Educo Soft
Self Learning

Quick
Start
Guide

For Students

## Student Quick Start Guide CONTENTS

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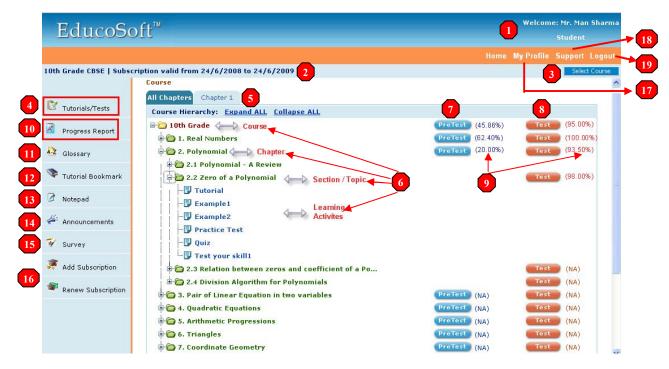
## 1.0 Logging In as a Student



- 1. Make sure you are in the correct country segment.
- 2. Select the Self Learning tab. Selected segment tab is in blue color.
  - Higher Education for Colleges and Universities
  - Schools for Middle and High Schools
  - Self Learning for individual students
- 3. Click on Subscribe Now to subscribe for an Online Tutorial Course.
- 4. Click on System Requirements to make sure your computer meets all the requirements to view learning activities and take assessments.
- 5. Enter your E-mail Id and Password and click on GO.
  - If you have forgotten your password click on **Forgot Your Password**, enter your e-mail Id and click on **Submit**. Your password will be sent to your registered e-mail.
  - If you can't remember your registered e-mail and password or have trouble logging in then click on **Support** and fill out a support form or call our technical support during business hours.



## 2.0 Understanding your Home Screen



- 1. Student Name.
- 2. Course Name and Subscription validity period.
- 3. Select course (if you have subscribed for more than one course then click on Select Course to access your second course).
- 4. Click on Tutorials/Tests to view learning activities and take test (Student default page after login).
- 5. Chapter Tabs
  - Click on All Chapter (default tab) to view the complete course hierarchy.
  - Click on Chapter X tab to view bookmarked chapter hierarchy (for ease of use and faster loading). You can also bookmark a topic for quick access in future.
- 6. Course Hierarchy
  - Course level (for course Pre Test and Test)
  - Chapter level (for chapter Pre Test and Test)
  - Section or Topic level (for topic Test)
  - Learning Activities (for learning and practicing). When you click on learning activities, a content view screen will open up.
    - o **Tutorials** (topic discussion with built in diagnostics)
    - o **Examples** (several examples on each topic)
    - o **Practice** (multiple questions with answer and immediate feedback)
    - Ouiz (test yourself on each topic, scored but not recorded)
    - o Test your skills (to improve your speed and processing skills)
- 7. Click on Pre Test to take a pre test for self-diagnosis and then go through learning activities and take a test. Pre Test scores are not counted towards your grade.



- 8. Click on Test after you have completed reviewing all learning activities. The score on each test is counted towards your grade. You can also take multiple attempts to improve your score.
- 9. Click on score (95%) to view the result page for your Pre Test and Test attempt(s).
  - (NA) Not Attempted is shown when a Pre Test or Test hasn't been attempted.
  - (100%) is shown when a Pre Test or Test attempt is completed.
  - Click on the **score** to view detail results of your attempt(s).
- 10. Click on Progress Report link to view the following information:
  - Time spent on each learning activitiy for each level.
  - Time spent on Test(s) for each level.
  - Average time spent and Total Time spent for all levels.
  - Pre Test scores for each level.
  - Test scores for each level and average score for all levels.
  - Grade for each level and final Grade.
- 11. Click on Glossary to view the list of terms with accompanying definitions (not available for some courses).
- 12. Click on Tutorial Bookmark to record the location of a learning activity for quick access in future.
- 13. Click on Notepad to view electronic notes taken on learning activities. To enter notes click on notepad icon on the bottom left hand corner of content view screen.
- 14. Click on Announcement to view announcements sent by the system administrator.
- 15. Click on Survey to take survey administered by educosoft. These surveys provide important feedback and will help us improve our product and service.
- 16. Click on Add Subscription to subscribe to another course. Click on Renew Subscription to renew subscription for the same course.
- 17. Click on My Profile to view or edit your profile. You can edit the following information:
  - Reset Password
  - Edit your Time zone
  - Edit your address and Telephone information
- 18. Click on Support to send your support request.
- 19. Click on Logout to end your session and log out.

