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HIPAA & Security Best Practices

The Edvance360 Learning Management System implements HIPAA-compliant industry standards to secure data. However, HIPAA compliance is more than just a secured website/database. It is also about limiting access of that data to only staff who require access and having appropriate policies and procedures in place regarding data access and management. Please take caution in your usage of HIPAA sensitive data. Your organization is responsible for ensuring the compliance and maintenance of any materials that you add to the LMS.

Password Complexity

Admin tab → Config & Settings → General Settings → Password Complexity

It is highly recommended that you turn on password complexity for your LMS if uploading any sensitive data

If uploading private health information, you MUST enable password complexity



Employee Separation

Deactivate former staff immediately upon separation to block access to the LMS. This is especially important for Administrators. Training records are still available for deactivated learners. Learn more about deactivating staff in the *Deactivating Users/Converting to Alumni* section of the **User Management & Enrollments** guide

Branding

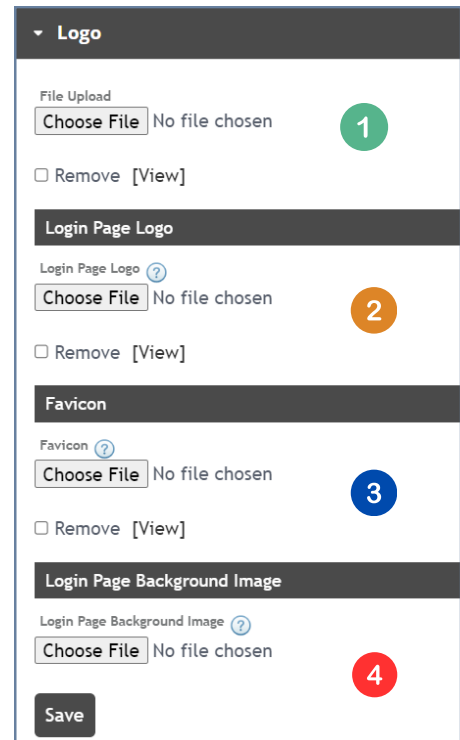
Your private LMS can be branded specifically to to your organization. While STAR assists with the initial set-up of your site, your logo and brand standards may change. You can adjust your site's branding options at any time.

Logo

Admin tab → Config & Settings → Application Settings → Logo

There are four logo/image branding options within your site

- 1 **Header Logo** – primary logo that appears in the top left corner of your LMS
 - Recommended size: 210 px x 120 px
 - File format: jpg, jpeg, gif, png
- 2 **Login Page Logo** – logo on the login page of your LMS
 - Recommended size: maximum width 250 px, any height
 - File format: jpg, jpeg, gif, png
- 3 **Favicon** – logo or image that appears in the browser tab and bookmarks for the site
 - Recommended size: 32 px x 32 px
 - File format: ico, svg, png
- 4 **Login Page Background Image** – image that appears behind the login panel on the login page
 - Recommended size: 1250 px x 800 px or larger
 - File format: jpg, jpeg, gif, png



The screenshot shows the 'Logo' configuration page in the LMS. It contains four sections, each with a 'Choose File' button and a 'Remove [View]' link. The sections are numbered 1 through 4, corresponding to the list on the left:

- Header Logo** (1): Includes a 'File Upload' section with a 'Choose File' button and a 'No file chosen' status.
- Login Page Logo** (2): Includes a 'Login Page Logo' section with a 'Choose File' button and a 'No file chosen' status.
- Favicon** (3): Includes a 'Favicon' section with a 'Choose File' button and a 'No file chosen' status.
- Login Page Background Image** (4): Includes a 'Login Page Background Image' section with a 'Choose File' button and a 'No file chosen' status.

A 'Save' button is located at the bottom of the page.

Theme

Admin tab → Config & Settings → Application Settings → Theme

Choose from one of the built in themes. To create a custom theme, set the theme option to **Custom**. You can then add a custom CSS style sheet in the **Stylesheet Management** section (Admin tab -> Config & Settings -> Application Settings -> Stylesheet Management)

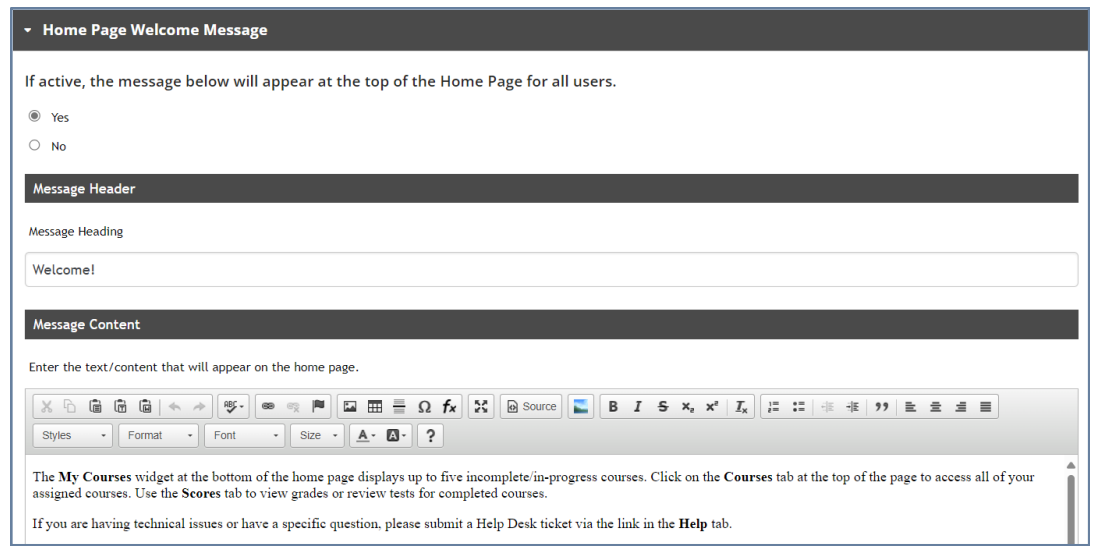
Home Page Welcome Message

Admin tab → Config & Settings → General Settings → Home Page Welcome Message

The Home Page Welcome Message displays to all users in the LMS. You can customize or turn off this message.

The Message Content field is a full rich text editor so you can add images, embed videos, add links, etc.

To add temporary messages on the home page, see also Home Page Alerts



Home Page Welcome Message

If active, the message below will appear at the top of the Home Page for all users.

☒ Yes
☐ No

Message Header

Message Heading
Welcome!

Message Content

Enter the text/content that will appear on the home page.

The **My Courses** widget at the bottom of the home page displays up to five incomplete/in-progress courses. Click on the **Courses** tab at the top of the page to access all of your assigned courses. Use the **Scores** tab to view grades or review tests for completed courses.

If you are having technical issues or have a specific question, please submit a Help Desk ticket via the link in the **Help** tab.

Home Page Alerts

Admin tab → Home Page Alerts

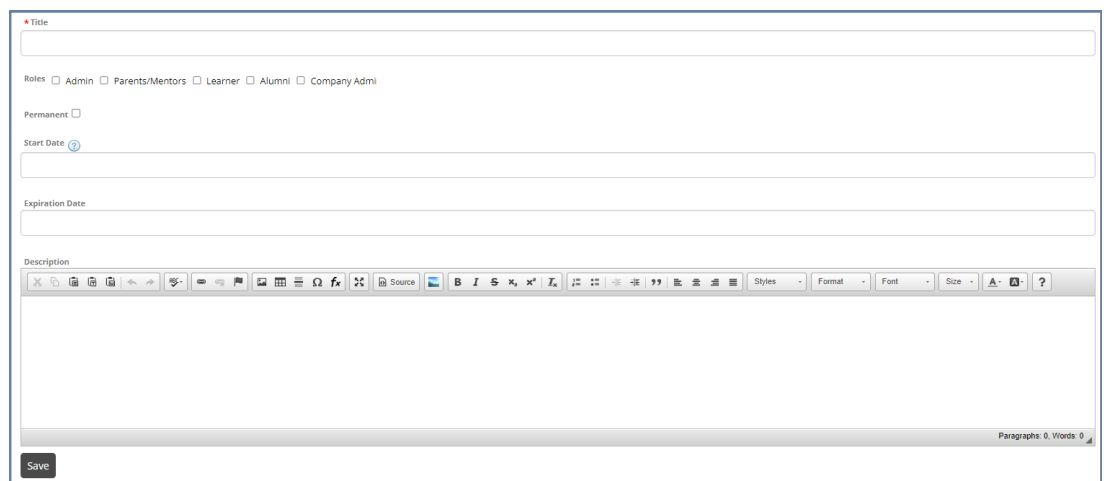
These alerts appear in a **Notifications** section on the home page, just under the Welcome Message and above the My Courses widget for students. Users can mark these as “read” to dismiss them from the home page but past, dismissed notifications are still accessible from the left hand side of the home page under Home Page Alerts History.

To add a new alert, click the **PLUS** button.

Select which user roles you want to see the alert

The Description field is a full rich text editor so you can add images, embed videos, add links, etc.

If you want the alert to go away after a certain time, set an expiration date



Title

Roles ☐ Admin ☐ Parents/Mentors ☐ Learner ☐ Alumni ☐ Company Admin

Permanent ☐

Start Date 

Expiration Date

Description

Save

Paragraphs: 0 Words: 0

Alerts can also be added on the course level. Navigate to the course and select **Course Alerts** at the bottom of the left hand menu.

Home Page Links

Admin tab → **Home Page Links**

Home Page Links allows you to add external links directly to the Home page of your LMS. Links appear on the lefthand side of the Home page

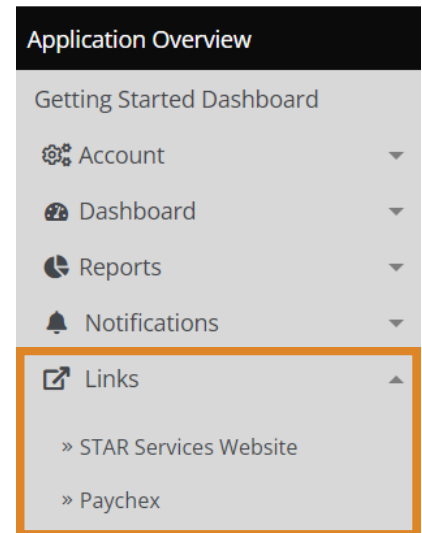
To add a new link, click the **PLUS** button

Enter a **Title** and **Hyperlink**

Click **Save**



The form contains three input fields: 'Title' (with a red asterisk), 'Hyper Link' (with a red asterisk), and 'Link On' (a dropdown menu currently set to 'Active'). A 'Save' button is located at the bottom left of the form.

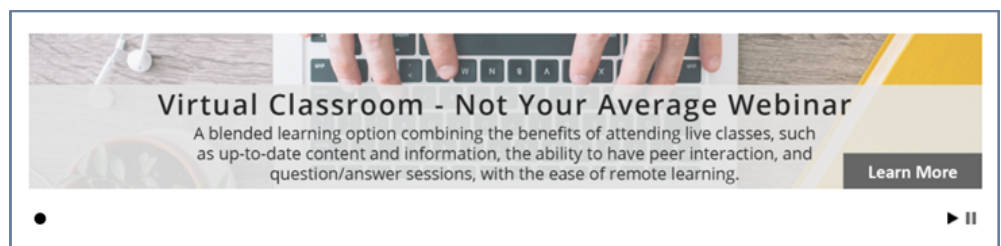


Banners

Admin tab → **Application Management** → **Banners**

Banner images can be added to the Home page for all users to view. They can hyperlink to any course, page, or site preferred. You can add a single image or multiple images and set start and expiration dates for individual banners.

Recommended Image Size:
1022 px x 332 px



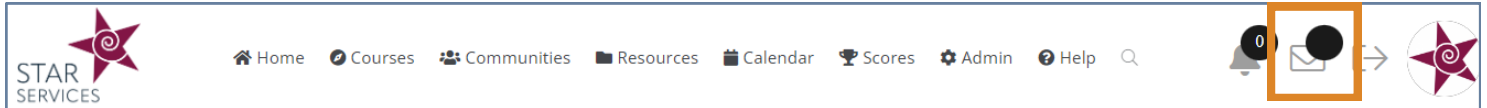
Communities

Admin tab → **Courses & Communities** → **Communities**

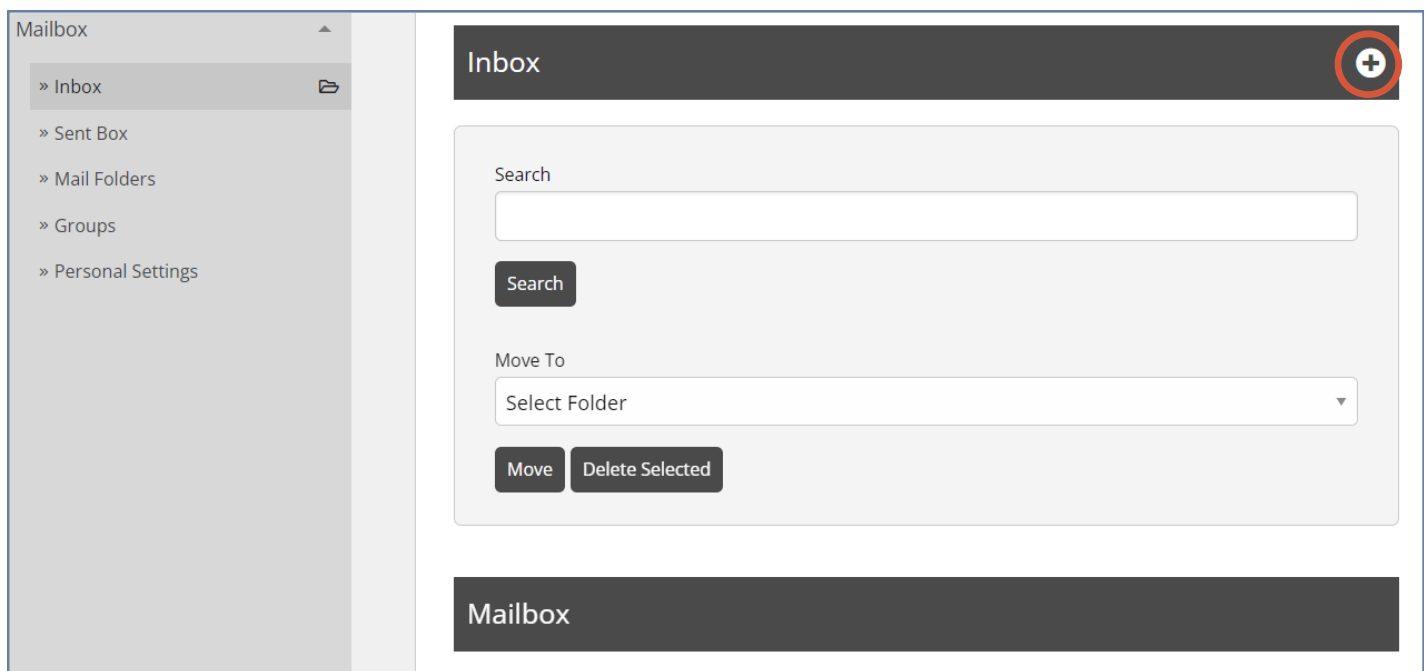
Communities are a central location for groups of individuals to collaborate, share resources, and maintain a group calendar. Communities may not currently be enabled in your LMS. For more information about Communities or to have them enabled, please reach out to the Help Desk. The most common use of the Communities feature is as a repository for staff to access policies and procedures at any time via the LMS.

Mailbox

Home tab → Mailbox



The LMS has a built in **Mailbox** function to send email



Click the **PLUS** button to compose a new message

You have the option to send mail to individuals, groups, all students, students in a specific course, etc. You can also create your own Distribution Groups

IMPORTANT: By default, the **entire contents** of any messages sent through the Mailbox will be **forwarded to the email address listed for the user** in the LMS. This setting can be adjusted so that students receive only a notification of new message to their email but they need to log into the LMS to view the contents. Some organizations choose to turn this option on so that they can communicate with staff without sending sensitive information to a user's personal email address. This setting can be changed and the notification email customized in **Admin tab -> Config & Settings -> Application Settings -> Email Settings -> New Message Notification**