Educo International Inc.

2018 FALL RELEASE NOTES

EducoSoft
education @ your fingertips
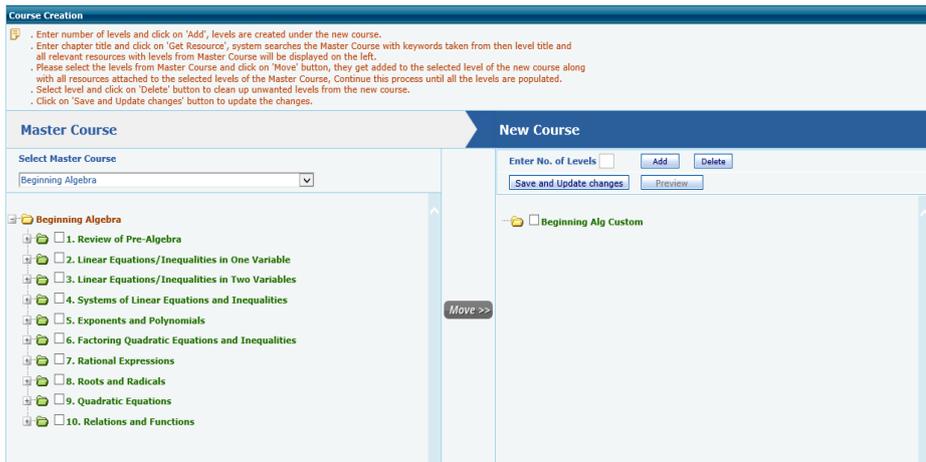
1. **Easy Custom Course Creation process for Campus Coordinator:** Custom course creation process has been updated to better delineate Campus Coordinator-use.
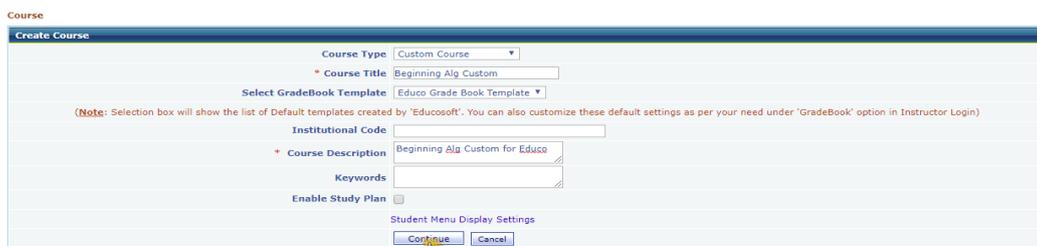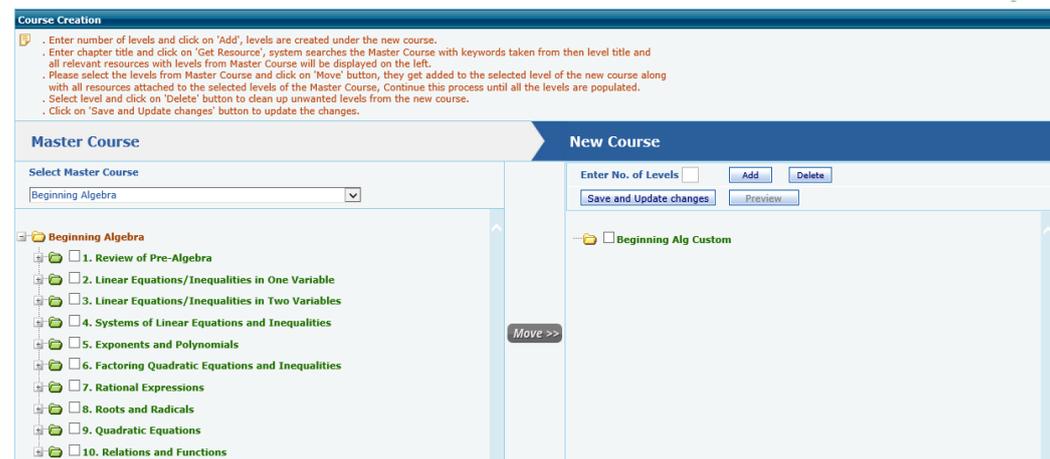

Follow the Instructions to explore the feature:

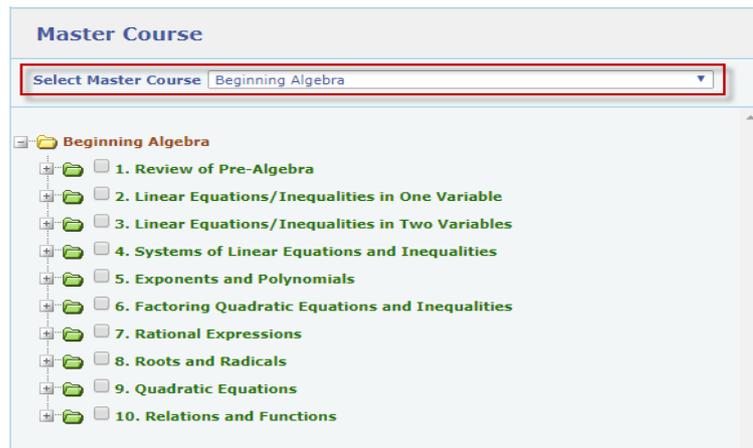➢ Login as CC and click on Course, Course page will be displayed, click on Add Course as shown below

➢ Create Course page will be displayed, select Course type as "Custom", enter Course title and Course description as shown below, once done click on Continue.
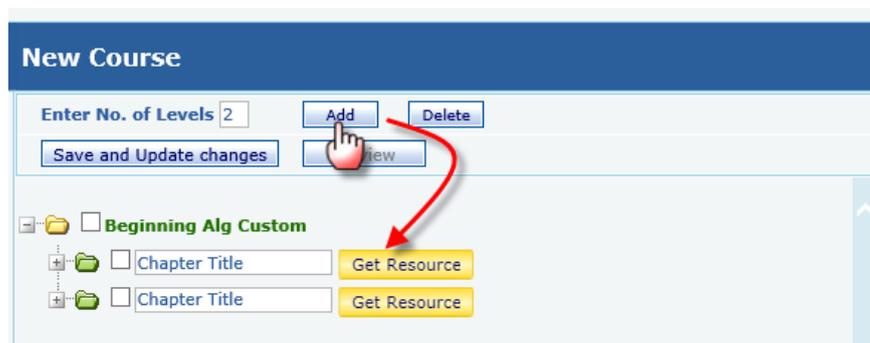

➢ Course Creation page will be displayed as shown below.

➢ On the left side of the screen, select the Master Course from which you want to imports the contents.

➢ On the right side of the screen, you can create custom course, ☑ the root of Custom Course, enter number of level(s) and click on Add. Level(s) are added under new Course as shown below.
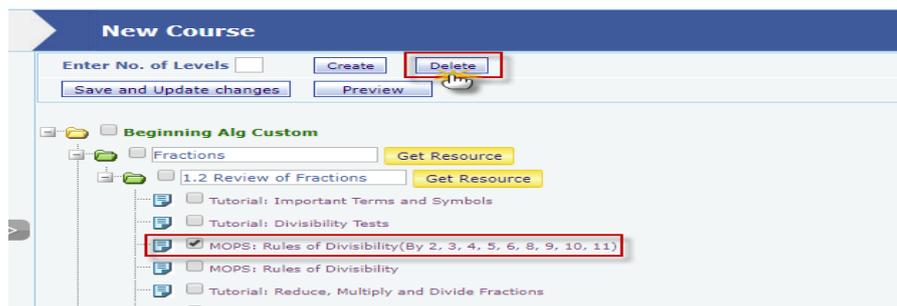

➢ Select and Enter the level name and click on Get Resource button, System searches the master course with entered level name and all relevant resources at master course side will be highlighted.

➢ Select the Level at Level/LO at master course and click on **Move** button, all the selected Levels/LO will be added under level of new course along with resources.

- ➢ After Adding, new course will look like as below.
- ➢ Repeat above process until all the desired levels are imported to new course.
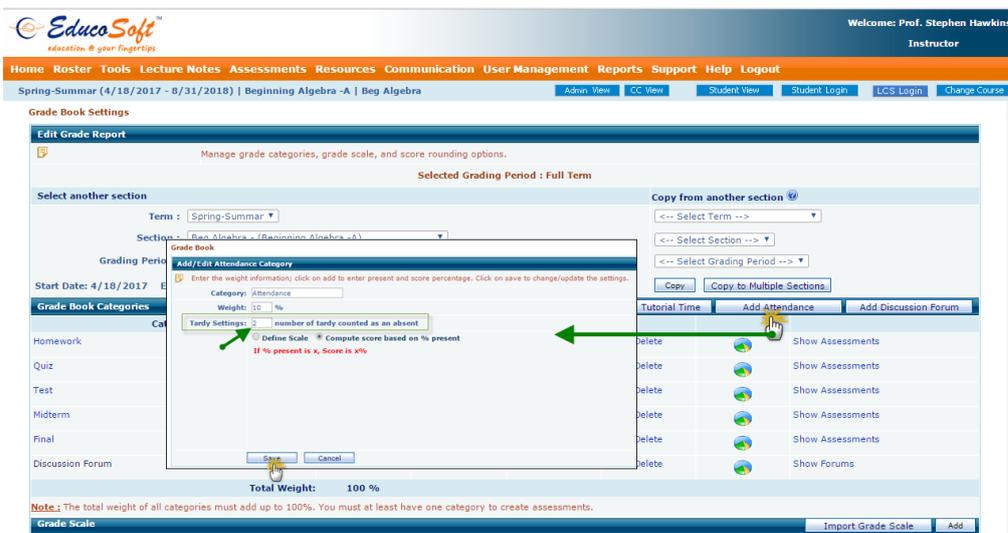- ➢ To delete a level/Lo, select ☑ the Level/LO and click on delete button as shown below.

- ➢ Click on Preview button to preview new course.
- ➢ Click on Save and Update Changes to update the changes.

Note:

1) Only Educo Created Standard Courses were listed in Master Course dropdown

2) **Get Resource** will do search operation at selected master course, with the level name entered, all the selected Levels/LO's of Master Course will be added under selected Level of New Course

2. **Attendance Improvement:** New setting is added under Attendance feature to Count x number of tardy into an absent, x to be defined in the grade book while adding attendance as a category.
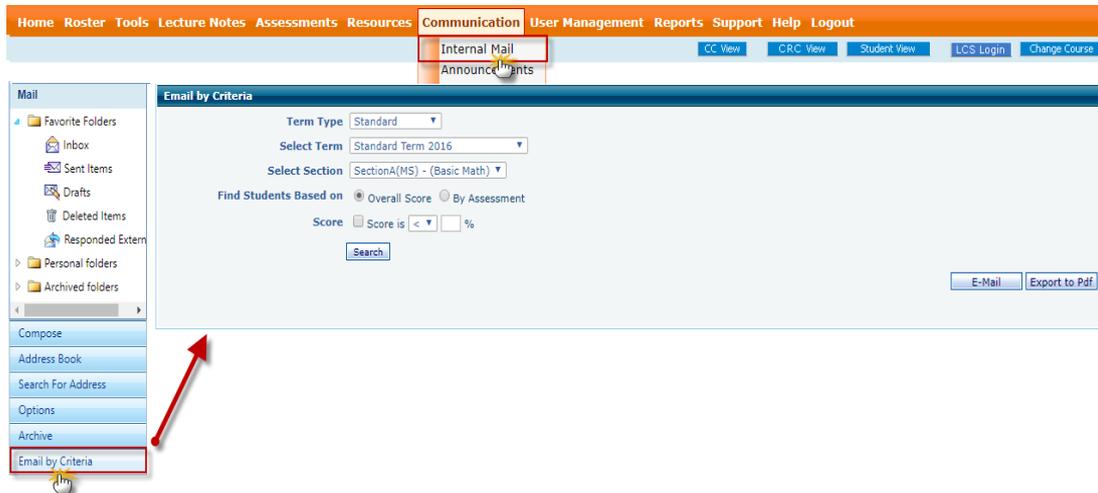

Instructions to explore the feature:
- ➢ Login as Instructor, click on Tools➔ grade book menu, you will be taken to Grade book setting screen.
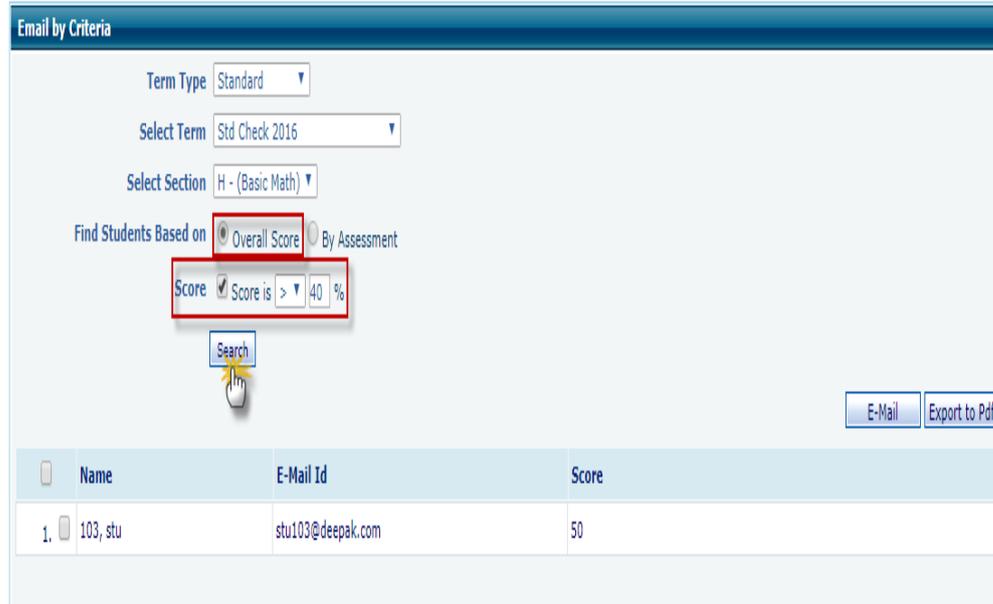- ➢ Click on **'Add Attendance'** button, define the Tardy setting

3. Send Email by Score/Assessment criteria: When sending email a new option is provided to send email to students who scored >=x%, or <x% in a particular assessment.

Login as Instructor and go to Communication→ Internal Mail and click on Email by Criteria link as shown.

1a.   Overall Score   1b.   By Assessment

1a)   Overall Score is selected by default, instructor can include score criteria by checking ☑ Score, Select < or > as shown below, and click on Search button to yield results. **Select** ☑ **student(s),** and click on **Email** button to email selected students.

1b)   By Assessment option to find students by Assessment, select **assessment** from assessment dropdown, and then click on either **Score or Not Attempted** criteria, once done click on **Search button**. With score criteria, **Instructor will get the list of students** who falls in the specified criteria. With Not Attempted criteria, instructor will get list of

students, who hasn't attempted the selected assessment.

4. Search email by Term/Date/Subject criteria: Added search option with following criteria

2a. Search by term/section filters.

2b. Search by date range, both for received and sent e-mails.

2c. Search by Subject, Section Name OR from (received by).