

EducoSoft

Instructor Users Guide

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1. EducoSoft Home

Go To “www.EducoSoft.com”

The screenshot shows the EducoSoft website home page. At the top left is the EducoSoft logo with the tagline "education @ your fingertips". To the right of the logo is the text "Online Math Courses for College & Universities" and a "Select country: USA" dropdown menu. Below the logo is a navigation bar with three tabs: "Higher Education", "School (K-12)", and "Self Learning". Under "Higher Education", there are sub-links for "Product Info", "Features", "Support", and "Contact Us".

The main content area features a large image of students in a computer lab. To the right of the image is a central message: "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
- Textbooks compatible with online content

Below the list is a "Take a Tour" button. To the right of the main content is a "LOGIN" section with an "Enter Your Email" input field, a password input field, and a "GO" button. Below the login section is a "NEW STUDENT" section with a "Register Now" button. At the bottom right is a "Popular Resources" section with links for "Getting Started", "System Requirements", and "FAQ's".

At the bottom left, there is a "LATEST NEWS" section with a news item dated "April 25th, Self Learning Parent Feature Release". To its right is a "TESTIMONIALS" section with two testimonials: one from a "Student" and one from a "Faculty".

The footer contains the copyright notice: "Copyright © 2005-2009 Educo International Inc. All rights reserved | [Sitemap](#) | [Privacy Policy](#) | [Terms of Use](#) | [Links](#)".

1. Login and Home Screen

1.1 Login

1.2 Instructor Menu

1.3 Instructor Home Screen

1.4 My Courses – Select a Section

1.5 My Schedule

1.1 Instructor Login

To Login as a Instructor

- Enter your e-mail ID
- Enter your password
- Click on Go

The screenshot shows the EducoSoft website interface. At the top, there is a navigation bar with 'Higher Education', 'School (K-12)', and 'Self Learning' tabs. Below this, there are sub-tabs for 'Product Info', 'Features', 'Support', and 'Contact Us'. The main content area features 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 a red circle around the 'Enter Your Email' input field and a 'GO' button. Below the login section are 'NEW STUDENT' and 'Register Now' buttons, and a 'Popular Resources' section with links for '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](#)'.

Enter your e-mail ID, password and, Click on Go

1.2 Instructor Menu (1/3)



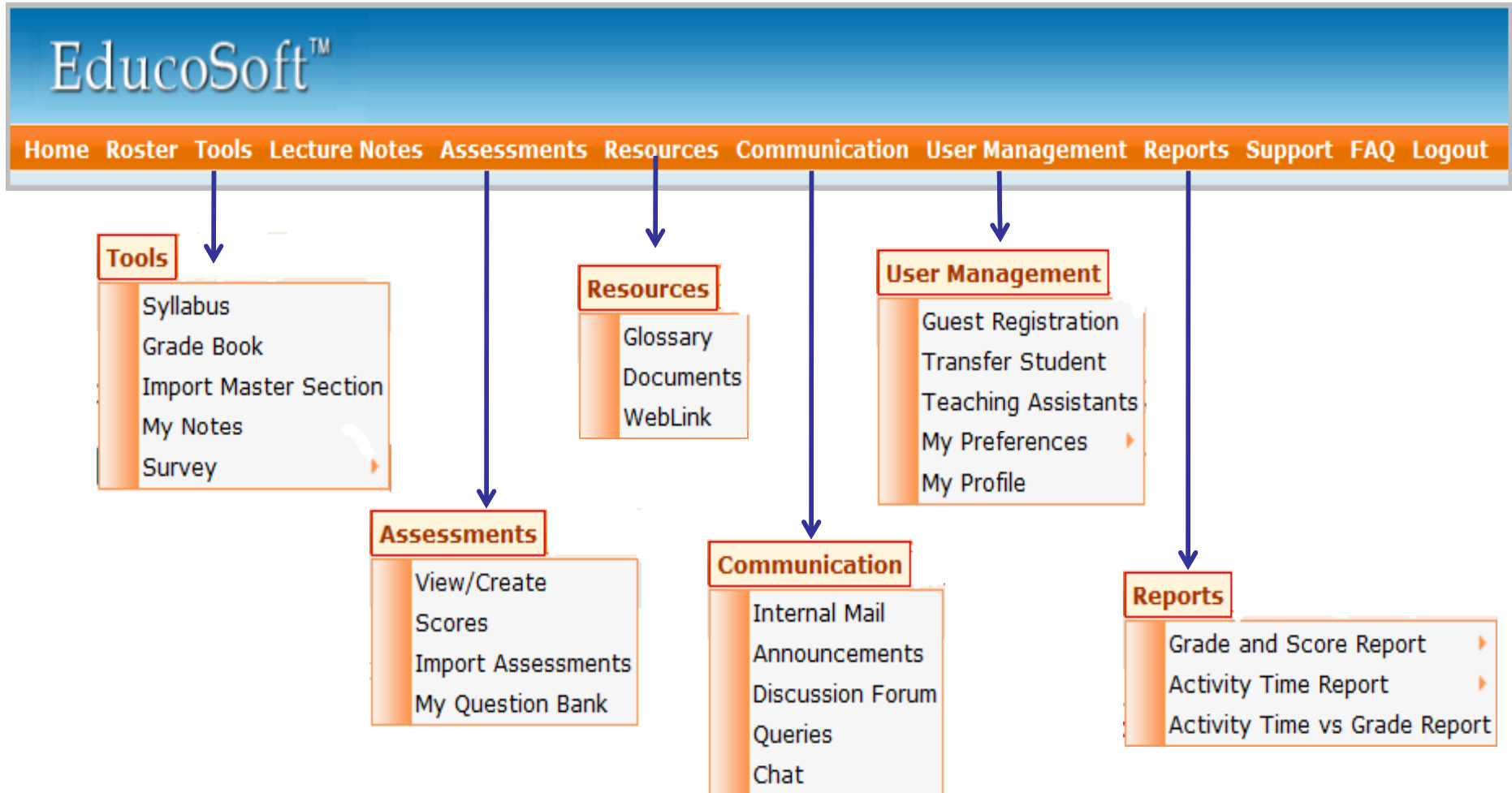
- ① **User Name**
- ② **Home Screen**
- ③ **Roster- View student list and related information**
- ④ **Tools – Upload syllabus, create grade book, import mater section, upload my notes, and create and manage Surveys**
- ⑤ **Lecture Notes – View course hierarchy with discussions, examples, and learning activities.**
- ⑥ **Assessments– View and create assessments, edit scores, import assessments, and my question bank.**
- ⑦ **Resources – View Glossary, upload Documents, and upload Web Links for students.**
- ⑧ **Communication – Use internal mail, Announcements, Discussion Forum, Queries, and Chat.**

1.2 Instructor Menu (2/3)



- ⑨ **User Management – Guest register a student, transfer a student, add teaching assistant, set your preferences, and view/edit your profile.**
- ⑩ **Reports – View/print student grade and activity reports**
- ⑪ **Support – Send a support request to technical support**
- ⑫ **FAQ – View frequently asked questions**
- ⑬ **Logout – End the session**
- ⑭ **Student View – Switch to student view**

1.2 Instructor Menu 3/3



1.3 Instructor Home Screen

Email Alert

Announcement Alert

Welcome to EducoSoft

You have 18 unread messages

You have 1 new announcement(s)

My Courses

Click on "Go" to select a section. To view a section in expired term, click on "+" first and then click on "Go" to select a section

Term Name : CAU Workshop Term end date: 4/14/2010

Course Name	Section Name	Registered Students	Guest Students	
Basic Math(ELC-CA)	BM_ELC-CA	0	0	Go
	Discussion Forum Section Change Test	0	0	Go
Beginning Algebra(ELC-CA)	BA_005	3	0	Go
Pre Algebra	PA_006	3	0	Go
Intermediate Algebra	IA_ELC-CA	0	0	Go
Pre Calculus	PC_ELC-CA	0	0	Go

Term Name : Fall 2010 Term end date: 7/31/2010

Term Name : Year 2008 Term end date: 3/4/2009

My Calendar

Today's Date : 1/4/2010

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Add Task

1 Task(s) scheduled on 1/4/2010

Description	Start Time
Office Hours: App w/ Ms. ...	10:00am

Active Terms

Section Info.

In active Terms

Expired Terms

Selected Section

Select a Section

Calendar

Schedule a Task

Today's Tasks

1.4 My Courses - Select a Section

Courses and sections are listed under a term.

There are three classification for terms

1. Active (in Blue) : Term becomes active on the term start date
2. Inactive (in Green): Term is inactive before the start date
3. Expired (in Grey): Term is expired after the term end date

My Courses

Click on "Go" to select a section. To view a section in expired term, click on "+" first and then click on "Go" to select a section

Term Name : CAU Workshop		Term end date: 8/1/2009		
Course Name	Section Name	Registered Students	Guest Students	
Beginning Algebra	Workshop Demo	96	17	Go
	Beg. Algebra	7	5	Go
Pre-Calculus	Pre Calc Section	104	1	Go
College Algebra and Trigonometry	CA and Trig	15	90	Go
Calculus-I & II	Cal I - II	2	0	Go

+ Term Name : 2008Spring Term end date: 6/9/2008

Click "Go" to select a section.

Click "+" sign to view sections in expired terms.

1.5 My Calendar (1/2)

View and schedule events in your personal calendar.

The screenshot shows a web-based calendar interface titled "My Calendar". At the top, it displays "Today's Date : 6/22/2009". Below this, there are dropdown menus for "June" and "2009". The main calendar grid shows the month of June 2009, with days of the week (Sun to Sat) as columns. The current date, 6/22/2009, is highlighted in blue. The date 6/23/2009 is highlighted in orange, indicating a scheduled task. Below the calendar grid is an "Add Task" button. Underneath the button, it says "1 Task(s) scheduled on 6/22/2009". Below this, there is a "Description" field containing the text "Department Midterms".

Return to current date.

Select a different month/year to view

Scheduled tasks are highlighted in orange

Current date highlighted in blue

Number of task scheduled on current day

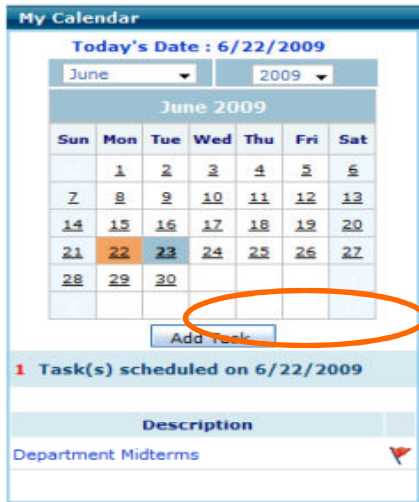
Click to Add Task

Description of scheduled events

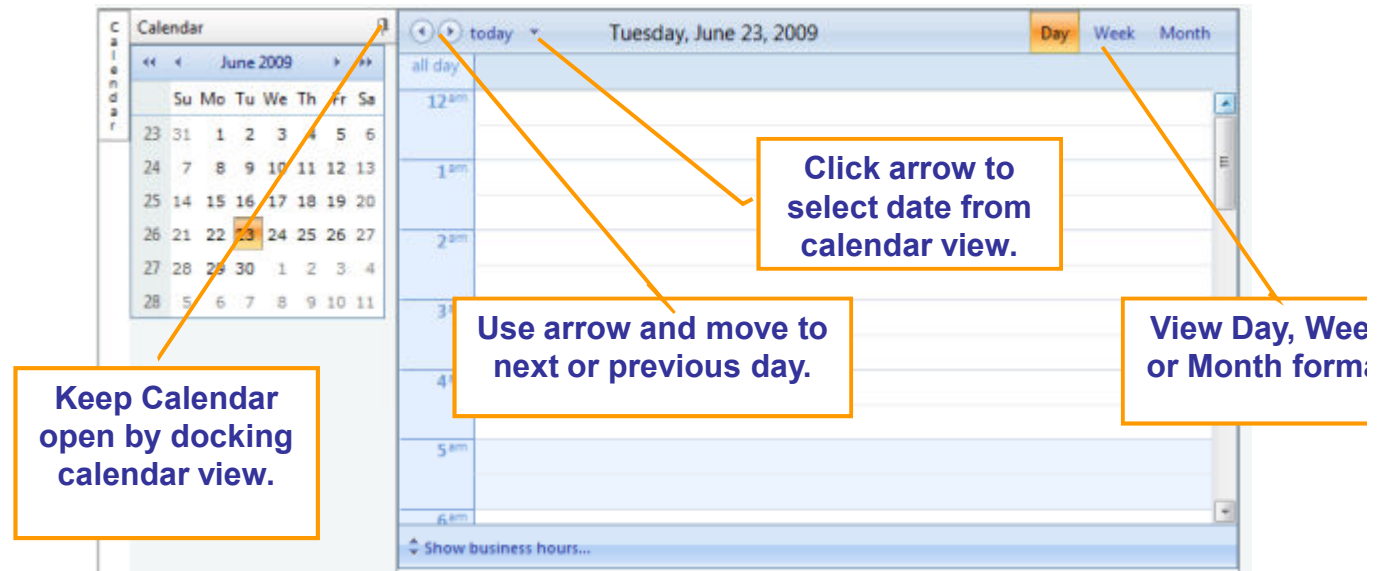
1.5 My Calendar (2/2)

How to Schedule a task to My Calendar.

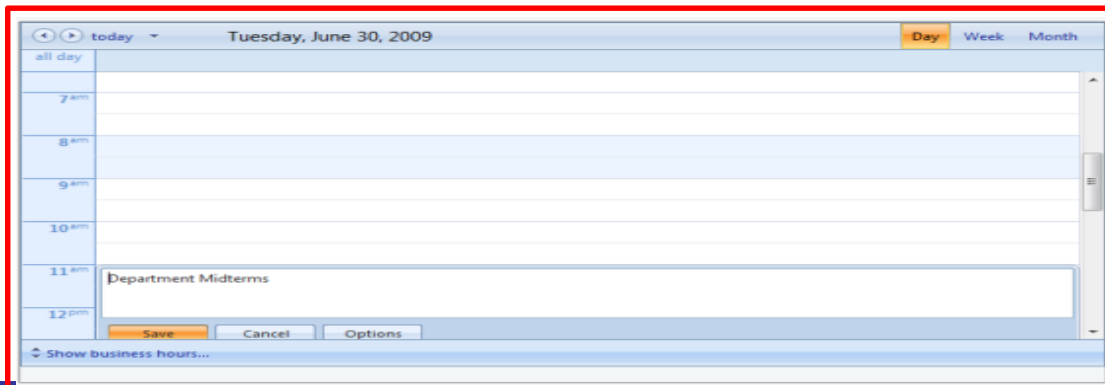
1. Click on Add Task



2. Select the day to schedule event



3. Double click on selected day/time and enter task description



Events can be rescheduled by clicking on the event dragging it to the new time

2. Course Tools

2.1 Syllabus


2.2 Grade Book

2.3 My Notes

2.1 Syllabus (1/2)

Course

Syllabus

 Syllabus for the course

1 **2** **3**

<input type="checkbox"/> Title	Author	
1. <input type="checkbox"/> Class Syllabus	John Doe	4 View Edit Download

- 1** Click on “Add” to upload the syllabus file (word or pdf format)
- 2** Click on “Delete” to delete an existing syllabus (check next to the title first, then click on delete)
- 3** Click on “Import” to upload syllabus file from a previous term (word or pdf format)
- 4** View, Edit or Download
 1. Click on “View” to view the syllabus
 2. Click on “Edit” to replace the current syllabus file.
 3. Click on “Download” to save the file on your PC.

2.1 Syllabus (2/2)

Syllabus

Add/Edit Syllabus

Add/Edit Syllabus

* **Syllabus Title:** 1. Enter Syllabus Title (required)

Author Name : 2. Enter Author Name (optional)

Description : 3. Enter Description (optional)

* **Upload File** 4. Browse for file and select the file for upload

Select to

Title

Syllabus.doc

5. Click on upload

6. Click on "ok" to make the syllabus visible to students

2.2 Grade Book

Copy a Grade Book

- A grade book maybe copied from another course or set up manually for each course.
- To copy a grade book go to Tools > Grade Book and select the grade book to copy into.
- Next select the Term and course of the grade book you would like to copy from.
- Click on copy and all categories, grade scales, rounding options will be copied into the selected course/section.

Grade Book Settings

Edit Grade Report
Manage grade categories, grade scale, and score rounding options.

Select another section

Term : CAU Workshop ▼
Section : Basic Math - (Basic Math(ELC-CA)) ▼

Copy from another section

CAU Workshop ▼
Pre-Algebra - (Pre Algebra) ▼

Select course/section to copy into.

Select course/section to copy from.

2.2 Grade Book

Add Grade Book Categories

- To add grade book categories, begin by selecting term and section.
- Click on “Add Category”.
- Enter title, weight and drop count.
- Click on “Save”.

Grade Book Settings

Edit Grade Report
Manage grade categories, grade scale, and score rounding options.

Select another section
Term : CAU Workshop
Section : Basic Math - (Basic Math(ELC-CA))

Copy from another section
Select Term --> Select Section --> Copy

Grade Book Categories Add Category Add Tutorial Time

Category	Weight(%)	Drop Count				
Homework	15	0	Edit	Delete		Show Assessments
Quiz	20	0	Edit	Delete		Show Assessments
Test	25	0	Edit	Delete		Show Assessments
Final	25	0	Save	Cancel		

Total Weight: 60 %

Note : The total weight of all categories must add up to 100%. You must at least have one category to create assessments.

Important: Weights of all categories must add to 100. If the weight is already 100 at the time of creating a new category, then you must edit the existing category to reduce the weight, to accommodate new category.

2.2 Grade Book

Add Tutorial Time to Grade Book Categories

- To add tutorial time to grade book categories, begin by selecting term and section.
- Click on “Add Tutorial Time”.

Grade Book Settings

Edit Grade Report
Manage grade categories, grade scale, and score rounding options.

Select another section
Term : CAU Workshop
Section : Basic Math - (Basic Math(ELC-CA))

Copy from another section
<-- Select Term -->
<-- Select Section -->

Grade Book Categories

Category	Weight(%)	Drop Count				
Homework	15	0	Edit	Delete		Show Assessments
Quiz	20	0	Edit	Delete		Show Assessments
Test	25	0	Edit	Delete		Show Assessments
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	Save	Cancel		

Total Weight: 60 %

Note : The total weight of all categories must add up to 100%. You must at least have one category to create assessments.

Important: Weights of all categories must add to 100. If the weight is already 100 at the time of creating a new category, then you must edit the existing category to reduce the weight, to accommodate new category.

2.2 Grade Book

- Enter the “Weight” for the tutorial time category.
- Choose how you would like the tutorial time grade to recorded.

Tutorial time category option 1:

Tutorial-time scoring scale for the term – You assign the start date and the end date. Enter the total number of hours a student must spend on tutorials for the entire term and the student is graded accordingly. Student starts with a zero and as they study tutorials their score will increase.

Grade Book

Add/Edit Tutorial Time Category

Enter the weight information; click on add to enter tutorial time and score; and click on save.

Category:

Weight: %

Enter a tutorial-time scoring scale for the term
 Enter the same tutorial-time scoring scale for each week
 Enter a tutorial-time scoring scale for each time period

The start date is the same as the term start date and the end date is the same as term end date. Also the week starts on Sunday and ends on Saturday.

Start date for grading period End date for grading period

Hours	Score (%)	
<input type="text" value="50"/>	<input type="text" value="100"/>	
<input type="text" value="40"/>	<input type="text" value="80"/>	
<input type="text" value="25"/>	<input type="text" value="70"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

Enter “Weight “ of category

Select recording option.

2.2 Grade Book

Tutorial time category option 2:

Tutorial-time scoring scale for each week– You assign the start date and the end date for the grading period. Enter the total number of hours a student must spend on tutorials for each week in the term. The week starts on Sunday and ends on Saturday. There are no exceptions the student must complete the assigned hours to receive credit each week.

Grade Book

Add/Edit Tutorial Time Category

Enter the weight information; click on add to enter tutorial time and score; and click on save.

Category:

Weight: %

Enter a tutorial-time scoring scale for the term

Enter the same tutorial-time scoring scale for each week

Enter a tutorial-time scoring scale for each time period Add

The start date is the same as the term start date and the end date is the same as term end date. Also the week starts on Sunday and ends on Saturday.

Start date for grading period End date for grading period

Hours	Score (%)
<input type="text" value="50"/>	<input type="text" value="100"/>
<input type="text" value="40"/>	<input type="text" value="80"/>
<input type="text" value="25"/>	<input type="text" value="70"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Enter "Weight" of category

Select recording option.

2.2 Grade Book

Tutorial time category option 3

Tutorial-time scoring scale for each time period – This is the most flexible option. You select the start and end date for each week and create a grading scale. If you choose you can edit the scale for certain weeks to require more or less tutorial study hours.

Add/Edit Tutorial Time Category

Enter the weight information, then select an option for automatic calculation of time spent score, and click on Add to enter the time and scoring scale.

Category:

Weight: %

Enter a tutorial-time scoring scale for the term
 Enter the same tutorial-time scoring scale for each week
 Enter a tutorial-time scoring scale for each time period

The start date is the same as the term start date and the end date is the same as term end date. Also the week starts on Sunday and ends on Saturday.

Start date	End date					
<input type="text" value="4/15/2009"/>	<input type="text" value="4/21/2009"/>	Update	Add Time/Score	Delete	^	
<input type="text" value="4/22/2009"/>	<input type="text" value="4/28/2009"/>	Update	Add Time/Score	Delete	v	
<input type="text" value="5/6/2009"/>	<input type="text" value="5/12/2009"/>	Update	Add Time/Score	Delete	X	
<input type="text" value="5/13/2009"/>	<input type="text" value="5/19/2009"/>	Update	Add Time/Score	Delete	X	

Save Cancel





Enter "Weight " of category

Select recording option.

Click here to enter grading scale

2.2 Grade Book

Click on the report icon to view assessment scores for each student in that category.

Grade Book Categories						Add Category	Add Tutorial Time
Category	Weight(%)	Drop Count					
Homework							Show Assessments
Quiz							Show Assessments
Test	25	0	Edit	Delete			Show Assessments
Final							

Note : The total weight of all categories must add up to 100.

Click on Report Icon the view student assessment score for selected category

Category: Homework Section: PC_ELC-CA

STUDENT	ASSESSMENT		
< STUDENT	Section 2.2	Homework Chapter 1.1	Category Average
Allen,Ethan	0	33.33	16.66
James,Daniel	40	66.67	53.34
Logan,Ava	80	66.67	73.34
Newman,Nick	100	66.67	83.34
Perry,Tyler	80	66.67	73.34

2.2 Grade Book

Click on Show Assessment to view all assessments assigned to the selected category.

The screenshot displays the 'Grade Book Categories' interface. At the top, there are buttons for 'Add Category' and 'Add Tutorial Time'. Below is a table with the following columns: Category, Weight(%), Drop Count, and Show Assessments. The table lists three categories: Homework, Quiz, and Test. The 'Quiz' row is highlighted, and a red box highlights the 'Assessment List' pop-up window that appears when the 'Show Assessments' button is clicked. The 'Assessment List' window contains the following data:

Assessment List	
1.	1.1 Quiz MC: Place Value System
2.	1.1 Quiz MC/FR: Place Value System

2.2 Grade Book

Adding Grade Scales

1. Click on Add
2. Type in grade letter.
3. Select a comment or enter you own comment.
4. Enter the minimum score.
5. Click on Save.

Grade Scale					
#	Grade	Description/Comment	Minimum % of the total score		Remove
1.	A	Congratulations! Your performance is excellent.	90	Edit	Delete
2.	B	Keep up the good work.	80	Edit	Delete
3.	C	Satisfactory, but there is room for improvement.	70	Edit	Delete
4.	D	You need to work harder.	60	Edit	Delete
	F	Select Select Congratulations! Your performance is excellent. Keep up the good work. Satisfactory, but there is room for improvement. You need to work harder. You are not passing. You need to learn the concepts.	0	Save	Cancel

Other Options

Final Weighted S

Rounding Rounding to 2 decimal places Rounding UP

2.2 Grade Book

1. Select Rounding Option:

Rounding- rounding to the nearest whole number

Rounding to 2 decimal places

Rounding Up- All scores are rounded up to the next whole number

2. Click on Save Grade Book Settings

Other Options

Final Weighted Score Rounding Option (Grade Report)

Rounding Rounding to 2 decimal places Rounding UP

1

Save GradeBook Settings View Grade Report

2

2.3 My Notes (1/3)

My Notes allows you to add supplement documents to the course hierarchy.

1. Simple select the level you would like the document attached.
2. Click on Add.

The screenshot displays the 'My Notes' interface. On the left, a course hierarchy is shown under 'Basic Math(ELC-CA)'. The first level, '1. Whole Numbers', is selected and highlighted with a red box and a circled '1'. Below this, sub-levels 1.1 through 1.5 are listed. On the right, the 'Notes' panel is visible. It has a title 'Notes for the level' and a message: 'Select a course level first and then click on Add to upload your file. While viewing the course hierarchy, the file will be shown next to the level where it is added.' Below this, the 'Selected Course Level' is shown as 'Basic Math(ELC-CA) > 1. Whole Numbers > 1.1 Place Value System'. At the bottom of the panel, there is a message 'There are no Notes to show in this List' and two buttons: 'Add' and 'Delete'. The 'Add' button is highlighted with a red box and a circled '2'. Two callout boxes with orange borders provide instructions: 'Select a level to add file.' points to the '1. Whole Numbers' level, and 'Click on "Add"' points to the 'Add' button.

2.3 My Notes (2/3)

Home Roster **Tools** Resources Communication User Management Survey Reports My Profile Support FAQ Logout

My Notes

1. Name the file.
2. Upload file.
3. Click on “Save”.

My Notes

Add Notes

1	Course Level	Basic Math(ELC-CA) > 1. Whole Numbers > 1.1 Place Value System	
	* File Name	<input type="text"/>	
2	Description	<input type="text"/>	
	* Upload File	<input type="text"/>	Browse...
3		Save	Cancel

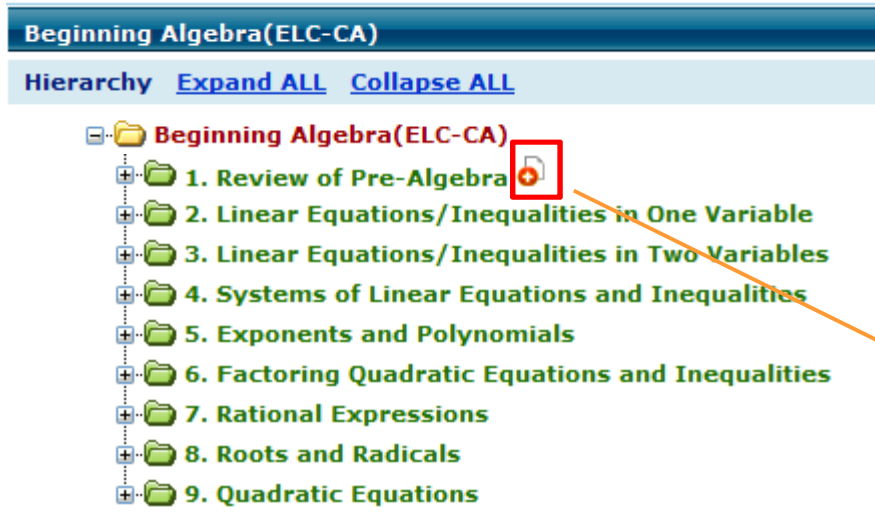
Enter File Name and upload file.

Click on “Save”

2.3 My Notes (3/3)


Students will see an icon displayed in the course hierarchy.

Student can click on the icon to view and download documents and videos.



Beginning Algebra(ELC-CA)

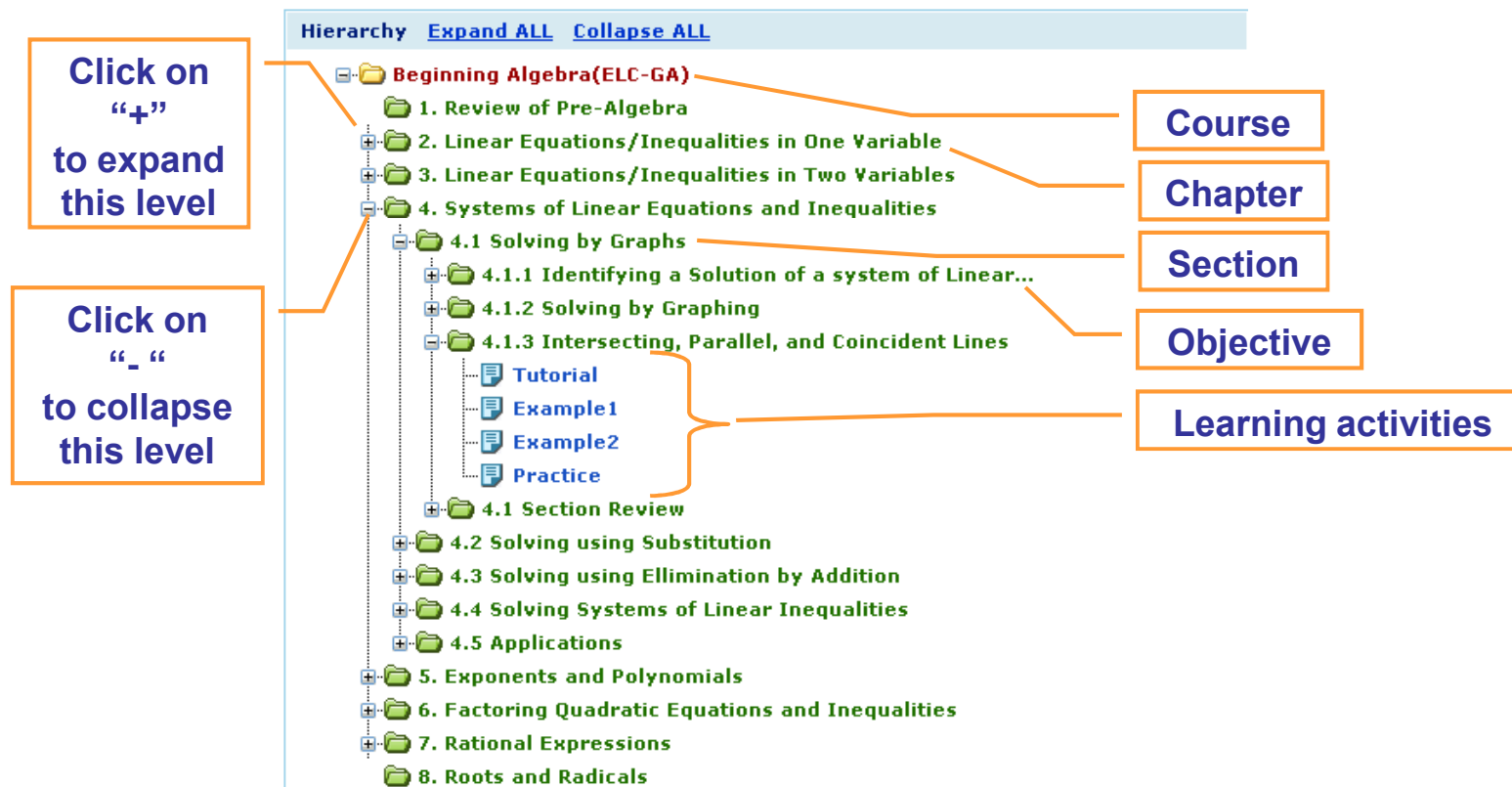
Hierarchy [Expand ALL](#) [Collapse ALL](#)

- Beginning Algebra(ELC-CA) 
- 1. Review of Pre-Algebra
- 2. Linear Equations/Inequalities in One Variable
- 3. Linear Equations/Inequalities in Two Variables
- 4. Systems of Linear Equations and Inequalities
- 5. Exponents and Polynomials
- 6. Factoring Quadratic Equations and Inequalities
- 7. Rational Expressions
- 8. Roots and Radicals
- 9. Quadratic Equations

Student will see the following icon when documents are added by instructor.

3. Lecture Notes

- Click on “Lecture Notes” link to display the list of chapters.
- Each chapter expands into sections, and each section expands into objectives.
- Each objective expands into learning activities, and click on any learning activity to view the content.



4. Assessments

4.1 Score

4.2 View Create Assessments

4.2.1 Create MC/FR Quiz/Tests

4.2.2 Create Homework

4.1 Assessments | Scores (1/2)

- View Assessment list
- Select assessment type from the drop down list (Instructor created, Hand Graded and LO based).
- Click on “View” to see student list and scores for that assessment.

Scores

Instructor Created Assessment List

List of Assessments are displayed. Click on view to see the student list and to view the scores.

Assessment Type Items Per Page

No.	Title	Max Attempt	Category	Status	Start Date	End Date	Score
1.	HW: Chpater 1	1	Homework	Active	12/3/2008 12:00 AM	12/31/2008 11:59 PM	View
2.	Quiz 1 on Place Value and System	3	Quiz	Active	12/3/2008 12:00 AM	12/31/2008 11:59 PM	View
3.	HW: Chpater 2 Fractions	1	Homework	Active	12/3/2008 12:00 AM	12/31/2008 11:59 PM	View
4.	Quiz 2 Fractions	1	Quiz	Active	12/3/2008 12:00 AM	12/31/2008 11:59 PM	View

4.1 Assessments | Scores (2/2)

Enter or edit the grades in “Raw Score” column and click on “Save” to record the grades into the Grade Book.

Scores ➔ Back

Student List

List of student who have attempted the assessments. Click on "Details" link to review attempted assessment details.

Select Assessment : Quiz MC 1.1 Place Value System Select Assessment

Scoring Option : Best Score # of Questions : 7

Adjust All Scores By : Max Attempts : 4

Due Date : 07/30/2007

Items Per Page

<input type="checkbox"/>	Student	%Score	Raw Score	Attempted	Last Attempt	
<input type="checkbox"/>	Castillo, Nikesha	85.71	<input type="text" value="6"/>	1	07/24/2007	Details
<input type="checkbox"/>	James, Jessica	71.43	<input type="text" value="5"/>	1	07/24/2007	Details
<input type="checkbox"/>	Patel, Dipa	100	<input type="text" value="7"/>	1	07/24/2007	Details
<input type="checkbox"/>	Smith, Joe	57.14	<input type="text" value="4"/>	1	07/24/2007	Details

Click on “Save” Click on “Details” to view attempt details

4.2 Assessments | View/Create

List of Assessments are displayed. To View/Edit Assessment, click "View/Edit" link. To Create Assessment click "Create" link.

Assessment Type: All (1)
Active: All (2)
Grade Book Category: All (2)
Date of Creation: [] [Go] Reset Date (2)

Change List Order (3) Create (4) Delete (5) Change Settings (6)

	Title	Grade Book Category	# Q's	Max Attempt	Time Limit	Mode	Expires		
1.	1. Test: Whole Numbers	Test (A)	20	1	NA	Test MC/FR	8/31/2009 11:59 PM	8, 9	Score Edit Delete (10)
2.	1.1 Quiz MC: Place Value System	Quiz (A)	7	1	NA	Test MC	10/26/2009 11:59 PM	7	Score Edit Delete
3.	1.1 Quiz MC/FR: Place Value System	Quiz (I)	8	1	NA	Test MC/FR	8/31/2009 11:59 PM		Score Edit Delete

1. Select Assessment Type from the drop-down list (All, Instructor created, Hand graded, or LO based)
2. Active, Category and Date filters.
3. Click on "Change List Order" to change assessment order.
4. Click on "Create" to create new assessment(s) (HW, Quiz, Test and Practice)
5. Check next to the assessment title and click on "Delete" to delete multiple assessments.
6. Click on "Apply Settings" to edit most common settings for single or multiple assessments.
7. Icons reflect if the assessment is active (viewable in the student list but not accessible until start date) or inactive (not displayed in student list)
8. Edit settings icon allows you to edit individual assessments settings with one click.
9. Prerequisites icon allows you to assign prerequisites to the assessment.
10. Click on "View/Edit" to add/delete questions, edit settings, and print.

4.2.1 Assessments | View/Create (1/5)

- Click on “Create” on assessment list screen
- Enter the Title of the Assessment you are creating.
- Select Assessment type “Online”.
- Select “Test MC “ or “Test MC/FR” mode.
- Select the Grade Book Category of the assessment.
- Select the Start Date and End date of the assessment. Enter an allotted time if desired.
- Assign prerequisites for the assessment by clicking on the “+” sign.

Add Assessment

The screenshot shows the 'Add New Assessment' form with the following fields and callouts:

- Title:** A text input field with a callout box labeled "Enter the Title".
- Assessment:** A dropdown menu set to "Online" with a callout box labeled "Assessment type 'Online'".
- Select Mode:** A dropdown menu set to "Test MC" with a callout box labeled "Select Mode 'Test MC/FR'".
- Category:** A dropdown menu set to "Select a Category" with a callout box labeled "Select the Category for the assessment."
- Maximum Attempts:** A text input field set to "1".
- Weight:** A text input field set to "1".
- Assessment to be taken:** Radio buttons for "Between" (selected) and "On the selected Date". The "Between" option has two date pickers, one set to "8/18/2009" and another empty. A callout box labeled "Select the assessment Date" points to the second date picker. A callout box labeled "Click '+' sign to add prerequisite." points to a "+" icon in the prerequisite section.
- Allot time for entire assessment:** A checkbox and a time input field (HH:MM:SS).
- Prerequisite Section:** A section titled "Select Prerequisite (learning activity and assessment)" with a "+" icon.
- Buttons:** "Continue" and "Cancel" buttons at the bottom.

4.2.1 Assessments | View/Create (2/5)

- Add tutorial prerequisites by clicking on select and choosing the desired tutorial levels.
- Add assessment prerequisite by selecting the test mode and title of the assessment being assigned as a prerequisite. Enter the minimum the student must score on the assessment .
- Click on class roster to select students to exempt from prerequisites.
- Click continue to save assessment settings and proceed to select assessment questions.

Select Prerequisite (learning activity and assessment)

Add Prerequisite Learning Activity

Click on select to view the course hierarchy and click on the activity to select the prerequisite learning activity. Enter the time and click on continue.

Add Learning Activity : **Select Tutorials for prerequisites.**

Add Prerequisite Assessment

Select mode, assessment, and enter the minimum score required for the prerequisite assessment. Assessments which are expired, incomplete and inactive will not be listed for adding as a prerequisite. Assessments which are having prerequisite will not be listed for adding as a prerequisite.

Select Mode : **Select Assessments to add as prerequisite.**

Select Assessment : % (Max 100%) **Select student to exempt from prerequisites**

Exempt smart students from Prerequisites

Click Continue to proceed further

4.2.1 Assessments | View/Create (3/5)

- You will see a split screen with course hierarchy on the left.
- Select objective(s) from the course hierarchy to select questions. You can select multiple objectives or you can select a section.
- Click on Continue to select questions.

List of Course levels selected

Selected Level : Basic Math1(Book Based) > 1. Whole Numbers > 1.1 Place Value System > 1.1.1 Determining Place Values in Whole Numbers

Level Name

Level Name	
1.1.1 Determining Place Values in Whole Numbers	Delete

Include sub levels of the selected course level

Continue **Clear** **Cancel**

Select level (s) to add questions

List of selected levels.

Click on Continue to go to next page for selecting questions

4.2.1 Assessments | View/Create (4/5)

- Select the question concept from the list. (each MC question has about four (4) variations)
- Note: Attempts and % Incorrect columns describes the number of times the questions has been attempted by students and the percent of students answering the question wrong in the previous term.
- Select the weight of that specific question from Weight Column, default value is 1.
- After selecting all questions, click on Add to view added question concepts.

Total # of questions selected : 3

Total # of Versions selected: 3

Randomization

Randomize Question Concepts

Please select question concepts from the list. Add/Edit Level Selection

test Select All

1.1.1 Determining Place Values in Whole Numbers Total # of Concepts: 6

Question Concept	Description	View	Versions	Attempts	% Incorrect	<input type="checkbox"/> Select	Weight
1	None	View	1	80287	89%	<input checked="" type="checkbox"/>	1
2 B11105	Determining Place Value	View	4	1861	13%	<input type="checkbox"/>	1
3 B11108	Determining Place Value	View	4	3851	18%	<input checked="" type="checkbox"/>	1
4 B11109	Identifying the Digit For a Given Place Value	View	4	6044	24%	<input checked="" type="checkbox"/>	1
5 B11111	Interchanging Digits For a Given Place Value	View	4	4911	25%	<input type="checkbox"/>	1
6 B11113	Interchanging Digits For a Given Place Value	View	4	5674	31%	<input type="checkbox"/>	1

1.1.2 Expressing Whole Numbers in Words Total # of Concepts: 3

Select the desired concepts

Click on "Add" to view selected question concepts

Select question weight

4.2.1 Assessments | View/Create (5/5)

- View assessment after selecting question concept by clicking on preview.
- Click on “Preview” to view the assessment.
- Click on “Save” to save the assessment.

Total number of questions : 7 Quiz 1 on Place Value and System

Header Name : Quiz 1 on Place Value and System

Part - I

Note : One question will be imported from each of the question concepts listed below.

Level Name : 1.1 Review of Integers

	Sample Variation	Variations
1	A11301;Multiplying Unlike Signed Numbers Find the product : $27(-8)$ a) 216 b) -216 c) -35 d) -19 e) None of the above	4
2	A11303;Adding a group of signed numbers Find the sum : $-12 + 14 + (-18) + 17$ a) 1 b) 2 c) -1 d) -2 e) None of the above	4
3	A11304;Dividing Signed Numbers: Application	

Click on Preview to view the assessment on screen

Click on Save Assessment to submit the assessment, and view its listing

Header / Title

- Header for Printing
- Title

Manage Question/Test Part

- Add Test Part
- Edit Test Part
- Delete Test Part
- Add/Delete Questions

Other Options

- Edit Settings
- Preview
- Save Assessment**
- Cancel

Printing Options

- Print
- Print With Answer
- Print With Answer followed by Without Answer

Note: Answers are printed for MC questions only.

4.2.2 Assessments | Create Homework (1/6)

Creating Homework

While the process of creating a homework assessment is similar to MC/FR assessments, the behaviors of homework mode is different.

In homework settings students are able to save and complete the assessment later. Whereas in other modes the student must complete the assessment when it started.

The other major change is that students are given a non-graded example question for each selected question concept added to the assessment.

View/Create Assessment

List of Assessments are displayed. To View/Edit Assessment, click "View/Edit" link. To Create Assessment click "Create" link.

Assessment Type: All
Active: All
Category: All
Date of Creation: [] [Go] [Reset Date]

Items Per Page: 75

Change List Order | **Create** | Delete | Change Settings

	Title	Category	# Q's	Max Attempt	Time Limit	Mode	Expires	
1.	HW: Chapter 1	Homework	14	1	NA	Homework	12/31/2008 11:59 PM	Score View/Edit Delete
2.	Quiz 1 on Place Value and System	Quiz	7	3	NA	Test MC	12/31/2008 11:59 PM	Score View/Edit Delete
3.	HW: Chapter 2 Fractions	Homework	5	1	NA	Homework	12/31/2008 11:59 PM	Score View/Edit Delete
4.	Quiz 2 Fractions	Quiz	5	1	NA	Test MC/FR	12/31/2008 11:59 PM	Score View/Edit Delete
5.	Test FR	Quiz	3	1	NA	Test FR	12/31/2008 11:59 PM	Score View/Edit Delete

Click on "create" to create a homework

4.2.2 Assessments | Create Homework (2/6)

- Enter the Title of the homework you are creating.
- Select Assessment type “Online”.
- Select “Homework” mode.
- Select the Grade Book category.
- Select the start date and end date. Enter an allotted time if desired.
- Assign prerequisites for the assessment by clicking on the “+” sign.

Add Assessment

The screenshot shows the 'Add New Assessment' form with the following fields and callouts:

- Title:** A text input field with a red callout box pointing to it containing the text "Assessment type 'Online'".
- Assessment:** A dropdown menu set to "Online" with a red callout box pointing to it containing the text "Select Mode 'Homework'".
- Select Mode:** A dropdown menu set to "Homework" with a red callout box pointing to it containing the text "Select the Category for the assessment.".
- Category:** A dropdown menu set to "Select a Category" with a red callout box pointing to it containing the text "Select the assessment Date".
- Maximum Attempts:** A text input field set to "1".
- Weight:** A text input field set to "1".
- Assessment to be taken:** Radio buttons for "Between" (selected) and "On the selected Date". The "Between" option has two date pickers, one set to "8/18/2009" and another empty one. A red callout box points to the empty date picker with the text "Click '+' sign to add prerequisite.".
- Allot time for entire assessment:** A checkbox and a time input field (HH:MM:SS).
- Select Prerequisite (learning activity and assessment):** A section with a plus sign icon and a text input field.
- Buttons:** "Continue" and "Cancel" buttons at the bottom.

4.2.2 Assessments | Create Homework (3/6)

- Add tutorial prerequisites by clicking on select and choosing the desired tutorial levels.
- Add assessment prerequisite by selecting the test mode and title of the assessment being assigned as a prerequisite. Enter the minimum the student must score on the assessment .
- Click on class roster to select students to exempt from prerequisites.
- Click continue to save assessment settings and proceed to select assessment questions.

The screenshot shows a web interface for selecting prerequisites. It is divided into two main sections: 'Add Prerequisite Learning Activity' and 'Add Prerequisite Assessment'. The 'Add Prerequisite Learning Activity' section has a 'Select' button. The 'Add Prerequisite Assessment' section has a 'Select Mode' dropdown menu, a 'Select Assessment' dropdown menu, and a percentage input field. At the bottom, there is a 'Class Roster' button and 'Continue' and 'Cancel' buttons. Red callout boxes with arrows point to these elements, providing instructions: 'Select to add Tutorials for prerequisites.' points to the 'Select' button; 'Select to add Assessments to add as prerequisite.' points to the 'Select Mode' dropdown; 'Select student to exempt from prerequisites' points to the 'Class Roster' button; and 'Click Continue to proceed further' points to the 'Continue' button.

Select Prerequisite (learning activity and assessment)

Add Prerequisite Learning Activity

Click on select to view the course hierarchy and click on the activity to select the prerequisite learning activity. Enter the time and click on continue.

Add Learning Activity :

Add Prerequisite Assessment

Select mode, assessment, and enter the minimum score required for the prerequisite assessment. Assessments which are expired, incomplete and inactive will not be listed for adding as a prerequisite. Assessments which are having prerequisite will not be listed for adding as a prerequisite.

Select Mode :

Select Assessment : % (Max 100%)

Exempt smart students from Prerequisites

Select to add Tutorials for prerequisites.

Select to add Assessments to add as prerequisite.

Select student to exempt from prerequisites

Click Continue to proceed further

4.2.2 Assessments | Create Homework (4/6)

- Select objectives or a section from the course hierarchy, for which you are creating homework.
- Click on Continue to select the question concepts.

Select objective(s) or a section to add questions.

Click on Continue to go to the next page to select questions

List of Course levels selected

Selected Level : Basic Math1(Book Based) > 2. Factors and Multiples > 2.1 Factors and Divisibility Tests > 2.1.1 Divisibility Tests

Level Name	
2.1.1 Divisibility Tests	Delete

Include sub levels of the selected course level

Continue Clear Cancel

4.2.2 Assessments | Create Homework (5/6)

- Select question concepts from the list.
- Select number of variations in select column, must be greater than 1 because for every concept selected a non-graded example question is added to the assessment.

Note: Attempts and % Incorrect columns describes the number of times the questions has been attempted by students and the percent of students answering the question wrong in the previous term

- After selecting the number of variations click “Add” to view added question.

Select number of variations

Click on “Add” to view selected question concepts

Randomize Question Concepts

Please select question concepts from the list. Add/Edit Level Selection

ffvgf

1.1.1 Determining Place Values in Whole Numbers Total # of Concepts: 4

Question Concept	Description	View	Versions	Attempts	% Incorrect	Select
1 B11105fr	Determining Place value	View	9	27992	30%	1
2 B11110fr	Identifying a Digit for Thousands Place	View	7	14240	42%	2
3 B11115fr	Identifying the Digit for Ten Millions Place	View	5	11706	44%	3
4 B11120fr	Identifying the Digit For Hundred Thousands Place	View	4	11945	45%	4

1.1.2 Expressing Whole Numbers in Words Total # of Concepts: 3

Add

4.2.2 Assessments | Create Homework (6/6)

Click on save to save the assessment.

The screenshot displays a software interface for creating homework assessments. At the top, it shows 'Total number of questions : 3' and 'Test FR'. Below this, there's a section for 'Part - I' with a note: 'Note : One question will be imported from each of the question concepts listed below.' The level is '1.1 Review of Integers' and the concept is '1A01101fr; Adding Signed Numbers'. A 'Sample Variation' is shown with the problem 'Add : -15 + (-5)' and a calculator interface. The calculator has a 'Solution' button, a 'Done' button, and a numeric keypad with 'Delete', 'Back', and 'Clear' buttons. The number '8' is displayed on the calculator. Below this, another question is shown: '2 B31110fr; Understanding the Meaning of a Fraction as Part of a Unit'. It asks to 'Write the fraction represented by the shaded portion of the figure.' and shows three 'One Unit' blocks, each with a shaded portion. A calculator interface is also present for this question, with the number '5' displayed. On the right side, there's a sidebar with various options. The 'Save Assessment' option is highlighted with a red box. Other options include 'Header / Title', 'Header for Printing', 'Title', 'Manage Question/Test Part', 'Add Test Part', 'Edit Test Part', 'Delete Test Part', 'Add/Delete Questions', 'Other Options', 'Edit Settings', 'Preview', 'Save and Complete later', 'Cancel', and 'Printing Options' (Print, Print With Answer, Print With Answer followed by Without Answer). A note at the bottom of the sidebar states: 'Note: Answers are printed for MC questions only.'

Click on Preview to view the homework on screen

Click on Save to save the homework

5. Course Resources

5.1 Glossary

5.2 Documents

5.3 Web links

5.1 Course Resources | Glossary

You can search glossary words by entering the word in the search box.

Note: Glossary is not available for all the courses

You can also search glossary words by Alphabetical Order

Enter a Keyword and click "Go" to search the glossary word

Glossary

Glossary List

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search Go

Items Per Page View All ▾

Glossary Word	Glossary Description
Numerals	Numbers written using digits (0, 1, 3, . . . 9) are called "Numerals".

5.2 Course Resources | Documents

1. To add documents, Select the Course Level from the course hierarchy located on left hand-side.

2. Click “Add” to add the document.

The screenshot illustrates the process of adding documents to a course level. On the left, a course hierarchy is displayed, with the 'Beginning Algebra' folder selected and highlighted by a red box and a circled '1'. The hierarchy includes: Expand ALL Collapse ALL, Beginning Algebra, 1. Review of Pre-A, 2. Linear Equations, 3. Linear Equations, 4. Systems of Line, 5. Exponents and f, 6. Factoring Quadr, 7. Rational Express, 8. Roots and Radic, and 9. Quadratic Equat. On the right, the 'Documents' section is shown, with the 'Selected Course Level : Beginning Algebra' and the 'Add' button highlighted by a red box and a circled '2'. The 'Add' button is located next to 'Import' and 'Delete' buttons. Below the buttons, a message states: 'There are no documents to show in this list.'

3.2 Course Resources | Documents

- Enter the “Title”, “Author”, and “Description” of the article.
- If you choose, check “List this article in Library listing at all levels of the course”.
- Upload document from your computer. Click on “Browse” to locate the file.
- Click on “Upload” to upload the document.

Add Documents

Course Level Basic Math(ELC-CA)

* **Documents**

Author

Description

* **Upload File**

List this documents in Library listing at all levels of the course.

Move To

5.2 Course Resources | Documents

- The document appears in the list page appears after you have uploaded.
- Click on “Save” to submit the document.

Add Documents

Course Level Basic Math(ELC-CA)

*** Documents**

Author

Description

*** Upload File**

List this documents in Library listing at all levels of the course.

Move To

<input type="checkbox"/>	File Name
<input type="checkbox"/>	Document 1

Uploaded Document

Click "Save" to complete process

5.2 Course Resources | Documents

1. To Import Documents from a previous term select the course level from the course hierarchy located on left hand-side.
2. Click “Import”.

The screenshot displays a web interface for managing course documents. On the left side, a course hierarchy is shown, starting with 'Beginning Algebra' and listing nine sub-topics: '1. Review of Pre-A', '2. Linear Equations', '3. Linear Equations', '4. Systems of Line', '5. Exponents and f', '6. Factoring Quadr', '7. Rational Express', '8. Roots and Radic', and '9. Quadratic Equat'. A red box highlights the entire hierarchy, and a red circle with the number '1' is placed above it. On the right side, the 'Documents' section is titled 'Documents for the level' and shows 'Selected Course Level : Beginning Algebra'. Below this, there are three buttons: 'Add', 'Import', and 'Delete'. The 'Import' button is highlighted with a red box, and a red circle with the number '2' is placed above it. The main content area below the buttons displays a message: 'There are no documents to show in this list.'

5.2 Course Resources | Documents

1. Select the term and section you would like to import from.
2. Click on “Import”
3. Select the documents to import.
4. Click on “Import”

Import Documents

Select the term and section to view the document uploaded for that section, select the documents and click on import.

Term : Year 2008

Section : PC Online

<-- Select Section -->

Documents to show in this list.

Import Cancel

This screenshot illustrates the first two steps of the import process. A red box highlights the 'Term' dropdown menu, which is set to 'Year 2008', and the 'Section' dropdown menu, which is set to 'PC Online'. A red box also highlights the 'Import' button. A red circle with the number '1' is placed next to the 'Term' dropdown, and a red circle with the number '2' is placed next to the 'Import' button.

Import Documents

Select the term and section to view the document uploaded for that section, select the documents and click on import.

Term : Fall 2007

Section : ITV

Select All

Pre-Calculus

Project 1

View

Import Cancel

This screenshot illustrates the third and fourth steps of the import process. A red box highlights the 'Project 1' checkbox, which is checked. A red box also highlights the 'Import' button. A red circle with the number '3' is placed next to the 'Project 1' checkbox, and a red circle with the number '4' is placed next to the 'Import' button.

5.3 Course Resources | Web Link

1. To Add WebLink, select a course level from the course hierarchy located on left hand-side.
2. Click on “Add” to add the link.

The screenshot illustrates the 'Web Links' interface. On the left, a course hierarchy is displayed under the heading 'Beginning Algebra'. A red box labeled '1' highlights the entire hierarchy, which includes: 'Expand ALL Collapse ALL', 'Beginning Algebra', '1. Review of Pre-A', '2. Linear Equations', '3. Linear Equations', '4. Systems of Line', '5. Exponents and f', '6. Factoring Quadr', '7. Rational Express', '8. Roots and Radic', and '9. Quadratic Equat'. On the right, the 'Web Links' section shows a 'List of weblinks' table. The 'Selected Course Level' is 'Basic Math(ELC-CA)'. A red box labeled '2' highlights the 'Add' button in the top right corner of the table. Below the table, a message states: 'There are no Weblinks to show in this list.'

5.3 Course Resources | Web Link

- Enter a “Heading” and the description for the web link/web page.
- Enter the URL (website) of the web page (e. g. www.educosoft.com)
- Click n Save to submit the web link.

Add Web Link

Selected Course Level: Basic Math1(Book Based) > 1. Whole Numbers > 1.1 Place Value System > 1.1.1 Determining Place Values in Whole Numbers

Heading	<input type="text" value="EducoSoft"/>
Description	<input type="text" value="EducoSoft Powerd by Educo"/>
* URL	<input type="text" value="http:// www.educosoft.com"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

The Web Link page appears, displaying the Web Link you added.

List of weblinks

Selected Course Level : Basic Math1(Book Based) > 1. Whole Numbers > 1.1 Place Value System > 1.1.1 Determining Place Values in Whole Numbers

Web Links	
Heading:	EducoSoft
Description:	EducoSoft Powerd by Educo Internatinal, Inc.
URL:	www.educosoft.com
Edit Delete	

1

6. Communication

6.1 Internal Mail

6.2 Announcement

6.3 Discussion Forum

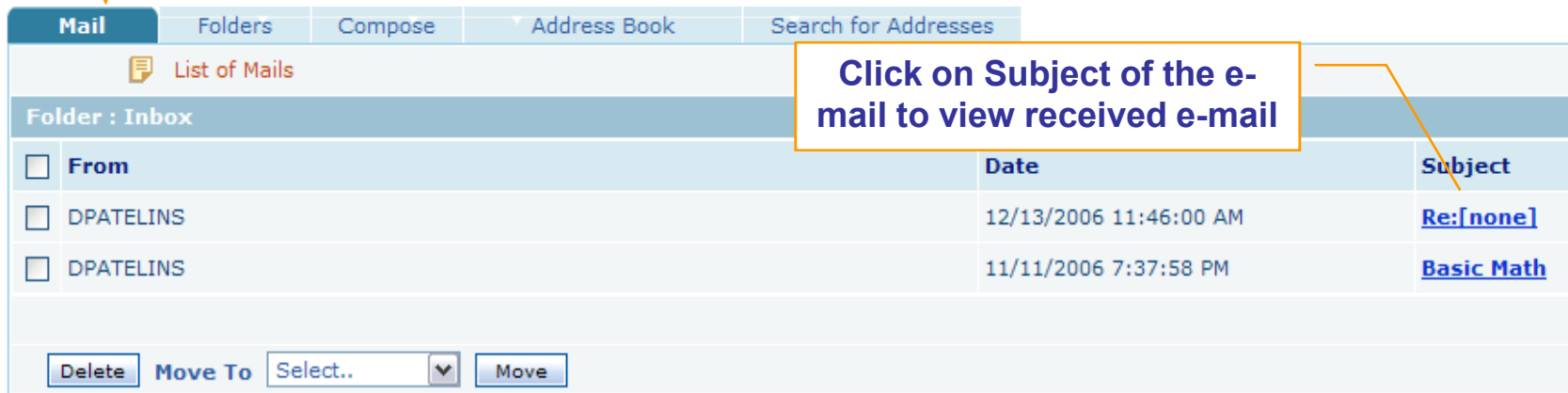
6.4 Queries

6.5 Chat

6.1 Communication | Internal Mail

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

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



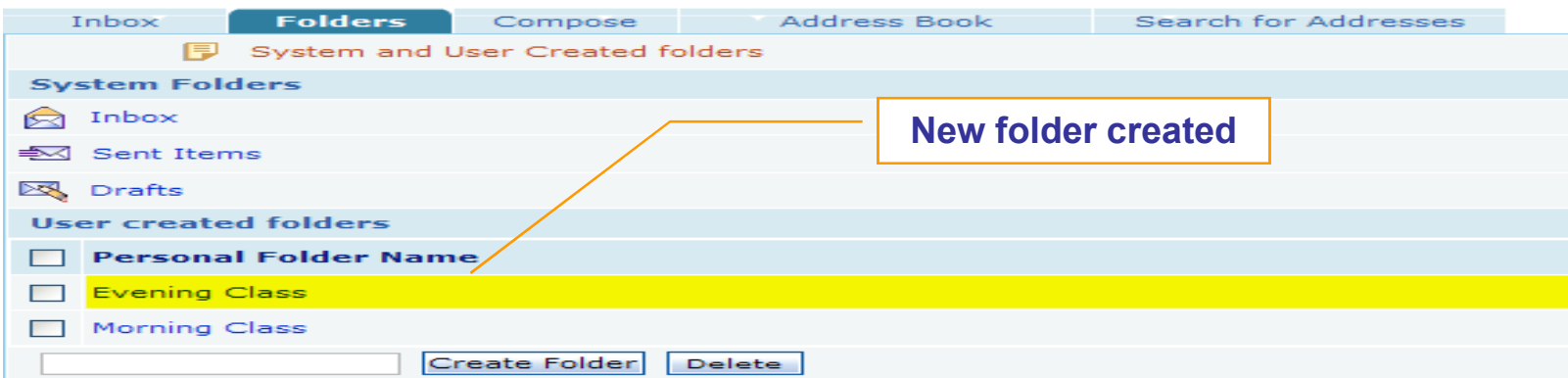
The screenshot shows an email client interface. At the top, there are tabs: "Mail" (selected), "Folders", "Compose", "Address Book", and "Search for Addresses". Below the tabs is a "List of Mails" section. The current folder is "Inbox". A table lists two emails:

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

Below the table are buttons for "Delete", "Move To", a dropdown menu labeled "Select..", and "Move". A callout box with an orange border points to the "Subject" column of the second email, containing the text: "Click on Subject of the e-mail to view received e-mail".

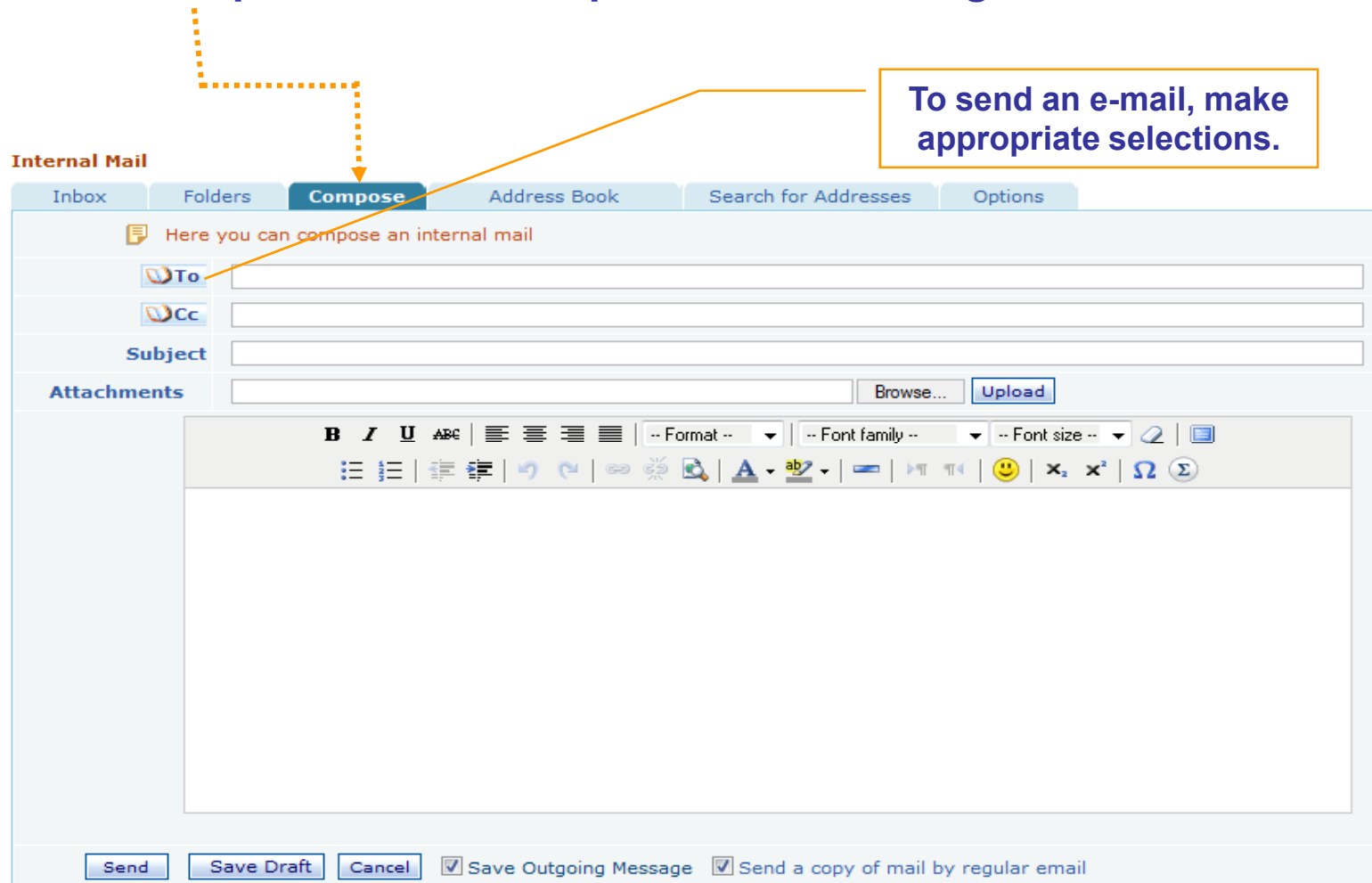
6.1 Communication | Internal Mail

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



6.1 Communication | Internal Mail

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



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 composition form with fields for 'To', 'Cc', 'Subject', and 'Attachments'. The 'Attachments' field includes a 'Browse...' button and an 'Upload' button. A rich text editor toolbar is visible above the main text area, featuring options for bold, italic, underline, font color, background color, text color, font family, font size, text alignment, list creation, link insertion, unlink, insert image, insert video, insert audio, insert table, insert link, insert unlink, insert smiley, insert link, insert unlink, insert link, and insert unlink. At the bottom of the interface, there are buttons for 'Send', 'Save Draft', and 'Cancel', along with checkboxes for 'Save Outgoing Message' and 'Send a copy of mail by regular email'. An orange dashed arrow points from the 'Compose' tab to the 'To' field, and a solid orange arrow points from a text box to the 'Compose' tab.

To send an e-mail, make appropriate selections.


6.2 Communication | Announcement

Click on “Add” to add new announcement.

Announcements

[Go To View Announcements](#)

View/Add/Delete Announcements

 List of announcements created by the Instructor

Course related announcement(s)

Manage your announcements [Add](#) [Delete](#) Items Per Page [View All](#) ▼

<input type="checkbox"/>	Created On	Announcements	Start Date	End Date			
1. <input type="checkbox"/>	11/10/2008	CC1: Course related Announcement A	11/10/2008	11/11/2008	Edit	Assign	Assigned To
2. <input type="checkbox"/>	10/24/2008	Please Complete Quiz 1.1 and Quiz 1.2 today.	10/24/2008	10/31/2008	Edit	Assign	Assigned To

6.2 Communication | Announcement

- Enter “Description” for the announcement.
- Select Start Date and End Date.
- Click “Save” to add new announcement.

New Announcement

The screenshot shows the 'Add Announcement' form. At the top, it says 'Add Announcement'. Below that, 'Announcement Type' is set to 'Course related announcement'. The main section is labeled '* Description' and contains a rich text editor with a toolbar and the placeholder text 'Enter Announcement Description Here...'. A red box with the text 'Enter the Description' points to this area. At the bottom, there are two date pickers labeled '* Start Date' and '* End Date'. A red box with the text 'Select Start Date' points to the first date picker, and another red box with the text 'Select End Date' points to the second date picker. At the very bottom, there are 'Save' and 'Cancel' buttons.

6.2 Communication | Announcement

Announcement is added. Next assign to sections.

Announcements

[Go To View Announcements](#)

View/Add/Delete Announcements

List of announcements created by the Instructor

Course related announcement(s)

Manage your announcements Items Per Page

Created On	Announcements	Start Date	End Date			
1. 11/10/2008	CC1: Course related Announcement A	11/10/2008	11/11/2008	Edit	Assign	Assigned To
2. 10/24/2008	Please Complete Quiz 1.1 and Quiz 1.2 today.	10/24/2008	10/31/2008	Edit	Assign	Assigned To

New announcement added

Click on "Assign".

Announcements

Assign Announcements

Terms: CAU Workshop

Courses: Beginning Algebra(ELC-CA)

Sections: BA ELC-CA

Select course and section(s).

Click "Send Announcement"

6.3 Communication | Discussion Forum

Click on “Add Forum” to create a new forum.



My Forums	Add Forum	Recent Threads	Recent Posts	Search	Activity Report	Complaints
---------------------------	---------------------------	--------------------------------	------------------------------	------------------------	---------------------------------	----------------------------

My Forums


Forum List				
 List of forums. Click on the forum name to see the list of threads available in the forum.				
Forums	Author	Threads	Latest post by	Post
 Welcome To Basic Math BM101 Getting Started	Learning, E-	2	Learning, E-	5/28/200
 Welcome To Pre Algebra PA202 Welcome To Pre Algebra PA202	Learning, E-	1		
 Welcome To College Algebra CA303 Welcome To College Algebra CA303	Learning, E-	1	Learning, E-	5/28/20
 Week 3 Week 3 section 3.3.1 discussion	Learning, E-	0		
 Week 1: Chapter One Lecture Questions Questions about weekly lecture.	Learning, E-	1	Clay, Mike	5/21/200

6.3 Communication | Discussion Forum

Click on “Add Forum”.


[My Forums](#) » Add Forum

Manage Forums

 Manage forums. Click on the edit link to update forum attributes. Click on Add button to add a new forum.

Enter forum title and description.

Manage Forums

 Forum attributes.

* Title	<input type="text"/>
* Description	<input type="text"/>
Sort by number	<input type="text" value="0"/> (forums are ordered by this number in forum list)
Allow adding new threads	<input type="checkbox"/>

6.3 Communication | Discussion Forum

1. Select a term and course.
2. Check on “Allow Posting” to the sections forum is being assigned to. Deselect “Allow Reading” to sections you not want to have access.
3. Click on “Save”.

Assign To Sections

List of sections. Select a term and a course to see the list of available sections and assign permissions to them.

1

Term CAU Workshop ▾

Course Beginning Algebra(ELC-CA) ▾

2

Section Name	Allow Reading	Allow Posting	
Begin Algebra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Students
master test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Students

3

Save

6.3 Communication | Discussion Forum

Home Roster Tools Resources **Communication** User Management Survey Reports My Profile Support FAQ Logout

Discussion Forum

1. Select term and course.
2. Check “Allow Posting” to the sections forum is being assigned to. Deselect “Allow Reading” to sections you not want to have access.
3. Click on “Save”.

Assign To Sections

List of sections. Select a term and a course to see the list of available sections and assign permissions to them.

1

Term CAU Workshop ▼

Course Beginning Algebra(ELC-CA) ▼

2


Section Name	Allow Reading	Allow Posting	
Begin Algebra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Students
master test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Students

3

Save

6.3 Communication | Discussion Forum

Once the forum is created you will need to create a Thread for students to post.
To add thread click on the forum title.



Forums	Author	Threads	Latest post by	Posted date	Sections
Welcome To Basic Math BM101 Getting Started	Study, K	0			1

Click on “New Thread” to add a thread



Thread List

List of threads available in the forum. Click on Add Thread button to start a new thread. Click on a thread name to see the messages posted in the thread.

There are no threads to display in the list.

New Thread

6.4 Communication | Queries

Queries are sent from students by clicking on  icon available on each question screen.

When a student sends a query a screen shot of the question he/she is working on along with the students questions is sent to your queries and also to you internal email.

Click on “view” to view the screen capture and click on “reply” to reply to the question

Questions from Students							
List of questions asked by the students. Click on view to see the details.							
						Delete	Page Size 50
	Posted By	Problem Details	Problem Description	Posted Date			
1. <input type="checkbox"/>	Study, K	Beginning Algebra(ELC-CA) > 2. Linear Equations/Inequalities in One Variable > 2.1 Simplifying Expressions > 2.1.1 Identify Terms & Numerical Coefficients > Tutorial	Please explain in more detail.	8/28/2009	View	Reply Delete	

Diagram illustrating the components of the table:

- Student Name
- Location of Question
- Students' Question
- View question
- Reply to student

6.4 Communication | Queries

You can also reply to student via internal email with option to send your response to students regular email.

Compose Message

Here you can compose a message

To: Study, K <soft123@educo-int.com>

Subject: Re: Ask My Instructor - Tutorial Question

Attachments:

Font Name | 14px | Zoom |

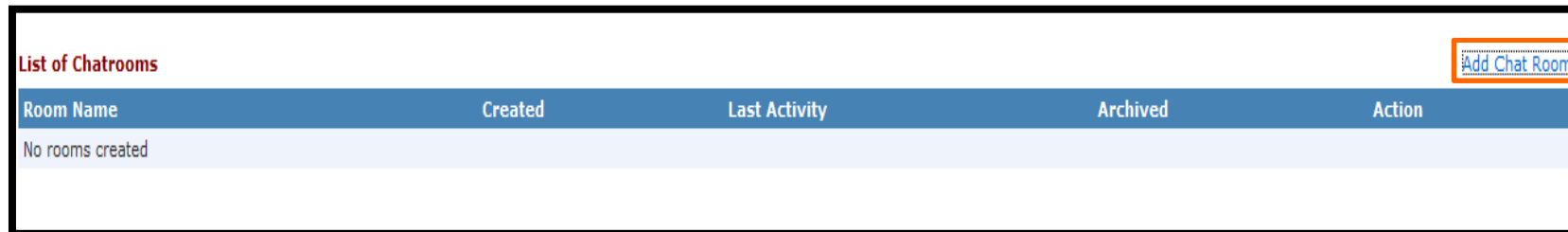
-----Original Message-----
From: Study, K
To: Study, K

Save outgoing messages Send a copy of mail by regular email

6.5 Communication | Chat

Create a Chat

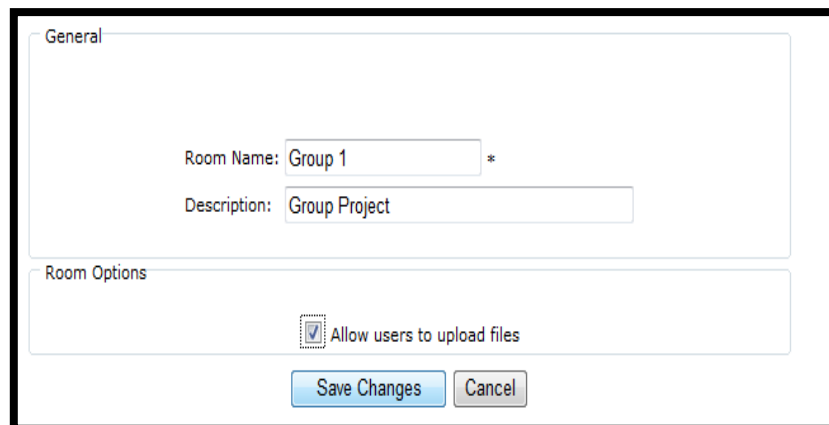
Click on “Add Chat Room”



List of Chatrooms [Add Chat Room](#)

Room Name	Created	Last Activity	Archived	Action
No rooms created				

Enter a room name and description. Choose if to allow users to upload files by selecting box. Click on “Save Changes” .



General

Room Name: *

Description:

Room Options

Allow users to upload files

7. User Management


7.1 Transfer Student

7.2 Teaching Assistant

7.1 User Management | Transfer Student

- Dropped student(s) list screen appears, showing list of students dropped from all the sections of a course.
- Instructors of a section can select a student from this list.
- Select a section to assign the student.
- Click “Assign” to transfer the student.

Dropped Student List

 Instructors can pick up students from here who are dropped based on same course

User Name	Name	Section	
ASHIMST	ashim chowdhury	MorningMath	Select Section ▼

Select the section

7.2 User Management | Teaching Assistant

- List of Teaching Assistants are displayed.
- Search, View, Edit, Delete or Add Teaching Assistants

Teaching Assistants

Create Teaching Assistants

List of Teaching Assistants

Search Items Per Page 10

Name	E-Mail Id	
Assistant, Teaching	est099@educ0-int.com	View Edit Delete Login

Click to
add a TA

7.2 User Management | Teaching Assistant

Enter all required fields (*) and click on “Save”

Add Teaching Assistant

Add/Edit

User Information

Time Zone (GMT-05:00) Eastern Time (US & Canada) ▼

* E-Mail Id

* Confirm E-Mail Id

* Password

* Confirm Password

Salutation Mr. ▼

* First Name

Middle Name

* Last Name

* Language English ▼

* Address 1

Address 2

* City

* State Arizona ▼

* Zip Code

* Country INDIA ▼

* Phone

Mobile

Upload Image Browse...

Save Cancel

Click on “Save” to add the teaching assistant

7.2 User Management | Teaching Assistant

Assign Teacher Assistant to one section or multiple sections.

<input type="checkbox"/>	Section Name	Course Name	Term Name
<input type="checkbox"/>	Basic Math	Basic Math(ELC-CA)	CAU Workshop
<input type="checkbox"/>	Begin Algebra	Beginning Algebra(ELC-CA)	CAU Workshop
<input type="checkbox"/>	master test	Beginning Algebra(ELC-CA)	CAU Workshop
<input type="checkbox"/>	Pre-Algebra	Pre Algebra	CAU Workshop
<input type="checkbox"/>	Pre Calculus	Pre Calculus	CAU Workshop
<input type="checkbox"/>	Statistics	Statistics	CAU Workshop
<input type="checkbox"/>	Calculus I & II	Calculus I & II	CAU Workshop
<input type="checkbox"/>	Arithmetic	Arithmetic	CAU Workshop

Assign TA to sections and click on "Save & Continue".

7.2 User Management | Teaching Assistant

Assign permissions for TA.

Assign Permissions

Section CAU Workshop | Beginning Algebra(ELC-CA)

Select All Permission

- Upload Syllabus
- Upload articles and weblinks
- Grade book
 - Modify category
 - Modify grade scales
- Assessments
 - Create
 - Edit
 - Delete
 - Import
 - Printing
- Score
 - View
 - Edit

Select box to assign TA permission and save.