EDVANCE360 GUIDE FOR CLIENTS

Log in at crown.edvance360.com with your email and the password provided or the one you created.

If you have any problems, please contact your Budget Coach

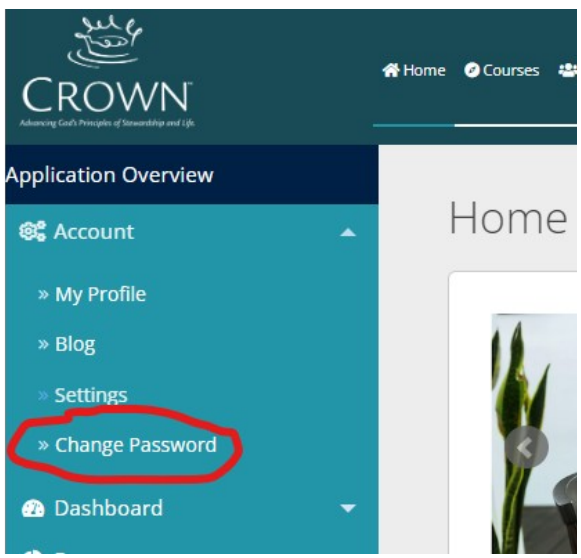
This User Manual is to help you navigate the Edvance360 website. You will quickly get the hang of it.

Your Edvance360 account will be active as long as you are an active client. As an active client, you will have access to the coaching course with the ability to complete lessons and assignments and upload documents.

After finishing the course, you will be placed in Alumni status for a few weeks to allow you to print and/or download materials you want to keep. After that time, your account will be permanently deleted.

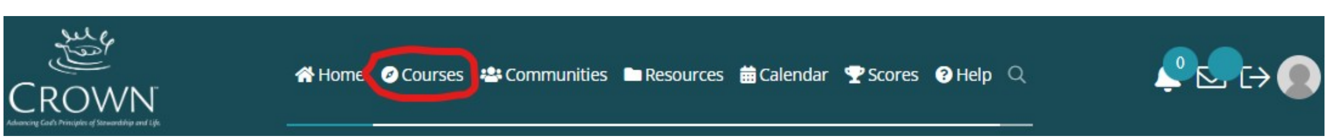
CHANGING YOUR PASSWORD

From Home, click the arrow next to “Account”, then choose “Change Password”.

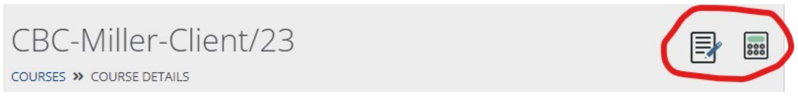


ENTERING YOUR COURSE

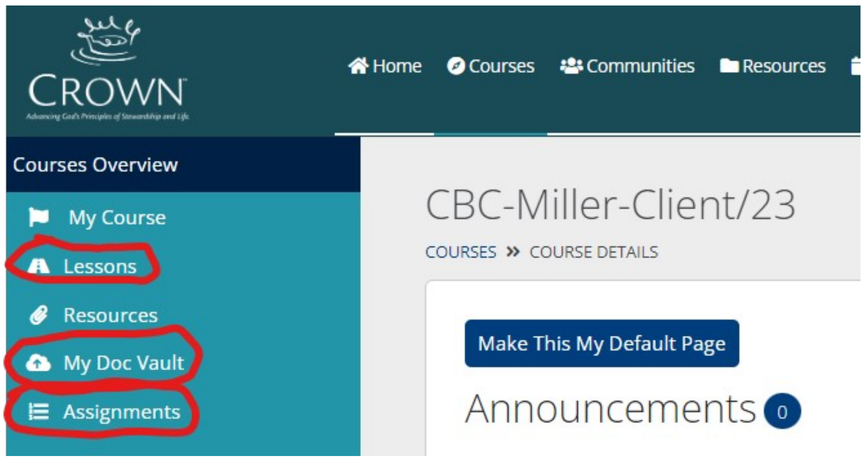
Choose “**Courses”** at the top.



Click on the name of your course to begin. You will be directed to the ***My Course*** home page. There, you will see some handy tools. Clicking on the little notepad icon allows you to take notes that your coach will *not* see. You can record video notes if you prefer. There is even a calculator there for your use!

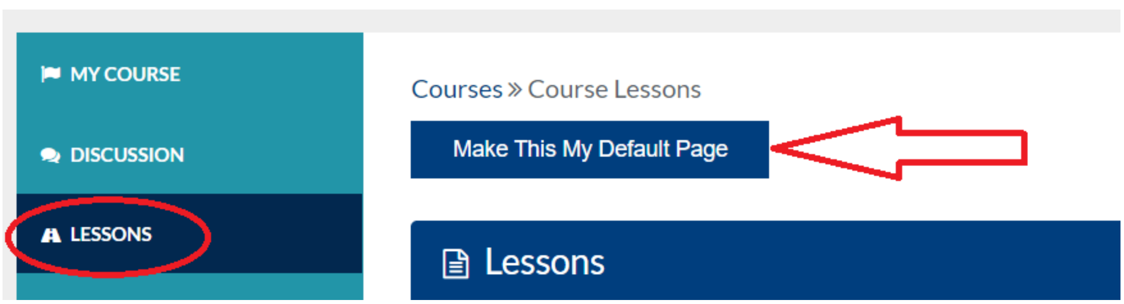


On the left menu, you will mainly be using ***Lessons***, ***My Doc Vault***, and ***Assignments***.

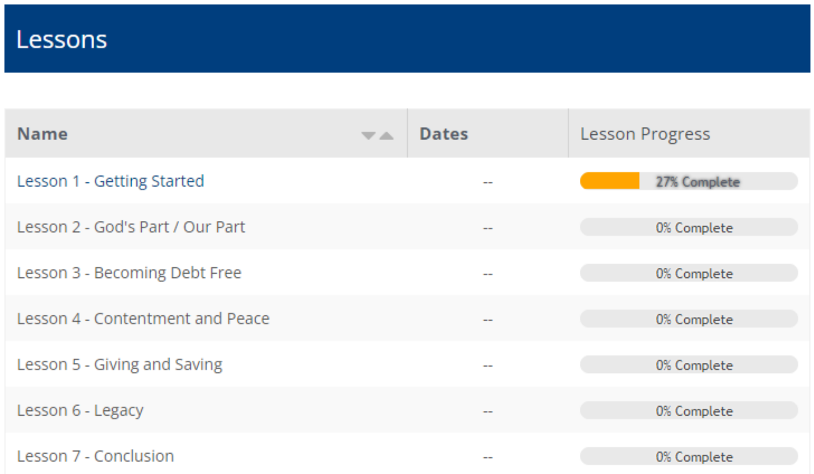


COMPLETING LESSONS

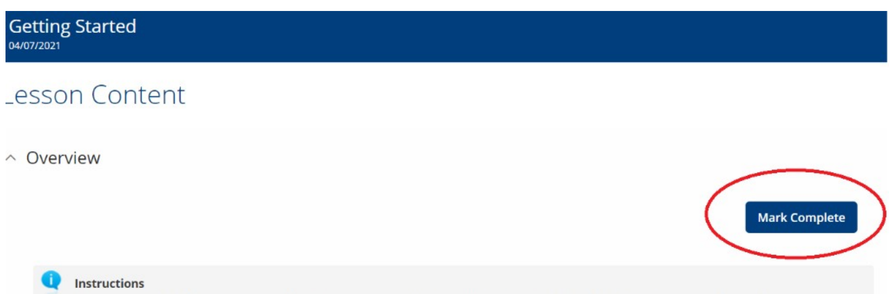
From your course homepage, click ***Lessons***. If desired, you may want to make this your default page.



You can monitor your progress from ***Lessons.*** From here, you will enable you to access the lesson you are currently working on, as well as access any lesson content you have already completed. You will not be able to see future lesson content.



The first lesson of the course is **Lesson 1 - Getting Started.** As you complete each section, click ***Mark Complete***.

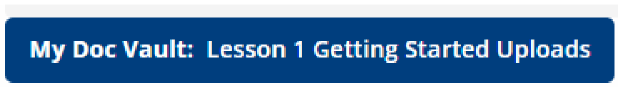


Then, and only then, will a ***Next*** button appear. Click ***Next*** to progress to the next page.

Note that in some sections, “Assignments” must be completed in order to progress. In this case, the checkbox will automatically be marked complete when you finish the written assignment. You can then click ***Next*** to progress to the next section.

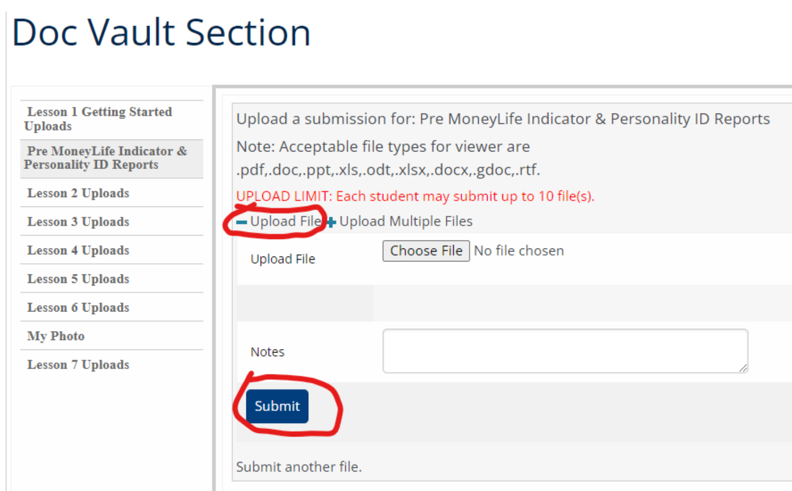
As you progress through the course, you will see ***File*** boxes. Click these to download a file to your computer. Many of these are items for you to complete and upload into ***My Doc Vault***.

Sometimes there will be a ***My Doc Vault*** button that will link you directly to the My Doc Vault folder where you need to upload something. See example below.

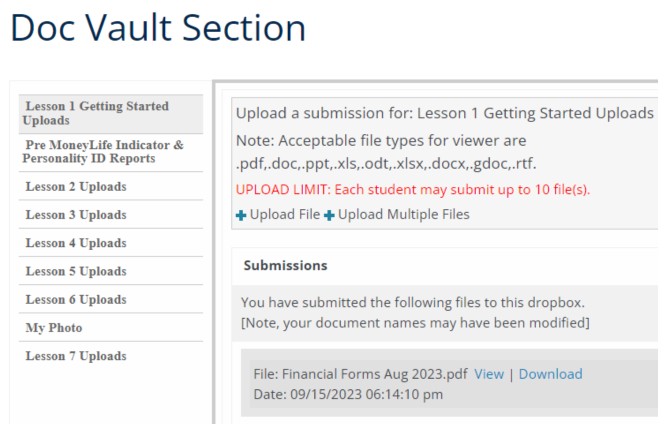


A ***My Doc Vault*** link is also located at the end of each lesson (labeled ***Uploads to Share***). This is for your use if there are any documents, notes, etc. that you would like your Coach to review before your meeting.

To upload a document into ***My Doc Vault,*** click the link provided, or go to ***My Doc*** Vault on the left menu bar. You can then upload a single or multiple files. Use the ***Choose File*** to browse your computer and choose the appropriate file(s) that you wish to upload. Once you have made your choice and your file has uploaded, click the ***Submit*** button at the bottom.

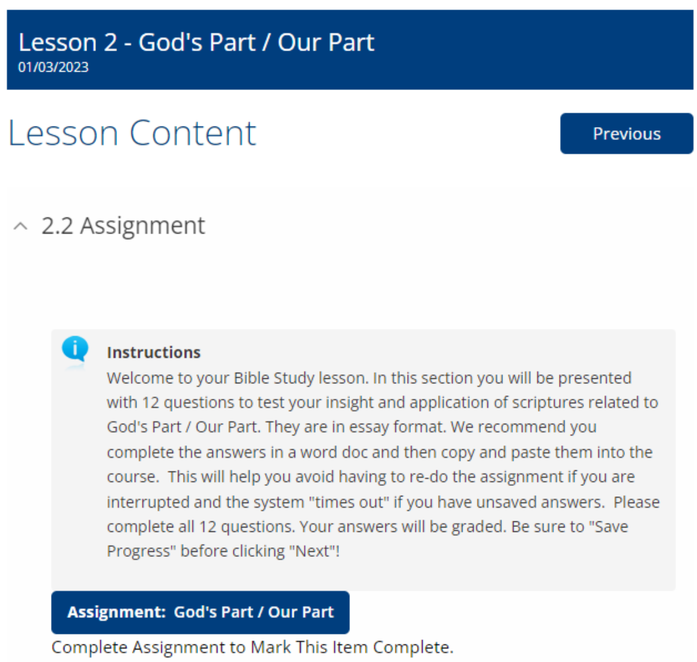


You will be able to see when you have successfully uploaded an item in the ***My Doc Vault*** under ***Submissions.***

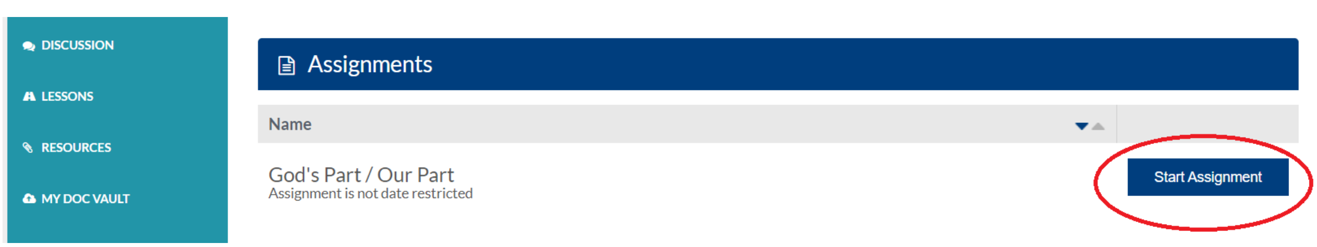


LESSON ASSIGNMENTS

Assignments begin in Lesson 2. Click on the Assignment button at the end of the relevant lesson section. See the example below.

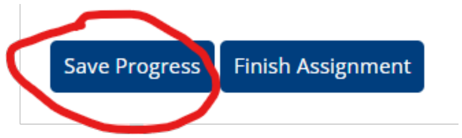


You will be directed to a page like this:

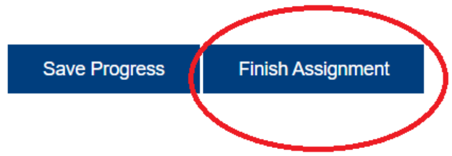


Simply click ***Start Assignment*** and work through the questions.

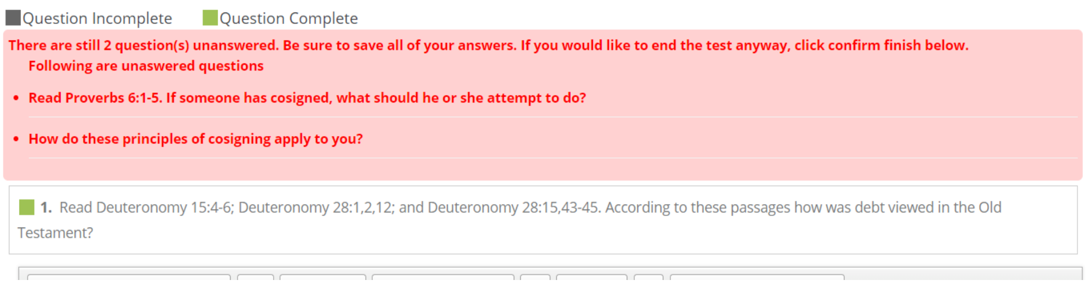
IMPORTANT NOTE: Periodically, scroll to the bottom and click the ***Save Progress*** button, as your answers are not automatically saved. Many users have regretted not doing this. Learn from their pain! 😊



When you have answered all the questions, click ***Finish Assignment***.

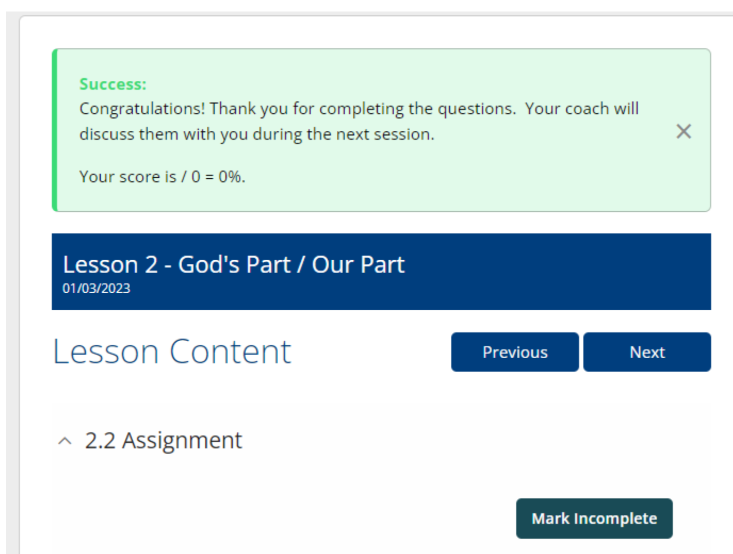


If you get a big warning sign like this one below, it means you still have more questions to answer.



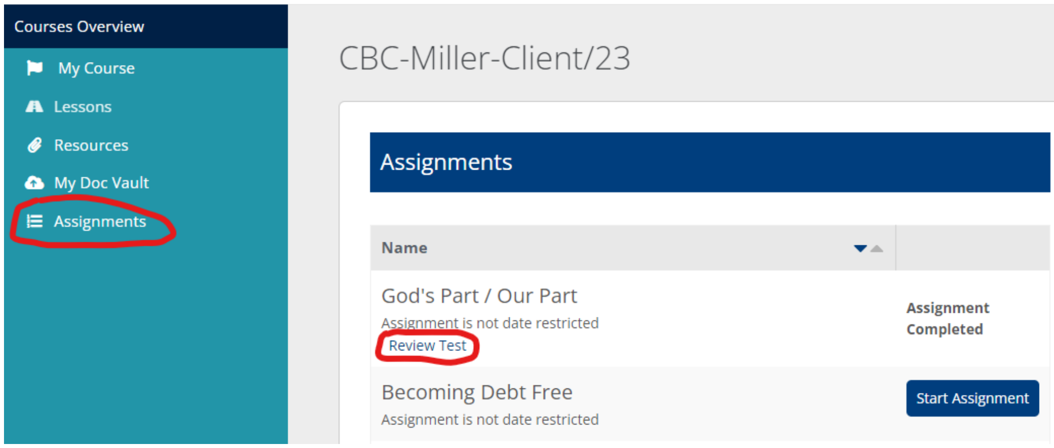
Click ***Save Progress***, then go back and complete the missing questions.

After completing an assignment, you will receive a confirmation that you completed the questions and be directed back to the section in the lesson where you found the Assignment button. Click “Next” to move to the next section.

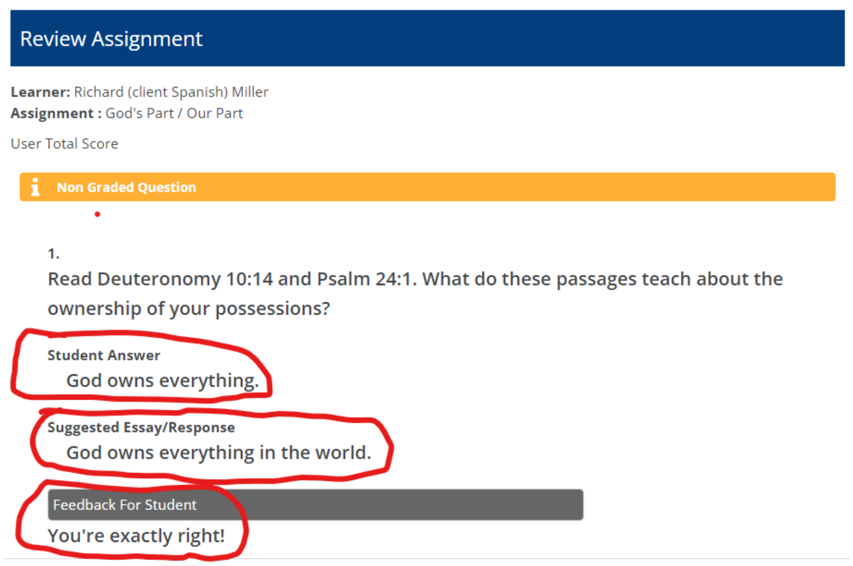


REVIEWING ASSIGNMENT FEEDBACK

On the left menu, click ***Assignments***. Here, you can view feedback that your coach may have provided for you. Click ***Review Test***.

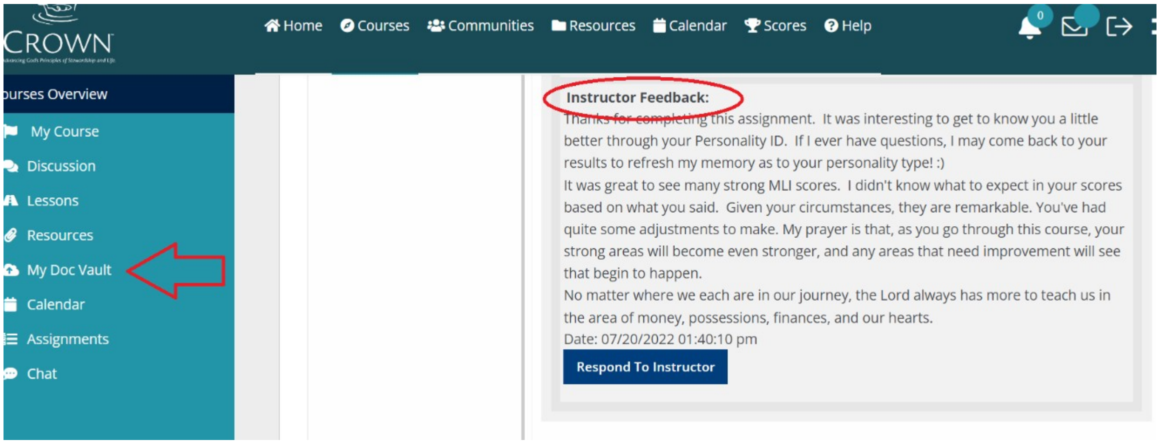


After clicking ***Review Test***, you will see all of the questions with your ***Student Answer***. Below this, some questions include a ***Suggested Essay/Response.*** Below this, you may see additional ***Feedback for Student*** which will be from your coach.



REVIEWING *My Doc Vault* FEEDBACK

Go to ***My Doc Vault*** on the left-hand menu. Scroll past your submission (and any notes you may have written) until you see the Instructor Feedback section. There you will see notes from your coach.

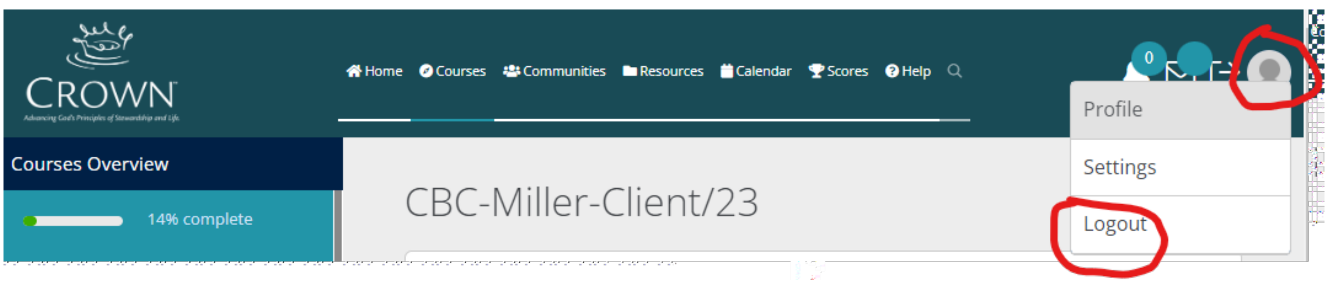


OPTIONAL DIG DEEPER VIDEOS

At the end of many lessons, there is an optional section for digging deeper into biblical financial principles. We encourage you to listen to these to reinforce what you are learning and to inspire and motivate you on your journey. Whether you choose to watch them or not, you will need to ***Mark Complete*** in order to get the ***Next*** button to appear so you can proceed in the course.

LOGGING OUT

To log out without closing your browser, click the circle icon at the top-right of your screen and click ***Logout***.



HELP

- From the top menu, click ***Help.*** Here you will find numerous PDF and video tutorials provided by E360 on the various website functions.

If you don't find your answer there, please contact your coach.