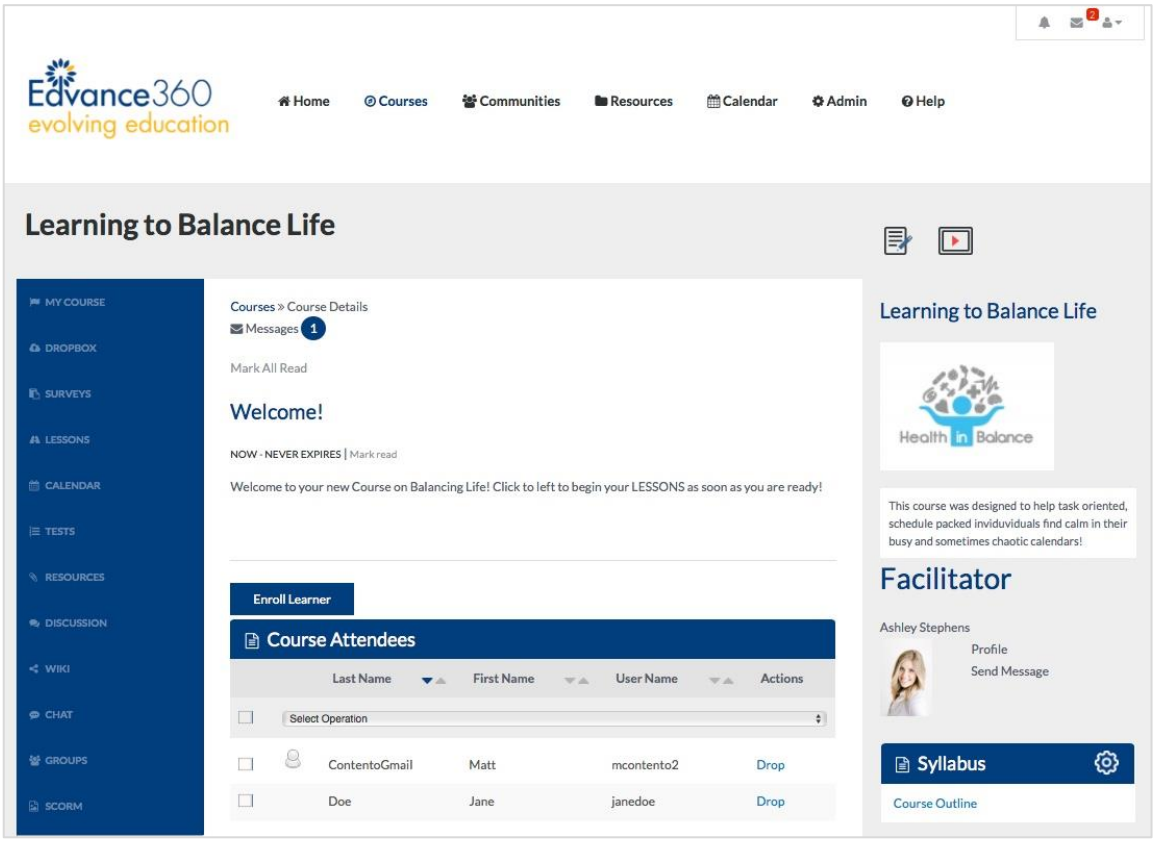
Edvance360 QUICKSTART GUIDE

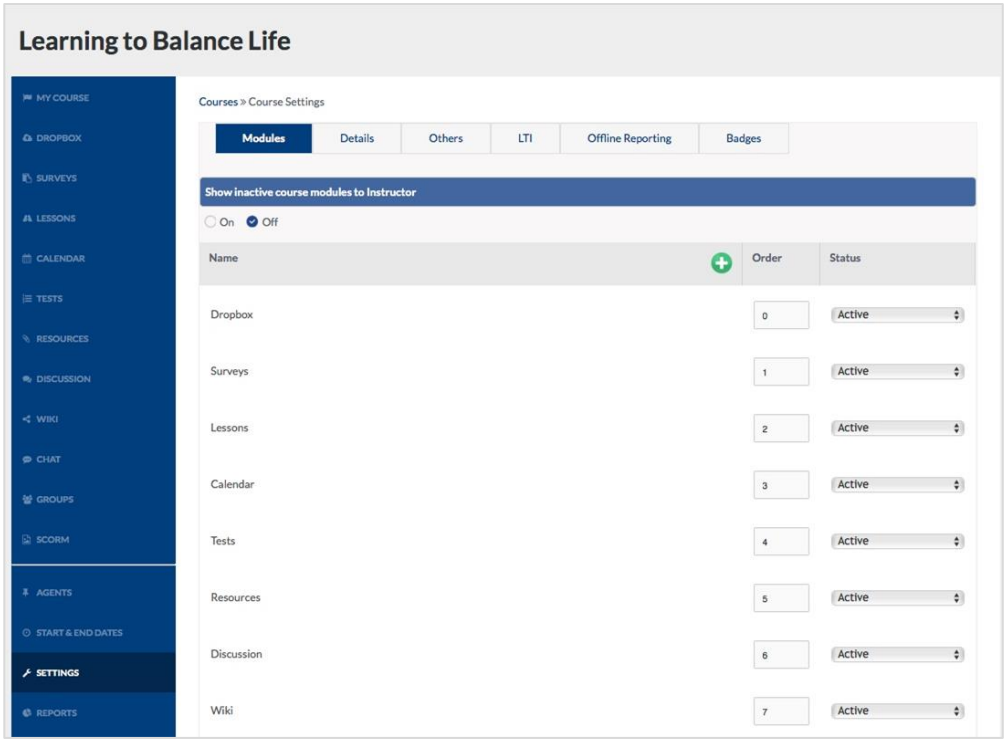
How to Build a Course

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.

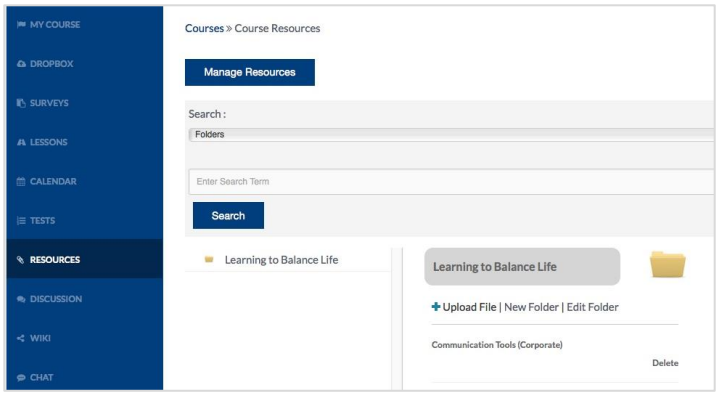
1 To access your course shell, click on the Courses Tab and click the link to the course desired. Upon entry to the course shell, you will see your name listed as the Instructor, an avatar or picture (if you have previously uploaded one into your Personal Settings on the Home Page), a course description (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.



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.

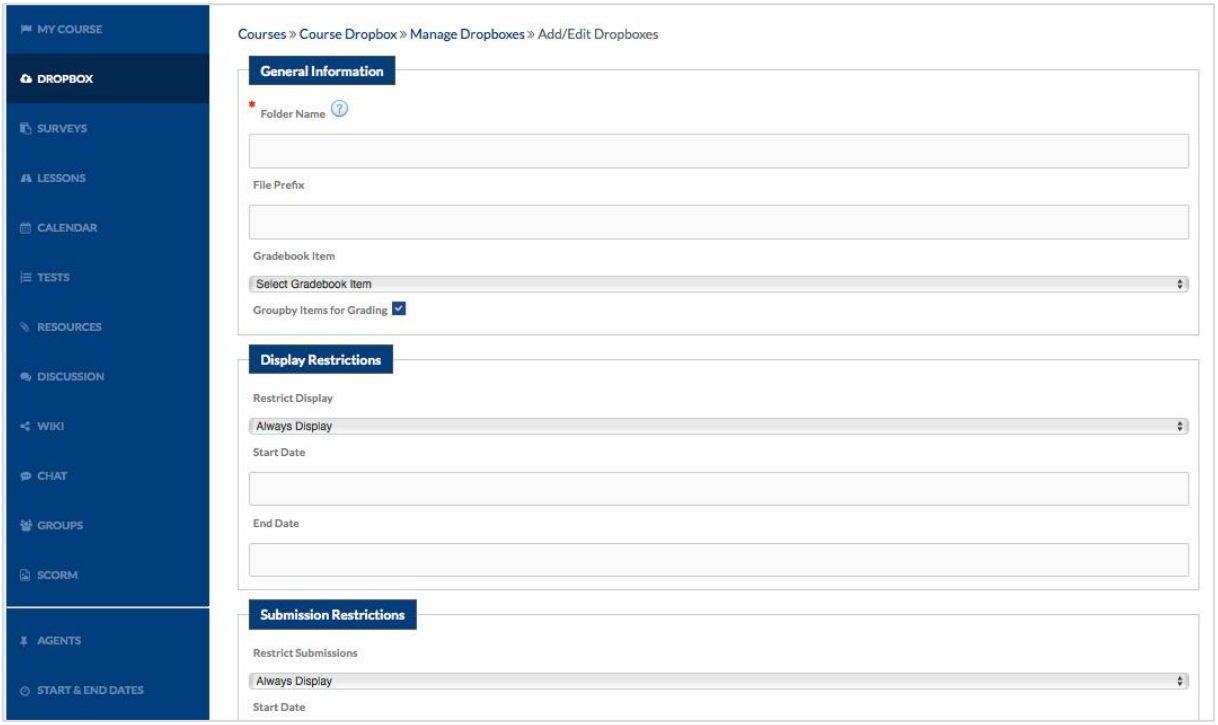


3 After customizing the settings, Course Designers may share resources with students from their personal or Global Repository. **Note:** See How to Upload Course Material QuickStart Guide. To share them within your course, click the Resources Tool and the Manage Resources link.

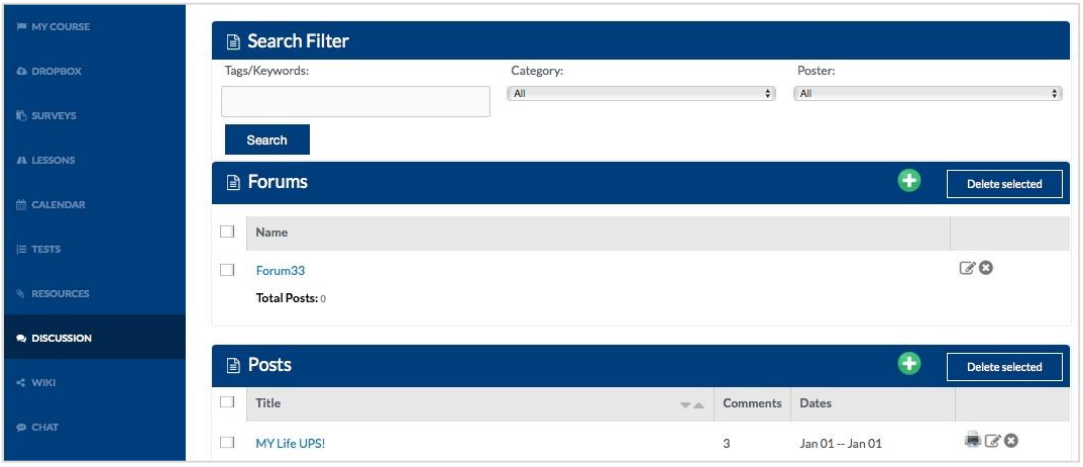


Note: Course material should be uploaded to the Repository before making them available within the course. However, instructors, students and Course Designers can upload files to folders, within the Resources Tool, if desired.

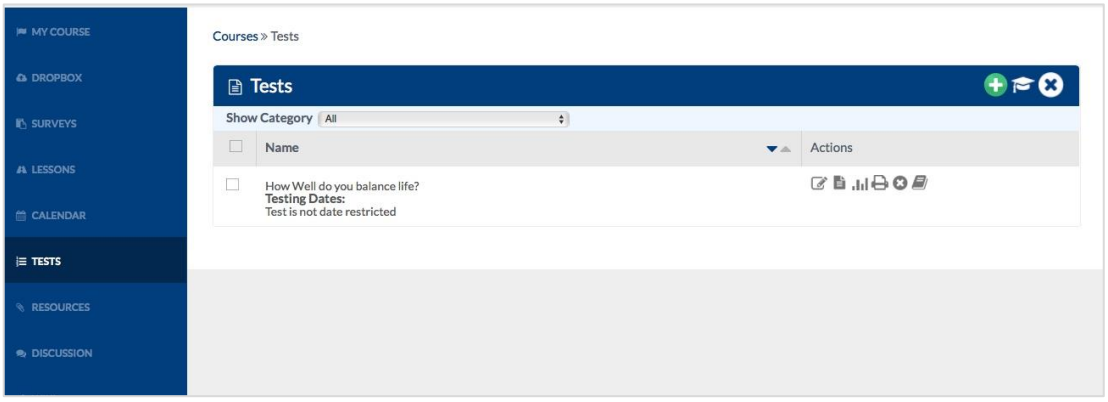
4 To create a Dropbox (an inbox within the course for receiving completed assignments from students), click the Dropbox Tool icon, click the Manage Dropboxes link, and finally the Green "Add New" Plus Sign.



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.

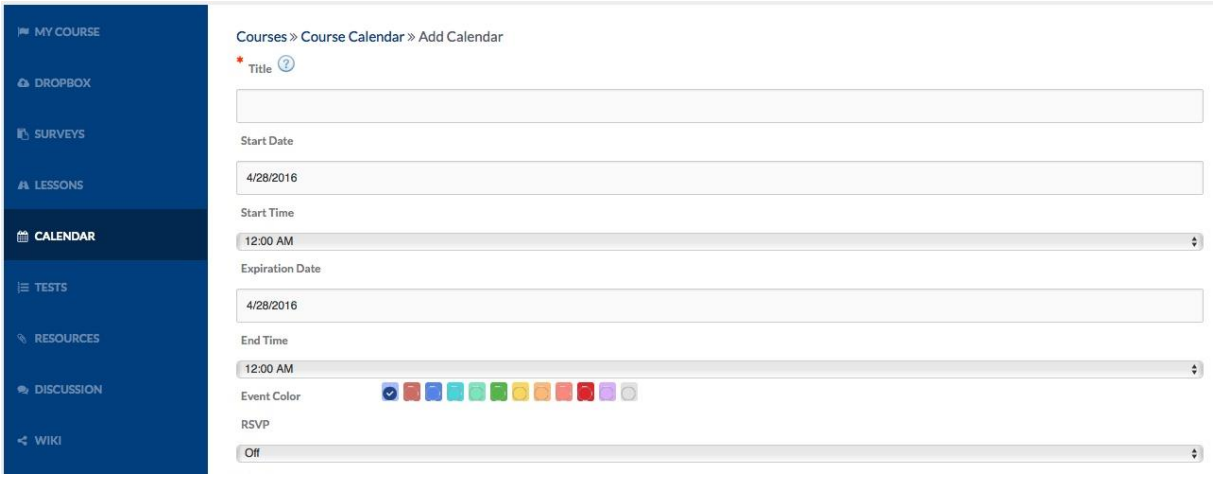


6 To create a test, Course Designers should first ensure their question bank has been imported or created within the Repository. Then, Course Designers may click on the Test Tool icon within the Course Tools to create a test/ quiz/ assessment.



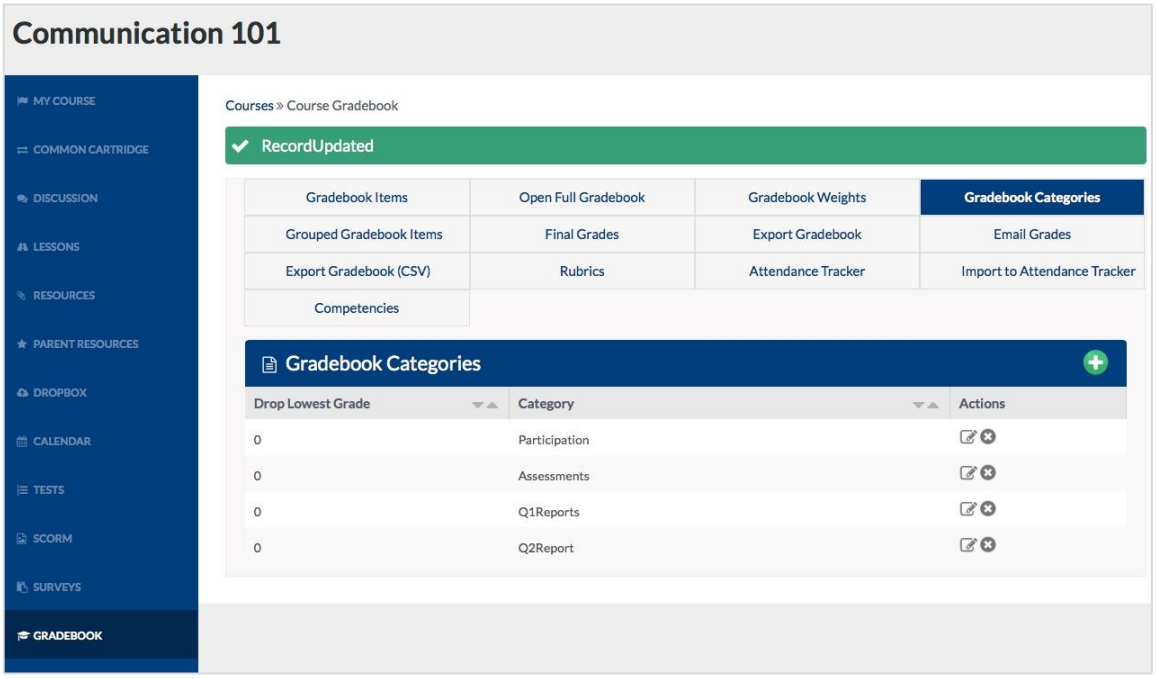
Note: When a test is created within the course, a Gradebook item is automatically added, saving the Course Designer time.

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 automtically create an event in the Course Calendar, which will then appear for all students taking the course in their personal calendars and Home Page.

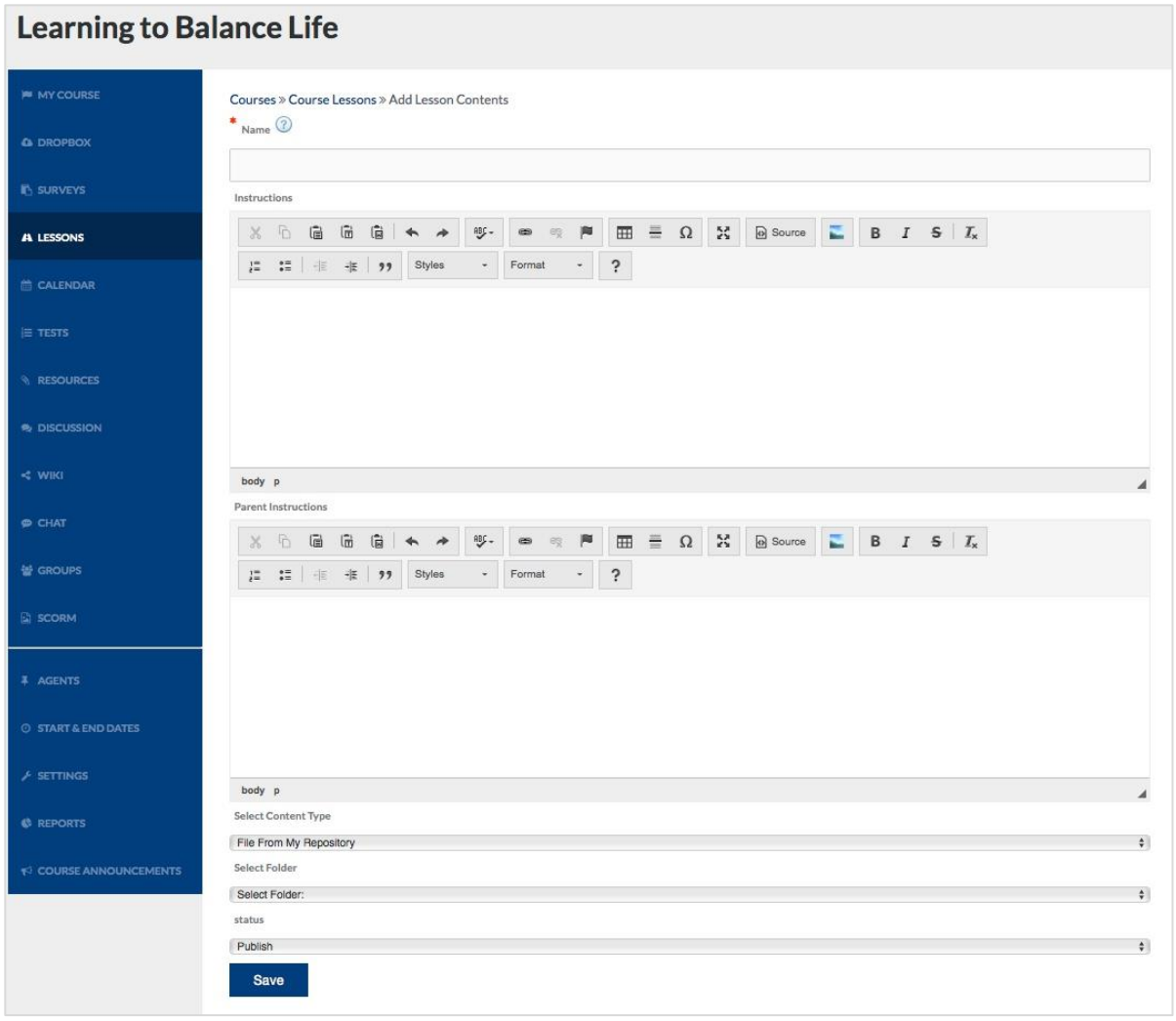
8 To create items to be graded in the Gradebook, Course Designers should click on the Gradebook Tool icon and click the Gradebook Item tab. Complete the Gradebook Item details and click the Submit button.



9 Other Course Tools may be used to further enhance the course. These are the Surveys, Wiki, Chat, and Groups. Course Deisgner 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.


Learning to Balance Life
MY COURSE
DROPBOX
SURVEYS
LESSONS
CALENDAR
TESTS
RESOURCES
DISCUSSION
WIKI
CHAT
GROUPS
SCORM
AGENTS
START & END DATES
SETTINGS
REPORTS
COURSE ANNOUNCEMENTS
Courses » Course Lessons » Add Lesson Contents
Name
Instructions
Source
Styles
Format
body p
Parent Instructions
Source
Styles
Format
body p
Select Content Type
File From My Repository
Select Folder
Select Folder:
status
Publish
Save