E-LEARNiNG

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Educo International Inc.

2014 WINTER RELEASE NOTES-RMA

EducoSoft

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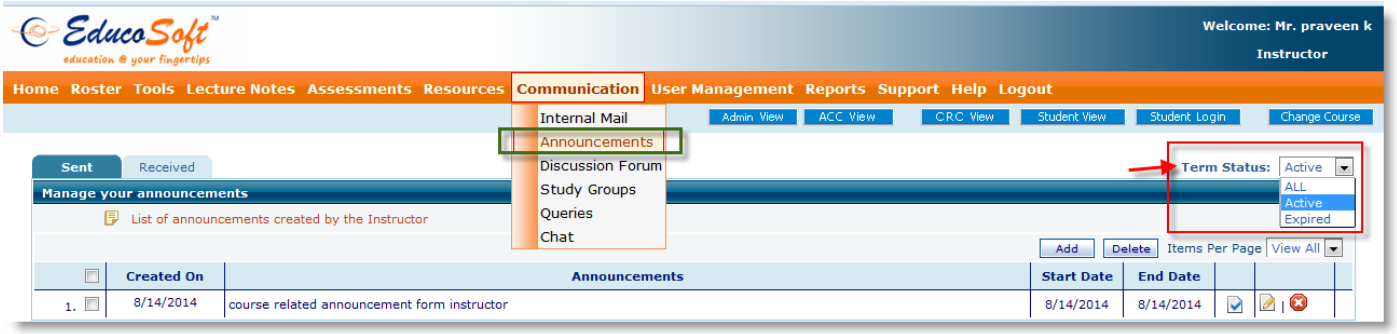
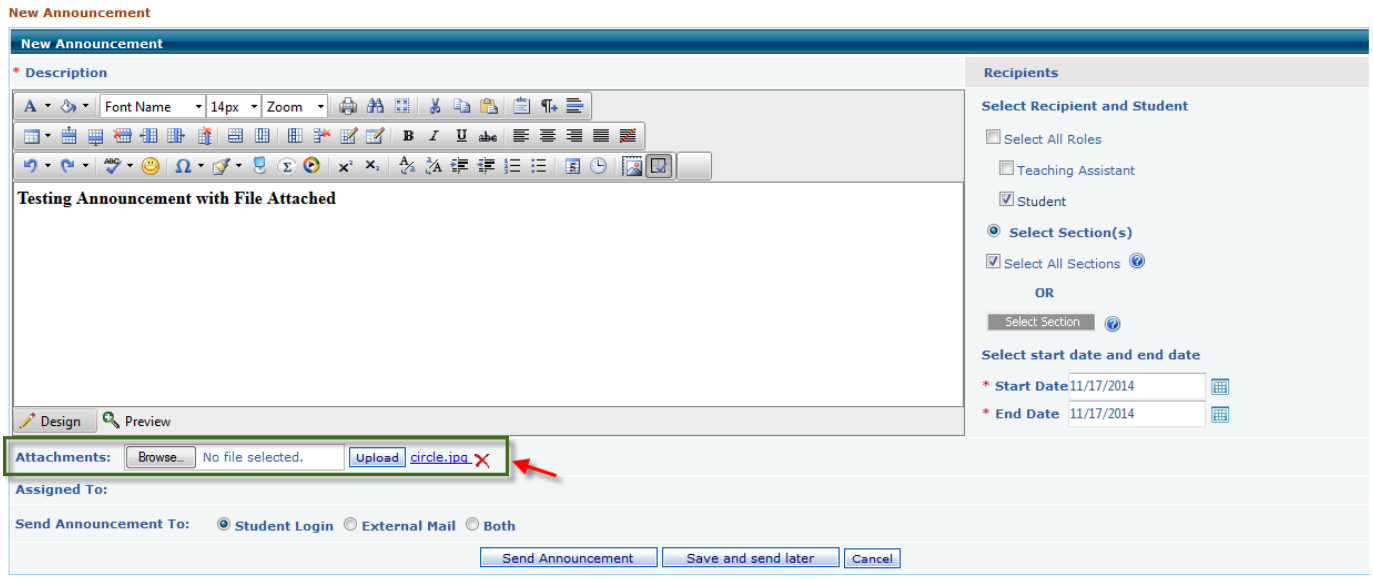
1. **Announcement enhancement:** Added expired and active filters under announcement listing screen and provided an option attach file(s) while sending out announcement to students.



Navigation to access the filter:

- Login to Instructor /TA account and go to ***Communication →Announcements***



Navigation to attach file when sending announcement:

- Login to Instructor /TA account and go to ***Communication →Announcements***
- Click on ***Add/Edit*** announcement
- Using Browse and upload option attach a file.

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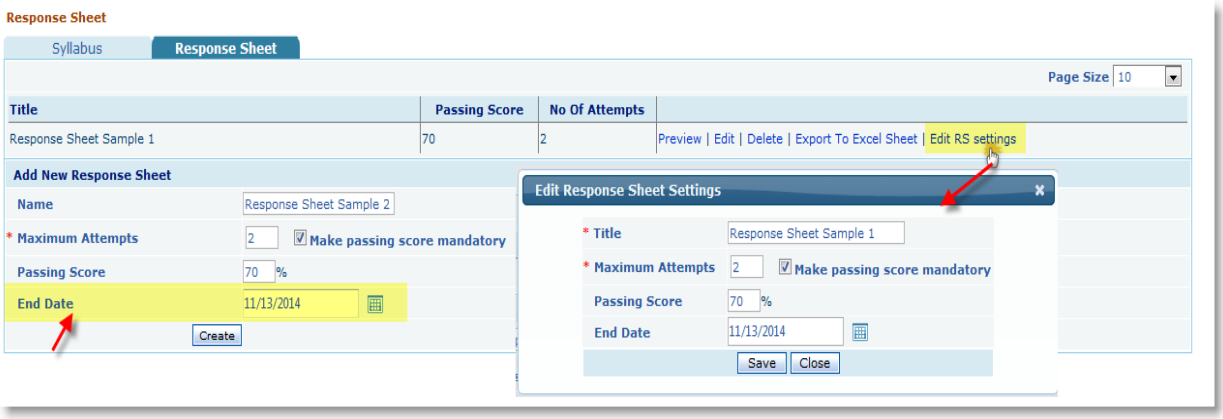
2. **Syllabus Feature enhancements:** We have made many improvements to Syllabus feature and their details are as follows:

Instructor View:

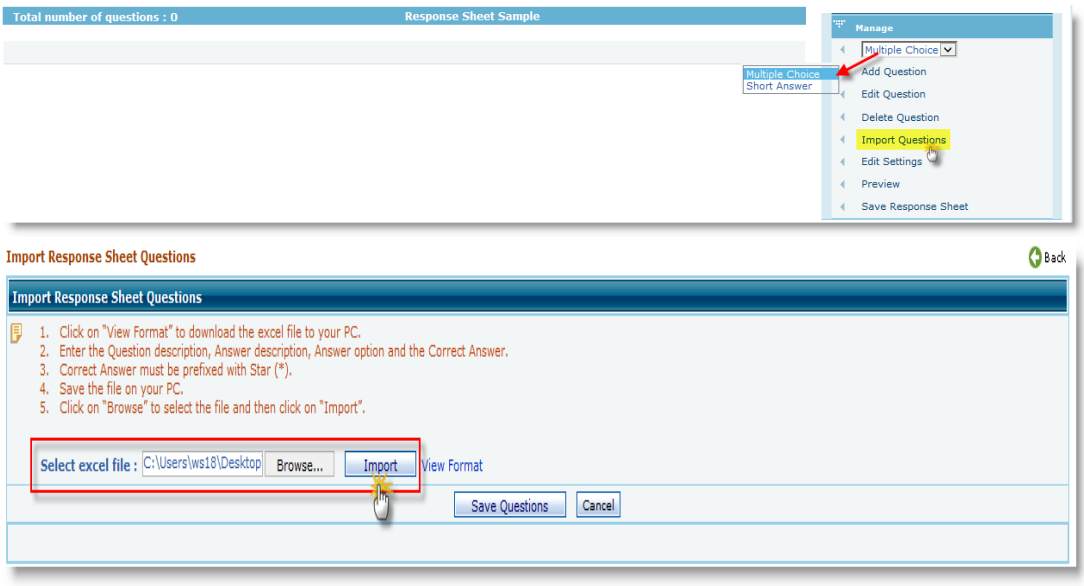
a. **Edit Response Sheet Setting and expiry date option:** Along with the available settings now you can also specify end date to the Response sheet. In order to add/edit mandatory, proficiency score (PS), number of attempts a new edit RS setting link is provided on the response sheet listing screen.



Navigation to change response sheet settings:

- Tools → Syllabus → Response sheet.
- Specify the response sheet end date on add/edit the response sheet.
- Use 'Edit RS Setting' link to edit the response sheet settings like, RS title, Maximum Attempts, Passing score, mandatory option, Proficiency score and RS End date.

b. **Response sheet Questions Import and Export feature:** Added a feature to import/export questions to response sheet.



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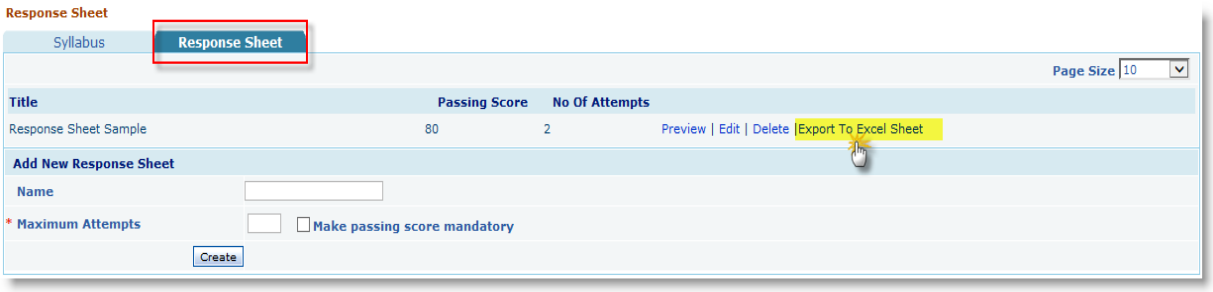
Navigation to explore Importing Questions to Syllabus:

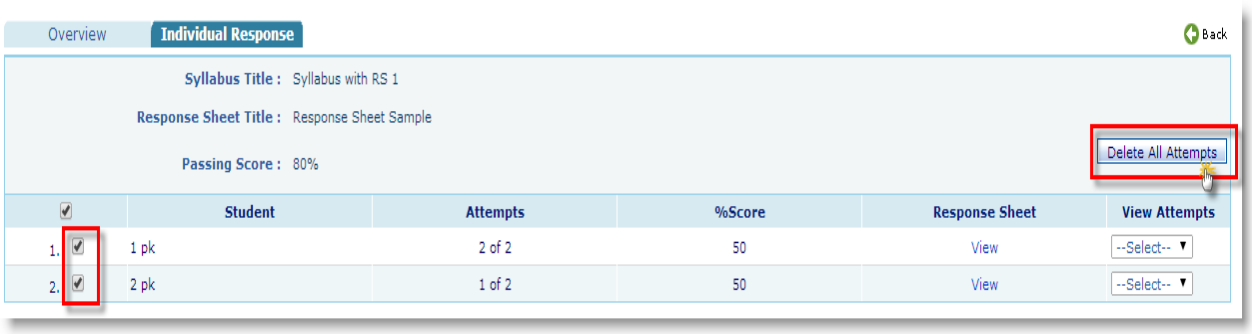
- Under Tools menu click on sub menu Syllabus and then click on 'Response Sheet' tab.
- Add a title to your response sheet and enter other mandatory information and click on continue.
- Select the question type as 'Multiple Choice' and click on Import Questions link.
- Download the 'Response sheet' sample format by clicking on 'View Format' link and add questions according to your need in the specified format.
- In order to specify correct answer for MCQ's, Put Asterisk (*) mark followed by the option.
- Now, Select excel file and click on Import button then, select the question you want to add and click on 'Save Questions'
- Select the Question whom you want to include in Response sheet and click on 'Save Response sheet'



Navigation to explore Export Questions feature:

- Under response sheet list screen click on 'Export to Excel Sheet' link
- Browsers save alert message pop up to save the file.

C. Provided delete submitted attempt option for instructor(s) and enhance the feature to view result of submitted attempt for student(s).



Navigation to delete all response sheet attempts taken by students:

- Under Instructor account > Tools > Syllabus > View Response Sheet > Individual Response
- Select the student(s) and click on 'Delete All Attempts' to delete all response sheet attempts of selected student(s).

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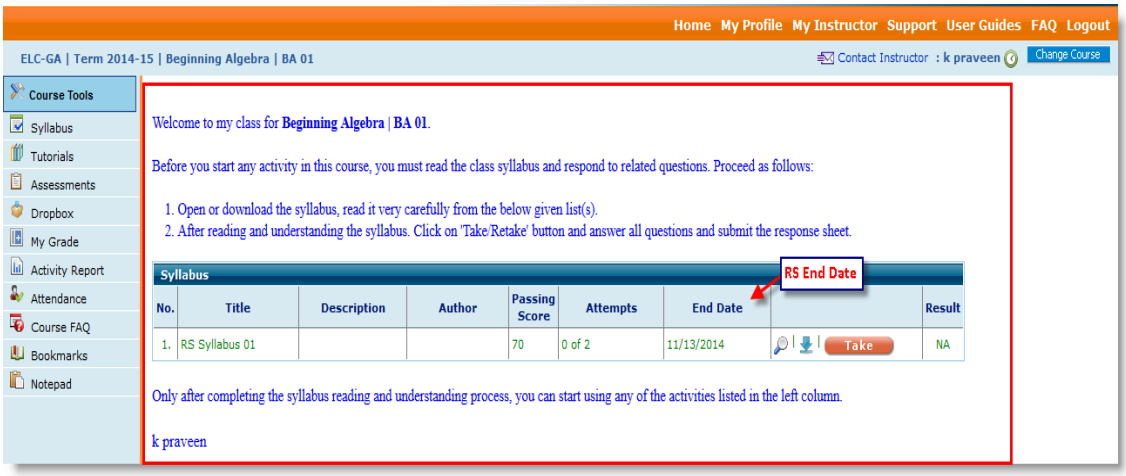
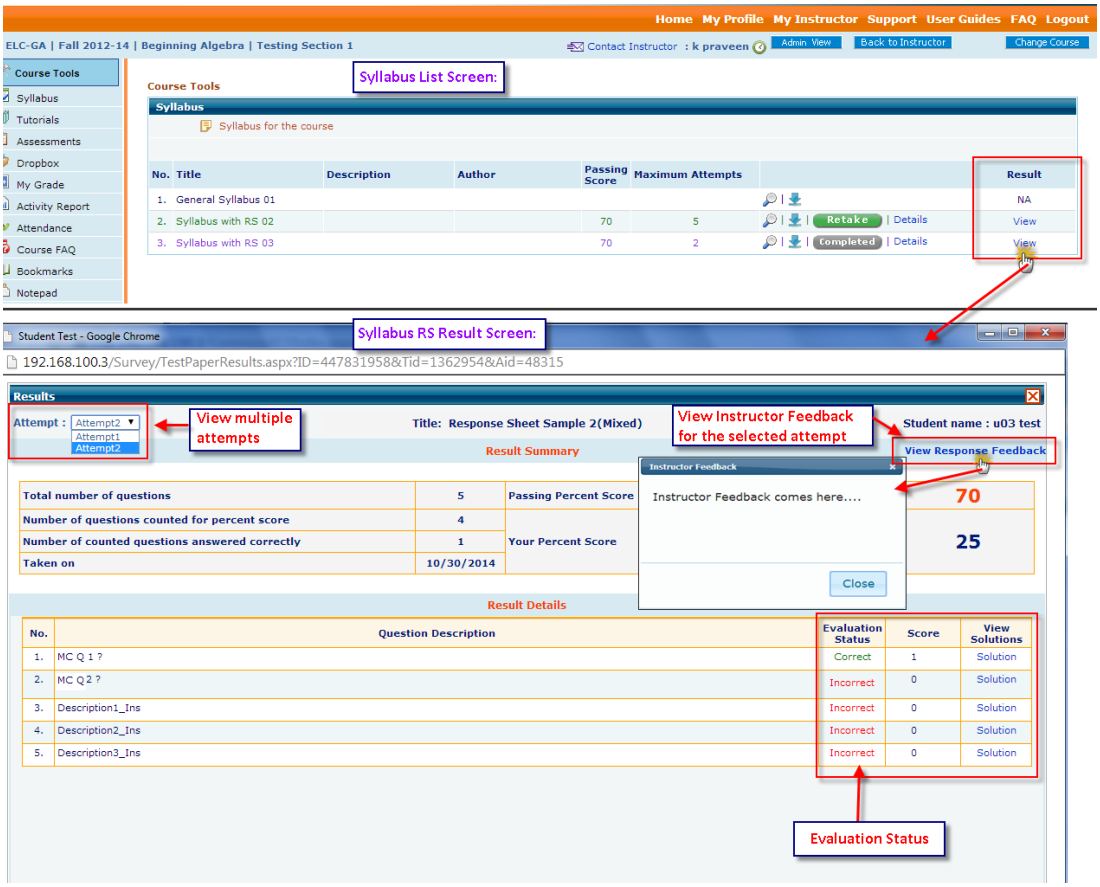
Student View:

- When syllabus reading is made mandatory on student login syllabus and its associated Response sheets is listed in the open page.



- Students can now see the answers after submitting the response sheet.



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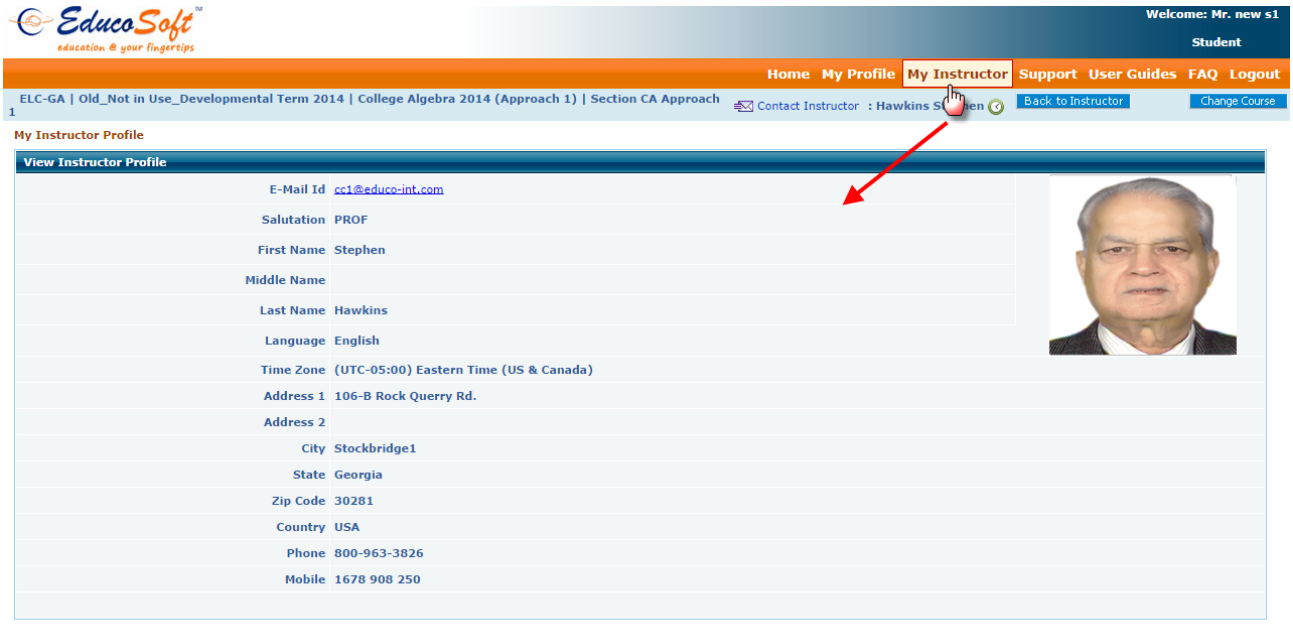
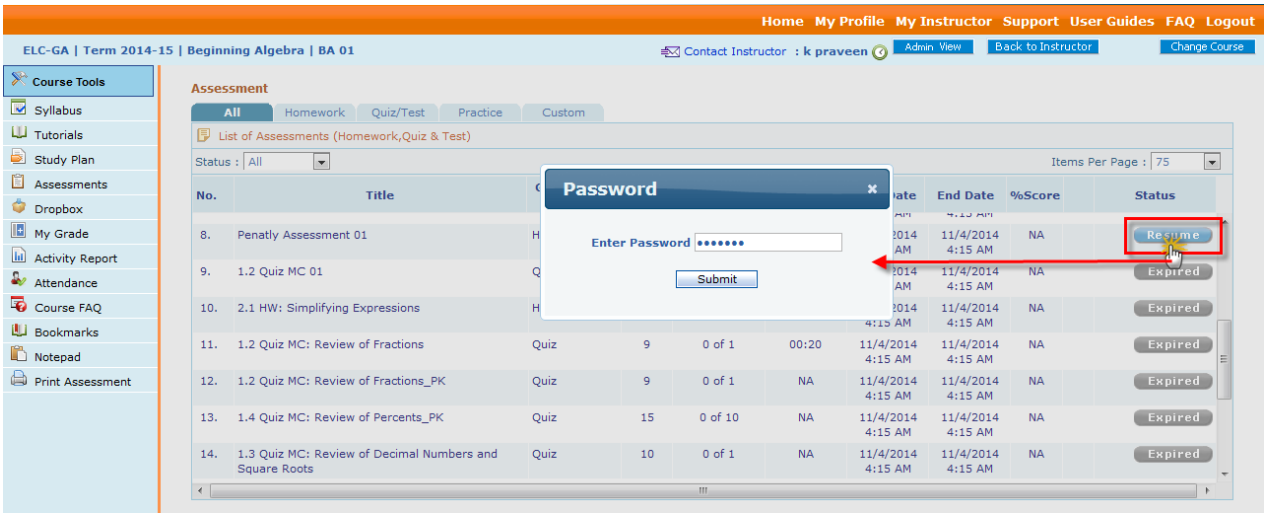
3. **Students should be able to see his Instructor Profile Picture:**



Navigation to View 'My instructor' profile:

- Login to Student account and click on 'My Instructor' menu on the top.

4. **Changes to Password Protected Assessment:** Now, Password protected test will prompt for password when student resumes it.



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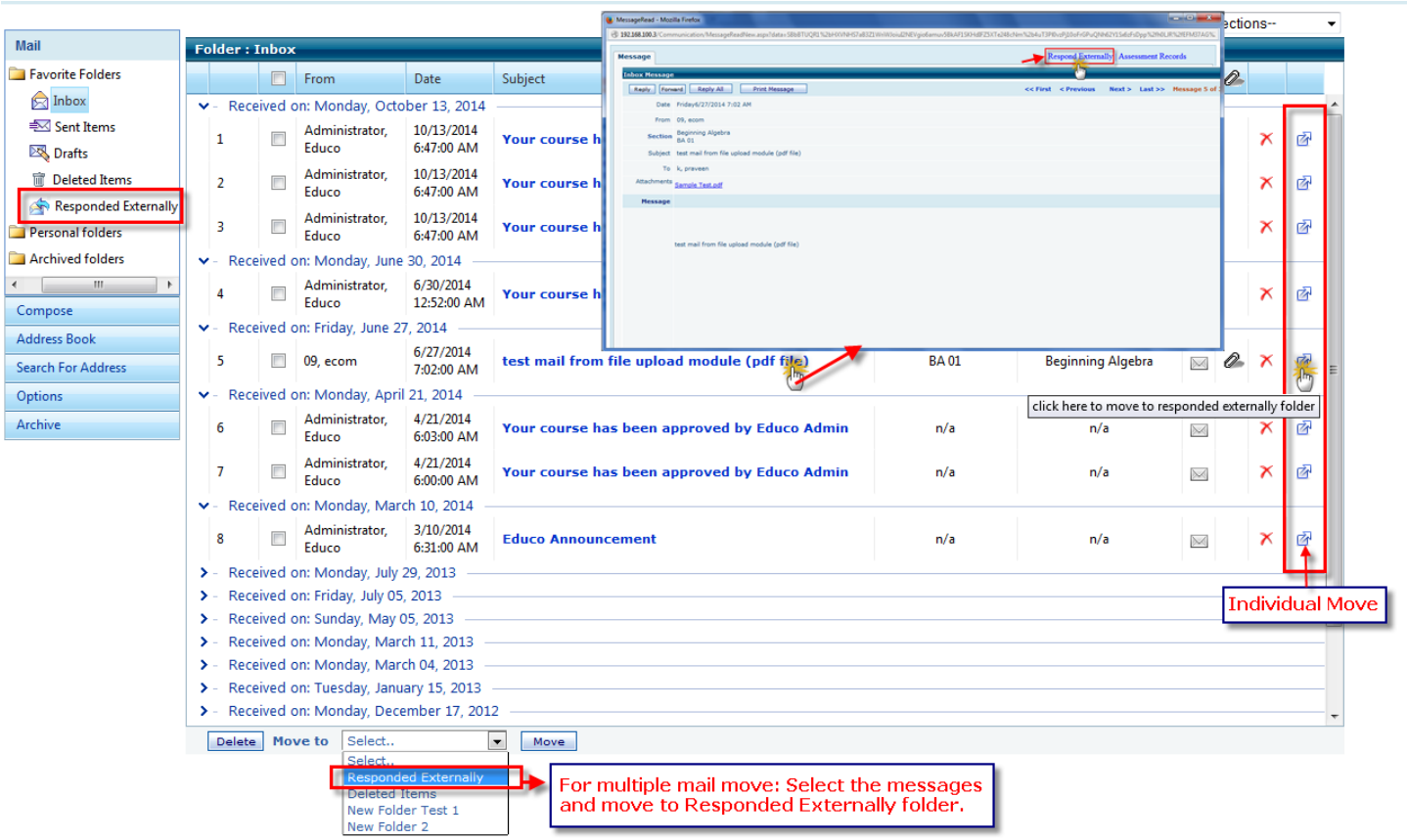
5. **Internal mail enhancements:** Added a feature in internal e-mail that if an instructor responds to student's e-mail directly, not from the Educo, then instructor can add under "Responded Externally" folder. By selecting from left selection RE link all such e-mails will be listed under Responded Externally e-mails folder and the number in un-responded e-mails that appears on instructor login should be reduced accordingly.



Navigation to explore the feature:

- Login to instructor account
- Go to Communication → Internal mail menu
- Click on received email, on the message read popup click on 'Responded Externally' link.

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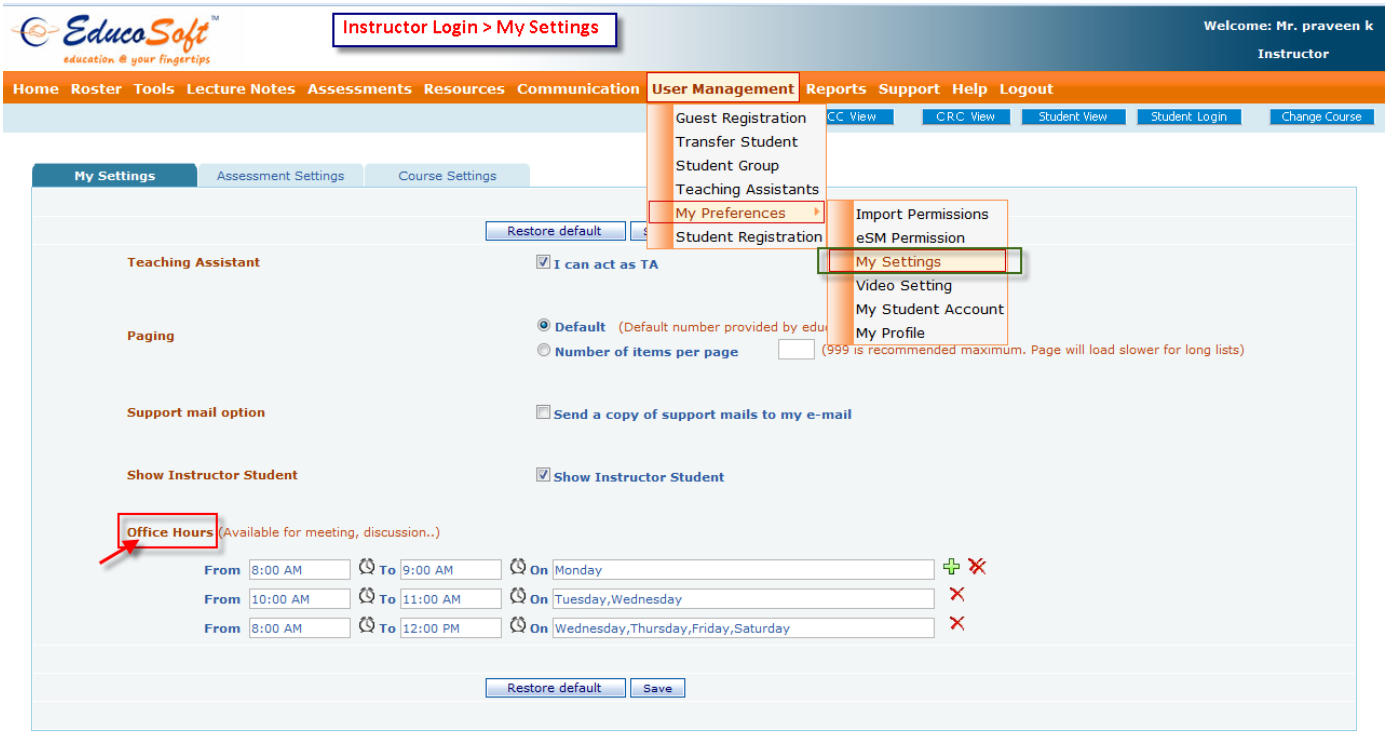
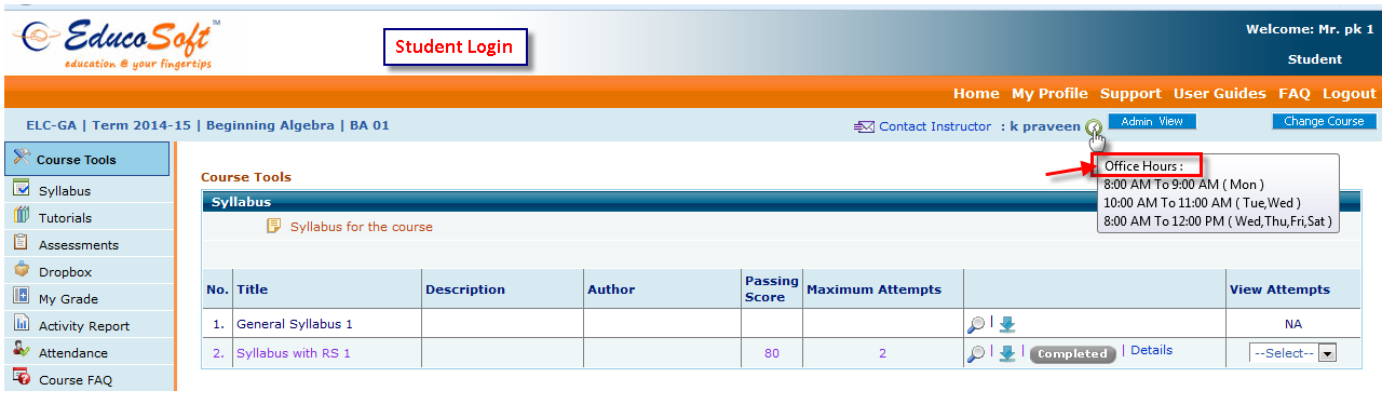
6. **Instructor My Preference settings Changes:** Replace the word ‘Free Time’ with ‘Office Hours’ under My Preferences page and added indication under student login to view the office hours details.





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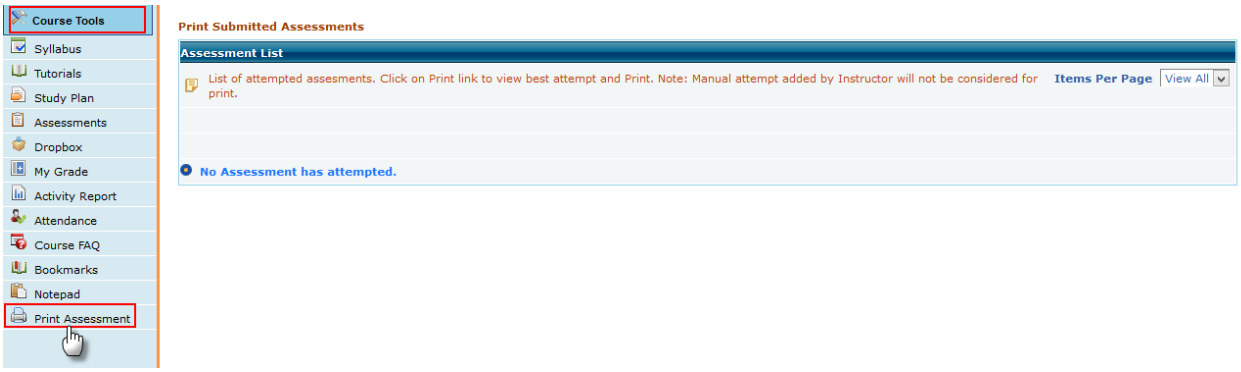
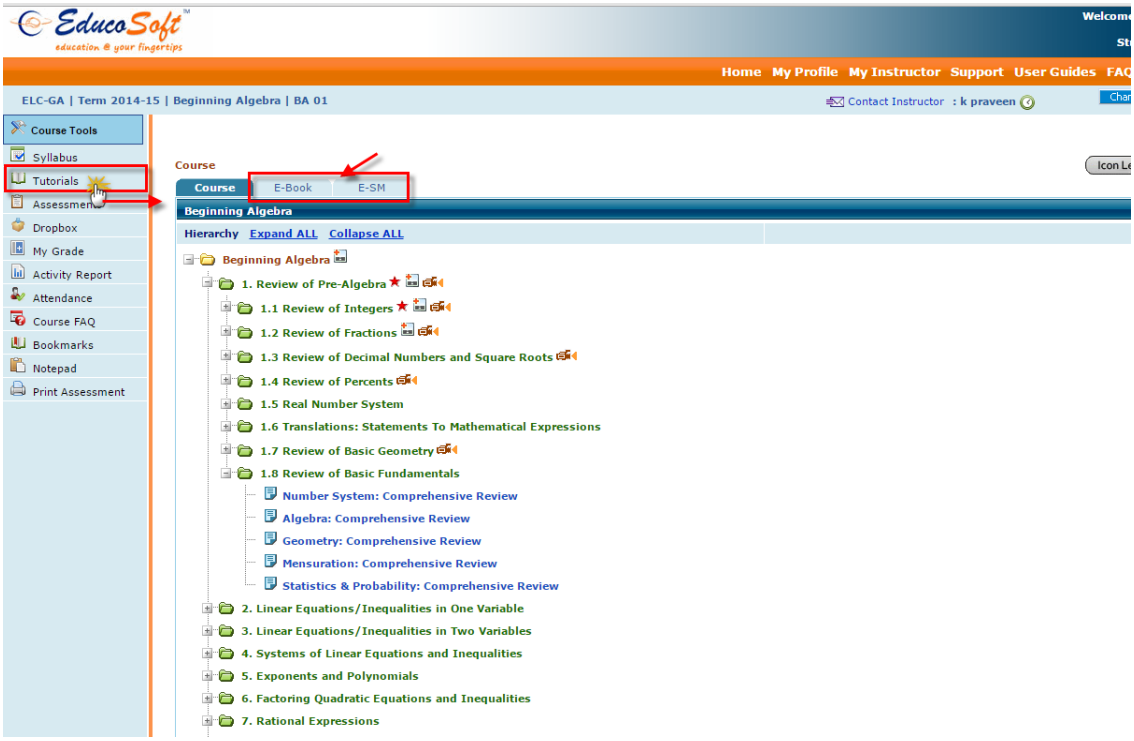
7. **Option to Print Submitted assessments for students:** Enabled an option to print submitted Assessment under student login.



Navigation to explore the feature:

- Login to Student account
- Go to courses Tools → Print Assessments

8. **Student Tutorial enhancements:** Our e-book is powerful study tool, they are uploaded section wise. We have provided e-book tab on our content hierarchy as another learning tool.



Navigation to explore the feature:

- Login to Student account
- Go to Course Tools → Tutorial

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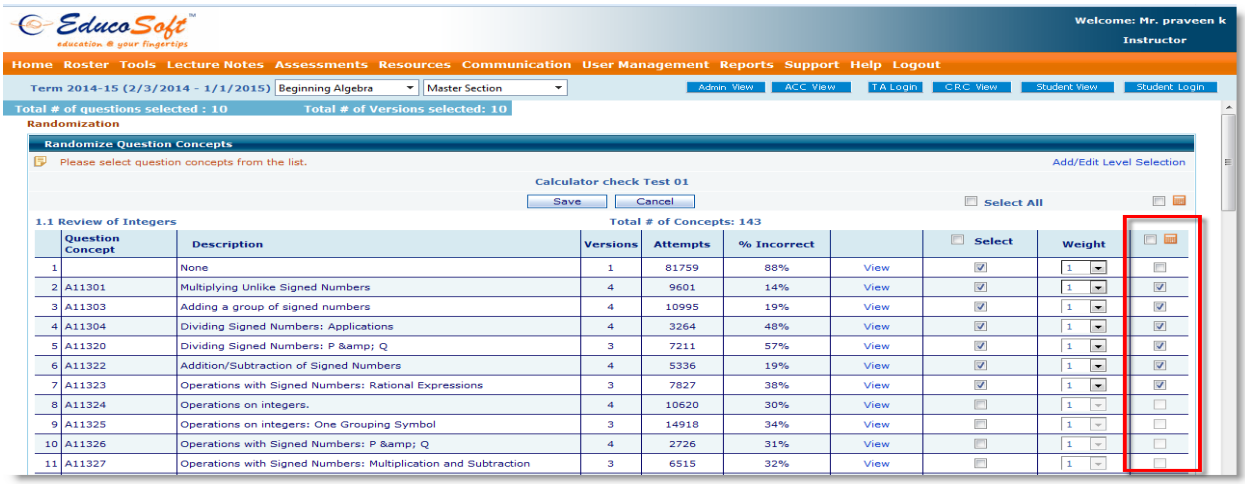
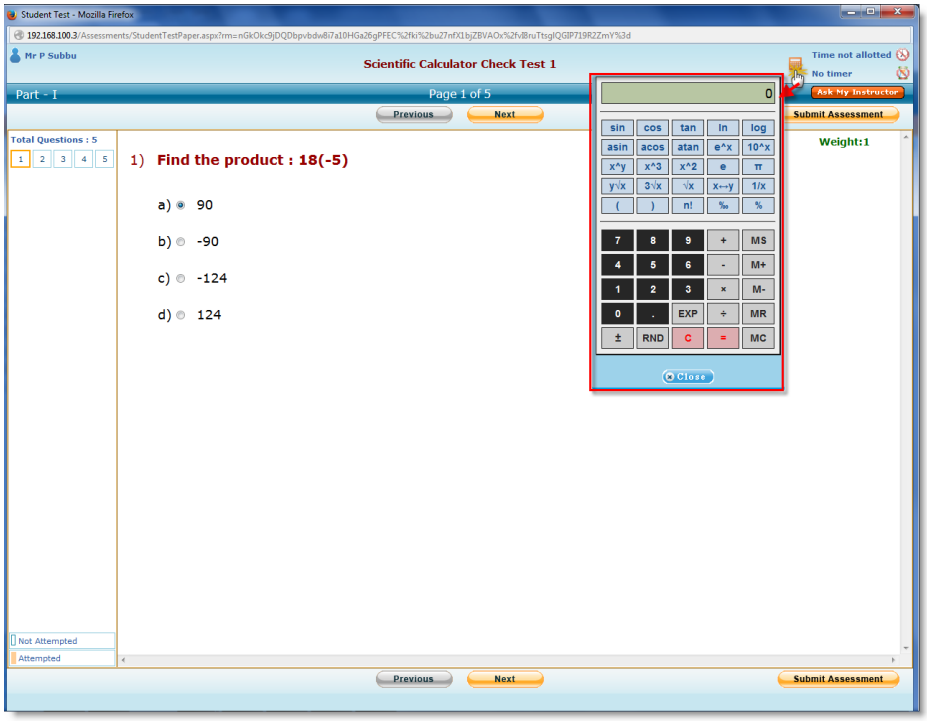
9. **Calculator Feature for Student while taking the test:** Question selection interface will have a column to include calculator in the question page. If selected a link to calculator will be provided on the selected question page while student taking the test.



Navigation to enable the calculator setting:

- Under Instructor login Assessment Creation - 'Randomize Question Concepts' screen. You will find the calculator option at the last column for each question concept.
- Select the calculator checkbox corresponding to the question and save the test.
- While taking assessment, click on icon on the top right corner to view the calculator.



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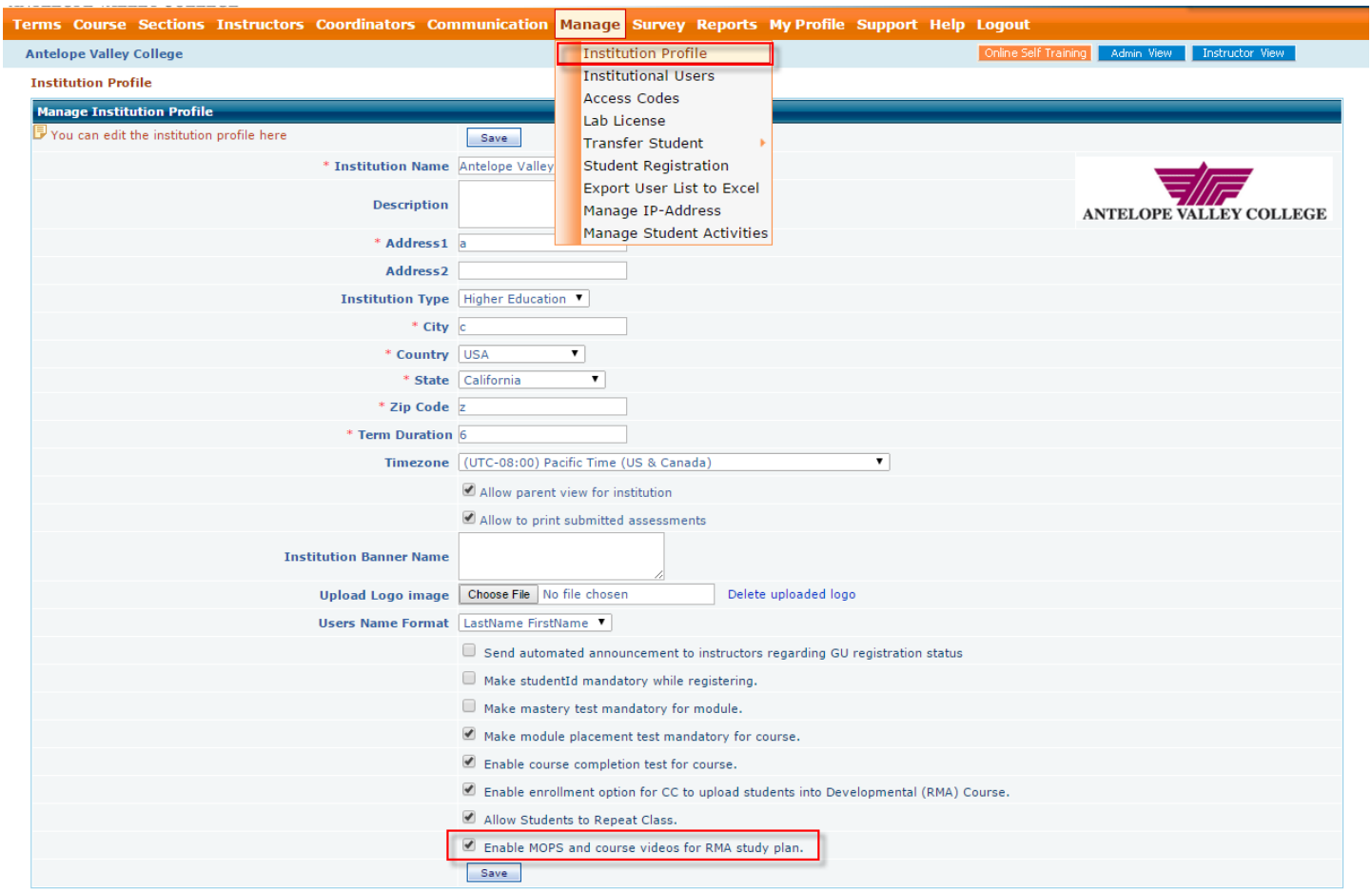
10. **Learning Activity Prerequisite setting:** Institution level setting is provided to enable/disable Learning Activity (tutorial/Example) as pre-requisites under campus coordinator.



Navigation to enable the setting:

- Login to CC account
- Go to Manage → Institution Profile
- Select the check box corresponding to 'Enable MOPS and course videos for RMA study plan' setting.

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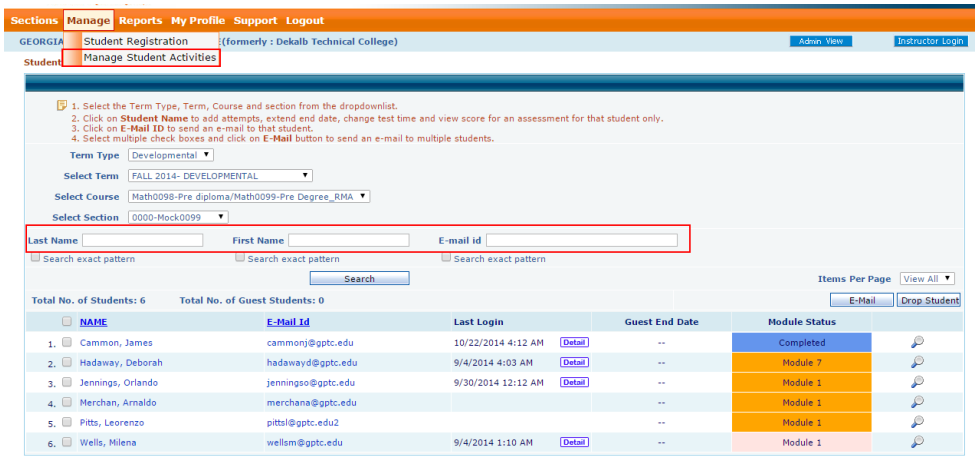
11. **Learning Center Supervisor enhancements:** Several new features have been added to Learning Center Supervisor role.

- **Dropping students in a class.**



Navigation to drop students from class:

- Login to LCS account
- Go to Manage → Manage Student Assessment activities menu
- Select the check box corresponding to student and click on Drop Students.

- **Feature to control student assessment activities.**

Navigation to manage student assessment activities:

- Login to LCS account
- Go to Manage → Manage Student Assessment activities menu
- Click on the student name and assessment list screen appears where you can increase the attempts, extend the assessments due date/time, view/update score and delete an attempt if essential.

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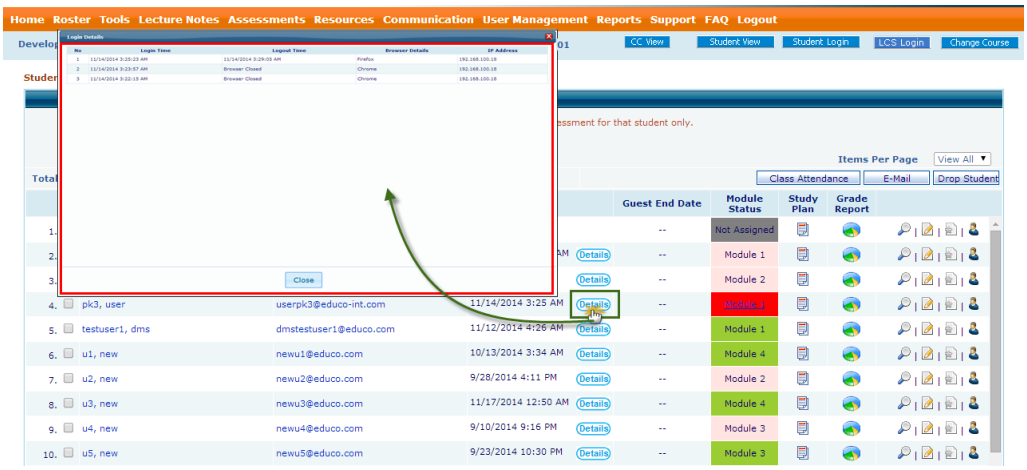
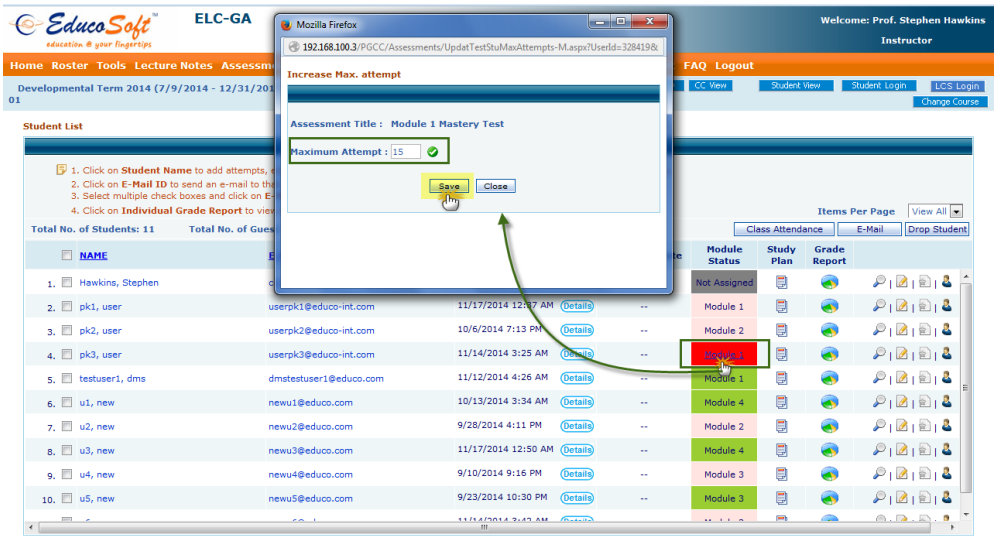
12. **Student last login/Logout detail information on Instructor roster page:** Instructor can view student's detailed login information records from the roster page by clicking on 'Details' link.



Follow the steps shown below to explore the feature:

- Login to Instructor Account and go to Roster and click on the 'Detail' link.
- Details screen shows the information about last login, last logout, Browser used and the IP address.

13. **Option to increase attempt from roster screen:** When instructor see the indication on the roster screen about student being stuck in the MMT test for which he/she needs manual intervention, instructor can click on link as shown below to Increase/add attempt for MMT for that student.



Follow the steps shown below to explore the feature:

- Login to Instructor Account and go to Roster and click on the module title which is indicated in red'.
- On the increase Max attempt window popup enter the max attempt value.

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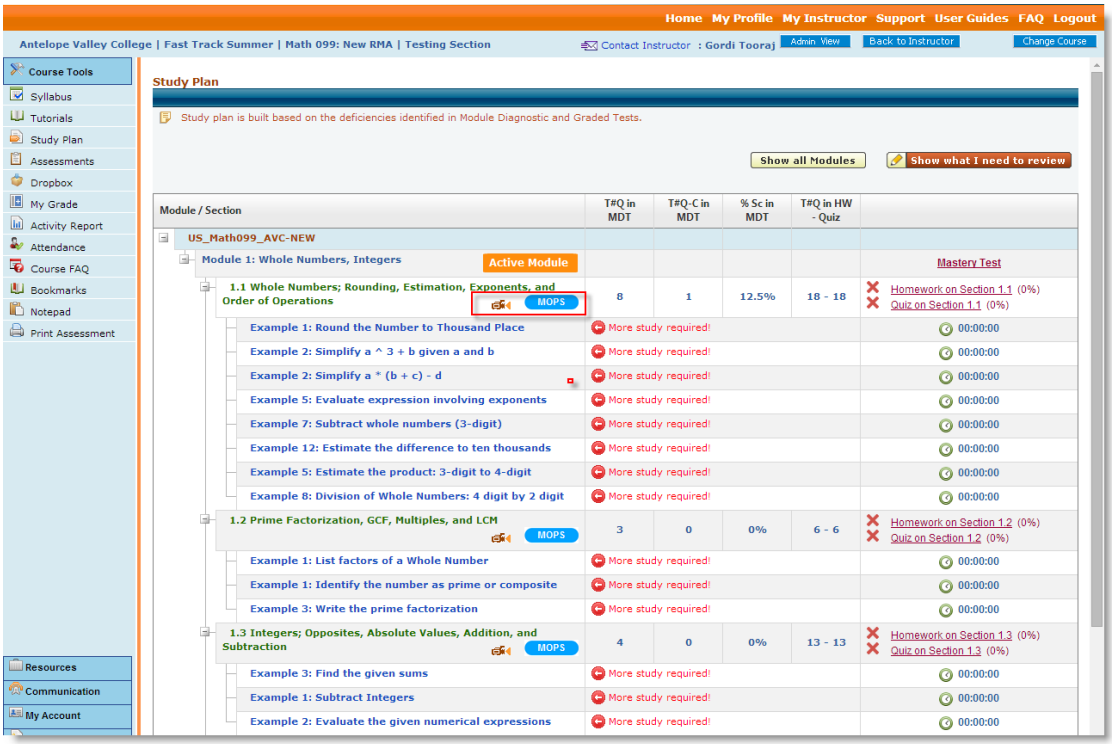
14. **Student Study Plan Enhancements:** Now students will have access to additional resources like, MOPs and Video activities thru study plan.



Navigation to see the new study plan:

- Login to student account and go to course tools
- Click on 'Study Plan'
- Click on the Video/MOPS icons to access section related resources.

15. **Assessment Creation Changes:** Added more setting to assessment creation page where you can enter auto assessment max attempts value while creating MDT and automatic section QUIZ/HW are made optional.

Navigation to the new setting:

- Login to Instructor account
- Go to Assessment → Create Assessment
- Select assessment type as **Module Diagnostic Test**
- You will find an option to create auto Quiz and Homework for MDT.
- Select the options if you want to create the Quiz / Homework tests automatically for MDT and enter the Max attempt information and save the test.

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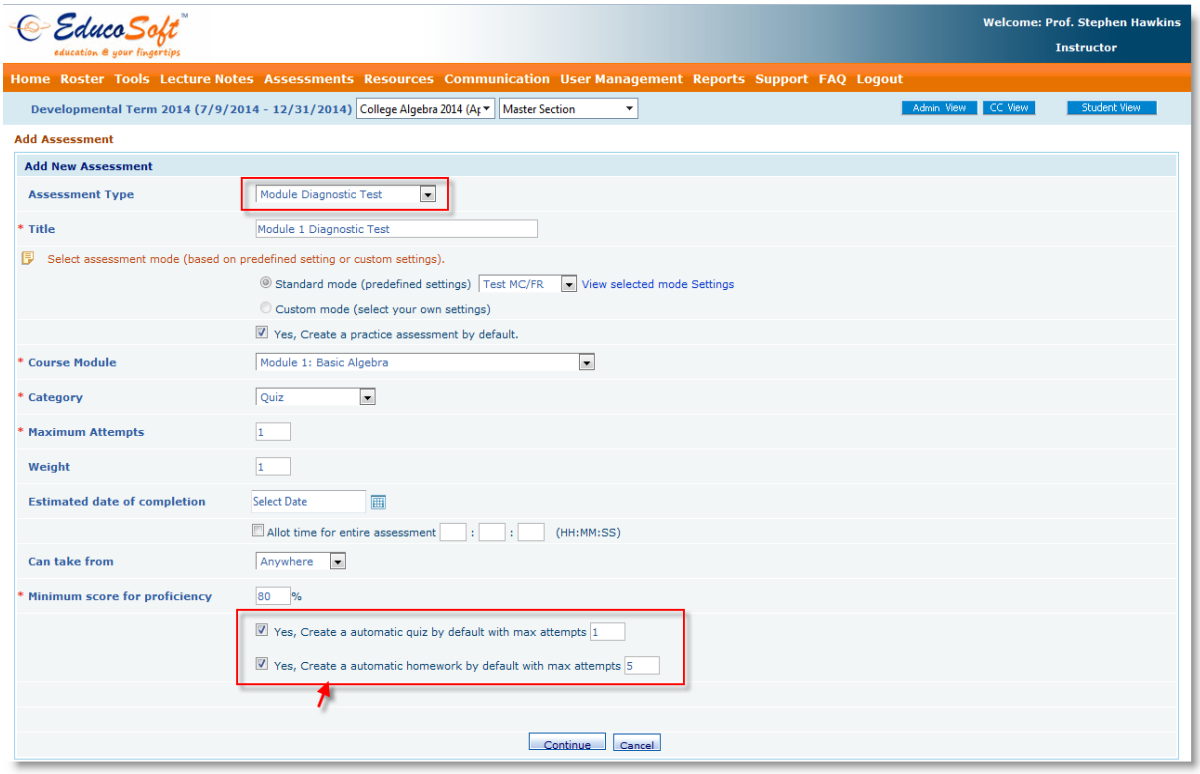

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