# DECEMEBR RELEASE DETAILS

**Educo International Inc.** 715 Park North Blvd, Suite 116 Clarkston, GA-30021



#### 1) Take EducoSoft exams via Remote Proctor Now (RPNow):

EducoSoft is **RP Now** compatible. **Remote Proctor Now** (RPNow) delivers on-demand, proctored exams that enable students to test online, anytime, anywhere, with integrity. Using a standard computer webcam with an internet connection, when students are ready to test, they simply log into RPNow. The clean and simple interface allows students to easily select an exam and enter the information required to verify their identity.

#### 2) Option to enable/disable Student Dashboard panels:

Login as Instructor, Select appropriate regular term-section and go to User Management  $\rightarrow$  My Preferences  $\rightarrow$  My Settings, under My Settings, click on **configure dash board** link, Select required Dash Board items and click on save link.

My Settings	Assessment Settings	Course Settings			
		Re	estore default	Save	
Teaching A	Assistant		I can act as	ТА	
Paging			Default (De Number of i		r provided by educosoft ) age (999 is recommended maximum. Page will load slower for long lists;
Support m	ail option		Send a copy	of support	mails to my e-mail
Show Inst	ructor Student		Show Instru	uctor Studer	ıt
Hide stude	ent name from reports		🔲 Hide studen	it name fron	n reports
Manage st	udent Notifications Dash	board	Configure_Dash E	Board	
-			- m		
			-	C C	onfigure Student Dashboard ×
Office Hou	rs (Available for meeting,	discussion)			Control the ability for users to view the Notifications Dashboard, configure the notifications that display in the page.
	From	Ото О	) On		notifications that display in the page.
		Re	estore default	Save	Announcements     Messages
					Messages     Tasks scheduled
					Progress
					Courses
					Crop Box
					C Assessments
					Apply this settings for all sections
					Save

Same dashboard items will reflect on Student Home page.

- Educo S	Educo Bangalore		Welcome: Mr. test 419
education & your fin			Student
		Home My Profile My Instructor Support Orientation Vi	ideos UserGuides FAQ Logout
Educo Bangalore   Ter	m 2016   Azure Test Course   A	🗮 Contact Instructor : Bangalore CC Admin View Back	to Instructor Change Course
Course Tools	S Welcome to EducoSoft		Today's Date: December 6, 2016
Syllabus			
LU Tutorials	Courses		× 2
E Assessments	Term Name : Term 2016		
Dropbox	Azure Test Course	A	×
My Grade	+ Term Name : Dev Term 2016		
Activity Report			
Sec. Attendance			
Course FAQ			
😃 Bookmarks			
Notepad			
🖨 Print Assessment	🔹 Drop Box		🖂 🖂
	Due from 12/6/2016 to 12/12/2016	12/06/2016	
	No Assignments Due		See all assignments

## 3) 'On campus' setting on Assessment Create page.

Login as Instructor and go to Assessment  $\rightarrow$  View/Create Assessment, click on create link,

ad Assessment	
Add New Assessment	
Assessment Type	Online T
* Title	Assmt
* Recipients	All Students O Groups of Students No Student Groups
🗜 Select assessment mode (ba	ased on predefined setting or custom settings).
	Standard mode (predefined settings) Select a Mode
	Custom mode (select your own settings)
	Block from importing
	Yes, Resume function to be provided for Students.
	Create multipart assessment with 2 parts.
	Yes, Enable best answers grading option.
* Category	Select a Category V
* Maximum Attempts	1
Weight	1
Assessment to be taken	
	Between     12/06/2016     Im     AND     Select Date     Im
	On the selected Date Select Date
	Allot time for entire assessment : (HH:MM:SS)
Can take f <del>r</del> om	Anywhere T Anywhere
Score Settings	Campus Lab ted assessment score obtained in this assessment if selected assessment scores are lower than the score in this assessment.
🗄 Select Prerequisite (learning)	ng activity, assessment, attendance and videos )
	Continue Cancel

## 4) Best Answer Grading Option:

Create an Assessment, enable Best Answers Grading Option.

Add New Assessment	
Assessment Type	Online •
* Title	bestAnswers
* Recipients	All Students Groups of Students INo Student Groups
🕞 Select assessment mode (bas	ed on predefined setting or custom settings).
	Standard mode (predefined settings) Test MC/FR.     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 3 parts.
	🗹 Yes, Enable best answers grading option.
* Category	Test
* Maximum Attempts	1
Weight	1
* Assessment to be taken	
	• Between 12/06/2016 III AND 12/30/2016 III
	On the selected Date Select Date
	Allot time for entire assessment : : : (HH:MM:SS)
Can take from	Anywhere •
Generate study plan	Check to enable and save study plan settings for the test
Score Settings	Replace selected assessment score obtained in this assessment if selected assessment scores are lower than the score in this assessment.
🕀 Select Prerequisite (learning	activity, assessment, attendance and videos )

Add Part Description, and select Individual part Question type, once done select the topics part wise and then you will be taken to Randomization page.

Select Grading Options part wise namely All Question, Best Answers by Question, Best Answers by Subpart.

Mention Best Grading count (Only for Best Answers by Question and Best Answers By subpart)

Randomization									
Randomize Ques	tion Concepts								
🔋 Please select qu	uestion concepts from the list.					Add/Edit A	ssessment Part	Add/Edi	t Level Selection
		be	stAnswers						
Assessment	Part Part 3 V	Save	& Continue	Cancel			Select All		
			Se	elect Grading	Option Best	Answers By Subpart	Enter Be	st Gradin	g Count 2
2.1 Factors and Di	visibility Tests		Total # of	Concepts: 6			_		
Question Concept	Description	Vers	ions Attempt	s % Incorrect		Select	Weight		Subpart
1	PG01		1 -		View		3 🔻		Subpart 1 🔻
2	PG02		1 -	-	View		7 🔻		Subpart 1 🔻
3	PG03		1 -		View		10 🔻		Subpart 2 🔻
4	PG04		1 -	-	View		10 🔻		Subpart 3 🔻
5	MC01		1 -	-	View	۲	6 🔻		Subpart 4 🔻
6	MC02		1 -	-	View		4 ▼		Subpart 4 🔻

#### Preview and Save Assessment

#### Student Login

#### Login as Student and attempt assessment, assessment page looks like

Mr CC Bangalore		bestAnswers		Time not allotted( No timer
Part 1		Page 1 of 13		Ask Educo Suppor
		Previous Next		Submit Assessment
al Questions : 13 Part 1 2 3	1) Which of the foll	lowing numbers is the 5th multiple of 56 ?	B21202	Weight:1
Part 2	a) 🖲 250			
Part 3	b) 💿 556			
9 part 2	c) 💿 280			
bpart 3 Test Part Detai	d) 🛛 61			
bpart 4	Part 3 Part Description: MCFR			
13	2 Best subpart will counted for grading			

Attempt all question, once done click submit link, Assessment result page will be displayed. Assessment Result page shows **part wise** score and **cumulative score** 

		Tit	le: bestAnswers			Student nam	ne : Bangalor
		F	Result Summary				( <b>a</b> ) =
Fotal	number of questions	13	Your Score				26.5
łum	ber of optional questions (Not Counted) 🞯	5	Max Score				35
otal	number of questions counted						
lum	ber of questions attempted	12	Percent Score			75	5.71 %
łum	ber of counted questions answered correctly	4					
łum	ber of counted questions answered partially correct	3	Time taken				6 Min.
fake	n on	12/6/2016					
						_	
	View Result Report	riew Diagn	ostic Report				Ask Educo Sup
			Result Details				
No.	Question Desc	ription		Evaluation Status	Weight	Score	View Solutions
Part	1	# of E	Best answer counted for grading: 3 Your s	core in this p	art: 2 Pe	ercent Score:	: 66.67 %
1.	Determining nth Multiple of a Number			Correct	1	1	Solution
2.	Finding if a Number is a Multiple of Another Number			Correct	1	1	Solution
з.	Problem: Listing Multiples of a Number			Not	1	0	Solution
Part		# of Do	st answer counted for grading: 2 Your sco	Attempted	10 5 1	Percent Score	
4.	. 2	# OI De	stanswer counted for grading. 2 Tour set	Correct	6	6	Solution
5.				Partially	6	3	Solution
				Correct		-	
6.				Incorrect	6	0	Solution
7.				Partially Correct	6	4.5	Solution
Part	3	# of	Best subpart counted for grading: 2 You	score in this	part: 14	Percent Sco	ore: 70 %
	Subpart 1		Your sco	re in this sub	part: 6.5	Percent Sco	bre: 65 %
8.				Correct	3	3	Solution
9.				Partially	7	3.5	Solution
	Subpart 2		Your a	Correct	doparte E	Percent Sco	arel EO 0/
10.	Subpart 2		Your's	Partially	10 10	Percent Sco 5	ore: 50 % Solution
20.				Correct	10	3	Solution
	Subpart 3		Your sco	re in this sub	part: 7.5	Percent Sco	ore: 75 %
				Partially	10	7.5	Solution

### 5) Deactivating course content up to LO level using Instructor Course schedule feature:

Go to Lecture Notes  $\rightarrow$  Course Schedule, select Level, it's LO's will be displayed, click on **deactivate** link corresponding to LO and for scheduling select  $\bigcirc$  and specify Start and End dates.

Educo Soft Educo Bangalore						4r. CC Banga structor
education & your fingertips ne Roster Tools Lecture Notes Assessments Resources Communication User Manager	ment Reports Su	IDDOP	t Help Logo	ıt		
ew Term 2017 (9/8/2016 - 1- 6/2017) Basic Mathematics V B	Admin View CC Vi		CRC View	Student View	LCS Login	Change Cou
itorial Date Marking						
Tutorial Tutorial Date Marking Course Schedule						
Course Hierarchy <u>Activate All</u> Deactivate All						
<ol> <li>By default all levels/Chapter will be active.</li> <li>Click on 'Activate All' link to make all levels/Chapter active.</li> <li>Click on Deactivate All' link to make all levels/Chapter inactive.</li> <li>Click on Active link on second column against a chapter to activate it.</li> <li>To assign a period for accessing a chapter, check the box next to activate/deactivate and provide a start and</li> <li>Click on Save button to save the Course Schedule.</li> </ol>	d end date.					
Save						
1.1.1 Determining Place Values in Whole Numbers			Start Date		End Date	
1.1.1 Determining Place Values in Whole Numbers	<b>Deactivate</b>		Select Date		Select Date	
Tutorial: Determining Place Values in Whole Numbers	<b>Deactivate</b>	1	12/7/2016		1/26/2017	
Example1: Determining Place value	Deactivate		Select Date		Select Date	
Example2: Identifying a Digit for Thousands Place	Deactivate		Select Date		Select Date	
Example2: Identifying a Digit for Thousands Place Example3: Identifying the Digit for Ten Millions Place	Deactivate Deactivate		Select Date		Select Date Select Date	

6) Hand Graded Assessment Score field actions such as Enter/Cursor/Tab will take to next student score field, only save link will take out user from score entry mode.

#### 7) Help Menu Changes:

#### **Campus Co-ordinator and Instructor**

Help menu has divided in to four sub menus i.e. orientation videos, Important Documents, User Manual and FAQ

rm 2016-17 (12/8/2016 - 4/30/2017) Beginning Algebra 💌 RP NOW	-	Admin View CC View	Orientation Videos ogin LCS Login Change Co
			Important Document
			User Guide FAQ
structor Orientation Videos			FAQ
Natch various Training Videos on using different features of Educo Learning System	-		
with vertices making views on using direction reactices of cauco counting system			
Online Training Sessions:		Turn up your volume! ┥	
Title	Size	View	
THE	5126	VICW	
Getting Started Tutorial	9 MB	S WATCH NOW	
Navigation - Lecture Notes & Learning Activities	17 MB	S WATCH NOW	
How to Upload Syllabus	16 MB	S WATCH NOW	
How to Set Up the Grade Book - Part I	5 MB	S WATCH NOW	
How to Set Up the Grade Book - Part II	6 MB	S WATCH NOW	
How to create Assessments - The Basics	10 MB	WATCH NOW	
How to create Assessments - Advanced Topics	9 MB	S WATCH NOW	
Creating Announcements	7 MB	S WATCH NOW	
Creating Surveys	21 MB	S WATCH NOW	

click on sub menu to access the same.

#### Student Login:

	Home	My Profile	My Instructor	Support	Orientation	videos	User Guides	FAQ	Logout
C-GA   Term 2016-17   Beginning Algebra   RP NOW					Admin View	Instru	uctor View	Chang	ge Course
ser Guide									
The User Guides will walk you through on how to use EducoSoft and important features of the Educa	b Learning	System (ELS).							
User Guides		Download							
System Requirements									
Outlines computer system requirements for using EducoSoft.		() Por							
Student Registration Step by step guide for registration process for following options:									
<ol> <li>Registration with Student Access code.</li> <li>Direct registration (without Student Access Code and without purchase of book)</li> </ol>		() POF							
<ol><li>Direct registration (without Student Access Code) with purchase of book.</li></ol>									

Help menu items were listed individually on the menu bar as displayed above. Click on menu item to access the same.

# **Modular Course Features**

1) Instructor Study Plan shows all sections with scores, Assessment information including exempted modules

dule /							
	Section		T#Q in MDT	T#Q-C in MDT	% Sc in MDT	T#Q in HW - Quiz	
Col	lege Algebra (Modular)						
- 1	Module 1: Review of Basic Algebra	Exempted					Not Applicable
- 1	Module 2: Functions	Exempted					Not Applicable
- 1	Module 3: Equations and Inequalities	Exempted					Not Applicable
- 1	Module 4: Graphing Techniques	Exempted					Not Applicable
- 1	Module 5: Exponential and Logarithmic Functions	Exempted					Not Applicable
- 1	Module 6: Variation and Conic Sections	Exempted					Not Applicable
- 1	Module 7: System of Equations, Matrices and Determinants	Exempted					Not Applicable
<u>a</u> - 1	Module 8: Sequence, Series and Binomial Expansion	Completed					Completed through module mastery test (MM with 75% score
Э	8.2 Arithmetic sequences	e book	🍵 Section a	ctivities comp	leted!		Homework on Section 8.2     Quiz on Section 8.2

Instructor Study Plan looks similar to corresponding student study plan

# 2) Instructor> Student Assessment list page window has been increased for better visibility.

			s and detailed results for all atto odule. Please select a module f							
	ient Type	All	T						Stude	nt: s2v, te
	lodule	Select a Module		٣						
rade Bo	ook Category	All			Max				Items Per Pag	
		Title	Category	# Q's	Attempt	Attempted	Mode	Alloted Time	Campus	Review
1. M	DT 8 (Practice)		NA	4	5	0	Practice	NA	NA	Score
2. M	IDT 8		Midterm	4	1	1	Test MC/FR	NA	NA	Score
з. н	omework on Sec	tion 8.2	Homework	4	3	0	Homework	NA	NA	Score
4. Q	uiz on Section 8.	2	Quiz	2	1	0	Quiz	NA	NA	Score
5. H	omework on Sec	tion 8.4	Homework	4	3	0	Homework	NA	NA	Score
6. Q	uiz on Section 8.	4	Quiz	2	1	0	Quiz	NA	NA	Score
7. M	IMT 8 (Practice)		NA	4	5	0	Practice	NA	NA	Score
8. M	IMT 8		Test	4	4 🔮	4	Test MC/FR	NA	NA	Score
9. FI	INAL		Test	4	2	0	Test MC/FR	NA	NA	Score
10. M	lodule 2 MDT		Test	6	1	0	Test MC/FR	NA	NA	Score
11. Н	omework on Sec	tion 2.1	Homework	6	3	0	Homework	NA	NA	Score
12. Q	uiz on Section 2.	1	Quiz	3	1	0	Quiz	NA	NA	Score
13. H	omework on Sec	tion 2.2	Homework	4	3	0	Homework	NA	NA	Score
14. Q	uiz on Section 2.	2	Quiz	2	1	0	Quiz	NA	NA	Score
15. H	omework on Sec	tion 2.4	Homework	6	3	0	Homework	NA	NA	Score
16. Q	uiz on Section 2.	4	Quiz	3	1	0	Quiz	NA	NA	Score
17. M	lodule 3 MDT		Test	4	1	0	Test MC/FR	NA	NA	Score
10 14	omework on Sec	tion 2.1	Homework	6	3	0	Homework	NA	NA	Score

## **Unit Based Course Features**

C Back

#### 1) Settings to Lock/unlock Unit date setting feature for specific Instructor:

Navigate to CC> Sections> Unit based course-term> Lock/Unlock section features, click on lock unlock section features, select corresponding to unit based course date settings to block instructor from changing unit test dates, once done click on save button.

Section								0000
Lock/	Unlock Section							
F	<ol> <li>Click on the icon to u</li> <li>↓ icon denotes the section</li> </ol>			I the imported date in	formation is shown on	the mouseover.		
Term	: UBC 2016 Course:	Pre-Algebra - PGCC (N	EW)					
No.	Section Name	Meeting Time	Location	No of Students	Instructor	Feature acces	s: Instructor	Activity access: Student
1	SecA 🤳	n/a		8	1, CC	Lock/Unlosk ce	ction Features	6
2	2. Incondences the section erm: UBC 2016 Course: Pr 5. Section Name 1 SecA 2 SecB 4 5. Course: Pr 5. Cour	n/a		0	1, CC	Lock/Unlack se	ction Features	ci î
		1				<u> </u>		
		Section List - Google	e Chrome			– 🗆 ×		
		() 40.84.24.78/Court	se/SectionLock	Settings.aspx?SecId	=49478			
		Section Lock Set	inas					
			ion List - Google Chrome – – – × 4.24.78/Course/SectionLockSettings.aspx?SecId=49478 tion Lock Settings on Name : SecA : Instructor From: Select All Add/Edit Assessments and Grade book @ Change Assessment List Order					
				t All				
				not				
				assword				
				nec .				
		Conc based Co	anac Date cridity	-	acel			
		Co Unit Based Co	urse Date Chang	Save Car	ncel			

By applying this setting, instructor can't change unit test dates.

### 2) Setting to Allow/Deny changing Grade book settings for specific instructor:

login as Campus co-ordinator and go to Sections> Lock/Unlock Section settings>lock/Unlock section features, select 🗹 corresponding to Grade Book, once done click on save button.

on	Unlock Section							
	<ol> <li>Click on the a licor</li> <li>↓ licon denotes the</li> </ol>	section h		section data and	d the imported date in	formation is shown on	the mouseover.	
	Section Name		Meeting Time	Location	No of Students	Instructor	Feature access: Instruc	tor Activity access: Student Ø
1	SecA	4	n/a		8	1, CC	Lock/Unlock section Featu	ires 👩
2	SecB	4	n/a		0	1, CC	Lock/Unlock	ires 📑
			Block Instructor Add/Edit Ass	essments and G	Grade book 🎯			
			Change stud		empt			
			Extend stude					
			Edit or Remo	ve assessment	password			
			Student Allot	ted Time				
			Unit Based C					

Based on above settings, instructor can view grade book but can't modify.

Login as Instructor, select corresponding section and go to Tools  $\rightarrow$  Grade book

Grade Book	Settings								
Edit Grade	e Report								
🕞 Manage	grade categories, grade scale, and score rounding	options.							
		Selecte	d Course Un	it : UNIT	0: Review of Who	le Numbers			
Select ano	other section								
	Term : UBC 2016 🔻								
s	ection : SecB - (Pre-Algebra - PGCC (NEW))	T							
Cours	e Unit : UNIT 0: Review of Whole Numbers	Course	Unit Setting						
Start Date:	: 9/26/2016 End Date: 9/30/2016 Weight:	10% Save G	radeBook Set	tings					
Grade Boo	ok Categories								Add Category
	Category	Weight(%)	Drop	Count					
Quiz		20	C	)	Edit	Delete	<u>م</u>	Show Assessments	
Homework		15	c	)	Edit	Delete		Show Assessments	
Unit Test		65	c	)	Edit	Delete		Show Assessments	
	Total Weight	100 %							
Note : The t	total weight of all categories must add up to 100%.	You must at least h	ave one cate	gory to c	reate assessments.				
Grade Sca	le								Add
# Grade	Description/Comment		Minimum % of the total score		Remove				
1. A (	Congratulations! Your performance is Excellent		90	Edit	Delete				
2. B H	Keep up the good work.		80	Edit	Delete				
3. C 5	Satisfactory, but there is room for improvement.		70	Edit	Delete				
4. D )	You need to work harder.		60	Edit	Delete				
5. F 1	You are not passing. You need to learn the concept	5.	0	Edit	Delete				
Other Opti									
	ghted Score Rounding Option (Grade Report)								
Roundir	ng ORounding to 2 decimal places ORoun	ding UP							
		S	ave GradeBo	ok Settin	gs View Grade R	eport			

# 3) If Instructor changes Unit start and end date, same should be updated to corresponding unit assessments:

Login as Instructor select unit based course term-section, and navigate to Tools  $\rightarrow$  Grade book, click on course unit setting button, change unit end date and click on save link.

ourse Unit : UNIT 0: Review of Whole Numbers			
Setting			
eBook Settings			
19		Add C	atasang
ting			
it Setting			
8/18/2016 Term End Date: 2/23/2017			
•	Start Date		106)
			(10)
and Order of Operations 09/29/2016			-
ns of Integers 09/30/2016	10/02/20	116	
on to Fractions 10/01/2016	10/03/20	16 🗐 10	
on to Fractions 10/01/2016 s with Fractions 10/02/2016	10/03/20		
		116	
s with Fractions 10/02/2016	10/04/20		
s with Fractions 10/02/2016 ns with Fractions 10/03/2016	Image: Control of the second		
s with Fractions 10/02/2016 ns with Fractions 10/03/2016 umbers 10/04/2016	Image: Control of the second	116 2 10 116 2 10 116 2 10 116 2 10 116 2 10	
with Fractions         10/02/2016           ns with Fractions         10/03/2016           umbers         10/04/2016           n of Decimals         10/05/2016	Image: Control of the contro	116 2 10 116 2 10 116 2 10 116 2 10 116 2 10	
with Fractions         10/02/2016           ns with Fractions         10/03/2016           umbers         10/04/2016           n of Decimals         10/05/2016	Image: Control of the second	116 a 10 116 a 10 117 a	
i i i i i i i i i	ne 09/26/2016 99/26/2016 99/29/2016	s Setting eBook Settings mt ting mt Setting : # /1#/2016 Term End Date: 2/23/2017 me Start Date ////////////////////////////////////	Setting

Date changes will be updated to corresponding unit assessments i.e. Unit diagnostic test and section assessments.

ew/Create Assessment										
List of Assessments a	re displayed. To View/Edit Ass	sessment,	click "View/Edit" lir	nk. To Creat	e Assessmen	nt click "Cre	ate" button.			
Assessment Type	All	۲	]							Items Per Page 75
ourse Unit	All		۲							
rade Book Category	All							Search		<u> </u>
ctive	All							Filter By Da	te of Creation 🔻 Select [	Date 🔳 📃
					[	🐏 Create	💊 Set Prerequi	sites 🏾 🌣 Change	Settings More Assess	ment Tools 🔽 💢 Delet
	TEST TITLE		Category	# Q's	Max Attempt	Time Limit	Mode	<u>EXPIRES</u>	Actions	
1. 🔲 UDT unit 0 (Pra	actice)		NA	6	5	NA	Practice	12/29/2016 12:00 AM		Score 🥖 💼
2. 🔲 UDT unit 0			NA	6	1	NA	Test MC/FR	12/29/2016 12:00 AM	<b>a</b> 🔍	Score 🧷 💼
3. Homework on	Section 0.1	۲	Homework	6	5	NA	Homework	12/29/2016 12:00 AM	😨 🕞 🖶 🔍	Score 🧷 🛅
4. 🗌 Quiz on Section	n 0.1	۲	Quiz	3	1	NA	Quiz	12/29/2016 12:00 AM	🛱 💽 🖶 🔍	Score 🧷 💼
5. Homework on	Section 0.2	۸	Homework	4	5	NA	Homework	12/29/2016 12:00 AM	🗑 🕞 🖶 🔍	Score 🧷 💼
6. 🗌 Quiz on Section	n 0.2	۲	Quiz	2	1	NA	Quiz	12/29/2016 12:00 AM	🛱 💽 🖶 🔍	Score 🧷 💼
7. Homework on	Section 0.3	۸	Homework	6	5	NA	Homework	12/29/2016 12:00 AM	🗑 🕞 🖶 🔍	Score 🧷 💼
8. Quiz on Section	n 0.3	۸	Quiz	3	1	NA	Quiz	12/29/2016 12:00 AM	🛱 🗋 🖶 🔍	Score 🧷 💼

**4)** Unit end date validation for UDT, Summary Review Practice and the Mastery Test is removed: Now you can extend the assessment expiry date beyond Unit end date

to extend date, click on 🗱 link corresponding to exam and date can be extended beyond unit end date.

/Create Assessment									
List of Assessments are	displayed. To View/Edit Ass	essment, click "View/Edit" lin	ik. To Creat	e Assessmei	nt click "Cre	ate" button.			
sessment Type	All	*							Itoms Par Page 75
sessment type	All								Items Fel Fage 75
urse Unit	All	▼							
ade Book Category	All						Search		<u> </u>
tive	All						Filter By D	ate of Creation ▼ Sel	lect Date 🔲 🔲 🚺
					🐏 Create	💫 Set Prerequ	iisites 🏾 🏶 Change	e Settings More As	sessment Tools 🔽 💢 Delete
	TEST TITLE	Category	# Q's	Max Attempt	Time Limit	Mode	EXPIRES	Actions	
1. UDT unit 0 (Practi	ce)	NA	6	5	NA	Practice	12/28/2016 11:59 PM	<b>Q</b>	Score 🧷 💼
2. 🔲 UDT unit 0		Search 2 0 Filter By Date of Creation V Select Date 2 2 Filter By Date of Creation V Select Date 2 2 Category # Q's Max Time Mode EXTIRES Actions NA 6 5 NA Practice 12/28/2016 NA 6 1 NA Test MC/FR 12/28/2016 NA 6 1 NA Test MC/FR 12/28/2016 WOT with 0 WOT with 0 worst. All other settings will retain their original values.							
Assessment Title UDT unit 0 Recipients All Students Individually	Groups of Students No Stude	nt Groups	¥						
Assessment Taken					1				
On the selected Date									
	Apply Time for the selected Date								
Between									
	Apply Time for the selected Date	From 1 • : 01 • AM • To	1 . 01	T AM T					
					1				
Time Applicable									
Allot time for entire assessm Password Options	ent : : (HH:MM:	55)							
Global Password	Password	for period: Select	Date 🔟	: AM 1	(HH:MM) S	elect Date	: AM 🔻 (HH:MM	4)	
Remove password option for	or the selected Assessment								
Other Options		halon form on the second barry		als for an increase				form (townhous a	
Assessment Active Yes Maximum Attempts 1	View so	Shuffling order of questions No	BIO		NO *				
Add To GradeBook			Whole Number	rs 🔻					
Category Option Select a Ca	tegory Y Weight 1	Minimum score for proficiency 50	%						
Enable best answers gradin	g option								
		[	Can	cel					

#### 5) On campus option while creating unit assessment :

Login as Instructor and navigate to Assessments  $\rightarrow$  view/create Assessment

EducoSoft <sup>®</sup> education & your fingertips	-			Instru
Roster Tools Lecture	Notes Assessments Resources Communication User	Management Reports Suppor	rt Help Logout	
2016 (8/18/2016 - 2/23/2	117) Pre-Algebra - PGCC (NE\▼ Master Section ▼	Admin View CC View	CRC View Student View	LCS Login Change
Add Assessment				
Add New Assessment				
Assessment Type	Unit Diagnostic Test			
* Title	Unit 3 Diagnostic Test			
* Recipients	All Students Groups of Students No Student Groups	ips 💌		
Select assessment mod	e (based on predefined setting or custom settings).			
	Standard mode (predefined settings) Test MC/FR	View selected mode Settings		
	Custom mode (select your own settings)			
	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.			
* Course Unit	UNIT 3: Introduction to Fractions			
Category	Select a Category 🔻			
* Maximum Attempts	1			
Weight	1			
* Assessment to be taken				
	Between 12/07/2016 III AND Set	elect Date		
	On the selected Date Select Date			
	Allot time for entire assessment : : : (HH	:MM:SS)		
Can take from * Minimum score for profic	iency			

#### 6) Master section import from one unit based course term to another:

-Instructor can import Master section of a unit based course to another term, provided course should be same.

-Select the Master section to which you want to import data, and go to Tools $\rightarrow$ Import master section, select term whose Master section you want to import

- Check course resources by clicking on view details corresponding to resources, once done click on import button.

Copy course content from ye	our previous master sec	tion.
<ol><li>You can view the pr</li></ol>	term from the term drop o evious term course resour tton to import the previous	rce by clicking on individual resourse 'View Details' link.
Term UBC 2016	•	
Start Date: 8/18/2016	End Date: 2/23/2017	Instructor Name: CC 1
Course Resource		
Syllabus	View Details	
Gradebook	View Details	
Assessments	View Details	
My Notes	View Details	
Documents	View Details	
Weblinks	View Details	
Tutorial markings	View Details	
DropBox Assignments	View Details	
		Import assessments with prerequisites
		Import

-If data already exist, system won't allow importing data

# 7) Under Student login> Unit assessments can be sorted, unit wise:

Login as student and go to Course Tools  $\rightarrow$  Assessments

Assessment

🚽 Lis	st of Assessments (Homework,Quiz & Test)	_							
tatus Inits	All T	]						Iter	ns Per Page : 75
No.	Title	Grade Book Category	#Q's	Attempts	Time Limit	Start Date	End Date	%Score	Status
1.	UDT unit 0 (Practice)	NA	6	0 of 5	NA	8/23/2016 12:00 AM	12/28/2016 11:59 PM	NA	Practice
2.	UDT unit 0	NA	6	0 of 1	NA	8/23/2016 12:00 AM	12/28/2016 11:59 PM	NA	Take
3.	Homework on Section 0.1	Homework	6	0 of 5	NA	8/23/2016 12:00 AM	12/29/2016 11:59 PM	NA	Locked
4.	Quiz on Section 0.1	Quiz	3	0 of 1	NA	8/23/2016 12:00 AM	12/22/2016 12:00 AM	NA	Locked
5.	Homework on Section 0.2	Homework	4	0 of 5	NA	8/23/2016 12:00 AM	12/22/2016 12:00 AM	NA	Locked
6.	Quiz on Section 0.2	Quiz	2	0 of 1	NA	8/23/2016 12:00 AM	12/22/2016 12:00 AM	NA	Locked
7.	Homework on Section 0.3	Homework	6	0 of 5	NA	8/23/2016 12:00 AM	12/22/2016 12:00 AM	NA	Locked
в.	Quiz on Section 0.3	Quiz	3	0 of 1	NA	8/23/2016 12:00 AM	12/22/2016 12:00 AM	NA	Locked
	The Art Art Art			- 1 C	•••	0/00/0045	+ = / = = / = = + =		

## Inter Fajardo Project Student Tracking

## 1. Authorize tracking system interface to other instructors

EducoSoft education € your finaertips				Campus Coordinato
	pordinators Communication Manage Survey	Reports My Profile Support Help	Logout	
nter Fajardo			Online Self Training Admin Vie	ew Instructor View
nstructor				
Instructor List				
List of Instructors. Click on 'Add Instructor'	to add an Instructor.			
Status Active			Ite	ems Per Page View All
earch 60	•		Add Instructor	Import E-Mail
Name	E-Mail Id		Assign Permissions	Term Permissions
1. Caballero, Myriam	myriam.caballero@fajardo.inter.edu	🔎 🥒 💼 🔯 Deactivate 🤱		
2. Cintron, Elizabeth	profesoracintron@yahoo.com	🔎 🥒 💼 🙀 Deactivate 🤱		
3. EDUCO, EDUCO	educo@educo.com	🔎 🖉 💼 🖵 Deactivate 🤱		
4. 🗌 Gomez, Iris	iris.gomez@fajardo.inter.edu	🔎 🥒 💼 🔯 Deactivate 🧕		
5. 🗌 Gomez, Rafael	rafael.gomez@fajardo.inter.edu	🔎 🥒 🧴 🔯 Deactivate 🧕		
6. Lopez, Mercedes	melopezpr@yahoo.com	🔎 🧹 🛅 😂 Deactivate 🤱		
7. 🗌 Lopez, Yolanda	Enable/Disable Setting option	for instructor × Pactivate		
8. 🗌 Martinez, Ivan		eactivate		
9. 🗌 Mcdonald, Eunice	Select All Allow instructor act as LCS	eactivate		
10. 🗌 Medina, Luis	Allow Instructor act as LCS     Act as Alt Campus Coordinator(ACC)	eactivate		
11. 🗌 Morales, Irma	Allow Instructor login into student's accord	unt.		
12. 🗌 Nazario, Manuel	Act as Course Coordinator(CRC)	vactivate 🧕		
13. 🗌 Ortíz Vega, Rafael	Allow instructor to Add TA	eactivate		
14. PROFESSOR, MAEC 2140	Project Student Tracking	eactivate		
15. 🗌 Sharma, Man		Pactivate		
16. Silva, Cynthia	Save Cance	eactivate 🙎		

Click on 🔯 icon corresponding to instructor, select 🗹 "Project Student Tracking" to allow access to Project Student Tracking report.

#### 2. Tagging feeder school to a term

while creating a term, now campus co-ordinator can tag feeder school to that term

rms Course Sections Instructors Coordinators C	Communication Manage Surv			Campus Coordinator
(m)		vey Reports My Profile Sup	oort Help Logout	
er Fajardo			Online Sel	f Training Admin View Instructor View
Term				
Add Term				
I. Select term type Standard for normal registration. 2. Select term type Lab for registration through Lab Lic 3. Select term type Developmental for Redesign cour 4. Select term type Training for online Training session	ses.	can only register from the registered	lab or location.	
Term	Standard 🗸			
* Name	Term 2017			
* Start Date	12/05/2016			
* End Date	03/31/2017			
Feeder School	RAMÓN QUIÑONES MEDINA 🗸 🗸	Select Feeder School RAMÓN QUIÑONES MEDINA	<b>`</b>	
( <sup>m</sup> )		GEORGINA BAQUERO JUAN J. MAUNEZ		
	Save Cancel	COL EVANGELICO UNIDO COL, NTRA SRA, DEL PILAR		
Select Feeder School from	the drop down list.	ACADEMIA CRISTIANA COHELET ESC.VOC.ANA D. FLORES ANA D. FLORES VOC.MANUEL MEDIAVILLA COLEGIO BAUTISTA FAJARDO ACADEMY Vocacional Ana D. Flores Lighthouse Baptist Academy Esc. Sup. Casiano Cepeda Carlos Beltrán Baseball Academy Dr. Santiago Veve Calzada Esc. Sup. Isidro Sánchez Presbiy (Colegio)		

Select Feeder school from dropdown list, if feeder school is not available select "Others" and manually type feeder school name.

#### 3. Option to set section as Special Project Section:

ST)	iniversidad						Wel	come: Camp			
ms Course S	Sections Instructor	s Coordinators Commu	nication Manage S	Survey Reports M	y Profile Support	Help Logout					
iter Fajardo						Online Self Training	Admin View	Instru	ctor V	iew	
ection											
Section List											
🔋 List of Sectio	ns displayed. Select the T	Ferm and Course to get the list	of Sections								
	Term Type	Standard 🔻									
	Select Term	TITULO V: Escuela Santiago Ig	lesias Pantín 🔻 🖲 Acti	ve/Inactive OExpire	lia 🔍 b						
	Select Course	Álgebra Grado 10 (Álgebra II	Add Section(s	5) 1 Go				Se	ttings		F
	ction Name 🔻	Meeting Time	Location	Registered Students	Guest Students	Instructor		Act	ions		
lo. <u>Se</u>						Arce, Doraima			M	P	8
<u></u>	ł	n/a		21	0	Arce, Doralma	0				
Io.         Se           1.         Alg2-DA           2.         Alg2-IG	÷	n/a n/a		3	0	Gomez, Iris	0		M	P	8

4. Need to bring the search option for individual student by firstname, lastname and eMail, as was done before in 'summer academy' and 'School' category interfaces.

Summer Academy		Project Schools		Project Students					
Project Student Information									
Summer Academy  I. Narrow down search scope by selecting term, course or section to get the list of students. Only Summer Academy terms are listed here. 2. For specific section, select student(s) from the list or filter the list based on Feeder School and click on search. 3. For the selected section, check the Best Score option to sort the list in descending order of the obtained score and click on search.									
Term All Section All	Ŧ	Course							
Last Name	First Name	E-mail id		Student Id					
Search exact pattern	🕑 Search exact pattern	🕑 Search exact pattern		Search exact pattern					
Select Excel Report Fields Select	▼ Generate Excel	Best Score Search							

#### 5. **Project Vs non Project students performance (in project course interface)**

ject stude	nts .												
Jeon stude													
npare Proj	ect vs Non F	Project stu	Ident	performance	Term	Fall 2016		۲	Select a o	ourse M	lath 19	500	•
Students	<b>51</b> of des	ignated Pi	roj≤	section(s)			🗆 stud	lents 51	(coming	from su	nmer	academ	y & schools
	1	/5								VS			
etud	ents <b>S2</b> in	-	cor	tione									
Sida		run onner	Sec	nons				oti	ner stude	nts 52 i	n the	e same se	ection.
					Gene	erate Excel							
		+											
		♦									↓		
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at Painter							irmat Painter	Font					
	Font		E				ird G	Font		<b>D</b>			
■ Painter ■ ● ● B	Font fx	G.	E	Alignment	5	Number	ird G	Font fx			Alignme	ent	G N
B Ferm:	Font fx	G.	E	Alignment	5	Number	Term:	Font fx			Alignme	ent	G N
B Ferm:	Font fx	G.	E	Alignment	5	Number	rd S	Font fx			Alignme	ent	G N
B Term: Course:	Font fx C	D	E	Alignment	G	H	Term: Course:	Font fx B	C		Alignme	ent	G N
B Ferm: Course:	Font fx C C Dject Section	D		Alignment F Non Pr	G G roject Section	Number H	Term: Course: S1: Studens of	Font fre B	C C to college	D	E	ent	G N
B Ferm: Course:	Font fx C	D		Alignment	G G roject Section	H	Term: Course: S1: Studens of	Font fre B	C	D	E	ent	G N
B Ferm: Course: Pro Section name	Font fx C C Dject Section	D D Avg score		Alignment F Non Pr	G G roject Section	Number H 15 Avg score	Term: Course: S1: Studens of	Font fre B	C to college	D	E	F	G N
B Ferm: Course: Pro Section name Section 001	Font fx C Dject Section # Student	D Avg score 88		Alignment F Non Pr Section name	G G Foject Section #Student	Number H Avg score 87	Term: Course: S1: Studens of S2: Students	Font fre B	C to college	D y and schools	E	F	G N
B Ferm: Course: Pro Section name Section 001	Font Je C Deject Section # Student 30	D Avg score 88		Aligoment F Section name Section TM0012	G G # Student 20	Number           H           IS           Avg score           0         87           88	Term: Course: S1: Studens of S2: Students	Font fre B	C C C C C C C C C C C C C C C C C C C	D y and schools i1 Avg Score	E	F	G G Avg Score
B Term: Course: Pro Section name Section 001	Font Je C Deject Section # Student 30	D Avg score 88		Alignment F Section name Section TM0012 Section TM0013	G G # Student 22 34	Number           H           Avg score           0         87           4         88           89	Term: Course: S1: Students S2: Students Sections	Font fre B	c C C C C C C C C C C C C C C C C C C C	D y and schools 11 Avg Score 4 80	E	F F # Student	G G Avg Score 98
B Term: Course:	Font Je C Deject Section # Student 30	D Avg score 88		Alignment F Section name Section TM0012 Section TM0013 Section TM0014	G G # Student 20 34 21	Number           H           Avg score           0         87           4         88           89         97	Term: Course: S1: Students S2: Students Section 001	Font fre B	to college immer academ # Student 2	y and schools i1 Avg Score 4 80 5 78	E	F F # Student 4	G G Avg Score 98 88

# 6. Option to upload feeder school logo which will display along with Fajardo logo on student login page for both summer academy and school.

Login to CC $\rightarrow$ Manage $\rightarrow$ Manage Feeder Schools. Edit School and upload school logo

Add/Edit Feeder School information.	
Add/Edit Feeder School information.	🛟 Back
Feeder School Name RAMÓN QUIÑONES MEDINA	
Upload Image Browse No file selected. Upload Delete	
Update	

## Student Login View:

Co-EducoS education & your fin	HT Start				OSEPH CRUZ ORTIZ udent
		Home My Profil	le My Instructor Support Orien	tation Videos User Guid	es FAQ Logout
Inter Fajardo   Enero	-Mayo 2016 (2016-30)   MATE 2251 - Cálculo I   54001	E Contact Instruct	or : Lopez Mercedes 🧿 🗌 Admin View	Back to Instructor	Change Course
Course Tools	S Welcome to EducoSoft				
U Tutorials				Today's Date: D	ecember 16, 2016
Assessments	Announcements		Courses		🖂 🖂
Dropbox	There are no course related announcements to show the second s	how in this List. e all announcements	- Term Name : Enero-Mayo 2016 (2	2016-30)	
My Grade			GEMA 1200 - Fundamentos de Algebra	39425	Go
Activity Report	👿 Messages		MATE 2251 - Cálculo I	54001	×
Attendance	You have 0 unread message(s)				
Course FAQ		See all messages			
🔱 Bookmarks					