

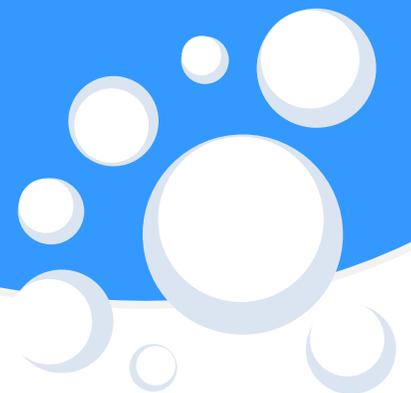
E-LEARNING

made simple

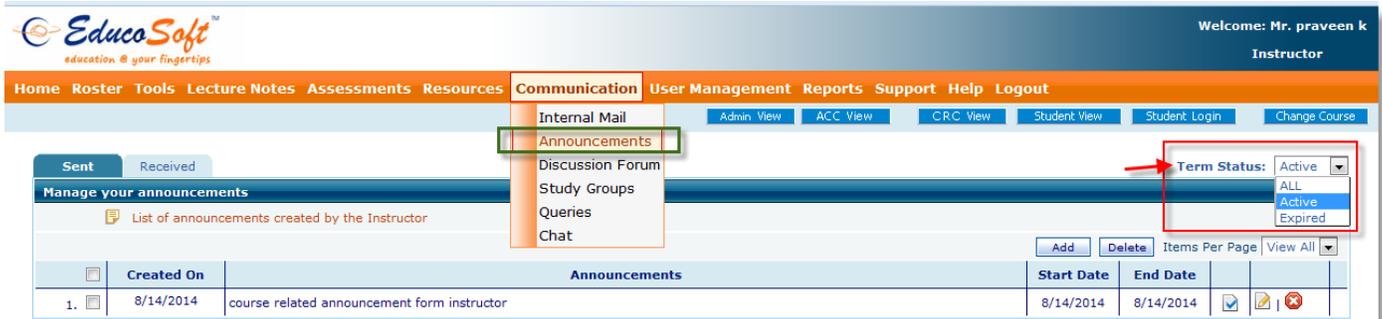


Educo International Inc.

2014 WINTER RELEASE NOTES-RMA

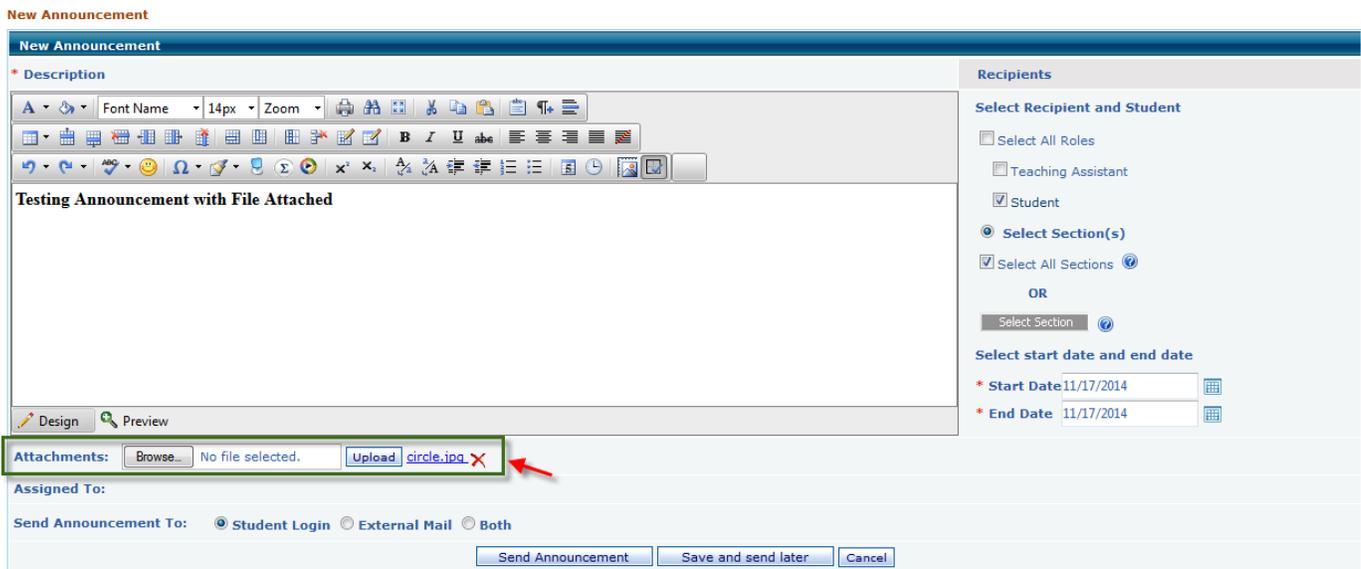


1. **Announcement enhancement:** Added expired and active filters under announcement listing screen and provided an option attach file(s) while sending out announcement to students.



Navigation to access the filter:

- Login to Instructor /TA account and go to **Communication** → **Announcements**



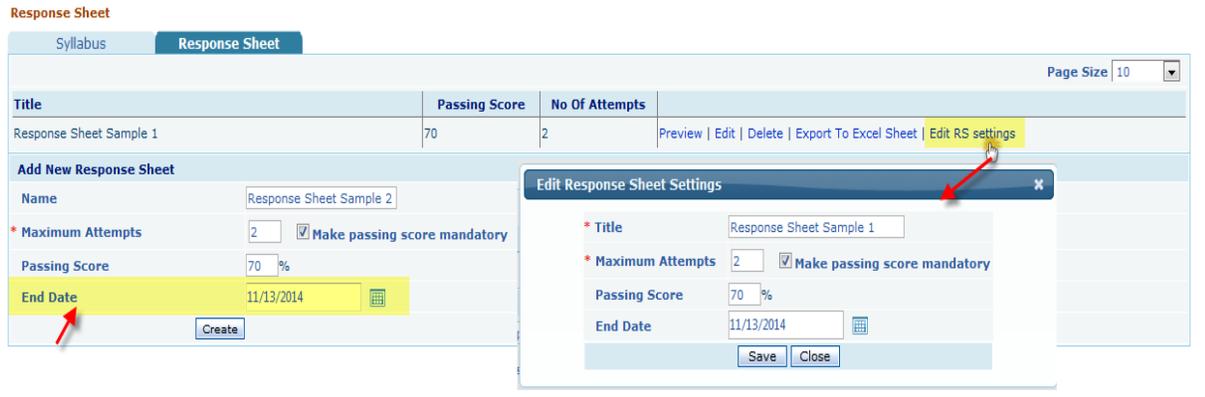
Navigation to attach file when sending announcement:

- Login to Instructor /TA account and go to **Communication** → **Announcements**
- Click on **Add/Edit** announcement
- Using Browse and upload option attach a file.

2. **Syllabus Feature enhancements:** We have made many improvements to Syllabus feature and their details are as follows:

Instructor View:

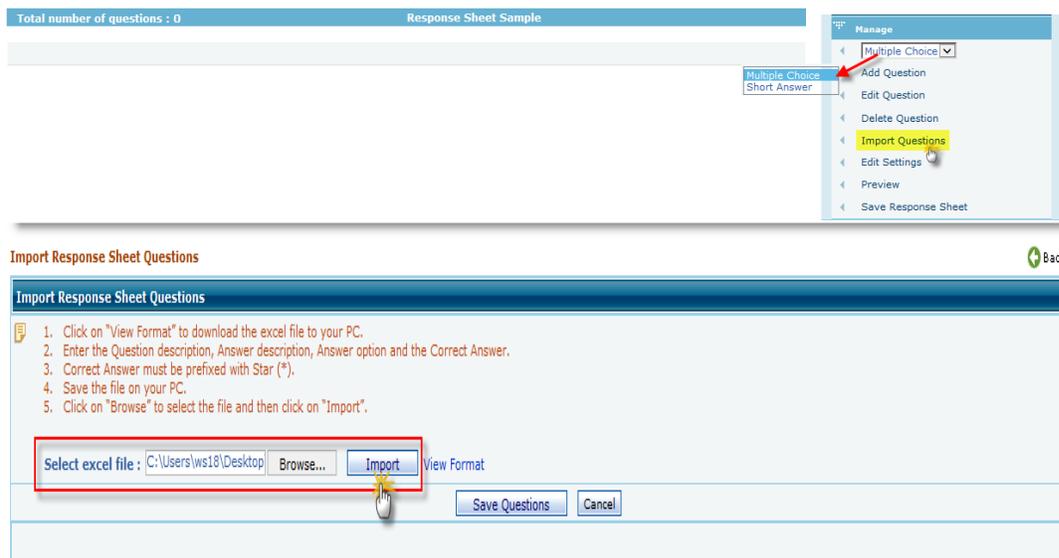
- a. **Edit Response Sheet Setting and expiry date option:** Along with the available settings now you can also specify end date to the Response sheet. In order to add/edit mandatory, proficiency score (PS), number of attempts a new edit RS setting link is provided on the response sheet listing screen.



Navigation to change response sheet settings:

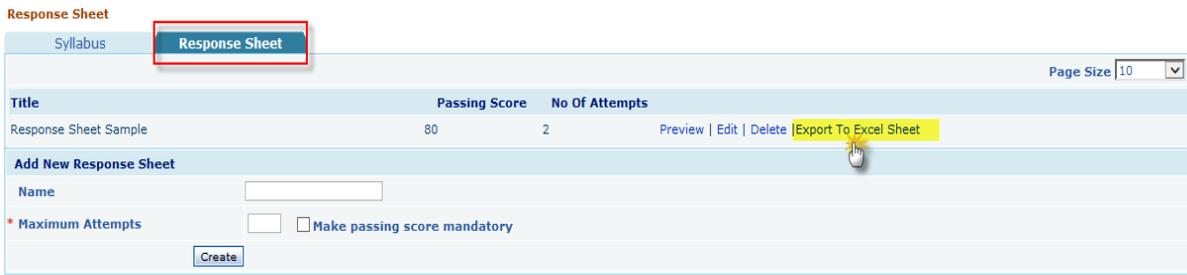
- Tools → Syllabus → Response sheet.
- Specify the response sheet end date on add/edit the response sheet.
- Use 'Edit RS Setting' link to edit the response sheet settings like, RS title, Maximum Attempts, Passing score, mandatory option, Proficiency score and RS End date.

- b. **Response sheet Questions Import and Export feature:** Added a feature to import/export questions to response sheet.



Navigation to explore Importing Questions to Syllabus:

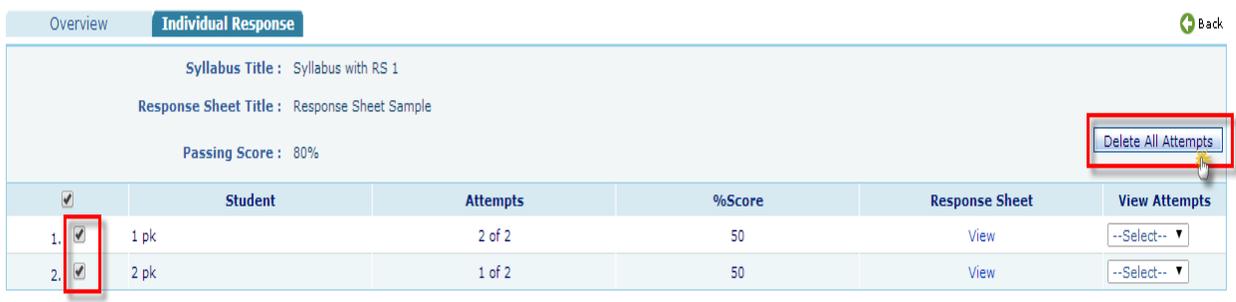
- Under Tools menu click on sub menu Syllabus and then click on 'Response Sheet' tab.
- Add a title to your response sheet and enter other mandatory information and click on continue.
- Select the question type as 'Multiple Choice' and click on Import Questions link.
- Download the 'Response sheet' sample format by clicking on 'View Format' link and add questions according to your need in the specified format.
- In order to specify correct answer for MCQ's, Put Asterisk (*) mark followed by the option.
- Now, Select excel file and click on Import button then, select the question you want to add and click on 'Save Questions'
- Select the Question whom you want to include in Response sheet and click on 'Save Response sheet'



Navigation to explore Export Questions feature:

- Under response sheet list screen click on 'Export to Excel Sheet' link
- Browsers save alert message pop up to save the file.

C. Provided delete submitted attempt option for instructor(s) and enhance the feature to view result of submitted attempt for student(s).



Navigation to delete all response sheet attempts taken by students:

- Under Instructor account > Tools > Syllabus > View Response Sheet > Individual Response
- Select the student(s) and click on 'Delete All Attempts' to delete all response sheet attempts of selected student(s).

Student View:

- When syllabus reading is made mandatory on student login syllabus and its associated Response sheets is listed in the open page.

Home My Profile My Instructor Support User Guides FAQ Logout

ELC-GA | Term 2014-15 | Beginning Algebra | BA 01 Contact Instructor : k praveen Change Course

Course Tools

- Syllabus
- Tutorials
- Assessments
- Dropbox
- My Grade
- Activity Report
- Attendance
- Course FAQ
- Bookmarks
- Notepad

Welcome to my class for **Beginning Algebra | BA 01**.

Before you start any activity in this course, you must read the class syllabus and respond to related questions. Proceed as follows:

1. Open or download the syllabus, read it very carefully from the below given list(s).
2. After reading and understanding the syllabus. Click on 'Take/Retake' button and answer all questions and submit the response sheet.

No.	Title	Description	Author	Passing Score	Attempts	End Date	RS End Date	Result
1.	RS Syllabus 01			70	0 of 2	11/13/2014		NA

Only after completing the syllabus reading and understanding process, you can start using any of the activities listed in the left column.

k praveen

- Students can now see the answers after submitting the response sheet.

Home My Profile My Instructor Support User Guides FAQ Logout

ELC-GA | Fall 2012-14 | Beginning Algebra | Testing Section 1 Contact Instructor : k praveen Admin View Back to Instructor Change Course

Course Tools

- Syllabus
- Tutorials
- Assessments
- Dropbox
- My Grade
- Activity Report
- Attendance
- Course FAQ
- Bookmarks
- Notepad

Syllabus List Screen:

Syllabus for the course

No.	Title	Description	Author	Passing Score	Maximum Attempts	Result
1.	General Syllabus 01					NA
2.	Syllabus with RS 02			70	5	View
3.	Syllabus with RS 03			70	2	View

Syllabus RS Result Screen:

Student Test - Google Chrome 192.168.100.3/Survey/TestPaperResults.aspx?ID=447831958&Tid=1362954&Aid=48315

Results

Attempt: Attempt2 (selected) | Title: Response Sheet Sample 2(Mixed) | Student name: u03 test

Result Summary

Total number of questions	5	Passing Percent Score	70
Number of questions counted for percent score	4	Your Percent Score	25
Number of counted questions answered correctly	1		
Taken on	10/30/2014		

Result Details

No.	Question Description	Evaluation Status	Score	View Solutions
1.	MC Q 1 ?	Correct	1	Solution
2.	MC Q 2 ?	Incorrect	0	Solution
3.	Description1_Ins	Incorrect	0	Solution
4.	Description2_Ins	Incorrect	0	Solution
5.	Description3_Ins	Incorrect	0	Solution

3. Students should be able to see his Instructor Profile Picture:

The screenshot shows the 'My Instructor Profile' page in the EducoSoft interface. The page is titled 'View Instructor Profile' and displays the following information:

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

A profile picture of Stephen Hawkins is shown on the right side of the page. A red arrow points to the profile picture.

Navigation to View 'My instructor' profile:

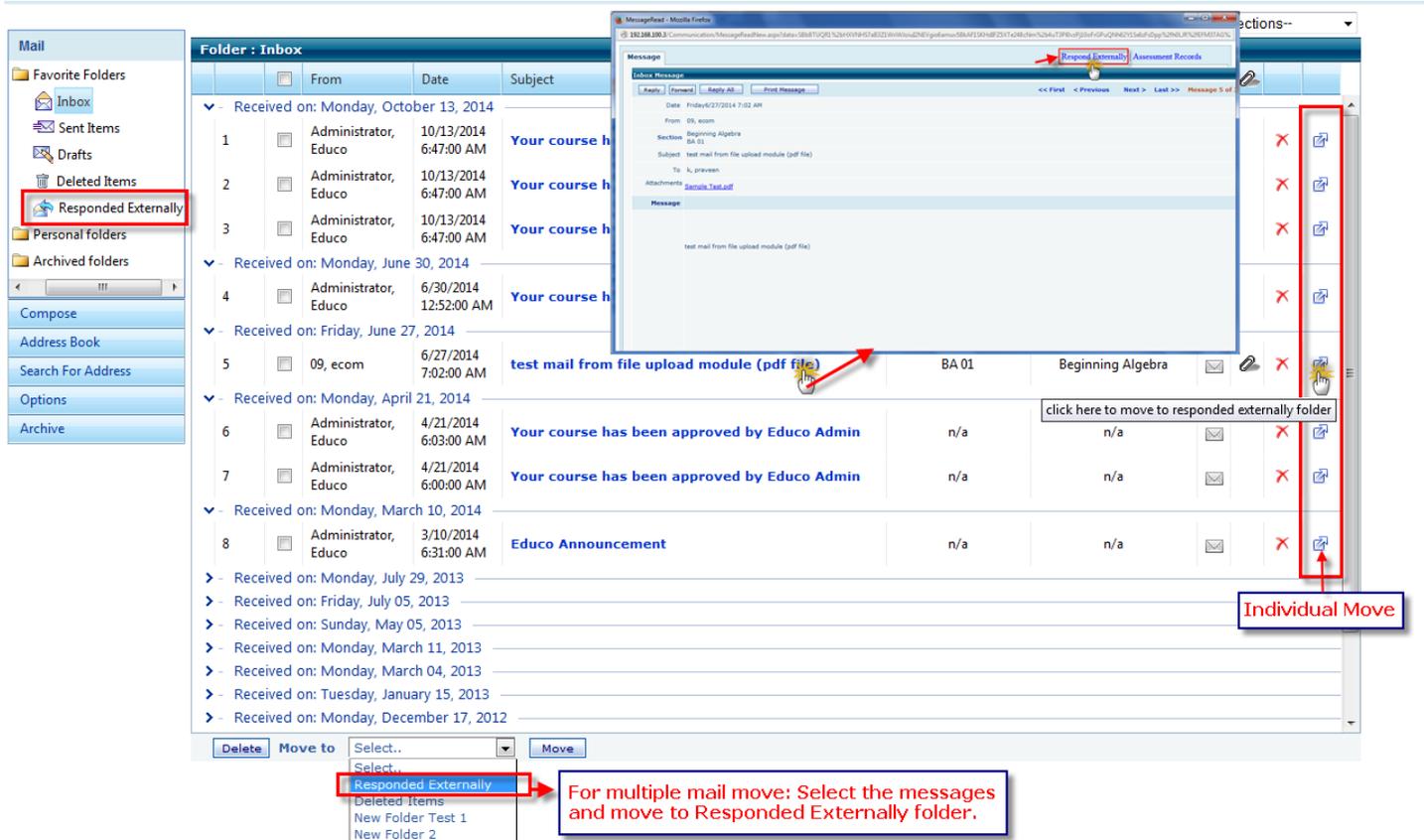
- Login to Student account and click on 'My Instructor' menu on the top.

4. Changes to Password Protected Assessment: Now, Password protected test will prompt for password when student resumes it.

The screenshot shows the 'Assessment' page in the EducoSoft interface. The page displays a list of assessments with the following columns: No., Title, Date, End Date, %Score, and Status. A 'Password' dialog box is open over the 'Resume' button for the first assessment, prompting the user to enter a password.

No.	Title	Date	End Date	%Score	Status
8.	Penalty Assessment 01	11/4/2014 AM 4:15 AM	11/4/2014 AM 4:15 AM	NA	Resume
9.	1.2 Quiz MC 01	11/4/2014 AM 4:15 AM	11/4/2014 AM 4:15 AM	NA	Expired
10.	2.1 HW: Simplifying Expressions	11/4/2014 AM 4:15 AM	11/4/2014 AM 4:15 AM	NA	Expired
11.	1.2 Quiz MC: Review of Fractions	11/4/2014 AM 4:15 AM	11/4/2014 AM 4:15 AM	NA	Expired
12.	1.2 Quiz MC: Review of Fractions_PK	11/4/2014 AM 4:15 AM	11/4/2014 AM 4:15 AM	NA	Expired
13.	1.4 Quiz MC: Review of Percents_PK	11/4/2014 AM 4:15 AM	11/4/2014 AM 4:15 AM	NA	Expired
14.	1.3 Quiz MC: Review of Decimal Numbers and Square Roots	11/4/2014 AM 4:15 AM	11/4/2014 AM 4:15 AM	NA	Expired

- Internal mail enhancements:** Added a feature in internal e-mail that if an instructor responds to student's e-mail directly, not from the Educo, then instructor can add under "Responded Externally" folder. By selecting from left selection RE link all such e-mails will be listed under Responded Externally e-mails folder and the number in un-responded e-mails that appears on instructor login should be reduced accordingly.



Navigation to explore the feature:

- Login to instructor account
- Go to Communication → Internal mail menu
- Click on received email, on the message read popup click on 'Responded Externally' link.

6. **Instructor My Preference settings Changes:** Replace the word 'Free Time' with 'Office Hours' under My Preferences page and added indication under student login to view the office hours details.

Instructor Login > My Settings

Welcome: Mr. praveen k
Instructor

Home Roster Tools Lecture Notes Assessments Resources Communication **User Management** Reports Support Help Logout

My Settings Assessment Settings Course Settings

Restore default

Teaching Assistant I can act as TA

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

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

Show Instructor Student Show Instructor Student

Office Hours (Available for meeting, discussion..)

From 8:00 AM To 9:00 AM On Monday + X
From 10:00 AM To 11:00 AM On Tuesday,Wednesday X
From 8:00 AM To 12:00 PM On Wednesday,Thursday,Friday,Saturday X

Restore default Save

Student Login

Welcome: Mr. pk 1
Student

Home My Profile Support User Guides FAQ Logout

ELC-GA | Term 2014-15 | Beginning Algebra | BA 01 Contact Instructor : k praveen Admin View Change Course

Course Tools

Syllabus Tutorials Assessments Dropbox My Grade Activity Report Attendance Course FAQ

Course Tools

Syllabus

Syllabus for the course

Office Hours:
8:00 AM To 9:00 AM (Mon)
10:00 AM To 11:00 AM (Tue,Wed)
8:00 AM To 12:00 PM (Wed,Thu,Fri,Sat)

No.	Title	Description	Author	Passing Score	Maximum Attempts	View Attempts
1.	General Syllabus 1					NA
2.	Syllabus with RS 1			80	2	Completed Details

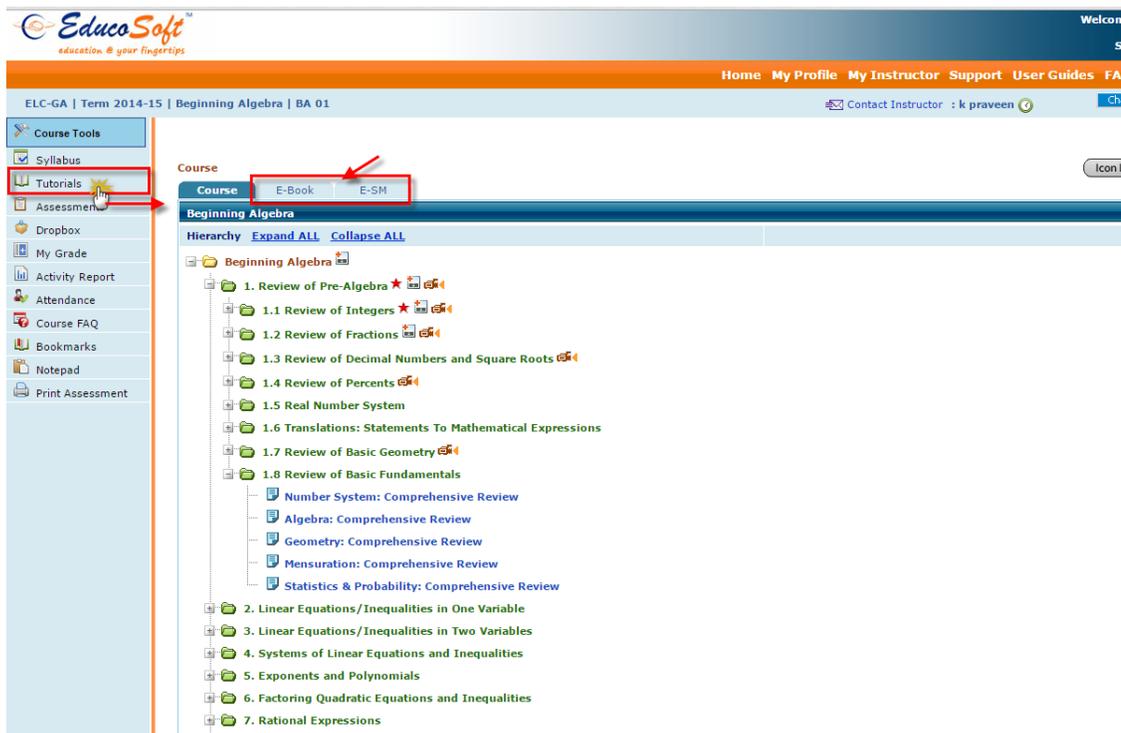
7. **Option to Print Submitted assessments for students:** Enabled an option to print submitted Assessment under student login.



Navigation to explore the feature:

- Login to Student account
- Go to courses Tools → Print Assessments

8. **Student Tutorial enhancements:** Our e-book is powerful study tool, they are uploaded section wise. We have provided e-book tab on our content hierarchy as another learning tool.



Navigation to explore the feature:

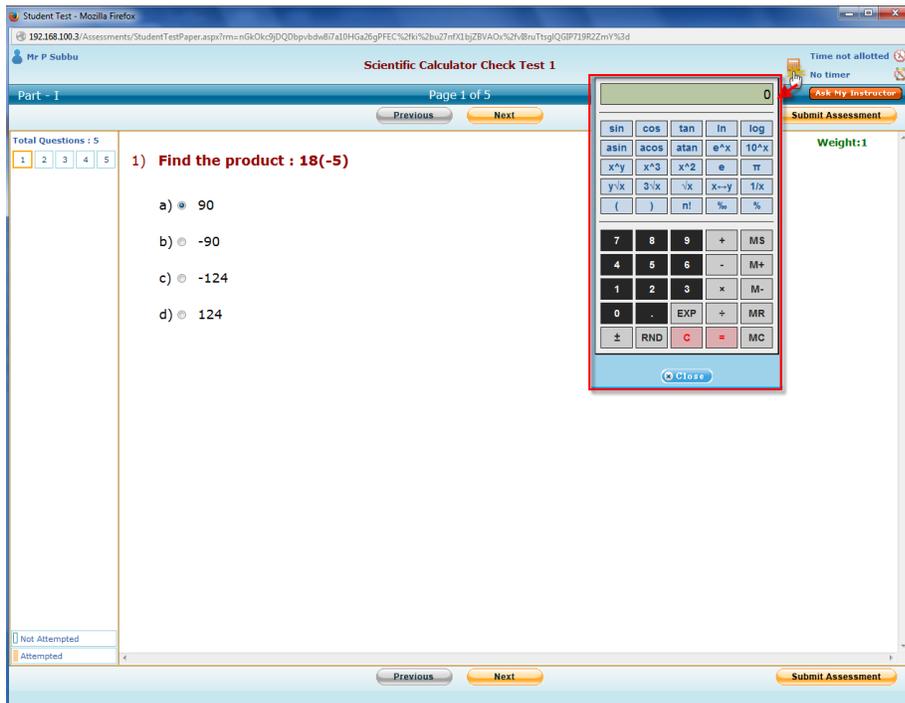
- Login to Student account
- Go to Course Tools → Tutorial

9. **Calculator Feature for Student while taking the test:** Question selection interface will have a column to include calculator in the question page. If selected a link to calculator will be provided on the selected question page while student taking the test.



Navigation to enable the calculator setting:

- Under Instructor login Assessment Creation - ‘Randomize Question Concepts’ screen. You will find the calculator option at the last column for each question concept.
- Select the calculator checkbox corresponding to the question and save the test.
- While taking assessment, click on  icon on the top right corner to view the calculator.



10. **Learning Activity Prerequisite setting:** Institution level setting is provided to enable/disable Learning Activity (tutorial/Example) as pre-requisites under campus coordinator.

The screenshot shows the 'Manage Institution Profile' page for Antelope Valley College. The 'Manage' menu is open, and 'Institution Profile' is selected. The form includes fields for Institution Name, Description, Address, City, Country, State, Zip Code, Term Duration, and Timezone. There are also checkboxes for 'Allow parent view for institution' and 'Allow to print submitted assessments'. At the bottom, there is a list of settings, with the checkbox for 'Enable MOPS and course videos for RMA study plan.' checked and highlighted by a red box.

Navigation to enable the setting:

- Login to CC account
- Go to Manage → Institution Profile
- Select the check box corresponding to 'Enable MOPS and course videos for RMA study plan' setting.

11. Learning Center Supervisor enhancements: Several new features have been added to Learning Center Supervisor role.

- **Dropping students in a class.**

The screenshot shows the 'Manage Student Activities' page. At the top, there are navigation tabs: Sections, Manage, Reports, My Profile, Support, Logout. Below that, the user is logged in as 'GEORGIA Student Registration (formerly : Dekalb Technical College)'. The 'Student' menu is expanded, showing 'Manage Student Activities'.

Instructions for the page:

1. Select the Term Type, Term, Course and section from the dropdownlist.
2. Click on Student Name to add attempts, extend end date, change test time and view score for an assessment for that student only.
3. Click on E-Mail ID to send an e-mail to that student.
4. Select multiple check boxes and click on E-Mail button to send an e-mail to multiple students.

Form fields:

- Term Type: Developmental
- Select Term: FALL 2014- DEVELOPMENTAL
- Select Course: Math0098-Pre diploma/Math0099-Pre Degree_RMA
- Select Section: 0000-Mock0099
- Last Name: [] First Name: [] E-mail id: []
- Search exact pattern: [] [] []

Table: Total No. of Students: 6, Total No. of Guest Students: 0

NAME	E-Mail Id	Last Login	Guest End Date	Module Status
1. Cammon, James	cammonj@gpcc.edu	10/22/2014 4:12 AM	--	Completed
2. Hadaway, Deborah	hadawayd@gpcc.edu	9/4/2014 4:03 AM	--	Module 7
3. Jennings, Orlando	jenningso@gpcc.edu	9/30/2014 12:12 AM	--	Module 1
4. Merchan, Arnaldo	merchana@gpcc.edu		--	Module 1
5. Pitts, Leorenzo	pittsl@gpcc.edu2		--	Module 1
6. Wells, Milena	wellsm@gpcc.edu	9/4/2014 1:10 AM	--	Module 1

Navigation to drop students from class:

- Login to LCS account
- Go to Manage → Manage Student Assessment activities menu
- Select the check box corresponding to student and click on Drop Students.

- **Feature to control student assessment activities.**

The screenshot shows the 'Assessment List' page. Instructions:

1. Enter Maximum Attempt, select new End Date and/or enter new test time and click on Save.
2. Click on Score to view scores and detailed results for all attempts.

Form fields:

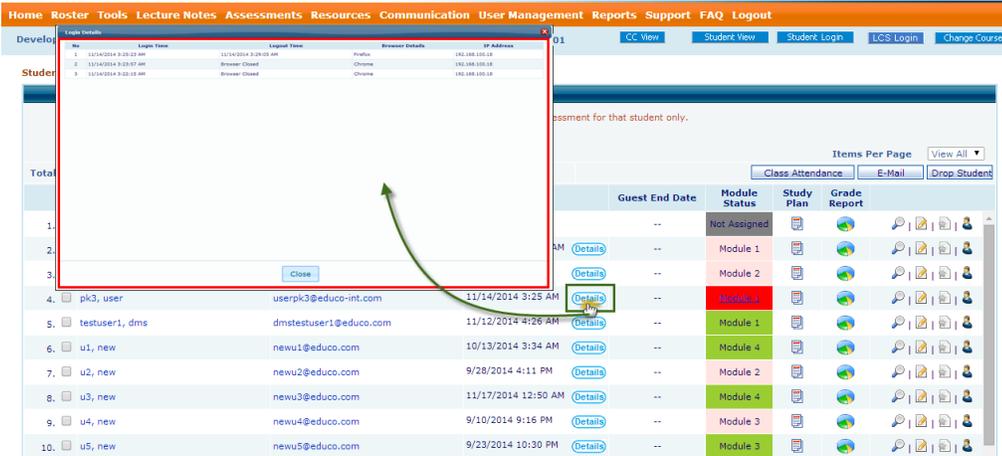
- Grade Book Category: All
- Assessment Type: All
- Assessment End Date: Select Date [] [] [] Change
- Items Per Page: 50
- Buttons: Save, Reset

Title	Category	# Q's	Max Attempt	Attempted	Mode	Start Date	End Date	Alloted Time	Review
1. Test MC /FR 1	Quiz	2	10	0	Test MC/FR	2/3/2014	02/04/2014	0 : 2 : 0	Score
2. ghjghghgh	Quiz	2	1	0	Test MC	3/5/2014	03/05/2014	--NA--	Score
3. 1.4 Quiz MC: Review of Percents	Quiz	50	15	1	Test MC	2/3/2014	01/01/2015	--NA--	Score
4. HW 8: 2.6 Ratios and Proportions	Homework	30	2	1	Homework	2/3/2014	02/04/2014	--NA--	Score
5. 1.1 MOPS Testing Plz Ignore 1	Quiz	NA	15	2	NA	2/3/2014	01/01/2015	--NA--	Score
6. ahjghghgh	NA	2	5	0	Practice	3/5/2014	03/05/2014	--NA--	Score

Navigation to manage student assessment activities:

- Login to LCS account
- Go to Manage → Manage Student Assessment activities menu
- Click on the student name and assessment list screen appears where you can increase the attempts, extend the assessments due date/time, view/update score and delete an attempt if essential.

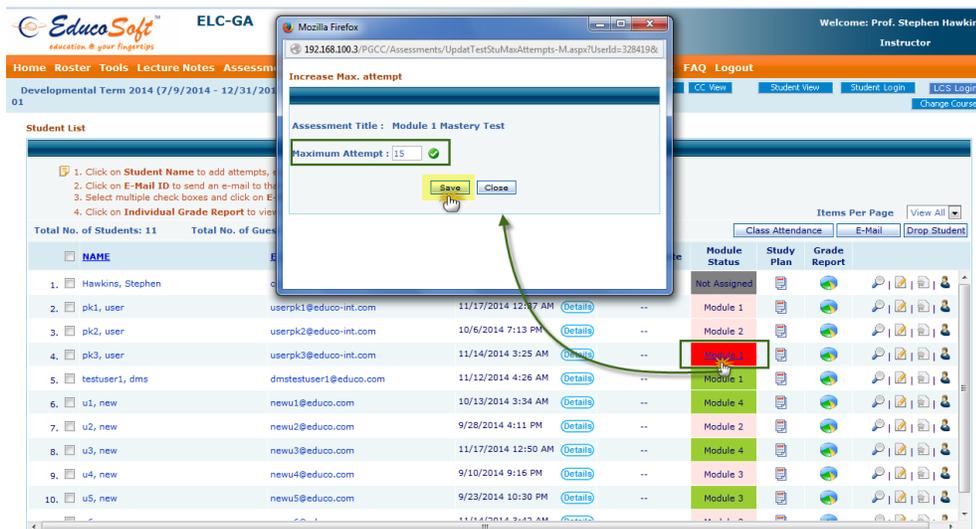
12. **Student last login/Logout detail information on Instructor roster page:** Instructor can view student's detailed login information from the roster page by clicking on 'Details' link.



Follow the steps shown below to explore the feature:

- Login to Instructor Account and go to Roster and click on the 'Detail' link.
- Details screen shows the information about last login, last logout, Browser used and the IP address.

13. **Option to increase attempt from roster screen:** When instructor see the indication on the roster screen about student being stuck in the MMT test for which he/she needs manual intervention, instructor can click on link as shown below to Increase/add attempt for MMT for that student.



Follow the steps shown below to explore the feature:

- Login to Instructor Account and go to Roster and click on the module title which is indicated in red'.
- On the increase Max attempt window popup enter the max attempt value.

14. **Student Study Plan Enhancements:** Now students will have access to additional resources like, MOPs and Video activities thru study plan.

Module / Section	T#Q in MDT	T#Q-C in MDT	% Sc in MDT	T#Q in HW - Quiz
Module 1: Whole Numbers, Integers (Active Module)				
1.1 Whole Numbers; Rounding, Estimation, Exponents, and Order of Operations	8	1	12.5%	18 - 18
Example 1: Round the Number to Thousand Place	More study required!			00:00:00
Example 2: Simplify $a^3 + b$ given a and b	More study required!			00:00:00
Example 2: Simplify $a * (b + c) - d$	More study required!			00:00:00
Example 5: Evaluate expression involving exponents	More study required!			00:00:00
Example 7: Subtract whole numbers (3-digit)	More study required!			00:00:00
Example 12: Estimate the difference to ten thousands	More study required!			00:00:00
Example 5: Estimate the product: 3-digit to 4-digit	More study required!			00:00:00
Example 8: Division of Whole Numbers: 4 digit by 2 digit	More study required!			00:00:00
1.2 Prime Factorization, GCF, Multiples, and LCM	3	0	0%	6 - 6
Example 1: List factors of a Whole Number	More study required!			00:00:00
Example 1: Identify the number as prime or composite	More study required!			00:00:00
Example 3: Write the prime factorization	More study required!			00:00:00
1.3 Integers; Opposites, Absolute Values, Addition, and Subtraction	4	0	0%	13 - 13
Example 3: Find the given sums	More study required!			00:00:00
Example 1: Subtract Integers	More study required!			00:00:00
Example 2: Evaluate the given numerical expressions	More study required!			00:00:00

Navigation to see the new study plan:

- Login to student account and go to course tools
- Click on 'Study Plan'
- Click on the Video/MOPs icons to access section related resources.

15. **Assessment Creation Changes:** Added more setting to assessment creation page where you can enter auto assessment max attempts value while creating MDT and automatic section QUIZ/HW are made optional.

Navigation to the new setting:

- Login to Instructor account
- Go to Assessment → Create Assessment
- Select assessment type as **Module Diagnostic Test**
- You will find an option to create auto Quiz and Homework for MDT.
- Select the options if you want to create the Quiz / Homework tests automatically for MDT and enter the Max attempt information and save the test.

Add Assessment

Add New Assessment

Assessment Type: Module Diagnostic Test

* Title:

Select assessment mode (based on predefined setting or custom settings).

Standard mode (predefined settings) Test MC/FR

Custom mode (select your own settings)

Yes, Create a practice assessment by default.

* Course Module: Module 1: Basic Algebra

* Category: Quiz

* Maximum Attempts:

Weight:

Estimated date of completion:

Allot time for entire assessment : : (HH:MM:SS)

Can take from: Anywhere

* Minimum score for proficiency: %

Yes, Create a automatic quiz by default with max attempts

Yes, Create a automatic homework by default with max attempts