

EDUCOSOFT WINTER RELEASE 2019

1. Chapter Wise Course with Educosoft:

Using CWC Course in an institution:

- CC creates a derived course from CWC course. All resources attached to the CWC get imported automatically to this institutions master section.

Course

Create Course

Course Type: Chapter Wise Course

Course: US_Math 5: (CCSS)-ChapterWiseCourse View

* Course Title:

Select GradeBook Template: Educo Grade Book Template

(Note: Selection box will show the list of Default templates created by 'Educosoft'. You can also customize these default settings as per your need under 'GradeBook' option in Instructor Login)

Institutional Code:

* Course Description:

Keywords:

Student Menu Display Settings

- Using master section tool, local institution CC can set Term Calendar for marking holidays, grade book.

Master Section Settings

Note: Instructors are advised to mark term holiday(s) and then proceed with setting up grade book and lesson plan .

Term Calendar | Grade Book | Lesson Plan

1) Click on date or select date range to mark term holidays.
 2) By default weekend dates were disabled, instructor cannot mark weekend as term holiday.
 3) Click on 'Export to PDF' to download term calendar, please make sure that all the marked holidays are saved before exporting.

Select Month:

July 2019	August 2019	September 2019	October 2019
Mo Tu We Th Fr Sa Su 24 25 26 27 28 29 30 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 1 2 3 4	Mo Tu We Th Fr Sa Su 29 30 31 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 1 2 3 4 5 6 7 8	Mo Tu We Th Fr Sa Su 26 27 28 29 30 31 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 1 2 3 4 5 6	Mo Tu We Th Fr Sa Su 30 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 1 2 3 4 5 6 7 8 9 10
November 2019	December 2019	January 2020	February 2020
Mo Tu We Th Fr Sa Su 28 29 30 31 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 1 2 3 4 5 6 7 8	Mo Tu We Th Fr Sa Su 25 26 27 28 29 30 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 1 2 3 4 5	Mo Tu We Th Fr Sa Su 30 31 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 1 2 3 4 5 6 7 8 9	Mo Tu We Th Fr Sa Su 27 28 29 30 31 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 1 2 3 4 5 6 7 8
March 2020	April 2020	May 2020	June 2020
Mo Tu We Th Fr Sa Su 24 25 26 27 28 29 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 1 2 3 4 5	Mo Tu We Th Fr Sa Su 30 31 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 1 2 3 4 5 6 7 8 9 10	Mo Tu We Th Fr Sa Su 27 28 29 30 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 1 2 3 4 5 6 7	Mo Tu We Th Fr Sa Su 25 26 27 28 29 30 31 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 1 2 3 4 5

- Define start and end date for lesson plan.

Master Section Settings

Note: Instructors are advised to mark term holiday(s) and then proceed with setting up grade book and lesson plan .

Term Calendar | Grade Book | Lesson Plan

Edit Course Chapter Date

Term Start Date: 12/4/2018 Term End Date: 11/11/2019

Course Chapter Name	Start Date	End Date	Display/Hide
1. Basics and the Real Numbers	6/14/2019	6/18/2019	<input checked="" type="checkbox"/>
2. Linear Equations and Inequalities	6/14/2019	7/31/2019	<input checked="" type="checkbox"/>
3. Exponents, Polynomials and Factoring	6/14/2019	8/29/2019	<input checked="" type="checkbox"/>
4. Rational Expressions	6/14/2019	8/21/2019	<input checked="" type="checkbox"/>
5. Roots, Radicals and Complex Numbers	6/18/2019	8/30/2019	<input checked="" type="checkbox"/>
6. Whole Numbers	6/18/2019	6/26/2019	<input checked="" type="checkbox"/>
7. Tables and Graphs	10/23/2019	11/7/2019	<input checked="" type="checkbox"/>

- As soon as an instructor is assigned to a section of a CWC course, the instructor is automatically added in the master section a student. Assessments will be active for instructor as student 10 days prior to actual lesson plan start date.

- The master section roster gives information about assessment completion for each instructor.

- CC can view activities of trainee instructors via report under CC login.


2. FD Course Layout for lower grades(1-5):

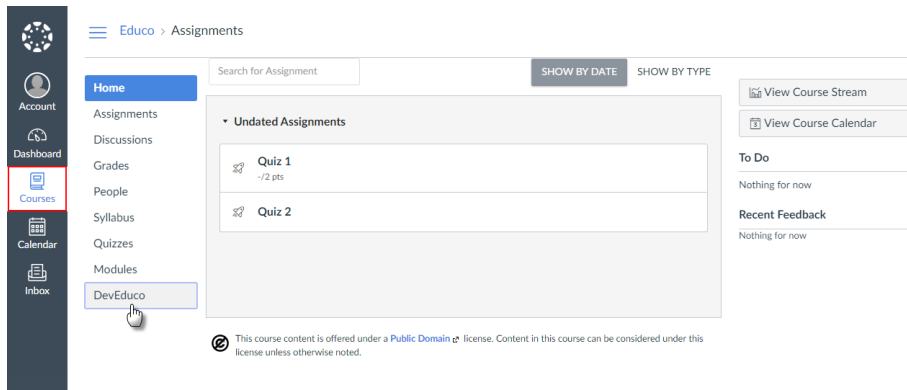
Instructor using FD Layout:

Login to instructor Account, select FD course and then click on Lecture Notes

Tutorial with Activity View:

Tutorial with MOPS View:

Inactivate / Disable tests for student by clicking on the  icon OR use the Test Type filters on top row to do all test active/inactive at the same time.



- Educosoft link account screen will be launched in a window.



Link Account

Enter your Educosoft account login information

Username

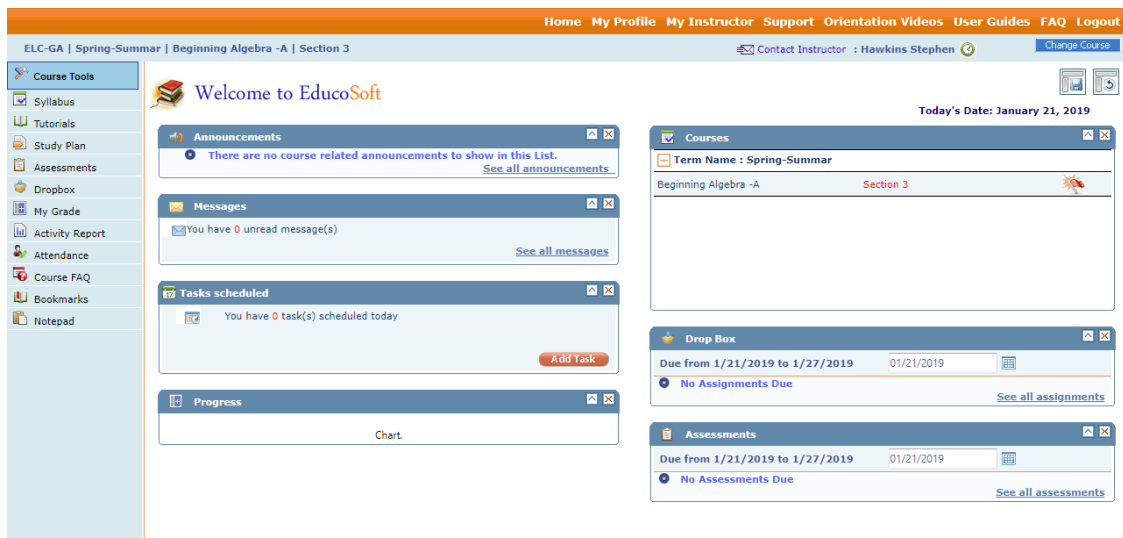
Password

[Forgot Your Password?](#)

[Link Account](#)

FIRST TIME ACCESS: Link your Educosoft account to Canvas account for direct access.

- Enter EducoSoft login credential and click on **Link Account**.
- After linking the account user will be logged into **EducoSoft** account.

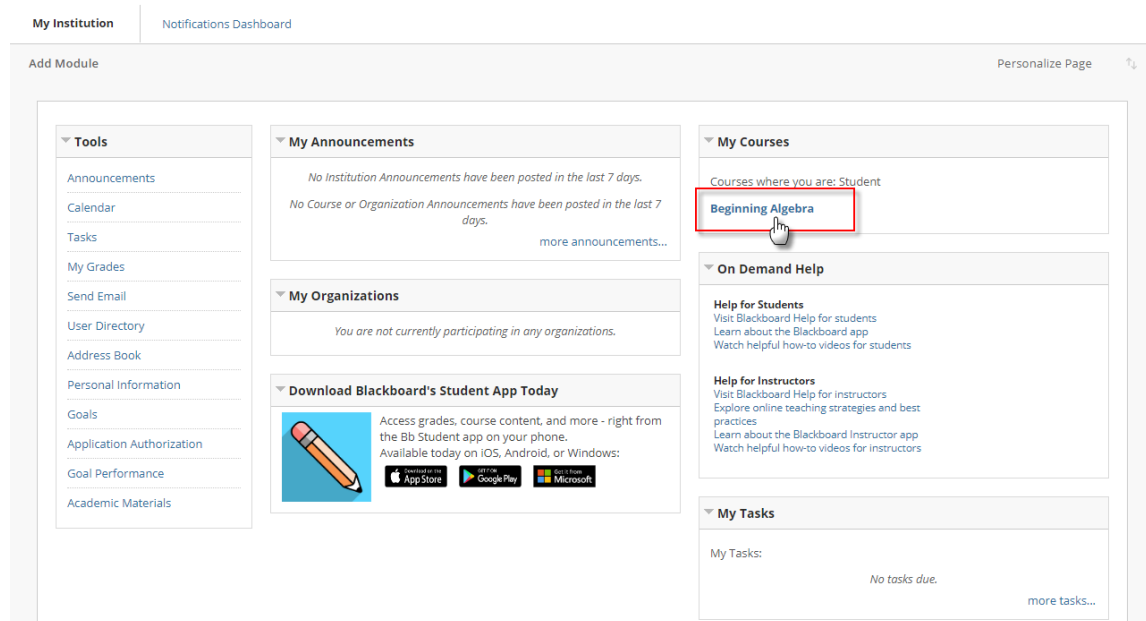


- Link account screen appears **only for first time access**. Next time when user clicks on 'DevEduco' tool then system automatically logs him to Educosoft website.

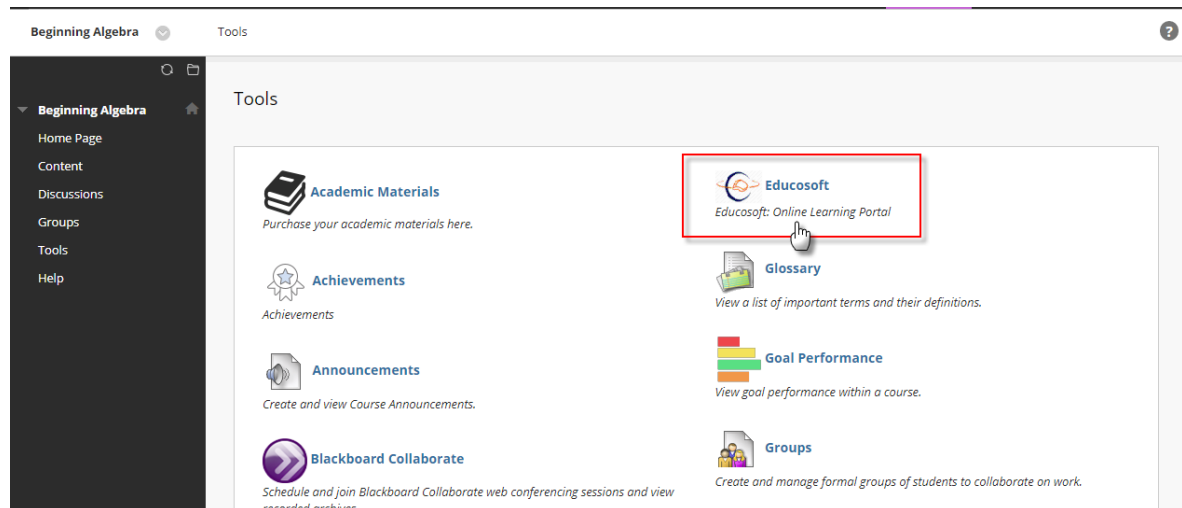
4. Blackboard SSO Integration:

Accessing Educosoft login tool from blackboard:

- Login with BlackBoard Student Account.
- Following screen appears upon login



- Navigate to Course → Tools and click on '**EducoSoft**' tool



- Educosoft link account screen will be launched in a window.



Link Account

Enter your Educosoft account login information

Username

Password

[Forgot Your Password?](#)

[Link Account](#)

FIRST TIME ACCESS: Link your Educosoft account to Blackboard account for direct access.

- Enter EducoSoft login credential and click on **Link Account**.
- After linking the account user will be logged into **EducoSoft** account.

The screenshot displays the EducoSoft user interface. At the top, there is a navigation bar with the EducoSoft logo on the left and the text 'Welcome: Mr. User 1 Student' on the right. Below the navigation bar, there is a course-specific header for 'ELC-GA | Spring-Summer | Beginning Algebra -A | Section 3'. The main content area is divided into several sections:

- Course Tools:** A sidebar menu on the left containing links for Syllabus, Tutorials, Study Plan, Assessments, Dropbox, My Grade, Activity Report, Attendance, Course FAQ, Bookmarks, and Notepad.
- Welcome to EducoSoft:** A central heading with a book icon.
- Announcements:** A widget showing 'There are no course related announcements to show in this List.' with a 'See all announcements' link.
- Messages:** A widget showing 'You have 0 unread message(s)' with a 'See all messages' link.
- Tasks scheduled:** A widget showing 'You have 0 task(s) scheduled today' and an 'Add Task' button.
- Progress:** A widget with a 'Chart' label.
- Courses:** A widget showing 'Term Name : Spring-Summer' and 'Beginning Algebra -A Section 3'.
- Drop Box:** A widget showing 'Due from 1/21/2019 to 1/27/2019' and '01/21/2019' with a 'No Assignments Due' status and a 'See all assignments' link.
- Assessments:** A widget showing 'Due from 1/21/2019 to 1/27/2019' and '01/21/2019' with a 'No Assessments Due' status and a 'See all assessments' link.

- Link account screen appears **only for first time access**. Next time when user clicks on 'EducoSoft' tool then system automatically logs him to Educosoft website.

5. Open Math Lab courses with Educsoft:

Adding OML Courses from Campus Co-ordinator:

- Login as Campus Coordinator and navigate to Course→ Add Course
- User will be taken to create course page, select Course type as “**Open Math Lab Courses**”, select OML course from Course dropdown, and enter course Title and description click on Generate Course.

Course

Create Course

Course Type: Open Math Lab Course

Select Course: Select Course

* Course Title: [Text Field]

Select GradeBook Template: Educo Grade Book Template

(Note: Selection box will show the list of Default templates created by 'Educsoft'. You can also customize these default settings as per your need under 'GradeBook' option in Instructor Login)

Institutional Code: [Text Field]

* Course Description: [Text Area]

Keywords: [Text Area]

Enable Study Plan:

Student Menu Display Settings

Continue Cancel

- Course will be added, navigate to Terms menu and create a new LAB Term by selecting 'Enable Open Math Lab' setting.

Terms Course Sections Instructors Coordinators Communication Manage Survey Reports My Profile Support Help Logout

Antelope Valley College

Online Self Training Admin View Instructor View

Term

Term List

List of Terms displayed

Add Term

Term Type: ALL

Term Status: Active/Inactive

No.	Name	Start Date	End Date	Term Type	Status		
1.	Term 2019-20 OML CHECK	7/23/2019	11/30/2019	Standard	Active		Course Approval
2.	OML	7/16/2019	11/31/2019	Lab	Active		Course Approval

Term

Add Term

1. Select term type **Standard** for normal registration.
2. Select term type **Lab** for registration through Lab License. For a lab license term, student can only register from the registered lab or location.
3. Select term type **Developmental** for Redesign courses.
4. Select term type **Training** for online Training session.

Term: Lab

Enable Open Math Lab

* Name: [Text Field]

* Start Date: Select Date

* End Date: Select Date

Add License Details

* License Description: [Text Field]

* No. of Concurrent Users: [Text Field]

* Enter Institution IP Address: 192.168.100.67

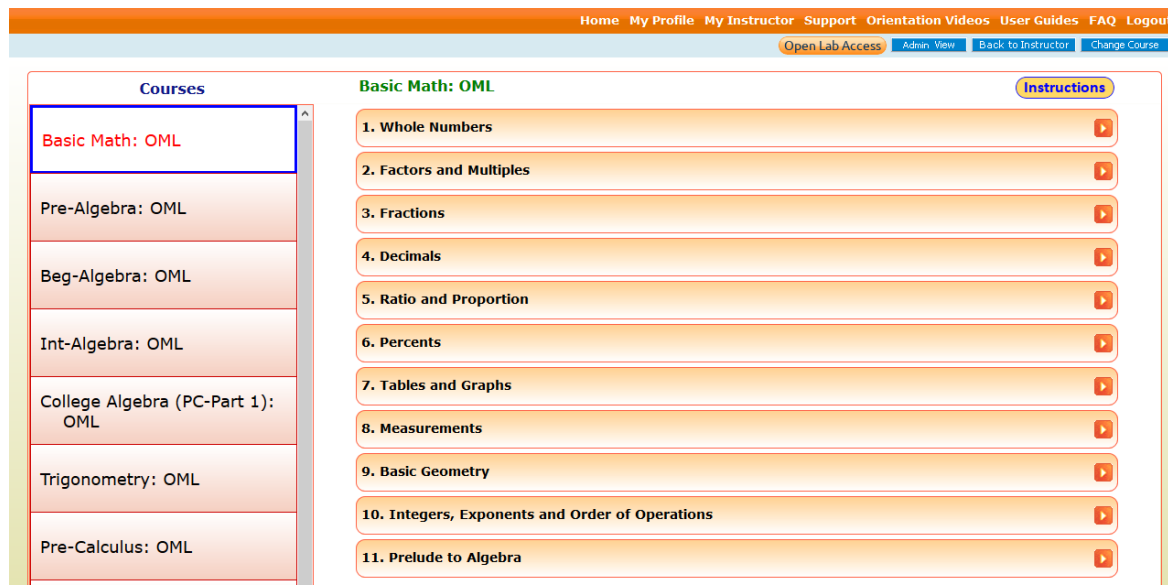
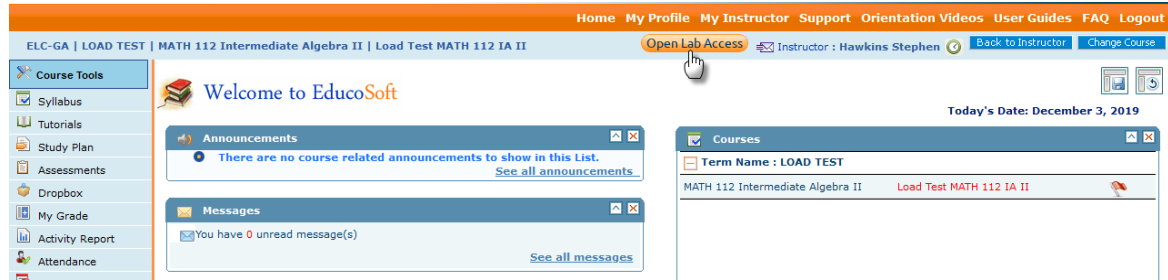
Create

(The IP address is automatically detected, therefore you must request the LAB license approval from a computer connected to the institution network.)

- Specify Term Name, Start Date, End Date and IP address, once done click on Save button
- Click on Course Approval link corresponding to Term, select the OML courses, once done send it for approval to Admin unlike any other term.
- Once the course is approved by admin a “Master Section” is created automatically and will be tagged to CC-Instructor account.
- Create Assessment Data in master section.

Student Login:

- For existing students who have access to any standard term, upon login, **Open Lab Access** menu appears for the institutions where 'Enable Open Math Lab' setting is enabled for a LAB Term.
- Even for students who do not have access to any active standard term, **Open Lab Access** option will be available, if enabled for the LAB term.
- To access OML Courses click on the Open Lab Access Button.



Chapter Diagnostic Test:

- Click on Chapter Diagnostic Test as shown below.

Chapter 1 Chapter 2 Chapter 3			TL	TT	#Qs	#Attempts
1. Whole Numbers	Chapter Diagnostic Test ▶	Practice (NA)%	Test (NA)%	NA	NA	14 0 of 1
1.1 Place Value Systems	Tutorial ▼ Example ▼	Practice (NA)%	Test (NA)%	NA	NA	2 0 of 1
1.2 Expanded Form, Inequalities, and Rounding of Whole Numbers	Tutorial ▼ Example ▼	Practice (NA)%	Test (NA)%	NA	NA	3 0 of 1
1.3 Addition and Subtraction of Whole Numbers	Tutorial ▼ Example ▼	Practice (NA)%	Test (NA)%	NA	NA	3 0 of 1
1.4 Multiplication and Division of Whole Numbers	Tutorial ▼ Example ▼	Practice (NA)%	Test (NA)%	NA	NA	4 0 of 1
1.5 Exponents, Order of Operations, and Averages	Tutorial ▼ Example ▼	Practice (NA)%	Test (NA)%	NA	NA	2 0 of 1
Chapter Mastery Test ▶			Test (NA)%	NA	NA	11 0 of 1

- Upon completing the CDT, system generates study plan based on the Chapter Diagnostic attempt.

[Back](#)

Chapter 1 Chapter 2 Chapter 3			TL	TT	#Qs	#Attempts
1. Whole Numbers						
Chapter Diagnostic Test ▶			Practice	0%	Test	21.43%
			NA	NA	14	1 of 1
1.1 Place Value Systems	Tutorial	Example	Practice	(NA)%	Test	(NA)%
			NA	NA	2	0 of 1
1.2 Expanded Form, Inequalities, and Rounding of Whole Numbers	Tutorial	Example	Practice	(NA)%	Test	(NA)%
			NA	NA	3	0 of 1
1.3 Addition and Subtraction of Whole Numbers	Tutorial	Example	Practice	(NA)%	Test	(NA)%
			NA	NA	3	0 of 1
1.4 Multiplication and Division of Whole Numbers	Tutorial	Example	Practice	(NA)%	Test	(NA)%
			NA	NA	4	0 of 1
1.5 Exponents, Order of Operations, and Averages	Tutorial	Example	Practice	(NA)%	Test	100%
Chapter Mastery Test ▶			Test	(NA)%	NA	NA
					11	0 of 1

- If Student achieves proficiency in all the sections of CDT, Corresponding Section Quizzes will be exempted;
- If Student doesn't achieve required proficiency in any of the section, Section Quizzes will be active and listed on the screen.
- All the learning activities (tutorials/examples) of related section will be the prerequisites with required duration to be spent as 2 minutes for Section Quiz. Proficiency score for Quiz will be same as the proficiency score of CDT.

For E.g.: if Proficiency score of CDT is 80%, Section Quiz will have proficiency score of 80%

Chapter Mastery Test:

- After completion of all Sectional Quizzes, Student needs to take Chapter Mastery Test as shown below; once done click on Submit link.

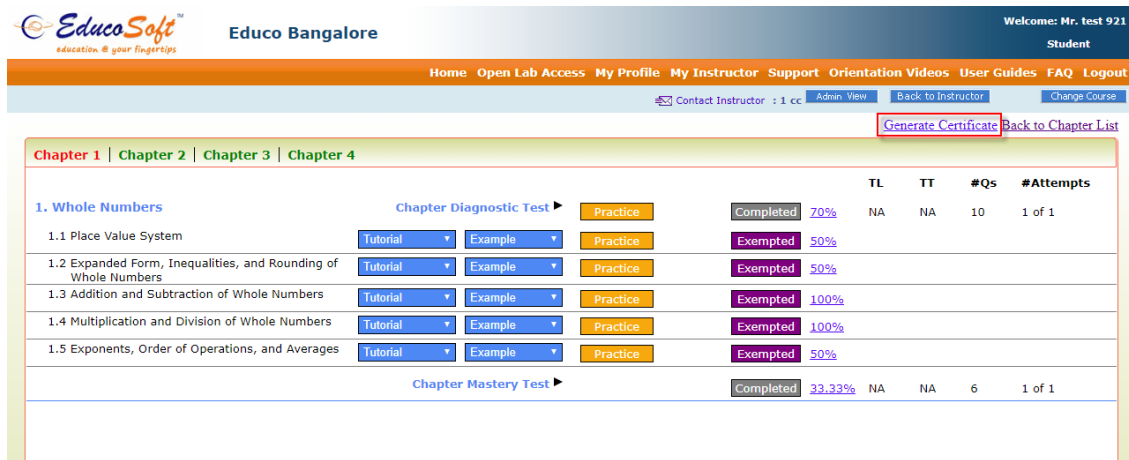
[Back](#)

Chapter 1 Chapter 2 Chapter 3			TL	TT	#Qs	#Attempts
1. Whole Numbers						
Chapter Diagnostic Test ▶			Practice	0%	Test	21.43%
			NA	NA	14	1 of 1
1.1 Place Value Systems	Tutorial	Example	Practice	(NA)%	Test	100%
			NA	NA	2	0 of 1
1.2 Expanded Form, Inequalities, and Rounding of Whole Numbers	Tutorial	Example	Practice	(NA)%	Test	100%
			NA	NA	3	0 of 1
1.3 Addition and Subtraction of Whole Numbers	Tutorial	Example	Practice	(NA)%	Test	100%
			NA	NA	3	0 of 1
1.4 Multiplication and Division of Whole Numbers	Tutorial	Example	Practice	(NA)%	Test	100%
			NA	NA	4	0 of 1
1.5 Exponents, Order of Operations, and Averages	Tutorial	Example	Practice	(NA)%	Test	100%
Chapter Mastery Test ▶			Test	(NA)%	NA	NA
					11	0 of 1

- Similarly student can complete all the remaining Chapter Assessments of the course.

NOTE:

- a. Achieving proficiency in CMT is made mandatory for getting chapter completion certificate. If required this can be made optional, in such case, student can complete the chapter and get the certificate of completion either by achieving the proficiency in CDT or CMT.

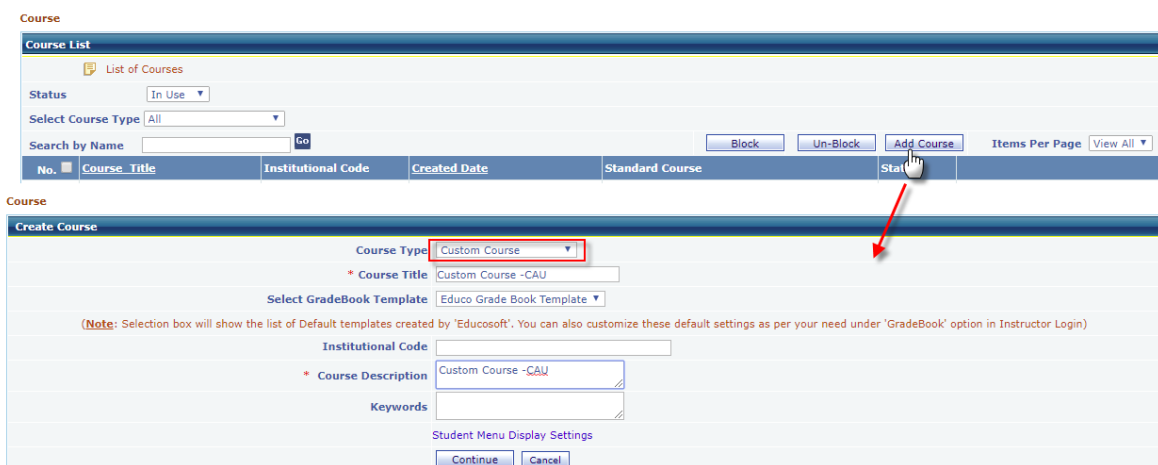


- b. There should be only one active OML lab term in the institution for automatic registration and to access OML courses.
- c. The section should be locked before importing data from the master section.
- d. Similar to the work flow of unit based course, quiz from the last section in the hierarchy within the chapter needs to be assigned as pre-perquisite to CMT. Based on performance in CDT, section quiz will be auto-exempted from pre-requisite criteria based on the proficiency score.

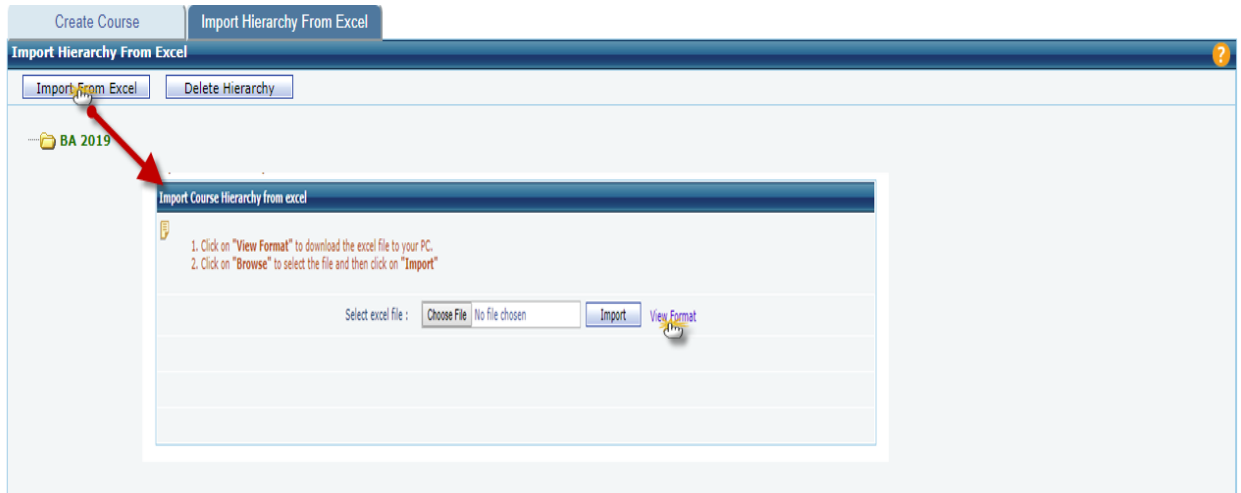
6. New Course Creation Process:

Creating Course under Campus Co-Coordinator Login:

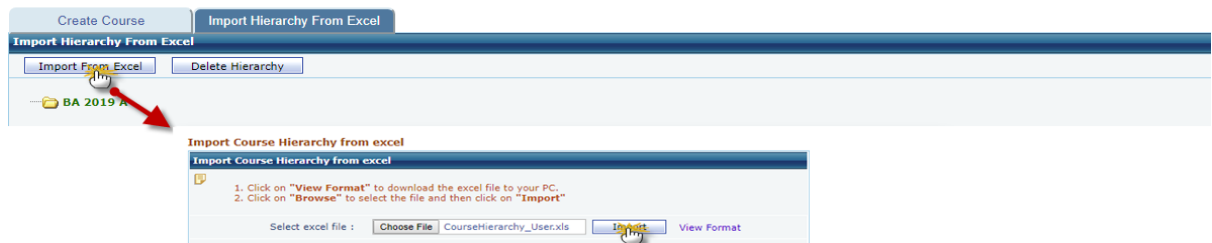
- Login as CC, go to Course → Add Course, select course type as **Custom Course**, enter course name and course description, once done click on continue button.



- On the next screen, click on “**Import Hierarchy from Excel**” tab, click on **Import from Excel** button as shown, import popup will open, click on view format to download course hierarchy format excel sheet.



- By referring sample course hierarchy format, you can prepare course hierarchy in excel sheet, while uploading the format, you should make sure that the format should match with above sample course hierarchy format
- Click on Select file and upload the course hierarchy excel sheet as shown below.



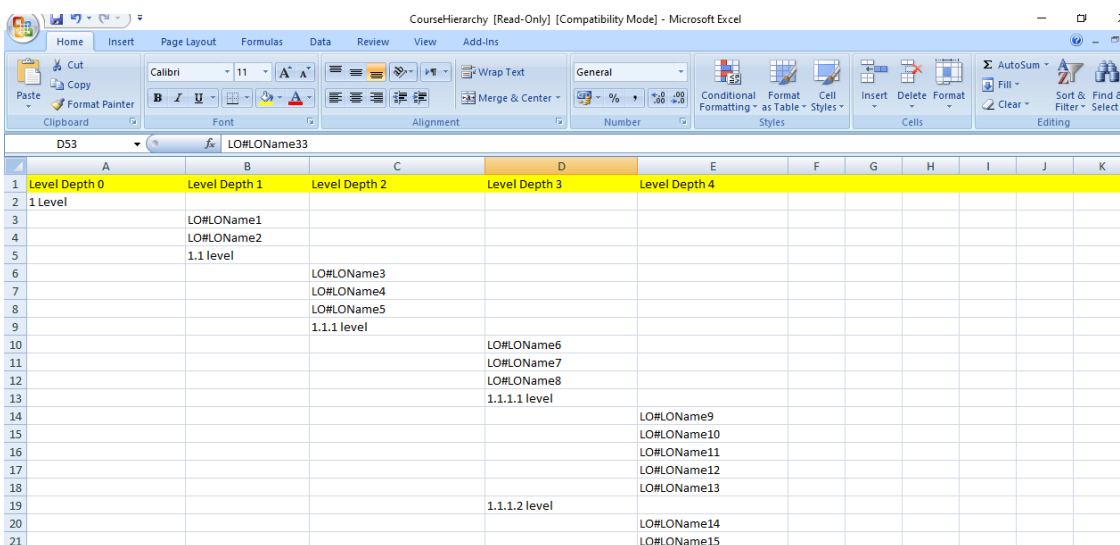
Level Depth 0	Level Depth 1	Level Depth 2	Level Depth 3
1. Whole Numbers			
	1.1 Place Value Systems		
		1.1.1 Determining Place Values in Whole Nu	
		1.1.2 Expressing Whole Numbers in Words	
	1.2 Expanded Form, Inequalities, and Roun		
		1.2.1 Expanded Form of a Whole Number	
		1.2.2 Comparing Whole Numbers	
	1.3 Addition and Subtraction of Whole Numi		
		1.3.1 Adding Whole Numbers and Estimatin	
		1.3.2 Subtracting Whole Numbers and Estin	
		1.3.3 Translate expressions and solve Appli	
	1.4 Multiplication and Division of Whole Nur		

- Verify the course level names, you can edit course level names at this stage, once done click on save button
- The Course hierarchy will appear as shown below.



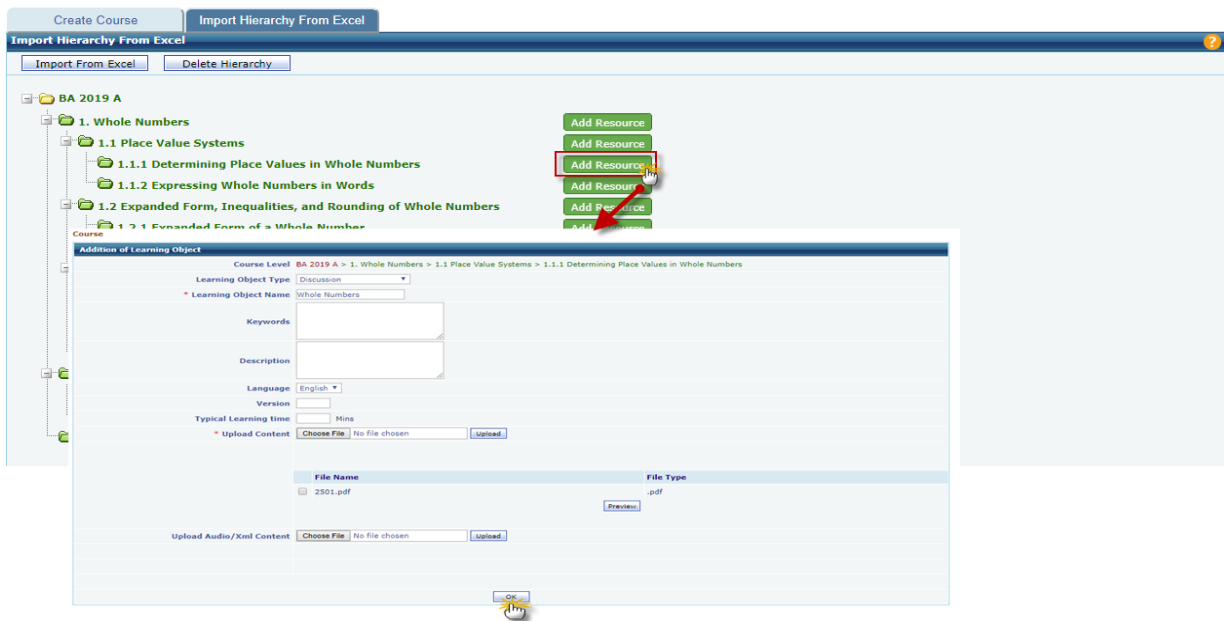
Note:

- 1) Course hierarchy should be built in excel sheet only (.xls or .xlsx). Users were advised to download course hierarchy format and make the necessary changes in that file only to avoid format issues.
- 2) The Course hierarchy which the user about to upload should match with course hierarchy format. Kindly refer with format thoroughly before making any changes or uploading
- 3) User shouldn't change header names and delete header(s) of column in excel sheet; if user don't want to create the level depth then they can skip entering the level name below that header.

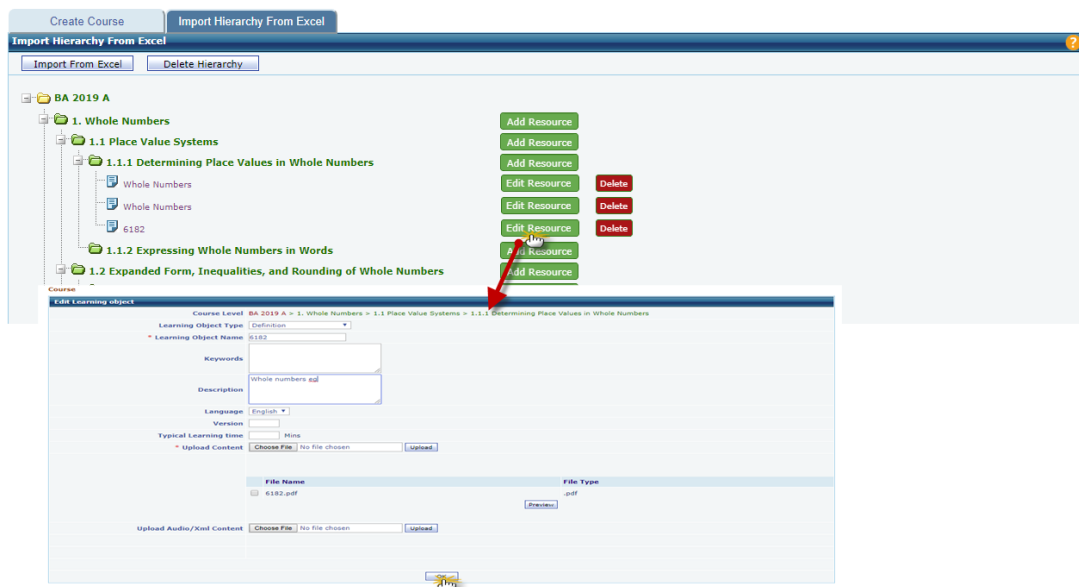


Adding Resource(s):

- Click on **Add Resource** button corresponding to level to add learning objects, Add Lo pop up will appear, select the Learning Object type, enter learning object name, description and upload the LO file as shown below



- Once done, click on Ok button, an alert will appear “Do you want to add one more learning object?”, click on Ok if you want to add one more LO under the same level. Else click on cancel button.
- Click on **Edit Resource** button corresponding to LO’s to edit, you can edit LO Name, description and can replace existing LO with new one, click on Ok button to save the changes made.



- Click on **Delete** button corresponding to Learning object to delete that learning object.

7 Ask My Instructor Changes : Phone number field is added and made it mandatory for India users

The screenshot shows a quiz review interface for 'Section 1.1 - 1.7'. A modal window titled 'Ask My Instructor' is displayed, allowing users to ask questions. The modal includes a text area for the question, a 'Your Contact Number' field (highlighted with a red box), and a 'Submit' button. A red arrow points from the 'Ask My Instructor' button in the top right of the quiz interface to the modal window. The quiz question is '1) Tennis balls, the team needs for 35 balls is' with options a) 10, b) 12, c) 9, d) 11. The modal window includes instructions to be specific and a 'Submit' button.

8. New Assessment Settings:

- I. Common setting to update prerequisite proficiency % score for assessment(s) and time for prerequisite LO activity.

The screenshot shows the 'Assessments' management interface. The 'View/Create Assessment' page displays a table of assessments. The 'Set Prerequisites' button is highlighted. Below the table, the 'Add/Edit Prerequisite Criteria' section is shown, with the 'Apply Minimum Proficiency Score' field set to 80% and the 'Apply Minimum Time' field set to 5 minutes. The 'Update' button is highlighted.

TEST TITLE	Category	# Q's	Max Attempt	Time Limit	Mode	EXPIRES	Actions
1. Final Test: Basic Maths	NA	30	1	NA	Test MC/FR	11/21/2019 11:59 PM	Score, Edit, Delete
2. 1.1 Quiz MC: Place Value System	NA	6	1	NA	Test MC	11/21/2019 11:59 PM	Score, Edit, Delete

Assessment title	Start Date	End Date	Prerequisites attached	Minimum Time/Score	Action
Final Test: Basic Maths	7/11/2019	11/21/2019	None		Score, Edit, Delete
1.1 Quiz MC: Place Value System	7/11/2019	11/21/2019	Tutorial: Adding Whole Numbers Example: Adding Two Numbers 1.3 Quiz MC: Addition and Subtraction of Whole Numbers	2 min 2 min 70 %	Score, Edit, Delete
1.1 HW: Place Value System	7/11/2019	11/21/2019	None		Score, Edit, Delete

II. An option to put penalty on multiple assessments.

View/Create Assessment

List of Assessments are displayed. To View/Edit Assessment, click "View/Edit" link. To Create Assessment click "Create" button.

Assessment Type: **Instructor Created Assessments** | Select Mode: **Homework** | Items Per Page: 75

Grade Book Category: All | Search: | Filter By: Date of Creation | Select Date

Buttons: Create, Set Prerequisites, **Change Settings**, More Assessment Tools, Delete

TEST TITLE	Category	# Q's	Max Attempt	Time Limit	Mode	EXPIRES	Actions
1.1 HW: Place Value System	NA	20	1	NA	Homework	11/21/2019 11:59 PM	Score, Edit, Delete
1.3 HW: Addition and Subtraction of Whole Numbers	NA	20	1	NA	Homework	11/21/2019 11:59 PM	Score, Edit, Delete
1.4 HW: Multiplication and Division of Whole Numbers	NA	15	1	NA	Homework	11/21/2019 11:59 PM	Score, Edit, Delete
1.5 HW: Exponents, Order of Operations, and Averages	NA	20	1	NA	Homework	11/21/2019 11:59 PM	Score, Edit, Delete

Change Settings

Only settings changed here will be modified for selected assessments. All other settings will retain their original values.

Recipients

All Students Individually | Groups of Students | No Student Groups

Date Applicable

On the selected Date: Select Date, From 1 : 01 AM To 1 : 01 AM, Assessment will get submitted automatically at end time | None

Between: Select Date, And Select Date, From 1 : 01 AM To 1 : 01 AM, Assessment will get submitted automatically at end time | None

Time Applicable

Allot time for entire assessment: (HH:MM:SS)

Password Options

Global Password: Password for periods: Select Date, (HH:MM) Select Date, (HH:MM)

Remove password option for the selected Assessment

Other Options

Assessment Active: None | View solution from result page: None | Block from importing: None | Assessment can take from: None

Maximum Attempts: | Shuffling order of questions: None | Resume function to be provided for Students: None

Add To GradeBook: | Grading Period: Full Term | Scoring Option: Select an Option

Category Option: Select a Category | Weight: 1 | Enable for lockdown browser: None

Keep assessment active after due date bill | Select Date | Penalty for late submission: 10 % (This setting is preferred for only homework mode)

Buttons: Save, Cancel

9. Fill In Type Question:

Assessment Creation

- Login as Instructor, select appropriate section and go to Assessment → View/Create Assessment.

Home Roster Tools Lecture Notes **Assessments** Resources Communication User Management Reports Support Help Logout

LOAD TEST (9/17/2018 - 11/30/2019) | View/Create | Action Type Ch | Admin View | CC View | Student View | Student Login | Change Course

Add Assessment

Add New Assessment

Assessment Type: | View/Create | Scores | Import Assessments | My Question Bank | Print Submitted Assessment | DropBox

* Title: |

* Recipients: All Students | Groups of Students | No Student Groups

Select assessment mode (based on predefined setting or custom settings).

Standard mode (predefined settings): **Test - MC/FR/FILL-IN** | View selected mode Settings

Custom mode (select your own settings)

Block from importing: | Yes, Create a practice assessment by default.

Yes, Resume function to be provided for Students.

Create multipart assessment with 2 parts.

Yes, Enable best answers grading option.

* Category: Select a Category

* Maximum Attempts: 1

Weight: 1

* Assessment to be taken

Between: 11/22/2019 AND Select Date

On the selected Date: Select Date

Allot time for entire assessment: (HH:MM:SS)

Can take from: Anywhere

Score Settings

Replace selected assessment score obtained in this assessment if selected assessment scores are lower than the score in this assessment.

Lockdown browser setting

Yes, Enable for lockdown browser

Select Prerequisite (learning activity, assessment, attendance and videos)

Buttons: Continue, Cancel

- Click on Create button, will be redirected to Assessment Create page. Enter all the details i.e. Assessment Name, Start date-End date and select Assessment Mode (Test MC/FR/Fill-In), Category etc.
- On the next screen Keep Fill in question and MC/FR Type Question in a separate part.

Add Assessment

Assessment Parts

1. Click on 'Add Test Part' button to add the new test part.
 2. Enter test part title and define weight to each part.
 3. Select the question type which you want to include in the each test part.

[Add Test Part](#)

No	Title	Description	Weight(%)	# Question Type	
1.	Part 1-MC and FR		0	4 selected	Delete
2.	Part 2- Fill In Question		0	1 selected	Delete

[Continue](#) [Cancel](#)

Select all

Multiple Choice

Free Response

Text Book Exercise

FR Multiple Choice

Reading comprehension Flash

Column Matching

Solution Upload

Reading comprehension Html

FR HTML Question

Free Response(HW-NJ)

Fill In Question

Keep Only Fill in Question in separate part

- On the next screen, for each part select the levels from which you want to select questions, click on continue button.
- For Fill in Question select FI Assessment Part first and then you need to select the number of versions which you want to include in the assessment as shown below.

Randomization

Randomize Question Concepts

Please select question concepts from the list. [Add/Edit Assessment Part](#) | [Add/Edit Level Selection](#)

Section Quiz FI/MC/FR

[Save](#) [Save & Continue](#) [Cancel](#)

Assessment Part

Part 2- Fill In Question ▼
 Part 1-MC and FR
 Part 2- Fill In Question

1.1.1 Determining Place Values in Whole Numbers Total # of Concepts: 5

Question Concept	Description	Versions	Attempts	% Incorrect	View	Select	Weight	
1	FillIn1101	3	-	-	View	-	1	<input type="checkbox"/>
2	FillIn1102	2	-	-	View	-	1	<input type="checkbox"/>
3	FillIn1103	4	-	-	View	-	1	<input type="checkbox"/>
4	FillIn1104	4	-	-	View	1	1	<input type="checkbox"/>
5	FillIn1105	4	-	-	View	2	1	<input type="checkbox"/>

[Save](#) [Save & Continue](#) [Cancel](#)

- Once done, click on save button, on the next screen you can preview the questions selected, Click on Save Assessment link to save the assessment.

Fill in Question Delivery in the Assessment:

- Login as Student and go to Course Tools → Assessments, you will be redirected to Assessment list page.
- Click on Assessment “Take” button, Assessment pop up will open, navigate to Fill in Questions Assessment Part, Fill in Question looks like below

- Read the Question Instruction carefully and to Fill in the Blanks, click on the field which you want to fill and then click on Answer Option as shown below.

- Repeat the above step for all the blanks (If exists), after filling the fill in question with responses looks like below.

FillIn1101 Weight:1

12) **Question Instruction (11-13)**

Choose an appropriate word from the options to suitably fill the blank in the sentence below so that the sentence makes sense, both grammatically and contextually.

Pick your Answer(s) HOW?

has many blown Clear All

The hit TV serial Sherlock has ultimately boiled ❌ to a family drama and ❌ disappointed ❌ of its followers.

- Click on button beside the field to clear individual blank and click on Clear All button to clear all the blanks.
- Attempt all the questions, click on “Submit Assessment” to submit the assessment, you will be redirected to result page.
- Click on solution link to view detailed evaluation.

Total number of questions	27	Your Score	17
Number of questions with solution (Not Counted) 🗨	0	Max Score	27
Total number of questions counted	27	Percent Score	62.96 %
Number of questions attempted	23		
Number of counted questions answered correctly	17		
Time taken	3 Min.		
Taken on	11/22/2019		

View Result Report View Diagnostic Report

Result Details

Question ID	Question Text	Not Attempted	Correct	Incorrect	Solution
10.	Writing the Numeral for a Word Name	1	0	0	Solution
Part 2- Fill In Question Your score in this part: 10 Percent Score: 58.82 %					
11.	Fill in Question on Sound -I	Correct	1	1	Solution
12.	Fill in Question on Sound -I	Incorrect	1	0	Solution
13.	Fill in Question on Sound -I				Solution
14.	Fill in Question on Sound -II				Solution
15.	Fill in Question on Sound -II				Solution
16.	Fill in Question on Sound -III				Solution
17.	Fill in Question on Sound -III				Solution
18.	Fill in Question on Sound -III				Solution
19.	Fill in Question on Sound -III				Solution
20.	Fill in Question on Sound -IV				Solution
21.	Fill in Question on Sound -IV				Solution

Question Code: FillIn1103 Evaluation Status : Incorrect!!! Score:1

19) **Question Instruction (16-19)**

Choose an appropriate word from the options to suitably fill the blank in the sentence below.

Pick your Answer(s)

Amplitude climate Noise pollution

Sound absorbing materials are required in auditoria to avoid

Correct Answer Options:
(1) Noise pollution

Not Attempted
 Correct
 Partially Correct
 Incorrect
 Selected Question
 Evaluation Pending

10. Matching Type Question: