

Edvance360 QUICKSTART GUIDE

How to Change Terms

Terms are used to group courses/trainings together. This tutorial provides information on how to change terms in case you need to move a course.

1 Login to Edvance360

2 Navigate to 1-Admin > 2-Courses & Communities > 3-Terms > 4-Courses/Trainings

The screenshot displays the Edvance360 Administration interface. At the top, the Edvance360 logo is on the left, and a navigation bar contains links for Home, Trainings, Communities, Resources, Calendar, Admin (highlighted with a red box and a '1'), and Help. Below the navigation bar is a grey header with the word 'Administration'. On the left side, there is a dark blue sidebar menu with several categories: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES (highlighted with a red box and a '2'), CAMPUS, TERMS (highlighted with a red box and a '3'), CATEGORIES, TRAININGS (highlighted with a red box and a '4'), COMMUNITIES, and COURSE EVALUATIONS. The main content area on the right shows the breadcrumb path 'Admin » Terms » Trainings » Edit' and a form for editing a term. The form includes a 'Term' dropdown menu with the value '000Sales Demo Courses - Do Not Change Me', a 'Campuses' dropdown menu with the value 'Select campus', an 'Instructor' dropdown menu with the value 'Shanlian, Terry', and a 'Category' dropdown menu with the value 'Select Category'.

QuickStart Guide: How to Change Terms

- 3 Select **Edit** next to Course/Training that you want to change the term

000Sales Demo Courses			
Course	Facilitator	Status	
A1 Leadership	Terryl Shanlian	Active	  

- 4 Select desired Term from dropdown menu

Admin » Terms » Trainings » Edit

Term

2017

Campuses

Select campus

Instructor

Shanlian, Terryl

Category

Select Category