

# Edvance360 QUICKSTART GUIDE

## How to Setup Lessons

Lessons are found in courses/trainings/communities and by default can be created by admin and instructor accounts.

### 1 Navigate to **Courses/Trainings/Communities** > Select desired Course > **Lessons**

The screenshot displays the Edvance360 user interface. At the top, the navigation menu includes Home, Courses (highlighted with a red box), Communities, Resources, Calendar, Grades/Scores, Admin, and Help. The course title 'A1 Leadership' is also highlighted with a red box. The left sidebar contains a 'MY COURSE' menu with 'LESSONS' highlighted. The main content area shows 'Courses/Trainings » Course Lessons' and a 'Lesson Progress Overview' button. Below this is a 'Lessons' table with columns for Name, Dates, Status, and Order. Two lessons are listed: 'Lesson 1' and 'Lesson 2', both with a 'Publish' status and an order of 0. A 'Save' button is located at the bottom of the table.

Name	Dates	Status	Order
Lesson 1	--	Publish	0
Lesson 2	--	Publish	0

# QuickStart Guide: How to Setup Lessons

## 2 Select Green Plus Sign to Add New Lesson



### Enter desired settings

Courses/Trainings » Course Lessons » Add Lesson

**Name**

  
**Description**

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, font color, background color, source, and help. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The editor area is empty. Status: Paragraphs: 0, Words: 0

**Parent Instructions**

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, font color, background color, source, and help. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The editor area is empty. Status: Paragraphs: 0, Words: 0

**Start date**

  
**Expire date**  
**Status**

Publish

**Format**

Select a Format

**Source**

Select a Source

**Type**

Select a Type

**Expected lesson duration in hours**

Select Duration







**New Hire Training (Within first 90 days of employment)** [?](#)

Select a Hire

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- Name: Enter title for lesson.
- Description: Enter lesson description
- Parent Instructions: Enter parent instructions if desired. This will display for parent accounts
- Start Date: Enter lesson start date if you wish to restrict by date
- Expire Date: Enter lesson expiration date if you wish to restrict by date
- Status: Select Publish or Draft
- Format: Select Format from dropdown menu, optional – see Offline Reporting QuickStart Guide for details
- Source: Select Source from dropdown menu, optional – see Offline Reporting QuickStart Guide for details
- Type: Select Type from dropdown menu, optional – see Offline Reporting QuickStart Guide for details
- Expected lesson duration hours
- New hire training (within first 90 days of employment), optional – see Offline Reporting QuickStart Guide for details

### 3 Select Graduation Cap for Student View

<input type="checkbox"/>	Name	Dates	Status	Order	
<input type="checkbox"/>	Lesson 1	--	Publish	0	  
<input type="checkbox"/>	Lesson 2	--	Publish	0	  

## QuickStart Guide: How to Setup Lessons

- 4 Use Delete Selected to delete lessons. Select one or multiple lessons to delete. This action cannot be undone so be careful.

The screenshot shows a table with the following columns: Name, Dates, Status, and Order. The 'Lesson 1' and 'Lesson 2' rows have checkboxes in the Name column highlighted with a red box. The 'Delete selected' button is highlighted in the top right corner.

<input type="checkbox"/>	Name	Dates	Status	Order	
<input type="checkbox"/>	Lesson 1	--	Publish	0	⚙️ ✎️ 🗑️
<input type="checkbox"/>	Lesson 2	--	Publish	0	⚙️ ✎️ 🗑️

- 5 Lesson Options

The screenshot shows a table with the following columns: Name, Dates, Status, and Order. The 'Lesson 1' row has checkboxes in the Name column highlighted with a red box. The 'Delete selected' button is highlighted in the top right corner. The 'Status' and 'Order' columns are labeled 'a' and 'b' respectively. The 'Manage', 'Edit', and 'Delete' icons are labeled 'c', 'd', and 'e' respectively.

<input type="checkbox"/>	Name	Dates	a Status	b Order	
<input type="checkbox"/>	Lesson 1	--	Publish	0	c d e

- a) Status: Select Publish or Draft from dropdown menu to change status
- b) Reorder: Enter number then select save to reorder lessons
- c) Manage: Select to manage the individual lesson items, reorder, edit, etc.
- d) Edit: Select to edit lesson settings
- e) Delete: Select to delete lesson

- 6 Select Lesson Progress Overview to view learner progress

Courses/Trainings » Course Lessons

[Lesson Progress Overview](#)

The screenshot shows a table with the following columns: Name, Dates, Status, and Order. The 'Delete selected' button is highlighted in the top right corner.

<input type="checkbox"/>	Name	Dates	Status	Order	
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## QuickStart Guide: How to Setup Lessons

Lesson Progress Overview displays for each learner enrolled in the course.

[Export Report](#)

**Course Progress :** Jane Doe

Name	Dates	Lesson Progress
Lesson 1	--	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0% Complete
Lesson 2	--	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0% Complete

- Name: Of the lesson
- Lesson Reset (blue arrow): Resets the lesson progress for learner
- Dates: Date restrictions for lesson (optional)
- Lesson Progress: Displays the lesson progress for learner
- Export Report: Exports Course Completion details for all learners in Excel (xls) format

**7** Select the **Manage** (gear icon) to add Content to Lesson

**Lessons**  [Delete selected](#)

<input type="checkbox"/>	Name	Dates	Status	Order	
<input type="checkbox"/>	Lesson 1	--	Publish	0	

**8** Select Add New (green plus sign) to add lesson content

Lesson 1

**Lesson Content**  [Hide Content](#) [Delete selected](#)

<input type="checkbox"/>	Name	
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# QuickStart Guide: How to Setup Lessons

## 9 Enter desired lesson content information

Courses/Trainings » Course Lessons » Add Lesson Contents

\* Name

\* Lessons

Instructions

Rich text editor toolbar with icons for Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Source, and Font Color. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by font color and background color pickers.

Large text area for entering instructions.

Paragraphs: 0, Words: 0

Parent Instructions

Rich text editor toolbar with icons for Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Source, and Font Color. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by font color and background color pickers.

Large text area for entering parent instructions.

Paragraphs: 0, Words: 0

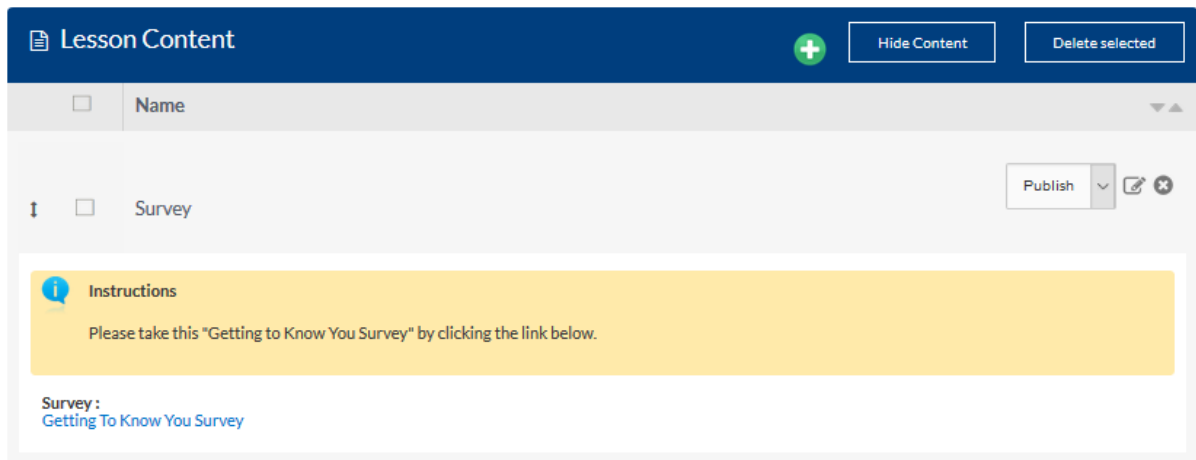
Select Content Type


Status

Save

See Types of Content QuickStart Guide for detailed information on Content Types.

## 10 Lesson Content Options



- Hide Content: Select checkbox next to lesson content then hide content
- Delete: Delete lesson content
- Status: Publish or Draft
- Edit: lesson content
-  Drop and Drag: Move lesson content up or down