

## FREEWEBCLASS QUICKSTART

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Welcome to EasyCampus!

### Before You Begin

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- Make sure you have the following information:
  - URL of your EasyCampus (e.g., <http://campus.educadium.com/mycampus/>)
  - Username
  - Password

If you do not have this information, check your email. A message titled “Campus created successfully” was sent to you when you created your campus. This message contains all of your login information and a link to your EasyCampus.

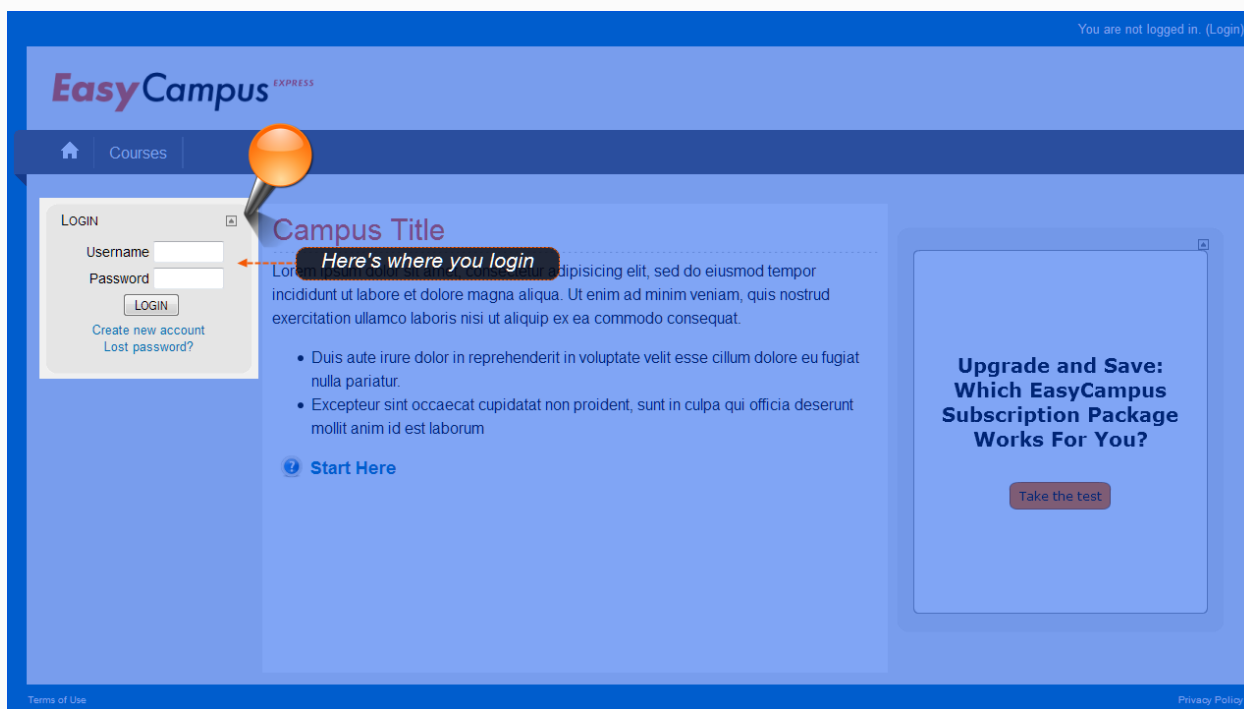
### Begin

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Go to your EasyCampus URL.

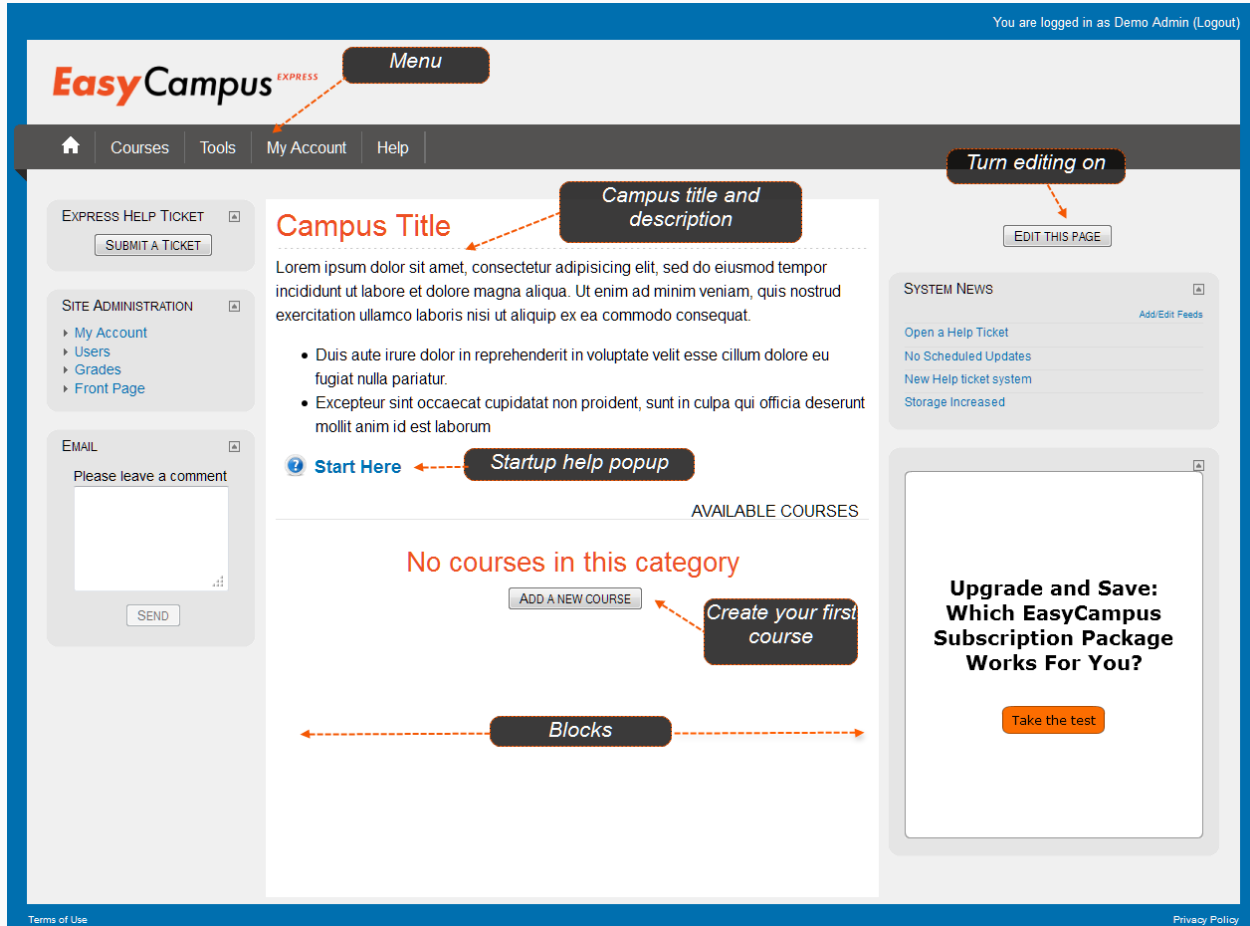
*Example: <http://campus.educadium.com/mycampus/>*

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*EasyCampus Express Before Login*

- In the Login block, enter your username and password and then click the Login button.



*EasyCampus After Login*

## DO YOU WANT TO CHANGE YOUR CAMPUS TITLE OR DESCRIPTION?

- Locate the Edit This Page button in the upper-right corner of the page. Click the button.

The screenshot shows the EasyCampus Express interface in edit mode. At the top right, it says "You are logged in as Demo Admin (Logout)". The navigation bar includes "Courses", "Tools", "My Account", and "Help". A callout box points to a "NORMAL MODE" button with the instruction: "Click this button to stop editing the page".

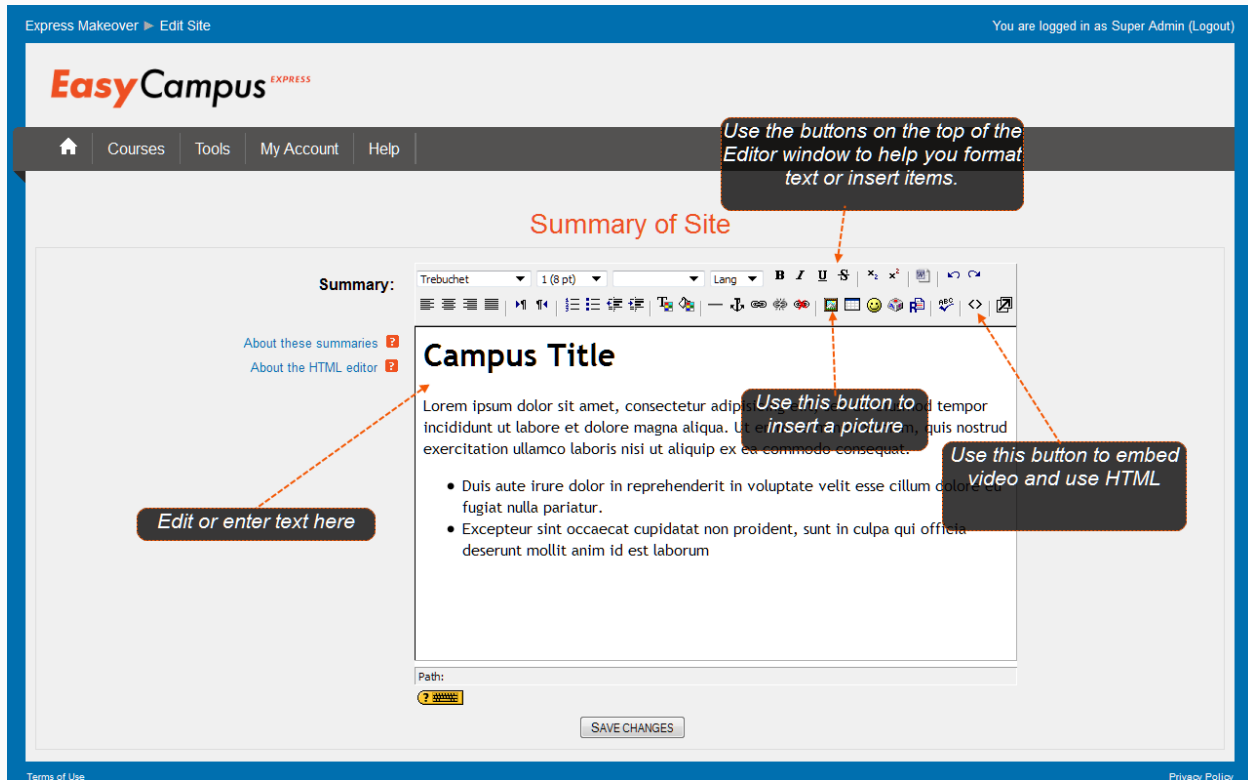
The main content area features a "Campus Title" and a description. A callout box points to a small blue edit icon under the description text with the instruction: "Click the small blue edit icon to change the text at the top of your landing page". Below the description is a "Start Here" section with "Add a resource..." and "Add an activity..." dropdowns. Underneath, it says "AVAILABLE COURSES" and "No courses in this category" with an "ADD A NEW COURSE" button.

Sidebars include:
 

- LOGIN**: Fields for user and password.
- EXPRESS HELP TICKET**: "SUBMIT A TICKET" button.
- SITE ADMINISTRATION**: Links to "My Account", "Users", "Grades", and "Front Page".
- EMAIL**: "Please leave a comment" field and "SEND" button.
- SYSTEM NEWS**: "Add/Edit Feeds" button and links for "Open a Help Ticket", "No Scheduled Updates", "New Help ticket system", and "Storage Increased".
- BLOCKS**: "Add..." dropdown.

## Editing Turned On

- Click the small blue edit icon under the text of the description.



*Editor Window*

Use the Editor Window to make any changes. You can simply edit the text or you can insert pictures, videos, or HTML code.

**Note:** to embed video, you will first have to upload your video into your EasyCampus. See the step guide titled [Add a Video to a Course](http://www.easycampuslearn.com/tutorials/step-guides/78-add-a-video-to-a-course.html) (<http://www.easycampuslearn.com/tutorials/step-guides/78-add-a-video-to-a-course.html>).

When you are ready, click the Save Changes button. Your edited block will appear at the top of the middle column. You can continue editing the block until it meets your needs.

### DO YOU WANT TO CHANGE THE NAME OF THE SITE OR HOW IT DISPLAYS IN THE BREADCRUMBS?

- Locate the Site Administration menu. This is the last block on the left side of your screen. Click the Front Page option. The option will “expand” to show more options.
- Under Front Page, click Front Page Settings. The screen will change.

Express Makeover Administration Front Page Front Page settings You are logged in as Demo Admin (Logout)

**EasyCampus** EXPRESS BLOCKS EDITING ON

Home Courses Tools My Account Help

**SITE ADMINISTRATION**

- My Account
- Users
- Grades
- Front Page
  - Front Page settings
  - Front Page roles
  - Front Page questions
  - Site files

### Front Page settings

Full site name Express Makeover *Change the name of the window or tab in the browser*

Short name for site (eg single word) Express Makeover *Change the name in the breadcrumbs along the top of the page*

Front page description Express Makeover *Changing this text will not affect the text at the top of your landing page*

Path:

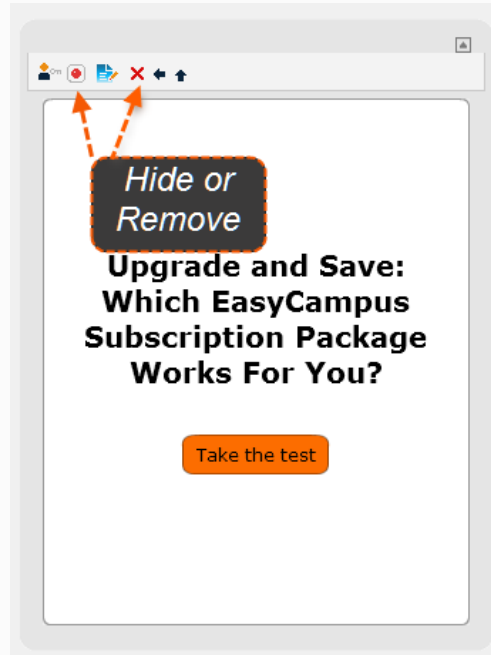
### Front Page Settings

- When you have finished making changes, scroll down to the bottom of the form and then click the Save Changes button.
- To return to the landing page, click the Home button on the menu or click the short name of your campus in the breadcrumbs along the very top of the screen.

### DO YOU WANT TO REMOVE EASYCAMPUS BLOCKS?

*Some blocks are there for your convenience or to help you get started. You can safely remove these blocks when you no longer need them.*

- Locate the Edit This Page button in the upper-right corner of the page. Click the button.



*EasyCampus Blocks (Remove or Hide)*

- If you think you may need these blocks but just want to keep students from seeing them, click the small red Hide button. If you want to remove them from your EasyCampus, click the red X button.
- You can remove other blocks, such as Email or System News, as you like. These blocks will remain available in the Add Block list, so you can always add them back later if you change your mind.

#### **DO YOU WANT TO CREATE AN EASYCAMPUS PAGE-STYLE COURSE?**

*Course creation is a big topic. For the purposes of this QuickStart guide, we'll cover the basics only but be sure to use our other guides and videos to help you going forward. Visit <http://www.educadium.com/support.html> for more help.*

- If this is your first course, click the Add a New Course button on your landing page. For subsequent courses, use the shortcut in the Tools menu at the top of the page. The first page of the Course wizard will display.

Express Makeover ► Course Wizard You are logged in as Demo Admin (Logout)

**EasyCampus** EXPRESS

Home Courses Tools My Account Help

### Course wizard

Step 1 > Step 2 > Step 3 > Step 4 > Step 5

In less than 5 minutes, you can create an EasyCampus course.

Course title\*  ⓘ

Course ID  ⓘ

Course description\*  ⓘ

NEXT >> CANCEL

There are required fields in this form marked\*.

Terms of Use Privacy Policy

### Course Wizard

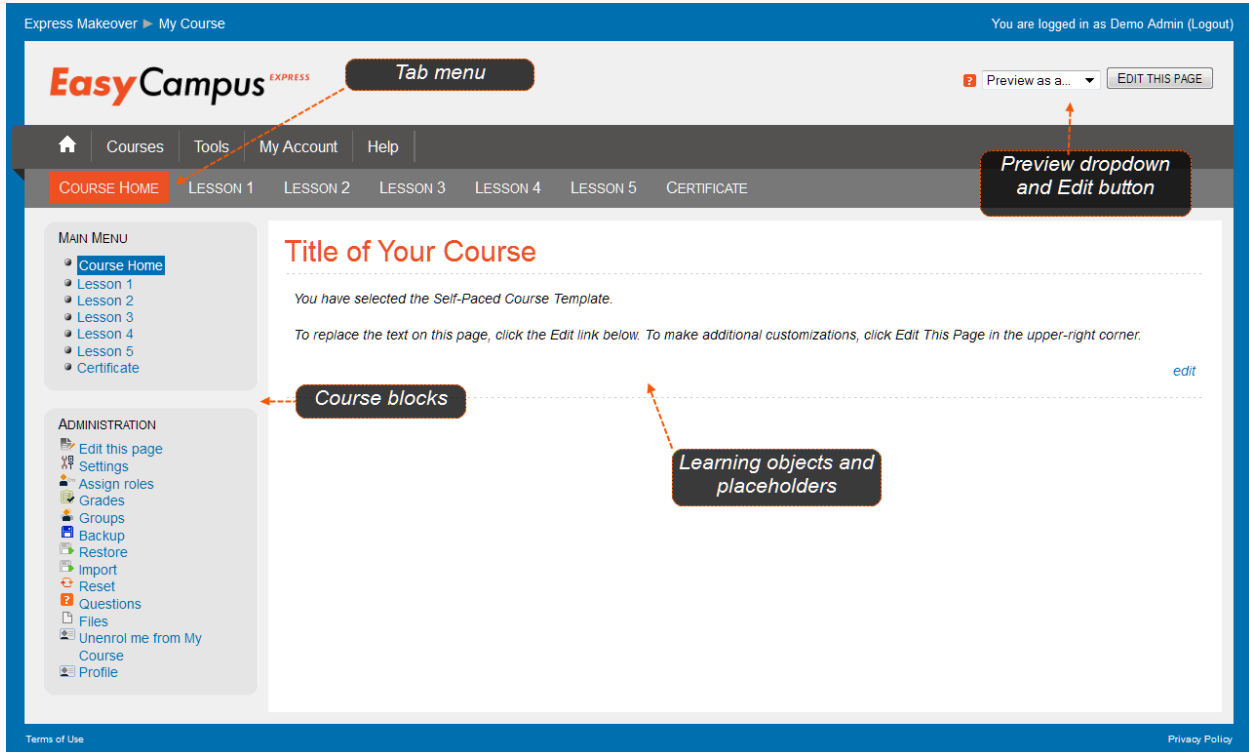
- Fill in the fields, using the blue popup descriptions if you need help. When you're ready, click the Next >> button.
- On the second page of the Course wizard, select a course template. Remember to mouse over the blue icons for descriptions.
- Choose a lesson format and a number of lessons and then click the Next >> button.

**Tip:** If you're not sure how many lessons you'll need for a course, enter a higher number instead of a lower number. It's easier to delete extra pages than to add new ones!

- On the third page, you can change the text of the lesson titles if you want. When you're finished, click the Next >> button.

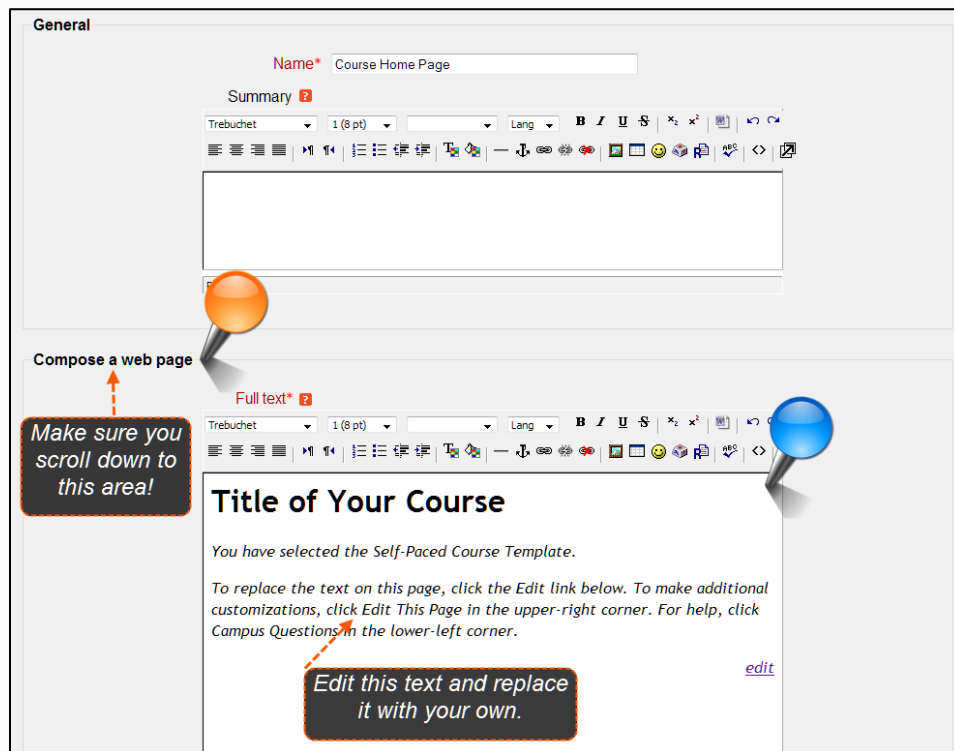
**Remember:** the titles will appear as tabs in your course. Keep them short or your tab line will get too long to display properly.

- Choose a theme for your course on the next page and then click the Next >> button.
- Review your selections. Use the << Back button to return to previous pages and make any changes. When you're ready to create your course, click the Finish button. The first page of your course will display.



Explore these areas of your course template...

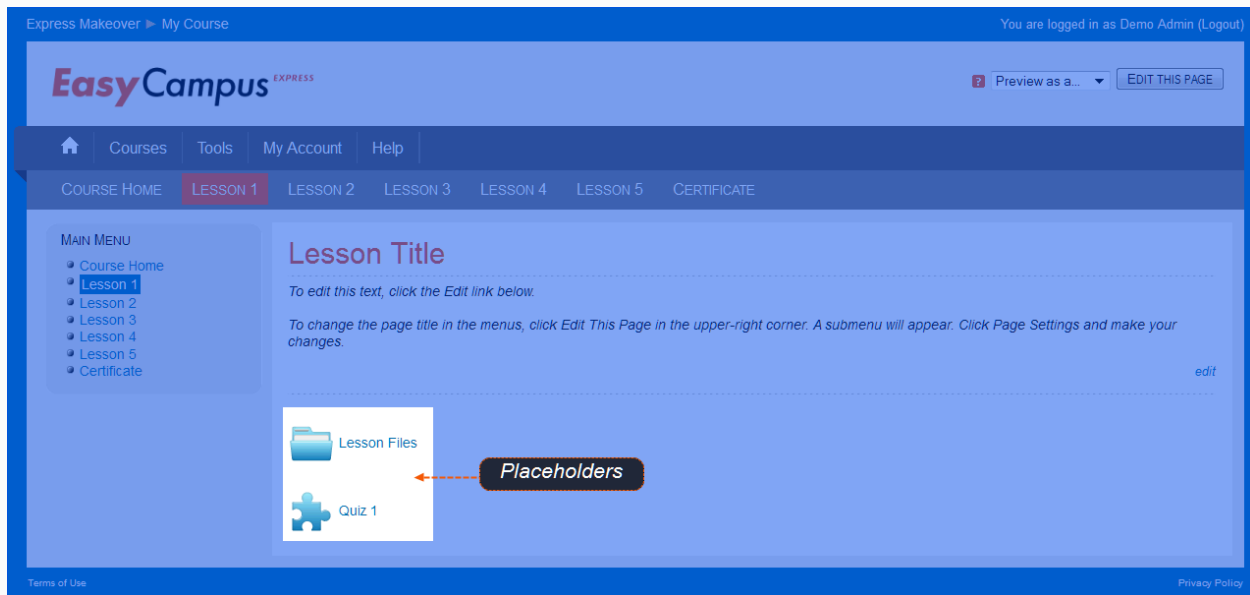
- Begin by changing text on the Course Home page. Click the small blue edit link to the right of the text.



Filling in a learning object



- Scroll down to the box titled Compose a web page. Replace the text in the Editor window with your own text, pictures, links, or HTML.
- When you're ready, scroll down to the bottom of the page and click the Save Changes button. You'll return to the course and will see your changes on the screen.
- Take a look at other pages in the template. The big column in the middle or the right contains placeholders for learning objects you can create. For example, in the Self-Paced Course template, each Lesson page contains a placeholder for files you can upload and make available to students and a placeholder for a quiz.



*Lesson Page in the Self-Paced Course Template*

## DO YOU WANT TO UPLOAD YOUR FREEWEBCLASS USERS?

**Note: Free (Express) customers have a user limit of 25. If your FreeWebClass had more users, only the first 25 will be imported.**

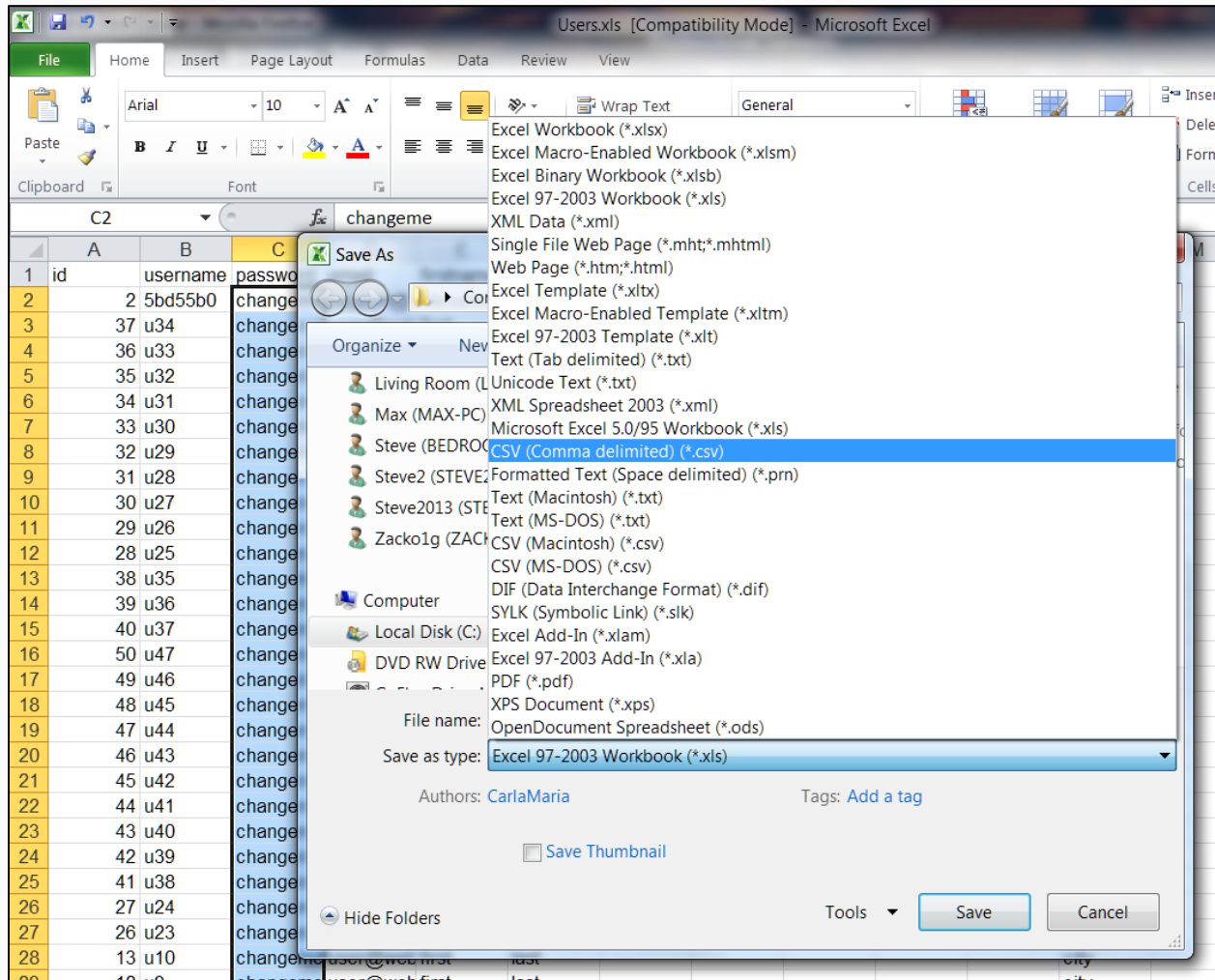
- Open your previously downloaded FreeWebClass user file. Typically, this will be a complete list of users you downloaded as an .xls file.
- Insert a new column and title it "password" all lower-case. If you want to force a password change, fill this column with the special password "changeme" all lower-case.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	id	username	password	email	firstname	lastname	idnumber	institution	department	phone1	phone2	city	url	icq	skype	aim
2	2	5bd55b0	changeme	support@f	Alexander	Conley						Sydney				
3	37	u34	changeme	user@web	first	last						city				
4	36	u33	changeme	user@web	first	last						city				
5	35	u32	changeme	user@web	first	last						city				
6	34	u31	changeme	user@web	first	last						city				
7	33	u30	changeme	user@web	first	last						city				
8	32	u29	changeme	user@web	first	last						city				
9	31	u28	changeme	user@web	first	last						city				
10	30	u27	changeme	user@web	first	last						city				
11	29	u26	changeme	user@web	first	last						city				
12	28	u25	changeme	user@web	first	last						city				
13	38	u35	changeme	user@web	first	last						city				
14	39	u36	changeme	user@web	first	last						city				
15	40	u37	changeme	user@web	first	last						city				
16	50	u47	changeme	user@web	first	last						city				
17	49	u46	changeme	user@web	first	last						city				
18	48	u45	changeme	user@web	first	last						city				
19	47	u44	changeme	user@web	first	last						city				
20	46	u43	changeme	user@web	first	last						city				
21	45	u42	changeme	user@web	first	last						city				
22	44	u41	changeme	user@web	first	last						city				
23	43	u40	changeme	user@web	first	last						city				
24	42	u39	changeme	user@web	first	last						city				
25	41	u38	changeme	user@web	first	last						city				
26	27	u24	changeme	user@web	first	last						city				
27	26	u23	changeme	user@web	first	last						city				
28	13	u10	changeme	user@web	first	last						city				
29	12	u9	changeme	user@web	first	last						city				
30	11	u8	changeme	user@web	first	last						city				
31	10	u7	changeme	user@web	first	last						city				
32	9	u6	changeme	user@web	first	last						city				

*Adding a password column*

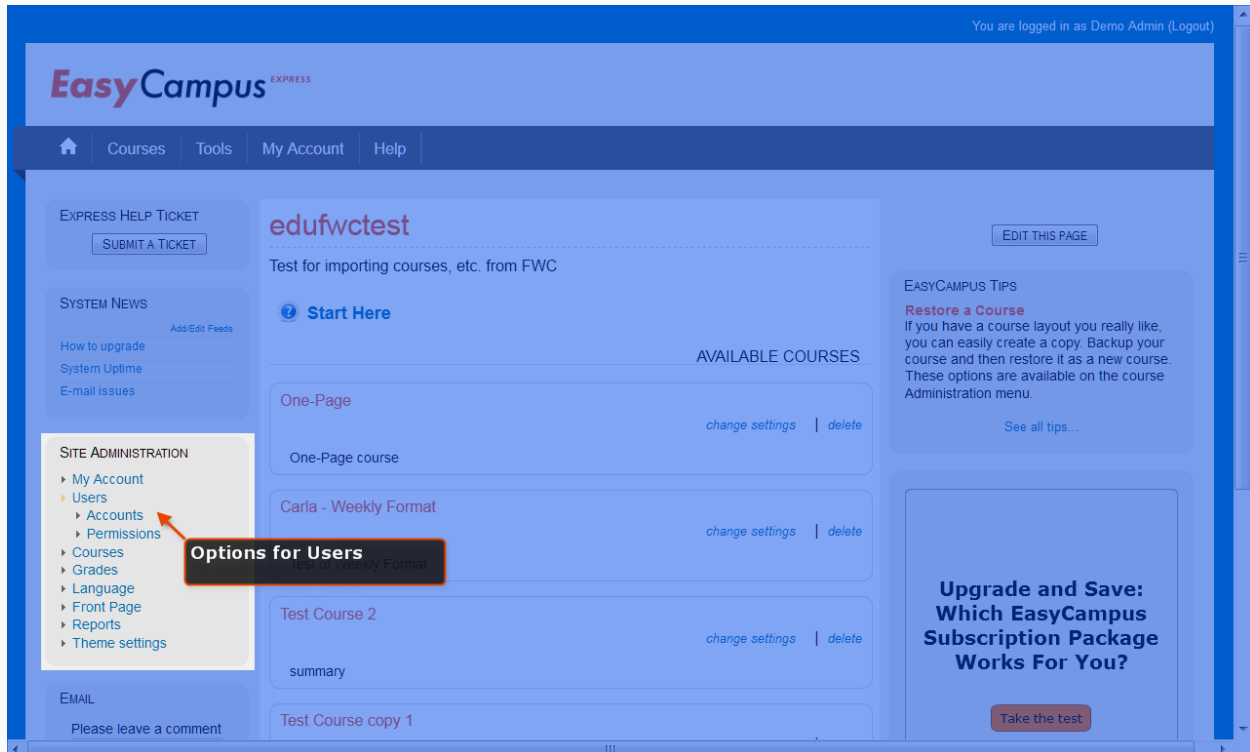
**Note:** you could also put in a preset password or define one especially for each user. We recommend using the “changeme” password for security reasons – it enables each user to define their own password. Also, you may want to remove yourself from the list since you are already a member of your EasyCampus.

- Select Save As from the File menu and choose the CSV format from the dropdown.



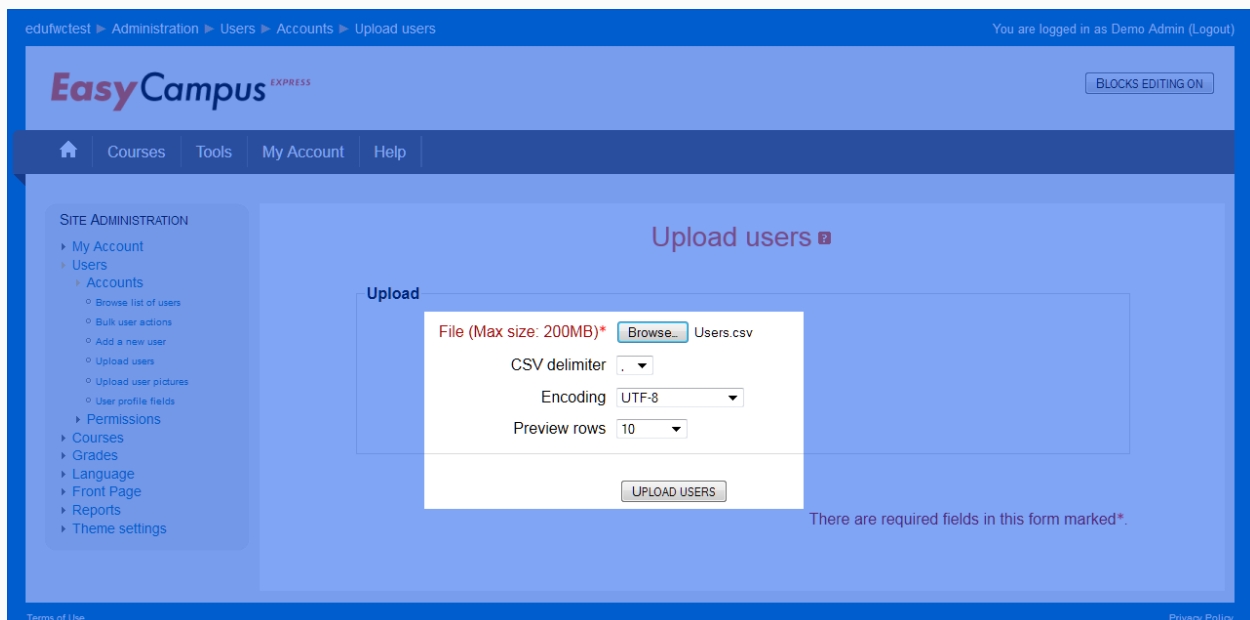
### Selecting the CSV format

- Save the file in a location you can easily access, for example, your desktop. Click Yes if a dialog box appears to warn you about the format.
- Login to your campus with your admin credentials and find the Users option on the Site Administration menu. This is normally located on the left side of the screen.



*Site Administration menu, Users*

- Click Users, then click Accounts, and then click Upload users. The Upload Users page will display.
- Click the Browse button to find and select the CSV file you saved earlier. When you've selected the file, click the Upload Users button.



*Selecting a CSV file for upload*

- Your file will be evaluated and then you can change any of the settings as needed.

*Note: for this kind of upload, the default options generally are the safest.*

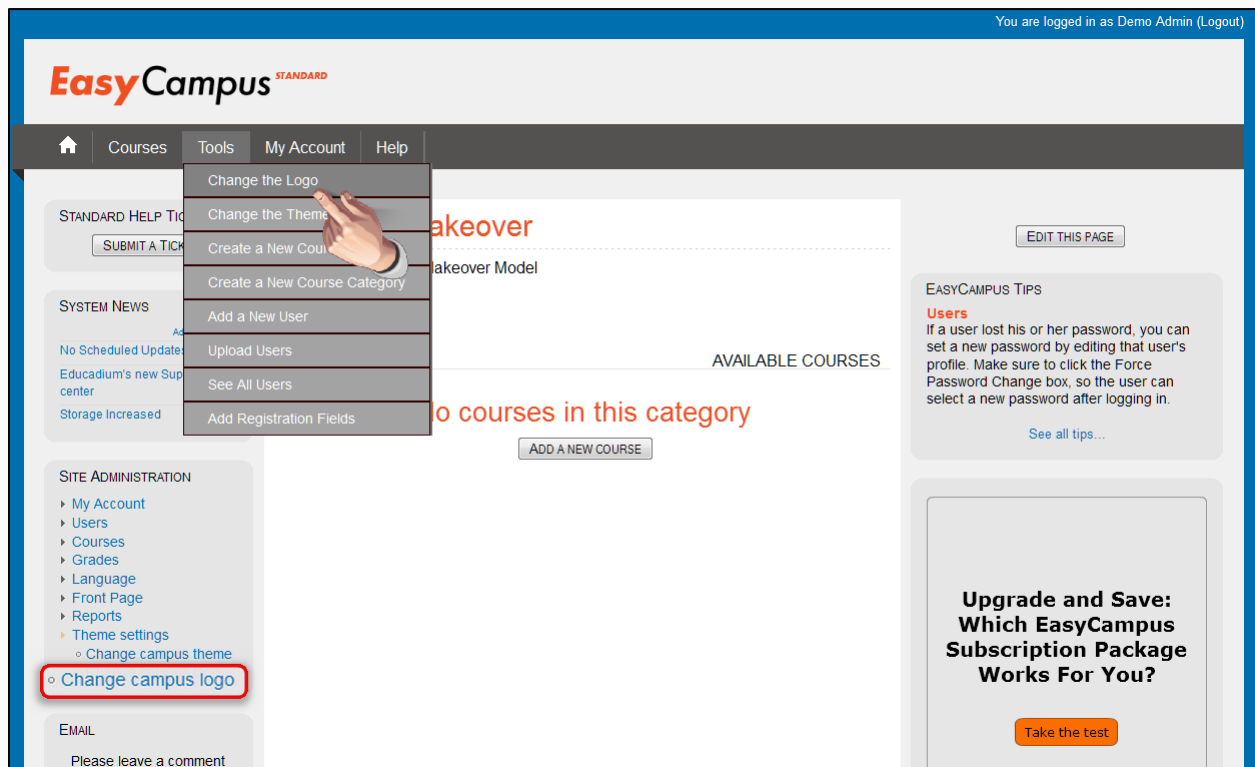
- When you're ready, scroll to the bottom of the page and click the Upload Users button. Your users will be added, up to the maximum limits (25 for Express customers, 500 for Standard).
- Scroll to the bottom of the screen and click the Continue button.
- If you want, click Browse list of users in the Site Administration menu to see your user list and confirm the upload.

## EasyCampus Subscribers

The following sections apply to those who have purchased a subscription to EasyCampus. If you plan to upgrade, contact [support@educadium.com](mailto:support@educadium.com) for assistance.

### EASYPAMPUS SUBSCRIBERS: DO YOU WANT TO CHANGE THE LOGO?


- Make sure you have a logo that is no bigger than 60 pixels in height and 600 pixels in width. The logo should be saved in a .BMP .PNG .GIF or .JPG format.
- Login using your administrator credentials and then select Change the Logo from the Tools menu.



*Changing the Logo*

- Click the Browse button to find your logo file on your local system.

**Change campus logo**

Current Logo: 

**Image specifications**

Image Size (max): 60 pixels (height) x 600 pixels (width)  
File Size (max): 150 KB  
File Formats: .BMP .PNG .GIF .JPG

Update logo in all themes

Don't see your logo? Click the button below to refresh your screen.

Problems? Contact [Support](#). For a custom design, contact [Professional Services](#).

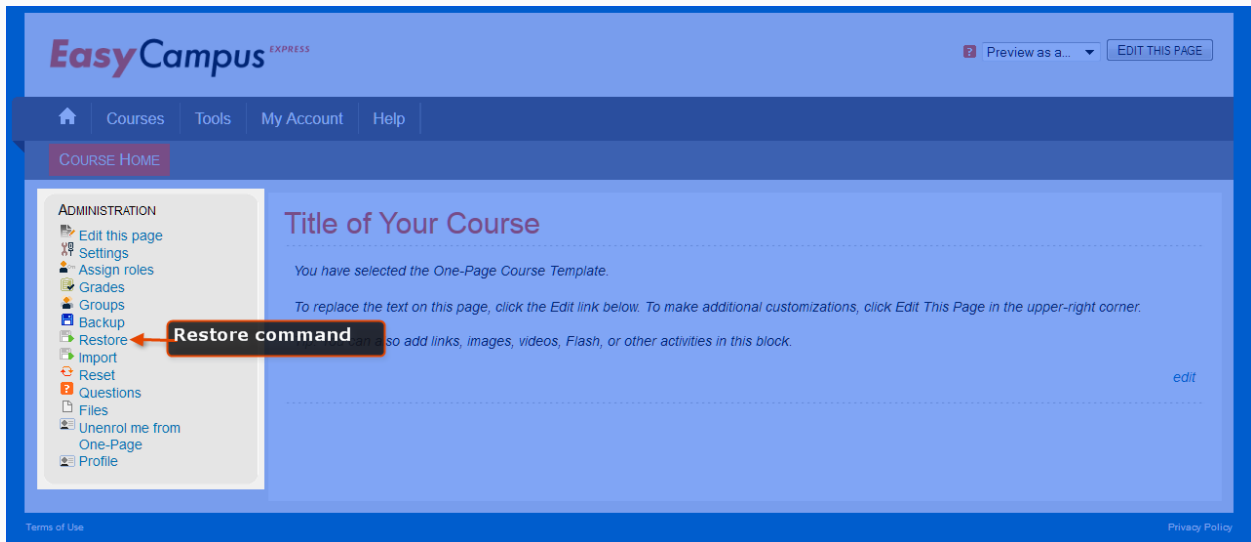
*Browse for the logo on your system*

- Select the logo and then click the Open button.
- Click the Upload button. The new logo displays in the upper-left corner. It will also display for any other theme you select. If the logo doesn't immediately display, you might need to refresh your browser by clicking the Refresh button or pressing F5 on your keyboard. If this doesn't work, you should try clearing your browser cache.

### **EASYCAMPUS SUBSCRIBERS: DO YOU WANT TO RESTORE A BACKED UP COURSE FROM FREEWEBCLASS?**

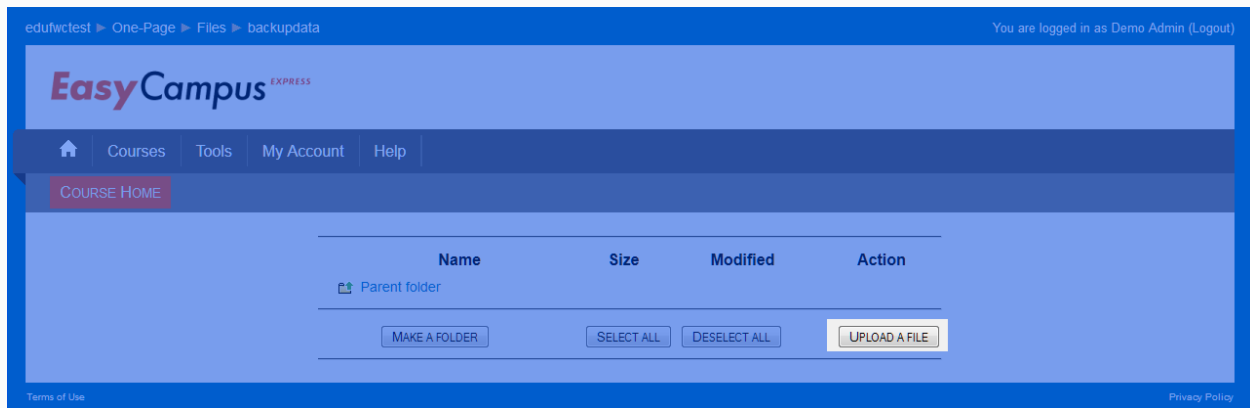
*We strongly recommend that you create an EasyCampus subscription if you need to backup and restore courses from your FreeWebClass site. As a subscriber, you'll be able to make use of the standard Moodle course formats and also receive support from Educadium's Professional Services.*

- If this is your first course, begin by creating a simple one-page course using the Course Wizard (*follow the steps above*).
- Find the Administration menu on the left side of the page.



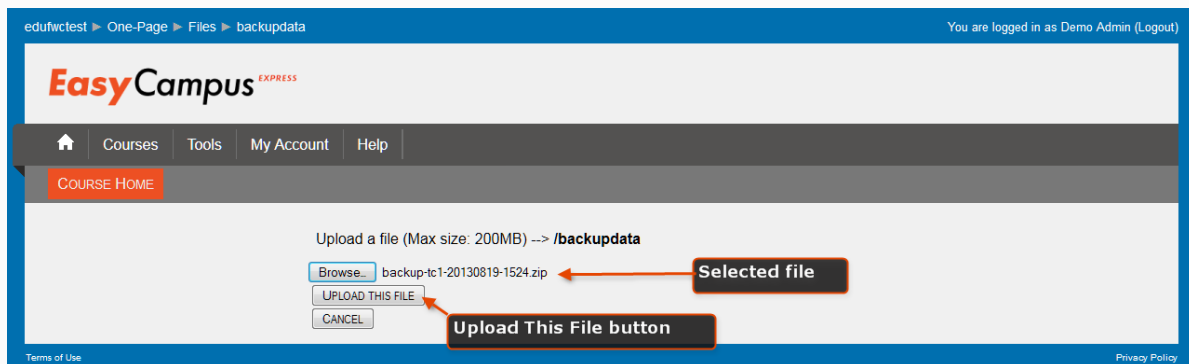
*Administration menu, Restore command*

- Click Restore. The screen will change to help you restore your backup.
- Click the Upload a File button.



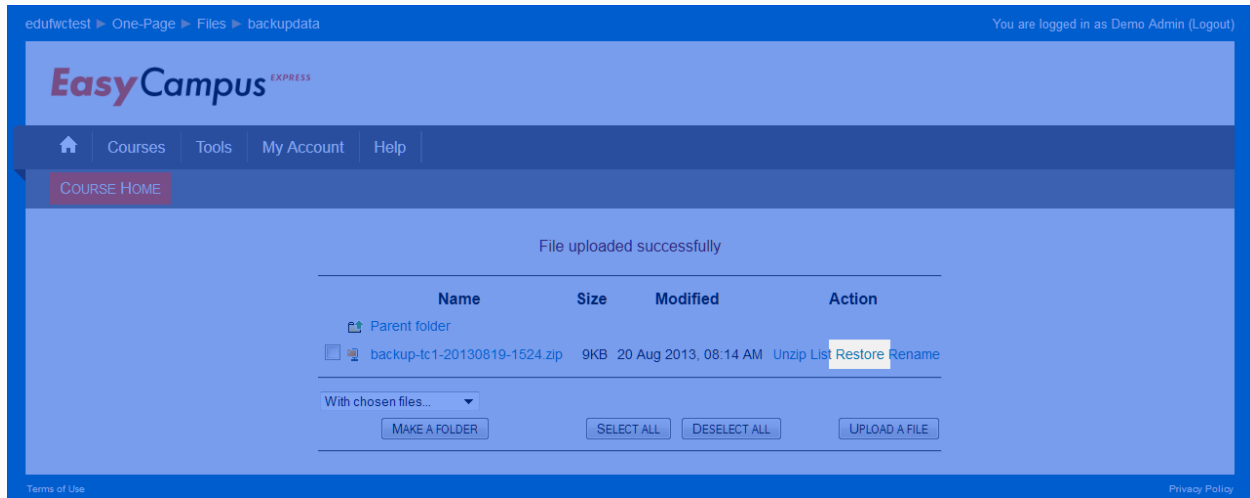
*Location of the Upload a File button*

- When the screen changes, click the Browse button. Use the dialog box to find and select your backup zip file.
- Click the Upload This File button.



*Select the file; then upload it*

- When the screen changes, click the Restore action.



### *Restore the backup*

- To start the Restore process, click Yes on the next screen. Your backup file will be evaluated.
- When the evaluation is complete, scroll to the bottom of the screen and click the Continue button.
- Scroll to the bottom of the Restore screen and click the Continue button.

**Note:** *If your course had a Course Creator role assigned in it, map this role to either Junior Admin or Teacher.*

- On the next screen, click the Restore This Course Now! button. The Restore process will begin a new screen.
- When restoration is complete, scroll to the bottom of the screen and click the Continue button.
- Your course will display using the format it used in FreeWebClass.

**If the format does not look correct, contact [support@educadium.com](mailto:support@educadium.com) for assistance. It may be that you are missing the extra moodle course formats which we can supply for you upon subscription.**

### **NEED MORE HELP?**

EasyCampus is a powerful and feature-rich environment. If you need more help going forward, we invite you to explore further areas of Educadium Support:

- Visit our Support page: <http://www.educadium.com/support.html>
- Click Help/Open a Help Ticket on the menu at the top of the page