



Guide for Budget Coach for Edvance360 School Website

FIRST-TIME USERS: Log in at Edvance360 with your email and the password provided.

RETURNING USERS: Please log in at Edvance360 with the credentials you have created.

If you have any problems, please contact Alet Strydom, at astrydom@crow.org, or create a Help Ticket in E360.

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

For Budget Coach Training Completion: Pages 1-10.

Navigating the System as a Coach (for Client assignment review purposes, etc.) begins on page 11.

PROFILE

COMPLETE YOUR PROFILE:

- Click the Profile icon  at the top right of your screen and select **Profile**.



You can also navigate here by clicking **Home** from the top menu, then on the left panel, click **Account>My Profile**.

- To edit a section, just click the “**Edit**” icon  on the right side of the blue bars.



- Click “**Save**” to keep your changes. (Click [HERE](#) to watch a tutorial video).
- Upload a current photo of yourself. (Really, we want to see you!)
- Fill out your profile information including a bio about yourself that provides a well-rounded idea

of who you are and why you are motivated to be a Budget Coach.

The *Profile* section is also where you can **customize your language**, if needed. Doing so will update the menu language to increase ease of navigation. However, note that the curriculum content will remain in the language in which it was created.

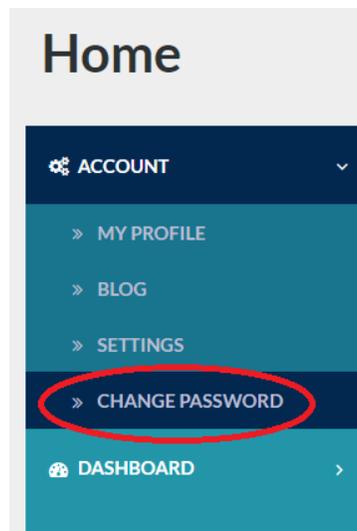
- Click the Profile icon  at the top right of your screen and select **Profile**. (You can also navigate here by clicking **Home** from the top menu, then on the left panel, click **Account>My Profile**).
- In the **Account** Section, click the “**Edit**” icon  on the right side of the blue bar. Scroll to the bottom where the **Language** field is.



- Select desired language from the drop-down menu, and click “**Save**.” As this is a global change, you will need to log out and back in to see these changes.

CHANGING YOUR PASSWORD:

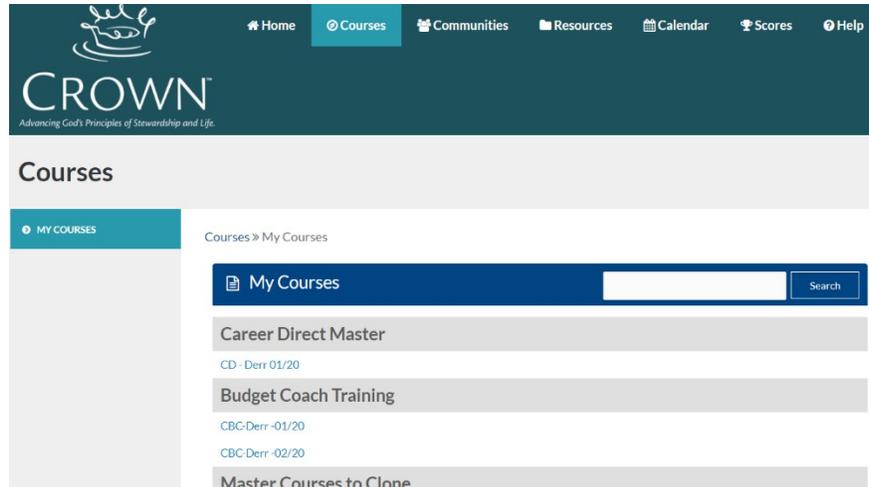
- Click the **Profile** icon  at the top right of your screen and select **Profile**.
- From the left panel, click **Change Password**. Make changes and click **Save**.



- Remember to record your username and password somewhere secure.

Log in at: <https://crown.edvance360.com>

Immediately after logging in, you will be directed to the **HOME** page. Click the **Courses** option at the top.



Click on the link to the name of your course to begin. (Your course title will not match any in the screenshot above, but will be unique to your course.)

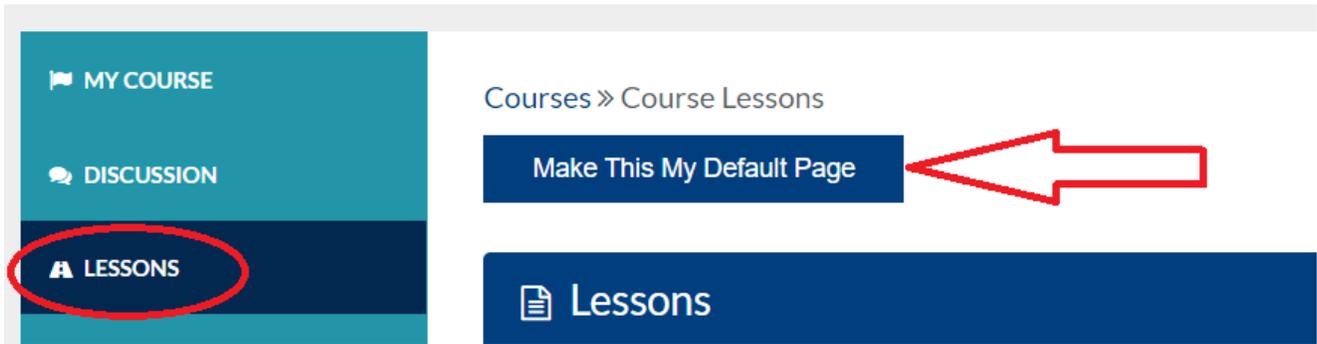
You will be directed to the **My Course** page, which will remain your default page unless you change it. Your greatest use will be **Lessons, My Doc Vault, and Assignments**.

After you have logged in to your course, you will see a little notepad icon. This is a place where you can take notes that your coaching client will not see. This can be a review of your session, as well as reminders of things you want to cover in upcoming sessions, or anything else that is useful to you.

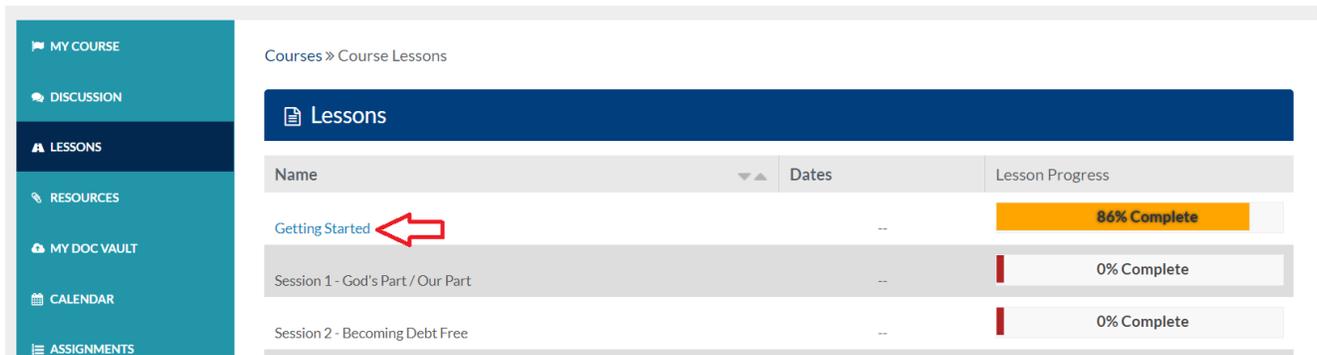


LESSONS

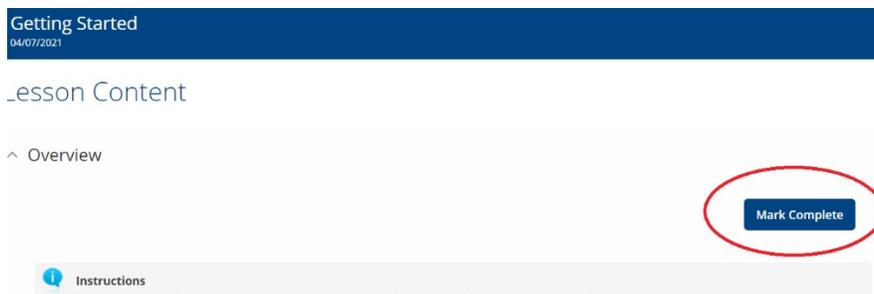
You will access your lessons from this page. You may want to make this your default page after first logging in.



You can monitor your progress by logging into **Lessons**. Also, logging in here will enable you to access the lesson you are currently working on, as well as access any lesson content you have already completed.



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

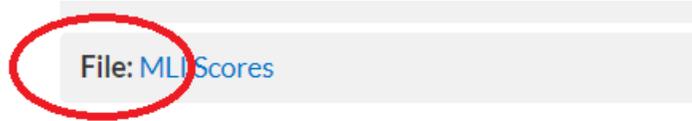


Then, and only then, will a **Next** button appear. (The other button now gives the option to **Mark Incomplete**.) Click **Next** to progress to the next page.



Note that some written 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. This indicates that there is a file for you to download to your computer to use. Many of these are items for you to complete and later upload into **My Doc Vault**.



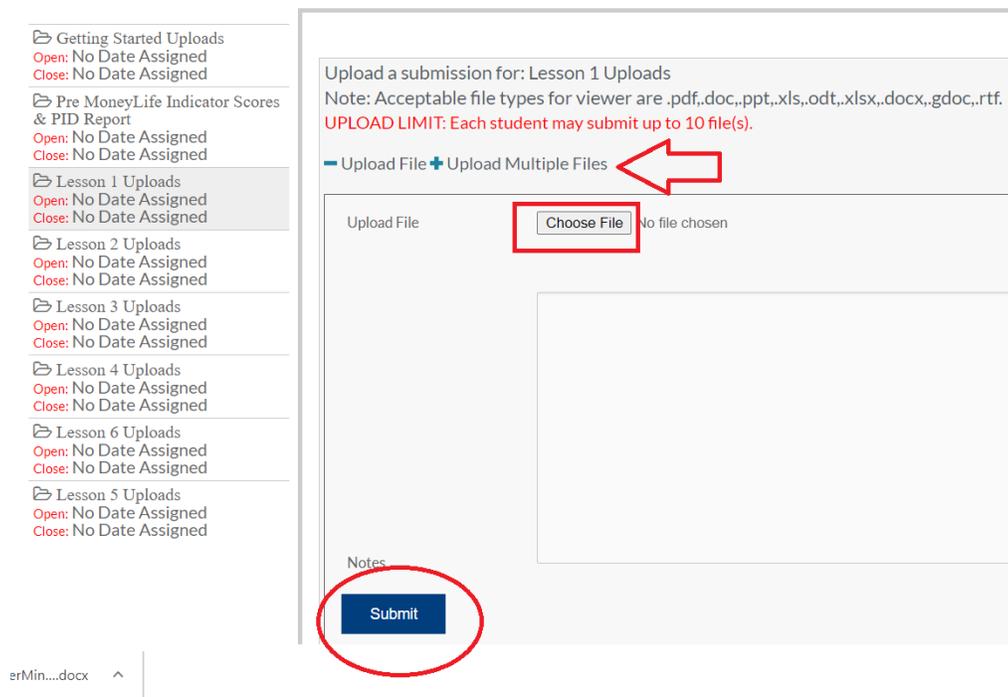
Often, the **My Doc Vault** will tell you what to upload, as indicated in the example screenshot below.



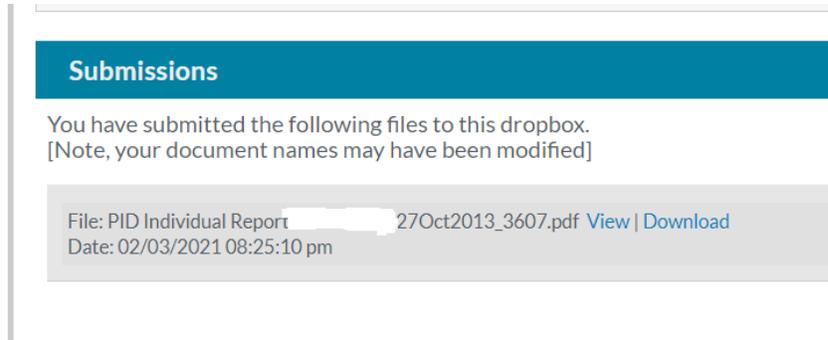
The **My Doc Vault** is also located at the end of each lesson (labeled **Lesson # Uploads**). This is for your use if there are any documents, notes, etc. that you would like your Trainer to review before your meeting.

To upload a document into **My Doc Vault**, click the link provided. Choose whether you will be uploading just 1 file, or multiple files (red arrow, below). Use the **Choose File** feature (red rectangle) 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 (red oval) at the bottom.

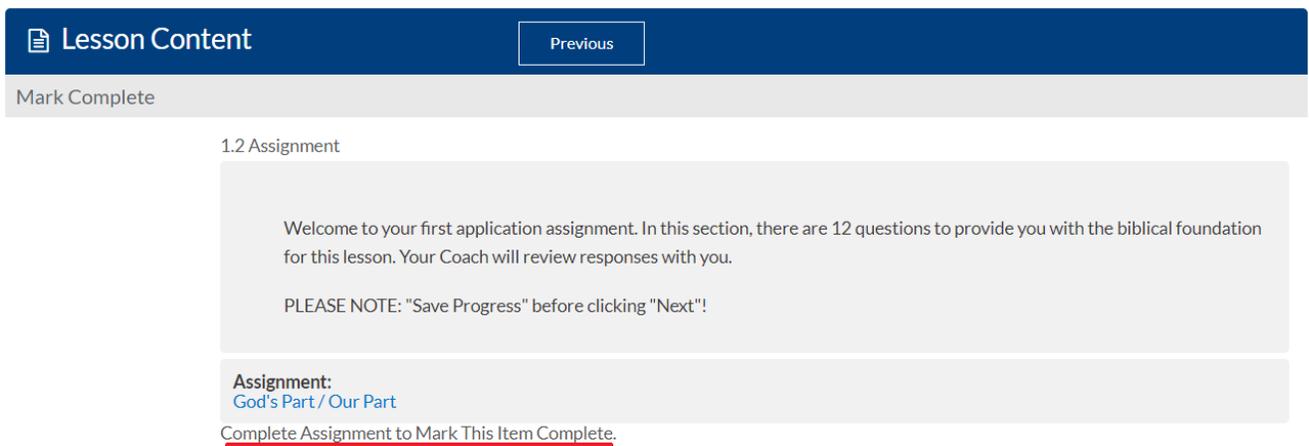
Doc Vault Section



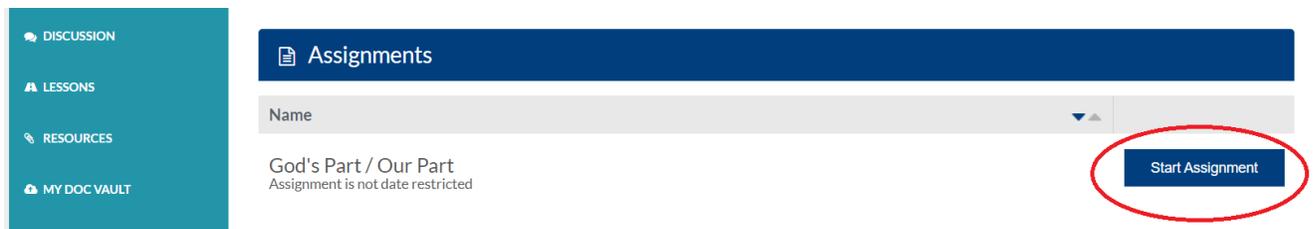
You will be able to see when you have successfully uploaded an item in the **My Doc Vault** under **Submissions**.



Bible Study Assignments begin in Lesson 1. These are exactly what your Budget Coach Client will be using. For these, click on the assignment title (such as *God's Part / Our Part* below).



You will be directed to a page like this:



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

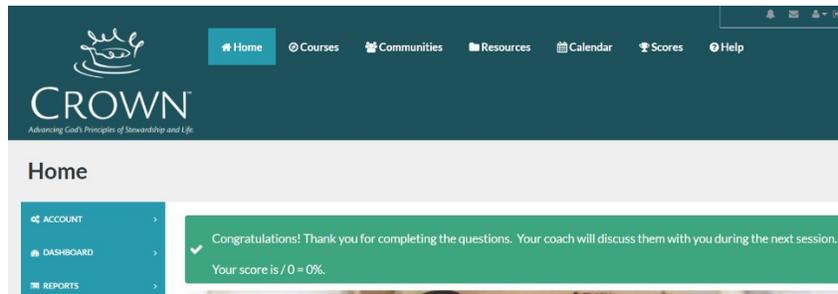
IMPORTANT NOTE: At the end of each assignment page, be sure to **Save Progress** before hitting **Next**. Many users have regretted not doing this. Learn from their pain! 😊



When you have completed the assignment, **Save Progress** before clicking **Finish Assignment**.

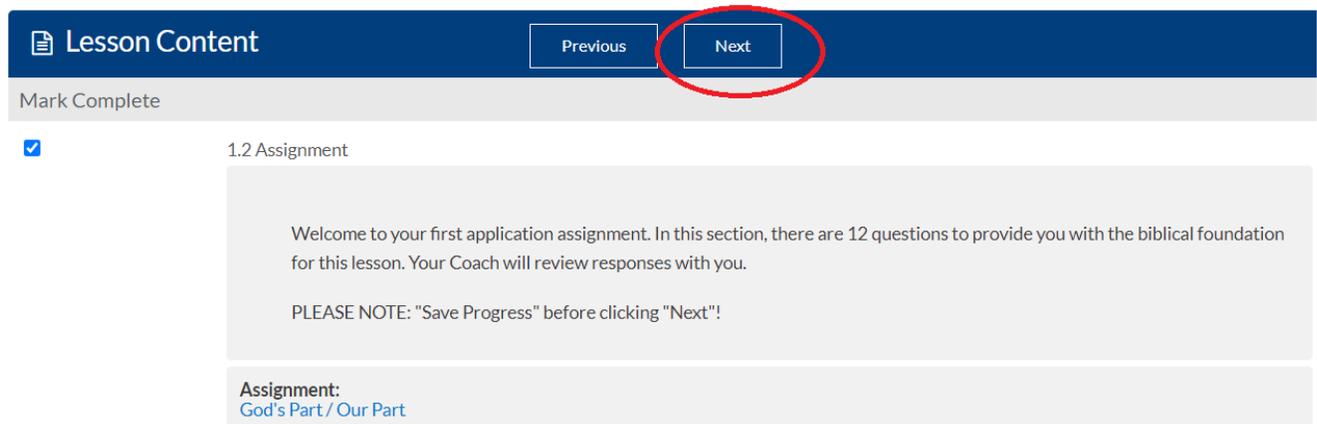


After completing such an assignment, you will be directed to the **HOME** page where you will see a message similar to this:



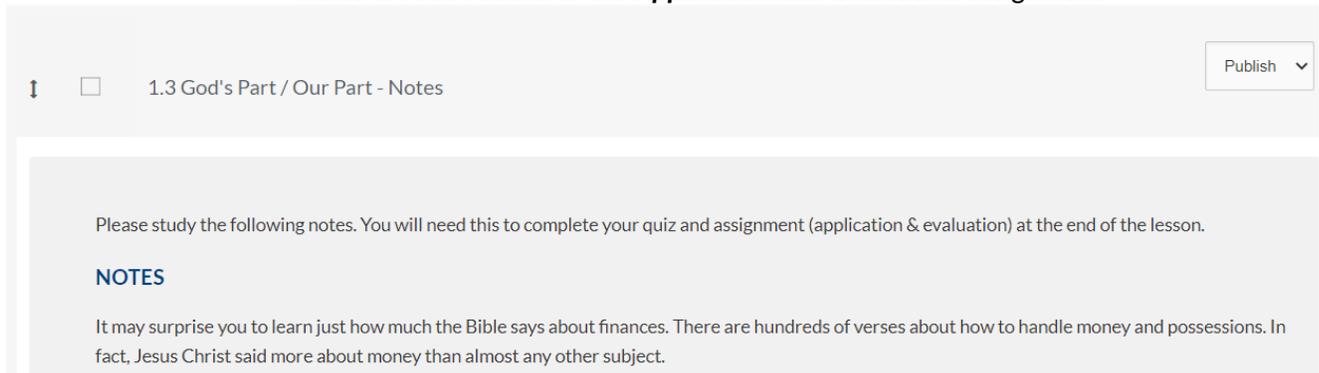
Scroll down to get to your list of courses and again select your course and resume working.

The **Mark Complete** box should now be automatically checked for the assignment you just completed. Click **Next** to proceed.



As you work through the course, you will also have:

- **Notes** to read related to the **Application and Evaluation** assignment



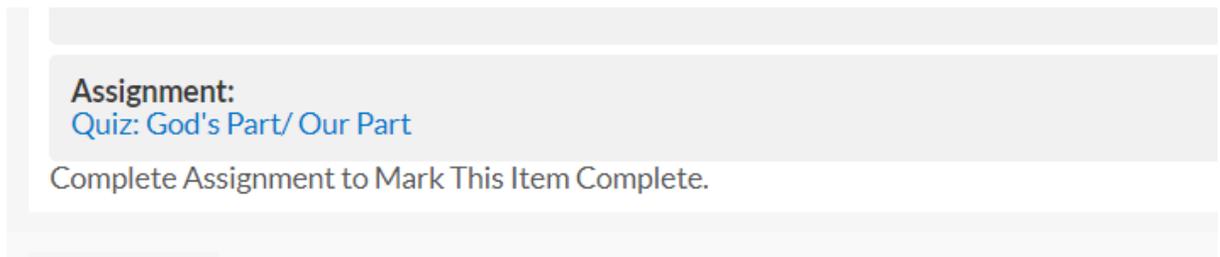
1.3 God's Part / Our Part - Notes Publish ▾

Please study the following notes. You will need this to complete your quiz and assignment (application & evaluation) at the end of the lesson.

NOTES

It may surprise you to learn just how much the Bible says about finances. There are hundreds of verses about how to handle money and possessions. In fact, Jesus Christ said more about money than almost any other subject.

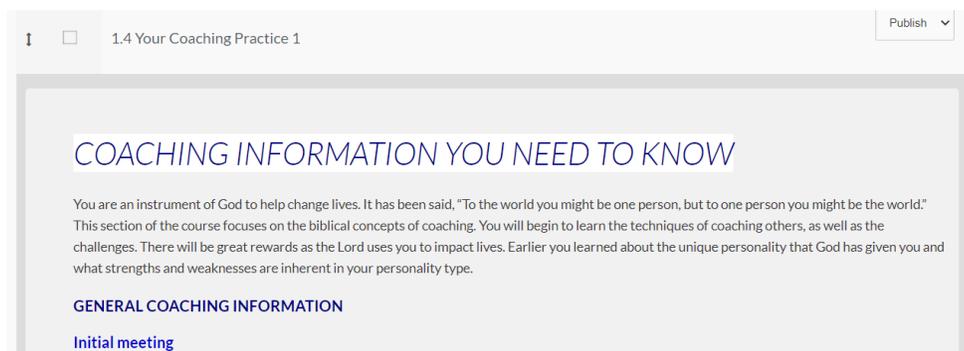
- An **Assignment** - questions to answer based on those **Notes**



Assignment:
[Quiz: God's Part/ Our Part](#)

Complete Assignment to Mark This Item Complete.

- **Coaching Notes** to review



1.4 Your Coaching Practice 1 Publish ▾

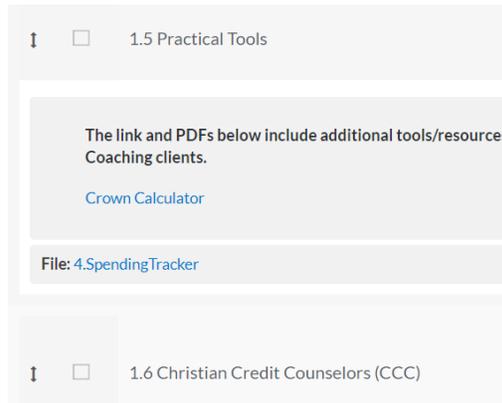
COACHING INFORMATION YOU NEED TO KNOW

You are an instrument of God to help change lives. It has been said, "To the world you might be one person, but to one person you might be the world." This section of the course focuses on the biblical concepts of coaching. You will begin to learn the techniques of coaching others, as well as the challenges. There will be great rewards as the Lord uses you to impact lives. Earlier you learned about the unique personality that God has given you and what strengths and weaknesses are inherent in your personality type.

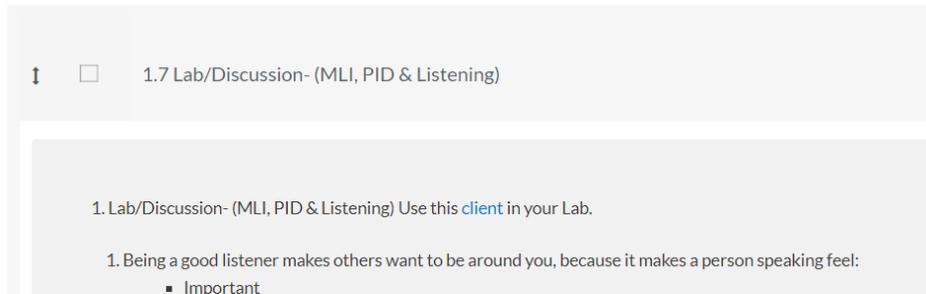
GENERAL COACHING INFORMATION

[Initial meeting](#)

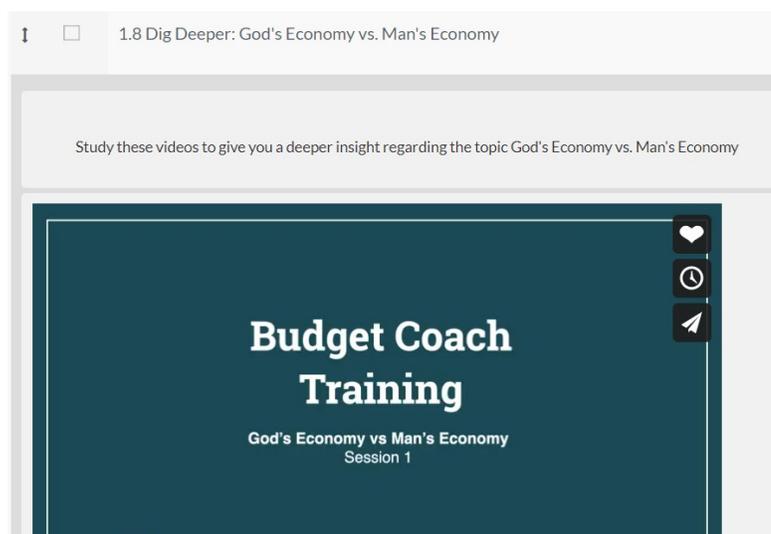
- **Practical Tools section and other possible informational sections**



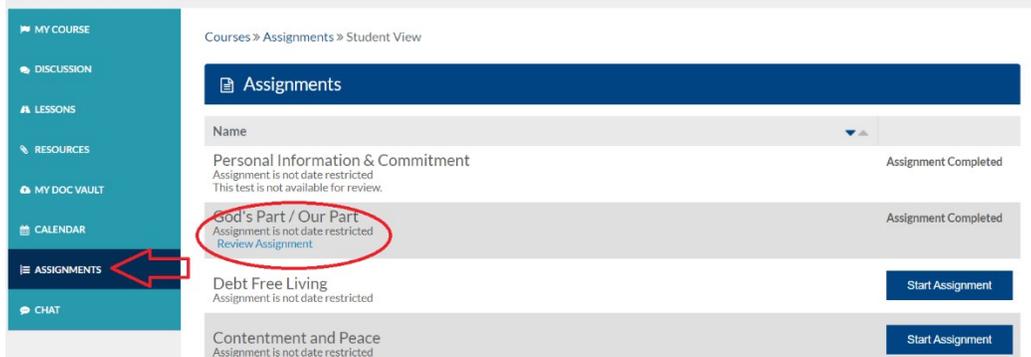
- **Lab Assignments**



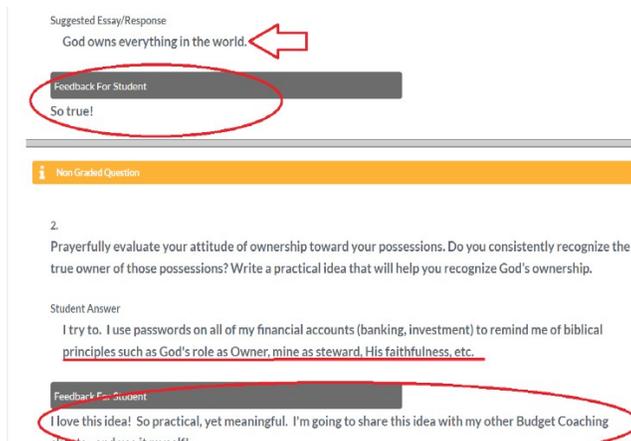
Dig Deeper – additional teaching by Chuck Bentley to add depth to your understanding of biblical financial principles. These will be discussed during your training meetings. Take notes and upload your notes in the **My Doc Vault**. Remember to **Mark Complete** in order to get the **Next** button to appear so you can proceed in the course.



As you work through the course, your Trainer will review your assignments and leave feedback, which you can view in *Review Assignment* (in the Assignments section).



After clicking **Review Assignment**, you will see all of the questions with your answers. Some, but not all, questions include **Suggested Essay/Responses**. After this, you should see **Feedback for Student** from your Trainer, if they have left any. (They may not respond to each and every question.)



IMPORTANT: As this is the main way your Trainer will be giving individualized feedback on your assignments, please review their feedback prior to your training call, if at all possible. If you are unable to do before your call, it is your responsibility to do so afterwards. You don't want to miss their feedback.

These include an assignment to go with the lesson Notes, Coaching notes, or Lab assignments. In many lessons, but not all, they will have the option of the **Dig Deeper** material. Encourage your Budget Coach Client to listen to these to reinforce what they are learning and to inspire and motivate them on their journey.

For Our Crown Budget Coaches

Congratulations for completing the training to become a Crown Budget Coach. Crown Financial Ministries welcomes committed Christians who desire to disciple others on their stewardship journey. We rely on people like you to help fulfill this mission, and appreciate your efforts.

The next section covers instructions for accessing your clients' work to see their progress and give feedback.

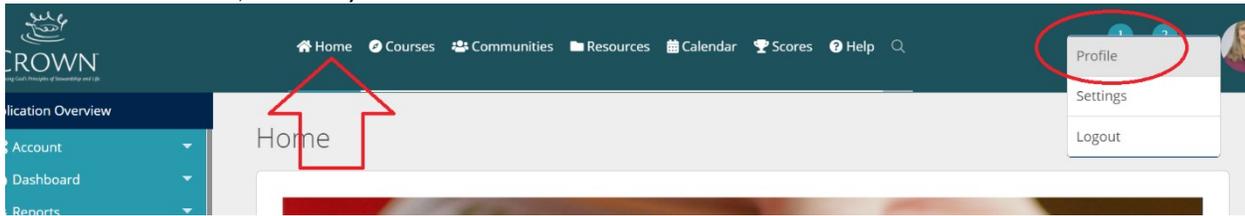
Navigating the System as a Coach

The remainder of this document is to help you navigate Edvance360 as a Coach accessing your Client's coursework.

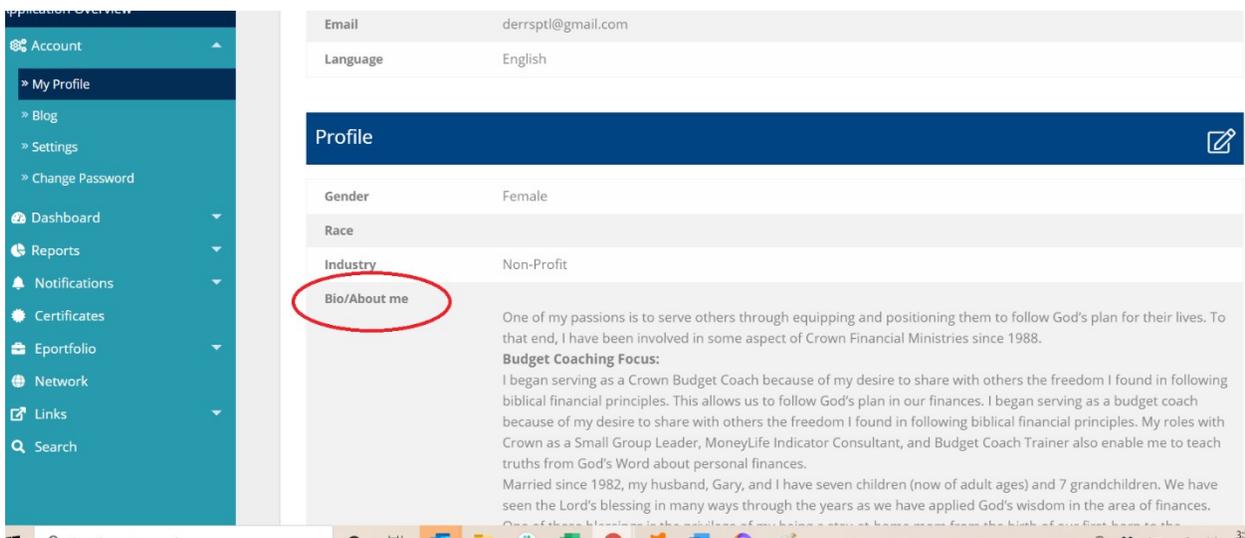
If you have not already done so, please take the time to create your Eportfolio!

CREATE YOUR EPORTFOLIO

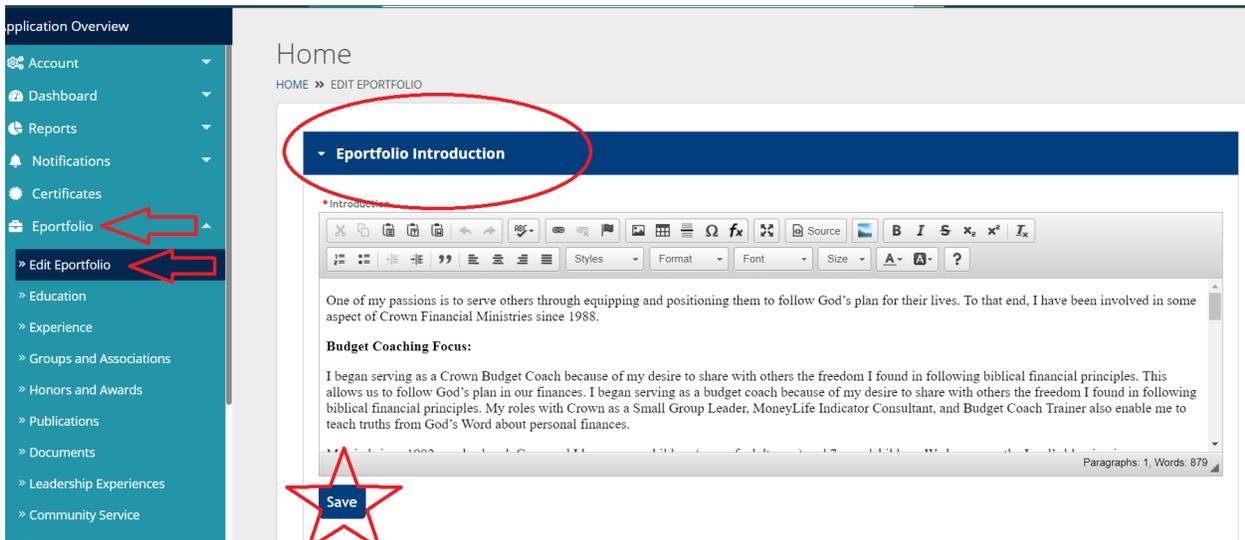
From the Home tab, click on your Profile.



Copy your **Bio/About me** section.

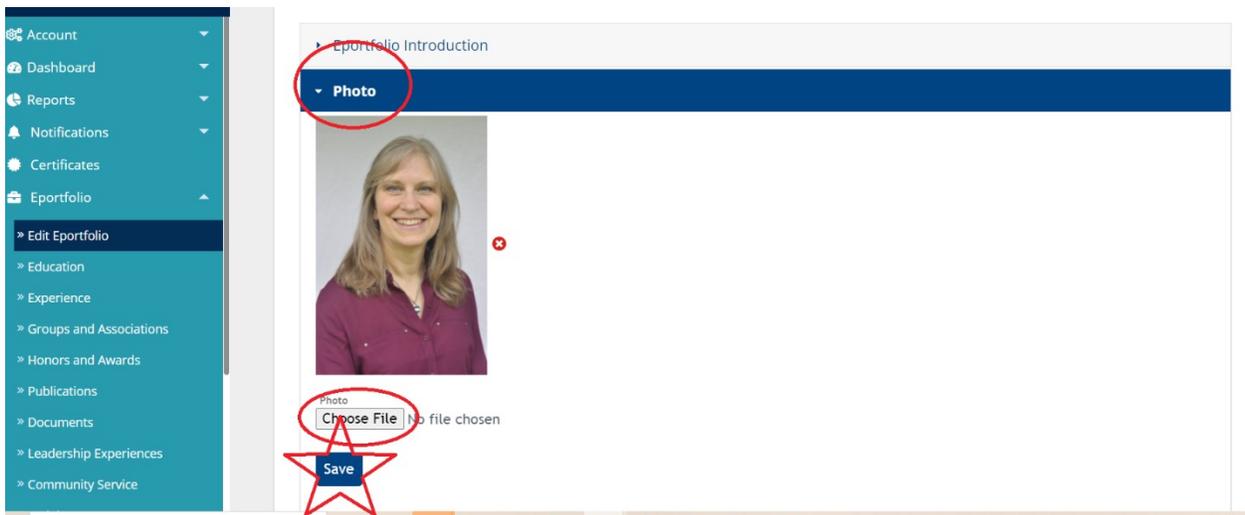


Still in the **Home** tab, click on **Eportfolio**, then click **Edit Eportfolio**. Copy your bio in the **Eportfolio Introduction**.



REMEMBER to click that **Save** button!

Scroll down to the **Photo** section.



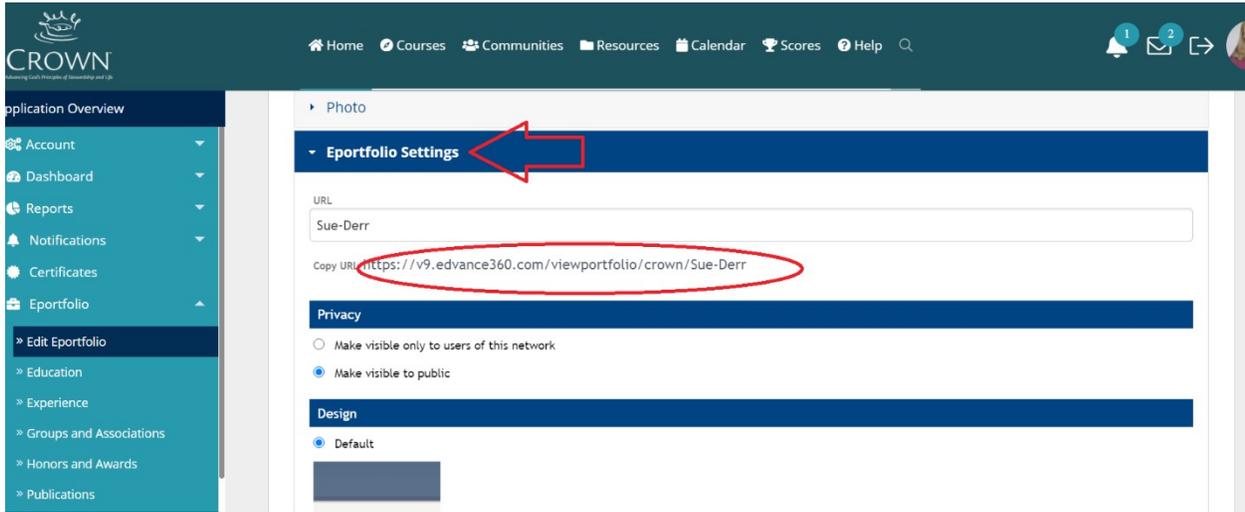
Choose the photo file you want to use

REMEMBER to click that **Save** button!

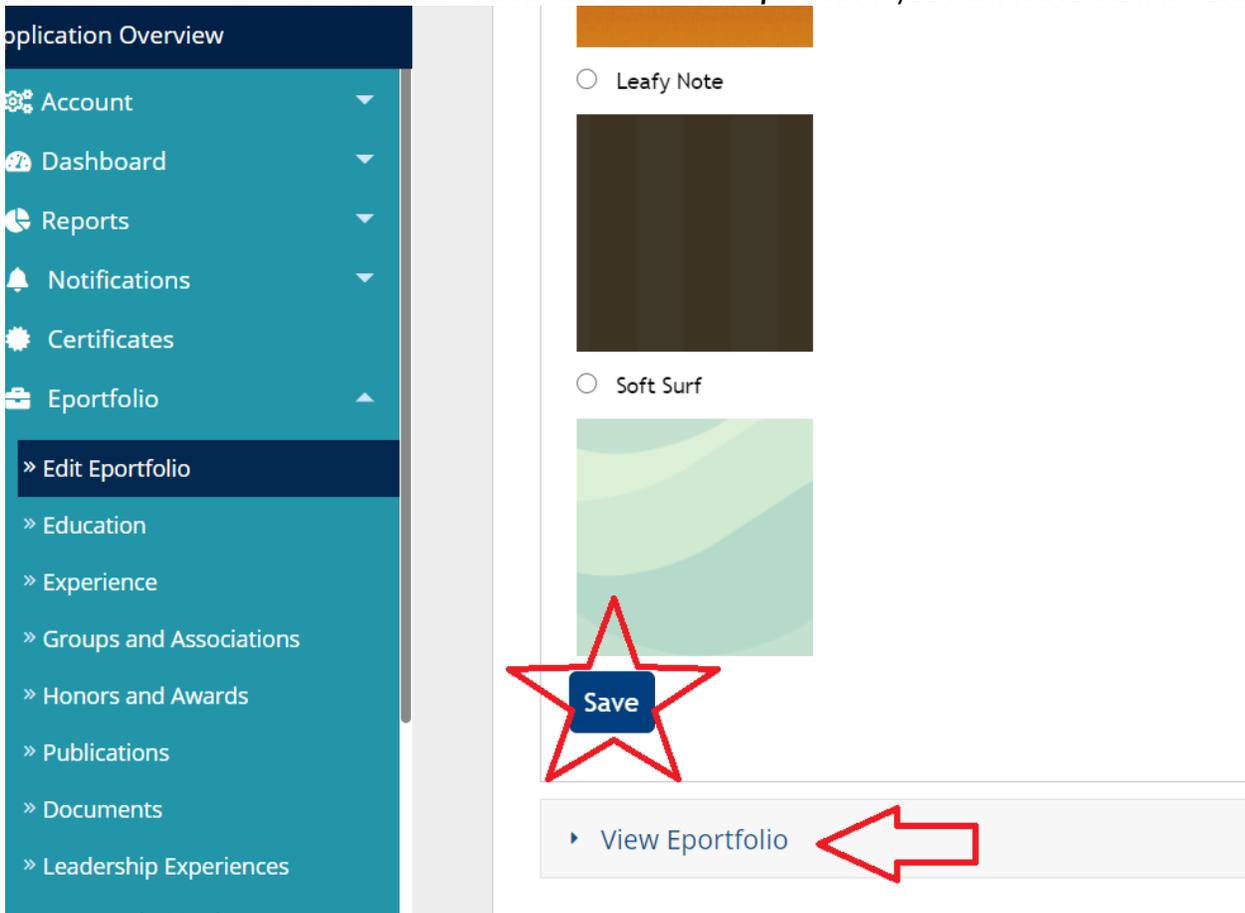
Scroll down to the **Eportfolio Settings** section. You will see a link here that you can share in emails, on your social media, etc. Please copy and paste your link into an email and send it to me! These links are what Alet will use if someone wants to choose their own coach. She will select a few options, send them the links, and then the client can name their preference. It is my understanding that eventually these will go public.

Choose the **Privacy** setting that you want.

For purpose of branding consistency, I recommend you keep the default **Design**.



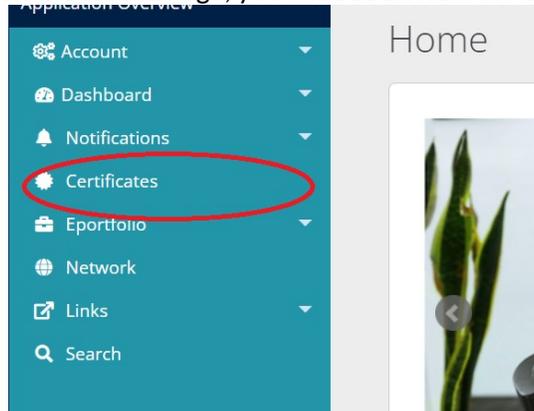
REMEMBER to click that **Save** button! You can choose to **View Eportfolio** if you want to see the final result.



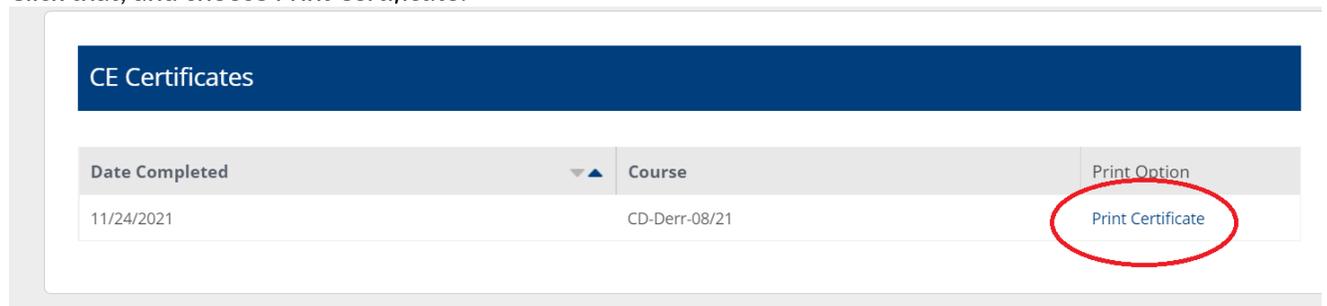
CERTIFICATE

Once you have completed all assignments and your Trainer has submitted all final grades, you will have access to a Certificate that you can print off.

Log into your account. While on the **HOME** Page, you will see an item for Certificates on the left.



Click that, and choose *Print Certificate*.



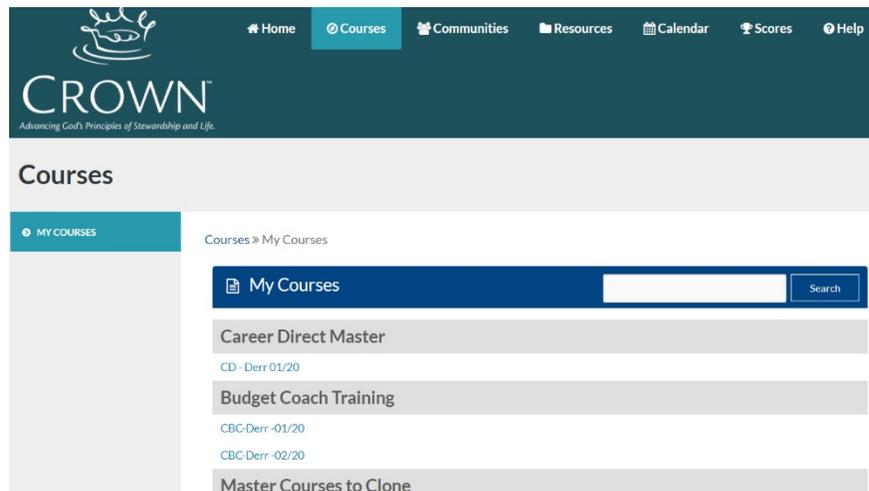
Critical: You must be sure every little thing is marked complete in the course before the certificate will be generated.

To access Client Answers:

Log in at: <https://crown.edvance360.com>

COURSES

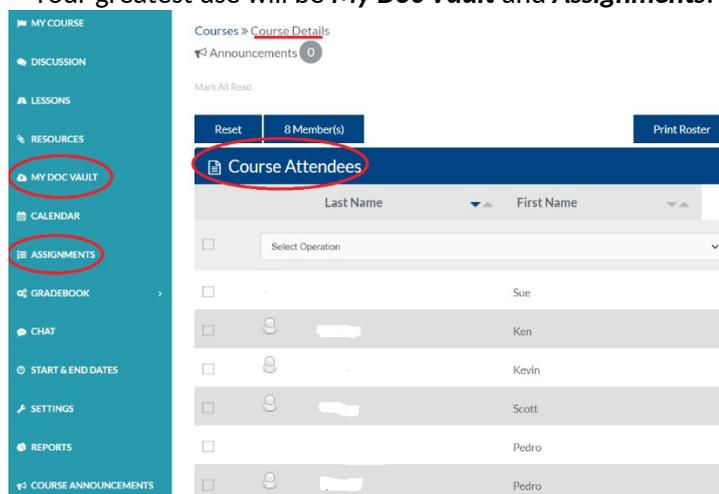
Immediately after logging in, you will be directed to the **Courses** page. (If you are directed to the **Home** page, click the **Courses** option at the top.)



Click on the link to the name of your course. (Your course title will not match any in the screenshot above, but will be unique to your course.)

You will be directed to the **My Course > Course Details** page, which will remain your default page unless you change it.

- A roster of your Budget Coaching Clients is located here, alphabetized by last name.
- The left-hand side bar items give you access to: My Course, Discussion, Lessons, Resources, My Doc Vault, Calendar, Assignments, Gradebook, Chat, Start and End Dates, Settings, Reports, and Course Announcements.
- Your greatest use will be **My Doc Vault** and **Assignments**.



DISCUSSION

Potential future use.

LESSONS

Provides links to each of the courses.

- When reviewing lesson material with your Coaching Client, you can click on the Lesson Title (such as *Getting Started* in the screenshot below). However, by using this access point, you will have to click **Mark Complete** and **Next** each time you want to show the next part of the lesson. Use this initially to show your client how to do these steps. However, any time you want to review all course content, click on the small gear to the right (indicated by the star below). This will open up the whole lesson at one time, enabling you to scroll through the whole lesson on the same page without having to Mark Complete and click Next.

The screenshot shows a sidebar on the left with navigation options: MY COURSE, DISCUSSION, LESSONS (selected), RESOURCES, MY DOC VAULT, CALENDAR, ASSIGNMENTS, GRADEBOOK, and CHAT. The main content area is titled 'Courses » Course Lessons' and includes a 'Lesson Progress Overview' button. Below this is a 'Lessons' header with a graduation cap icon. A table lists lessons with columns for Name, Dates, Status, and Order. The 'Getting Started' lesson is highlighted with a red arrow pointing to its title. A red star icon is placed over the gear icon in the 'Order' column for the 'Getting Started' lesson.

Name	Dates	Status	Order
Getting Started	--	Published	0
Session 1 - God's Part / Our Part	--	Published	0
Session 2 - Becoming Debt Free	--	Published	0

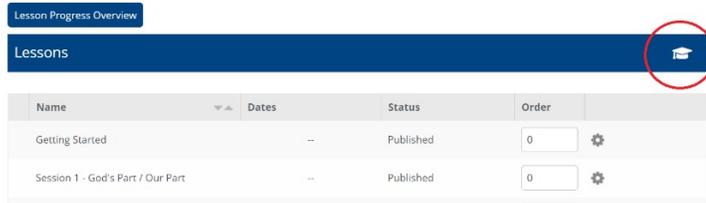
Review the various sections your clients will need to complete, including:

- Intro videos
- Assignment questions
- Notes
- Practical Tools
- My Doc Vault (for uploaded assignments)
- Digging Deeper videos

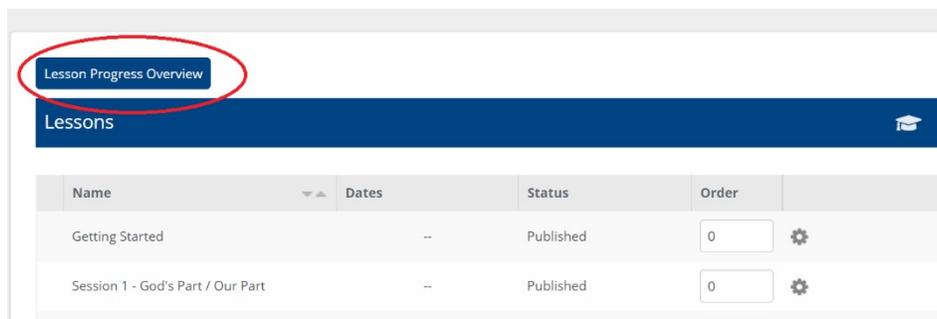
Most lesson follow the same basic pattern, but each week may vary a little bit.

You cannot stress to your clients enough that they must use the **Save Progress** button at the bottom of each page on which it appears. Encourage them to write their answers on a separate document, then copy and paste to the site. This is very helpful if they forget to “Save Progress” before going on.

Clicking on the “mortarboard” icon (circled in the screen shot below), will give you a “student view”, enabling you to see what your client sees. This can be helpful if you are showing them how to navigate a portion of the course. Be aware that you won’t be able to progress forward unless you “Mark Complete”. Go back and Mark Incomplete (unless they have completed it themselves).



From this same place, if you click Lesson Progress Overview...



...you will see each student’s progress, by name (white box below; names blocked out for privacy.)

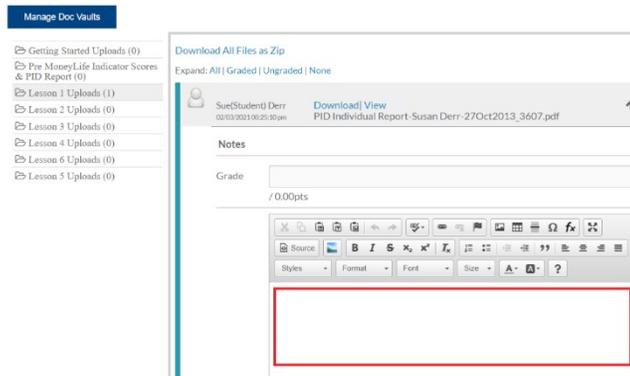
Lesson	Date	Lesson Progress	Actions
[Redacted]			
Getting Started	--	100%	[Icon]
Session 1 - God's Part / Our Part	--	100%	[Icon]
Session 2 - Becoming Debt Free	--	100%	[Icon]
Session 3 - Contentment and Peace	--	100%	[Icon]
Session 4 - Giving and Saving	--	100%	[Icon]
Session 5 - Family	--	78%	[Icon]
Session 6 - Conclusion	--	0%	[Icon]
[Redacted]			
Getting Started	--	100%	[Icon]
Session 1 - God's Part / Our Part	--	100%	[Icon]
Session 2 - Becoming Debt Free	--	100%	[Icon]
Session 3 - Contentment and Peace	--	100%	[Icon]

MY DOC VAULT

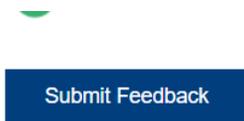
Not all lessons utilize the **My Doc Vault** for assignments. Whenever there is, the uploaded assignments will appear in the **My Doc Vault** are for reviewing and possibly commenting, if appropriate. Choose the by assignment name. You have options to view *All*, *Graded*, *Ungraded* or *None*. (Note: “Graded” means

“Reviewed” and “Ungraded” means “Unreviewed” in your role as a Coach, as you are not grading assignments.)

Choose to *Download* or *View* the item. Note that there is a field for *Grade*, with possible points of 0.00 showing. You don’t need to do anything with this field. Use the comment section (red rectangle in screenshot below) for providing comments/feedback.

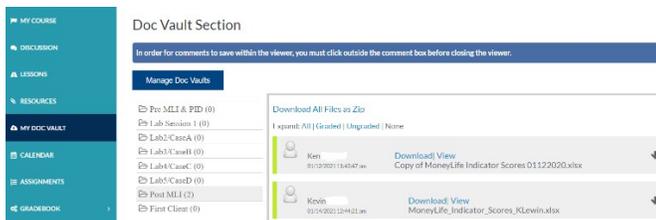


Remember to scroll down and **Submit Feedback!!!!**



Current Feedback :

Use the “down” arrow (right hand side) if you want to see the comment fields of assignments you have already reviewed.

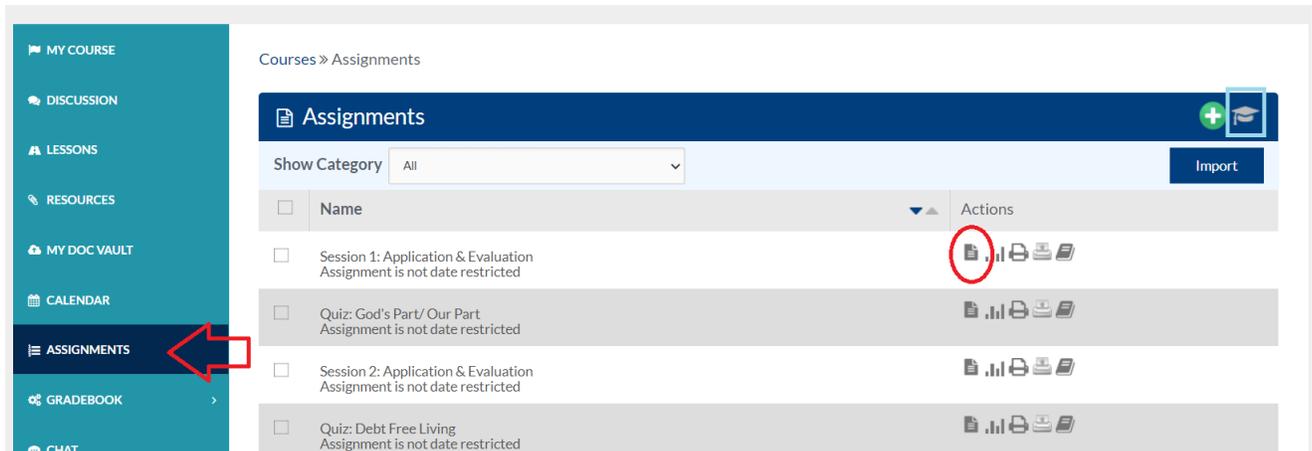


Remember, there is a **My Doc Vault** available at the end of each lesson for documents that the client may wish to upload that are not part of the actual course assignments. For example, if you have asked them to get different insurance quotes, they could upload them for your review in the **My Doc Vault** provided at the end of the upcoming lesson that you will be reviewing at your next meeting.

ASSIGNMENTS

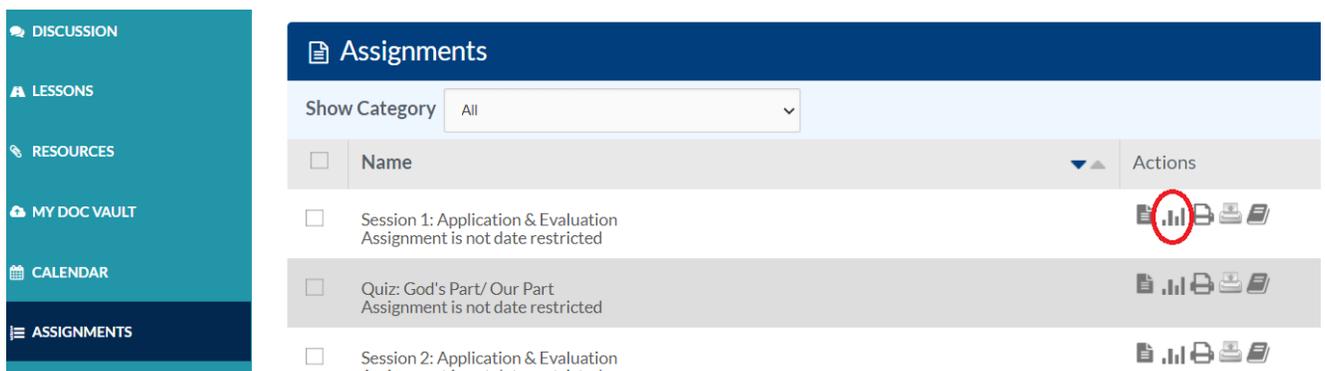
- Click on Assignments (left-hand sidebar). Click the “page” icon (circled in screenshot below) to review and comment on assignments. (Pop up message says *Review and Grade*; you will just review, as this is

an ungraded assignment.) It is critical that you not begin to grade any assignment that is not complete. Only begin to grade those that *are* complete. You can also see and access assignments that are awaiting your review at the **Home** tab. (More on that later.)



Other Icons in the Assignment Section

- Clicking on the “mortarboard” icon (light blue squared icon in the screen shot above), will give you a “student view”, enabling you to see what your client sees. This can be helpful if you are showing them how to navigate a portion of the course.
- The bar graph icon (circled in screen shot below) gives you statistics on the course assignments, along with the assignment questions and the point values of each.



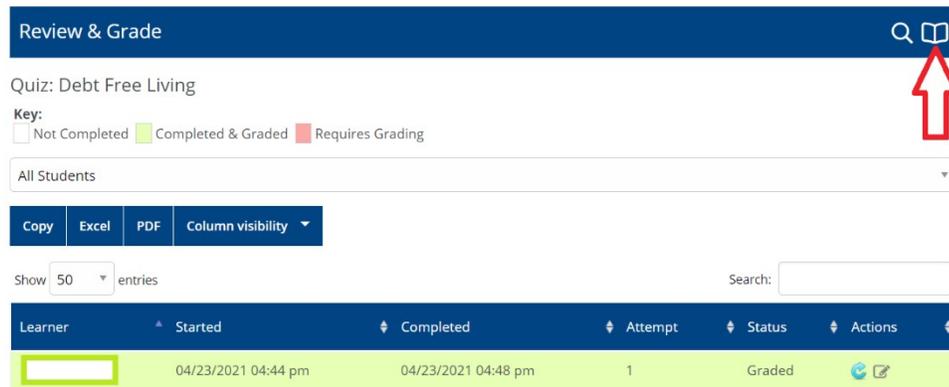
- The printer icon allows you to print the questions.



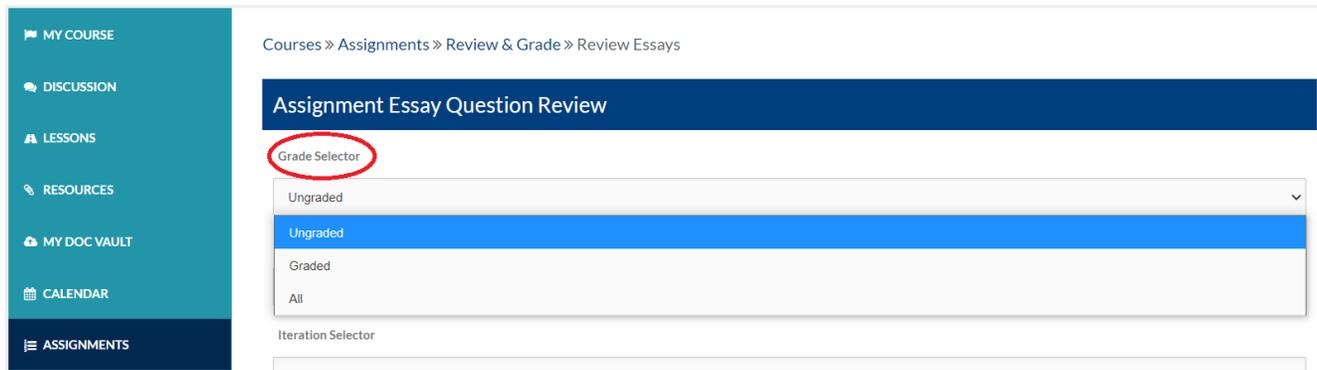
- You shouldn't have occasion to use the last two icons. The “Answers” one isn't fully functional and the *Gradebook Map* doesn't appear to be useful.

To Review Assignments in the Assignments section

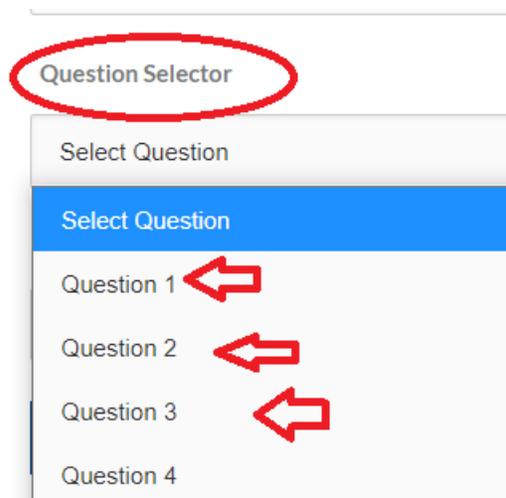
- By way of review, click the “page” icon (circled in screenshot below) to review and grade assignments. (Pop up message says *Review and Grade*.) Again, it is critical that you not begin to grade any assignment that is not complete. Only begin to grade those that are complete.
- When you see this page... click on the bright blue book icon. (Pop up message says *Grade Essays*).



- *Grade Selector* is set to default to *Ungraded* questions and answers so that this is what you will see. If for some reason you want to view those that are *Graded* (perhaps to change or view a comment), choose that option. Choosing *All* will allow you to see both graded and ungraded answers.



- Next, use the *Question Selector* to *Select Question* from the drop-down list, finding the question you need to review.



- Click the *Submit* button. (Ignore the *Iteration Selector* button.)

Courses » Assignments » Review & Grade » Review

Assignment Essay Question Review

Grade Selector
Ungraded

Question Selector
Select Question

~~Iteration Selector~~
1

Submit

- All completed, unreviewed (“ungraded”) client answers will appear (unless you chose to view *Graded* or *All* answers).

Providing Comments/Feedback:

You may see *Notes to the Instructor*, with suggested answers/comments. (See arrow in screenshot below.) Not all questions have these. When they do appear, they are not exhaustive by any means.

Below that is the response of your client (circled). This is followed by a Feedback section, with an alert that this is a non-graded question.

Below that alert is a space for your feedback/comments (rectangle). Be aware that your client will be able to view these (if they know where to look, that is). Upon reviewing your client’s answers, you are encouraged to add comments. You might want to give additional scripture references and words of encouragement, reinforce a thought, add a quote, correct or re-align faulty thinking, or share something else. Investing time in this enables you to give personalized, in-depth, feedback. HOWEVER, it is important that you also review this during your coaching meeting. Afterwards (or even while you are meeting), you can add anything else that may be helpful for them to review based on your discussion.

Read Deuteronomy 10:14 and Psalm 24:1. What do these passages teach about the ownership of your possessions?

Notes to the Instructor:

God owns everything in the world.

Response by Sue(Student)[SueStudent]

God owns it all!

Feedback for Sue(Student)[SueStudent]

Non Graded Question

Feedback

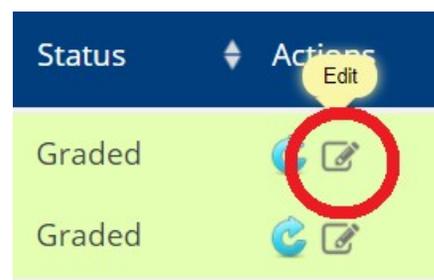
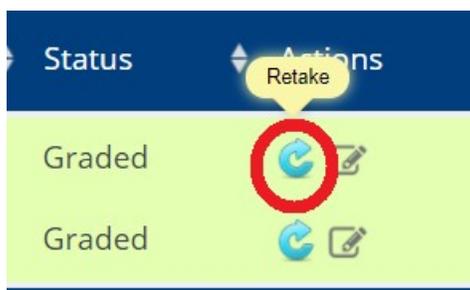
Insert Horizontal Line

When you have done this for each question, don't neglect to scroll down and **Submit Score and Feedback**. (Keep in mind, you are actually just submitting Feedback, as you are not scoring/grading.)



Other Icons in the Review and Grade section

Clicking the blue arrow (screenshot below left) will allow your client to *redo* the assignment. It will wipe out all of their answers and any comments you may have made. Clicking the Edit button (screenshot below right) will allow the client to selectively *edit* answers they have already given



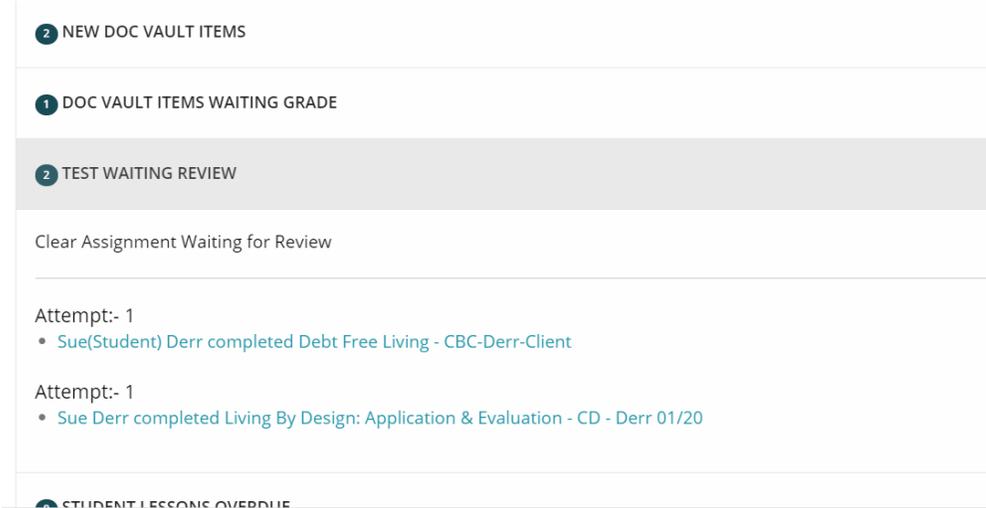
.HOME

CROWN
Advancing God's Principles of Stewardship and Life.

Home Courses Communities Resources Calendar Scores Help

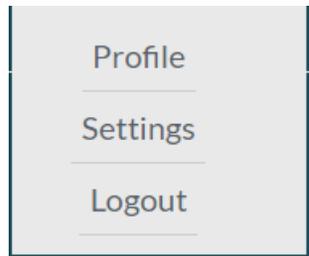
The **HOME** tab allows you to see and access the following:

- Course Alerts: New Doc Vault items, Doc Vault Items Awaiting Grading, Assignments Waiting Review, etc. This is an easy way to see and access what needs to be graded yet. (You can also access it by going under the **Courses** tab to the left-hand menu item for **Assignments**.)
- NOTE: This is an easy way to see what you have waiting for your review.



LOGGING OUT

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



HELP ME!

HELP TUTORIALS:

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

REQUEST HELP:

- From the top menu, click **Help**. From the left panel, click **User Help Desk**. You can create a help ticket to request help from Crown with site issues, course questions, etc.
- You are always welcome to email Alet (Astrydom@crowns.org).

FINAL AND IMPORTANT NOTES:

The **Budget Coach Training Course** is active for 3-months, beginning when you log in to Crown Edvance360. As a **Coach-in-training**, you will have access to the coaching course with the ability to complete, edit, and upload assignments; download documents and financial forms; and, communicate with your Trainer.

At the end of the 3-months, you will become a **Crown Coaching Alumnus**, for an unlimited time. Alumni can download materials, including financial forms, review previous lessons, and view responses to assignments including the biblical applications in each lesson.

Upon transitioning to **Crown Coaching Alumni** status, you join an outstanding group of people, all of whom are seeking to be good stewards of God's resources.

This will be the same for the Clients you serve; they each will have access for 3 months, and then transition to being a **Crown Coaching Alumnus**.

Please review the current protocol for updating the status of your client and for you as a Coach if need to do so. We have a license for a certain number of active users in the system. The ministry has to pay an extra fee for additional active users. We are making every effort to stay under this number in order to steward our resources well, and appreciate your support in this effort.