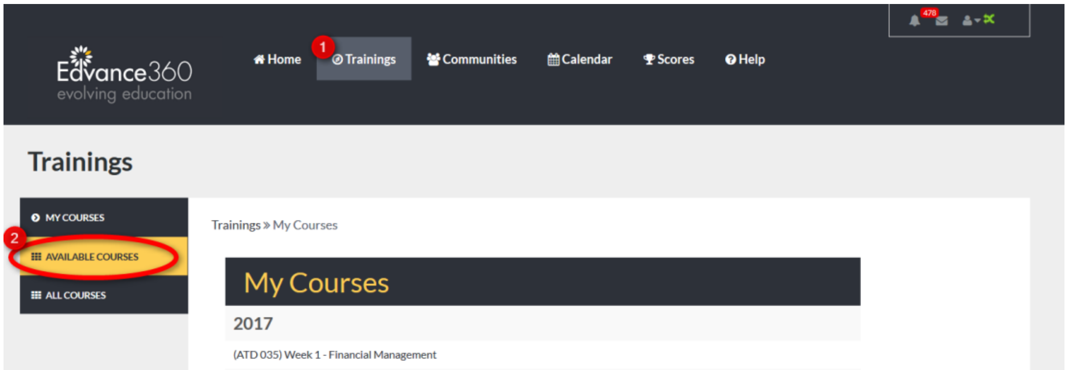
The Course Available Options tool adds the option for learners to view courses that are currently available from the Training Tab. If you do not wish for available courses to be visible to learners deselect the box below the blue Show Available Courses heading.



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)

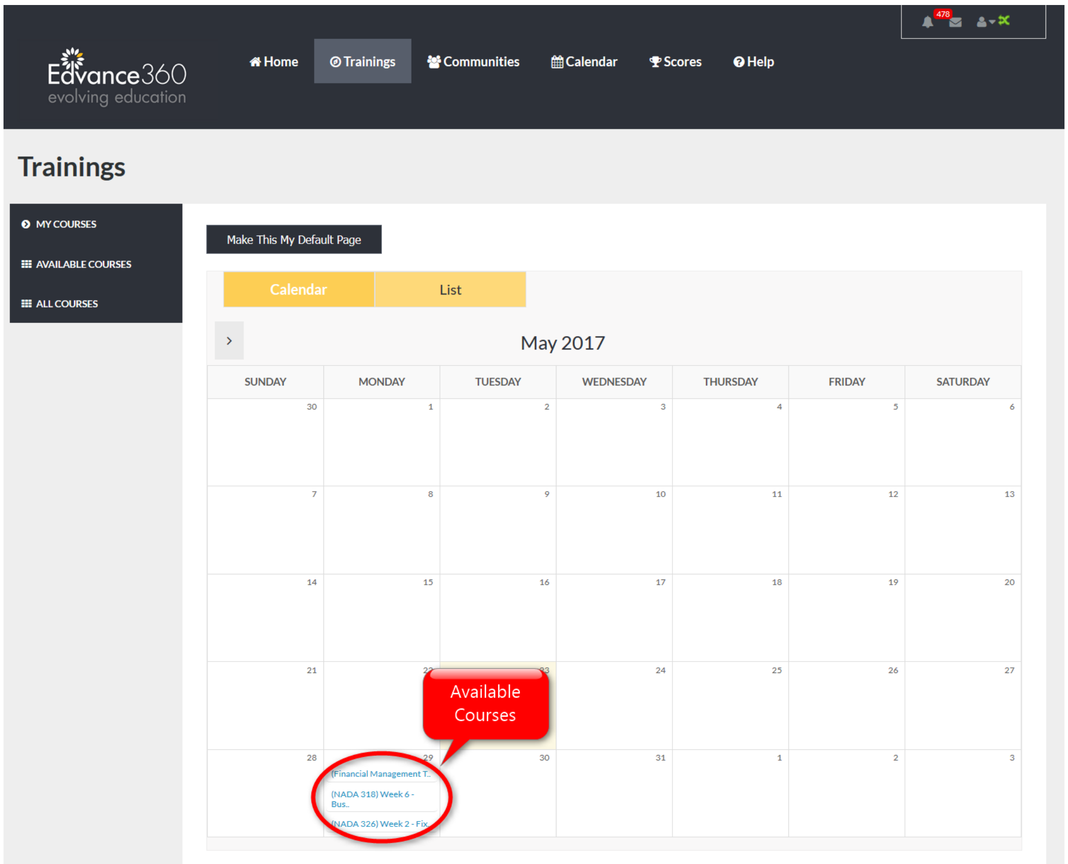
When "show available courses" is selected from the Admin tab, learners are given the option to view these courses using the following steps:



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

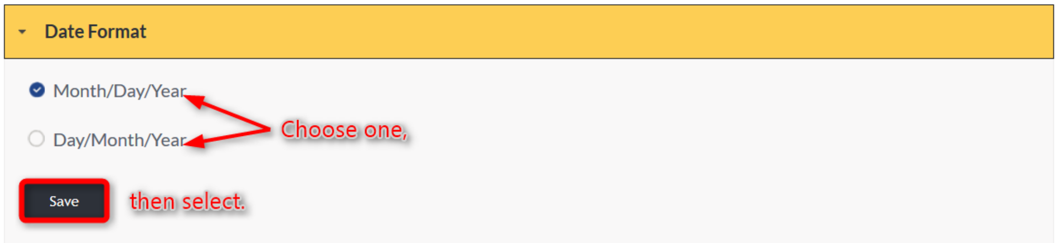
http://edvance360.com/images/fileupload/Filename/128/how_to_use_self_registration_admin___quickstart_guide.pdf

VIDEO TUTORIAL: SELF REGISTRATION FEATURE

https://youtu.be/GKHKQuPdlH8

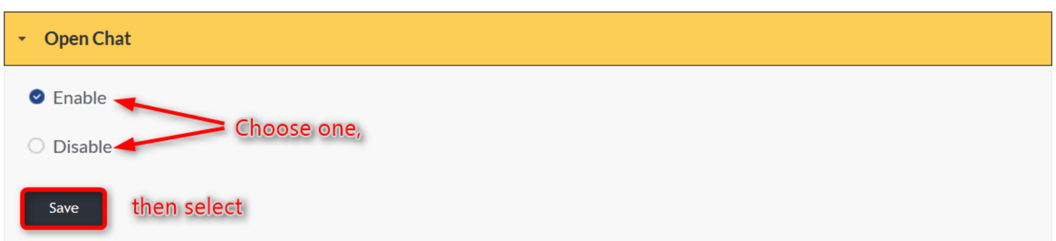
DATE FORMAT

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.



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.



EDVANCE360 API

Edvance360 API

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

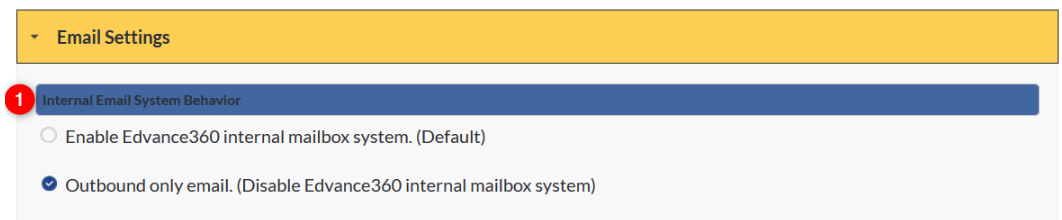
@ Get API Key and Secret: Click here to receive Key and Secret

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

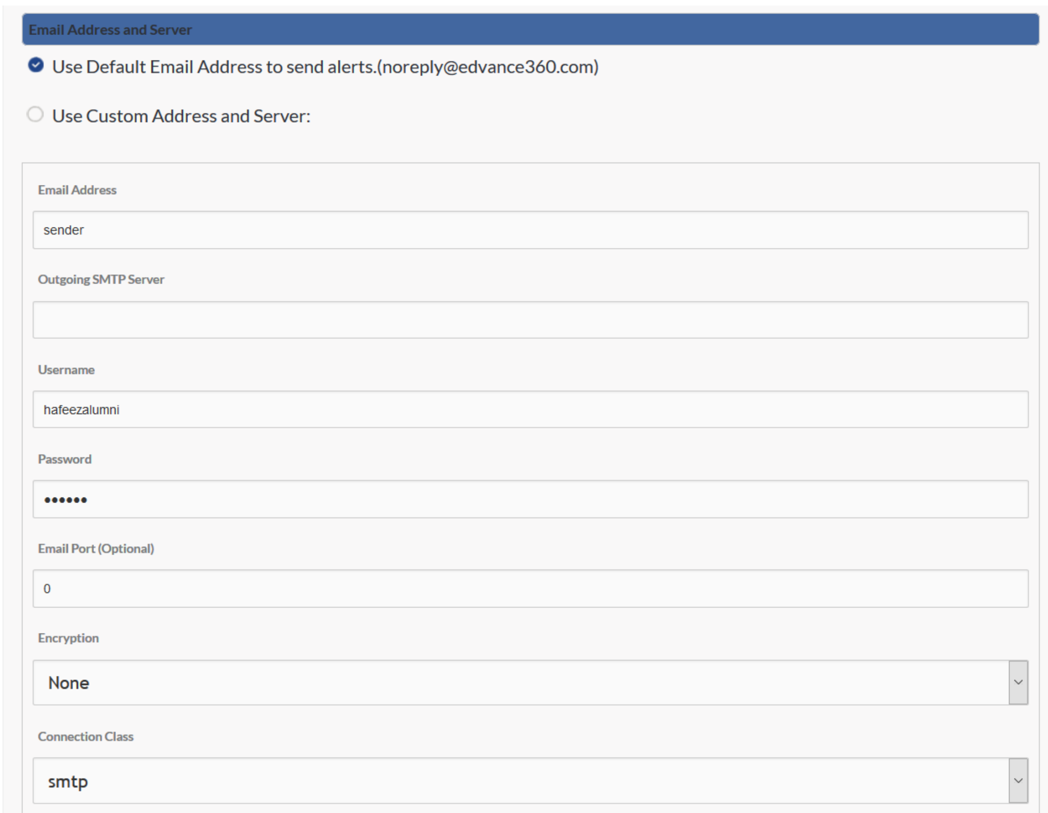
Your first task when setting up your Edvance360 email system is determining how your system will function. Your Edvance360 platform's default system setting is with the internal email capability activated. To activate the internal email system, allowing Users to compose, send/receive, and manage email 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

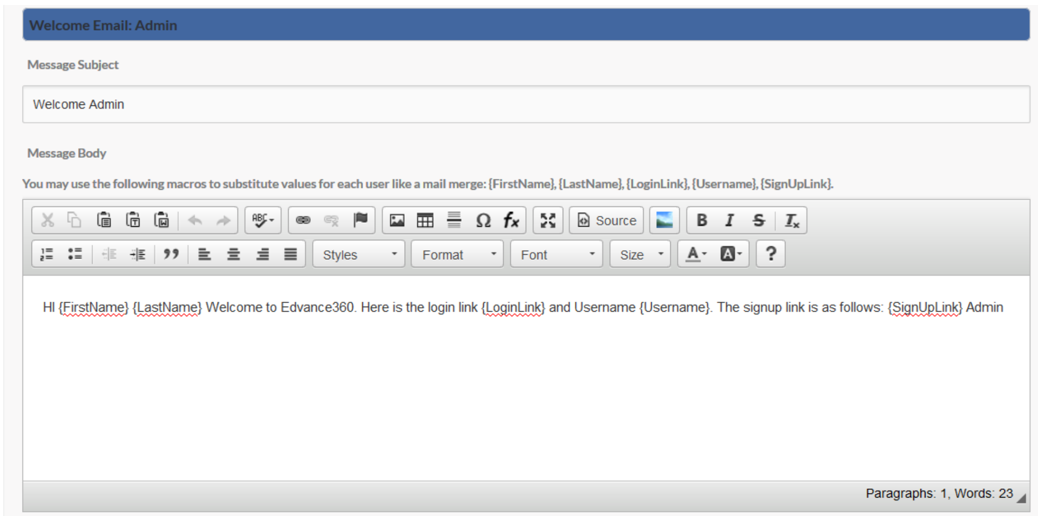
Admin Users will need to decide if automated emails will be sent using the default email address (noreply@edvance360.com) or a custom email address and server. To make the selection, Admin Users will check mark the desired option. If a custom address and server are chosen, the needed information should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



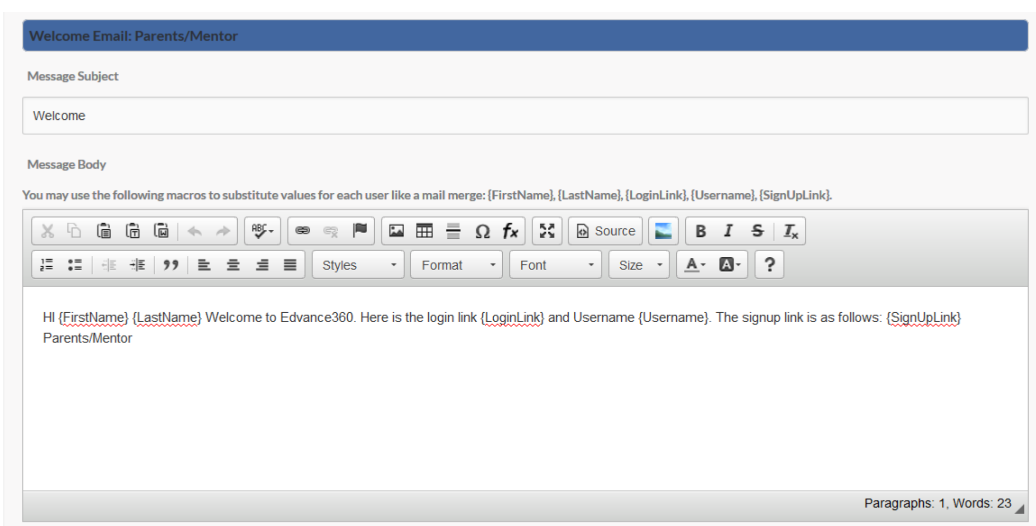
WELCOME EMAIL: ADMIN

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.



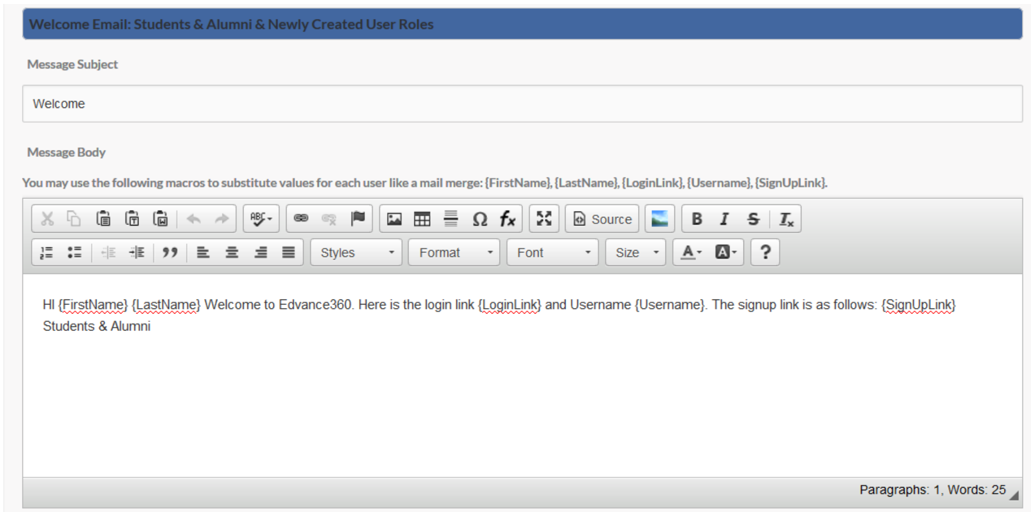
WELCOME EMAIL: PARENT/MENTOR

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.



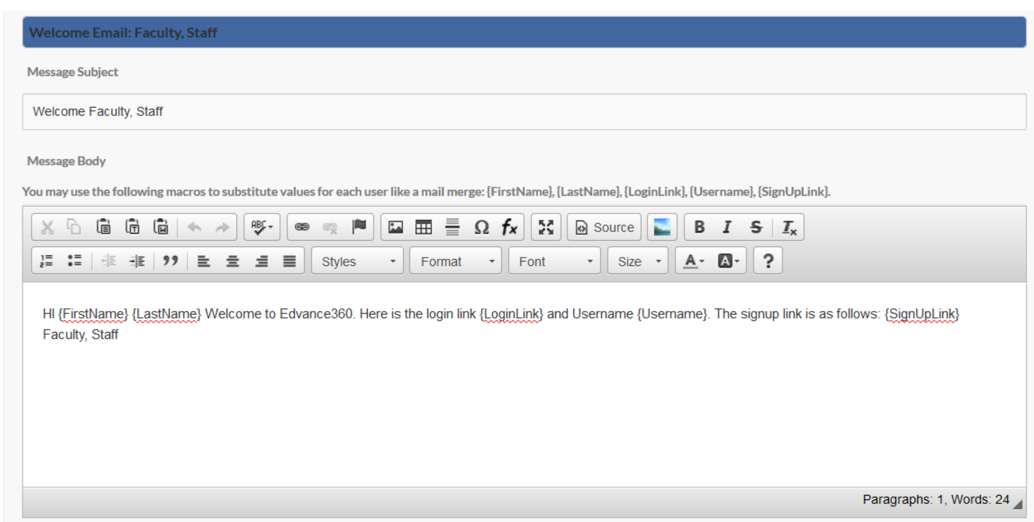
WELCOME EMAIL: STUDENTS & ALUMNI & NEWLY CREATED USER ROLES

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.



WELCOME EMAIL: FACULTY & STAFF

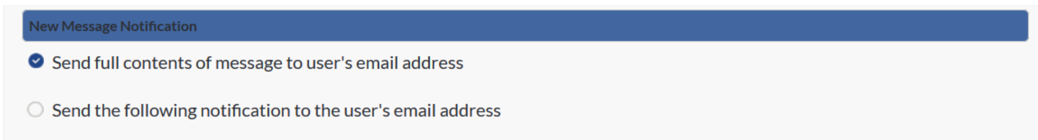
Automated Welcome Emails sent from your Edvance360 platform can be customized by user type. To create a unique welcome email for the user type, complete the Message Subject and Body. This subject and body will be sent each time the user type is sent a welcome email.



SENDING AN EMAIL OUTSIDE OF THE EDVANCE360 PLATFORM

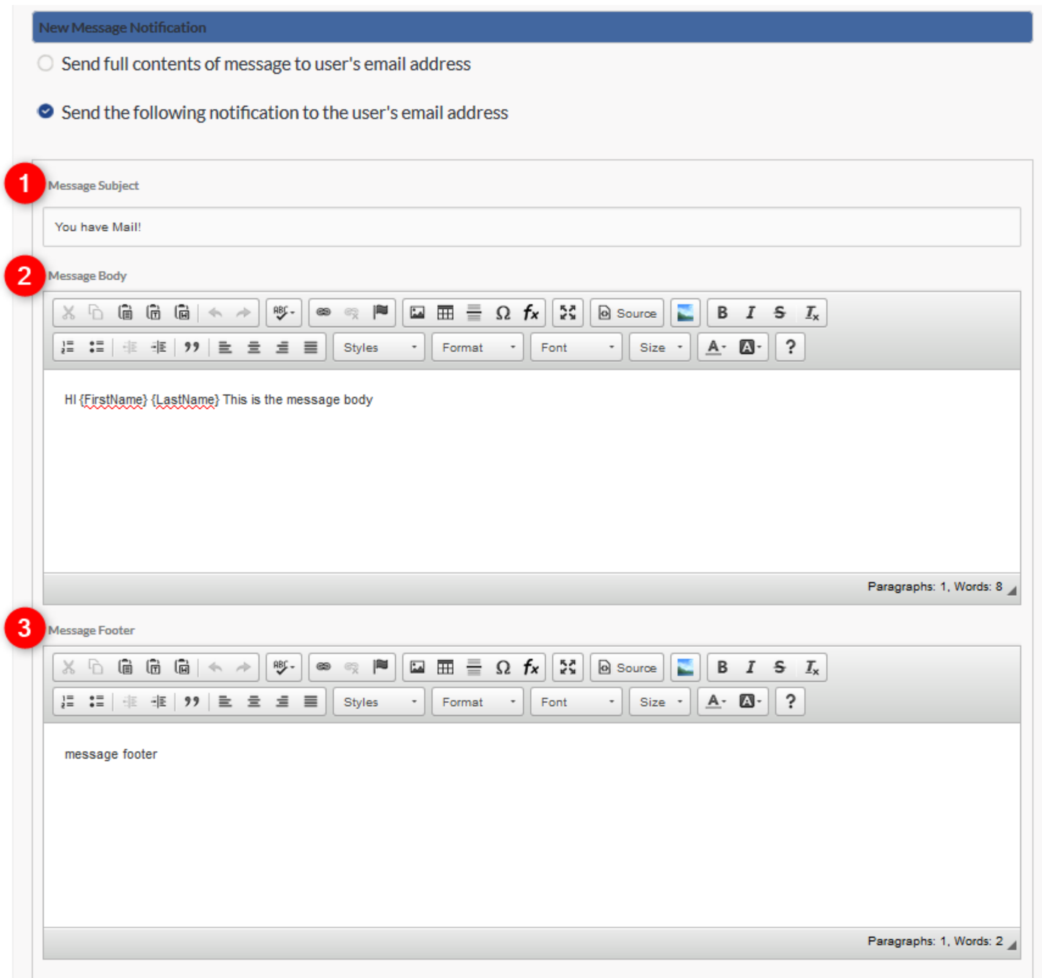
A new message notification, signals to Users that there is a new email from their Edvance360 account. Admins may select how Users receive this notification and what information is visible.

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.



SENDING AN ABBREVIATED MESSAGE

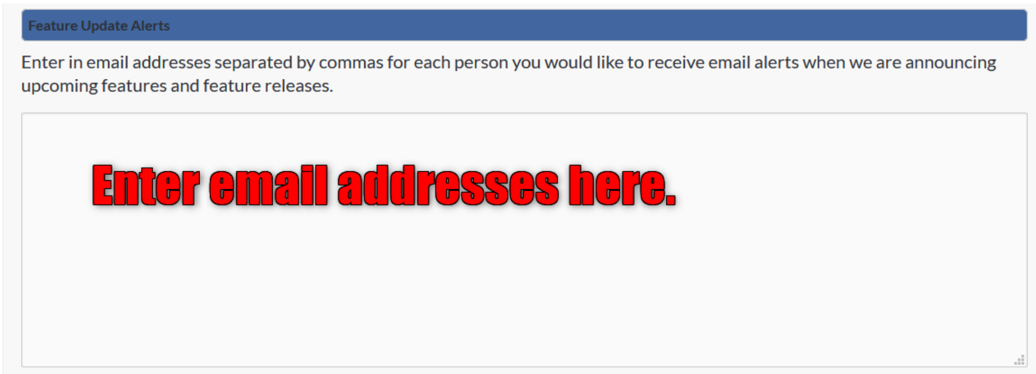
Admin Users may prefer that Users log in to the Edvance360 platform to read their e360 email. When *"send the following notification"* is selected, Users will receive a notice, but will need to log in to the e360 platform to read the entire contents of the original email. To configure the notice received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



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?

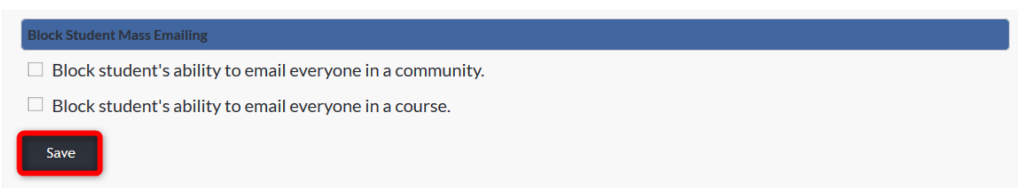
Periodically, the team at Edvance360 will send out notifications to designated Users. Please list the email addresses in the text box of the parties chosen to receive these emails. **Note:** Commas should separate each address.



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).

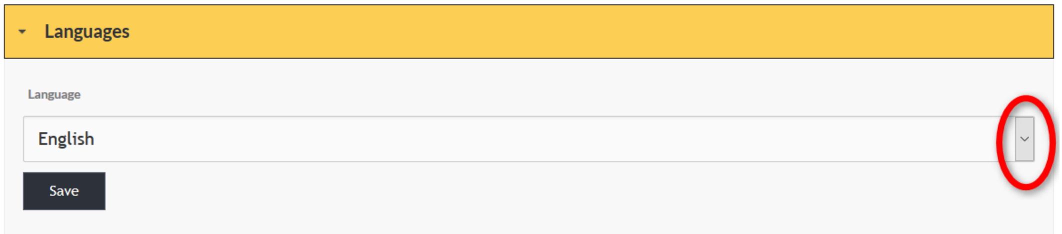
Remember to select SAVE to apply all changes to the platform.



LANGUAGES

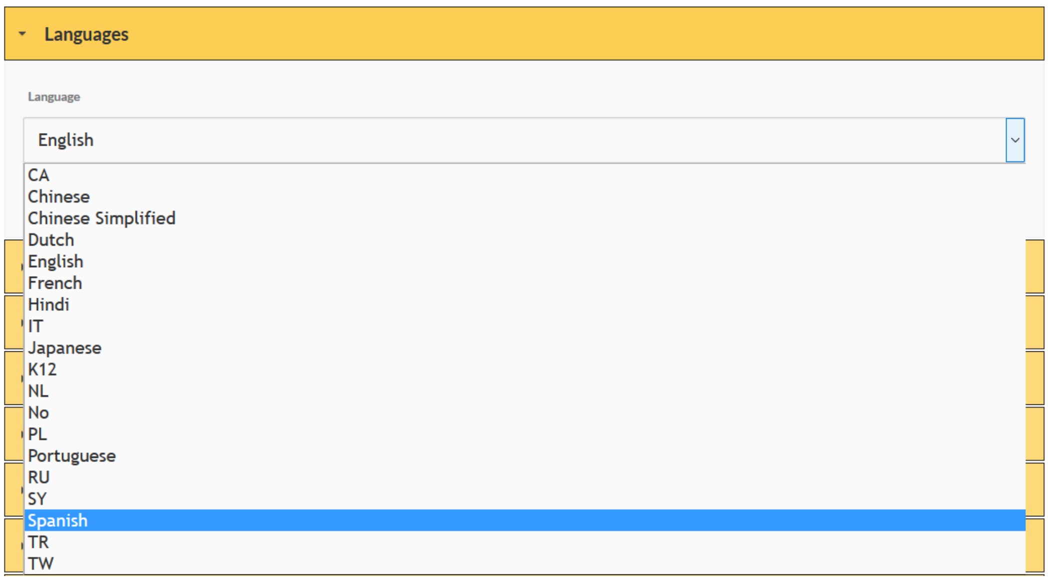
Edvance360 offers dozens of Languages to choose from. Changing the language here will change the language across your e360 platform. This will not translate your course content, but the language housed within the platform (e.g. menus, names of tools and features, directions, messages created within the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

To change the language across the platform, select the arrow to reveal the dropdown of Languages.



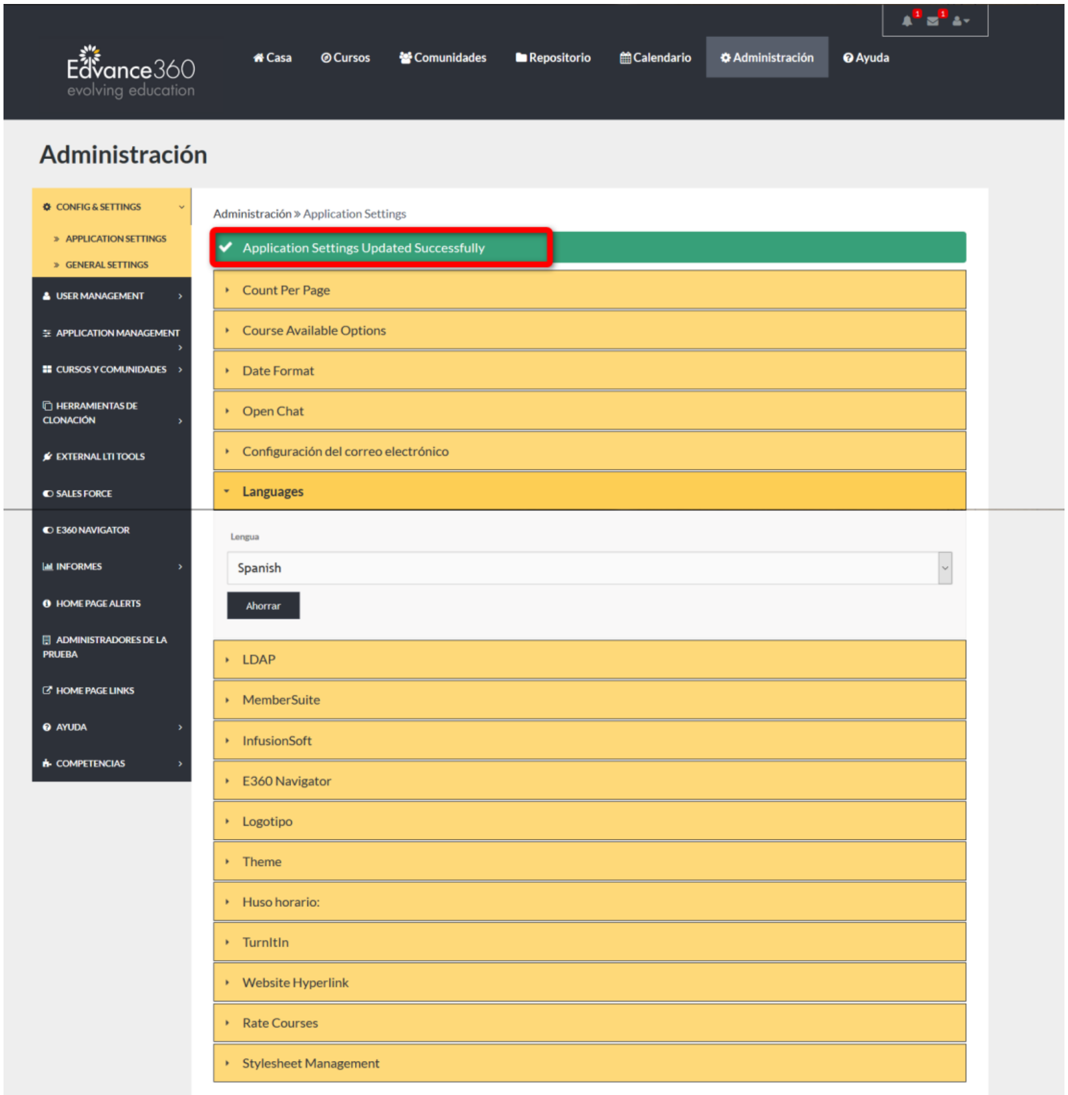
SELECT DESIRED LANGUAGE

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



SUCCESSFUL SAVE

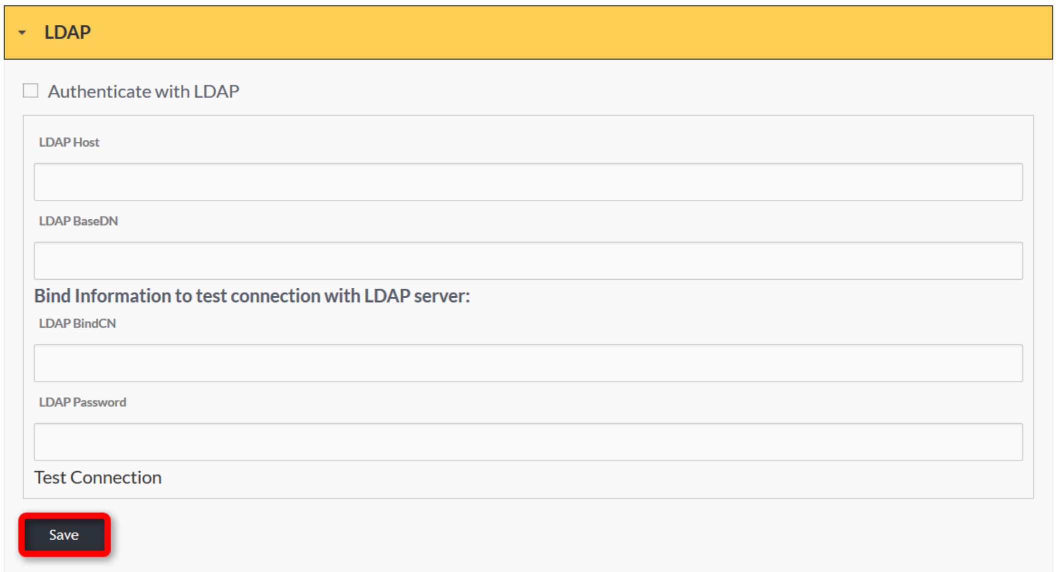
Once saved, if successful, the message "Application Settings Updated Successfully" will appear at the top of the page. The selected language will apply across the application.



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.



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.

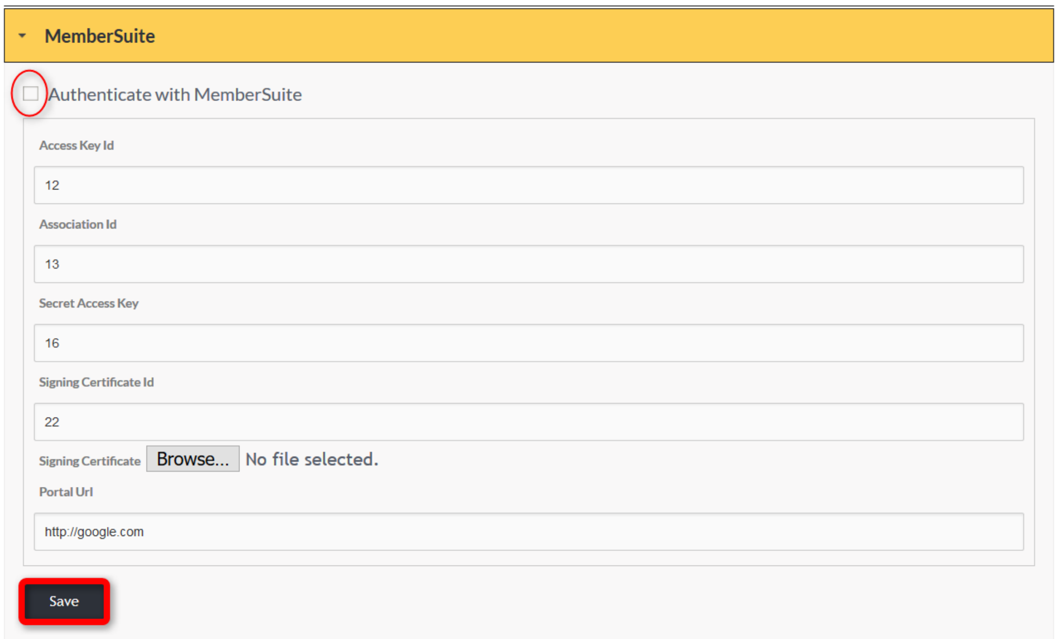
To enable welcome emails to be sent automatically when a user has been added to Infusionsoft, check mark the box marked *Send Welcome Email*.

Remember to select the SAVE button to apply changes.

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.

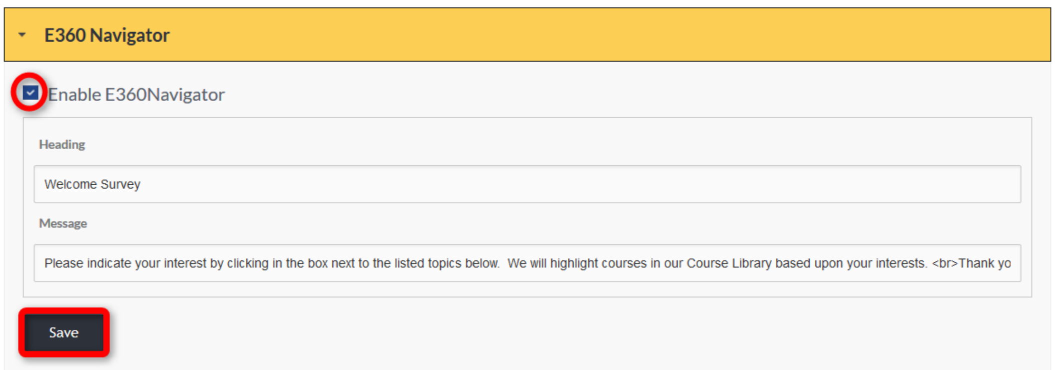


E360 NAVIGATOR

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.

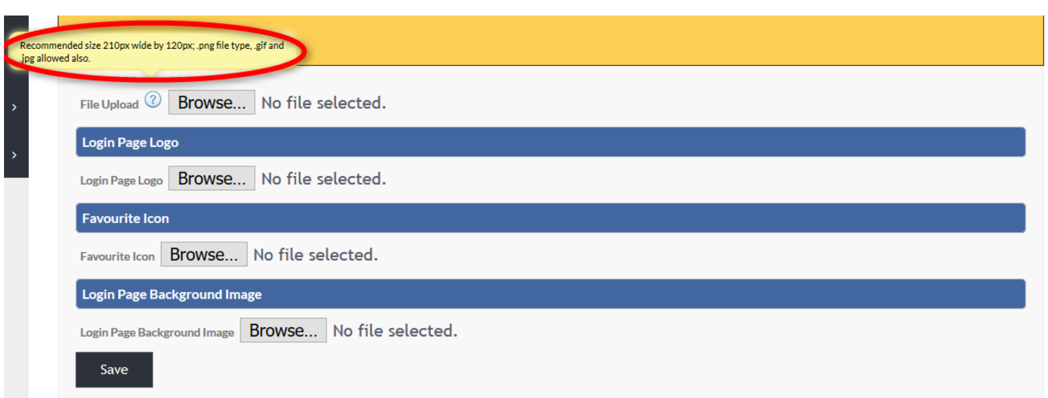
To enable the E360 Navigator, highlight the box marked "Enable E360 Navigator." Enter the heading and message that will appear for Users. Remember to select the SAVE button to apply changes.

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.



LOGO

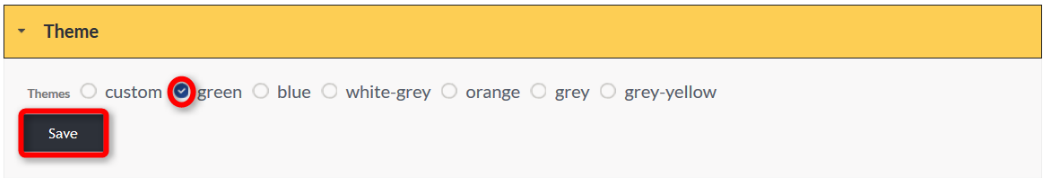
The information box under the Logo tab gives the recommend image size and file type.



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.

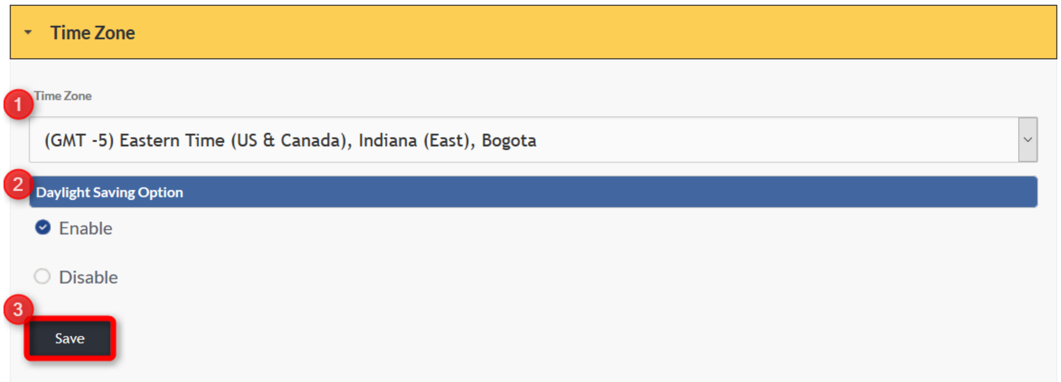


EXAMPLE

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

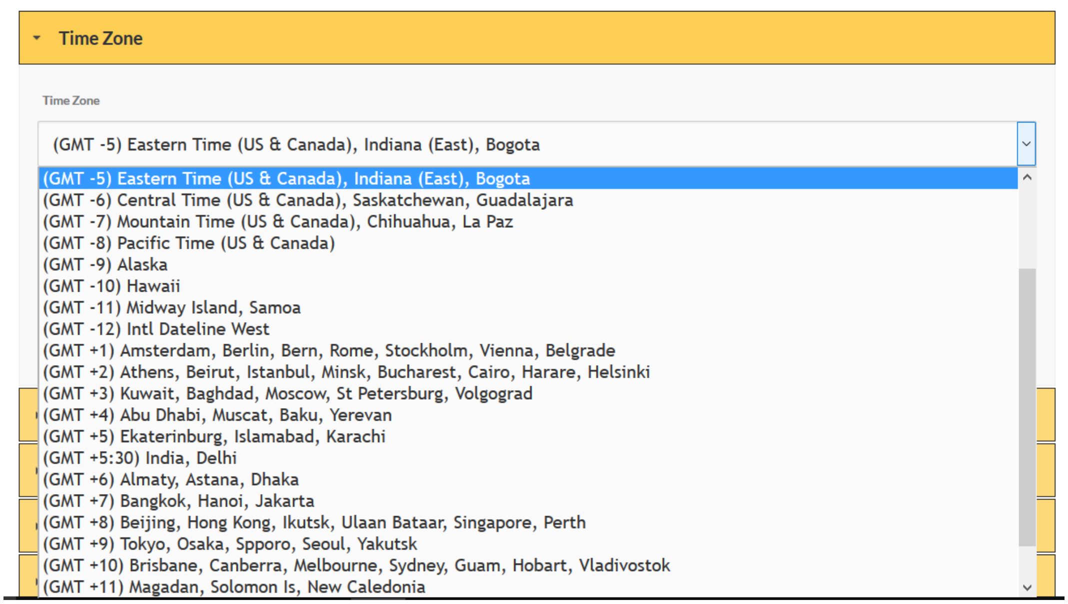
TIME ZONE

To set the Time Zone used within the platform:



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

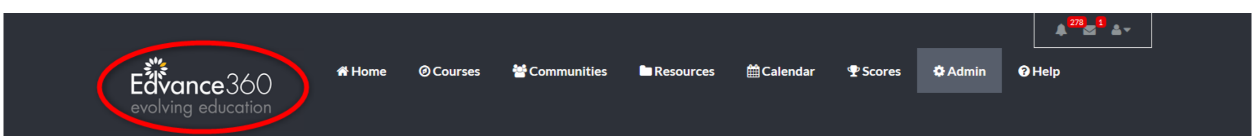


TURNITIN

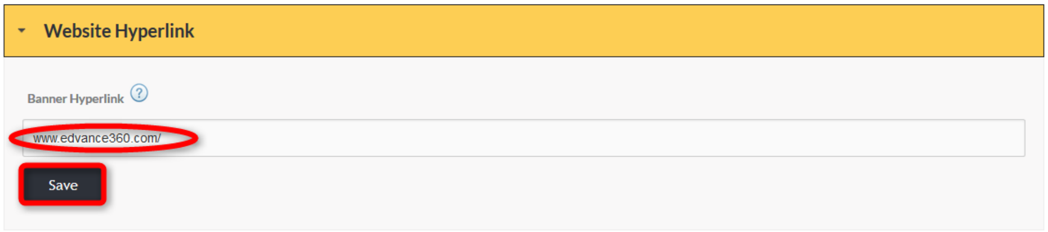
TurnItIn is an Internet-based plagiarism-detection service. If you have a TurnItIn account and desire to enable it within your platform, check mark *ON*. Then compose the needed information in the proper spaces provided. To test your connection, click the *Test* TurnItIn link. Remember to select the 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 instuctors 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)

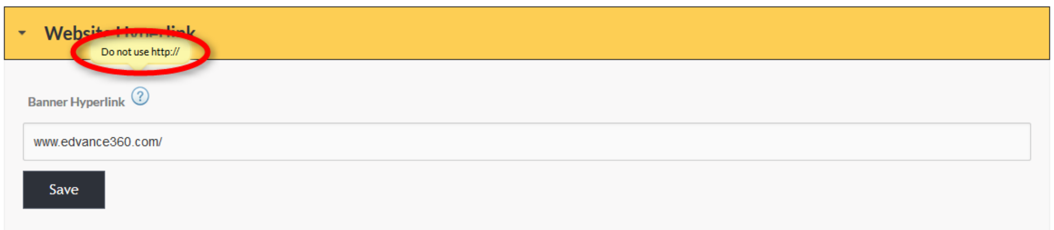


To hyperlink the Logo in the platform banner, input the desired URL in to the textbox. Remember to select the SAVE button to apply changes.



INFO BOX

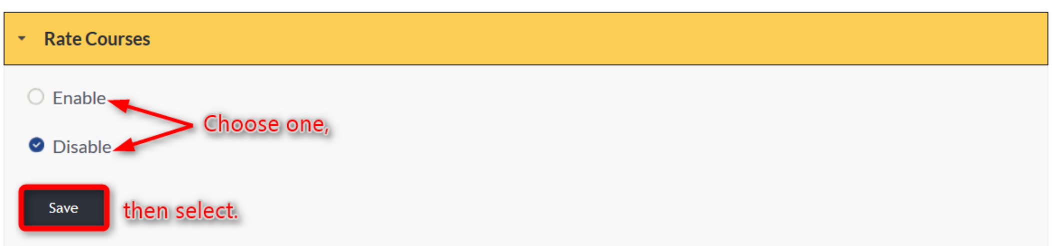
The information bubble lets you know that http:// is not needed when adding the URL.



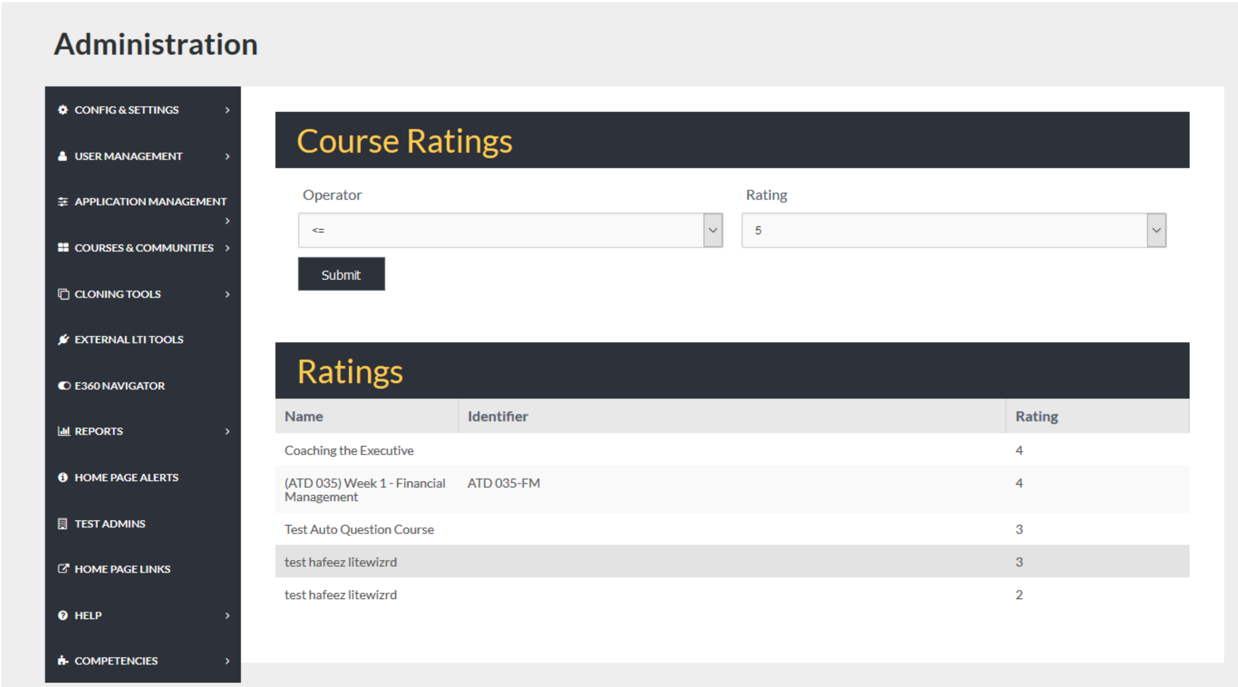
RATE COURSES

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.



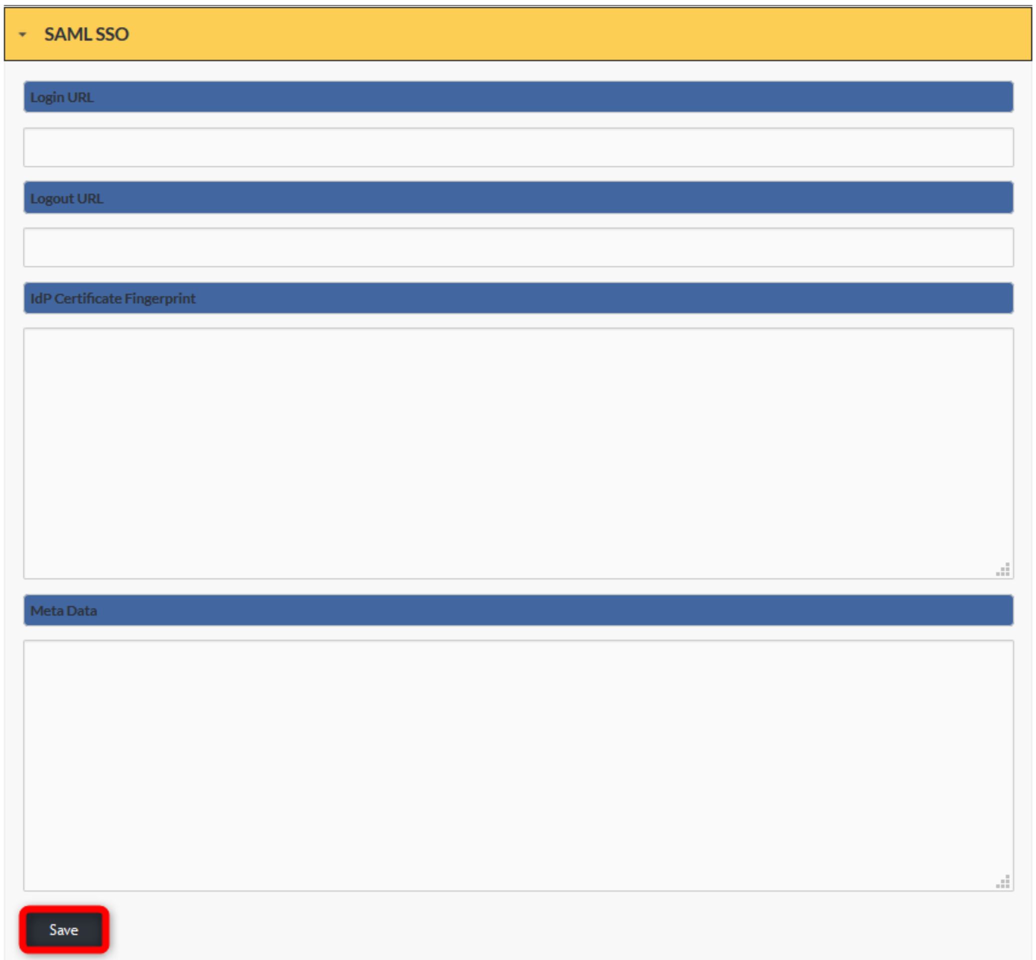
Note: Ratings results are not viewed by students, but admin may pull a report by going to *Admin>Reports>*Course Ratings. *(See image below)*


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
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

SAML SSO

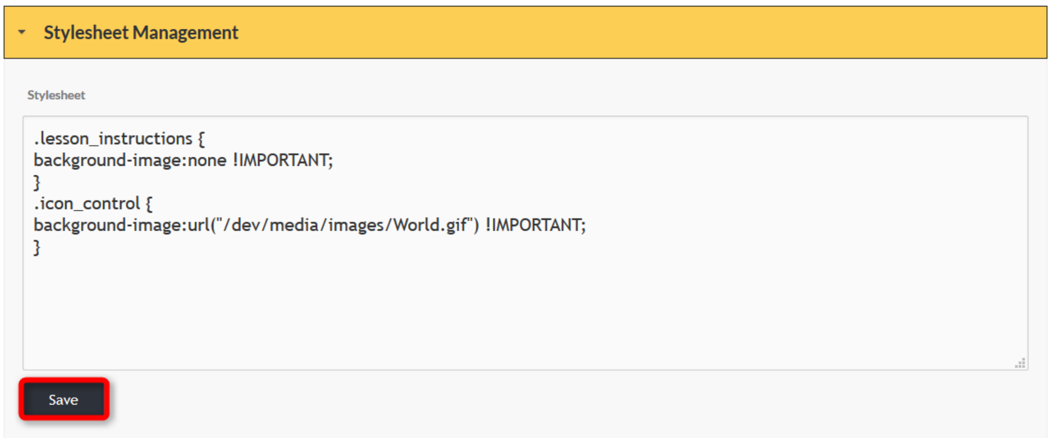
SAML SSO: Security Assertion Markup Language (SAML, pronounced sam-el) is an open standard for exchanging authentication and authorization data between parties between an identity provider and a service provider.

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



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.



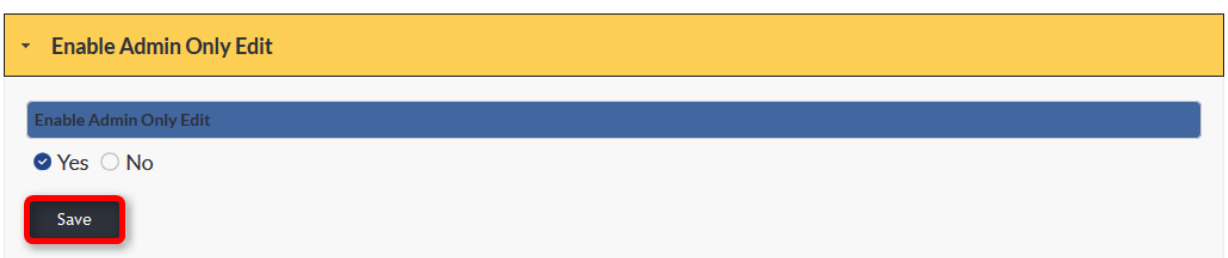
ADMIN ONLY EDIT

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.

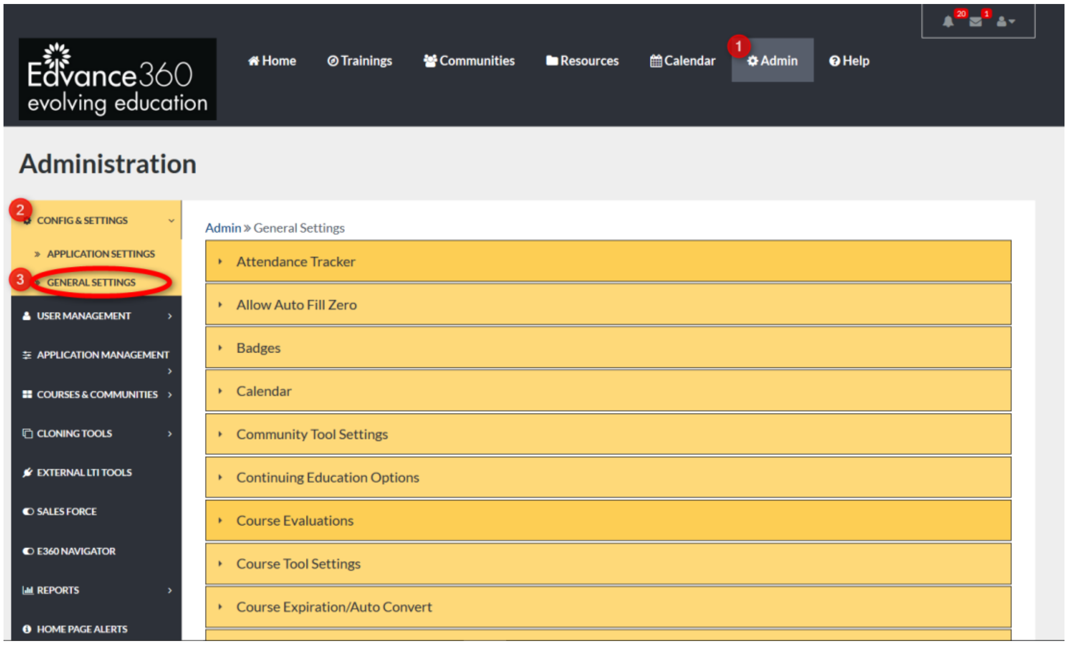
Remember to select the SAVE button to apply changes.



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.

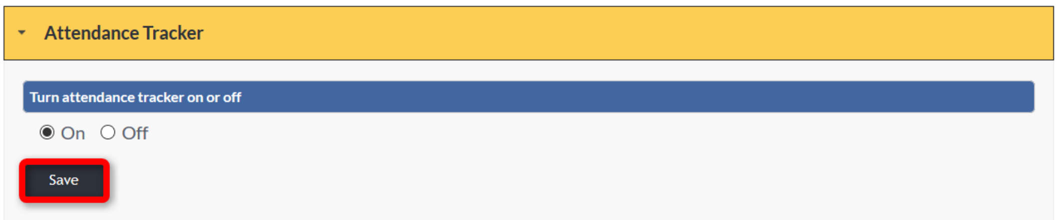
QUICK START GUIDE: HOW TO USE GENERAL SETTINGS

http://edvance360.com/images/fileupload/Filename/123/admin_panel___configuration___settings___general_settings___admin_Users_v8.1.pdf

ATTENDANCE TRACKER

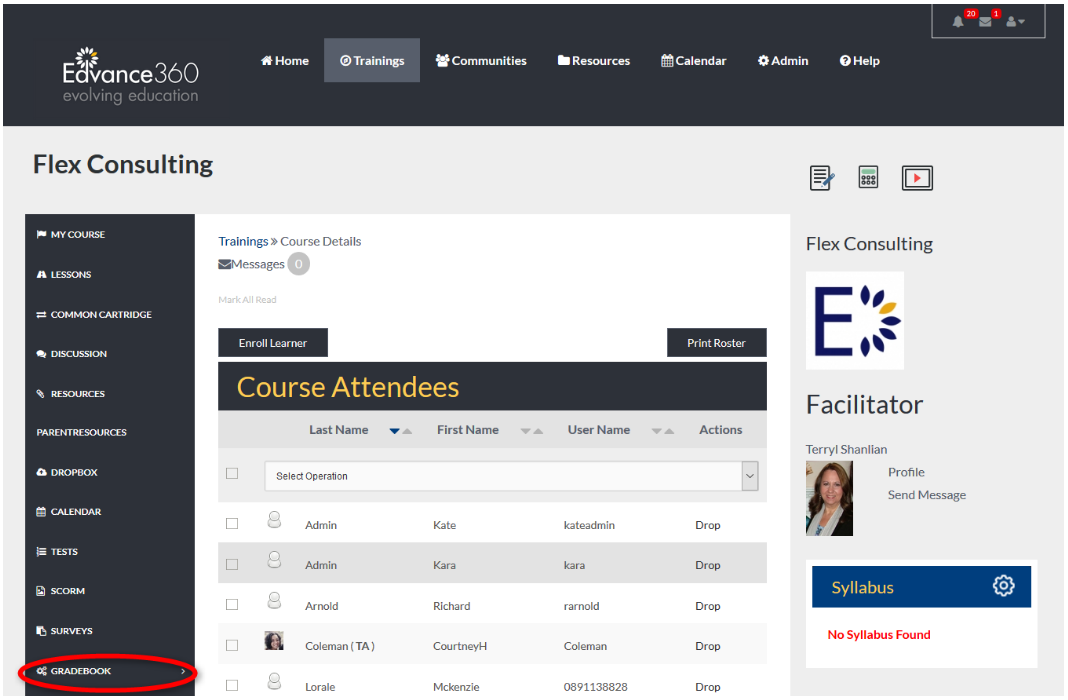
The Attendance Tracker tracks learner's attendance in Courses.

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

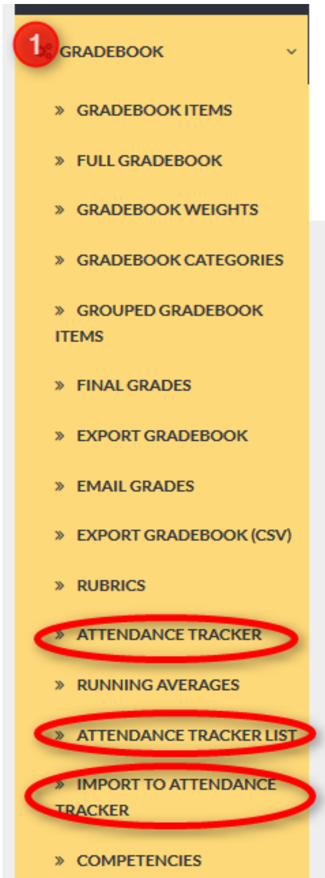


LOCATING THE ATTENDANCE TRACKER.

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)



LOCATING THE ATTENDANCE TRACKER



1. Click the Gradebook Tab on the Course tool panel to reveal the

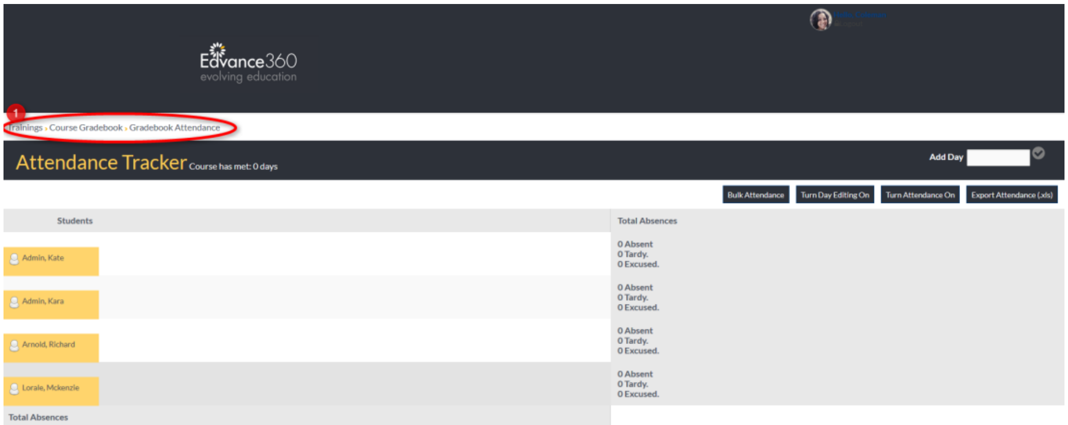
   - Attendance Tracker

   - Attendance Tracker List

   - Import to Attendance Tracker

EXAMPLE

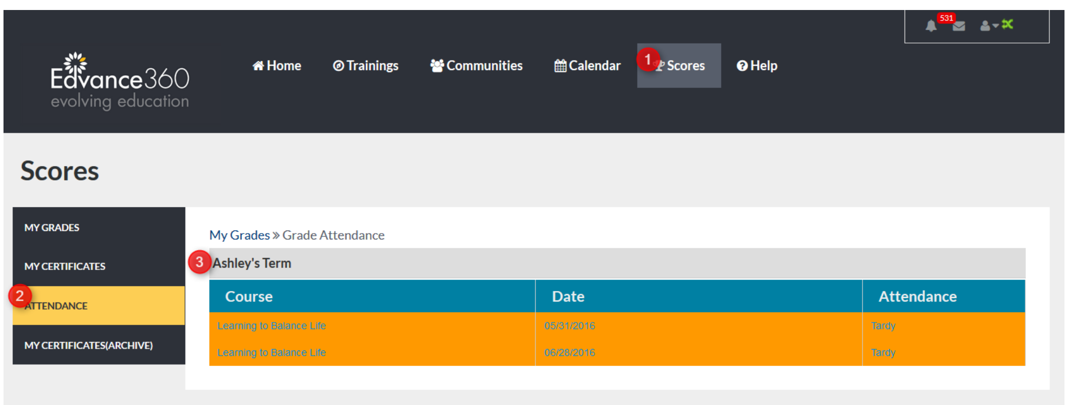
Attendance Tracker: **Facilitator's view**



EXAMPLE

Attendance Tracker: **Learner's view**

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



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

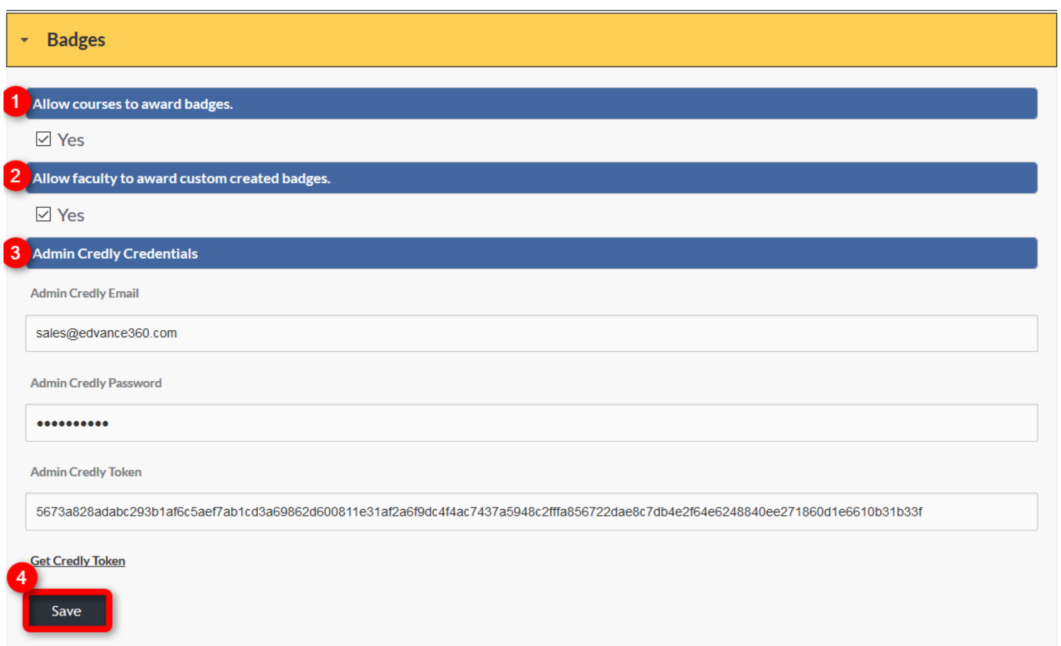
https://edvance360.com/images/fileupload/Filename/108/how_to_setup_attendance_tracker___quickstart_guide.pdf

VIDEO TUTORIAL: HOW TO SET UP ATTENDANCE TRACKER

https://youtu.be/NIepKqt3i_Q

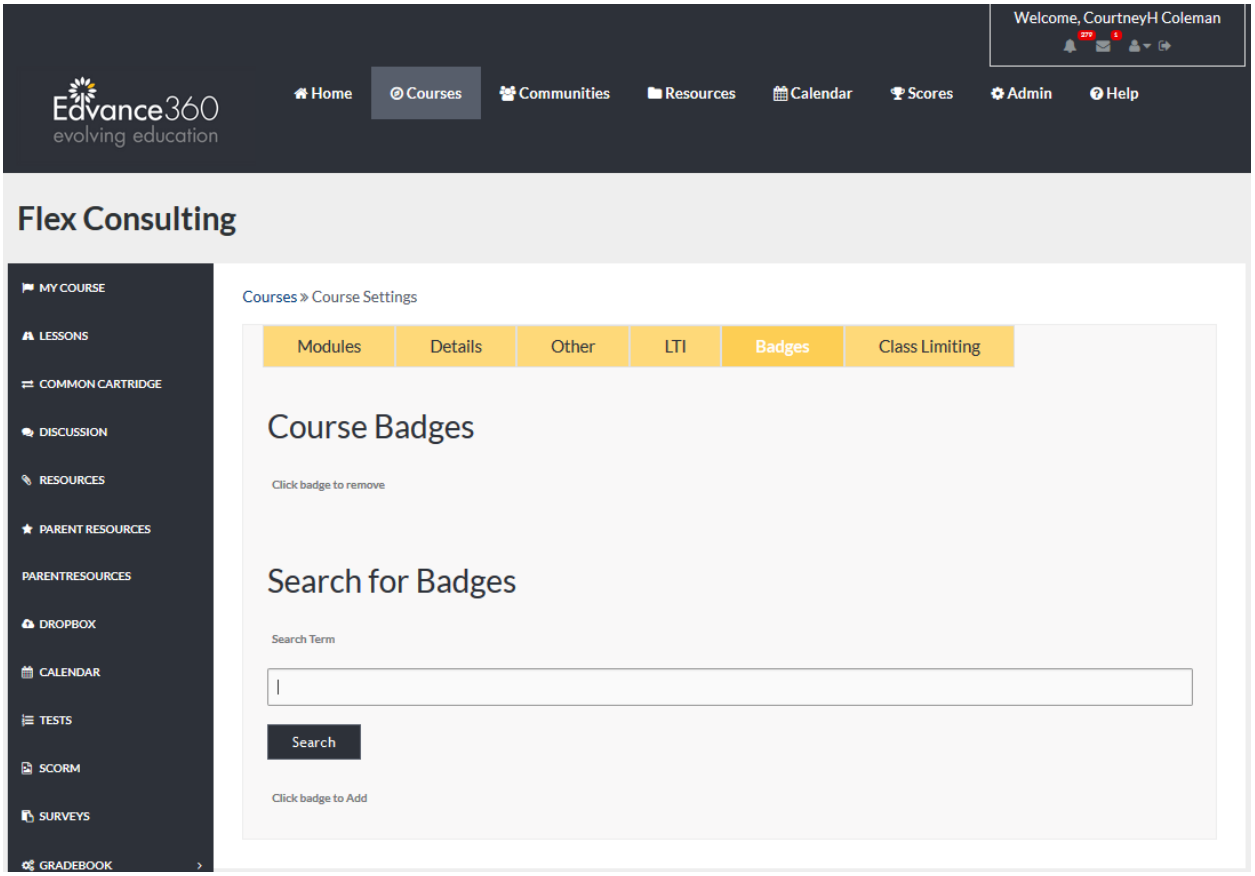
BADGES

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.



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)



QUICKE START GUIDE: HOW TO SETUP BADGES

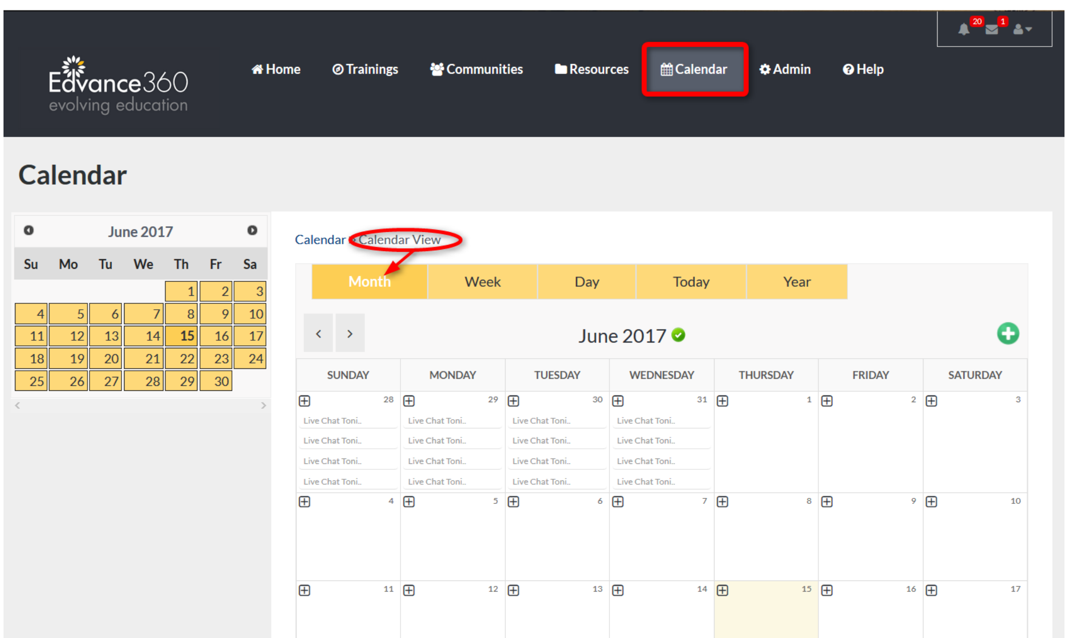
https://edvance360.com/images/fileupload/Filename/97/v8_qsg_how_to_setup_Badges.pdf

CALENDAR

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

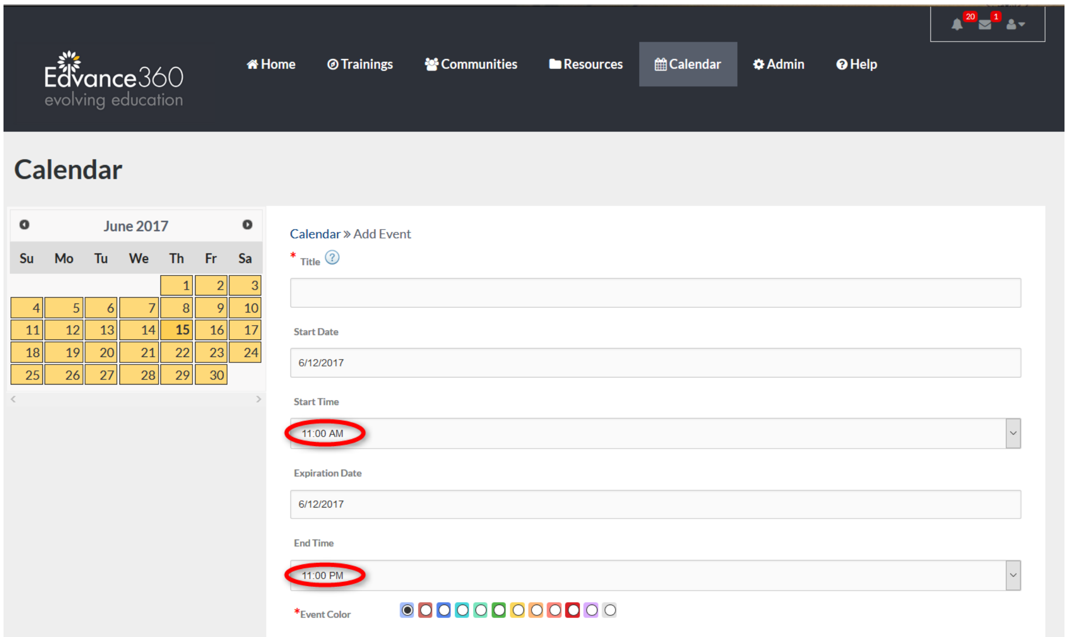
EXAMPLE OF DEFAULT VIEW: MONTH

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.



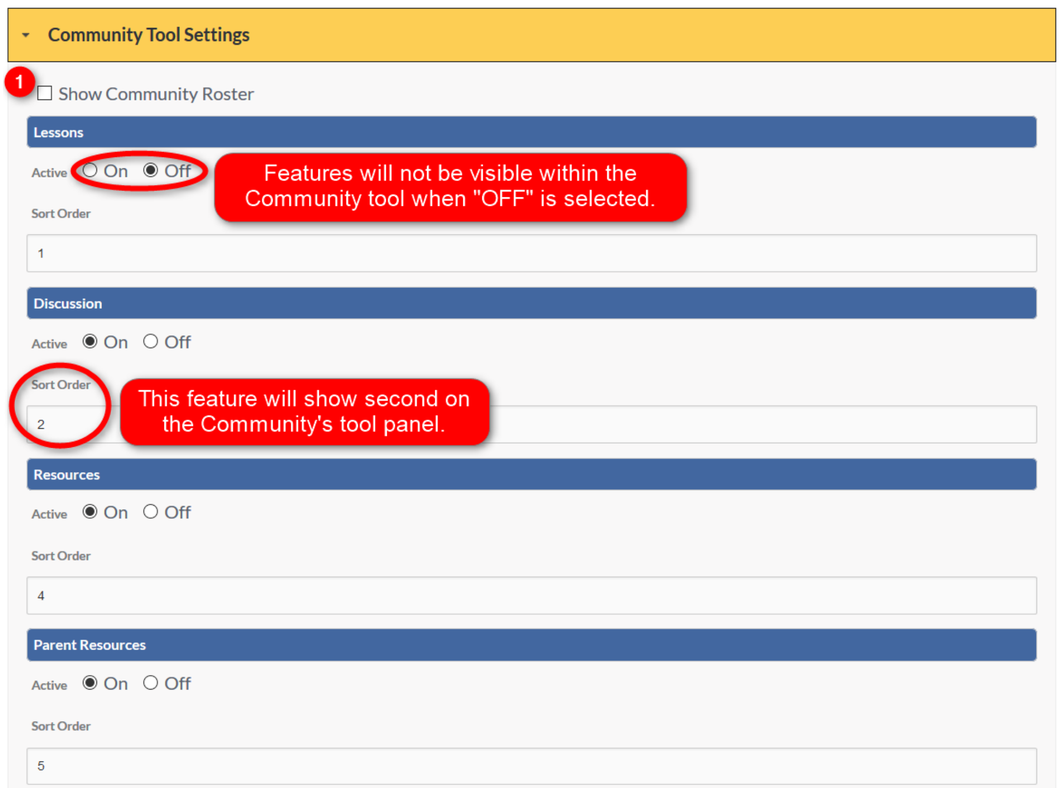
EXAMPLE OF DEFAULT START AND END TIMES

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.



COMMUNITY TOOL SETTINGS

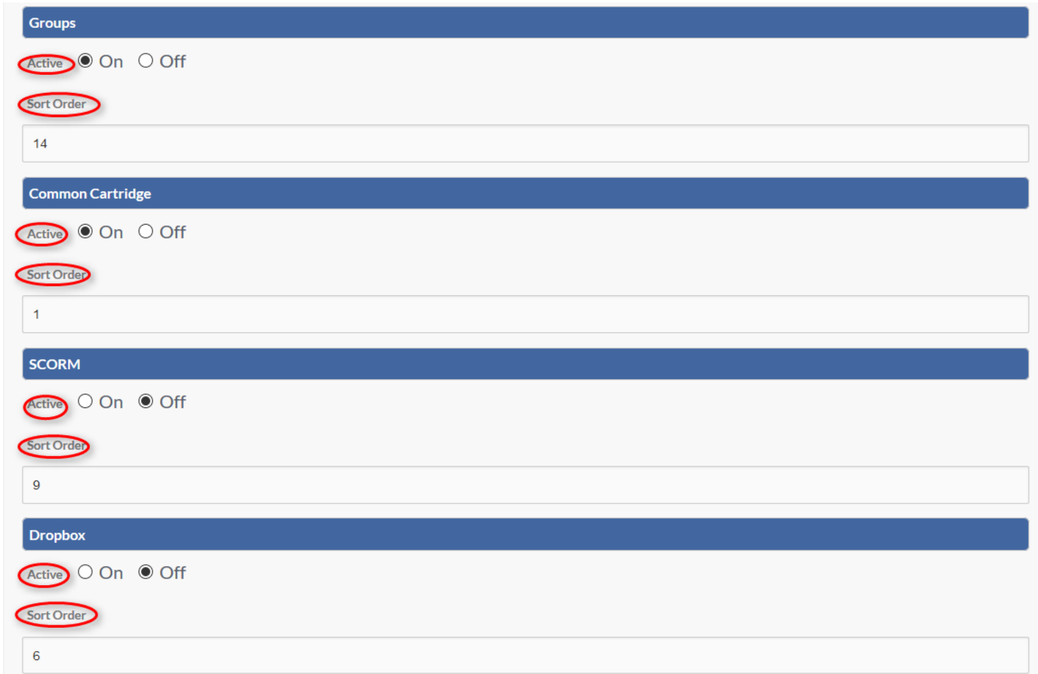
Admin Users may create universal settings within Communities by turning each tool off or on under the Community Tool Settings dropdown. When turned off, these tools will no longer be visible within a community to learners or facilitators. When turned on, facilitators may manage these tools directly from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



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.



SET UP CONTINUED

Set Up Continued:

SET UP COMPLETED

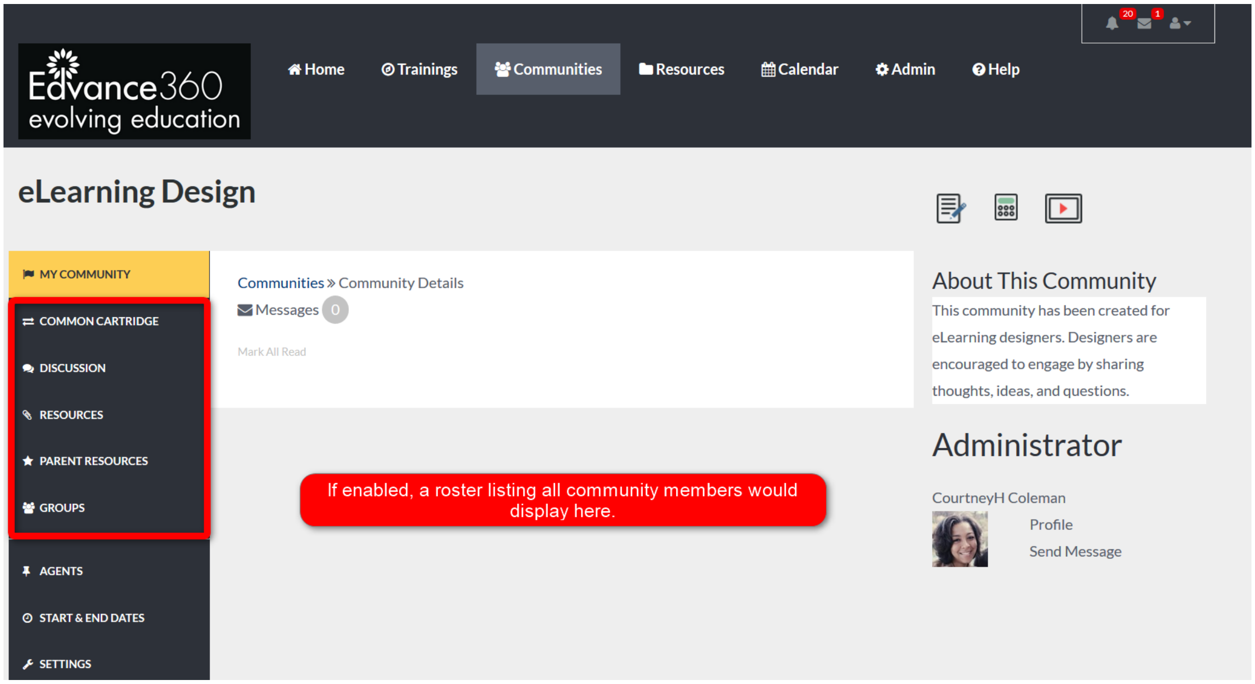
Set Up Completed:

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

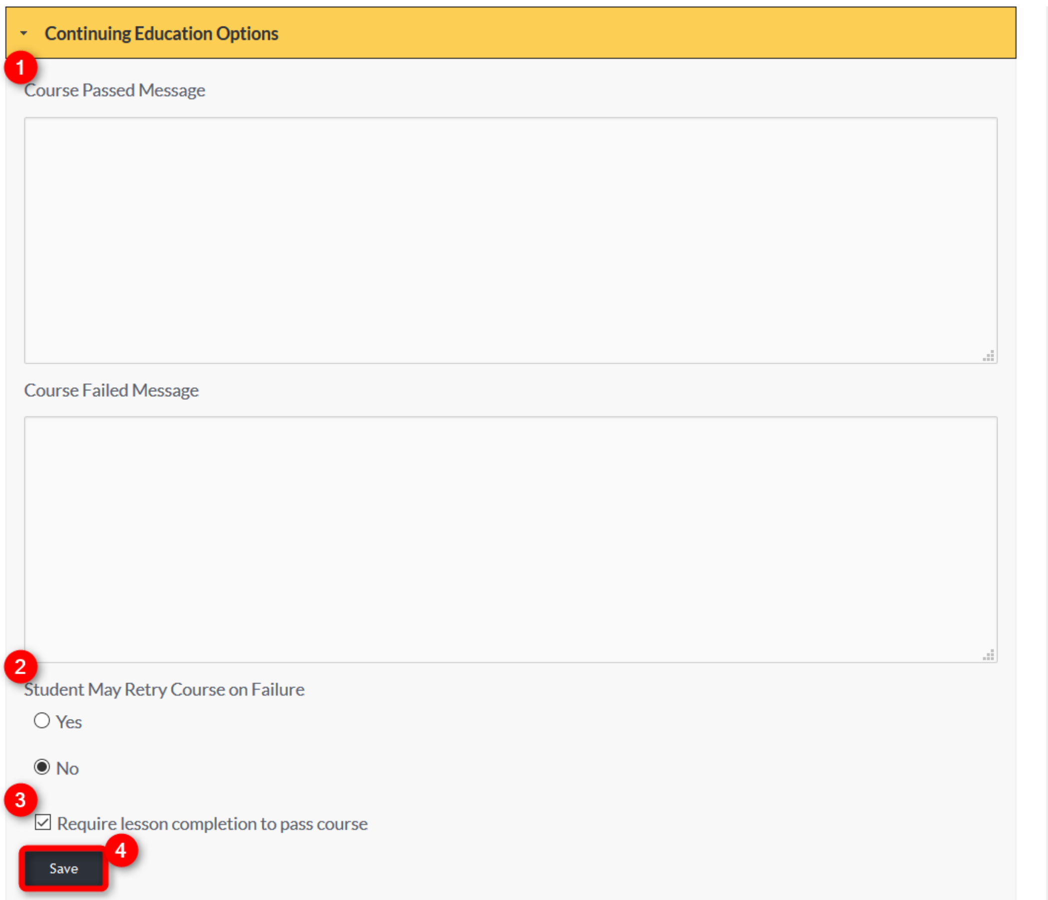
When community settings have been saved the community tool panel and home page will reflect changes.



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.

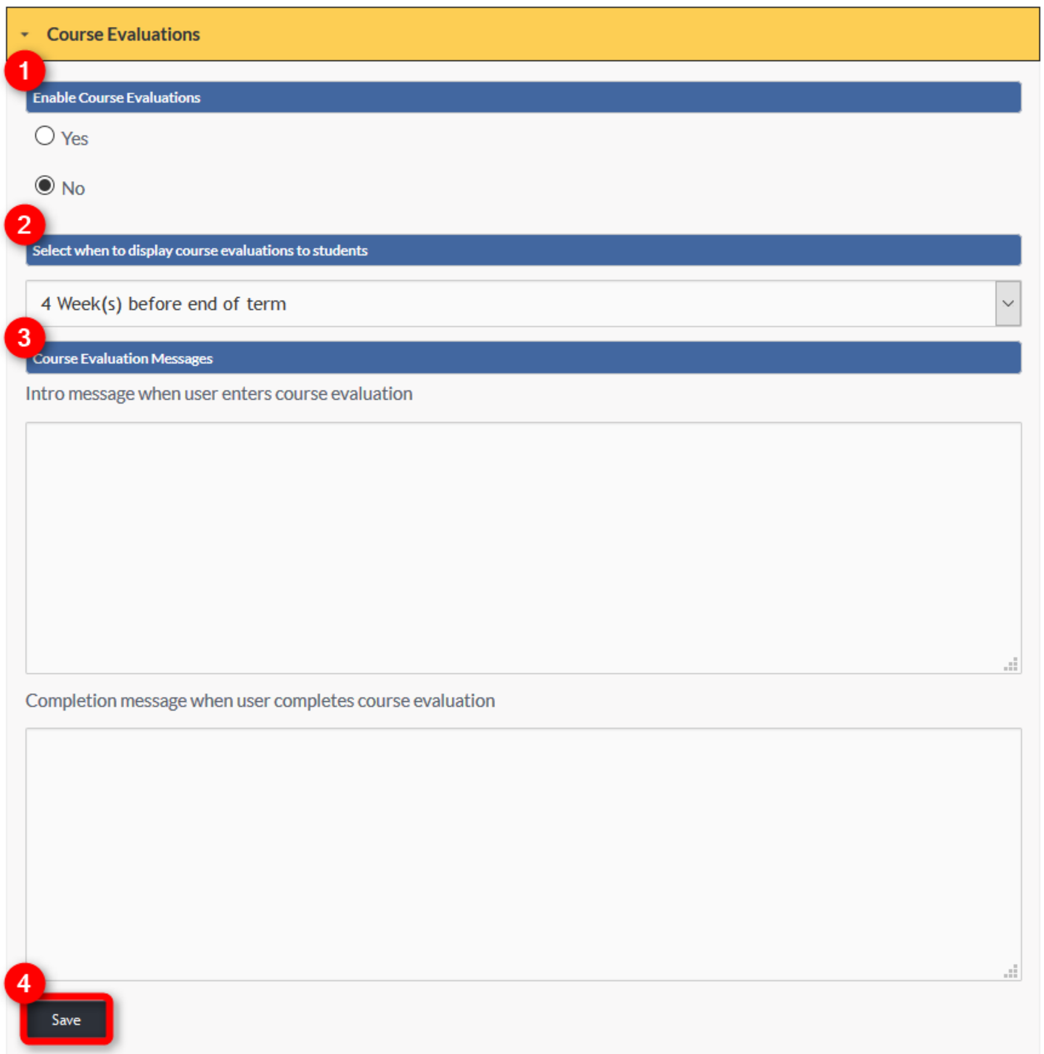


1. Fill each text box with the custom message desired.
2. Select learners' ability to retake a course if failed by clicking YES or NO.
3. If learners are required to complete all lessons before their course is completed, click the corresponding box.
4. Click SAVE to apply changes.

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.

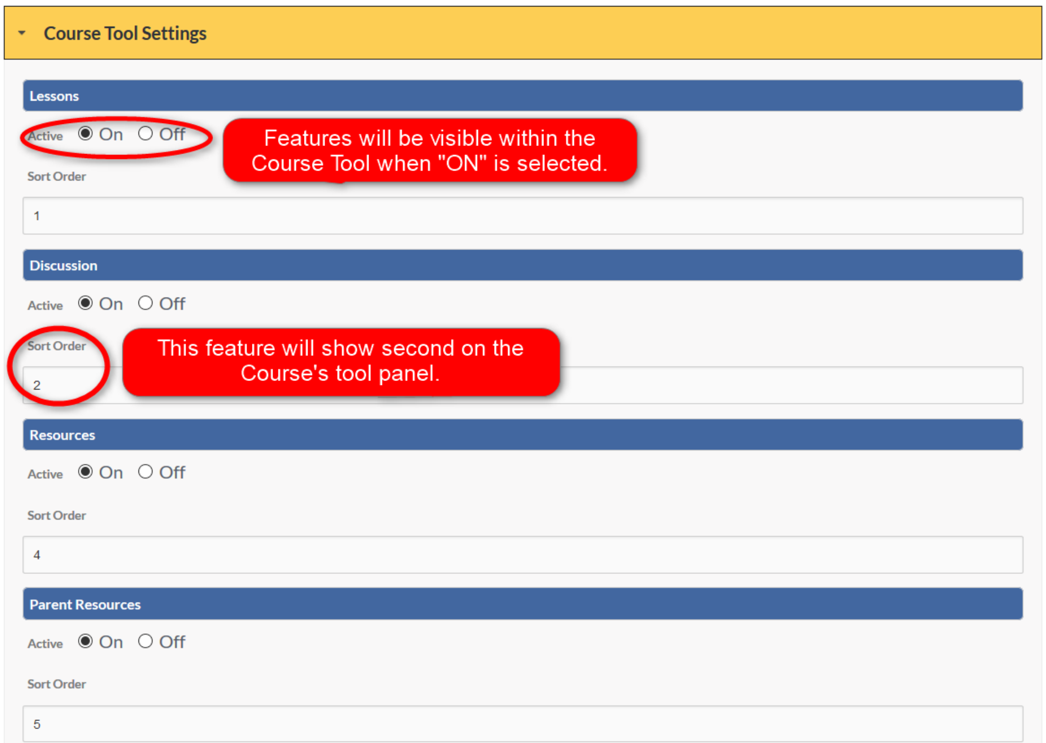
Note: To create and report Course Evaluations, tag them to specific Courses and Course Headers (Terms) go to *Admin>Reports>Course Evaluation. Also,* Course Evaluations *are not required, but surveys can be made a required step in a lesson.*



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.



SET UP

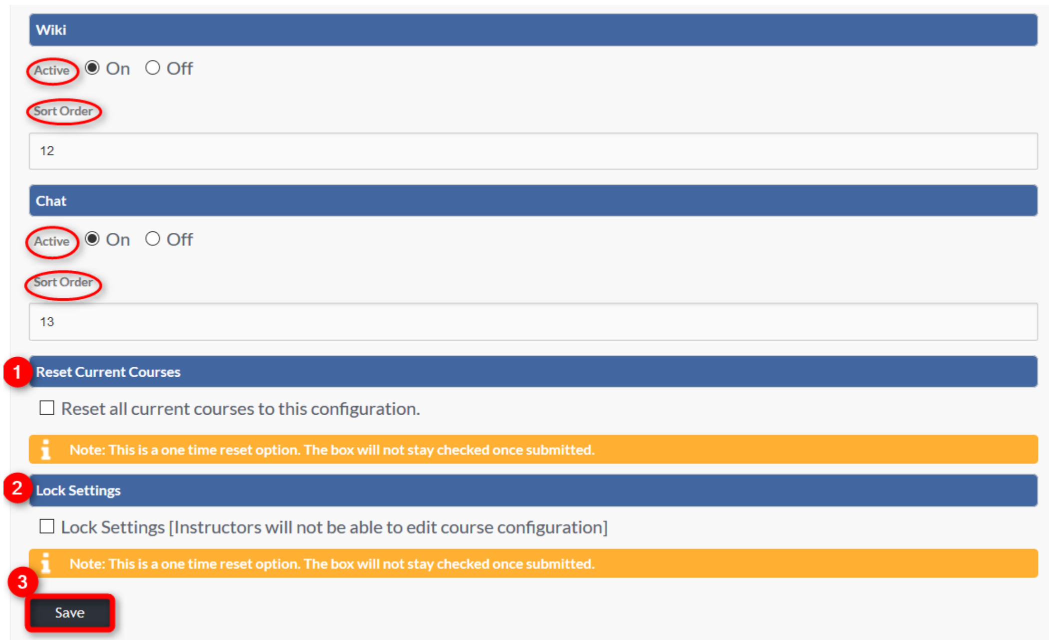
Be sure to update all necessary Course Tools.

SET UP CONTINUED

Set Up Continued:

SET UP COMPLETED

Set Up Completed:



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.

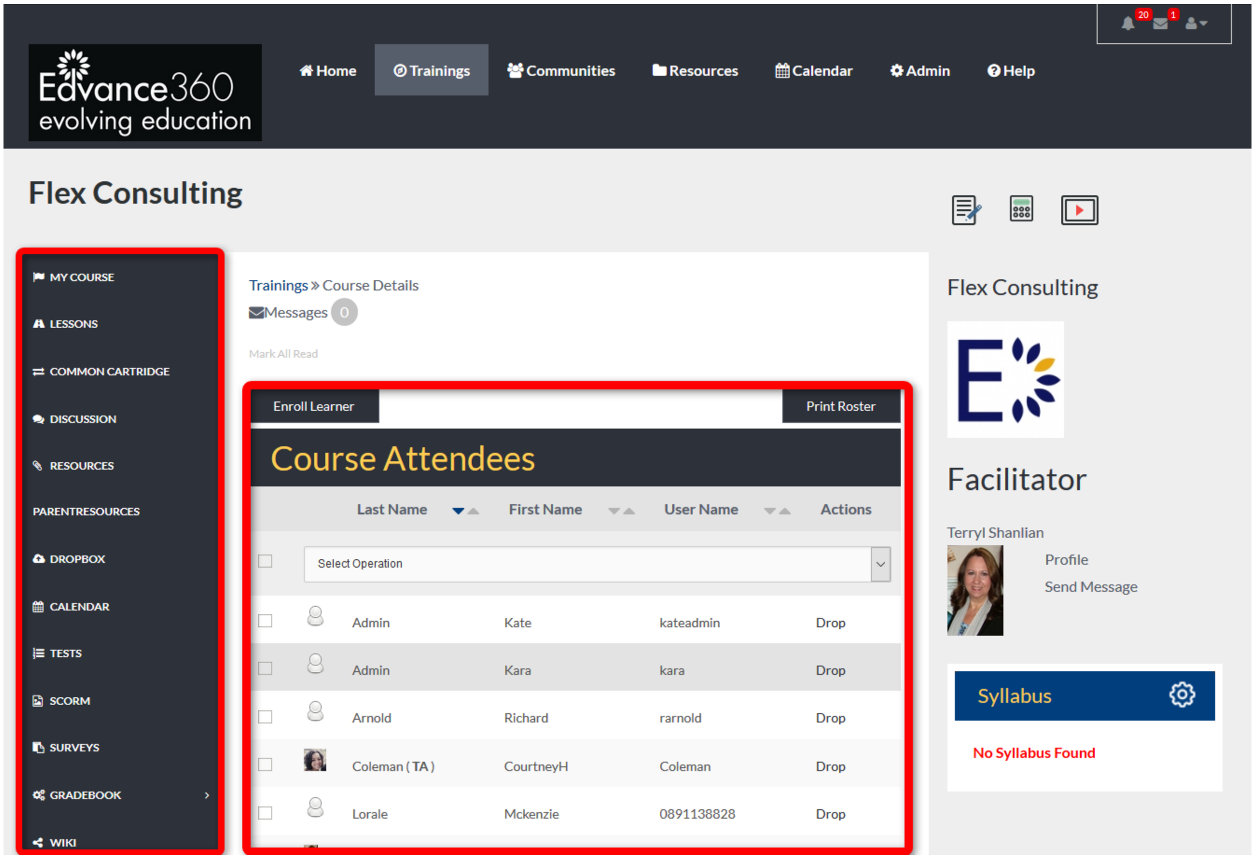
Note: Once course settings have been reset or locked these changes cannot be undone. Once saved, all course settings will be changed and/or locked, and the boxes will uncheck, in preparation for the next reset or lockdown.

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***.

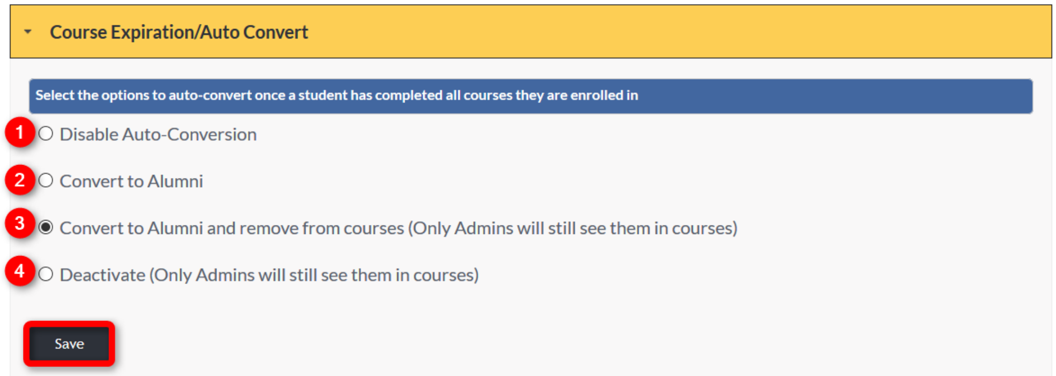
EXAMPLE

When Course Tool Settings have been saved the course tool panel and home page will reflect changes.



COURSE EXPIRATION/AUTO CONVERT

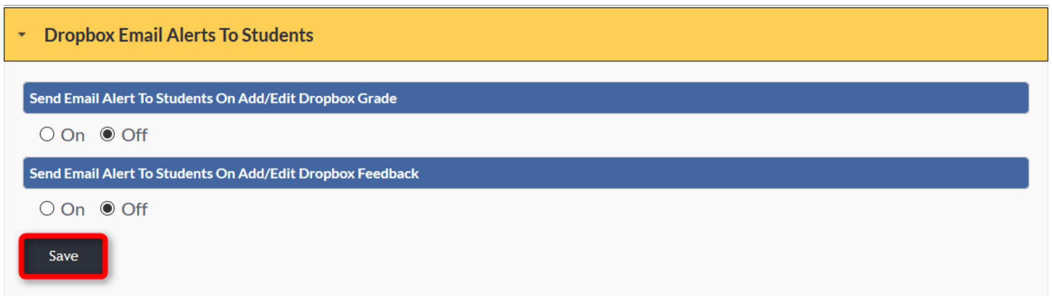
Course Expiration/Auto Convert: When a learner completes all registered courses, Admin Users must determine how the learner will be converted within the platform.



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.



QUICK START GUIDE: DROPBOX EMAIL ALERTS TO STUDENTS

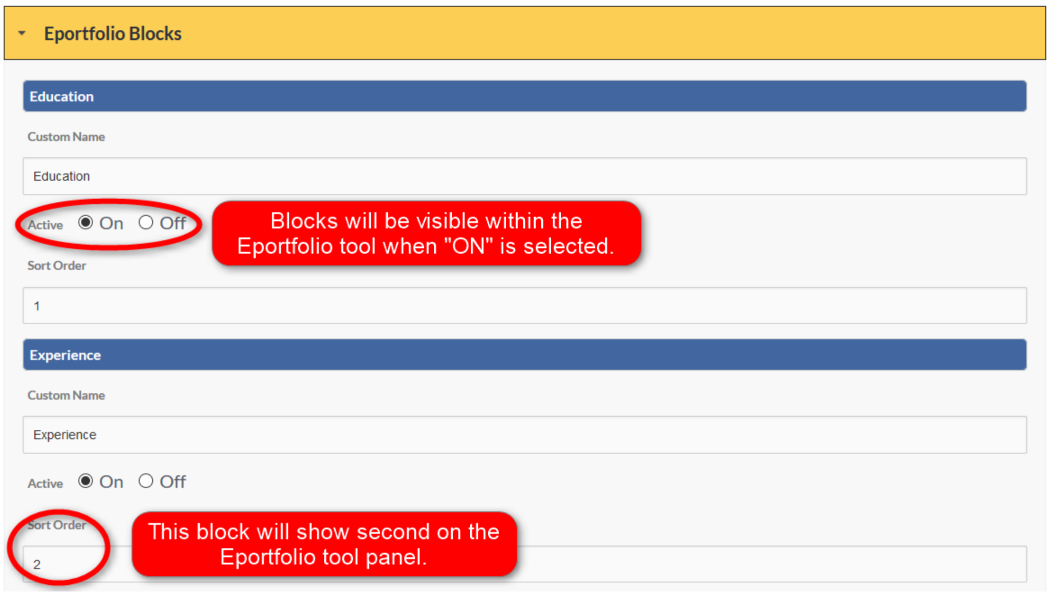
http://edvance360.com/images/fileupload/Filename/123/admin_panel___configuration___settings___general_settings___admin_Users_v8.1.pdf

VIDEO TUTORIAL: DROPBOX EMAIL ALERTS TO STUDENTS

https://youtu.be/Yq0_PyFp-Lo

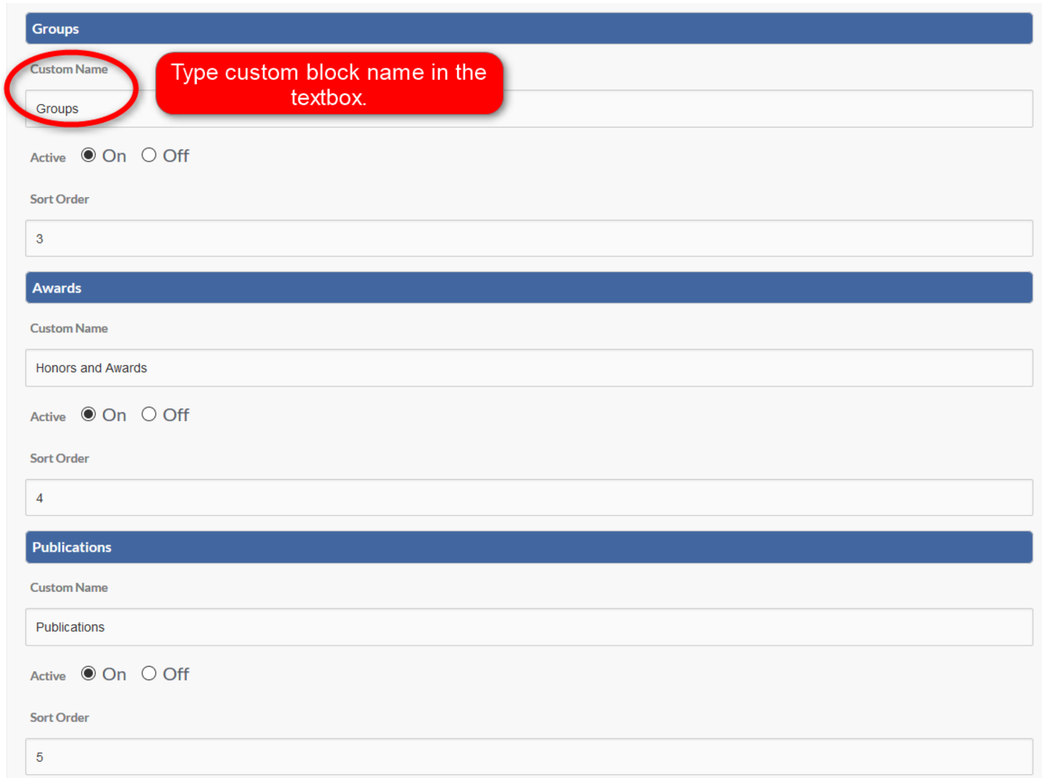
EPORTFOLIO BLOCKS

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.

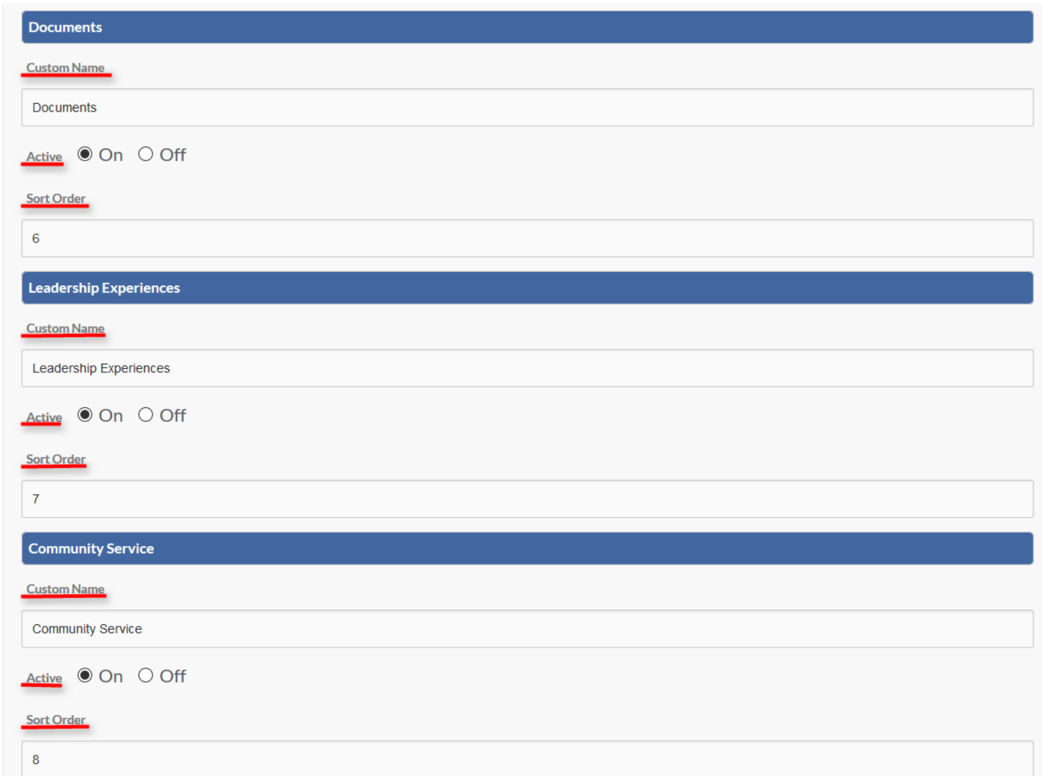


SET UP

Admin Users can customize Eportfolio Blocks by adding the custom block title to the Custom Name textbox.

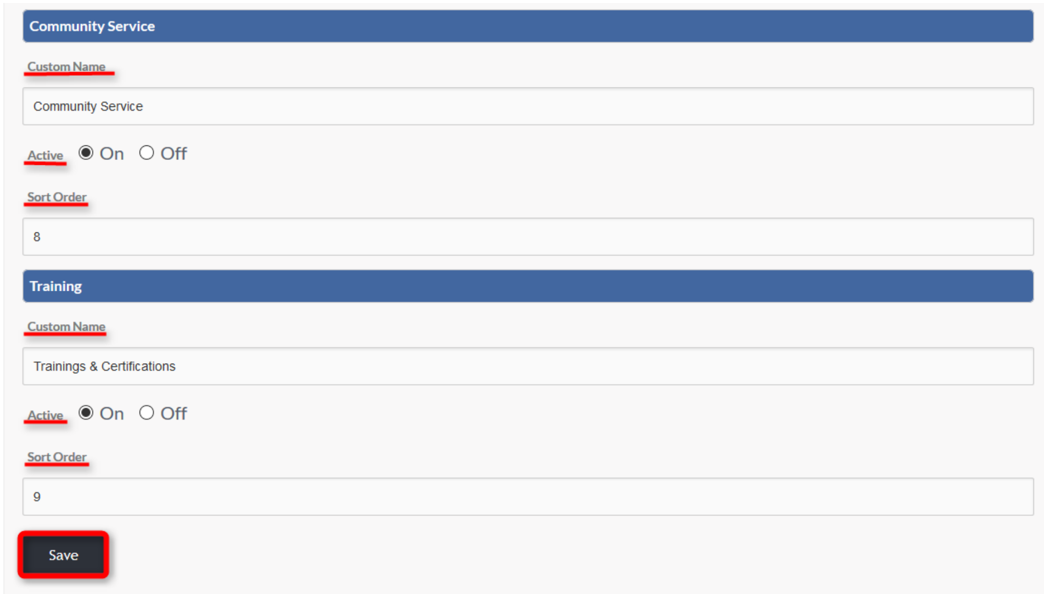


Set Up Continued:



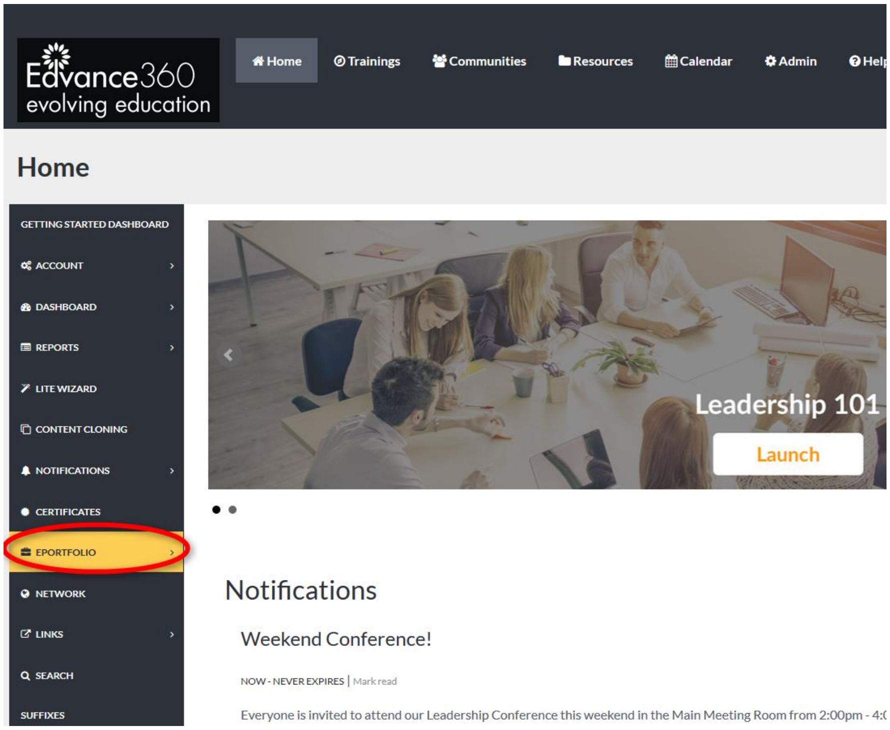
SET UP COMPLETED

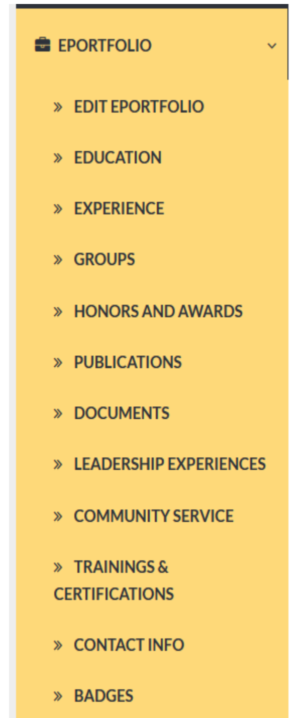
Once all fields have been filled and selected, click SAVE to apply changes.



EXAMPLE

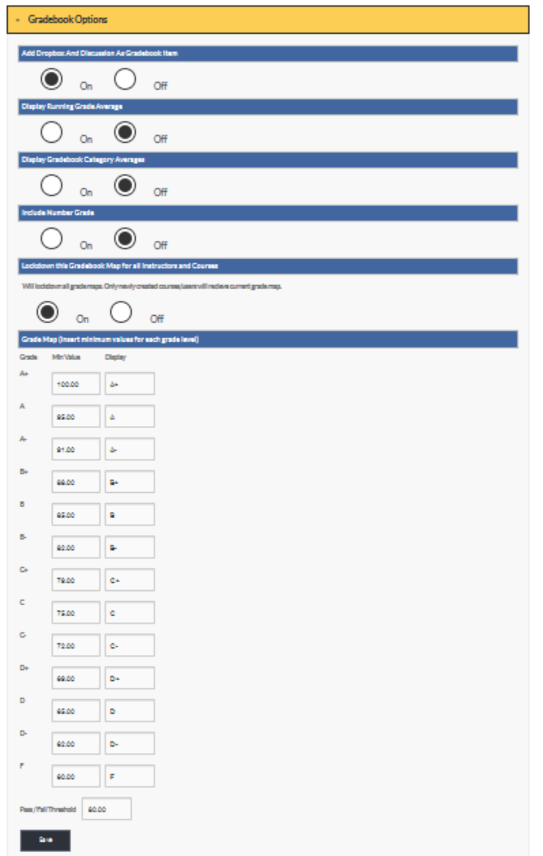
When Eportfolio settings have been saved, changes will be reflected in the Eportfolio dropdown on the main home page.





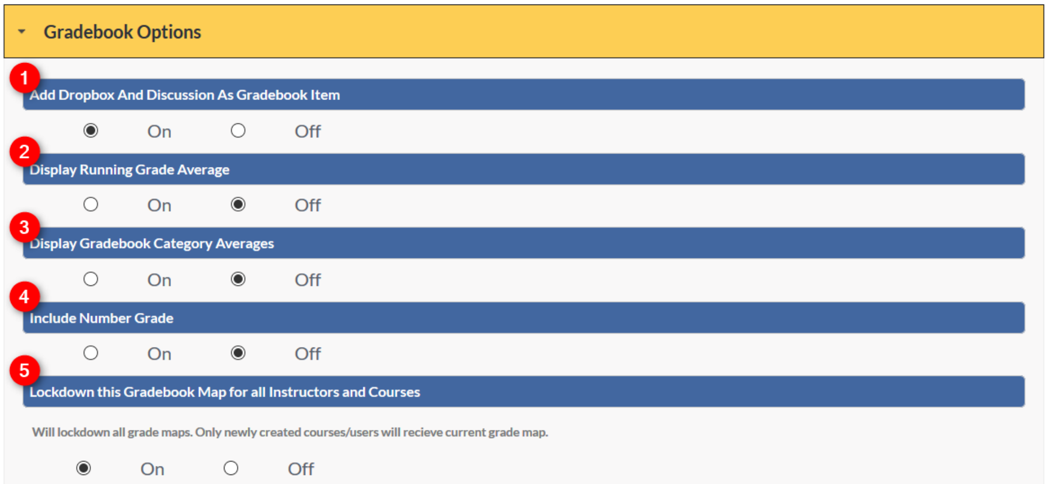
GRADEBOOK OPTIONS

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



SET UP

Set Up:



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.

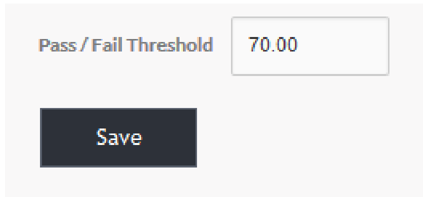
GRADE MAP

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+	100.00	A+
A	95.00	A
A-	91.00	A-
B+	88.00	B+
B	85.00	B
B-	82.00	B-
C+	79.00	C+
C	75.00	C
C-	72.00	C-
D+	69.00	D+
D	65.00	D
D-	62.00	D-
F	60.00	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.



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

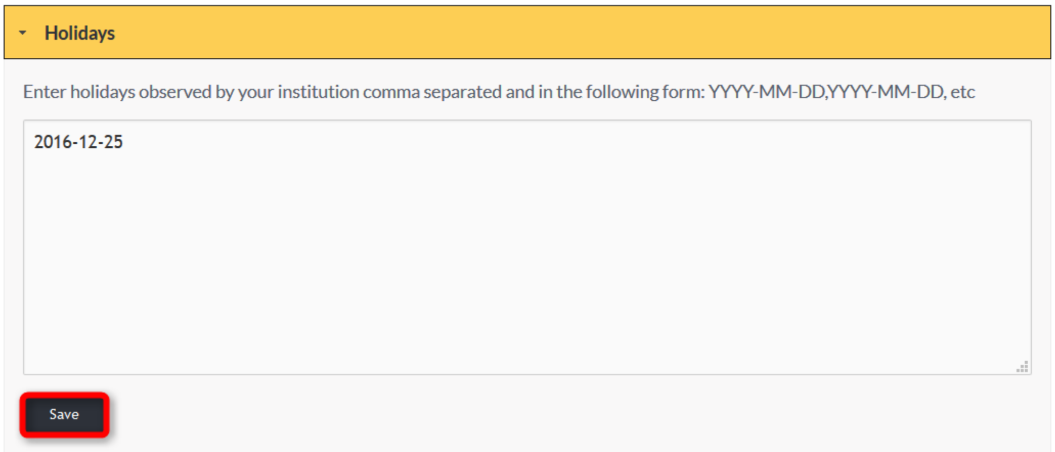
http://edvance360.com/images/fileupload/Filename/138/qsg_how_to_setup_dropbox.pdf

VIDEO TUTORIAL: GRADEBOOK QUICK CONNECT TO DROPBOXES

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

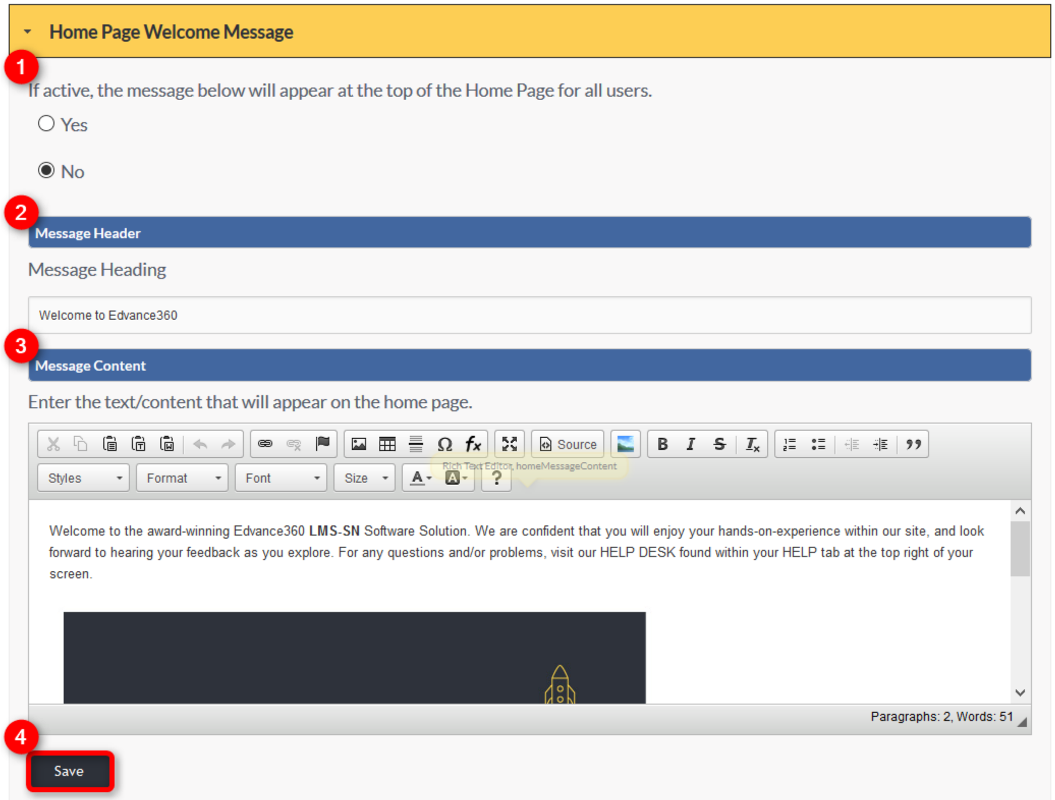
HOLIDAYS

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.



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.



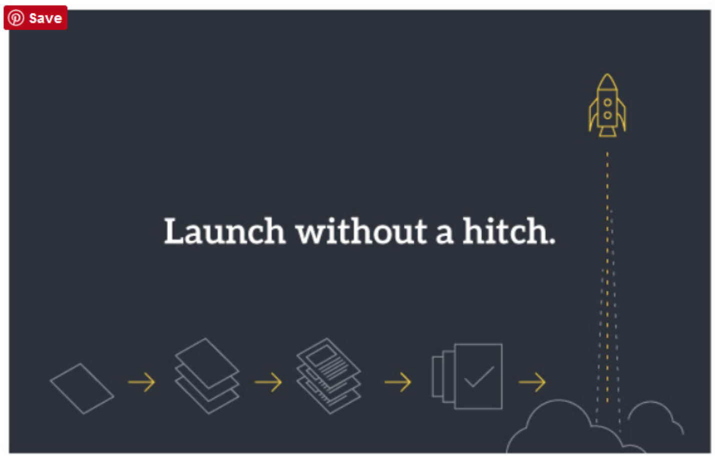
1. To activate the Home Page Welcome Message and make visible for all Users, select "YES." If "NO" is selected the message will not be visible for any user.
2. The message header appears above the welcome message on the home page.
3. The content of the Home Page Welcome Message is input in the HTML box. 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.

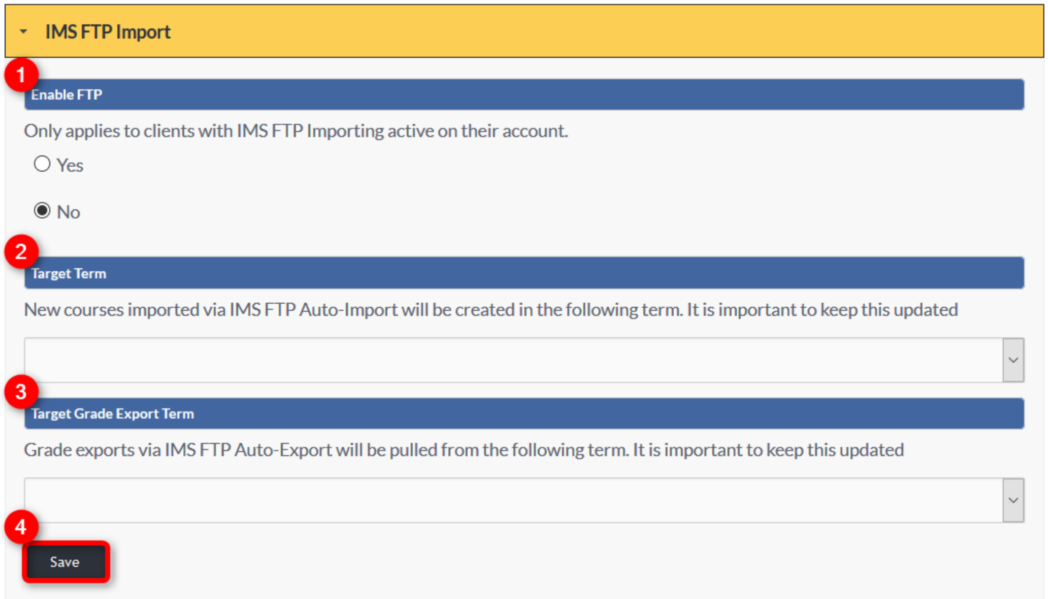
Welcome to Edvance360

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

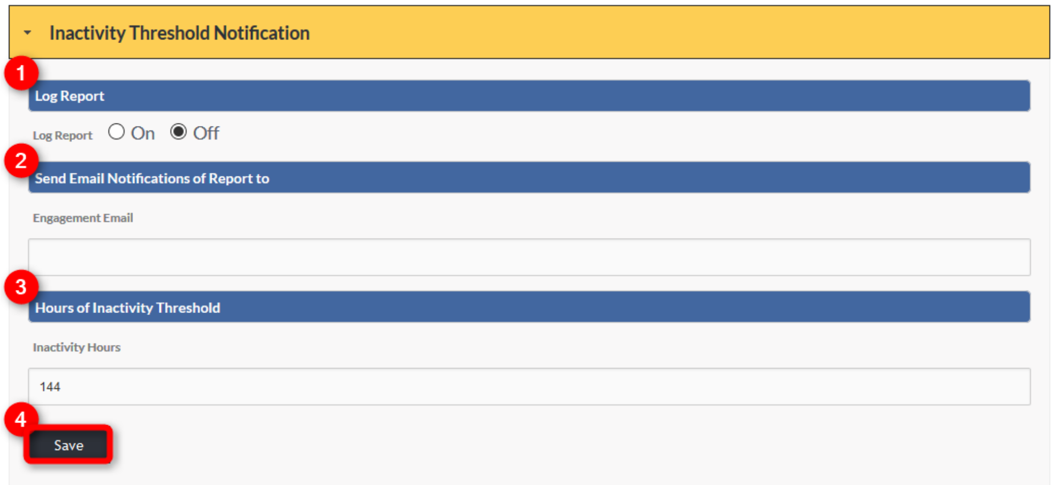
IMS FTP Import : The Information Management System (IMS) File Transfer Protocol (FTP) Import allows Admin Users the ability to Import and Export information such as courses and grades.



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

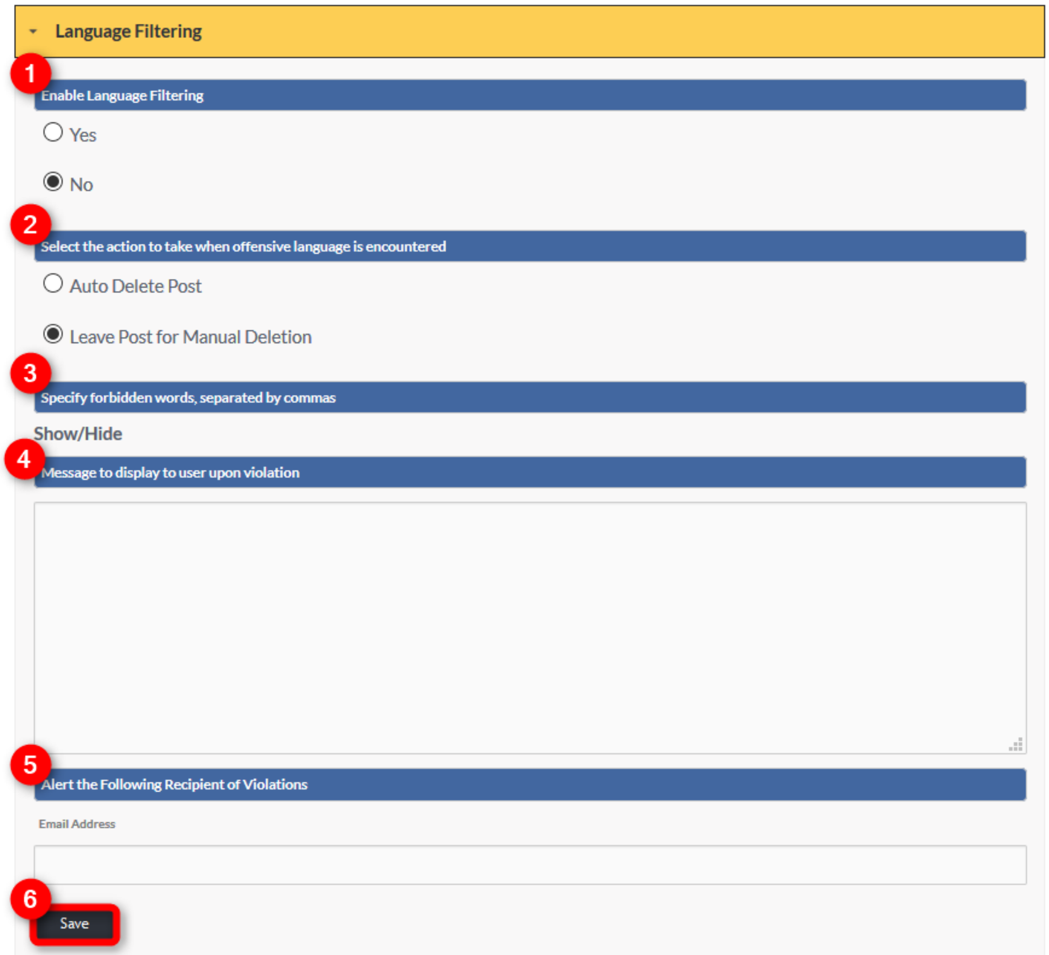
Inactivity Threshold Notification: Admin Users can monitor Users' inactivity within the platform.



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

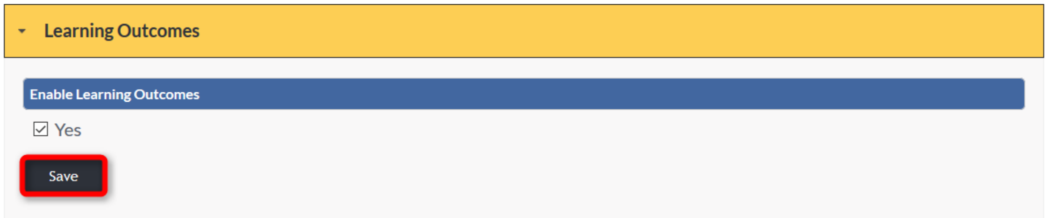
The Edvance360 platform offers Language Filtering that enables admin Users to be notified when predetermined offensive language is used within the site.



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.



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.

QUICK START GUIDE: HOW TO USE PARENT/MENTOR ACCOUNTS

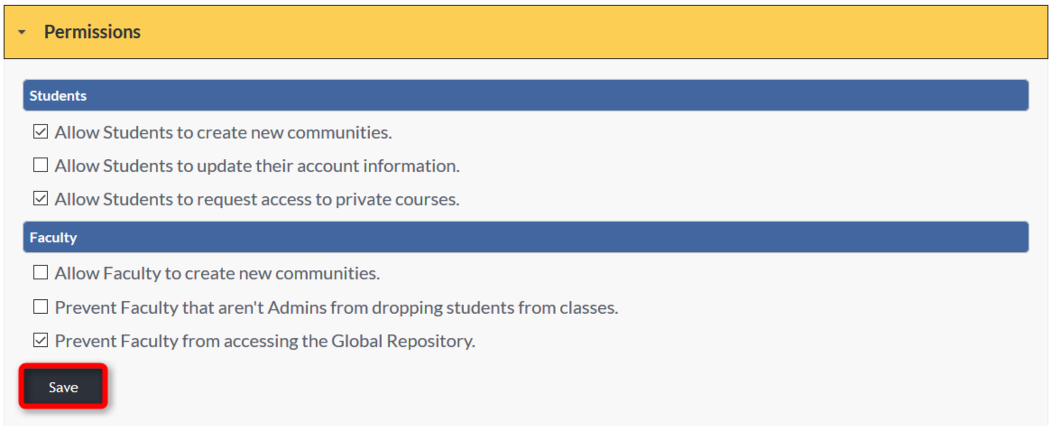
https://edvance360.com/images/fileupload/Filename/117/how_to_use_parent_mentor_accounts___quick start_guide.pdf

VIDEO TUTORIAL: HOW TO USE PARENT/MENTOR ACCOUNTS

https://youtu.be/XeNrhXzoQBE

PERMISSIONS

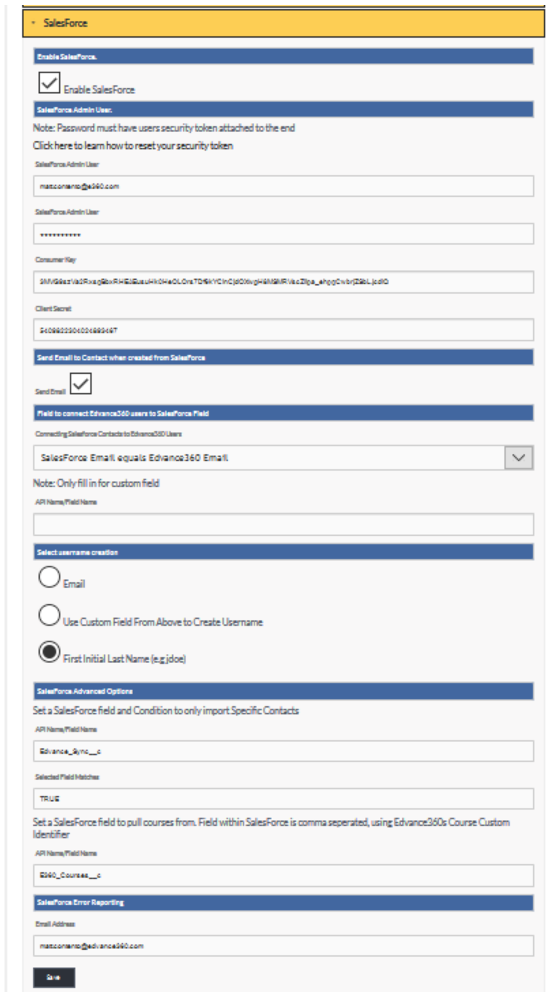
Student and Faculty Permissions are determined by check marking the Permissions you wish to allow and leaving blank those Permissions being denied. Remember to click SAVE to apply changes.



SALESFORCE

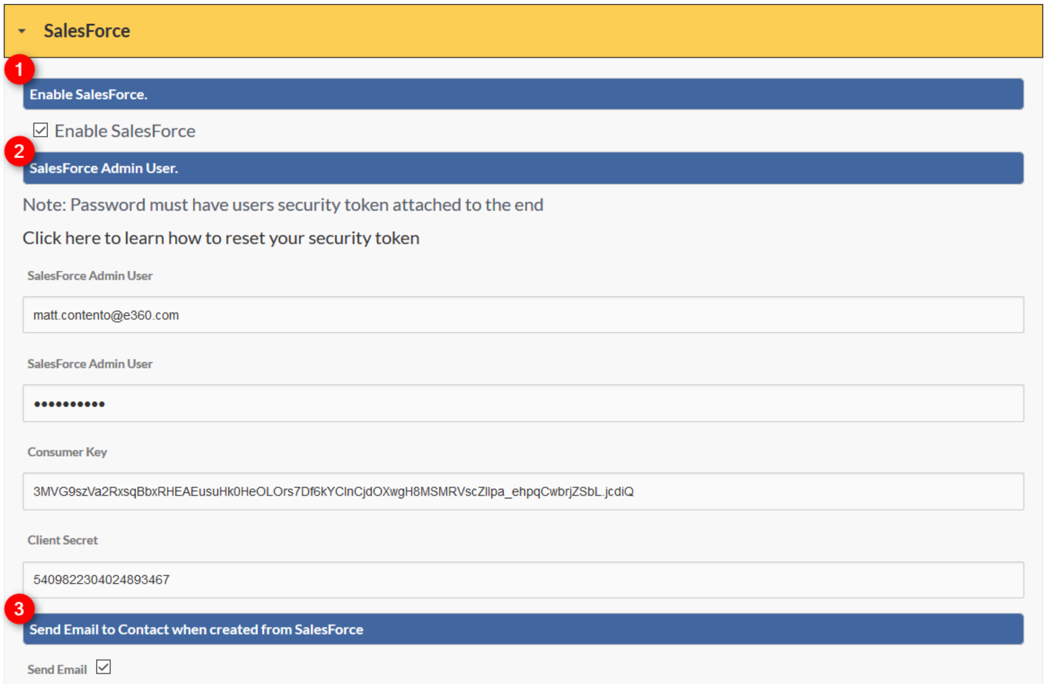
Salesforce is a Customer Relationship Management (CRM) platform.

If an institution wishes to integrate their Salesforce account with the Edvance360 platform, they may enable this integration and provide account information within the fields below.



SET UP

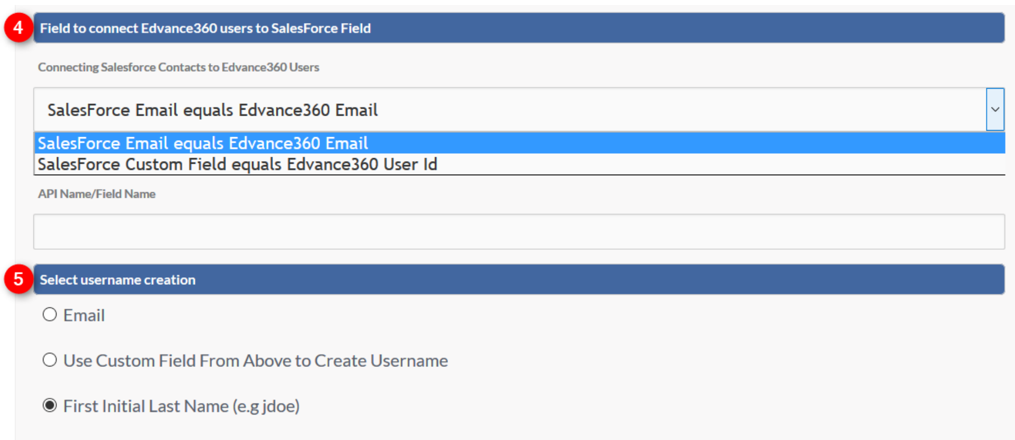
Set up:



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:



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 Edvancee360 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.*

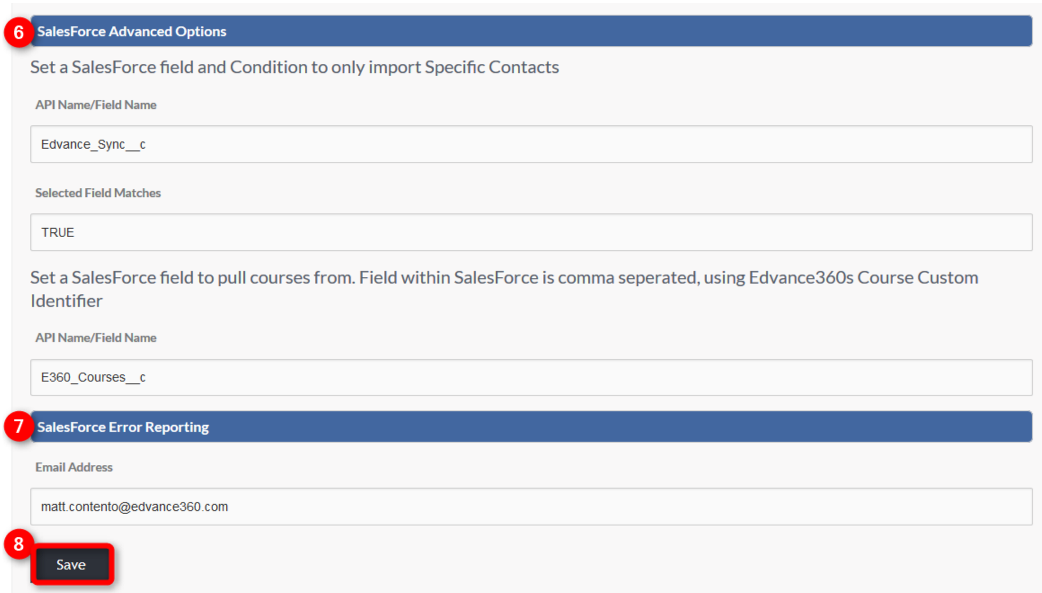
2. *Email:* User's email address will serve as their username.

   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:



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.

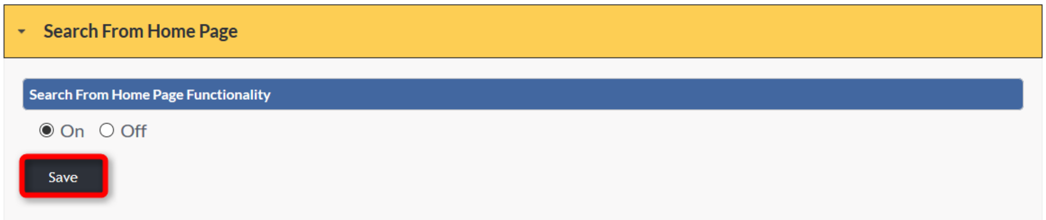
   Not sure what to write for 2nd section...
4. Input the email address to receive all Salesforce Error Reports.
5. Click SAVE to apply changes.

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.

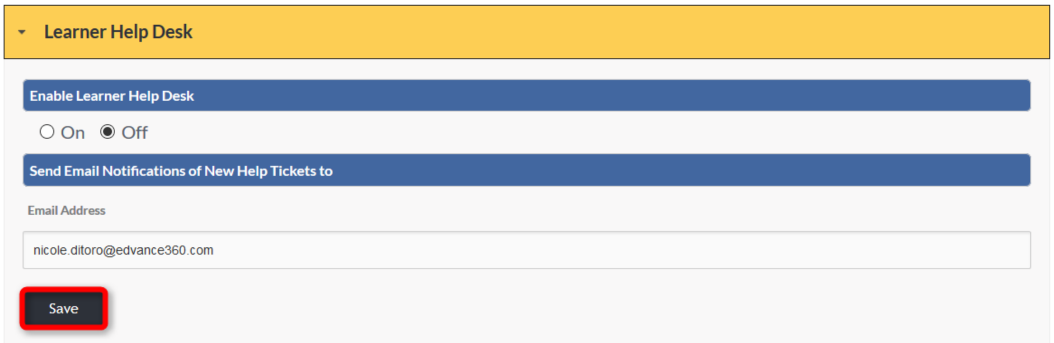
Selecting "ON" will enable the search box function on the home page. Remember to select SAVE to apply changes.


Search From Home Page
Search From Home Page Functionality
On
Off
Save

LEARNER HELP DESK

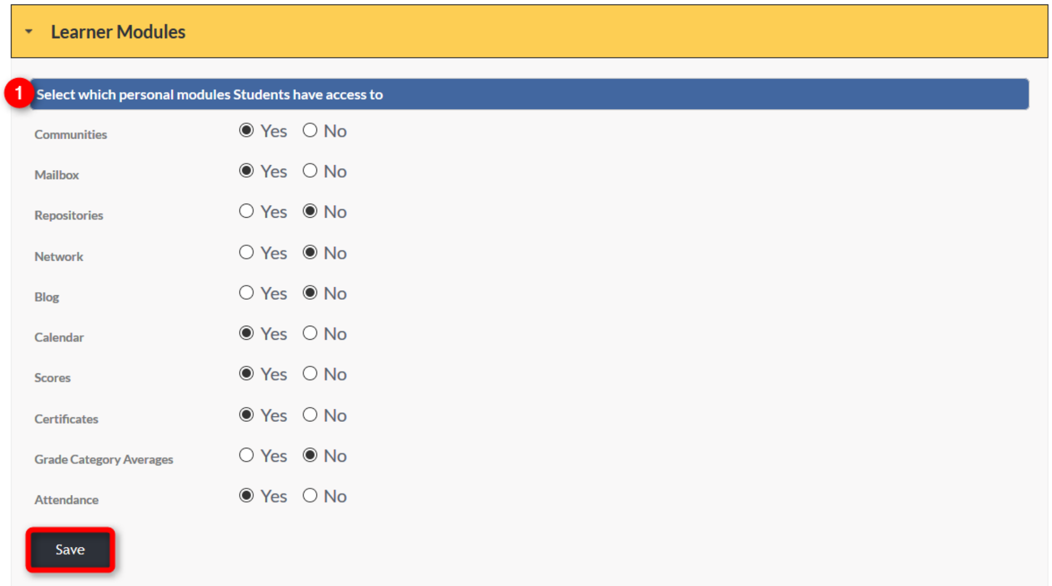
The Learner Help Desk is where learners may put in Help tickets for any questions they may have. Learners may also watch Video Tutorials and access the User Manual within the Help tab.

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.



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.

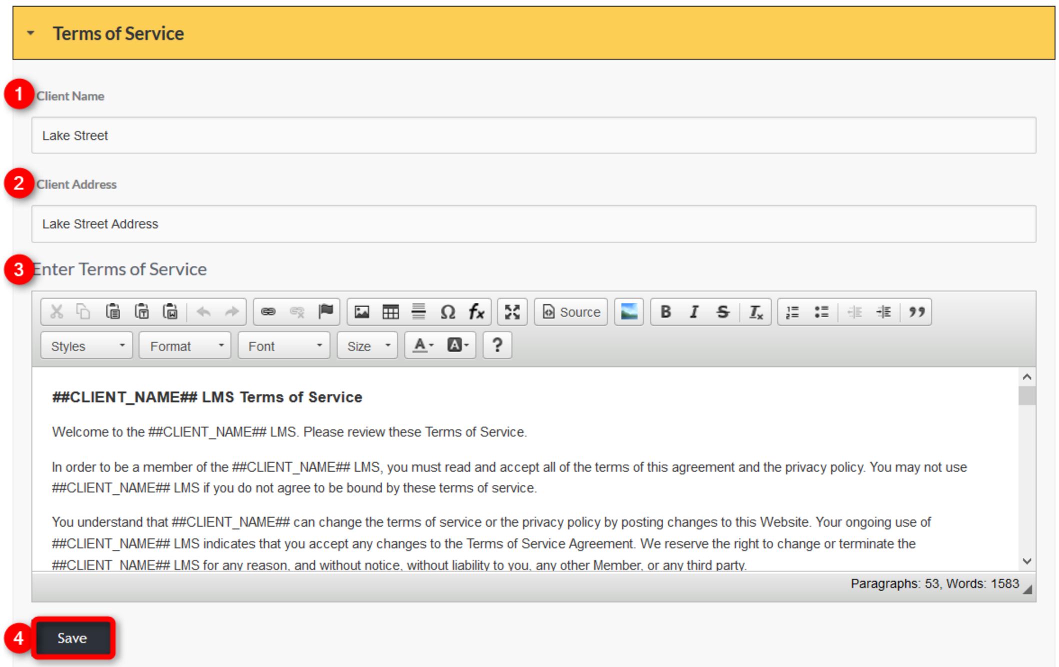


1. For more information about each learner module, select the hyperlinked module name below. (Communities, Mailbox, Repositories, Network, Blog, Calendar, Scores, Certificates, Grade Category Averages, Attendance)

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 you own Terms of Service and inserting it instead of our sample.

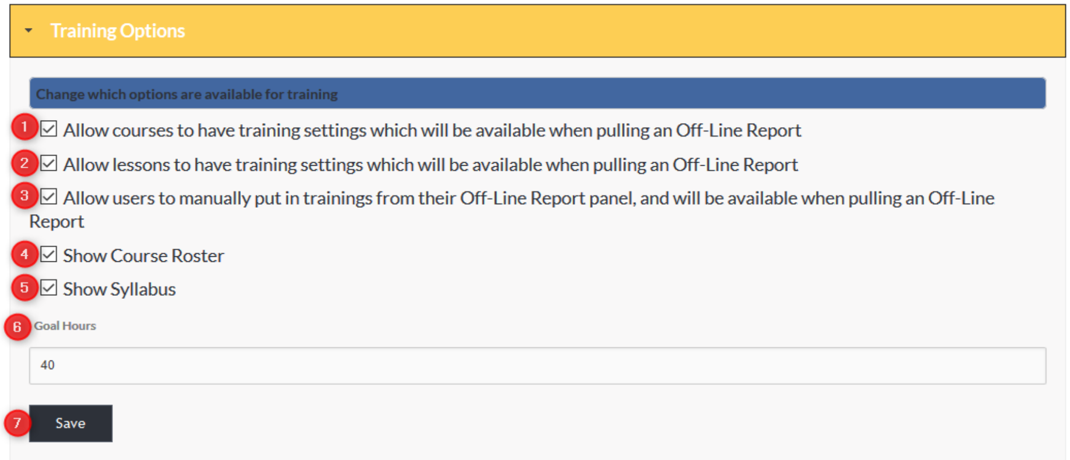
Note: The Terms of Service shows to Users when they first log into the system after receiving their Welcome Email. They must check a box to agree to them to continue on. (No one reads, them, of course, but they are there for your own safety.)



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

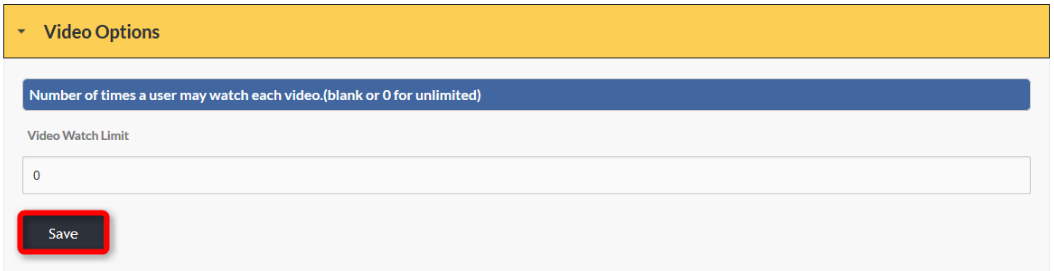
Training Options: Select the options you wish to enable for Trainings/courses.



1. When course training settings are created they may 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

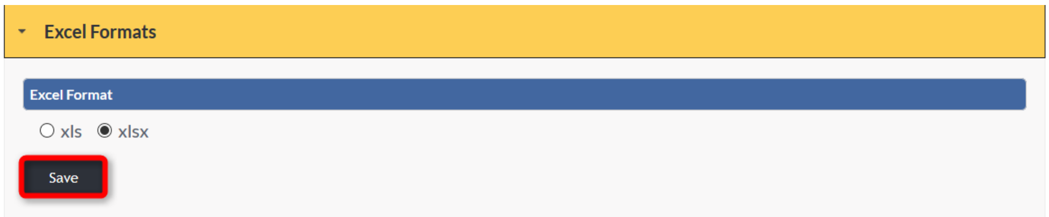
Video Options: Set the number of times a user may watch each video. Remember to click SAVE to apply changes.



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.

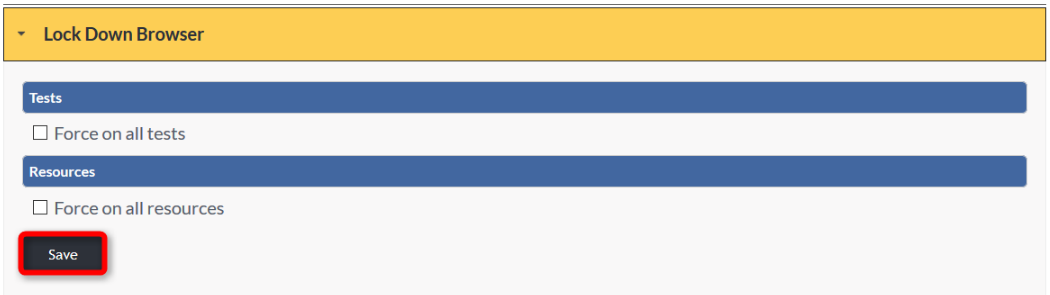


CUSTOM HOME PAGE

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.

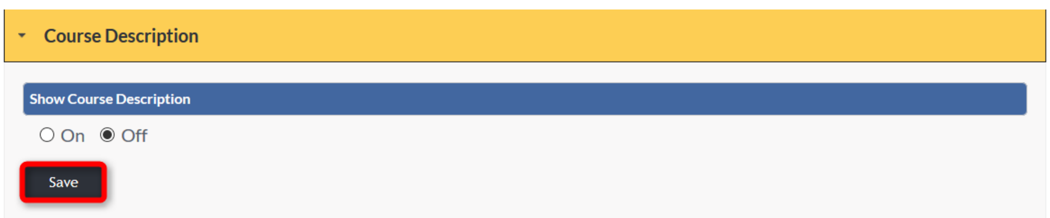
LOCK DOWN BROWSER

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.



COURSE DESCRIPTIONS

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

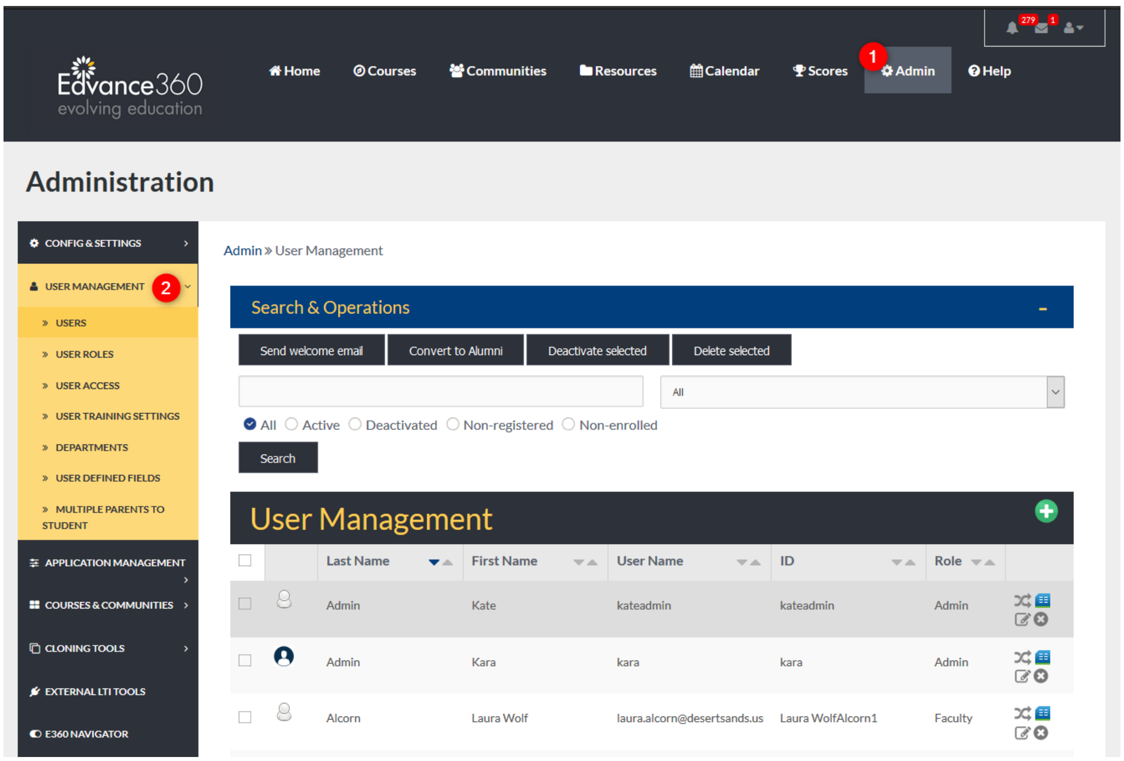


USER MANAGEMENT

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:



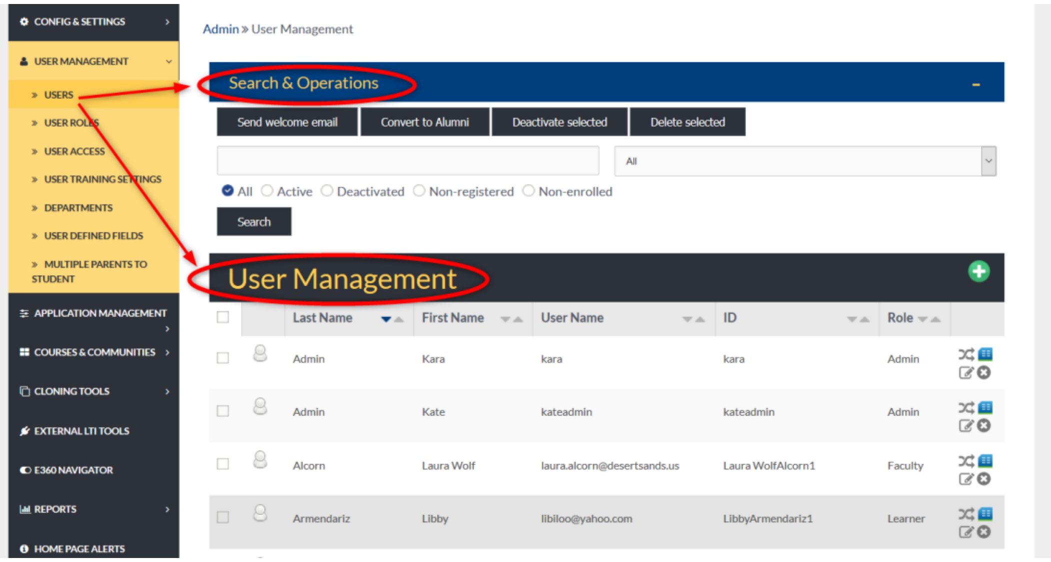
1. Select the ADMIN tab from the top tool bar.

2. Select User Management from the Admin page Navigation Panel to reveal the User Management tools.

USERS

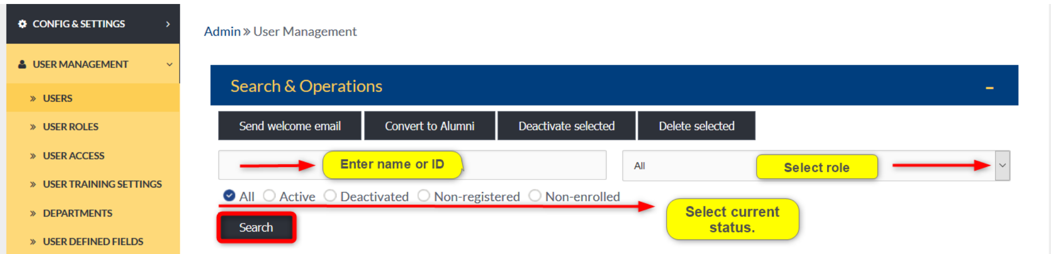
The Users tab houses all the Users past and current in the Edvance360 platform.

The Users tab is divided into two sections: Search & Operations and User Management.



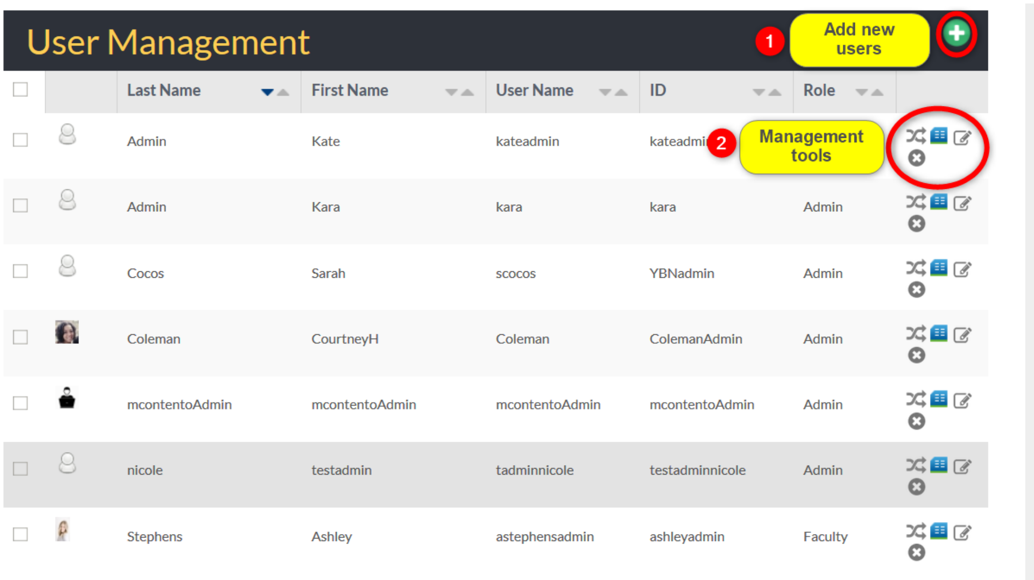
USERS: SEARCH & OPERATIONS

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.



USERS: USER MANAGEMENT

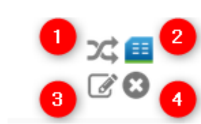
The User Management section of the user tab allows Admin Users to add new Users and edit existing user information.



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.



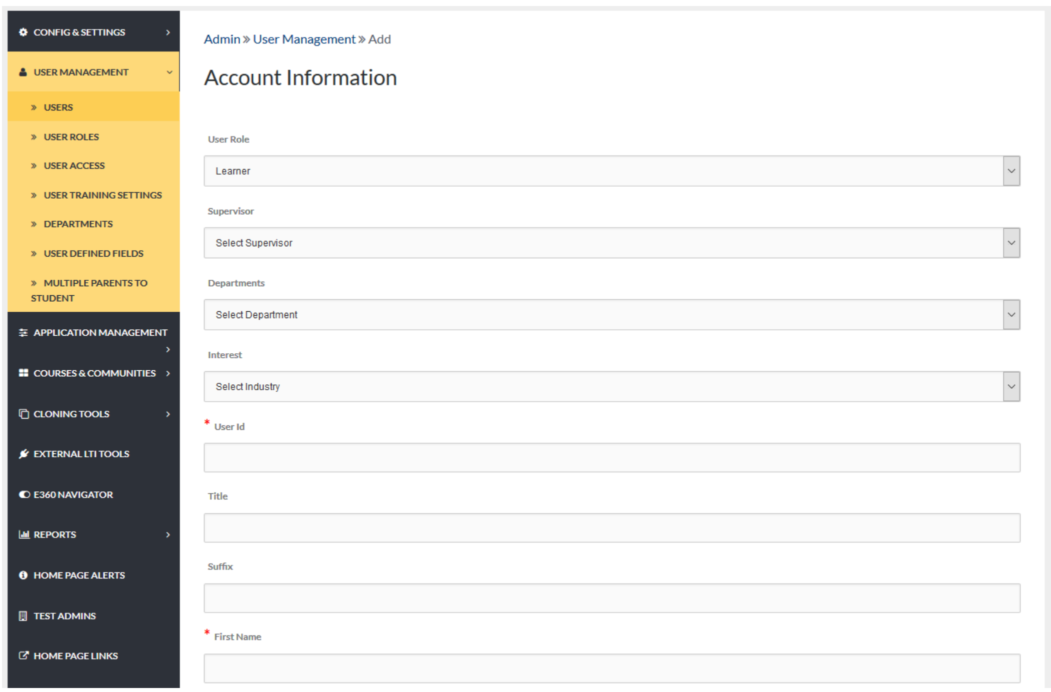
1. The switch user icon allows Admin Users to "switch" their identity with the selected user and navigate the platform as the selected user. This is Helpful when trying to troubleshoot issues for specific Users. This function enables admins to log in to see what the user sees, with Usernames and Passwords. 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.

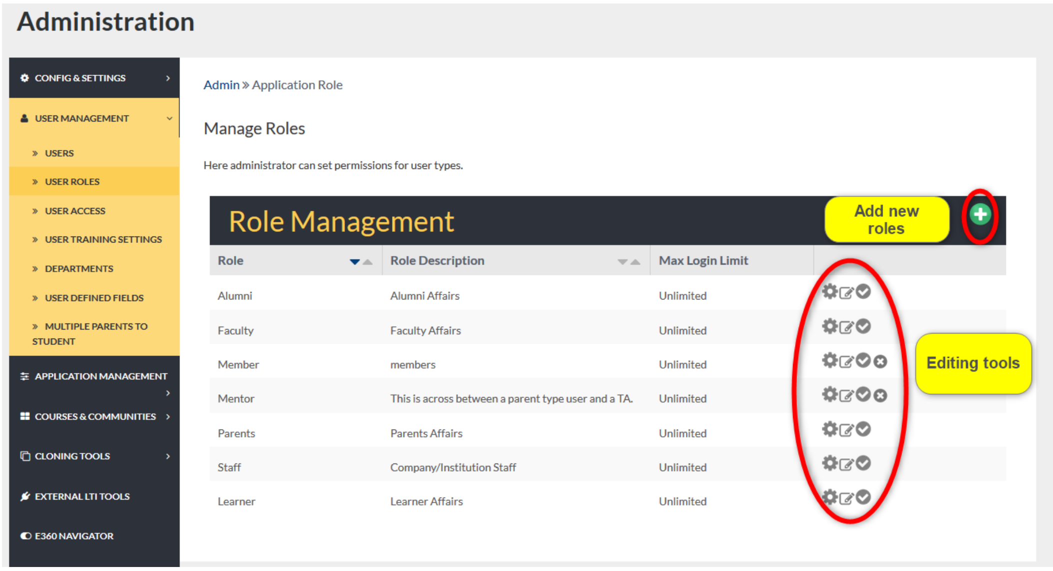


QUICK START GUIDE: HOW TO CREATE A USER

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.



USER ROLES: ADDING NEW ROLES:

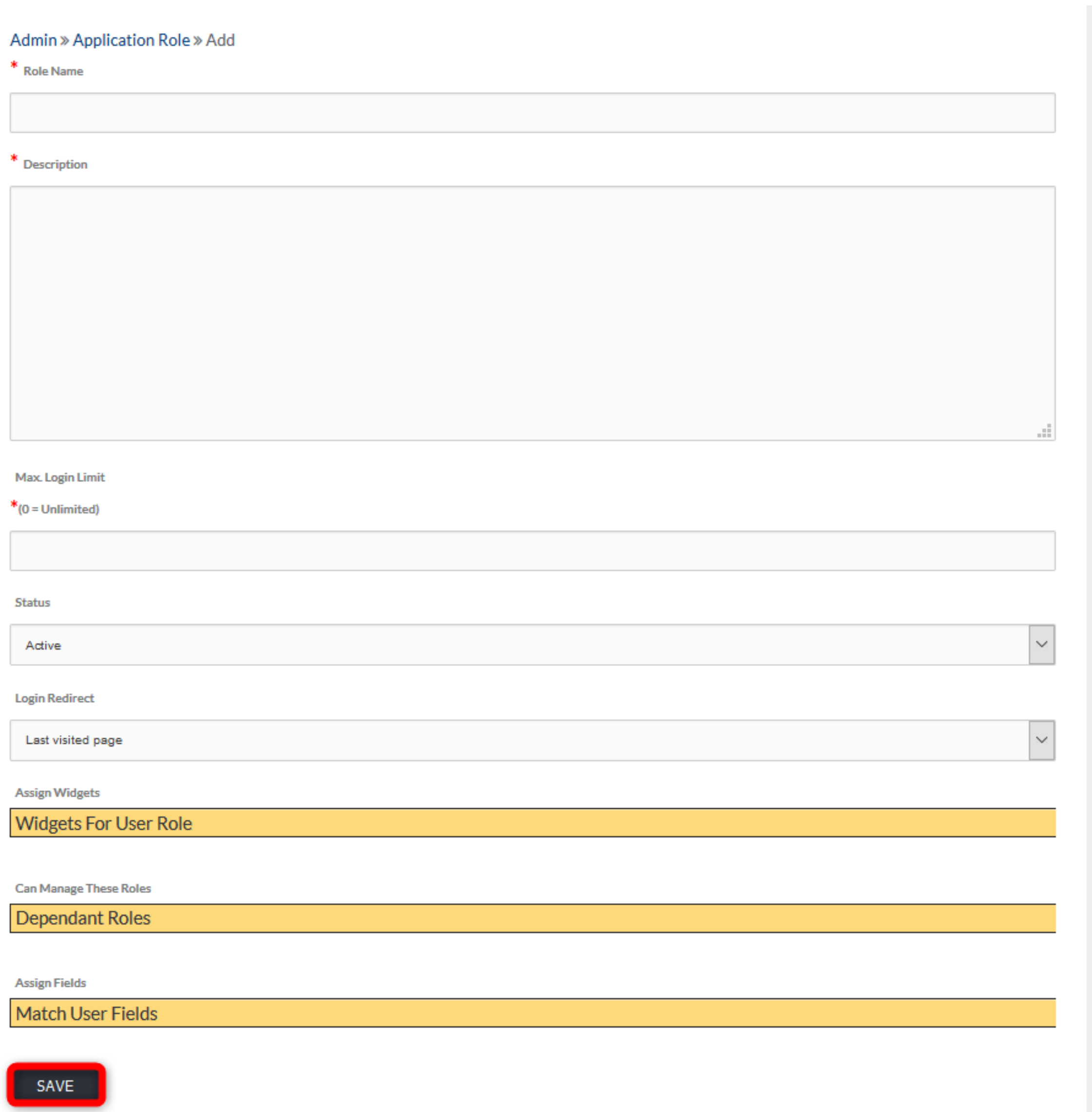
Adding New Roles: To add a new role to the Edvance360 platform, begin by selecting the green plus sign in the top right corner of the User Roles homepage.

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.



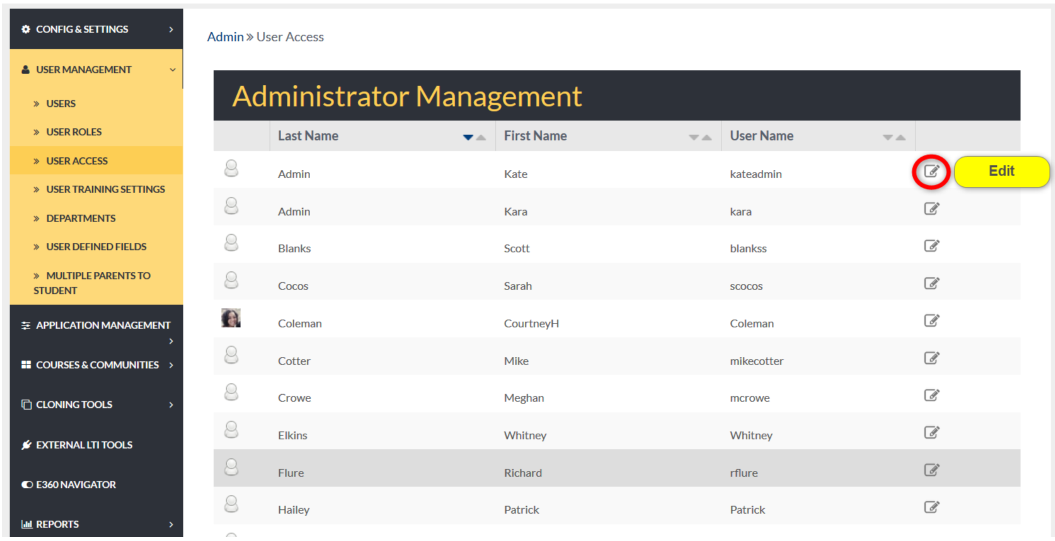
USER ROLES: EDITING TOOLS

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 tohttps://youtu.be/WchNU8SN2Qs

USER ACCESS

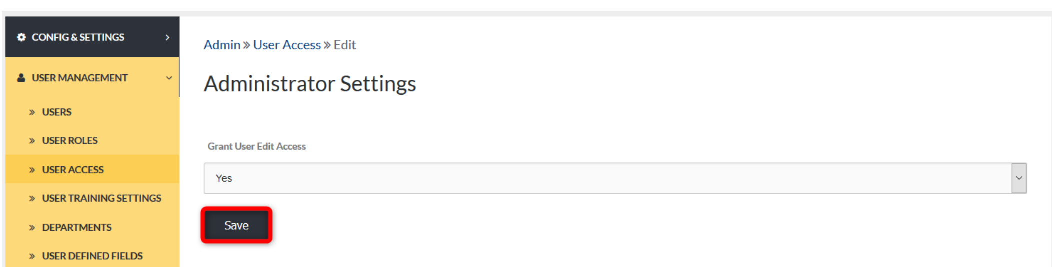
The User Access tab houses a list of all Admin Users. Here is where administrators are given or denied access to the User Management Panel. Select the Edit icon to the far right of the Admin you wish to edit.



USER ACCESS: ADMINISTRATOR SETTINGS

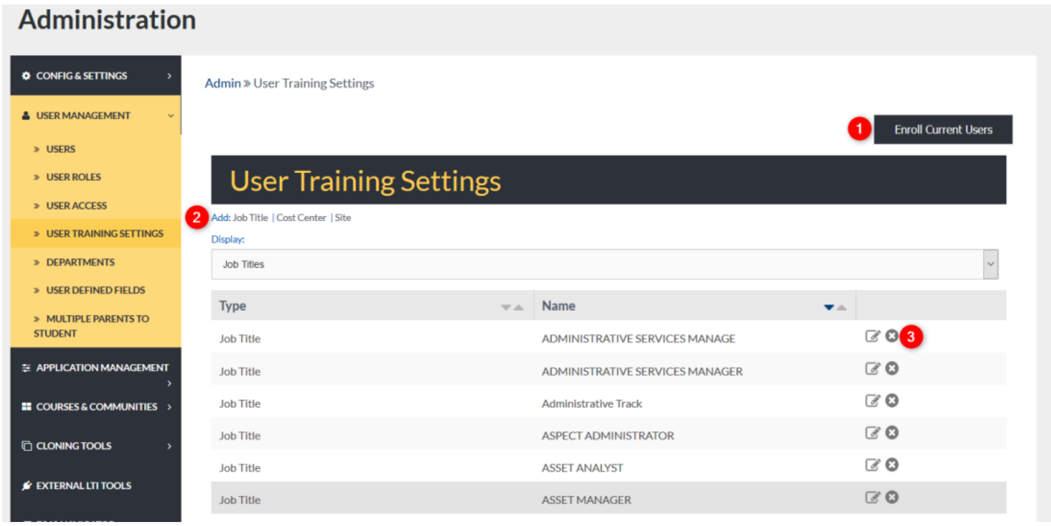
Administrator Settings: To grant an admin permission to edit, select YES from the dropdown. To deny their access, select NO.

Remember to select the SAVE button to apply changes.



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.



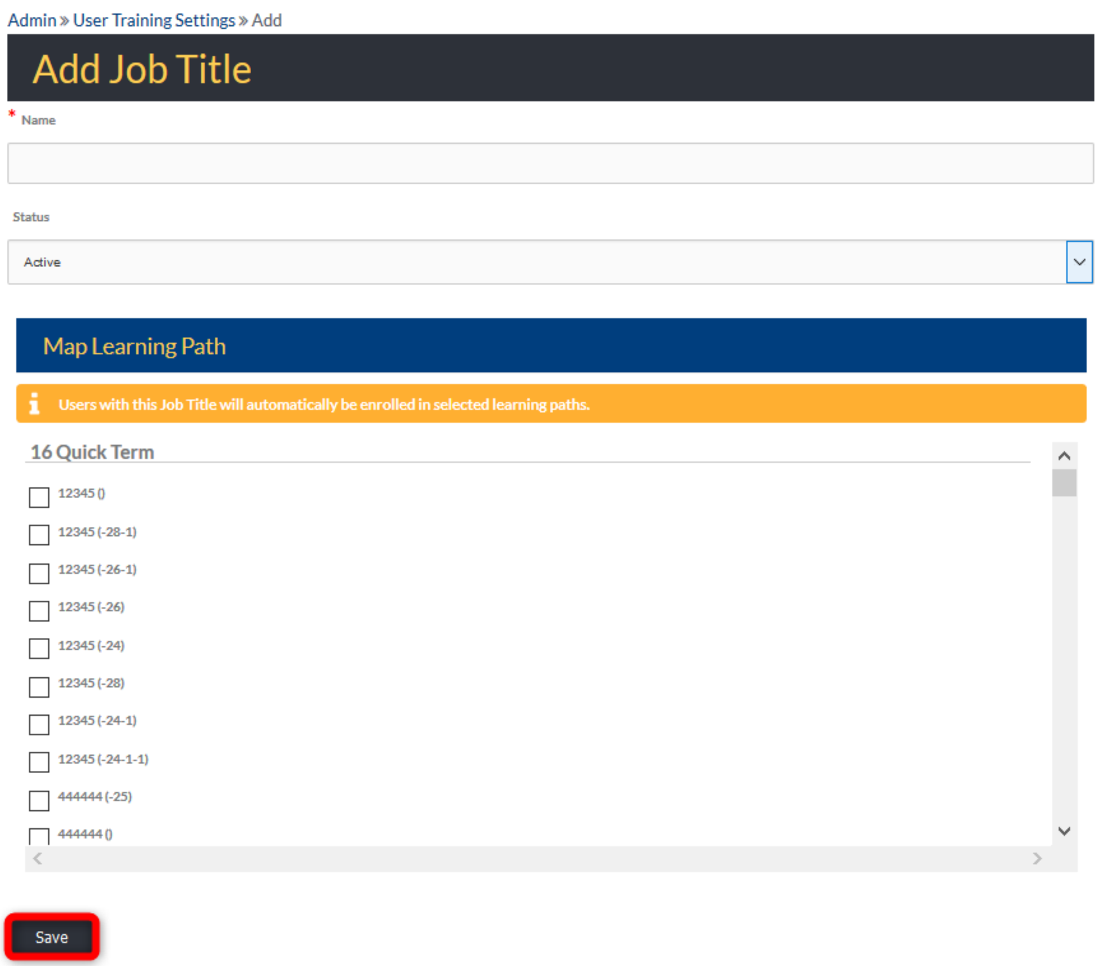
1. Quickly enroll current Users into learning path.
2. To add a new job title, cost center, or site, select the hyperlinked Add here. Complete each space provided and select courses for this training type's learning path.
3. Edit each training type and its' specific learning path or delete type from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

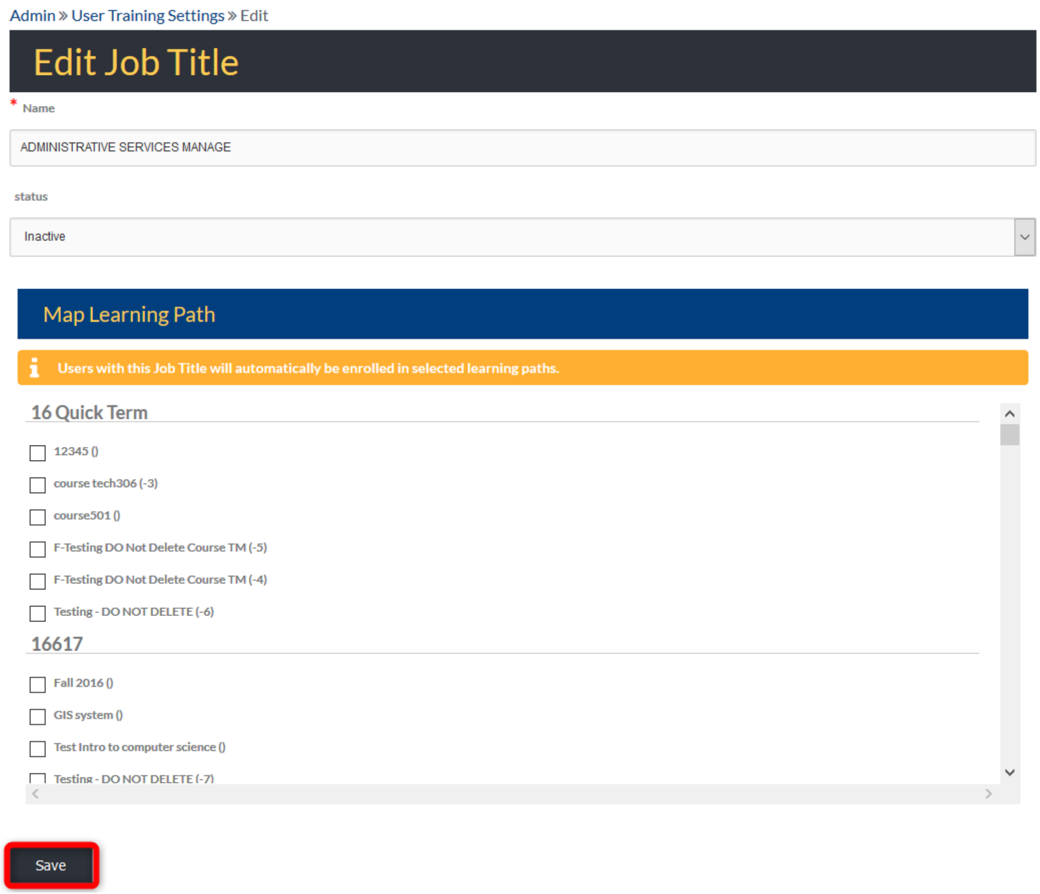
Complete the needed information in the proper spaces provided. Any space marked with a red asterisk is mandatory and must be completed.

Remember to select the SAVE button to apply changes.



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.

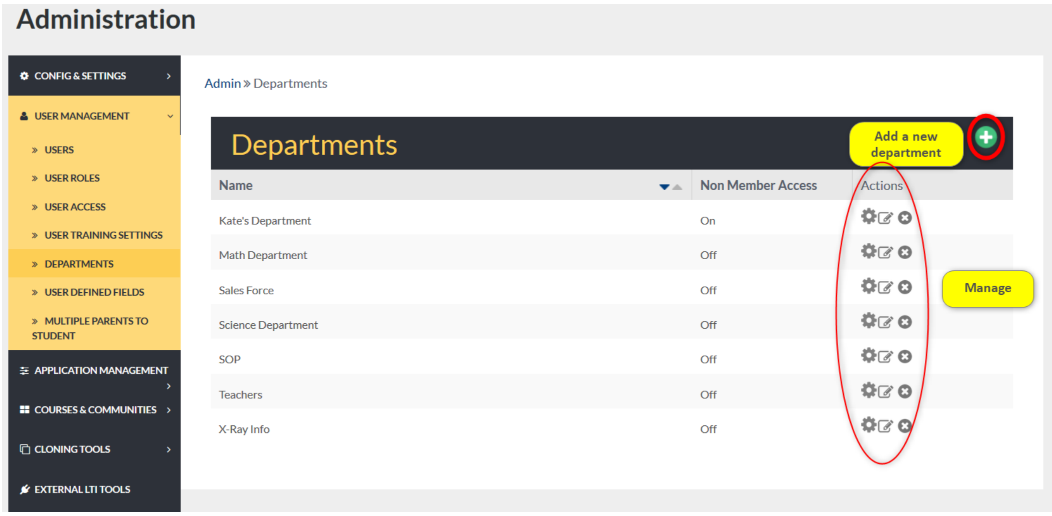


QUICK START GUIDE: HOW TO SETUP LEARNING PATHS

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

DEPARTMENTS

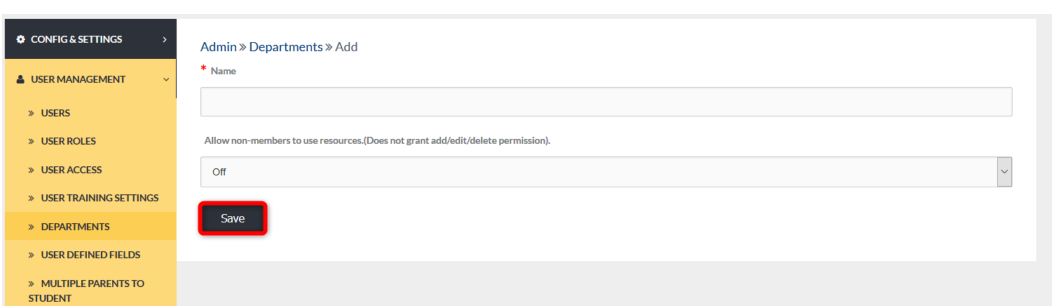
Admin Users can create Departments (and appear in the Resource/Repository) as a way of grouping Users that need to share resources in the Resource/Repository top-navigational tool. Here Departments can be added, managed, edited, and deleted.



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.



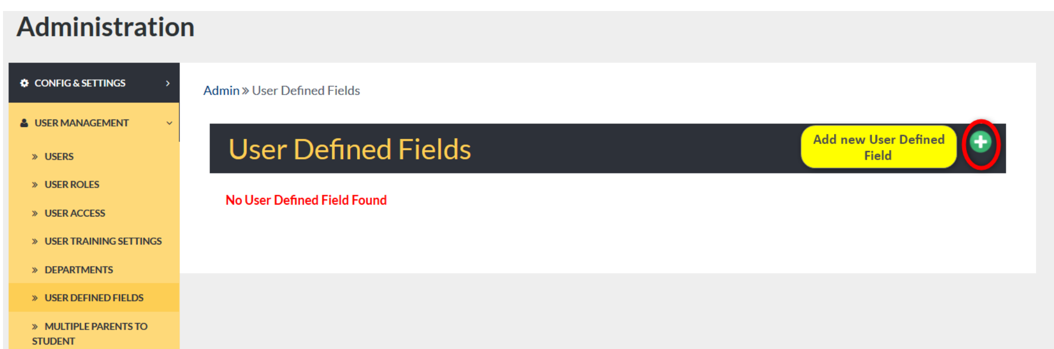
DEPARTMENTS: EDITING TOOLS

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:

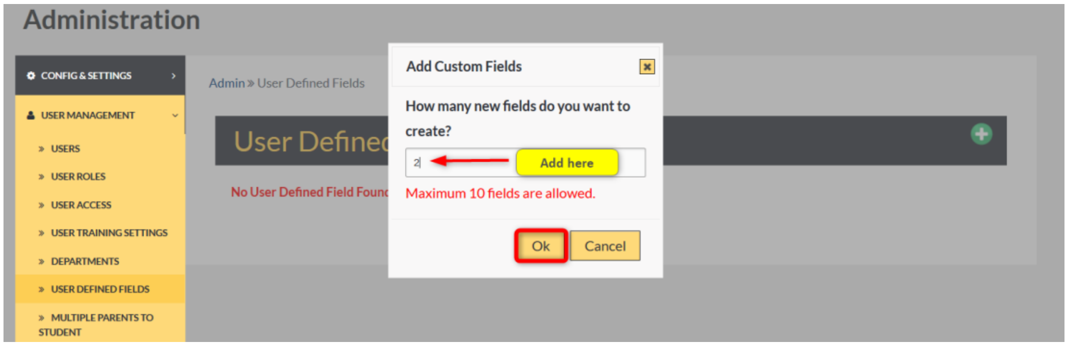


1. Select the Admin tab from the top toolbar.
2. Select User Management from the Navigation Panel.
3. From the User Management dropdown, select Users.
4. Select the user to edit and click the edit icon to the far right of their name

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*)

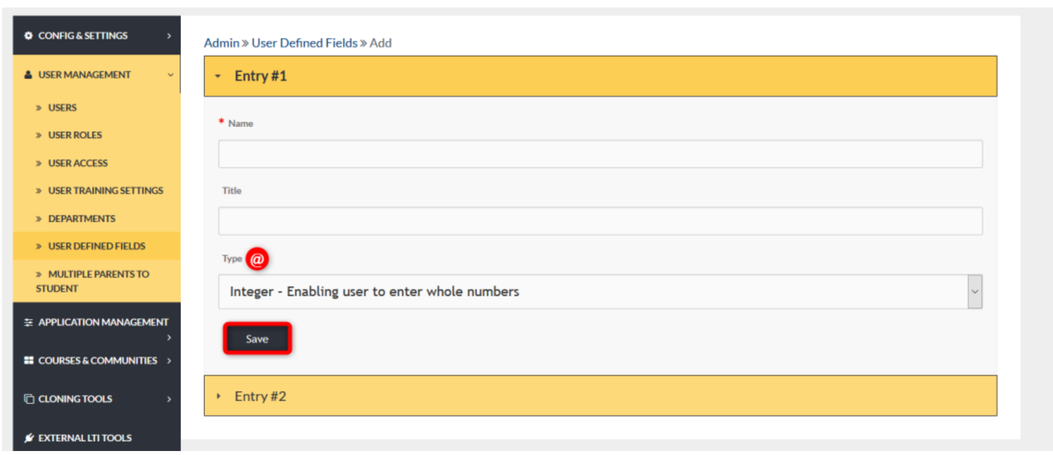
In the floating box in the middle of your screen, type the number of fields you wish to add. Then select OK.



USER DEFINED FIELDS: ADD

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

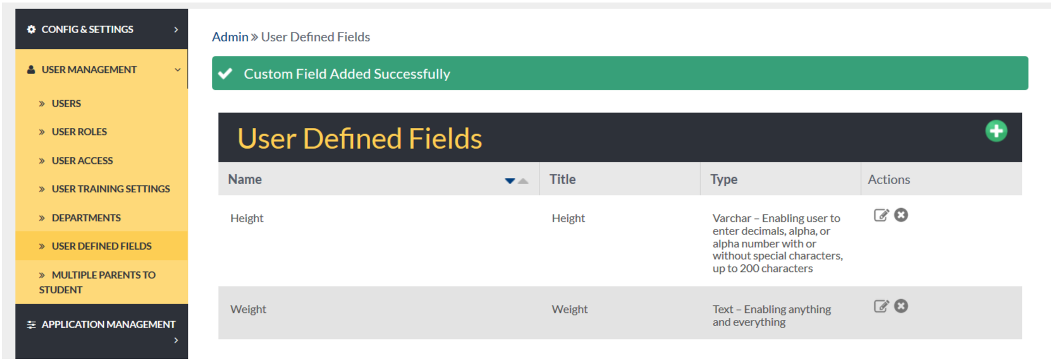
Remember to select the SAVE button to apply changes.



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

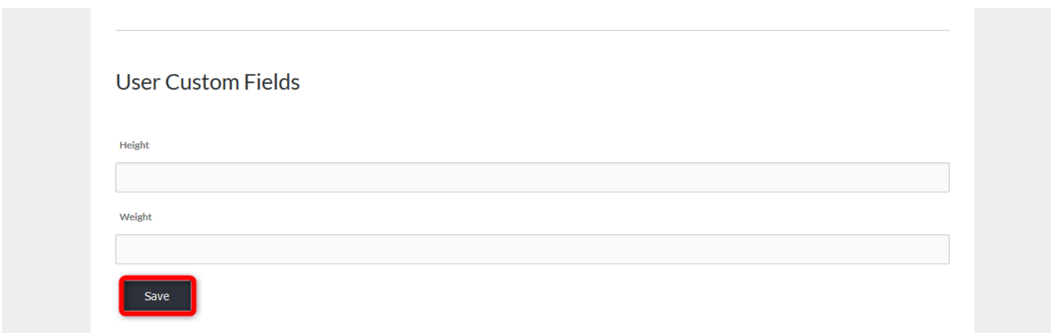
USER DEFINED FIELDS: SUCCESSFUL ADD

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.



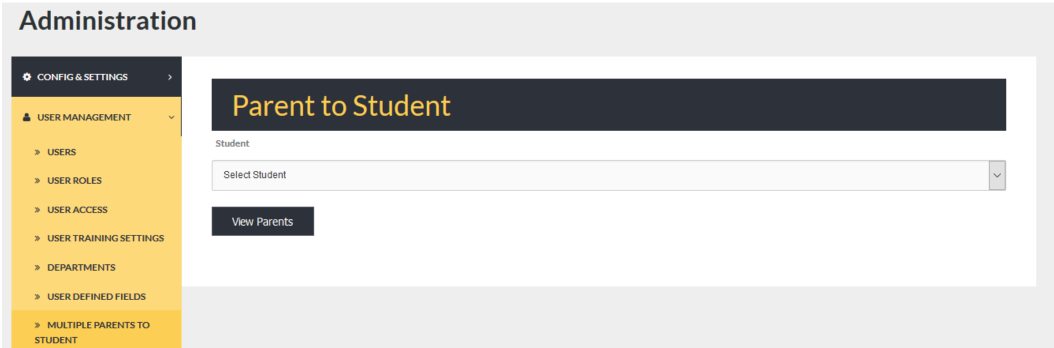
USER DEFINED FIELDS: USER ACCOUNT INFO

User Account Info: Newly created User Defined Fields located at the end of the Account information page for Users.



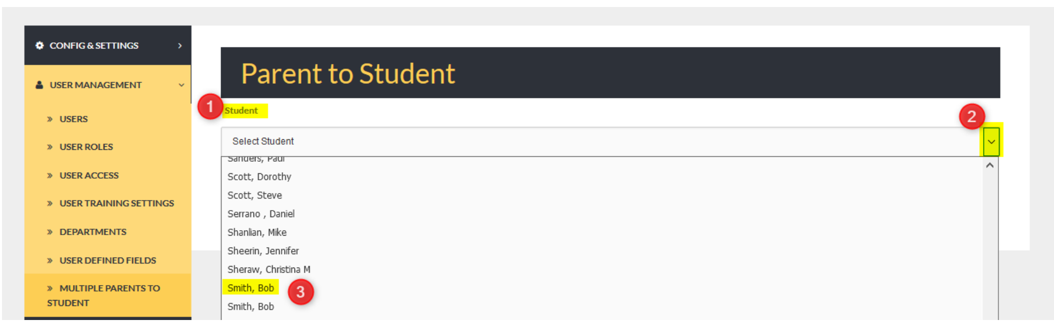
MULTIPLE PARENTS TO STUDENTS

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.



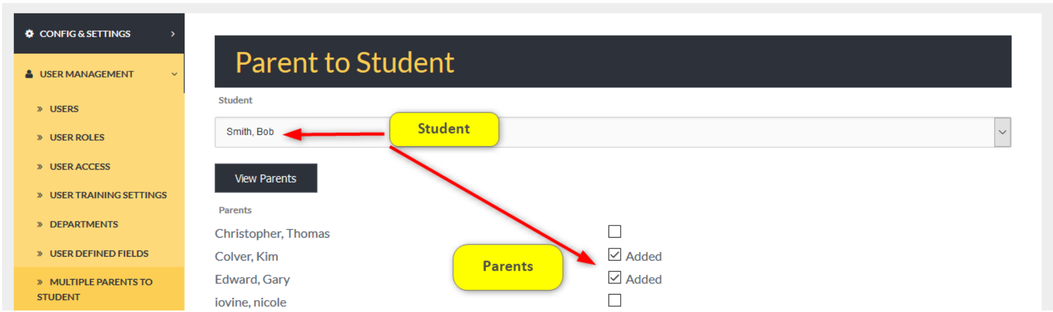
1. Student
2. Dropdown
3. Select student to connect parents

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.

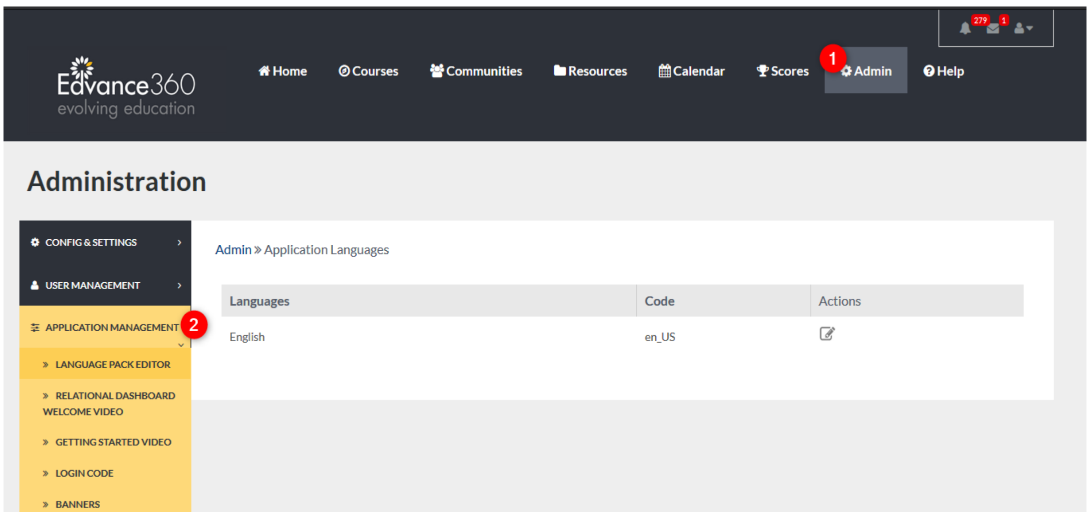


APPLICATION MANAGEMENT

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.

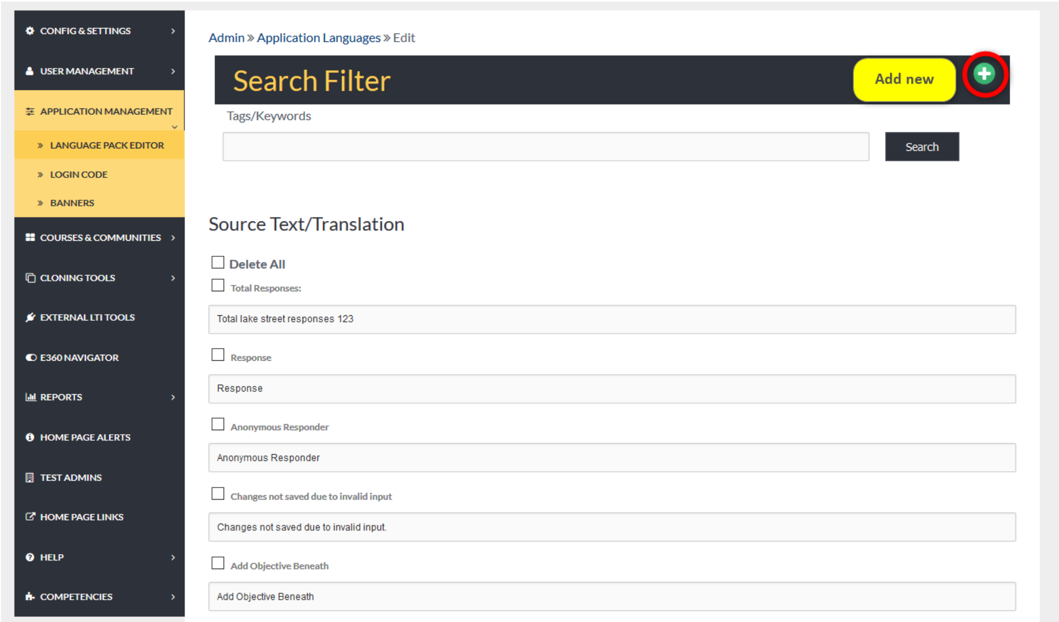
LANGUAGE PACK EDITOR

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.

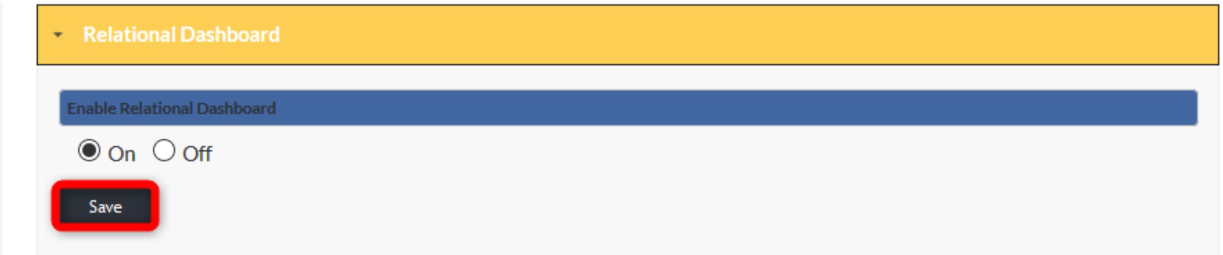
LANGUAGE PACK EDITOR EDIT

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.



RELATIONAL DASHBOARD WELCOME VIDEO

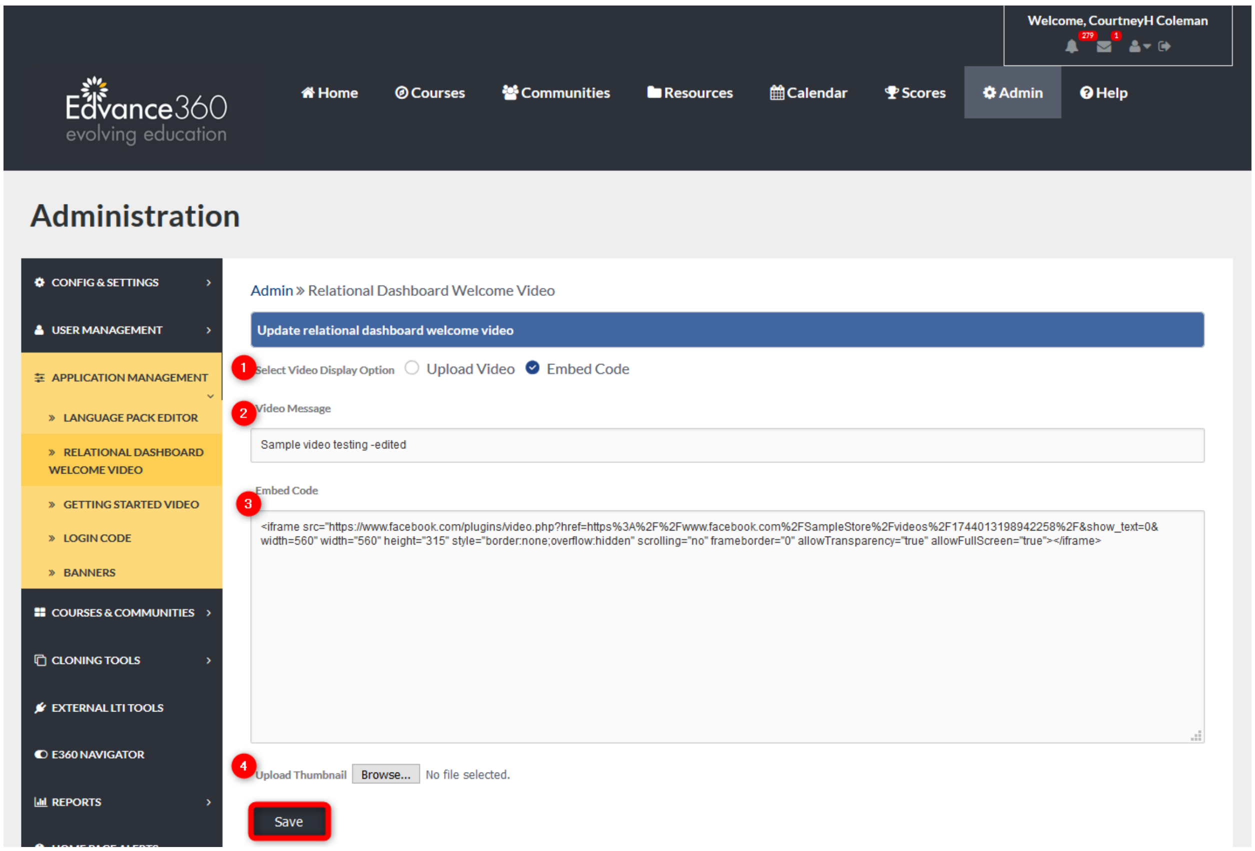
Note: To enable the Relational Dashboard follow these steps: ***Admin>Configuration & Settings>General Settings>Relational Dashboard*** (See Image Below)



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.



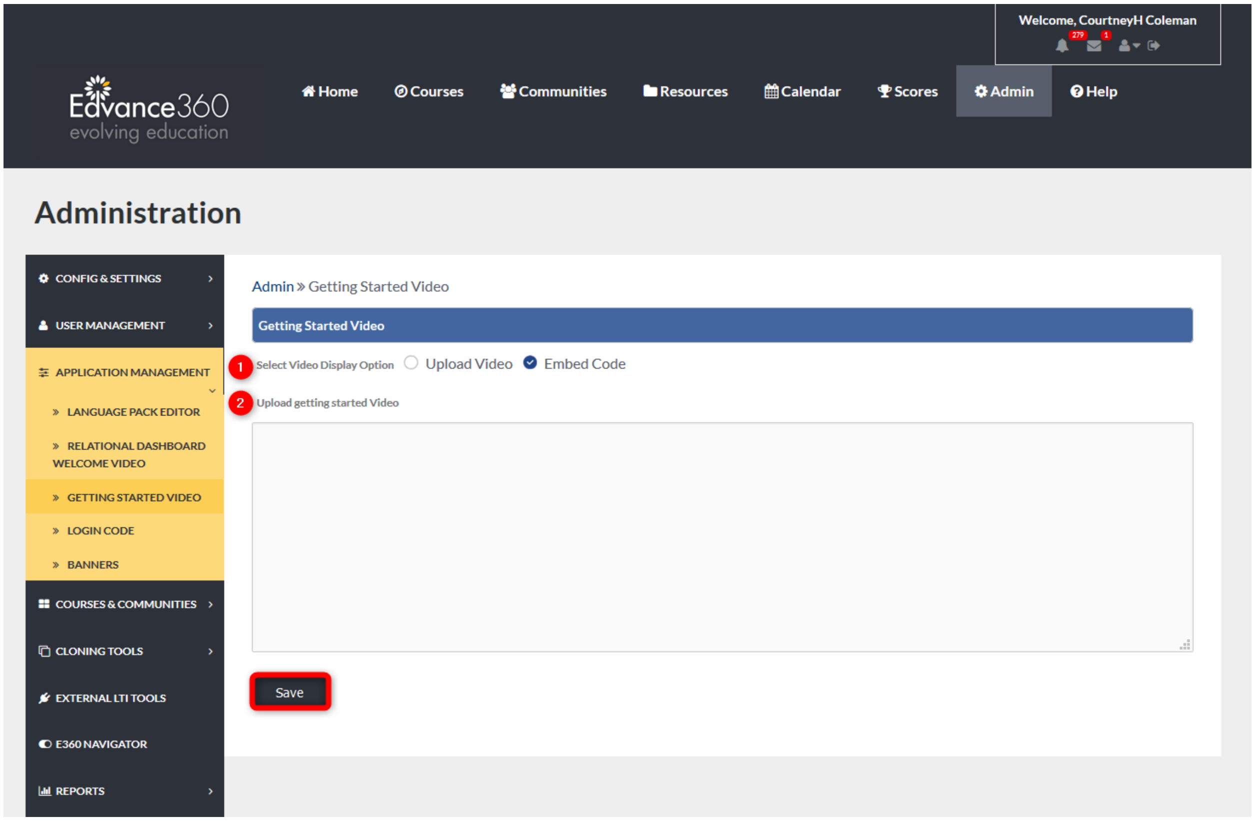
1. Select Video Display Option: Choose either to upload or embed video
2. Video Message: Type a message/title to appear with the video

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

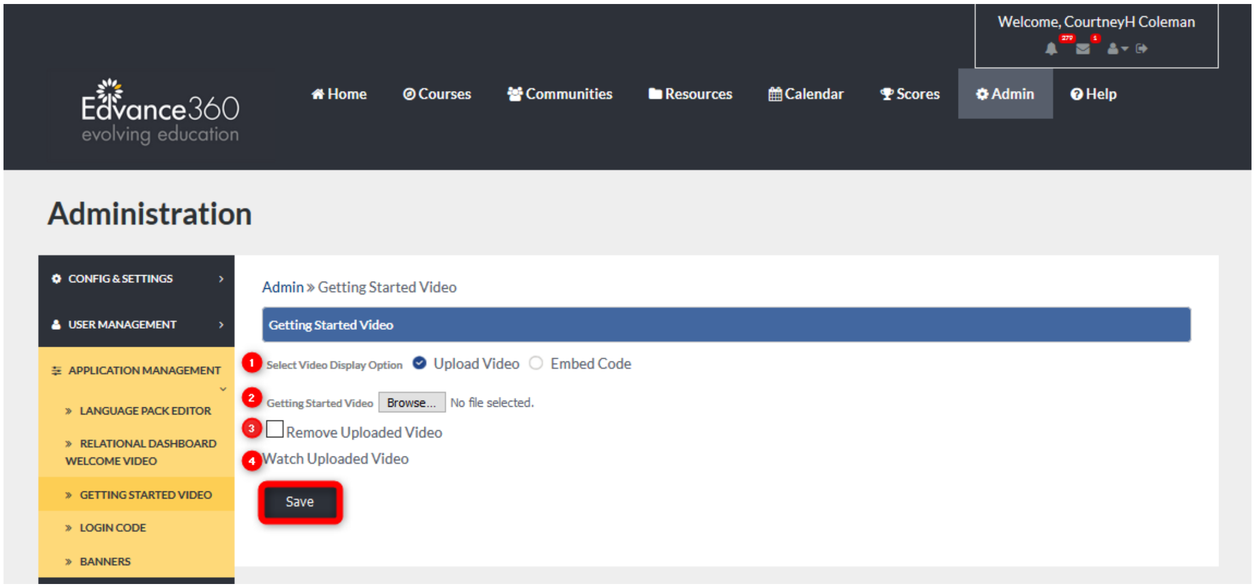
GETTING STARTED VIDEO

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

Remember to select the SAVE button to apply changes.



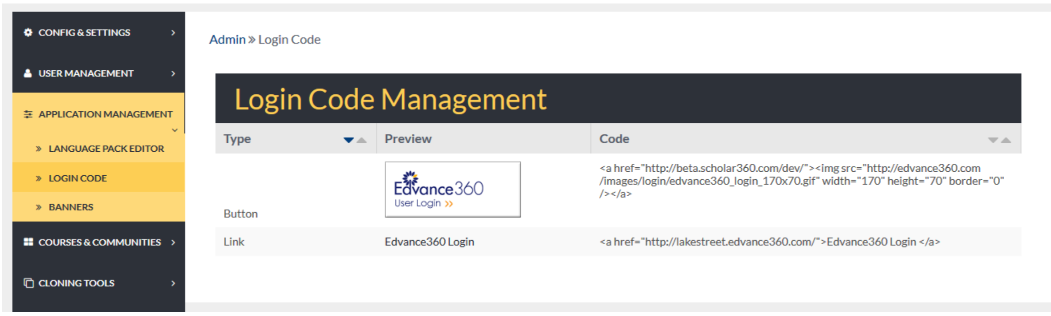
1. Select Video Display Option: Choose either to upload or embed video
2. If upload is selected, see image below.



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

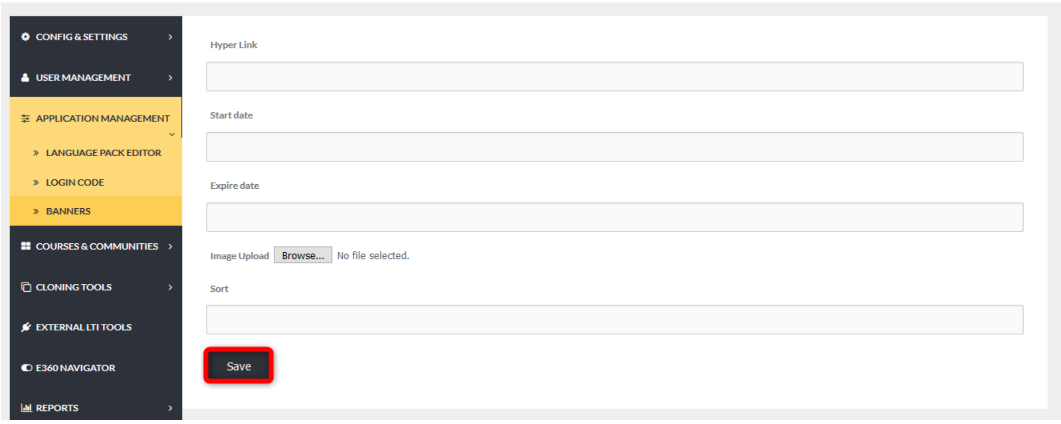


BANNERS

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.



QUICK START GUIDE: HOMEPAGE BANNER

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

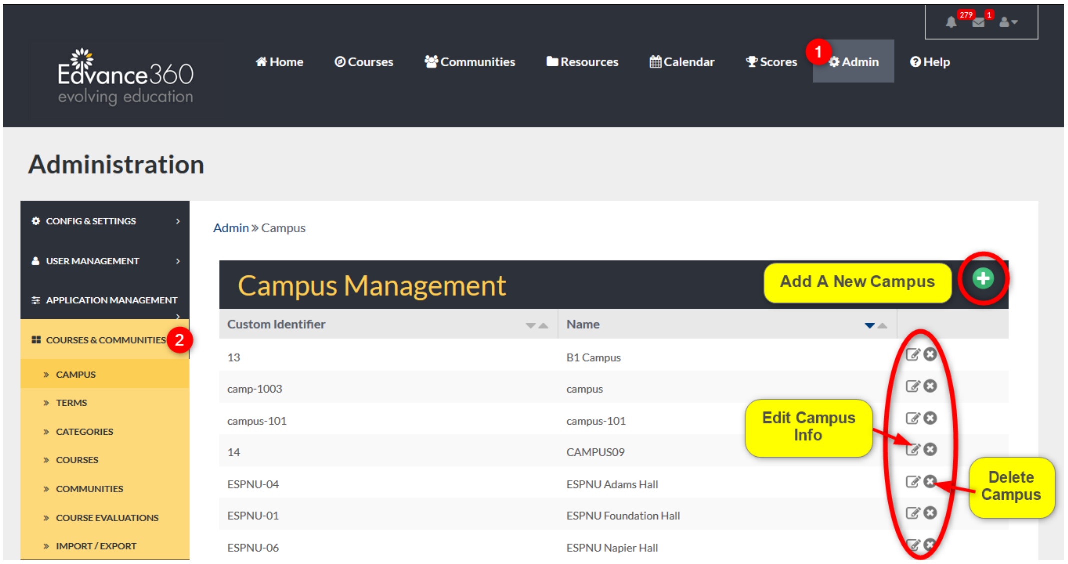
VIDEO TUTORIAL: HOMEPAGE BANNER

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

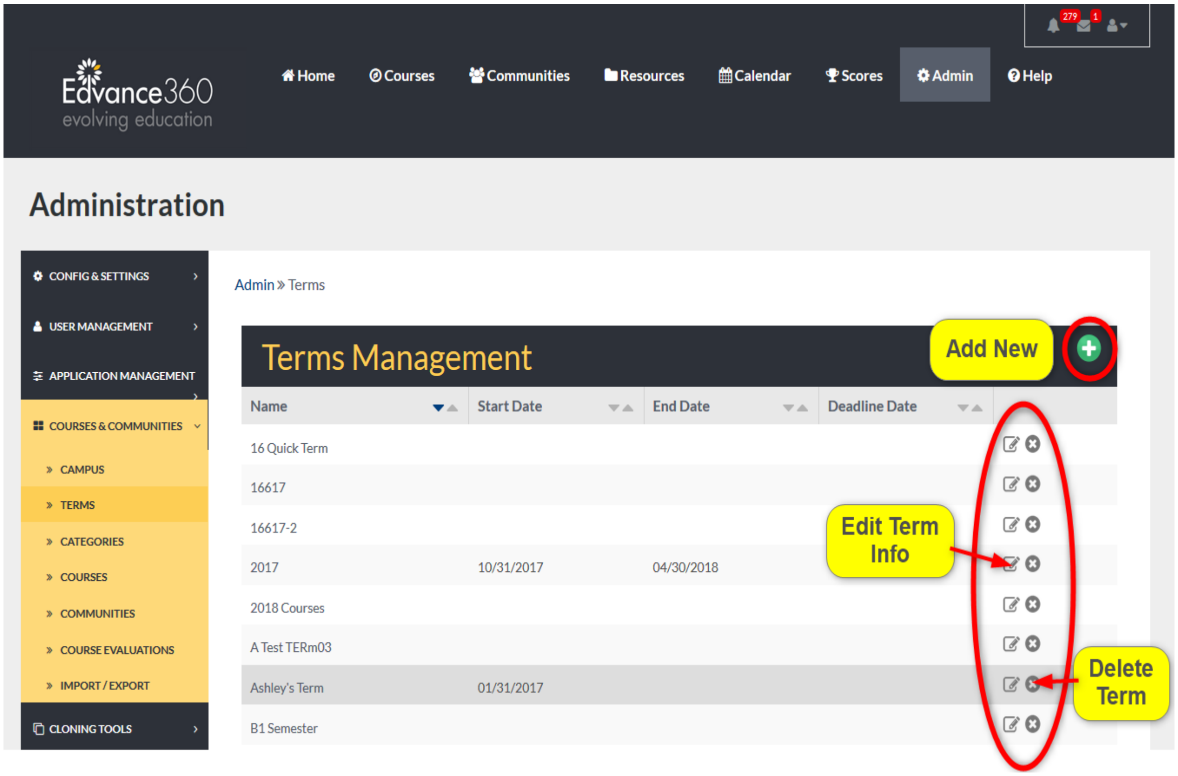
A Campus is a way of organizing courses within your Edvance360 platform for reporting, sorting and messaging purposes only. Campuses are never seen by the typical user. If a client needs to organize courses by locations, Departments, client, etc., a Campus can be created and then attached to Terms and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

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.



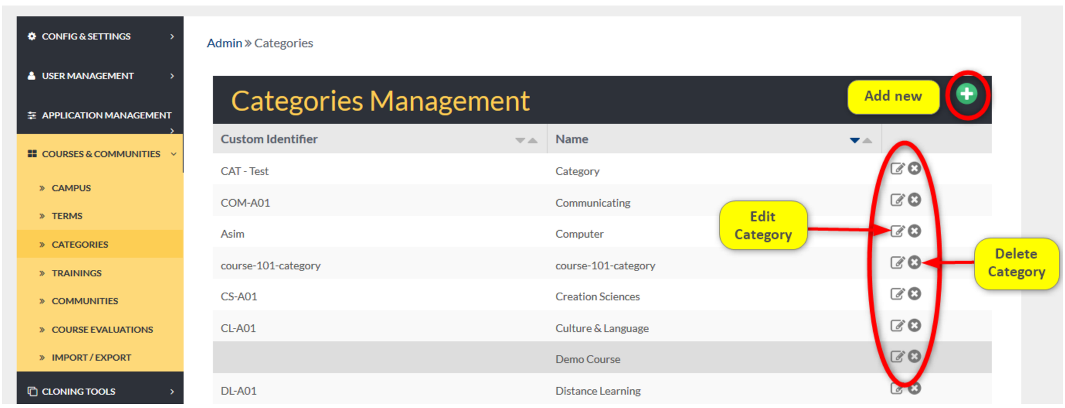
QUICK START GUIDE: HOW TO CHANGE TERMS

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

CATEGORIES

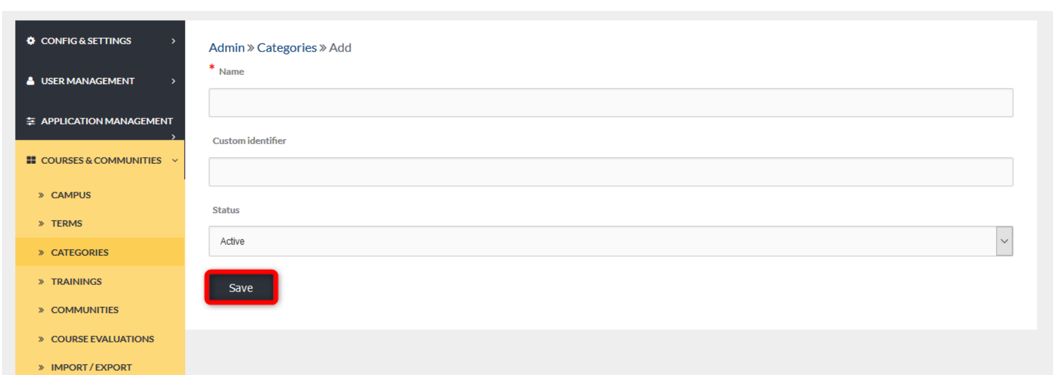
Categories are Community headers or groupings but also affect courses. When Communities are displayed for the learner, they display directly under the category to which they belong. As an example, for a school, this might be topics like Math, Science, or History or Chess Club, Math Club, Debate Club, 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

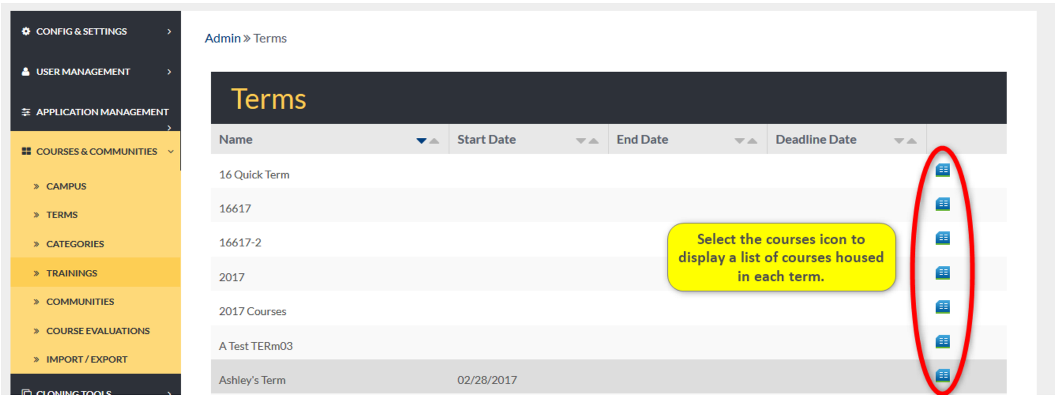
Complete the needed information in the proper spaces provided. Remember to select the SAVE button to apply changes.



TRAININGS

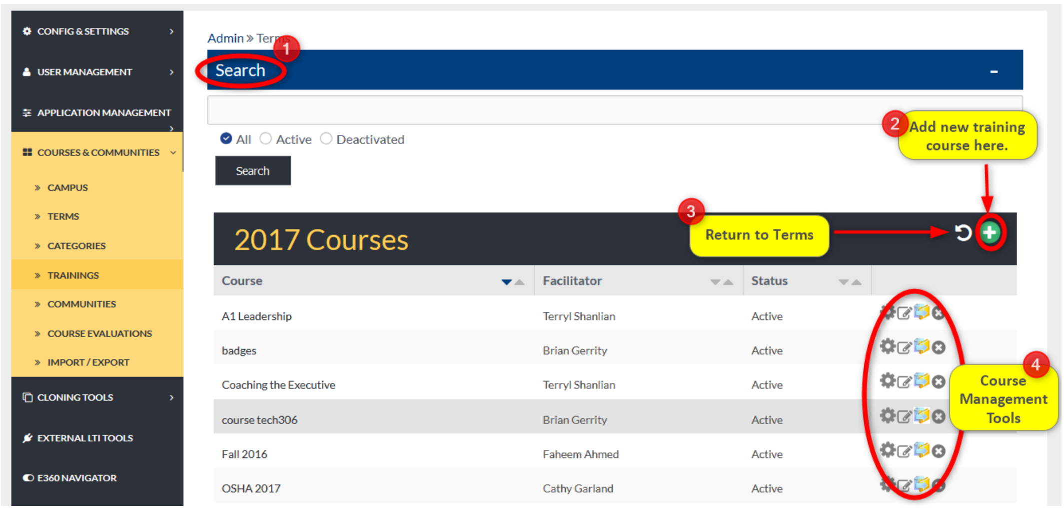
Note: Trainings are courses.

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.



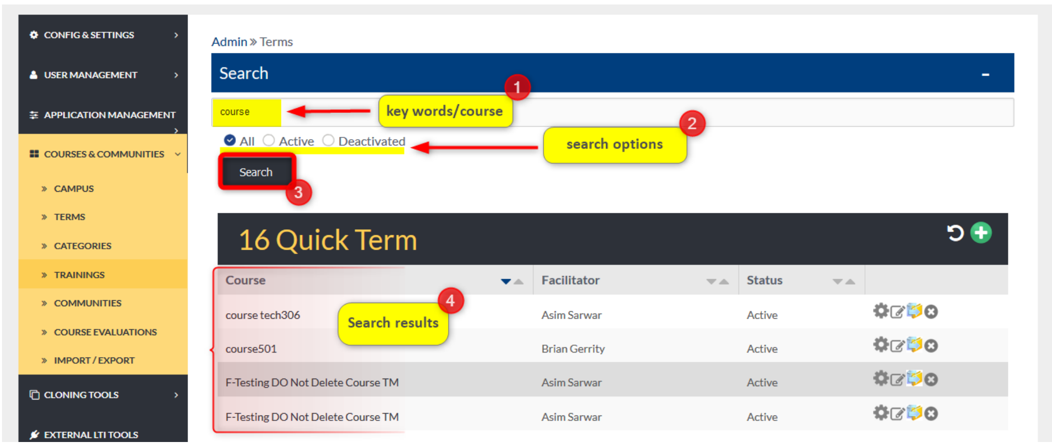
1. Use keywords and Terms to search for training courses.

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.

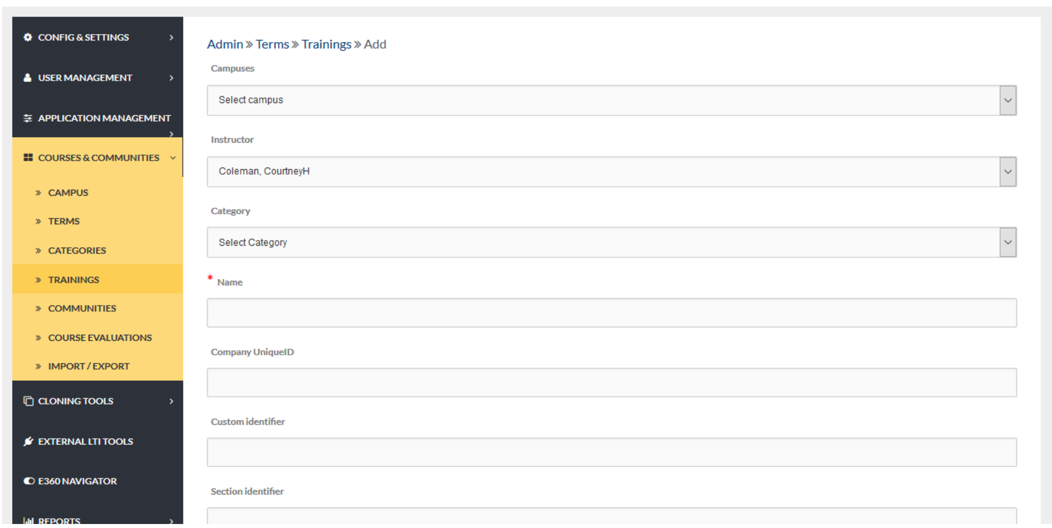
ADDING A NEW TRAINING COURSE

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.



QUICK START GUIDE: HOW TO CREATE A COURSE

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

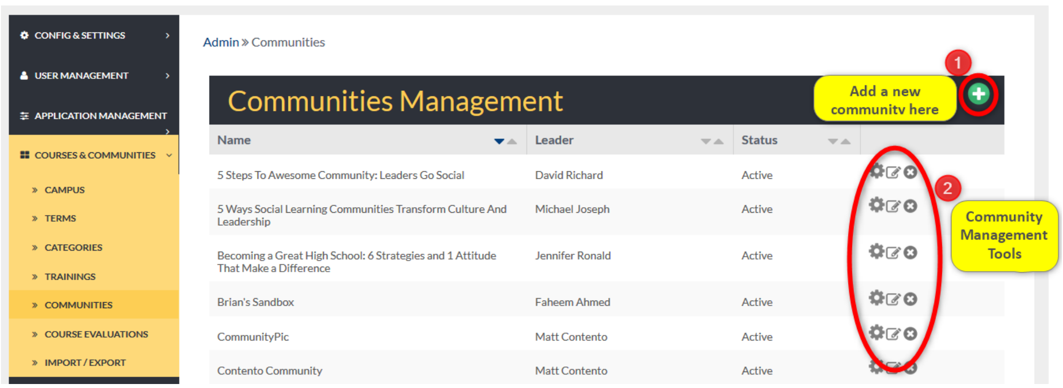
TRAININGS MANAGEMENT TOOLS

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

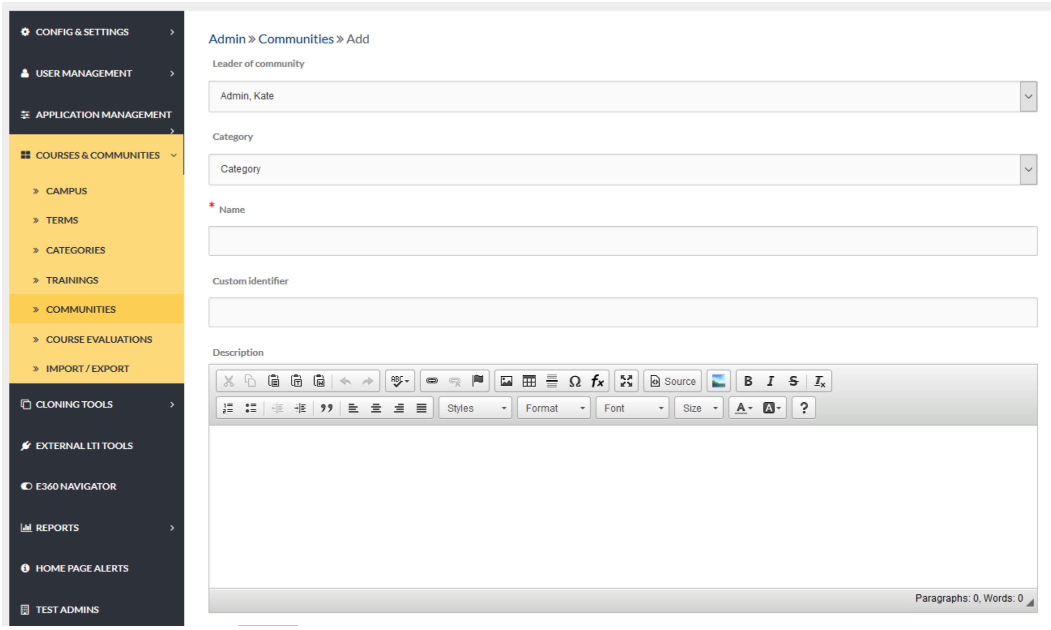
https://edvance360.com/images/fileupload/Filename/119/how_to_use_Communities_admin___quickstart_guide.pdf

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

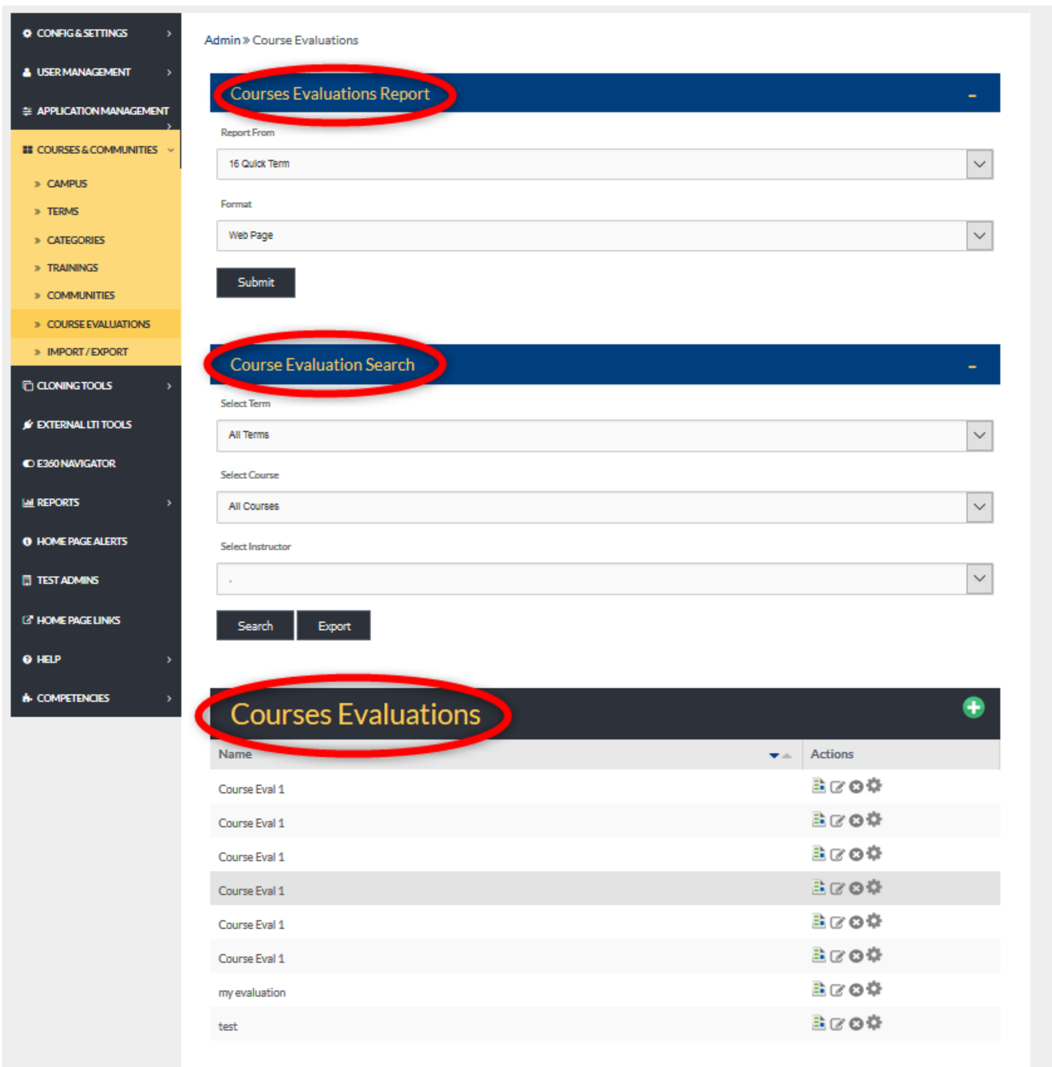
Communities Management Tools: Community management tools Help Admin Users *create, manage, edit*, and *remove* Communities within the Edvance360 platform.

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.



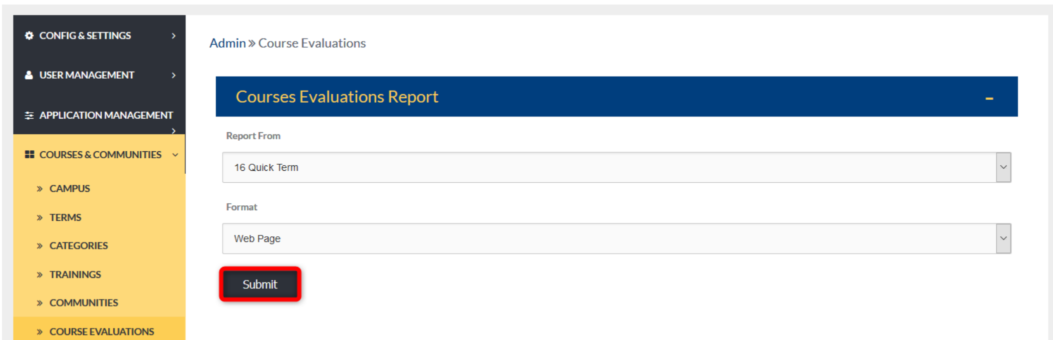
QUICK START GUIDE: HOW TO SETUP COURSE EVALUATIONS

http://edvance360.com/images/fileupload/Filename/181/quickstart_guide_course_evaluations.pdf

COURSE EVALUATIONS REPORT

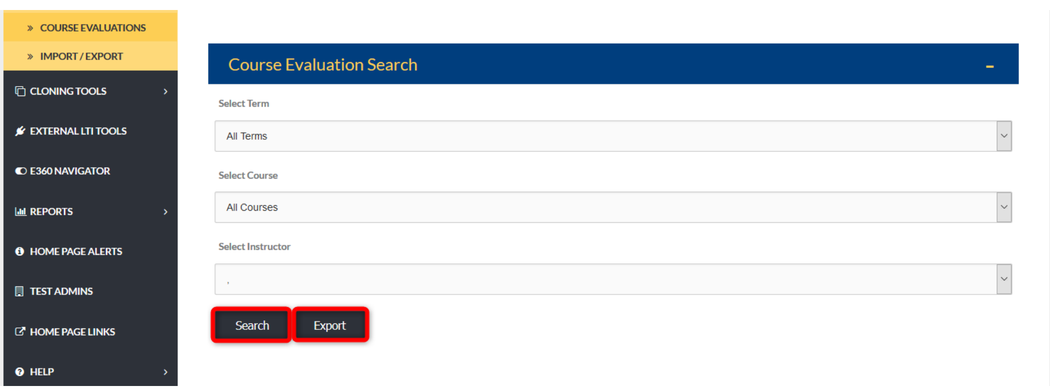
To retrieve a report of a specific course evaluation, select the course from the "Report From" dropdown and the format you wish to receive the report in from the "Format" dropdown. Reports are generated as either a web page or in excel format.

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



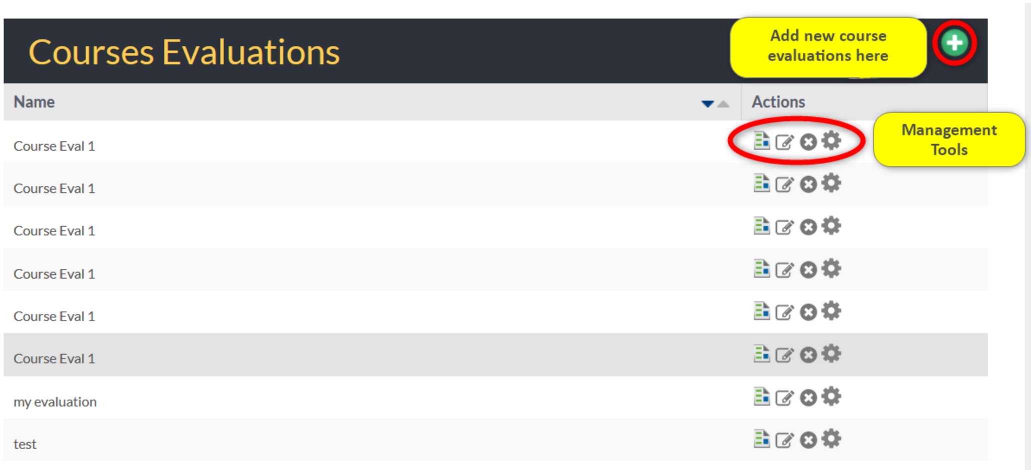
COURSE EVALUATION SEARCH

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.



COURSE EVALUATIONS

Course Evaluations are created and managed by the following tools.

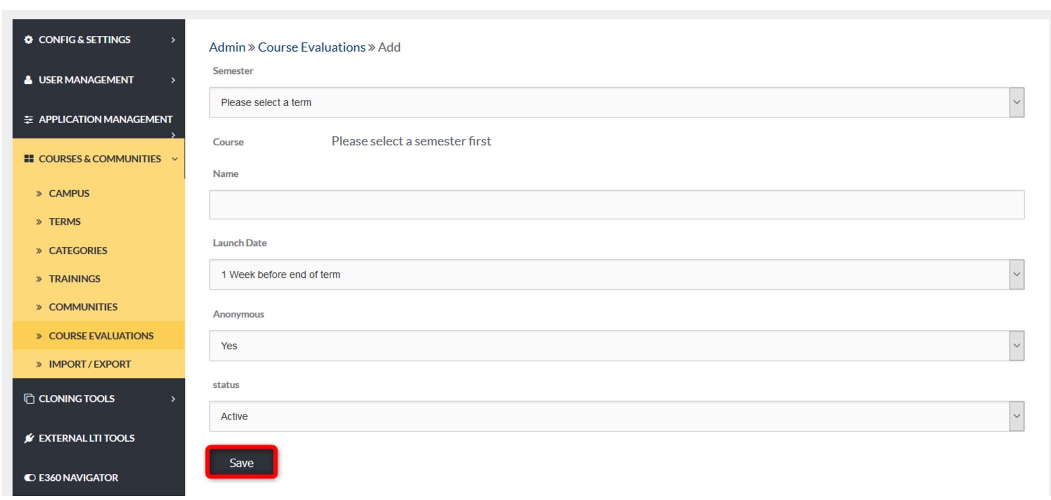


GREEN PLUS SIGN: ADDING A NEW COURSE EVALUATION

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.



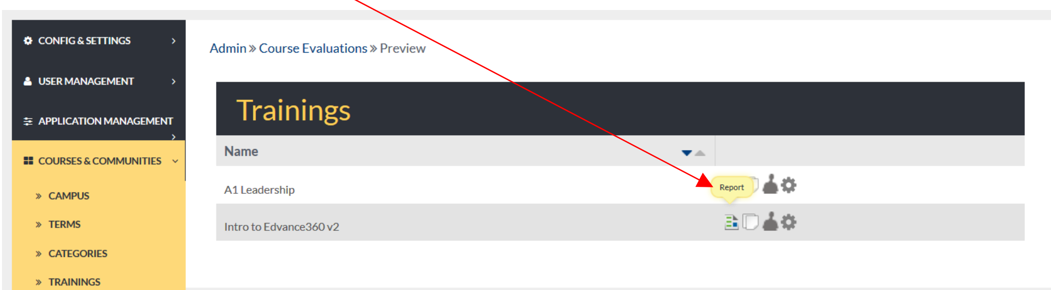
OTHER MANAGEMENT TOOLS

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.

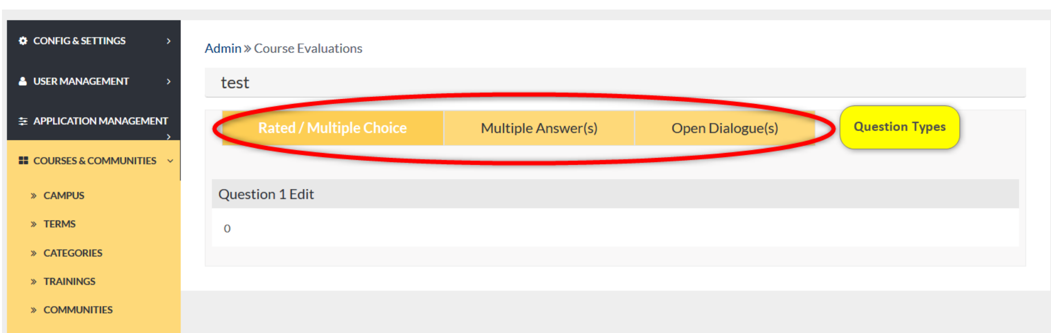
REPORT

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.



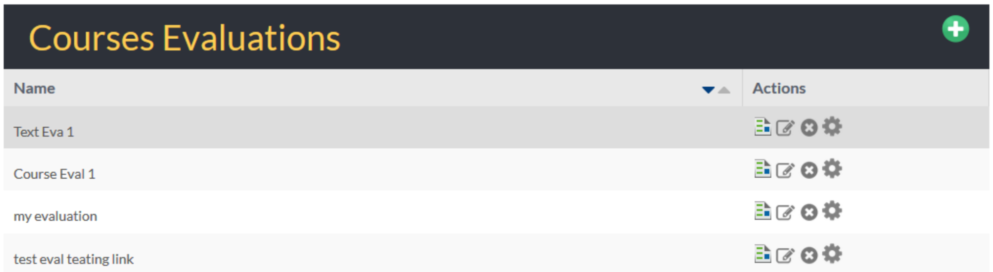
COURSE EVALUATION SUMMARY

Admin Users may search for evaluation responses by question type.



EDIT TOOL

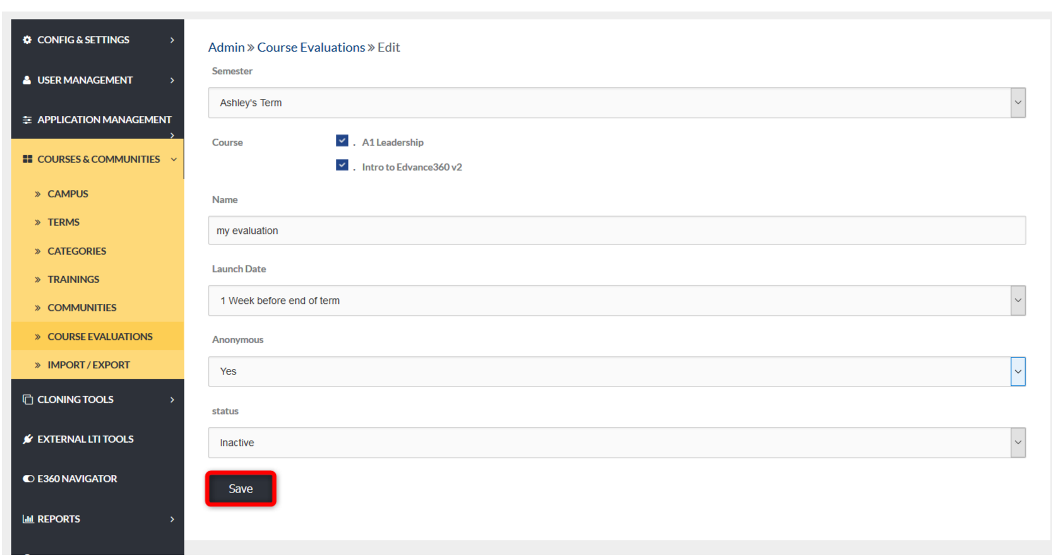
Selecting the course evaluation **edit tool** allows Admin Users to make changes to an evaluation's details.



EDIT TOOL OPTIONS

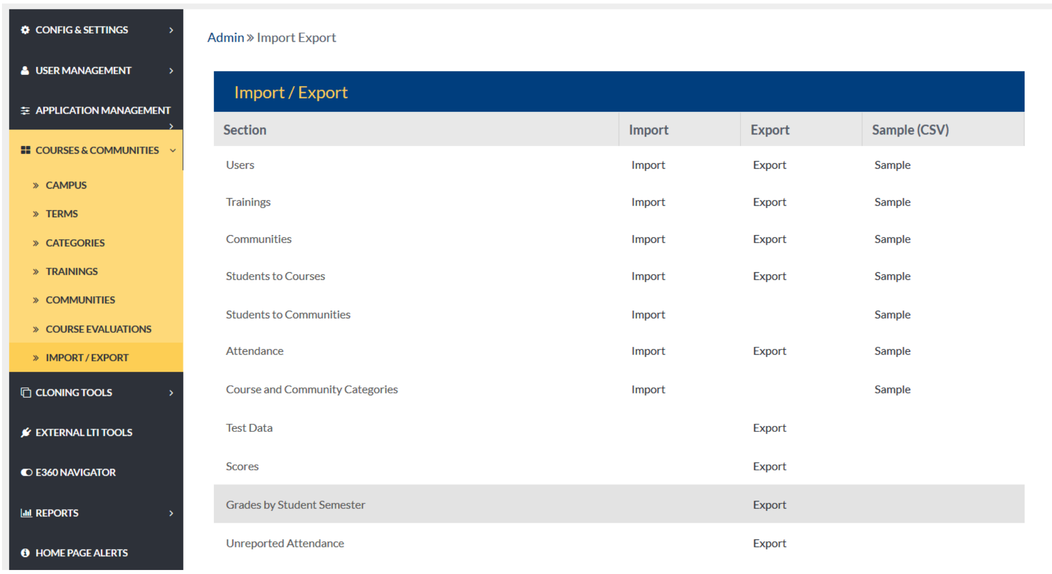
Selecting the edit icon reveals the evaluation's details such as: the semester and courses using the evaluation; the name of the evaluation; when the evaluation will launch and be available to learners; whether the evaluation will be anonymous; as well as the status of the evaluation. Once all selections 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.



IMPORT /EXPORT

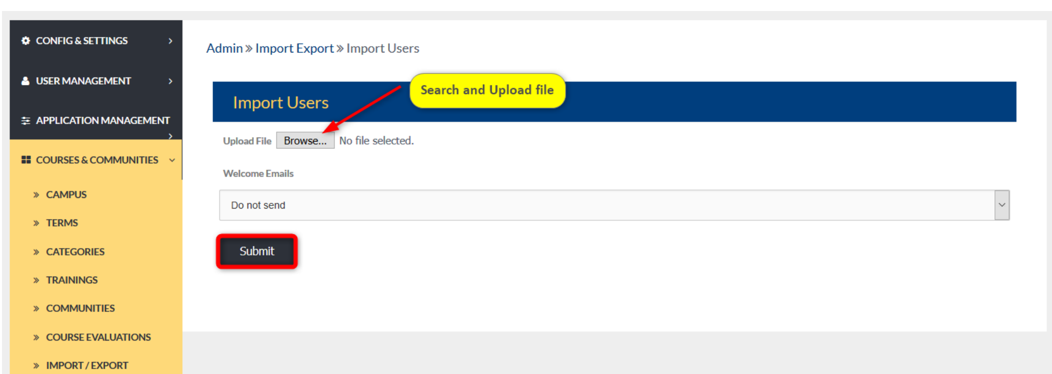
Data, from or for, the sections listed under the Import /Export tab can be Imported from your computer and Exported to your computer as an excel file. Also, a sample CSV file can be display (where available) to show Admin Users how the data in that section is presented. **Note:** All Imported files must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



IMPORT

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.

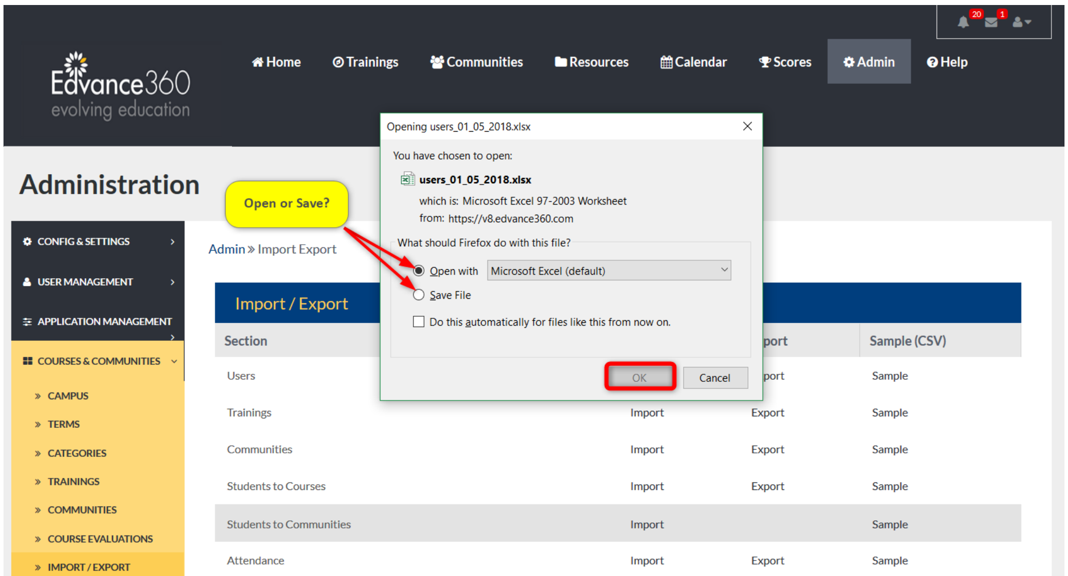


QUICK START GUIDE: HOW TO IMPORT COURSES

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.

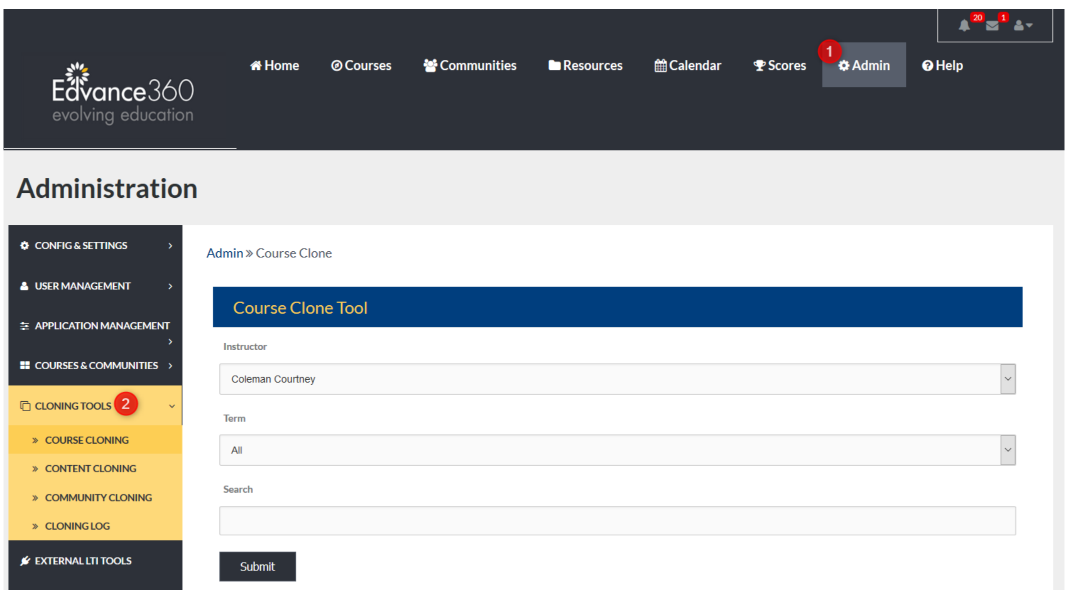


CLONING TOOLS

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.

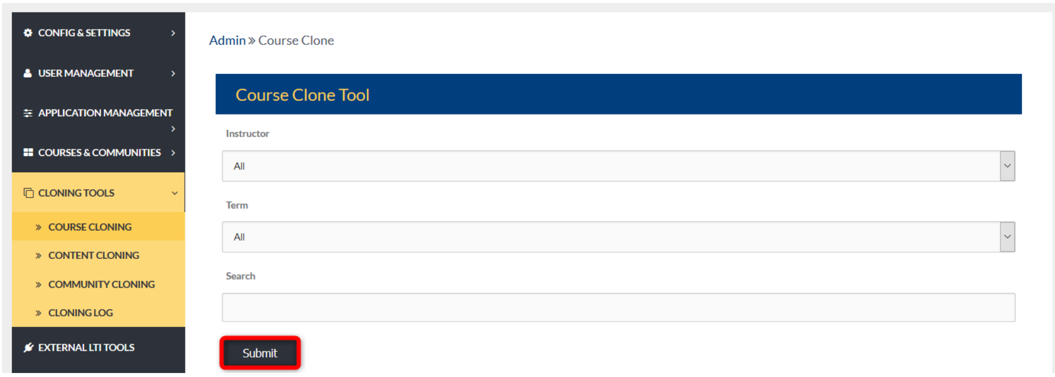


1. Select the Admin tab from the top toolbar.
2. Select the Cloning Tools tab from the Admin Navigation Panel.

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.

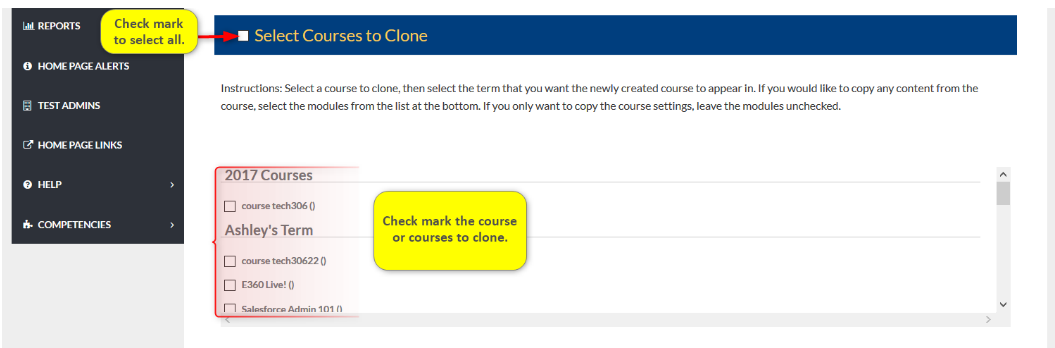


SELECT COURSES TO CLONE

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

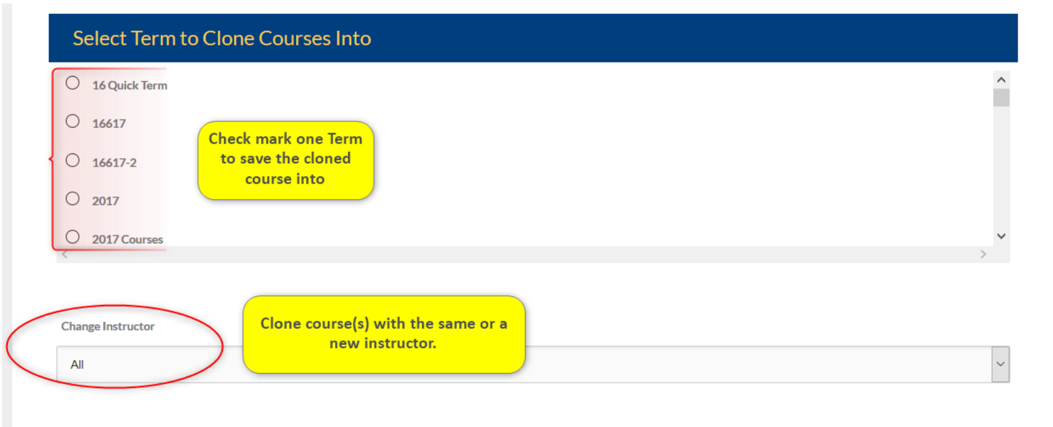
Select the course you wish to clone. You may select multiple courses by check marking their boxes.

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



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.

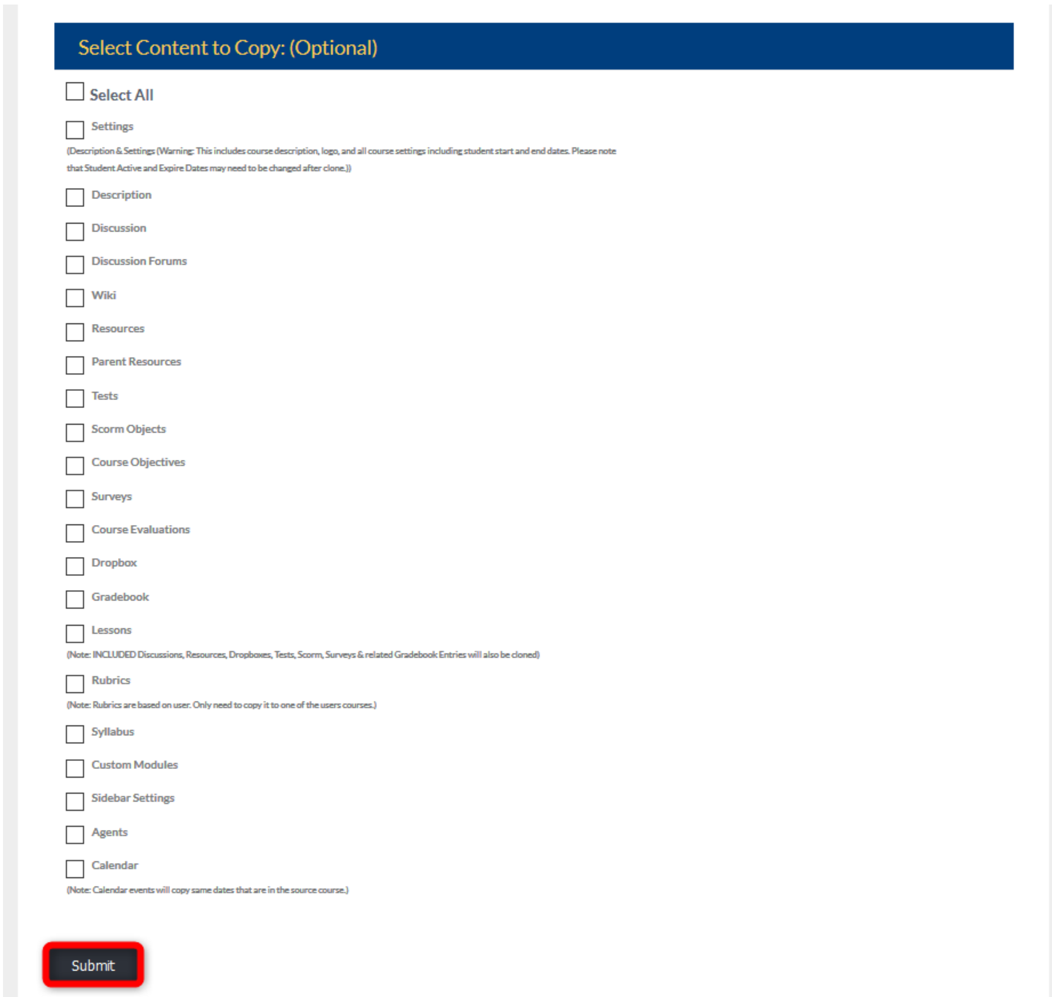


SELECT CONTENT TO COPY (OPTIONAL)

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

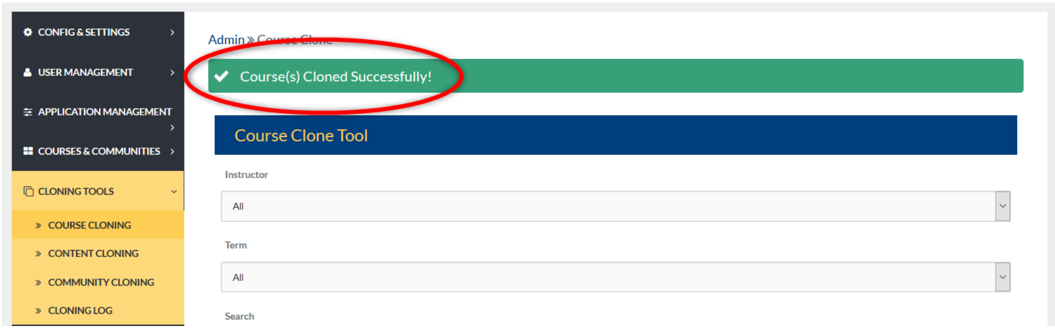
To only clone certain content and material from a course, select the items individually.

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



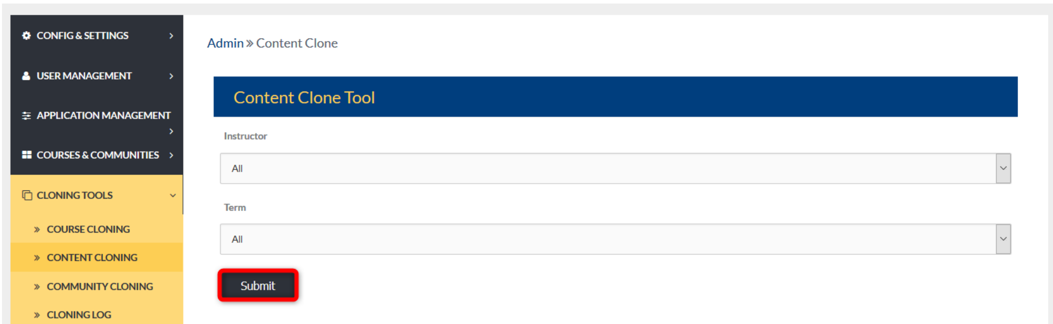
COURSE(S) CLONED SUCCESSFULLY!

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



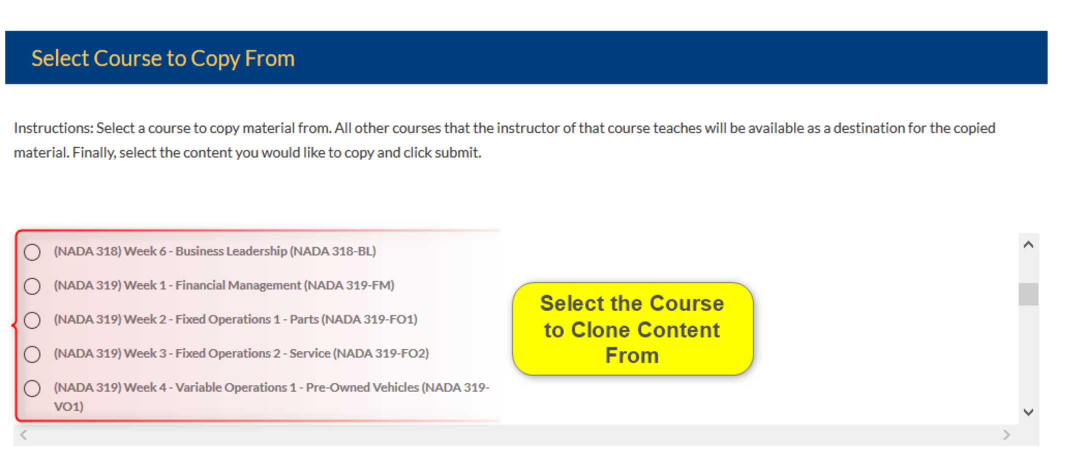
CONTENT CLONING TOOL

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.



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.

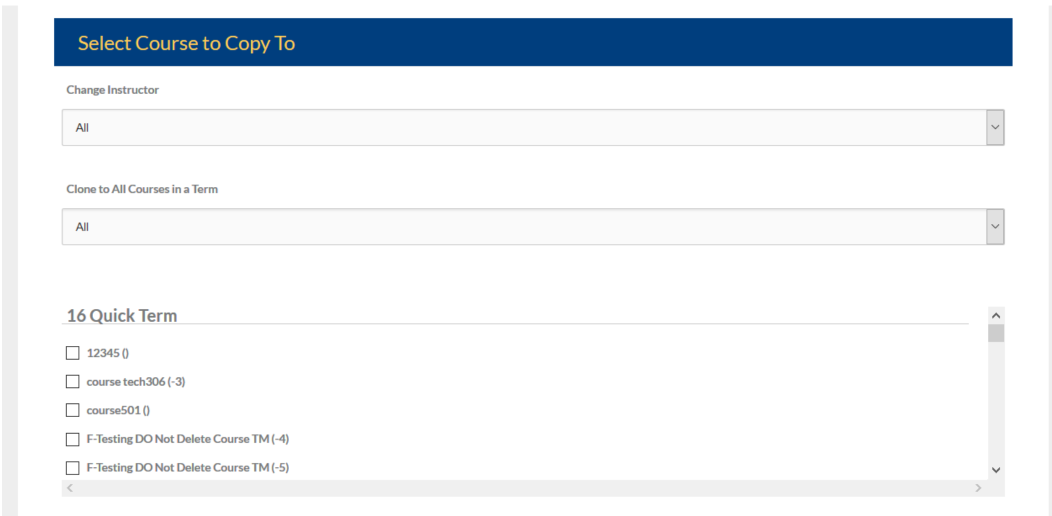


SELECT COURSE TO COPY TO

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.



SELECT CONTENT TO COPY

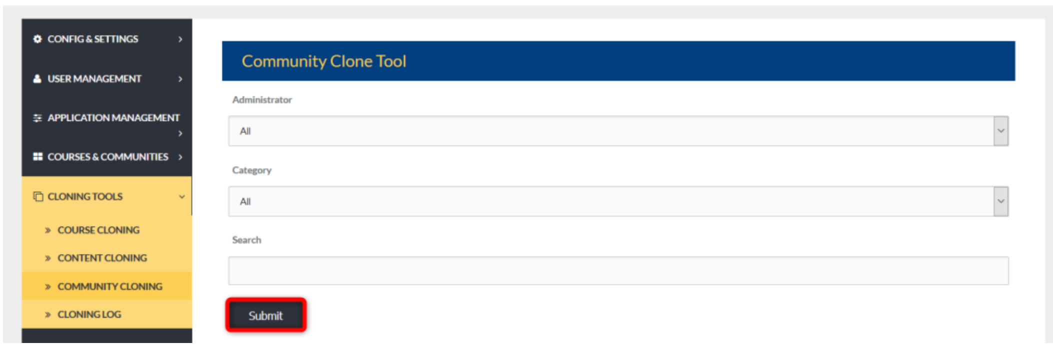
To Select Content to Copy, Admin Users may select all content, settings only, or specific content items. Remember to select the SUBMIT button to complete the content cloning process.

COMMUNITY CLONE TOOL

Community Clone Tool: To clone a community, begin by searching Communities.

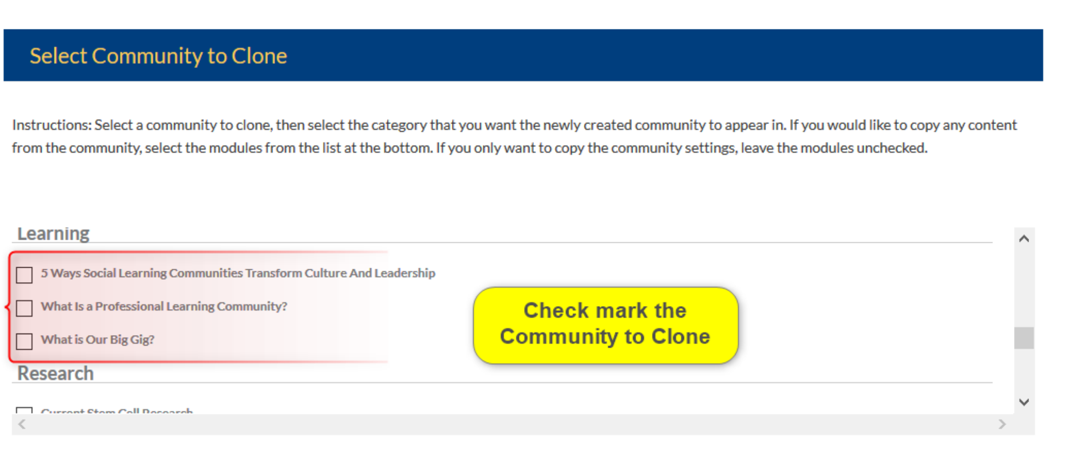
Select the Administrator and Category from each dropdown. Admin Users may include keywords in their search criteria in the Search box.

Remember to select the SUBMIT button to search selected criteria.



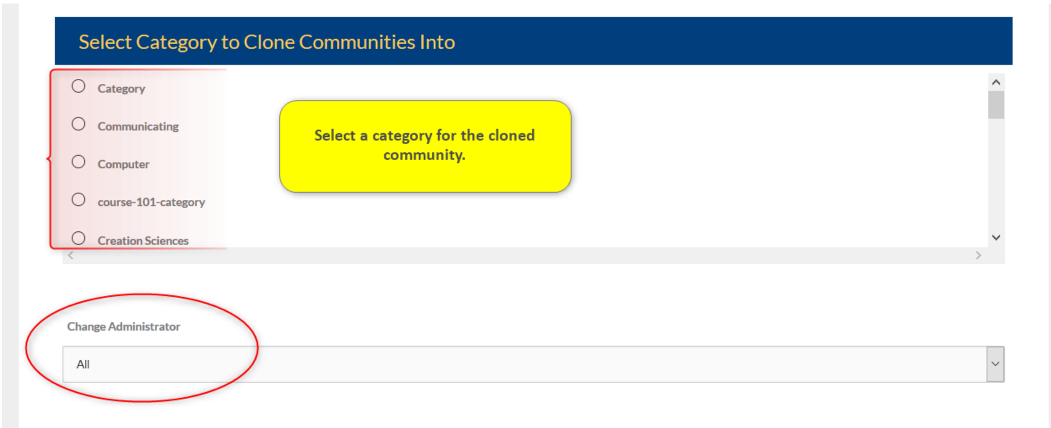
SELECT COMMUNITY TO CLONE

From the generated list displayed below the Select Community to Clone banner, check mark the community to clone.



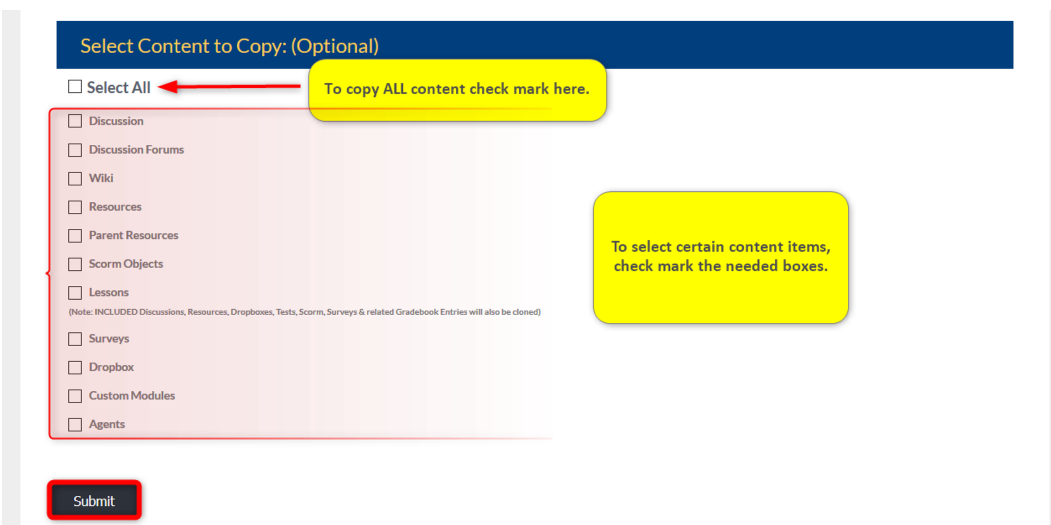
SELECT CATEGORY TO CLONE COMMUNITIES INTO

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.



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.



QUICK START GUIDE: CLONING COMMUNITIES

http://edvance360.com/images/fileupload/Filename/125/admin_panel___cloning_tools_cloning_Communities_v8.1.pdf

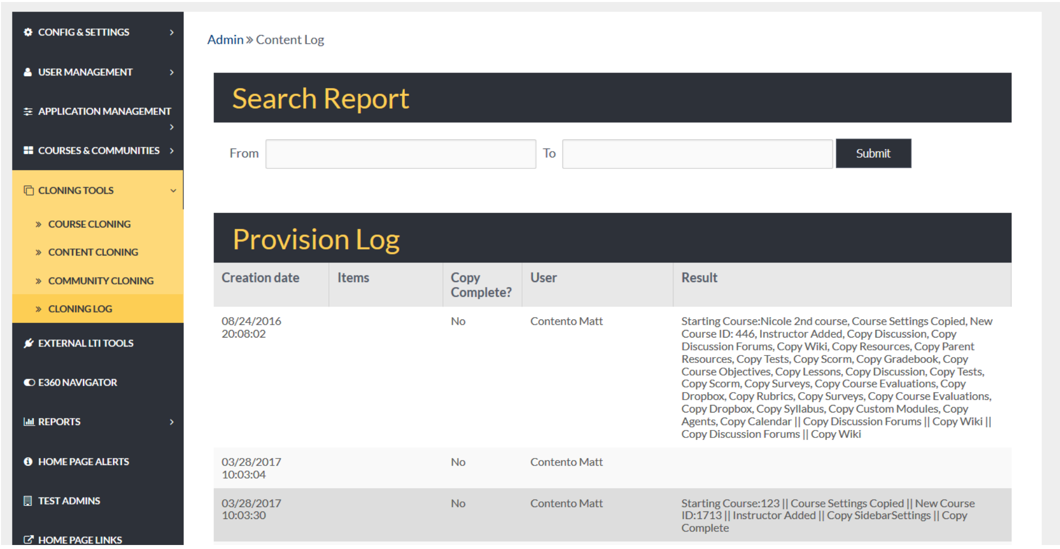
VIDEO TUTORIAL: CLONING COMMUNITIES

https://youtu.be/xuSQGlRK5jI

CLONING LOG

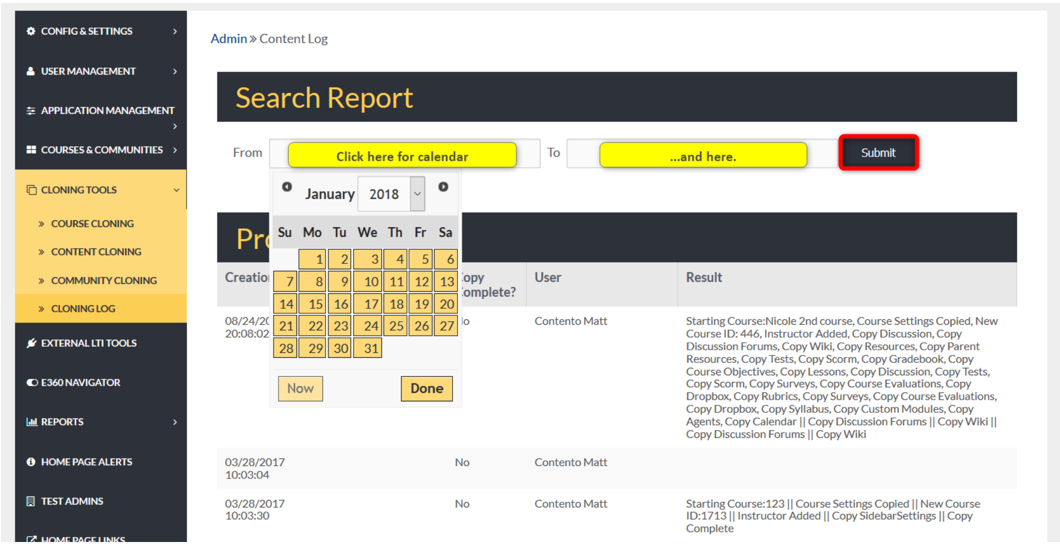
The Cloning Log keeps a record of all the cloning activity within your Edvance360 platform.

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.



CLONING LOG: SEARCH

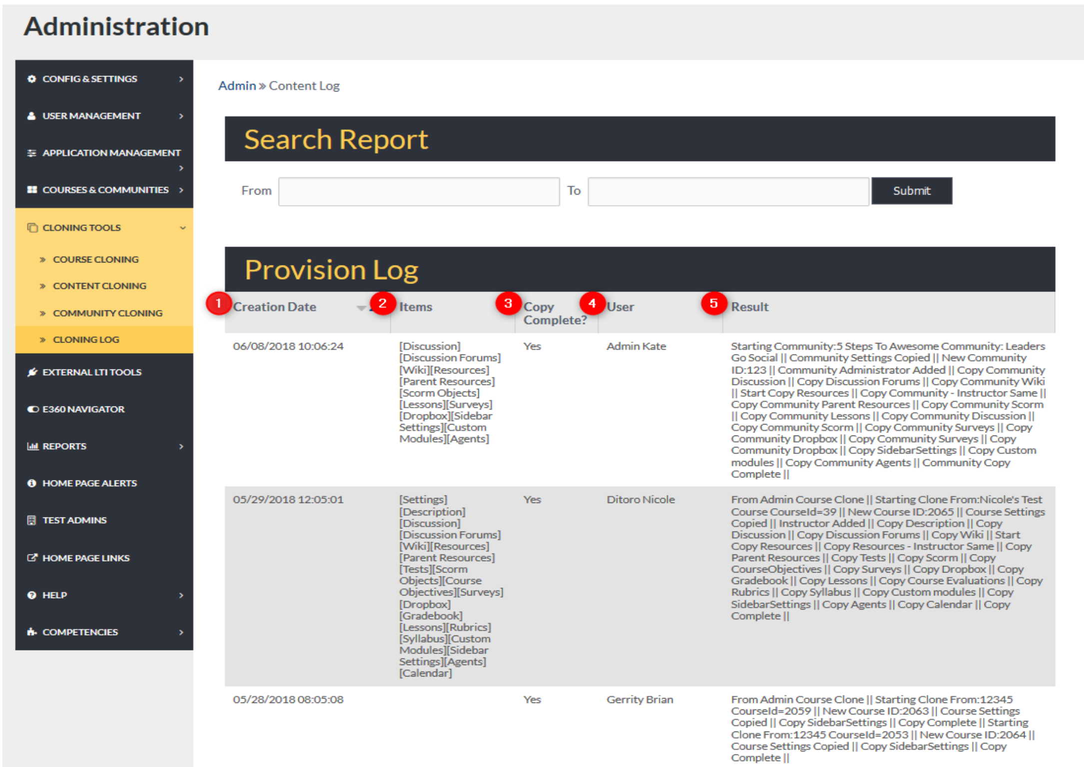
In the FROM and TO search bars, left click in the search bar to reveal a Calendar. Select the date range for your search. Remember to select the SUBMIT button to apply selections.



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:



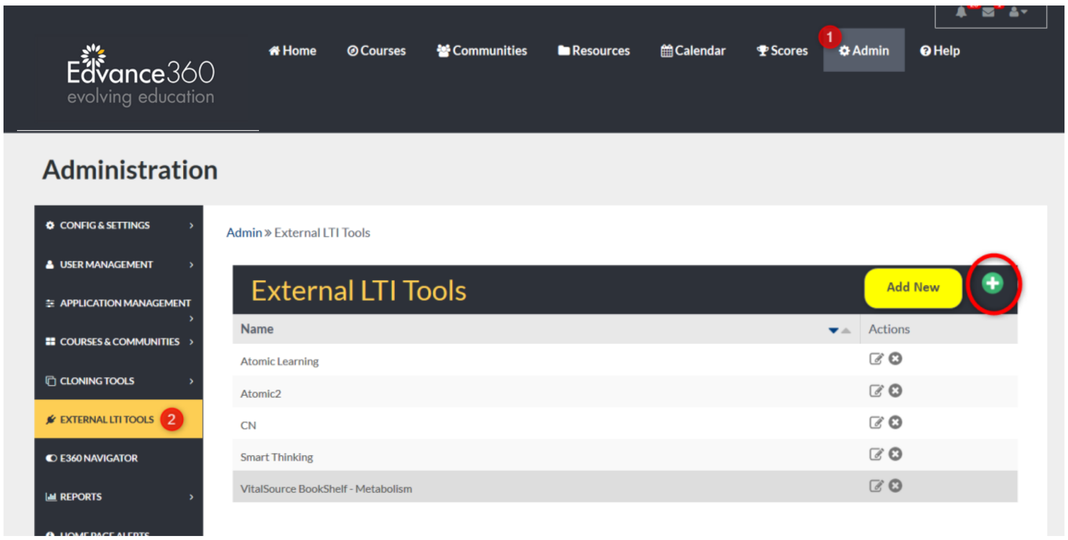
1. **Creation date:** the date and time the cloning occurred
2. **Items:** the items being cloned
3. **Copy Complete:** notification about the success of the clone/copy
4. **User:** the user completing the cloning activity.
5. **Result:** A summary of the cloning activities.

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.



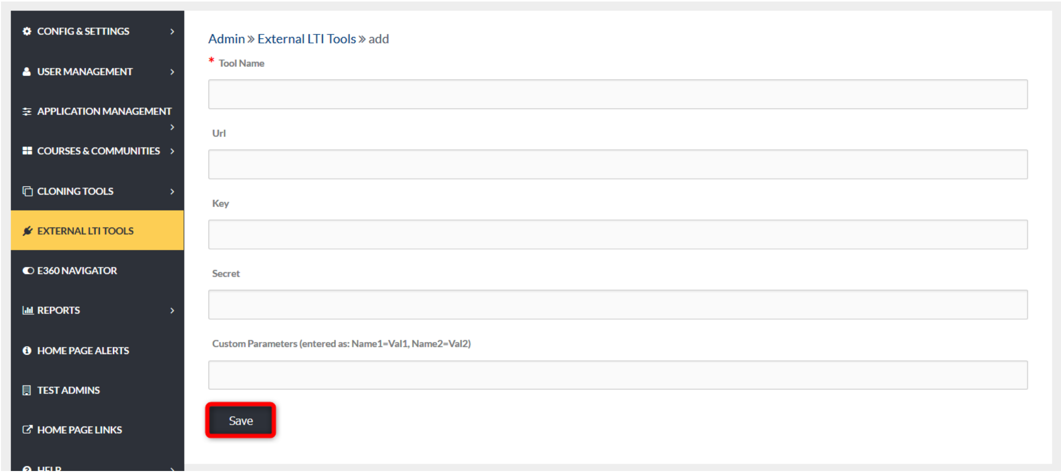
1. Select the Admin tab from the top toolbar.
2. Select the External LTI Tools tab from the Admin Navigation Panel.

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*)

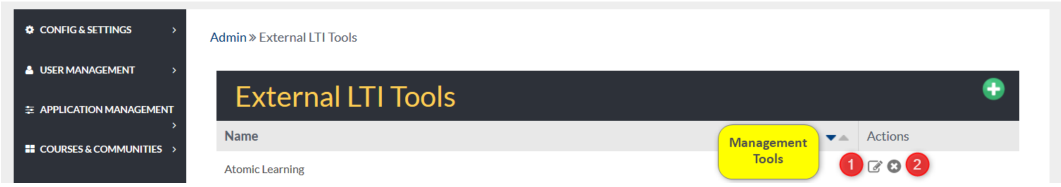
Complete the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.



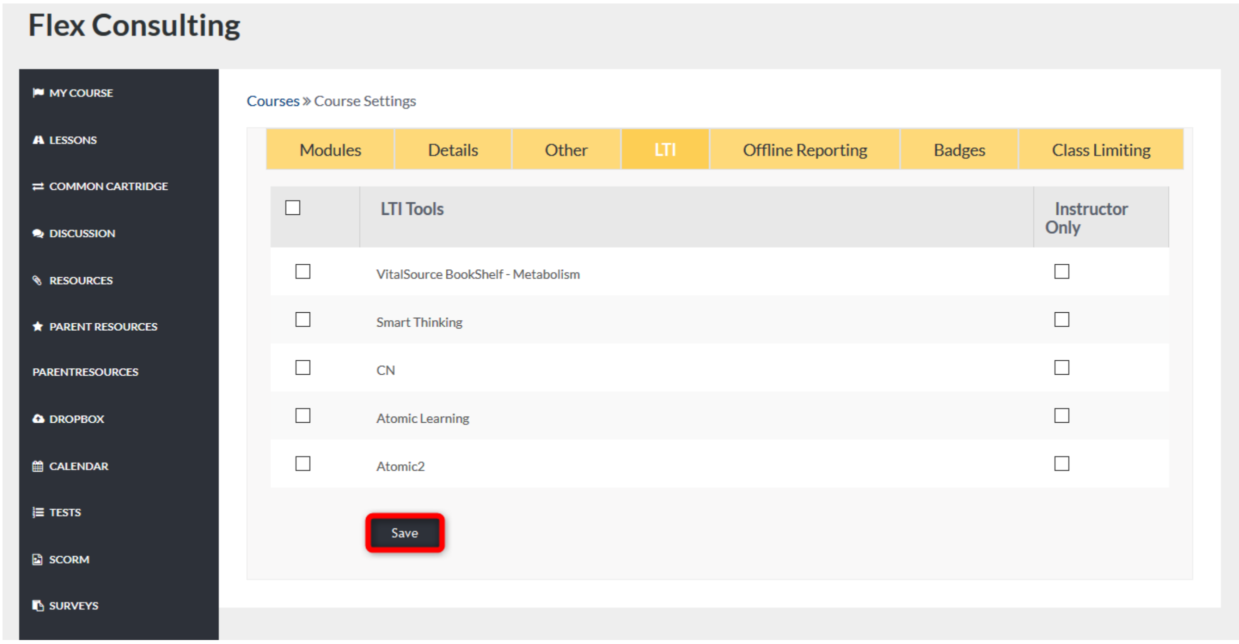
MANAGEMENT TOOLS

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.

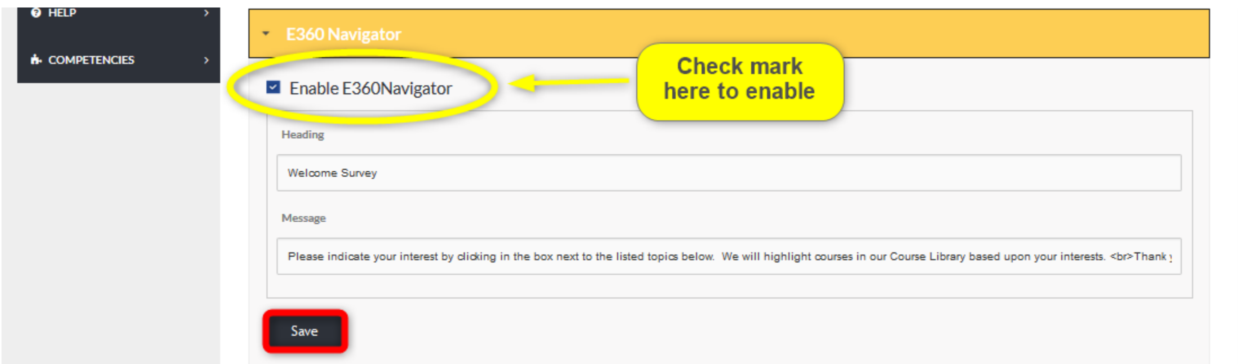

Flex Consulting
MY COURSE
LESSONS
COMMON CARTRIDGE
DISCUSSION
RESOURCES
PARENT RESOURCES
PARENTRESOURCES
DROPBOX
CALENDAR
TESTS
SCORM
SURVEYS
Courses » Course Settings
Modules
Details
Other
LTI
Offline Reporting
Badges
Class Limiting
LTI Tools
Instructor Only
VitalSource BookShelf - Metabolism
Smart Thinking
CN
Atomic Learning
Atomic2
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.

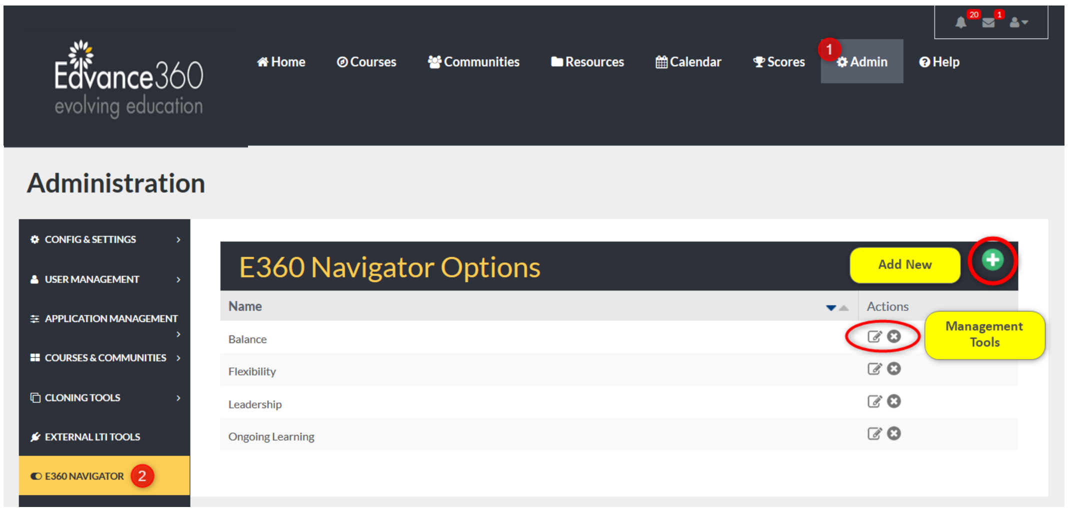
Note: To enable this feature, begin by following these steps: ***Admin > Configuration & Settings > Application Settings > E360 Navigator***



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.

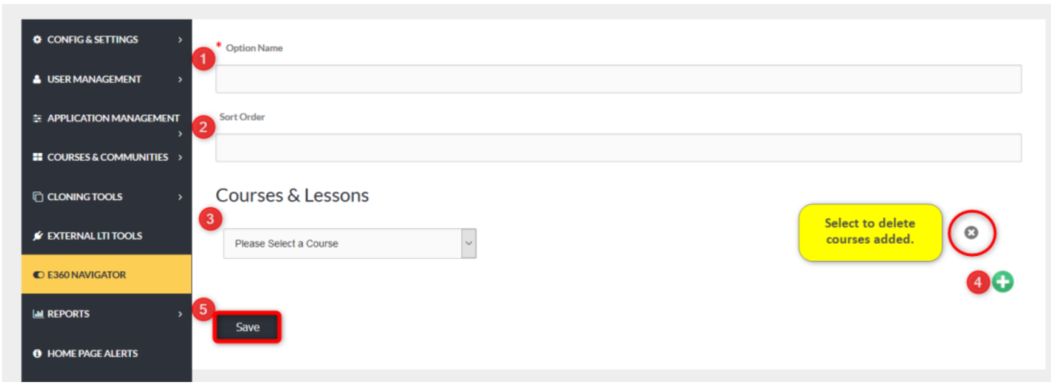


1. Select the Admin tab from the top toolbar.
2. Select the E360 Navigator tab from the Admin Navigation Panel.

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,



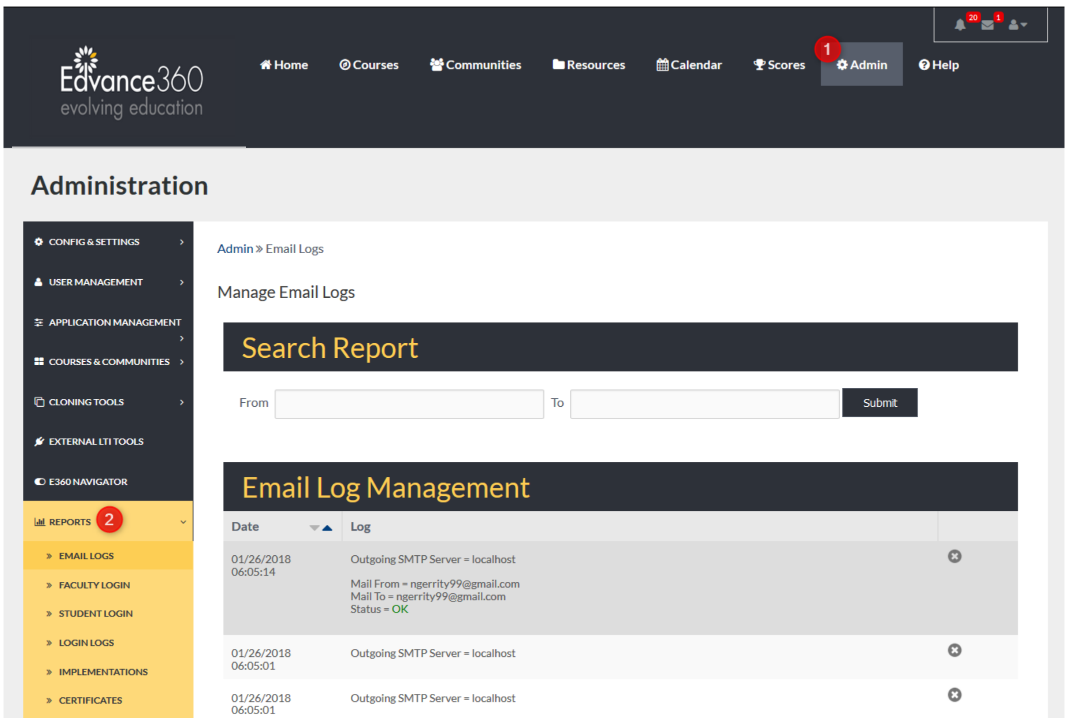
1. Option Name: Name the option being added (Ex: Sales, Management, etc.)
2. Sort Order: Sort order determines where this option will display in the list of navigator options.
3. Courses & Lessons: Select the course you wish to add to this option. To add more courses, see step 4.
4. Green Plus Sign: 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.

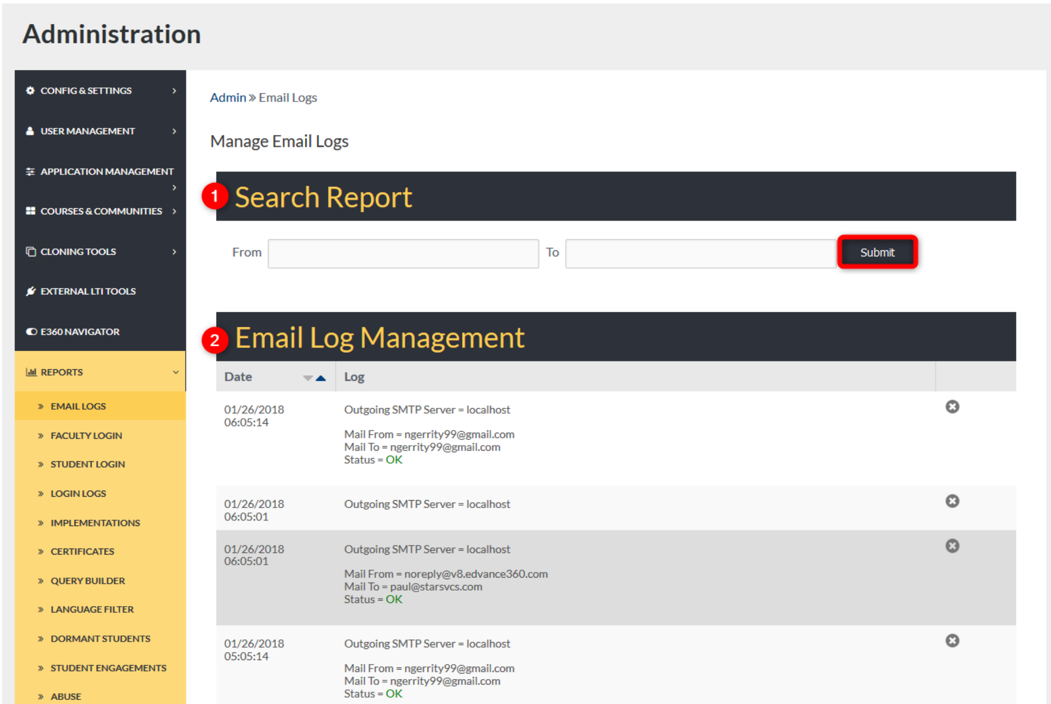
2. Select the Reports tab from the Admin Navigation Panel.

VIDEO TUTORIAL: REPORTS

https://youtu.be/xhVbALxuv4w

EMAIL LOGS

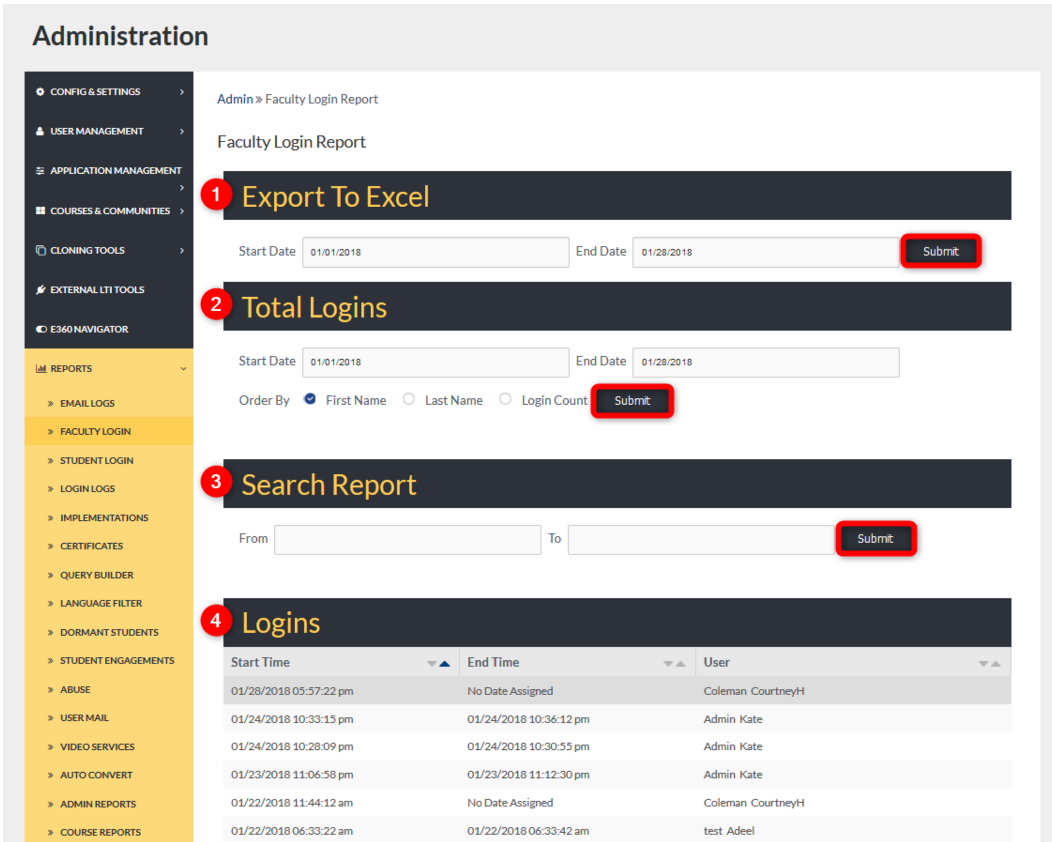
The Email Logs tab reveals a search bar and log of all outgoing emails from E360 platform.



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.



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).

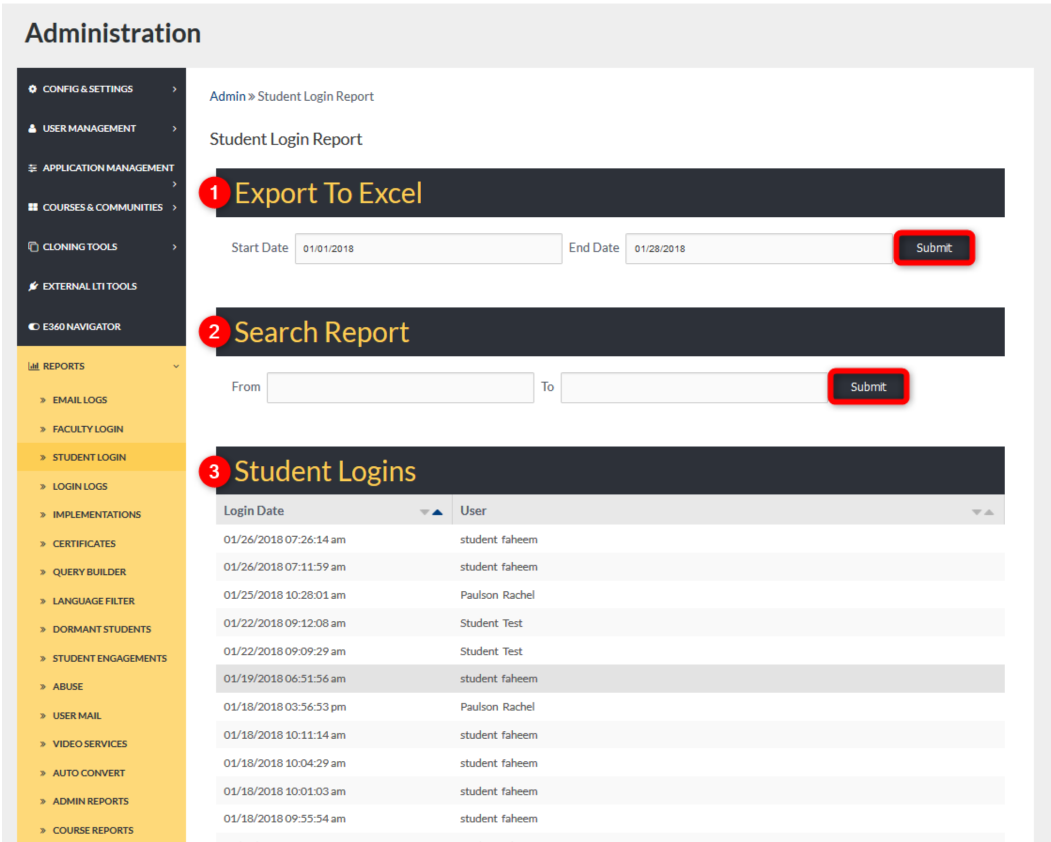
   Remember to select the SUBMIT button to apply request. **Note:** Results will automatically open in Excel.
3. To search Faculty login within a specific time, enter desired FROM/TO dates within the proper search bars.

   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

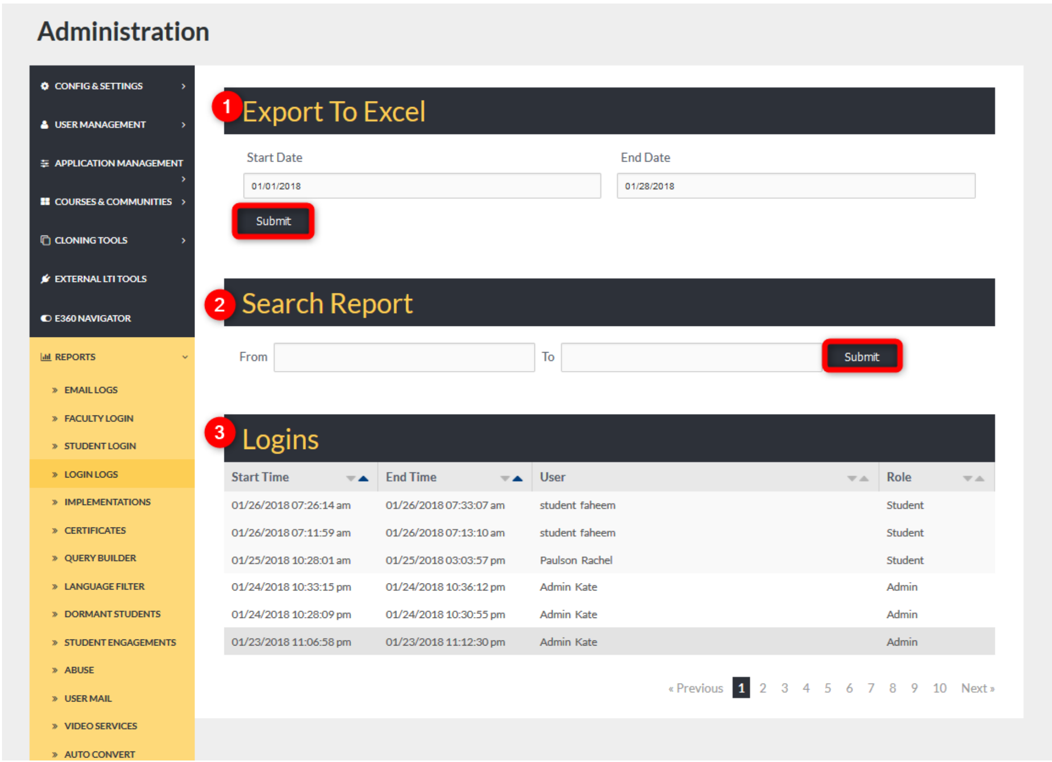
The Student Login tab allows Admin Users to monitor and review the login activity of student Users. Admin Users can Export Student Login activity reports to Excel and search for login activity during specific time periods.



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.



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

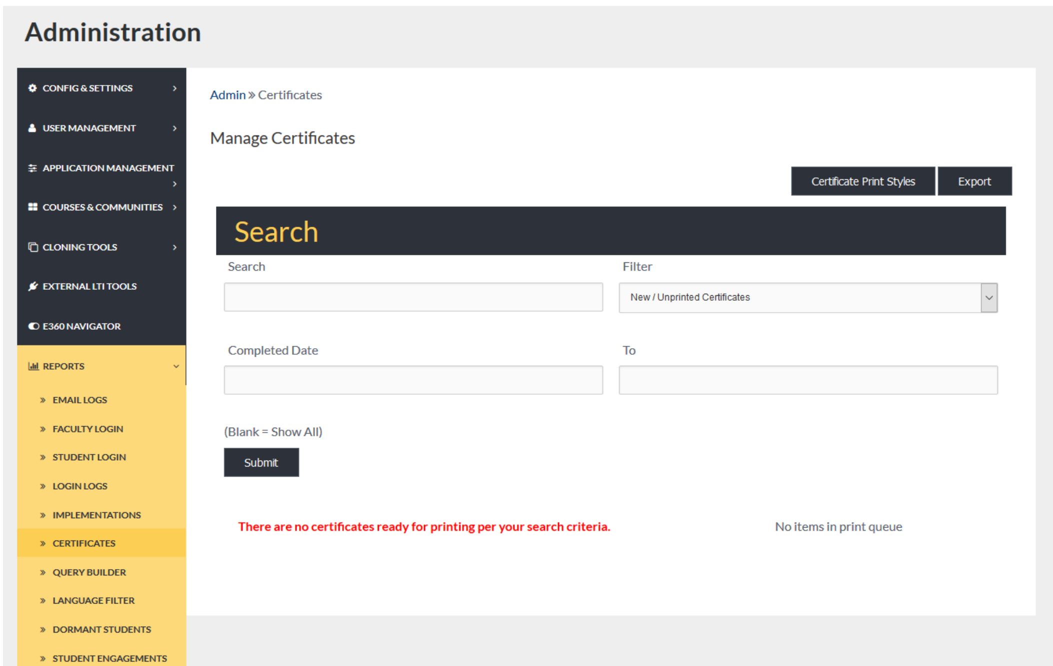
Implementations: When going through the Implementation process with Edvance360, Admin Users can track their implementation progress using the Implementation tab. Each Step is described in detail below.

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.

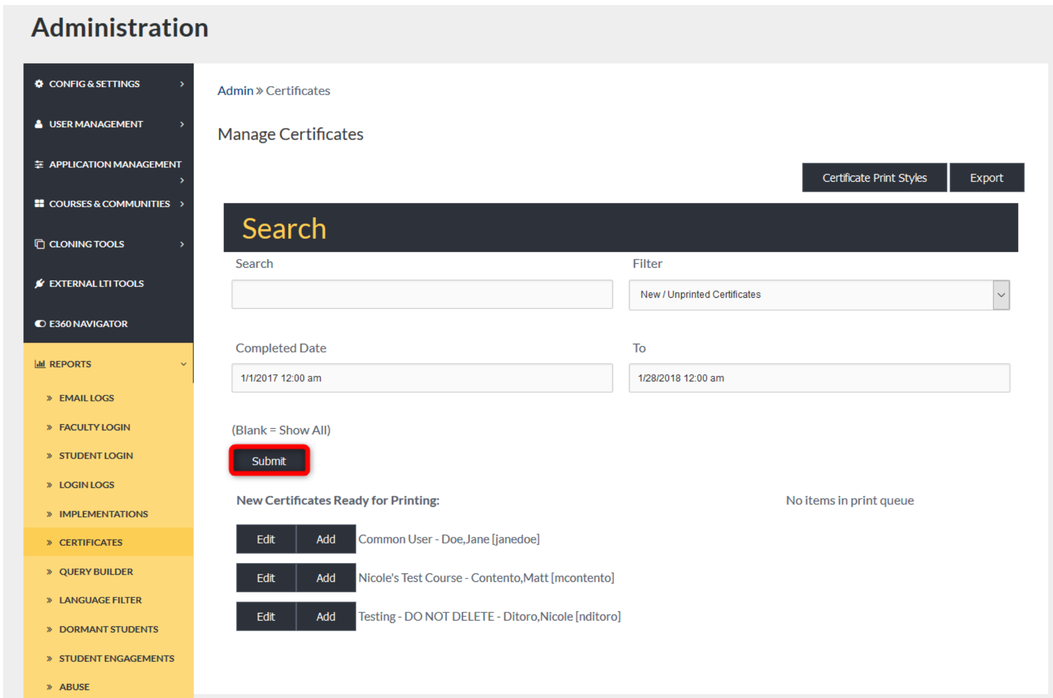


SEARCHING CERTIFICATES

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.

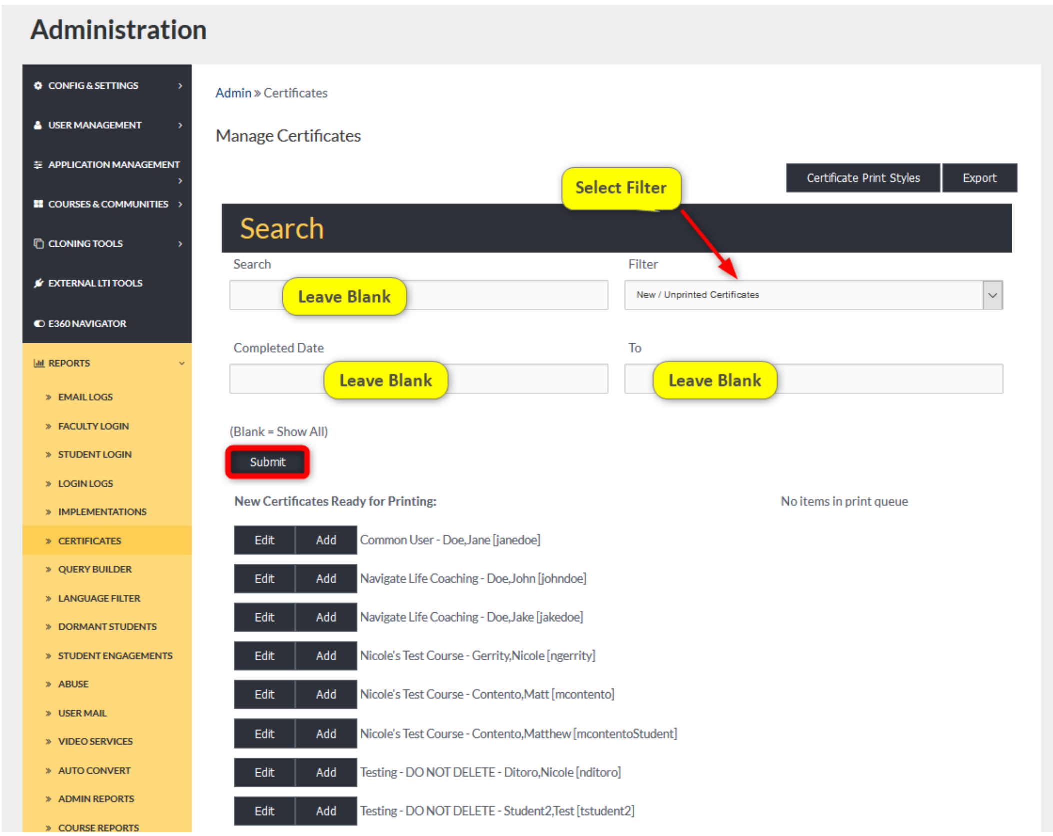
Note: Search results will display onscreen and may be edited and/or placed in que for printing.



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.

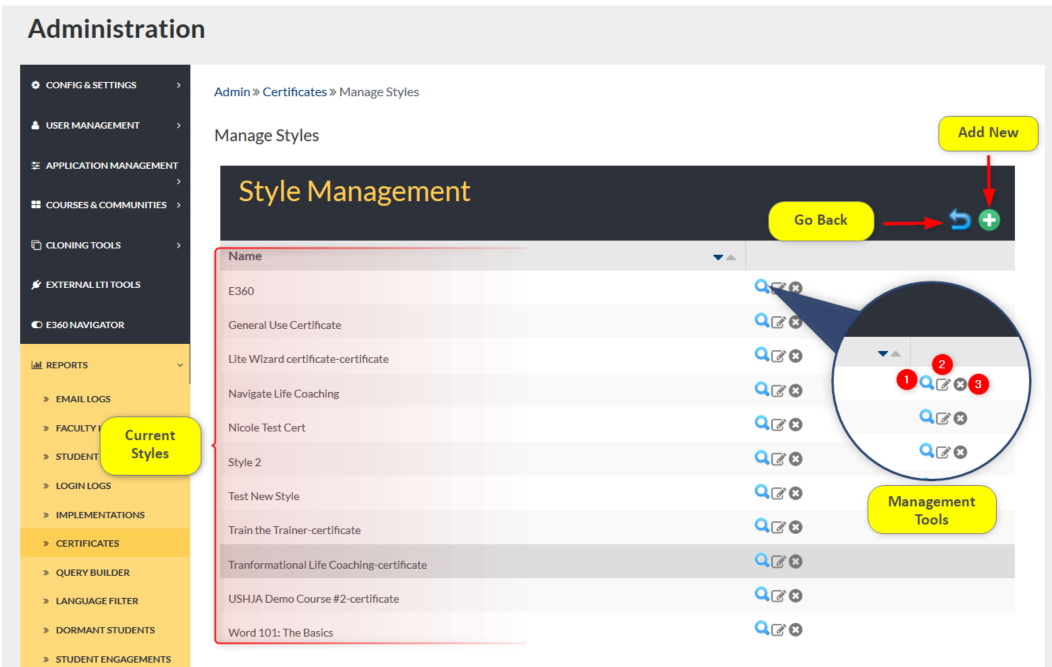


CERTIFICATES: MANAGE STYLES

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.

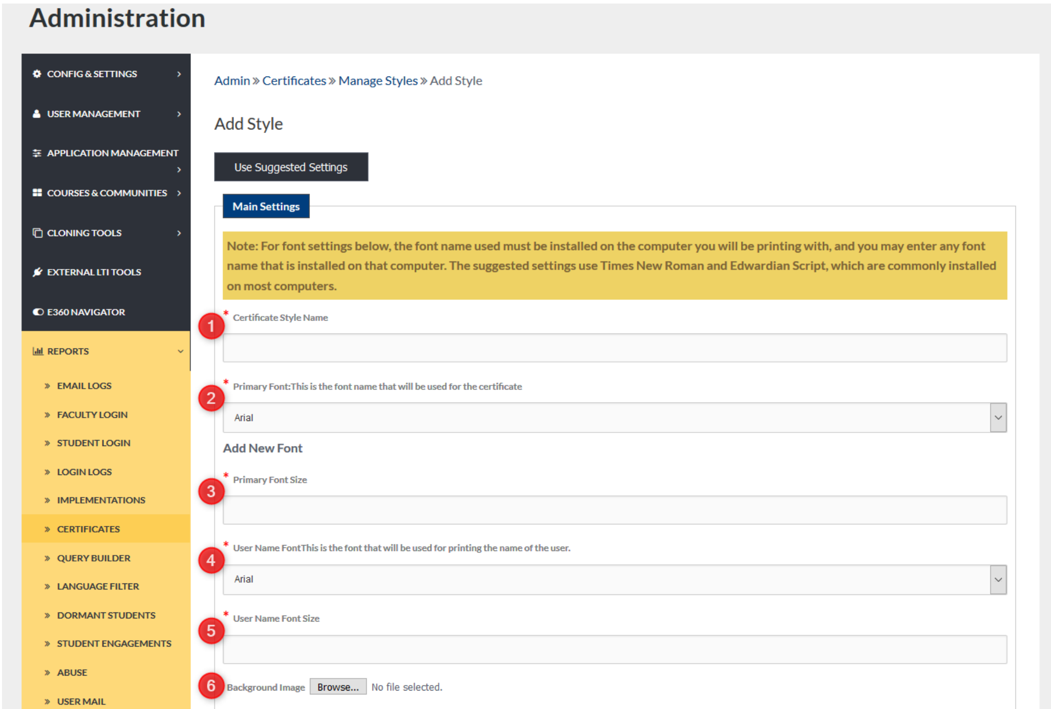


1. **Preview:** Admin Users may preview Certificates by clicking this icon.
2. **Edit:** Admin Users can edit existing Certificates by clicking this icon.
3. **Delete:** Click here to delete existing Certificates.

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.

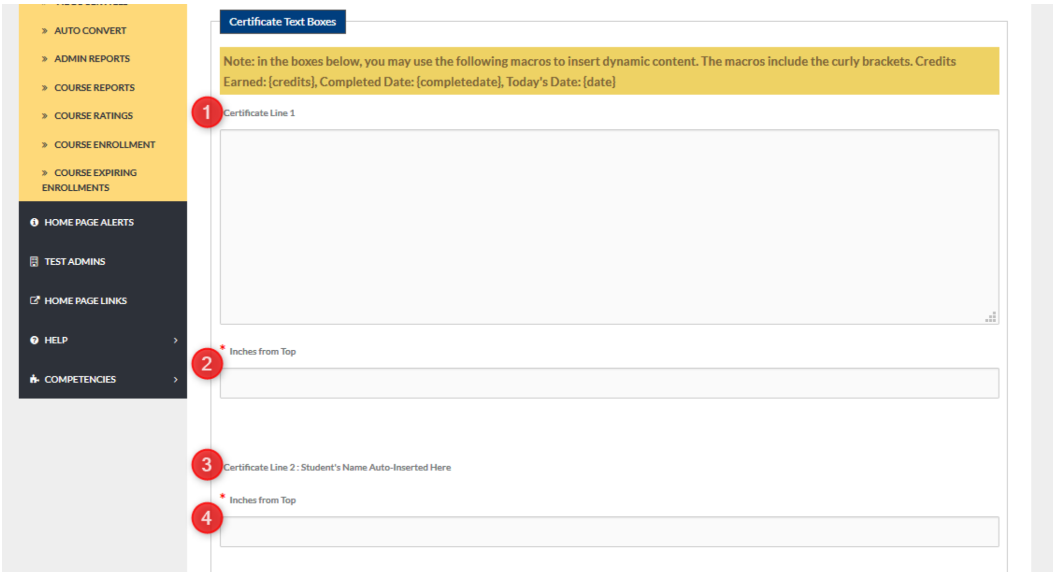
Compose needed information in the proper spaces provided (*See below*).



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

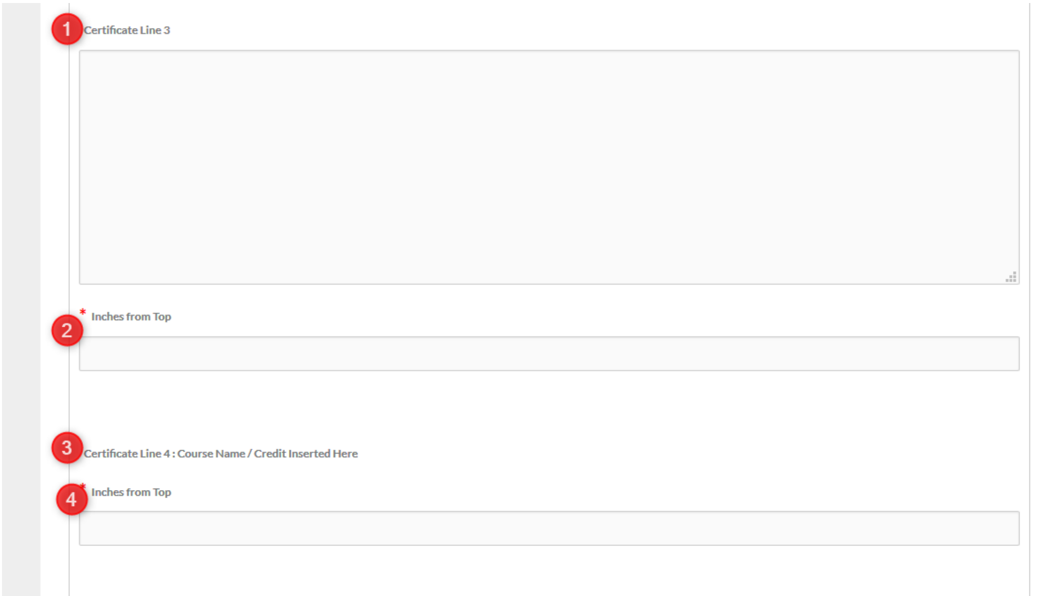
Once formatting has been selected, Admin Users will add the proper text and determine spacing (See Below)



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

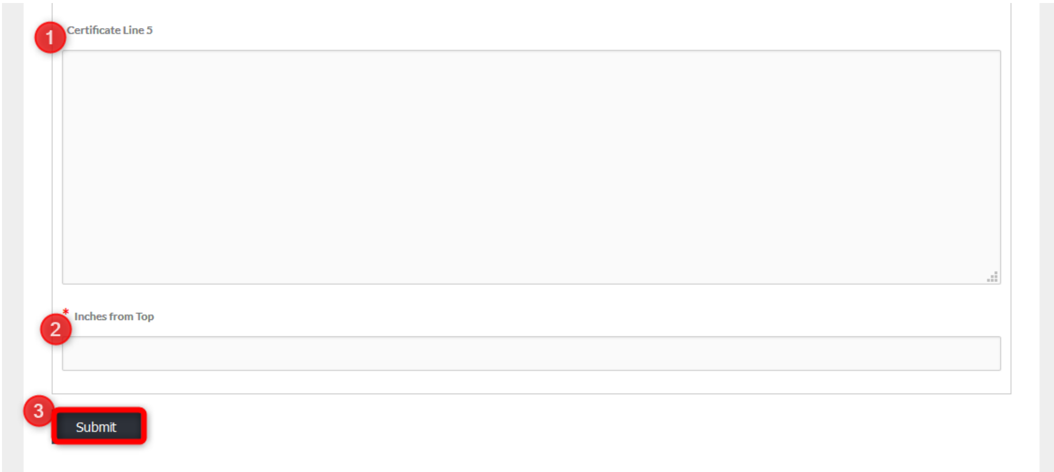
See Below



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



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

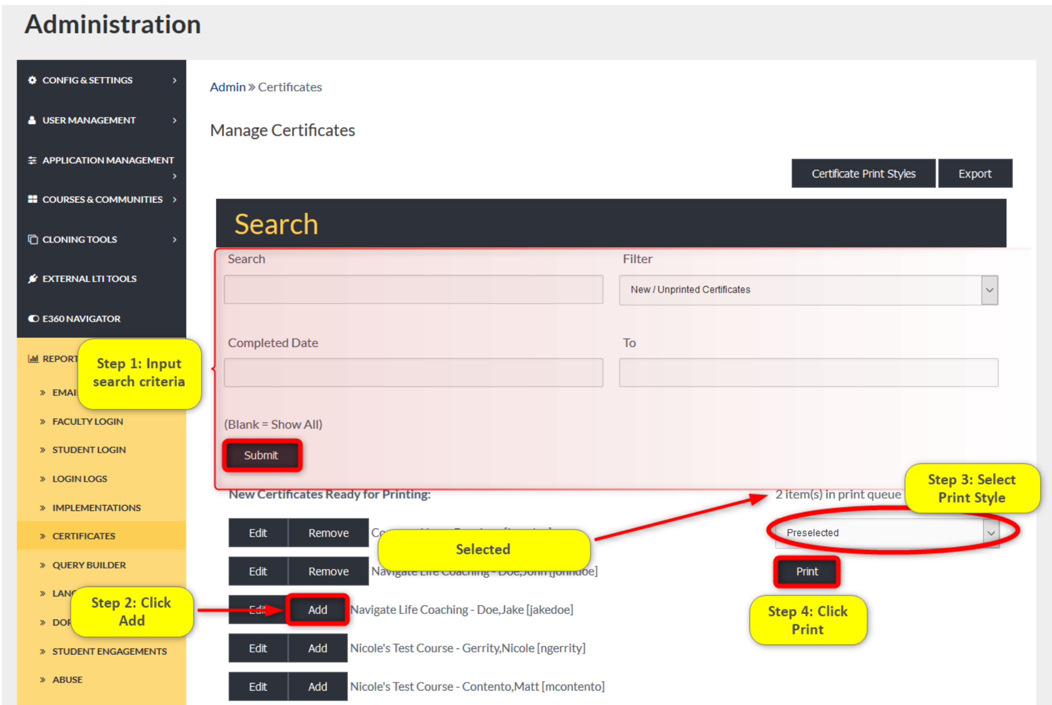
CERTIFICATES: PRINTING

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.



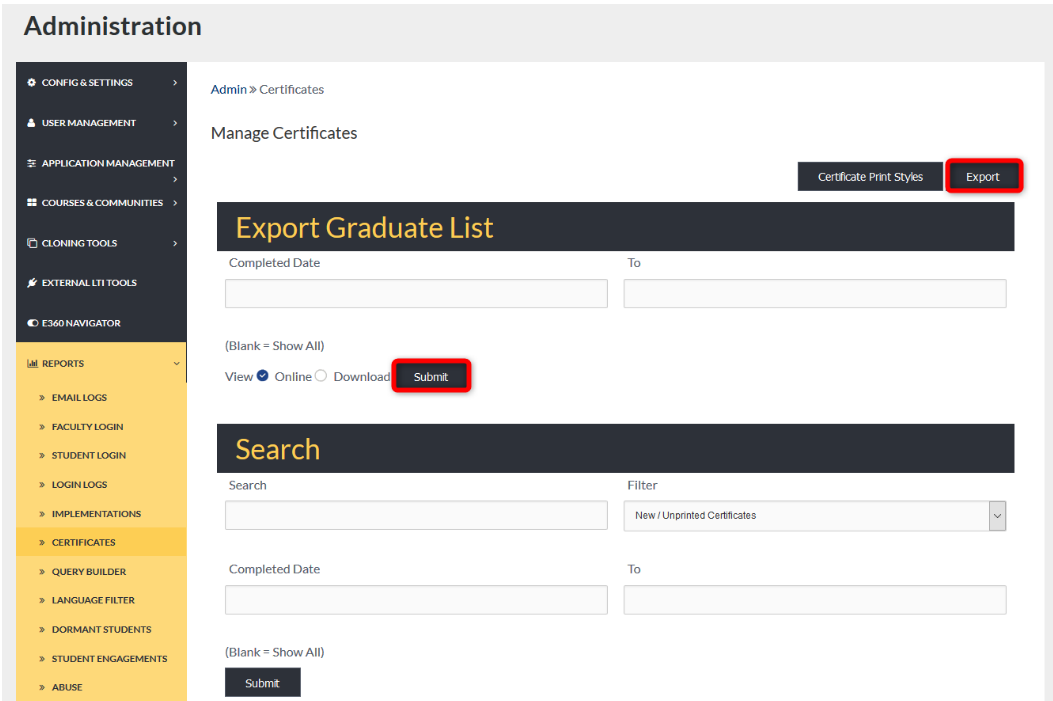
EXPORTING CERTIFICATES REPORT

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.



EXAMPLE

Edvance360
evolving education

This certifies that

FirstName LastName

has successfully completed the online course

Course Name
1 credit hour

which all right and privileges.
2018-01-28

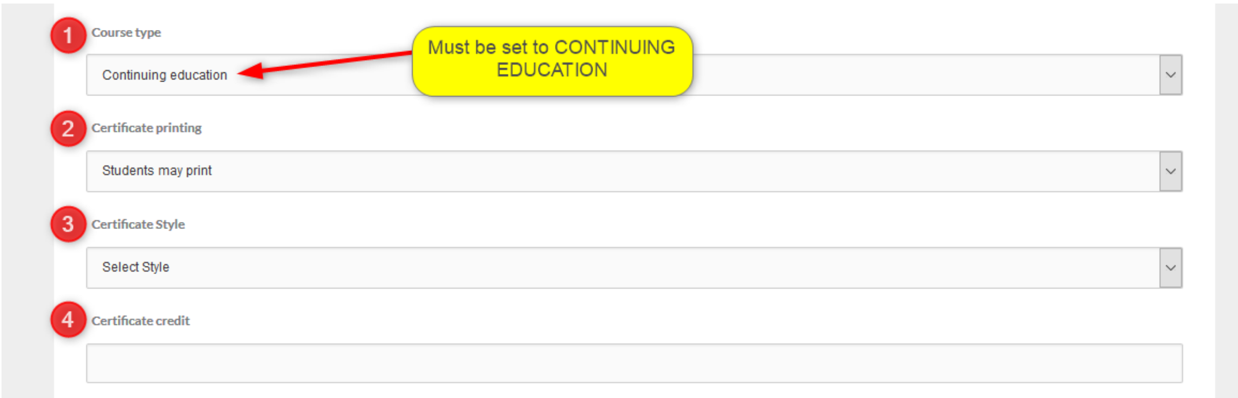
Terryl Sue Snow

Terryl Sue Snow, PLC

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).



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.

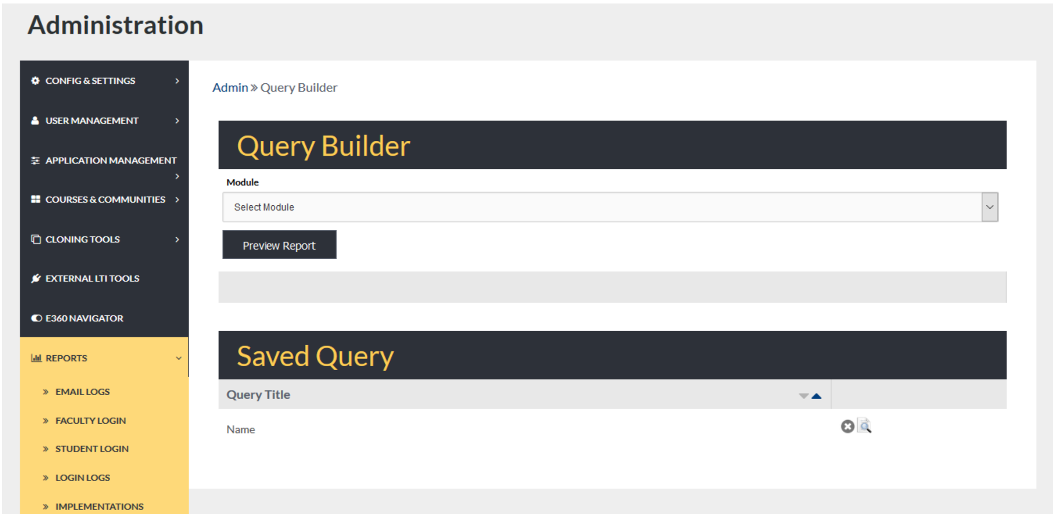
2. **Certificate Printing:** Select who will be able to print the certificate when awarded (Student or Admin).

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.

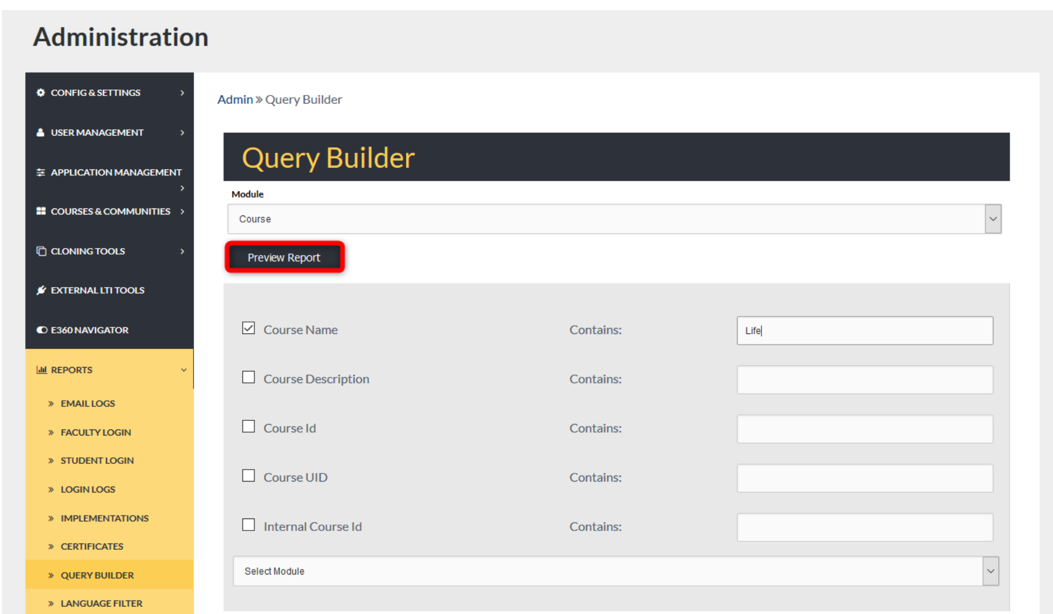


QUERY BUILDER: BUILDING A QUERY

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.

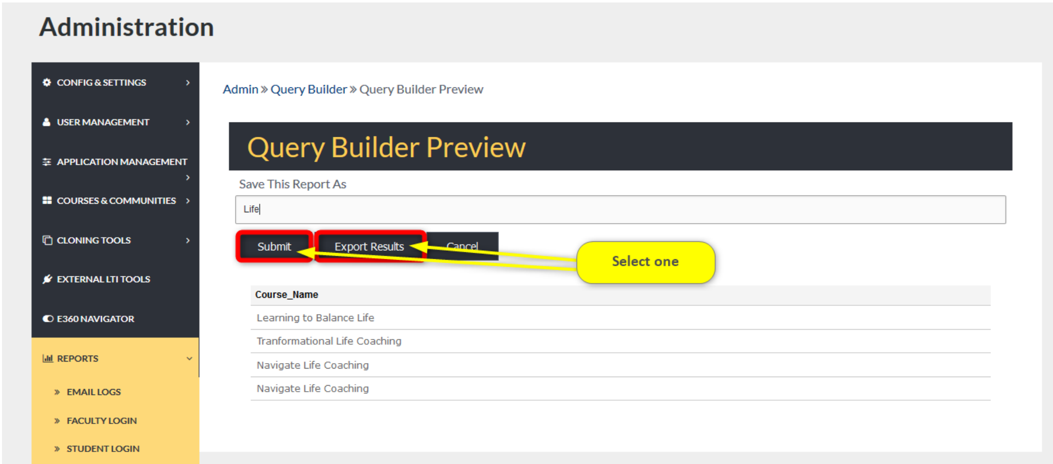
To preview a report using the selected criteria, select the PREVIEW REPORT button.



QUERY BUILDER PREVIEW

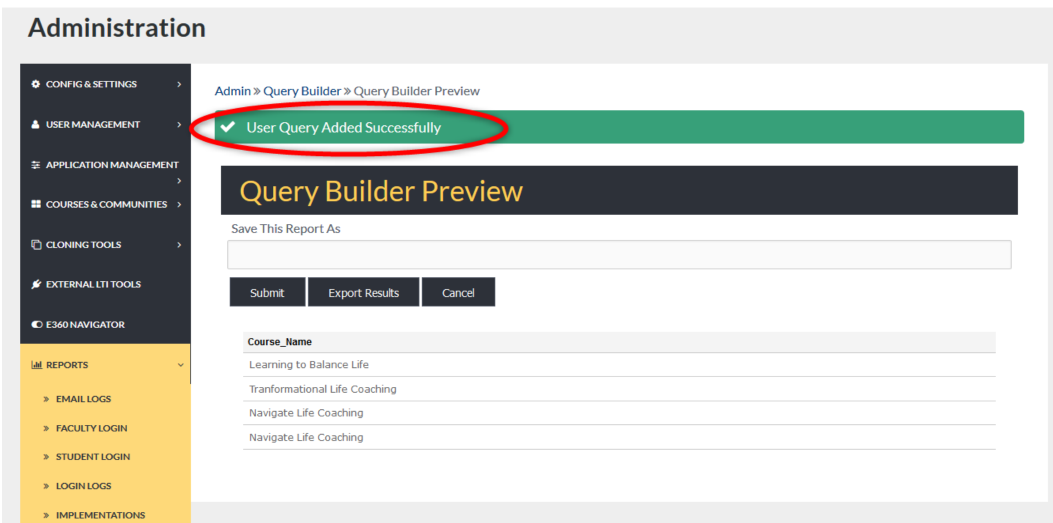
To save the report results, type a name in the SAVE THIS REPORT AS textbox.

Admin Users can choose to save this report by selecting SUBMIT or Export the results by selecting Export RESULTS.



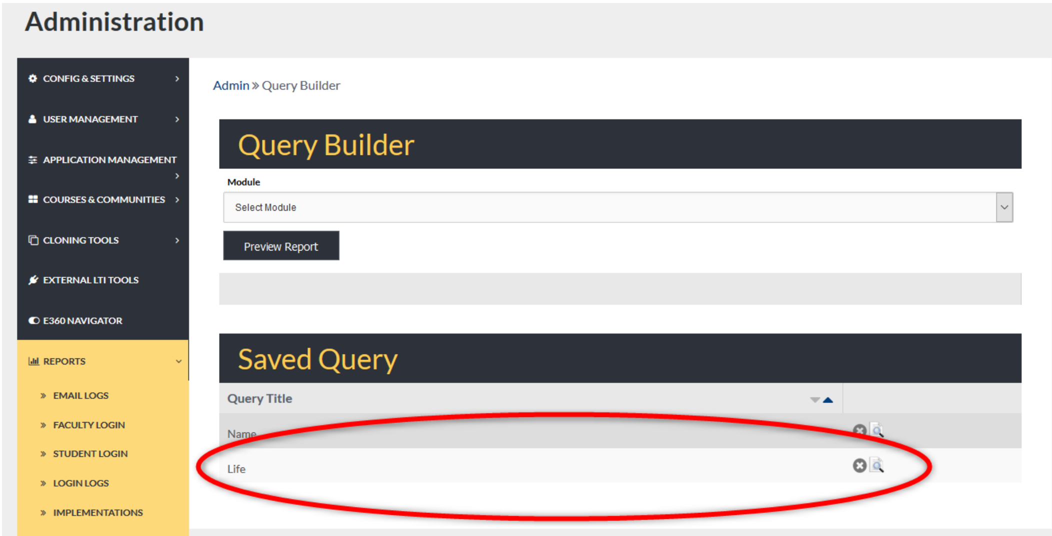
QUERY BUILDER PREVIEW SUCCESS

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



QUERY BUILDER: SAVED QUERIES

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

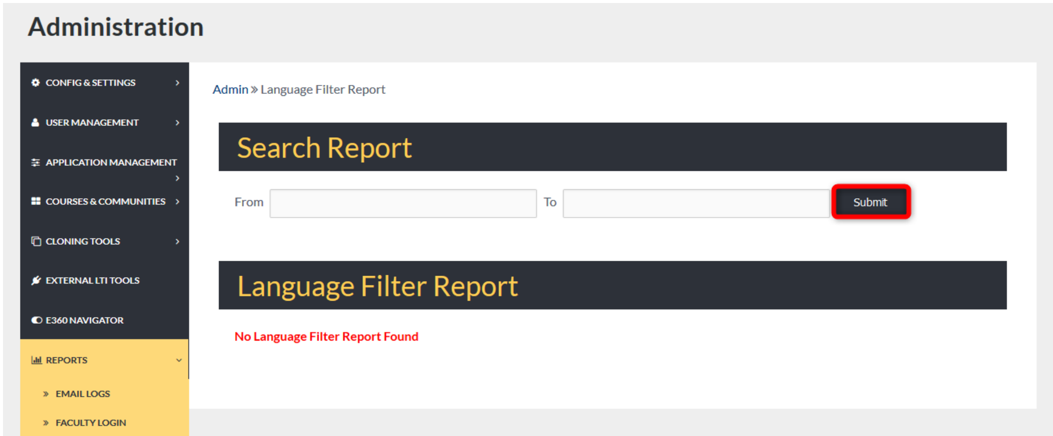


LANGUAGE FILTER

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.

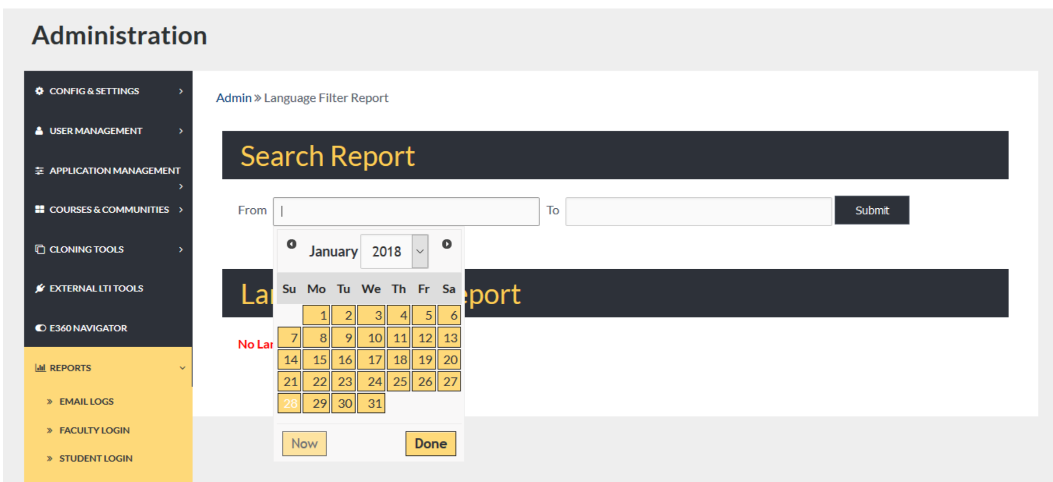
To search, begin by selecting the date range. Note: To display a Calendar for easier date selection, place your cursor in the search box and left click.

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



LANGUAGE FILTER: SEARCH

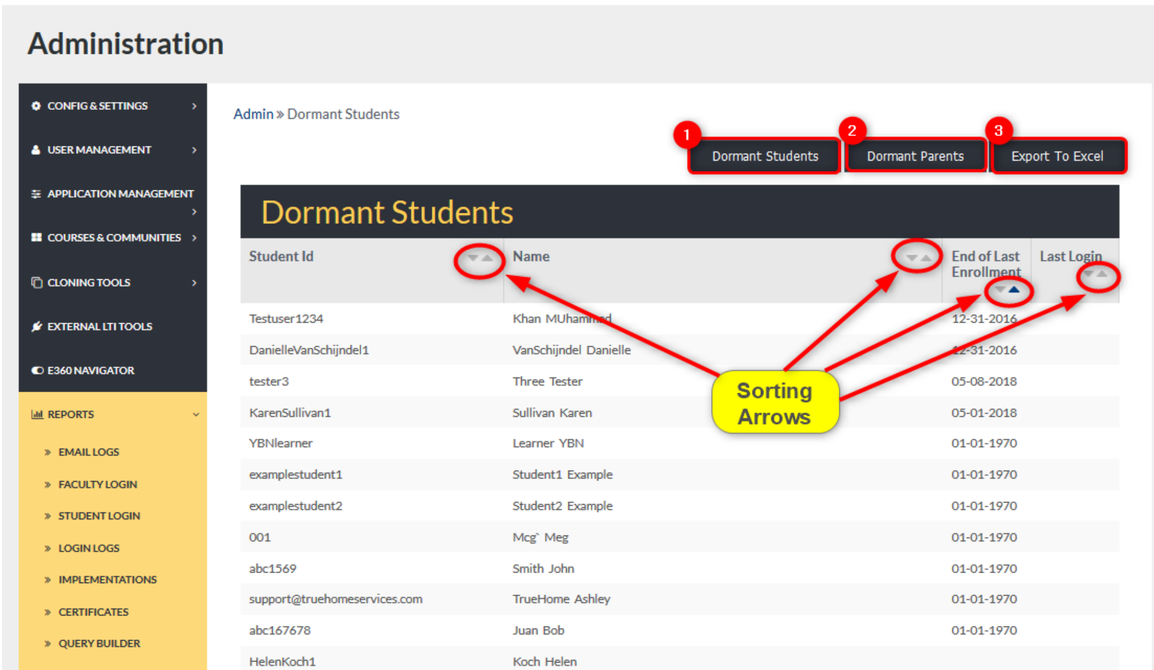
To display a Calendar for easier date selection, place your cursor in the search box and left click.



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.



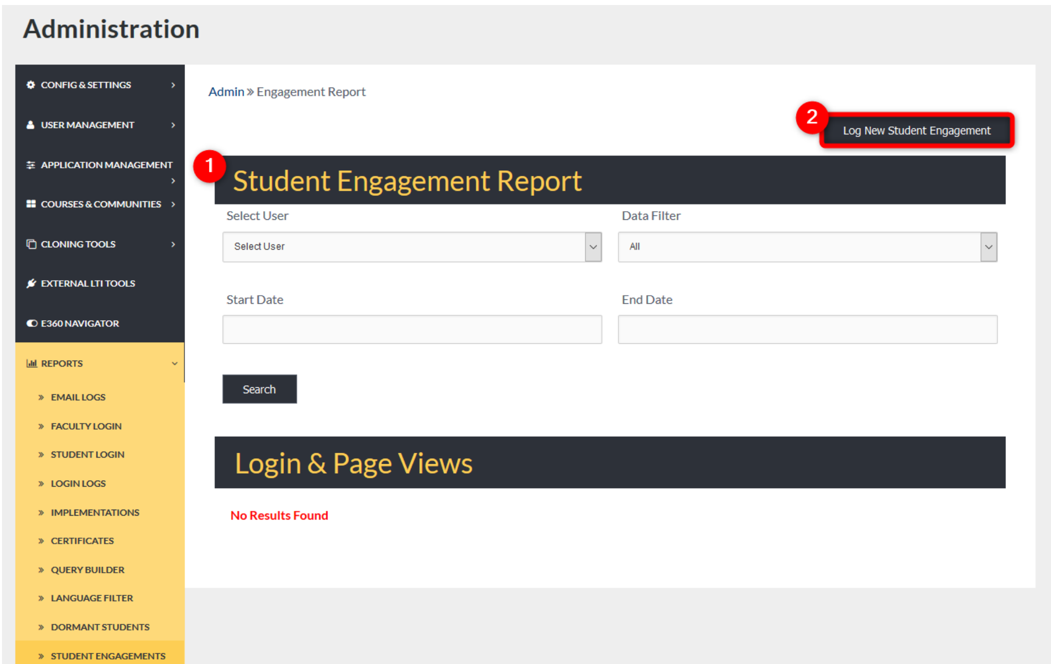
1. To create a report of all the dormant student Users with the E360 platform, select the Dormant Student button. To Export this report, select the Export to Excel button.
2. To create a report displaying all the dormant parents in the E360 platform, select the Dormant Parents button. To Export this 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.



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.

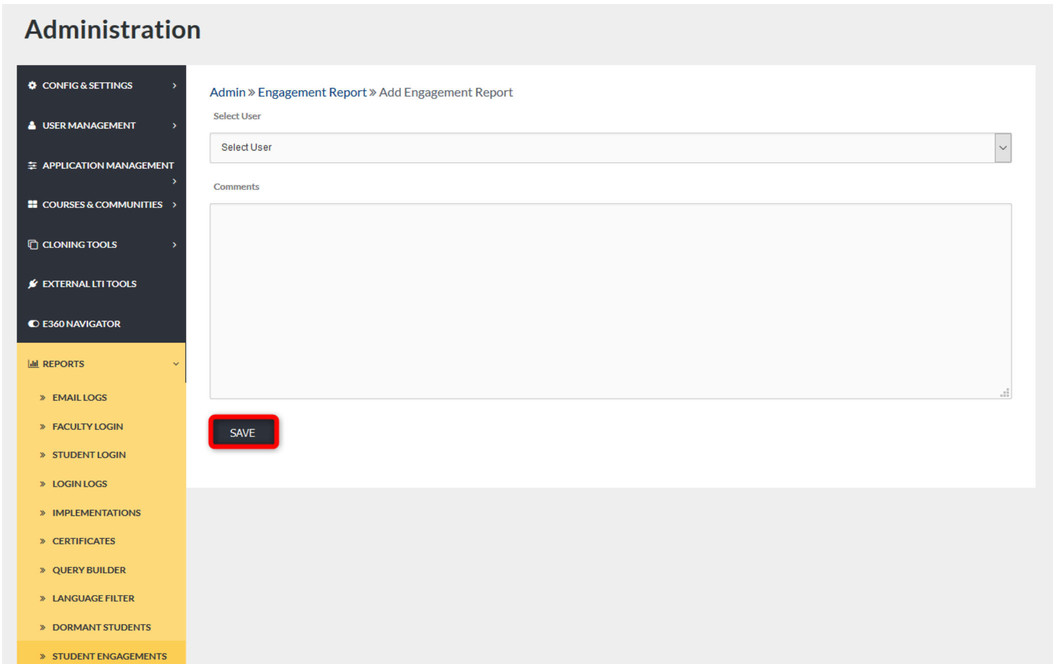
2. Select this button to log new Student Engagements.

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.



ABUSE

The Abuse Report Tab allows Admin Users to search and report submitted Abuse reports.

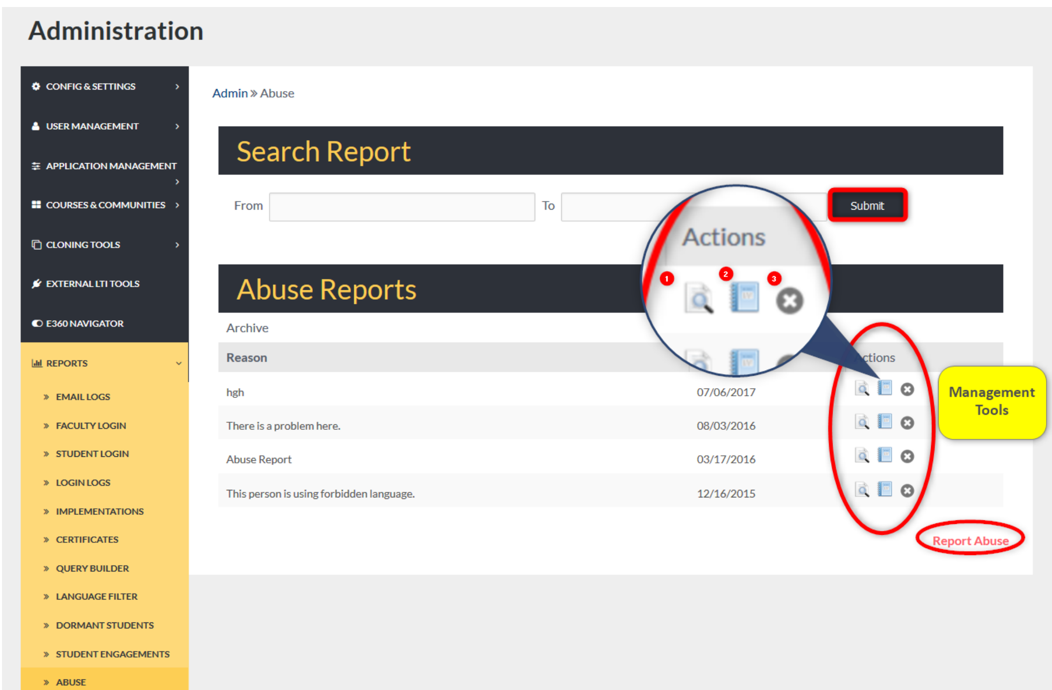
To locate specific Abuse reports, Admin Users may select a date range using the Search Report FROM/TO search boxes.

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*)

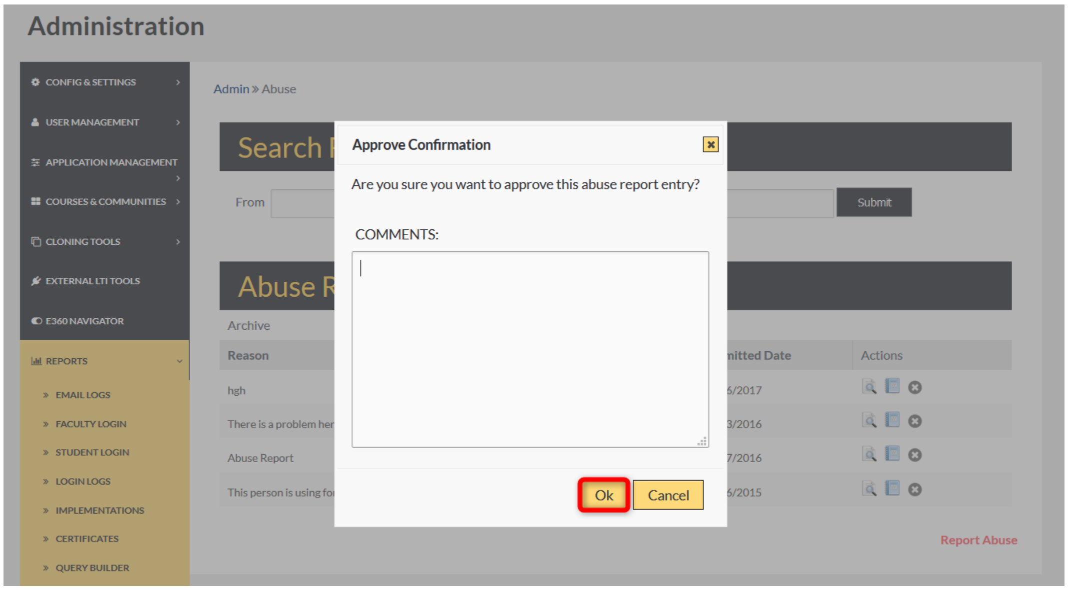
To Report Abuse within the system, select the Report Abuse link in the bottom right corner. Complete the Abuse form and select the OK button to apply report.



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.

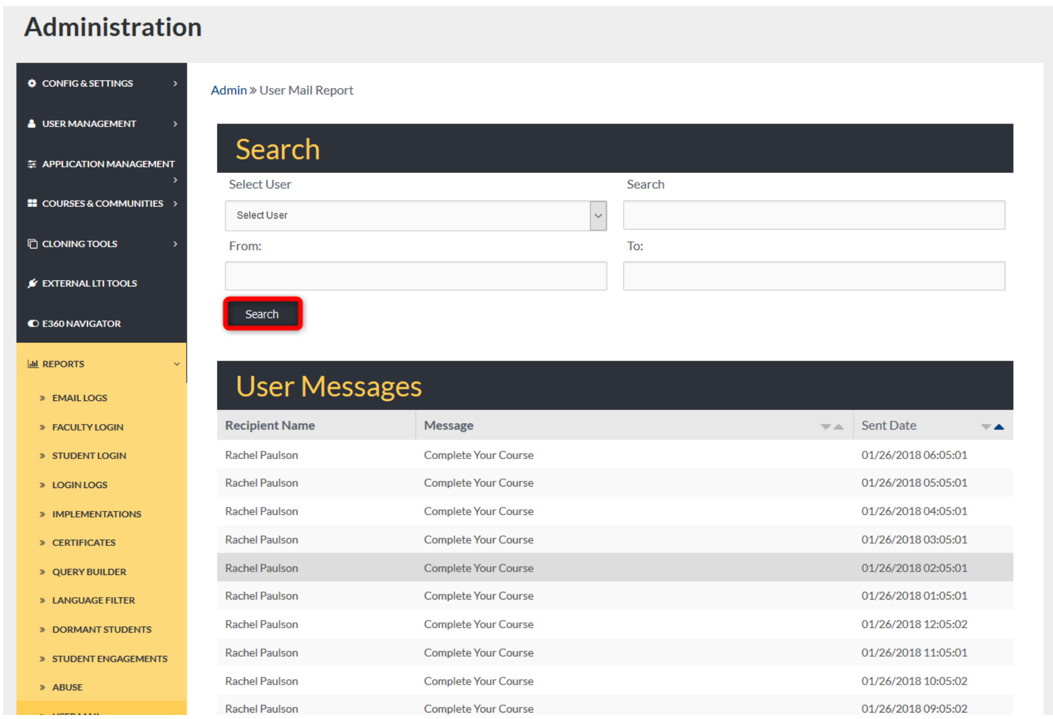


USER MAIL

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.

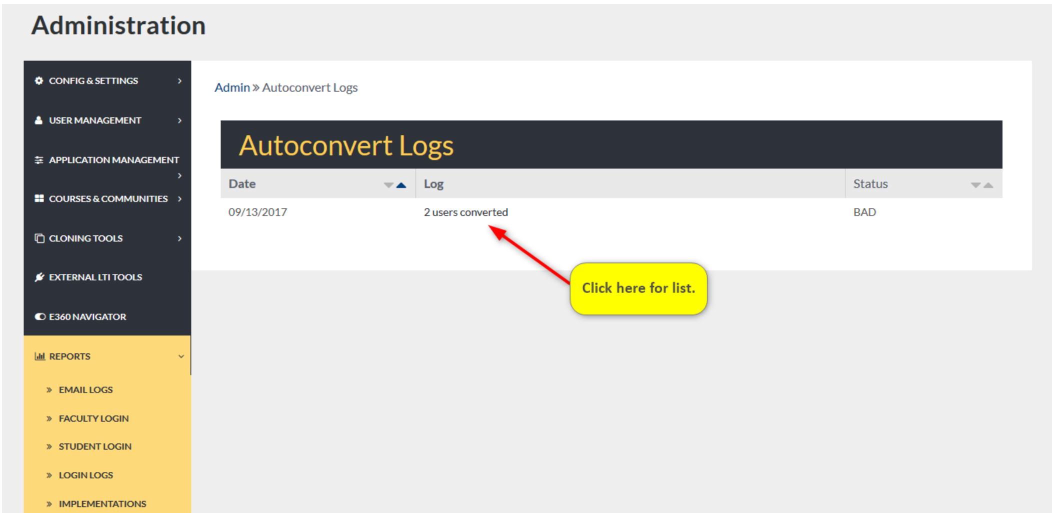
Search results will display below the User Message header.



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.

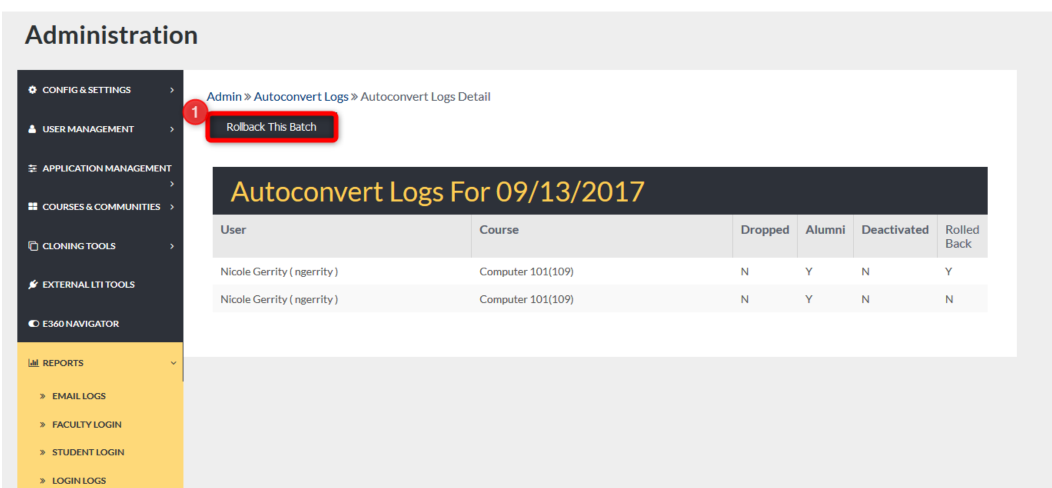
To display Users converted, select the hyperlink in the Log column.



AUTOCONVERT DISPLAY

A detailed list of converted Users will display.

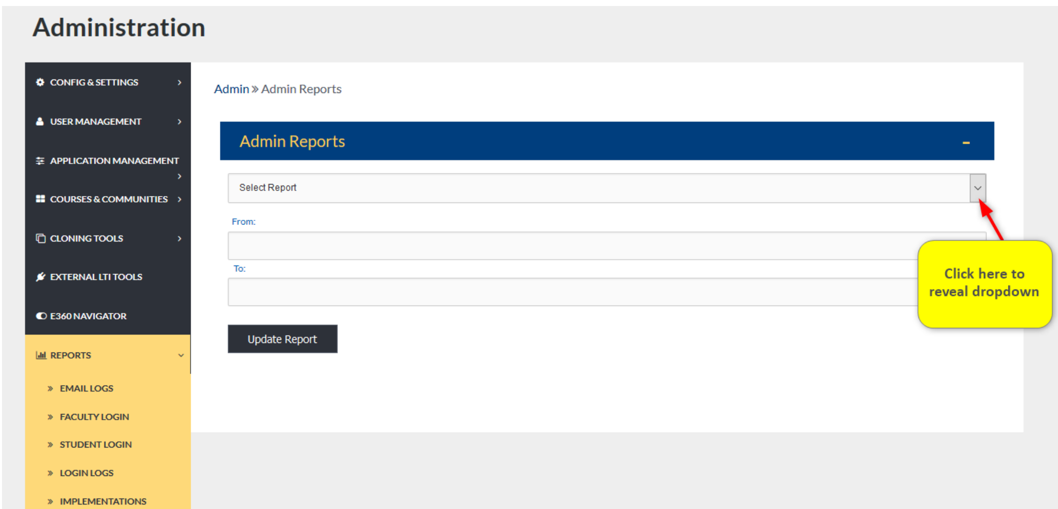
To roll back the selected batch of converted Users, select the Rollback This Batch button and confirm selection.



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.

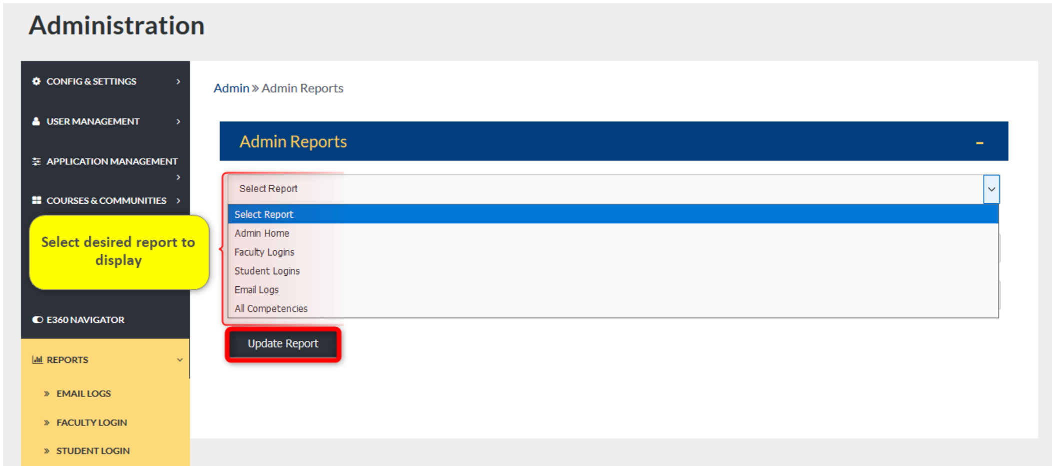


DROPDOWN

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

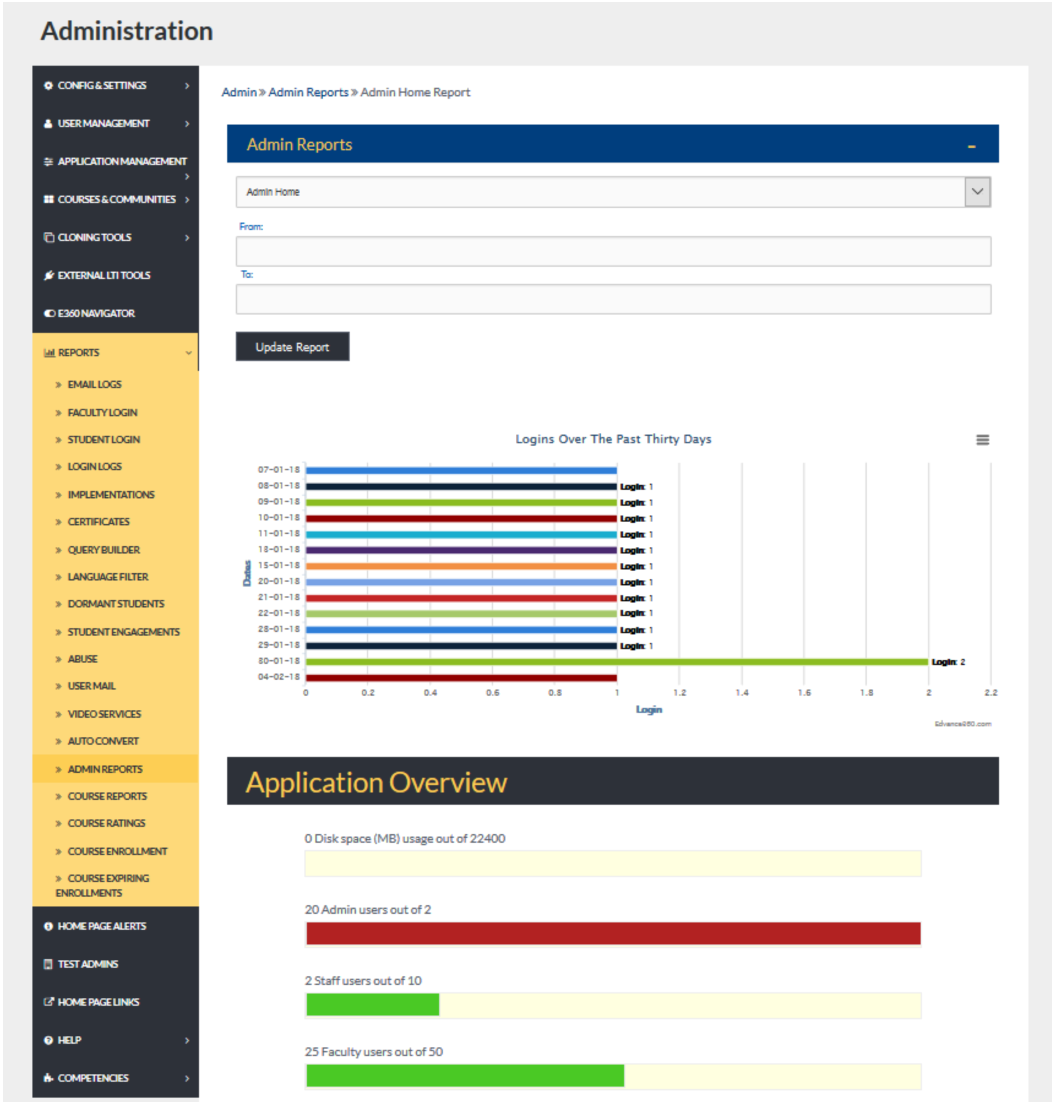
If desired, select the date range in the FROM/TO search boxes.

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



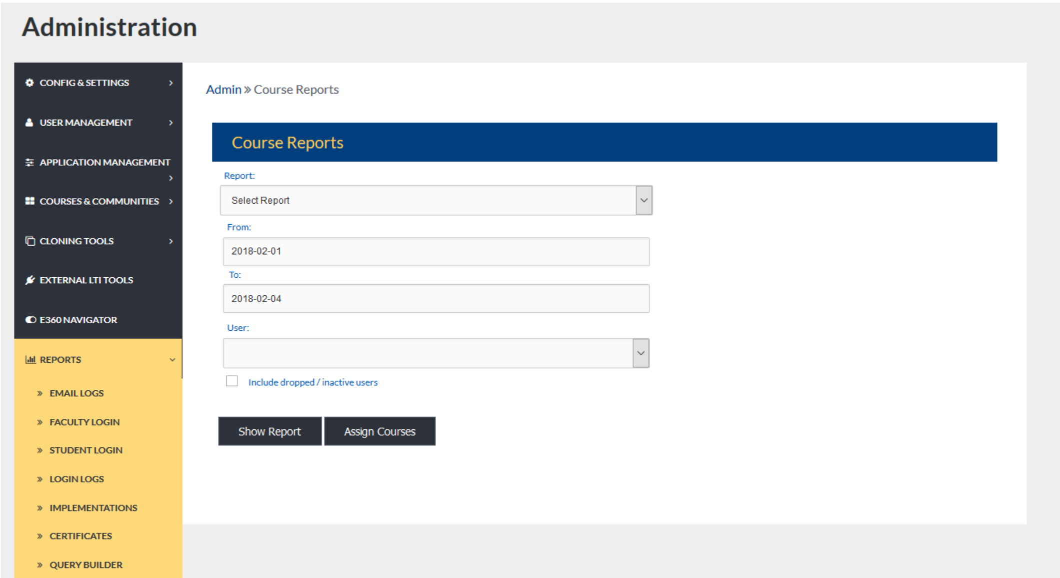
EXAMPLE

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
Dates
Login
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.

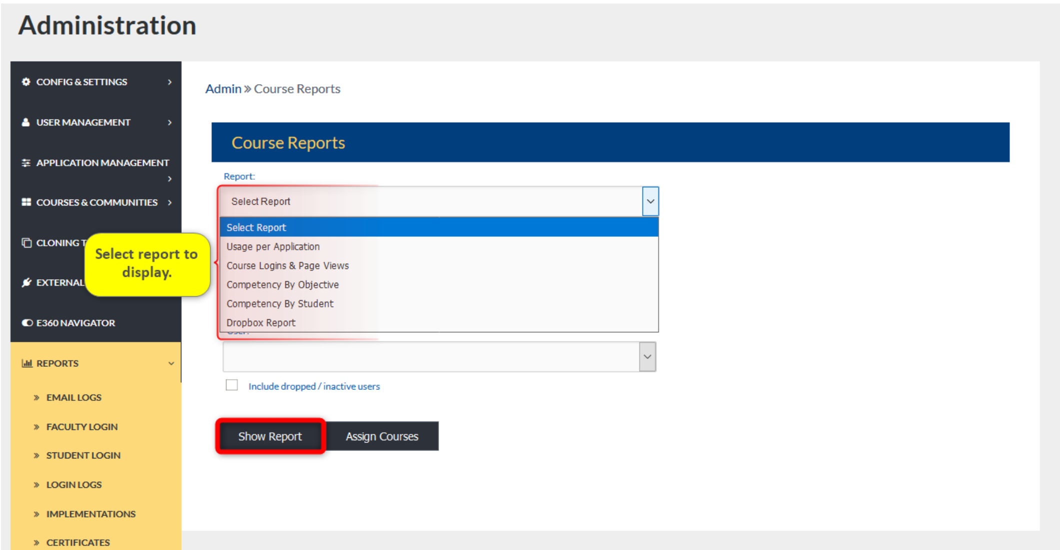


COURSE REPORTS: SEARCH

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

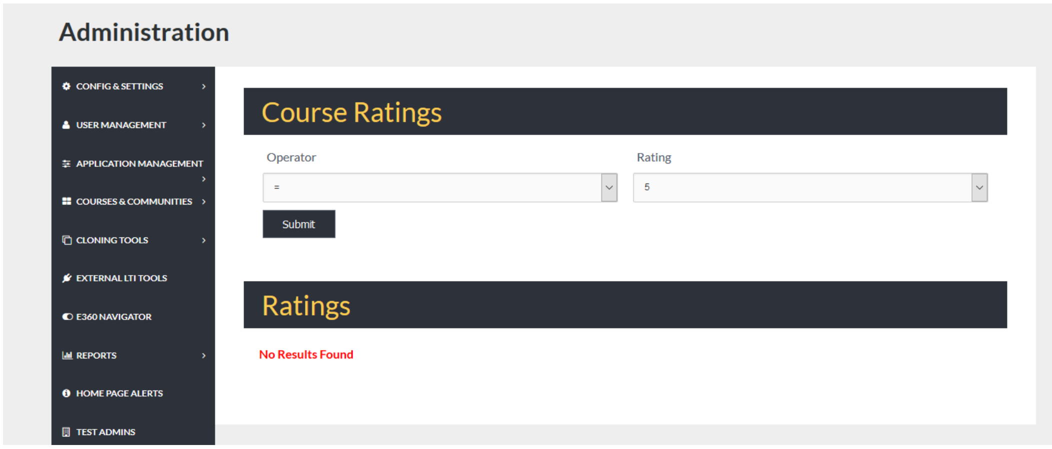
Define search results by selecting the date range and Users to include in the search.

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

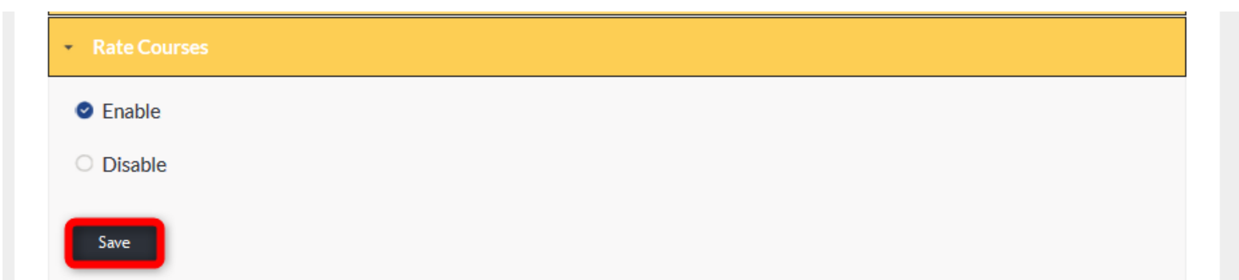


COURSE RATINGS

The Course Ratings Tab allows Admin Users to review courses based on the ratings received.



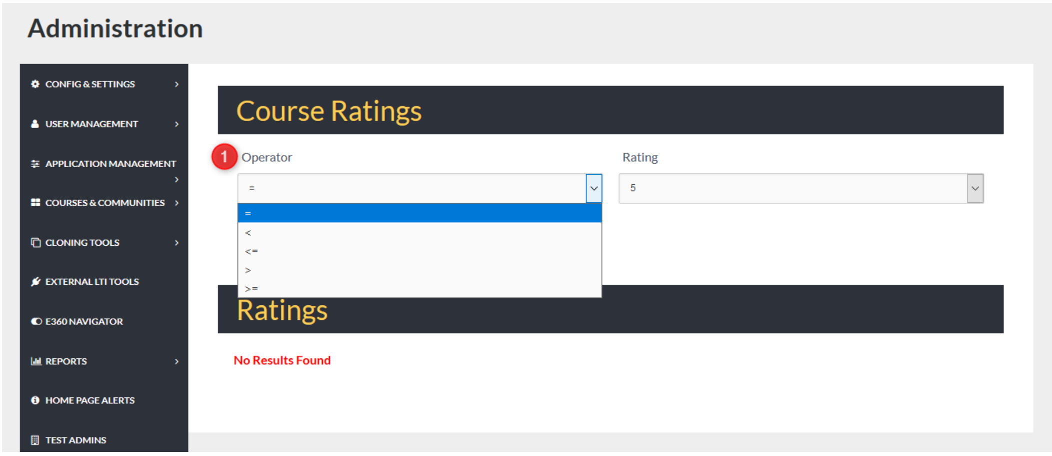
Note: To enable Course Ratings follow these steps: ***Admin>Configuration & Settings>Application Settings>Rating Course*** (See image below)



SEARCH 1

To search for courses, begin by selecting the operator.

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



1. Operators:

   = equal to

   > greater than

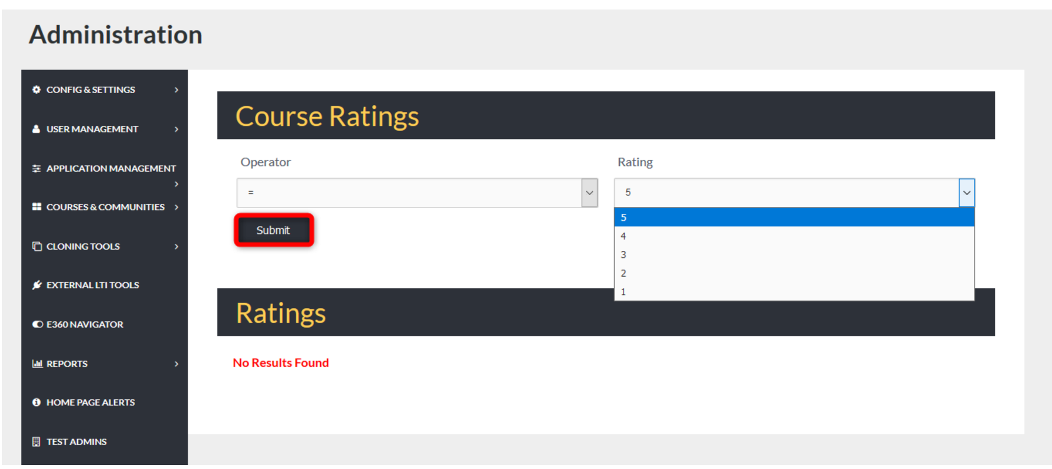
   >= greater than or equal to

SEARCH 2

Next, select the Rating to search.

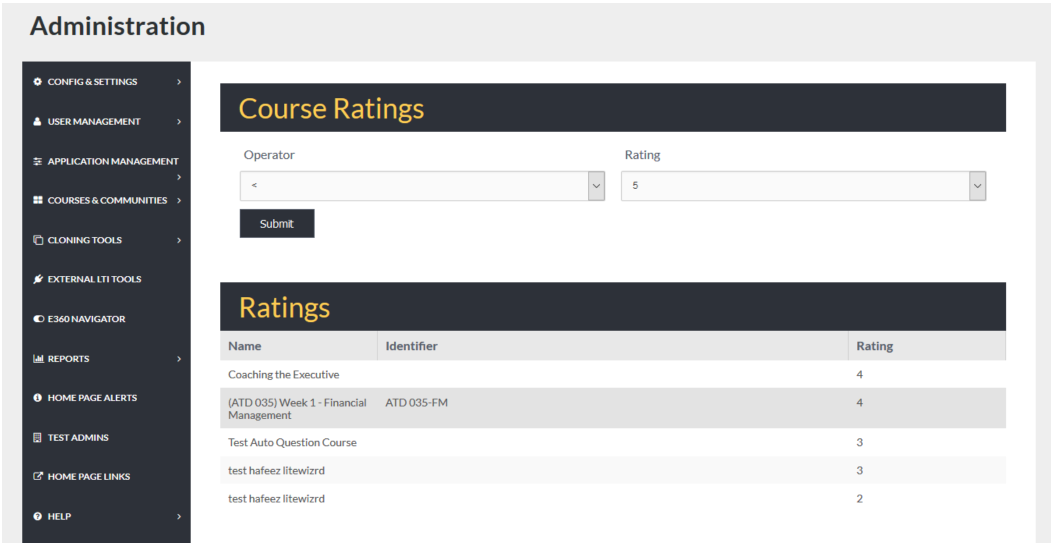
Remember to select the SUBMIT button to apply your selection.

The search results will display onscreen under the Ratings header.



SEARCH RESULTS DISPLAYED

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

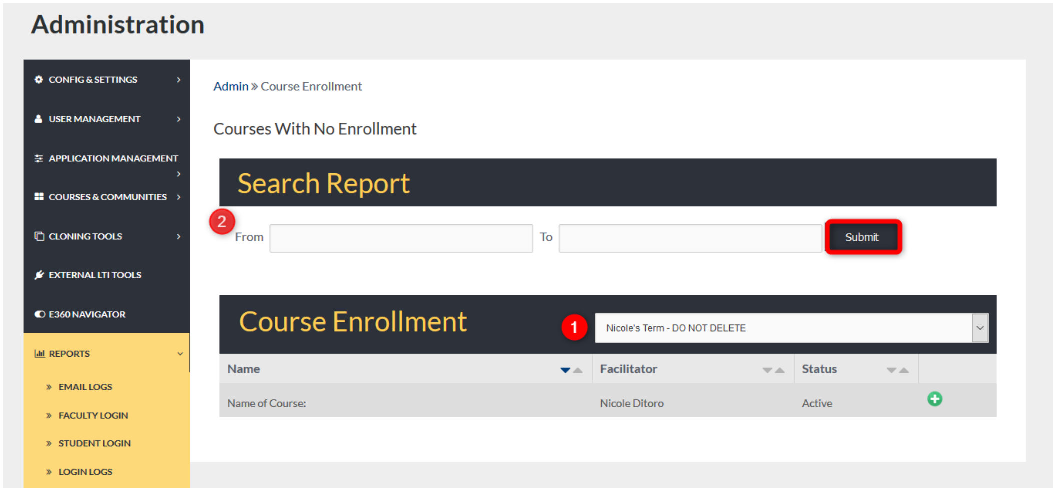


COURSE ENROLLMENT

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.



1. Select Term from dropdown.
2. Add date.

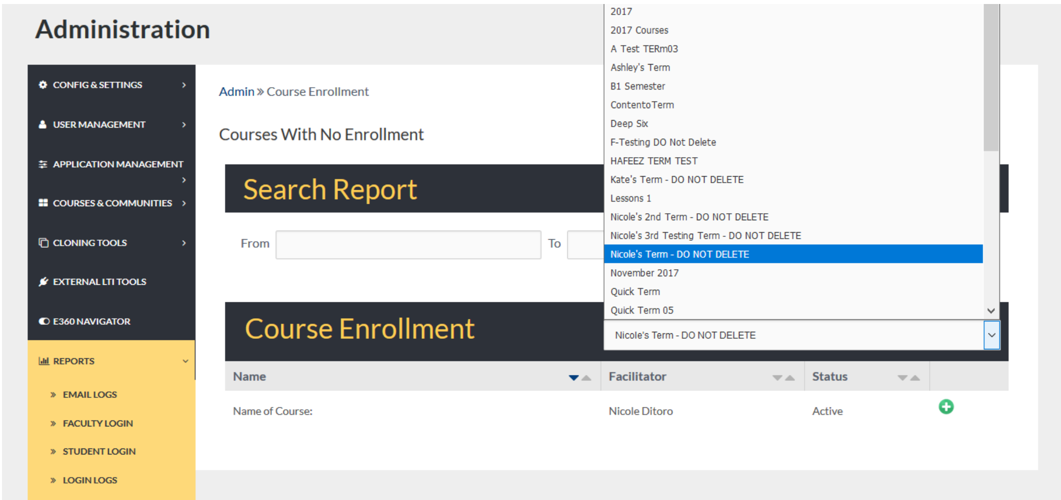
   -To use a Calendar for easy date selection, place your cursor in the search box and left click.

   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.

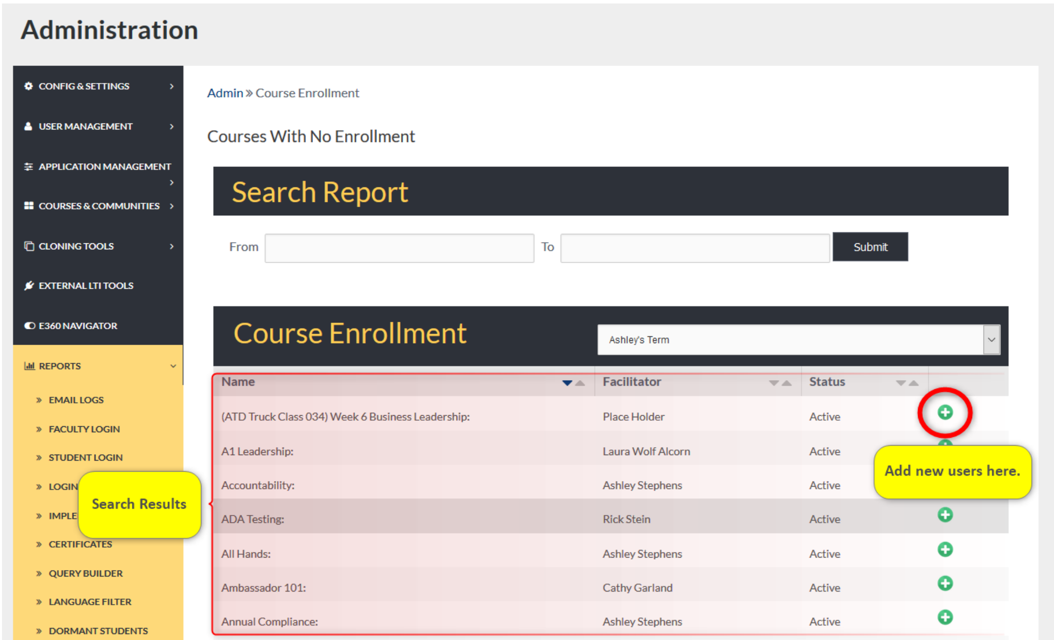
To Search by Term only, select the Term from the dropdown to the right of the Course Enrollment header. Search results will display under the Course Enrollment header.



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)*)

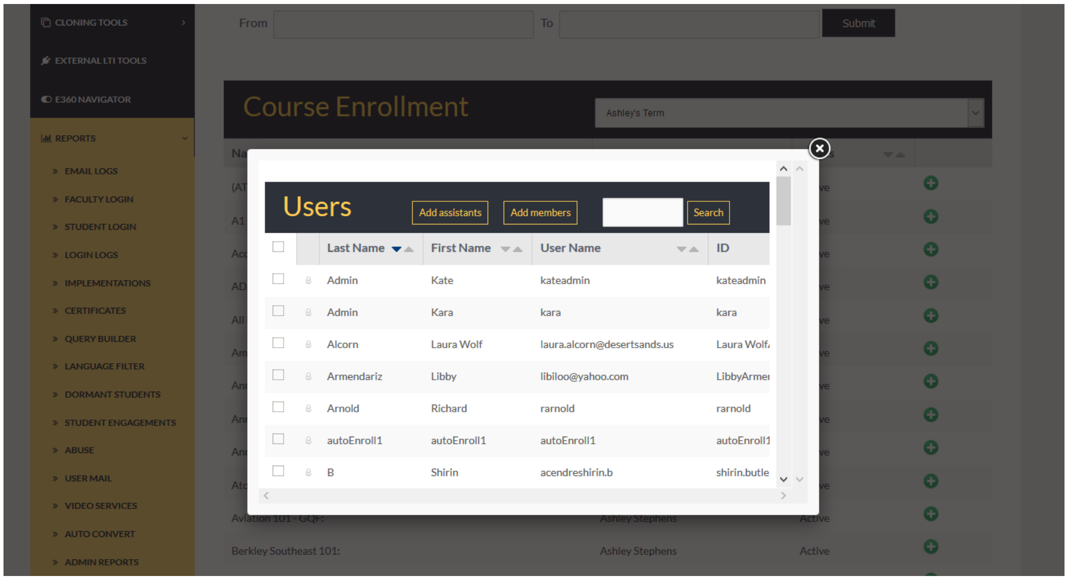


ADD NEW

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.

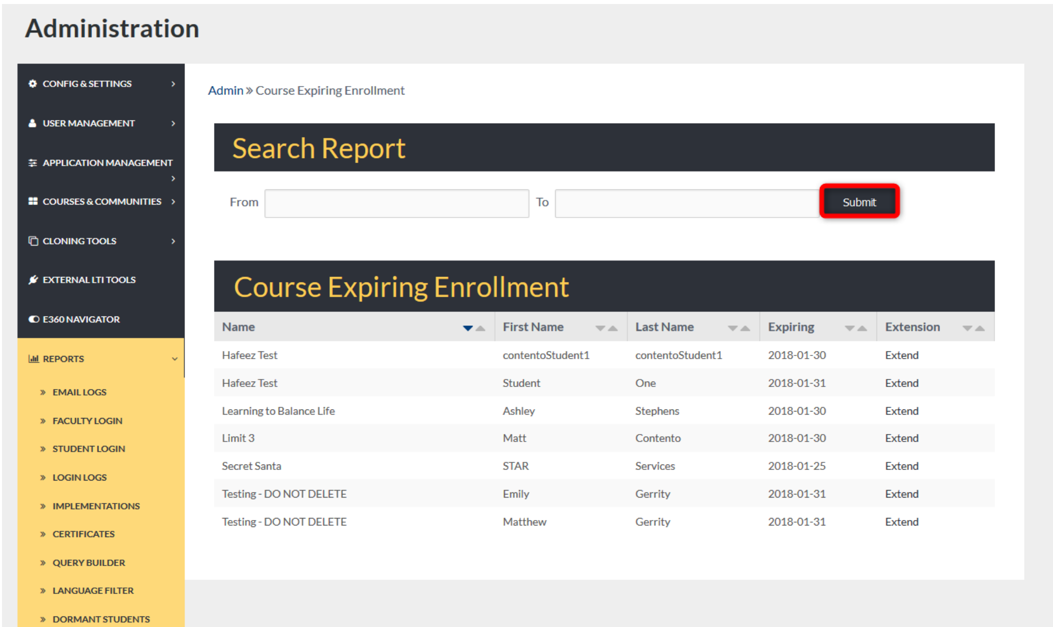
Then, select to add them as assistants or class members. Once selected, Users are added immediately.



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.

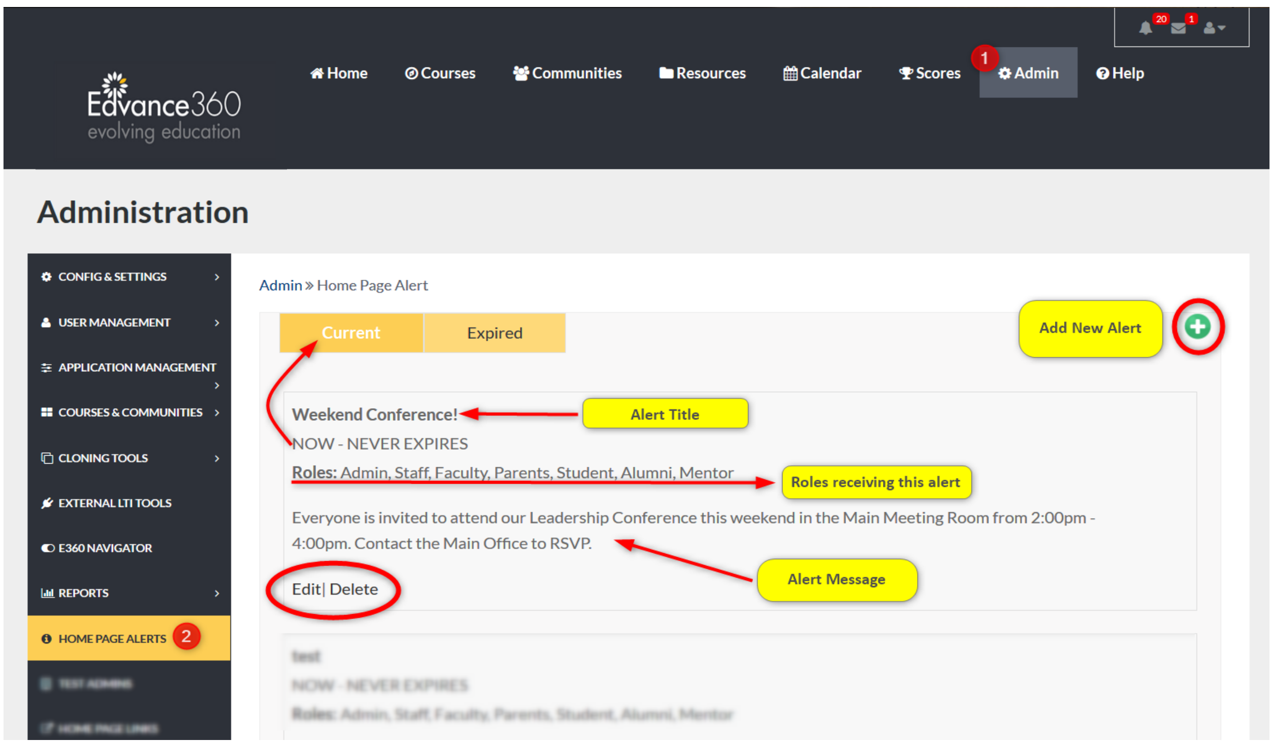


HOME PAGE ALERTS

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.

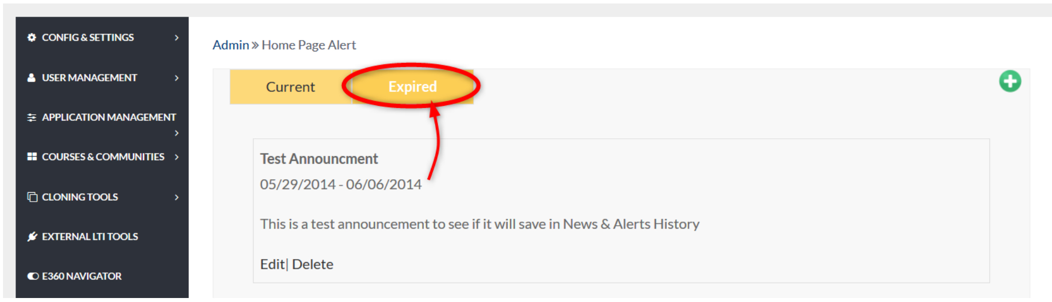
The Home Page Alerts homepage defaults to the current alerts showing on Users' homepages. From this tab, Admin Users may review Home Page Alert titles, the time within the alert will be visible, the roles receiving this alert on their homepages, and the alert message as it will be displayed. They may 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.



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.



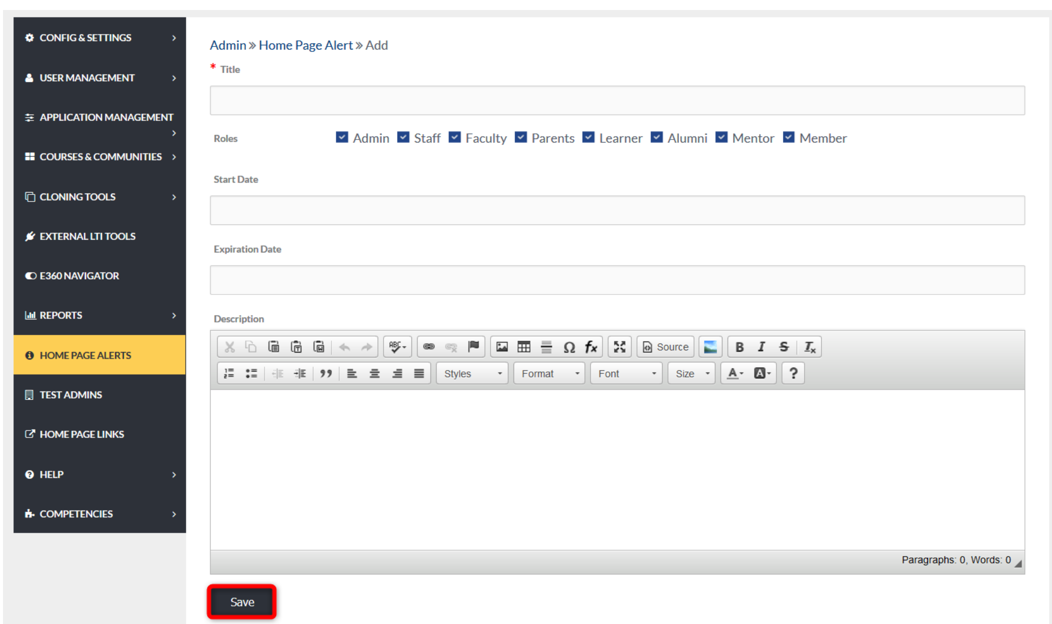
ADD NEW

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.

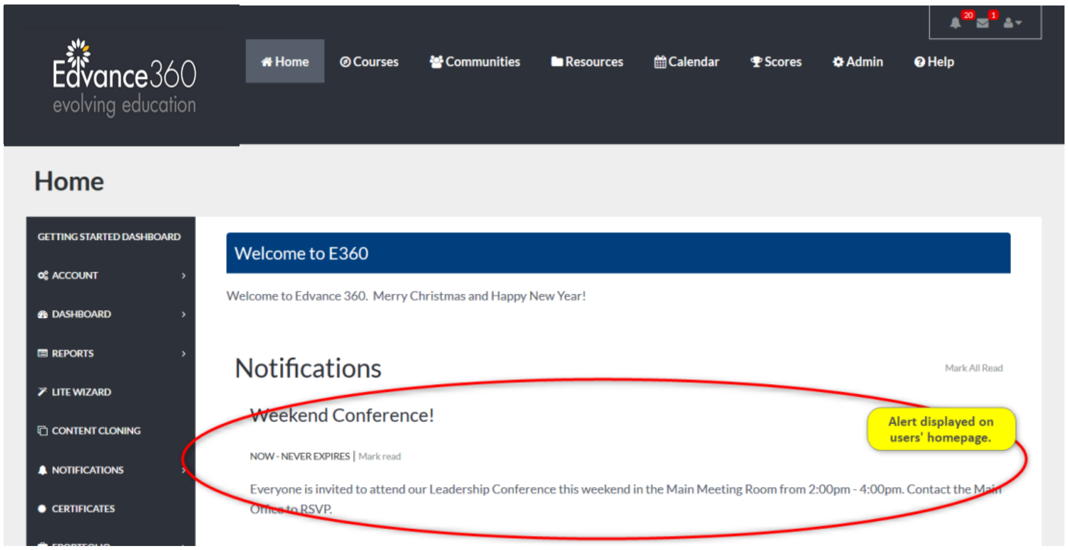
Compose the needed information in the proper spaces provided.

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.

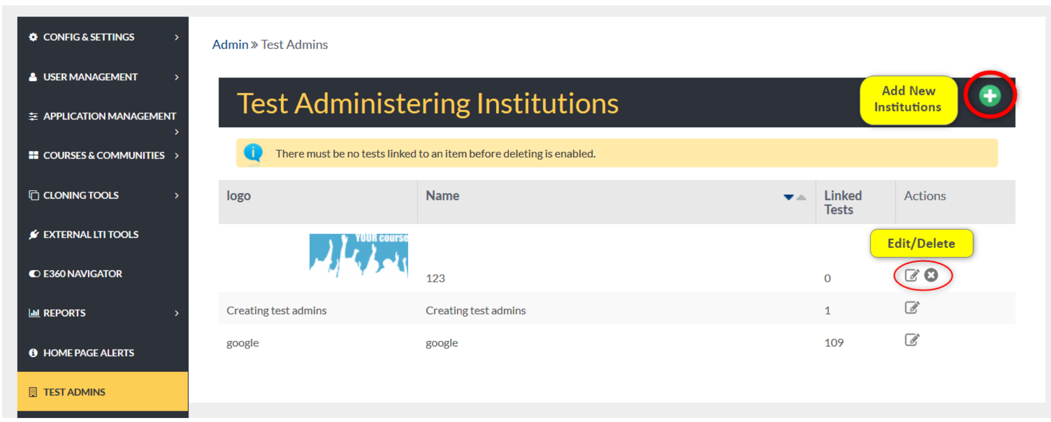


TEST ADMINS

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.

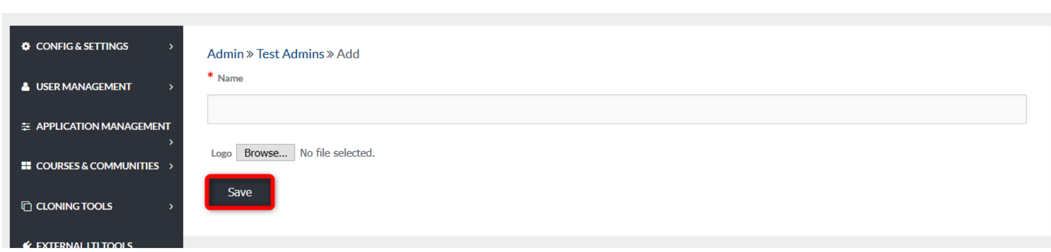


ADD NEW

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.



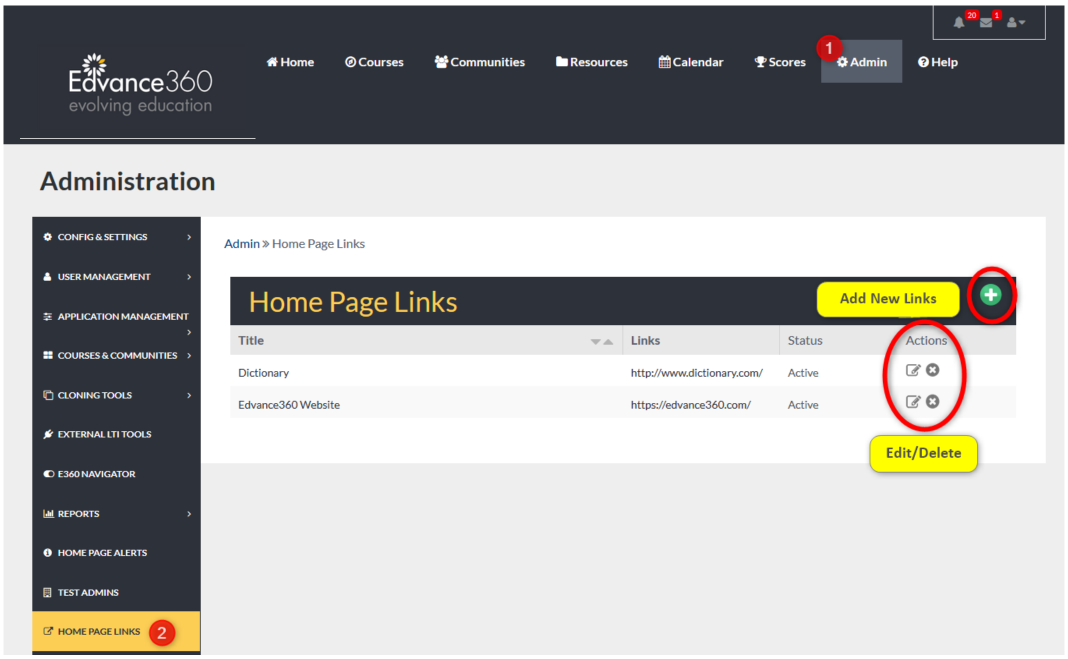
HOME PAGE LINKS

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.



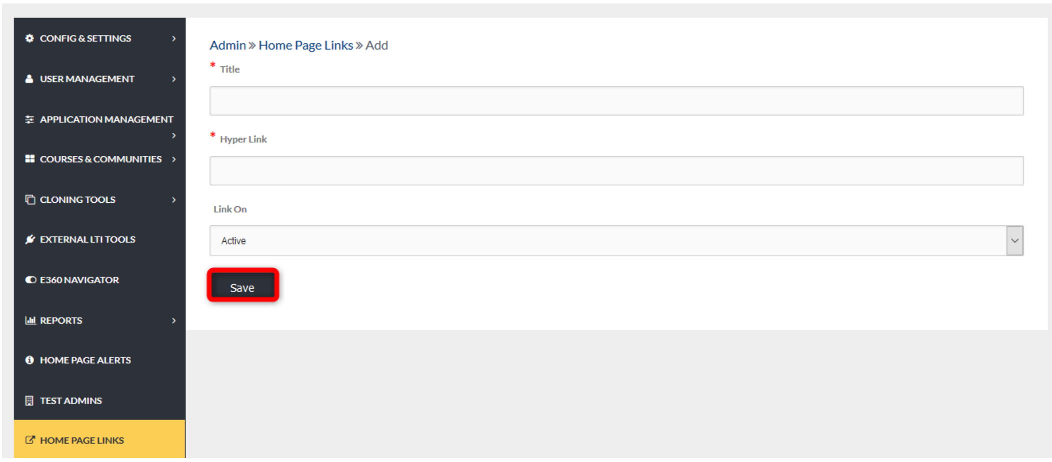
1. Select the Admin tab from the top toolbar.
2. Select the Home Page Links tab from the Admin Navigation Panel.

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.

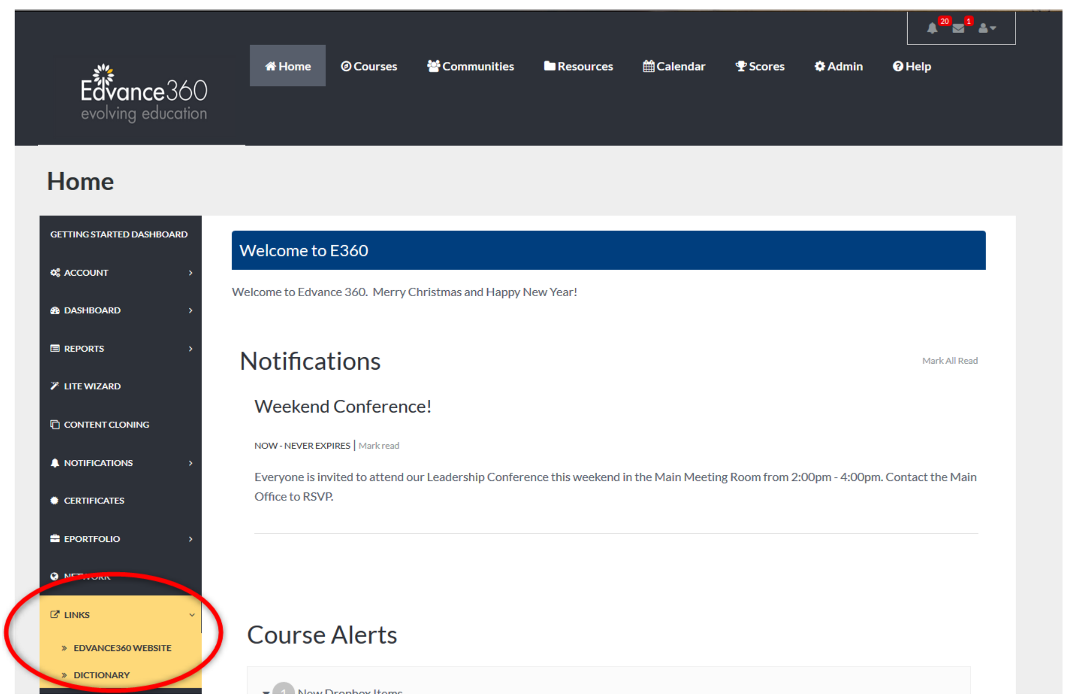
Compose the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.



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.



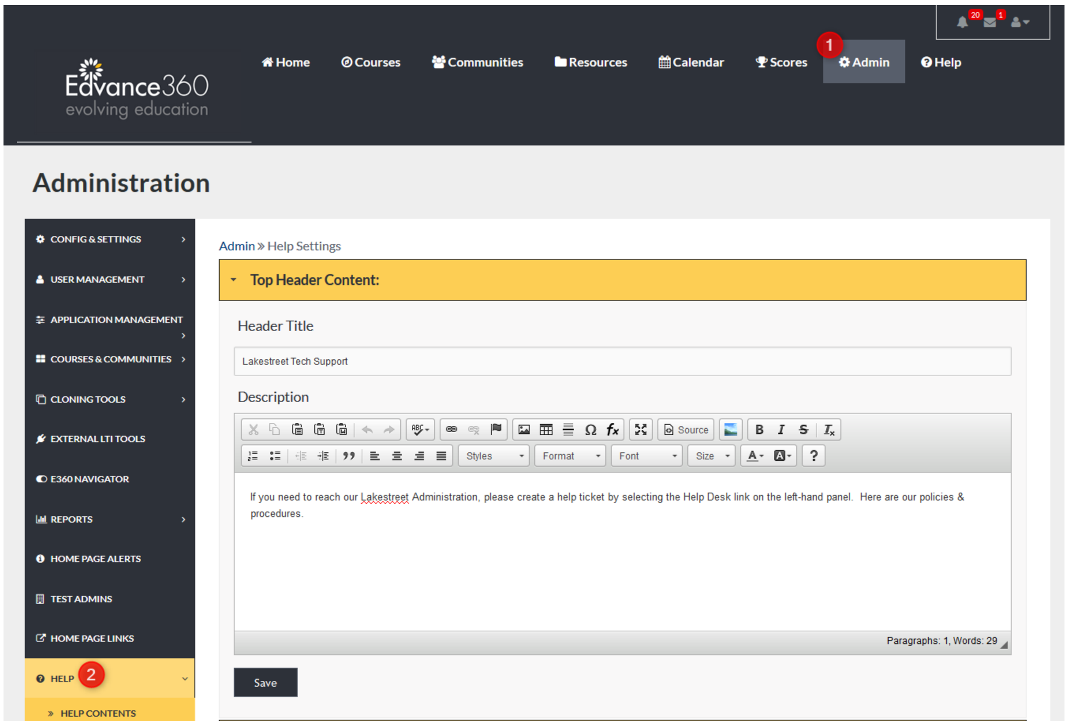
HELP

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

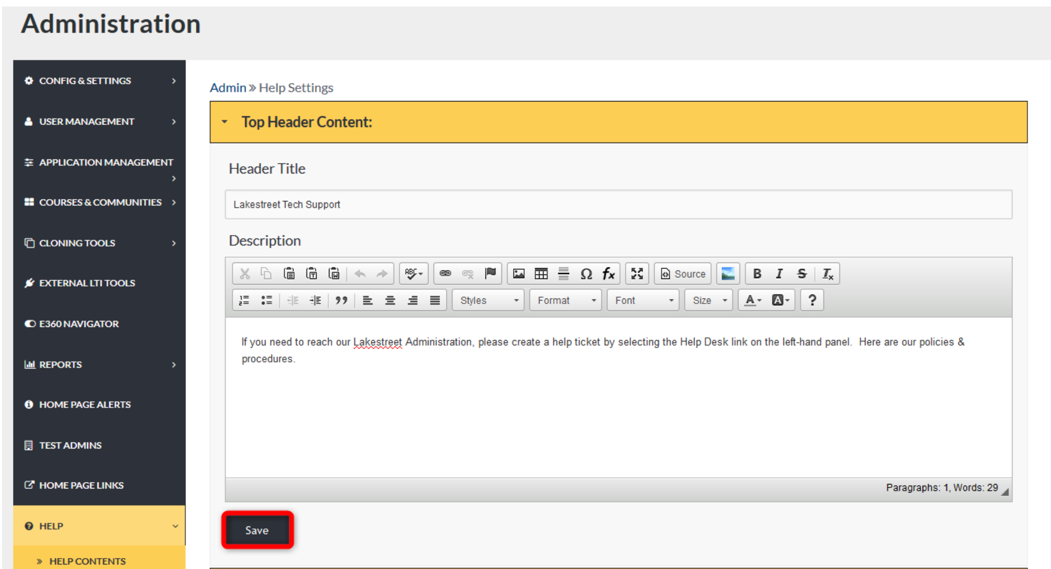
The Help Contents consist of the following:

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.

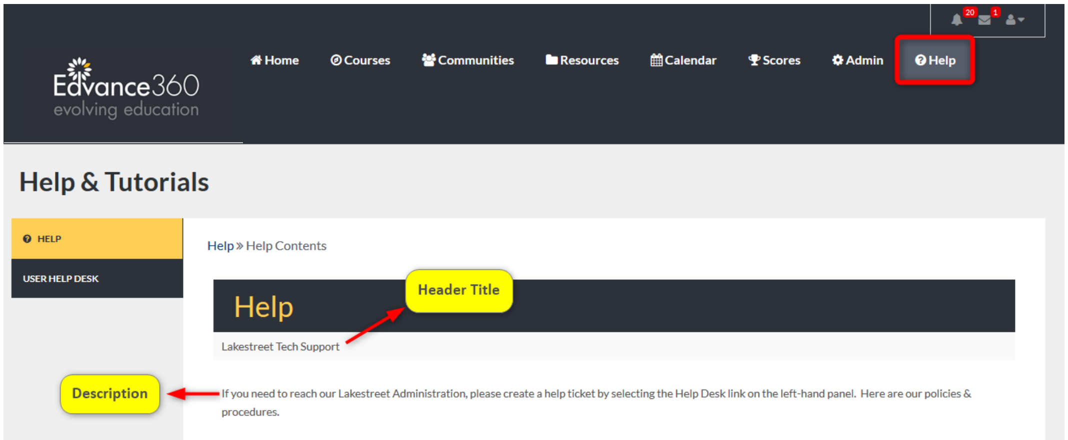
Remember to select the SAVE button to apply changes.



EXAMPLE

This is how your Header Title and Description will display.

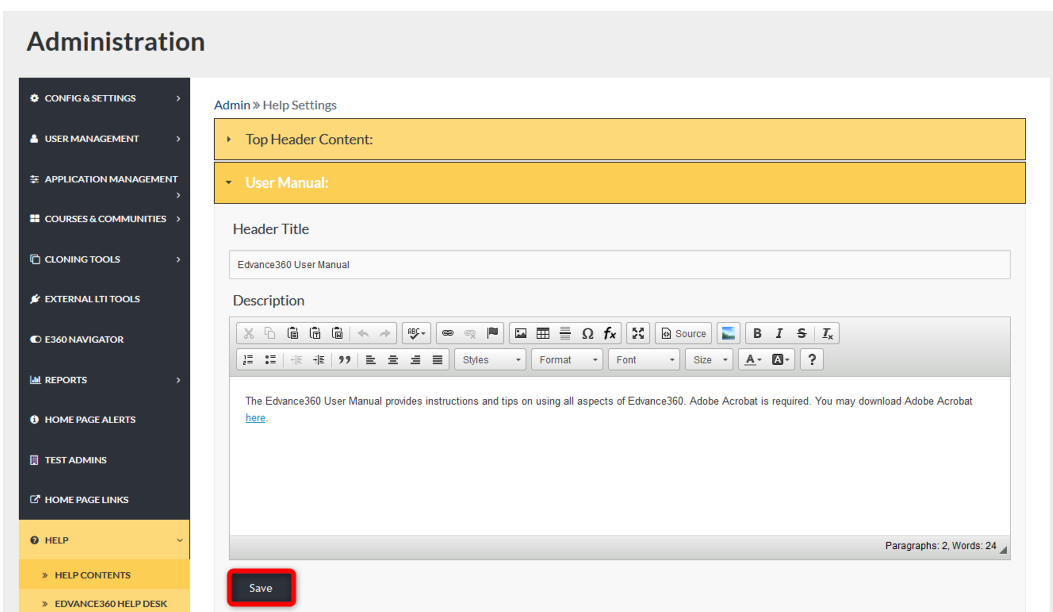
To view any changes made to the Header Title and Description select the Help tab from the top toolbar.



USER MANUAL

The User Manual dropdown includes the Header Title and Description. Compose the needed information in the spaces provided.

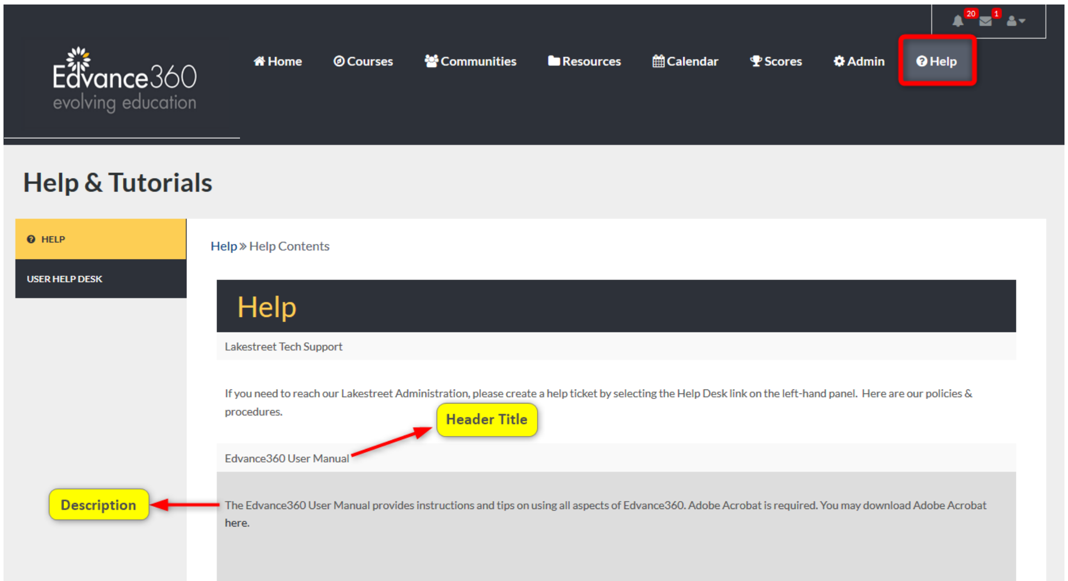
Remember to select the SAVE button to apply changes.



EXAMPLE

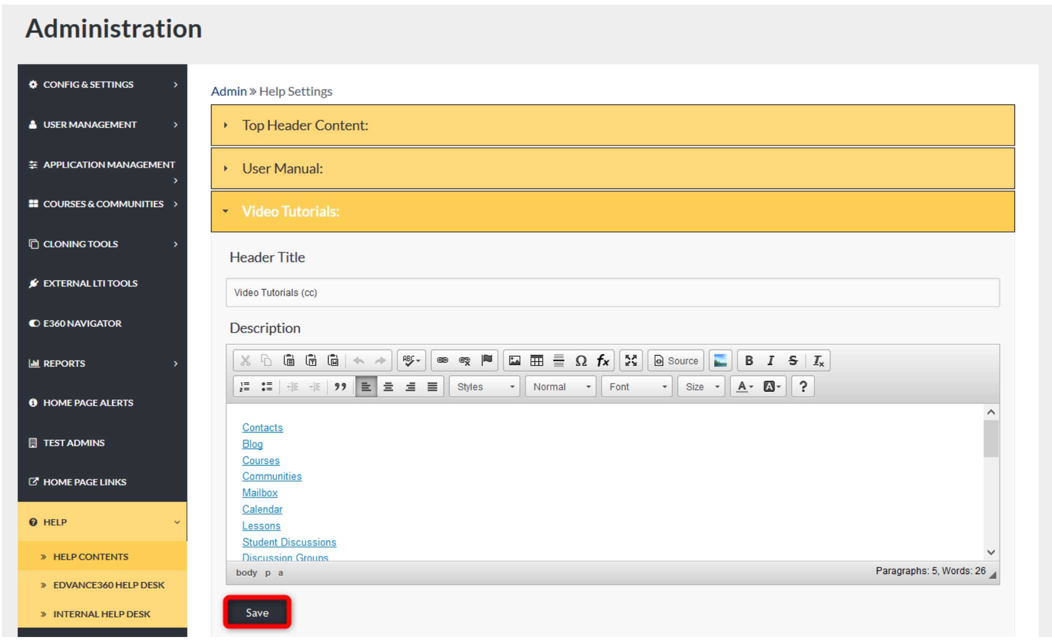
This is how your Header Title and Description will display.

To view any changes made to your Header Title and Description select the Help tab from the top toolbar.



VIDEO TUTORIALS

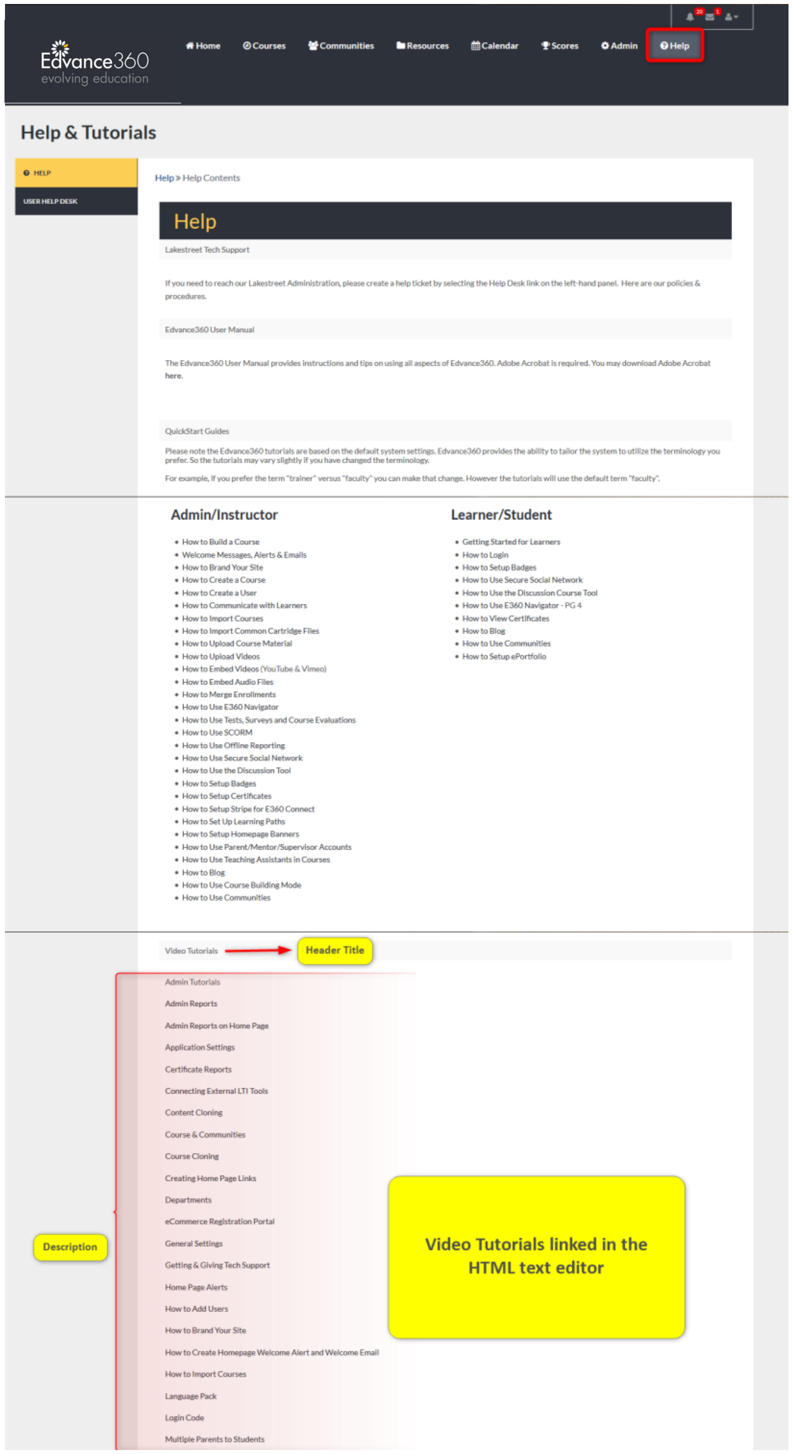
The Video Tutorials dropdown includes the Header Title and Description. Compose the needed information in the proper spaces provided. Videos may be edited, linked, unlinked, etc. within the HMTL text editor. Remember to select the SAVE button to apply changes.



VIDEO TUTORIALS

This is how the Header Title and Description will display.

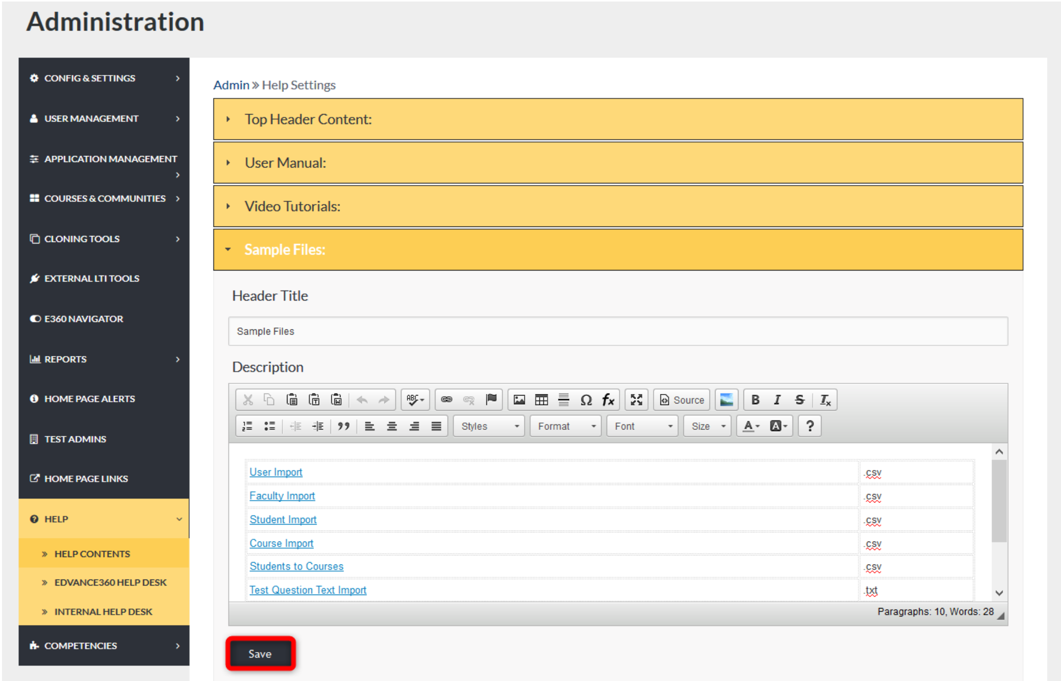
To view changes and test hyperlinked video titles, select the Help tab from the top toolbar.



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.



EXAMPLE

This is how the Header Title and Description will display.

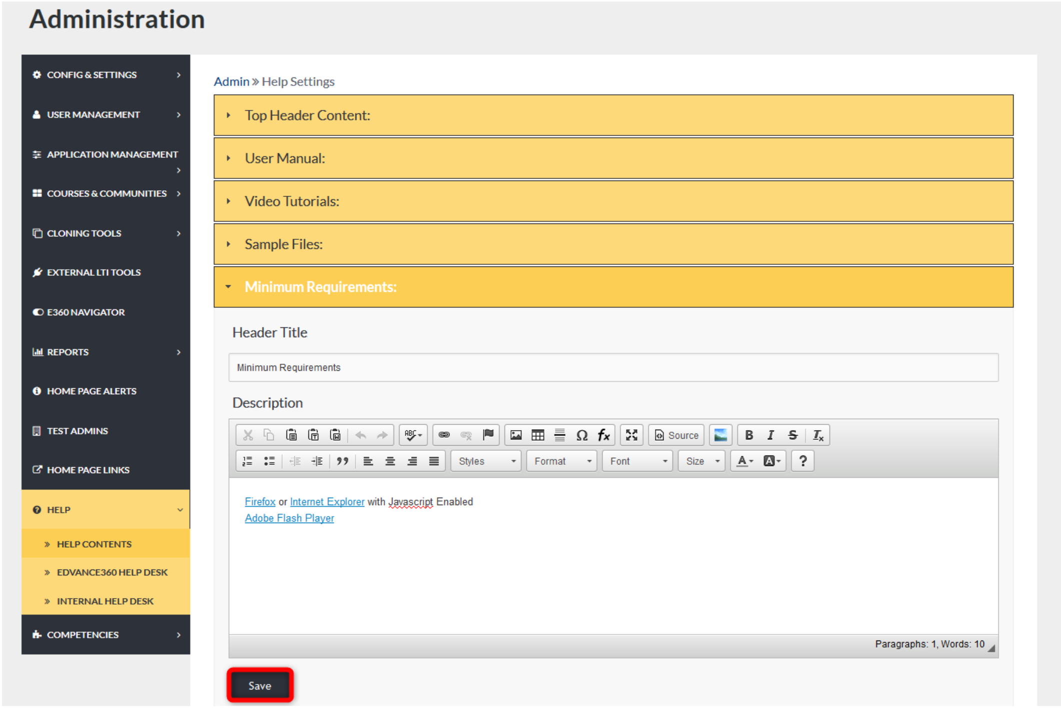
To view edits made to Sample Files, select the Help tab from the top toolbar.

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.



EXAMPLE

This is how the Header Title and Description will display.

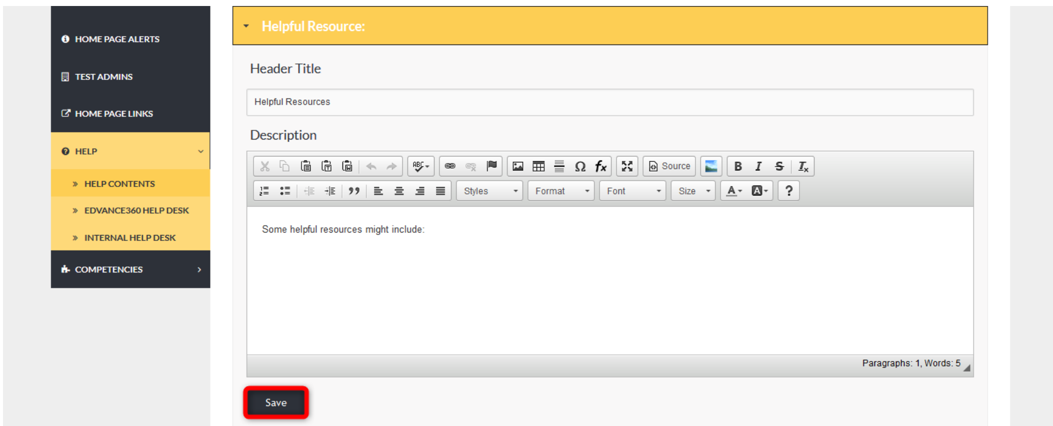
To view edits made to Minimum Requirements, select the Help tab from the top toolbar.

HELPFUL RESOURCE

The Helpful resource dropdown includes the Header Title and Description.

Compose the needed information in the proper spaces provided below.

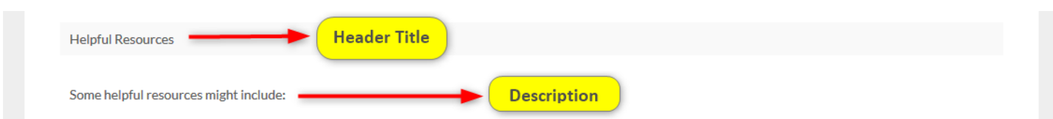
Remember to select the SAVE button to apply changes.



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.

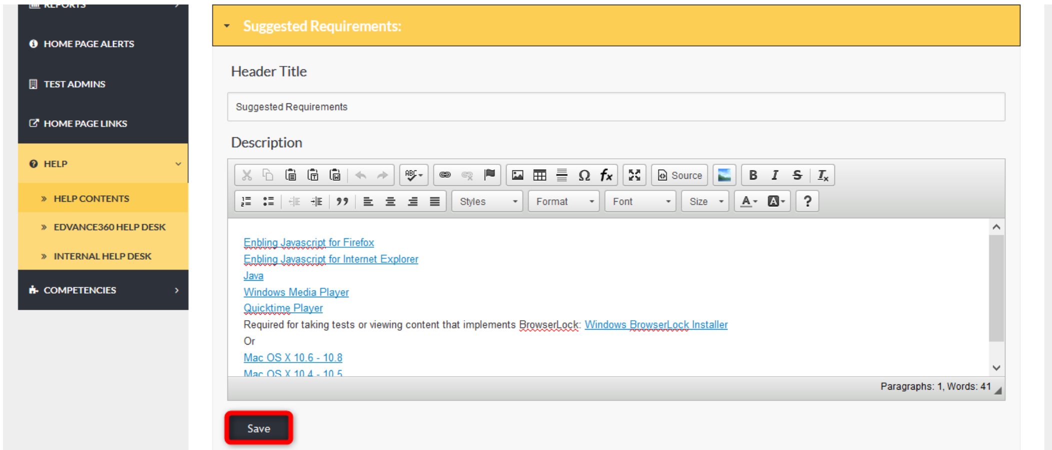


SUGGESTED REQUIREMENTS

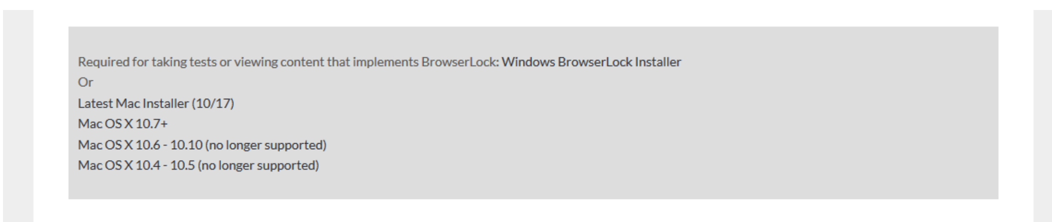
The Suggested Requirements dropdown includes the Header Title and Description.

Compose the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.



SUGGESTED REQUIREMENTS

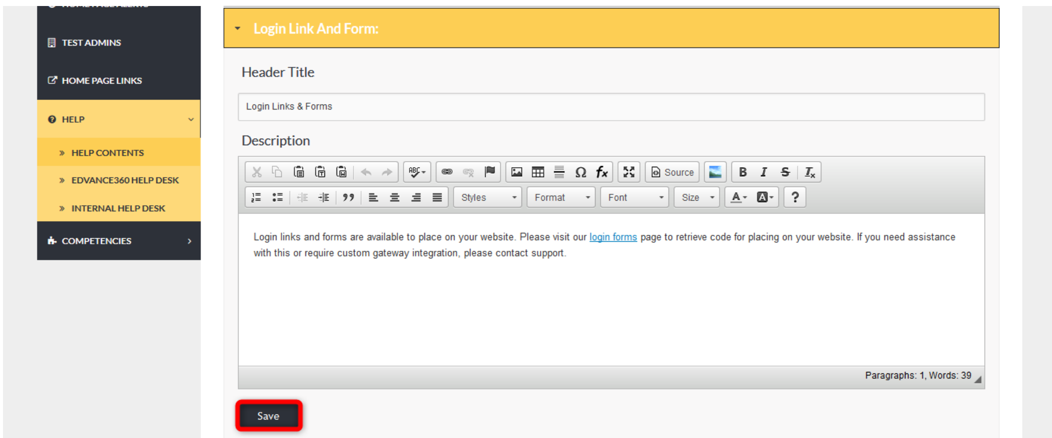


LOGIN LINK AND FORM

The Login Link and Form dropdown includes the Header Title and Description.

Compose the needed information in the proper spaces provided.

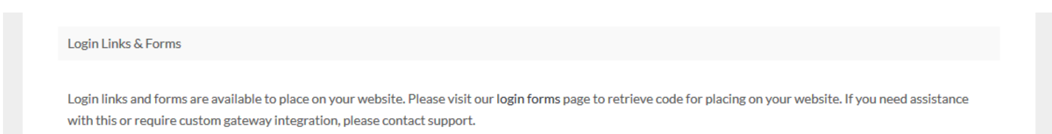
Remember to select the SAVE button to apply changes.



LOGIN LINK AND FORMS

This is how the Header Title and Description will display.

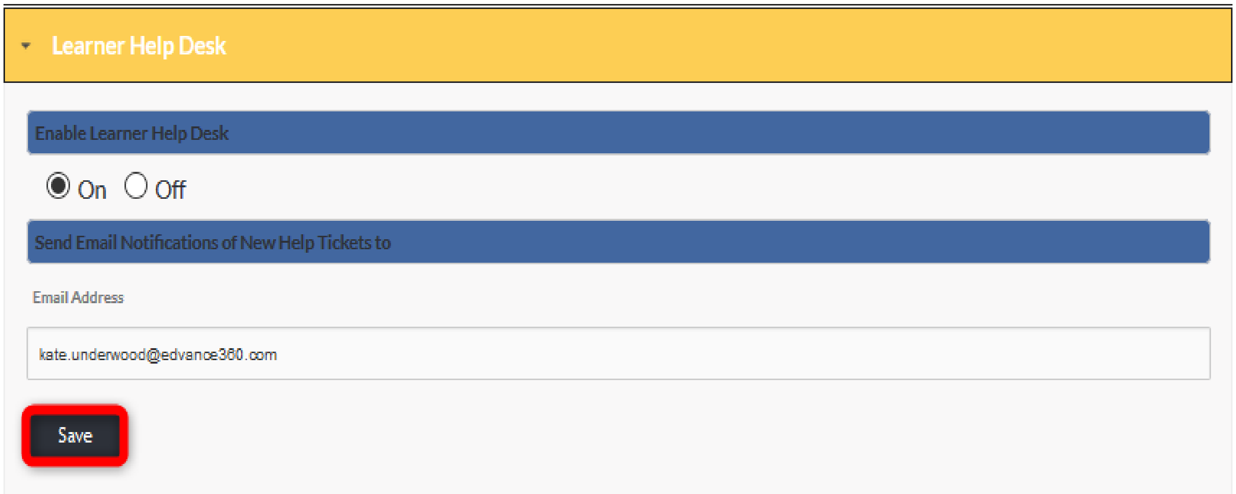
To view edits made to the Header Title and Description from Login Links and Forms, select the Help tab from the top toolbar.



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.

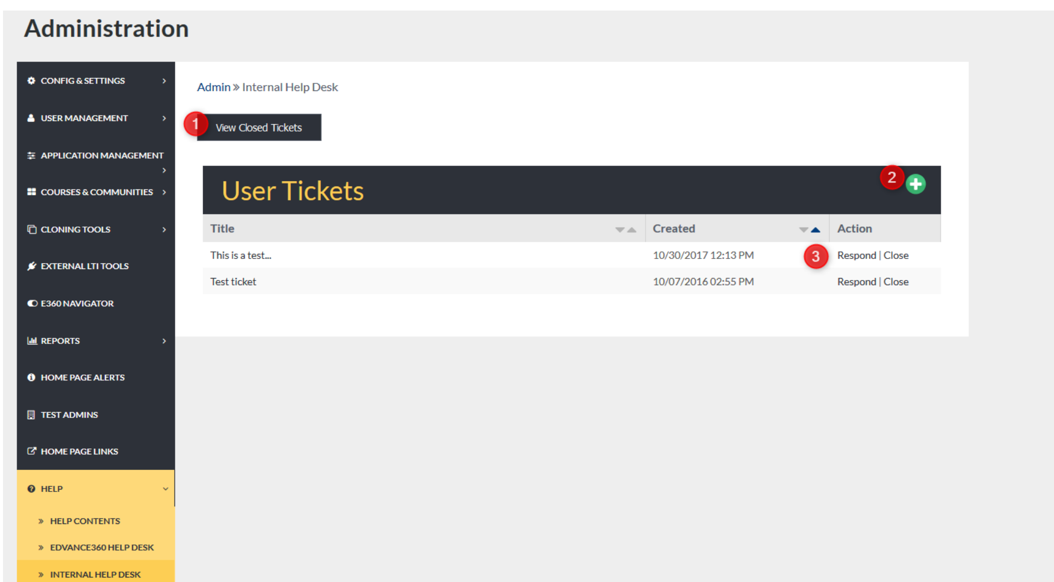
Note: To enable the Internal Help Desk follow these steps: ***Admin>Configuration & Settings>General Settings>Learner Help Desk*** (See Image Below)



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.

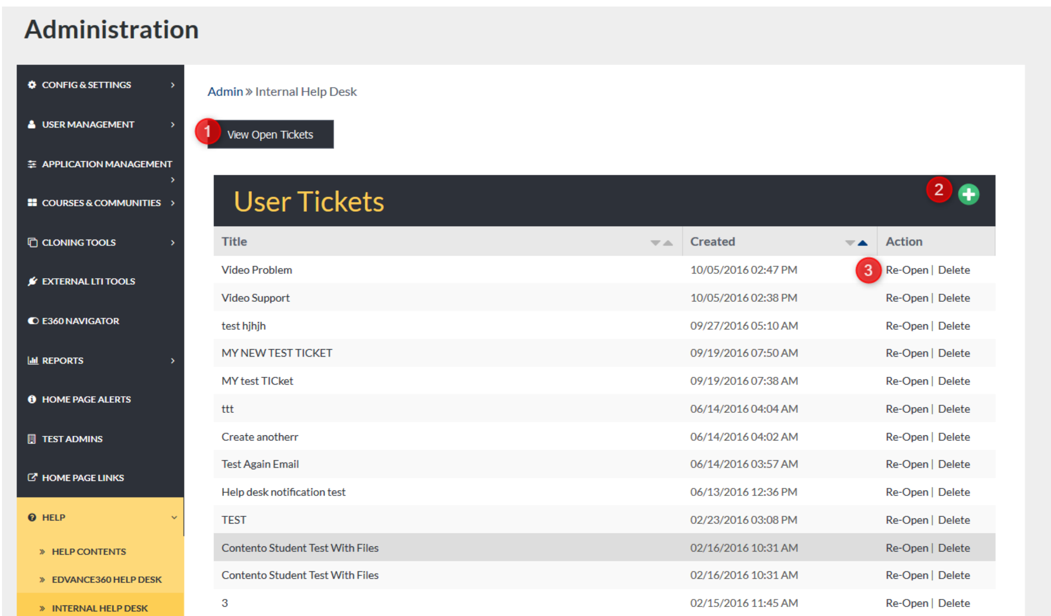
Admin may view tickets that have been closed, create new tickets, respond to tickets, and close out tickets.



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.



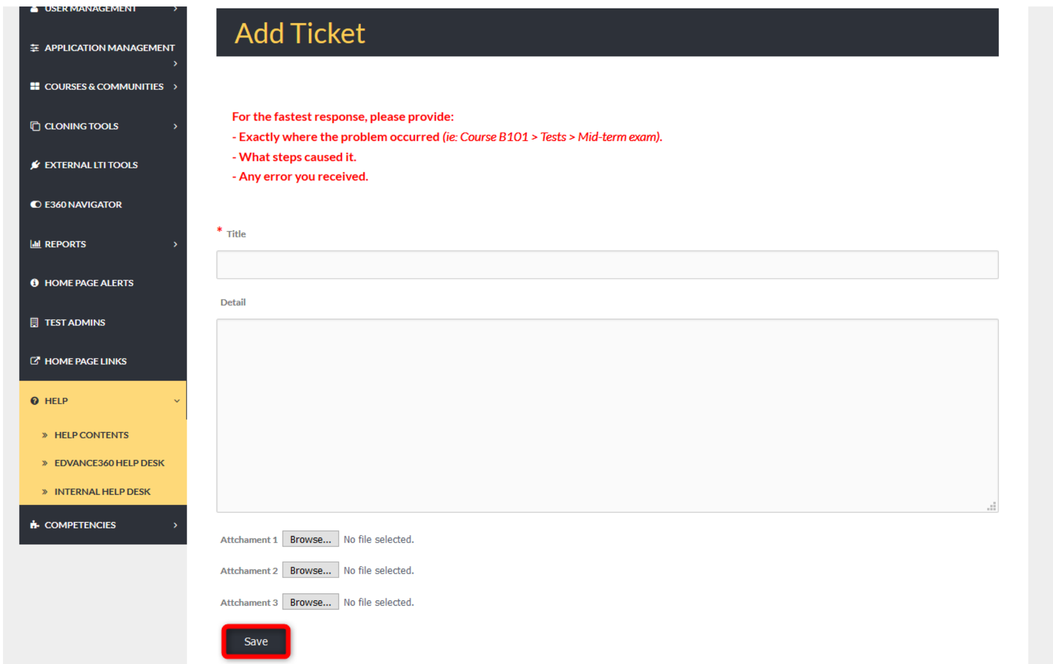
1. Select View Open Tickets to go back to the list of open tickets on the Internal Help Desk homepage.
2. To add a new ticket, select the green plus sign and complete the Help request form.
3. To re-open a closed ticket select Re-open. Tickets that are re-opened will display on the open User Tickets 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.

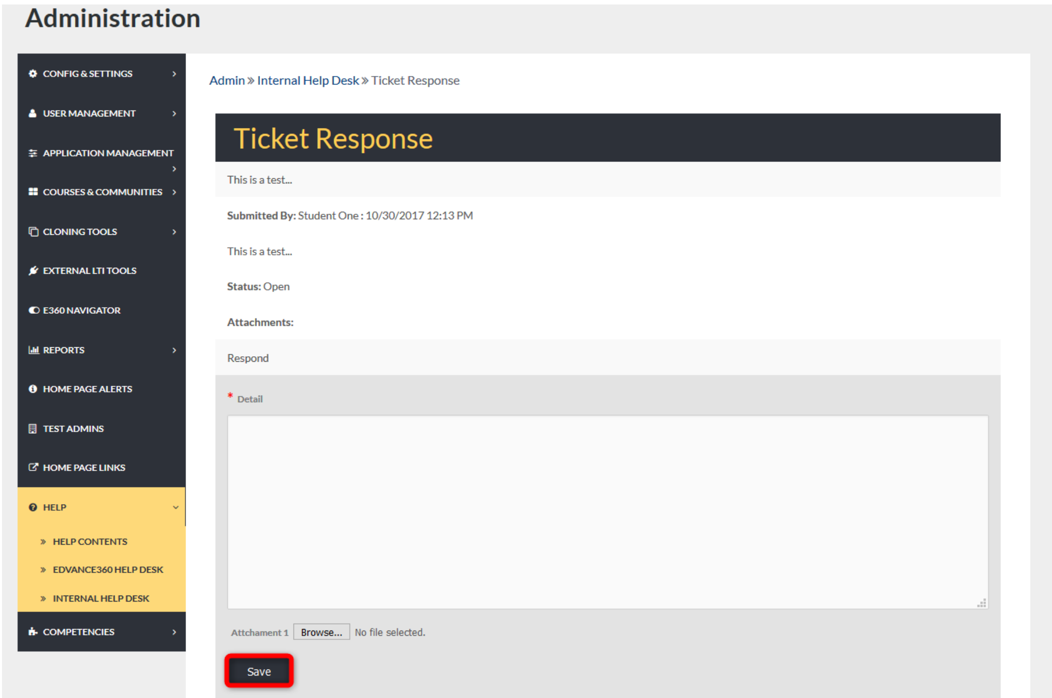
Remember to select the SAVE button to apply changes.



TICKET RESPONSE

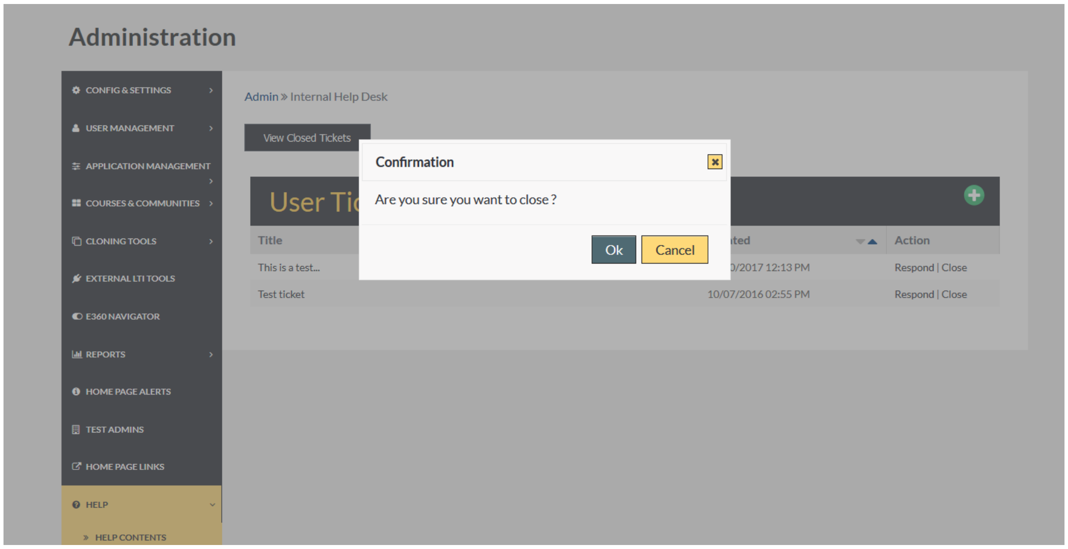
Ticket Response: Respond to open tickets by typing your response into the textbox provided. Admins may attach files if needed.

Remember to select the SAVE button.



CLOSE TICKET

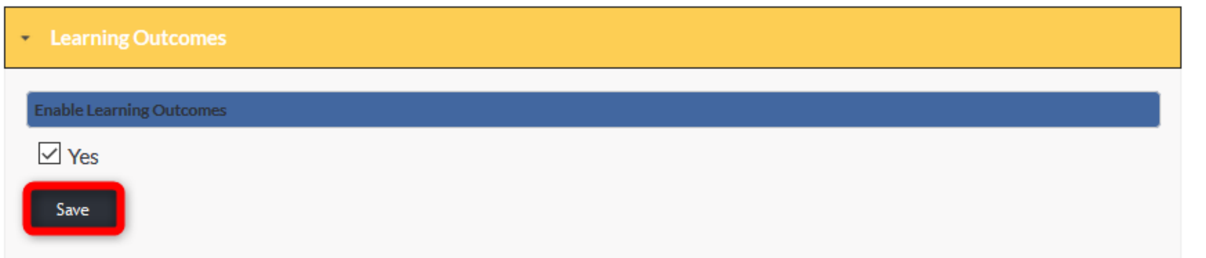
Close Ticket: When a ticket is closed out, a confirmation message will display. Select OK to close the ticket and CANCEL to leave the ticket open.



COMPETENCIES

ADMIN > COMPETENCIES

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



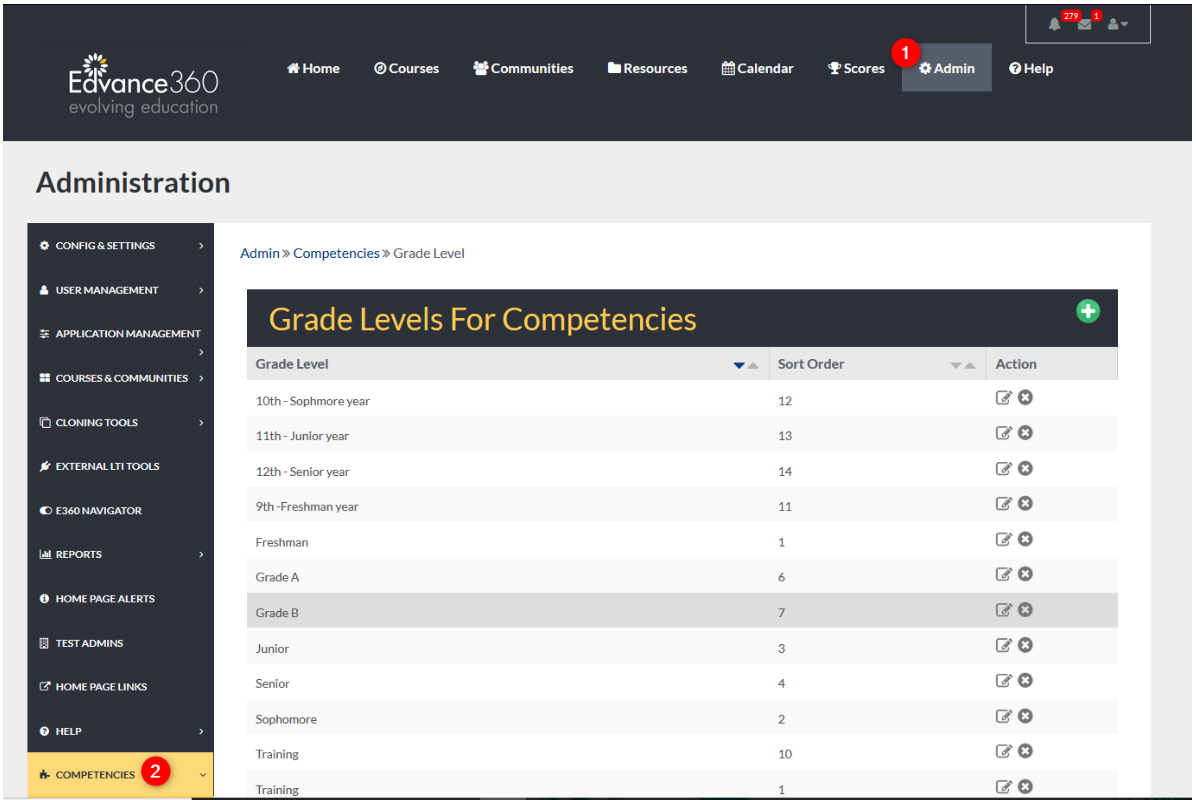
Once enabled, the Competencies tab will appear on the Admin left-hand navigation panel.

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.



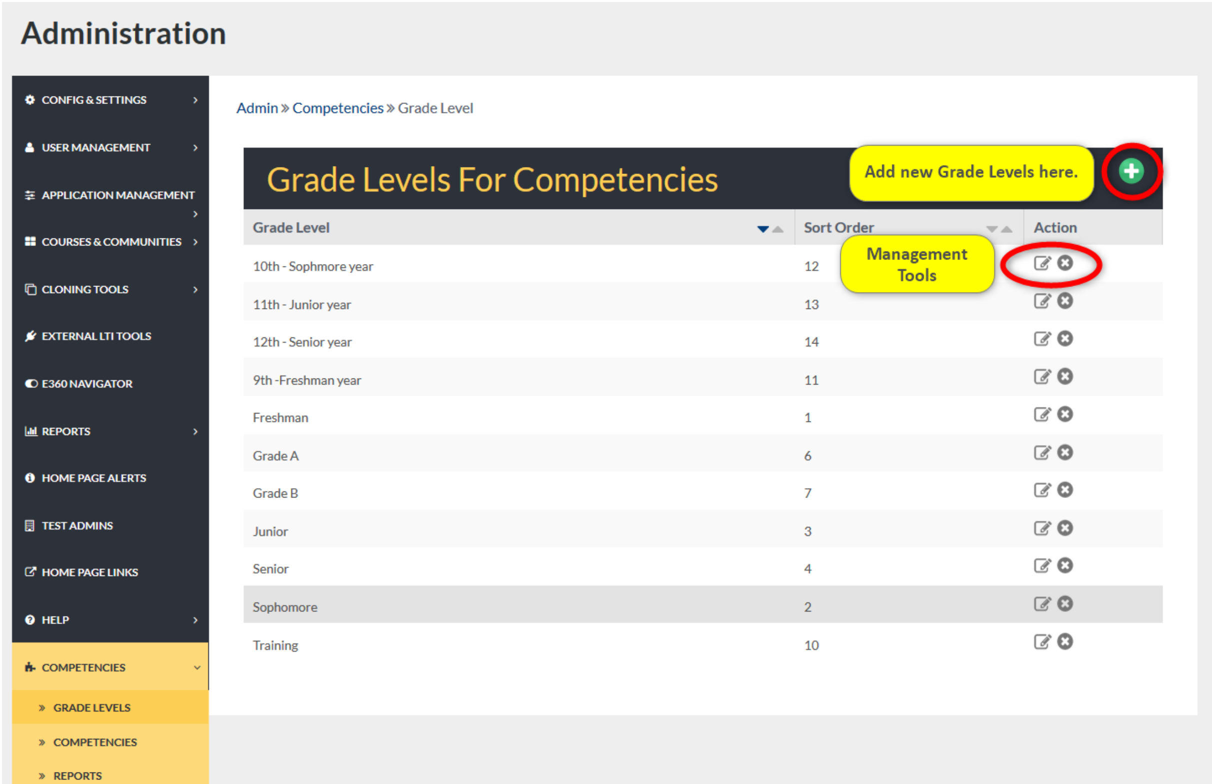
1. Select the Admin tab from the top toolbar.
2. Select the Competencies tab from the Admin Navigation Panel.

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.

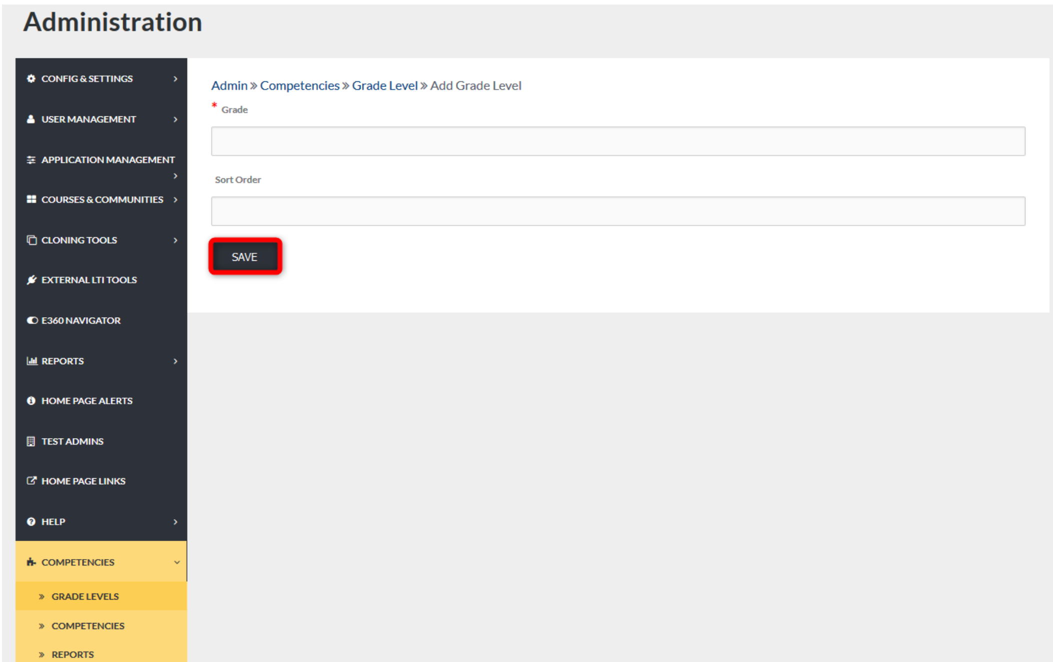

Administration
CONFIG & SETTINGS
USER MANAGEMENT
APPLICATION MANAGEMENT
COURSES & COMMUNITIES
CLONING TOOLS
EXTERNAL LTI TOOLS
E360 NAVIGATOR
REPORTS
HOME PAGE ALERTS
TEST ADMINS
HOME PAGE LINKS
HELP
COMPETENCIES
GRADE LEVELS
COMPETENCIES
REPORTS
Admin » Competencies » Grade Level
Grade Levels For Competencies
Add new Grade Levels here.
Grade Level
Sort Order
Action
Management Tools
10th - Sophmore 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.

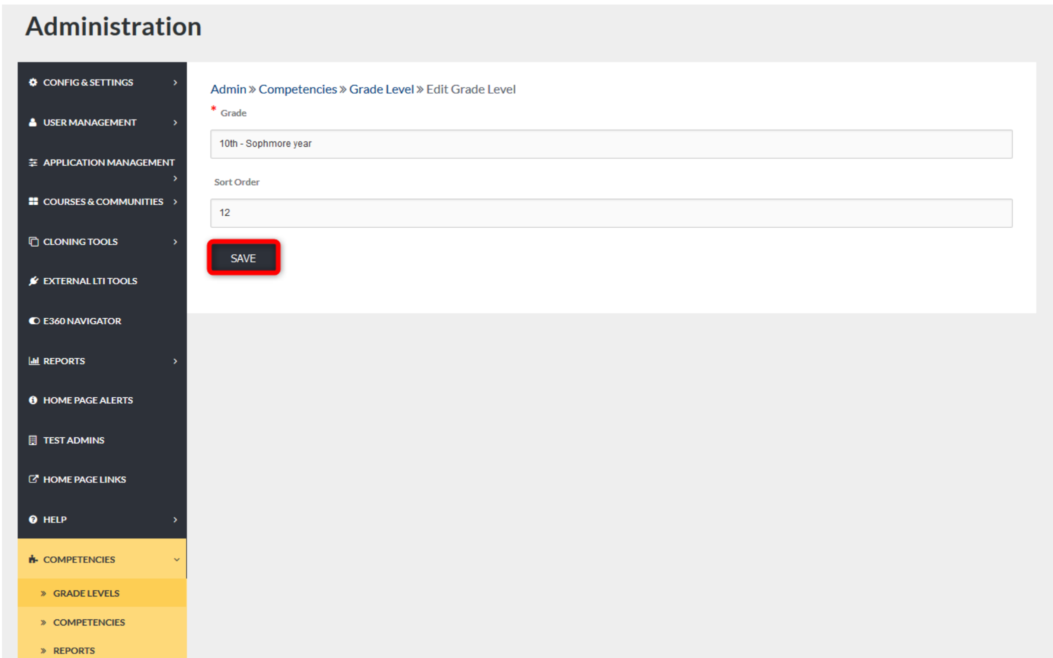


EDIT

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.

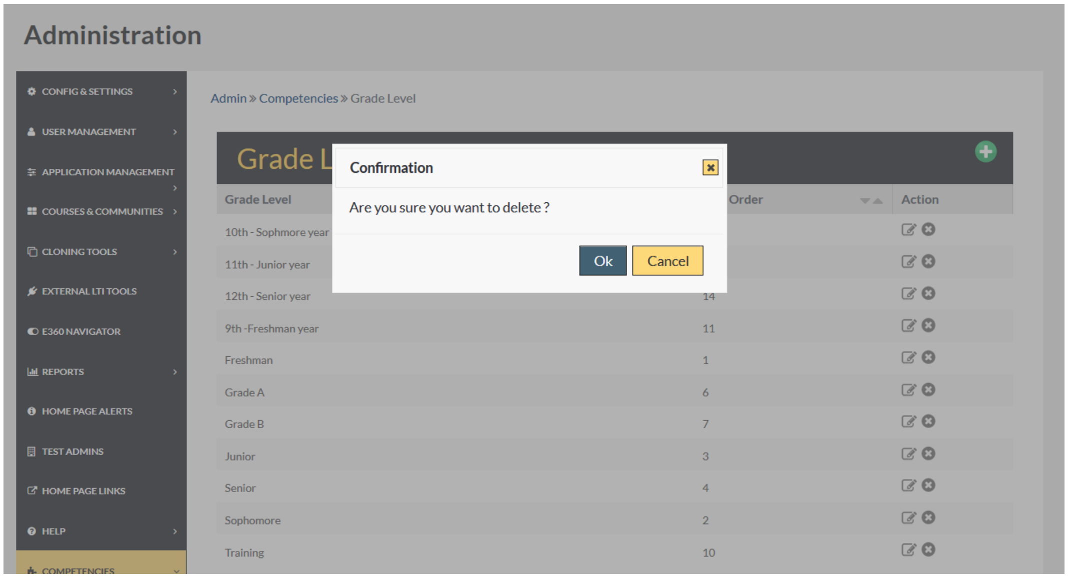
Edit the needed information in the proper spaces provided.

Remember to select the SAVE button to apply changes.



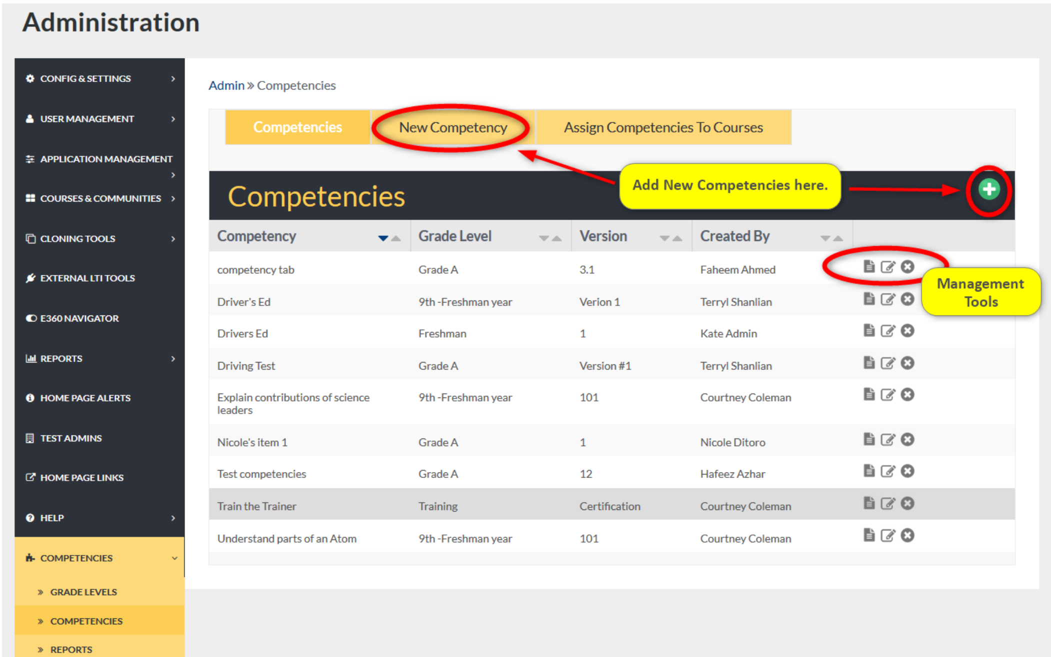
DELETE

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.

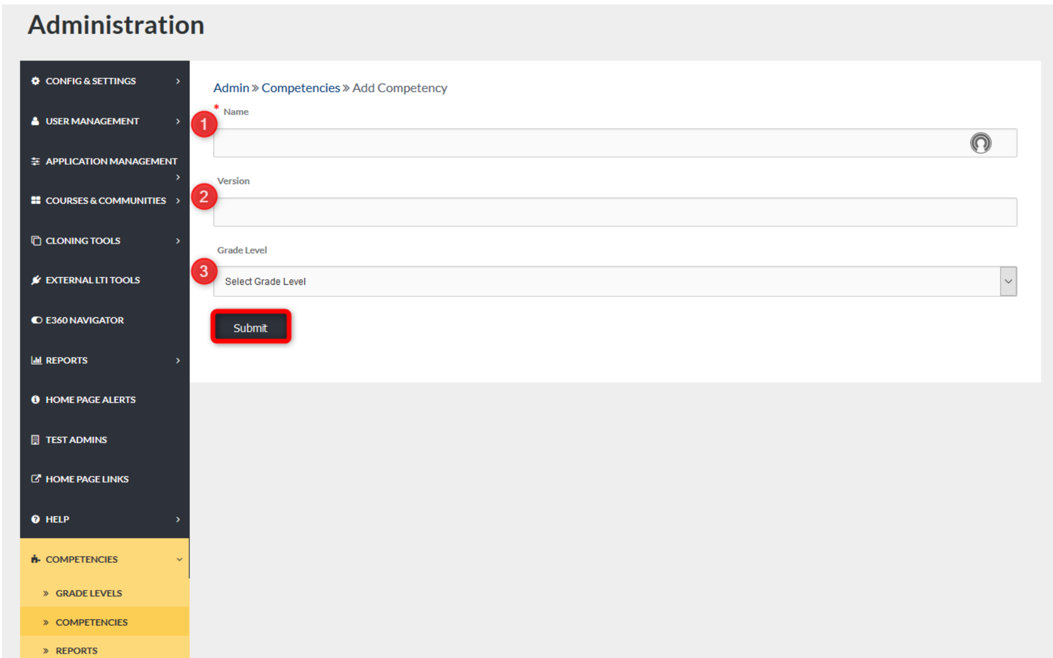


ADD NEW

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.



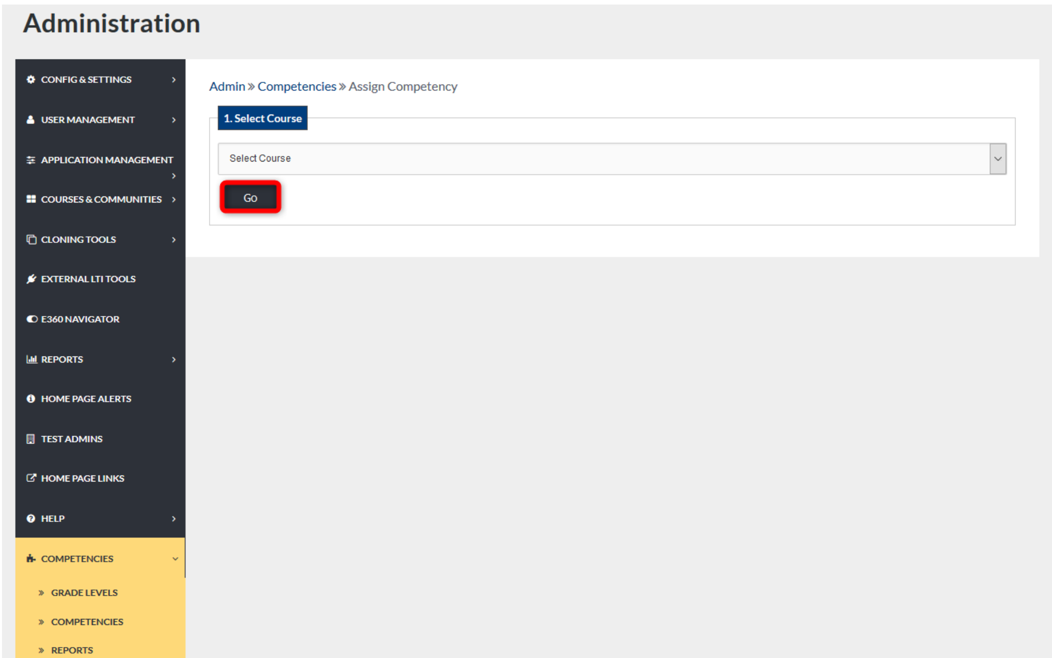
1. Create a unique name to identify this specific group of objectives.
2. Add Version name, number, etc.
3. Select the Grade Level this group of Competencies belongs to.

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.

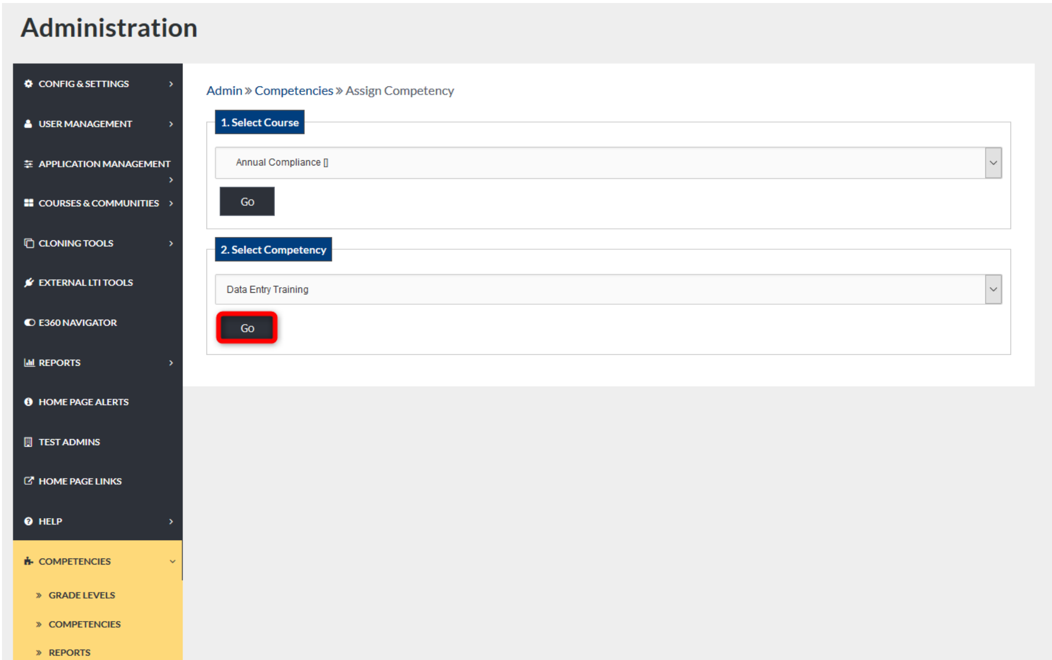
Remember to select the GO button to display the Competencies dropdown.



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.



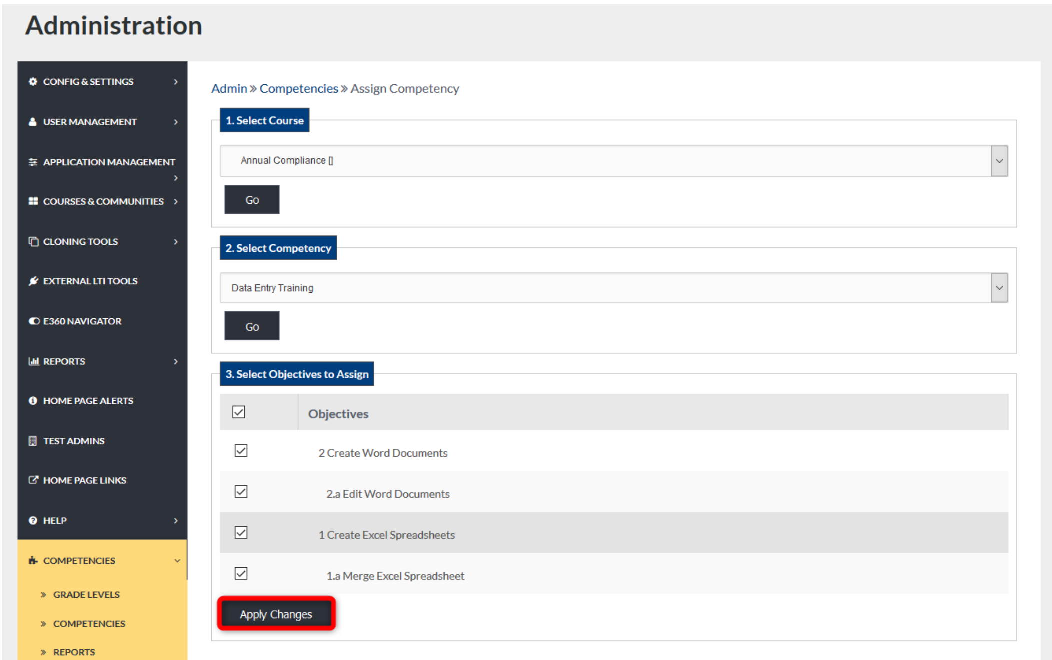
SELECT OBJECTIVES TO ASSIGN

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."

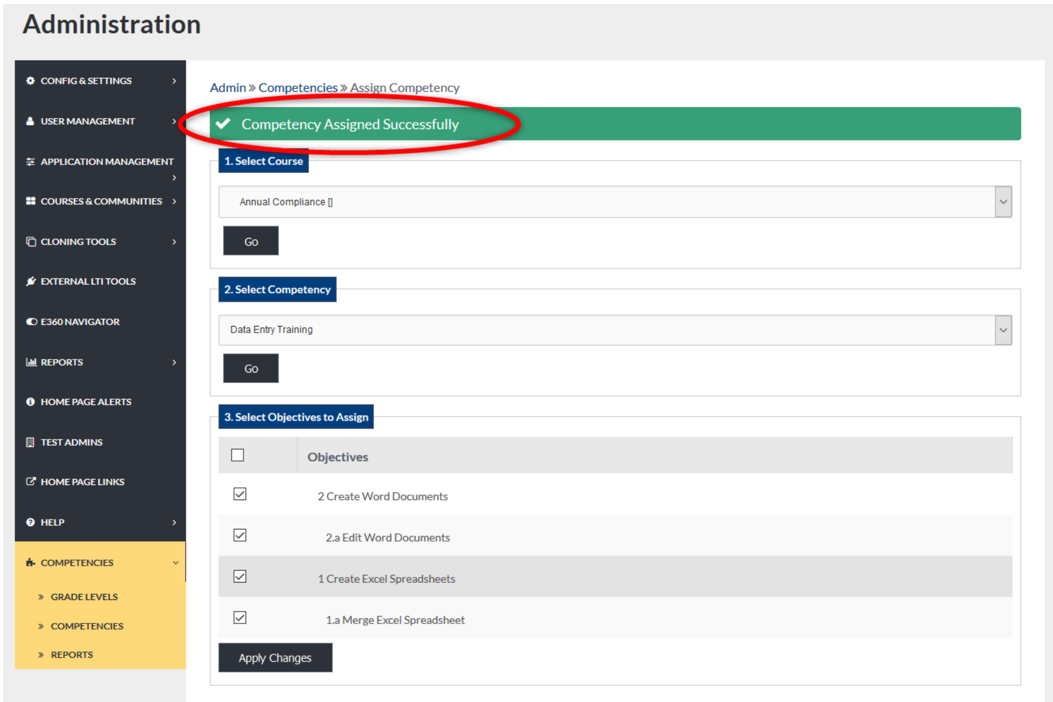
To select specific objectives, check mark the objectives to be assigned.

Select the APPLY CHANGES button to apply changes.



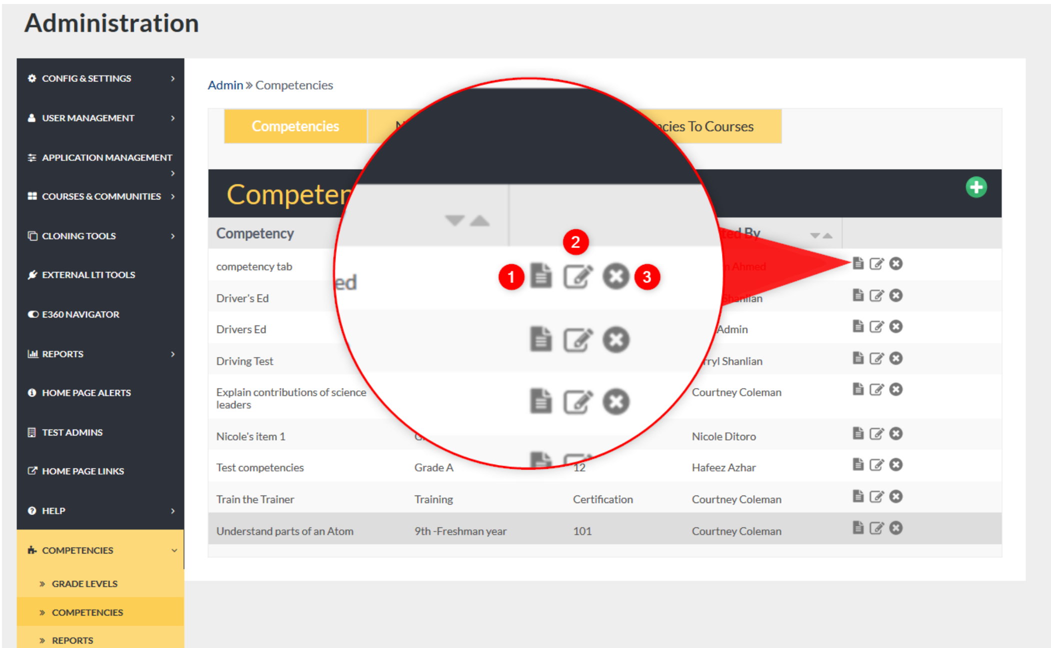
COMPETENCY ASSIGNED SUCCESSFULLY

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



MANAGEMENT TOOLS

Management Tools allow Admin Users to create objectives and add them to Competencies, edit Competencies settings, and delete Competencies.

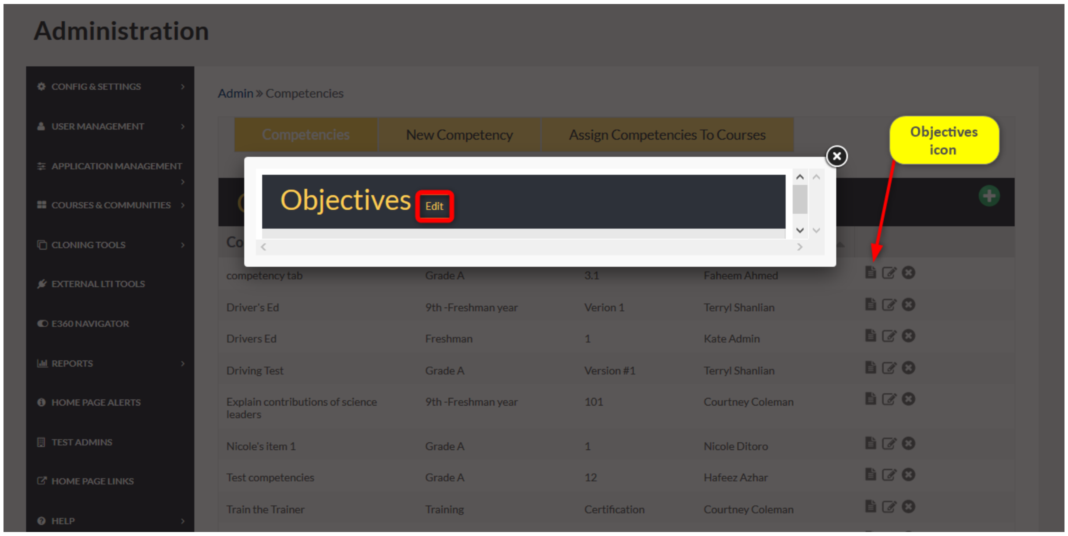


1. Select the document icon to display a list of the objectives under this competency.
2. Select the Edit icon to make changes to the details of a competency such as name, version, and description.
3. Select the Delete icon to delete Competencies permanently.

OBJECTIVES

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

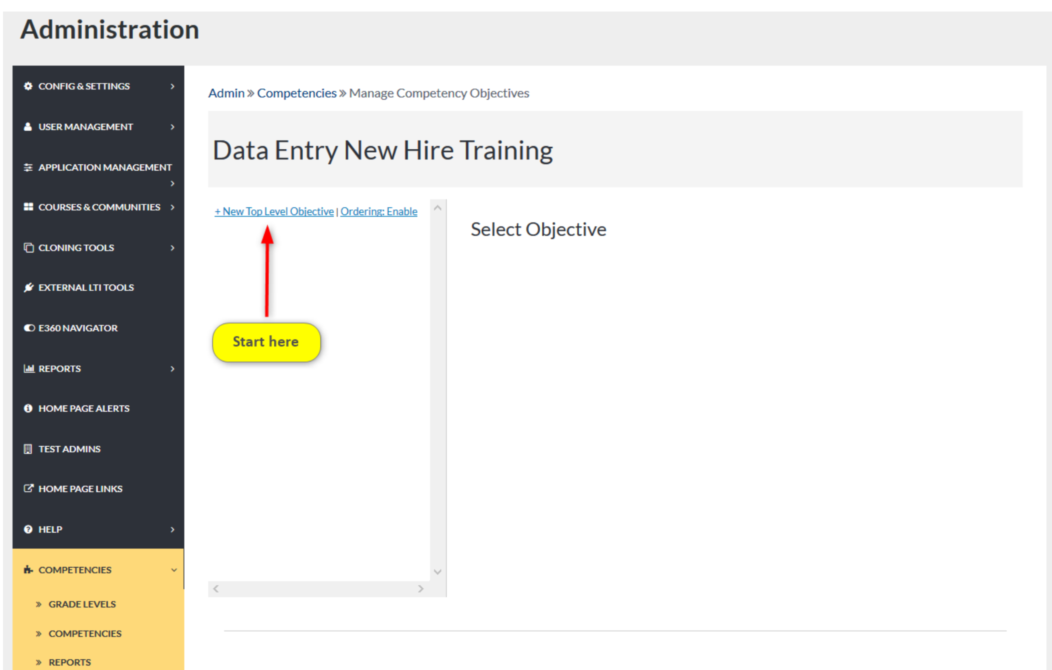
Click the EDIT button.



CREATING OBJECTIVES

Objectives can be added in levels.

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

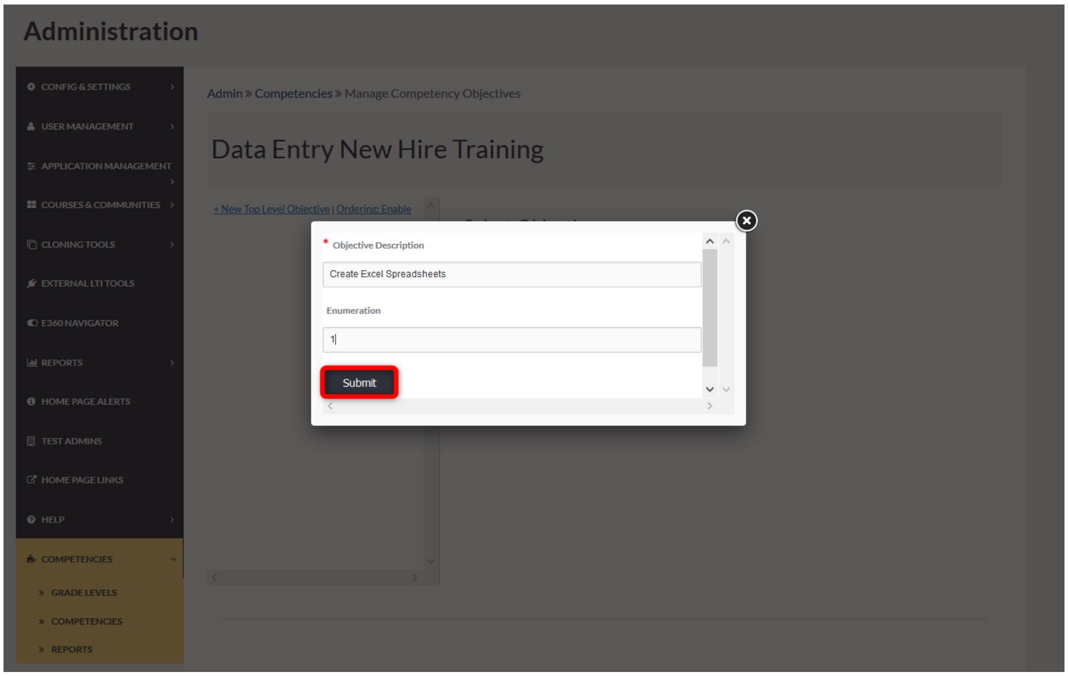


NEW OBJECTIVE

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

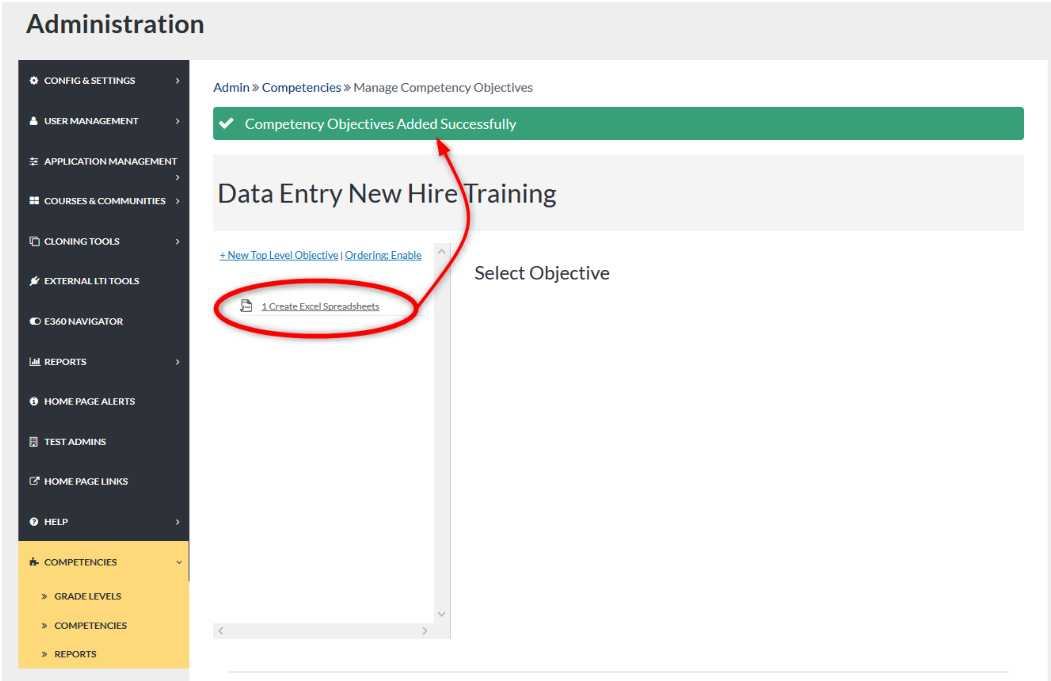
Add numbers, letters, etc. to enumerate objectives.

Select the SUBMIT button to apply changes.



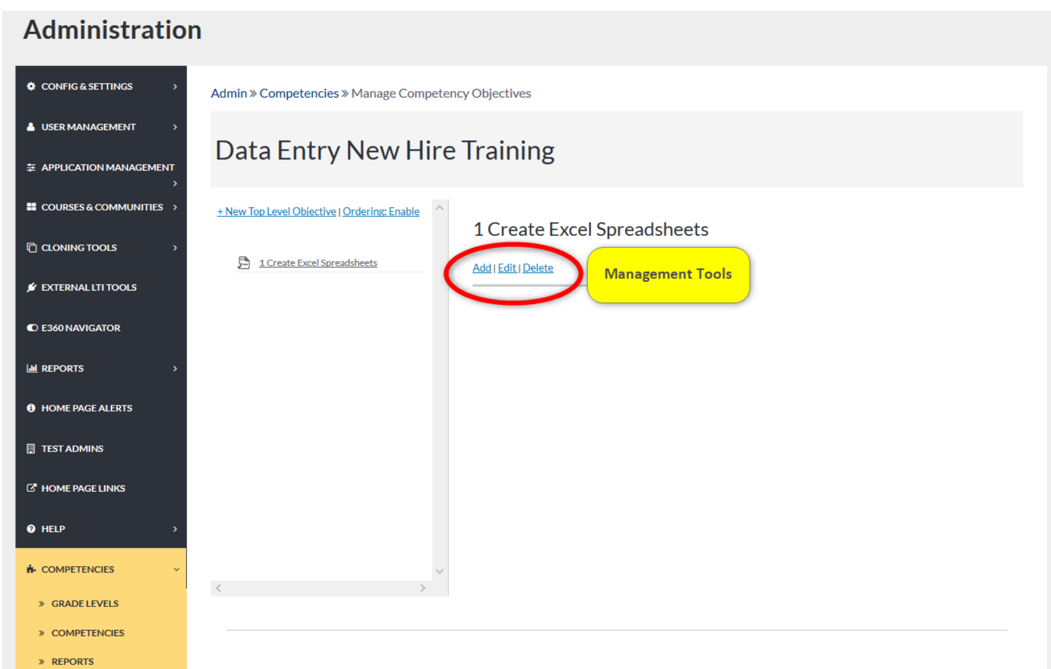
OBJECTIVES ADDED SUCCESSFULLY

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



MORE OBJECTIVES

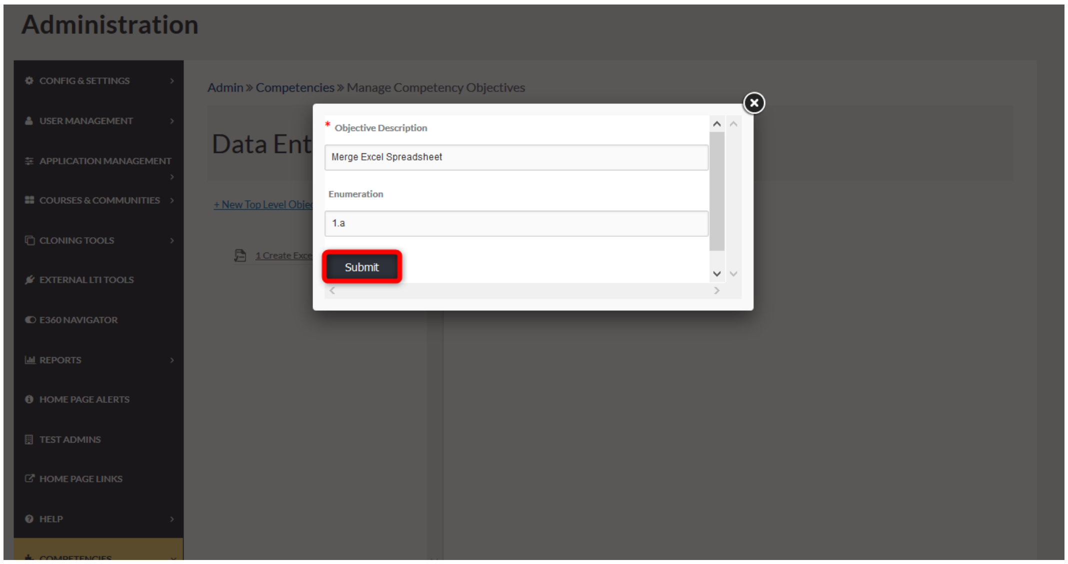
To manage objectives, click on the objective to display its management tools. The management tools allow Admin Users to add new sub-level objectives, edit the selected objective, and delete the selected objective.



ADDING SUB-LEVEL OBJECTIVES

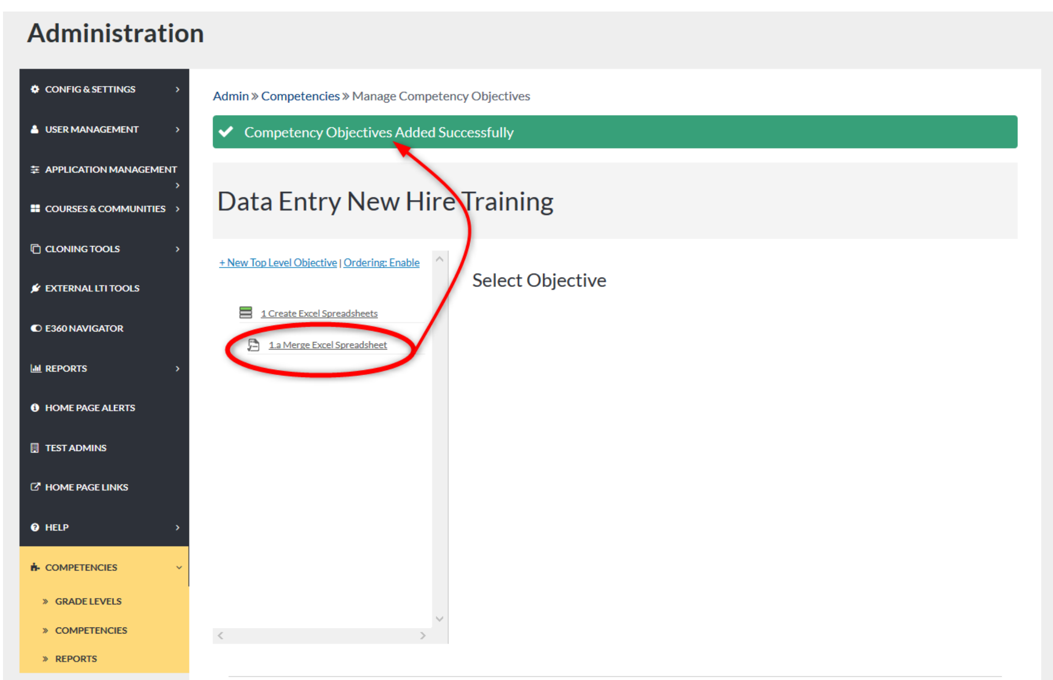
To add sub-level objectives, begin by clicking the objective you wish to add the sub-level to, then click Add. Compose the objective in the proper space provided. Adding numbers, letters, etc., to enumerate the objective is optional.

Select the SUBMIT button to apply changes.



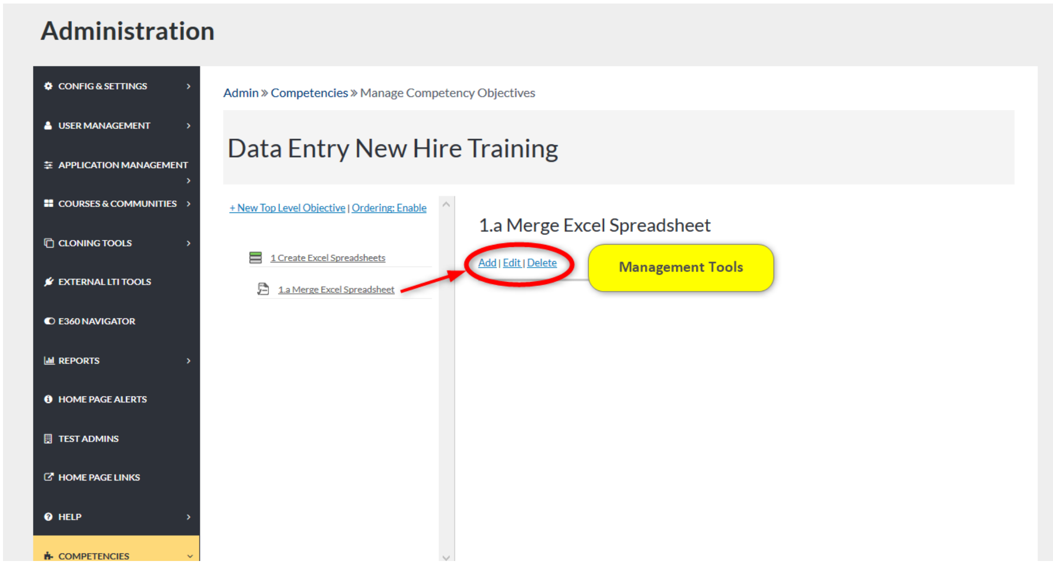
SUB-LEVEL SUCCESS

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



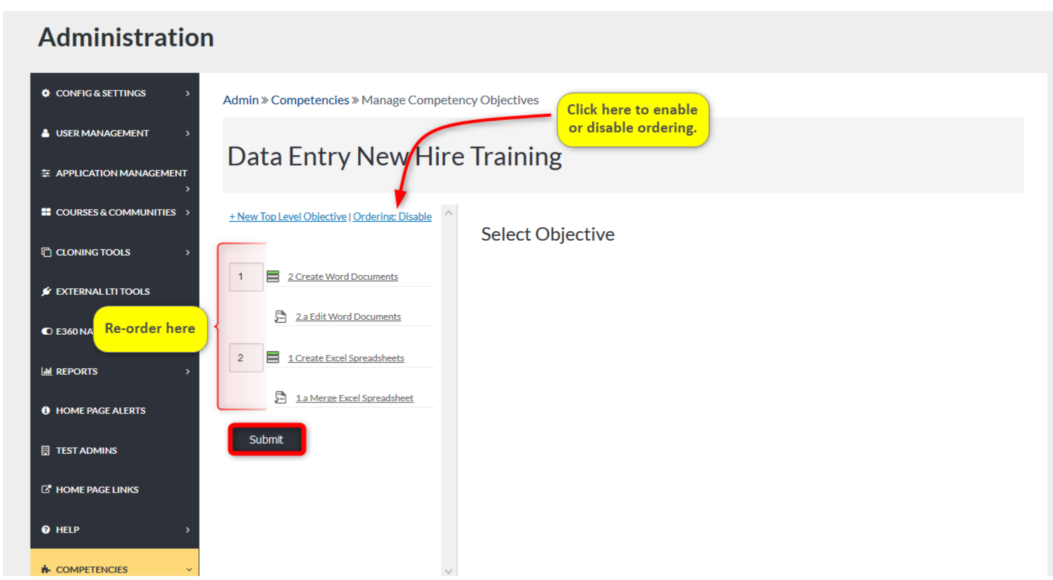
EDITING SUB-LEVEL OBJECTIVES

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.



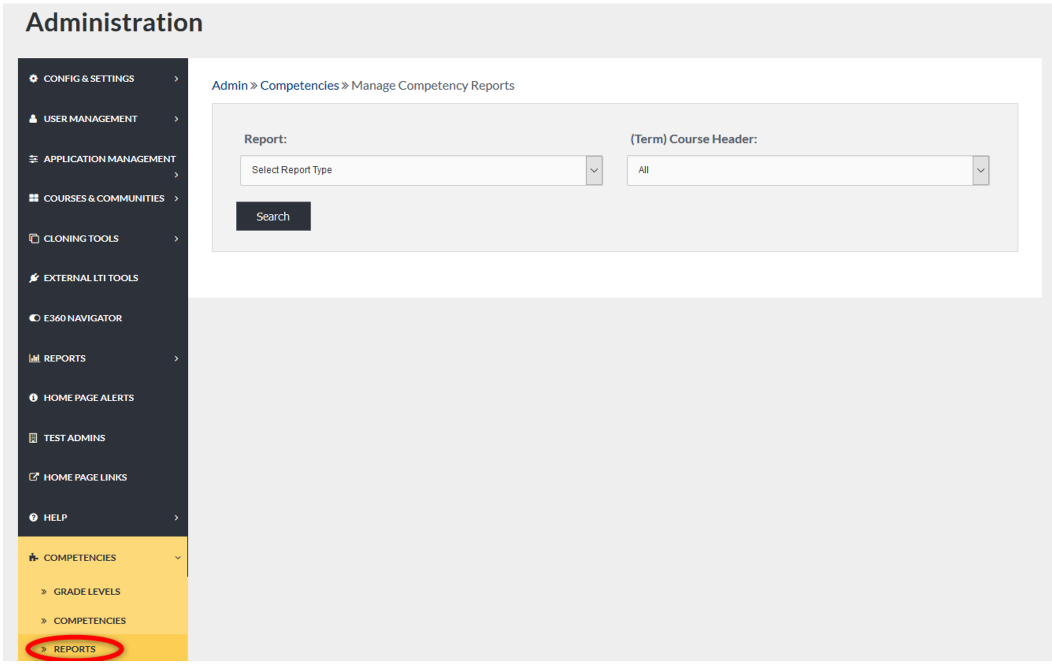
ORDERING OBJECTIVES

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.



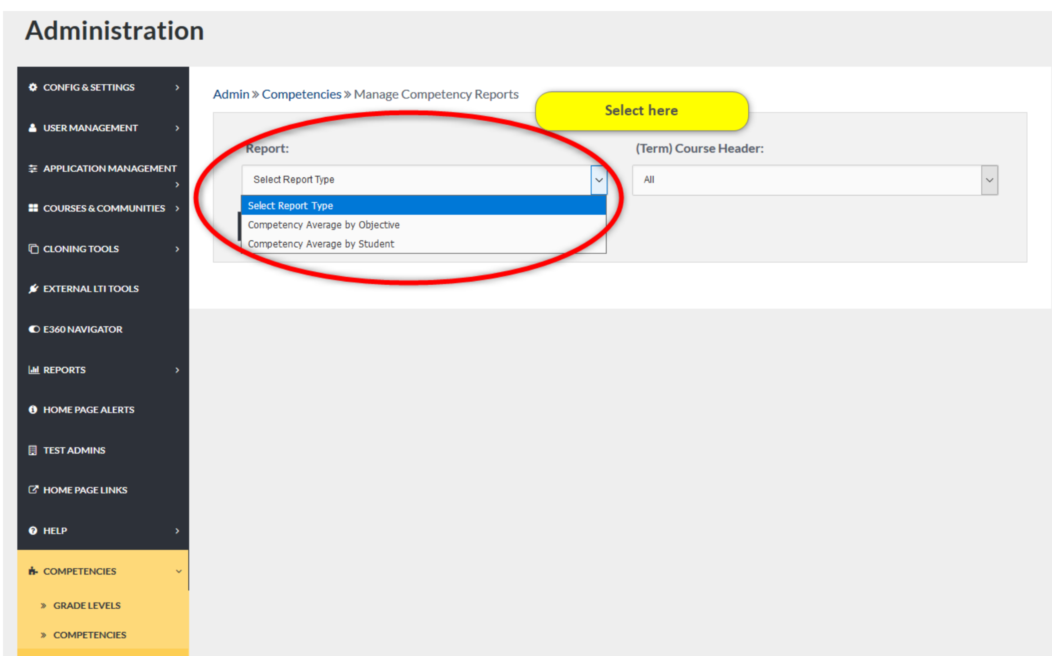
REPORTS

To run reports on objectives, begin by selecting the Reports tab on the Admin Navigation Panel from the Competencies dropdown.



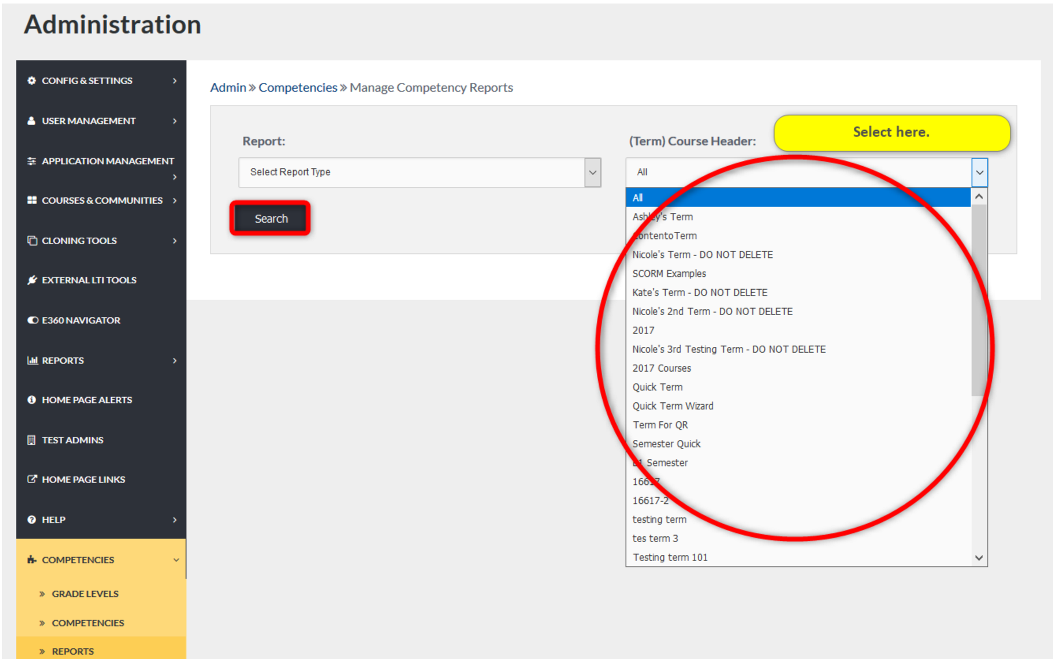
REPORTS

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



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.



REPORTS

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

Admin Users can Export results to Excel.