NEW FEATURES AND ENHANCEMENTS ON REGULAR COURSE WORKFLOW FOR WINTER 2015



- Educo Soft education @ your fingertips

1. Instructor Resource Documents Feature Enhancements: Now an Instructor can share the documents uploaded under master section with other instructors:

Follow the below steps to share the documents across the across the section(s) of the same course:

• Login to **Master Section** \rightarrow Go to 'Resources' menu and click on 'Documents' sub menu.

Home Roster Tools Lecture Notes Assessments	Resources Communication User Management Reports Support Help Logout	
Term 2015 (12/20/2014 - 8/30/2015) Intermediate Algeb	Glossary Admin View ACC View TA Login CRC View Student View Student Login LCS Lo Documents WebLink	in
	E-Book E-Solution Manual	

• User will be taken to the following screen.

Term 2015 (12/20/201	14 - 8/30/2015) Intermediate Algebra 🔻 Master Section (IA) 💌 Admin View ACC View TA Login CRC View Student View Student Login LCS Login
Expand ALL Collapse ALL	
Intermediate Alge	Documents
🖃 🛅 1. Basics and th	Documents for the level
🖃 🧰 1.1 Sets: Ba	Selected Course Level : Intermediate Algebra > 1. Basics and the Real Numbers > 1.1 Sets: Basic Terms and Set Notations > 1.1.1 Sets and Set Notations
	Add Import Delete
🖃 🚞 1.1.2-Sul	There are no documents to show in this list
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🖈 🛅 2. Linear Equat	

• Select the level from the left hand side course tree (where you want to tag the document) and click on Add button. User will be taken to the following screen.

Documents			
Add Documents			
Course Level	Intermediate Algebra > 1. Basics and the Real Numbers > 1.1 S	ets: Basic Terms and Set Notations > 1.1.1 Sets and Set Notations	
* Documents	General Document (ALL)		
Author			
Description			
* Upload File	Choose File No file chosen Upload		
	Eist this documents in Library listing at all levels of the course		
	Move By Position/s Delete		
	File Name	Uploaded File Name	Size
	Sample Test.pdf	Sample Test.pdf	2.7 KB
Section selection	All		
Section Name	All My sections	Instructor Name	
☑ IA Section 01	Other Instructor sections	k, praveen	
IA Section 02		Hawkins, Stephen	
	Save	Cancel	

- You can share the documents (word, pdf, excel, png, jpeg, etc) files to the students.
- You will get to see the 'Section selection' option at the bottom where you can share the documents to child section(s) of the same course.
- You will get to see the respective section(s) instructor's name under 'Instructor Name' column.
- Select the section(s) you want to share the document and click on save button.

• You can also import the documents from the previous term/section of the same course.

Note:

- Share Document across the section(s) option appears only for the Master Section.
- Any changes made to the document under master section will not be reflected in child section(s) automatically.

Home Roster Tools Term 2015 (12/20/201	Lecture Notes Assessments F 14 - 8/30/2015) Intermediate Algebra	IA Section 01	User Management Re Admin View ACC V	i <mark>ports Support Help</mark>	Logout View Student Vi	ew Student Login	LCS Login
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1.1.4 Ab:	Documents 1, General Document (ALL)	Description			Author	View Edit Download	
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2. Advanced study plan settings:

Seeing shared document from underneath section(s).

EducoSoft"		https://esazure.educosoft.com/	Assessments/StudyPlanTest.aspx?SETTINGSID=0] 🧩 🗸 🖓 🗸
Roster Tools Lecture Notes	Assessme	Study Plan Test Settings		
(e Term 2015 (5/1/2015 - 12/31	(2015) Barie	Study Plan Test Settings		
/e Term 2015 (5/1/2015 - 12/51)	/2015) basic		For students who score between 50 % and 80 % activate the study plan	
Add Assessment			Study plan must be completed by 11/27/2015	
Add New Assessment			On completion of study plan	
Assessment Type	Online		Activate next attempt of study plan test automatically	
* Title		Generate study plan 💿	O Next attempt of study plan test will be activated on 11/27/2015	
* Recipients	● All S		Activate practice test for the students who score < 50 %	
Select assessment mode (base	d on predefin		If score in practice test is >= 80 %	
	Stan		Activate next attempt of study plan test automatically	
	Cust		O Next attempt of study plan test will be activated on 11/27/2015	
	Block			
			Activate practice test for the students who score $<$ 50 % in the study plan test	
			Maximum number of attempts in practice test 5	
* Category	Select a	Generate practice test	When practice test score in each attempt is >= 80 %	
* Maximum Attempts	5		Activate next attempt of study plan test automatically	
Weight	1		Next attempt of study plan test will be activated on	
* Assessment to be taken	Between		Save	
	O on th			
	Allot ti			
Generate study plan	Check	to enable and save study plan set	Study Plan Settings	
The Select Prorequisite (learning	a activity acc	comment attendance and vide	~ (¹)	
- Select Prerequisite (learnin	g activity, ass	essment, attenuance and vide		
			Continue Cancel	

3. Under My preferences added one more setting to hide student name in reports.

Educa Salt [®]					Welcome: I	Prof. Marta Rosas
education @ your fingertips					I	nstructor
Home Roster Tools Lecture Notes Assessments Res	ources Communication U	ser Management Re	ports Support Help L	ogout		
Agosto_Oct 2015(2016-13) (8/1/2015 - 10/31/2015) GEM/	A 1200 Algebra (Español) 2	Guest Registration	Admin View	CC View	Student View	Change Course
		Transfer Student				
My Settings Assessment Settings Course S	Settings	Student Group				
Hy bearings Hestersment bearings boards t	Jottingo	Teaching Assistants				
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	Number of item	s per page 200 (999 is recommended maximu	m. Page will load	I slower for long lists)	
Support mail option	Send a copy of	support mails to my e-r	nail			
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Office Hours (Available for meeting, discussion)						
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4. Drop box/ essay grading Enhancements:

Following features are added on essay grading through Dropbox feature.

1. Added another column for comment corresponding to the rubrics category

Add/Edit Assignments	
* Title	Drop Box with Rubrics (Type-in the answer) 01
	A • 🐎 • serif • 16px • Zoom • 🖨 🏦 🗮 🐰 🔄 🖥 🕒 Ω • 💝 Σ 🔯 🖾 🛪 ×
	Drop Box with Rubrics (Type-in the answer) Q01 ?
* Question Test/Description	
	denie O enie
* Recipients	All Students O Groups of Students No Student Groups
Submission status	☑ Make assignment as active
* Submission options	
	Student Options :
	Enable clip board options (Cut / Copy / Paste) from the editor.
	Enable Spell checker in the Text Editor. Enable Math tools in the Text Editor.
Category	Select a Category
* Max Score	100 Apply Rubrics Add New Rubrics
	SI.No Rubrics Name Score Delete Comments
	1. Grammar 25.00 X Testing Comment for Grammar
	2. Spelling 25.00 X
	3. Sentence structure 25.00 X
	4. Context 25.00 X
* Due Date	Between 08/13/2015 AND Select Date
	On the selected Date Select Date
	Keep assessment active after due date till Select Date Penalty for late submission 🦃 %
	Save Cancel

2. Added new option '**Submissions History**' to view student previous attempts for the same drop box. On click of link a new pop up page will open to view previous attempts. As shown above.

Scores	G Back
Student's List	
 1. List of students who have submitted the assignment. 2. Highlight error for suggestion by selecting the word from the student response and click on highlight button. 3. After highlighting the words click on so icon and all highlighted items will be referred in comment dialogue box where you can enter your comments for the items. 4. Enter the score and click on Save 	highlighted
Assignment Title : Drop Box with Rubrics (Type-in the answer) 01	Due Date : 8/30/2015
Question Description : Drop Box with Rubrics (Type-In the answer) Q01 ?	Max Score : 100
u01, test Submitted Date : 8/13/2015 Add Comments G Send E-mail G	Resubmit Submissions History Name score Score
When instructor or CC added comments against rbrics category, student can see the same in student side as on mouse over obtained score label in stdent drop box result page.	of Grammer 25 25
	Sentence structure 25 25
	Context 25 25
Save Cancel	
Submission History	
Attempted List	
B list of attempts taken by the student for the assignment.	
Student Name : u01, test	
Assignment Title : Drop Box with Rubrics (Type-in the answer) 01	
Question Description : Drop Box with Rubrics (Type-In the answer) Q01 ?	
Select Attempt : Attempt 1 Submitted Date : 8/13/2015	
When instructor or CC added comments against rbrics category, student can see the same in student side on mouse over of obtained score label in stdent drop box result page.	as
Close	

Student viewing obtained score and rubrics comments:

 Login as Student > Click on Course tools > Drop box > Click on evaluated Drop box assignment title link as shown below.

ASSI	jnment List			
1. 1. 2. 3.	List of assignments. Click on take button for assignment submission. Click on assignment name to view the result of the completed assignr	 Download and Evaluate Student Reply - Mozilla Firefox https://doi.educcooft.com/Assessments/DropBodnst/Download.aspuldata=KWBM9%2bDXo5 ** 		
		Student Reply Accionent bile - Dees Box with Publics (Tune-in the answer) 01 Score - 85.00 %	Items Per P	age 50 💌
No	Title	Assignment cue : Drop box with Rubrics (Type-in the answer) of Suce : 0.00 %	Due Date	Status
1.	Drop Box with Rubrics (Type-in the answer) 01	uul, test uul, test uul, test uul, test uul, test	8/30/2015	Completed
2.	Drop Box with Click here to view the submitted assignment.	Drop Box with Rubrics (Type-in the answer) Q01 ?	8/30/2015	Take
		_ Answers		
		When instructor or CC added comments against thrics category, student can see the same in student side as on mouse over of obtained score label in stdent drop box result pae. Name Statements as the same sectore score score sectore score score score score score sectore score s		

- Student can view obtained score, rubrics category comments 🧖 added by the instructor.
- Comment ^C icon appears only for those rubric categories which has comment.

5. Transferring students from one section to the other: This feature allows instructor to search Active and Dropped students and those students can be assigned to other section pertaining to same course assigned to instructor. Now, Instructor can search for the active student(s) under 'ALL' users type and those student(s) can be assigned (transferred) to the required sections.

Follow the Instruction to explore the feature:

- User Management → Transfer Student
- Select "All" from Transfer dropdown
- Enter any of the inputs i.e. Last Name/First Name/Email Id or Student Id to search student, once done Click on Search button as shown.

Halisi	er student						
Drop	ped Student Lis	st					
	🗊 Instruc	tors can pick up students fr	om here based on same course.				
Tra	nsfer students	All					
	Last name		First name user	Email id	StudentIo	t in the second s	
	Search	exact pattern	Search exact pattern	Search exact patter	rn 📃 Search	exact pattern	
			Search				
							Items Per Page View All 🔻
No	Name	E-Mail Id	Term Name	Course Name	Section	Guest Registration End date	
1	100, user	user100@gmail.com	Term March 2015	Beginning Algebra	А	2/18/2016	<select section=""> ▼</select>
2	101, user	user101@gmail.com	Term March 2015	Beginning Algebra	A	2/18/2016	<select section=""> ▼</select>
3	201, user	user201@gmail.com	Reg Term Sep2015	Basic Mathematics	Master Section	11/20/2015	<select section=""> ▼</select>
4	202, user	user202@gmail.com	Term March 2015	Basic Mathematics	A	11/30/2015	<select section=""> ▼</select>
5	301, user	user301@gmail.com	Term March 2015	Basic Mathematics	A	11/30/2015	<select section=""> ▼</select>
6	302, user	user302@gmail.com	Term March 2015	Basic Mathematics	A	11/30/2015	<select section=""> ▼</select>
				Assign			

Note: Under search fields you can search the active student(s) of the select course within the same institution and assign to the required sections.

• To transfer student to a particular section. Click on "Select Section" dropdown corresponding to student; select the desired section, as shown.

Dro	pped Stude	nt List					
	(F) 1	nstructors can pick up students	s from here based on same course.				
T	ransfer stu	dents All					
	Last	name	First name user	Email id	StudentId		
		earch exact pattern	Search exact pattern	Search exact pattern	Search	exact pattern	
			Search				
							Items Per Page View All
DI.	Name	E-Mail Id	Torm Name	Course Name	Section	Guest Registration	
	o. Hanne	C-Han IG	Term Hame	course manie	Jection	End date	
	1. 100, use	user100@gmail.com	Term March 2015	Beginning Algebra	Α	2/18/2016	GCC1 T
	2. 101, use	user101@gmail.com	Term March 2015	Beginning Algebra	A	2/18/2016	<select section=""> ▼</select>
	3. 201, use	user201@gmail.com	Reg Term Sep2015	Basic Mathematics	Master Section	11/20/2015	<select section=""> *</select>
	4. 202, use	user202@gmail.com	Term March 2015	Basic Mathematics	A	11/30/2015	<select section=""> T</select>
	5. 301, use	user301@gmail.com	Term March 2015	Basic Mathematics	A	11/30/2015	<select section=""> *</select>
	6. 302, use	user302@gmail.com	Term March 2015	Basic Mathematics	A	11/30/2015	<select section=""> ▼</select>
				Andian			

• Click on Assign button, Student will be assigned to selected section.

ERM 2015	5 (STD) (8/6/2015 - 12/29/2015) Bec	jinning Algebra 🔻 🛛 GCC1	~	Admin View CC Vi	ew TA Login	Student View Student Log
udent Lis	it					
🗊 1	I. Click on Student Name to add attempts	, extend end date, change test time and v	iew score for an assessment for that st	udent only.		
2	. Click on E-Mail ID to send an e-mail to t . Select multiple check boxes and click on	hat student. E-Mail button to send an e-mail to multipl	e students.			
4	. Click on Individual Grade Report to vie	w summary and detailed grade report.				Items Per Page View All
Total No.	of Students: 4 Total No. of Guest S	itudents: 2	1	Class Attendance	E-Mail	Drop Student Print
-	NAME	E-Mail Id	Last Login	Guest End Date	Grade Report	
1. 🔲	1, test	test3@guest.ind		9/1/2015		۵ 🖉 🖉
2. 🗆	100, user	user100@gmail.com		11/24/2015	d	P 🖉 🖹 🄱
з. 🗆	Hawkins, Stephen	cc2@educo.com				🔎 🥒 🖹 🤱

6. Option to Export Section Users information to MS Excel/pdf for printing :

Feature to Export User List to pdf and excel file for printing under admin, CC and Instructor Rooster screen.

Instructor Roster Screen:

Roster Tools Lecture Notes Assessments Resources Communication User Management Reports Support Help Logout 2:2014-15 (2/3/2014 - 9/30/2015) Beginning Algebra • BADI • Admo New ACC View TALogo Chick Wer Source Kern Support Help Logout 2:2014-15 (2/3/2014 - 9/30/2015) Beginning Algebra • BADI • Admo New ACC View TALogo Chick Wer Source Kern Support Help Logout 2:2014-15 (2/3/2014 - 9/30/2015) Beginning Algebra • BADI • Admo New ACC View TALogo Chick Wer Source Kern Support Help Logout 2:2014-15 (2/3/2014 - 9/30/2015) Beginning Algebra • BADI • Admo New ACC View TALogo Chick Wer Source Kern Support Help Logout 2:2014-15 (2/3/2014 - 9/30/2015) Beginning Algebra • BADI • Admo New Source for an assessment for that student only. 2:2016 on Students and extendent. 3:2016 on Students 7 Total No. of Guest Students 1:	Educ	oSoft"										Welcome: I	4r. prav
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ent List	2014-15 ((2/3/2014 -	9/30/20	15) Beginnin	g Algebra	▼ BA 01	 Admin View 	ACC View	TA Login	CRC View	Student View Stu	dent Login	LCS L
I. 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-Hail ID to send an e-mail to multiple students. 3. Click on Individual Grade Report to view summary and detailed grade report. 4. Click on Individual Grade Report to view summary and detailed grade report. 1. MANE 1. Extend Access Class Attendance 1. Part Part 1. Part 1. Part Part 1. Par	ent List												
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4. Cick on Individual Grade Report to wummary and detailed grade report. Terms Per application Ter	2. Clic 3. Sel	ck on E-Mail I lect multiple ch	D to send neck boxe:	an e-mail to and click on	hat student. E-Mail button	to send an e-mail to mu	ltiple students.						
al No. of Students: 7 Total No. of Guest Students: 1 Extend Access Class Attendance E-Mail Orop Students Principal	4. Clic	k on Individu	ual Grade	Report to vie	ew summary ar	nd detailed grade report.					Items Pe	r Page Vie	w All
NAME E-Mail Id Last Login Guest End Date Grade Report ID 1. 03, pk pk3@educo-int.com 9/9/2015 7:15 AM 0xxxxxx 0xxxxx 2. 1, pk Ø Ø Ø Ø 3. 1, user user1@educo-int.com 9/14/2015 2:32 AM 0xxxxx 0xxxx Ø Ø Ø 3. 1, user user1@educo-int.com 9/14/2015 2:32 AM 0xxxx 0xxxx Ø Ø Ø 4. 2, pk sk2@educo-int.com 9/14/2015 2:32 AM 0xxxx 0xxxx Ø Ø Ø 5. 2, user user2@edu.com 9/12/2014 12:34 AM 0xxxx 0xxxx Ø Ø Ø Ø 6. Rao, Aditya aditya, kudige@gmail.com 12/20/2014 2:03 AM 0xxxx I Ø Ø Ø Ø 7. RAO, ADITYA azurecom@edu.in 1/31/2015 1:17 PM 0xxxx I	al No. of S	tudents: 7	Tota	No. of Gues	t Students: 1			Extend Acces	s Class	Attendance	E-Mail Drop S	Student	
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								11 6	AD101	Aditya Rao a	ditya.kudige@gmail.com welcome		1

- Added 'Print' option under roster screen. As shown in the above snapshot.
- Click on 'Export to PDF' link to import the users list to PDF file.
- Click on 'Export to Excel' link to import the users list to excel file.

CC Login:

• Under CC login go to Manage > Export User List.

Co-EducoSoft ^{**} education & your fingertips	Welcom	ne: Prof. Stephen Hawkins Campus Coordinator
Terms Course Sections Instructors Coordinators Communication	Manage Survey Reports My Profile Support Help Logout	
ELC-GA User Export Export User List User Status Term Status Course Course All Courses Section All Sections	Institution Profile Institutional Users Access Codes Lab License Transfer Student Student Registration Test Product Manage IP-Address Manage Student Activities Manage Drop Box Rubrics Manage Trainee Instructors	Instructor View

• On click of 'Export User List' menu user will be taken to the following screen.

r Export	t								
port Us	er L	ist							
List of S	Sect	ion user	rs			_			
Terr	m S	tatus	Active 🔻						
	Co	erms ourse ction	Term 2014-1 Beginning Alg	5 jebra	• • • • • • • • • • • • • • • • • • •				
	S	tatus	All	T		Search		Print	et to PDF
	V	Sectio	n Name	F	irst Name	Last Name	Email Id	User Type Expo	rt to Excel
1.		BA 01		p	k	03	pk3@educo-int.com	Registered User	welcome
2.		BA 01		p	k	1	pk1@educo-int.com	Registered User	welcome
3.	•	BA 01		u	ser	1	user1@edu.com	Guest User	welcome
4.		BA 01		p	k	2	pk2@educo-int.com	Registered User	welcome
5.		BA 01		u	ser	2	user2@edu.com	Registered User	welcome
6.		BA 01		A	ditya	Rao	aditya.kudige@gmail.com	Registered User	welcome
7.		BA 01		A	DITYA	RAO	azurecom@edu.in	Registered User	welcome
PDF File	e:	fiel 8	iame Last Name	Fmail Id	User Type	Password	Excel File: Internet best Peptieve Deta Rever View Addition		X
BA 01		pk	03	pk3@educo-int.o	om Registered User	welcome	Construction Constructio	Conditional Format Cell Invest Delete Format Cell Invest Delete Format Cell	
BA 01 BA 01		pk user	1	pk1@educo-int.o user1@edu.com	Guest User	welcome	Clipboard G Fant G Algoment G Number G	Styles Cells Editing	-
BA 01		pk	2	pk2@educo-int.o	om Registered User	welcome	A1 • A Section Name		1
BA 01		user	2	user2@edu.com	Registered User	welcome	Section Name Ensil Name Ensil Id	User Type Password	
BA 01 BA 01		Aditya	Rao A RAO	aditya.kudige@g azurecom@edu.i	nail.com Registered User	welcome welcome	2 8A ft pk 3 pk8@educo-int.com 8 8A ft pk 1 pk8@educo-int.com 4 8A ft user 1 user1@edu.com 5 8A ft user 2 pk2@educo-int.com	Registered User welcome Registered User welcome Guest User welcome Registered User welcome	
							6 BA 40 user 2 user2@pdu.com 7 BA 40 Adbya Rao adbya.kudge@gmail.com 8 BA 40 Adbya RaO azurecom@edu.in	Registered User welcome Registered User welcome Registered User welcome	

- Select the appropriate Term, Course, Section and click on Search.
- Section users are listed and by default all the users are selected.
- Click on 'Export to PDF' link to import the users list to PDF file.
- Click on 'Export to Excel' link to import the users list to excel file.

7. Campus coordinator Term and Course List enhancements:

Term List Changes:

- Term list page now shows 'Active/Inactive' terms by default.
- You can also view the expired terms by selecting the 'Expired Term' status from the drop down list.

-EducoSoft						weicome: Prof. Stephen Ha
education @ your fingertips						Campus Coordinato
s Course Sections Instructors Coordin	ators Communication Mana	age Survey Repo	ts My Profile Supp	oort Help L	ogout	
-GA					Online Self Training 📃 A	dmin View Instructor View
m						
erm List						
List of Terms displayed						
					`	Add Term
erm Type ALL 🔻	Added Term Status Filter. E	By Default it will dis	olay all the 'Active/in	active' Term	s.	
erm Status Active/Inactive ALL	a. 15.1	5 10 I				Items Per Page View All V
Name Active Inactive	Start Date	End Date	Term Type	Status		Course Americal
Expired	9/25/2015	12/31/2015	Standard	Acuve		Course Approval
2. Term 2015-16	9/14/2015	3/31/2016	Standard	Active	800	Course Approval
3. new training term dpk1	7/27/2015	9/30/2015	Training	Active	🔎 🥒 🛅	Course Approval
4. Training Term 2015 (PK)	7/27/2015	9/30/2015	Training	Active	🔎 🦉 💭	course Approval
5. Training Term-dpk	7/27/2015	9/30/2015	Training	Active	P 🖉 🛅 🥖	Course Approval
6. Production Release Check-3/7/2015 Dpk STD	7/3/2015	10/7/2015	Standard	Active		Course Approval
7. new term june 11	6/11/2015	9/30/2015	Developmental	Active	P/2 🖬	Course Approval
8. Developmental Term 2015	12/22/2014	12/31/2015	Developmental	Active	۵ 🖉 🖓	Course Approval

Send	Course For Approval - Google Chrome	and the second discourse if the	ng Reports By South August 1	the longest							
🗋 dev	dev.educosoft.com/Course/SendCourseForApproval.aspx?TermId=2690&TermName=Term%202015-16&TermType=0										
Cour	se				Close						
Ser	nd Courses for Approval										
	Select the courses to be approved from the select the courses to be approved from the select the	om the list of courses displayed									
Nam	ne : Term 2015-16										
Cou	rses authorized during the Previous Term:	All	Search by Name:	Go	Items Per Page View All 🔻						
List	of Courses	All TERM31124PM									
	Course Name	AZURE TESTING Term 2015		Course Status							
	Basic Math	test 3		Approved							
	Beginning Algebra	Term 2014-15		Approved							
	Intermediate Algebra	TestingTerm05 TestingTerm04	1	Not Approved							
	Pre-Algebra(ELC-GA)	TestingTerm03 TestingTerm02		Not Approved							
	Basic Math 04	TestingTerm01		Not Approved							
	Basic Mathematics	2013 Aug-Dec		Not Approved							
	Geometry	Win 8 Ie 10 Test		Not Approved							
	Pre-algebra	77 Test xoomtest		Not Approved							
	AlgebraII	Course Email Test Fall 2012-13		Not Approved							
	NCERT 6th Standard		4	Not Approved							
	NCERT 7th Standard			Not Approved							
	College Algebra			Not Approved	-						

• Under Course Approval link added **'Courses authorized during the last (previous) term'** filter to view courses authorized/used during previous terms.

Course List sorting changes:

• Added course list sorting option for 'Course title' and 'Created Date'. By default courses are listed by recent created date.

Course L	ist									_	
	厚 List of Courses										
Status	In Use										
Select C	ourse Type All										
Search b	y Name	Go		Block Un-Block	Add Course		Iten	ns Pe	er Paç	Je View	r All 🔻
No. 🗖	<u>Course Title</u>	Institutional Code	Created Date	Standard Course	Status						
1. 🗆	ENGLISH: COMPOSITE COURSE		5/4/2015 2:37 AM	ENGLISH: COMPOSITE COURSE	Approved	\mathbf{P}	0				6
2. 🗆	US_Augusta Tech_RMA (Approach 1)		8/18/2014 4:13 AM	US_Augusta Tech_RMA	Approved	\mathbf{P}	0	8			6
3. 🗆	College Algebra 2014 (Approach 2)		6/23/2014 2:03 AM	Claflin College Algebra and PreCal-2014	Approved	\mathbf{P}	0				E
4. 🗆	College Algebra 2014 (Approach 1)		6/23/2014 2:01 AM	Claflin College Algebra and PreCal-2014	Approved	\mathbf{P}	0	8			6
5. 🗆	RMA approach 1	RMA 01	6/17/2014 2:15 AM	US_Augusta Tech_RMA	Approved	\mathbf{P}	0	6			B
6. 🗆	8th		4/7/2014 12:13 AM	IN-NCERT-8th Standard	Pending Approval	\mathbf{P}	0	8			6
7. 🗆	math 1	asdda	3/5/2014 11:19 PM	Basic Mathematics	Unfinished	\mathbf{P}	0				6
8. 🗆	Custom 1	INS01	3/5/2014 5:15 AM		Finished	\mathbf{P}	0				B
9. 🗆	IN_English Grade 8-2013		2/21/2014 1:02 AM	IN_English Grade 8-2013	Approved	\mathbf{P}	0	i			B
10. 🗆	IN_9th_Physics		2/21/2014 12:29 AM	IN_9th_Physics-2014	Approved		0	i			E
11. 🗆	CMAT 104		8/29/2013 10:40 PM	CMAT 104 - Algebra II	Approved	\mathbf{P}	0				6

8. Managing Teaching Assistant from Campus Co-ordinator and Alt Campus Coordinator Role.

This Feature is provides option to create and assign Teaching Assistants to Institutional Instructors.

CC Login:

• Login as CC, go to Manage > Teaching Assistants.

e Zauco Soft					Campus Coordinator
education @ your fingertips					Campus Coordinator
erms Course Sections Instructors Coordin	ators Communication I	Manage Survey Reports M	ly Profile Support He	lp Logout	
ELC-GA		Institution Profile		Online Self Training	Admin View Instructor View
		Institutional Users			
		Access Codes			
		Lab License			
		Transfer Student			
		Student Registration			
		Export User List			
		Manage IP-Address			
		Manage Student Activities			
		Manage Drop Box Rubrics			
		Manage Trainee Instructors			
		Teaching Assistants			

• User will be taken to the following screen.

Teaching Assistants			
Create Teaching Assistants			
List of teaching assistants			
			Items Per Page View All 🔻
			Add TA Search TA
No. Name	E-Mail Id		
1. tal, new	newta1@edu.com	🔎 🥒 🛅	Assign Permissions
2. Bradley, Mary	mary@swcc.edu		Assign Permissions
3. Chawdhury, Ashim	ins1@educo-int.com		Assign Permissions
4. Gilmour, David	educotestmsgs@hotmail.com		Assign Permissions
5. Hawkins, Stephen	cc1@educo-int.com		Assign Permissions
6. k, praveen	praveenk@educo-int.com		Assign Permissions
7. k, praveen	praveenk_ta_vv3u8@educo-int.com		Assign Permissions
8. k, praveen	praveenk_ta_vv3u8_ta_8uwtq@educo-int.com		Assign Permissions
9. katige, praveen	praveen.katige@gmail.com	۵ 🖉	Assign Permissions
10. King, Roxann	rking@pgcc.edu		Assign Permissions
11. King, Roxann	rking@pgcc.edu		Assign Permissions
12. King, Roxann	rking@pgcc.edu		Assign Permissions
13. Rao, Adi	ta@ecf.com	P 🖉 🛅	Assign Permissions
14. Steward, Kerrie	kstew@educo-int.com	۵ 🖉 🔎	Assign Permissions

Adding TA:

• Click on Add TA button. User will be taken to the following screen.

Add Teaching Assistant		
Add/Edit		
User Information		Save Cancel
	* E-Mail Id	ta2@educo-int.com
	* Confirm E-Mail Id	ta2@educo-int.com
	* Password	(at least 6 chars long)
	* Confirm Password	******
	Salutation	Mr. T
	* First Name	TA
	Middle Name	
	* Last Name	2
	Language	English
	Address 1	
	Address 2	
	City	
	Country	USA 🔻
	State	Alabama
	Zip Code	
	Phone	
	Mobile	(Example: 6786786786, 9845098450)
	Upload Image	Choose File No file chosen
		Save Cancel

• Enter necessary user information and click on save button. User will be taken to the following screen.

Select	Sections		🔇 Back
Instru	Ictor k, praveen		
Term			
	Section Name	Course Name	Term Name
	BA 01	Beginning Algebra	TERM 2015 (STD)
	Inactive BA Sec 01	Beginning Algebra	INACTIVE TERM 001
	Master Section	US_Augusta Tech_RMA (Approach 1)	Developemental Term 2015
	pk Section A01	Beginning Algebra	Term Check
	new d Section	Beginning Algebra	Term Check
	RBM01	Basic Mathematics	Regular Term 2015
	Master Section	Beginning Algebra	Term Check
	BA 04	Beginning Algebra	TERM 2015 (STD)
	RMA Test Sec 01	US_Augusta Tech_RMA (Approach 1)	Developemental Term 2015
	BA 03	Beginning Algebra	TERM 2015 (STD)
	RBA01	Beginning Algebra	Regular Term 2015
	Import from Master Check 1	US_Augusta Tech_RMA (Approach 1)	Developmental Term 2014
	Master Section (BA)	Beginning Algebra	TERM 2015 (STD)
		Save & Continue Save & Exit	
		(m)	

• Select the Instructor from Instructor dropdown under whom you want to assign the TA and then select the Section(s) and click on 'Save and Continue' button.

Note: It will list only those section(s) which are assigned to the selected Instructor.

• Section permission page will be displayed, as shown below.

ASSISTANTS	🖉 васк
in Permissions	
Section [BA 01 • TERM 2015 (STD) Beginning Algebra	
Select All Permission	
C Exam Papers	
Crade book	
C Modify category	
✓ Modify grade scales	
Import Master Section	
Import Your Section	
My Notes	
Assessments	
Create	
C Edit	
✓ Delete	
₩ Import	
Printing	
© Question Bank	
Drop Box	
✓ Score	
View	
S Edit	
le reports	
Respond to queres	
Mails	
Announcements	
Mark Cc to TA when student dicks on 'Contact Instructor' and sends a message	
Class Attendance	
✓ Student Group	
Edit Activity Time	
Save Save & Exit	
0	

• Set the required permission for the selected section and click on **'Save'** OR **'Save & Exist** button. User will be taken back to TA list screen.

Teaching Assistants			
Create Teaching Assistants			
Eist of teaching assistants			
			Items Per Page View All 🔻
			Add TA Search TA
No. Name	E-Mail Id		
1. 2, TA	ta2@educo-int.com		Assign Permissions
2. Bradley, Mary	mary@swcc.edu		Assign
3. Chawdhury, Ashim	ins1@educo-int.com		Assign Permissions
4. Gilmour, David	educotestmsgs@hotmail.com		Assign Permissions
5. Hawkins, Stephen	cc1@educo-int.com		Assign Permissions
6. k, praveen	praveenk@educo-int.com		Assign Permissions
or ky proveen		~ •	

- You can modify permissions by clicking on 'Assign Permissions' link corresponding to TA.
- You can also tag the existing TA's with the help of 'Search TA' button. User will be taken to following screen.

Advanced S	earch						🔇 Back
Search and	Assign						
	🔋 Search Teaching Assistant f	rom your institution a	and assign them to sections(s) ye	ou are teaching			
		Term Name	TERM 2015 (STD) 🔻				
		Email ID	praveenk@educo-int.com				
		First Name					
		Last Name					
			Search				
	Name	E-Mail Id					
	k,praveen	praveenk@educo-ir	it.com		View Profile	View Section Details	
				Continue			

- Select the term, optional: enter email Id and click on search button. It will all the TA's linked with that term.
- You can view TA Profile by clicking on View Profile link and Sections assigned, by clicking on View Section Details link.
- Click on 'Continue' button to assign the permissions.

Note: Similar to CC managing TA functionality is implemented under Alt Campus Coordinator Login.

Instructor login:

- Login as Instructor, under which you have assigned above TA
- Go to User Management > Teaching Assistant, the above TA will be listed in TA list Page.

ELC-GA				Welcome: Prof. ins 4 Instructor
Home Roster Tools Lecture Notes Assessments Resource	es Communication	User Management Reports Suppo	rt Help Logout	
		Guest Registration win View	CRC View Student View	Student Login Change Course
Teaching Assistants		Transfer Student		
Create Teaching Assistants		Student Group		
List of teaching assistants		My Prechnces		
		ing the Lines		Items Per Page View All 🔻
				Add TA Search TA
No. Name	E-Mail Id			
1. 1, ta	ta1@educo.int		🔎 🥒 💼	Assign Permissions

• Instructor can also assign/modify permissions to TA added by Campus Co-ordinator, by clicking on Assign Permission link corresponding to TA.

Note: Managing TA functionality will work as before for Instructor login.

TA login View:

educoSoft [™] ELC-GA									Welc Teac	ome: Mi hing As
ne Roster Tools Lecture Notes Assessme	nts Resources Communication User Man	agement Survey F	Reports My	Profile S	upport H	Ielp	Logo	ut		
TERM 2015 (STD) (8/6/2015 - 12/29/2015) Begin	ning Algebra 🔻 BA 01 👻					Admin	View		Stud	ent View
Welcome to EducoSoft		🖂 You have 0	unread mess	ages	<i></i>	You	have i	no ne	v anno	unceme
Courses k on "Go" to select a section. To view a section in expire	ed term, click on "+" first and then click on " Go" to selve	ect a section			My Cal	endar				
Term Name : TERM 2015 (STD)		Term	end date: 12,	29/2015	1	'oday'	s Date	e : 10,	5/201	5
Course Name	Section Name	Registered Students	Guest Students		0	ctober	Octo	her 2	2015	•
ginning Algebra	BA 01	0	0	<i>?</i>	Su	n Mon	Tue	Wed	Thu F	ri Sat
					27				1 2	3
					4	5	6	Z	8 9	10
					11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u> <u>1</u>	<u>5 17</u>
					18	<u>19</u>	20	<u>21</u>	22 2	3 24
					25	26	27	28	<u>29</u> <u>3</u>	2 31
							Ad	id Tas	c	2
					0 Task	(s) sc	hedul	ed on	10/5/	2015

9. Internal Mail enhancement:

Added search option in internal mail screen for classing received e-mails. E-Mail search includes, search by sender Name / email address OR search by subject OR search by Section name.

								Active Terms	All Sec	ctions	
Mail						- C	RESET				
Favorite Folders	Court					վել					
nbox	Search				×						
🔤 Sent Items	From						SectionName	CourseName		2	
📉 Drafts							beenominanie	Courservanie			
🕅 Deleted Items	Subject										
🖄 Responded Extern							A	Beginning Algebra	\bowtie	×	ß,
Personal folders	Section	Namo					4	Beginning Algebra		×	兩
Archived folders	Occuon	Marrie						beginning Aigeora			-
											1
Compose				CLEA	R Q		n/a	n/a	\bowtie	×	ď
Address Book	4		Administrator, Educo	9/25/2015 4:26:00 AM	Your course has been approved by Educo Admin	1	n/a	n/a		×	ď
Options	5		Administrator, Educo	9/25/2015 2:42:00 AM	Your course has been approved by Educo Admin		n/a	n/a		×	ď
Archive	✓ - Red	eived	on: Wednesday, S	eptember 23,	2015						
	6		Administrator, Educo	9/23/2015 8:18:00 AM	Your course has been approved by Educo Admin	•	n/a	n/a		×	്മ
	7		Administrator, Educo	9/23/2015 8:13:00 AM	Your course has been approved by Educo Admin	•	n/a	n/a		×	്മ
	✓ - Red	eived	on: Friday, Augus	t 28, 2015 —							
	8		Administrator, Educo	8/28/2015 1:48:00 AM	Your course has been approved by Educo Admin	•	n/a	n/a		×	ġ
	V - Rec	- eived	on Tuesday Aud	ust 25, 2015							

10. Student Guest Registration Message Changes:

• Before expiry: "You Guest status expires in three (two, one) days on (Date). Click here to Register Now" Display this message in Bold and Clear Fonts with larger bordered window.

				Home My Profile My	y Instructo	or Support U	lser Guides FAQ Logout
ELC-GA Term March	2015 Beginning Algebra A	and the second	tact Instru	ctor 🛛 : Hawkins Stephen 🕜 🗖	Vdmin View	Back to Instruc	tor Change Course
Course Tools Syllabus	Welcome to Edu	acoSoft				1	Today's Date: October 5, 2015
Tutorials Study Plan Assessments	Announcements There are no course r	l elated announcements to show in this List. <u>See all announceme</u>	nts	Courses	2015		
 Dropbox My Grade Activity Report 	Messages	e(s)		Beginning Algebra	A		**
Attendance Course FAQ Bookmarks	Tasks scheduled	See all messa	<u>qes</u>		x		
Notepad	You have 0 task(s)	You are registered into this Your guest period will expire i	class as in 14 da	s a Guest student. ay(s) on 12/27/2015	115	10/05/2015	
	Progress	Register	Now				See all assignments
		No data to display.		Due from 10/5/2015 to 10/ No Assessments Due	/11/2015	10/05/2015	See all assessments

• After expiry, display this message: "Your Guest Status has Expired, Click Here to Register Now. "This message stays on, no option to close this message. No access to anything, except to register.

			Home My Profile My I	nstructor Sup	port User Guides	FAQ Logout
ELC-GA Developmenta	al Term 2014 College Algebra 2	014 (Approach 1) CA Section 01	EX Contact Instructor : Hawkins Ste	phen 🕜 🛛 Back	to Instructor	Change Course
X Course Tools						
Syllabus						
🗰 Tutorials						
Assessments						
Dropbox						
My Grade						
Activity Report						
Section Attendance						
Course FAQ						
Bookmarks						
Notepad						
		Your Guest Stat	us has Expired			
		Register	Now			

- 11. Password option changes: Removed token password option.
- **12.** Generating class code under CC and Alt CC to facilitate smooth student registration: Class Code creation feature is added in CC/Alt CC view also. The CC should be able to create Class Codes for all instructors, and be able to create a excel file to save/print.

Follow the steps to generate class code:

• Login as CC and go to Manage > Generate Class Code.



• User will be taken to the following screen.

Class Co	16			
General	e Class Code			
厚 Sele	ct a term, instructor, course and then select the cours	e/section to which you want to generate the class cod	e and click on "Generate Class Code" butto	in.
T	Term Type Standard erm Status Active NEW TERM 2015			
	Instructor k, praveen			
	Course Beginning Algebra V			
-				Items Per Page View All
				Generate Class Code Export to Excel sheet
	Course Name	Section Name	Instructor	Class Code
1. 🗆	Beginning Algebra	Section BA01	k, praveen NY98DVM9	Generate
2. 🗆	Beginning Algebra	Master Section	k, praveen	Generate
з. 🗆	Beginning Algebra	Section BA02 (Imported from MS)	k, praveen	Generate
3. 🔲	Beginning Algebra	Section BA02 (Imported from MS)	k, praveen	Generate

• Select a term, instructor, course and then select the course/section to which you want to generate the class code and click on "Generate Class Code" button.

Class Cod	le				
Generat	e Class Code				
厚 Selec	ct a term, instructor, course and then select the course	e/section to which you want to generate the class co	le and click on "Generate Class Code" butto	in.	
	Term Type Standard				
т	erm Status Active T				
s	elect Term NEW TERM 2015	¥			
	Instructor k, praveen				
	Course Beginning Algebra 🔻				
					Items Per Page View All 🔻
				Genera	te Class Code Export to Excel sheet
	Course Name	Section Name	Instructor	Class Code	······································
1. 🔲	Beginning Algebra	Section BA01	k, praveen	NY98DVM9	Click here to export all the class code
2. 🖉	Beginning Algebra	Master Section	k, praveen	Generate	to excel sheet.
з. 💌	Beginning Algebra	Section BA02 (Imported from MS)	k, praveen	Generate	

• Alternatively CC can generate class codes of multiple course/section and can be saved in excel format by clicking on 'Export to Excel Sheet' button.

Student Registration using class code:

• Educosoft Home page > Select Portal > Register for Higher Education OR School (K-12).

HIGHER EDUCATION SCHOOL (K-12) SELF LEARNING PRODUCTS
Pagistar by antaring your access code or by paying
online.
Home > Higher Education > Register Now DOWNLOAD BROCHURE TAKE A TOUR REGISTER NOW
STUDENT REGISTRATION Do you have a Class code from your Instructor? If not, ask your instructor if he or she will be providing a class code.
State: Georgia

- Select Radio Button 'Yes, I have a class code', enter the class code (Ex: NY98DVM9) provided by your CC or Alt CC and click on Go→ button.
- Educosoft application automatically selects Institution, Term and Course based on class code entered, facilitates smooth registration process.

Note: Incase if student doesn't have class code, they can select Radio Button 'No, My course doesn't have code' and can manually select the Institution, Term and Course and continue the registration process. Similar to CC Generate Class Code functionality is implemented under Alt Campus Coordinator Login.

13. Allow instructor to enter the score of hand graded assessments even when the section is locked.

lack/Uplack Section						
ocky omock Section						
 Click on the cicon to unlock Group denotes the section has a section of 2015 (2016, 12) 	<pre></pre>	ction data an	nd the imported date	information is shown on the mouseov	er.	
	Meeting Time	Location	No of Students	Instructor	Settings for Instructor	Look I Halook for Student 🕅
1 22395	M W E 900 1015	CIT 1	27	Rico Bauermeister, Carmen	Section Lock Settings	
2 22206	M W 5 1020 1145	CIT 1	20	Dies Deutermeisten Commen	Castion Look Cattings	
2 22390	M W P 1050 1145	CITI	50	Pico Bauermeister, Carmen	Section Lock Settings	
3 23111	M W 1200 1355	M 324	40	Rivera, Elba	Section Lock Settings	
4 23197	M W 1200 1355	CIT 5	27	Quiñones, Victor	Section Lock Settings	
5 23238	M W 1400 1555	M 324	27	Rosas, Marta	Section Lock Settings	ď
6 23239	M W 2000 2155	M 324	21	García, Manuel	Section 🛄 Settings	ď
1 1 6		Sectio	on List - Google Ch	irome		× 6
dev.educosoft.com/Course/Sec	tionLockSettings.a	ispx?SecId	=41880			
Section Lock Settings						ď
Section Name : 23238	All					
Add/Edit Assessments and Grad	e book 🞯					e î
Change student(s) score						
Invrease student(s) Max Attemp	t					-
🗹 Extent student(s) due date						
	and a second					
 Edit or Remove assessment pas Student Allotted Time 	sword					e e
✓ Edit or Remove assessment pas ✓ Student Allotted Time	sword	5	Save Cance	el		6
Edit or Renove assessment pas Student Allotted Time	sword		Save Cance	ei		6 6
Edit or Remove assessment pas Student Allotted Time Graded Scores sement Title : Hand t All Scores By	Can ent	er the s	Save Cance	e graded assessments eve	n when the section is	Max Score: 100 Due Date: 10/30/2015
Edit or Renove assessment pas Student Allotted Time Graded Scores sment Title : Hand t All Scores By Internal email	Can ent	er the se	Save Cance	el graded assessments eve	n when the section is	Max Score: 100 Due Date: 10/30/2015 Import Score
Edit or RAnove assessment pas Student Allott of Time Graded Scores sment Title : Hand t All Scores By Internal email Student Corport Student	Can ent	er the so aw Score	Save Cance	el graded assessments eve	n when the section is	Max Score: 100 Due Date: 10/30/2015 Import Score
Edit or RA nove assessment pas Student Allott of Time Graded Scores sment Title : Hand t All Scores By Internal email Student 1. © COREANO RIVERA, GEORGE 2. © CORFES CASTRO, ISJAN	Adjust	er the se aw Score 78	Save Cance	el graded assessments eve bScore Attempted 78 1 71 1	Last Attempt 10/8/2015 9:31 AM 10/8/2015 9:38 AM	Max Score: 100 Due Date: 10/30/2015 Import Score Details Details
Edit or RAnove assessment pas Student Allotted Time Graded Scores sment Title : Hand t All Scores By Internal email Student . COREANO RIVERA, GEORGE 2. CORTES CASTRO, ISJAN 3. CRUZ SANTAIGO, MILIANETTE	Adjust	er the se aw Score 78	Save Cance core of hand g	el graded assessments eve score Attempted 78 1 71 1 70.00 0	Last Attempt 10/8/2015 9:31 AM 10/8/2015 9:38 AM	Max Score: 100 Due Date: 10/30/2015 Import Score Details Details Details
Edit or RAnove assessment pas Student Allotted Time Graded Scores sment Title : Hand t All Scores By Internal email Student COREANO RIVERA, GEORGE CORTES CASTRO, ISJAN CRUZ SANTAIGO, MILIANETTE DELGADO NAVARRO, MAIRIM	Adjust	aw Score 78	Save Cance core of hand g	el graded assessments evel sscore Attempted 78 1 71 1 70.00 0 0	Last Attempt 10/8/2015 9:31 AM 10/8/2015 9:38 AM	Max Score: 100 Due Date: 10/30/2015 Import Score Details Details Details Details
Edit or RAnove assessment pas Student Allott d Time Graded Scores sment Title : Hand t All Scores By Internal email Student COREANO RIVERA, GEORGE 2. CORTES CASTRO, ISJAN 3. CRUZ SANTAIGO, MILIANETTE 4. DELGADO NAVARRO, MAIRIM 5. FELICIANO BONANO, MARINETT	Adjust	aw Score 78 71 70	Save Cance core of hand g	Score Attempted 78 1 71 1 70.00 0 0 0 0 0	Last Attempt 10/8/2015 9:31 AM 10/8/2015 9:38 AM	A control of the second of the
Edit or RAnove assessment pas Student Allott d Time Graded Scores sment Title : Hand t All Scores By Internal email Student L. COREANO RIVERA, GEORGE 2. CORTES CASTRO, ISJAN 3. CRUZ SANTAIGO, MILIANETTE 4. DELGADO NAVARRO, MARINETT 5. FELICIANO BONANO, MARINETT 6. Garcia, Ana	Adjust	aw Score 78 71 70 90	Save Cance core of hand g	Score Attempted 78 1 71 1 70,00 0 90,00 0	Last Attempt 10/8/2015 9:31 AM 10/8/2015 9:38 AM	e Cocked Max Score: 100 Due Date: 10/30/2015 Import Score Details Details Details Details Details Details Details Details Details
	Adjust	aw Score 78 71 70 90	Save Cance core of hand g	sscore Attempted 78 1 71 1 70.00 0 90.00 0 90.	Last Attempt 10/8/2015 9:31 AM 10/8/2015 9:38 AM	A control cont
	Adjust	aw Score 78 71 70 90 90	Save Cance core of hand g	Score Attempted 78 1 71 1 70,00 0 90,00 0 90,00 0 90,00 0	Last Attempt 10/8/2015 9:31 AM 10/8/2015 9:38 AM	e Cocked Cocked Max Score: 100 Due Date: 10/30/2015 Import Score Details

Save Cancel

Þ

4

14. Institutional Group Admin Enhancements

Internal Mail

Now Institutional Group Admin can able to communicate with CC/Instructor and Students via Internal Mail feature

• Login as Institution Group Admin, navigate to Communication> Internal Mail, as shown

0	EducoSoft [®] education & your fingertips							V. I	/elcome: Mr. hstitutional (iga educo Group adı
						Hom	e My Prof	ile Communica	tion Surve	y Logo
								Internal	1ail ew	
Inst	itution							Announce	ments	
Ins	stitution List									
5	List of Institutions displayed.									
							[Combined Activity	Report E	-Mail
	Institution	Address	Campus Coordinator	Phone	Login	Current Term	Expires	Courses/Sections	Enrollment	Report
	Allen University	1530 Harden Street	Boatwright, Lillie	803-309-5508	8					
	GEORGIA PIEDMONT TECHNICAL COLLEGE(formerly : Dekalb Technical College)	495 North Indian Creek Drive	Nyandeh, Francis	404-297-9522 X1296	8	DTest term	1/27/2016	2/6	6	aal
						Term Check	12/31/2015	1/3	0	dili
						Term March 2015	11/25/2015	2/14	71	dild.
						term june(Std)	1/27/2016	1/4	2	dili
						Developemental Term 2015	1/20/2016	1/3	1	inii
						TERM 2015 (STD)	12/29/2015	2/24	9	dili
	ELC-GA	106-B Rock Querry	Hawkins, Stephen	800-963-3826	2	Regular Term 2015	12/31/2015	2/9	47	dili

• User will be navigated to internal mail page, default view would be Inbox, All the incoming mails will be saved in Inbox as show below, User can click on email subject to view the mail

							I	Admir	View
	Folder : I	nbox							
Mail			From	Date	Subject	SectionName	CourseName		0
4 🚞 Favorite Folders	▼- Rece	eived o	n: Wednesday, N	ovember 18, 20	15				
🚖 Inbox	1		Hawkins,	11/18/2015	welcome to educosoft	2/2	n/n		×
🛋 Sent Items	1.1		Stephen	1:25:00 AM	welcome to educosoft	n/a	ny a		
🖾 Drafts									
🗑 Deleted Items									
Personal folders									
Archived folders									
Compose									
Address Book									
Search For Address									
Options									
Archive									

• Click on Compose link to compose and send email.

Mail	Compose
4 🛅 Favorite Folders	C1@educo-int.com
🔂 Inbox	
🔜 Sent Items	U Bcc
Drafts	Subject Welcome to Educosoft
🗑 Deleted Iten's	Attachments Choose File No file chosen Upload
Personal folders	
Archived folders	
	Welcome to Educosoft
Compose	Durit
Address Book	IREgards, IGA
Search For Address	
Options	
Archive	
	Vesign ~ Preview
	Save Draft Cancel Save Outgoing Message Send a copy of mail by regular email

• All the Saved but not sent emails will be saved in Drafts & All the outgoing message sent from Institutional Group Admin account will be saved in Sent Items



Announcement:

Announcement is another important communication feature, IG Admin can send general announcements to CC/Instructor and Student assigned.

• Go to Communication> Announcement, default view would be Sent Announcements as shown.

0-Ed	uca Salt			Welco	me: Mr. iga educo
educatio	n e your fingertips			Instit	utional Group admin
			н	ome My Profile Communication	Survey Logout
				Internal Mail	ew
				Announcemer	nts
Manage y	our announcements				
	List of announcement	ts			
General A	nnouncement(s)				
Manage y	our announcements			Add Delete Items Per P	age View All 🔻
	Posted Date	Announcements	Start Date	End Date	
1. 🗆	11/17/2015	test annnouncement please ignore	11/17/2015	11/25/2015	Edit
2. 🗆	11/17/2015	IM CC	11/17/2015	11/25/2015	Edit
3. 🗆	11/17/2015	IM	11/17/2015	11/25/2015	Edit
4. 🗆	11/17/2015	IG admin Ann both	11/17/2015	11/25/2015	Edit
5. 🗆	11/17/2015	IG Announcement check IM	11/17/2015	11/25/2015	Edit

- To Add Announcement,
 - Click on Add link
 - Enter Announcement Description
 - Select Start Date and End Date
 - Select appropriate channel i.e. Student Login/Internal Mail or Both

New Announcement
New Announcement
* Description
A • 💩 • Times New • 16px • Zoom • 🖨 🏦 👗 🖕 🏝 🖺 🖹 👫 🚍 🕼 🖬 🖓 🖉 🖉 🖛 🖉
🤊 • 🖤 • 🧐 Ω • 🝠 • 🖲 💿 🗭 🖈 × 🎄 法 準 罪 扫 田 🖪 🕑 ဩ 🖾 🐼 🐨 🕂
Welcome to Educosoft
IGA Announcement
Construction Construction Construction
* Start Date : 11/18/2015 🗰 * End Date : 12/04/2015 🗰
Send Announcement To:
1 Click here to select recipients

- Once done Select Recipients by clicking on grid "Click here to select recipients"
- Select the Institution(s) and click on Add link, Added institution will be displayed in right plane
- Once done click on **Get User** link to display User Types, select recipient user types by clicking on check box corresponding to Institution. And User can also view user by clicking on View link, and **Customize** to select appropriate users

Click here to select recipients			
select institution and click on Add. Customize the Roles and/or users in the below grid to assign announcement.			
All ELC-GA GEORGIA PIEDMONT TECHNICAL COLLEGE(formerly : Deka Allen University	ELC-GA GEORGIA PIE	DMONT TECHNICAL CO	LLEGE(formerly : Deka
Add >>> << Remove.			*
Get User			
Institution Name		Instructor	Student
ELC-GA	🕑 View	Customize	View
GEORGIA PIEDMONT TECHNICAL COLLEGE(formerly : Dekalb Technical College)	View	Customize	View
Send Announcement Cancel			

• Click on Send Announcement link to send the announcement, Sent announcement will be displayed in default view as shown

Manage your announcements										
	🔁 List of announcements									
General	Announcement(s)									
Manage	your announcements			Add Delete Items Per Pa	ge View All 🔻					
	Posted Date	Announcements	Start Date	End Date						
1. (11/18/2015	Welcome to Educosoft	11/18/2015	12/4/2015	e dia					
		IGA Announcement	11/10/2015	12/4/2015	Edit					
2. (11/17/2015	test annnouncement please ignore	11/17/2015	11/25/2015	Edit					
з. (11/17/2015	IM CC	11/17/2015	11/25/2015	Edit					
4. (11/17/2015	IM	11/17/2015	11/25/2015	Edit					

IG Admin Home Enhancements

Now Course/Section Column displays number of **course assigned/section present** in the active term. Click on Course/Section link to view details.

6	Edu		ft rtips									w I	/elcome: Mr. nstitutional	. iga educ Group ad
									Hom	ie My Pro	file Commu	inica	tion Surv	ey Logo
													Admin View	
Ins	stitution													
1	nstitution	List												
6	List of Ir	stitutions	displayed.											
											Combined Act	tivity F	Report	E-Mail
	l Institut	ion			Address	Campus Coordinator	Phone	Login	Current Term	Expires	Courses/See	ctions	Enrollmen	t Report
	Allen Uni	iversity			1530 Harden Street	Boatwright, Lillie	803-309-550	3 🙎						
	GEORGI Technica	A PIEDMON I College)	NT TECHNICAL COLLEGE(form	erly : Dekalb	495 North Indian Creek Drive	Nyandeh, Francis	404-297-952 X1296	2	DTest term	1/27/2016	2/6		6	aal
									Term Check	12/31/2015	1/3		0	data
									Term March 2015	11/25/2015	2/14		71	aad
									term june(Std)	1/27/2016	1/4		2	dili
									Developemental Term 2015	1/20/2016	1/3		1	aad
									TERM 2015 (STD)	12/29/2015	2424		9	dill
	ELC-GA	S.No	Course Name		Section Name	Instru	ctor	EMail	#Students	Report	259		47	i di di
		1	Basic Mathematics	BM 01		ins1,loadtest		₩	2	abbi	1/1		0	dili
		2		Master :	Section (BA)	k,praveen		⇒⊴	0	dild	1/2		2	dill
		3		BA 01		k,praveen		÷	1	ibbi				
		4		BA 02		4,ins		-	0	data				
		5		BA 03		k,praveen		-≥~<	0	dala				
		6		BA 04		k,praveen		1	0	ibid				
		7		BA 05		Hawkins,Stephe	n	÷	2	ibili				
		8		GCC1		Hawkins,Stephe	n	1	3	data				

15. Training term changes:

- On the Trainer master section student roster page Trainees Dummy email id's (Instructor Student account email) are replaced with actual instructor Email
- Added button 'Trainee Instructors' button on student roster screen which takes trainer to 'Manage Trainee Instructor' screen.

Home Roster Tools Lecture Not	es Assessments Resources Communication User Management Reports Support Help Logout
Training Term 2015 (7/28/2015 - 9	16/2015) Beginning Algebra 🔻 Master Section 🔹 🔍 CC Wew Student Wew Student Login LCS Login
Student List	
1. Click on Student Name to 2. Click on E-Mail ID to send 3. Select multiple check boxe 4. Click on Individual Grade	add attempts, extend end date, change test time and view score for an assess an e-mail to that student. s and click on E-Mail button to send an e-mail to multiple students. Report to view summary and detailed grade report. Items Per Page View All
Total No. of Students: 2 Tota	No. of Guest Students: 0 Trainee Instructors Class Attendance E-Mail Drop Student
	E-Mail Id Last Login Guest E Grade Report
1. 🔲 katige, praveen	katige.praveen@gmail.com
Displaying i	nstructor email id, instead of my student account id.
Trainee Instructors	
Instructors List	
p List of training instructors and activities.	
lerm Training Term	005
Course Beginning Alge	zra • E-Mail Export to PDF Items Per Page View All •
NAME Last Login	Syllabus Gradebook Assessment Score Student/Vassword Announcement LO Marking Average Score
1. 🔲 Katige, praveen 7/14/2015 2:06 Al	100% 0% venty Venty Venty 50%

16. Instructor Guest Registration Enhancement: This feature allows user to verify existing student data during Student Guest Registration process, while registering new student, if Student id or Student Email id already exist , the application will ask to verify with existing Student data.

Instructor Login:

- Login as Instructor and go to User Management → Guest Registration
- Select appropriate Term, Course and Section and click on Add link.

Guest Segistration C View TA Login Student Login Change Course Subset Users Guest Segistration C C View TA Login Student Login Change Course Section No students found for the selected section My Preferences My Prefile My Prefile Term March 2015 Section Term March 2015 Section Section	6 Edu	en Calt ELC-GA		Welcome: Prof. Stephen Hawkins
Home Roster Tools Lecture Notes Assessments Resources Communication User Management Reports Support Help Logut Guest Users Guest Users Guest Suddent Group Transfer Student Student View Student Login Student Login Change Course View/Manage Guest Users No students found for the selected section Transfer Student My Preferences My Preferences My Prefile Term Term March 2015 View/Manage Guest Users My Prefile Transfer Student My Prefile Section D View/Manage Guest Users My Preferences My Prefile My Prefile	education 8	your fingertips		Instructor
Guest Registration 2 CC View TA Login Student Login Change Course Guest Users Transfe-Student Student Group Teaching Assistants My Preferences My Preferences My Preferences My Prefile Term Term March 2015 V Course Eginning Algebra Section Teams Per Page View All View All View Section D View All View Items Per Page View All View All View	Home Roster	Tools Lecture Notes Assessments Resources Communication	ser Management Reports Support Help Logout	
View/Manage Guest Users Suddent Group Image: Guest Users Suddent Group Image: Guest Users Suddent Group Image: Guest Users Taching Assistants My Preferences Image: Guest Users Image: Guest Users Image: Guest Users	Guest Users		Guest Registration 2 CC View TA Login Student View Transfer Student Charlete County	Student Login Change Course
 Select a section first and then click on 'Add' to register individual student(s) or 'Import' to register My Preferences and of two weeks. No students found for the selected section Term Status Active Term Term March 2015 Course Beginning Algebra Section D 	View/Manage	e Guest Users	Teaching Assistants	
No students found for the selected section My Profile Term Status Active ▼ Term Term March 2015 ▼ Course Beginning Algebra ▼ Section D Items Per Page View All ▼	厚 Select a se	ection first and then click on 'Add' to register individual student(s) or 'Import' to regis	My Preferences Pd of two weeks.	
Term Active Term Term March 2015 Course Beginning Algebra Section D Add Import	•	No students found for the selected section	My Profile	
Term Term March 2015 Course Beginning Algebra Section D Addd Import	Term Status	Active		
Course Beginning Algebra Section D Addd Import	Term	Term March 2015		
Section D Terms Page View All Add Import	Course	Beginning Algebra 🔻		
	Section	D		Items Per Page View All View All

• User will be redirected to below page, enter required student data, if entered Student id or Student email id already exist or associated with another user it will show an alert window.

dd Guest User					
Add/Edit					
User Information	Sa	Cancel			
	Section auto	matedev2015 College Algebra	2014 (Approach 1) Master Sectio	n	
	* Student ID GU1				
	* E-Mail Id user	945@gmail.edu			
	* Confirm E-Mail Id user	945@gmail.edu			
	* Password	(at leas	t 6 chars long)		
	* Confirm Password	•••			
	Salutation Mr.	\checkmark			
	* First Name user				
	* Last Name 945				
	This email OR StudentId is ass StudentId	ociated with another user. V FirstName	erify the user information from LastName	m the below list and confirm. EmailId	
	GU1	gu	1	gu1@edu.com	۲
			onfirm		
	Phone				
	Mobile	(Exampl	e: 6786786786, 9845098450)		
	Module Sele	ecteriodule 🗸			
	Module Sele	ect Module v			

 In this above scenario, the student id entered was already associated with other student; if Instructor wants to register the student associated with the Student Id, click on radio button () corresponding to existing student as shown below.

Existing User info				×						
This email OR StudentId is associated with another user. Verify the user information from the below list and confirm.										
StudentId	FirstName	LastName	EmailId							
GU1	gu	1	gu1@edu.com	۲						
	9	Cancel								

• Once done click on Confirm link, the existing student info will be displayed in respective fields.

Add Guest User	
Add/Edit	
User Information	Save Cancel
Section	automatedev2015 College Algebra 2014 (Approach 1) Master Section
* Student ID	GU1
* E-Mail Id	gu1@edu.com
* Confirm E-Mail Id	gu1@edu.com
* Password	•••••• (at least 6 chars long)
* Confirm Password	******
Salutation	Mr. 🗸
* First Name	gu
* Last Name	1
Language	English v
Address 1	
Address 2	
City	
Country	USA v
State	Georgia
Zip Code	
Phone	
Mobile	(Example: 6786786786, 9845098450)
Module	Select Module V
	Save Cancel

- Click on save link to complete the registration process.
- If you want to add new user, click on cancel link present on alert window, change the existing Student id/Student Email id and complete the registration.

Guest User Registration via Import Option:

- Navigate to User Management → Guest Registration
- Select appropriate Term, Course and section and Click on Import link.

Home Roster Tools Lecture Notes Assessments Reso	urces Communication (Iser Management R	eports Support	Help Logout			
	Admin View ACC View	Guest Registration	CRC View	Student View	Student Login	LCS Login	Change Course
Guest Users		Transf Transf Transf					
View/Manage Guest Users		Teaching Assistants					
Select a section first and then click on 'Add' to register individual	student(s) or 'Import' to regi:	My Preferences	iod of two weeks.				
Term Status Active V		My Profile					
Term Regular Term 2015 🗸							
Course Beginning Algebra 🗸							
Section RBA01 🗸					It	ems Per Page	View All 🗸
						Add	Import
No. Name	E-Mail Id					-	
1. 0034, id0034	id0039@gmail.com				0		
2. 0034, id0034	id0039@gmail.com			P	0		

• User will be navigated to below page, click on Browse link to upload Excel file containing student data, once done click on Import link.

• If uploaded student id is associated with other student, the user will get below alert message as shown.

Import Users	nport Users							
Import Users								
 Click on "View Format" to download the excel file to your PC. Enter student information and save the file on your PC. Click on "Browse" to select the file and then click on "Import" Please confirm that the student information is correct and you are registering the student(s) in the correct section. Click on check box to select student(s) and click on "Register" to register the students for guest period of 14 days. 								
		Select excel file : Bro	wse No file selected.	Import View Format				
	Regular Term 2015 Beginning Algebra RBA01							
*Salutation	* Student ID	* First Name	* Last Name	* Email-Address	* Password	Status		
1. 🗌 Mr. 🗸	123666604	user	495	user4955151@gmail.com	Welcome	Stu_Id in use Verify		
2. 🗌 Mr. 🗸	5268411651	user	999	user999@gmail.com	welcome			
Register Cancel								

• Click on Verify link to view student associated with that Student Id, if you want to register that student, click on Radio Button corresponding to student and click on Confirm link

Existing User info				×
This email OR StudentId i	is associated with another	user. Verify the user inforn	nation from the below list and confirm.	
StudentId	FirstName	LastName	EmailId	
123666604	user	9945	user9945@gmail.com	۲
		Confirm Cancel		

That student data will be added in respective fields.

- If you want to add new user, change the student id and student Email id and click on Register link to register the student.
- Similarly if uploaded mail id is associated with another user, the user will get below alert as shown

Import Users	nport Users							
Import Users								
 Click on "View Format" to download the excel file to your PC. Enter student information and save the file on your PC. Click on "Browse" to select the file and then click on "Import" Please confirm that the student information is correct and you are registering the student(s) in the correct section. Click on check box to select student(s) and click on "Register" to register the students for guest period of 14 days. 								
Select excel file : Browse No file selected. Import View Format								
		Regular	Term 2015 Beginning Algebra	RBA01				
Salutation	* Student ID	* First Name	* Last Name	* Email-Address	* Password	Status		
1. Mr. 🗸	945411646546515	deepak	r	deepakr@emc.com	Welcome	Mailid in use Verify		
2. 🗌 Mr. 🗸	5268411651	user	999	user999@gmail.com	welcome			
Register Cancel								

• Click on Verify link to verify student, if u want to register that student, select radio button corresponding to student and click on Confirm link

Import (Jsers								🔇 Back
Import	Users								
G	 Click on "View I Enter student inf Click on "Brows Please confirm t Click on check b 	Format" to download the excel formation and save the file on yese" to select the file and then cli hat the student information is co you to select student(s) and click	file to your PC. our PC. ck on " Import " rrect and you are re on "Register " to r	egistering the register the s	e student(s) in the students for guest	e correct sectio t period of 14 d	n. ays.		
			Select excel	file : Bro	wse No file se	elected.	Import View Format		
				Regular 1	Term 2015 Beg	ginning Algebra	RBA01		
	*Salutation	* Student ID	* First Name		* Last Name		* Email-Address	* Password	Status
1. 🗆	Mr. 🗸	945411646546515	deepak		r		deepakr@emc.com	Welcome	Mailid in use Verify
2. 🗆	Mr. 🗸	5268411651	user		999		user999@gmail.com	welcome	
					Register	Cancel			
			Existing	User info				×	
			This email	OR StudentId is ass	sociated with another user	r. Verify the user inform	ation from the below list and confirm.		
			9	5100em110 45411646546	deepak	r	deepakr@emc.com	•	
						Confirm Cancel			

Student data will be added to respective fields.

- Once done, select the student and click on Register.
- If you want to add new user, click on Cancel link, change the student id and student Email id and click on Register link to register the student.

17. Guest registration for students using class code: This feature allows students to register themselves as a Guest to a particular course with the help of Class Code. Class code is a alphanumeric, which is unique for each and every section. Class codes can be generated by Campus Co-ordinator/ Instructor as shown below

CC Login:

- Navigate to Manage → Generate Class Code
- Select Term, and click on **Generate** link corresponding to Section Name, System will generate class code, that class code can be used for student registration.
- Class code can also be generated in Instructor side also, User can navigate to User Management→ Generate Class Code to generate the class codes.

C-EducoSoft [®] education & your fingertips					Welcome: Prof. Stephen Hawkin: Campus Coordinator
Terms Course Sections Instruc	tors Coordinators Communication	lanage Survey Reports My	Profile Support Help	Logout	
ELC-GA Class Code Generate Class Code Select a term, instructor, course a Term Type Standard Term Status Active Select Term Inactive Term O Instructor All Course All	nd then select the course/section to which you T Check T T	Institution Profile Institutional Users Access Codes Lab License Transfer Student Student Registration Test Product Export User List Manage IP-Address Manage IP-Address Manage Student Activities Manage Trainee Instructors Teaching Assistants Generate Mass Code	lick on "Generate Class Code	Online Self Training Ad	oin View Instructor View
Course Name	Section Name	Instr	uctor	Generate C Class Code	lass Code Export to Excel sheet
1. Beginning Algebra	Section 4	Hawk	ns, Stephen BUOK7L	Generate	

Guest User Registration Using Class Code:

Please follow the below steps to Guest register

• In Educosoft login page, Select the Portal and click on Higher Education link. User will be redirected to Student Registration Page as shown below.



- Select the radio button "Yes, I have a Class Code", Enter the Class Code, once done click on Go→link.
- Corresponding Term and Section details will be populated, click on <u>Register As Guest</u> link to register yourself as a guest for the above course.

REGISTER NOW

STUDENT R	EGISTRATI	ON					
Do you have a Class code from your Instructor?							
If not, ask your	If not, ask your instructor if he or she will be providing a class code.						
Yes II	nave a Class	s code					
Enter the o	class code pr	rovided by your instructor (This code is different from access code purchased from					
bookstore).						
BUOK7UU	N	$G_0 \rightarrow Clear$					
Sample Cla	ss Code: Y45X						
	State:	Georgia 🔻					
	Institution:	ELC-GA V					
	Term:	Inactive Term Check					
	Course:	Beginning Algebra 🔻 View Course					
	Section:	Section 4					
Instru	uctor Name:	Stephen Hawkins					
	Location:	Not Specified					
	Time:	n/a					
	Free Time:	10:00 AM To 6:00 PM (Mon,Tue,Wed,Thu,Fri) 1:00 AM To 9:00 AM (Mon) 12:00 AM To 4:00 AM (Sat)					
		Register Register ?					

• User will be taken to **"Register Now"** page, If you are new to Educosoft, haven't registered in past, then click on **"Sign up and Continue"** link. Fill necessary information, once done click on **"Create Account and Continue"** link.

REGISTER NOW

I am new to Educosoft	I am a return	ing student
If you are a new user and you have not regi email-id with Educosoft in the past, then cl Signup and Continue.	tered your ik on If you are registered wi your email and passwor Continue Note: Your email is reg 1. You have taken a c 2. You were guest reg Email:	th Educosoft already, then enter d and click on login and sistered with Educosoft because ourse in Educosoft before. OR sistered by your instructor.
	Password:	
Signup & Continue	Logi	n & Continue
		Back
Account & Contact i	fo	
Student Information is used to	ogin to the site. Please save your pa	ssword in a safe place.
Student Id	234ABCD	
*Student First Name:	lear	
*Student Last Name:	aat100	
*Student E Mail		
*D E to V E T	sertest123@educo.edu	
"Re-Enter Your Email:	sertest123@educo.edu	
*Create a Personal Password:	(at leas	t 6 chars long)
*Re-Enter Your Password:		
*Phone:	454226621	
	reate Account and Continue]

• The above user will be registered as a Guest for a period of 14 Days (default).

Register Successfully

Thank you for Guest Registration.

An e-mail confirmation will be sent to: usertest123@educo.edu

Your login information has been sent to the email address you have entered

click here to login (Use the email and password you have provided during online registration)

• If you are a returning user, already registered in Educosoft, You can enter your login details and click on "Login and Continue" link.

Back

REGISTER NOW



Register Successfully



• User will be Guest-registered to above course for a period of 14 days.

Student Login:

• Login as Student, you will get the alert popup as shown below.

- Educo S education & your line	oft sertips				Welcome: Mr. User Test123 Guest Student
			Home My Profile	My Instructor Support	User Guides FAQ Logout
ELC-GA Inactive Ter	m Check Beginning Algebra Section 4	i i i i i i i i i i i i i i i i i i i	≢⊠ C	ontact Instructor 🏼 🧿 🗖 Admin Vie	w Change Course
Course Tools Syllabus	S Welcome to EducoSof	t		То	lav's Date: December 9, 2015
U Tutorials			Courses		
Study Plan	Announcement check -dok 07/12		Term Name : Inactiv	a Term Check	
Assessments			Beginning Algebra	Section 4	A
Uropbox		See all announcements		Section 4	2
Activity Report	Massagas				
Attendance	You have 0 unread message(s)				
Course FAQ					
Bookmarks		1		×	
🛍 Notepad	📅 Tasks scheduled	You are registered into this class	s as a Guest student.		
Print Assessment	You have 0 task(s)	Your guest period will expire in 14 Register Now	day(s) on 12/23/2015	015 12/09/2015	See all assignments
	Progress			-	

• You can click on **Register Now** link to register yourself for the course, on or before Guest Period (i.e. 14 days).