



EDUCOSOFT USER GUIDES



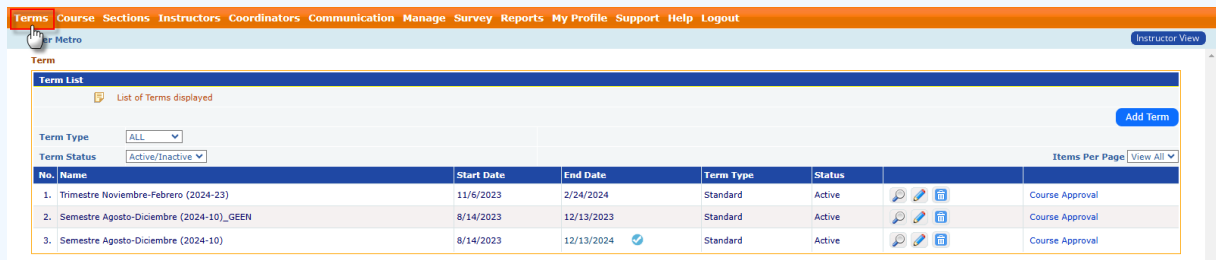
Managing Term and Courses










Term Management Overview

The Educosoft Campus Coordinator Term Feature allows campus coordinators to:

- Create and customize terms with relevant details.
- Approve courses for each term.
- Manage term statuses and registration options (e.g., lab-only registrations).
- Maintain organization and control over academic schedules.

This feature provides coordinators with a structured, easy-to-navigate interface for overseeing academic terms and enhancing academic planning and course management efficiency.



No.	Name	Start Date	End Date	Term Type	Status	Actions	Items Per Page	View All
1.	Trimestre Noviembre-Febrero (2024-23)	11/6/2023	2/24/2024	Standard	Active	  	Course Approval	
2.	Semestre Agosto-Diciembre (2024-10)_GEEN	8/14/2023	12/13/2023	Standard	Active	  	Course Approval	
3.	Semestre Agosto-Diciembre (2024-10)	8/14/2023	12/13/2024	Standard	Active	  	Course Approval	

Terms Overview

The Educosoft Campus Coordinator Term Feature is designed to allow campus coordinators to manage course academic terms effectively. Here's a breakdown of how it works:

1. Term List Overview

- **Access and Filter:** Coordinators have access to a comprehensive list of terms, which they can filter by term type (Standard, Lab, Developmental, Training) and status (Active, Inactive).
- **Details Displayed:** Each term shows relevant information, including:
 - **Name:** The label or name of the term.
 - **Start Date and End Date:** The specific dates for each term, outlining the academic period.
 - **Term Type:** Identifies the nature of the term (e.g., Standard or Lab).
 - **Status:** Displays whether the term is active or inactive.
- **Actions:** Coordinators can manage each term using action buttons to view, edit, delete, or approve courses associated with the term.

Term

Term List

List of Terms displayed

Term Type: ALL

Term Status: Active/Inactive

Items Per Page: View All

No.	Name	Start Date	End Date	Term Type	Status		
1.	Trimestre Noviembre-Febrero (2024-23)	11/6/2023	2/24/2024	Standard	Active		Course Approval
2.	Semestre Agosto-Diciembre (2024-10)_GEEN	8/14/2023	12/13/2023	Standard	Active		Course Approval
3.	Semestre Agosto-Diciembre (2024-10)	8/14/2023	12/13/2024	Standard	Active		Course Approval

2. Adding a New Term

- **Add Term Button:** Coordinators can create new terms by selecting the "Add Term" button, which opens a form to input term details.
- **Term Type Options:**
 - Standard: Used for typical course registration.
 - Lab: Restricts registration to specific lab locations.
 - Developmental: Used for courses that are part of a redesign initiative.
 - Training: Designated for online training sessions.
- **Required Fields:**
 - Name: Coordinators must input a unique term name.
 - Start Date and End Date: Specifies when the term begins and ends. This information is crucial for scheduling and registration.
- **Save/Cancel:** Once all fields are completed, coordinators can save the term or cancel the process.

Term

Add Term

1. Select term type **Standard** for normal registration.
 2. Select term type **Lab** for registration through Lab License. For a lab license term, student can only register from the registered lab or location.
 3. Select term type **Developmental** for Redesign courses.
 4. Select term type **Training** for online Training session.

Term: Standard

* Name: FALL 2024-25

* Start Date: Select Date

* End Date: Select Date

Save Cancel

3. Editing and Deleting Terms

- **Editing:** Coordinators have the ability to edit various term details, such as the name of the term. However, they are not permitted to change the term type once it has been created. Additionally, changes to the term dates are not allowed; only EducoSoft administrators can modify these dates upon request
- **Deleting a Term:** A term can be removed from the list if it is no longer necessary, helping to keep the term list clean and relevant. However, once a term is associated with a course, section data, or user accounts have been created, the system will not

allow its deletion. Only EducoSoft administrators can permanently delete a term upon request.

No.	Name	Start Date	End Date	Term Type	Status		Course Approval
1.	Trimestre Noviembre-Febrero (2024-23)	11/6/2023	2/24/2024	Standard	Active		Course Approval
2.	Semestre Agosto-Diciembre (2024-10)_GEEN	8/14/2023	12/13/2023	Standard	Active		Course Approval
3.	Semestre Agosto-Diciembre (2024-10)	8/14/2023	12/13/2024	Standard	Active		Course Approval

4. Status Management

- System updates the Term status based on academic schedules.
- **Active Status:** Terms that are currently ongoing or available for registration.
- **Inactive Status:** Terms that are yet to start.
- **Expired:** Terms that are completed.

No.	Name	Start Date	End Date	Term Type	Status
1.	Trimestre Novie	11/6/2023	2/24/2024	Standard	Active
2.	Semestre Agost	8/14/2023	12/13/2023	Standard	Active
3.	Semestre Agost	8/14/2023	12/13/2024	Standard	Active

Course Approval Overview

The **Campus Coordinator Course Approval** feature in Educosoft allows coordinators to review and approve of courses for a specific academic term. Here's how it works:

Course Name	Course Status
<input type="checkbox"/> MATE 1500 Pre-Calculus	Not Approved
<input type="checkbox"/> MATE 3080 Geometria para Maestros	Not Approved
<input type="checkbox"/> **GEMA 1200 Algebra (Español)	Not Approved
<input type="checkbox"/> Fundamentals of Prep. for Calculus-Grade 11	Not Approved
<input type="checkbox"/> Pre-Calculus Advanced-Grade 11	Sent for Approval
<input type="checkbox"/> PR_English_Grade 11(HTML)_IM	Not Approved
<input type="checkbox"/> GEEN 1102: Inter Metro_Updated	Not Approved
<input type="checkbox"/> GEEN 1103: Inter Metro_2022	Approved
<input type="checkbox"/> Trigonometria Grado 11 (SP)	Sent for Approval
<input type="checkbox"/> AIM_Trigonometry (Eng)	Approved
<input type="checkbox"/> Pre-Algebra	Not Approved

1. **Access the Course Approval Screen:**

- The coordinator selects a specific term.
- The screen displays a **List of Courses** associated with that term and their current approval status.

2. **Filtering and Searching:**

- Coordinators can filter courses based on whether they were authorized during a previous term.
- There is also an option to search for specific courses by name, helping coordinators quickly locate courses within the list.

3. **Selecting Courses for Approval:**

- Each course has a checkbox next to its name, allowing the coordinator to select multiple courses that need approval.
- Courses show a **Course Status** column indicating whether they are "Not Approved," "Approved," or "Sent for Approval."

4. **Sending Courses for Approval:**

- Once the coordinator selects the desired courses, they click the "**Send Courses for Approval**" button at the bottom of the screen.
- This action submits the selected courses for the next approval stage, changing their status to "Sent for Approval." Once the Educusoft administrator approves the course for the term, the status will change to "Approved" and System will create **Master Section** and assign it to CC automatically. Additionally, the system will send an automated email to the coordinator's registered email address once the administrator approves the request.

5. **Approval Status Updates:**

- Courses that have already been approved will display an "Approved" status, while courses sent for approval will show "Sent for Approval," providing a clear indication of each course's status in the approval process.