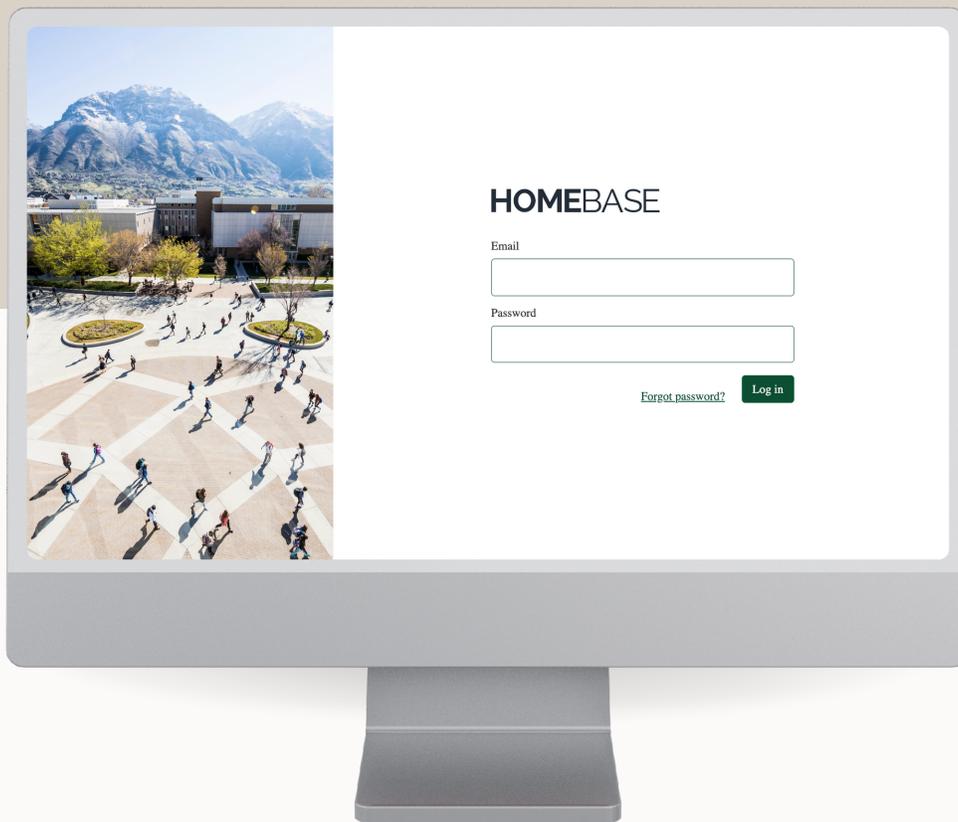


# GUIDE TO HOMEBASE LMS

BASIC EDITING &  
ADMIN FUNCTIONS



LEARN NOW

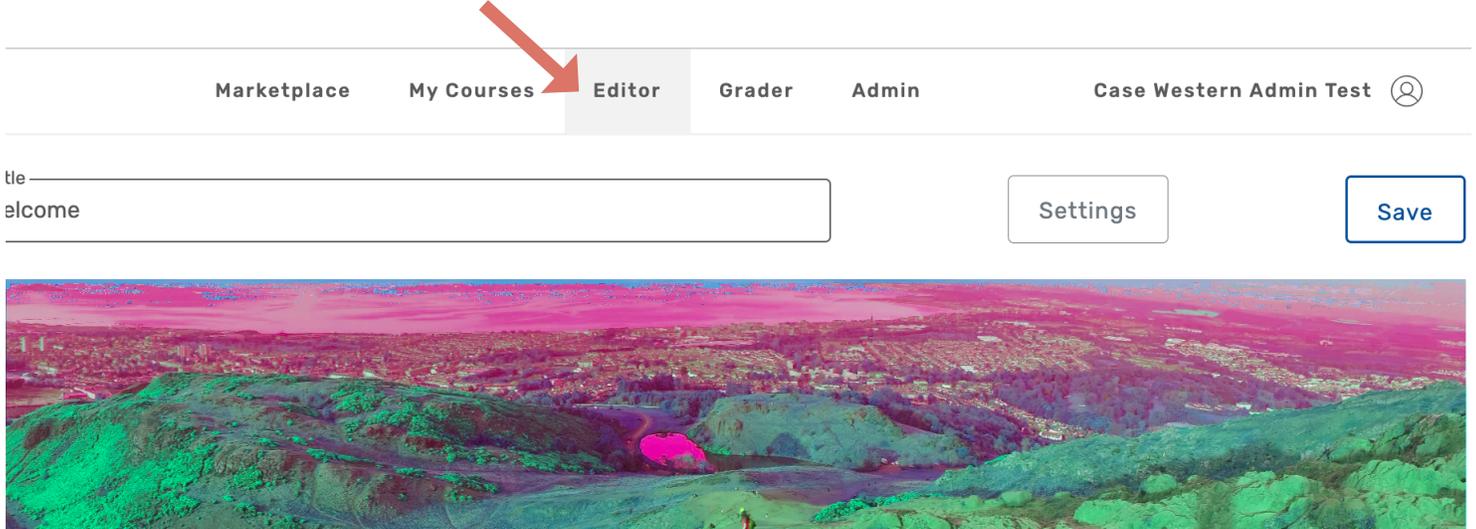
WWW.HOMEBASE.ENGLISH3.COM

# BASIC EDITING

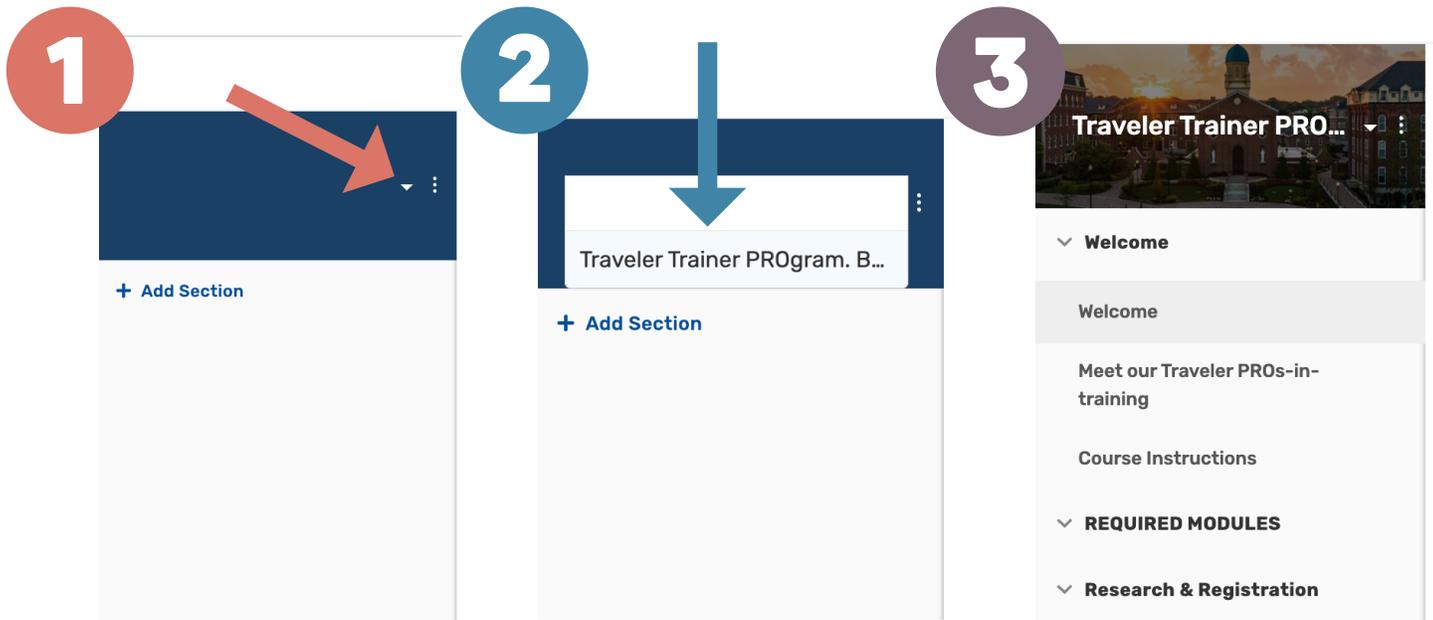
## Editing in Homebase:

- All the **text** and **images** built directly into Homebase are editable, and you may **add additional materials** as needed. **Yellow highlighted text** indicates **areas that must be customized** or **information that needs to be inserted** that is specific to your university. Read the instructions and delete them after you're done editing. **Videos, games, & PDF guides** aren't editable, but you may hide or delete them. And we're always open to suggestions for improvement.

- You need to be in **Editor Mode** to make edits.



- When you go into "Editor Mode," the Editor **Sidebar Menu** should automatically appear on the left. If it doesn't, select the drop-down menu, choose your course, and then the sidebar menu should appear.



# SECTIONS

## CURRENT SECTIONS IN COURSE

- > Welcome
- > REQUIRED MODULES
- > Research & Registration
- > Finances
- > Travel Insurance
- > Travel Insurance (for students who have to purchase their own)
- > Health
- > Safety & Security
- > OPTIONAL MODULES
- > Visas
- > Transportation and Accommodation
- > Travel Tech/Electronics
- > Packing
- > Final Preparations & Flying
- > Apps and Online Resources

## Section Location:

- The **course modules** are called "**Sections**" in Homebase. In the **Left Sidebar Menu**, you can see all the current "Sections" in this course.

## Add Section:

- To add a new Section, scroll down below the current Sections and select "**Add Section.**"

Final Feedback-Chance to Win \$25 Amazon Card!

Feedback

+ Add Section

## Move, Clone, or Delete a Section:

1. Diving into Culture

\*Al: Learn e  
Country

2. Know Be

\*Al: Travel

Move

Clone

Add new page

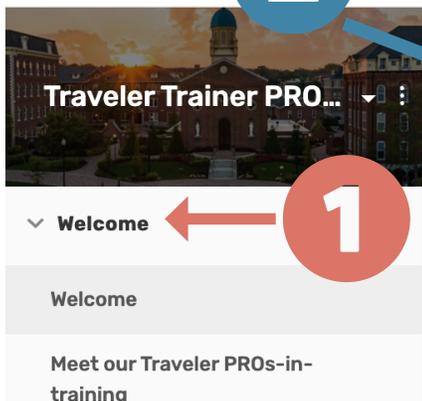
Hide page

Delete

- By selecting the **Kebab Menu** to the right of the Section Title, you can **Move, Clone, or Delete** a Section.
- The one thing you currently can NOT do is completely **Hide** a section.

## Edit Section Title:

- You can **Edit the Title** of a Section by **selecting the Section** in the **Left Sidebar Menu** and typing in the **Section box**.



Section  
Welcome

Image full width

Edit



## REQUIRED vs. OPTIONAL:

REQUIRED MODULES

OPTIONAL MODULES

Research & Registration

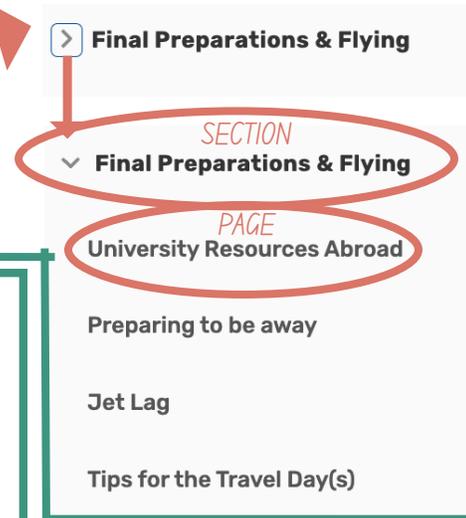
Visas

- To make things clearer for learners, we created the "**REQUIRED**" and "**OPTIONAL**" Section headings. You can **move modules below either category** or delete these Section Headings completely. You'll need to check whether you want each "Page" under these Sections to be "Required" or not.

# PAGES

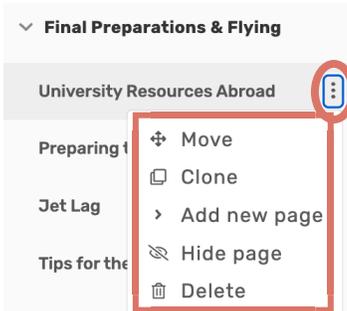
## Page Location:

- In the Lefthand Sidebar, select the **carrot to the left** of the Section Title, and a **drop-down menu** of all the Pages in that Section will appear.



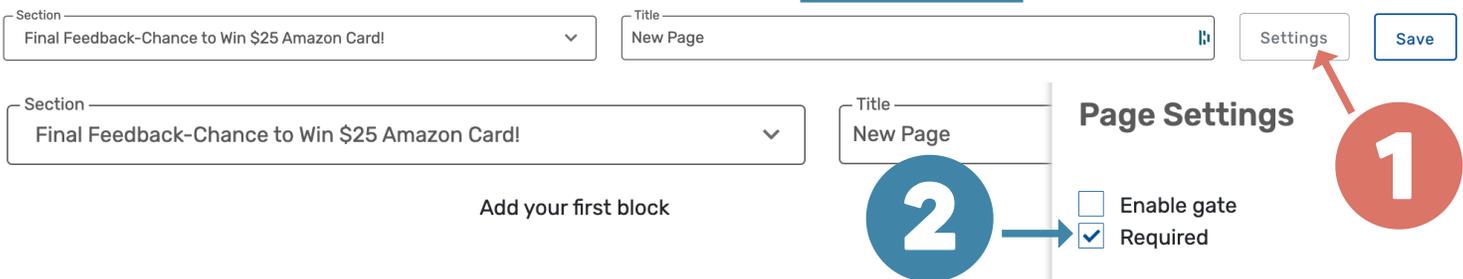
## Move, Clone, Add, Hide, or Delete a Page:

- Select the **Kebab Menu** to the right of the Page Title, and choose **Move**, **Clone**, **Add**, **Hide**, or **Delete** a Page.



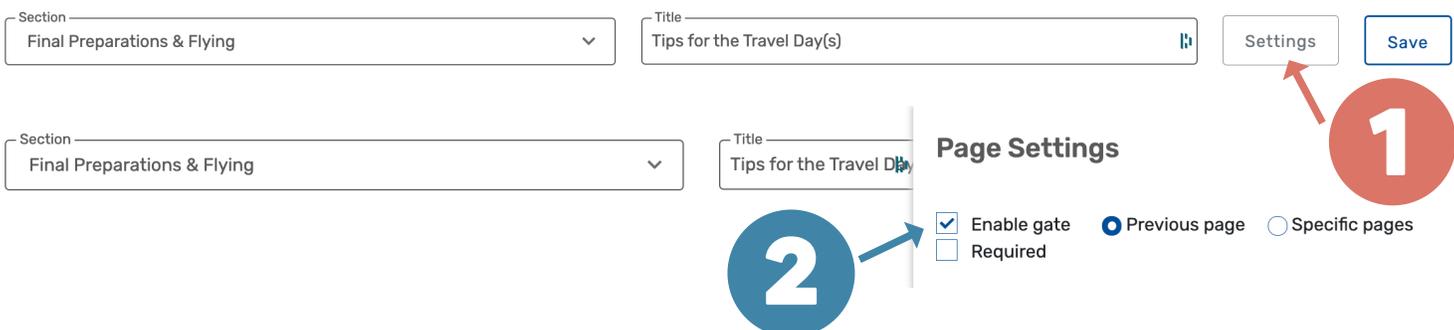
## Make Page "REQUIRED" or "OPTIONAL":

- Even if you move an entire Section under the "REQUIRED" and "OPTIONAL" sections, all Pages **by default are marked "Required."** To change this, you must go under **"Settings,"** located to the right of the Page Title, and **uncheck the "Required" box** to make a page "Optional."



## Gating Pages:

- Gating pages allows you to **require a learner to finish one page** before being allowed to access another page. You can gate by the **previous page** or by **any page** in the course.
- On the page that you wish to be gated, again select **"Settings,"** and then **check the box** next to the page you'd like to require the learner to complete before accessing this page.
- Caution: If using the Gating Feature, set it up **BEFORE** you enroll any learners in the course.

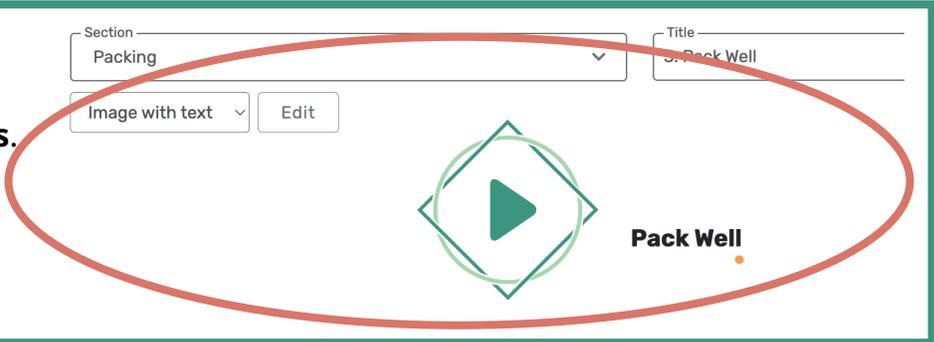


# BLOCKS

## Block Location:

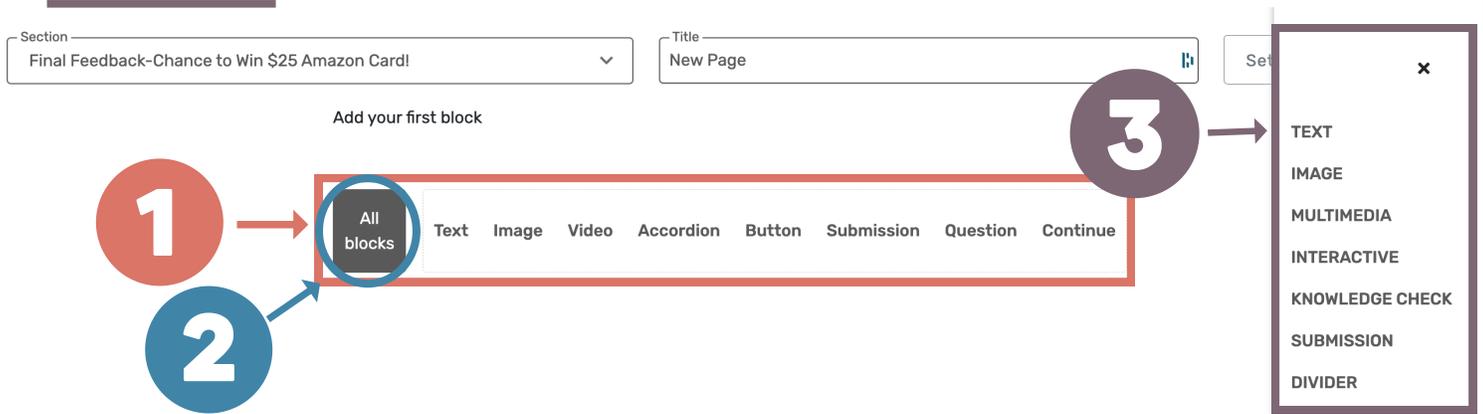
- Blocks are the **containers of information** located on the **Pages**.

THIS IS A BLOCK



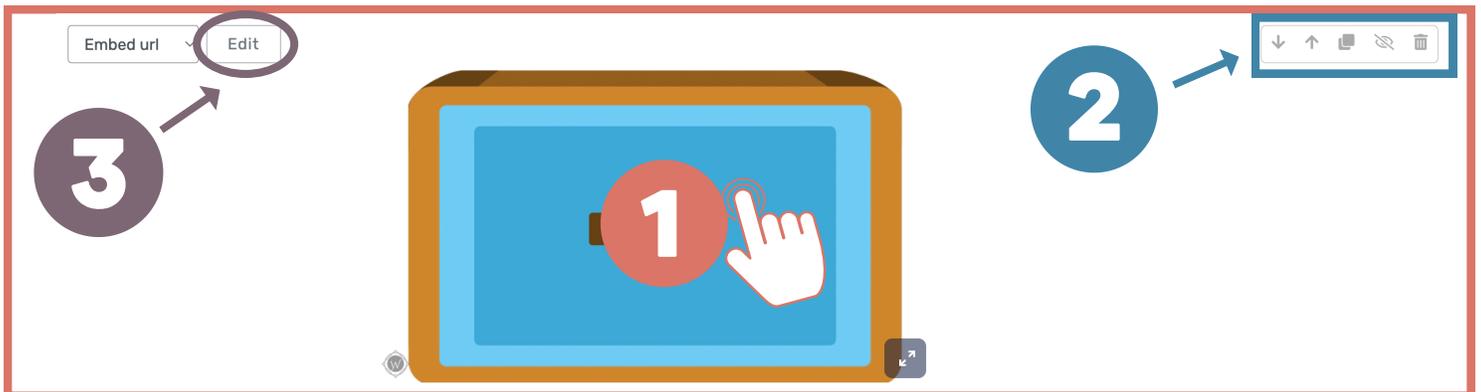
## Add Block:

- You can add new blocks, either by selecting a type of block from the **bottom menu** on the page, OR by selecting the **"All blocks" button** in that menu that will then open a **right sidebar menu** with even more Block options.



## Edit, Move, Clone, Hide, or Delete Block:

- Hover anywhere over the block, and **two editing menu options** will appear, one on the upper righthand side, which controls **moving, cloning, hiding, or deleting** the block, and one on the upper lefthand side, which controls **editing content**.



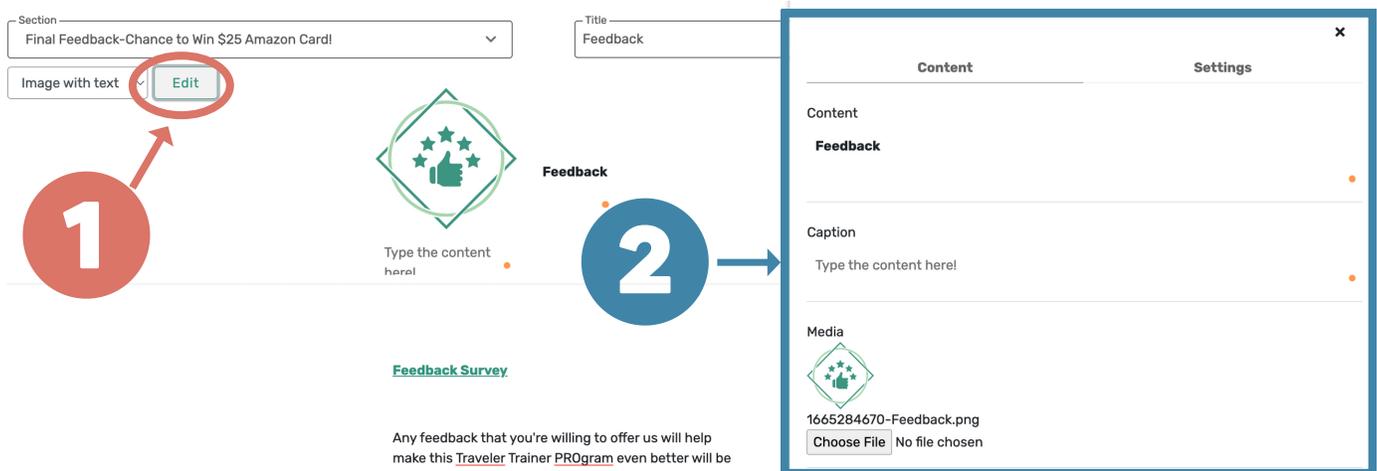
- After selecting the **editing button**, an **editing menu** will slide out from the right-hand side.



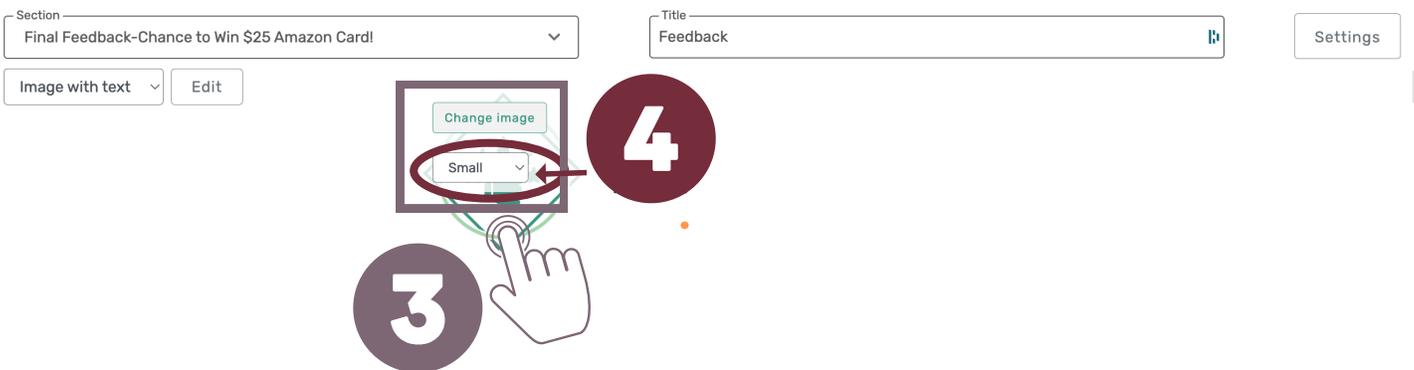
# IMAGES

## Editing Images:

- Editing images only works by using the **Edit button** on the **lefthand side** of the picture beside the box that controls the image size. Then edit in the **right hand menu** that slides out. Caution: After choosing a new image file, wait until you see it upload in "Content" section of the Editor box. If you click out of the Editor box too soon, it won't upload.



- When you **hover over the image** itself, "Change image" and "Size" buttons appear. The "Change image" button currently doesn't work, but the **Size button** for the image does.



## Other cautions:

- **"Discussion" block:** Unfortunately, you won't get any notification whenever a student posts a response on a "Discussion" unless they are commenting directly on a comment you posted within the discussion. Therefore we suggest that you don't use that feature unless you're willing to monitor it frequently or don't feel that you need to monitor it at all.

# BASIC ADMIN ABILITIES:

## Enrollment Options:

- **Self-registration** (probably the easiest and least amount of work for everyone):
  - Have the student go to: <https://checkout.english3.com/homebase/register/>
  - There, they will **Select "Your School"** from the drop-down menu
  - Make sure to give them the **Code for your school's course** because they will enter it here.

The screenshot shows the 'HOMEBASE Create Account' page. A red circle with the number '1' points to the URL in the browser's address bar. A blue circle with the number '2' points to the 'Select your institution' dropdown menu, which is open and shows 'Brigham Young University' selected. A purple circle with the number '3' points to the 'Access Code' field, which contains '148-11-57'. Other fields include 'Last Name', 'Confirm Email', 'Confirm Password', 'Date of Birth', 'Gender', and 'Native Language'. A 'Create Account' button is at the bottom, along with a link to 'Log in here'.

- **Admin enrollment of individuals:**

- With Administration privileges, you can enroll students individually. First, select "**Admin**" in the top, righthand menu of the course. Next, select "**Users**" in the upper top left of the page. Go to the "**Meatball Menu**" (3 dots in a row) in the upper righthand of the "Users" section of the page. Finally, select "**Add user**."
- Go to "Admin," "Users," "3 dots in upper righthand corner," "Add User"

The screenshot shows the Admin interface. A red circle with the number '1' points to the 'Admin' link in the top navigation menu. A blue circle with the number '2' points to the 'Users' link in the left sidebar. A purple circle with the number '3' points to the 'Meatball Menu' (three dots) in the top right of the 'Users' section. A dark red circle with the number '4' points to the 'Add user' button, and a green circle with the number '5' points to the 'Import users' button. The main content area shows statistics: 47 STUDENTS, 376 HOURS SPENT LEARNING, 10 COURSES, and 18 PERCENT COMPLETE. There is also a search bar and a pagination control at the bottom left.

- **Admin - Batch enrollment:**

- If you need to enroll a large group of students at the same time and have a **CSV file** with all their names and email addresses, **follow the same instructions above**. However, instead of selecting "Add user," choose "**Import users**" instead.

# Enrolling Students in Courses:

- If you enroll students in the system yourself, don't forget to also enroll them in the course itself. Once you're on the "Users" page, go to the **"Meatball Menu"** under **"Actions,"** select **"Enroll in course."** On the next page, find the **course** in which you want to enroll them and tick the box under the **"Student"** roll.

Search

« 1 2 3 »

Name	Email	Last Login	Time Spent	Progress	Actions
Patty Sagasti Suppes	sagastisuppp@hartwick.edu	Nov 22, 22 04:23	6 hr, 11 min	13%	...
Rachael Brown	rachael-brown@utulsa.edu	-	0	0%	Enroll in courses
Sally Holt	sally.holt@belmont.edu	-	0	0%	Log in as user
Sandra Halbrunner	shalbruner@gmail.com	Dec 15, 22 02:16	1 hr, 11 min	0%	Manage roles and permissions
Sasha Zainal	sashazainal@augustana.edu	Aug 31, 22 02:51	4 hr, 11 min	0%	Settings
Shannon Bernardo	bernardos@arcadia.edu	-	0	0%	Change Password
					Delete user

## Enroll in courses

Patty Sagasti Suppes

Search  Status

Name	Student	Teacher	Editor	Due Date
Back up of PDO Focus Group. 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Backup. PDO Focus Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Belmont University Scotland 2023: Traveler Trainer PROgram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Inbound Student Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Template Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Traveler Trainer Program Sandbox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Traveler Trainer PROgram-Scotland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Traveler Trainer PROgram. Beta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
TTP. Clone. MG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
WorldKind's Traveler Trainer PROgram YYYY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

# CHECK LEARNER PROGRESS :

- First, select **"Admin"** in the top, righthand menu of the course. Under **"Users"** you'll see a summary of **"Last Login,"** total **"Time Spent"** on that course, and the **"Progress"** in the course
- Select the **hyperlinked name of a student** to see the courses in which they are enrolled. Select the **"Course"** that you want to check, and you can see more granular data showing precisely which **pages they have completed**.

The screenshot illustrates the steps to check learner progress in a learning management system. It is divided into three main sections:

- Summary Dashboard:** Shows overall course statistics: 47 STUDENTS, 376 HOURS SPENT LEARNING, 10 COURSES, and 18 PERCENT COMPLETE. The 'Admin' menu item is highlighted in the top right.
- User List:** A table of users is displayed. The user 'Patty Sagasti Suppes' is highlighted, and a search bar is visible above the table.
- User Profile:** The profile for 'Patty Sagasti Suppes' is shown, listing enrolled courses: 'Inbound Student Orientation' and 'Traveler Trainer PROgram. Beta'.
- Course Detail:** The 'Traveler Trainer PROgram. Beta' course is selected, showing the user's role (Student), email (sagastisuppp@hartwick.edu), progress (26%), time spent (3 hr, 26 min), and last login (Nov 22, 2022). Below this, progress bars are shown for 'Unit Test', 'Inbound Training', and 'Travel Tech'.

# Making Someone Else an Editor or Admin:

- Once you're on the "Users" page, go to the "Meatball Menu" under "Actions," and select "Manage roles and permissions."

The screenshot shows the Canvas LMS interface. At the top, there are navigation links: Marketplace, My Courses, Editor, Grader, and Admin. Below this, there are statistics for 47 Students, 376 Hours Spent Learning, 10 Courses, and 18 Percent Complete. The main content area is titled "Users" and contains a search bar, a pagination control (pages 1, 2, 3), and a table of users. The table has columns for Name, Email, Last Logged In, Time Spent, Progress, and Actions. The "Actions" column for the first user, Patty Sagasti Suppes, is highlighted with a red circle labeled "1". A blue circle labeled "2" points to the "Manage roles and permissions" option in the dropdown menu for that user.

Name	Email	Last Logged In	Time Spent	Progress	Actions
Patty Sagasti Suppes	sagastisuppp@hartwick.edu	Nov 22, 22 04:...	0 hr, 11 min	13%	...
Rachael Brown	rachael-brown@utulsa.edu	-	0 hr, 0 min	0%	Enroll in courses Log in as user
Sally Holt	sally.holt@belmont.edu	-	0 hr, 0 min	0%	Manage roles and permissions Settings
Sandra Halbrunner	shalbruner@gmail.com	Dec 15, 22 02:16	1 hr, 0 min	0%	Change Password
Sasha Zainal	sashazainal@augustana.edu	Aug 31, 22 02:51	4 hr, 0 min	0%	Delete user
Shannon Bernardo	bernardos@arcadia.edu	-	0 hr, 0 min	0%	