Educo International Inc.

EDUCO TABLET USER INTERFACE RELEASE NOTES

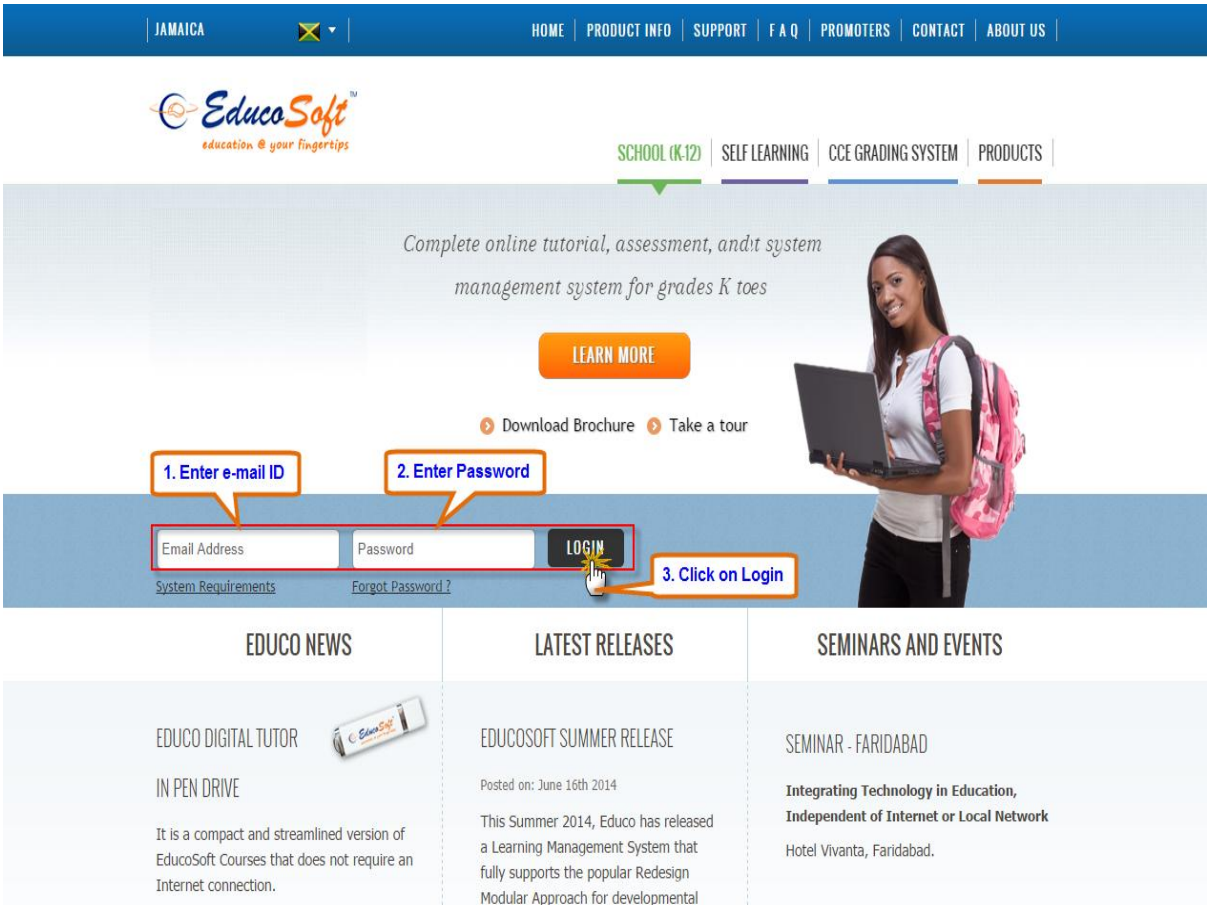
EducoSoft
education @ your fingertips

Login as Campus Coordinator:

Go to http://www.educosoft.com from browser

To login as Campus Coordinator

-Enter your e-mail id.
-Enter your password
-Click on Login link



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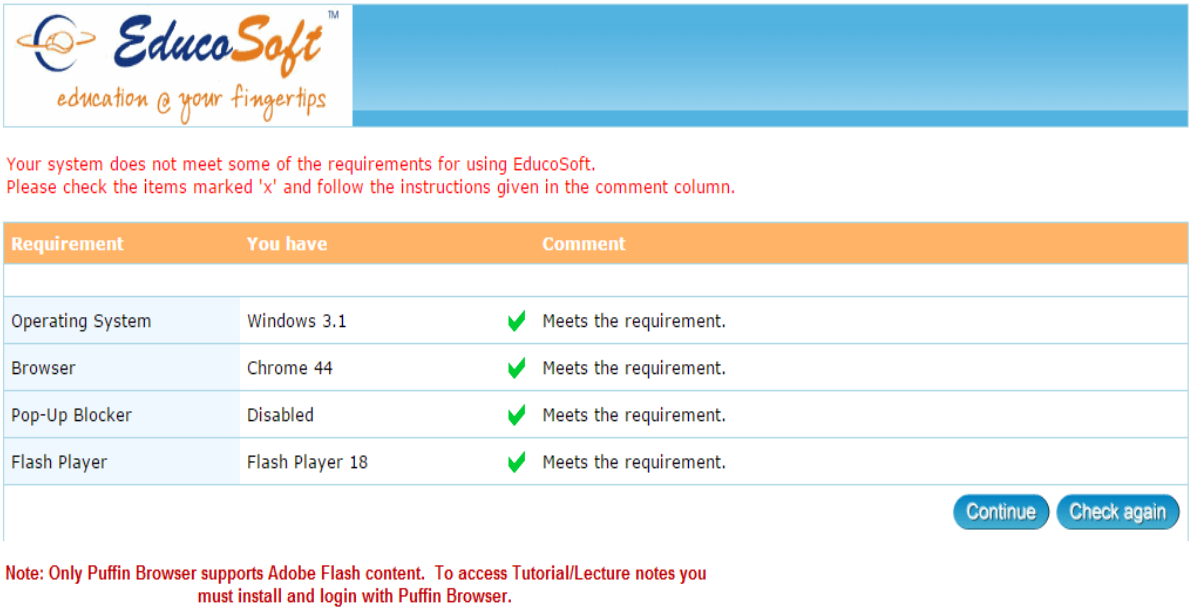
System Requirement Check:

Once you login, you will be prompted to **System Requirement check** page as shown below



Educo tab website will check its software requirement with the device. You can click on **Continue** link and access the website

Note: Only Puffin Browser supports Adobe Flash content. If you want to access Tutorial/Lecture notes you have to install and login with Puffin Browser.

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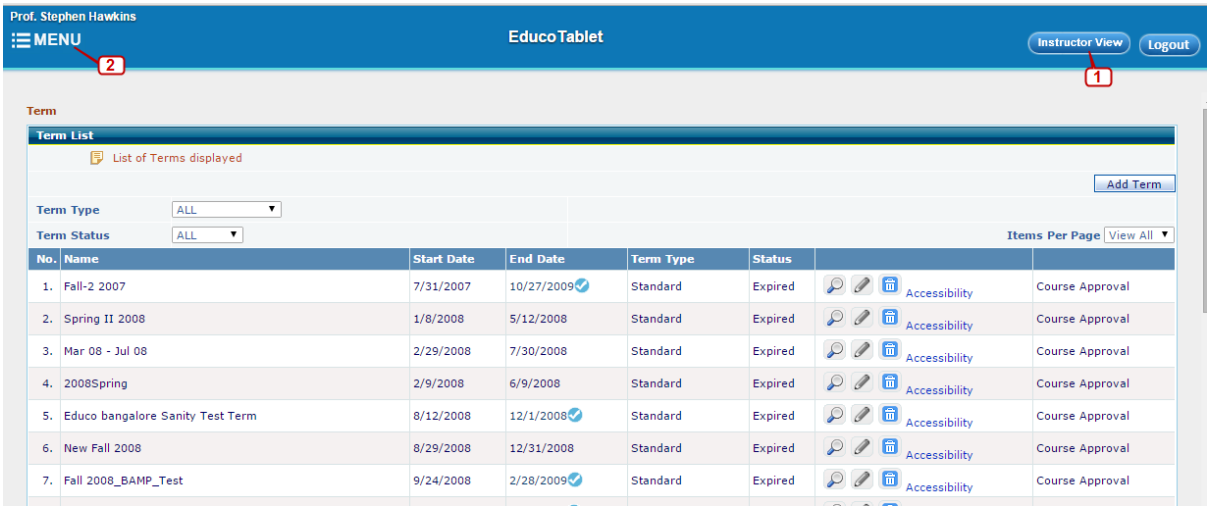
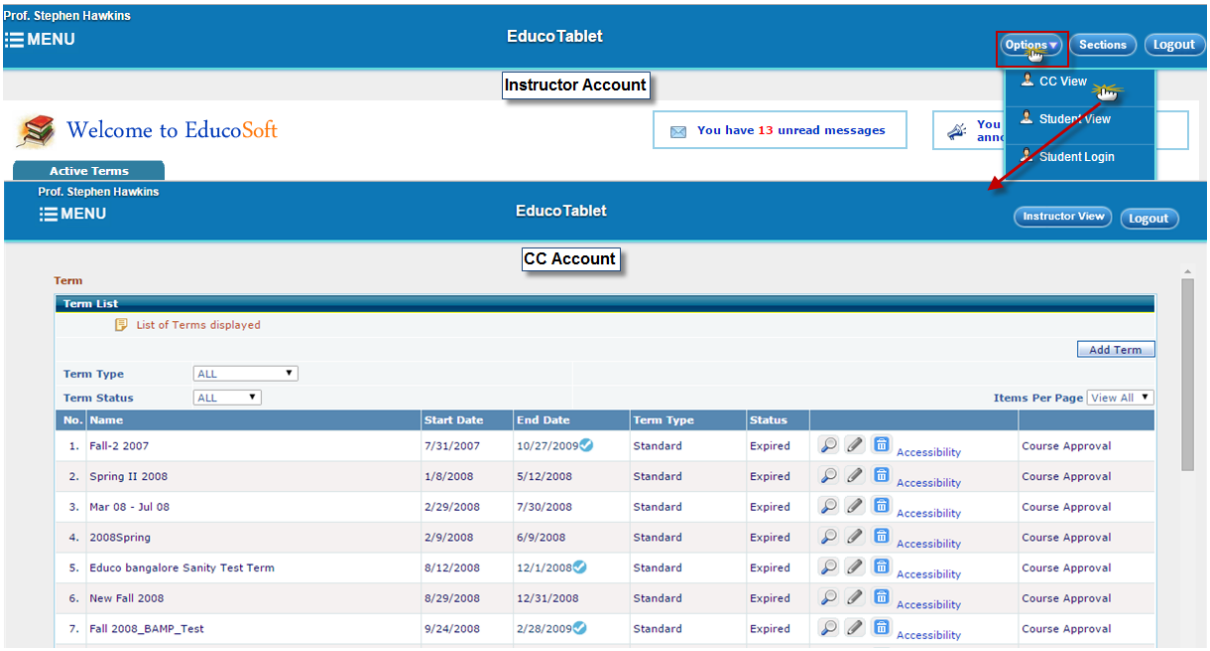
Understanding Home Screen:

Default Screen View

The Default view will be Terms List Page and all other menus can be accessed with the help of Menu link.



If Campus Co-ordinator is an Active Instructor of the Institution, User will be logged in to **Instructor Account ,** Click on Options> CC View to access CC account, as shown below



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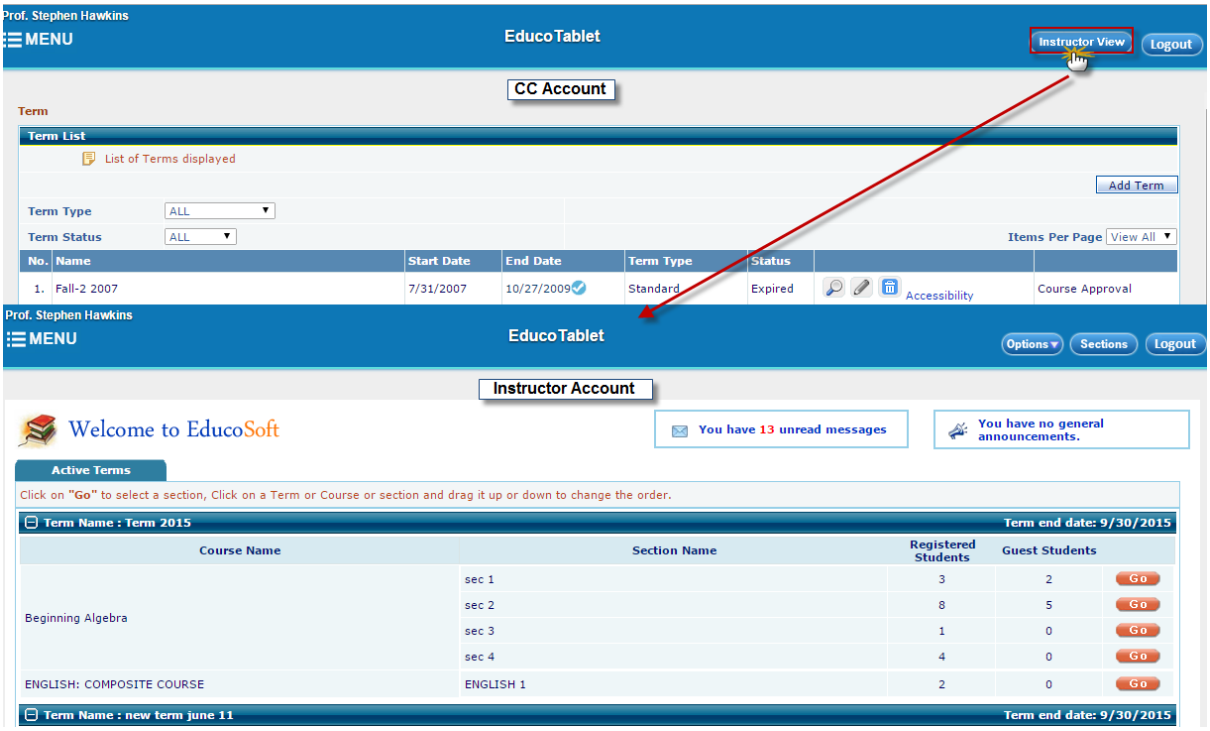
To switch back to Instructor account, Click on **Instructor view** link as shown below.



Note: **Instructor view** link is available only for CC's having active Instructor account.

1. **Instructor View Link**: Link to switch back to the Instructor account in case If CC is an active Instructor in the institution.

2**. Menu Link**: Link to access all the menu items.

2.1 **Terms**: Lists all the terms created by CC

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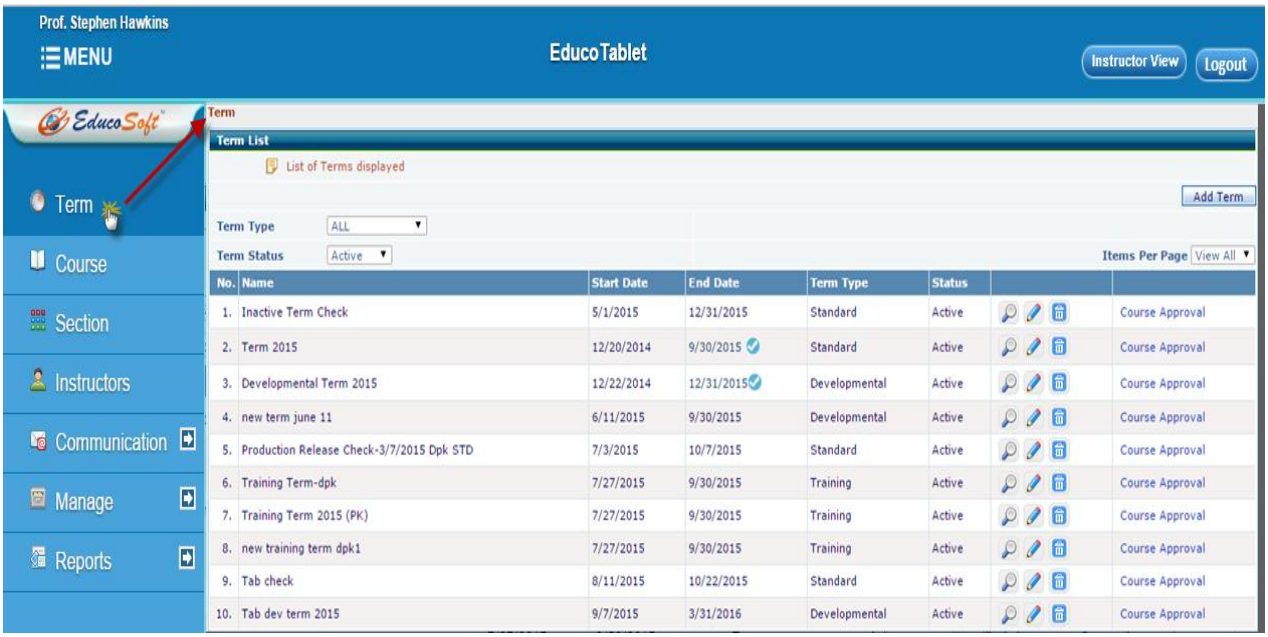
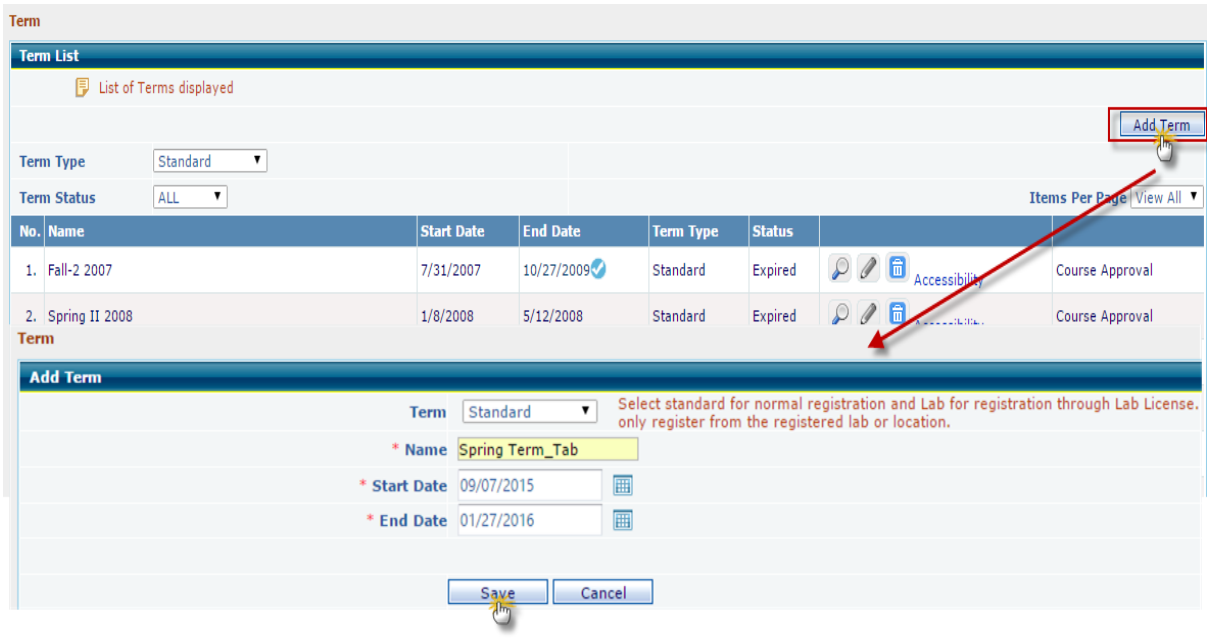


Adding a Term:

Click on "**Add Term"** Link, Select appropriate Term Type, Give Term name, Select Start date and End Date and Click on save link as shown below.



Once Done, The added term will be listed in Terms List page.

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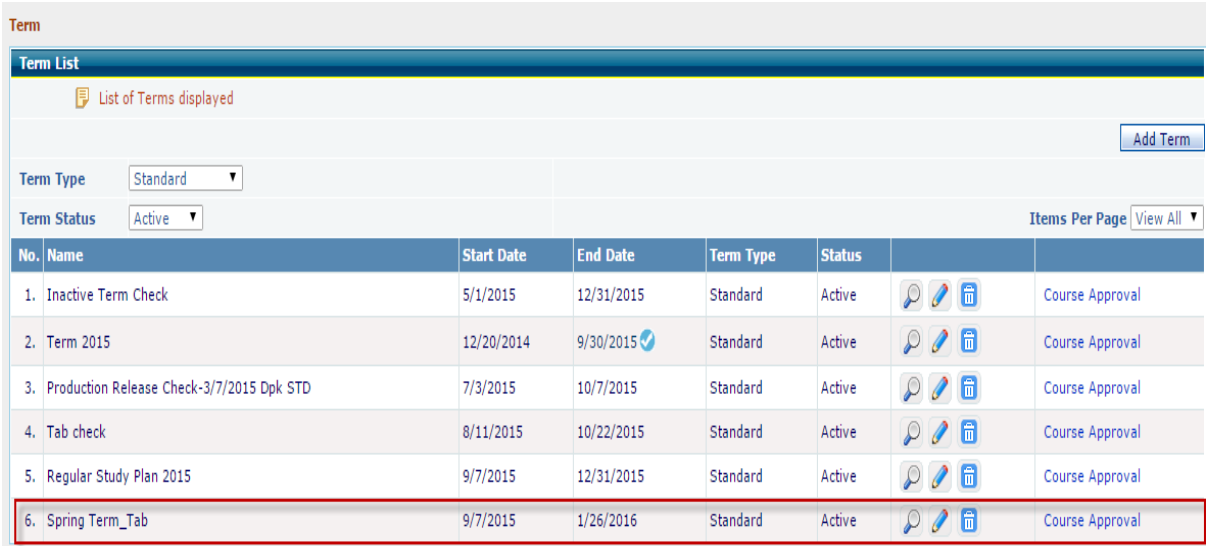

Click on “Course Approval” link to add courses to the term, Select appropriate Course and click on “Send course for Approval link”

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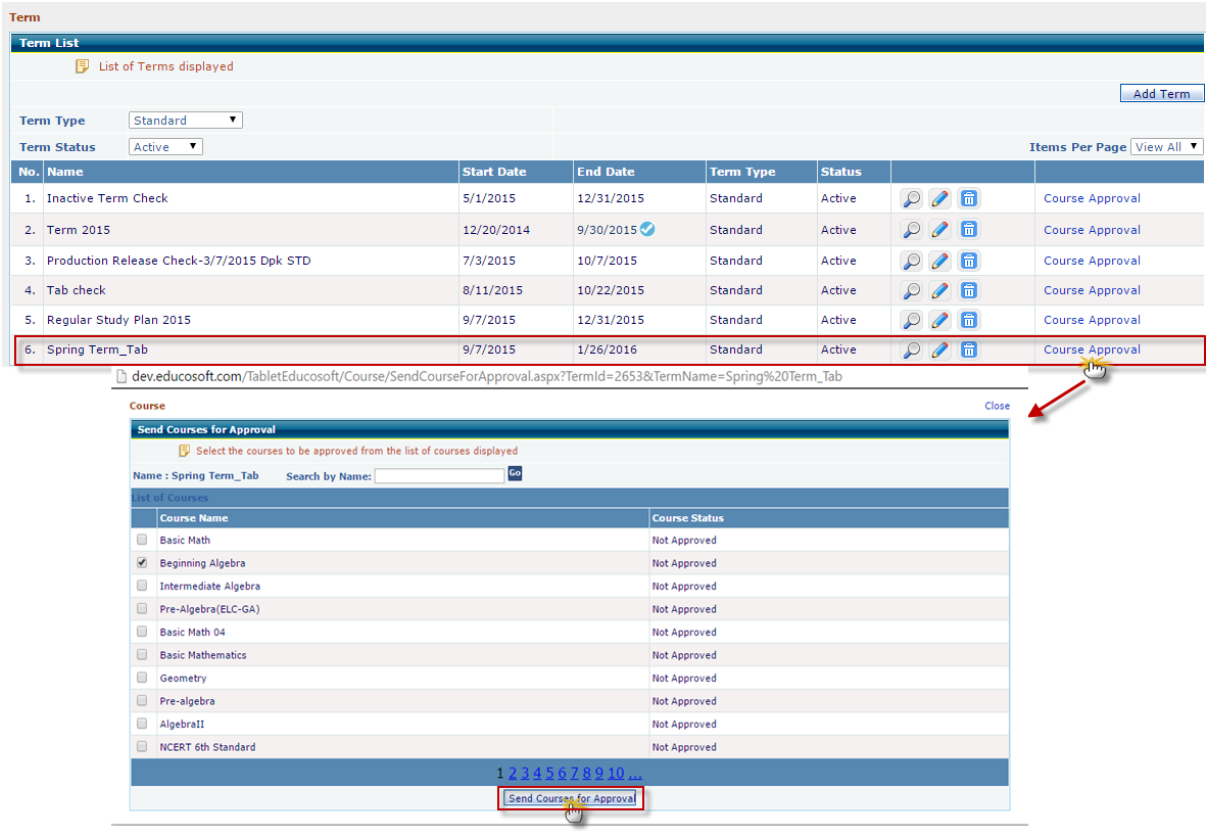
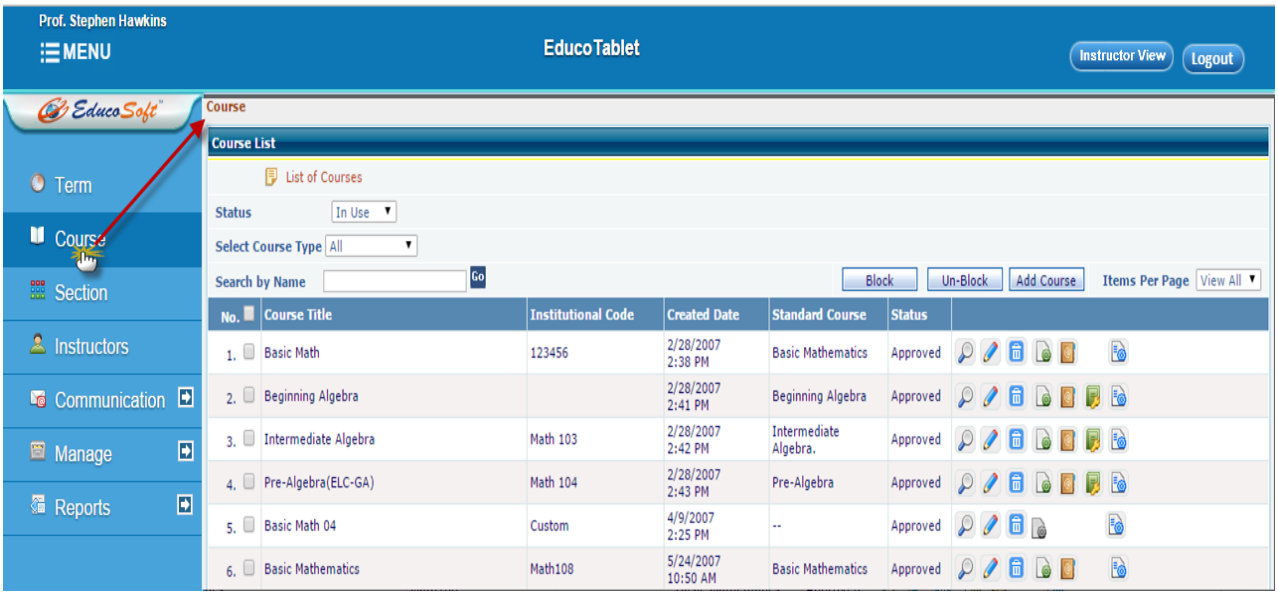


Based on the request made, Admin will approve/deny the courses, which are sent for approval.

2.2 **Course**: Displays all the courses available, Standard and Developmental courses.



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: Link to view the Course contents

: Edit Course link. Course title, Institution codes etc can be edited and saved.

: Link to delete the course.

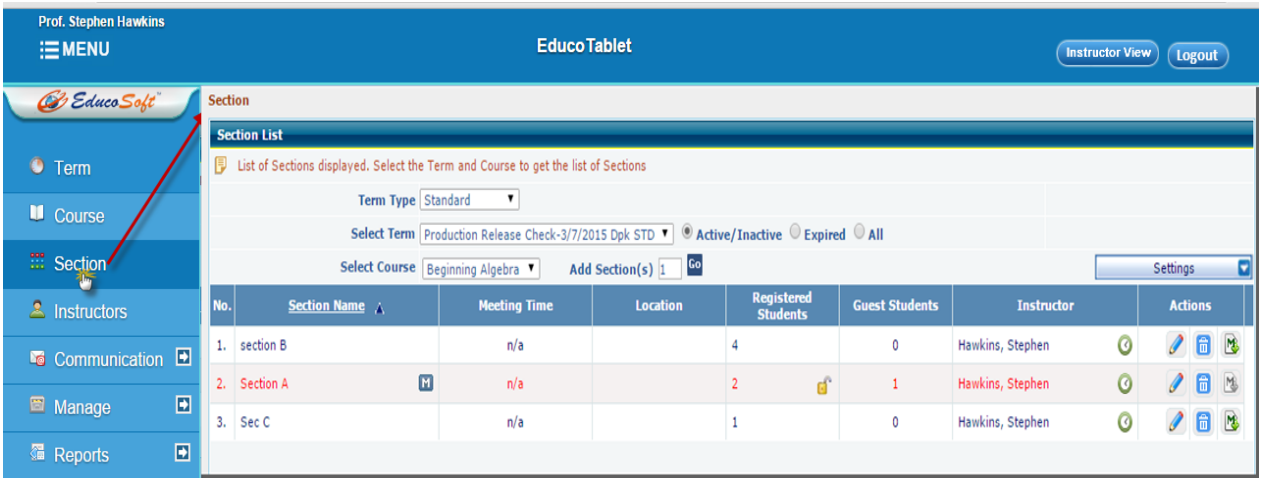
: Link to enable/disable course levels.

: Link to view the E-book linked with the course.

: Link to view E-Solution Manual linked with the course.

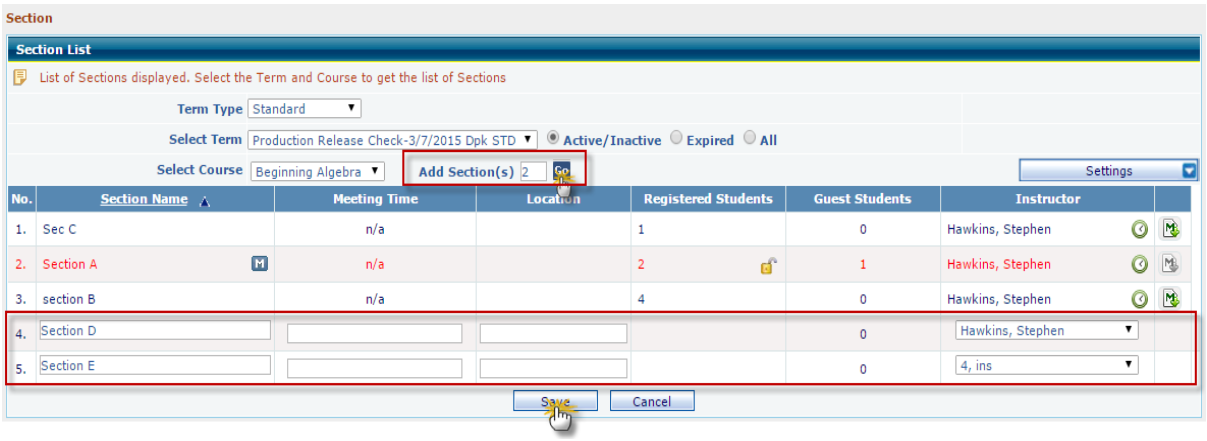
: Grade Book setting link.

2.3 **Sections**: Displays all the sections available in the term, we can create and manage the sections under this module.



-Select appropriate Term Type, Term and Course to view the sections assigned to the term.

Adding a Section(s): Enter number of section(s) you want to add in add section(s) field and click on Go link as shown below.



Enter section name and select Instructor, whom the section needs to be assign, once done Click on save link

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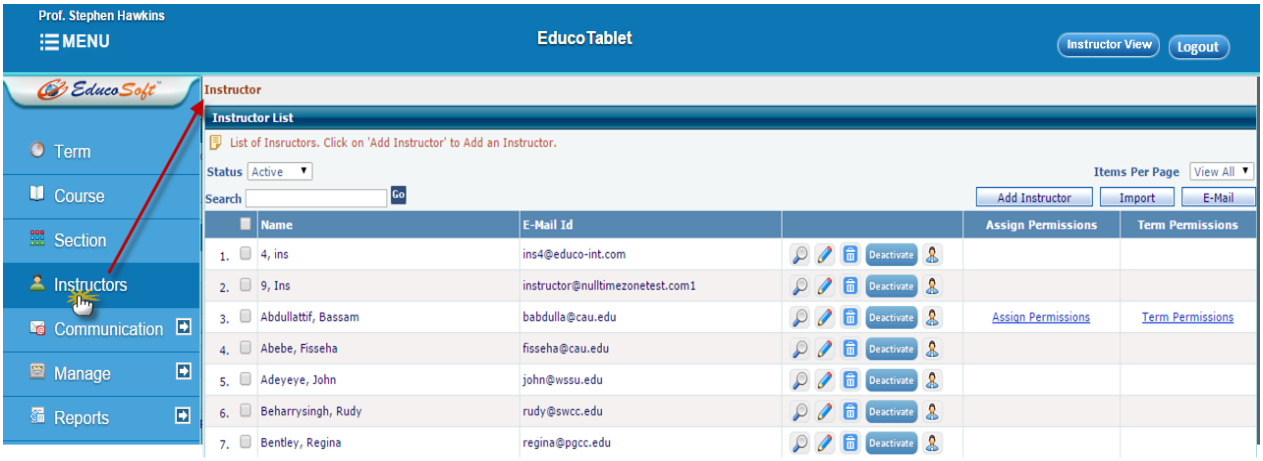
2.4 **Instructors**: Displays list of Instructors. CC can add and manage Instructors in this module.



: Link to view Instructor profile.

: Link to edit the Instructor's Profile.

: Link to delete Instructor account.

Deactivate: Link to deactivate Instructor account.

: Link to login to corresponding Instructor account.

-CC can add/Import Instructor(s) by clicking on "**Add Instructor**"/"**Import**" link respectively.

-To Email the Instructor(s), Select the Instructor(s) and click on "**Email**" link.

2.5 **Communication**: Displays the communication tools.

2.5.1 **Internal Mail**: is one of the important features used for sending and receiving mails, CC can communicate Instructors and Students via internal mail. The default view would be **Inbox** and other options like Sent Items, Drafts etc can be accessed by clicking on **Mail** link.

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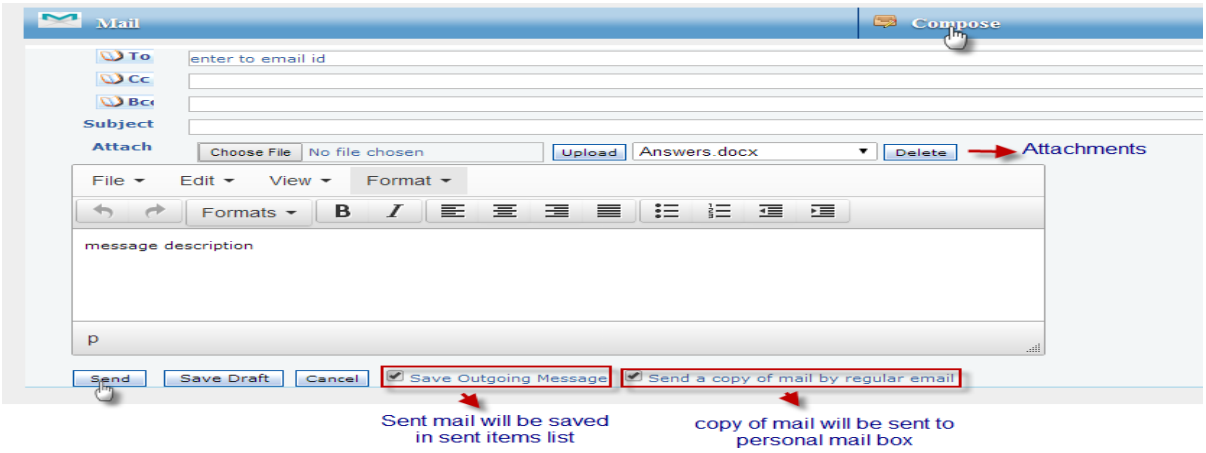
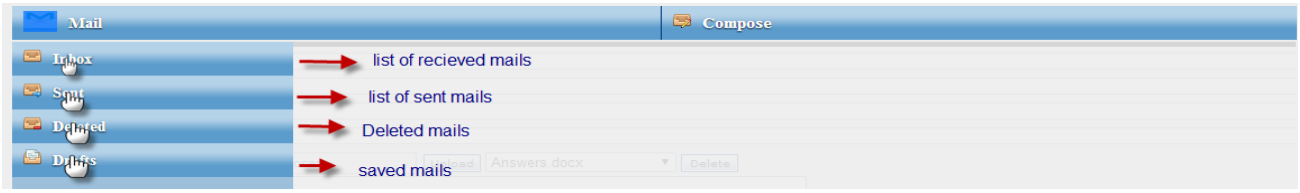
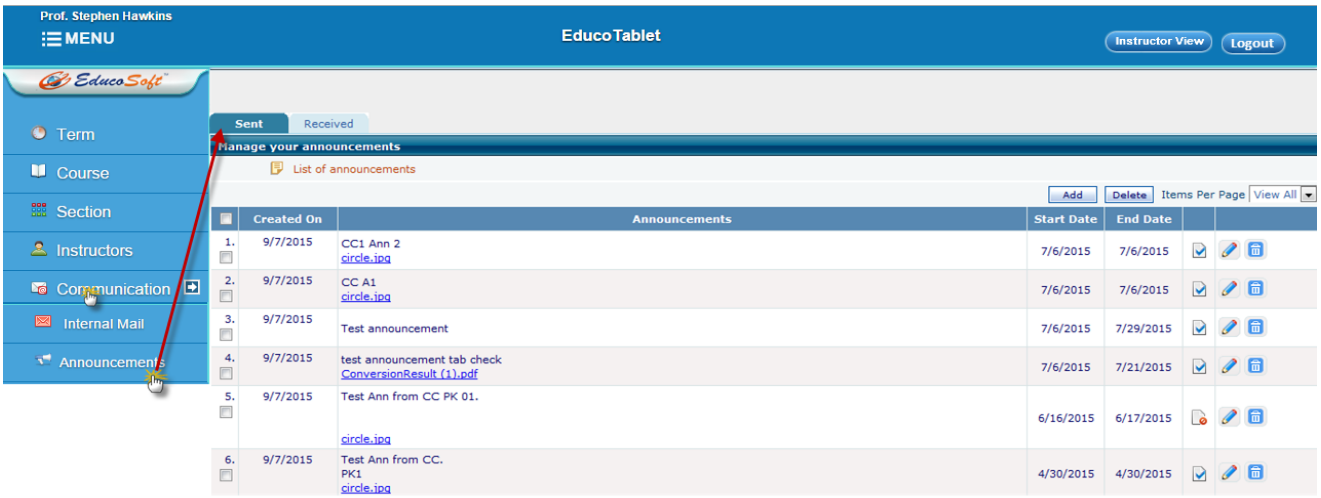
Individual mails can be viewed by clicking on corresponding mail. Mails can be composed and sent by clicking on **Compose** link as shown below.



Other options like Sent Items, Drafts etc can be accessed by clicking on **Mail** link as shown below



2.5.2 **Announcement**: CC can send/receive announcement through this module.CC can send announcement to sections assigned to him, Announcement be accessed by clicking on Announcement link under Communication, The default view will be Sent Announcement(s) as shown below.



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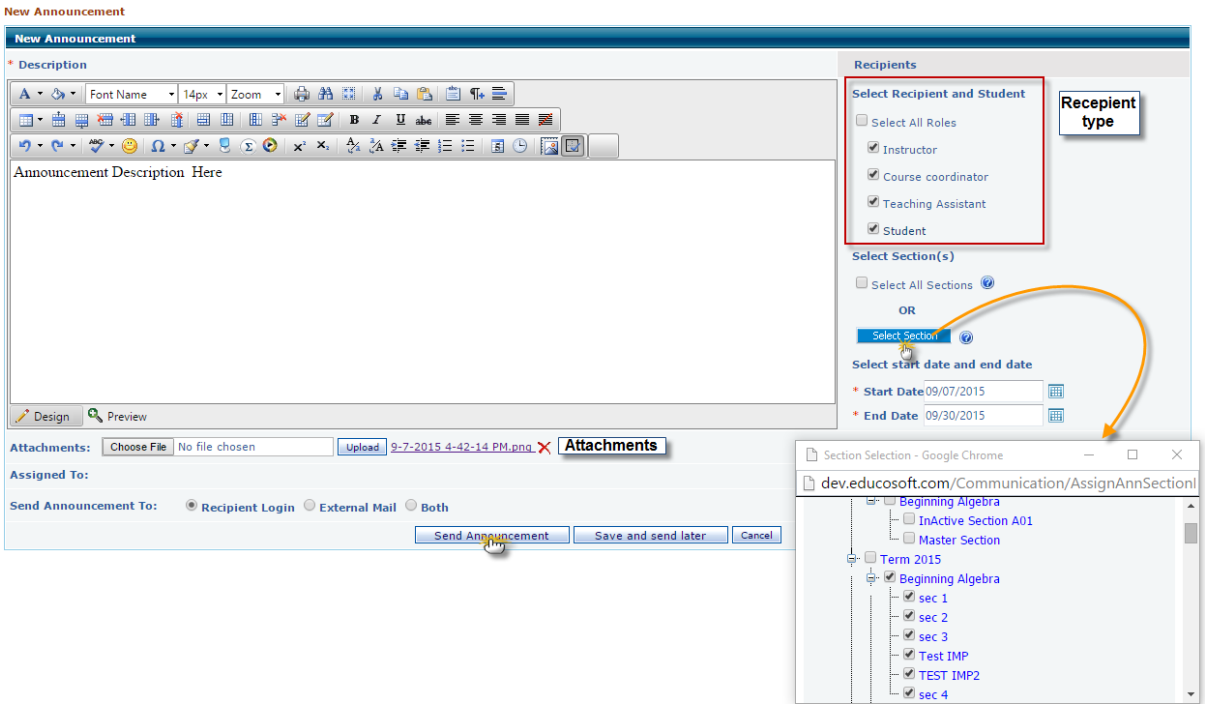
Adding an Announcement: Click on **Add** link, below page will be displayed.



Enter Announcement details

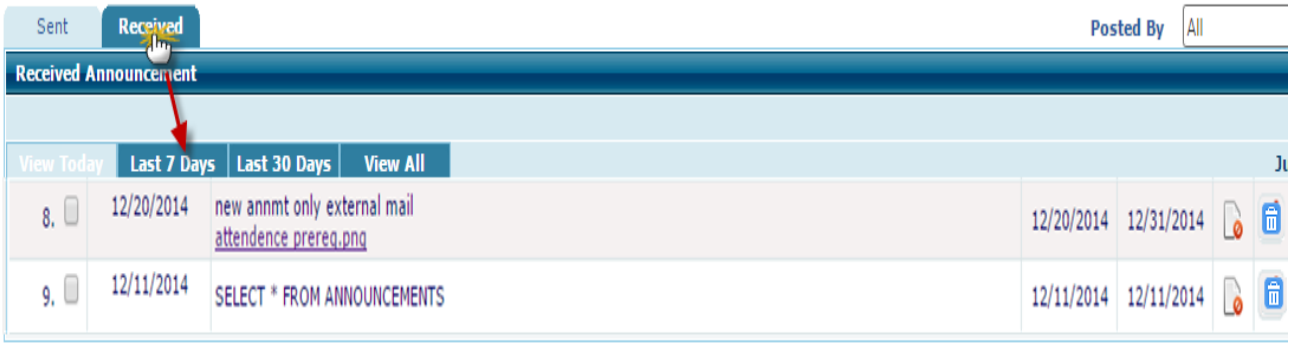
-Select Recipient

- Select the section by clicking on “Select Section” link

-Select Start date and End Date and click on Send Announcement link.

-Sent Announcement will be listed in Announcement list page

If CC wants to see the received announcement, toggle to Receive link as shown below.



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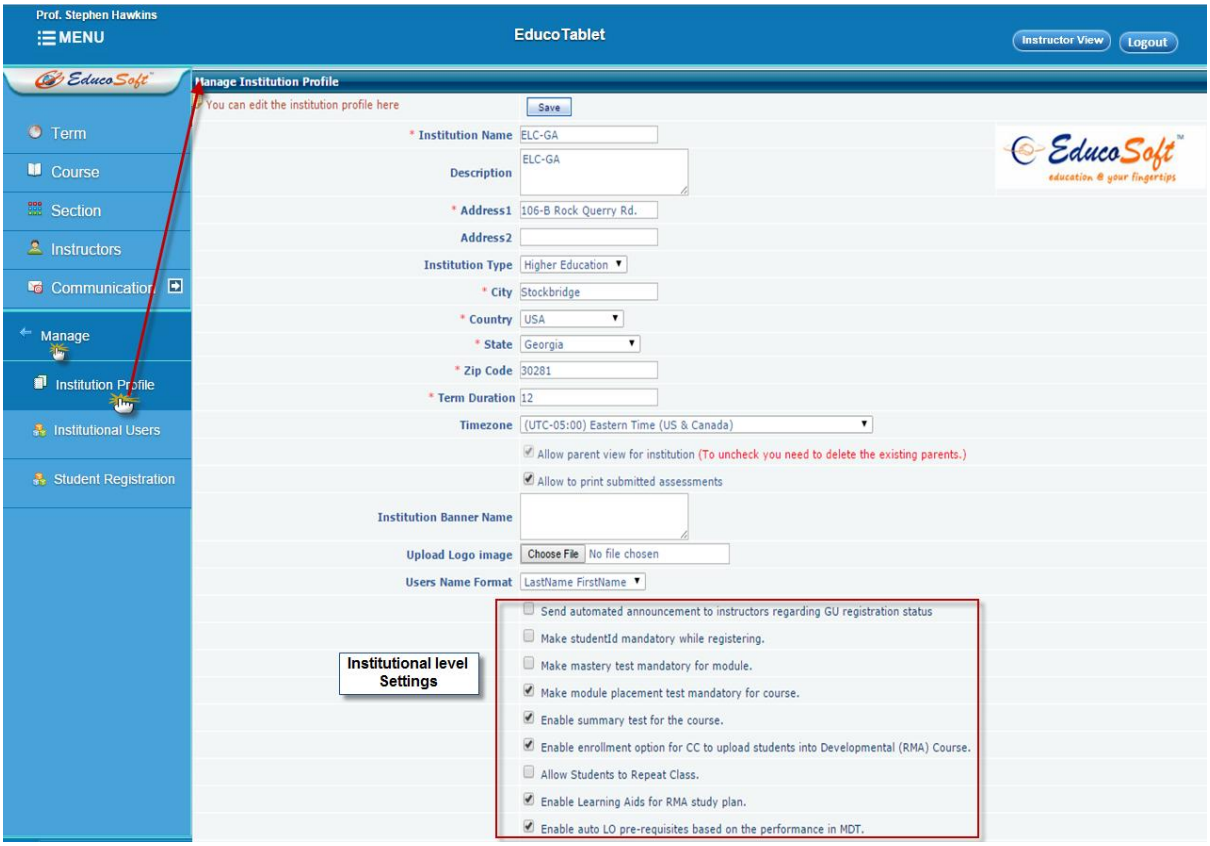
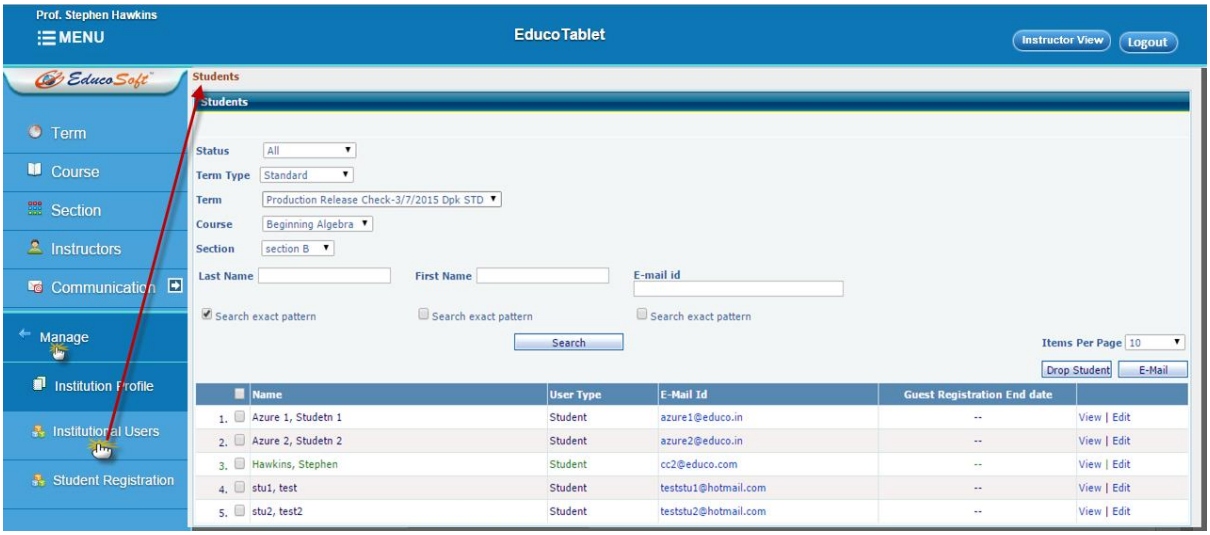
2.6 **Manage**:

2.6.1 **Institution Profile**: CC can view/edit Institution profile under this link; along with that CC can manage settings related to Assessments, Contents, and Registrations etc.



2.6.2 **Institutional Users**: This link displays all the institutional students assigned to various Courses and Sections. Select appropriate values from drop-down to view the students.



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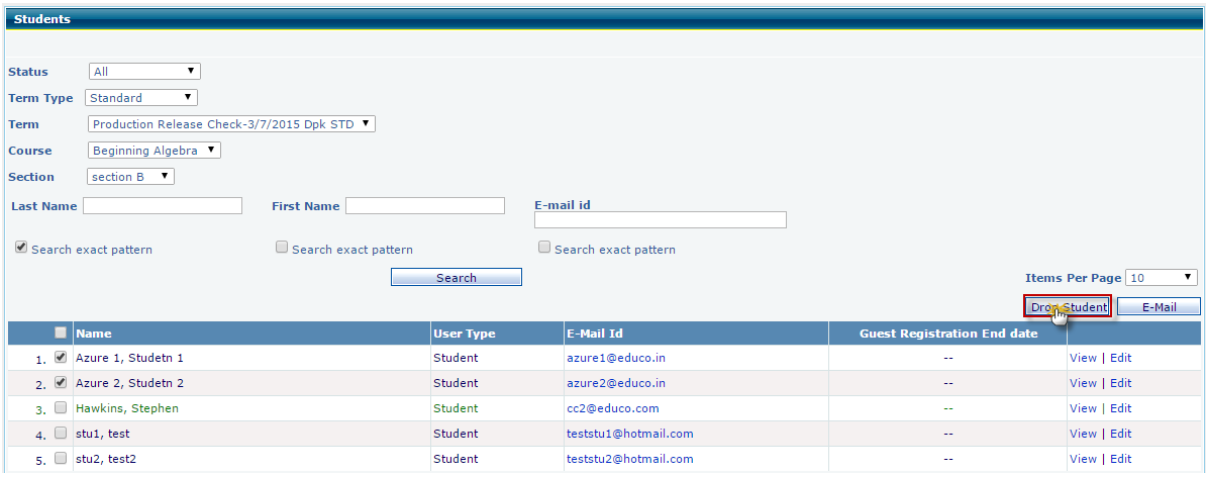
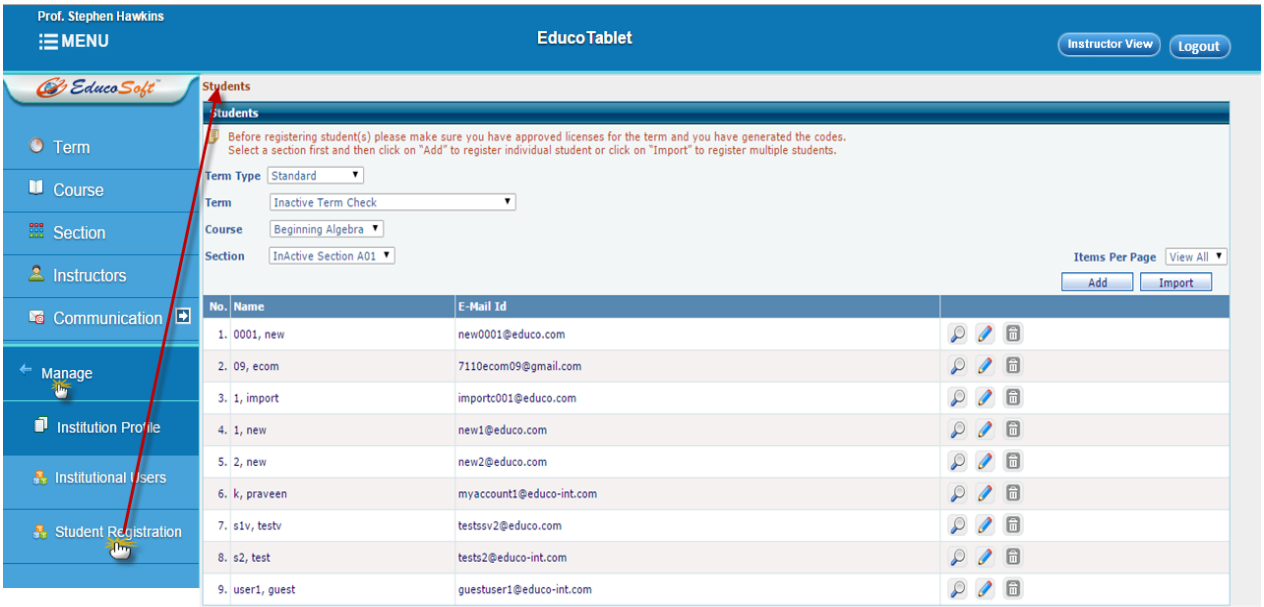
Alternatively CC can search Students with First Name, Last Name and Email ID.
-View: link to view the student profile.
-**Edit**: link to edit student profile.

CC can drop Students from section under this module, Select ☑ student(s) and click on Drop Student link to drop the students from designated section.



CC can Email students under this module, Select ☑ student(s) and click on E-Mail link to Email the selected students.

2.6.3 **Student Registration**: CC can register student(s) to particular sections under this module.



-Select Section from Section dropdown
-Click on Add link to add a Student individually.
-Click on Import link to import one or more students to selected section. Student data must be stored in Excel format in the device and imported from the same.

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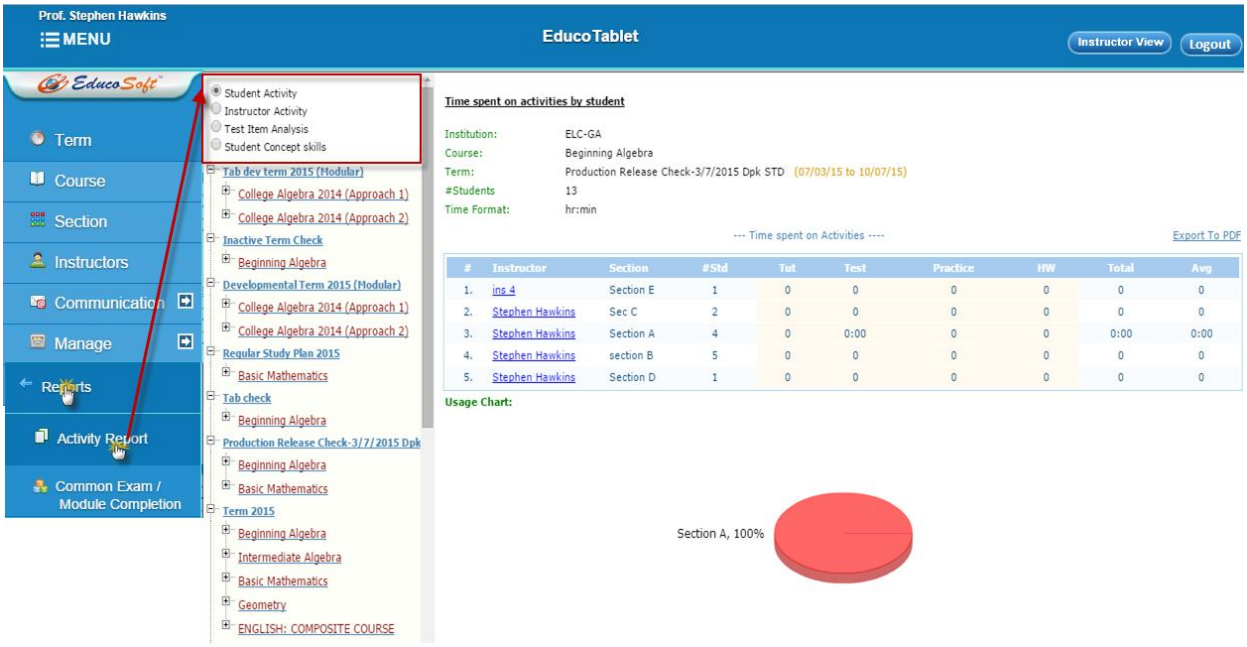
2.7 **Reports**: Reports is one of the important modules, CC can view and analyse various reports linked with student performance, Can be accessed by clicking on Report link under CC left menu.

2.7.1 **User Activity Report:** Displays time spent by Students and Instructor on various learning activities/ Test Item analysis and Student concept skills.



2.7.2: **Common Exam/Module Completion Report:** Report displays student performance in Assessments, select appropriate Term, Course and Assessment to view/download the Exam report.

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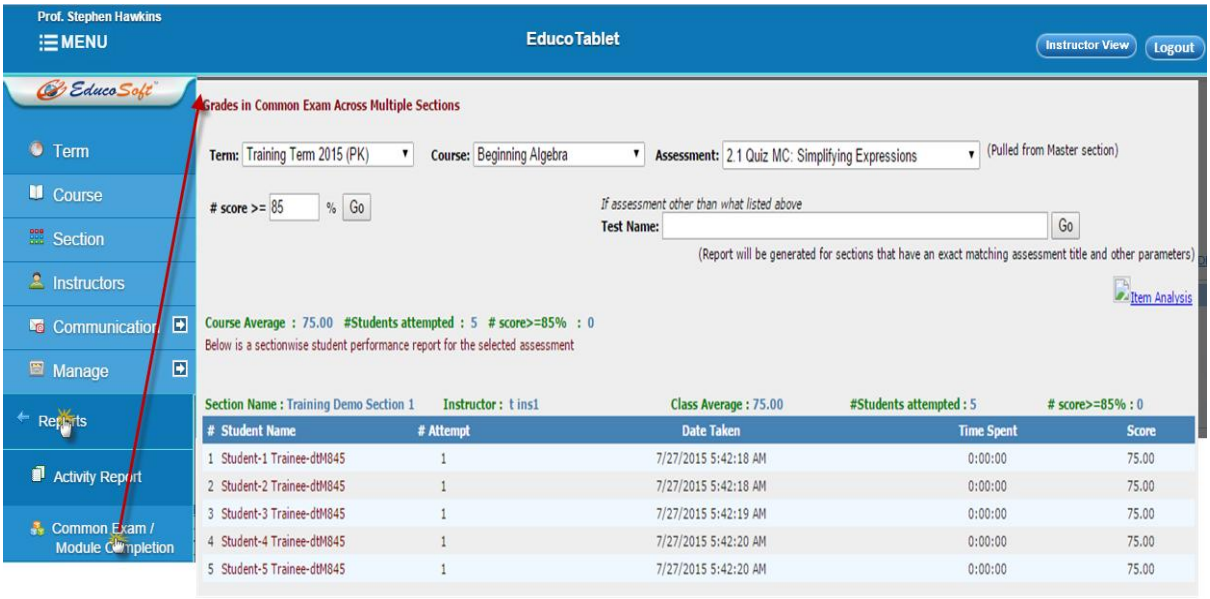

3**. <u>Footer Menu's</u>**

3.1 **Term:** Quick Access to Terms list.

3.2 **Course:** Quick Access to Course list.

3.3 **Sections:** Quick access to Sections.

3.1 **My Profile:** Click on My Profile to manage CC profile, can view/edit the profile.

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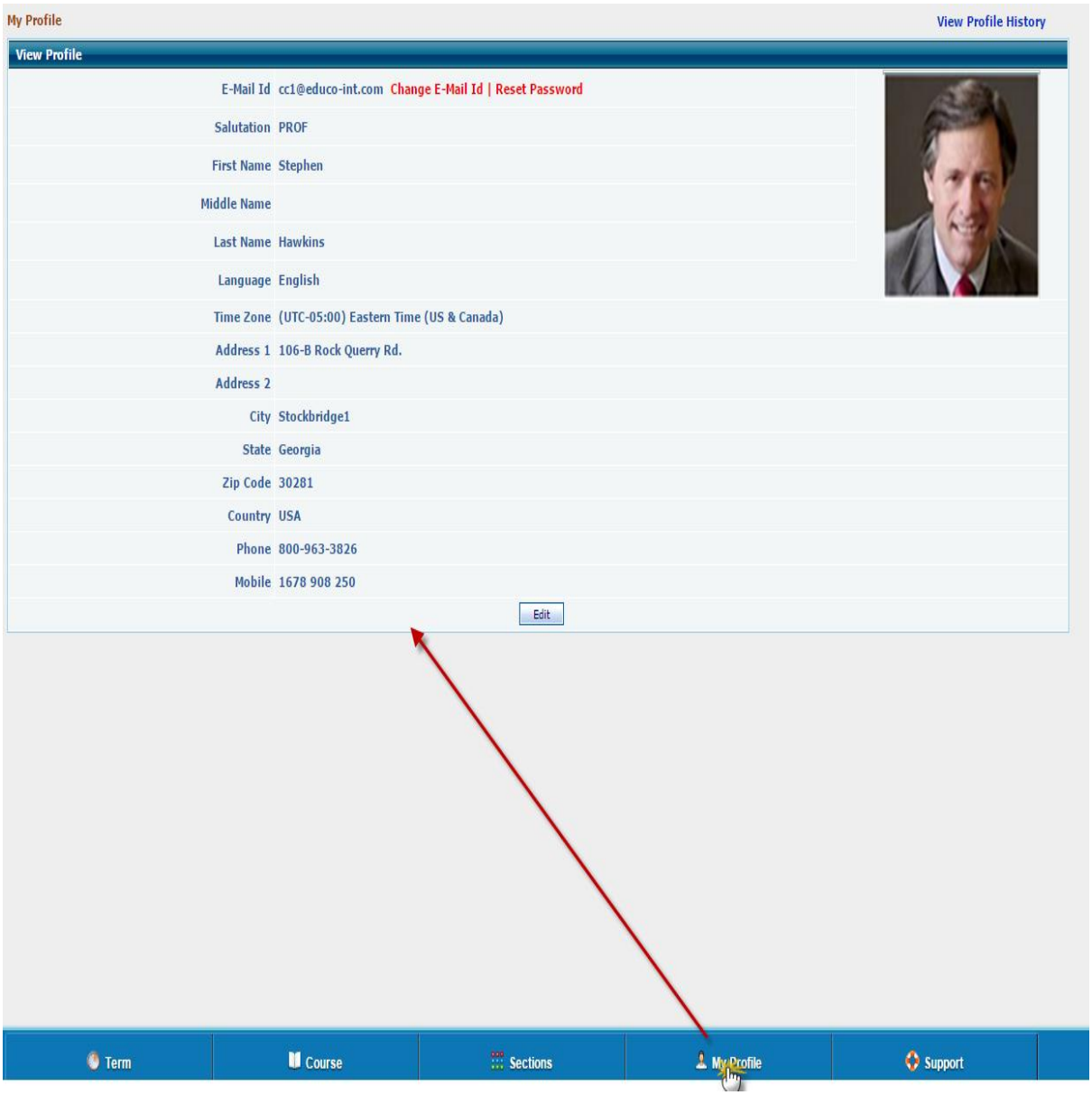

3.2 **Support:** This link can be used to raise a complaint to Educosoft technical team. By clicking on Support link, you will get a form, you need to fill that form and you can submit the issue.

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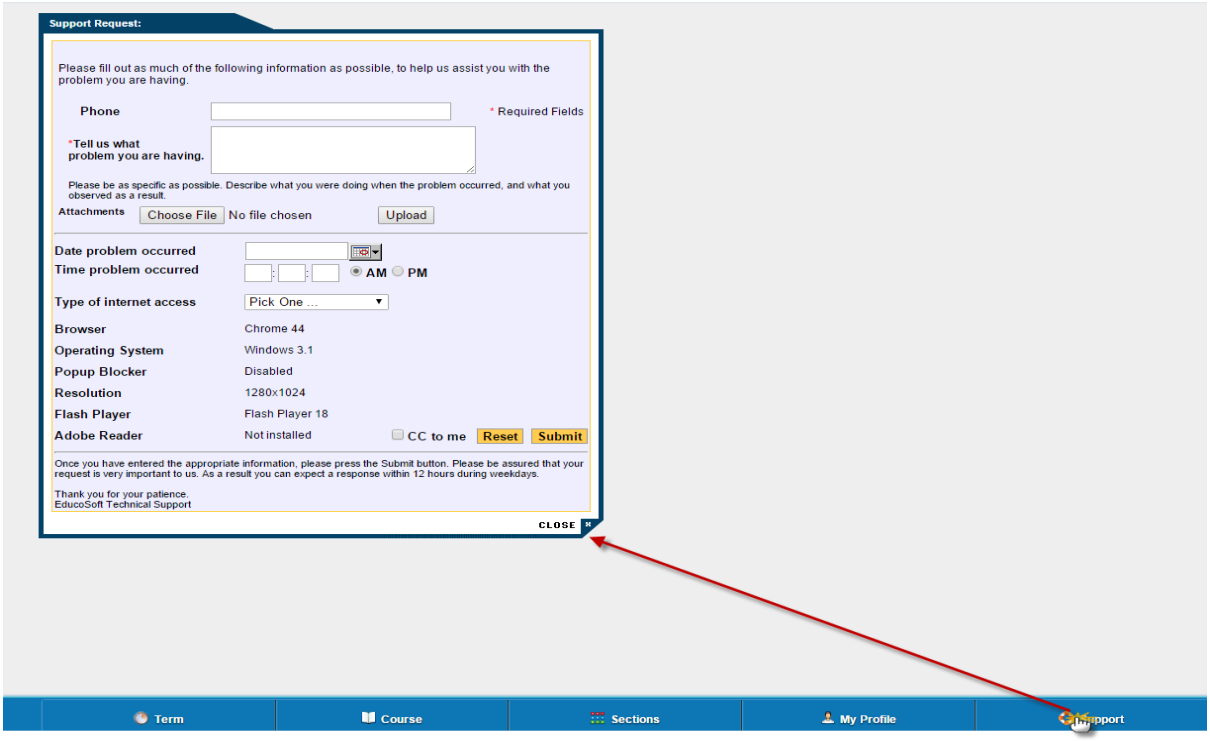

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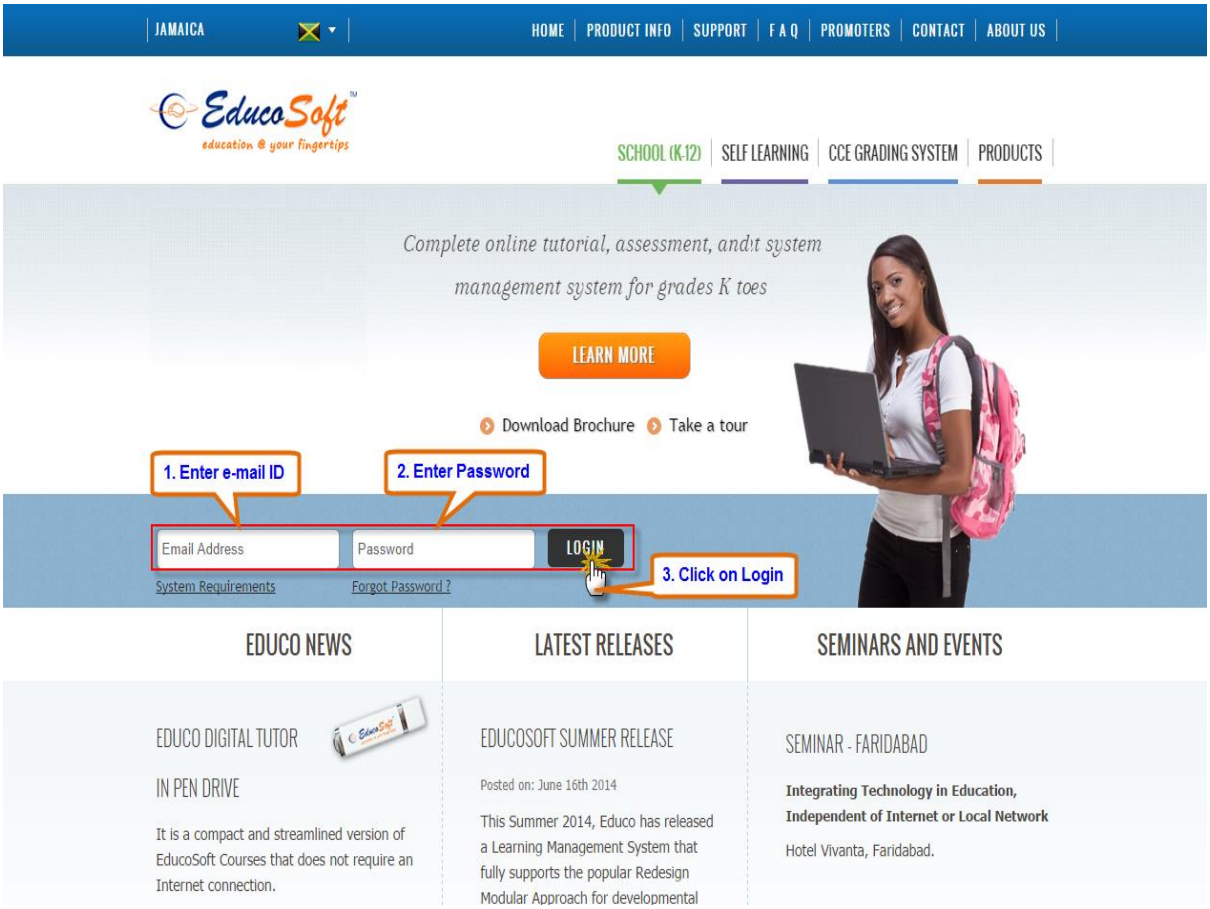
Login as Instructor:

Go to http://www.educosoft.com from your browser

To login as Instructor

-Enter your e-mail id.
-Enter your password
-Click on Login link



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System Requirement Check:

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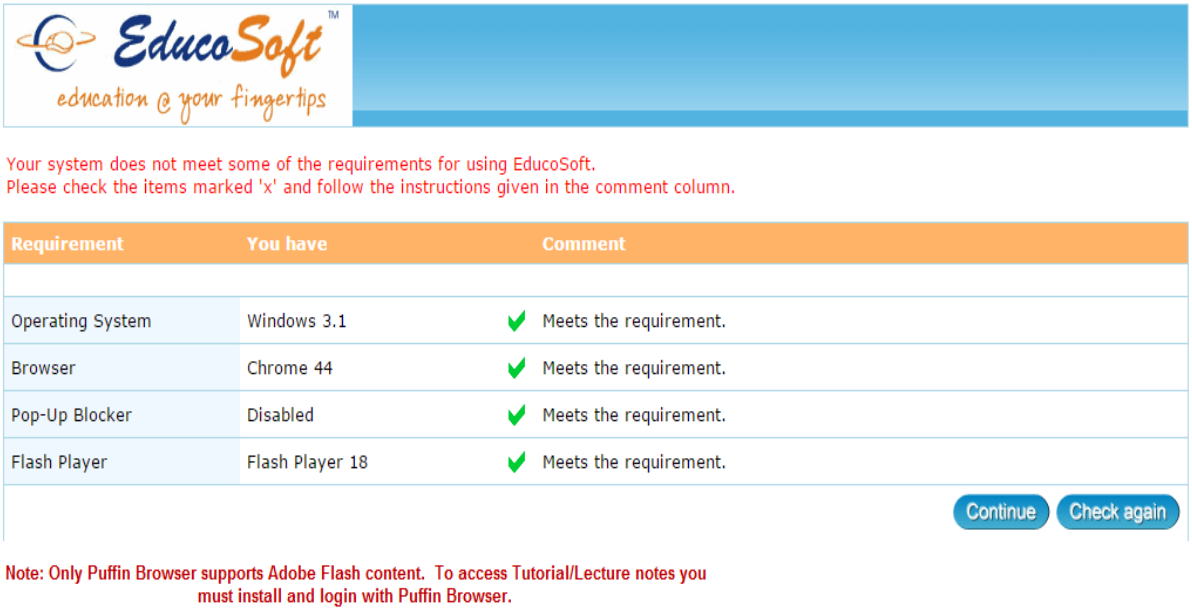

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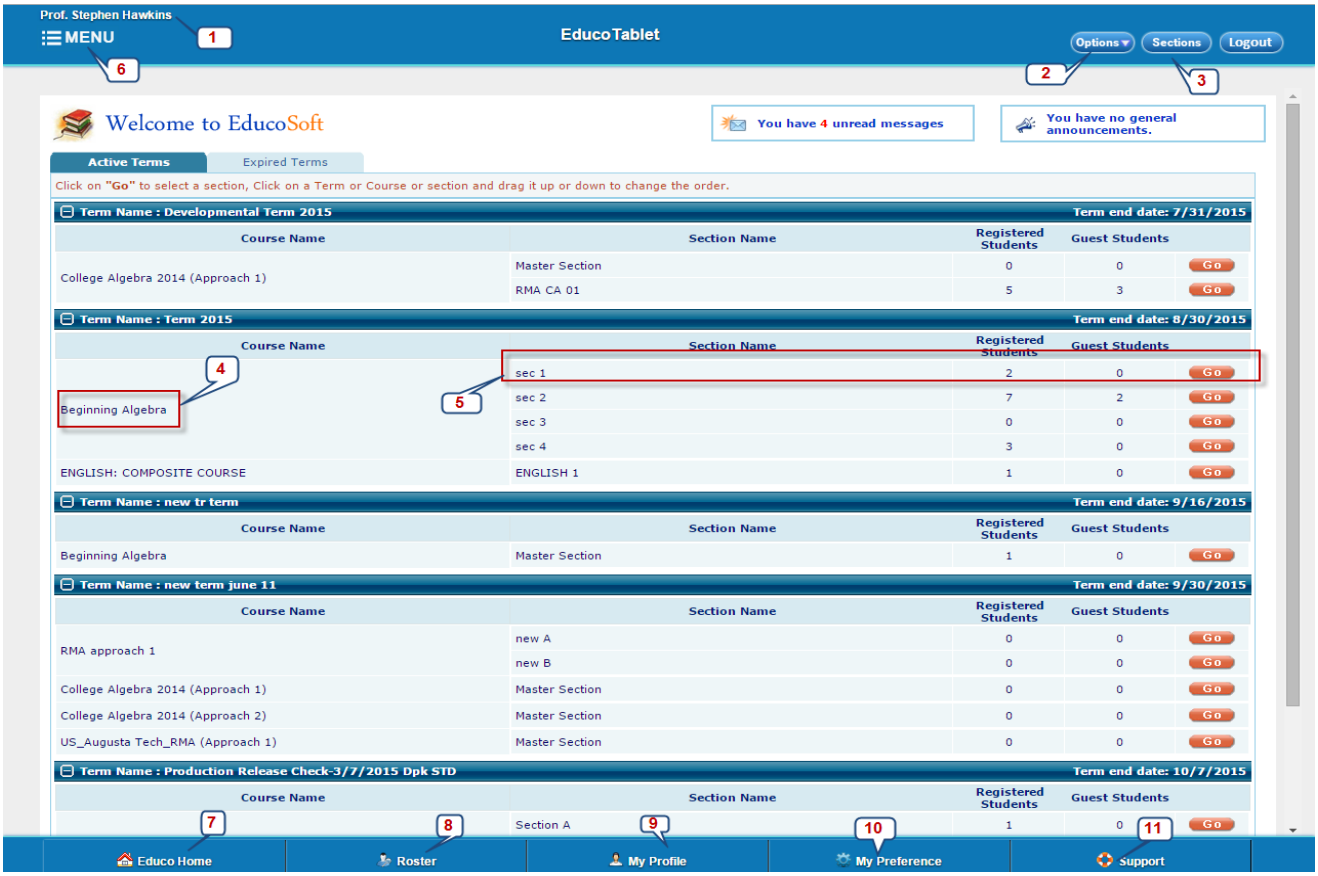
➢ Understanding Home Screen:

Default Screen View



1. Instructor Name
2. **Options**: Instructor can View/Login as student with this link.

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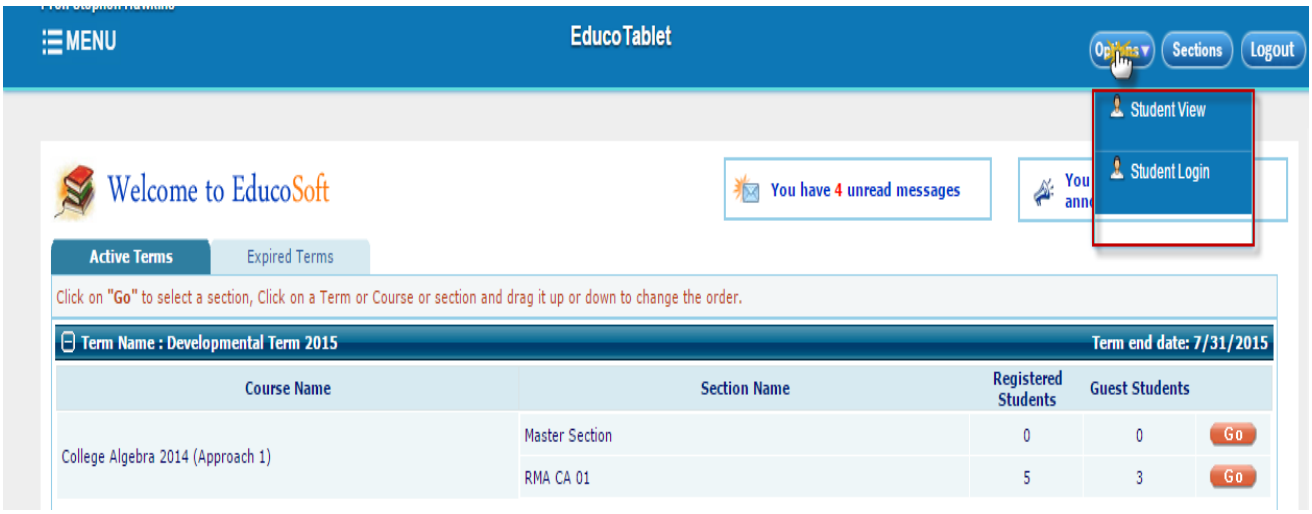

3. **Sections**: Lists all the sections assigned to instructor. This link can be used to select the section and switch from one section to another.

4. **Course Name**
5. **Section Name**, section can be selected by clicking on corresponding Go link.
6. **Instructor Menu**: Instructor left hand side menu, used to access various menu items
7. **Educo Home**: Home link, navigates to home page.

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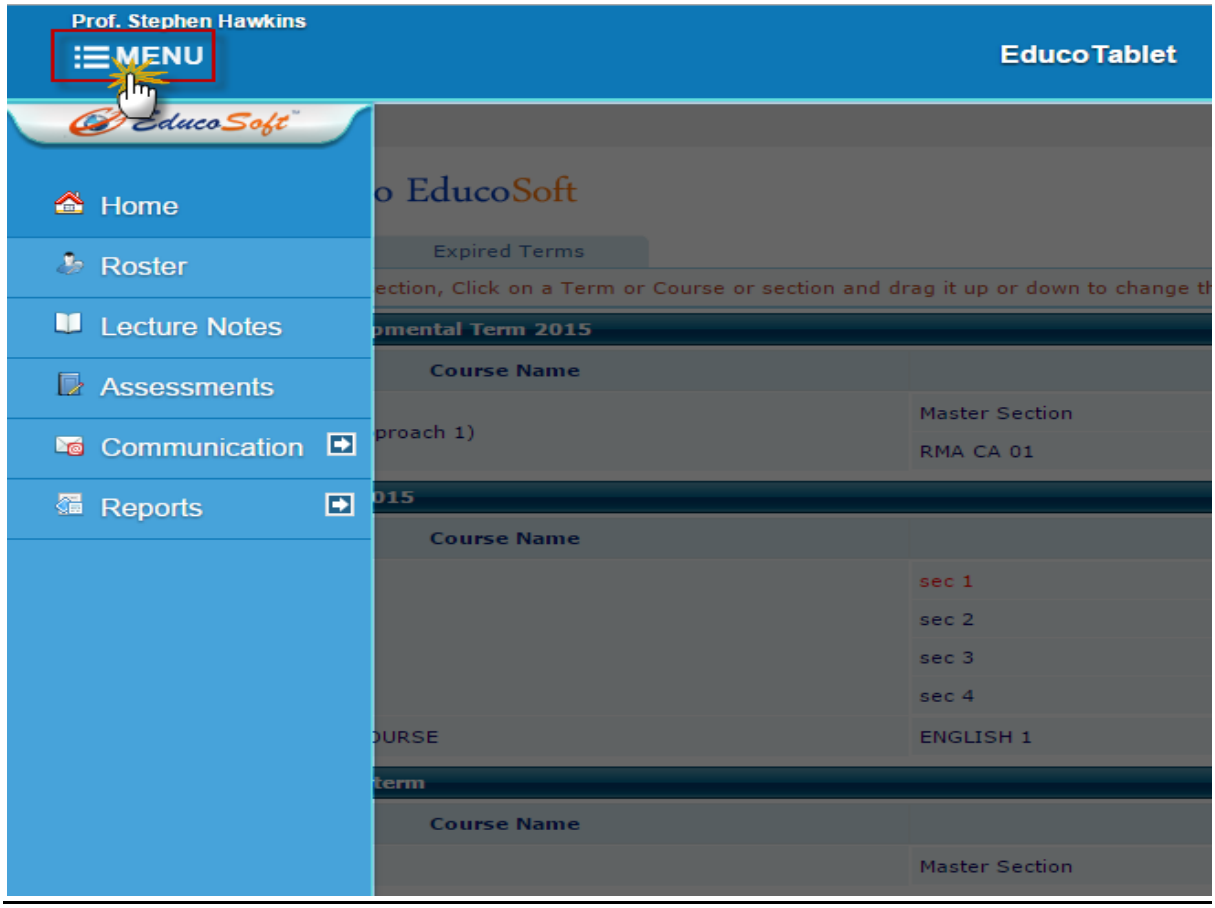
8. **Roster**: This link displays the student list, registered to the selected section.
9. **My Profile**: displays personal information of Instructor.
10. **My Preference**: All the Assessment, Course and General Settings will be listed under this link.
11. **Educo Support**: used to register a complaint against any technical/process related issue.

➢ Instructor Menu:



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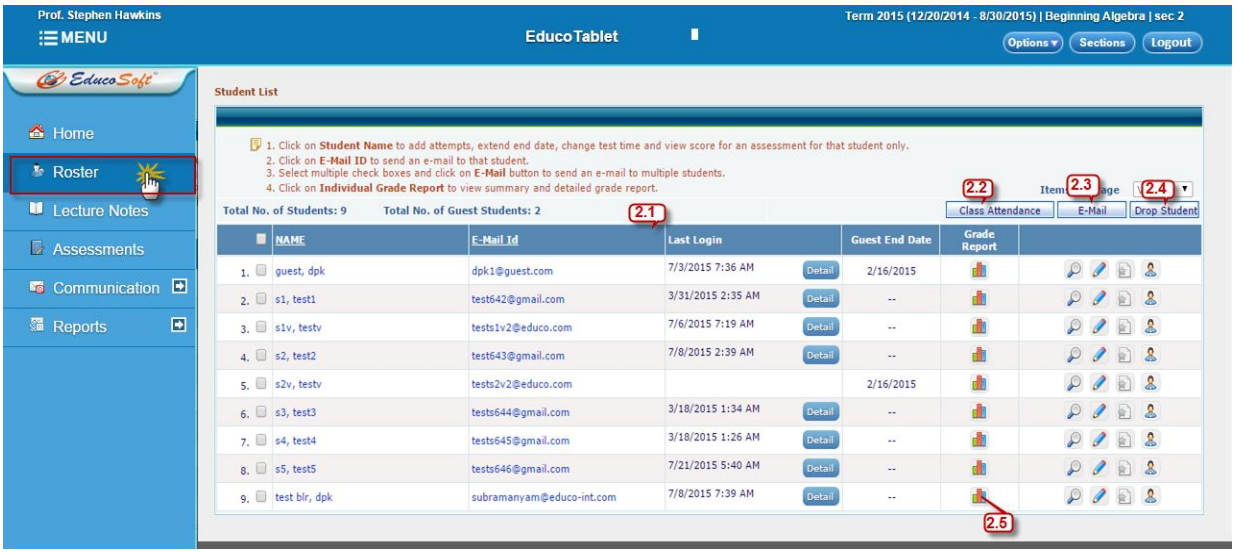
1. **Home:** Link to navigate to home page.

2. **Roster:** Module in which instructor can view list of student(s) registered to selected section.



2.1 **Student list view**, with all the details like Student name, Email id, Last login information, Guest user end date, Grade reports etc. Instructor can view/edit student information by clicking on corresponding / links and Instructor can also login to student account by clicking on link.

2.2 **Class Attendance**: Instructor can mark attendance with this link, Class attendance displays attendance percentage, marked days and total numbers of days present for that particular term.

Roster > Class Attendance> Mark the Attendance> Save

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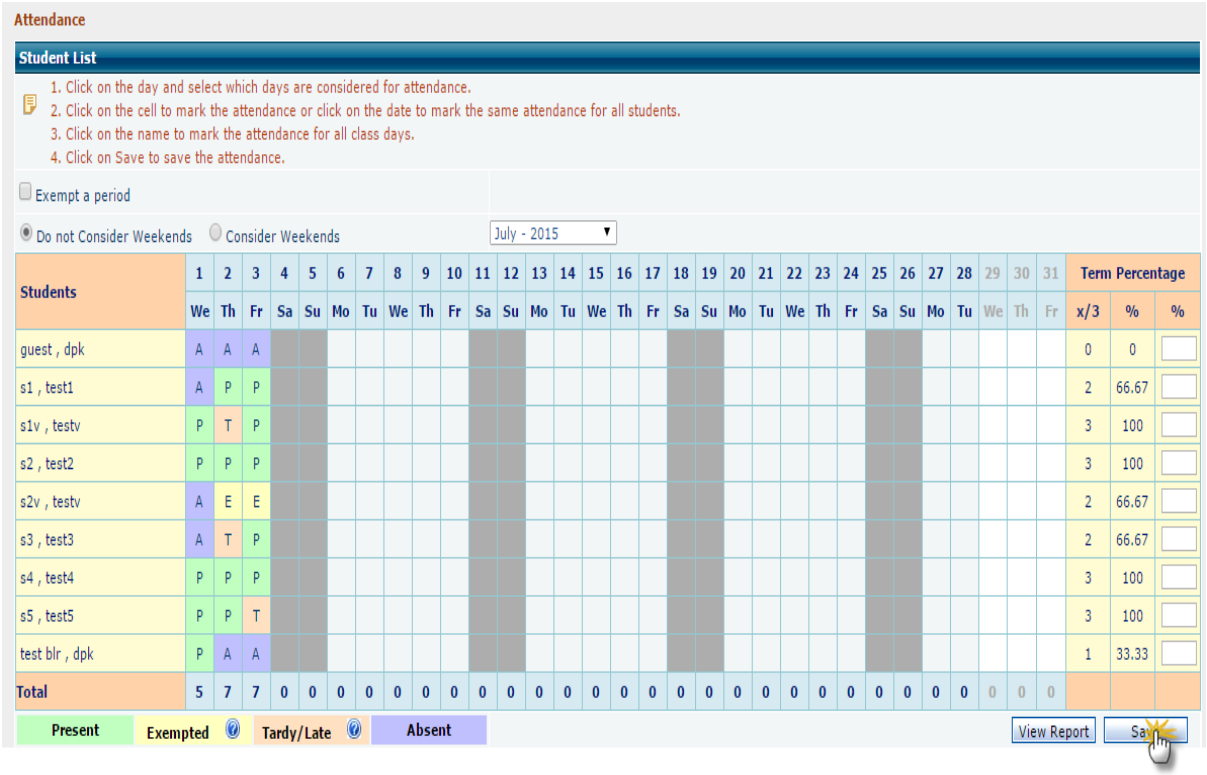

Present: Student attended the session.

Absent: Student was absent for the session.

Tardy/Late: Student was late to the session.

Exempted: Student will be exempted for a session (considered as present).

To view Attendance Report, click on View Report

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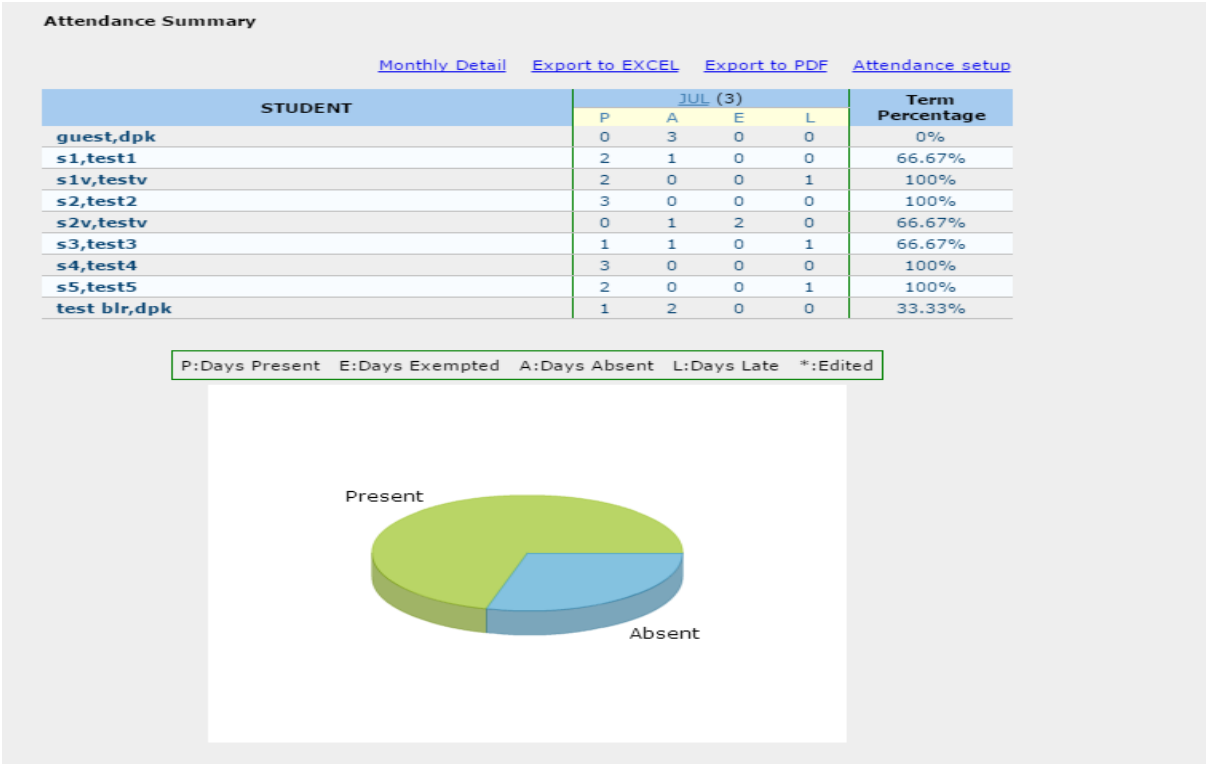
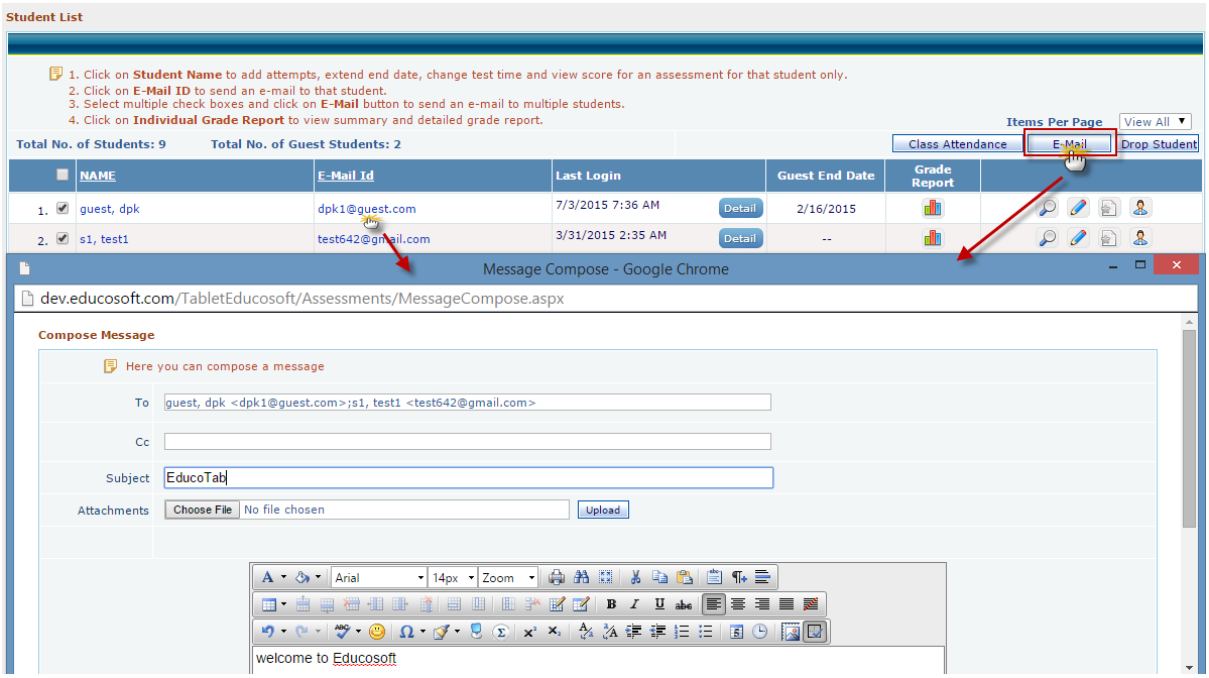


Click on Export to Excel and Export to PDF to download attendance report in excel and pdf format.

2.3 **Email**: This link is used to send internal mail to students, select check box ☑ and click on Email link as shown below



Alternatively, Instructor can send Email individually by clicking on Student Email id also.

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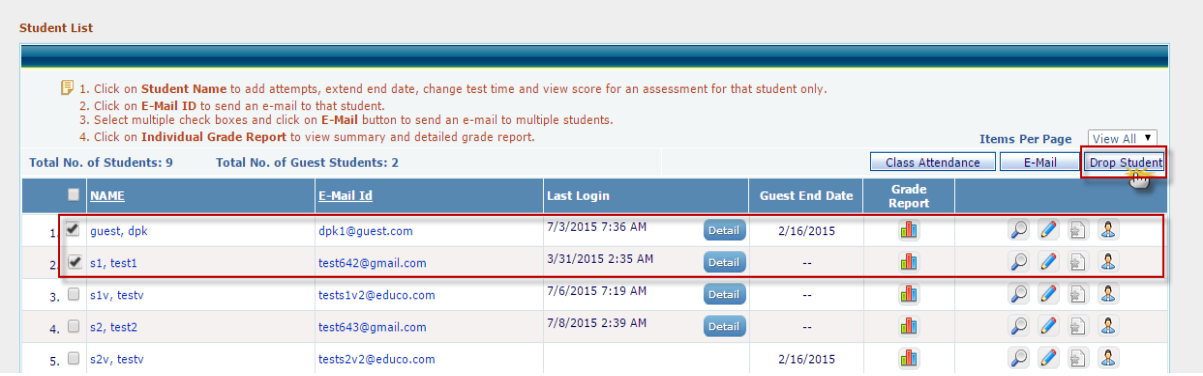
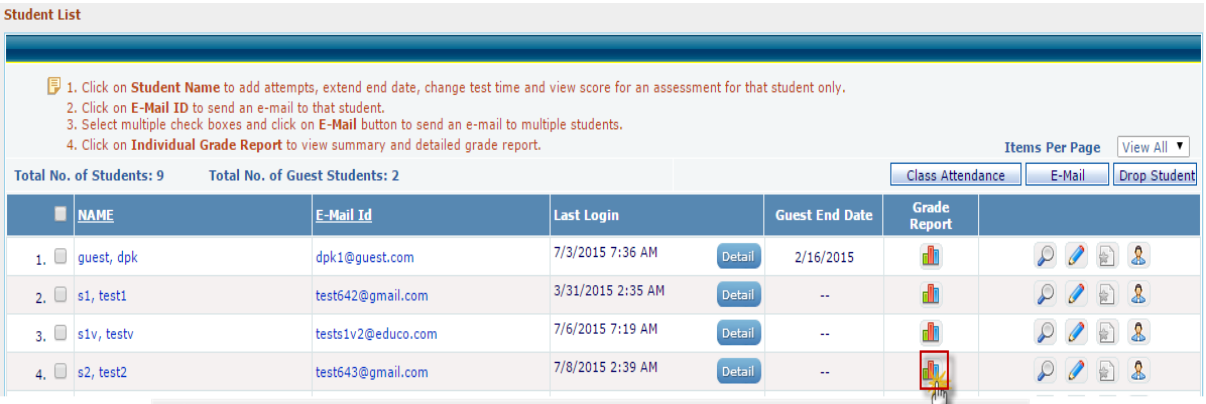
2.4 **Drop Student**: Instructor can drop student(s) from a section with the help of this link, to drop a student, select the check box ☑ against the student(s) and click on Drop Student link as shown below.



The selected students will be dropped from the corresponding section.

2.5 **Grade Reports**: Instructor can view Grade Report of student, to view individual Grade report click on corresponding icon.



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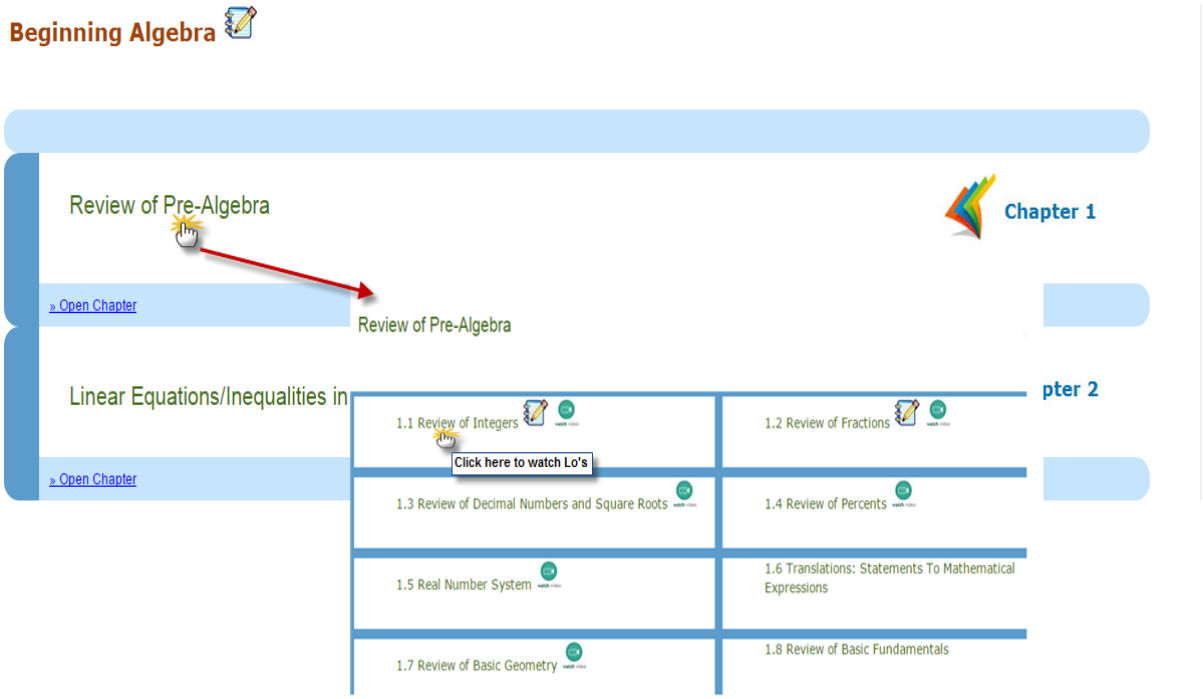
3. Lecture Notes:

Module in which all the course chapters and learning objects are listed, Consist of topic wise learning objects, Admin added videos etc.

Chapter can be expanded by clicking on Chapter label as shown below. Learning object can be viewed by clicking on Chapter sub level.



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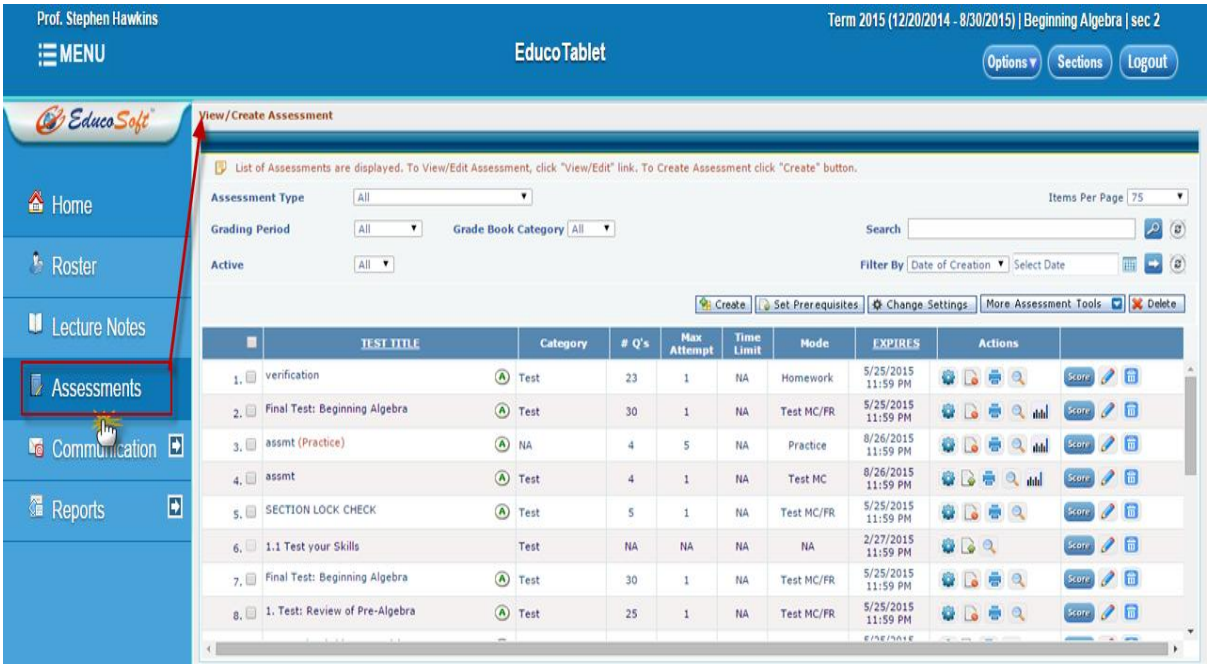
Instructor can preview notes added by him by clicking on link and watch admin added videos by clicking on link against the course level.

4. **Assessment:** This Module is used to create the Assessments; all the created assessment will be listed in default view. Apart from assessment creation instructor can change assessment settings, Set Prerequisites, Sort assessment and delete assessment.



Note: Assessment creation flow will remain same as desktop website.

5. **Communication**: Click on "Communication" link to view list of communication tools

5.1 **Internal Mail**: is one of the important features used for sending and receiving mails, Instructor can communicate students and CC via internal mail. The default view would be **Inbox** and other options like Sent Items, Drafts etc can be accessed by clicking on **Mail** link.

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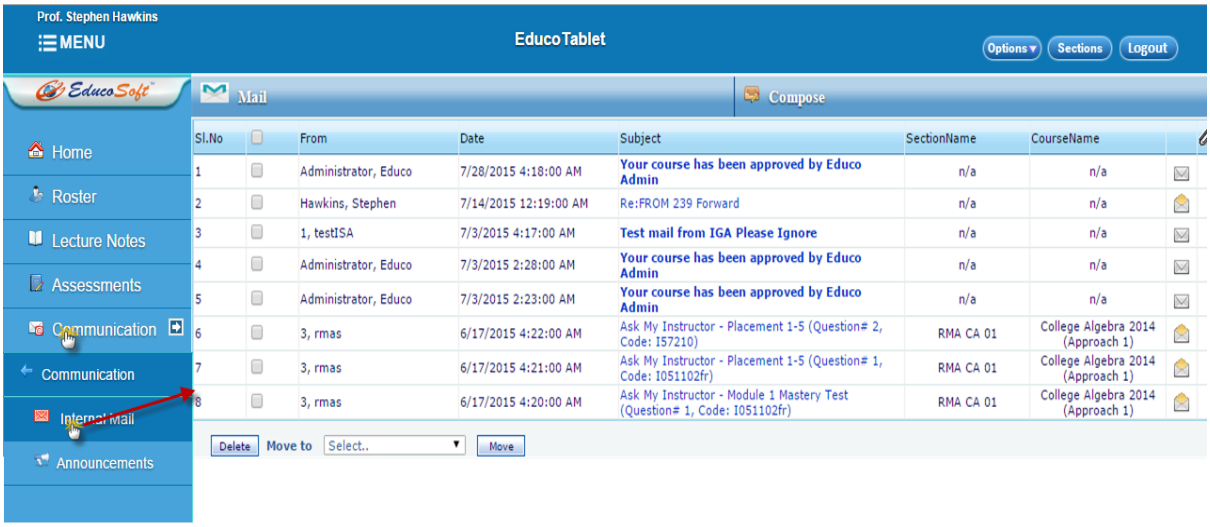
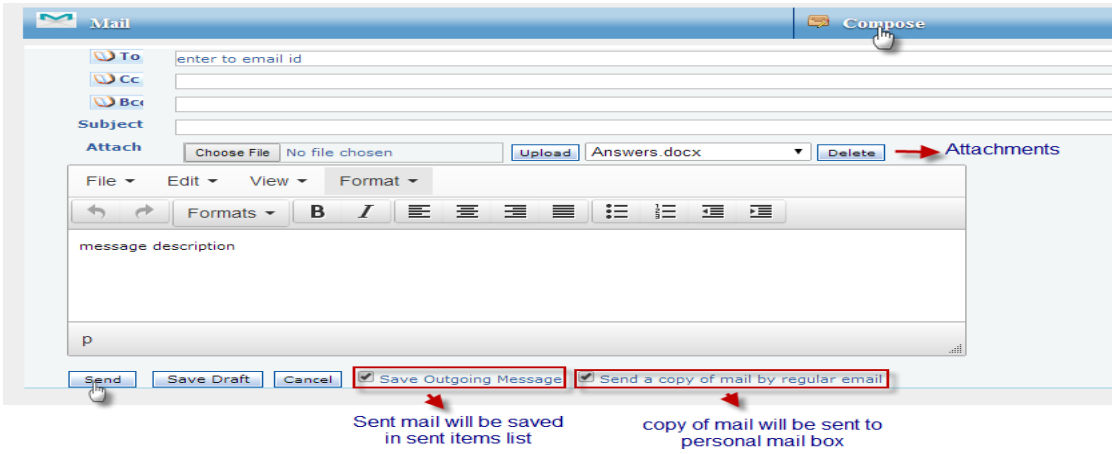
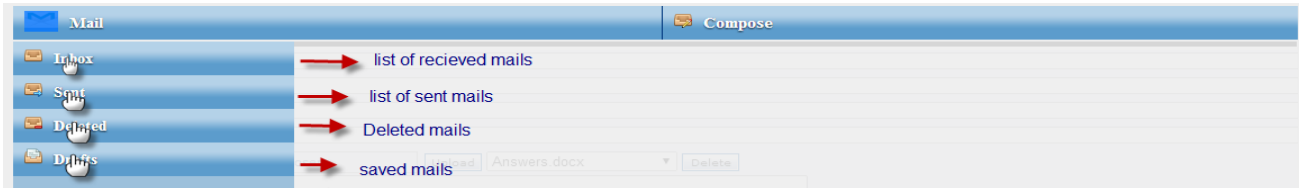


Individual mails can be viewed by clicking on corresponding mail. Mails can be composed and sent by clicking on **Compose** link as shown below



Other options like Sent Items, Drafts etc can be accessed by clicking on **Mail** link as shown below



5.2 **Announcement**: Instructor can send/receive course and general related announcement through this module. Instructor can send announcement to sections assigned to him, Announcement be accessed by clicking on Announcement link under Communication, The default view will be Sent Announcement(s) as shown below.

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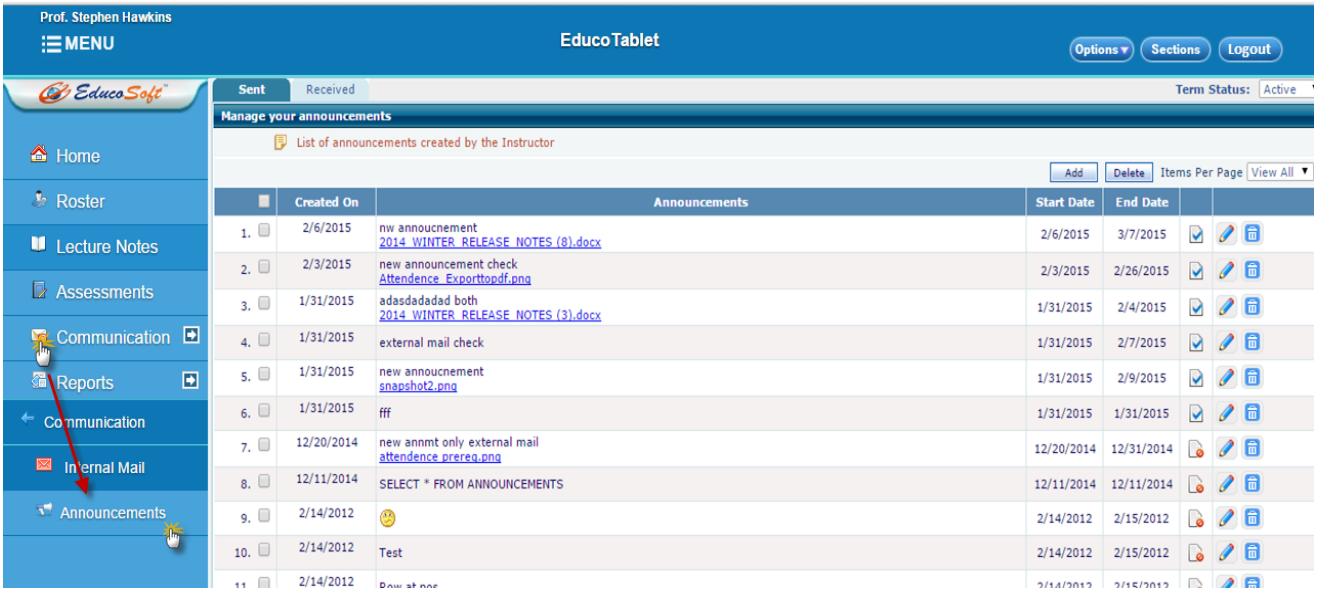
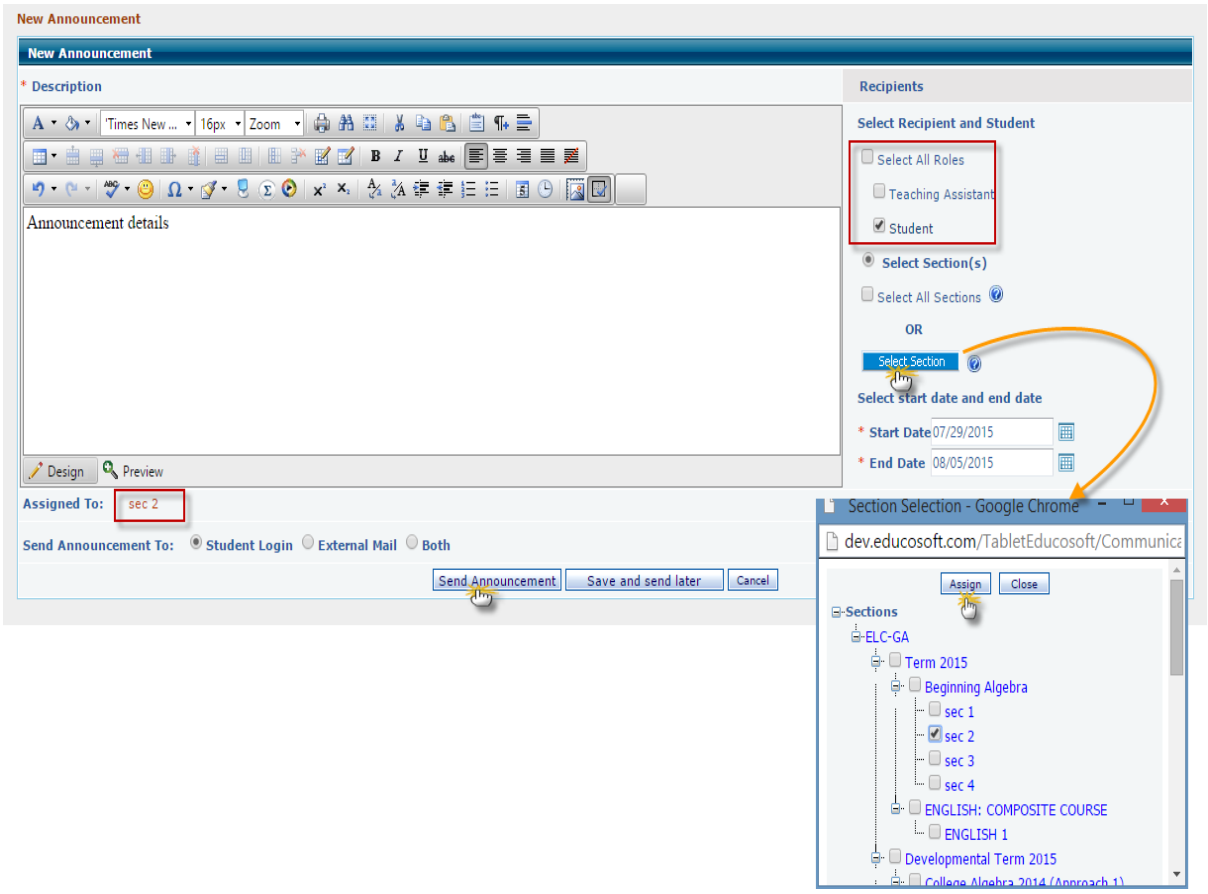


Adding an Announcement: Click on Add link, below page will be displayed



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-Enter Announcement details
-Select Recipient
- Select the section by clicking on “Select Section” link
-Select Start date and End Date and click on Send Announcement link.
-Sent Announcement will be listed in Announcement list page

If Instructor wants to see the received announcement from CC or Admin, toggle to Receive link as shown below

6. **Reports**: Reports is one of the important modules, Instructor can view and analyse various reports linked with student performance, Can be accessed by clicking on Report link under Instructor left menu.

Reports can be further categorized in to

6.1 **Student Score**: Instructors can view assessment related scores with this link.
Can be categorized further in to

6.1.1 **Student score by category:** displays assessment scores of students as per assessment categories such as Midterm, Quiz, and Test etc.

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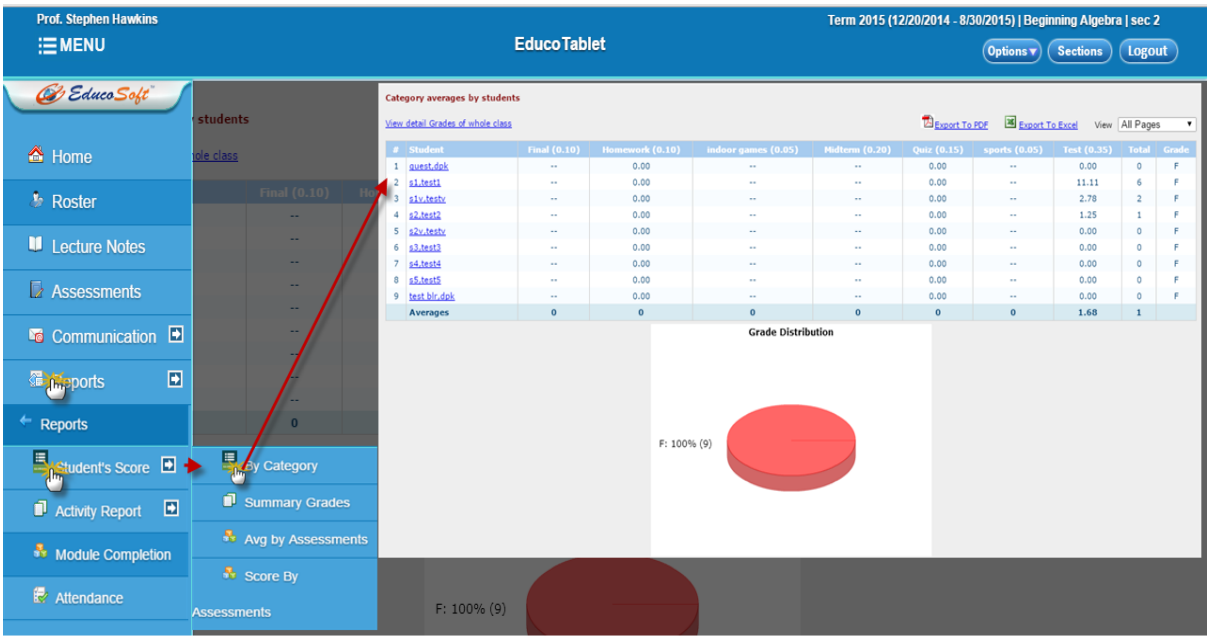
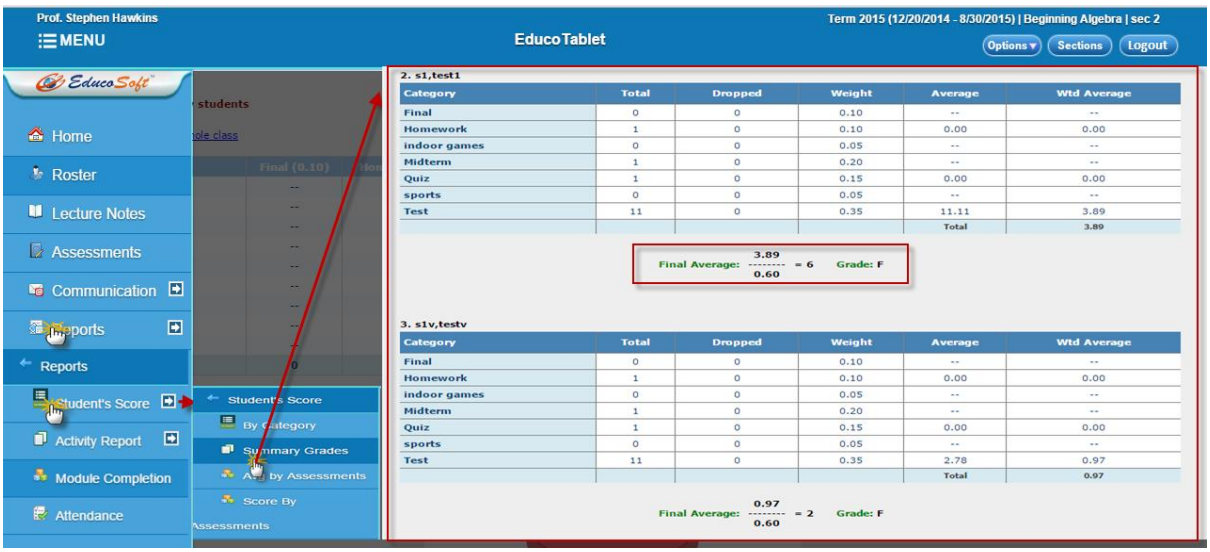


6.1.2 **Student score by Summary grade:**



This link displays overall student performance in various assessment assigned, it also displays, average assessment score as per weight-age and Grade.

6.1.3 **Average by Assessment**: displays the average assessment score of that section assessment wise.

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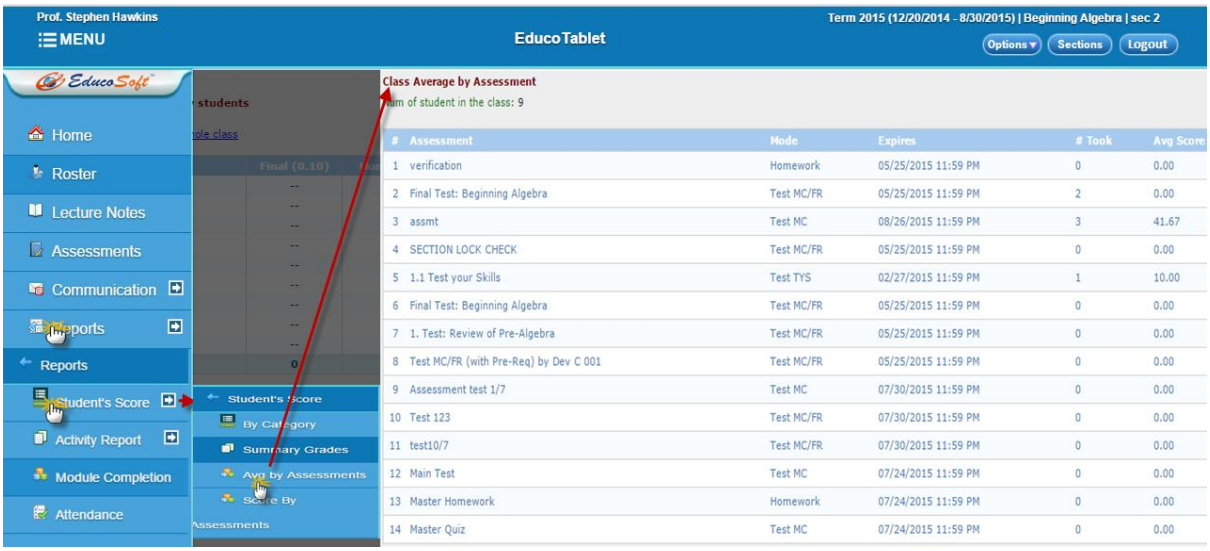
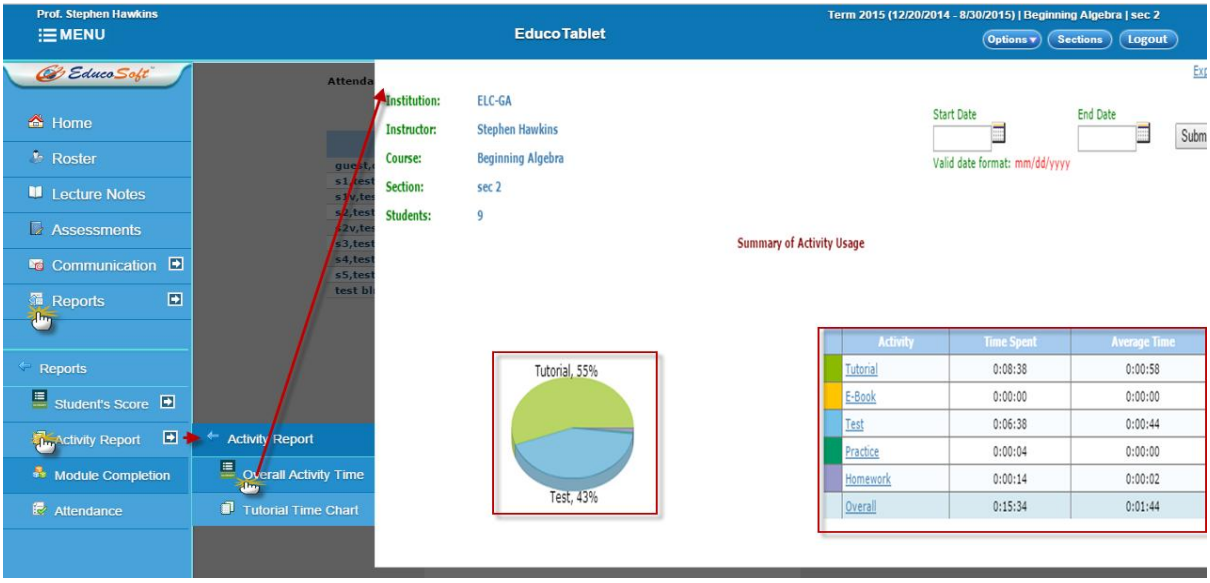


Note: Student Score Reports can be downloaded in PDF and Excel format

6.2 **Activity Report:** Activity Report displays information related to learning activities such as time spent on Tutorials, E-book, Test, Practice and Homework assessment etc.

Two types of activity reports instructor can access

6.2.1 **Overall Activity Time:** displays time spent by student on various learning activities such as Tutorial, E-book, and Test etc. Based on time spent the report displays graphical representation of each categories



6.2.2 **Tutorial Time chart**: displays time spent by students on tutorials

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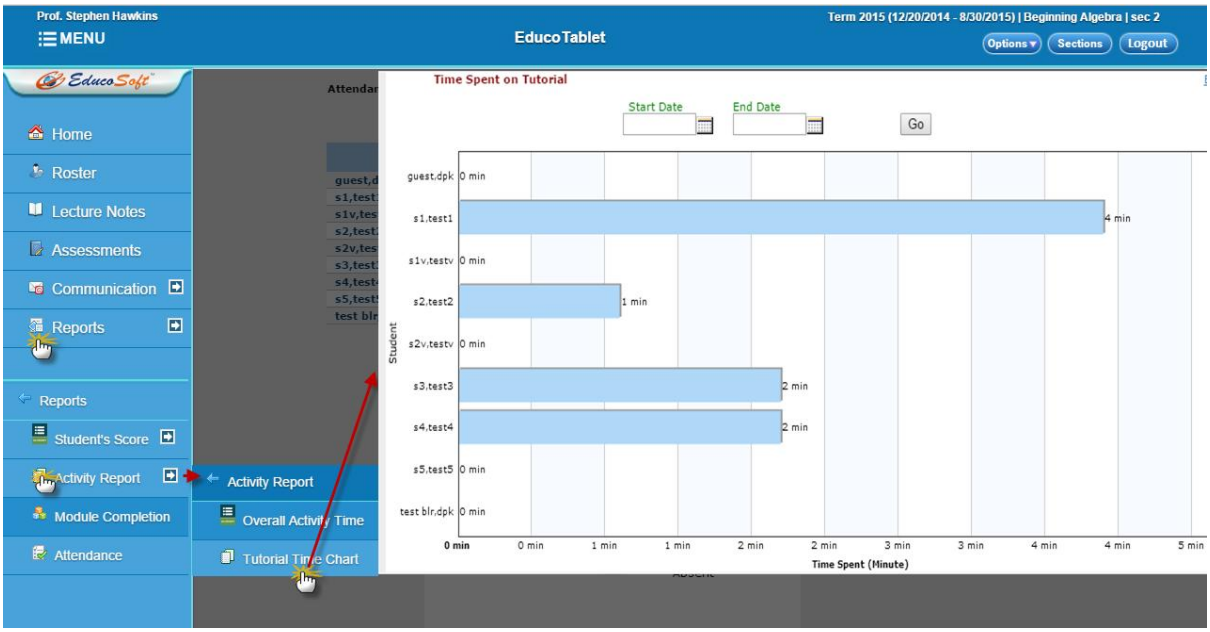
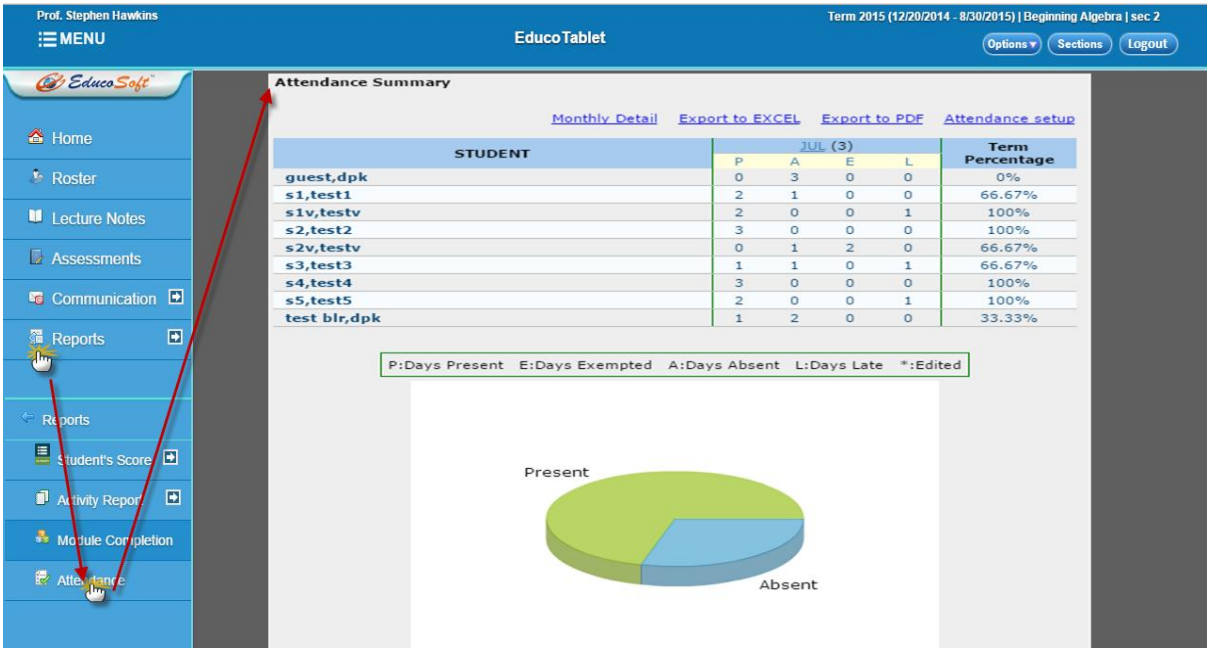


6.3 **Attendance Report:** displays attendance related information



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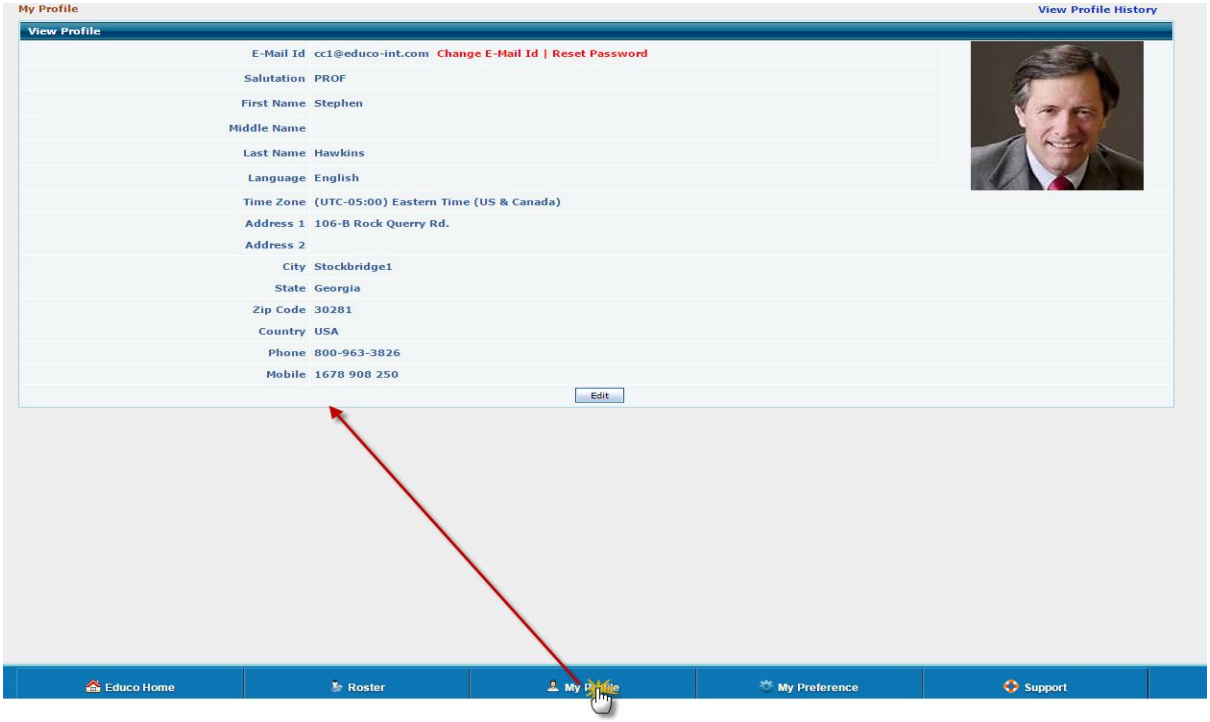
7. **My Profile:** Instructor can view and edit their profile by clicking on **My Profile** Link, here you can change email id, reset password etc.



8. **My Preference**: All the Assessment, Course and General Settings will be listed under this link.

8.1 **My Settings**: displays personal settings.

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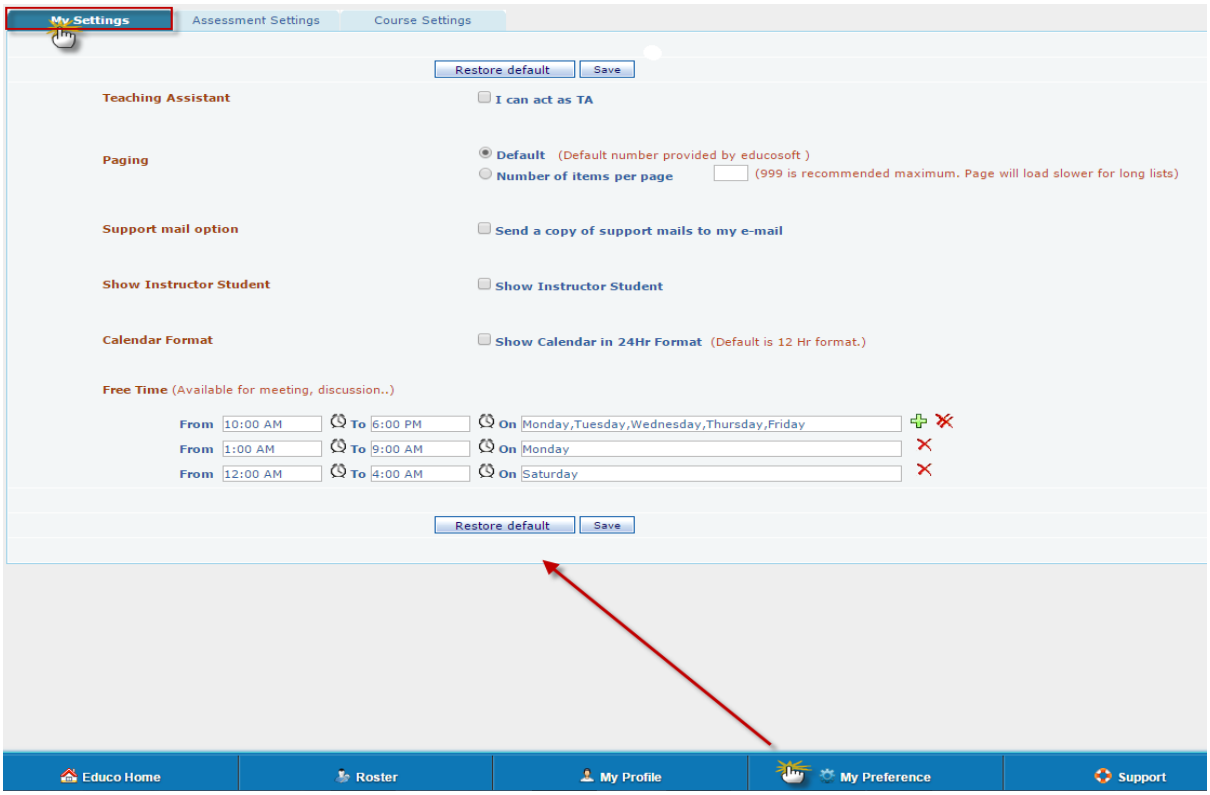
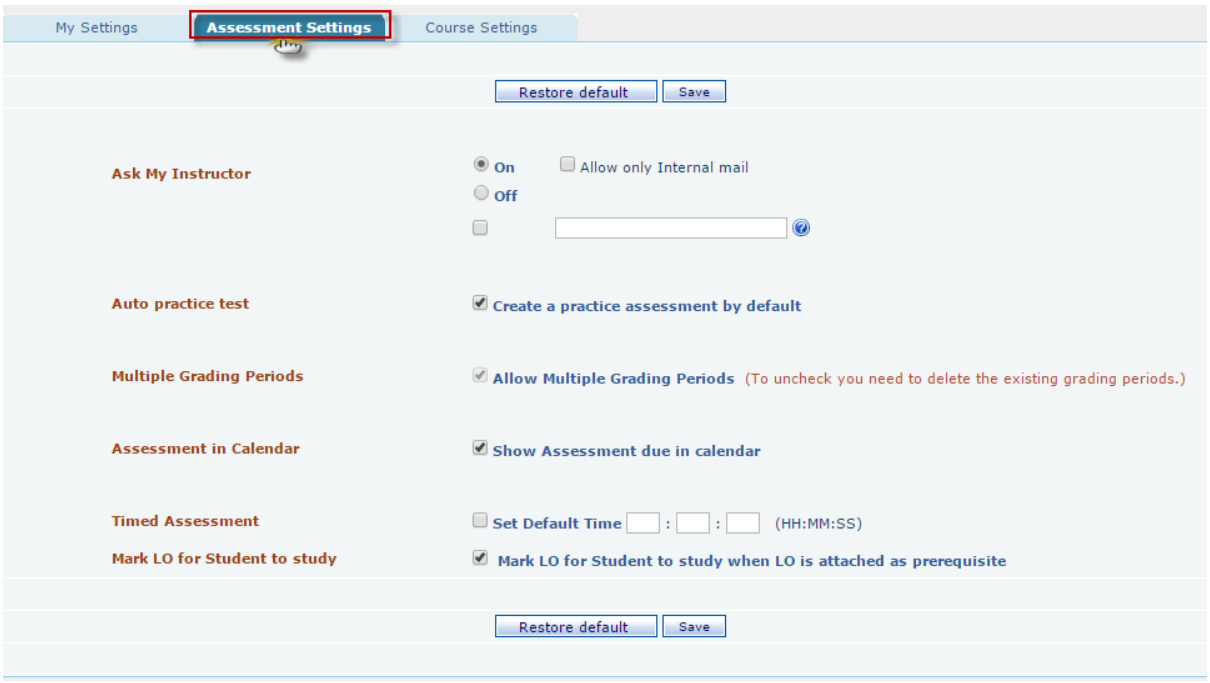


8.2 **Assessment Settings**: displays Assessment related settings



8.3 **Course Settings**: displays course related settings.

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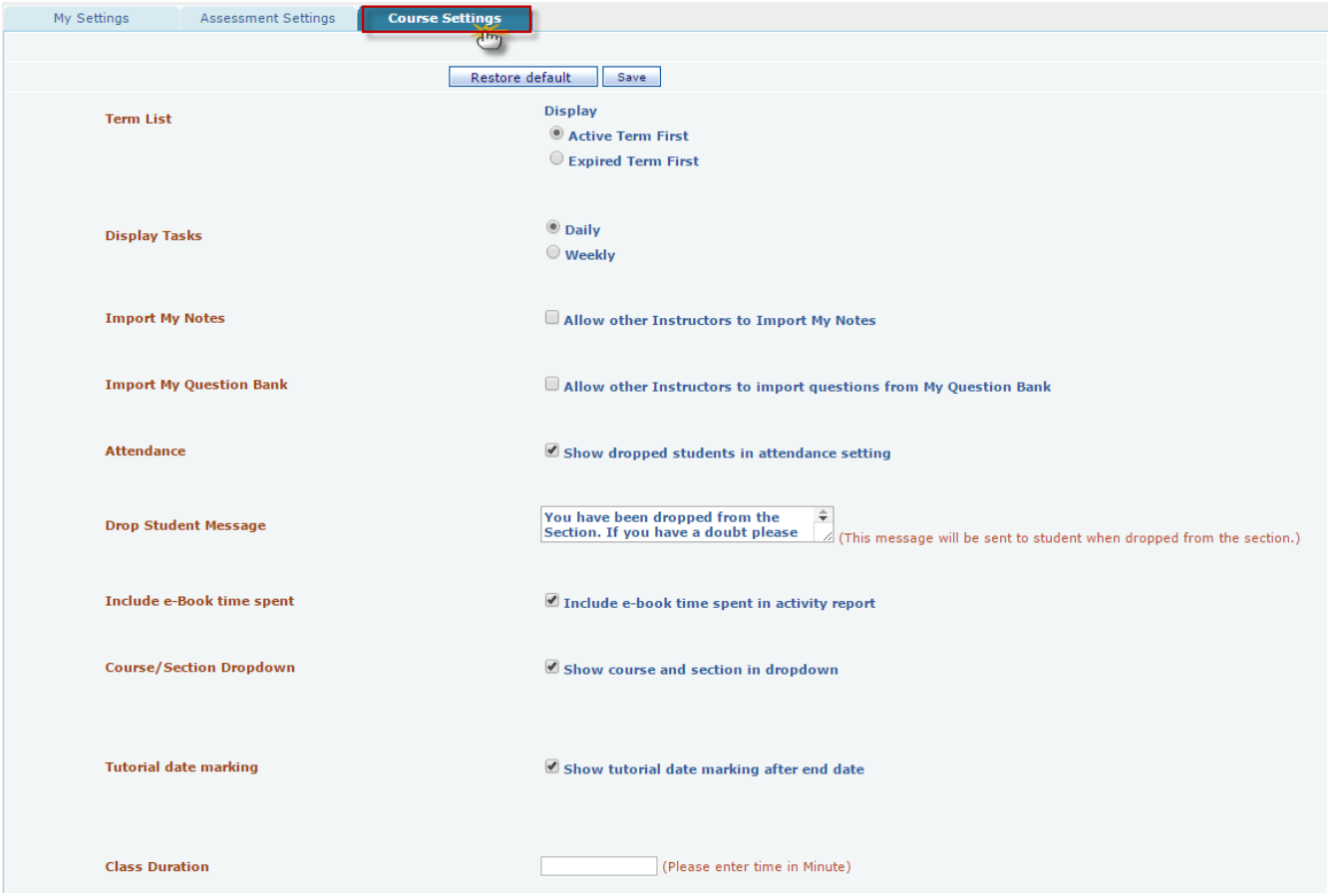

9. **Support:** This link can be used to raise a complaint to Educosoft technical team. By clicking on Support link, you will get a form, you need to fill that form and you can submit the issue.

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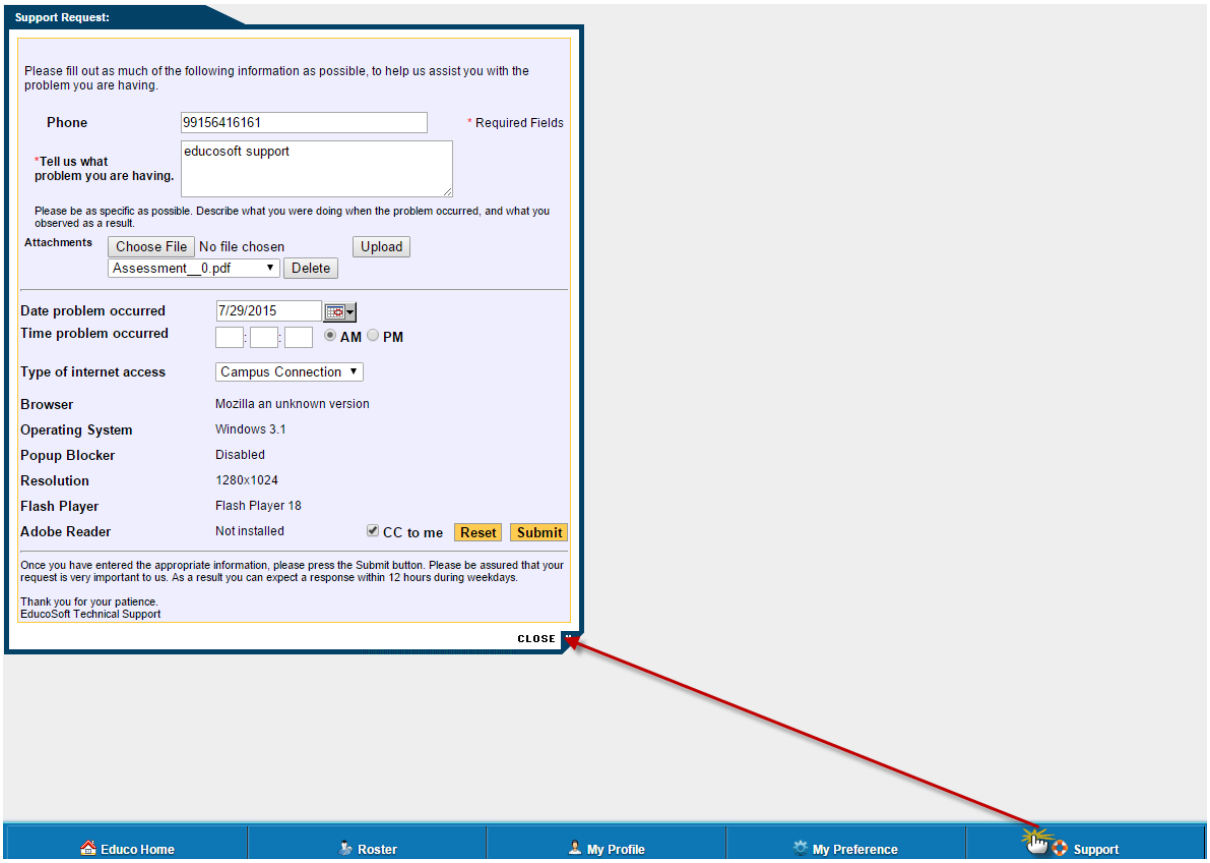

Note: Teaching Assistant login have similar User Interface with all functions within the course files area.

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