

# EducoSoft

## Campus Coordinator Users Guide

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# 1. EducoSoft Home

Go To “[www.EducoSoft.com](http://www.EducoSoft.com)”



The screenshot shows the EducoSoft website homepage in a Windows Internet Explorer browser window. The address bar displays "https://www.educosoft.com". The website features the EducoSoft logo with the tagline "education @ your fingertips" and the text "Online Math Courses for College & Universities". A "Select country" dropdown menu is set to "USA". The main navigation menu includes "Higher Education", "School (K-12)", and "Self Learning". Below the navigation, there is a central banner with the text "Dedicated to improving the quality of education by empowering the teacher and engaging the student through:" followed by a list of features: "Online lecture notes for teachers", "Online tutorials for students", "Practice testing with instant feedback", "Online Homework/Quizzes/Test", "Grade and activity reports", "Teacher & student communication tools", and "Textbooks compatible with online content". To the right of the banner is a "LOGIN" section with fields for "Enter Your Email" and "Forgot your password?", a "GO" button, and a "NEW STUDENT" section with a "Register Now" button. Below the banner are sections for "LATEST NEWS" and "TESTIMONIALS". The footer contains copyright information: "Copyright © 2005-2009 Educo International Inc. All rights reserved | Sitemap | Privacy Policy | Terms of Use | Links".

# 1. Campus Coordinator Login

- To Login as a campus coordinator
  - Enter your e-mail ID
  - Enter your password
  - Click Go

Enter your  
e-mail ID,  
password and,  
Click Login

The screenshot displays the EducoSoft website interface. At the top left is the EducoSoft logo with the tagline 'education @ your fingertips'. The main navigation bar includes 'Higher Education', 'School (K-12)', and 'Self Learning'. Below this, there are sub-navigations for 'Product Info', 'Features', 'Support', and 'Contact Us'. The central content area features a large image of students in a classroom and a text box stating: 'Dedicated to improving the quality of education by empowering the teacher and engaging the student through:' followed by a list of features: 'Online lecture notes for teachers', 'Online tutorials for students', 'Practice testing with instant feedback', 'Online Homework/Quizzes/Test', 'Grade and activity reports', 'Teacher & student communication tools', and 'Textbooks compatible with online content'. To the right, the 'LOGIN' section is visible, with the 'Enter Your Email' input field circled in red. Below the input field is a 'GO' button. Further down, there are sections for 'NEW STUDENT' with a 'Register Now' button, and 'Popular Resources' including 'Getting Started', 'System Requirements', and 'FAQ's'. The footer contains copyright information: 'Copyright © 2005-2009 Educo International Inc. All rights reserved | Sitemap | Privacy Policy | Terms of Use | Links'.

# 1. Campus Coordinator Home Page (1/2)



- 1 **User Name**
- 2 **Terms - To view list of terms and add a new term.**
- 3 **Course - To view list of courses and add a new course**
- 4 **Sections - To view list of sections and add a new section.**
- 5 **Instructors - To view list of instructors for your institution and add a new instructor.**
- 6 **Alt Coordinator - To add additional coordinators for regular or lab term**
- 7 **Communication - To access communication tools such as internal mail, announcements, and discussion forum.**
- 8 **Manage - To manage users, get license for access codes and transfer students**

## 2. Campus Coordinator Home Page (2/2)

The screenshot shows the EducoSoft Campus Coordinator Home Page. The header includes the EducoSoft logo and a navigation menu with 14 items: Terms, Course, Sections, Instructors, Alt Coordinator, Communication, Manage, Survey, Reports, My Profile, Support, FAQ, and Logout. A welcome message for Mr. Man Sharma is displayed. A secondary navigation bar contains 'ELC-CA', 'Online Self Training', and 'Instructor View'.

9 **Survey - To develop surveys**

10 **Reports - View institution reports**

11 **My Profile - View and edit your profile**

12 **Support - Send an issue or an enquiry to Educo support**

13 **FAQ - To view frequently asked questions**

14 **Logout - To logout**

15 **Institution Name**

16 **Online self training guide**

17 **CC / Instructor View – Switch to CC / Instructor View**



1. Login and Campus Coordinator Page

-  **2. Creating a Term**

3. Creating Course (s)

4. Creating Section (s)

5. Adding Instructors

6. Alt Coordinator

7. Communication Tools

8. Manage Users

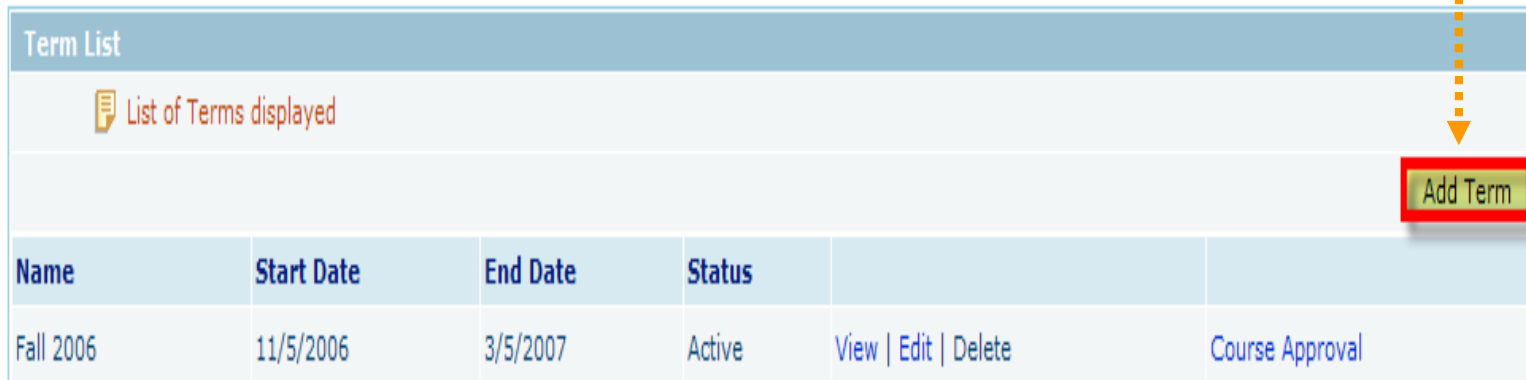
## 2. Create a Term (2/7)

Terms Course Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

Use this function to View/Create Term (Quarter / Semester).

- Click “**Add Term**” to create a new term.



Term List

List of Terms displayed

Name	Start Date	End Date	Status		
Fall 2006	11/5/2006	3/5/2007	Active	View   Edit   Delete	Course Approval

## 2. Create Term (3/7)

Terms Course Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- Following \* information is required to create a new term.
  - **\*Term:** Select standard for normal registration and Lab for registration through Lab License. For a lab license term, student can only register from the registered lab or location.
  - **\*Name:** Enter an appropriate description of the term such as Winter 2007.
  - **\*Start Date:** Select the term beginning date
  - **\*End Date:** Select the term ending date (**PS: Term cannot be more than 5 months**)
  - **\*Save:** Clicking on Save button will create a new term. You may now click on the Terms link in the menu bar to display terms that have been created so far.

### Term

Add Term	
Term	Standard
* Name	<input type="text"/>
* Start Date	<input type="text"/>
* End Date	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Fields with an \* are required to create a new term.



## 2. View Created Term (4/7)

**Terms** Course Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- You may now click on “Terms” item in the menu bar to view the term just created.

Term List

List of Terms displayed

**New term created** [Add Term](#)

Name	Start Date	End Date	Status		
Fall 2006	11/5/2006	3/5/2007	Active	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Course Approval</a>
Fall 2006	11/5/2006	3/5/2007	Active	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Course Approval</a>
Spring 2007	1/1/2007	4/5/2007	Active	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Course Approval</a>

## 2. Create Term– Course Approval (5/7)

Terms Course Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

Once the term is created, Click “Course Approval” link to view the list of courses created earlier for approval from Educo.

Term List					
List of Terms displayed					
					<a href="#">Add Term</a>
Name	Start Date	End Date	Status		
Fall 2006	11/5/2006	3/5/2007	Active	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Course Approval</a>
Fall 2006	11/5/2006	3/5/2007	Active	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Course Approval</a>
Spring 2007	1/1/2007	4/5/2007	Active	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Course Approval</a>

## 2. Create Term - Course Approval (6/7)

Terms Course Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- **Select the courses to be approved from the list of courses displayed.**

Select the courses to be approved

Click "Send Courses for Approval", and courses will be approved by Educo within 24 hours.

Send Courses for Approval

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

Name Spring 2007

List of Courses

Course Name	Course Status
<input checked="" type="checkbox"/> Basic Math1(Book Based)	Not Approved
<input checked="" type="checkbox"/> Beginning Algebra (Custom Course)	Not Approved
<input type="checkbox"/> Basic Math_111	Not Approved

Send Courses for Approval

## 2. Create Term - Course Approval (7/7)

Terms Course Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- Once you click “Send Courses for Approval”, Course status will be changed to “Sent for Approval”.

Send Courses for Approval

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

Name

List of Courses

	Course Name	Course Status
<input type="checkbox"/>	Basic Math1(Book Based)	Sent for Approval
<input type="checkbox"/>	Beginning Algebra (Custom Course)	Sent for Approval
<input type="checkbox"/>	Basic Math_111	Not Approved

Send Courses for Approval

- Course status will change to “Approved” once the courses are approved by Educo.

Send Courses for Approval

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

Name Spring 2007

List of Courses

	Course Name	Course Status
<input type="checkbox"/>	Basic Math1(Book Based)	Approved
<input type="checkbox"/>	Beginning Algebra (Custom Course)	Approved
<input type="checkbox"/>	Basic Math_111	Not Approved

Send Courses for Approval

**Courses Approved by Educo**



1. Login and Campus Coordinator Page

2. Creating a Term

-  3. **Creating Course (s)**

4. Creating Section (s)

5. Adding Instructors

6. Alt Coordinator

7. Communication Tools

8. Manage Users

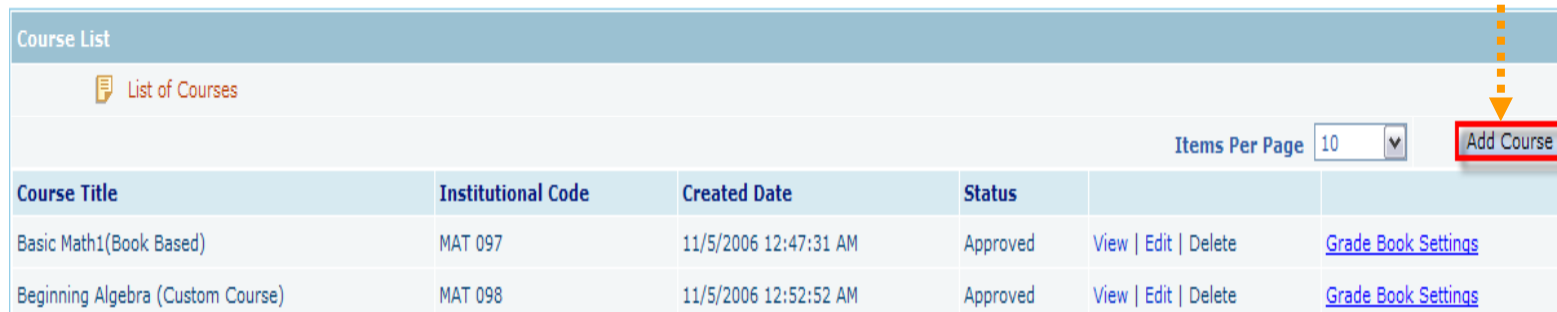
## 3. Create New Course (1/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

Use this function to View/Create Courses.

- Click “Add Course” to create a new course.



Course List

List of Courses

Items Per Page 10

Course Title	Institutional Code	Created Date	Status		
Basic Math1(Book Based)	MAT 097	11/5/2006 12:47:31 AM	Approved	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Grade Book Settings</a>
Beginning Algebra (Custom Course)	MAT 098	11/5/2006 12:52:52 AM	Approved	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Grade Book Settings</a>

- There are two types of courses that you can create:
  - A. Book Based Course | B. Custom Course

## 3.1 Create Book Based Course (2/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- To create a **Book Based Course**: Step 1
- Select “Course Type” (Book Based Course), “Language”, “Textbook”, “Course”.
- Enter Course Title (e. g. Basic Math), Institutional Code (e.g. Math 005), Course Description (Optional), keywords (Optional).
- Click Continue to see the created course.

### Course

Create Course	
Course Type	Standard Course ▾
Course	Basic Mathematics ▾ <a href="#">View</a>
* Course Title	Basic Mathematics
Select GradeBook Template	Institution ▾
<small>(Note: Selection box will show the list of Default templates created by 'Educsoft'. You can also customize these default settings as per your need under 'GradeBook' option in Instructor Login)</small>	
Institutional Code	MAT 005
Course Description	<input type="text"/>
Keywords	<input type="text"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

Hierarchy	<a href="#">Expand ALL</a>	<a href="#">Collapse ALL</a>
Basic Mathematics		
1. Whole Numbers		
2. Factors and Multiples		
3. Fractions		
4. Decimals		
5. Ratio and Proportion		
6. Percents		
7. Tables and Graphs		
8. Measurements		
9. Basic Geometry		
10. Integers, Exponents and Order of Operations		

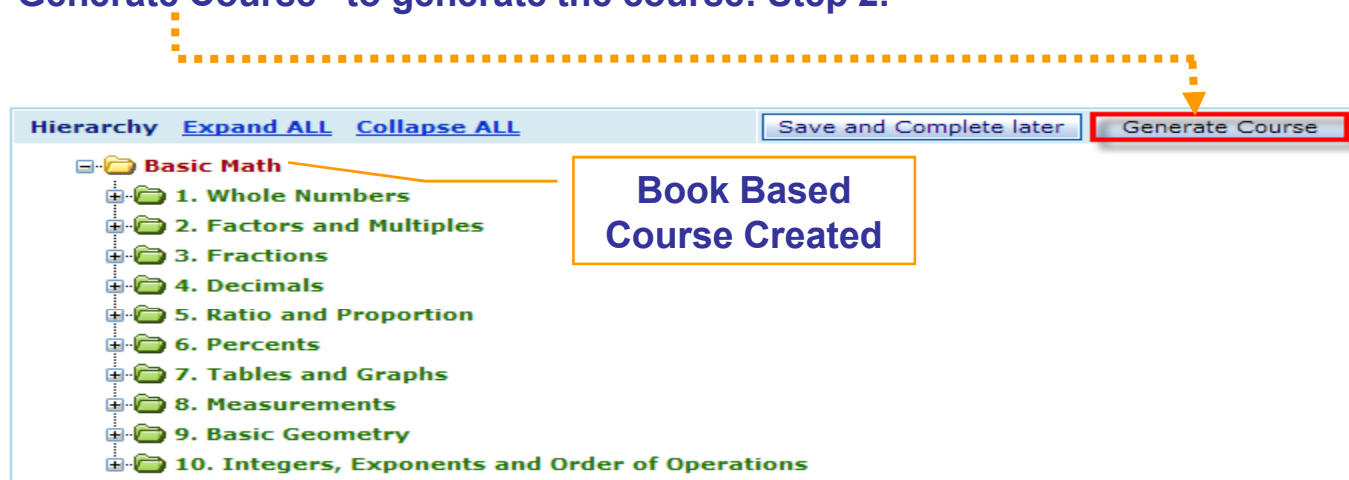
## 3.1 Create Book Based Course (3/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

Once the book Based Course is created, You will see complete hierarchy of the selected course.

- Click “Generate Course” to generate the course: Step 2.

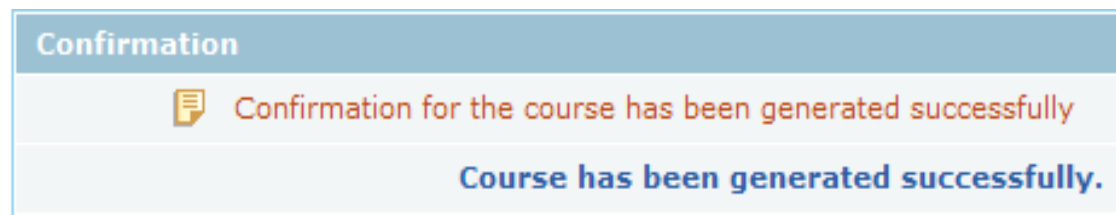


The screenshot shows a web interface for creating a course. At the top, there are buttons for 'Hierarchy', 'Expand ALL', and 'Collapse ALL'. To the right are buttons for 'Save and Complete later' and 'Generate Course'. The 'Generate Course' button is highlighted with a red border. Below these buttons is a tree view of course topics under the heading 'Basic Math':

- 1. Whole Numbers
- 2. Factors and Multiples
- 3. Fractions
- 4. Decimals
- 5. Ratio and Proportion
- 6. Percents
- 7. Tables and Graphs
- 8. Measurements
- 9. Basic Geometry
- 10. Integers, Exponents and Order of Operations

An orange dashed arrow points from the 'Generate Course' button to a box containing the text 'Book Based Course Created'.

- Following message will appear after you click “Generate Course”.



The confirmation message box has a title bar 'Confirmation'. Below the title bar is a message icon and the text 'Confirmation for the course has been generated successfully'. At the bottom of the box, the text 'Course has been generated successfully.' is displayed in a larger font.



## 3.1 Create Course - Course Approval (4/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- Once the course is created successfully, Click on “Terms” link to seek approval from educo for the courses created.

Term List						
List of Terms displayed						
						<a href="#">Add Term</a>
Name	Start Date	End Date	Status			
Fall 2006	11/5/2006	3/5/2007	Active	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>		Course Approval
Fall 2006	11/5/2006	3/5/2007	Active	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>		Course Approval
Spring 2007	1/1/2007	4/5/2007	Active	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>		Course Approval

## 3.1 Create Course - Approval (5/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- **Select the courses to be approved from the list of courses displayed.**

Send Courses for Approval

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

Name Spring 2007

List of Courses

	Course Name	Course Status
<input type="checkbox"/>	Basic Math1(Book Based)	Sent for Approval
<input type="checkbox"/>	Beginning Algebra (Custom Course)	Sent for Approval
<input type="checkbox"/>	Basic Math_111	Not Approved
<input checked="" type="checkbox"/>	Basic Math	Not Approved

Send Courses for Approval

Click "Send Courses for Approval", and courses will be approved by Educo within 24 hours.

Select the courses to be approved

## 3.1 Create Course - Approval (6/16)

Terms Course Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- Once you click “Send Courses for Approval”, Course status will be changed to “Sent for Approval”.

Send Courses for Approval

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

Name

List of Courses

	Course Name	Course Status
<input type="checkbox"/>	Basic Math_111	Not Approved
<input type="checkbox"/>	Basic Math	Sent for Approval
<input type="checkbox"/>	Beg. Algebra	Not Approved

Send Courses for Approval

- Course status will change to “Approved” once the courses are approved by Educo.

Send Courses for Approval

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

Name Spring 2007

List of Courses

	Course Name	Course Status
<input type="checkbox"/>	Basic Math_111	Not Approved
<input type="checkbox"/>	Basic Math	Approved
<input type="checkbox"/>	Beg. Algebra	Not Approved

Send Courses for Approval

**Courses Approved by Educo**

## 3.2 Create Custom Course (7/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- To create a Custom Course.
- Select “Course Type” (Custom Course), “Language”.
- Enter Course Title (e. g. Beg. Algebra), Institutional Code (e.g. Math 006), Course Description, keywords.
- Click Continue to add content.

### Course

Create Course	
Course Type	Custom Course ▾
* Course Title	Basic Mathematics
Select GradeBook Template	Institution ▾
<small>(Note: Selection box will show the list of Default templates created by 'Educosoft'. You can also customize these default settings as per your need under 'GradeBook' option in Instructor Login)</small>	
Institutional Code	MAT 005
Course Description	
Keywords	
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

## 3.2 Create Custom Course (8/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- First you need to create Levels in order to add the content.
  1. To Add Levels (Chapters), check in front of the title of the course.
  2. Over on the right side, select Levels
  3. Enter No. of Levels. (e. g. 5)
  4. Click “Add” and add levels window will pop-up to add the levels.

The screenshot shows the 'Course creation' interface. On the left, a tree view shows the course hierarchy with 'Beg. Algebra' checked. A callout box points to this checkmark with the text: 'Check in front of the title of the course to add content'. In the center, a pop-up window titled 'Add Level' is open, showing a list of chapter input fields (Chapter 1 to Chapter 5) and 'Submit' and 'Cancel' buttons. A callout box points to the 'Submit' button with the text: 'Click Submit to see created levels'. On the right, the main interface shows a 'Levels' dropdown menu, a text input field containing '5', and an 'Add' button. Callout boxes point to these elements with the text: 'Select the levels', 'Enter No. of levels', and 'Click Add to add the levels'. Below the 'Add' button are 'Import', 'Edit', and 'Delete' buttons, and a 'Move No. of Position' field with up/down arrows. At the bottom of the main interface are 'Save and Complete later', 'Preview', and 'Generate Course' buttons.

## 3.2 Create Custom Course (9/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

Second, you need to create levels (Sections) for each Chapter.

1. To Add Levels (Sections), make a check mark in front of a chapter.
2. Over on the right side, select Levels
3. Enter No. of Levels. (e. g. 3)
4. Click “Add” and add levels window will pop-up to add the levels.

The screenshot displays the 'Course creation' interface. On the left, a 'Hierarchy' tree shows 'Beg. Algebra' with 'Chapter 1' checked. A callout box points to this tree with the text: 'Check the title of the Chapter to add sections'. In the center, a pop-up window titled 'Add Level - Windows Internet E...' is open, showing three input fields for 'Section 1', 'Section 2', and 'Section 3', and 'Submit' and 'Cancel' buttons. A callout box points to the 'Submit' button: 'Click Submit to see created levels'. On the right, the 'Levels' dropdown menu is open, showing 'Enter No. of Levels 3'. A callout box points to this dropdown: 'Select "Levels" to add levels'. Another callout box points to the 'Add' button: 'Click Add to add the levels'. A third callout box points to the 'Enter No. of Levels 3' field: 'Enter No. of levels'. Below the 'Add' button, there are buttons for 'Import', 'Edit', 'Delete', 'Move No. of Position', 'Save and Complete later', 'Preview', and 'Generate Course'.

## 3.2 Create Custom Course (10/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- Third, you need to import Objectives under each section.
  1. To import Objectives, check the section.
  2. Over on the right side, select levels
  3. Click on Import to import objective(s) under the selected section.

The screenshot shows the 'Course creation' interface. On the left, a tree view shows the course hierarchy: 'Beg. Algebra' (expanded), 'Chapter 1' (expanded), 'Section 1' (checked), and 'Section 2'. On the right, the 'Levels' dropdown menu is open, showing 'Levels' selected. Below it, there is an 'Enter No. of Levels' input field, an 'Add' button, an 'OR' button, and an 'Import' button. A callout box points to the 'Levels' dropdown with the text 'Select "Levels" to add levels'. Another callout box points to the 'Import' button with the text 'Click Import to add the content'. In the foreground, a 'Windows Internet Explorer' window titled 'ImportLO' is open, showing a table of courses to import. A callout box points to the 'Basic Mathematics' row with the text 'Select the course from which you want to import the objective.'.

**Course creation**

Hierarchy [Expand ALL](#) [Collapse ALL](#)

Course Title : Beg. Algebra

Beg. Algebra

Chapter 1

Section 1

Section 2

Levels

Enter No. of Levels

+ Add OR

Import

**ImportLO - Windows Internet Explorer**

http://educosoft.com/ecf/Course/ImportLO.aspx?OpType=IMPORT&NodeType=0&NodeId=24624&LOId=-1&CompType=L&frmPage=CRLevel

**Course**

Import

Keywords

Course Name	Course Code	Created Date	Keywords
Basic Mathematics	1001	2/15/2006 12:43:24 PM	Whole Numbers, Fractions, Decimals, Percents, Integers, Basic Geometry, and Measurements
Beginning Algebra	1004	2/16/2006 11:43:10 AM	Pre-algebra review, linear equations in one variable, Linear equations in two variables, system of linear equations, Polynomials, Rational functions, Roots, and Quadratic Equations
Basic Math (DP)	007	11/2/2006 10:50:03 AM	

## 2.2 Create Custom Course (11/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- Select the objective to import it to the custom course.
- Click “Import” to import all the learning activities under the objective.

**Selected Course Map**

Select the level to be imported.

**Selected Course :** Basic Mathematics

Select the Course level and click on Import

[Expand ALL](#) [Collapse ALL](#)

- Basic Mathematics
  - 1. Whole Numbers
    - 1.1 Place Value System
      - 1.1.1 Determining Place Values in Whole Numbers
      - 1.1.2 Expressing Whole Numbers in Words
    - 1.2 Expanded Form, Inequalities, and Rounding of W...
    - 1.3 Addition and Subtraction of Whole Numbers
    - 1.4 Multiplication and Division of Whole Numbers
    - 1.5 Exponents, Order of Operations, and Averages
  - 2. Factors and Multiples
  - 3. Fractions
  - 4. Decimals
  - 5. Ratio and Proportion
  - 6. Percents
  - 7. Tables and Graphs
  - 8. Measurements
  - 9. Basic Geometry
  - 10. Integers, Exponents and Order of Operations

**Import**



## 2.2 Create Custom Course (12/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- **View imported Objective.**

The screenshot displays the 'Course creation' interface. On the left, a tree view shows the course hierarchy: 'Beg. Algebra' (Course Title) contains 'Chapter 1', which contains 'Section 1', which contains '1.1.1 Determining Place Values in Whole Numbers'. This item is highlighted in yellow. Below it are 'Tutorial', 'Example1', 'Example2', 'Example3', 'Example4', 'Practice Test', 'Homework', and 'Quiz'. 'Section 2' is also visible. On the right, a control panel for the selected item includes a 'Select' dropdown, 'Enter No. of Levels' input, '+ Add OR' button, 'Import' button, 'Edit' button, 'Delete' button, 'Move No. of Position' input, 'Back to My Courses' button, and 'Preview' button. A text box with an orange border points to the '1.1.1' item, containing the text: 'Imported Objective. You may now edit the title of the imported objective, or delete the listed learning activities that you do not want.'

## 3.2 Create Custom Course

(13/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- Once the Levels and Learning Objects are added,
- Click “Generate Course” link to generate the course.

The screenshot displays the 'Course creation' interface. On the left, a tree view shows the course hierarchy: 'Beg. Algebra' (checked) with sub-items 'Chapter 1' through 'Chapter 5'. The 'Course Title' is 'Beg. Algebra'. On the right, a control panel includes a 'Select' dropdown, an 'Enter No. of Levels' input field, and buttons for '+ Add', 'OR', 'Import', 'Edit', and 'Delete'. Below these are 'Move No. of Position' controls and buttons for 'Save and Complete later', 'Preview', and 'Generate Course'. The 'Generate Course' button is highlighted with a red border. A dashed orange arrow points from the 'Generate Course' button to a confirmation message box at the bottom left.

**Course creation**

Hierarchy [Expand ALL](#) [Collapse ALL](#)

Course Title : Beg. Algebra

- [-]  **Beg. Algebra**
  - [+]  Chapter 1
  - [+]  Chapter 2
  - [+]  Chapter 3
  - [+]  Chapter 4
  - [+]  Chapter 5

Select

Enter No. of Levels

+ Add OR

Import

Edit

Delete

Move No. of Position  ▲ ▼

Save and Complete later

Preview

**Generate Course**

**Confirmation**

Confirmation for the course has been generated successfully

Course has been generated successfully.

## 3.2 Create Custom Course (14/16)

Terms **Course** Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- Once the course is created successfully, Click on “Terms” link to seek approval from Educo for the course created.

Term List						
List of Terms displayed						
						<a href="#">Add Term</a>
Name	Start Date	End Date	Status			
Fall 2006	11/5/2006	3/5/2007	Active	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>		Course Approval
Fall 2006	11/5/2006	3/5/2007	Active	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>		Course Approval
Spring 2007	1/1/2007	4/5/2007	Active	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>		Course Approval

## 3.2 Create Custom Course (15/16)

Terms Course Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- **Select the course(s) to be approved from the list of courses displayed.**

Send Courses for Approval

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

Name Spring 2007

List of Courses

Course Name	Course Status
<input type="checkbox"/> Basic Math1(Book Based)	Sent for Approval
<input type="checkbox"/> Beginning Algebra (Custom Course)	Sent for Approval
<input type="checkbox"/> Basic Math_111	Not Approved
<input checked="" type="checkbox"/> Beg. Algebra	Not Approved

Send Courses for Approval

Click "Send Courses for Approval", and courses will be approved by Educo within 24 hours.

Select the courses to be approved

## 3.2 Create Custom Course (16/16)

Terms Course Sections Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- Once you click “Send Courses for Approval”, Course status will be changed to “Sent for Approval”.

Send Courses for Approval

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

Name Spring 2007

List of Courses

	Course Name	Course Status
<input type="checkbox"/>	Basic Math_111	Not Approved
<input type="checkbox"/>	Basic Math	Sent for Approval
<input type="checkbox"/>	Beg. Algebra	Sent for Approval

Send Courses for Approval

- Course status will change to “Approved” once the courses are approved by Educo.

Send Courses for Approval

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

Name Spring 2007

List of Courses

	Course Name	Course Status
<input type="checkbox"/>	Basic Math_111	Not Approved
<input type="checkbox"/>	Basic Math	Not Approved
<input type="checkbox"/>	Beg. Algebra	Approved

Send Courses for Approval

Courses Approved by Educo



1. Login and Campus Coordinator Page

2. Creating a Term

3. Creating Course (s)

-  **4. Creating Section (s)**

5. Adding Instructors

6. Alt Coordinator

7. Communication Tools

8. Manage Users

## 4. Create a Section (1/3)

Terms Course **Sections** Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- Select a term (by default all active/inactive terms are listed)
- Select a course
- Enter the number of sections and Click on “Go”.

### Section

**Section List**

List of Sections displayed. Select the Term and Course to get the list of Sections

Term Type: Standard

Select Term: CAU Workshop  Active/Inactive  Expired  All

Select Course: Calculus I & II Add Section(s)

No.	Section Name	Meeting Time	Location	No of Students	Instructor	Master Section		
1.	Calculus I & II			1	Study, K	No	Edit	Delete

Select Term and Course to a create a section

## 4. Create a Section (2/3)

Terms Course **Sections** Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- Enter Section Name, Meeting Times and, Location.
- Select an Instructor who is teaching this section.
- Click on Save to create section(s)

### Section

**Section List**

List of Sections displayed. Select the Term and Course to get the list of Sections

Term Type: Standard

Select Term: CAU Workshop  Active/Inactive  Expired  All

Select Course: Calculus I & II Add Section(s) 99

No.	Section Name	Meeting Time	Location	No of Students	Instructor	Master Section
1.	Calculus I & II			1	Study, K	No
2.	<input type="text" value="Calculus I &amp; II CRN 187603"/>	<input type="text" value="09:00 AM To 10:00 AM"/>	<input type="text" value="Bldg A Rm.234"/>		<input type="text" value="Sharma, Man"/>	No
3.	<input type="text" value="Calculus I &amp; II CRN 155687"/>	<input type="text" value="3:00 PM To 04:45 PM"/>	<input type="text" value="Bldg C Rm.106"/>		<input type="text" value="Study, K"/>	No
4.	<input type="text" value="Calculus I &amp; II CRN 980892"/>	<input type="text" value="11:00 AM To 12:00 PM"/>	<input type="text" value="Bldg A Rm.234"/>		<input type="text" value="Sharma, Man"/>	No
5.	<input type="text" value="Calculus I &amp; II CRN 34552"/>	<input type="text" value="06:00 PM To 07:30 PM"/>	<input type="text" value="Bldg C Rm.106"/>		<input type="text" value="Study, K"/>	No



## 4. Create a Section (3/3)

Terms Course **Sections** Instructors Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

Clicking on Save button will create a new section. You may now click on “Sections” items in the menu bar will display the new sections.

### Section

Section List								
List of Sections displayed. Select the Term and Course to get the list of Sections								
Term Type		Standard						
Select Term		CAU Workshop		<input checked="" type="radio"/> Active/Inactive		<input type="radio"/> Expired		<input type="radio"/> All
Select Course		Calculus I & II		Add Section(s)		<input type="checkbox"/> Go		Assign Master Section
No.	Section Name	Meeting Time	Location	No of Students	Instructor	Master Section	Edit	Delete
1.	Calculus I & II			1	Study, K	No	Edit	Delete
2.	Calculus I & II CRN 187603	09:00AM To 10:00AM	Bldg A Rm.234	0	Sharma, Man	No	Edit	Delete
3.	Calculus I & II CRN 155687	03:00PM To 04:45PM	Bldg C Rm.106	0	Study, K	No	Edit	Delete
4.	Calculus I & II CRN 980892	11:00AM To 12:00PM	Bldg A Rm.234	0	Sharma, Man	No	Edit	Delete
5.	Calculus I & II CRN 34552	06:00PM To 07:30PM	Bldg C Rm.106	0	Study, K	No	Edit	Delete

Newly Created Sections



1. Login and Campus Coordinator Page

2. Creating a Term

3. Creating Course (s)

4. Creating Section (s)

- 5. Adding Instructors**



6. Alt Coordinator

7. Communication Tools

8. Manage Users

## 5. Add Instructors (1/3)

Terms Course Sections **Instructors** Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

Use this function to View/ Add Instructors.

- Click on “Add Instructor”

### Instructor

**Instructor List**

List of Instructors. Click on 'Add Instructor' to Add an Instructor.

Search

Items Per Page

No.	Name	E-Mail Id		Assign Permissions	Term Permissions
1.	Chawdhury, Ashim	ins1@educu-int.com	View   Edit   Delete		
2.	Sharma, Man	cc2@educu-int.com	View   Edit   Delete		
3.	Sinthoju, Giri	ins3@educu-int.com	View   Edit   Delete		
4.	Study, K	soft123@educu-int.com	View   Edit   Delete	Assign Permissions	Term Permissions

## 5. Add Instructors (2/3)

Terms Course Sections **Instructors** Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- Following information is required to Add new Alt Coordinator.
- Time Zone, Valid E-Mail Id, Password, First Name and, Last Name.
- Click Save to add the instructor into your instructors list.

### Add Instructor

The screenshot shows a web form titled "Add Instructor". The form contains the following fields and controls:

- Time Zone:** A dropdown menu showing "(GMT-08:00) Pacific Time (US & Canada)".
- E-Mail Id:** A text input field containing "educosoft@yahoo.com".
- Confirm E-Mail Id:** A text input field containing "educosoft@yahoo.com".
- Password:** A text input field with masked characters "\*\*\*\*\*" and a note "(at least 6 chars long)".
- Confirm Password:** A text input field with masked characters "\*\*\*\*\*".
- Salutation:** A dropdown menu showing "Prof.".
- First Name:** A text input field containing "James".
- Middle Name:** An empty text input field.
- Last Name:** A text input field containing "Scott".
- Language:** A dropdown menu showing "English".
- Address 1:** A text input field containing "123 Rope Rd" with up/down arrow buttons.
- Address 2:** An empty text input field with up/down arrow buttons.
- City:** A text input field containing "North Park".
- State:** A dropdown menu showing "California".
- Zip Code:** A text input field containing "10009".
- Country:** A dropdown menu showing "USA".
- Phone:** A text input field containing "818-789-9023".
- Mobile:** A text input field with a note "(Example: 6786786786, 9845098450)".
- Act as Alt Campus Coordinator(ACC):** A checkbox that is checked.
- Upload Image:** A text input field with a "Browse..." button.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

A red asterisk is placed to the left of the "E-Mail Id", "Confirm E-Mail Id", "Password", "Confirm Password", "Last Name", "Language", "Address 1", "City", "State", "Zip Code", and "Country" fields. An orange arrow points from a text box on the right to this asterisk.

\* Indicates  
required fields

## 5. Add Instructors (3/3)

Terms Course Sections **Instructors** Alt Coordinator Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

- You may now click on Instructors link in the menu bar to display Instructors that have been created so far.

**Instructor**

**Instructor Added**

**Instructor List**

List of Instructors. Click on 'Add Instructor' to Add an Instructor.

Search

Items Per Page

No.	Name	E-Mail Id		Assign Permissions	Term Permissions
1.	Chawdhury, Ashim	ins1@educo-int.com	View   Edit   Delete		
2.	Scott, James	educosoft@yahoo.com	View   Edit   Delete	Assign Permissions	Term Permissions
3.	Sharma, Man	cc2@educo-int.com	View   Edit   Delete		
4.	Sinthoju, Giri	ins3@educo-int.com	View   Edit   Delete		
5.	Study, K	soft123@educo-int.com	View   Edit   Delete	Assign Permissions	Term Permissions



1. Login and Campus Coordinator Page

2. Creating a Term

3. Creating Course (s)

4. Creating Section (s)

5. Adding Instructors

-  **6. Alt Coordinator**

7. Communication Tools

8. Manage Users

## 6. Alt Coordinator (2/3)

Terms Course Sections Instructors **Alt Coordinator** Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

Assign an additional coordinator for a regular term or a lab coordinator for the management of a lab term (for lab licenses)

Alt Coordinators can be assigned on a term by term bases and can have full are limited access

Click to add Alt Coordinator

**Alt Coordinator**

Alt Coordinator

List of Alt Coordinator. Click on 'Add Alt Coordinator' to add an Alt Coordinator

Search User  Go

Items Per Page View All

Add Alt Coordinator

No.	Name	E-Mail Id			
1.	James, Scott	educosoft@yahoo.com	View   Edit   Delete	Assign Permissions	Term Permissions
2.	K, Study	soft123@educo-int.com	View   Edit   Delete	Assign Permissions	Term Permissions

Change or add permissions assigned to a Alt Coordinator

Assign a term to Alt Coordinator. \*Note if the Alt is not assigned the term the responsibilities assigned do not apply.

## 6. Alt Coordinator (2/3)

Terms Course Sections Instructors **Alt Coordinator** Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

To Add Alt coordinator enter required Information and “Save.

### Add Alt Coordinator

Add/Edit

User Information

Time Zone (GMT-08:00) Pacific Time (US & Canada) ▾

\* E-Mail Id educosoft@yahoo.com

\* Confirm E-Mail Id educosoft@yahoo.com

\* Password ●●●●● (at least 5 chars long)

\* Confirm Password ●●●●●

Salutation Prof. ▾

\* First Name James

Middle Name

\* Last Name Scott

\* Language English ▾

\* Address 1 123 Rope Rd ▾

Address 2 ▾

\* City North Park

\* State California ▾

\* Zip Code 10009

\* Country USA ▾

Phone 818-789-9023

Mobile (Example: 6786786786, 9845098450)

Upload Image  Browse...

Save Cancel

\* Indicates  
required fields



## 6. Alt Coordinator (2/3)

Terms Course Sections Instructors **Alt Coordinator** Communication Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

The screenshot displays two overlapping windows from the Alt Coordinator interface. The 'Select Terms' window is in the background, showing a table of terms with checkboxes for selection. The 'Assign Permissions' window is in the foreground, showing a list of permissions with checkboxes for activation. Two callout boxes provide instructions: one pointing to the 'Select Terms' window and another pointing to the 'Assign Permissions' window.

**Select Terms**

Term Name	Term Type
<input type="checkbox"/> Spring 2007	Standard
<input type="checkbox"/> Fall 2007	Standard
<input type="checkbox"/> Year 2008	Stand
<input type="checkbox"/> Testing Term	Stand
<input type="checkbox"/> CAU Workshop	Stand

**Assign Permissions**

- Select All Permission
- Term
- Course
- Section
- Instructors
- Communication
- Internal Mail
- Announcements
- Discussion Forum
- Manage
- Access Code
- Lab License
- Transfer Student
- Student Registration
- Survey
- Reports

**Select terms Alt CC responsibilities will be activated**

**Assign permissions and Save**



1. Login and Campus Coordinator Page

2. Creating a Term

3. Creating Course (s)

4. Creating Section (s)

5. Adding Instructors

6. Alt Coordinator

-  **7. Communication Tools**

8. Manage Users

## 7. Communication | Internal Mail (1/3)

Terms Course Sections Instructors Alt Coordinator **Communication** Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

Internal Mail

Use this function to check received e-mails from Educo/Instructors/Students, or send e-mail to Instructors or Students.

- Click “Mail” tab to view received e-mail.

Click on Subject to view received e-mail

Mail Folders Compose Address Book Search for Addresses

List of Mails

Folder : Inbox

<input type="checkbox"/>	From	Date	Subject
<input type="checkbox"/>	DPATELINS	12/13/2006 11:46:00 AM	<a href="#">Re:[none]</a>
<input type="checkbox"/>	DPATELINS	11/11/2006 7:37:58 PM	<a href="#">Basic Math</a>

Delete Move To Select.. Move

# 7. Communication | Internal Mail

(2/3)

Terms Course Sections Instructors Alt Coordinator **Communication** Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

Internal Mail

- Click “Folders” tab to view Inbox/Sent Items/Drafts, or to create new folders.

Inbox **Folders** Compose Address Book Search for Addresses

System and User Created folders

**System Folders**

- Inbox
- Sent Items
- Drafts

**User created folders**

- Personal Folder Name
- Morning Class

Create Folder Delete

Click on any system folder to view previously received e-mails

Enter the name of Personal Folder you want to create and click on “Create Folder”

Inbox **Folders** Compose Address Book Search for Addresses

System and User Created folders

**System Folders**

- Inbox
- Sent Items
- Drafts

**User created folders**

- Personal Folder Name
- Evening Class
- Morning Class

Create Folder Delete

New folder created

## 7. Communication | Internal Mail (3/3)

Terms Course Sections Instructors Alt Coordinator **Communication** Manage Survey Reports My Profile Support FAQ Logout

ELC-CA

Internal Mail

- Click “Compose” tab to Compose a new message.

To send an e-mail make appropriate selection

The screenshot shows the 'Internal Mail' interface with the 'Compose' tab selected. The interface includes a navigation bar with 'Inbox', 'Folders', 'Compose', 'Address Book', 'Search for Addresses', and 'Options'. Below the navigation bar, there is a message: 'Here you can compose a mail'. The main area contains fields for 'To', 'Cc', 'Bcc', 'Subject', and 'Attachments'. There are 'Browse...' and 'Upload' buttons next to the 'Attachments' field. Below the fields is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. At the bottom of the editor are 'Design' and 'Preview' buttons. At the very bottom of the interface are buttons for 'Send', 'Save Draft', and 'Cancel', along with two checked checkboxes: 'Save Outgoing Message' and 'Send a copy of mail by regular email'.



1. Login and Campus Coordinator Page

2. Creating a Term

3. Creating Course (s)

4. Creating Section (s)

5. Adding Instructors

6. Alt Coordinator

7. Communication Tools

-  8. **Manage Users**

# 8.1 Manage | Users

Terms Course Sections Instructors Alt Coordinator Communication **Manage** Survey Reports My Profile Support FAQ Logout

ELC-CA

Institution Profile

Institutional Users

Use this function to Manage Users, Access Codes, Drop and Transfer Students

- Click “User” tab to view list of users.

Click on View to see the User Profile. Click on Edit to make changes to the user profile. Click on Profile History to view changes made to user account

## Students

The screenshot shows a web interface for managing students. On the left, there are several dropdown menus for filtering: Status (All), Term Type (Standard), Term (All Terms), Course (All course), and Section (All Section). Below these are three search input fields for Last Name, First Name, and E-mail id, each with a 'Search exact pattern' checkbox. A 'Search' button is centered below the search fields. On the right, there is an 'Items Per Page' dropdown set to 10, and two buttons: 'Drop Student' and 'E-Mail'. The main area contains a table with the following columns: Name, User Type, E-Mail Id, Guest Registration End date, and a set of links (View, Edit, Profile History). The table lists four students: 1. Allen, Ethan (Student, est405@educu-int.com, --, View | Edit); 2. Austin, Dallas (Student, est351@educu-int.com, --, View | Edit | Profile History); 3. Badalian, Raymond (Student, rb@ws.com, --, View | Edit); 4. Bailey, John (Student with a red 'x' icon, jb@ws.com, --, View | Edit).

<input type="checkbox"/>	Name	User Type	E-Mail Id	Guest Registration End date	
<input type="checkbox"/>	1. Allen, Ethan	Student	est405@educu-int.com	--	View   Edit
<input type="checkbox"/>	2. Austin, Dallas	Student	est351@educu-int.com	--	View   Edit   Profile History
<input type="checkbox"/>	3. Badalian, Raymond	Student	rb@ws.com	--	View   Edit
<input type="checkbox"/>	4. Bailey, John	<span style="color: red;">x</span> Student	jb@ws.com	--	View   Edit

# 8.1 Manage | Users

Terms Course Sections Instructors Alt Coordinator Communication **Manage** Survey Reports My Profile Support FAQ Logout

ELC-CA

Institution Profile

Institutional Users

**Drop Student:** Students can be removed permanently from a course or dropped and transferred into another section of the same course.

1. Search for Student by term, course, section and name/email
2. Select Student from the search list.
3. Click on "Drop Student"
4. Confirm.

## Students

Students

Status: All  
Term Type: Standard

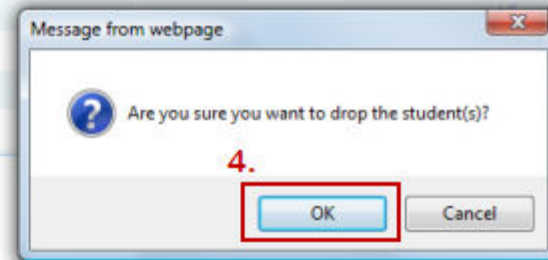
Term: CAU Workshop  
Course: Pre Calculus  
Section: PC\_ELC-CA

Last Name:  First Name:  E-mail id: est405@educo-int.com

Search exact pattern  Search exact pattern  Search exact pattern

Items Per Page: 10

	Name	User Type	E-Mail Id	Guest Registration End date	
1. <input checked="" type="checkbox"/>	Allen, Ethan	Student	est405@educo-int.com	--	View   Edit
2. <input type="checkbox"/>	James, Daniel	Student	est406@educo-int.com		Edit
3. <input type="checkbox"/>	Logan, Ava	Student	est407@educo-int.com		Edit
4. <input type="checkbox"/>	Newman, Nick	Student	est409@educo-int.com		Edit
5. <input type="checkbox"/>	Perry, Tyler	Student	est408@educo-int.com		Edit





## 8.2 Manage | Access Codes (1/8)

Terms Course Sections Instructors Alt Coordinator Communication **Manage** Survey Reports My Profile Support FAQ Logout

ELC-CA

Institution Profile  
Institutional Users  
**Access Codes**

Use this function to View/Add Access Code Licenses

- Click “Add License” link to add licenses.

Licence Details

List of Licenses

License Description	License Type	License Date	Educo Reference String	No of CAL	No of Access Codes	Approval Status		
License for Section 001	Institution	11/9/2006 12:00:00 AM		7	NA	Approved	Edit	Generate code   View

**No. of Licenses**

**Add License**

You can add licenses for three types:

- **Institutional:** Institutional License type can be used to register for any section of any course.
- **Course:** Course License type can only be used for the selected course(s) for any section.
- **Section:** Section License type can only be used for the selected section(s).

## 8.2 Manage | Access Codes (2/8)

Terms Course Sections Instructors Alt Coordinator Communication **Manage** Survey Reports My Profile Support FAQ Logout

ELC-CA

Institution Profile  
Institutional Users  
**Access Codes**

- **institutional**: institutional License type can be used to register for any section of any courses.
  - Select License Type: Institutional
  - Enter License Description, No. of CAL (No. of licenses)
  - Select License Date
  - Click on “Request Approval” for approval from Educo

Add License Details

Select License Type	Institution	▼
* License Description	Inst. Licenses	
*No. of CAL	5	
License Date	12/17/2006	📅 ▼
Save Request Approval Cancel		

## 8.2 Manage | Access Codes (3/8)


Terms Course Sections Instructors Alt Coordinator Communication **Manage** Survey Reports My Profile Support FAQ Logout

ELC-CA

Institution Profile  
Institutional Users  
**Access Codes**

- **Section:** Section License type can only be used for the selected section.
  - Select Section as License Type, Select Term, and Select Section
  - Enter License Description, No. of Access Codes
  - Select License Date
  - Check activate
  - Click on “Request Approval” for approval from Educo.

**Add License Details**

Select License Type	Section	▼
Select Term	Fall 2006	▼
Select Section	01	▼
* License Description	Fall 06 Section	
* No. of Access Codes	2	
License Date	12/17/2006	 ▼
<input type="button" value="Save"/> <input type="button" value="Request Approval"/> <input type="button" value="Cancel"/>		

## 8.2 Manage | Access Codes (4/8)

Terms Course Sections Instructors Alt Coordinator Communication **Manage** Survey Reports My Profile Support FAQ Logout

ELC-CA

Institution Profile  
Institutional Users  
**Access Codes**

- **Course:** Course License type can only be used for the selected course.
  - Select Course for License Type, Select Term, Select Course
  - Enter License Description, No. of Access Codes
  - Select License Date
  - Check activate
  - Click on “Request Approval” for approval from Educo.

**Add License Details**

Select License Type	Course	▼
Select Term	Fall 2006	▼
Select Course	Basic Math1(Book Based)	▼
* License Description	Fall 06 Section	
* No. of Access Codes	2	
License Date	12/17/2006	📅 ▼

Save Request Approval Cancel

## 8.2 Manage | Access Codes (5/8)

Terms Course Sections Instructors Alt Coordinator Communication **Manage** Survey Reports My Profile Support FAQ Logout

ELC-CA

Institution Profile  
Institutional Users  
**Access Codes**

• To View approved codes, click on “View Details” link of the license which has been approved by Educo.

### Access Code

License Details									
List of Licenses									
								Items Per Page	View All ▾
<input type="button" value="Add License"/>									
No.	License Description	License Type	License Date	No. of Institutional License	No. of Course Access Codes	Approval Status			
1.	Year 2008	Institution	3/4/2008	50	NA	Approved	Edit	<a href="#">View Details</a>	
2.	Fall Workshop 2009	Institution	7/31/2009	55	NA	Approved	Edit	<a href="#">View Details</a>	

• Click on “Details” link .

### Access Code

License Details							
List of Licenses							
						Items Per Page	View All ▾
No.	Date	No. Generated	No. Used	Note			
1.	7/31/2009 5:48 PM	55	0		<a href="#">Details</a>		

## 8.2 Manage | Access Codes (6/8)

Terms Course Sections Instructors Alt Coordinator Communication **Manage** Survey Reports My Profile Support FAQ Logout

ELC-CA

Institution Profile  
Institutional Users  
**Access Codes**

- You will see the following window, once you click on “Details”.
- Filter used and unused codes, print, or export to excel file

### Access Code

License Details

List of Licenses

No. of access codes: 55

Date of generation: 7/31/2009 5:48 PM

License generation Notes : Nil

Items Per Page View All

Select code status View All codes View Unused codes View Used codes

Print Export to excel sheet

No.	Access Code	Date	Status	Used By
1.	SCSA-8ZPM-RRVN	7/31/2009 5:48 PM	Not Used	
2.	CTPD-WX4J-VXS5	7/31/2009 5:48 PM	Not Used	
3.	DVWX-ACSG-DMWA	7/31/2009 5:48 PM	Not Used	
4.	EFZU-X4NE-MSES	7/31/2009 5:48 PM	Not Used	
5.	FUXN-EJKR-PS3X	7/31/2009 5:48 PM	Not Used	
6.	JASJ-DT2Y-AJ6	7/31/2009 5:48 PM	Not Used	
7.	KPRX-C7FZ-FEHZ	7/31/2009 5:48 PM	Not Used	
8.	QYQZ-3XPU-MFUC	7/31/2009 5:48 PM	Not Used	
9.	RD6E-UTDB-VFUA	7/31/2009 5:48 PM	Not Used	
10.	T25W-SBDF-CHPY	7/31/2009 5:48 PM	Not Used	
11.	UWFD-EB3C-QFAS	7/31/2009 5:48 PM	Not Used	

## 8.3 Manage | Transfer Student (1/3)

Terms Course Sections Instructors Alt Coordinator Communication **Manage** Survey Reports My Profile Support FAQ Logout

ELC-CA

Transfer Student

Section

**Navigation:** Manage > Transfer Student > Section

Use “Transfer Student” function to transfer a student to appropriate section of a course.

Select appropriate section from “Select Section” drop-down to pick up dropped student from the list and assign them into the same class.

**Transfer Student**

Transfer Student To Section

Pick up dropped student from the list and assign to same section

1. Select Term CAU Workshop  
Select Course Pre Calculus  
Select Section PC\_ELC-CA

2. Select a section to assign it to the student

No.	Name	E-Mail	Section
1	Allen, Ethan	est405@educo-int.com	PC_ELC-CA

3. Click “Assign” to assign student into requested class

Items Per Page View All

## 8.3 Manage | Transfer Student (2/3)

Terms Course Sections Instructors Alt Coordinator Communication **Manage** Survey Reports My Profile Support FAQ Logout

ELC-CA

Transfer Student ▶

Section

Course

**Navigation:** Manage > Transfer Student > Course

Use “Transfer Student” function to transfer a student to appropriate section of a course.

- Select appropriate course from “Select Course” drop-down to pick up dropped student from the course list and assign to a section within that course.

**Transfer Student**

Transfer Student to different section of the same course

Pick up dropped student from the course list and assign to same or different section within that course

Items Per Page View All ▼

1. Select Course Pre Calculus ▼

No.	Name	E-Mail Id	Section	Guest Registration End date	2. <--Select Section--> ▼
1.	Allen, Ethan	est405@educu-int.com	PC_ELC-CA 3.	--	

3. Assign

Click “Assign” to assign student into requested class

Select a section to see the list of dropped students from that section

Select a section to assign it to the student