

Edvance360 QUICKSTART GUIDE

How to Build a Course

Course designers can build courses from curriculum items such as PowerPoints, Word documents, PDF documents, videos, and more. Additionally, interactive Course Tools provided by Edvance360 with the course itself can be used to make the course more effective. This guide will instruct Course Designers on how to set up a course to prepare for students.

- 1 To access your course shell, click on the Courses Tab and click the link to the course desired. Upon entry to the course shell, you will see your name listed as the Instructor, an avatar or picture (if you have previously uploaded one into your Personal Settings on the Home Page), a course description (if one was created for you by the Administrator}, a logo or course icon (if uploaded by the Administrator}, a section for syllabi or other course documents, and all available Course Tools on the left. To customize the course description, course logo or icon, and available tools, click on the Settings Tool Icon from the list of Course Tools on the left.

The screenshot shows the Edvance360 course shell for "Learning to Balance Life". The top navigation bar includes Home, Courses, Communities, Resources, Calendar, Admin, and Help. The course title "Learning to Balance Life" is prominently displayed. A left sidebar contains navigation options: MY COURSE, DROPBOX, SURVEYS, LESSONS, CALENDAR, TESTS, RESOURCES, DISCUSSION, WIKI, CHAT, GROUPS, and SCORM. The main content area shows "Courses > Course Details" with a "Messages 1" notification. Below this is a "Welcome!" message and a "Course Attendees" table. The table has columns for Last Name, First Name, User Name, and Actions. Two attendees are listed: ContentoGmail (Matt) and Doe (Jane). A right sidebar features a "Facilitator" section for Ashley Stephens, a "Syllabus" button, and a "Health in Balance" logo.

Last Name	First Name	User Name	Actions
ContentoGmail	Matt	mcontento2	Drop
Doe	Jane	janedoe	Drop

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- 2 To turn on/ off Course Tools, select Active/Inactive from the drop down in the Status column. To create a new tool, click the Green “Add New” Plus Sign, name it, and fill out the desired options. From the Order column, the order in which the Modules appear in the blue navigation panel on the left side of the page can be customized. Once all options have been selected, select the SAVE button to makes these changes effective.

Learning to Balance Life

Courses » Course Settings

Modules Details Others LTI Offline Reporting Badges

Show inactive course modules to Instructor

On Off

Name	Order	Status
Dropbox	0	Active
Surveys	1	Active
Lessons	2	Active
Calendar	3	Active
Tests	4	Active
Resources	5	Active
Discussion	6	Active
Wiki	7	Active

- 3 After customizing the settings, Course Designers may share resources with students from their personal or Global Repository. **Note:** See How to Upload Course Material QuickStart Guide. To share them within your course, click the Resources Tool and the Manage Resources link.

Courses » Course Resources

Manage Resources

Search:

Enter Search Term

Search

Learning to Balance Life

Learning to Balance Life

+ Upload File | New Folder | Edit Folder

Communication Tools (Corporate) Delete

Note: Course material should be uploaded to the Repository before making them available within the course. However, instructors, students and Course Designers can upload files to folders, within the Resources Tool, if desired.

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- 4 To create a Dropbox (an inbox within the course for receiving completed assignments from students), click the Dropbox Tool icon, click the Manage Dropboxes link, and finally the Green “Add New” Plus Sign.

The screenshot shows the 'Add/Edit Dropboxes' form within the course management interface. The left sidebar contains navigation options: MY COURSE, DROPBOX, SURVEYS, LESSONS, CALENDAR, TESTS, RESOURCES, DISCUSSION, WIKI, CHAT, GROUPS, SCORM, AGENTS, and START & END DATES. The main content area is titled 'Courses » Course Dropbox » Manage Dropboxes » Add/Edit Dropboxes' and is divided into three sections:

- General Information:** Includes fields for Folder Name, File Prefix, Gradebook Item (with a dropdown menu for 'Select Gradebook Item'), and a checked checkbox for 'Groupby Items for Grading'.
- Display Restrictions:** Includes a dropdown for 'Restrict Display' (set to 'Always Display'), and fields for 'Start Date' and 'End Date'.
- Submission Restrictions:** Includes a dropdown for 'Restrict Submissions' (set to 'Always Display') and a 'Start Date' field.

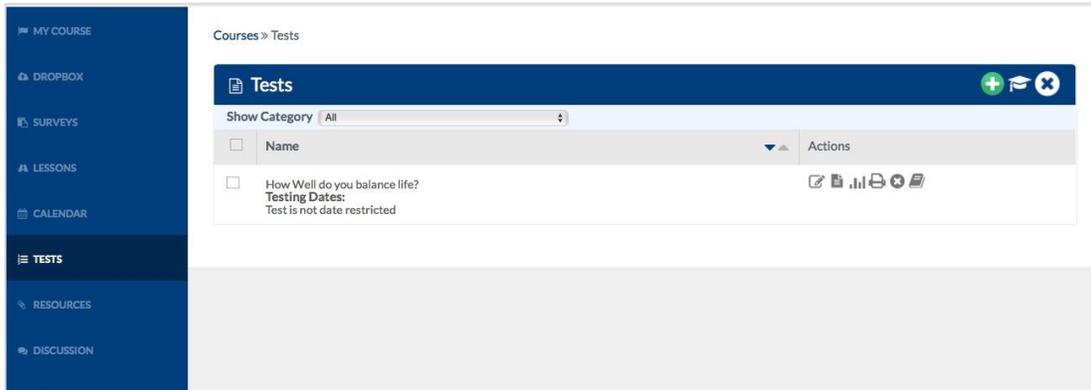
- 5 To create discussion opportunities within the class, the Course Designer can create a Discussion Post or Forum (or both) to which students can post comments.

The screenshot shows the 'Discussion' management interface. The left sidebar is the same as in the previous screenshot, with 'DISCUSSION' highlighted. The main content area is titled 'Discussion' and includes:

- Search Filter:** A search bar for 'Tags/Keywords', dropdown menus for 'Category' (set to 'All') and 'Poster' (set to 'All'), and a 'Search' button.
- Forums:** A table with columns for Name, a checkbox, and a 'Delete selected' button. One forum is listed: 'Forum33'. Below the table, it shows 'Total Posts: 0'.
- Posts:** A table with columns for Title, Comments, and Dates, and a 'Delete selected' button. One post is listed: 'MY Life UPS!' with 3 comments and a date range of 'Jan 01 -- Jan 01'.

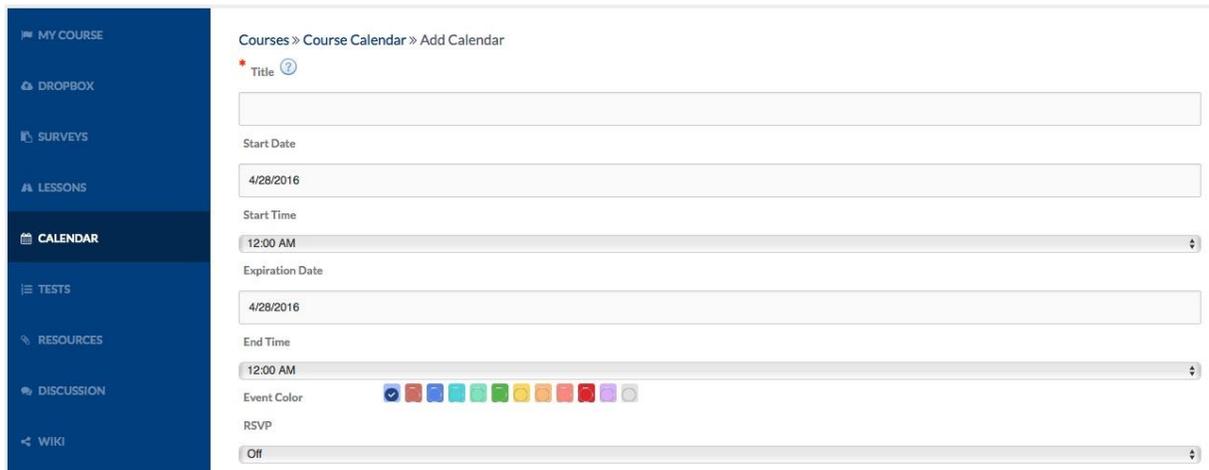
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- 6 To create a test, Course Designers should first ensure their question bank has been imported or created within the Repository. Then, Course Designers may click on the Test Tool icon within the Course Tools to create a test/ quiz/ assessment.



Note: When a test is created within the course, a Gradebook item is automatically added, saving the Course Designer time.

- 7 If desired, a Course Designer may create events for the Course Calendar, by clicking the Calendar Tool icon from the Course Tools on the left.



Note: Adding a deadline to a Course Tool such as the Dropboxes or Tests, will automatically create an event in the Course Calendar, which will then appear for all students taking the course in their personal calendars and Home Page.

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- 8 To create items to be graded in the Gradebook, Course Designers should click on the Gradebook Tool icon and click the Gradebook Item tab. Complete the Gradebook Item details and click the Submit button.

Communication 101

Courses > Course Gradebook

RecordUpdated

Gradebook Items	Open Full Gradebook	Gradebook Weights	Gradebook Categories
Grouped Gradebook Items	Final Grades	Export Gradebook	Email Grades
Export Gradebook (CSV)	Rubrics	Attendance Tracker	Import to Attendance Tracker
Competencies			

Gradebook Categories

Drop Lowest Grade	Category	Actions
0	Participation	[edit] [add]
0	Assessments	[edit] [add]
0	Q1Reports	[edit] [add]
0	Q2Report	[edit] [add]

- 9 Other Course Tools may be used to further enhance the course. These are the Surveys, Wiki, Chat, and Groups. Course Designer tools such as the Agents, Start & End Dates, Reports and Announcements are designed to help make life easier by reducing time spent on course management tasks.

- 10 The last step to building a course is to create a Lesson (a step-by-step learning pathway) for your students to move through. To create a Lesson, Course Designers should click on the Lesson Tool icon from the left hand navigation panel and then on the Green “Add New” Plus Sign. More information on this tool may be found in the Help Tab and video tutorials.

After selecting the correct settings for the new lesson, Course Designers should click the Submit button. To add specific steps or curriculum items to the lesson, Course Designers should click on the Content link corresponding to the lesson desired. Any files, videos, Discussion Posts, Surveys, text/HTML, Tests, etc. may be added to a lesson or lessons, creating a clear learning path for users.

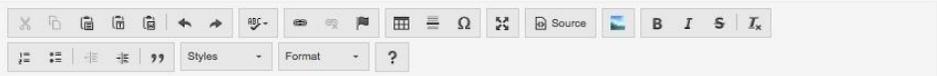
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Learning to Balance Life

Courses > Course Lessons > Add Lesson Contents

Name [?]

Instructions



body p

Parent Instructions



body p

Select Content Type

File From My Repository

Select Folder

Select Folder:

status

Publish

Save