

# EducoSoft Fall 2017 Update

Enhancements to help you and your students get the most from your EducoSoft



## Educo International Inc.

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## 1. Generate registration instruction sheet along with class code

Follow the Instruction to explore the feature:

- Login to the Instructor account and click on User Management > Generate Class Code. User will be taken to the following screen.

**Class Code**

**Generate Class Code**

Select a term and then select the course/section to which you want to generate the class code and click on "Generate Class Code" button.

Term Type: Standard  
Term Status: Active  
Select Term: All

Items Per Page: View All

Generate Class Code Export to Excel sheet

<input type="checkbox"/>	Course Name	Section Name	Class Code	
1. <input type="checkbox"/>	Beginning Algebra	Beg Algebra	TNEVTTQJ	Generate Registration Instruction
2. <input type="checkbox"/>	BA ELCGA Test1	Section 1 TestBA	9IEGBPJB	Generate Registration Instruction
3. <input type="checkbox"/>	Basic Math	HTML 5 Question	Generate	Generate Registration Instruction

- Select the course/section to which you want to generate the class code and click on "Generate Class Code" button.
- Click on the 'Generate Registration Instruction' link to download registration Instruction.

Generate Class Code Export to Excel sheet

<input type="checkbox"/>	Course Name	Section Name	Class Code	
1. <input type="checkbox"/>	Math 001: New RMA	Master Section	KF4XXJCT	Generate Registration Instruction
2. <input type="checkbox"/>	Math 001: New RMA	Testing Section	EV4RFDVX	Generate Registration Instruction
3. <input type="checkbox"/>	Math 001: New RMA	Testing Section 2	YKWC0EZZ	Generate Registration Instruction

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education @ your fingertips

**Student Registration Instructions**

To register for **Math 001: New RMA:**

1. Go to <https://www.educosoft.com>.
2. Under Register, select Higher Education.
3. Enter the class code: **KF4XXJCT** and Go.
4. Click on Register.
5. Select an access option.
  - Use the access code that came with your textbook or that you purchased separately from the bookstore.
  - Buy access using a credit card.
6. Click on Continue
  - If you are a new user and you have not registered your email-id with Educosoft in the past, then click on Signup and Continue.
  - If you are registered with Educosoft already, then enter your email and password and click on login and Continue.
7. From the Registration confirmation page click on Sign in.
8. Enter your EducoSoft account username and password, and Sign In.

**To upgrade temporary access to full access:**

1. Go to <https://www.educosoft.com>
2. On the home page, enter your EducoSoft account username and password, and Sign In.
3. Select Register from the course **Math 001: New RMA**.
4. Enter an access code or purchase access with a credit card.

## 2. Send Email by criteria:

Follow the Instruction to explore the feature:

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

The screenshot shows the LMS interface with the 'Communication' menu highlighted. The 'Internal Mail' link is selected, and the 'Email by Criteria' page is displayed. The page shows search options for Term Type (Standard), Select Term (Standard Term 2016), and Select Section (SectionA(MS) - (Basic Math)). The 'Find Students Based on' section has 'Overall Score' selected. The 'Score' section has 'Score is <' selected. A red arrow points to the 'Email by Criteria' link in the left sidebar.

- Select appropriate Term type, Term and Section
- Instructor can search students based on Overall Score and By Assessment.

### 1) Overall Score

- By default, overall score is selected, instructor can include score criteria by checking  Score, Select appropriate signs (greater than or less than sign) once done enter the enter score as shown below.
- Click on Search button to yield results.

The screenshot shows the 'Email by Criteria' page with search results. The 'Overall Score' radio button is selected, and the 'Score' section has 'Score is >' selected with a score of 40%. The 'Search' button is highlighted. The results table shows one student with a score of 50.

	Name	E-Mail Id	Score
1.	103, stu	stu103@deepak.com	50

- Select  corresponding to student(s), and click on Email button to email selected students.
- Select  corresponding to student and click on Export to PDF to export selected students to PDF file.

## 2) By Assessment

- Select **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.

The screenshot shows the 'Email by Criteria' interface. The 'Find Students Based on' section has 'By Assessment' selected. The 'Select Assessment' dropdown is set to 'A1'. The 'Score' section has 'Score is > 50 %' selected. The 'Search' button is highlighted with a mouse cursor. The results table below shows one student.

Name	E-Mail Id	Score
1. 103, stu	stu103@deepak.com	100

- With Not Attempted criteria, instructor will get list of students, who hasn't attempted the selected assessment.

The screenshot shows the 'Email by Criteria' interface. The 'Find Students Based on' section has 'By Assessment' selected. The 'Select Assessment' dropdown is set to 'A1'. The 'Not attempted' checkbox is selected. The 'Search' button is highlighted with a mouse cursor. The results table below shows three students.

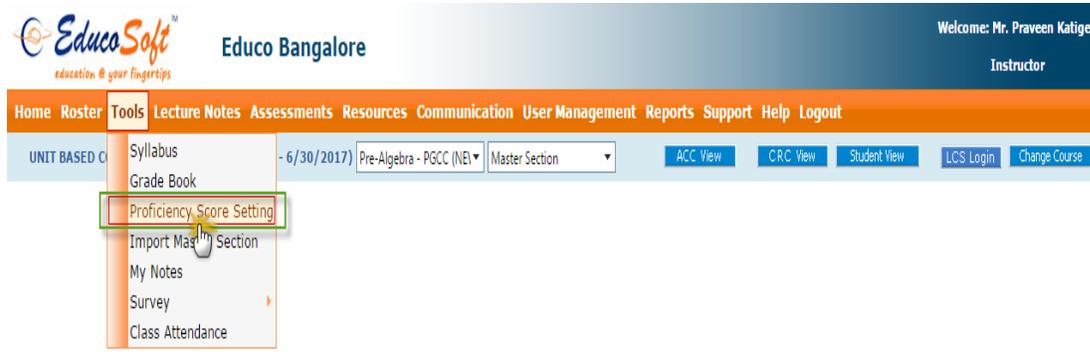
Name	E-Mail Id	Score
1. 104, stu	stu104@deepak.com	Not attempted
2. 501, stu	stu5011@educu.in	Not attempted
3. s2v, testv	stu5021@educu.in	Not attempted

- Select Student(s) and click on Email button to email selected students.
- And to export, select student(s), and then click on Export to PDF.

### 3. Proficiency Score Setting for Unit Based Course(s):

Follow the Instruction to explore the feature:

- Login to the Instructor account and select the Unit based course master / child section.
- Click on Tools > Proficiency Score Setting. User will be taken to the following screen.



#### Proficiency Score Settings

The screenshot shows the 'Apply/Change Proficiency Score' form. It has a title bar 'Apply/Change Proficiency Score:' and a link 'View Assessment Proficiency Scores' on the right. There are two checked checkboxes: 'Apply Minimum Score (%) to all Unit Diagnostic Test (UDT) & Unit Mastery Test (UMT):' with a text input field containing '80', and 'Apply Minimum Passing Score (%) to all Quizzes and Homework prerequisites:' with a text input field containing '80'. Below these is an 'Update' button, which is highlighted with a green box and a mouse cursor.

- Select the required option with the help of check box and specify the % score and click on Update button.
- Instructor can view the updated assessment proficiency scores by clicking on the link 'View Assessment Proficiency Scores '.

#### Proficiency Score Settings

The screenshot shows the 'Apply/Change Proficiency Score' form. The checkboxes are now unchecked. The 'View Assessment Proficiency Scores' link is highlighted with a green box and a mouse cursor. The 'Update' button is also visible.

The screenshot shows the 'View Assessment Proficiency Scores' table. It has a title bar 'View Assessment Proficiency Scores' and a link 'View Assessment Proficiency Scores' on the right. The table has columns: 'S.No', 'Title', 'Minimum score for proficiency', and 'Minimum score for prerequisite'. The table contains 6 rows of data.

S.No	Title	Minimum score for proficiency	Minimum score for prerequisite
1.	Unit 0 Diagnostic Test	80	NA
2.	Homework on Section 0.1	NA	NA
3.	Quiz on Section 0.1	NA	80
4.	Homework on Section 0.2	NA	80
5.	Quiz on Section 0.2	NA	80
6.	Unit 0 Mastery Test	80	NA

**Note:** Score (%) updated under master section will be reflected in the Unit based master section and to its child sections (locked sections).

#### 4. Student Assessment Performance Report to Parent Email:

This feature is designed for Indian Schools where in Parent will receive an Automated Email regarding their child's performance in Assessments

##### Follow the Instruction to explore the feature:

- Login as Parent, since the setting is enabled for the institution, parent can able to see Alerts menu item on the left hand side of the screen
- Click on Alerts menu, select  "Send automated email on every week on Assessment Status" to enable email alerts on Assessments, once done click on Submit.



- Student wise, Assessment status Email Alerts will be sent to parent email id.

##### Note:

- Under Parents→ Alerts, by default this setting will not be selected
- If Setting "Allow Parent to view Weekly performance status" under Admin> Institution Profile edit, is not selected, then Alerts menu will not be visible in Parent login
- Parents can opt-out assessment status email alerts by deselecting the setting under Parent→ Alerts