

Welcome

To Edvance 360 Quick Guide to get you started

Go to the college website www.hbc1.edu

Scroll down the right hand side of the screen to the Edvance 360 tab. Click on this tab.

The screen will open for you to enter your User name and Password.

NOW you should be in Edvance 360 with the Dashboard displayed across the top of the screen with the following buttons:

1. **Home**
2. **Courses**
3. Communities
4. **Mailbox**
5. Blog
6. Calendar
7. **Logout**

The bold buttons will be the ones you will use most frequently.

HOME PAGE

On this page you will be able to see if someone sent you an email; check the weekly calendar; and read any posts from the Discussion Board.

On the left side of the screen there is a menu with several tabs. One of these is the PROFILE tab. Under this tab you can do the following things:

1. Place a photo of yourself
2. Type a short bio of yourself
3. Edit Account information
4. Change your password

COURSES

Clicking on this tab you will find the online courses you are registered for this semester.

Click on the course you want to open. On this screen you will see information about your instructor as well as a picture of them. On the right hand side of the screen is a brief course description. Under the Course Description is where you will find the Course Syllabus. It is recommended that you open this, download the syllabus and print it out and keep it near your computer for reference throughout the semester.

On the left side of the screen you will see a menu that will usually have most, if not all, of the following items:

1. Course Home – Opening page for this course
2. **Lessons – this is where all of your lessons will be found for the semester** [See additional information below]
3. Dropbox – this is where you will submit written assignments to the instructor for grading
4. Discussion – this is used for Discussion Board topics that your instructor may assign throughout the semester. You can also read what other students in your course have written and make comments.
5. Calendar – you can record items you want to be reminded of throughout the month. Various dates your instructor has posted will also show up here; such as a test date or when an assignment is due.
6. Gradebook – is where you can check your grades in this course throughout the semester
7. Chat – this is a Chat Room that your instructor can open to hold a chat session with one student or the entire class. Usually the instructor will notify the class several days in advance when there is going to be a Chat session.
8. Tests – All tests your instructor post throughout the semester can be accessed here.

LESSONS

When you click on the Lesson tab in the left hand menu under COURSES, each individual lesson will open. Lessons will usually include a reading assignment, PowerPoint slides to view, a written homework assignment or practice quiz to download and print and submit through the Dropbox. Lessons may also contain links to outside information at other websites.

MAILBOX

Click on this tab to read your emails and to send emails. The best way to reach your instructor is to email them through Edvance 360.

LOGOUT

Click on this tab when you have finished with all you are doing in Edvance 360. It is best to always **Logout** rather than shut your computer off or switch to another website.

HELP DESK:

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Academic Dean 256-469-7536