

EducoSoft

Campus Coordinator Users Guide

1. Login and Campus Coordinator Page	2 - 5
2. Creating a Term	6-12
3. Creating Course (s)	13 - 29
4. Creating Section (s)	30 - 33
5. Adding Instructors	34 - 37
6. Alt Coordinator	38 - 41
7. Communication Tools	42 - 45
8. Manage	46 - 56

1. EducoSoft Home

Go To “www.EducoSoft.com”

The screenshot shows the EducoSoft website home page. At the top, there is a navigation bar with links for UNITED STATES (with a US flag), HOME, PRODUCT INFO, SUPPORT, F A Q, PROMOTERS, CONTACT, and ABOUT US. Below this is the EducoSoft logo with the tagline "education @ your fingertips". A secondary navigation bar includes links for HIGHER EDUCATION, SCHOOL (K-12), SELF LEARNING, and PRODUCTS. The main content area features a "REGISTER FOR" section with buttons for HIGHER EDUCATION, SCHOOL (K-12), and SELF LEARNING. To the right, there is a headline: "Comprehensive online learning management system for college and developmental courses" and a "LEARN MORE" button. Below the headline are links for "Download Brochure" and "Take a tour". A woman with a laptop and backpack is shown on the right. A login section includes fields for "Email Address" and "Password", and a "LOGIN" button, with links for "System Requirements" and "Forgot Password?". The bottom section is divided into three columns: "EDUCO NEWS" featuring "EDUCO ON FLASH DRIVE" with a USB drive image and a link to "All News"; "LATEST RELEASES" featuring "EDUCOSOFT FALL RELEASE" with a post date of July 6th 2013 and a description of a platform upgrade; and "TESTIMONIALS" featuring a quote from Bileoma, Yasmina: "Great system, allows you to understand a lot of things that you can't understand during class, you have time to correct mistakes, and learn from them."

1. Campus Coordinator Login

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

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

The screenshot displays the EducoSoft website interface. At the top, there is a navigation bar with links for 'HOME', 'PRODUCT INFO', 'SUPPORT', 'FAQ', 'PROMOTERS', 'CONTACT', and 'ABOUT US'. Below this is the EducoSoft logo with the tagline 'education @ your fingertips'. A secondary navigation bar includes 'HIGHER EDUCATION', 'SCHOOL (K-12)', 'SELF LEARNING', and 'PRODUCTS'. The main content area features a 'REGISTER FOR' section with buttons for 'HIGHER EDUCATION', 'SCHOOL (K-12)', and 'SELF LEARNING'. To the right, there is a 'LEARN MORE' button and links for 'Download Brochure' and 'Take a tour'. A woman with a laptop and backpack is shown on the right side. Below the main content, there is a login section with 'Email Address' and 'Password' input fields, a 'LOGIN' button, and links for 'System Requirements' and 'Forgot Password?'. The bottom of the page is divided into three columns: 'EDUCO NEWS' (featuring 'EDUCO ON FLASH DRIVE'), 'LATEST RELEASES' (featuring 'EDUCOSOFT FALL RELEASE'), and 'TESTIMONIALS' (featuring a quote from Bileoma, Yasmina).

1. Campus Coordinator Home Page

(1/2)



1 **User Name**

2 **Terms - To view list of terms and add a new term.**

3 **Course - To view list of courses and add a new course**

4 **Sections - To view list of sections and add a new section.**

5 **Instructors - To view list of instructors for your institution and add a new instructor.**

6 **Alt Coordinator - To add additional coordinators for regular or lab term**

7 **Communication - To access communication tools such as internal mail, announcements, and discussion forum.**

8 **Manage - To manage users, get license for access codes and transfer students**

EducoSoft™

Welcome: Mr. Man Sharma
Campus Coordinator

2 3 4 5 6 7 8 9 10 11 12 13 14

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

ELC-CA

15

16 Online Self Training

17 Instructor View

- 9 **Survey - To develop surveys**
- 10 **Reports - View institution reports**
- 11 **My Profile - View and edit your profile**
- 12 **Support - Send an issue or an enquiry to Educo support**
- 13 **FAQ - To view frequently asked questions**
- 14 **Logout - To logout**
- 15 **Institution Name**
- 16 **Online self training guide**
- 17 **CC / Instructor View – Switch to CC / Instructor View**

1. Login and Campus Coordinator Page

 2. **Creating a Term**

3. Creating Course (s)

4. Creating Section (s)

5. Adding Instructors

6. Alt Coordinator

7. Communication Tools

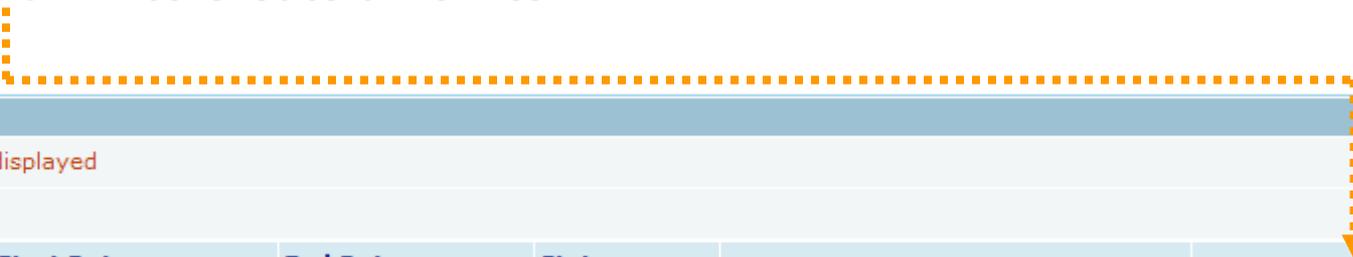
8. Manage Users

2. Create a Term (2/7)

ELC-CA

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

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



Term List						
List of Terms displayed						
Name	Start Date	End Date	Status			
Fall 2006	11/5/2006	3/5/2007	Active	View Edit Delete		Course Approval
Fall 2006	11/5/2006	3/5/2007	Active	View Edit Delete		Course Approval
Spring 2007	1/1/2007	4/5/2007	Active	View Edit Delete		Course Approval

2. Create Term (3/7)

ELC-CA

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

Term

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

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

2. View Created Term (4/7)

ELC-CA

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

Term List

List of Terms displayed

New term created [Add Term](#)

Name	Start Date	End Date	Status		
Fall 2006	11/5/2006	3/5/2007	Active	View Edit Delete	Course Approval
Fall 2006	11/5/2006	3/5/2007	Active	View Edit Delete	Course Approval
Spring 2007	1/1/2007	4/5/2007	Active	View Edit Delete	Course Approval

2. Create Term– Course Approval (5/7)

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

ELC-CA

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

Term List					
List of Terms displayed					
					Add Term
Name	Start Date	End Date	Status		
Fall 2006	11/5/2006	3/5/2007	Active	View Edit Delete	Course Approval
Fall 2006	11/5/2006	3/5/2007	Active	View Edit Delete	Course Approval
Spring 2007	1/1/2007	4/5/2007	Active	View Edit Delete	Course Approval

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

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

ELC-CA

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

Select the courses to be approved

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

Send Courses for Approval

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

Name Spring 2007

List of Courses

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

Send Courses for Approval

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

ELC-CA

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

The screenshot shows a web form titled "Send Courses for Approval". At the top, there is a header bar with the title. Below it is a sub-header with a folder icon and the text "Select the courses to be approved from the list of courses displayed". The form has a section for "Name" which is currently empty. Below that is a "List of Courses" section containing a table with three rows. The first two rows are highlighted in yellow and have their status changed to "Sent for Approval". The third row is not highlighted and has a status of "Not Approved". At the bottom right of the table area is a button labeled "Send Courses for Approval".

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

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

This screenshot is similar to the previous one, but the course status for the first two rows has changed to "Approved". A blue box with the text "Courses Approved by Educo" is overlaid on the table, with a line pointing to the "Approved" status of the first row. The "Send Courses for Approval" button is still present at the bottom.

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

1. Login and Campus Coordinator Page

2. Creating a Term

 3. **Creating Course (s)**

4. Creating Section (s)

5. Adding Instructors

6. Alt Coordinator

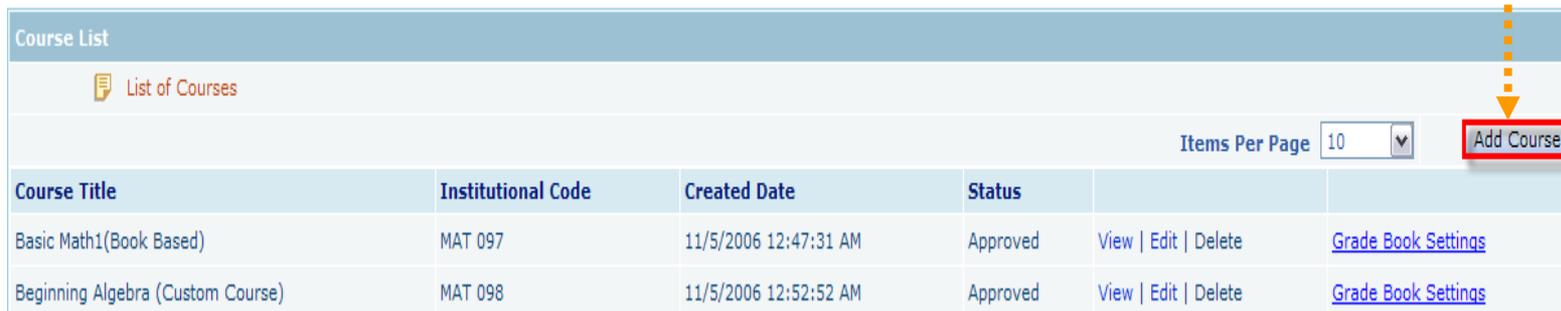
7. Communication Tools

8. Manage Users

3. Create New Course (1/16)

Use this function to View/Create Courses.

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



Course List

List of Courses

Items Per Page 10

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

- There are two types of courses that you can create:

A. Book Based Course | B. Custom Course

3.1 Create Book Based Course (2/16)

ELC-CA

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

Course

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

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

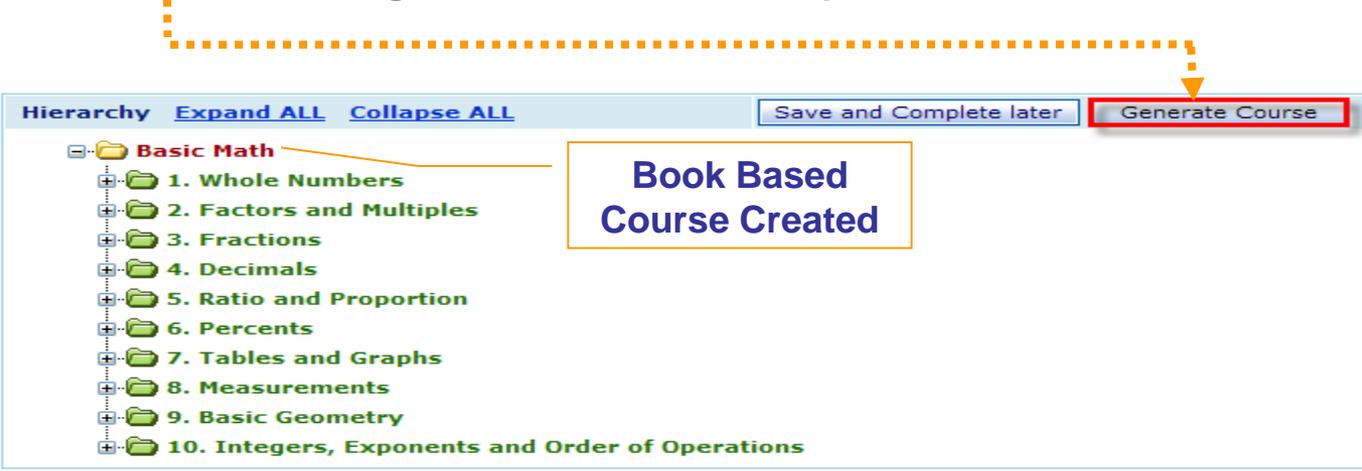
- Basic Mathematics
 - 1. Whole Numbers
 - 2. Factors and Multiples
 - 3. Fractions
 - 4. Decimals
 - 5. Ratio and Proportion
 - 6. Percents
 - 7. Tables and Graphs
 - 8. Measurements
 - 9. Basic Geometry
 - 10. Integers, Exponents and Order of Operations

3.1 Create Book Based Course (3/16)

ELC-CA

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

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



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



3.1 Create Course - Course Approval (4/16)

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

ELC-CA

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

Term List						
List of Terms displayed						
						Add Term
Name	Start Date	End Date	Status			
Fall 2006	11/5/2006	3/5/2007	Active	View Edit Delete		Course Approval
Fall 2006	11/5/2006	3/5/2007	Active	View Edit Delete		Course Approval
Spring 2007	1/1/2007	4/5/2007	Active	View Edit Delete		Course Approval

3.1 Create Course - Approval (5/16)

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

ELC-CA

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

Send Courses for Approval

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

Name Spring 2007

List of Courses

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

Send Courses for Approval

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

Select the courses to be approved

ELC-CA

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

Send Courses for Approval

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

Name

List of Courses

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

[Send Courses for Approval](#)

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

Send Courses for Approval

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

Name Spring 2007

List of Courses

Courses Approved by Educo

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

[Send Courses for Approval](#)

3.2 Create Custom Course

(7/16)

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

ELC-CA

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

Course

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

3.2 Create Custom Course (8/16)

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

ELC-CA

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

The screenshot shows the 'Course creation' interface. On the left, a tree view shows the course hierarchy with 'Beg. Algebra' checked. A callout box points to this checkmark with the text 'Check in front of the title of the course to add content'. In the center, a pop-up window titled 'Add Level' is open, showing a list of chapter input fields (Chapter 1 to Chapter 5) and 'Submit' and 'Cancel' buttons. A callout box points to the 'Submit' button with the text 'Click Submit to see created levels'. On the right, the main interface shows a 'Levels' dropdown menu, a text input field for 'Enter No. of Levels' containing the number '5', and an 'Add' button. A callout box points to the 'Levels' dropdown with the text 'Select the levels', and another callout box points to the 'Enter No. of Levels' field with the text 'Enter No. of levels'. A third callout box points to the 'Add' button with the text 'Click Add to add the levels'. A red arrow points from the 'Add' button to the 'Add Level' pop-up window.

3.2 Create Custom Course (9/16)

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

ELC-CA

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

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

The screenshot displays the 'Course creation' interface. On the left, a 'Hierarchy' tree shows 'Beg. Algebra' with 'Chapter 1' checked. A callout box points to 'Chapter 1' with the text: 'Check the title of the Chapter to add sections'. In the center, a 'Add Level - Windows Internet E...' window is open, showing three text input fields labeled 'Section 1', 'Section 2', and 'Section 3'. A red box highlights the 'Submit' button, with a callout box stating: 'Click Submit to see created levels'. On the right, the 'Levels' dropdown menu is open, showing 'Enter No. of Levels 3'. A callout box points to the dropdown with the text: 'Select "Levels" to add levels'. Another callout box points to the 'Add' button with the text: 'Click Add to add the levels'. A third callout box points to the 'Enter No. of Levels 3' field with the text: 'Enter No. of levels'. The 'Add' button is also highlighted with a red arrow pointing to the 'Section 1' field.

3.2 Create Custom Course (10/16)

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

ELC-CA

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

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

Course creation

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

Course Title : Beg. Algebra

Beg. Algebra

Chapter 1

Section 1

Section 2

Levels

Enter No. of Levels

OR

ImportLO - Windows Internet Explorer

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

Course

Import

Keywords

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

2.2 Create Custom Course

(11/16)

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

ELC-CA

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

Selected Course Map

Select the level to be imported.

Selected Course : Basic Mathematics

Select the Course level and click on Import

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

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

Import

2.2 Create Custom Course (12/16)

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

ELC-CA

- **View imported Objective.**

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

ELC-CA

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

Course creation

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

Course Title : Beg. Algebra

- Beg. Algebra
 - Chapter 1
 - Chapter 2
 - Chapter 3
 - Chapter 4
 - Chapter 5

Select

Enter No. of Levels

OR

Move No. of Position

Confirmation

Confirmation for the course has been generated successfully

Course has been generated successfully.

3.2 Create Custom Course (14/16)

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

ELC-CA

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

Term List						
List of Terms displayed						
						Add Term
Name	Start Date	End Date	Status			
Fall 2006	11/5/2006	3/5/2007	Active	View Edit Delete		Course Approval
Fall 2006	11/5/2006	3/5/2007	Active	View Edit Delete		Course Approval
Spring 2007	1/1/2007	4/5/2007	Active	View Edit Delete		Course Approval

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

Send Courses for Approval

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

Name Spring 2007

List of Courses

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

Send Courses for Approval

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

Select the courses to be approved

3.2 Create Custom Course (16/16)

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

ELC-CA

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

Send Courses for Approval

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

Name Spring 2007

List of Courses

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

Send Courses for Approval

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

Send Courses for Approval

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

Name Spring 2007

List of Courses

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

Send Courses for Approval

Courses Approved by Educo

1. Login and Campus Coordinator Page
2. Creating a Term
3. Creating Course (s)
- ✓ **4. Creating Section (s)**
5. Adding Instructors
6. Alt Coordinator
7. Communication Tools
8. Manage Users

4. Create a Section (1/3)

ELC-CA

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

Section

Section List

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

Term Type: Standard

Select Term: CAU Workshop Active/Inactive Expired All

Select Course: Calculus I & II Add Section(s) 1

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

Select Term and Course to a create a section

4. Create a Section (2/3)

ELC-CA

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

Section

Section List

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

Term Type: Standard

Select Term: CAU Workshop Active/Inactive Expired All

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

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

4. Create a Section (3/3)

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

Section

Section List

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

Term Type: Standard

Select Term: CAU Workshop Active/Inactive Expired All

Select Course: Calculus I & II

No.	Section Name	Meeting Time	Location	No of Students	Instructor	Master Section	Edit	Delete
1.	Calculus I & II			1	Study, K	No	Edit	Delete
2.	Calculus I & II CRN 187603	09:00AM To 10:00AM	Bldg A Rm.234	0	Sharma, Man	No	Edit	Delete
3.	Calculus I & II CRN 155687	03:00PM To 04:45PM	Bldg C Rm.106	0	Study, K	No	Edit	Delete
4.	Calculus I & II CRN 980892	11:00AM To 12:00PM	Bldg A Rm.234	0	Sharma, Man	No	Edit	Delete
5.	Calculus I & II CRN 34552	06:00PM To 07:30PM	Bldg C Rm.106	0	Study, K	No	Edit	Delete

Newly Created Sections

1. Login and Campus Coordinator Page

2. Creating a Term

3. Creating Course (s)

4. Creating Section (s)

5. Adding Instructors



6. Alt Coordinator

7. Communication Tools

8. Manage Users

5. Add Instructors (1/3)

ELC-CA

Use this function to View/ Add Instructors.

- Click on “Add Instructor”

Instructor

Instructor List

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

Search

Items Per Page

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

5. Add Instructors (2/3)

ELC-CA

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

Add Instructor

The screenshot shows a web form titled "Add Instructor". The form contains several fields, some of which are marked with a red asterisk to indicate they are required. An orange arrow points from a text box on the right to the asterisk on the "E-Mail Id" field. The fields and their values are as follows:

Field	Value	Required
Time Zone	(GMT-08:00) Pacific Time (US & Canada)	No
E-Mail Id	educosoft@yahoo.com	Yes
Confirm E-Mail Id	educosoft@yahoo.com	No
Password	*****	Yes
Confirm Password	*****	Yes
Salutation	Prof.	No
First Name	James	Yes
Middle Name		No
Last Name	Scott	Yes
Language	English	No
Address 1	123 Rope Rd	Yes
Address 2		No
City	North Park	Yes
State	California	Yes
Zip Code	10009	Yes
Country	USA	Yes
Phone	818-789-9023	No
Mobile		No
Act as Alt Campus Coordinator(ACC)	<input checked="" type="checkbox"/>	No
Upload Image	<input type="text"/> Browse...	No

* Indicates required fields

5. Add Instructors (3/3)

ELC-CA

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

Instructor

Instructor Added

Instructor List

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

Search

Items Per Page

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

1. Login and Campus Coordinator Page
2. Creating a Term
3. Creating Course (s)
4. Creating Section (s)
5. Adding Instructors
- ✓ **6. Alt Coordinator**
7. Communication Tools
8. Manage Users

6. Alt Coordinator (2/3)

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

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

Click to add Alt Coordinator

Alt Coordinator

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

Search User Go Items Per Page View All

Add Alt Coordinator

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

Change or add permissions assigned to a Alt Coordinator

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

6. Alt Coordinator (2/3)

To Add Alt coordinator enter required Information and “Save.

Add Alt Coordinator

Add/Edit

User Information

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

* E-Mail Id educosoft@yahoo.com

* Confirm E-Mail Id educosoft@yahoo.com

* Password ***** (at least 6 chars long)

* Confirm Password *****

Salutation Prof.

* First Name James

Middle Name

* Last Name Scott

* Language English

* Address 1 123 Rope Rd

Address 2

* City North Park

* State California

* Zip Code 10009

* Country USA

Phone 818-789-9023

Mobile (Example: 6786786786, 9845098450)

Upload Image Browse...

Save Cancel

* Indicates required fields

6. Alt Coordinator (2/3)

ELC-CA

Select Terms

Term Type: All

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

Save

Select terms Alt CC responsibilities will be activated

Assign permissions and Save

Assign Permissions

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

Save Cancel

1. Login and Campus Coordinator Page
2. Creating a Term
3. Creating Course (s)
4. Creating Section (s)
5. Adding Instructors
6. Alt Coordinator
-  **7. Communication Tools**
8. Manage Users

7. Communication | Internal Mail (1/3)

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

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

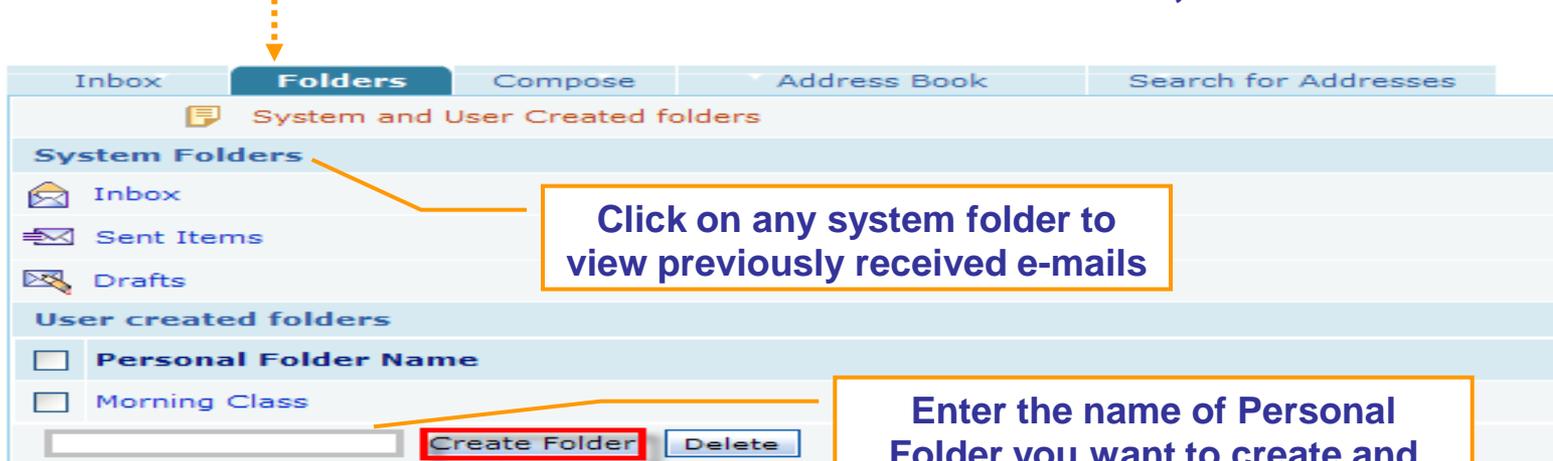
Click on Subject to view received e-mail

The screenshot shows the 'Internal Mail' interface. At the top, there are tabs for 'Mail', 'Folders', 'Compose', 'Address Book', and 'Search for Addresses'. Below these is a 'List of Mails' section. The 'Folder : Inbox' is selected. The email list has three columns: 'From', 'Date', and 'Subject'. The 'Subject' column is highlighted with a callout box that says 'Click on Subject to view received e-mail'. The email list contains two entries from 'DPATELINS'.

<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

At the bottom of the interface, there are buttons for 'Delete', 'Move To', a dropdown menu labeled 'Select..', and a 'Move' button.

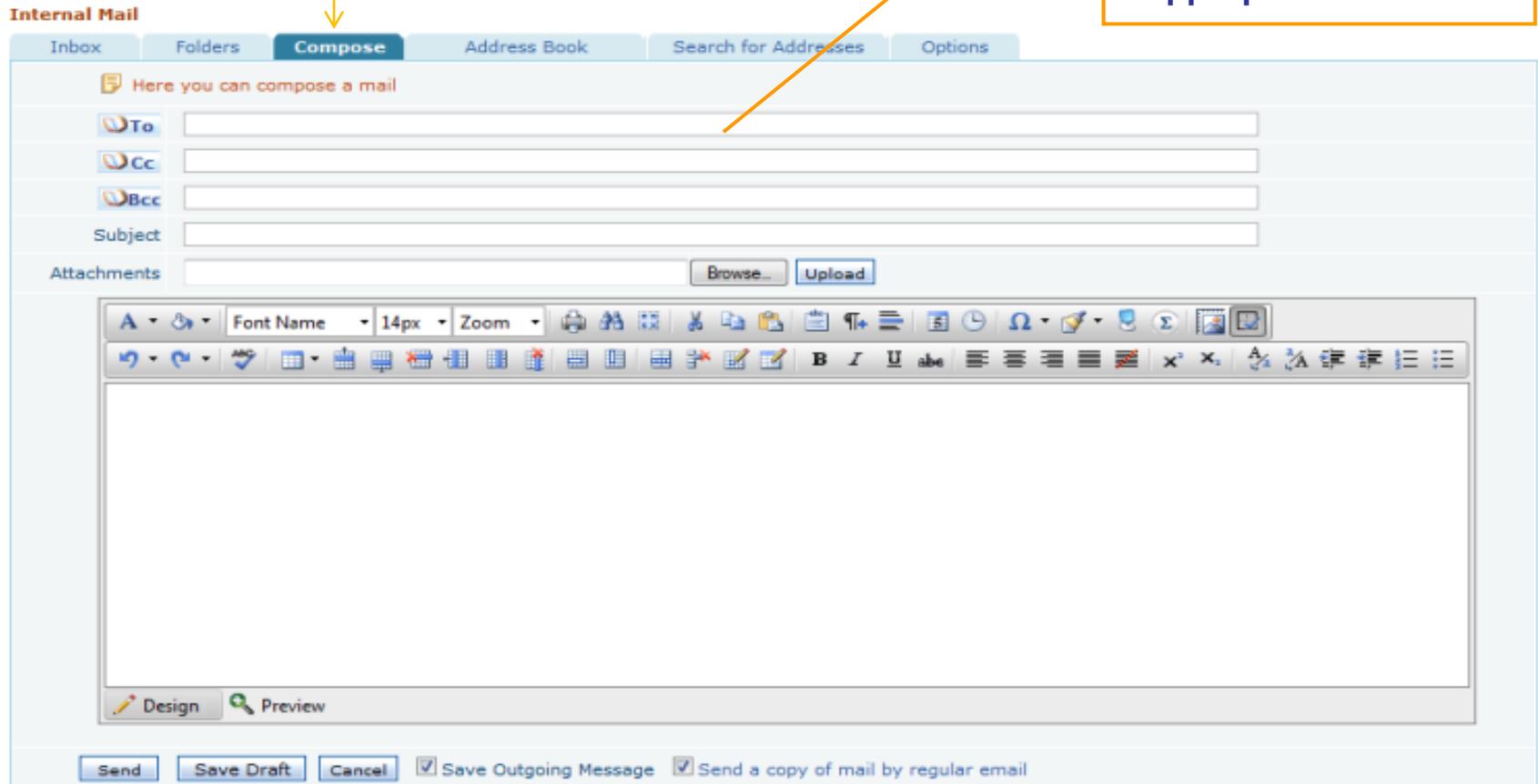
- Click “Folders” tab to view Inbox/Sent Items/Drafts, or to create new folders.



7. Communication | Internal Mail (3/3)

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

To send an e-mail make appropriate selection



1. Login and Campus Coordinator Page

2. Creating a Term

3. Creating Course (s)

4. Creating Section (s)

5. Adding Instructors

6. Alt Coordinator

7. Communication Tools

 8. Manage Users

8.1 Manage | Users

ELC-CA

Institution Profile

Institutional Users

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

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

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

Students

Students

Status: All
Term Type: Standard
Term: All Terms
Course: All course
Section: All Section

Last Name: First Name: E-mail id:

Search exact pattern Search exact pattern Search exact pattern

Items Per Page: 10

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

8.1 Manage | Users

ELC-CA

Institution Profile

Institutional Users

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

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

Students

Students

Status: All
Term Type: Standard

Term: CAU Workshop
Course: Pre Calculus
Section: PC_ELC-CA

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

Search exact pattern Search exact pattern Search exact pattern

Search

Items Per Page: 10

Drop Student E-Mail

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

Message from webpage

Are you sure you want to drop the student(s)?

OK Cancel

ELC-CA

- Institution Profile
- Institutional Users
- Access Codes**

Use this function to View/Add Access Code Licenses

- Click “Add License” link to add licenses.

Licence Details

List of Licenses

No. of Licenses

Add License

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

You can add licenses for three types:

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

ELC-CA

Institution Profile

Institutional Users

Access Codes

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

Add License Details

Select License Type	Institution	▼
* License Description	Inst. Licenses	
*No. of CAL	5	
License Date	12/17/2006	📅 ▼
<input type="button" value="Save"/> <input type="button" value="Request Approval"/> <input type="button" value="Cancel"/>		

8.2 Manage | Access Codes (3/8)

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

ELC-CA

Institution Profile

Institutional Users

Access Codes

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

Add License Details

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

8.2 Manage | Access Codes

(4/8)

ELC-CA

- Institution Profile
- Institutional Users
- Access Codes**

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

Add License Details

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

8.2 Manage | Access Codes (5/8)

ELC-CA

- Institution Profile
- Institutional Users
- Access Codes**

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

Access Code

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

• Click on “Details” link .

Access Code

Back

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

8.2 Manage | Access Codes (6/8)

ELC-CA

- Institution Profile
- Institutional Users
- Access Codes**

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

Access Code Back

License Details

List of Licenses Items Per Page View All

No. of access codes: 55
Date of generation: 7/31/2009 5:48 PM
License generation Notes : Nil

Select code status Print Export to excel sheet

- View All codes
- View All codes**
- View Unused codes
- View Used codes

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

8.3 Manage | Transfer Student

(1/3)

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

ELC-CA **Transfer Student** **Section**

Navigation: Manage > Transfer Student > Section

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

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

Transfer Student

Transfer Student To Section

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

1. Select Term CAU Workshop
Select Course Pre Calculus
Select Section PC_ELC-CA

2. Select a section to assign it to the student

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

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

<--Select Section-->
<--Select Section-->
PC_ELC-CA
Pre Calculus

Items Per Page View All

8.3 Manage | Transfer Student (2/3)

ELC-CA

Transfer Student

Section

Course

Navigation: Manage > Transfer Student > Course

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

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

Transfer Student

Transfer Student to different section of the same course

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

Items Per Page View All

1. Select Course Pre Calculus

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

3. Assign

Click “Assign” to assign student into requested class

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

Select a section to assign it to the student