Winter 2014 Release

Summary of New Features and Enhancements

1. **Personal Study Plan for Students:** The Personal Study Plan helps students identify which sections of the course have been mastered and which sections require more study. It provides each student a customized selection of instructional resources that address any noted deficiencies.

Study Plan

The study plan is build based on the assessments taken. Only module final and graded assessments are considered for building a study plan.

1. Take an **assessment** (homework/quiz) and then return to this page to view your study plan.
2. Study the tutorials in the section/objective marked with (✏️ **Review**)

Objective	Total Qs'	Correct Qs'	Score(%)	Time Spent	
Beginning Algebra					
1. Review of Pre-Algebra				--	**Assessments**
1.1 Review of Integers	4	0	0%	00:03:32	✏️ Review
1.2 Review of Fractions	9	9	100%	--	🎓 Mastered
1.3 Review of Decimal Numbers and Square Roots				--	✏️ Review
1.4 Review of Percents				--	✏️ Review
1.5 Real Number System				--	✏️ Review
1.6 Translations: Statements To Mathematical Expressions				--	✏️ Review
1.7 Review of Basic Geometry				--	✏️ Review
1.8 Review of Basic Fundamentals				--	✏️ Review
2. Linear Equations/Inequalities in One Variable				--	**Assessments**
2.1 Simplifying Expressions				--	**Assessments**
2.1.1 Identify Terms & Numerical Coefficients				--	✏️ Review
2.1.2 Identifying and Combining Like Terms				--	✏️ Review
2.1.3 Simplifying Expressions				--	✏️ Review
2.1.4 Build Expressions from Word Phrases				--	✏️ Review
2.1 Section Review				--	✏️ Review

Navigation to explore the feature:

To use a Personal Study Plan in your course, you must enable it for the course. If a Personal Study Plan is available for your course, you can enable it either when creating the course or afterwards.

Enable a Personal Study Plan:

- Login to Campus Coordinator (CC) account and go to Course menu
- During creation of the course you will find a new option to turn on/off 'Enable Study Plan'
- For existing courses click on the 'edit course' link and select the Check box next to the 'Enable Study Plan' option.

Personal Study Plan Tab:

If the instructor sets up a Personal Study Plan for a course, then students can access it from their Course Tools --> Study Plan menu. The Personal Study Plan Overview page shows what chapter and practice quizzes the student has taken and score attained. Students can take quizzes or see tutorials from here.

Study Plan Tab Options Details:

- Button will take the student to corresponding tutorial page
- Assessments Link will take the student to the page which will display all the assessment associated with that course level

- Student can take the assessment from the page which follows the normal assessment flow.
- After completing each assessment the study plan automatically gets updated to each course level with the following details:
  - Total number of Questions
  - Correctly answered questions
  - Average score in %
  - Time spent information

- button will be displayed if the student scores 100% in all questions attempted for that chapter/level

2. **Campus coordinator Section Listing Screen changes:** A **guest user details** column is added in the campus coordinator section list screen to identify number of students who are still guests in a section.

Follow the steps view the Guest user details:
- Login to Campus coordinator account
- Navigate to Sections list page by clicking the Sections menu; you will get to see the guest student's count as shown in the above screen.

3. Auto Login Setting for Instructor: A new option is provided for campus coordinator to automatically switch on to his/her institution instructor(s) account.

Follow the steps to log in to your institution instructor account:

Method 1:
- Login to your Campus Coordinator account
- Navigate to Instructor list page by clicking the Instructors menu.
- Instructor listing screen click on 'Login' link
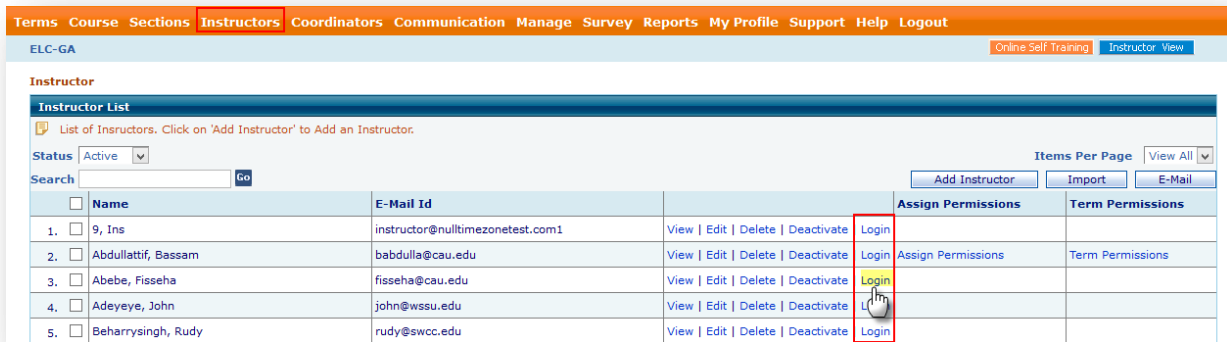
Method 2:

- Login to your Campus coordinator account
- Navigate to Sections list page by clicking the Sections menu.
- Click on corresponding section instructor login 👤 icon
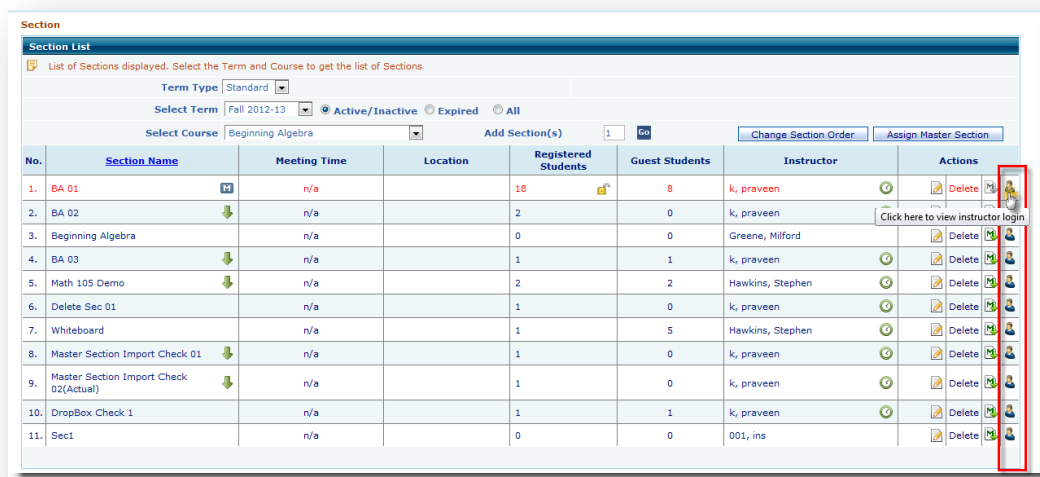
Note: The Instructor auto login 👤 option will appear only if the CC / Alt CC have the permission to login into instructor's account. You can get this setting enabled by contacting Educo Support personnel.

4. **Import master section data to multiple sections:** New option is provided under Campus Coordinator section list screen to Import master section data to multiple sections
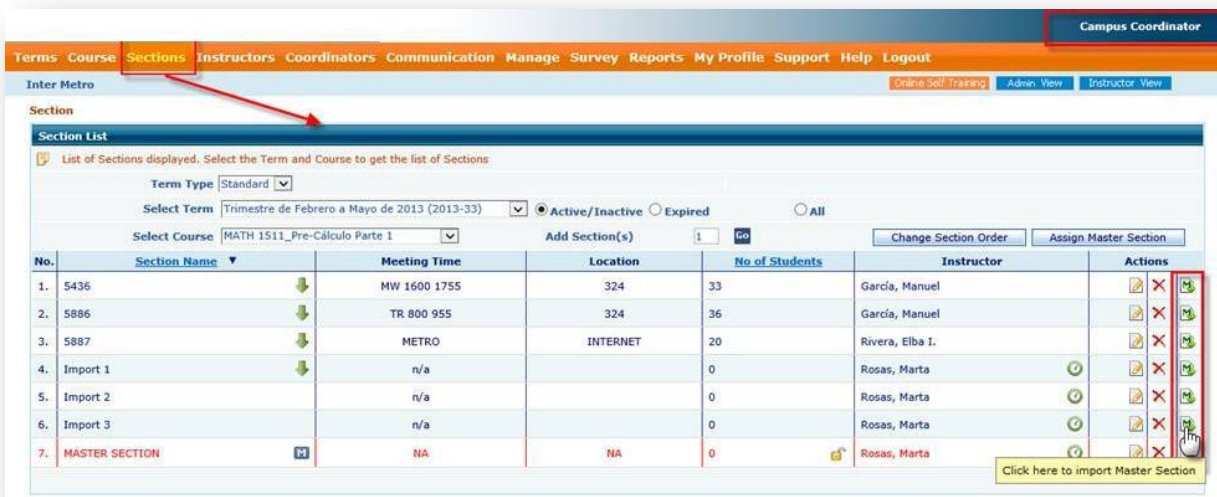
Navigation to import master section data to multiple sections from the CC login:

- Login ac CC
- Go to Sections page from menu
- Click on the to import master section
- System will automatically copy the master section data to the selected section.

5. **Schedule Course:** Instructor can now schedule a time to Tutorials. This feature will allow Instructor to control the tutorial for student(s).
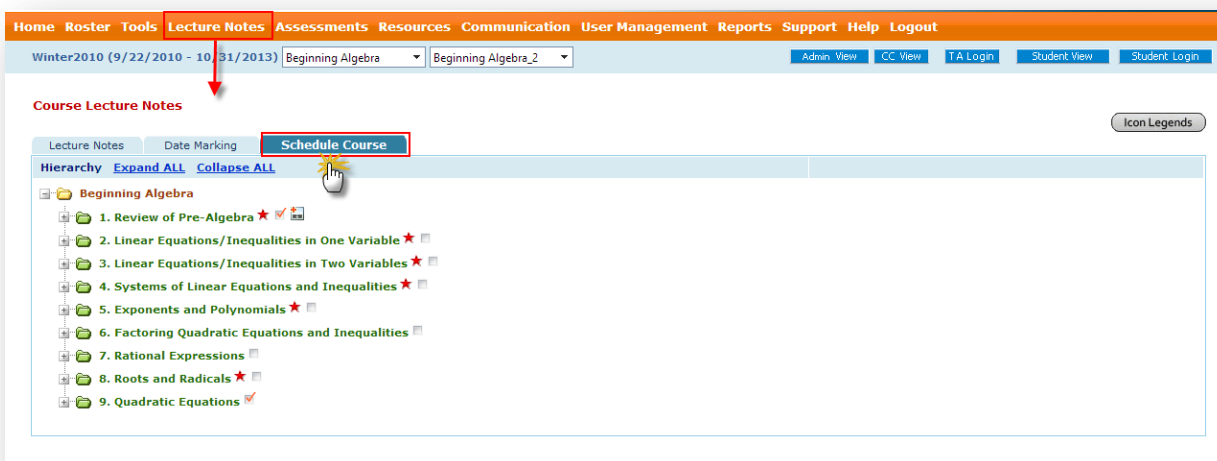
Follow the steps shown below to explore the feature:

- Login to instructor(s) account and go to Lecture notes
- Click on the 'Schedule course'

- The scheduling can apply for a specific chapter in a class.
- When clicked on the Active/Inactive icon (Toggle button) the status changes from Active to Inactive or from Inactive to Active.
- Check box is provided to activate date range (from and to). If a date is set then that chapter will become active for that date range. (Once you select the check box it will auto populate with the start date as current date and end date as term end date).
- All changes made need to be saved; save button is provided at the bottom and top of the screen.

Student Profile:

Students – Tutorials: When course scheduling is added then Tutorial Course hierarchy view changes based on the instructor settings:
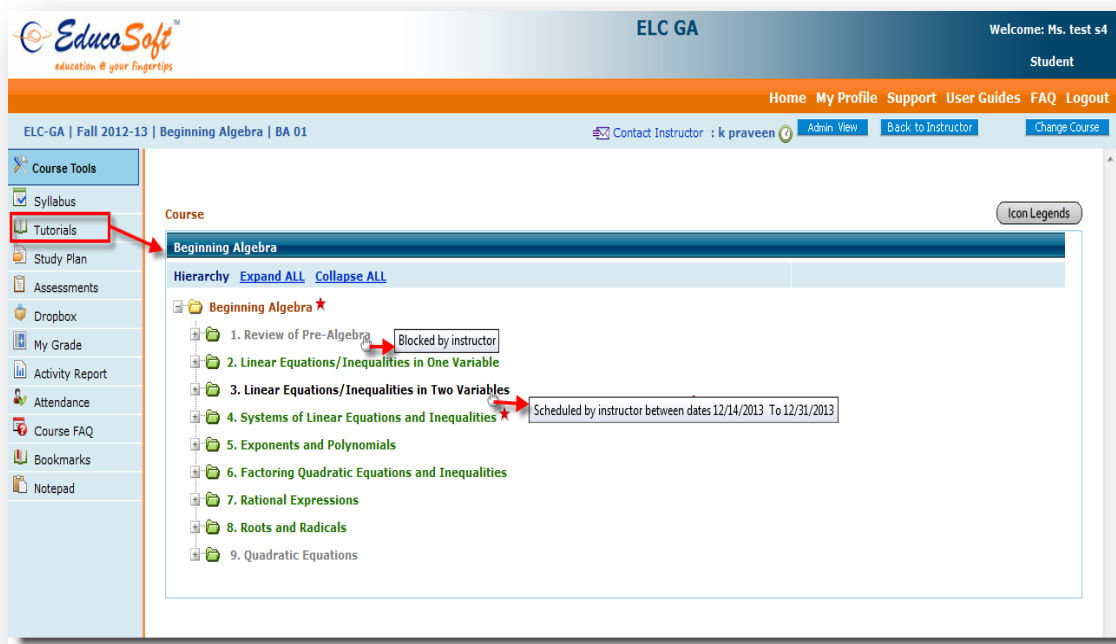
- If the chapter is inactive then the chapter cannot be viewed it is disabled and shown the appropriate tool tip on mouse over to the chapter.
- Inactive chapter means,

- o The chapter is yet to start
- o The chapter has already been discussed and expired.
- o It is disabled indefinitely.

6. **Syllabus Response sheet Enhancements:** Instructor can now schedule add short answer (open ended) questions to Syllabus Response sheet.

Follow the steps to Add open ended questions to syllabus: Now instructor can add both MC and Short answer type question to response sheet

- Login to instructor account
- Go to Tools → Syllabus and click on 'Response Sheet' tab
- Enter the Response sheet name, maximum attempt and click Create button to create response sheet.
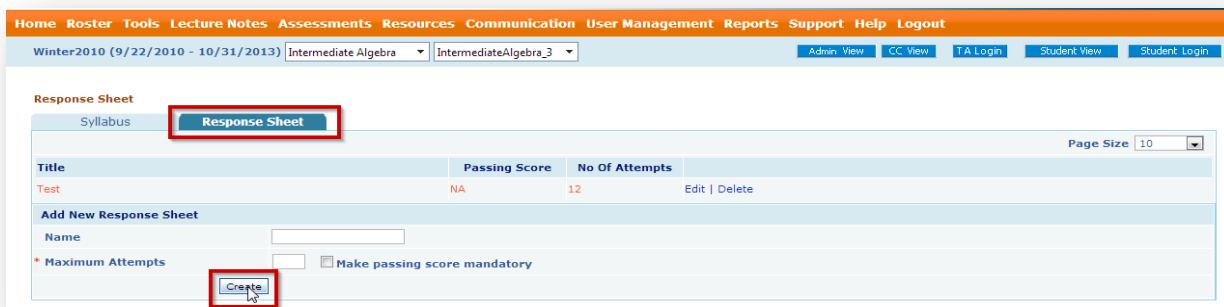
- Select the question type from the drop down and click Add question to add question to the response sheet
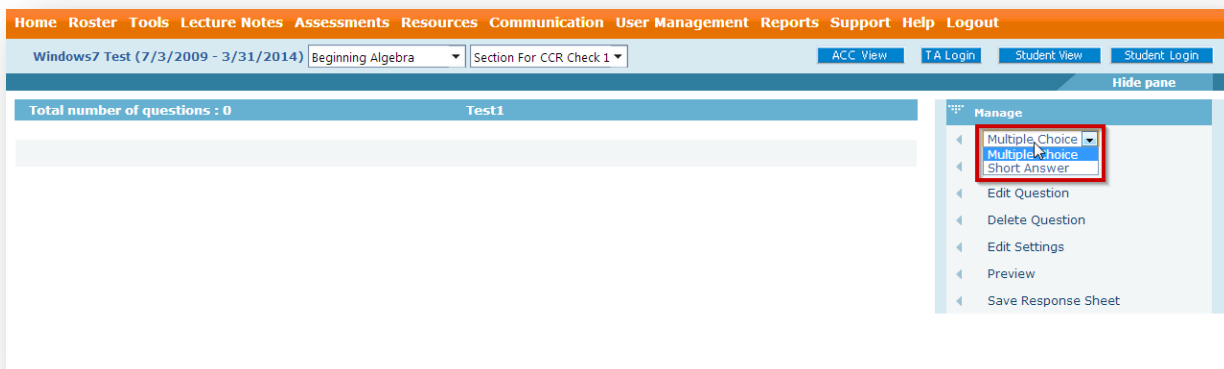
7. **Updated Instructor and User Manuals:** Instructor user manual are updated and from now on Alt CC will also have access to these available online Self Training and User Manual.

8. **Class Attendance Changes:** Along with the option to drop a student if continued absenteeism is noted for a specified number of days, a new setting is provided where instructor decides whether to drop the student permanently OR send a warning message. Also added an option under 'attendance prerequisite' to which attempt attendance prerequisite criteria should applicable.

Navigation to change the Attendance settings:

- Go to User Management
- My Preferences - Settings - Course Settings

Navigation to change the 'attendance prerequisite' settings:

- Go to View / Create Assessments
- Click on Add/Edit prerequisite
- Click on Attendance' tab.
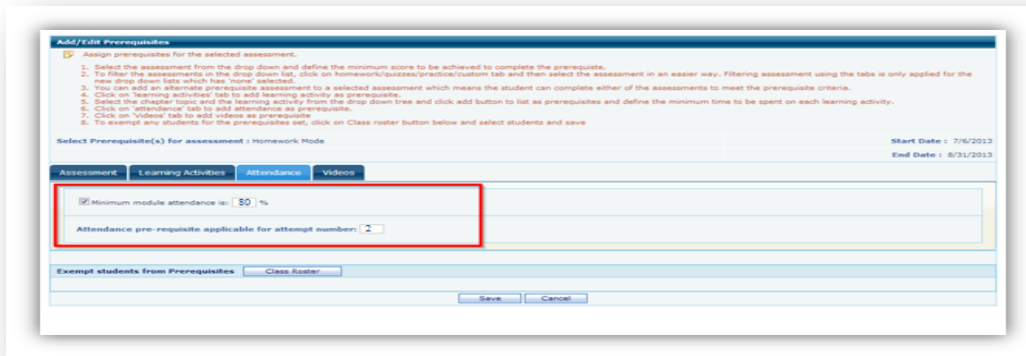
9. **Option to enable/ Disable student left menu course wise:** For elementary users (Jean Explora) certain menu items like, Assessment, Syllabus, Drop Box, Resources, Survey, Notepad and Book Mark features are not required and hence we have provided a setting to disable these menus under CC login.
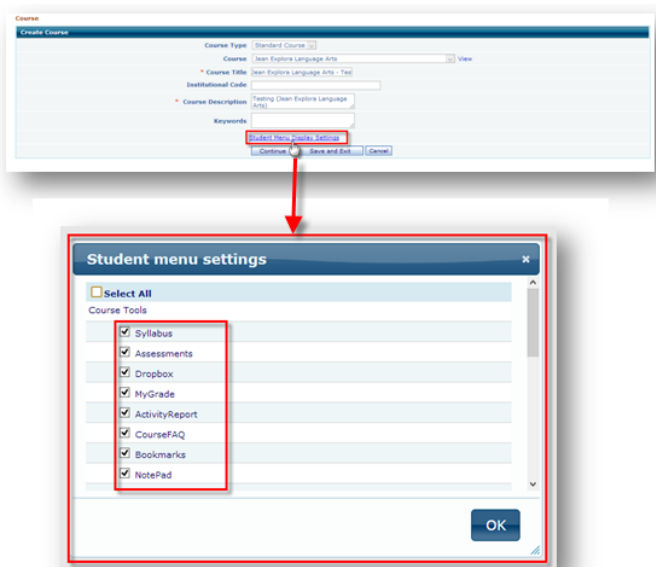
Follow the below steps to Enable/ Disable Students menu from the CC login:
- Login CC account and go to Course menu
- Click on Add/ Edit course
- Click on **'Student Menu Display Settings '** Link
- For hiding the particular menu to the institutional students, uncheck the check box and click on OK button.
- Click on 'Save' button to save the settings.

Note: By default all the menu items are checked.

10. Create Term specific free access codes for under privileged students: New work flow is to get free Educo access codes for under privileged students on Campus Coordinator can request.

Navigation to request for access codes:

- Login to Campus Coordinator account
- Navigate to Manage → Access Codes menu

Access Codes

Add License Details	
Term Type	Standard Term ▼ License to be used for registering in standard terms
Select License Type	Eexceptional ▼
Select Term	Summer 2013 ▼
* License Description	
*No. of Institutional License	
	Save Request Approval Cancel

- Select license type as 'Exceptional' from drop-down list
- Select the active Term from drop-down list

Select License Type	Eexceptional ▼
Select Term	Summer 2013 ▼

- License description will populate automatically and enter the number of licenses.

* License Description	Free access codes for under privileged students
*No. of License	10

- Click on 'Request for Approval' button.
- An automatic email will be sent to Educo (Educo Support email address) for approval.

Generating and distributing 'Exceptional' access codes after Educo approval:

Follow the below steps to generate access codes

- Go to access code list page from the Manage → Access code menu

Access Code

License Details

📄 List of Licenses

Items Per Page View All ▼

Add License

No.	License Description	License Type	License Date	No. of Institutional License	No. of Course Access Codes	Approval Status		
1.	Institutional	Institution	12/6/2007	2	NA	Approved	Edit	View Details
2.	Institution:Apr 01, 2010	Institution	4/1/2010	1	NA	Approved	Edit	View Details
3.	Free Access code	Eexceptional	11/2/2012	6	NA	Approved	Edit	View Details

- Click on details corresponding to the **'Exceptional'** license type

- Use the Print / Export to excel sheet option for printing and distributing access codes to students.