E-LEARNiNG

made simple

Educo International Inc.

2014 WINTER RELEASE NOTES

EducoSoft
education @ your fingertips

1. **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
- Go to Roster
- Click on the 'Detail' link.
- Details screen shows the information about last login, last logout, Browser used and the IP address.

2. **Class Code option in registration:** When sections are assigned to an instructor, instructor can able to generate course code per section by clicking on 'Generate course code button'. This id is unique for each section. It is alphanumeric. So when student registers, he/she just punch in the course code to get registered in right section. There is no need to select state, term, course, section selection. This will avoid extra work plus chances of registering in wrong class.

Navigation to generate class code:

- Login to Instructor Account go to User management → Generate class code.
- Select the term from the dropdown list and click on the 'Generate' Link corresponding to Course/Section name to generate class code.
- Use the 'Export To excel sheet' option to save the code in excel

Student Registration using class code:
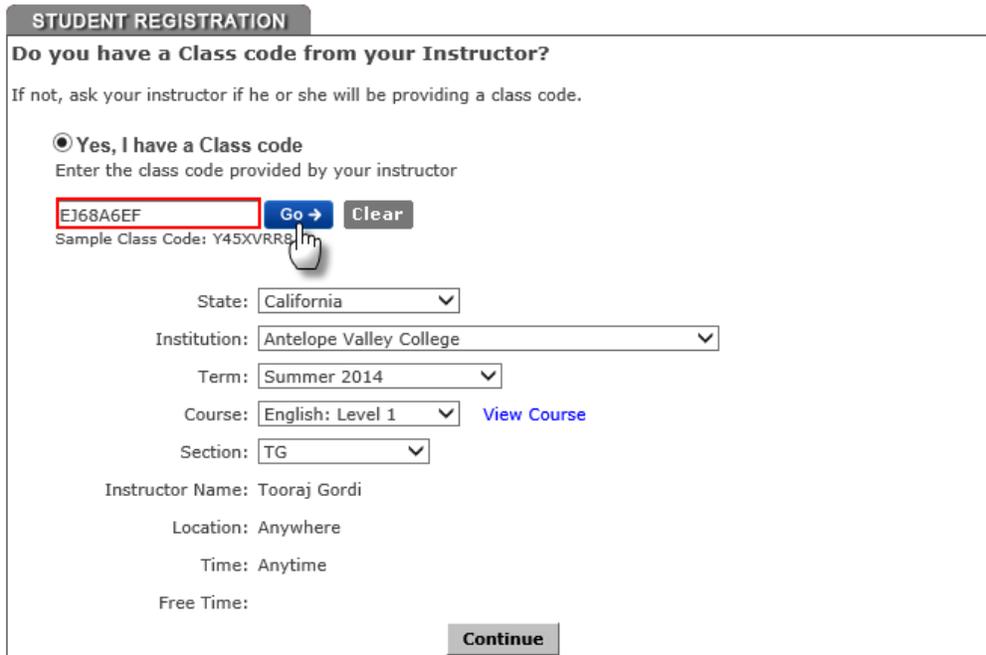
Navigation to register students using Class Code:

- From Educosoft Home page click on Register
- On the 'Register Now' screen, select radio button 'Yes, I have a class code' and enter the class code provided by your Instructor and then click on **Go →** button.
- System automatically selects the correct Institution, Term and Course based on class code entered, eases student for smooth registration process.

Note: Incase if student doesn't have class code, they can select Radio Button 'No, My course doesn't have code' and can manually select the Institution, Term and Course and continue the registration process.

3. **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*
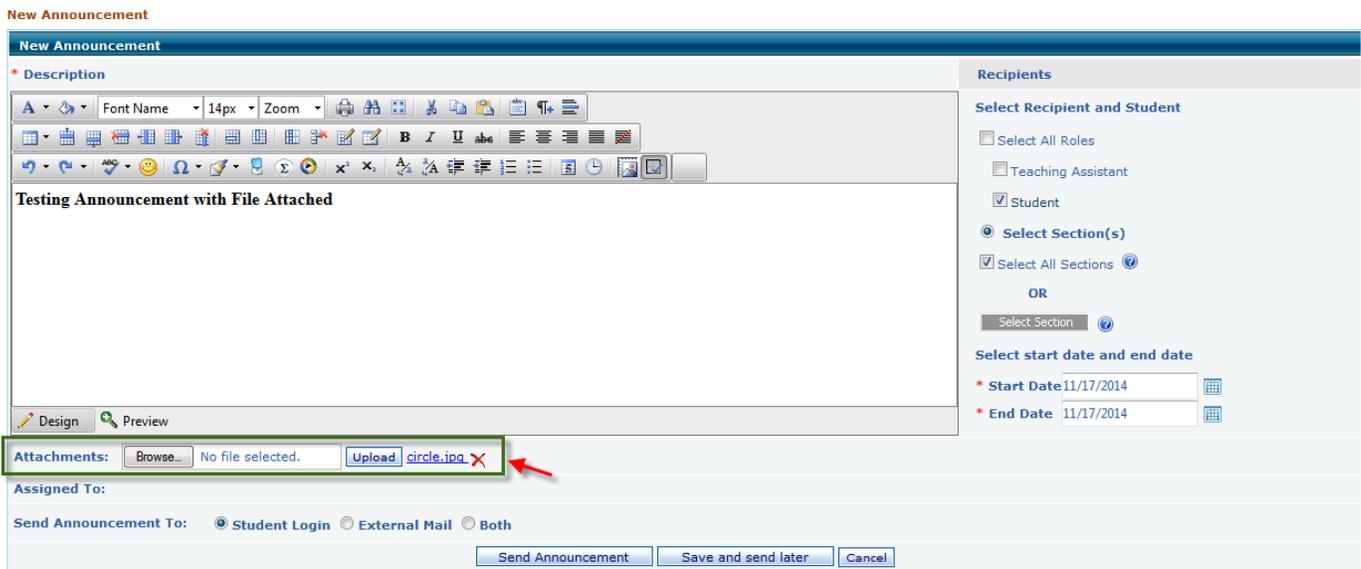
Navigation to attach file when sending announcement:

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

4. **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.
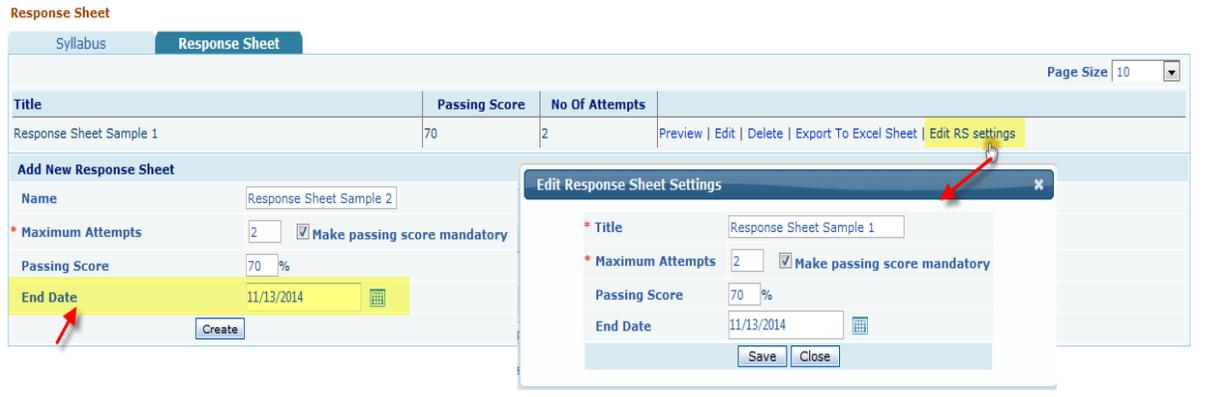

Navigation to change response sheet settings:

- o Tools → Syllabus → Response sheet.
- o Specify the response sheet end date on add/edit the response sheet.
- o 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.
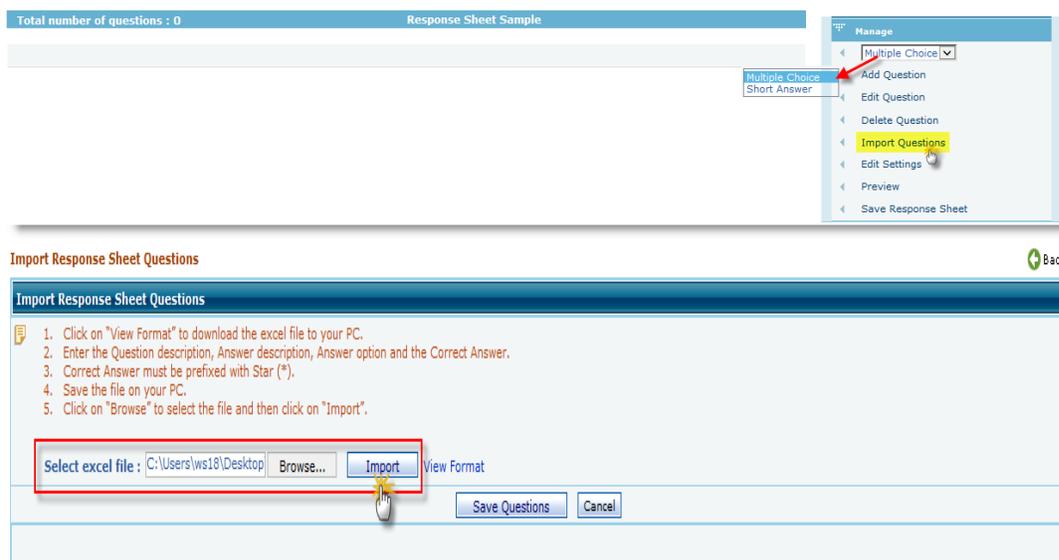
**Navigation to explore Importing Questions to Syllabus:**

- 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'
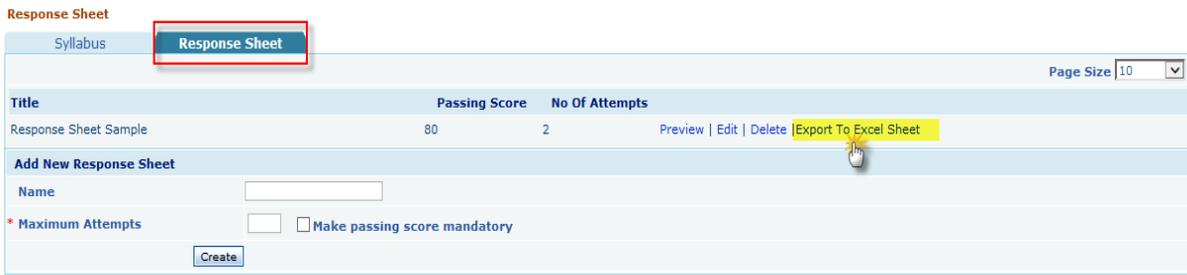
Navigation to explore Export Questions feature:

- 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).
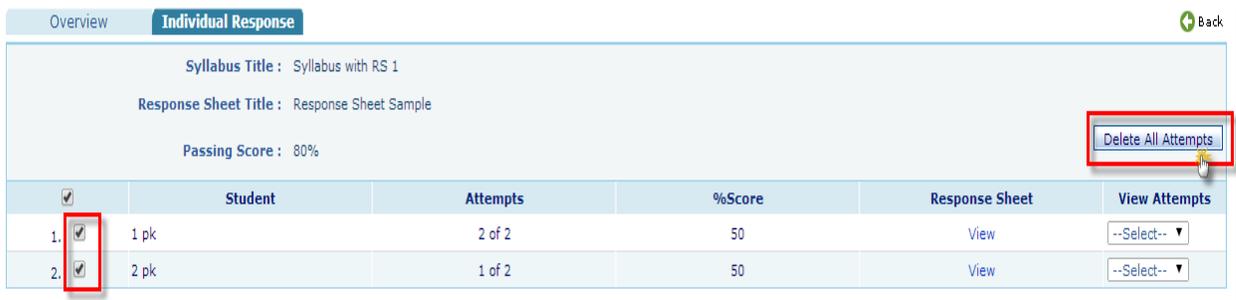
Navigation to delete all response sheet attempts taken by students:

- 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).

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.

5. 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.

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

7. **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.
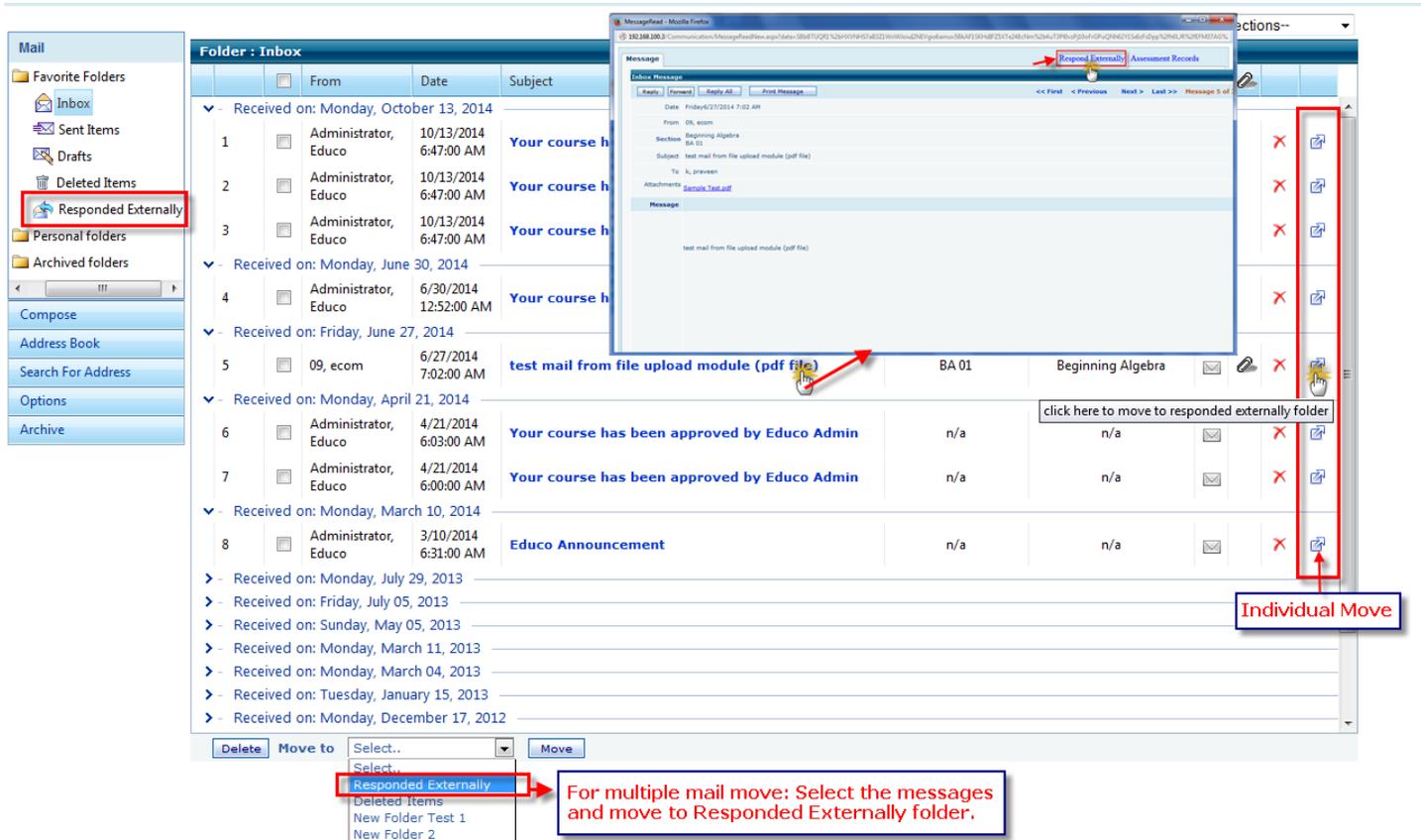
Navigation to explore the feature:

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

8. **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.

9. **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
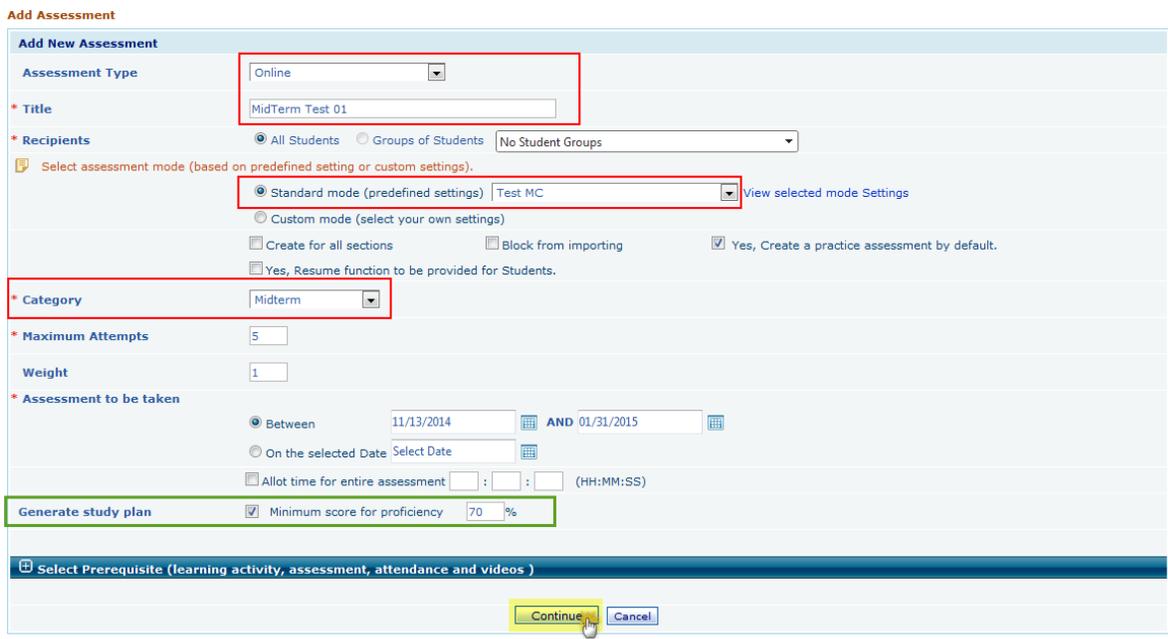- Go to courses Tools → Print Assessments

10. **Option for instructor to resume the students' submitted/ completed assessment:** If a student can't finish a test within stipulated time, instructor has an option to let the student resume (not retake) that test. In resume mode, student can work on question not attempted in previous session.
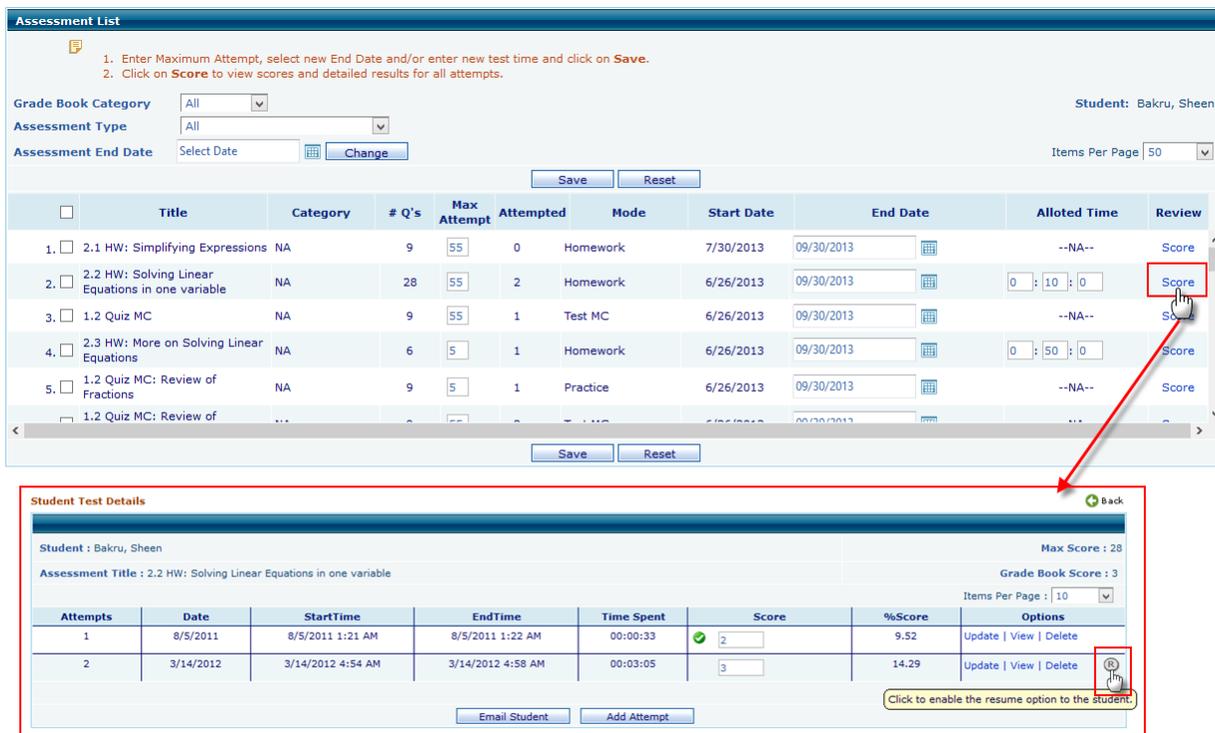
Navigation to use to the individual resume feature:

- Go to Score page from Assessment/Scores menu or by clicking on the student name on the roster page
- Click on View link to view score of any assessment
- Click the Details link for any corresponding student to view the attempts
- Click the ⓡ button to let the student resume the assessment

11. **Assessment Based Study Plan:** Test mode that assesses student's proficiency in every topic defined in the modules. Generates study plan based on student's performance in Chapter/module/mid-term test. Student can determine concepts where they need improvement.

Navigation to create study plan assessment:

- Login to instructor account and go Assessments → View/Create assessments and click on *create*
- Select the assessment Type as 'Online'.
- Enter test title and select the assessment mode from the drop down menu
- Select the category and define assessment start and end date/time.
- Select 'Generate study plan' check box to include study plan for the test and then enter the minimum score for proficiency %.
- Click on continue and select the questions and save the assessment.

Student View

The Study Plan enabled test assesses student proficiency in every topic defined in the module and generates study plan based on his/her performance and determines concepts where they need improvement.

Navigation to take Study plan enabled Test from student login:

- From the student login, go to Course Tools and click on 'Assessments' link.
- Click on take button and complete the test

- If you student fail to achieve minimum proficiency, then system automatically generates study plan based on student performance and determines concepts where improvements needed.
- Student will see the Study Plan 📑 icon next to the test title in assessment list screen and on click user will be redirected to Study plan screen.
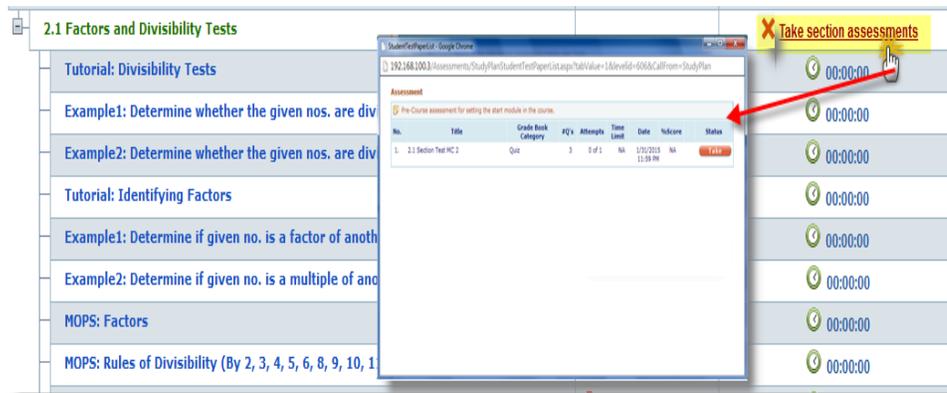
- Study plan will include all the learning actives (examples and tutorials) where students require improvements and automatically attaches them as prerequisite to main test.
- Click on the title to view the objectives
- Click on the 'Take section assessments' to take section assessment.

- Study plan enabled test can only be re-taken if user completes all the prerequisites and section assessments.

Note:

- **Generate study plan** option will be appeared only for the courses which has **enabled the Study Plan option**.
- The default maximum attempt for the study plan test(s) is set to **5**.

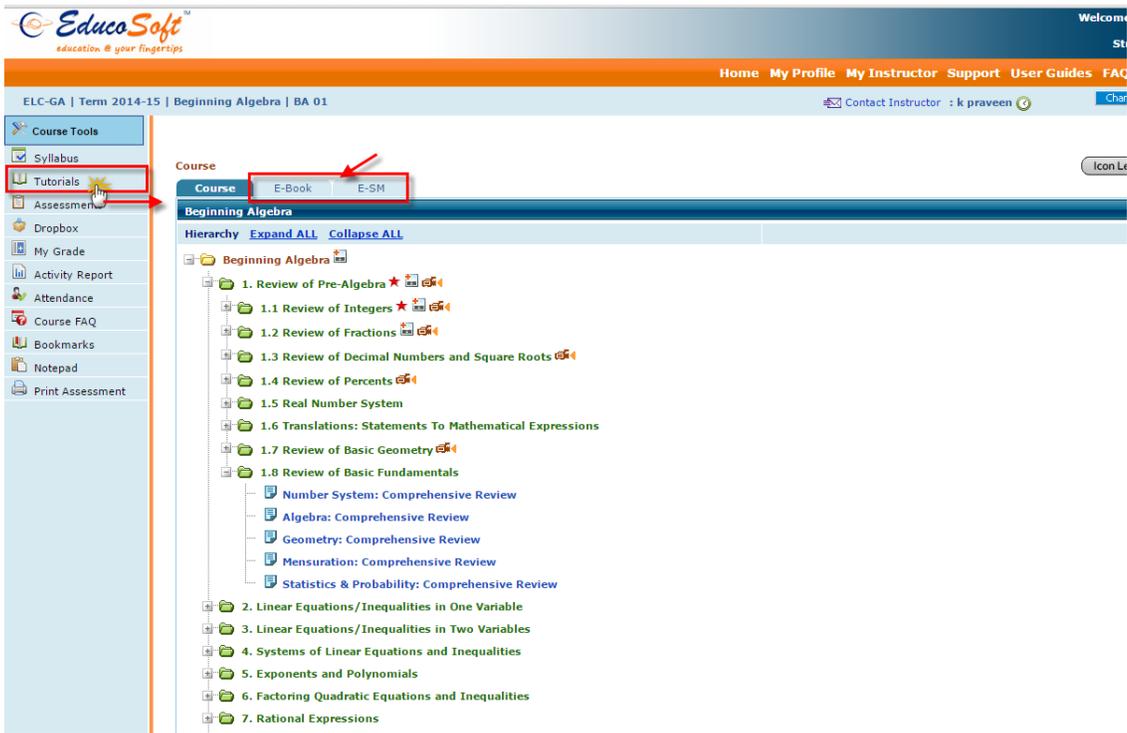12. **Student Assessment list Screen changes:** For practice test, word "P" take button is replaced with "Practice"

13. **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

14. **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.
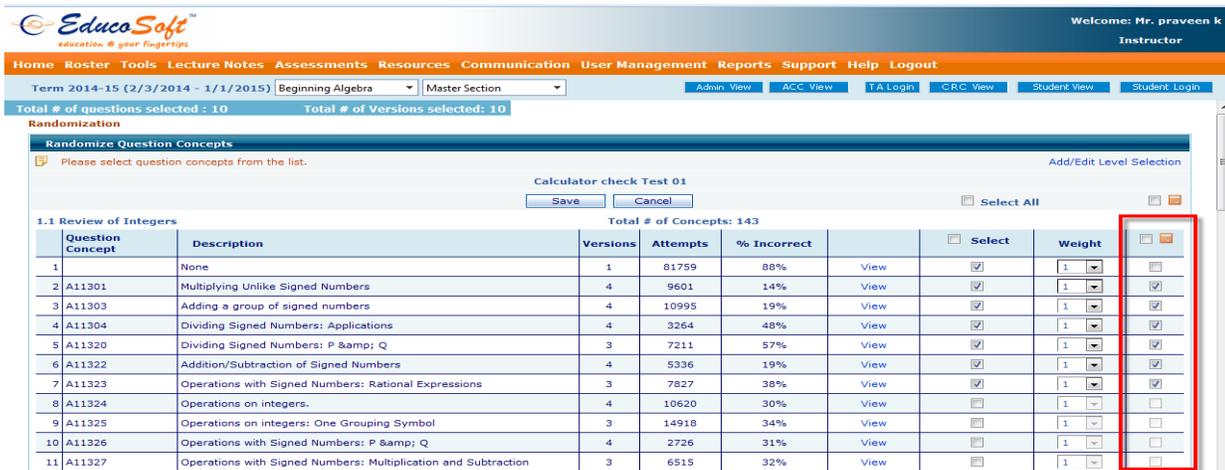
Navigation to enable the calculator setting:

- 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.
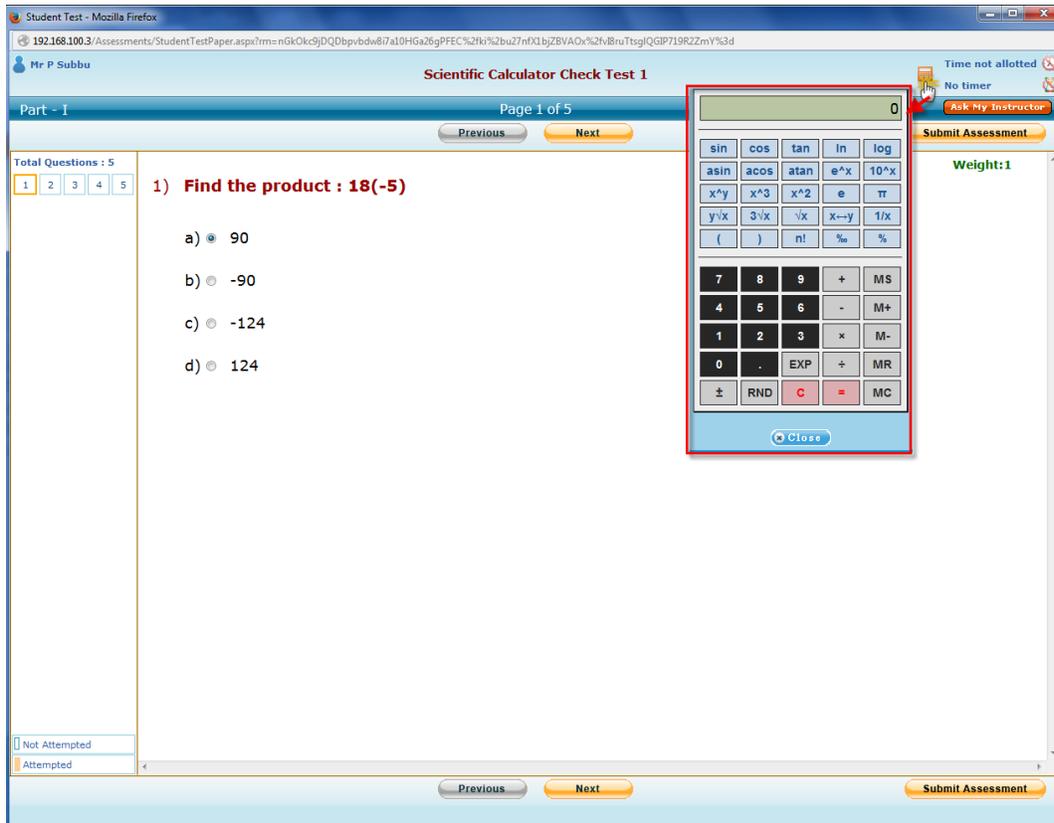
15. **Master Section Changes:** Changes made in master section (Assessment, DropBox, Grade book) will reflect in all sections which are imported from the same master section.

Note: Master section changes will reflect in all imported section only if sections are in locked mode.