Educo International Inc.

2016 SUMMER RELEASE NOTES

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1. **Automatic update of score based on major test score:** Added a new assessment setting which computes the equivalent raw score for all assessment based on proficiency % defined in the major test and automatically updates existing score based on major test score.

Instructions to explore the feature:

➢ Login as instructor and navigate to Assessment➔ Create Assessment, Create the assessment which you want to tag to the Major Assessment.

➢ Create Major Assessment, Check ☑ the Score Setting "Check to replace other assessments score (if less than this score) with this assessment score" as shown below.

➢ On next screen, select the assessment which you want to tag for automatic score update.

➢ User can view section Assessment(s) by clicking on [Section Assessments] link, after checking ☑ the Assessment score setting.

➢ Once done, continue in creating Major Assessment. On Instructor Assessment list page, user can able to see the appropriate indications against the Major Assessment and substitute assessment as shown below.

Note: Major Assessment score will be used to auto update the substitute assessment score, if student score in substitute Assessment is **<** than student Major Assessment Score.

If substitute assessment score is **>=** to the Major Assessment Score, same score will be retained.

2. **Control Instructor Activity:** A common setting link is added to assign/alter permissions to section features for multiple instructors.

Follow the Instructions to explore the feature:

➢ Login as Campus Coordinator and go to section lists screen

➢ Click on 'Settings' dropdown button and click on 'Lock/Unlock Section Features'.

➢ Click on "Feature Access: Instructor" link on top of the column. You will get to see the Common section lock settings popup.

➢ You can select the **Lock | Unlock** option to **block/allow** instructor activity feature for all the section(s).

➢ Feature(s) will be locked /unlocked for all the child sections of that term.

3. Study Plan Label Changes:

➤ Renamed the label from 'Activate next attempt of study plan test' to 'Activate next attempt of the test' and added text 'OR' between Option 1 and Option 2

4. Setting to control Instructor adding TA for Campus Coordinator: Now campus coordinator has control over instructor adding teaching assistants in his section(s). New setting will allow CC to enable/disable Add Teaching Assistants feature for instructor(s)

Instructions to explore the feature:

➤ Login as Campus Coordinator, click on Instructor menu, you will be taken to below screen

➤ Click on ⚙ icon, enable/disable settings for Instructor pop-up will appear, ☑ check/ ☐ uncheck against "Allow instructor to add TA" setting to allow/deny add TA option for instructor, once done click on save link.

➤ Based on setting, TA menu will appear/doesn't appear under Instructor➔User Management.

5.   **Automatic LO unmarking based on Assessment Due Date:** Feature will automatically unmark LO's to study for student, when LO's added as prerequisite to an assessment and the assessment expires.

Instructions to explore the feature:

 Adding LO as Prerequisite:

- ➢ Login as Instructor select appropriate section and navigate to Assessment> View/Create, click on create link, enter all assessment details as shown below.
- ➢ Once done, click on "Select Prerequisite" expand link to add Learning object as prerequisite as shown below. And then create and save the assessment.
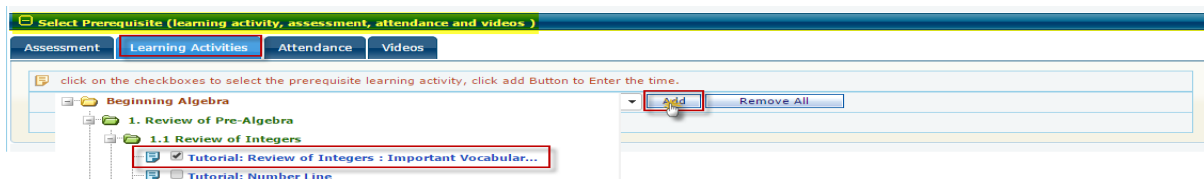
- ➢ The added LO will be marked for students to study, and marking ★ will be active till the assessment end date, instructor can view the marking by clicking on Lecture Notes as shown below.
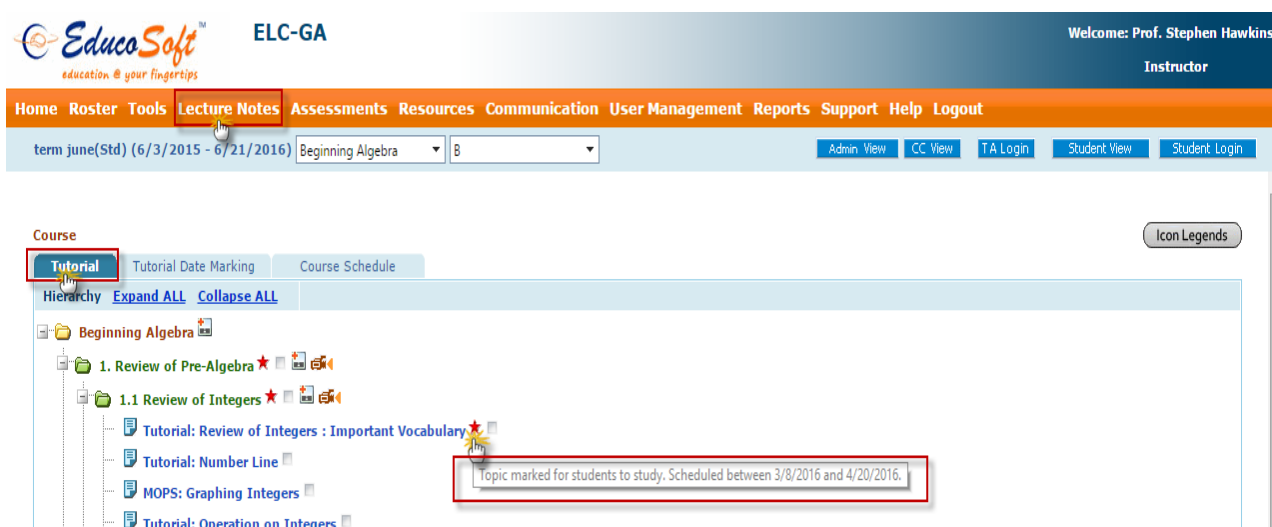
- ➢ Prerequisite LO schedule will be from "Assessment Start Date" to "Assessment End Date", once the assessment expires, ★ won't appear besides the corresponding LO. Student should complete prerequisite LO within the schedule.

Note:

1) If two or more assessments have common LO as prerequisite, whichever is higher end date, that date would be the marking end date.

2) Instructor can import assessment with prerequisite LO via Assessment> Import Assessment option and Section Import to the current section, Similarly LO will be marked for student to study.

3) If instructor deletes the assessment, corresponding LO marking(s) will be deleted from tutorials page.

6. **Student Registration screen enhancement**: When registering students, section in the drop down will be the instructor selected section.

Instructions to explore the feature:

➢ Login as Instructor; select the appropriate section by clicking on [Go] link.
➢ Go to User Management→ Guest Registration/Student Registration, by default Section in the dropdown will be instructor selected section.
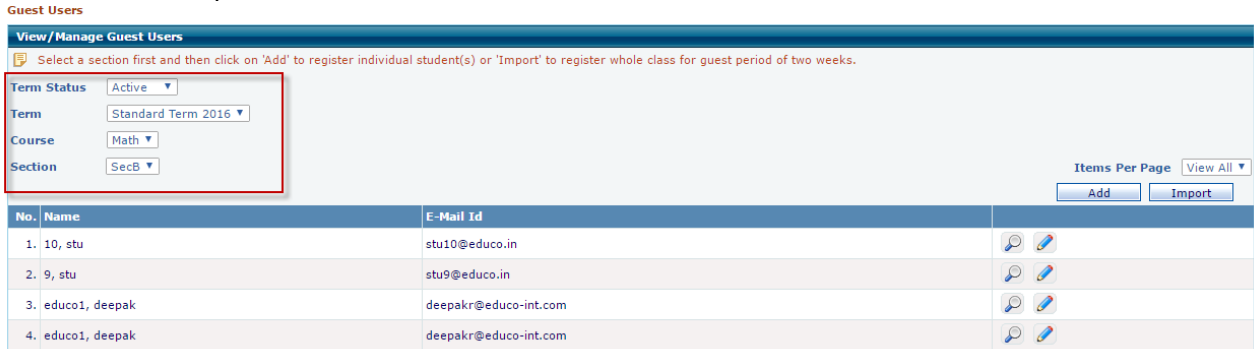
7. **Settings to allow students to repeat Class:** Setting is provided for Campus Coordinator to Enable/Disable course free repeat option for students during registration.

Enabling/Disabling Repeat Class option:

➢ **Login as CC/ACC**, navigate to Manage→Institution Profile; Institution Profile page will be displayed.
➢ Select the check box against "Allow Student to repeat class setting".
➢ Click on More Settings link to allow/deny repeat course at Term/Course level.
➢ If you want to allow students to repeat course for a particular Term/ Course, select Term Type and Term, Check ☑ against course, once done click on save link.
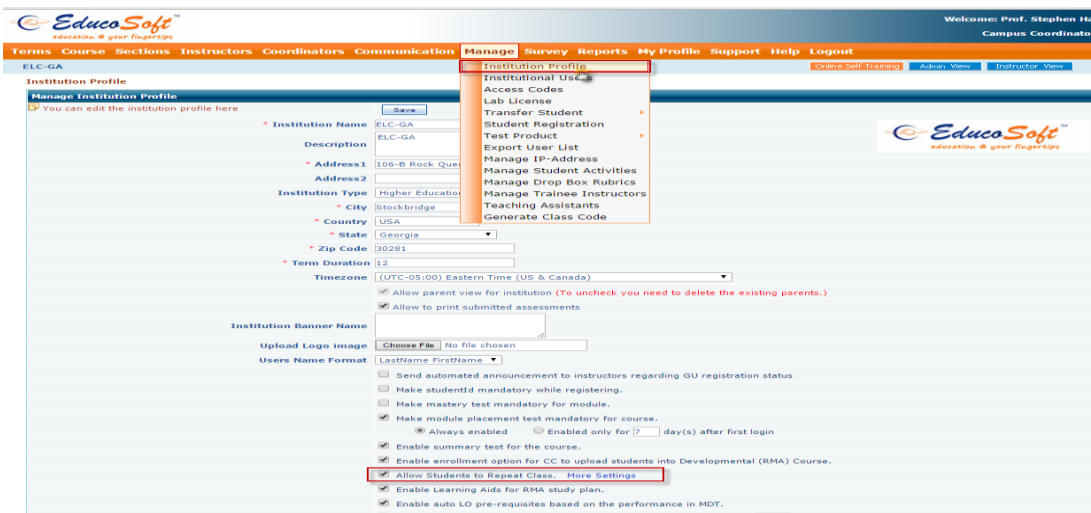
➢ If you want to deny students to repeat course for a particular Term/Course, select Term type and Term, Uncheck ☐ against course, once done click on save link

- Based on the above setting, Student are Allowed/Denied to repeat course for particular term/course.
- This above setting is also available for Campus Coordinator and Alt- Campus Coordinator user accounts.

Repeat Class:

If Repeat Class is enabled for a particular course, existing student can repeat the course from Educosoft Student Registration page

- If you have class code, select ⊙ against "Yes, I have a class code" and click on Go link. Section details will be populated, confirm and click on continue link
- If you don't have class code, select ⊙ against "No, I do not have a class code", select appropriate Institution, Term and Course once done click on continue link.
- Registration option page will be displayed, select ⊙ against "Repeat the Class" , Enter User Id and Password, once done click on continue link as shown below.

- If Repeat class option is disabled for a particular course, "Repeat the class" registration option block will not be visible for the user.

➢ Alternatively student can repeat class, by logging in to their account and navigating to My Account→Repeat course. Select Term, Course and Section and click on continue link.
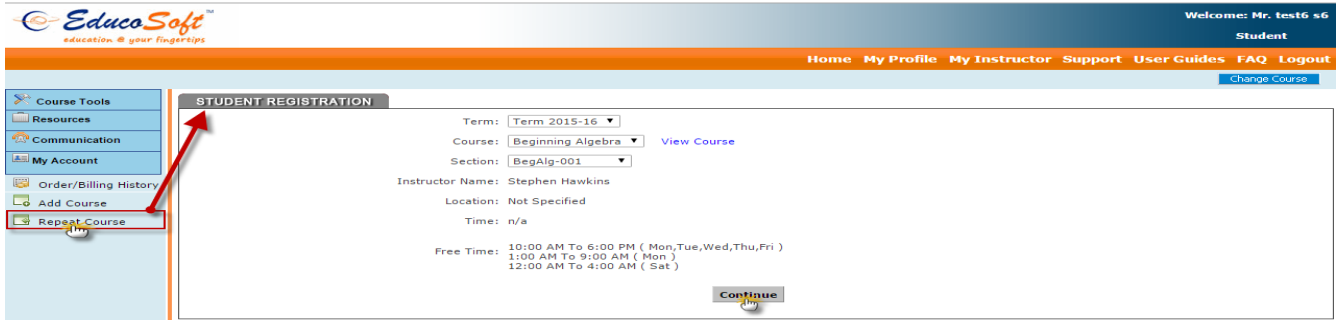
8. **Assessment Prerequisites Changes:** On the student login, system will automatically mark the Prerequisite LO's for study even when assessments are not active.

Instructions to explore the feature:

➢ Login as Instructor, go to Assessment→Create Assessment. Create Homework assessment and make the assessment as inactive, add prerequisite to assessment.
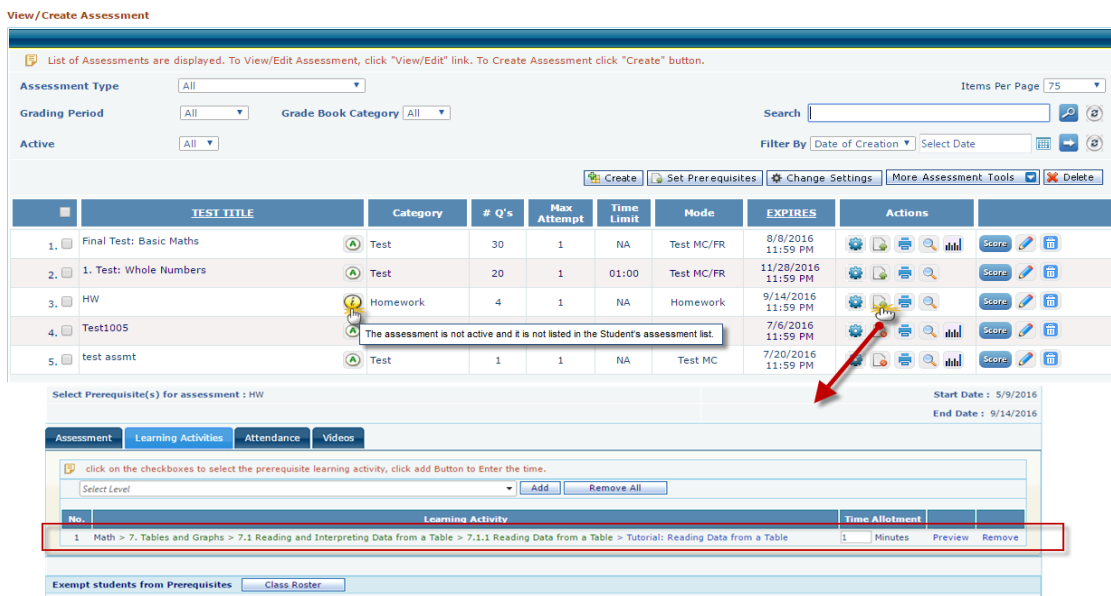
➢ Prerequisite will be marked for study until assessment end date under student login

Modular Courses Enhancements

9. **Simplified, Student Home Page:** User friendly dashboard upon login, so that students can find all information right on login page. New dash board will allow students to easily access Study Plan exercises from any chapter, section, or objective. This 'What should I do next?' block leads what the immediate task in hand.

STUDENT HOME SCREEN *BEFORE* TAKING *MODULE PLACEMENT*:

➢ Upon login, gets a default **announcement** describing modular instructional approach and learning path.
➢ **'What should I do?'** block leads what the immediate task in hand and leads users to take *Placement Test*.

STUDENT HOME SCREEN *BEFORE* TAKING MODULE *DIAGNOSTIC TEST* OF ASSIGNED MODULE:

➢ After completing the *Placement Test,* system automatically updates the **'What to work on next'** block on the home page.
➢ Student gets a performance analysis based on Placement test and guided to take the MDT of the assigned module.

- After completing the *Diagnostic Test,* System automatically builds the *Lesson Plan* based on MDT score.
- **'What to work on next'** block status is updated and guided user to complete the study plan.
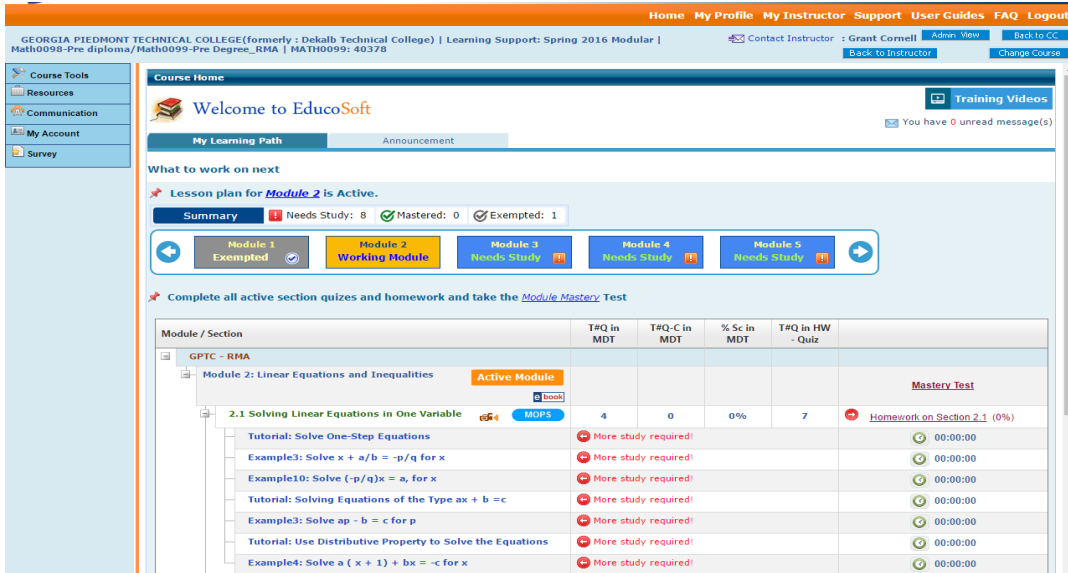
- Once done with study plan, user has to take **Module Mastery Test (MMT)**, in order to clear the assigned module.
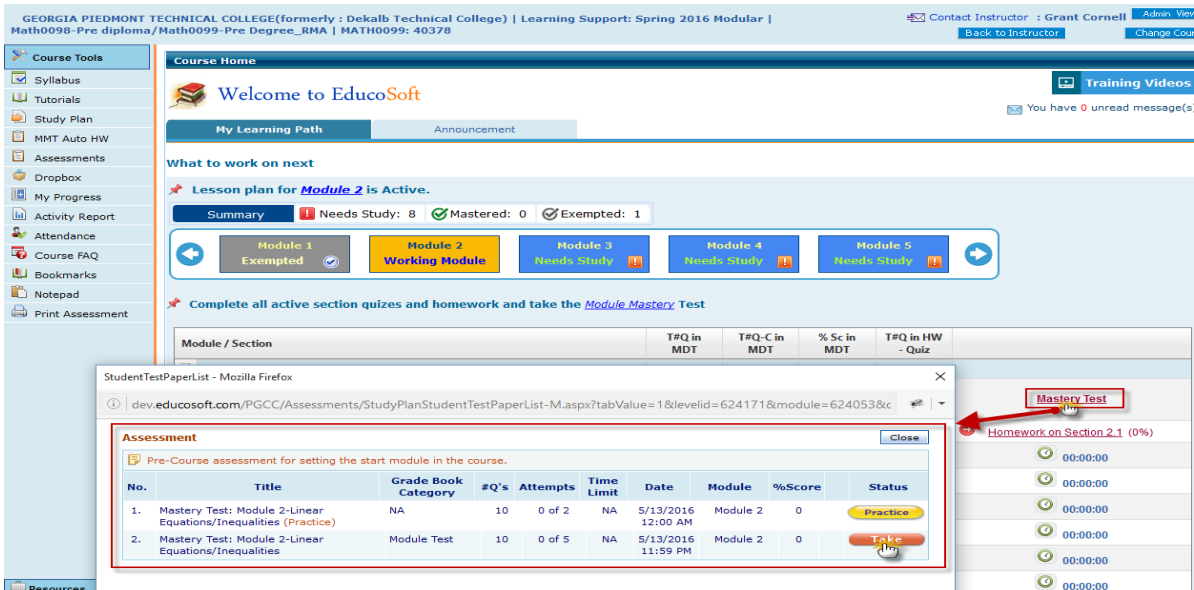
- If user fails to achieve proficiency, MMT Auto-Homework will be created by the system, based on the MMT Auto Homework performance, instructor will increase the attempt.

■ STUDENT HOME SCREEN *AFTER* SUCCESSFULLY COMPLETING *ALL THE MODULES* AND *BEFORE* TAKING *COURSE FINAL TEST*:

➢ After completing all 'Needs Study' module(s)
➢ User is guided to take the Course Final test.

■ STUDENT HOME SCREEN AFTER COMPLETING COURSE:

➢ When user successfully completes the Course Final Test, System provides option to generate Course completion certificate.

➤ '**Training Videos'** Link is provided on the top to view all available **Online Training Sessions**.

➤ To view Training Sessions, click on Training videos link, and then click on watch now corresponding to training video as shown below. This link is available all the time on the new home page.
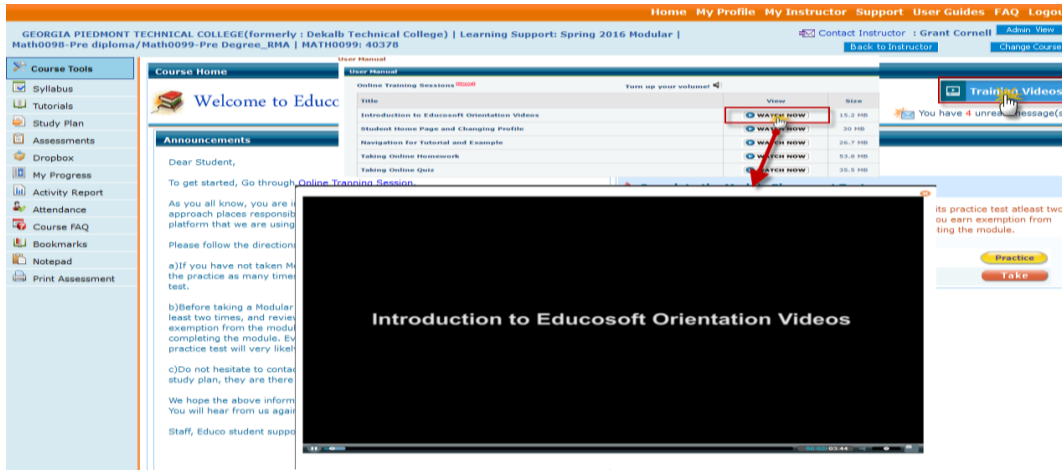
10 Placement Test Due date setting: Added an addition setting to disable Module Placement Test after specific days. Students will be able to take placement Test only for the specified days. If they don't take then system assigns them to 1st module automatically.
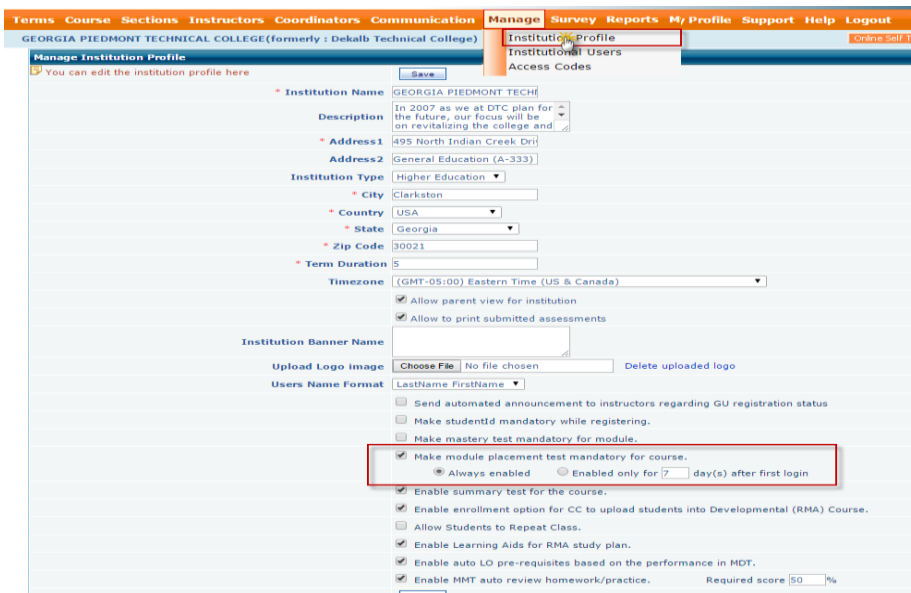

Instructions to explore the feature:

➤ Login as CC and navigate to Manage➔Institution Profile

➤ Check ✔ the institution setting "Make Module Placement Test mandatory for course", once done, two options will be displayed, as shown below.

Option 1) User can select ⦿ "Always Enable" option to keep MPT active for students, once done click on save link, MPT will be active for students.

Option 2) select ⦿ "Enable for ___ days after first login", specify no of days, as shown below
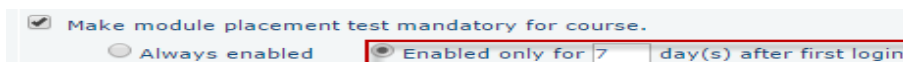
With above setting MPT will be active for **7** days after student's first login. Once done click on save link to apply setting. This setting will be applicable for all MPT assessments for that institution.

Instructor login:

Instructor can alter MPT disable settings as per section assigned to him

➢ Select Developmental Term/Section, Navigate to Tools→Module Settings as shown below

➢ In "Module Placement test disable settings" section, Select ⦿ against "**Use Institution settings**" to retain MPT settings added at institution level, once done click on save link.

➢ If Instructor wants to keep MPT active for students, select ⦿ "**Always Enabled**", and click on save link, MPT will always be active for students.

➢ If Instructor wants to enable MPT for specified days for selected section, select ⊙ "Enabled only for __ days after first login" Specify no of days, once done, click on save link. MPT will be active for specified days for section students after their first login.

➢ With above setting, MPT will be listed active for "**4**" days after student first login, and this setting will be applicable only for selected section. If student fails to take MPT on or before **4** days, MPT will be listed as "***Not Applicable***" and that student should take module level assessments to clear the course modules.

11. Create Multipart Assessments and assign weight to each test part: The multi-part assessment is an item comprised of two or more interdependent question type. Each part may address a different question type. For example, part one of a two-part item might be a multiple choice item whereas part two could be a free response OR reading comprehension question item.

Follow the instruction to create multi part assessment:
➢ Login as Instructor and go to Assessment→ Create Assessment.
➢ Click on Create link, user will be taken to Assessment Create page, select appropriate Assessment Type, Specify title with Assessment Mode
➢ Enable Setting ☑ "Create Multipart assessment with __ parts". Specify no of parts you want to create in the assessment.
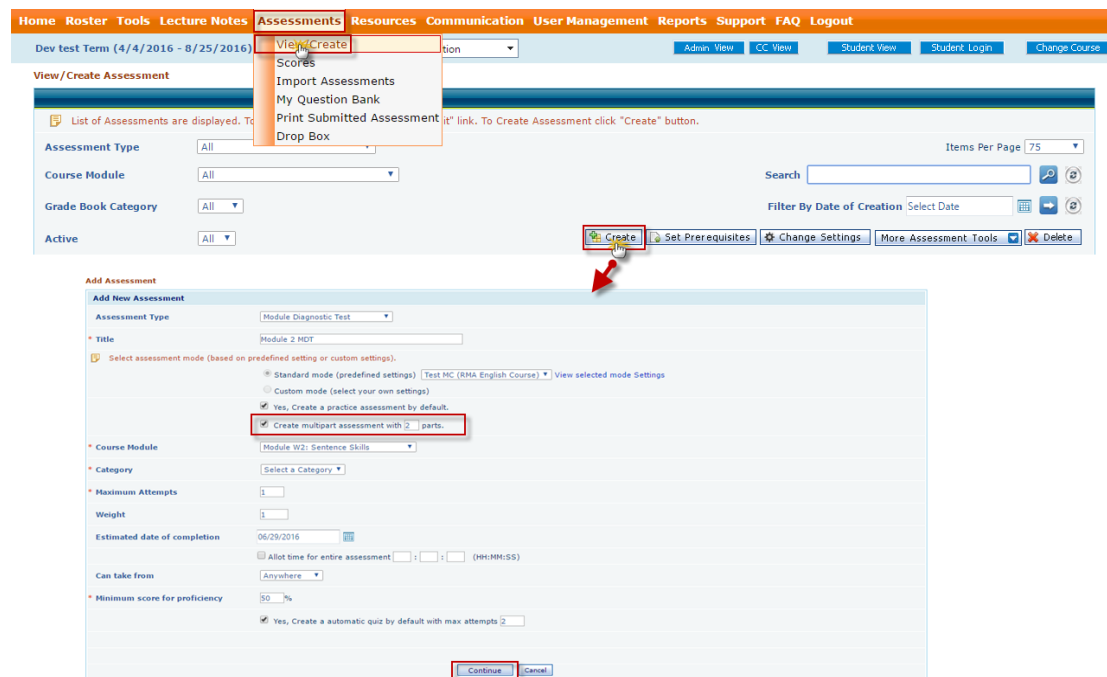
➢ Add Test part titles and descriptions, specify weight for each title and then select the Question type you want to include in each part as shown.

➤ If you want to add more Test part, click on Add Test Part button as shown

➤ Once done, Click on continue link, you will be moved to below page, Select the Assessment Part and then select the topics to be added for that part. Once done click on save link.

➤ Similarly select the next Assessment part, and then select the course/course level, once done click on topics to be added for selected part, once done click on save link.

- Continue above step for all the Assessment parts (if Available), once done click on save and continue link.
- You will be taken to Randomization Questions page, Select the Assessment Part and enter the no of concepts you want to include for each section, once done click on save link.

- Select the next Assessment part from dropdown, and enter the no of concepts which you want to include for each section, once done click on save link.

- Repeat above step for all other test part if available, once done click on Save and Continue link.
- Save the Assessment as shown below

➤ You can manage Assessment test parts (Creating Test parts and Add/Edit Question to Test Part) by visiting "Manage Question/Test part" section.

➤ Created assessment will be listed in Assessment list page.

Note:

1) The total test part weight should be =<100%.

2) By default all the question type except Reading comprehension Html, will be selected for each test part, user has provision to include/remove question type for corresponding test part.

3) Reading comprehension questions cannot be combined with other question types.

12. Default no of attempts for section homework and mastery test are set to 3

13. **Common Module setting screen enhancement:** Under instructor module setting screen added new option to set common Temp/Global password for assessment.
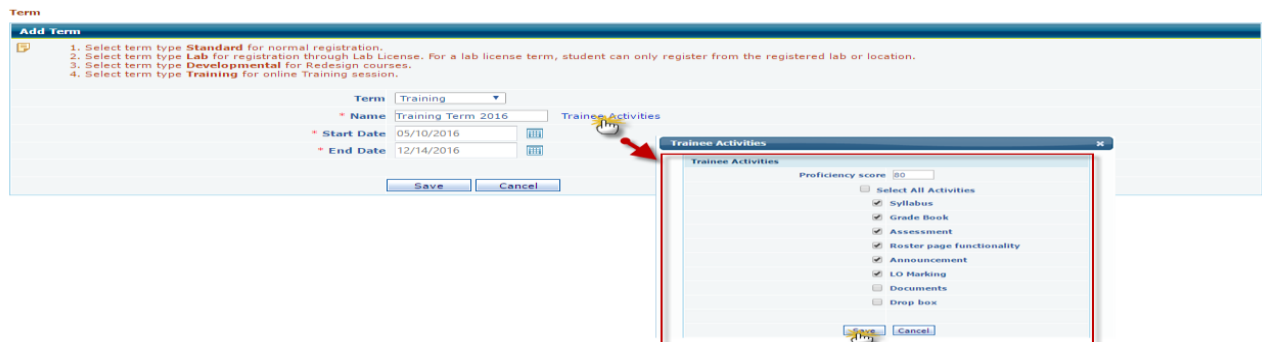

Instructions to explore the feature:

➢ Login as Instructor, select developmental term-section, go to Tools→Module Settings. You will be taken to below screen.

➢ Click on Set Common Password link, Set password for assessment pop up will appear, enter global password and password for period (specify period) once done select the assessment type and click on save link.

➢ The above global/temp password will be set for all MDT of that section.

Trainer Enhancements

14. Campus Coordinator> While adding Training term, Trainee Instructor can include activities as a part of training.

Instructions to explore the feature:
- ➢ CC login, click on Terms, then click on Add Term link
- ➢ Enter details and click on "Trainee Activities", select the activities, specify the proficiency score, once done click on save link.

15. Importing Trainees from Sections menu

Instructions to explore the feature:
- ➢ CC Login> Go to Sections, select "Training" in term dropdown, click on "Import Trainees" link to import trainee's
- ➢ Single excel file containing Trainee first name, last name and email , once uploaded, application automatically creates section for each trainee and assigns as instructor. At the same time each of these trainees is also enrolled as student in the master section.

2) Option to generate "Training Completion Certificate", on achieving required proficiency.
- ➢ Login as Trainer, select Training term Master section and go to Trainee Instructor Activities, click on [icon] icon corresponding to trainee to generate certificate.

➤ PDF file containing Trainee completion certificate will be downloaded.

16. Added colour legends and Activity status is replaced by respective colour grids with scores.

17. Added Average and Composite score column.

18. Trainee Instructor list screen automatically updates with the activity status when trainee completes the activity (Automatic Grading feature)