



EDUCO TABLET USER INTERFACE RELEASE NOTES





Login as Campus Coordinator:

Go to http://www.educosoft.com from browser

To login as Campus Coordinator

-Enter your e-mail id.

- -Enter your password
- -Click on Login link



System Requirement Check:

Once you login, you will be prompted to System Requirement check page as shown below

education @ ye	coSoft ™ nur fingertips		
	eet some of the requirements narked 'x' and follow the inst	s for using EducoSoft. ructions given in the comment column.	
Requirement	You have	Comment	
Operating System	Windows 3.1	Meets the requirement.	
Browser	Chrome 44	✓ Meets the requirement.	
Pop-Up Blocker	Disabled	Veets the requirement.	
Flash Player	Flash Player 18	Meets the requirement.	
			Continue Check again

Note: Only Puffin Browser supports Adobe Flash content. To access Tutorial/Lecture notes you must install and login with Puffin Browser.

Educo tab website will check its software requirement with the device. You can click on **Continue** link and access the website

Note: Only Puffin Browser supports Adobe Flash content. If you want to access Tutorial/Lecture notes you have to install and login with Puffin Browser.

Understanding Home Screen:

Default Screen View

The Default view will be Terms List Page and all other menus can be accessed with the help of Menu link.

. Ste	ephen Hawkins						
ME			EducoTablet				Instructor View Lo
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	n rm List						
Ten	List of Terms displayed						
							Add Term
Ter	rm Type ALL						
	rm Status ALL						Items Per Page View All
No.	Name	Start Date	End Date	Term Type	Status		
1.	Fall-2 2007	7/31/2007	10/27/2009	Standard	Expired	🔎 🖉 🛅 Accessibility	Course Approval
2.	Spring II 2008	1/8/2008	5/12/2008	Standard	Expired	🔎 🅒 💼 _{Accessibility}	Course Approval
з.	Mar 08 - Jul 08	2/29/2008	7/30/2008	Standard	Expired	🔎 🖉 🛅 Accessibility	Course Approval
4.	2008Spring	2/9/2008	6/9/2008	Standard	Expired	🔎 🖉 🛅 Accessibility	Course Approval
5.	Educo bangalore Sanity Test Term	8/12/2008	12/1/2008	Standard	Expired	🔎 🖉 💼 _{Accessibility}	Course Approval
6.	New Fall 2008	8/29/2008	12/31/2008	Standard	Expired	🔎 🖉 🛅 Accessibility	Course Approval
7.	Fall 2008_BAMP_Test	9/24/2008	2/28/2009	Standard	Expired	🔎 🥒 🛅 Accessibility	Course Approval

If Campus Co-ordinator is an Active Instructor of the Institution, User will be logged in to **Instructor Account**, Click on Options> CC View to access CC account, as shown below

tephen Hawkins ENU		EducoTablet				Options V Sections
		Instructor Acc	ount			L CC View
Welcome to EducoSoft			🖂 You	have 13 unre	ead messages	ou & Studen View
Active Terms						Oludein Edgin
Prof. Stephen Hawkins E MENU		Educo Tablet				Instructor View Logo
		CC Account	t			
Term Term List			-			
List of Terms displayed Term Type ALL Term Status ALL						Add Term Items Per Page View All 🔻
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2. Spring II 2008	1/8/2008	5/12/2008	Standard	Expired	Accessibility	Course Approval
3. Mar 08 - Jul 08	2/29/2008	7/30/2008	Standard	Expired	P 🖉 💼 Accessibility	Course Approval
4. 2008Spring	2/9/2008	6/9/2008	Standard	Expired	P 🖉 🛅 Accessibility	Course Approval
5. Educo bangalore Sanity Test Term	8/12/2008	12/1/2008	Standard	Expired	P 🖉 🛅 Accessibility	Course Approval
6. New Fall 2008	8/29/2008	12/31/2008	Standard	Expired	P 🖉 🛅 Accessibility	Course Approval
7. Fall 2008_BAMP_Test	9/24/2008	2/28/2009	Standard	Expired	Accessibility	Course Approval

To switch back to Instructor account, Click on **Instructor view** link as shown below.

MENU	EducoTablet				Instructor Vie	w u
em	CC Account					
Term List						
List of Terms displayed						
					- 1	Add Tern
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No. Name	Start Date End Date Te	erm Type Status				
1. Fall-2 2007	7/31/2007 10/27/2009🧭 St	andard Expired	🔎 🖉 🛅 _{Acce}	essibility	Course Appro	oval
f. Stephen Hawkins MENU	EducoTablet	•		(Options V Section	ons (
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Active Terms			ad messages	anno You I	nave no general uncements.	
Active Terms lick on "Go" to select a section, Click on a Term or Course			ad messages	🐨 anno	uncements.	(20/20)
Active Terms ick on "Go" to select a section, Click on a Term or Course	se or section and drag it up or down to change the o		Re	anno	nave no general uncements. Term end date: 9/ iuest Students	/30/20
Active Terms ick on "Go" to select a section, Click on a Term or Cours Term Name : Term 2015	se or section and drag it up or down to change the o	order.	Re	anno	uncements. ïerm end date: 9/	/30/20 Go
Active Terms ick on "Go" to select a section, Click on a Term or Cours Term Name : Term 2015 Course Name	se or section and drag it up or down to change the o	order.	Re	gistered udents	uncements. Term end date: 9/ Suest Students	
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Note: Instructor view link is available only for CC's having active Instructor account.

1. **Instructor View Link**: Link to switch back to the Instructor account in case If CC is an active Instructor in the institution.

- 2. Menu Link: Link to access all the menu items.
- 2.1 Terms: Lists all the terms created by CC

Prof. Stephen Hawkins		Educo Tablet				(Instructor View
Co Educo Soft	Term Term List						
🖲 Term 🍾	List of Terms displayed Term Type ALL						Add Ter
Course	Term Status Active No. Name	Start Date	End Date	Term Type	Status		Items Per Page View A
B Section	1. Inactive Term Check	5/1/2015	12/31/2015	Standard	Active	226	Course Approval
Section	2. Term 2015	12/20/2014	9/30/2015 🥑	Standard	Active	000	Course Approval
Instructors	3. Developmental Term 2015	12/22/2014	12/31/2015	Developmental	Active	P / 6	Course Approval
	4. new term june 11	6/11/2015	9/30/2015	Developmental	Active	P / 6	Course Approval
Communication	5. Production Release Check-3/7/2015 Dpk STD	7/3/2015	10/7/2015	Standard	Active	P / 🖬	Course Approval
🖻 Manage 🛛 🖬	6. Training Term-dpk	7/27/2015	9/30/2015	Training	Active	P / 🖬	Course Approval
🖻 Manage 🛛 🖪	7. Training Term 2015 (PK)	7/27/2015	9/30/2015	Training	Active	P / 🖬	Course Approval
🖀 Reports 🛛 🗳	8. new training term dpk1	7/27/2015	9/30/2015	Training	Active	200	Course Approval
	9. Tab check	8/11/2015	10/22/2015	Standard	Active	000	Course Approval
	10. Tab dev term 2015	9/7/2015	3/31/2016	Developmental	Active	P / 6	Course Approval

Adding a Term:

Click on "Add Term" Link, Select appropriate Term Type, Give Term name, Select Start date and End Date and Click on save link as shown below.

Term									
Term List									
厚 List of 1	Ferms displayed								
									Add Term
Term Type	Standard	۲							ð
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1. Fall-2 2007			7/31	/2007	10/27/2009	Standard	Expired	🔎 🖉 💼 _{Acc}	essibility Course Approval
2. Spring II 2008			1/8/2	2008	5/12/2008	Standard	Expired	₽∥₿.	Course Approval
Term									
Add Term									
			Term	Stand				registration and La tered lab or locatio	b for registration through Lab License. m.
			* Name	Spring '	Term_Tab		-		
			* Start Date	09/07/2	015				
			* End Date	01/27/2	.016]			
				Save					
				dhr	1				

Once Done, The added term will be listed in Terms List page.

Term						
Term List						
List of Terms displayed						
						Add Term
Term Type Standard T						
Term Status Active						Items Per Page View All 🔻
No. Name	Start Date	End Date	Term Type	Status		
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2. Term 2015	12/20/2014	9/30/2015 🕑	Standard	Active	P 🖉 💼	Course Approval
3. Production Release Check-3/7/2015 Dpk STD	7/3/2015	10/7/2015	Standard	Active	P 🖉 🛅	Course Approval
4. Tab check	8/11/2015	10/22/2015	Standard	Active	۵ 🖉 🔎	Course Approval
5. Regular Study Plan 2015	9/7/2015	12/31/2015	Standard	Active	۵ 🖉 🔎	Course Approval
6. Spring Term_Tab	9/7/2015	1/26/2016	Standard	Active	P 🧷 🛅	Course Approval

Click on "Course Approval" link to add courses to the term, Select appropriate Course and click on "Send course for Approval link"

rm List							
🕞 List of Terms displa	ayed						
							Add
Ferm Type Standard	T						
Term Status Active T							Items Per Page View
No. Name		Start Date	End Date	Term Type	Status		
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2. Term 2015		12/20/2014	9/30/2015 🥑	Standard	Active	۵ 🥒 🔎	Course Approval
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4. Tab check		8/11/2015	10/22/2015	Standard	Active		Course Approval
5. Regular Study Plan 2015		9/7/2015	12/31/2015	Standard	Active	P 🖉 💼	Course Approval
6. Spring Term_Tab		9/7/2015	1/26/2016	Standard	Active	₽ ∂ 🗇	Course Approval
dev.educosof Course Send Courses	ft.com/TabletEducosoft/Course/Ser for Approval lect the courses to be approved from the l	ndCourseForApproval.asp				Clos	
dev.educosof Course Send Courses	for Approval lect the courses to be approved from the	ndCourseForApproval.asp				1990	-
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Based on the request made, Admin will approve/deny the courses, which are sent for approval.

Prof. Stephen Hawkins		EducoTablet					Instructor View Logout
🕜 Educo Soft"	Course						
	Course List						
Term	🕞 List of Courses						
	Status In Use 🔻						
Course	Select Course Type All						
III Section	Search by Name			Blo	ck U	In-Block Add Cours	e Items Per Page View All
Section	No. 📕 Course Title	Institutional Code	Created Date	Standard Course	Status		
Instructors	1. 🔲 Basic Math	123456	2/28/2007 2:38 PM	Basic Mathematics	Approved	P / 🖥 🗋 🕻	
Gommunication	2. 🔲 Beginning Algebra		2/28/2007 2:41 PM	Beginning Algebra	Approved	P / 🖬 🔓 🛛] 📕 🖻
🖻 Manage 🔳	3, 🔲 Intermediate Algebra	Math 103	2/28/2007 2:42 PM	Intermediate Algebra.	Approved	P 🖉 🖥 🗋 🕻] 📕 🗟
Reports	4, Pre-Algebra(ELC-GA)	Math 104	2/28/2007 2:43 PM	Pre-Algebra	Approved	P 🖉 🖥 🗋 🕻] 📕 🖻
Reports D	5. 🔲 Basic Math 04	Custom	4/9/2007 2:25 PM		Approved	🔎 🥖 🛅 💊	
	6. 🔲 Basic Mathematics	Math108	5/24/2007 10:50 AM	Basic Mathematics	Approved	P / 🖬 🗋 🕻]

2.2 **Course**: Displays all the courses available, Standard and Developmental courses.

- Link to view the Course contents
- I Edit Course link. Course title, Institution codes etc can be edited and saved.
- 💼 : Link to delete the course.
- imit to enable/disable course levels.
- i Link to view the E-book linked with the course.
- I Link to view E-Solution Manual linked with the course.
- 🗟 : Grade Book setting link.

2.3 **Sections**: Displays all the sections available in the term, we can create and manage the sections under this module.

Prof. Stephen Hawkins			Educol	ablet				Instr	uctor Vie		gout	
& Educo Soft"	Image: Section Section Section List Section List											
Term	P	List of Sections displayed. Select the Te	rm and Course to get the list	of Sections								
Course		Term Type Sta Select Term Pro	ndard • duction Release Check-3/7/20	15 Dpk STD 🔻 🖲 Activ	e/In	active OExpire	d 🔍 ali					
III Section		Select Course Be	ginning Algebra 🔻 🛛 Add	Section(s) 1 Go						Setting	s	
▲ Instructors	No.	. <u>Section Name</u>	Meeting Time	Location		Registered Students	Guest Students	Instructor		Ad	ions	
Communication	1.	section B	n/a		4		0	Hawkins, Stephen	0	Ø	8	ß
	2.	Section A 🛛 🕅	n/a		2	ថ	1	Hawkins, Stephen	0	Ø	Ô	M
🖾 Manage 🔹	3.	Sec C	n/a		1		0	Hawkins, Stephen	0	0	i	M
🖀 Reports 🛛 🗈												

-Select appropriate Term Type, Term and Course to view the sections assigned to the term.

Adding a Section(s): Enter number of section(s) you want to add in add section(s) field and click on Go link as shown below.

Secti									
_	tion List								
P	List of Sections displayed. Select the Ter		ections						
	Term Type Star	dard 🔹							
	Select Term Proc	luction Release Check-3/7/2015 [Dpk STD 🔻 🖲 Active/	Inactive 🔍 Exp	ired 🔍 All				
	Select Course Beg	inning Algebra 🔻 Add Sec	tion(s) 2				Se	ttings	
No.	Section Name	Meeting Time	Location	Registered	Students	Guest Students	Instructor		
1.	Sec C	n/a		1		0	Hawkins, Stephen	0	N
2.	Section A	n/a		2	េ	1	Hawkins, Stephen	Ø	M
з.	section B	n/a		4		0	Hawkins, Stephen	Ø	M
4.	Section D					0	Hawkins, Stephen	T	
5.	Section E					0	4, ins	T	
			[Cancel					

Enter section name and select Instructor, whom the section needs to be assign, once done Click on save link

2.4 Instructors: Displays list of Instructors. CC can add and manage Instructors in this module.

Prof. Stephen Hawkins		EducoTablet		Instructo	r View Logout
🕜 Educo Soft"	Instructor				
	Instructor List				
O Term	🔋 厚 List of Insructors. Click on 'Add Instructor'	to Add an Instructor.			
	Status Active			Iten	ns Per Page View All 🔻
Course	Search			Add Instructor	Import E-Mail
Section	Name	E-Mail Id		Assign Permissions	Term Permissions
Section	1. 🔲 4, ins	ins4@educo-int.com	🔎 🧪 💼 Deactivate 🤱		
Instructors	2. 🔲 9, Ins	instructor@nulltimezonetest.com1	🔎 🧪 💼 Deactivate 🤱		
Communication	3, 🔲 Abdullattif, Bassam	babdulla@cau.edu	🔎 🧪 💼 Deactivate 🤱	Assign Permissions	Term Permissions
	4. 🗌 Abebe, Fisseha	fisseha@cau.edu	🔎 🥒 💼 Deactivate 🤱		
🖾 Manage 🛛 🖬	5. 🔲 Adeyeye, John	john@wssu.edu	🔎 🧪 💼 Deactivate 🤱		
🚳 Reports 🛛 🗈	6. 🔲 Beharrysingh, Rudy	rudy@swcc.edu	🔎 🧪 💼 Deactivate 🤱		
	7. 🔲 Bentley, Regina	regina@pgcc.edu	🔎 🧪 💼 Deactivate 🤱		

Link to view Instructor profile.

Link to edit the Instructor's Profile.

- 💼 : Link to delete Instructor account.
- Deactivate: Link to deactivate Instructor account.
- Link to login to corresponding Instructor account.
- -CC can add/Import Instructor(s) by clicking on "Add Instructor"/"Import" link respectively.
- -To Email the Instructor(s), Select I the Instructor(s) and click on "Email" link.

2.5 **Communication**: Displays the communication tools.

2.5.1 Internal Mail: is one of the important features used for sending and receiving mails, CC can communicate Instructors and Students via internal mail. The default view would be **Inbox** and other options like Sent Items, Drafts etc can be accessed by clicking on Mail link.

Prof. Stephen Hawkins		Mail			📮 Compose				
	.No							Q.	
Coluco Soft	1		Administrator, Educo	9/7/2015 5:43:00 AM	Your course has been approved by Educo Admin	n/a	n/a		×
	2		Administrator, Educo	9/7/2015 3:00:00 AM	Your course has been approved by Educo Admin	n/a	n/a		×
Term	3		Administrator, Educo	9/7/2015 3:00:00 AM	Your course has been approved by Educo Admin	n/a	n/a		×
Course	4		Administrator, Educo	9/2/2015 4:56:00 AM	Your course has been approved by Educo Admin	n/a	n/a		X
Section	5		17, user	9/2/2015 2:26:00 AM	Ask My Instructor - Test MC /FR 1 (Question# 1, Code: A11301)	Section A	Beginning Algebra		×
	6		s1v, testv	9/2/2015 2:14:00 AM	TEST IE1	A	Basic Mathematics		Х
Instructors	7		Hawkins, Stephen	8/19/2015 9:16:00 AM	Dropped Student Information	n/a	n/a		X
Communication	8		Administrator, Educo	8/19/2015 7:26:00 AM	Your course has been approved by Educo Admin	n/a	n/a		х
	9		Administrator, Educo	7/27/2015 5:54:00 AM	Your course has been approved by Educo Admin	n/a	n/a		×
Internal Mail	10		Administrator, Educo	7/27/2015 5:33:00 AM	Your course has been approved by Educo Admin	n/a	n/a		×
Announcements					1 2				

Individual mails can be viewed by clicking on corresponding mail. Mails can be composed and sent by clicking on **Compose** link as shown below.

	Compose
💟 То	enter to email id
CC CC	
💟 Bce	
Subject	
Attach	Choose File No file chosen Upload Answers.docx
message o	lescription
p	escription

Other options like Sent Items, Drafts etc can be accessed by clicking on Mail link as shown below

Mail	😂 Compose
📼 Inhox	list of recieved mails
see	list of sent mails
Defented	Deleted mails
Diffis	saved mails and Answers docx

2.5.2 **Announcement**: CC can send/receive announcement through this module.CC can send announcement to sections assigned to him, Announcement be accessed by clicking on Announcement link under Communication, The default view will be Sent Announcement(s) as shown below.

Prof. Stephen Hawkins			EducoTablet		Instructor V	liew	Logout
🧭 Educo Soft"							
Term		Sent Recei	ed				
	Mar	nage your anno					
💴 Course	1	🗜 List of a	nnouncements				
000	1			Add	Delete Iter	ns Per	Page View All
Section		Created On	Announcements	Start Date	End Date		
Instructors	1.	9/7/2015	CC1 Ann 2 sircle.ipg	7/6/2015	7/6/2015		2 💼
Communication	2.	9/7/2015	CC A1 circle.ipg	7/6/2015	7/6/2015		/ 🖬
🖾 Internal Mail	3.	9/7/2015	Test announcement	7/6/2015	7/29/2015		2 💼
	4.	9/7/2015	test announcement tab check <u>ConversionResult (1).pdf</u>	7/6/2015	7/21/2015		/
0	5.	9/7/2015	Test Ann from CC PK 01.	6/16/2015	6/17/2015	o	2 🖬
	6.	9/7/2015	Test Ann from CC. PK1 circle.ing	4/30/2015	4/30/2015		/ 🖬

Adding an Announcement: Click on **Add** link, below page will be displayed.

New Announcement	
New Announcement	
* Description	Recipients
🗛 🔹 🗞 🔹 Font Name 🔹 14px 🔹 Zoom 🔹 🥋 🏦 📰 🐰 🔛 🕵 💼 🌇 🚍	Select Recipient and Student Recepient
	Select All Roles type
ヴ・ペ・サマ 🥹 Ω・ダ・ 🖲 🗊 🕑 🗙 キ 幸 毎 日 日 🖬 🕒 🌆 🔲	✓ Instructor
Announcement Description Here	Course coordinator
	Teaching Assistant
	Student
	Select Section(s)
	Select All Sections
	OR
	Select Section @
	Select start date and end date
	* Start Date 09/07/2015
🥕 Design 🔍 Preview	* End Date 09/30/2015 🔠
Attachments: Choose File No file chosen Upload 9-7-2015 4-42-14 PM.png X Attachments	Section Selection - Google Chrome - X
Assigned To:	dev.educosoft.com/Communication/AssignAnnSection
Send Announcement To: Recipient Login External Mail Both Send Announcement Save and send later Cancel	
_	← □ Term 2015 ← ∅ Sec 1 ← ∅ Sec 2 ← ∅ Sec 3 ← ∅ Sec 4

Enter Announcement details

-Select Recipient

. .

- Select the section by clicking on "Select Section" link
- -Select Start date and End Date and click on Send Announcement link.
- -Sent Announcement will be listed in Announcement list page

If CC wants to see the received announcement, toggle to Receive link as shown below.

Sent	Received		Pos	ted By All		
Received A	nnouncement					
View Toda	Last 7 Day	s Last 30 Days View All				յլ
8.	12/20/2014	new annmt only external mail attendence prereg.png	12/20/2014	12/31/2014	D	6
9. 🛛	12/11/2014	SELECT * FROM ANNOUNCEMENTS	12/11/2014	12/11/2014	D	٦

2.6 Manage:

2.6.1 **Institution Profile**: CC can view/edit Institution profile under this link; along with that CC can manage settings related to Assessments, Contents, and Registrations etc.

Prof. Stephen Hawkins		EducoTablet	Instructor View Logout
Co Educo Soft"	Manage Institution Profile		
	You can edit the institution profile here	Save	
🕚 Term	* Institution Name	ELC-GA	CCI CL
Course	Description	ELC-GA	C Educo Soft education & your lingertips
E Section	* Address1	106-B Rock Querry Rd.	
Instructors	Address2		
	Institution Type	Higher Education 💌	
😼 Communication 🖪	* City	Stockbridge	
	* Country	USA	
Manage	* State	Georgia	
Institution Profile	* Zip Code	30281	
	* Term Duration	12	
🔒 Institutional Users	Timezone	(UTC-05:00) Eastern Time (US & Canada)	
		Allow parent view for institution (To uncheck you need to delete the existing parents.)	
Student Registration		Allow to print submitted assessments	
	Institution Banner Name		
	Upload Logo image	Choose File No file chosen	
	Users Name Format	LastName FirstName 🔻	
		Send automated announcement to instructors regarding GU registration status	
		Make studentId mandatory while registering.	
	Institutional level	Make mastery test mandatory for module.	
	Settings	Make module placement test mandatory for course.	
		Enable summary test for the course.	
		Allow Students to Repeat Class.	
		Enable Learning Aids for RMA study plan.	
		Enable auto LO pre-requisites based on the performance in MDT.	

2.6.2 **Institutional Users**: This link displays all the institutional students assigned to various Courses and Sections. Select appropriate values from drop-down to view the students.

Prof. Stephen Hawkins		EducoTabl	et	Instr	uctor View Logout
	Students Students Status All Term Type Standard Term Production Release Check Course Beginning Algebra Section section B Last Name	3/7/2015 Dpk STD V	E-mail id		
← Manage	Search exact pattern	Search exact pattern	Search exact pattern		tems Per Page 10 Top Student E-Mail
Institution Frofile	Name	User Ty;	e E-Mail Id	Guest Registration End date	
🐇 Institutional Users	1. Azure 1, Studetn 1 2. Azure 2, Studetn 2	Student Student	azure1@educo.in azure2@educo.in		View Edit View Edit
Student Registration	3. Hawkins, Stephen 4. stu1, test 5. stu2, test2	Student Student Student	cc2@educo.com teststu1@hotmail.com teststu2@hotmail.com		View Edit View Edit View Edit

Alternatively CC can search Students with First Name, Last Name and Email ID.

-View: link to view the student profile.

-Edit: link to edit student profile.

CC can drop Students from section under this module, Select Student(s) and click on Drop Student link to drop the students from designated section.

Students						
Students						
Status Term Type Term Course Section Last Name	All Standard Production Release Check-3/2 Beginning Algebra section B Section B	7/2015 Dpk STD 🔹		E-mail id		
🕑 Search e	exact pattern	Search exact patte	rn	Search exact pattern		
			Search		Ite	ems Per Page 10
					D	ron Student E-Mail
•	lame		User Type	E-Mail Id	Guest Registration End date	
1. 🗹 A	zure 1, Studetn 1		Student	azure1@educo.in		View Edit
2. 🗹 A	zure 2, Studetn 2		Student	azure2@educo.in		View Edit
3. 🔲 H	lawkins, Stephen		Student	cc2@educo.com		View Edit
4. 🗆 s	tu1, test		Student	teststu1@hotmail.com		View Edit
5. 🔲 s	tu2, test2		Student	teststu2@hotmail.com		View Edit

CC can Email students under this module, Select 🗹 student(s) and click on <u>E-Mail</u> link to Email the selected students.

2.6.3 **Student Registration**: CC can register student(s) to particular sections under this module.

Prof. Stephen Hawkins		EducoTablet		Instructor View Logout
G Educo Soft	Students students			
🕚 Term	Before registering student(s) please make Select a section first and then click on "Ad	: sure you have approved licenses for the term and you have generated the codes. d" to register individual student or click on "Import" to register multiple students.		
Course	Term Type Standard Term Inactive Term Check	T		
Section	Course Beginning Algebra 🔻			
Instructors	Section InActive Section A01 T			Items Per Page View All Add Import
Communication	No. Name	E-Mail Id		
	1. 0001, new	new0001@educo.com		
Manage	2. 09, ecom	7110ecom09@gmail.com		
	3. 1, import	importc001@educo.com	₽ 2 🗇	
Institution Profile	4. 1, new	new1@educo.com	₽ 🖉 🛅	
Sers	5. 2, new	new2@educo.com	P 🥒 🖬	
	6. k, praveen	myaccount1@educo-int.com	۵ 🖉	
Student Registration	7. s1v, testv	testssv2@educo.com	P 🖉 🖬	
	8. s2, test	tests2@educo-int.com	۵ 🖉 🔎	
	9. user1, guest	guestuser1@educo-int.com	P 🖉 🖻	

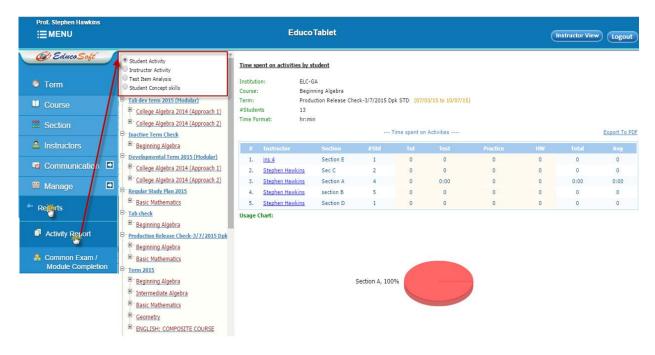
-Select Section from Section dropdown

-Click on Add link to add a Student individually.

-Click on Import link to import one or more students to selected section. Student data must be stored in Excel format in the device and imported from the same.

2.7 **Reports**: Reports is one of the important modules, CC can view and analyse various reports linked with student performance, Can be accessed by clicking on Report link under CC left menu.

2.7.1 User Activity Report: Displays time spent by Students and Instructor on various learning activities/ Test Item analysis and Student concept skills.

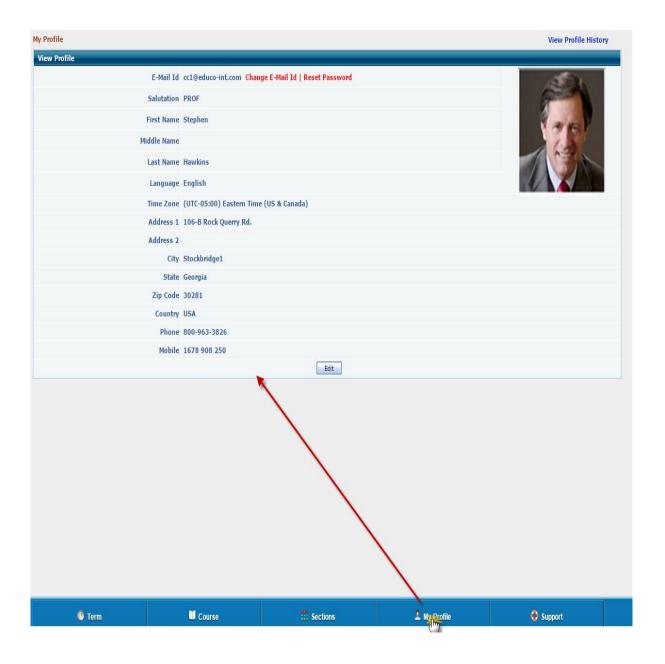


2.7.2: **Common Exam/Module Completion Report:** Report displays student performance in Assessments, select appropriate Term, Course and Assessment to view/download the Exam report.

≣ MENU		Educo Tablet			Instructor View Log
C Educo Soft"	ades in Common Exam Across Multiple Se	ections			
Term T	Term: Training Term 2015 (PK)	Course: Beginning Algebra	Assessment: 2.1 Quiz MC: Sim	plifying Expressions	rom Master section)
Course	# score >= 85 % Go	If assessme	nt other than what listed above		
III Section		Test Name	:		Go
Section			(Report will be generated	for sections that have an exact matching ass	essment title and other parame
Instructors					1000
					Them An
Communication	ourse Average : 75.00 #Students atter elow is a sectionwise student performance rep				Ltem An
Communication					Litem An
Communication Communication Be	elow is a sectionwise student performance rep ection Name : Training Demo Section 1	ort for the selected assessment Instructor : t ins1	Class Average : 75.00	#Students attempted : 5	₩ <u>item Ar</u> # score>=85% : 0
Communication Communication Be	elow is a sectionwise student performance rep ection Name : Training Demo Section 1	ort for the selected assessment	Class Average : 75.00 Date Taken	#Students attempted : 5 Time Spent	
Communication Co Manage Co Regets St 1	elow is a sectionwise student performance rep ection Name : Training Demo Section 1	ort for the selected assessment Instructor : tins1 Attempt			# score>=85% : 0
Communication Communication Report Sectors Sectors 1	elow is a sectionwise student performance rep ection Name : Training Demo Section 1 Student Name #	ort for the selected assessment Instructor : t ins1 Attempt 1	Date Taken	Time Spent	# score>=85% : 0 Score
Communication Constraints	ection Name : Training Demo Section 1 Student Name # Student-1 Trainee-dtM845	ort for the selected assessment Instructor : t ins1 Attempt 1 1	Date Taken 7/27/2015 5:42:18 AM	Time Spent 0:00:00	# score>=85% : 0 Score 75.00
Communication Co	edow is a sectionwise student performance rep ection Name : Training Demo Section 1 Student Name # Student-1 Trainee-dtM845 Student-2 Trainee-dtM845	ort for the selected assessment Instructor : t ins1 Attempt 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Date Taken 7/27/2015 5:42:18 AM 7/27/2015 5:42:18 AM	Time Spent 0:00:00 0:00:00	# score>=85% : 0 Score 75.00 75.00

3. Footer Menu's

- 3.1 Term: Quick Access to Terms list.
- 3.2 **Course:** Quick Access to Course list.
- 3.3 Sections: Quick access to Sections.
- 3.1 **My Profile:** Click on My Profile to manage CC profile, can view/edit the profile.



3.2 **Support**: This link can be used to raise a complaint to Educosoft technical team. By clicking on Support link, you will get a form, you need to fill that form and you can submit the issue.

Support Request:				
Please fill out as much of the fo	llowing information as pos	sible to help us assi	ist you with the	
problem you are having.	nothing mornation as poo		stryed marane	
Phone			* Required Fields	
*Tell us what				
problem you are having.				
Please be as specific as possible. observed as a result.	Describe what you were doing	when the problem occ	curred, and what you	
	No file chosen	Upload		
Date problem occurred Time problem occurred		Я ⊸ АМ [©] РМ		
Type of internet access	Pick One	•		
Browser	Chrome 44			
Operating System	Windows 3.1			
Popup Blocker	Disabled			
Resolution	1280×1024			
Flash Player Adobe Reader	Flash Player 18 Not installed	CC to me	Denet Cubmit	
Once you have entered the appropri request is very important to us. As a	iate information, please press result you can expect a respo	he Submit button. Plea nse within 12 hours dur	se be assured that your ing weekdays.	
Thank you for your patience. EducoSoft Technical Support				
Eddoocon roomida capport			CLOSE ×	
				•
🍮 Term		Course		

Login as Instructor:

Go to http://www.educosoft.com from your browser

To login as Instructor

-Enter your e-mail id.

-Enter your password

-Click on Login link



System Requirement Check:

Once you login, you will be prompted to System Requirement check page as shown below

education @ yo	coSoft ™ nur fingertips		
	eet some of the requirements narked 'x' and follow the inst	s for using EducoSoft. ructions given in the comment column.	
Requirement	You have	Comment	
Operating System	Windows 3.1	Veets the requirement.	
Browser	Chrome 44	Veets the requirement.	
Pop-Up Blocker	Disabled	Meets the requirement.	
Flash Player	Flash Player 18	✓ Meets the requirement.	
			Continue Check again

Note: Only Puffin Browser supports Adobe Flash content. To access Tutorial/Lecture notes you must install and login with Puffin Browser.

Educo tab website will check its software requirement with the device. You can click on **Continue** link and access the website

Note: Only Puffin Browser supports Adobe Flash content. If you want to access Tutorial/Lecture notes you have to install and login with Puffin Browser.

Understanding Home Screen:

Default Screen View

of. Stephen Hawkins EMENU 1		Educo	Tablet			Options V Sect	ions Logo
6					2	/	3
≫ Welcome to EducoSoft			🏄 Үо	u have 4 unread messages	a Y	ou have no general nnouncements.	
Active Terms Expired Terms							
Click on "Go" to select a section, Click on a Te	rm or Course or section and d	rag it up or down t	o change the order.				
E Term Name : Developmental Term 2015						Term end date: 7	/31/2015
Course Name			Section Name	2	Registered Students	Guest Students	
College Algebra 2014 (Approach 1)		Master Section			0	0	Go
College Algebra 2014 (Approach 1)		RMA CA 01			5	3	Go
Term Name : Term 2015						Term end date: 8	3/30/2015
Course Name			Section Name		Registered Students	Guest Students	
4		sec 1			2	0	Go
Beginning Algebra	5	sec 2			7	2	Go
beginning Algebra		sec 3			0	0	Go
		sec 4			3	0	Go
ENGLISH: COMPOSITE COURSE		ENGLISH 1			1	0	Go
Term Name : new tr term						Term end date: 9	0/16/2015
Course Name			Section Name		Registered Students	Guest Students	
Beginning Algebra		Master Section			1	0	Go
😑 Term Name : new term june 11						Term end date: 9	0/30/2015
Course Name			Section Name	•	Registered Students	Guest Students	
RMA approach 1		new A			0	0	Go
KHA approach 1		new B			0	0	Go
College Algebra 2014 (Approach 1)		Master Section			0	0	Go
College Algebra 2014 (Approach 2)		Master Section			0	0	Go
US_Augusta Tech_RMA (Approach 1)		Master Section			0	0	Go
Term Name : Production Release Check	-3/7/2015 Dpk STD					Term end date: 1	0/7/2015
Course Name			Section Name	•	Registered Students	Guest Students	
7	8	Section A	9	[10]	1	0 [11]	Go
😤 Educo Home	A Roster		My Profile	🔅 My Preference		😌 Support	

- 1. Instructor Name
- 2. Options: Instructor can View/Login as student with this link.

EMENU	EducoTablet		Option Section	ions LO
S Welcome to EducoSoft	¥∑ You have 4 unread messa	ges 🔐 Y	Student View	
Active Terms Expired Terms Click on "Go" to select a section, Click on a Term or Course or section	and drag it up or down to change the order.			
Term Name : Developmental Term 2015			Term end date: 7	/31/2015
Course Name	Section Name	Registered Students	Guest Students	
College Algebra 2014 (Approach 1)	Master Section	0	0	Go
ollege Algebra 2014 (Approach 1)	RMA CA 01	5	3	Go

3. Sections: Lists all the sections assigned to instructor. This link can be used to select the section and switch from one section to another.

of. Stephen Hawkins MENU				EducoTablet			Options v	Sections Logo
	Course Name			Sec	tion Name	Students	Guest Sti	idents
			Master	Section		0	0	Go
College Algebra 2014 (App	roach 1)		RMA CA	01		5	3	Go
😑 Term Name : Term 20	15		_				Term end	date: 8/30/2015
	Course Name			Sec	tion Name	Registered Students	Guest Stu	idents
			sec 1			2	0	Go
Beginning Algebra			sec 2			7	2	Go
beginning Aigebra			sec 3			0	0	Go
	Select Section						0	Go
ENGLISH: COMPOSITE COU	JR: Institution Name	Term Name		Course Name	Section Name		<u>^</u> 0	Go
🖯 Term Name : new tr te	ELC-GA	Term 2015		Beginning Algebra	sec 1	Go 🐋	rm end	date: 9/16/2015
	ELC-GA	Term 2015		Beginning Algebra	sec 2	Go 🗳	est Sti	Idents
Beginning Algebra	ELC-GA	Term 2015		Beginning Algebra	sec 3	Go 🛶	0	Go
Term Name : new term	ELC-GA	Term 2015		Beginning Algebra	sec 4	Go 🛶	→ rm end	date: 9/30/2015
			_				est Sti	idents
RMA approach 1				Close			0	Go
							0	Go
College Algebra 2014 (App	roa						0	Go

- 4. Course Name
- 5. Section Name, section can be selected by clicking on corresponding **Go** link.
- 6. Instructor Menu: Instructor left hand side menu, used to access various menu items
- 7. Educo Home: Home link, navigates to home page.

- 8. Roster: This link displays the student list, registered to the selected section.
- 9. My Profile: displays personal information of Instructor.
- 10. My Preference: All the Assessment, Course and General Settings will be listed under this link.
- 11. Educo Support: used to register a complaint against any technical/process related issue.

Instructor Menu:

Prof. Stephen Hawkins		EducoTablet
& Educo Soft"		
📤 Home	o Educo <mark>Soft</mark>	
And the second secon	Expired Terms	
	ection, Click on a Term or Course or section and o	Irag it up or down to change th
Lecture Notes	pmental Term 2015	
Assessments	Course Name	
	proach 1)	Master Section
Communication		RMA CA 01
🖾 Reports 🛛 🗈	015	
	Course Name	
		sec 1
		sec 2
		sec 3
		sec 4
	OURSE	ENGLISH 1
	term	
	Course Name	
		Master Section

- 1. **Home:** Link to navigate to home page.
- 2. Roster: Module in which instructor can view list of student(s) registered to selected section.

E MENU				EducoTablet				Opti	ons V Sections Logou
🥑 Educo So	*	Student Li	ist						
Home									
Roster	ii ji		2. Click on E-Mail ID to 3. Select multiple check	me to add attempts, extend end date, change test time send an e-mail to that student. boxes and click on E-Mail button to send an e-mail to Grade Report to view summary and detailed grade rep	multiple students.	ment for tha	t student only.	2.2	Item 2.3 age (2.4)
Lecture Note	5	Total No	of Students: 9	Total No. of Guest Students: 2	2.1			Class Attendar	ce E-Mail Drop Stude
Assessments			NAME	E-Mail Id	Last Login		Guest End Date	Grade Report	
		1. 🗎	guest, dpk	dpk1@guest.com	7/3/2015 7:36 AM	Detail	2/16/2015	1	P 🖉 🖹 🙎
Communicat	on 🗈	2. 🗐	s1, test1	test642@gmail.com	3/31/2015 2:35 AM	Detail			P / E &
Reports		3. 🗐	s1v, testv	tests1v2@educo.com	7/6/2015 7:19 AM	Detail			P / E &
		4. 🗐	s2, test2	test643@gmail.com	7/8/2015 2:39 AM	Detail			P / 🖻 🙎
		5. 🗎	s2v, testv	tests2v2@educo.com			2/16/2015		P / E &
		6. 🗐	s3, test3	tests644@gmail.com	3/18/2015 1:34 AM	Detail			P / E &
		7. 🔲	s4, test4	tests645@gmail.com	3/18/2015 1:26 AM	Detail			P / 2 &
		8.	s5, test5	tests646@gmail.com	7/21/2015 5:40 AM	Detail			P / E &
			test bir, dpk	subramanyam@educo-int.com	7/8/2015 7:39 AM	Detail			

2.1 **Student list view**, with all the details like Student name, Email id, Last login information, Guest user end date, Grade reports etc. Instructor can view/edit student information by clicking on corresponding \mathbb{A}/\mathbb{A} links and Instructor can also login to student account by clicking on \mathbb{A} link.

2.2 **Class Attendance**: Instructor can mark attendance with this link, Class attendance displays attendance percentage, marked days and total numbers of days present for that particular term.

Roster > Class Attendance> Mark the Attendance> Save

1. Click on the day and select which days are considered for attendance. 2. Click on the call to mark the attendance or click on the date to mark the same attendance for all students. 3. Click on the call to mark the attendance or click on the date to mark the same attendance for all students. 3. Click on the call to mark the attendance or click on the date to mark the same attendance for all students. 3. Click on the name to mark the attendance or click on the date to mark the same attendance for all students. 2. Click on the name to mark the attendance or click on the date to mark the same attendance for all students. 3. Click on the name to mark the attendance for all students. 2. Click on the name to mark the attendance for all students. 4. Click on save to save totaware to save to save totaware to save to save to sav	Attendance																																		
2. Click on the call to mark the attendance for all students: 3. Click on the name to mark the attendance for all students: 4. Click on the name to mark the attendance for all students: 4. Click on the name to mark the attendance for all students: 4. Click on the name to mark the attendance for all students: 4. Click on the name to mark the attendance for all students: 4. Click on the name to mark the attendance for all students: 4. Click on the name to mark the attendance for all students: 4. Click on the name to mark the attendance for all students: 4. Click on the name to mark the attendance for all students: 4. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the attendance for all students: 5. Click on the name to mark the	Student List																																		
Open t Consider Weekers Open to Consider	 2. Click on the cell to r 3. Click on the name to 	nark f o mar	the a k the	ttend atte	lance ndar	e or d	lick o	n the	date	to m			ame	atten	danc	e for	all s'	tuder	nts.																
Audents 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Term Ter	Exempt a period																																		
initial bias initial bias <th< td=""><td>Do not Consider Weeken</td><td>ds (</td><td>Co</td><td>nsid</td><td>er W</td><td>eeker</td><td>nds</td><td></td><td></td><td></td><td></td><td>[</td><td>July</td><td>- 201</td><td>5</td><td>۲</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	Do not Consider Weeken	ds (Co	nsid	er W	eeker	nds					[July	- 201	5	۲																			
vicevi	al de la	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Tern	n Percer	itage
1, test1 A P P Z B Z <thz< th=""> Z<!--</td--><td>Students</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td><td>Su</td><td>Мо</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td><td>Su</td><td>Мо</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td><td>Su</td><td>Мо</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td><td>Su</td><td>Мо</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>x/3</td><td>%</td><td>%</td></thz<>	Students	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	x/3	%	%
1v, testv P T P V	guest , dpk	А	А	А																													0	0	
2, test2 P<	s1 , test1	А	Ρ	Ρ																													2	66.67	
2v, testv A E E - a a a a a b a	s1v , testv	Ρ	т	P																													3	100	
3, test3 A T P -<	s2 , test2	Ρ	Ρ	Ρ																													3	100	
4, test4 P<	s2v , testv	А	E	E																													2	66.67	
5, test5 P P T V<	s3 , test3	А	т	Ρ																													2	66.67	
est bir, dpk P A A - <t< td=""><td>s4 , test4</td><td>Ρ</td><td>Ρ</td><td>Ρ</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>3</td><td>100</td><td></td></t<>	s4 , test4	Ρ	Ρ	Ρ																													3	100	
otal 5 7 7 7 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	s5 , test5	Ρ	Ρ	Т																													3	100	
	test bir , dpk	Ρ	А	A																													1	33.33	
Present Exempted @ Tardy/Late @ Absent View Report Same	Total	5	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Present Exem	pted	0	1	[ardy	//Lat	e			Abse	nt																				Vie	w Re	port	Say	K.

Present: Student attended the session.

Absent: Student was absent for the session.

Tardy/Late: Student was late to the session.

Exempted: Student will be exempted for a session (considered as present).

To view Attendance Report, click on View Report

	Monthly Detail	Expo	rt to EXC	EL	Export to	PDF	Attendance setur
STUDENT					JL (3)		Term
			P	А	E	L	Percentage
guest,dpk			0	3	0	0	0%
s1,test1			2	1	0	0	66.67%
s1v,testv			2	0	0	1	100%
s2,test2			0	1	2	0	66.67%
s2v,testv			1	1	2	1	66.67%
s3,test3 s4,test4			3	0	0	0	100%
s5,test5			2	0	0	1	100%
test blr,dpk			1	2	0	0	33.33%
Pr	esent						

Click on Export to Excel and Export to PDF to download attendance report in excel and pdf format.

2.3 Email: This link is used to send internal mail to students, select check box Z and click on Email link as shown below

Student List							
2. Click on E-M 3. Select multip	ail ID to send an e-mail t le check boxes and click			essment for that	student only.		Items Per Page View All V
Total No. of Students:	9 Total No. of Gu	iest Students: 2				Class Attendanc	E E Mail Drop Student
		<u>E-Mail Id</u>	Last Login		Guest End Date	Grade Report	
1. 🗹 guest, dpk		dpk1@guest.com	7/3/2015 7:36 AM	Detail	2/16/2015		۵ 🖉 🖉
2. 🕑 s1, test1		test642@gnail.com	3/31/2015 2:35 AM	Detail			۵ 🖉 🔊
- B		*	Message Compose - Google	Chrome		-	- • ×
🗋 dev.educosoft.co	om/TabletEducosoft//	Assessments/Message	Compose.aspx				
Compose Message							<u>^</u>
📑 Here	you can compose a mess	age					
То	guest, dpk <dpk1@gues< td=""><td>st.com>;s1, test1 <test642@< td=""><td>0gmail.com></td><td></td><td></td><td></td><td></td></test642@<></td></dpk1@gues<>	st.com>;s1, test1 <test642@< td=""><td>0gmail.com></td><td></td><td></td><td></td><td></td></test642@<>	0gmail.com>				
Cc							
Subject	EducoTab]		
Attachments	Choose File No file cho	osen	Upload				
	A • 3	Arial • 14px	• Zoom • 🖨 🏦 🐰 🔓	🛍 🖺			
		an alta and and					
			9 (S) × × × A 律 律				
	welcom	e to Educosoft					-

Alternatively, Instructor can send Email individually by clicking on Student Email id also.

2.4 **Drop Student**: Instructor can drop student(s) from a section with the help of this link, to drop a student, select the check box **Z** against the student(s) and click on Drop Student link as shown below.

	end an e-mail to that student. oxes and click on E-Mail button to send an e-m	ail to multiple students.				
	ade Report to view summary and detailed grad					Items Per Page View All 🔻
al No. of Students: 9 T	otal No. of Guest Students: 2				Class Attendar	nce E-Mail Drop Studen
	<u>E-Mail Id</u>	Last Login		Guest End Date	Grade Report	
1 🗹 guest, dpk	dpk1@guest.com	7/3/2015 7:36 AM	Detail	2/16/2015	1	P 🖉 💽 🏖
2 💽 s1, test1	test642@gmail.com	3/31/2015 2:35 AM	Detail			۵ 🖉 🖉
3. 🔲 s1v, testv	tests1v2@educo.com	7/6/2015 7:19 AM	Detail		1	P 🖉 🛐 🤱
4. 🔲 s2, test2	test643@gmail.com	7/8/2015 2:39 AM	Detail			
					_	

The selected

students will be dropped from the corresponding section.

2.5 **Grade Reports**: Instructor can view Grade Report of student, to view individual Grade report click on corresponding di icon.

 Click on E-N Select multi Click on Ind 	fail ID to send an e-mail t ple check boxes and click lividual Grade Report to	on E-Mail button to send an e- view summary and detailed gra	mail to multiple stud		ent for that stude	nt only.		tems Per P		View All
tal No. of Students:	: 9 Total No. of Gu	uest Students: 2	Last Lo	ain	Gue	st End Date	Class Attendance Grade	E-Ma)rop Stu
				-			Report			
1. 🔲 guest, dpk		dpk1@guest.com	7/3/20:	L5 7:36 AM	Detail 2	/16/2015	<u>dl</u>	P 6	2	&
2. 🔲 s1, test1		test642@gmail.com	3/31/20	015 2:35 AM	Detail			20		8
3. 🔲 s1v, testv		tests1v2@educo.com	7/6/20:	L5 7:19 AM	Detail			P	2	8
4. 🔲 s2, test2		test643@gmail.com	7/8/20:	L5 2:39 AM	Detail			P)	8
	Institution : ELC-GA Class : sec 2 Instructor : Stephen Hav Term : Term 2015 Course : Beginning Al						Grade Summary tte: 07/28/2015 08:54 AP			
	# Category	Total	Dropped	Average	Weight		Wtd Average			
	1 Final	0	0		0.10					
	2 Homework	1	0	0.00	0.10		0.00			
	3 indoor games	0	0		0.05					
	4 Midterm	1	0	0.00	0.20		0.00			
	5 Quiz 6 sports	0	0	0.00	0.15		0.00			
	7 Test	11	0	1.25	0.05		0.44			
			-		Total		0.44			
					0.4	4				

3. Lecture Notes:

Module in which all the course chapters and learning objects are listed, Consist of topic wise learning objects, Admin added videos etc.

Prof. Stephen Hawkins		Term 2015 (12/20/2014 - 8/30/2015) Beginning Algebra 9
	EducoTablet	Options Sections
A Home	eginning Algebra <section-header></section-header>	
 Roster Lecture Notes Assessments 	Review of Pre-Algebra	Chapter 1
Communication Reports	<u>- Creen Chapter</u> Linear Equations/Inequalities in One Variable 🜌	Chapter 2
	<u>- Open Chapter</u> Linear Equations/Inequalities in Two Variables 🜌	Chapter 3
	» Open Chapter	

Chapter can be expanded by clicking on Chapter label as shown below. Learning object can be viewed by clicking on Chapter sub level.

Be	ginning Algebra 🜌			
	Review of Pre-Algebra		Chapt	er 1
	» Open Chapter	Review of Pre-Algebra		
	Linear Equations/Inequalities in		1.2 Review of Fractions 20	er 2
	» Open Chapter	Click here to watch Lo's		
		1.3 Review of Decimal Numbers and Square Roots 🔜	1.4 Review of Percents	
		1.5 Real Number System	1.6 Translations: Statements To Mathematical Expressions	
		1.7 Review of Basic Geometry	1.8 Review of Basic Fundamentals	

Instructor can preview notes added by him by clicking on ink and watch admin added videos by clicking on ink against the course level.

4. **Assessment:** This Module is used to create the Assessments; all the created assessment will be listed in default view. Apart from assessment creation instructor can change assessment settings, Set Prerequisites, Sort assessment and delete assessment.

MENU				EducoTablet										
											Options	Sections	Logou	9
& Educo Soft		/iew/Create	e Assessment	_									_	_
		🕼 List o	f Assessments are displayed. To View/Edit Asse	essmi		it" link. To	Create Asses	ssment cliq	k "Create" butto	n.	72			
🛆 Home		Assessme	ent Type All	_	•						It	ems Per Pag	e 75	
		Grading P	Period All T Grade B	look	Category All	•				Search			2	(8
Roster		Active	All 🔻							Filter By Dat	e of Creation 🔻 Select Da	ite	•	(8
1 1	+						<u> %</u> (Create [Set Prerequisit	es 🔯 Change :	Settings More Assessm	ent Tools 🕻	2 💢 Del	ete
Lecture Notes			<u>test title</u>		Category	# Q's	Max Attempt	Time Limit	Mode	EXPIRES	Actions			
Assessments	1	1. 🗐	verification	۸	Test	23	1	NA	Homework	5/25/2015 11:59 PM	😫 🔂 🖶 🔍	Score 🧷	8	
		2. 🗐	Final Test: Beginning Algebra	۲	Test	30	1	NA	Test MC/FR	5/25/2015 11:59 PM	😫 🕞 🖷 🔍 📾	Store 🧷	8	
	۵	3, 🗐	assmt (Practice)	۲	NA	4	5	NA	Practice	8/26/2015 11:59 PM	😫 💽 🖶 🔍 👪	Score 🧷	8	
		4. 🗐	assmt	۲	Test	4	1	NA	Test MC	8/26/2015 11:59 PM	🕼 🖉 🖶 🔕	Score 🧷	8	
	Ð	s. 🗎	SECTION LOCK CHECK	۲	Test	5	1	NA	Test MC/FR	5/25/2015 11:59 PM	🕸 🔂 🖷 🔍	Story 🧷	8	
Reports	Acres 1		1.1 Test your Skills		Test	NA	NA	NA	NA	2/27/2015 11:59 PM		Score 🧷	8	
		6, 🗍	1.1 Test your Skins											
				۲	Test	30	1	NA	Test MC/FR	5/25/2015 11:59 PM	۹ 🗟 🖶 🔍	Score 🧷	8	
		7. 🗐	Final Test: Beginning Algebra		Test Test	30 25	1	NA NA	Test MC/FR Test MC/FR	5/25/2015 11:59 PM 5/25/2015 11:59 PM		_	8	

Note: Assessment creation flow will remain same as desktop website.

5. Communication: Click on "Communication" link to view list of communication tools

5.1 Internal Mail: is one of the important features used for sending and receiving mails, Instructor can communicate students and CC via internal mail. The default view would be Inbox and other options like Sent Items, Drafts etc can be accessed by clicking on Mail link.

Con Educo Soft		Mail		📮 Compose							
📤 Home	SI.No		From	Date	Subject	SectionName	CourseName				
	1		Administrator, Educo	7/28/2015 4:18:00 AM	Your course has been approved by Educo Admin	n/a	n/a				
le Roster	2		Hawkins, Stephen	7/14/2015 12:19:00 AM	Re:FROM 239 Forward	n/a	n/a				
Lecture Notes	3		1, testISA	7/3/2015 4:17:00 AM	Test mail from IGA Please Ignore	n/a	n/a				
	4		Administrator, Educo	7/3/2015 2:28:00 AM	Your course has been approved by Educo Admin	n/a	n/a				
Assessments	5		Administrator, Educo	7/3/2015 2:23:00 AM	Your course has been approved by Educo Admin	n/a	n/a				
🕫 Communication 🗈	6		3, rmas	6/17/2015 4:22:00 AM	Ask My Instructor - Placement 1-5 (Question# 2, Code: I57210)	RMA CA 01	College Algebra 2014 (Approach 1)	Í			
Communication	7		3, rmas	6/17/2015 4:21:00 AM	Ask My Instructor - Placement 1-5 (Question# 1, Code: I051102fr)	RMA CA 01	College Algebra 2014 (Approach 1)	ĺ			
Internatival	8		3, rmas	6/17/2015 4:20:00 AM	Ask My Instructor - Module 1 Mastery Test (Question# 1, Code: I051102fr)	RMA CA 01	College Algebra 2014 (Approach 1)	Í			

Individual mails can be viewed by clicking on corresponding mail. Mails can be composed and sent by clicking on **Compose** link as shown below

🛃 Mail	Compose
🕥 То	enter to email id
💟 Cc	
💟 Bce	
Subject	
Attach	Choose File No file chosen
File 🔻	Edit • View • Format •
• •	Formats - B I E E E E E E E E
p	escription
Send	Save Draft Cancel Save Outgoing Message Send a copy of mail by regular email
	Sent mail will be saved copy of mail will be sent to in sent items list personal mail box

Other options like Sent Items, Drafts etc can be accessed by clicking on Mail link as shown below

Mail	🛱 Compose
= Inhox	list of recieved mails
🚍 s _{EH}	list of sent mails
Definited	Deleted mails
Diffis	saved mails and Answers docx Y Delete

5.2 **Announcement**: Instructor can send/receive course and general related announcement through this module. Instructor can send announcement to sections assigned to him, Announcement be accessed by clicking on Announcement link under Communication, The default view will be Sent Announcement(s) as shown below.

Prof. Stephen Hawkins			EducoTablet	Optic	Options V Sections Logout					
🕝 Educo Soft" 🔰	Sent	Received			1	erm Status: Activ				
	Manage yo	ur announceme	nts							
🙆 Home	5	List of announ	cements created by the Instructor							
				Add	Delete Iter	ns Per Page View A				
le Roster		Created On	Announcements	Start Date	End Date					
Lecture Notes	1.	2/6/2015	nw annoucnement 2014 WINTER RELEASE NOTES (8).docx	2/6/2015	3/7/2015	2 🖉 🛅				
	2. 🔲	2/3/2015	new announcement check Attendence Exporttopdf.png	2/3/2015	2/26/2015	2 🖉 🖬				
Assessments	3. 🔲	1/31/2015	adasdadadad both 2014 WINTER RELEASE NOTES (3).docx	1/31/2015	2/4/2015	2 🖉 🛅				
Communication	4. 🗐	1/31/2015	external mail check	1/31/2015	2/7/2015	2 🖉 🖬				
🗟 Reports 🛛 🖸	5. 🔲	1/31/2015	new annoucnement snapshot2.png	1/31/2015	2/9/2015	2 🖉 🛅				
 Communication 	6. 🗌	1/31/2015	fff	1/31/2015	1/31/2015	2 🖉 🖬				
🛛 Internal Mail	7. 🔲	12/20/2014	new annmt only external mail attendence prereg.png	12/20/2014	12/31/2014	6				
	8. 🔲	12/11/2014	SELECT * FROM ANNOUNCEMENTS	12/11/2014	12/11/2014	6 / 6				
Announcements	9. 🗐	2/14/2012	9	2/14/2012	2/15/2012	6				
<u>b</u>	10. 🗐	2/14/2012	Test	2/14/2012	2/15/2012	6 / 6				
	11 🕅	2/14/2012	Dow at noe	2/14/2012	2/15/2012	r 🥥 🚍				

Adding an Announcement: Click on Add link, below page will be displayed

New Announcement	
New Announcement	
* Description	Recipients
🗛 🔹 🗞 🔹 Times New 🔹 16px 🔹 Zoom 🔹 🥋 🏦 🏭 🔏 🖼 🖓 🕼 🏝	Select Recipient and Student
	Select All Roles
♥ • ♥ • ♥ • ♥ Ω • ダ • ♥ ② 20 • × × 1 22 24 字 宇 三 三 30 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Teaching Assistant
Announcement details	Student
	Select Section(s)
	Select All Sections @
	OR
	Select Section
	Select start date and end date
	* Start Date 07/29/2015
Cesign 🔍 Preview	* End Date 08/05/2015
Assigned To: sec 2	📋 Section Selection - Google Chrome 🗕 😐 🔜
Send Announcement To: Student Login External Mail Both	dev.educosoft.com/TabletEducosoft/Communica
Send Announcement Save and send later Cancel	Assign Close
	E-ELC-GA
	ᇦ- □ Term 2015 ː ᇦ- □ Beginning Algebra
	- 🗆 sec 1
	🗹 sec 2 🗍 sec 3
	ENGLISH 1

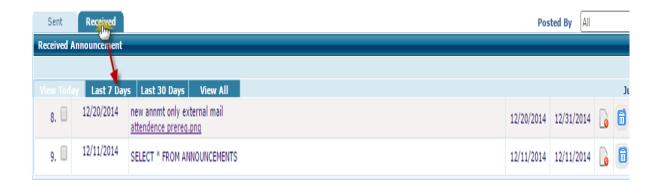
-Enter Announcement details

-Select Recipient

- Select the section by clicking on "Select Section" link
- -Select Start date and End Date and click on Send Announcement link.

-Sent Announcement will be listed in Announcement list page

If Instructor wants to see the received announcement from CC or Admin, toggle to Receive link as shown below



6. **Reports**: Reports is one of the important modules, Instructor can view and analyse various reports linked with student performance, Can be accessed by clicking on Report link under Instructor left menu.

Reports can be further categorized in to

6.1 **Student Score**: Instructors can view assessment related scores with this link.

Can be categorized further in to

6.1.1 **Student score by category:** displays assessment scores of students as per assessment categories such as Midterm, Quiz, and Test etc.

Prof. Stephen Hawkins		l	Educo Tab	Term 2015 (12/20/2014 - 8/30/2015) Beginning Algebra sec ablet Options V Sections Logo							_
🕑 Educo Soft	students	Category averages by student View detail Grades of whole class	15				B _{Export To}	PDF B Export T	o Excel View	All Page	s •
쓥 Home	ole class	# Student 1 guest.dpk	Final (0.10)	Homework (0.10) 0.00	indoor games (0.05)	Midterm (0.20)	Quiz (0.15) 0.00	sports (0.05)	Test (0.35) 0.00	Total 0	Grade F
& Roster	Final (0.10) Ho	2 <u>s1.test1</u> 3 <u>s1v.testv</u> 4 <u>s2.test2</u>		0.00 0.00 0.00			0.00		11.11 2.78 1.25	6 2 1	F F F
Lecture Notes	: /	5 <u>s2v.testv</u> 6 <u>s3.test3</u> 7 <u>s4.test4</u>		0.00 0.00 0.00			0.00 0.00 0.00		0.00 0.00 0.00	0	F F
Assessments		8 <u>s5.test5</u> 9 <u>test bir.dpk</u>		0.00 0.00			0.00	0	0.00 0.00 1.68	0	F F
Communication		Averages		F: 1009	Grade Distrib			v	1.00		
Activity Report	Summary Grades Avg by Assessments										
Module Completion	Score By	F: 100% (9)									

6.1.2 Student score by Summary grade:

E MENU		Educ	Term 2015 (12/20/2014 - 8/30/2015) Beginning Algebra sec 2 Options v Sections (Logou						
					(options v) (aecuons) (Logou				
@ Educo Soft /		2. s1,test1							
Cunco Soge		Category	Total	Dropped	Weight	Average	Wtd Average		
	students 7	Final	0	0	0.10				
쓥 Home	tole class	Homework	1	0	0.10	0.00	0.00		
morne	tore crass	indoor games	0	0	0.05				
* ALC - C	Final (0.10) Hor	Midterm	1	0	0.20				
🌡 Roster		Quiz	1	0	0.15	0.00	0.00		
	- /	sports	0	0	0.05				
Lecture Notes	- //	Test	11	0	0.35	11.11	3.89		
						Total	3.89		
Communication									
Theports		3. s1v,testv							
🖬 📴 🖬		3. s1v,testv Category	Total	Dropped	Weight	Average	Wtd Average		
	, ř		Total 0	Dropped 0	Weight 0.10	Average	Wtd Average		
Reports		Category	100 C 100 C		100000	and a second second	A REAL PROPERTY OF A REAL PROPER		
Reports		Category Final	0	0	0.10				
Reports	• Student's Score	Category Final Homework	0	0	0.10	0.00	0.00		
Reports		Category Final Homework Indoor games	0 1 0	0 0 0	0.10 0.10 0.05	0.00	0.00		
		Category Final Homework Indoor games Midterm	0 1 0 1	0 0 0 0	0.10 0.10 0.05 0.20	 0.00 	0.00 		
Reports Image: student's Score Image: student's Score Image: student's Score	 Student's Score By Fategory Symmary Grades 	Category Final Homework Indoor games Midterm Quiz	0 1 0 1 1	0 0 0 0	0.10 0.10 0.05 0.20 0.15	0.00 0.00 2.78	0.00 0.00 0.97		
Reports		Category Final Homework Indoor games Midterm Quiz sports	0 1 0 1 1 1 0	0 0 0 0 0	0.10 0.10 0.05 0.20 0.15 0.05	 0.00 0.00	0.00 0.00		

This link displays overall student performance in various assessment assigned, it also displays, average assessment score as per weight-age and Grade.

6.1.3 Average by Assessment: displays the average assessment score of that section assessment wise.

Prof. Stephen Hawkins		Andre 1 - 2005 - March	Term 2	Term 2015 (12/20/2014 - 8/30/2015) Beginning Algebra sec 2						
:≡ MENU		EducoTablet		Options 🔻	Sections	Logout				
Coluco Soft	students	Class Average by Assessment num of student in the class: 9								
🙆 Home	iole class	# Assessment	Mode		# Took	Avg Sco				
Roster	Final (0.10)	1 verification	Homework	05/25/2015 11:59 PM	0	0.00				
	/	2 Final Test: Beginning Algebra	Test MC/FR	05/25/2015 11:59 PM	2	0.00				
Lecture Notes		3 assmt	Test MC	08/26/2015 11:59 PM	3	41.67				
Assessments	-	4 SECTION LOCK CHECK	Test MC/FR	05/25/2015 11:59 PM	0	0.00				
Communication		5 1.1 Test your Skills	Test TYS	02/27/2015 11:59 PM	1	10.00				
	/	6 Final Test: Beginning Algebra	Test MC/FR	05/25/2015 11:59 PM	0	0.00				
🖾 🕞 ports 🖪 🖪	1	7 1. Test: Review of Pre-Algebra	Test MC/FR	05/25/2015 11:59 PM	0	0.00				
 Reports 	0	8 Test MC/FR (with Pre-Req) by Dev C 001	Test MC/FR	05/25/2015 11:59 PM	0	0.00				
udent's Score	Student's Score	9 Assessment test 1/7	Test MC	07/30/2015 11:59 PM	0	0.00				
	By Calegory	10 Test 123	Test MC/FR	07/30/2015 11:59 PM	0	0.00				
Activity Report	Summary Grades	11 test10/7	Test MC/FR	07/30/2015 11:59 PM	0	0.00				
Section Module Completion	Ave by Assessments	12 Main Test	Test MC	07/24/2015 11:59 PM	0	0.00				
Attendance	Seere By	13 Master Homework	Homework	07/24/2015 11:59 PM	0	0.00				
Michoance		14 Master Quiz	Test MC	07/24/2015 11:59 PM	0	0.00				

Note: Student Score Reports can be downloaded in PDF and Excel format

6.2 Activity Report: Activity Report displays information related to learning activities such as time spent on Tutorials, E-book, Test, Practice and Homework assessment etc.

Two types of activity reports instructor can access

6.2.1 **Overall Activity Time:** displays time spent by student on various learning activities such as Tutorial, E-book, and Test etc. Based on time spent the report displays graphical representation of each categories

Prof. Stephen Hawkins	and a subset	Term 2015 (12/20/2014 - 8/30/2015) Beginning Algebra sec 2
I≡ MENU	EducoTablet	Options V Sections Logout
Koster Attende Koster Lecture Notes Assessments Communication Reports Reports		Start Date End Date Subm Valid date format: mm/dd/yyyy Summary of Activity Usage
Reports Student's Score Activity Report Module Completion Attendance Tutorial Time Chart	Tutorial, 55%	Activity Time Spent Average Time Totorial 0:08:38 0:00:058 E-Book 0:00:00 0:00:00 Test 0:06:38 0:00:44 Practice 0:00:04 0:00:00 Homework 0:00:14 0:00:02 Overall 0:15:34 0:01:44

6.2.2 Tutorial Time chart: displays time spent by students on tutorials

Prof. Stephen Hawkins		Term 2015 (12/20/2014 - 8/30/2015) Beginning Algebr								Algebra sec 2	ra sec 2		
				EducoT	ablet					Ор	ions 🔻 Sect	tions Logo	it
 	Attendar	Time	e Spent o	on Tutorial		rt Date	End Da	ite	Go				ł
& Roster	guest,d s1,test	guest,dpk	0 min										
Lecture Notes	s1,test s1v,test s2,test	s1,test1										4 min	
Assessments	s2,test s2v,test s3,test	s1v,testv	0 min										
Communication	s4,test s5,test	s2,test2			1 mir	E							
Reports 🖻	test bir	trop s2v,testv S	0 min										
Reports	1	s3,test3						2 min					
Student's Score	/	s4,test4						2 min					
Ctivity Report	 Activity Report 	s5,test5	0 min										
🍰 Module Completion	Overall Activity Time	test blr,dpk	0 min										
Attendance	Tutorial Time Chart	0 n	nin	0 min	1 min	1 min	2 min	2 min Time S	3 min pent (Minute)	3 min	4 min	4 min	5 min
	<u>.</u>					A00011							

6.3 Attendance Report: displays attendance related information

Prof. Stephen Hawkins	Educo Tablet			Term 201	5 (12/20/20	014 - 8/30/2015) Beginning A Options V Sectio	Warren Marriela
🕝 Educo Soft 🥤	Attendance Summary						
📥 Home	Monthly Detail Exp	oort to E		Export t	O PDF	Attendance setup	
100000000	STUDENT	P	A	<u>)</u> (3) E	L	Term Percentage	
Aster	guest,dpk	0	3	0	0	0%	
	s1,test1	2	1	0	0	66.67%	
Lecture Notes	s1v,testv	2	0	0	1	100%	
Lecture Hotes	s2,test2	3	0	0	0	100%	
Assessments	s2v,testv	0	1	2	0	66.67%	
Lz Assessments	s3,test3	1	1	0	1	66.67%	
	s4,test4	3	0	0	0	100%	
Communication	s5,test5 test blr,dpk	2	0	0	1	100%	
 Reports Reports Reports student's Score Ativity Report Mosule Completion Attempty 	P:Days Present E:Days Exempted A:Da			Days Late			

7. **My Profile:** Instructor can view and edit their profile by clicking on **My Profile** Link, here you can change email id, reset password etc.

Profile			View Profile History
w Profile	cc1@educo-int.com Change E-Mail Id Reset Passw	rout	
Salutation			(ASSA)
First Name	stepnen		
Middle Name			1 had a
Last Name			
Language	English		
	(UTC-05:00) Eastern Time (US & Canada)		
	106-B Rock Querry Rd.		
Address 2			
	Stockbridge1		
	Georgia		
Zip Code			
Country			
	300-963-3826		
Mobile	1678 908 250 Edit		
😤 Educo Home	To Roster	🌣 My Preference	Support

8. My Preference: All the Assessment, Course and General Settings will be listed under this link.

8.1 My Settings: displays personal settings.

My Settings Assessm	ment Settings Course Se	ettings		
- Contraction of the second se				
	[Restore default Save		
Teaching Assistant		I can act as TA		
Paging		Default (Default number pro O number of items per page		n. Page will load slower for long lists)
Support mail option		Send a copy of support mai	s to my e-mail	
Show Instructor Stu	dent	Show Instructor Student		
Calendar Format		Show Calendar in 24Hr Form	nat (Default is 12 Hr format.)	
Free Time (Available	for meeting, discussion)			
From 10 From 1: From 12	00 AM 00:00 AM	On Monday,Tuesday,Wednesd On Monday On Saturday	lay,Thursday,Friday 🕹 😽	
	[Restore default Save		
📥 Educo Home	🌡 Roster	🚨 My Profile	逝 🔅 My Preference	😌 Support

8.2 Assessment Settings: displays Assessment related settings

My Settings Assessment Settings	Course Settings
	Restore default Save
Ask My Instructor	On Allow only Internal mail Off Ø
Auto practice test	Create a practice assessment by default
Multiple Grading Periods	Allow Multiple Grading Periods (To uncheck you need to delete the existing grading periods.)
Assessment in Calendar	Show Assessment due in calendar
Timed Assessment Mark LO for Student to study	Set Default Time : (HH:MM:SS) Mark LO for Student to study when LO is attached as prerequisite
	Restore default Save

8.3 Course Settings: displays course related settings.

1	My Settings	Assessment Settings	Course Settings	
			Restore d	alault Save
	Term List			Display
				Active Term First
				© Expired Term First
	Display Ta	isks		Daily
				© Weekly
	Import My	y Notes		Allow other Instructors to Import My Notes
	Import My	y Question Bank		Allow other Instructors to import questions from My Question Bank
	Attendand	ie		Show dropped students in attendance setting
	Drop Stud	lent Message		You have been dropped from the section. If you have a doubt please (This message will be sent to student when dropped from the section.)
				(This message will be sent to student when dropped from the section.)
	Include e	Book time spent		✓ Include e-book time spent in activity report
	Include e	book time spent		Include e-book time spent in activity report
	c (c			@
	Course/S	ection Dropdown		Show course and section in dropdown
	Tutorial d	ate marking		Show tutorial date marking after end date
	Class Dur	ation		(Please enter time in Minute)

9. **Support:** This link can be used to raise a complaint to Educosoft technical team. By clicking on Support link, you will get a form, you need to fill that form and you can submit the issue.

Support Request:			
Please fill out as much of the problem you are having.	following information as possible	, to help us assist yo	u with the
Phone	99156416161		Required Fields
			Required Fields
*Tell us what problem you are having.	educosoft support		
Please be as specific as possib observed as a result.	e. Describe what you were doing whe	n the problem occurred	I, and what you
		Jpload	
Assessmer	t_0.pdf ▼ Delete		
Date problem occurred	7/29/2015		
Time problem occurred	• • • • • • • • • • • • • • • • • • •	○ PM	
Type of internet access	Campus Connection V		
	· · ·	_	
Browser Operating System	Mozilla an unknown versior Windows 3.1	1	
Popup Blocker	Disabled		
Resolution	1280×1024		
Flash Player	Flash Player 18		
Adobe Reader	Not installed	CC to me Re	set Submit
Once you have entered the appro-	priate information, please press the Su	ubmit button. Please be	assured that your
request is very important to us. A	a result you can expect a response w	ithin 12 hours during we	eekdays.
Thank you for your patience. EducoSoft Technical Support			
			CLOSE
😤 Educo Home	🏄 R	oster	2
	(j) (j)		

Note: Teaching Assistant login have similar User Interface with all functions within the course files area.