

E-LEARNING

made simple



Educo International Inc.

EDUCO TABLET USER INTERFACE RELEASE NOTES



Login as Campus Coordinator:

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

To login as Campus Coordinator

- Enter your e-mail id.
- Enter your password
- Click on Login link

The screenshot shows the EducoSoft website interface. At the top, there is a blue navigation bar with links for HOME, PRODUCT INFO, SUPPORT, F A Q, PROMOTERS, CONTACT, and ABOUT US. Below this is the EducoSoft logo and a secondary navigation bar with links for SCHOOL (K-12), SELF LEARNING, CCE GRADING SYSTEM, and PRODUCTS. The main banner area features the text "Complete online tutorial, assessment, and system management system for grades K to 12" and a "LEARN MORE" button. Below the banner is a login form with fields for "Email Address" and "Password", and a "LOGIN" button. Three callouts are present: "1. Enter e-mail ID" pointing to the email field, "2. Enter Password" pointing to the password field, and "3. Click on Login" pointing to the LOGIN button. Below the login form are three columns: "EDUCO NEWS" with a link to "EDUCO DIGITAL TUTOR IN PEN DRIVE", "LATEST RELEASES" with a link to "EDUCOSOFT SUMMER RELEASE", and "SEMINARS AND EVENTS" with a link to "SEMINAR - FARIDABAD".

System Requirement Check:

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



Your system does not meet some of the requirements for using EducoSoft.
Please check the items marked 'x' and follow the instructions given in the comment column.

Requirement	You have	Comment
Operating System	Windows 3.1	✔ Meets the requirement.
Browser	Chrome 44	✔ Meets the requirement.
Pop-Up Blocker	Disabled	✔ Meets the requirement.
Flash Player	Flash Player 18	✔ Meets the requirement.

[Continue](#) [Check again](#)

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

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

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

Understanding Home Screen:

Default Screen View

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

No.	Name	Start Date	End Date	Term Type	Status	Action
1.	Fall-2 2007	7/31/2007	10/27/2009	Standard	Expired	Accessibility, Course Approval
2.	Spring II 2008	1/8/2008	5/12/2008	Standard	Expired	Accessibility, Course Approval
3.	Mar 08 - Jul 08	2/29/2008	7/30/2008	Standard	Expired	Accessibility, Course Approval
4.	2008Spring	2/9/2008	6/9/2008	Standard	Expired	Accessibility, Course Approval
5.	Educo bangalore Sanity Test Term	8/12/2008	12/1/2008	Standard	Expired	Accessibility, Course Approval
6.	New Fall 2008	8/29/2008	12/31/2008	Standard	Expired	Accessibility, Course Approval
7.	Fall 2008_BAMP_Test	9/24/2008	2/28/2009	Standard	Expired	Accessibility, Course Approval

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

No.	Name	Start Date	End Date	Term Type	Status	Action
1.	Fall-2 2007	7/31/2007	10/27/2009	Standard	Expired	Accessibility, Course Approval
2.	Spring II 2008	1/8/2008	5/12/2008	Standard	Expired	Accessibility, Course Approval
3.	Mar 08 - Jul 08	2/29/2008	7/30/2008	Standard	Expired	Accessibility, Course Approval
4.	2008Spring	2/9/2008	6/9/2008	Standard	Expired	Accessibility, Course Approval
5.	Educo bangalore Sanity Test Term	8/12/2008	12/1/2008	Standard	Expired	Accessibility, Course Approval
6.	New Fall 2008	8/29/2008	12/31/2008	Standard	Expired	Accessibility, Course Approval
7.	Fall 2008_BAMP_Test	9/24/2008	2/28/2009	Standard	Expired	Accessibility, Course Approval

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

The screenshot shows two views of the EducoTablet interface. The top view is the 'CC Account' view, featuring a 'Term List' table with columns for No., Name, Start Date, End Date, Term Type, Status, and Accessibility. A red box highlights the 'Instructor View' link in the top right corner. A red arrow points from this link to the bottom view, which is the 'Instructor Account' view. This view displays a 'Welcome to EducoSoft' message, notification boxes for unread messages and announcements, and a table of 'Active Terms' for 'Term 2015'. The table lists course names, section names, and the number of registered and guest students, with 'Go' buttons for each section.

Course Name	Section Name	Registered Students	Guest Students	
Beginning Algebra	sec 1	3	2	Go
	sec 2	8	5	Go
	sec 3	1	0	Go
	sec 4	4	0	Go
ENGLISH: COMPOSITE COURSE	ENGLISH 1	2	0	Go

Note: Instructor view link is available only for CC's having active Instructor account.

- Instructor View Link:** Link to switch back to the Instructor account in case If CC is an active Instructor in the institution.
- Menu Link:** Link to access all the menu items.
 - Terms:** Lists all the terms created by CC

Prof. Stephen Hawkins

Educo Tablet

Instructor View Logout

EducoSoft

Term

Term List

List of Terms displayed

Add Term

Term Type: ALL

Term Status: Active

Items Per Page View All

No.	Name	Start Date	End Date	Term Type	Status		
1.	Inactive Term Check	5/1/2015	12/31/2015	Standard	Active		Course Approval
2.	Term 2015	12/20/2014	9/30/2015	Standard	Active		Course Approval
3.	Developmental Term 2015	12/22/2014	12/31/2015	Developmental	Active		Course Approval
4.	new term june 11	6/11/2015	9/30/2015	Developmental	Active		Course Approval
5.	Production Release Check-3/7/2015 Dpk STD	7/3/2015	10/7/2015	Standard	Active		Course Approval
6.	Training Term-dpk	7/27/2015	9/30/2015	Training	Active		Course Approval
7.	Training Term 2015 (PK)	7/27/2015	9/30/2015	Training	Active		Course Approval
8.	new training term dpk1	7/27/2015	9/30/2015	Training	Active		Course Approval
9.	Tab check	8/11/2015	10/22/2015	Standard	Active		Course Approval
10.	Tab dev term 2015	9/7/2015	3/31/2016	Developmental	Active		Course Approval

Adding a Term:

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

Term

Term List

List of Terms displayed

Add Term

Term Type: Standard

Term Status: ALL

Items Per Page View All

No.	Name	Start Date	End Date	Term Type	Status		
1.	Fall-2 2007	7/31/2007	10/27/2009	Standard	Expired		Course Approval
2.	Spring II 2008	1/8/2008	5/12/2008	Standard	Expired		Course Approval

Term

Add Term

Term: Standard

Select standard for normal registration and Lab for registration through Lab License. only register from the registered lab or location.

* Name: Spring Term_Tab

* Start Date: 09/07/2015

* End Date: 01/27/2016

Save Cancel

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

Term

Term List

List of Terms displayed

[Add Term](#)

Term Type: Standard

Term Status: Active

Items Per Page: View All

No.	Name	Start Date	End Date	Term Type	Status		
1.	Inactive Term Check	5/1/2015	12/31/2015	Standard	Active	  	Course Approval
2.	Term 2015	12/20/2014	9/30/2015 ✓	Standard	Active	  	Course Approval
3.	Production Release Check-3/7/2015 Dpk STD	7/3/2015	10/7/2015	Standard	Active	  	Course Approval
4.	Tab check	8/11/2015	10/22/2015	Standard	Active	  	Course Approval
5.	Regular Study Plan 2015	9/7/2015	12/31/2015	Standard	Active	  	Course Approval
6.	Spring Term_Tab	9/7/2015	1/26/2016	Standard	Active	  	Course Approval

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

Term

Term List

List of Terms displayed

[Add Term](#)

Term Type:

Term Status:

Items Per Page:

No.	Name	Start Date	End Date	Term Type	Status		
1.	Inactive Term Check	5/1/2015	12/31/2015	Standard	Active		Course Approval
2.	Term 2015	12/20/2014	9/30/2015	Standard	Active		Course Approval
3.	Production Release Check-3/7/2015 Dpk STD	7/3/2015	10/7/2015	Standard	Active		Course Approval
4.	Tab check	8/11/2015	10/22/2015	Standard	Active		Course Approval
5.	Regular Study Plan 2015	9/7/2015	12/31/2015	Standard	Active		Course Approval
6.	Spring Term_Tab	9/7/2015	1/26/2016	Standard	Active		Course Approval

dev.educosoft.com/TabletEducosoft/Course/SendCourseForApproval.aspx?TermId=2653&TermName=Spring%20Term_Tab

Course

Send Courses for Approval

Select the courses to be approved from the list of courses displayed

Name: Spring Term_Tab Search by Name: [Go](#)

List of Courses

Course Name	Course Status
<input type="checkbox"/> Basic Math	Not Approved
<input checked="" type="checkbox"/> Beginning Algebra	Not Approved
<input type="checkbox"/> Intermediate Algebra	Not Approved
<input type="checkbox"/> Pre-Algebra(ELC-GA)	Not Approved
<input type="checkbox"/> Basic Math 04	Not Approved
<input type="checkbox"/> Basic Mathematics	Not Approved
<input type="checkbox"/> Geometry	Not Approved
<input type="checkbox"/> Pre-algebra	Not Approved
<input type="checkbox"/> AlgebraII	Not Approved
<input type="checkbox"/> NCERT 6th Standard	Not Approved

1 2 3 4 5 6 7 8 9 10 ...

[Send Courses for Approval](#)

Based on the request made, Admin will approve/deny the courses, which are sent for approval.

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

Prof. Stephen Hawkins

EducoTablet

[Instructor View](#) [Logout](#)

Course

Course List

List of Courses

Status:

Select Course Type:

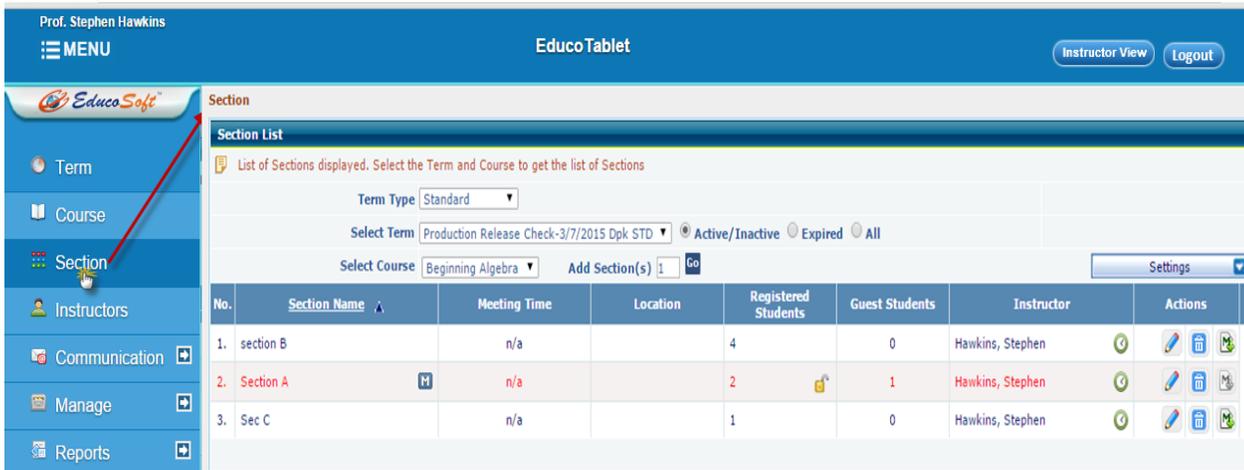
Search by Name: [Go](#)

[Block](#) [Un-Block](#) [Add Course](#) Items Per Page:

No.	Course Title	Institutional Code	Created Date	Standard Course	Status	
1.	Basic Math	123456	2/28/2007 2:38 PM	Basic Mathematics	Approved	
2.	Beginning Algebra		2/28/2007 2:41 PM	Beginning Algebra	Approved	
3.	Intermediate Algebra	Math 103	2/28/2007 2:42 PM	Intermediate Algebra.	Approved	
4.	Pre-Algebra(ELC-GA)	Math 104	2/28/2007 2:43 PM	Pre-Algebra	Approved	
5.	Basic Math 04	Custom	4/9/2007 2:25 PM	--	Approved	
6.	Basic Mathematics	Math108	5/24/2007 10:50 AM	Basic Mathematics	Approved	

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

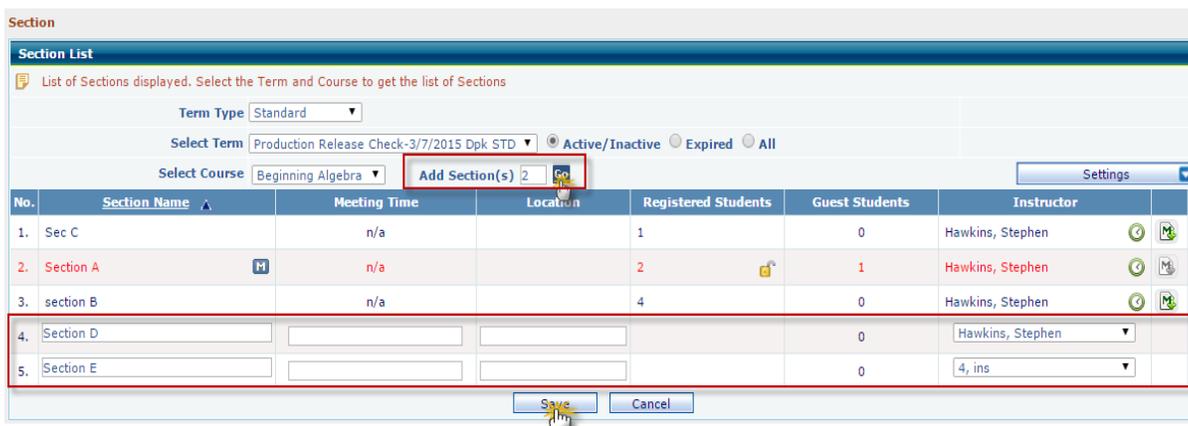
2.3 Sections: Displays all the sections available in the term, we can create and manage the sections under this module.



No.	Section Name	Meeting Time	Location	Registered Students	Guest Students	Instructor	Actions
1.	section B	n/a		4	0	Hawkins, Stephen	   
2.	Section A	M	n/a	2	1	Hawkins, Stephen	   
3.	Sec C	n/a		1	0	Hawkins, Stephen	   

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

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



No.	Section Name	Meeting Time	Location	Registered Students	Guest Students	Instructor	Actions
1.	Sec C	n/a		1	0	Hawkins, Stephen	  
2.	Section A	M	n/a	2	1	Hawkins, Stephen	  
3.	section B	n/a		4	0	Hawkins, Stephen	  
4.	Section D				0	Hawkins, Stephen	  
5.	Section E				0	4, ins	  

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

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

The screenshot shows the 'Instructor List' page in EducoTablet. The sidebar menu on the left has 'Instructors' selected. The main content area shows a table of instructors. The table has columns for Name, E-Mail Id, Assign Permissions, and Term Permissions. Each row includes a search icon, an edit icon, a delete icon, and a deactivate button. A red arrow points from the 'Instructors' menu item to the table.

No	Name	E-Mail Id	Assign Permissions	Term Permissions
1.	4, ins	ins4@educu-int.com		
2.	9, Ins	instructor@nulltimezonetest.com1		
3.	Abdullatif, Bassam	babdulla@cau.edu	Assign Permissions	Term Permissions
4.	Abebe, Fisseha	fisseha@cau.edu		
5.	Adeyeye, John	john@wssu.edu		
6.	Beharrysingh, Rudy	rudy@swcc.edu		
7.	Bentley, Regina	regina@pgcc.edu		



: Link to view Instructor profile.



: Link to edit the Instructor's Profile.



: Link to delete Instructor account.



: Link to deactivate Instructor account.



: Link to login to corresponding Instructor account.

-CC can add/Import Instructor(s) by clicking on **"Add Instructor"**/**"Import"** link respectively.

-To Email the Instructor(s), Select the Instructor(s) and click on **"Email"** link.

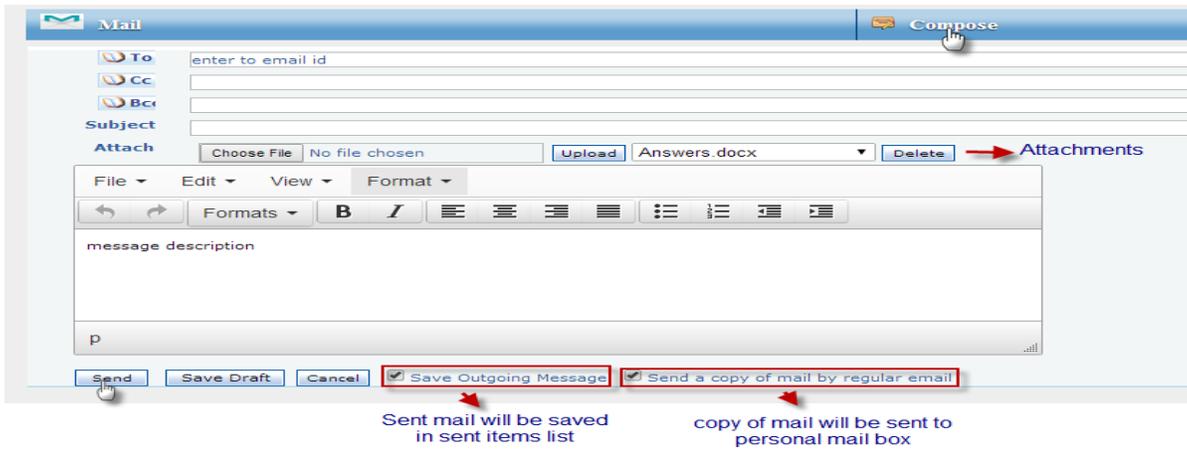
2.5 Communication: Displays the communication tools.

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

The screenshot shows the 'Mail' page in EducoTablet. The sidebar menu on the left has 'Internal Mail' selected. The main content area shows a list of emails. The list has columns for No, From, Date, Subject, SectionName, and CourseName. Each row includes a search icon, a delete icon, and a deactivate button. A red arrow points from the 'Internal Mail' menu item to the list.

No	From	Date	Subject	SectionName	CourseName
1	Administrator, Educo	9/7/2015 5:43:00 AM	Your course has been approved by Educo Admin	n/a	n/a
2	Administrator, Educo	9/7/2015 3:00:00 AM	Your course has been approved by Educo Admin	n/a	n/a
3	Administrator, Educo	9/7/2015 3:00:00 AM	Your course has been approved by Educo Admin	n/a	n/a
4	Administrator, Educo	9/2/2015 4:56:00 AM	Your course has been approved by Educo Admin	n/a	n/a
5	17, user	9/2/2015 2:26:00 AM	Ask My Instructor - Test MC /FR 1 (Question# 1, Code: A11301)	Section A	Beginning Algebra
6	s1v, testv	9/2/2015 2:14:00 AM	TEST IE1	A	Basic Mathematics
7	Hawkins, Stephen	8/19/2015 9:16:00 AM	Dropped Student Information	n/a	n/a
8	Administrator, Educo	8/19/2015 7:26:00 AM	Your course has been approved by Educo Admin	n/a	n/a
9	Administrator, Educo	7/27/2015 5:54:00 AM	Your course has been approved by Educo Admin	n/a	n/a
10	Administrator, Educo	7/27/2015 5:33:00 AM	Your course has been approved by Educo Admin	n/a	n/a

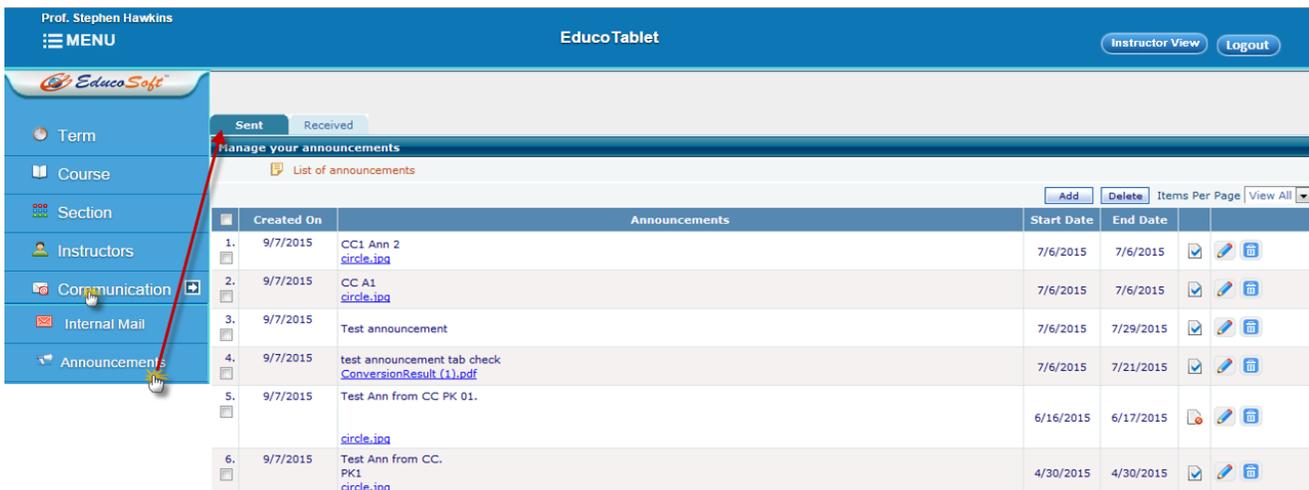
Individual mails can be viewed by clicking on corresponding mail. Mails can be composed and sent by clicking on **Compose** link as shown below.



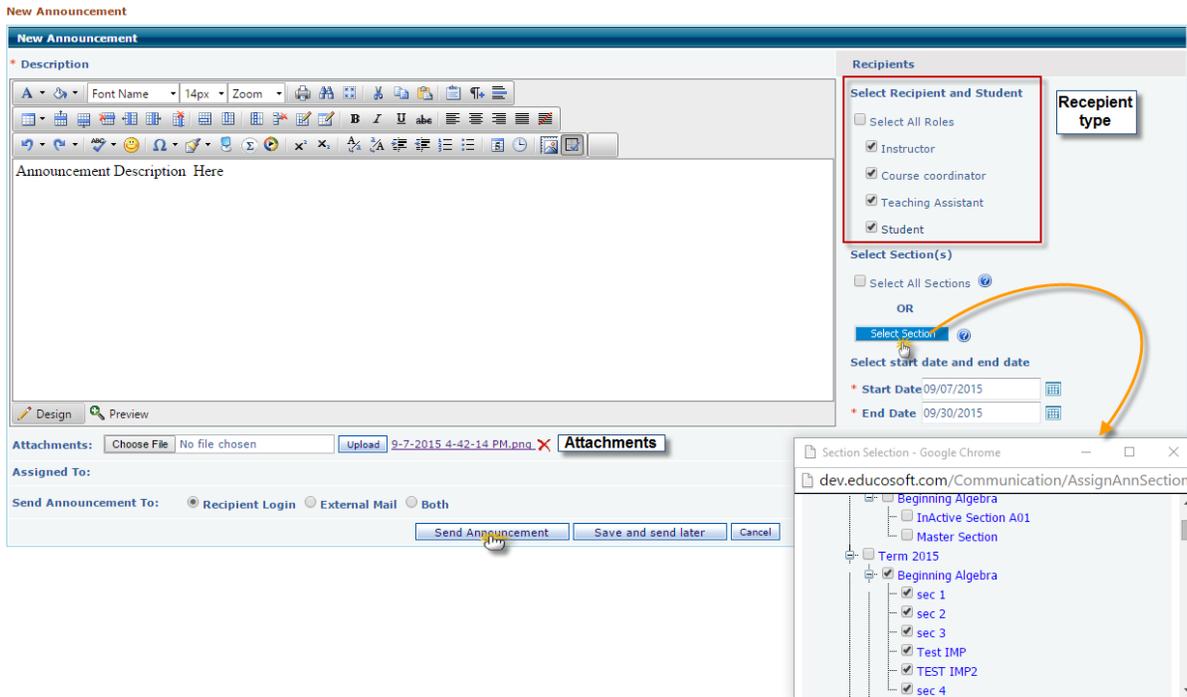
Other options like Sent Items, Drafts etc can be accessed by clicking on **Mail** link as shown below



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



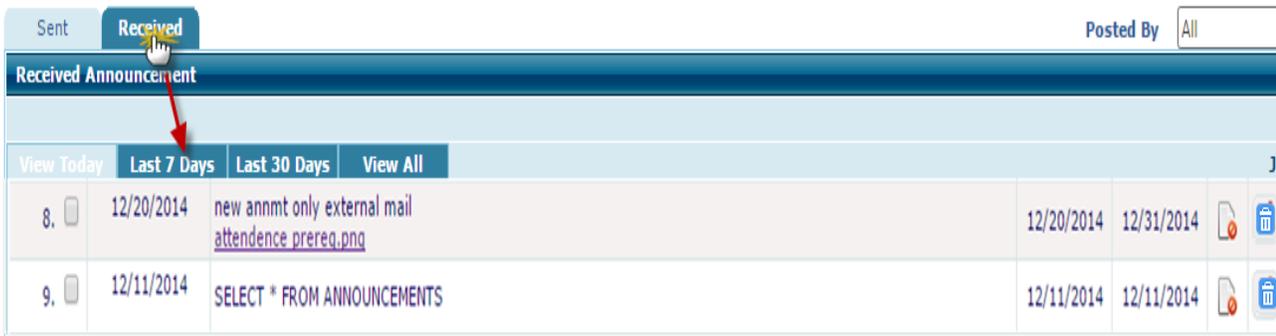
Adding an Announcement: Click on **Add** link, below page will be displayed.



Enter Announcement details

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

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



2.6 Manage:

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

Manage Institution Profile

You can edit the institution profile here

Institution Name: ELC-GA

Description: ELC-GA

Address1: 106-B Rock Quarry Rd.

Address2:

Institution Type: Higher Education

City: Stockbridge

Country: USA

State: Georgia

Zip Code: 30281

Term Duration: 12

Timezone: (UTC-05:00) Eastern Time (US & Canada)

Allow parent view for institution (To uncheck you need to delete the existing parents.)

Allow to print submitted assessments

Institution Banner Name:

Upload Logo image: Choose File No file chosen

Users Name Format: LastName FirstName

Institution level Settings:

- Send automated announcement to instructors regarding GU registration status
- Make studentId mandatory while registering.
- Make mastery test mandatory for module.
- Make module placement test mandatory for course.
- Enable summary test for the course.
- Enable enrollment option for CC to upload students into Developmental (RMA) Course.
- Allow Students to Repeat Class.
- Enable Learning Aids for RMA study plan.
- Enable auto LO pre-requisites based on the performance in MDT.

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

Students

Status: All

Term Type: Standard

Term: Production Release Check-3/7/2015 Dpk STD

Course: Beginning Algebra

Section: section B

Last Name: First Name: E-mail id:

Search exact pattern Search exact pattern Search exact pattern

Search

Items Per Page: 10

Drop Student E-Mail

Name	User Type	E-Mail Id	Guest Registration End date	
1. Azure 1, Studetn 1	Student	azure1@educu.in	--	View Edit
2. Azure 2, Studetn 2	Student	azure2@educu.in	--	View Edit
3. Hawkins, Stephen	Student	cc2@educu.com	--	View Edit
4. stu1, test	Student	teststu1@hotmail.com	--	View Edit
5. stu2, test2	Student	teststu2@hotmail.com	--	View Edit

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

-**View**: link to view the student profile.

-**Edit**: link to edit student profile.

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

No.	Name	User Type	E-Mail Id	Guest Registration End date	View Edit
1.	Azure 1, Studetn 1	Student	azure1@educu.in	--	View Edit
2.	Azure 2, Studetn 2	Student	azure2@educu.in	--	View Edit
3.	Hawkins, Stephen	Student	cc2@educu.com	--	View Edit
4.	stu1, test	Student	teststu1@hotmail.com	--	View Edit
5.	stu2, test2	Student	teststu2@hotmail.com	--	View Edit

CC can Email students under this module, Select student(s) and click on [E-Mail](#) link to Email the selected students.

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

No.	Name	E-Mail Id	Icons
1.	0001, new	new0001@educu.com	Search, Edit, Delete
2.	09, ecom	7110ecom09@gmail.com	Search, Edit, Delete
3.	1, import	importc001@educu.com	Search, Edit, Delete
4.	1, new	new1@educu.com	Search, Edit, Delete
5.	2, new	new2@educu.com	Search, Edit, Delete
6.	k, praveen	myaccount1@educu-int.com	Search, Edit, Delete
7.	s1v, testv	testsv2@educu.com	Search, Edit, Delete
8.	s2, test	testsv2@educu-int.com	Search, Edit, Delete
9.	user1, guest	guestuser1@educu-int.com	Search, Edit, Delete

-Select Section from Section dropdown

-Click on [Add](#) link to add a Student individually.

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

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

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

The screenshot shows the EducoTablet interface for Prof. Stephen Hawkins. The left sidebar contains a 'Reports' menu with options like 'Student Activity', 'Instructor Activity', 'Test Item Analysis', and 'Student Concept skills'. The main content area displays a report titled 'Time spent on activities by student' for the course 'Beginning Algebra' during the 'Production Release Check-3/7/2015 Dpk STD' term. The report includes a table with columns for Instructor, Section, #Std, Tut, Test, Practice, HW, Total, and Avg. Below the table is a 'Usage Chart' showing a red 3D pie chart for 'Section A, 100%'.

#	Instructor	Section	#Std	Tut	Test	Practice	HW	Total	Avg
1.	ins_d	Section E	1	0	0	0	0	0	0
2.	Stephen Hawkins	Sec C	2	0	0	0	0	0	0
3.	Stephen Hawkins	Section A	4	0	0:00	0	0	0:00	0:00
4.	Stephen Hawkins	section B	5	0	0	0	0	0	0
5.	Stephen Hawkins	Section D	1	0	0	0	0	0	0

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

Prof. Stephen Hawkins

EducoTablet Instructor View Logout

EducoSoft

Grades in Common Exam Across Multiple Sections

Term: Training Term 2015 (PK) Course: Beginning Algebra Assessment: 2.1 Quiz MC: Simplifying Expressions (Pulled from Master section)

score >= 85 %

If assessment other than what listed above
Test Name:

(Report will be generated for sections that have an exact matching assessment title and other parameters)

[Item Analysis](#)

Course Average : 75.00 #Students attempted : 5 # score>=85% : 0

Below is a sectionwise student performance report for the selected assessment

Section Name : Training Demo Section 1 Instructor : t ins1 Class Average : 75.00 #Students attempted : 5 # score>=85% : 0

#	Student Name	# Attempt	Date Taken	Time Spent	Score
1	Student-1 Trainee-dtM845	1	7/27/2015 5:42:18 AM	0:00:00	75.00
2	Student-2 Trainee-dtM845	1	7/27/2015 5:42:18 AM	0:00:00	75.00
3	Student-3 Trainee-dtM845	1	7/27/2015 5:42:19 AM	0:00:00	75.00
4	Student-4 Trainee-dtM845	1	7/27/2015 5:42:20 AM	0:00:00	75.00
5	Student-5 Trainee-dtM845	1	7/27/2015 5:42:20 AM	0:00:00	75.00

3. Footer Menu's

3.1 **Term:** Quick Access to Terms list.

3.2 **Course:** Quick Access to Course list.

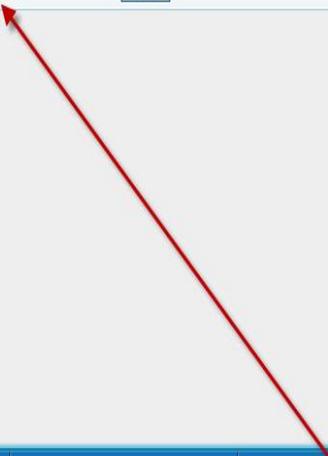
3.3 **Sections:** Quick access to Sections.

3.1 **My Profile:** Click on My Profile to manage CC profile, can view/edit the profile.

My Profile View Profile History

View Profile

E-Mail Id	cc1@educo-int.com Change E-Mail Id Reset Password	
Salutation	PROF	
First Name	Stephen	
Middle Name		
Last Name	Hawkins	
Language	English	
Time Zone	(UTC-05:00) Eastern Time (US & Canada)	
Address 1	106-B Rock Quarry Rd.	
Address 2		
City	Stockbridge1	
State	Georgia	
Zip Code	30281	
Country	USA	
Phone	800-963-3826	
Mobile	1678 908 250	



Term Course Sections **My Profile** Support

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

Support Request:

Please fill out as much of the following information as possible, to help us assist you with the problem you are having.

Phone * Required Fields

*Tell us what problem you are having.

Please be as specific as possible. Describe what you were doing when the problem occurred, and what you observed as a result.

Attachments No file chosen

Date problem occurred

Time problem occurred : : AM PM

Type of internet access

Browser Chrome 44

Operating System Windows 3.1

Popup Blocker Disabled

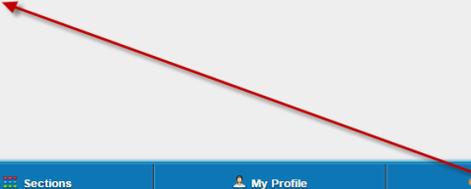
Resolution 1280x1024

Flash Player Flash Player 18

Adobe Reader Not installed CC to me

Once you have entered the appropriate information, please press the Submit button. Please be assured that your request is very important to us. As a result you can expect a response within 12 hours during weekdays.

Thank you for your patience.
EducoSoft Technical Support



Login as Instructor:

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

To login as Instructor

- Enter your e-mail id.
- Enter your password
- Click on Login link

The screenshot displays the EducoSoft website interface. At the top, there is a blue navigation bar with the following links: JAMAICA, HOME, PRODUCT INFO, SUPPORT, F A Q, PROMOTERS, CONTACT, and ABOUT US. Below this is the EducoSoft logo with the tagline "education @ your fingertips". A secondary navigation bar includes links for SCHOOL (K-12), SELF LEARNING, CCE GRADING SYSTEM, and PRODUCTS. The main content area features a banner with the text "Complete online tutorial, assessment, and system management system for grades K to 12" and a "LEARN MORE" button. Below the banner are links for "Download Brochure" and "Take a tour". A login form is highlighted with three numbered callouts: "1. Enter e-mail ID" pointing to the "Email Address" field, "2. Enter Password" pointing to the "Password" field, and "3. Click on Login" pointing to the "LOGIN" button. The form also includes links for "System Requirements" and "Forgot Password?". Below the login form, the page is divided into three columns: "EDUCO NEWS" featuring "EDUCO DIGITAL TUTOR IN PEN DRIVE", "LATEST RELEASES" featuring "EDUCOSOFT SUMMER RELEASE", and "SEMINARS AND EVENTS" featuring "SEMINAR - FARIDABAD".

System Requirement Check:

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



Your system does not meet some of the requirements for using EducoSoft.
Please check the items marked 'x' and follow the instructions given in the comment column.

Requirement	You have	Comment
Operating System	Windows 3.1	✔ Meets the requirement.
Browser	Chrome 44	✔ Meets the requirement.
Pop-Up Blocker	Disabled	✔ Meets the requirement.
Flash Player	Flash Player 18	✔ Meets the requirement.

[Continue](#) [Check again](#)

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

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

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

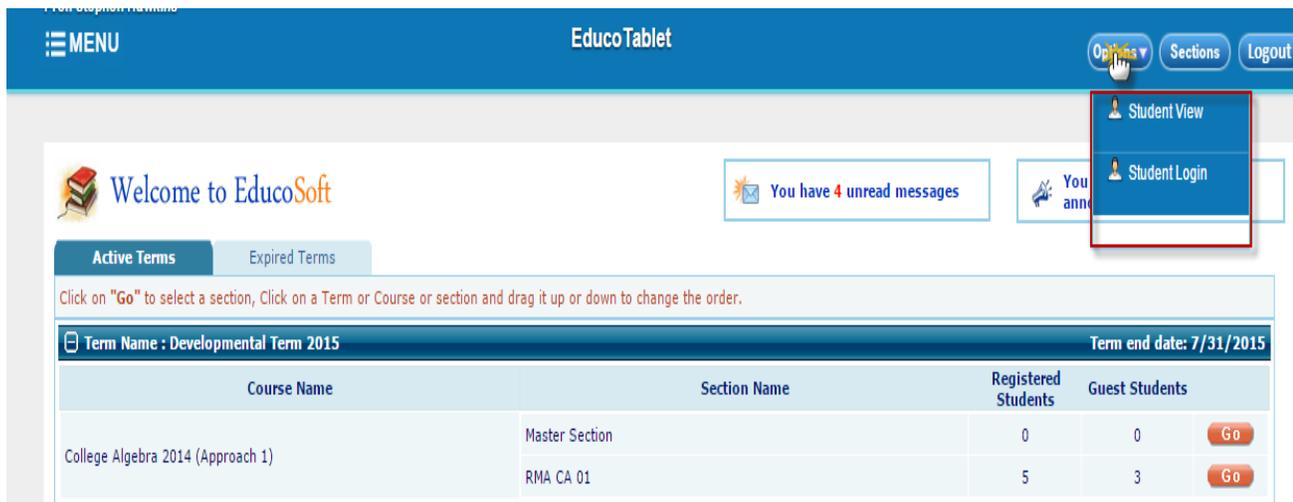
➤ Understanding Home Screen:

Default Screen View

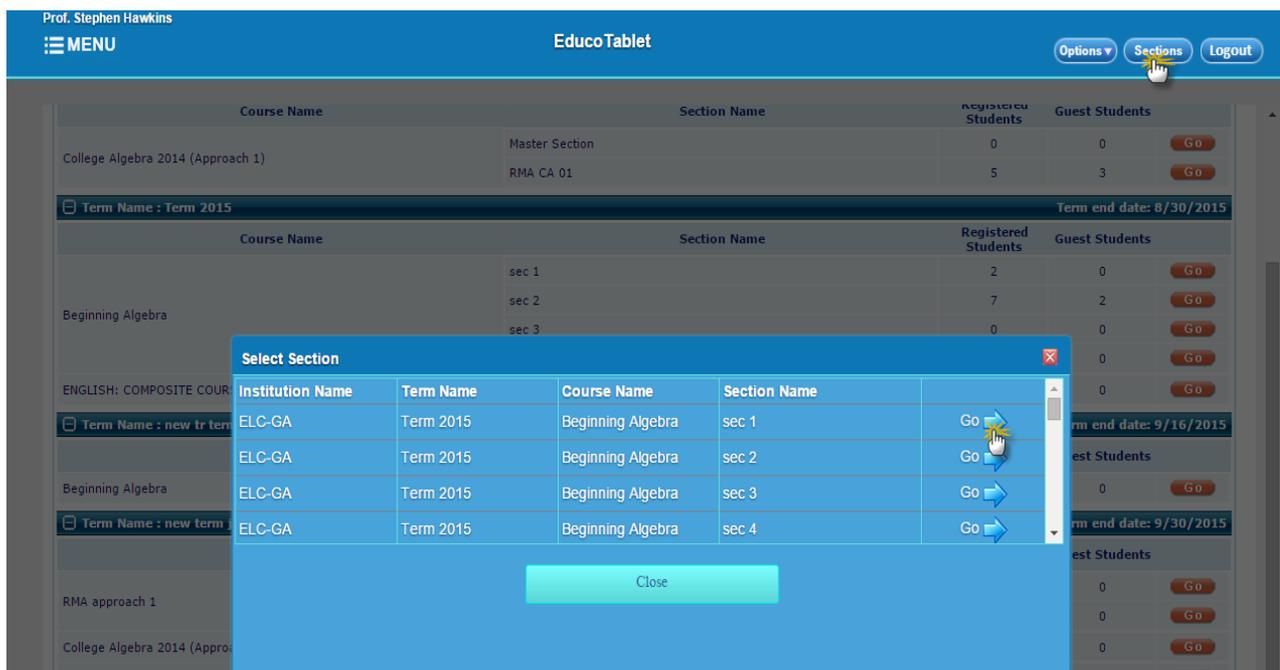
The screenshot displays the EducoSoft interface for Prof. Stephen Hawkins. The top navigation bar includes a 'MENU' icon (6), the user name 'Prof. Stephen Hawkins' (1), the 'EducoTablet' title, and 'Options' (2), 'Sections' (3), and 'Logout' buttons. Below the navigation bar, there are two notification boxes: 'You have 4 unread messages' and 'You have no general announcements'. The main content area is divided into 'Active Terms' and 'Expired Terms' tabs. A note instructs users to click 'Go' to select a section and drag it to change order. The 'Active Terms' section is expanded to show 'Term Name : Developmental Term 2015' (Term end date: 7/31/2015) and 'Term Name : Term 2015' (Term end date: 8/30/2015). The 'Term 2015' table lists courses and sections with student counts and 'Go' buttons. Callouts 4 and 5 point to 'Beginning Algebra' and 'sec 1' respectively. Below this are 'Term Name : new tr term' (Term end date: 9/16/2015) and 'Term Name : new term june 11' (Term end date: 9/30/2015). The bottom navigation bar contains 'Educo Home' (7), 'Roster' (8), 'My Profile' (9), 'My Preference' (10), and 'Support' (11).

Term Name	Term end date	Course Name	Section Name	Registered Students	Guest Students	Action	
Developmental Term 2015	7/31/2015	College Algebra 2014 (Approach 1)	Master Section	0	0	Go	
			RMA CA 01	5	3	Go	
Term 2015	8/30/2015	Beginning Algebra	sec 1	2	0	Go	
			sec 2	7	2	Go	
			sec 3	0	0	Go	
			sec 4	3	0	Go	
			ENGLISH: COMPOSITE COURSE	ENGLISH 1	1	0	Go
new tr term	9/16/2015	Beginning Algebra	Master Section	1	0	Go	
new term june 11	9/30/2015	RMA approach 1	new A	0	0	Go	
			new B	0	0	Go	
			College Algebra 2014 (Approach 1)	Master Section	0	0	Go
			College Algebra 2014 (Approach 2)	Master Section	0	0	Go
			US_Augusta Tech_RMA (Approach 1)	Master Section	0	0	Go
Production Release Check-3/7/2015 Dpk STD	10/7/2015	Section A	Section A	1	0	Go	

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



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



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

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

➤ Instructor Menu:

The screenshot displays the EducoSoft Instructor Menu. The top navigation bar includes the user name 'Prof. Stephen Hawkins' and the application name 'EducoTablet'. A 'MENU' button is highlighted with a red box and a hand cursor. The menu is open, showing the following options:

- Home
- Roster
- Lecture Notes
- Assessments
- Communication
- Reports

The background shows a course management table with the following structure:

Course Name	Master Section
approach 1)	RMA CA 01
015	sec 1
	sec 2
	sec 3
	sec 4
COURSE	ENGLISH 1
term	
Course Name	Master Section

1. **Home:** Link to navigate to home page.

2. **Roster:** Module in which instructor can view list of student(s) registered to selected section.

The screenshot shows the EducoTablet interface. At the top, it displays 'Prof. Stephen Hawkins' and 'Term 2015 (12/20/2014 - 8/30/2015) | Beginning Algebra | sec 2'. The navigation menu on the left includes 'Home', 'Roster', 'Lecture Notes', 'Assessments', 'Communication', and 'Reports'. The 'Roster' link is highlighted with a red box and a hand icon. The main content area is titled 'Student List' and contains a table of student information. The table has columns for 'NAME', 'E-Mail Id', 'Last Login', 'Guest End Date', and 'Grade Report'. There are 9 students listed. Above the table, there are buttons for 'Class Attendance', 'E-Mail', and 'Drop Student'. A '2.1' callout points to the 'Total No. of Guest Students: 2' text. A '2.2' callout points to the 'Item' dropdown menu. A '2.3' callout points to the 'Page' dropdown menu. A '2.4' callout points to the 'Drop Student' button. A '2.5' callout points to the 'Detail' button for the first student.

NAME	E-Mail Id	Last Login	Guest End Date	Grade Report
1. guest, dpk	dpk1@guest.com	7/3/2015 7:36 AM	2/16/2015	
2. s1, test1	test642@gmail.com	3/31/2015 2:35 AM	--	
3. s1v, testv	tests1v2@educo.com	7/6/2015 7:19 AM	--	
4. s2, test2	test643@gmail.com	7/8/2015 2:39 AM	--	
5. s2v, testv	tests2v2@educo.com		2/16/2015	
6. s3, test3	tests644@gmail.com	3/18/2015 1:34 AM	--	
7. s4, test4	tests645@gmail.com	3/18/2015 1:26 AM	--	
8. s5, test5	tests646@gmail.com	7/21/2015 5:40 AM	--	
9. test blr, dpk	subramanyam@educo-int.com	7/8/2015 7:39 AM	--	

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

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

Roster > Class Attendance > Mark the Attendance > Save

Attendance

Student List

1. Click on the day and select which days are considered for attendance.
2. Click on the cell to mark the attendance or click on the date to mark the same attendance for all students.
3. Click on the name to mark the attendance for all class days.
4. Click on Save to save the attendance.

Exempt a period

Do not Consider Weekends Consider Weekends

July - 2015

Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Term Percentage			
	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	x/3	%	%	
guest , dpk	A	A	A																														0	0	
s1 , test1	A	P	P																														2	66.67	
s1v , testv	P	T	P																														3	100	
s2 , test2	P	P	P																														3	100	
s2v , testv	A	E	E																														2	66.67	
s3 , test3	A	T	P																														2	66.67	
s4 , test4	P	P	P																														3	100	
s5 , test5	P	P	T																														3	100	
test blr , dpk	P	A	A																														1	33.33	
Total	5	7	7	0																															

Present Exempted Tardy/Late Absent

View Report

Save

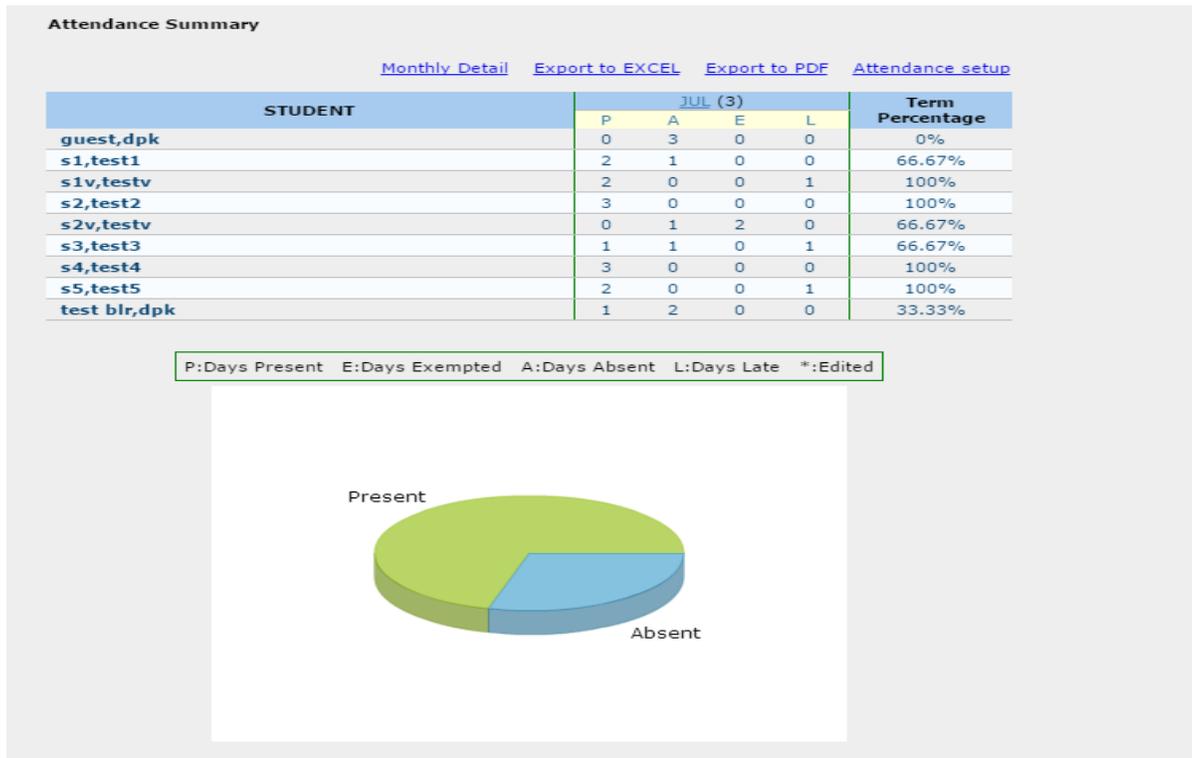
Present: Student attended the session.

Absent: Student was absent for the session.

Tardy/Late: Student was late to the session.

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

To view Attendance Report, click on View Report



Click on [Export to Excel](#) and [Export to PDF](#) to download attendance report in excel and pdf format.

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

Student List

1. Click on **Student Name** to add attempts, extend end date, change test time and view score for an assessment for that student only.
 2. Click on **E-Mail ID** to send an e-mail to that student.
 3. Select multiple check boxes and click on **E-Mail** button to send an e-mail to multiple students.
 4. Click on **Individual Grade Report** to view summary and detailed grade report.

Total No. of Students: 9 Total No. of Guest Students: 2

Items Per Page View All [Class Attendance](#) [E-Mail](#) [Drop Student](#)

NAME	E-Mail Id	Last Login	Guest End Date	Grade Report
1. <input checked="" type="checkbox"/> guest, dpk	dpk1@guest.com	7/3/2015 7:36 AM	2/16/2015	
2. <input checked="" type="checkbox"/> s1, test1	test642@gmail.com	3/31/2015 2:35 AM	--	

Message Compose - Google Chrome

dev.educosoft.com/TabletEducoSoft/Assessments/MessageCompose.aspx

Compose Message

Here you can compose a message

To: guest, dpk <dpk1@guest.com>;s1, test1 <test642@gmail.com>

Cc:

Subject: EducoTab

Attachments: Choose File No file chosen Upload

A Arial 14px Zoom

welcome to EducoSoft

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

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

Student List

1. Click on **Student Name** to add attempts, extend end date, change test time and view score for an assessment for that student only.
 2. Click on **E-Mail ID** to send an e-mail to that student.
 3. Select multiple check boxes and click on **E-Mail** button to send an e-mail to multiple students.
 4. Click on **Individual Grade Report** to view summary and detailed grade report.

Total No. of Students: 9 Total No. of Guest Students: 2 Items Per Page: View All ▼

Class Attendance E-Mail **Drop Student**

<input type="checkbox"/>	NAME	E-Mail Id	Last Login	Detail	Guest End Date	Grade Report	
<input checked="" type="checkbox"/>	guest, dpk	dpk1@guest.com	7/3/2015 7:36 AM	Detail	2/16/2015		
<input checked="" type="checkbox"/>	s1, test1	test642@gmail.com	3/31/2015 2:35 AM	Detail	--		
<input type="checkbox"/>	s1v, testv	tests1v2@educu.com	7/6/2015 7:19 AM	Detail	--		
<input type="checkbox"/>	s2, test2	test643@gmail.com	7/8/2015 2:39 AM	Detail	--		
<input type="checkbox"/>	s2v, testv	tests2v2@educu.com			2/16/2015		

The selected

students will be dropped from the corresponding section.

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

Student List

1. Click on **Student Name** to add attempts, extend end date, change test time and view score for an assessment for that student only.
 2. Click on **E-Mail ID** to send an e-mail to that student.
 3. Select multiple check boxes and click on **E-Mail** button to send an e-mail to multiple students.
 4. Click on **Individual Grade Report** to view summary and detailed grade report.

Total No. of Students: 9 Total No. of Guest Students: 2 Items Per Page: View All ▼

Class Attendance E-Mail **Drop Student**

<input type="checkbox"/>	NAME	E-Mail Id	Last Login	Detail	Guest End Date	Grade Report	
<input type="checkbox"/>	guest, dpk	dpk1@guest.com	7/3/2015 7:36 AM	Detail	2/16/2015		
<input type="checkbox"/>	s1, test1	test642@gmail.com	3/31/2015 2:35 AM	Detail	--		
<input type="checkbox"/>	s1v, testv	tests1v2@educu.com	7/6/2015 7:19 AM	Detail	--		
<input type="checkbox"/>	s2, test2	test643@gmail.com	7/8/2015 2:39 AM	Detail	--		

Student : test2 s2
Institution : ELC-GA
Class : sec 2
Instructor : Stephen Hawkins
Term : Term 2015
Course : Beginning Algebra

Student Grade Summary
Date: 07/28/2015 08:54 AM

#	Category	Total	Dropped	Average	Weight	Wtd Average
1	Final	0	0	---	0.10	---
2	Homework	1	0	0.00	0.10	0.00
3	indoor games	0	0	---	0.05	---
4	Midterm	1	0	---	0.20	---
5	Quiz	1	0	0.00	0.15	0.00
6	sports	0	0	---	0.05	---
7	Test	11	0	1.25	0.35	0.44
Total						0.44

Click here to see the Detailed View of your grades

Final Average = $\frac{0.44}{0.60} = 1.00$ Grade = F

Comment: You are not passing. You need to learn the concepts.

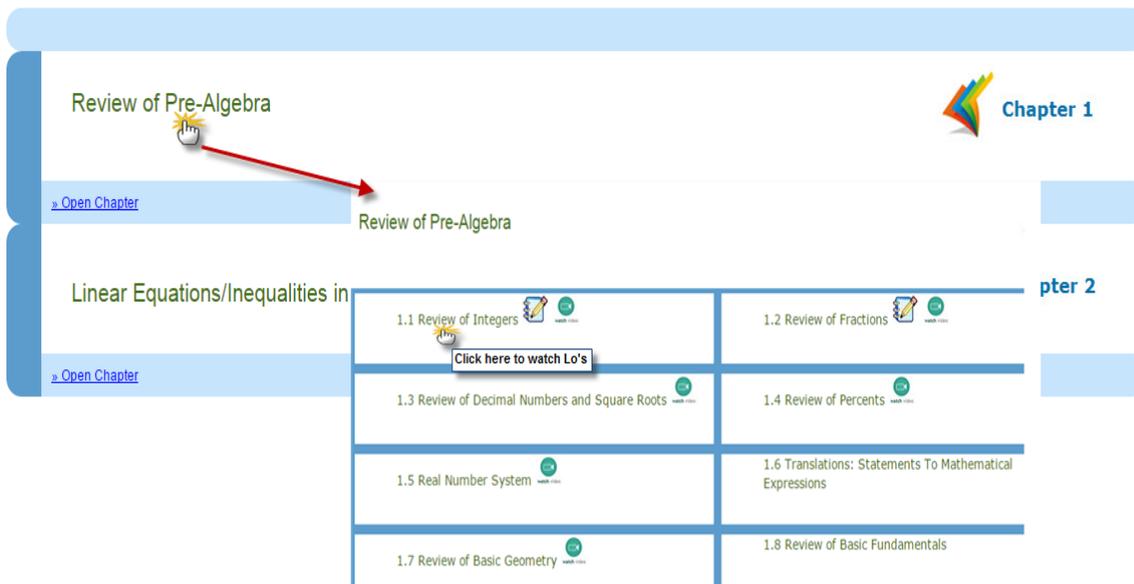
3. Lecture Notes:

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



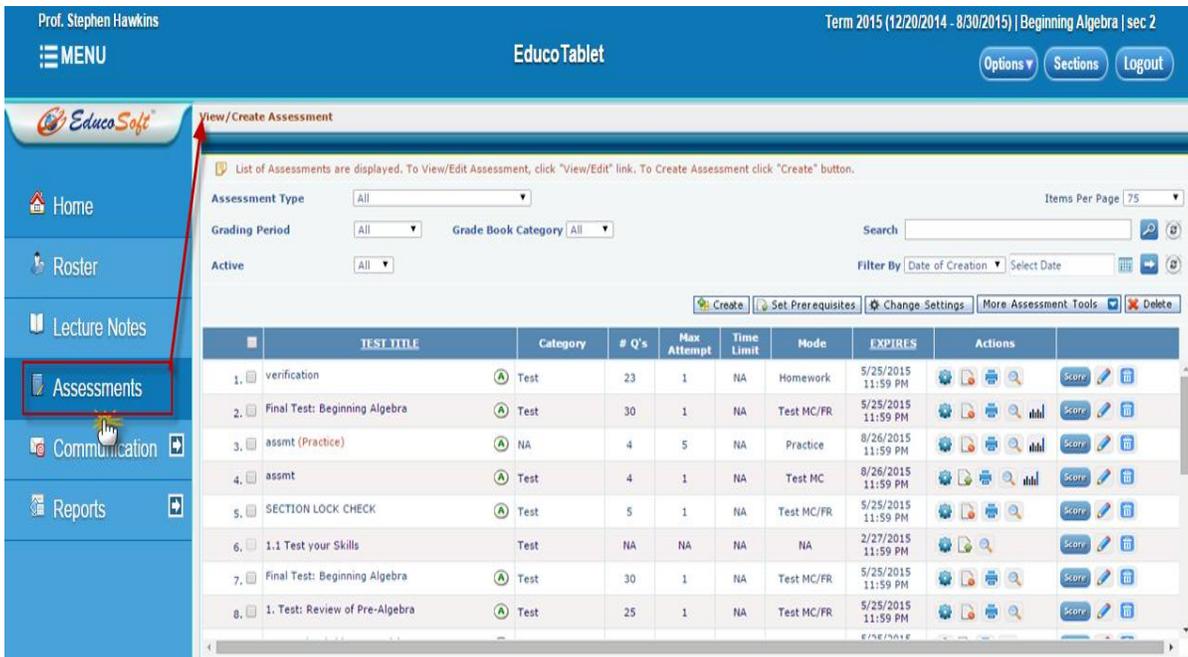
Chapter can be expanded by clicking on Chapter label as shown below. Learning object can be viewed by clicking on Chapter sub level.

Beginning Algebra



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

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

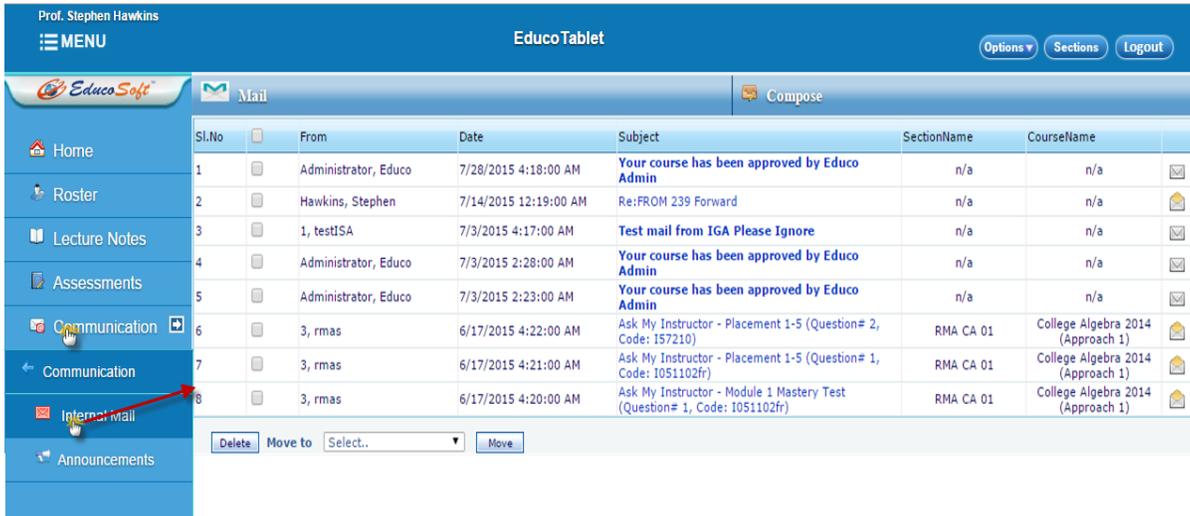


The screenshot shows the 'View/Create Assessment' page in the EducoTablet interface. The top header displays 'Prof. Stephen Hawkins' and 'Term 2015 (12/20/2014 - 8/30/2015) | Beginning Algebra | sec 2'. The left navigation menu includes 'Home', 'Roster', 'Lecture Notes', 'Assessments' (highlighted), 'Communication', and 'Reports'. The main content area features a 'View/Create Assessment' title, a list of assessments, and a table with columns: TEST TITLE, Category, # Q's, Max Attempt, Time Limit, Mode, EXPIRES, and Actions. The table lists 8 assessments, including 'Verification', 'Final Test: Beginning Algebra', 'assmt (Practice)', 'assmt', 'SECTION LOCK CHECK', '1.1 Test your Skills', 'Final Test: Beginning Algebra', and '1. Test: Review of Pre-Algebra'.

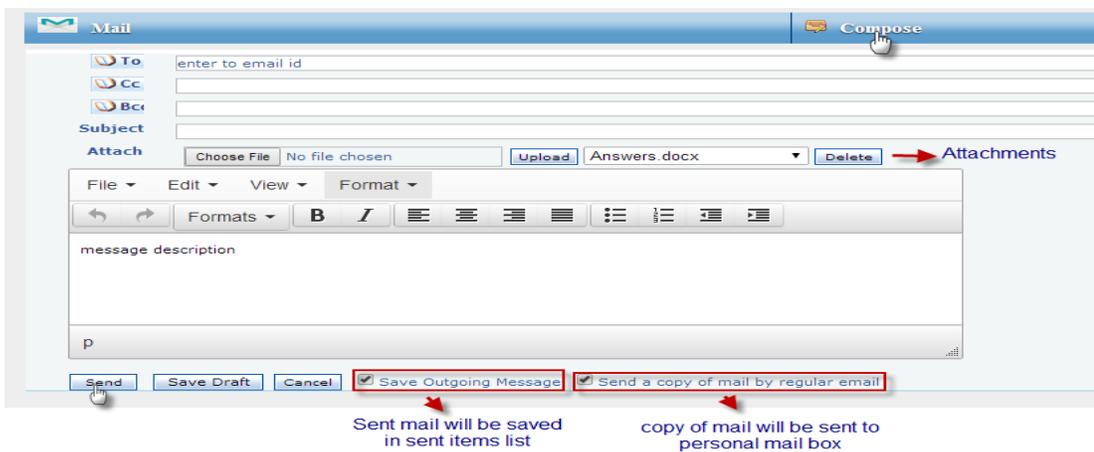
Note: Assessment creation flow will remain same as desktop website.

5. **Communication:** Click on “Communication” link to view list of communication tools

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



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



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



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

Prof. Stephen Hawkins

Educo Tablet

Options Sections Logout

Term Status: Active

EducoSoft

Home Roster Lecture Notes Assessments Communication Reports Communication Internal Mail Announcements

Manage your announcements

List of announcements created by the Instructor

	Created On	Announcements	Start Date	End Date	
1.	2/6/2015	nw announcement 2014 WINTER RELEASE NOTES (8).docx	2/6/2015	3/7/2015	
2.	2/3/2015	new announcement check Attendance_Exporttopdf.png	2/3/2015	2/26/2015	
3.	1/31/2015	adasdadadad both 2014 WINTER RELEASE NOTES (3).docx	1/31/2015	2/4/2015	
4.	1/31/2015	external mail check	1/31/2015	2/7/2015	
5.	1/31/2015	new announcement snapshot2.png	1/31/2015	2/9/2015	
6.	1/31/2015	fff	1/31/2015	1/31/2015	
7.	12/20/2014	new annmt only external mail attendance_prereq.png	12/20/2014	12/31/2014	
8.	12/11/2014	SELECT * FROM ANNOUNCEMENTS	12/11/2014	12/11/2014	
9.	2/14/2012	☹	2/14/2012	2/15/2012	
10.	2/14/2012	Test	2/14/2012	2/15/2012	
11.	2/14/2012	Down at page	2/14/2012	2/15/2012	

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

New Announcement

New Announcement

* Description

Announcement details

Recipients

Select Recipient and Student

Select All Roles

Teaching Assistant

Student

Select Section(s)

Select All Sections

OR

Select Section

Select start date and end date

* Start Date 07/29/2015

* End Date 08/05/2015

Assigned To: sec 2

Send Announcement To: Student Login External Mail Both

Send Announcement Save and send later Cancel

Section Selection - Google Chrome

dev.educosoft.com/TabletEducosoft/Communica

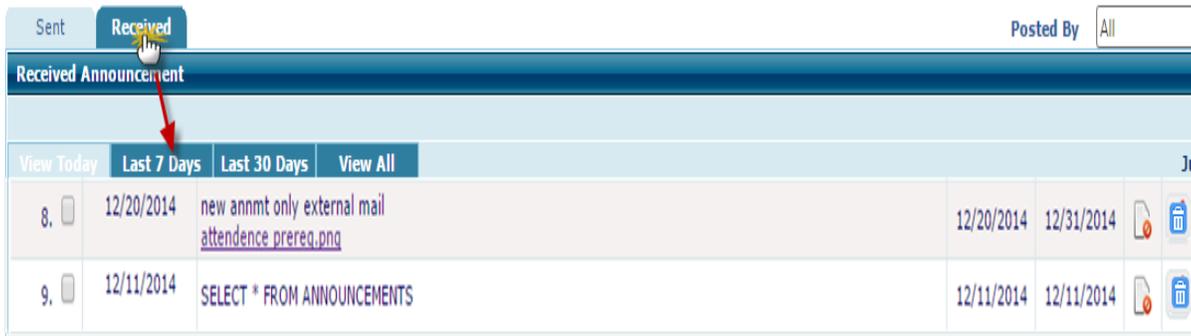
Assign Close

Sections

- ELC-GA
 - Term 2015
 - Beginning Algebra
 - sec 1
 - sec 2
 - sec 3
 - sec 4
 - ENGLISH: COMPOSITE COURSE
 - ENGLISH 1
 - Developmental Term 2015
 - College Algebra 2014 (Approach 1)

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

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



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

Reports can be further categorized in to

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

Can be categorized further in to

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

Prof. Stephen Hawkins | EducoTablet | Term 2015 (12/20/2014 - 8/30/2015) | Beginning Algebra | sec 2

Options Sections Logout

Category averages by students

View: [Detail Grades of whole class](#) | [Export To PDF](#) | [Export To Excel](#) | View: All Pages

#	Student	Final (0.10)	Homework (0.10)	indoor games (0.05)	Midterm (0.20)	Quiz (0.15)	sports (0.05)	Test (0.35)	Total	Grade
1	quest.doc	--	0.00	--	--	0.00	--	0.00	0	F
2	s1.test1	--	0.00	--	--	0.00	--	11.11	6	F
3	s1v.testv	--	0.00	--	--	0.00	--	2.78	2	F
4	s2.test2	--	0.00	--	--	0.00	--	1.25	1	F
5	s2v.testv	--	0.00	--	--	0.00	--	0.00	0	F
6	s3.test3	--	0.00	--	--	0.00	--	0.00	0	F
7	s4.test4	--	0.00	--	--	0.00	--	0.00	0	F
8	s5.test5	--	0.00	--	--	0.00	--	0.00	0	F
9	test.bl.doc	--	0.00	--	--	0.00	--	0.00	0	F
Averages		0	0	0	0	0	0	1.68	1	

Grade Distribution

F: 100% (9)

Student's Score | By Category | Summary Grades | Avg by Assessments | Score By

6.1.2 Student score by Summary grade:

Prof. Stephen Hawkins | EducoTablet | Term 2015 (12/20/2014 - 8/30/2015) | Beginning Algebra | sec 2

Options Sections Logout

2. s1.test1

Category	Total	Dropped	Weight	Average	Wtd Average
Final	0	0	0.10	--	--
Homework	1	0	0.10	0.00	0.00
indoor games	0	0	0.05	--	--
Midterm	1	0	0.20	--	--
Quiz	1	0	0.15	0.00	0.00
sports	0	0	0.05	--	--
Test	11	0	0.35	11.11	3.89
Total					3.89

Final Average: 3.89
----- = 6
0.60 **Grade: F**

3. s1v.testv

Category	Total	Dropped	Weight	Average	Wtd Average
Final	0	0	0.10	--	--
Homework	1	0	0.10	0.00	0.00
indoor games	0	0	0.05	--	--
Midterm	1	0	0.20	--	--
Quiz	1	0	0.15	0.00	0.00
sports	0	0	0.05	--	--
Test	11	0	0.35	2.78	0.97
Total					0.97

Final Average: 0.97
----- = 2
0.60 **Grade: F**

Student's Score | By Category | Summary Grades | Avg by Assessments | Score By

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

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

Prof. Stephen Hawkins | EducoTablet | Term 2015 (12/20/2014 - 8/30/2015) | Beginning Algebra | sec 2

Options Sections Logout

Class Average by Assessment
Number of student in the class: 9

#	Assessment	Mode	Expires	# Took	Avg Score
1	verification	Homework	05/25/2015 11:59 PM	0	0.00
2	Final Test: Beginning Algebra	Test MC/FR	05/25/2015 11:59 PM	2	0.00
3	assmt	Test MC	08/26/2015 11:59 PM	3	41.67
4	SECTION LOCK CHECK	Test MC/FR	05/25/2015 11:59 PM	0	0.00
5	1.1 Test your Skills	Test TYS	02/27/2015 11:59 PM	1	10.00
6	Final Test: Beginning Algebra	Test MC/FR	05/25/2015 11:59 PM	0	0.00
7	1. Test: Review of Pre-Algebra	Test MC/FR	05/25/2015 11:59 PM	0	0.00
8	Test MC/FR (with Pre-Req) by Dev C 001	Test MC/FR	05/25/2015 11:59 PM	0	0.00
9	Assessment test 1/7	Test MC	07/30/2015 11:59 PM	0	0.00
10	Test 123	Test MC/FR	07/30/2015 11:59 PM	0	0.00
11	test10/7	Test MC/FR	07/30/2015 11:59 PM	0	0.00
12	Main Test	Test MC	07/24/2015 11:59 PM	0	0.00
13	Master Homework	Homework	07/24/2015 11:59 PM	0	0.00
14	Master Quiz	Test MC	07/24/2015 11:59 PM	0	0.00

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

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

Two types of activity reports instructor can access

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

Prof. Stephen Hawkins | EducoTablet | Term 2015 (12/20/2014 - 8/30/2015) | Beginning Algebra | sec 2

Options Sections Logout

Institution: ELC-GA
Instructor: Stephen Hawkins
Course: Beginning Algebra
Section: sec 2
Students: 9

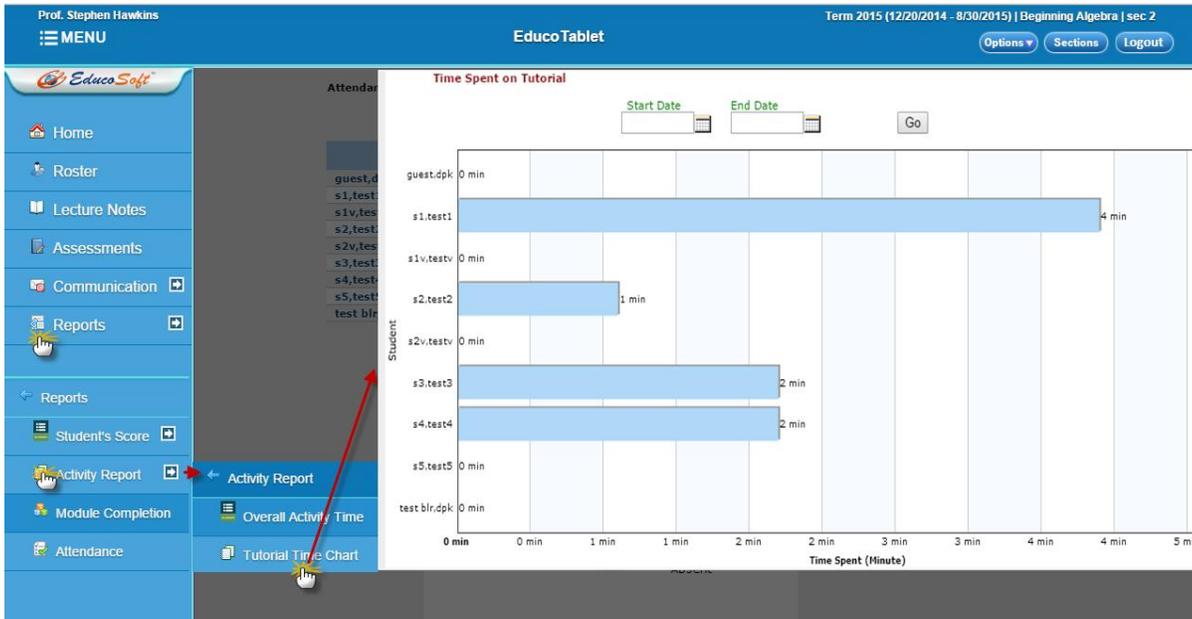
Start Date: End Date:
Valid date format: mm/dd/yyyy

Summary of Activity Usage

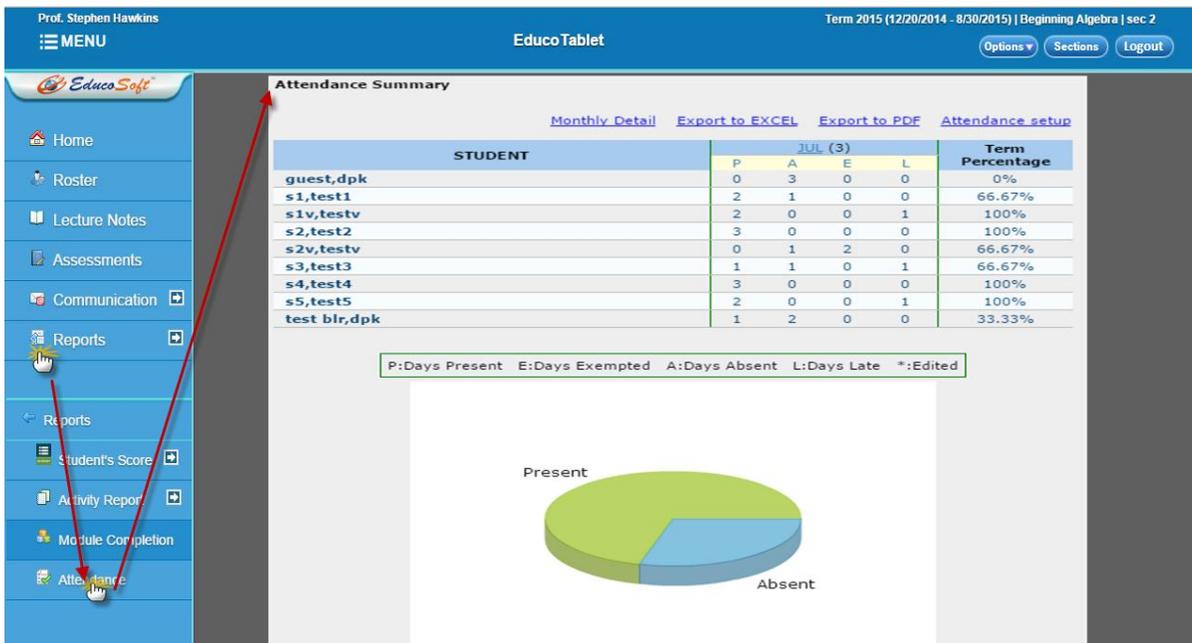
Activity	Time Spent	Average Time
Tutorial	0:08:38	0:00:58
E-Book	0:00:00	0:00:00
Test	0:06:38	0:00:44
Practice	0:00:04	0:00:00
Homework	0:00:14	0:00:02
Overall	0:15:34	0:01:44

Tutorial, 55%
Test, 43%

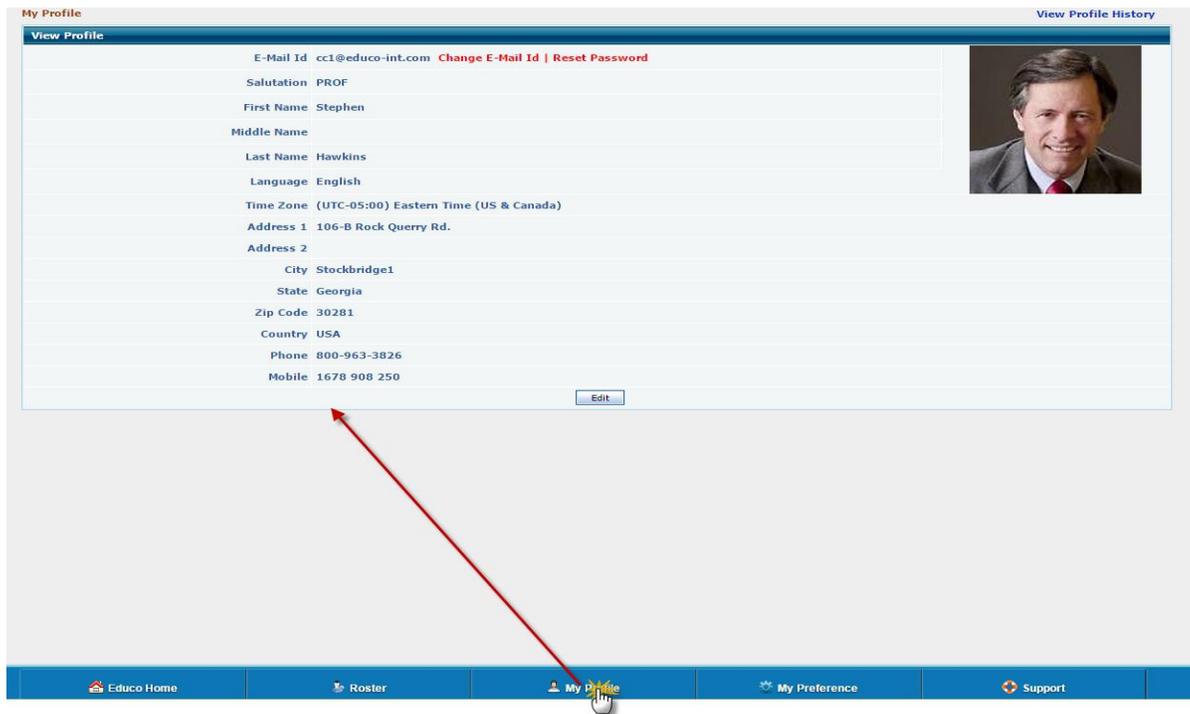
6.2.2 Tutorial Time chart: displays time spent by students on tutorials



6.3 Attendance Report: displays attendance related information



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



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

8.1 **My Settings:** displays personal settings.

My Settings | Assessment Settings | Course Settings

Restore default | Save

Teaching Assistant I can act as TA

Paging Default (Default number provided by educosoft)
 Number of items per page (999 is recommended maximum. Page will load slower for long lists)

Support mail option Send a copy of support mails to my e-mail

Show Instructor Student Show Instructor Student

Calendar Format Show Calendar in 24Hr Format (Default is 12 Hr format.)

Free Time (Available for meeting, discussion..)

From	10:00 AM	To	6:00 PM	On	Monday,Tuesday,Wednesday,Thursday,Friday	+ X
From	1:00 AM	To	9:00 AM	On	Monday	X
From	12:00 AM	To	4:00 AM	On	Saturday	X

Restore default | Save

Educo Home | Roster | My Profile | **My Preference** | Support

8.2 Assessment Settings: displays Assessment related settings

My Settings | **Assessment Settings** | Course Settings

Restore default | Save

Ask My Instructor On Allow only Internal mail
 Off
 @

Auto practice test Create a practice assessment by default

Multiple Grading Periods Allow Multiple Grading Periods (To uncheck you need to delete the existing grading periods.)

Assessment in Calendar Show Assessment due in calendar

Timed Assessment Set Default Time : : (HH:MM:SS)

Mark LO for Student to study Mark LO for Student to study when LO is attached as prerequisite

Restore default | Save

8.3 Course Settings: displays course related settings.

My Settings Assessment Settings **Course Settings**

Restore default Save

Term List Display
 Active Term First
 Expired Term First

Display Tasks Daily
 Weekly

Import My Notes Allow other Instructors to Import My Notes

Import My Question Bank Allow other Instructors to import questions from My Question Bank

Attendance Show dropped students in attendance setting

Drop Student Message (This message will be sent to student when dropped from the section.)

Include e-Book time spent Include e-book time spent in activity report

Course/Section Dropdown Show course and section in dropdown

Tutorial date marking Show tutorial date marking after end date

Class Duration (Please enter time in Minute)

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

Support Request:

Please fill out as much of the following information as possible, to help us assist you with the problem you are having.

Phone * Required Fields

*Tell us what problem you are having.

Please be as specific as possible. Describe what you were doing when the problem occurred, and what you observed as a result.

Attachments No file chosen

Date problem occurred

Time problem occurred AM PM

Type of internet access

Browser Mozilla an unknown version

Operating System Windows 3.1

Popup Blocker Disabled

Resolution 1280x1024

Flash Player Flash Player 18

Adobe Reader Not installed CC to me

Once you have entered the appropriate information, please press the Submit button. Please be assured that your request is very important to us. As a result you can expect a response within 12 hours during weekdays.

Thank you for your patience.
EducoSoft Technical Support

CLOSE

[Educo Home](#) [Roster](#) [My Profile](#) [My Preference](#) [Support](#)

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