



Beulah Heights University Online Faculty Training

1. Logging ON and Logging OFF using Edvance360.
 - a. Log in to the BHU Learning Management System by going to:
<https://beulahheights.edvance360.com/>
 - b. Each Faculty Member's Username and Password will be their own BHU Email Address.
(Example: wes.wilson@beulah.edu)
 - c. If you have troubles logging on, or need general support, please email the BHU Online Department at onlinedepartment@beulah.edu

2. Set-up Personal Account
 - a. Click on "ACCOUNT" on the left-hand panel of the HOME DASHBOARD. From here there are three areas of importance.
 - i. My Profile – click on My Profile to add basic information and picture. Use the small EDIT icon which looks like a small "Pencil in a Box" to edit all areas of the profile.
 - ii. Settings – click on Settings to review personal settings, add a Message Signature, etc.
 - iii. Change Password – click on Change Password to edit the login password.

3. Review Top-Navigational Tools
 - a. Home – the main Home Dashboard Panel will appear every login.
 - b. Courses – will show all Courses the instructor is teaching. If the instructor discovers a missing course or any additional courses, please send an email to the Online Department as soon as possible.
 - c. Communities – will show all Communities the instructor is enrolled in.
 - d. Calendar – the Calendar is the user's calendar and will show any calendar items for the courses/communities the user is enrolled in.
 - e. Help – the location where students submit a Help Desk Ticket which will be sent to the Online Department. The Help tool also holds various helpful videos reviewing tools in the Edvance360 system.

4. Home Dashboard Center Panel

- a. Rotating Banners – there will be updated rotating Banners (pictures) for users to view
 - b. Welcome Message – directly under the Banners will be a Welcome Message from the Director of Online Studies
 - c. Course Alerts – the instructor will have a personal board of Course Alerts which are notifying the instructor of various course items which may need attention, such as Dropbox Items Waiting Grades and Tests Waiting Review. These are important quick links for the instructor to click on and manage.
 - d. Discussion Posts – any updated Discussion Comments made in Posts within the users' enrolled course(s) will appear as a quick link which will automatically direct the user to the correct Course, the exact Discussion Board, and to the exact Discussion Post needing to be reviewed.
5. Home Dashboard Left-Hand Panel
- a. Account – this is the user's personal account information to manage.
 - b. Dashboard – shows a batch of Widgets (special tools) which may be turned on or off and will appear additionally to the Home Dashboard.
 - c. Content Cloning – each instructor may clone course content from one of their course to another one of their courses.
 - d. Notifications – this is an archive of all “Marked Read” Home Dashboard Announcements, Course Announcements and Community Announcements the instructor is enrolled in.
 - e. Network – users may connect with other users in the Learning Management System
 - f. Links – this is where additional useful URL LINKs are provided.
 - g. Search – users may use this to Search for Courses, Discussion Boards, Resources, etc., to which the user is connected to on the Learning Management System.
6. Locate Course(s) and Reviewing Course Home Dashboard
- a. Announcements – located top-center of the course dashboard. Instructors may use the Course Announcement tool on the left-hand panel to create as many announcements as needed for the students to review. The most recent announcement will always appear at the top.
 - b. Enrollment/Roster – located directly under any announcements in the center of the course dashboard. NOTE: the instructor may click on the box next to a student's name, or all student's names to send Mail to those selected. This will open the Mail center allowing a message to be written and sent. To review which students have opened and read messages, click on “SENT MAIL”, in the Mail center and click on a sent message to review the information.
 - c. Course Description – located on the right side of the course.
 - d. Instructor Profile and Contact – located on the right side of the course dashboard; students may click and review the instructor's Profile (pre-set up by the instructor from their own Account) and click on Contact to send the instructor a message.

- e. Syllabus – located on the right side of the course directly under the Instructor’s Profile and Contact.

7. Course Tools on Left-Hand Panel

a. Discussions

- i. The “DISCUSSIONS” tool may be located on the left-hand panel of the course. Click on Discussions to open the Discussions panel.
- ii. Students are instructed to type an original Comment to the created Discussion Board
- iii. Students are typically instructed to type an addition Comment to a Fellow-Student’s original Comment
- iv. Typically, each Discussion Board is graded with a sum. Based off the course syllabus, each Discussion Board will be created as a Gradebook Item with a certain amount of possible points. For instance, gathering a grade for the student’s original comment (such as 20 possible points), and for the student’s additional comment (such as 5 possible point). In this case, the student could receive up to 25 possible points. The system will “sum” (total) up the number of points the instructors submits, and it will be posted in the Gradebook for that particular Discussion Board Gradebook Item.

b. Weekly Assignments (Lessons)

- i. The “Weekly Assignments” tool may be located on the left-hand panel of the course and are created by the Online Department based off the course syllabus.
- ii. Students will work through the content in each Weekly Assignment. As they do, the students will click a small box called “MARK COMPLETE”, which will keep track of the student’s progress.
- iii. Instructors may quickly review each student’s progress bar by clicking on Weekly Assignments, and then clicking on **LESSON PROGRESS OVERVIEW**. Each student’s name will appear and what percentage they’ve completed in their Weekly Assignments (Lessons).
- iv. An additional way to quickly view students’ Weekly Assignment Progress is by going to the “REPORTS” tool on the left-hand panel of the course, select “LESSON PROGRESS” from the dropdown menu, and pull the report, which will review in that same panel.

c. Resources

- i. The “RESOURCE” tool appears on the left-hand panel of the course. Typically, the course Syllabus will be available, as well as any other files important for the student to access during the course. Files needed may be submitted to the Online Department to have them updated properly into the course.

d. Dropbox

- i. The “DROPBOX” tool appears on the left-hand panel of the course which is the locating for assignments (files) to be uploaded by the students. Click on the tool to open the Dropbox panel.
- ii. Typically, each Dropbox item will have a grade attached and will appear as a Gradebook Item in the Gradebook tab.
- iii. Students will submit their assignments to designated DROPBOX items. These submissions are files, such as Word Docs, PowerPoint, etc.
- iv. A number in brackets will appear next to Dropbox items that need to be reviewed and graded by the instructor. The number shown indicates the number of student submission needing to be reviewed and graded. Click on the Dropbox item and all the submitted items will appear on the right-hand Dropbox panel. There the instructor may either Download the file or View the file inline which will provide the ability to edit and make marks for the student to view.
- v. The instructor also may add a comment/reply/feedback for the student to read, and a grade for the assignment, as well as add an attachment which will be seen by the student.
- vi. When the instructor has added a comment/reply/feedback and/or a grade for each Dropbox item, the student will be notified through email that they may go to their SCORES tab to review.

e. Tests/Quizzes

- i. If Tests/Quizzes are created for the course, each will display in the TEST tool by clicking on the TESTS tool left-hand panel of the course.
- ii. To the right of each TEST are a batch of ICONS:
 1. Edit – this will show the original panel where the test was created with specific settings (time limit if needed, restrict re-entry, etc.), the added questions, and the question values.
 2. Review & Grade – this icon will show the instructor each student’s results after they’ve completed the test. Click on the name of the student to reveal the actual answers of the student. The system will automatically grade each of the questions, except for the “ESSAY” type question. If a test has an ESSAY question, click on the small “OPEN BOOK GRADE ESSAY” icon in the top right of this panel. From this one location, the instructor may grade each essay question for individual students or all students. Keep in mind, if there is an ESSAY question in a test, the test will not be completely graded until the instructor takes the time to add the grade for the ESSAYS.
 3. Stats – this will show the statistics results of the test.
 4. Print Test – a new window will appear with each test question and test answer options. The instructor may print this test as needed.

5. Print Answer Key – a new window will appear display each test question, test answer options and the correct answer.
6. Delete – to delete the test. We do not recommend ever deleting anything in the course.
7. Gradebook Map – each created test will automatically be added as a gradebook item. To confirm the test is mapped properly to the gradebook item, click this icon.

f. Gradebook

- i. The two most important Gradebook tools are “GRADEBOOK ITEMS” and “FULL GRADEBOOK”. Keep in mind, there are additional tools such at Export Grades, Email Grades, etc.
- ii. GRADEBOOK ITEMS - Gradebook Items displays each item to be graded in the course. The Instructor may grade a separate item by clicking on the “GRADE” icon to the right of a particular Gradebook Item. This panel will display each student’s name in the course, and a box to add a grade. Once any items have been added, make sure to click “SAVE” for the system to save your added grades properly.
- iii. FULL GRADEBOOK - Clicking on Full Gradebook will open the complete Gradebook in a new browser window displaying like an Excel Spread sheet with students’ names on the left as row, and each Gradebook Item across the top as Columns. Each Gradebook Item will show the possible amount of points and percentages.
 1. To add grades in the Full Gradebook, click on “TURN EDITING ON” near the top left. This will open each Gradebook Item with a box for the instructor to add a grade and another box to add feedback.
 2. When editing is complete, make sure to click on “SUBMIT GRADES” for the system to save the grades added.
 3. NOTE: scroll to the far left to see the last column which shows the possible amount of total points for the course. This total should be 1000 possible points. If this number is anything other than “1000”, please email the Online Department immediately to have this fixed.
 4. NOTE: at the end of the course, Faculty must copy the grades over to FAWeb, a different Student Information System.

g. Course Reports

- i. Each course has its own Reports panel. The following reports may be pulled, a date range may be selected, and all student or individual students may be selected. Each report results may be exported to Excel with the “EXPORT” button. The Report options of importance for BHU Instructor are the following:
 1. Usage Per Application – displays the course tools students have clicked on

2. Course Logins and Page Views – displays the day and time each student has logged in and which tool they selected
3. Participation Comment Details – displays each Discussion Board name, the students in the course, and the exact comments they wrote, word count, grade option box, comment box, etc.
4. Time Taken on Test – displays students' time taken on Tests
5. Time Taken on Lesson – displays students' time taken on Lessons
6. Test Stats – displays statistics on each Test taken
7. Test Detail – displays details on each Test taken
8. Lesson Progress – displays each student's Lessons progress
9. Course Completion – displays which student course completion