Guide for Budget Coaches 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 your Budget Coach Trainer 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.

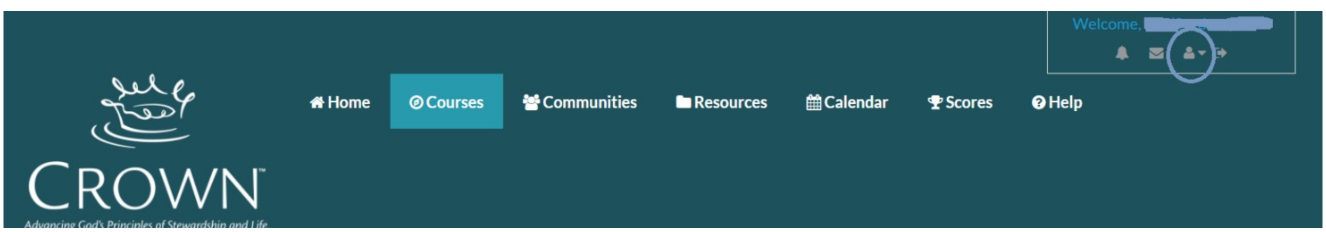
For Budget Coach Training Completion: Pages 1-10.

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.***



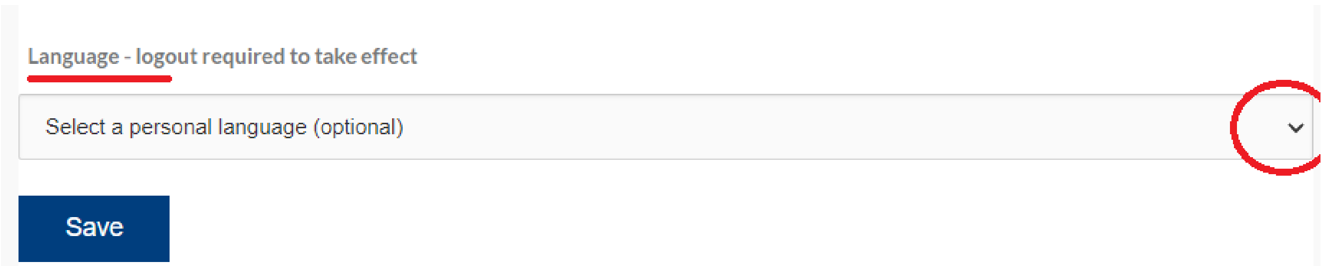
You can also navigate here by clicking ***Home*** from the top menu, then on the left panel, click ***Account>My Profile.***

- 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.

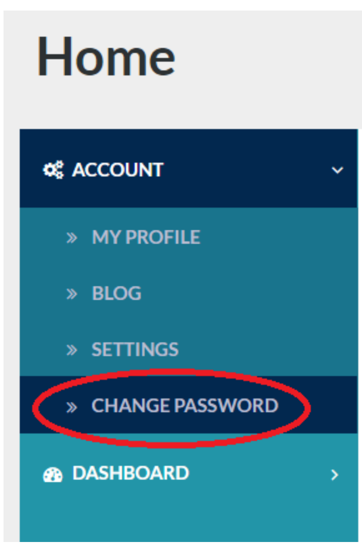
- Click the Profile icon at the top right of your screen and select ***Profile.*** (You can also navigate here by clicking ***Home*** from the top menu, then on the left panel, click ***Account>My Profile*).**
- In the ***Account*** Section, click the "***Edit***" icon on the right side of the blue bar.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



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

CHANGING YOUR PASSWORD:

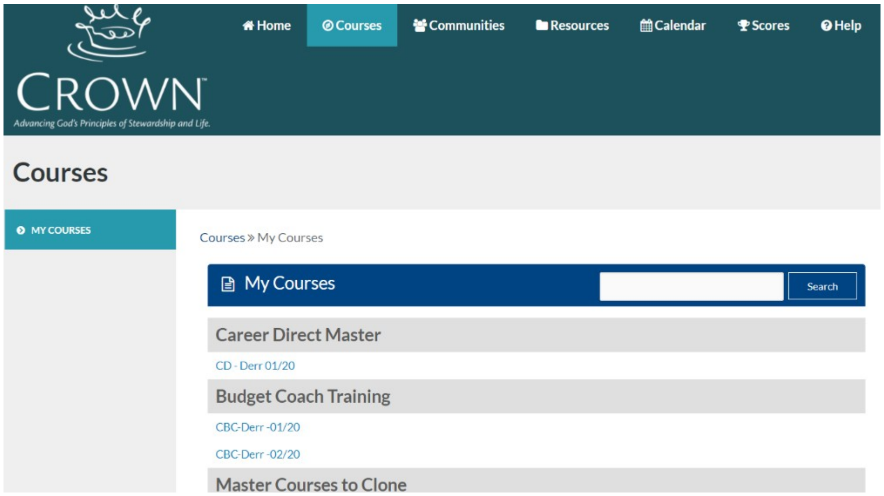
- Click the ***Profile*** icon at the top right of your screen and select ***Profile.***
- From the left panel, click ***Change Password*.** Make changes and click ***Save***.



- Remember to record your username and password somewhere secure.

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

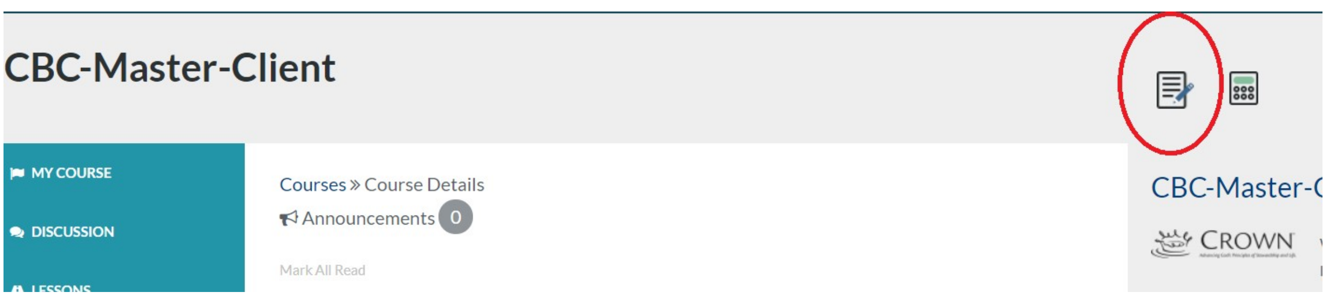
Immediately after logging in, click the **Courses** option at the top (if you are not already there).



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.)

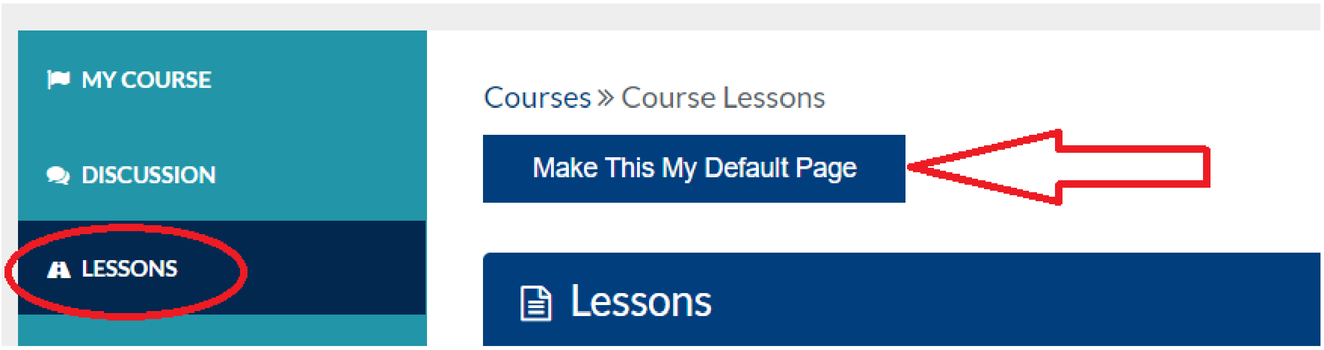
You will be directed to the ***My Course*** page, which will remain your default page unless you change it. Your greatest use will be ***Lessons***, ***My Doc Vault, and Assignments***.

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.

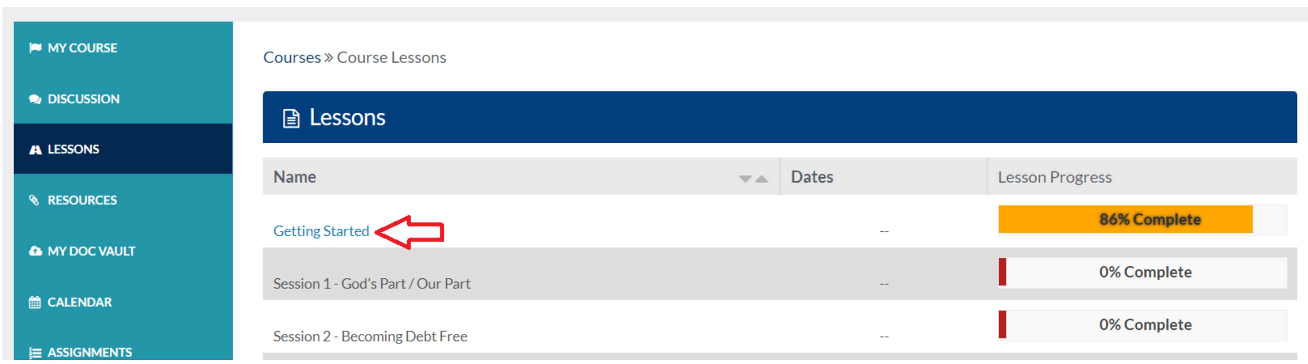


LESSONS

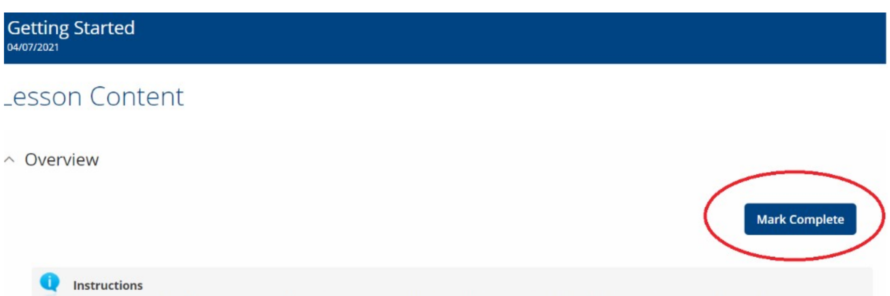
You will access your lessons from this page. You may want to make this your default page after first logging in.



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.



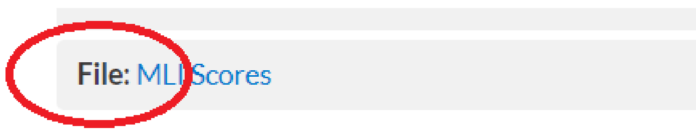
The first section of the course is **Getting Started.** As you complete each section, click ***Mark Complete***.



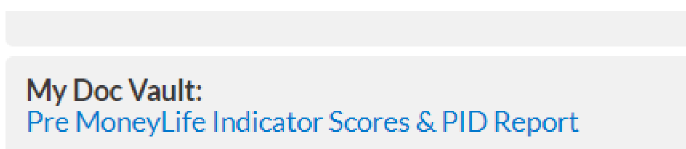
Then, and only then, will a ***Next*** button appear. (The other button now gives the option to ***Mark Incomplete***.) Click ***Next*** to progress to the next page.

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***.



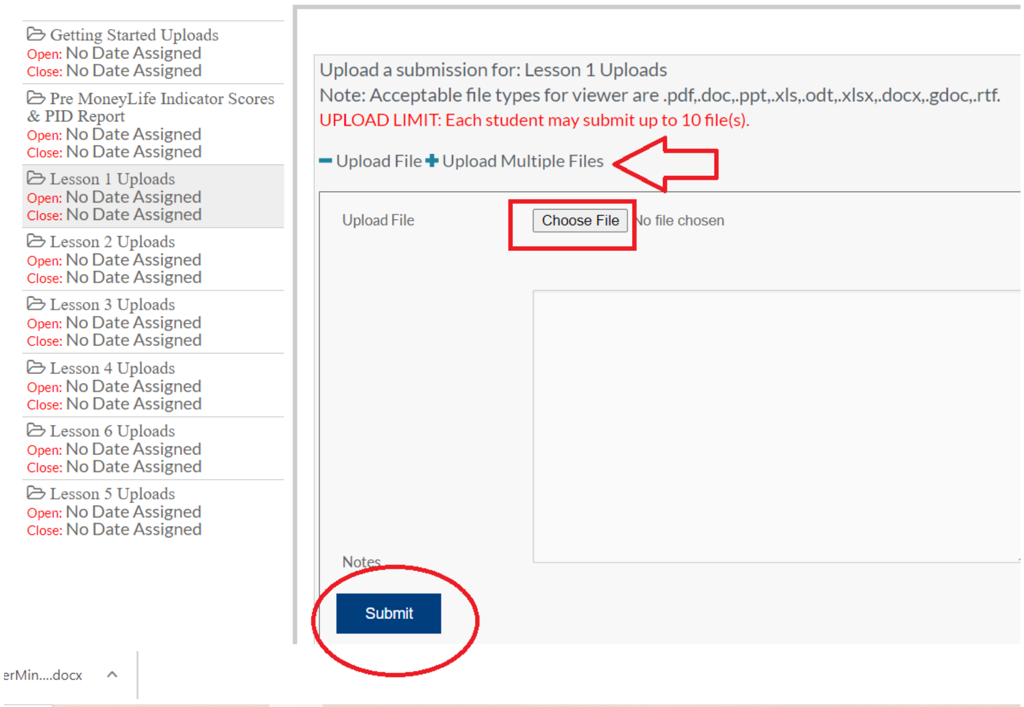
Often, the ***My Doc Vault*** will tell you what to upload, as indicated in the example screenshot below.



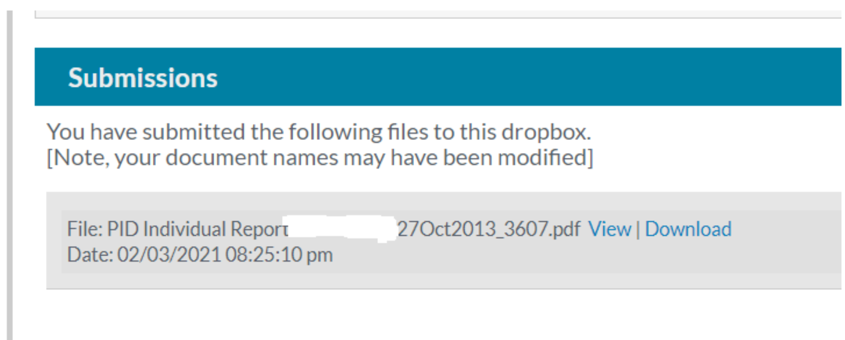
The ***My Doc Vault*** is <u>also</u> located at the end of each lesson (labeled ***Lesson # Uploads***). This is for your use if there are any documents, notes, etc. that you would like your Trainer to review before your meeting.

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.

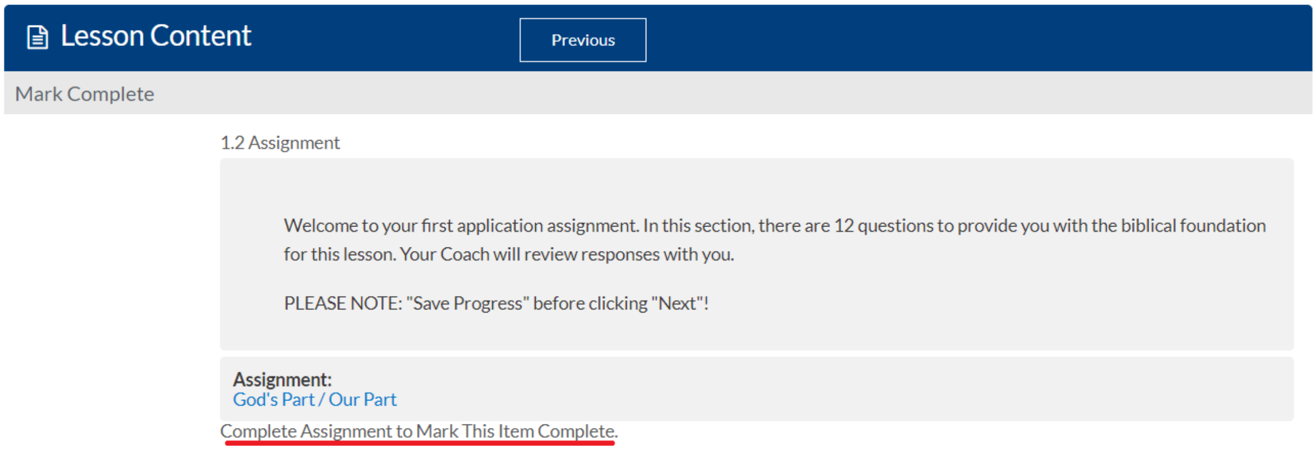
Doc Vault Section



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).

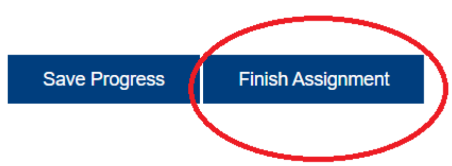


You will be directed to a page like this:

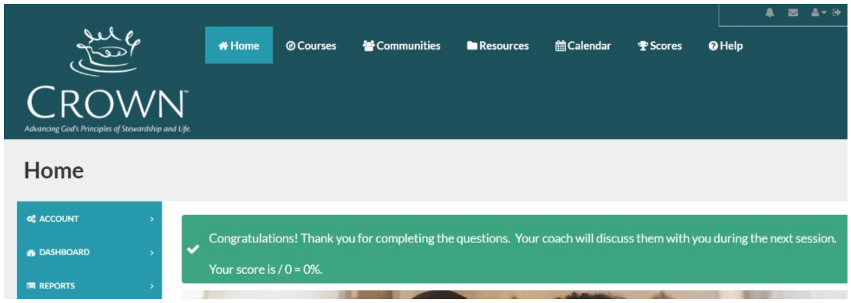
Simply click ***Start Assignment*** and work through the questions.

IMPORTANT NOTE: At the end of each assignment <u>page</u>, be sure to ***Save Progress*** <u>before</u> 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***.

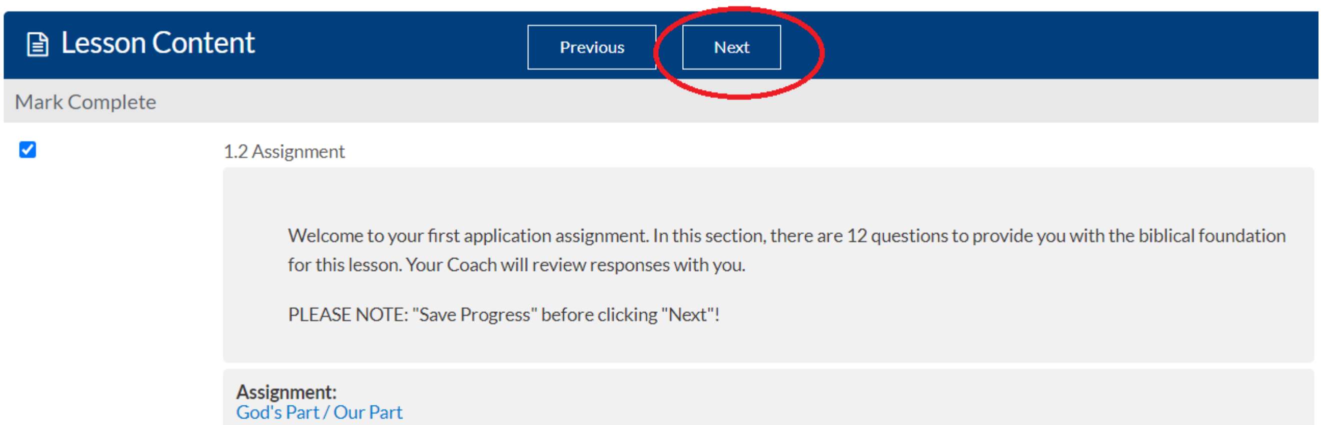


After completing such an assignment, you will be directed to the ***HOME*** page where you will see a message similar to this:



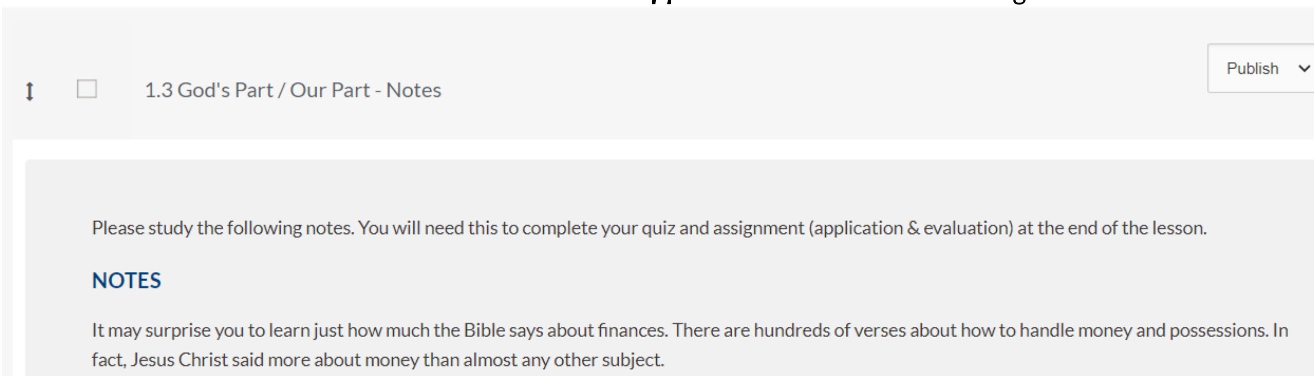
Scroll down to get to your list of courses and again select your course and resume working.

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

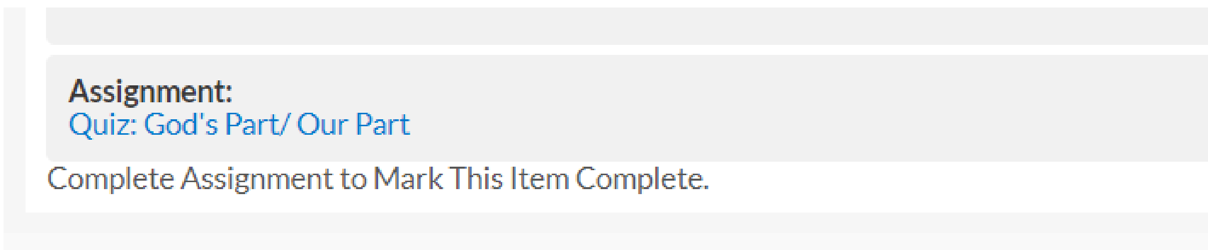


As you work through the course, you will also have:

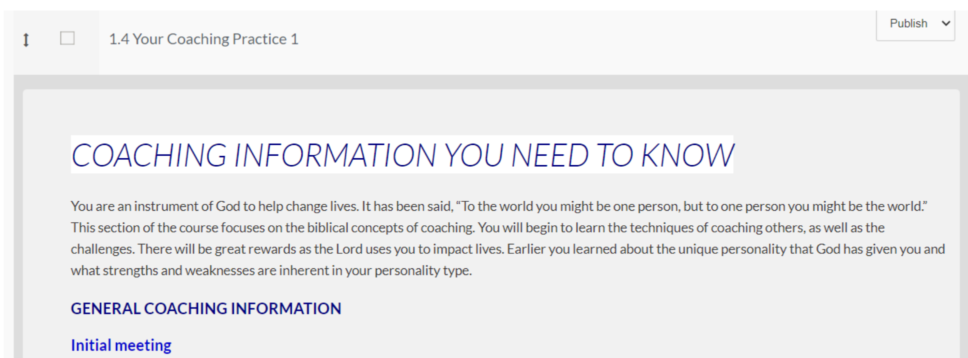
- ***Notes*** to read related to the ***Application and Evaluation*** assignment



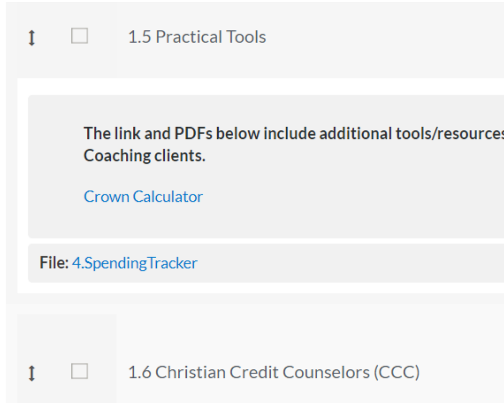
- An ***Assignment* -** questions to answer based on those **Notes**



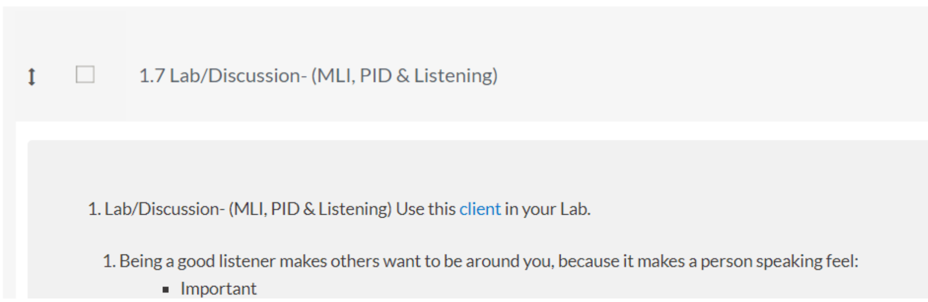
- Coaching Notes to review



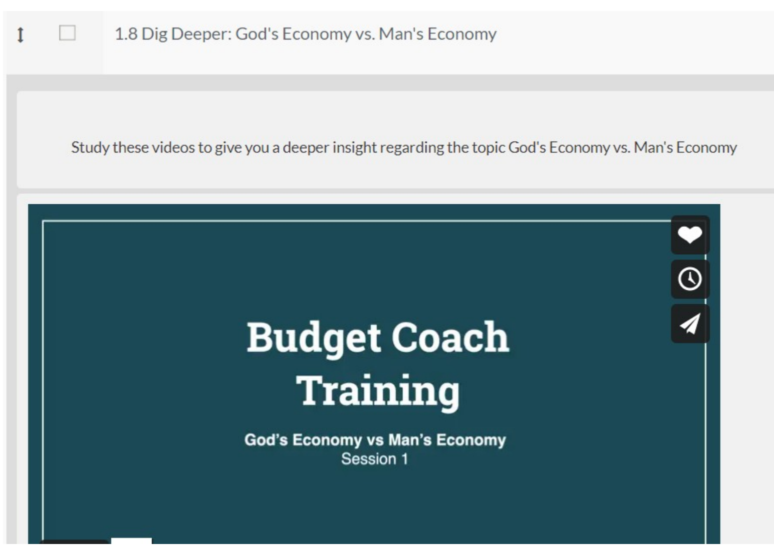
- **Practical Tools section and other possible informational sections**



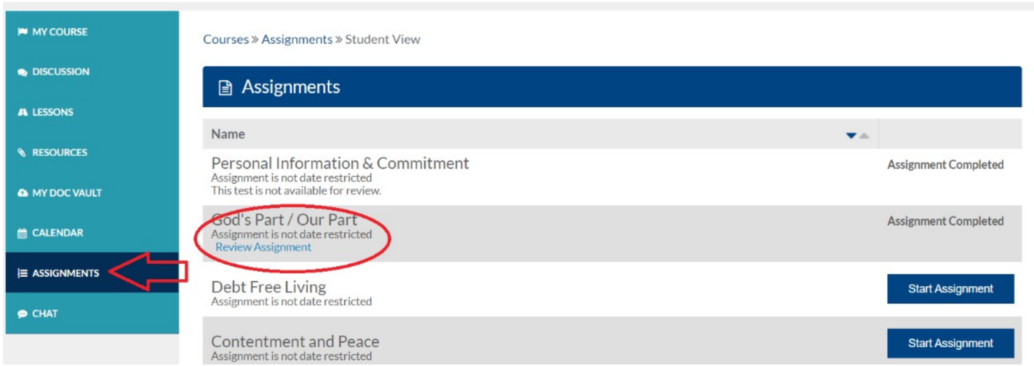
- **Lab Assignments**



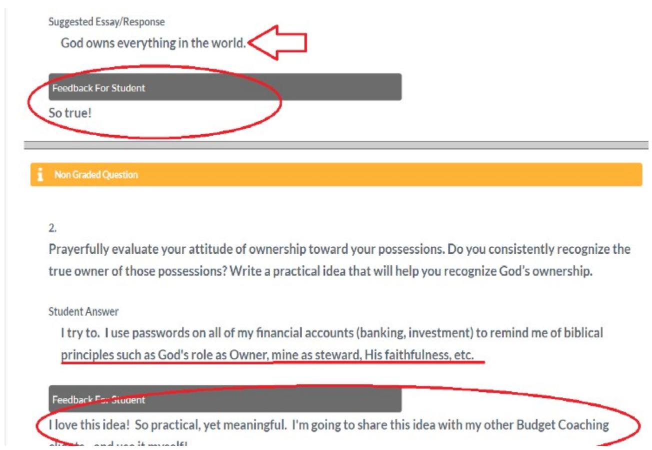
Dig Deeper – additional teaching by Chuck Bentley to add depth to your understanding of biblical financial principles. These will be discussed during your training meetings. Take notes and upload your notes in the ***My Doc Vault.*** *Remember to* ***Mark Complete*** in order to get the ***Next*** button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

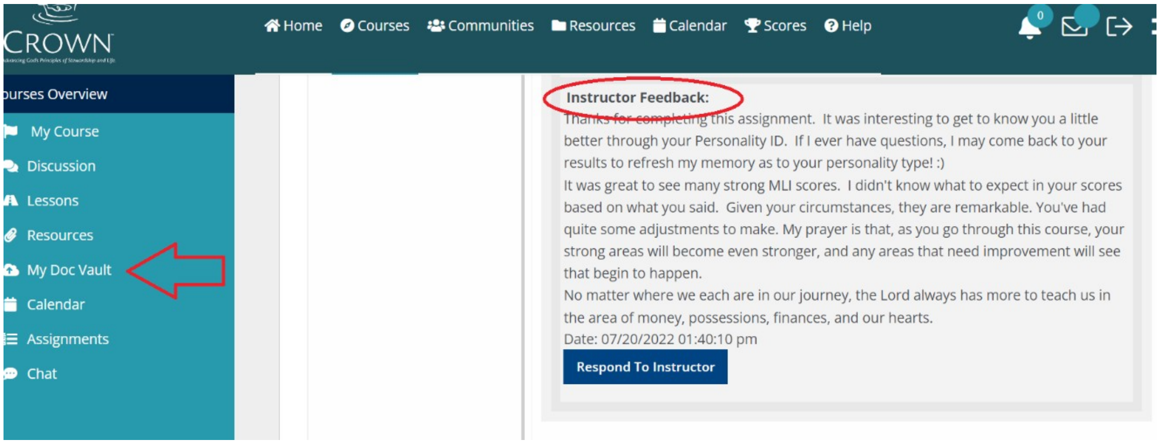


IMPORTANT: As this is the main way your Trainer will be giving individualized feedback on your assignments, please review their feedback prior to your training call, if at all possible. If you are unable to do before your call, it is your responsibility to do so afterwards. You don't want to miss their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

This is also one main way that you will be giving feedback to your client. Be sure they know how to access their feecback.

Feedback on *My Doc Vault* assignments

When you are ready to view feedback on *My Doc Vault* assignments, log into your course and 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 trainer.



(Your client will find any feedback you leave for them relating to their *My Doc Vault* assignments in the same way.)

Coach Assignments vs. Client Assignments

Your client will have access to much of the content that you have within the training course, including documents, information about CCC, the Application and Evaluation questions (Bible study) and Notes section. Your client will not have Quizzes, Coaching Notes or Lab Assignments. They have all ***Dig Deeper*** videos except for the S.A.L.T. Plan. 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.

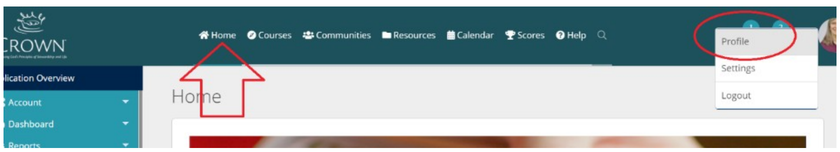
Navigating the System as a Coach

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

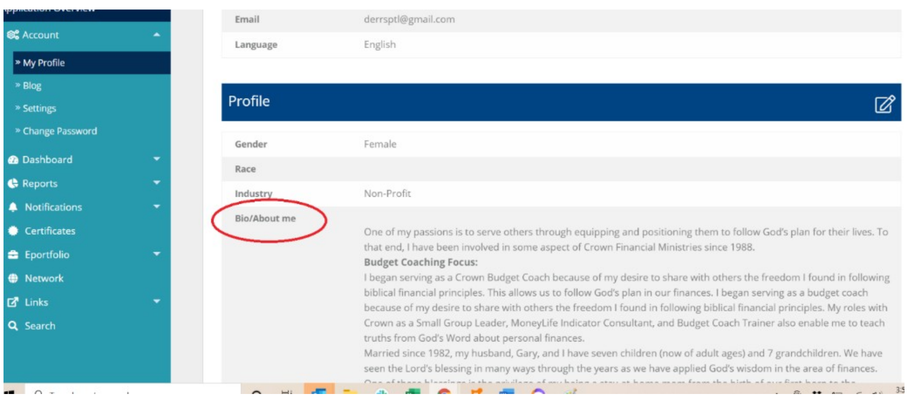
If you have not already done so, please take the time to create your Eportfolio!

CREATE YOUR EPORTFOLIO

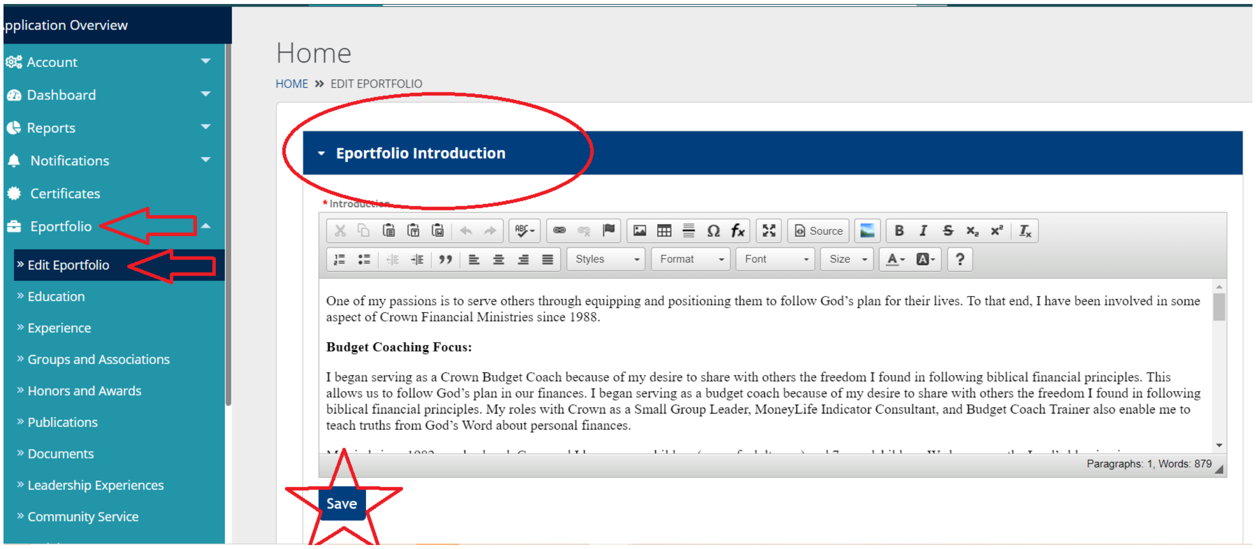
From the Home tab, click on your Profile.



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

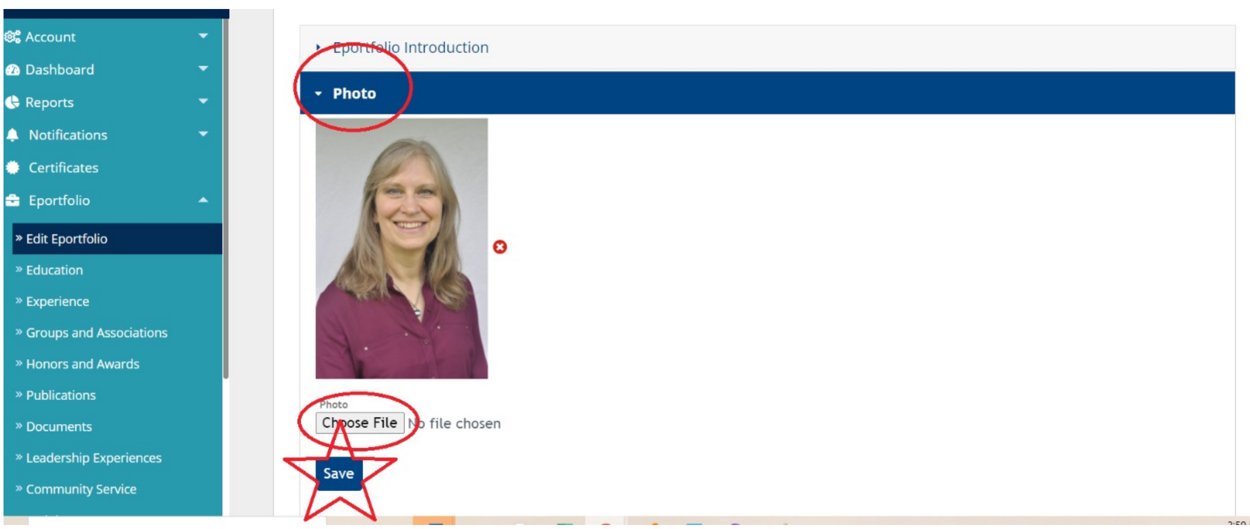


Still in the ***Home*** tab, click on ***Eportfolio***, then click ***Edit Eportfolio***. Copy your bio in the ***Eportfolio Introduction***.



REMEMBER to click that ***Save*** button!

Scroll down to the ***Photo*** section.



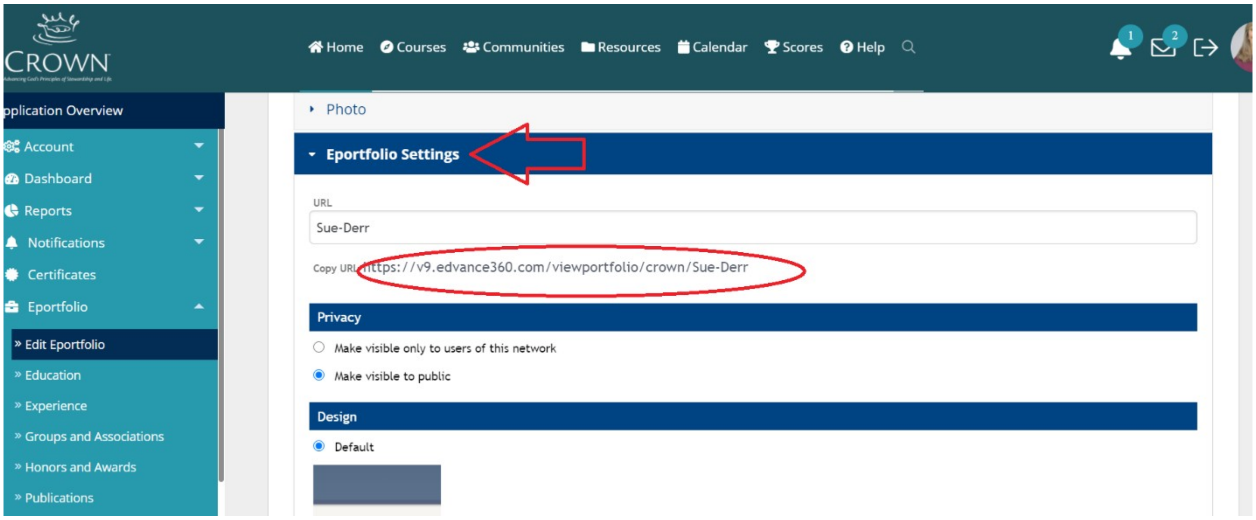
Choose the photo file you want to use. Make it professional and be sure you are smiling!

REMEMBER to click that ***Save*** button!

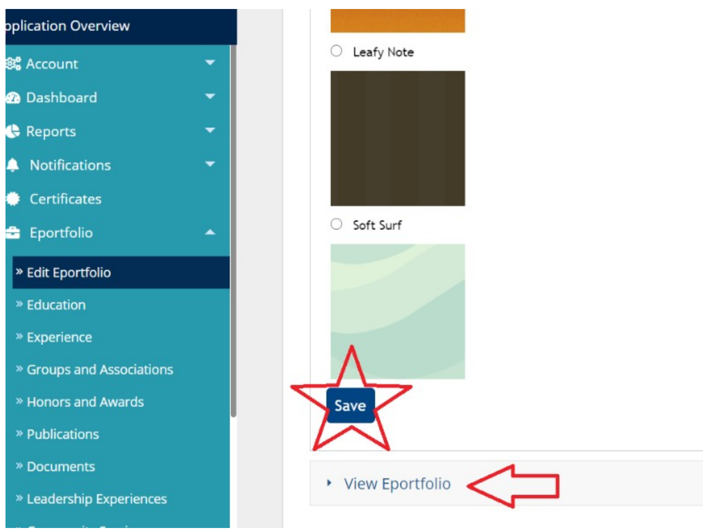
Scroll down to the ***Eportfolio Settings*** section. You will see a link here that you can share in emails, on your social media, etc. Please copy and paste your link into an email and send it to me! These links are what Alet will use if someone wants to choose their own coach. She will select a few 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***.

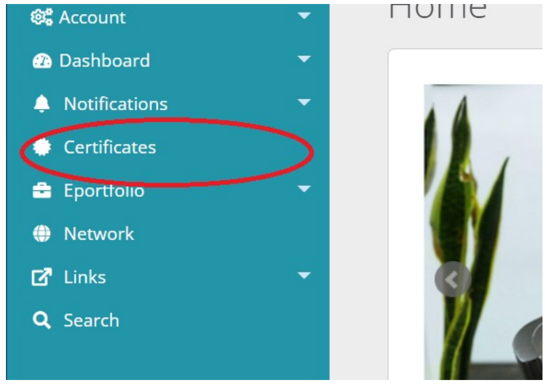


REMEMBER to click that ***Save*** button! You can choose to ***View Eportfolio*** if you want to see the final result.

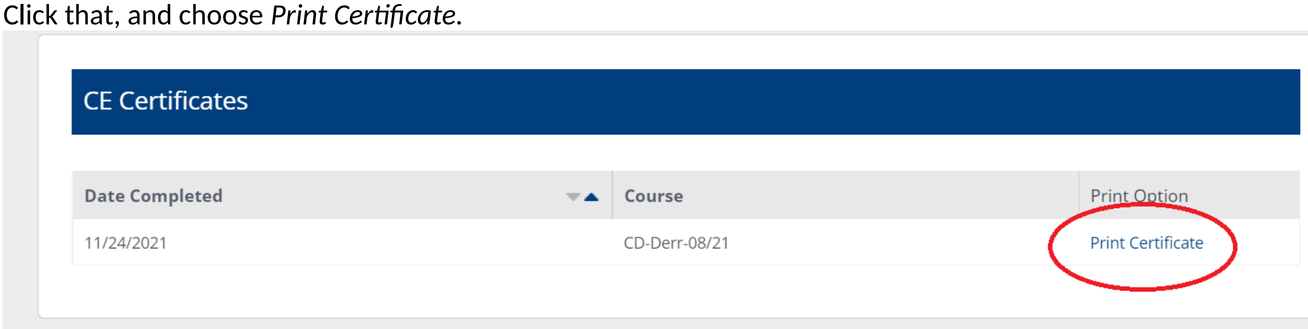


CERTIFICATE

After completing the course, if you have not already received your training certificate, 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*.



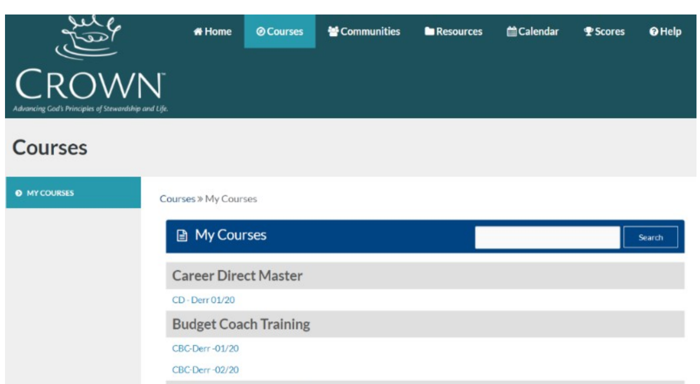
Critical: You must be sure every little thing is marked complete in the course before the certificate will be generated.

To access Client Answers:

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

COURSES

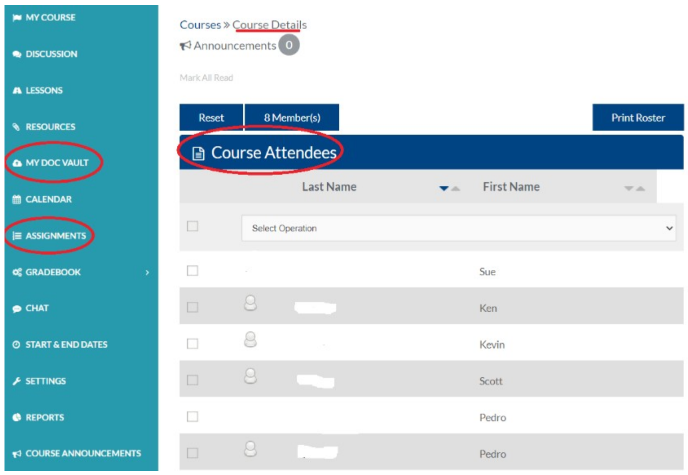
Immediately after logging in, you will be directed to the ***Courses*** page. (If you are directed to the **Home** page, click the **Courses** option at the top.)



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.

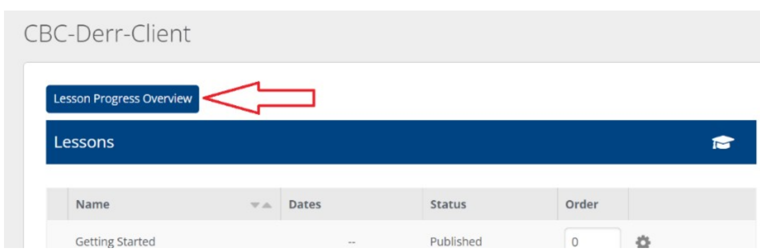
- A roster of your Budget Coaching Clients is located here, alphabetized by last name.
- The left-hand side bar items give you access to: My Course, Discussion, Lessons, Resources, My Doc Vault, Calendar, Assignments, Gradebook, Chat, Start and End Dates, Settings, Reports, and Course Announcements.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



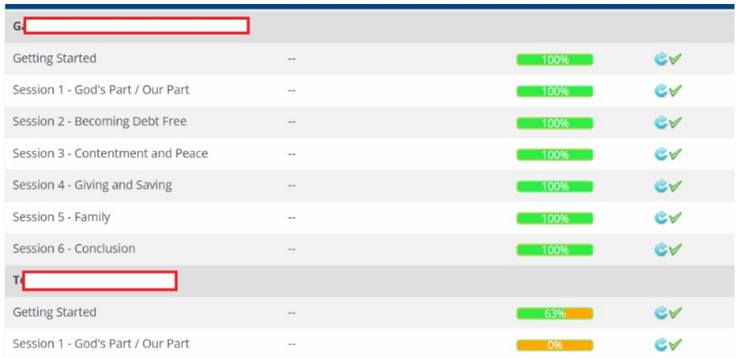
DISCUSSION
Potential future use.

LESSONS

To see an overview of your student's progress, click on the "Lesson Progress Overview" button.

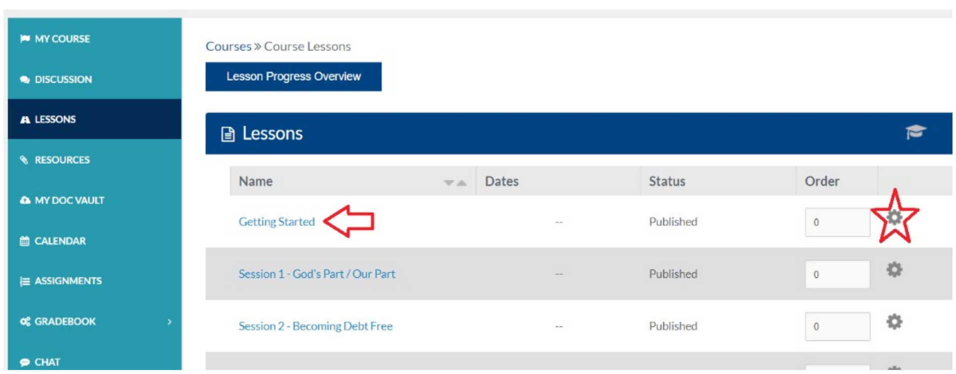


This will show you each active client and how much of the coursework they have completed. (Names blocked for privacy.)



Use the "back" arrow or the Lessons Tab on the left to get back to the normal view. Below the Lessons bar, the lesson titles provide links to each of the lessons in the course.

- When reviewing lesson material with your Coaching Client, you can click on the Lesson Title (such as *Getting Started* in the screenshot below). 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. **It is beneficial, any time you want to review <u>all</u> lesson content** (without having to mark it complete and go to the next page)**, to click on the small gear to the right** (indicated by the star below). This will enable you to scroll through the whole lesson on the same page without having to *Mark Complete* and click *Next*.



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.

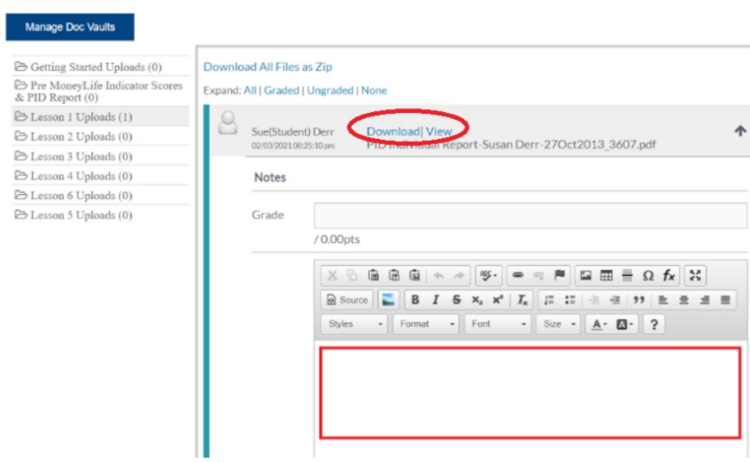
<u>You cannot stress to your clients enough</u> that they must use the ***Save Progress*** button at the bottom of each page on which it appears. Encourage them to write their answers on a separate document, then copy and paste to the site. This is very helpful if they forget to "Save Progress" before going on, or are interrupted and "timed out" of the session.

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).

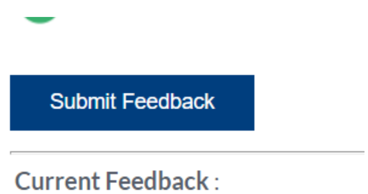
MY DOC VAULT

Not all lessons utilize the ***My Doc Vault*** for <u>assignments</u>. Whenever there is, the uploaded assignments will appear in the ***My Doc Vault*** are for reviewing and commenting, if appropriate. Choose the assignment that you wish to view. 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 <u>grading</u> assignments.)

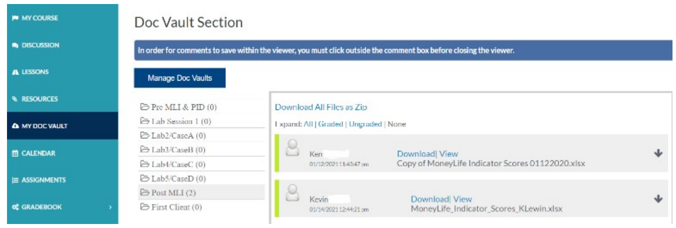
Choose to *Download* or *View* the item. Note that there is a field for *Grade*, with possible points of *0.00* showing. You don't need to do anything with this field. Use the comment section (red rectangle in screenshot below) for providing comments/feedback.



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



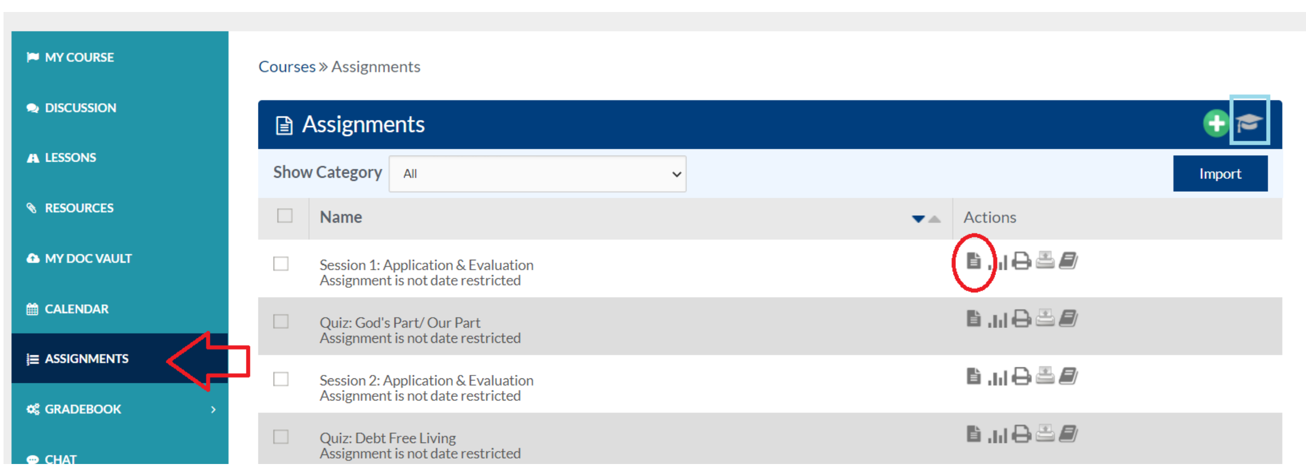
Use the "down" arrow (right hand side) if you want to see the comment fields of assignments you have already reviewed.



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

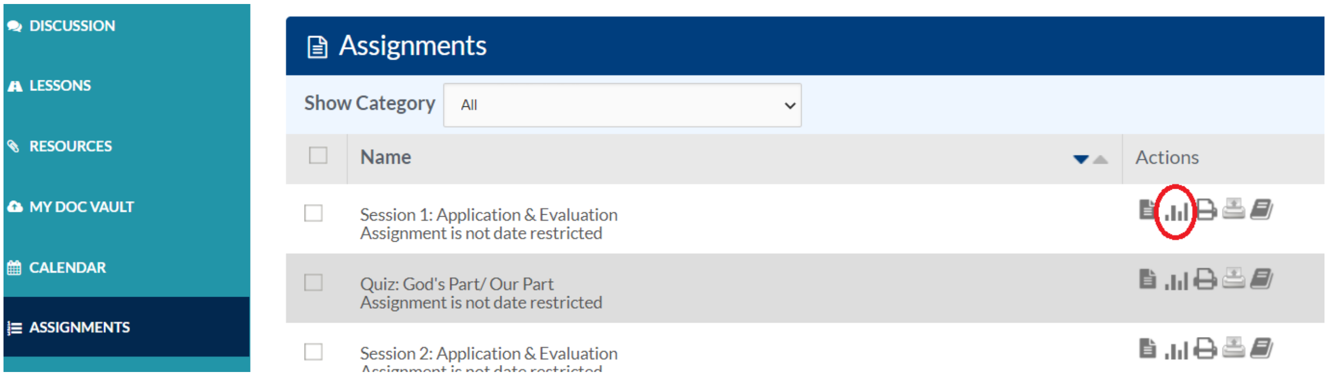
- Click on Assignments (left-hand sidebar). Click the "page" icon (circled in screenshot below) to review and comment on assignments. (Pop up message says *Review and Grade*; you will just review, as this is an ungraded assignment.) Ignore the fact that it says the assignment is graded. It is critical that you <u>not</u> begin to review any assignment that is not <u>complete</u>. 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.)



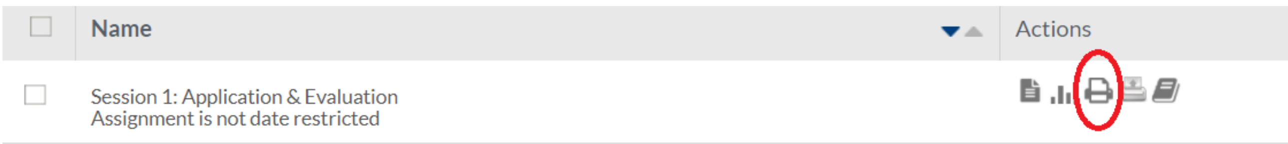
After you have reviewed an assignment and given feedback, notify your client so they can to in under their *Assignments and see the feedback.* (They will have a button that says *View Test*.)

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 assigment questions and the point values of each.



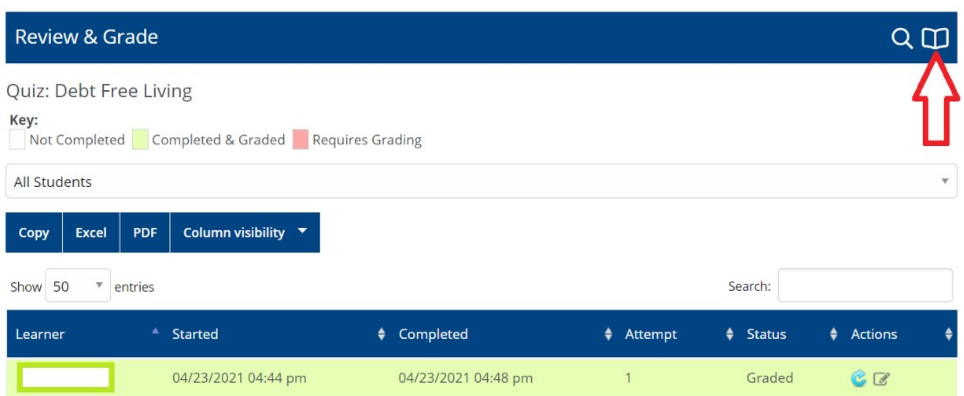
- The printer icon allows you to print the questions.



- 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.

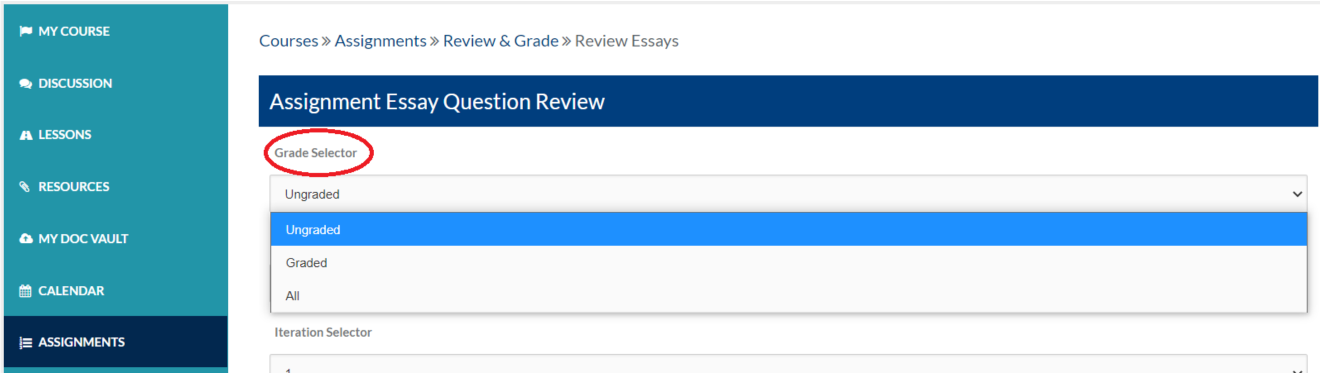
To *Review Assignments* in the *Assignments* section

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

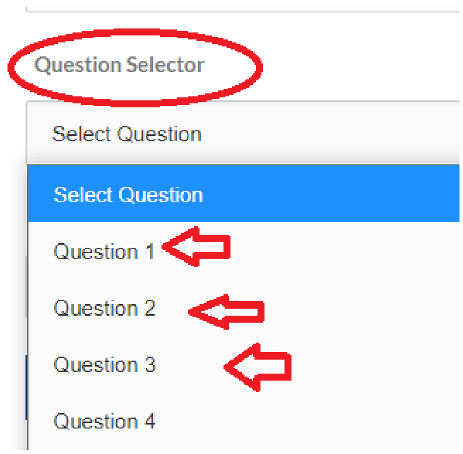


Note that the screen shot above shows status as "Graded". This is because we don't actually grade the client's answer, we only give feedback.

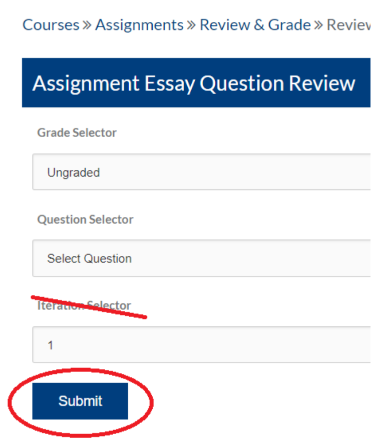
- *Grade Selector* is set to default to *Ungraded* questions and answers. If for some reason you want to view those that are *Graded* (perhaps to change or view a comment), choose that option. Choosing *All* will allow you to see both graded and ungraded answers.



- 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.)



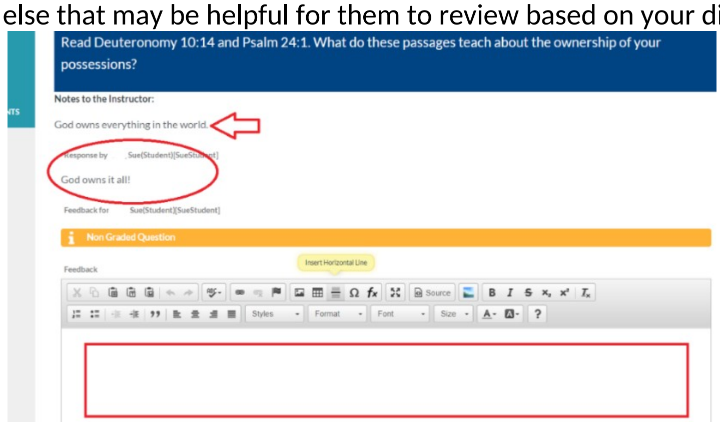
- All completed, unreviewed ("ungraded") client answers will appear (unless you chose to view G*raded* or *All* answers).
- You need to repeat this process for each question. This is a bit cumbersome; I recommend you find a way to track which questions for which you have given feedback.

Providing Comments/Feedback:

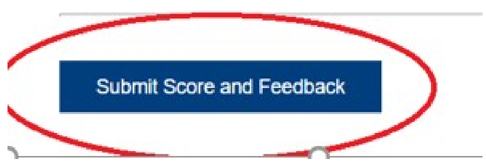
You may see *Notes to the Instructor*, with suggested answers/comments. (See arrow in screenshot below.) Not all questions have these. When they do appear, they are not exhaustive by any means. They will be able to see this, in addition to your specific, personalized comments, when they check their feedback.

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, but you will need to show them where to look. (More on this below.) 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, share a personal story, or include something else. Investing time in this enables you to give personalized, in-depth, feedback. HOWEVER, it is important that you <u>review the questions and answers</u> that you evaluate as important to spend additional time on during your coaching meeting. This may be to drive home a principle, provide encouragement, or for another purpose. Afterwards (or even while you are meeting), you can add anything else that may be helpful for them to review based on your discussion.

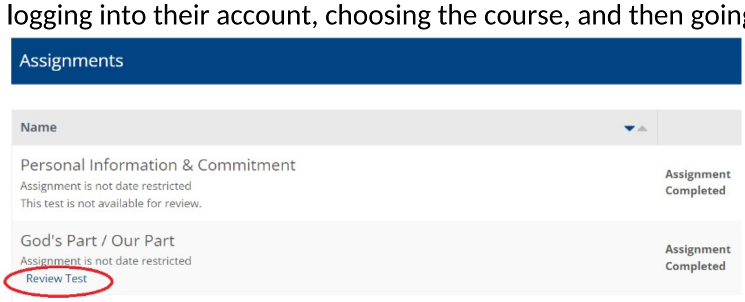


When you have done this for each question, don't neglect to scroll down and **Submit Score and Feedback.** (Keep in mind, you are actually just submitting Feedback, as you are not scoring/grading.)



Helping Your Client Access Their Feedback:

When you meet with your client, be sure to show them how to access and view the feedback you have given to them. They do this by logging into their account, choosing the course, and then going to *Assignments.*



By clicking the *Review Test* (even though it's not really a test), the client will be directed to the page showing the question, their answer, and your feedback.

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

Student Answer

Literally, EVERYTHING, belong to the Lord! All of creation belongs to Him and everything in

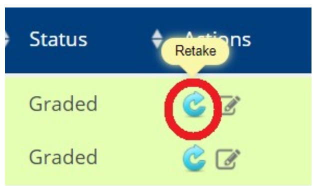
Feedback For Student

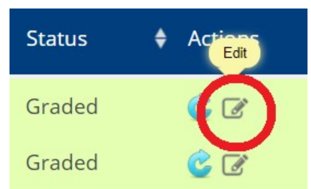
Yes. These scriptures couldn't be more inclusive, could they?!

This is also a good place for the client to copy and paste the Bible Study portion of the course into a separate document if they want to retain this information after they have completed the course. Remember, due to privacy issues, we are not allowed to keep them on the Edvance system indefinitely to give them access to this. They will need to be responsible to download/copy/save anything within the course that they want to keep.

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. Though you will probably not need to use this function, it is available. (If you start to give feedback before they are finished all questions, you will need to use the *Edit* button.

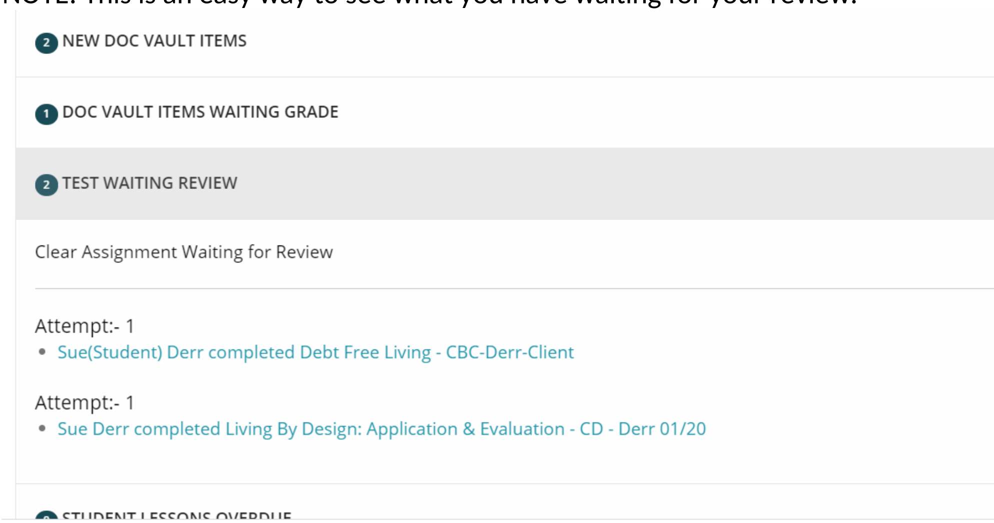




HOME

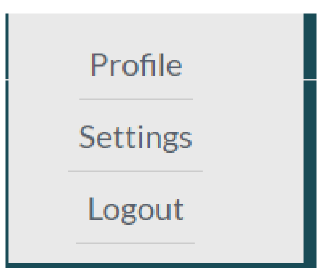
The ***HOME*** tab allows you to see and access the following:

- 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@crown.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. Unless there are extenuating circumstances, you should be able to complete the training course within this timeframe.

Prior to completing the training, be sure to download and save any course information that you want to have access to. Upon completion of the course, you will no longer be able to access the training site. As long as you remain an active coach, any resources you need will be available in the Resources Repository.

This will be the same for the Clients you serve; they need to download and save any course information that they want to have access to after completing the budget coaching course. Your client also has access to the Dig Deeper videos. This includes all videos in the Budget Coach Training course *except* to the S.A.L.T. Plan). This is available upon request when they have faithfully completed the course. **No one should share these links** with others without specific permission from Crown Financial Ministries, and should **never charge** for video viewing. They can request this through you or use the *Contact Us* section of the main website to request permission. Anyone making this request should be prepared to tell us which videos they want to share, their audience size, and their purpose. A document with a full list of the *Dig* Deeper video links is available in the *Resources Repository*.

As a volunteer Crown Budget Coach, you join an outstanding group of people, all of whom are seeking to be good stewards of God's resources. We thank you for your service, and pray that this is a blessing in your own spiritual journey as well as in the lives of your clients.