EDUCOSOFT WINTER RELEASE 2019

Educo International Inc. 715 Park North Blvd, Suite 116 Clarkston, GA-30021



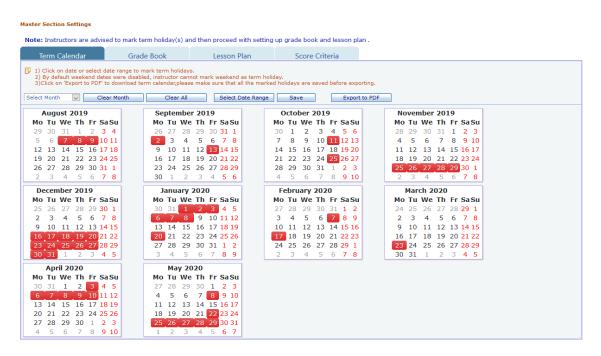
1. Chapter Wise Course (CWC) with Educosoft

Using CWC Course in an institution:

 Campus Co-ordinator (CC) creates a derived course from CWC course. All resources attached to the CWC get imported automatically to the institution's master section.

Course	
Create Course	
Course Type	Chapter Wise Course 🗸
Course	US_Math 5: (CCSS)-ChapterWiseCourse View
* Course Title	
Select GradeBook Template	Educo Grade Book Template 🗸
(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	
* Course Description	
Keywords	
	Student Menu Display Settings
	Continue

• By using master section tool, local institution CC can set Term Calendar for marking holidays, grade book.



• Define start and end date for the lesson plan. By using the toggle option, chapter/sections can by hidden from a course.

Term Calendar	Grade Book	Lesson Plan	Score C	riteria				
📴 Edit Course Chapter Date	-							
Term Start Date: 8/7/2019	Term End Date: 5/31/2020							
	Course Chapter Name		Start Da	ate	End Dat	te	Display/Hide	
0. Review of Whole Numbers			8/13/2019		8/30/2019			:
1. Integers and Order of Operat	ions		9/3/2019		9/20/2019			
2. Applications of Integers			9/23/2019		10/10/2019			
3. Introduction to Fractions			10/14/2019		10/31/2019			
4. Operations with Fractions			11/1/2019		11/15/2019			
5. Applications with Fractions			11/18/2019		12/13/2019			
6. Decimal Numbers			1/9/2020		1/22/2020			
7. Application of Decimals			1/23/2020		2/6/2020			
8. Percent with Business Applica	tions		2/10/2020		3/20/2020			
9. Basic Statistics, Probability, Pl	Basic Statistics, Probability, Plotting Points and Lines		3/24/2020		4/24/2020			
0. Measurements			4/27/2020	m	5/21/2020	m	Click here to	o hide cha

- After setting up the Lesson Plan in the Master Section and assigning instructor to the section of a CWC course, the instructor is automatically added as a student in the master section.
- Assessments will be active for master section students (instructor) 10 days prior to the actual lesson plan start date.

gosto-Diciembre 2019 (8/26/2019	- 12/31/2019) Math 2301: Álgebra 🔻	Master Section		Admin View CC View Change O
ident List				
				View Term Calend
 Click on E-Mail ID to send a 			r that student only.	
 Click on E-Mail ID to send a Select multiple check boxes 		to multiple students.	r that student only.	Items Per Page View All
 Click on E-Mail ID to send a Select multiple check boxes Click on Individual Grade 	an e-mail to that student. and click on E-Mail button to send an e-mail	to multiple students.	r that student only.	Items Per Page View All
 Click on E-Mail ID to send a Select multiple check boxes Click on Individual Grade 	an e-mail to that student. and click on E-Mail button to send an e-mail Report to view summary and detailed grade	to multiple students.	r that student only. Grade Report	

• The master section roster gives information about assessment completion for each instructor.

						View	v Term Calen
	ail to that student. ick on E-Mail button to send an e-mail to t to view summary and detailed grade r	multiple students.	ment for that stud	ent only.	:	Items Per Page	
	E-Mail Id	Last Login		Grade Report		E-Mail	Print Activity state
Pérez, Luis	stu_ljperez@live.edpuniversity.ed	12/2/2019 2:20 PM	Detail		P 🖉 🗑	1	Details
							(m)
Https://educosoft.com/Con	nmon/ChapterAssessmentsStatus_INa	sST.aspx?userid=489329&dat	a=Pérez, Luis		•••	☺☆ ≡	
Assessment status of all chapter	nmon/ChapterAssessmentsStatus_INa age percentage score obtained in all o ssessment details of a chapter.					I ☆ =	
Assessment status of all chapter	age percentage score obtained in all o					-	
Assessment status of all chapter 1. Below table shows aver 2. Click on View to show as	age percentage score obtained in all o		ər.	# Test		-	
Assessment status of all chapter I. Below table shows avera 2. Click on View to show as User Name: Pérez, Luis	age percentage score obtained in all dissessment details of a chapter. Activity status	ompleted test(s) in each chapte	ər.	# Test 6	(@	-	
Assessment status of all chapter ; 1. Below table shows aver- 2. Click on View to show ar User Name: Pérez, Luis Chapter Name	age percentage score obtained in all dissessment details of a chapter. Activity status	ompleted test(s) in each chapte To be completed before	ar. Avg. % Score		ea # Test completed	lor Legends)	
Assessment status of all chapter D. Below table shows avera 2. Click on View to show ar User Name: Pérez, Luis Chapter Name 2. Ecuaciones Lineales y Desigualdade	age percentage score obtained in all o seessment details of a chapter. Activity status s Completed	To be completed before 9/16/2019	Avg. % Score 100	6	Ea # Test completed 5	lor Legends View	
Assessment status of all chapter ; 1. Below table shows aver 2. Click on View to show at User Name: Pérez, Luis Chapter Name 2. Ecuaciones Lineales y Desigualdade 3. Exponentes y Polinomias	age percentage score obtained in all of ssessment details of a chapter. Activity status completed Completed	To be completed before 9/16/2019 9/30/2019	Avg. % Score 100 100	6	Co # Test completed 6 8	Jor Legends	
Assessment status of all chapter 2. Click on View to show aver- 2. Click on View to show at User Name: Pérez, Luis Chapter Name 2. Ecuaciones Lineales y Designaldade 3. Exponentes y Polinomios 4. Factorización de Polinomios	age percentage score obtained in all of assessment details of a chapter. Activity status g Completed Completed	To be completed before 9/16/2019 9/30/2019 10/21/2019	Avg. % Score 100 100 100	6 8 6	# Test completed 6 8 6	for Legends View View View	

• CC can view activities of master section students (instructors) via report under CC login.

2. Flash Drive (FD) Course layout for lower grades(1-5)

Instructor using FD layout:

• Login to instructor Account, select FD course and then click on Lecture Notes ->

Tutorial with Activity View:

Educo Solt		Welcome: Mr. Master Ma
education @ your fingertips		Instructor
me Roster Tools Lecture Notes Assess	ments Resources Communication User Management Reports Support Help Logout	
Term: 2018 - 19 (10/22/2018 - 10/20/2019) U	S_Math 2: FDLayout-{W▼ MS-G2-with tute ▼ CC View Stud	ent View Change Cou
Chapters	Test Type: All 🗸 Mode Type: All 🗸	Active In Active
1. Operations and Algebraic	1.1 Represent and Solve Problems Involving addition and Subtraction 2.0A	E
Thinking 2.0A	Tutorial: Addition Facts	
	Tutorial: Addition of 2-digit Numbers	
2. Number and Operations in	1.1 1101-Activity: Addition	Take 🔕
Base Ten 2.NBT	1.1 1102-Activity: One and two step word problems involving addition and subtraction	Take 💽 🔕
	1.1 1103-Activity: Add using mental strategies	Take 🔕
3. Measurement and Data 2.MD	1.1 1104-Activity: Mental Addition	Take 🔕
	Tutorial: Subtraction of 2-digit Numbers	
	1.1 1105-Activity: Mental Subtraction	Take 🔕
4. Geometry 2.G		
	1.2 Work with Equal Groups of Objects to Gain Foundations for Multiplication 2.0A	E

Tutorial with MOPS View:

education & your fingertips					In	structor
ne Roster Tools Lecture Notes Assess	ments Resources Communication User Management	Reports Supp	ort Help Logout			
erm: 2018 - 19 (10/22/2018 - 10/20/2019) U	S_Math 5: FDLayout-(W▼ MS-G5-with tute ▼			View Stude	nt View	Change Cou
hapters	Ter	st Type: All	Mode Type: /	All 🗸	Active	In Active
1. Operations And Algebraic	1.1 Working with Whole Numbers 5.0A					E
Thinking 5.0A	Tutorial: Place Value					
-	1101-MOPS: Digits and Place Values of Whole Number - Int'l System	s Print	Practice	Homework 🤅	Test	۲
2. Number And Operations in Base Ten 5.NBT	1102-MOPS: Reading and Writing Multi-digit Whole Number	Print	Practice 🙆	Homework и	Test	۸
	Tutorial: Expanded Form					
 Number And Operations Fractions 5.NF 	1103-MOPS: Place Value and Expanded Notation	Print	Practice (A)	Homework и) Test	۲
	Tutorial: Comparing Whole Numbers					
	1104-MOPS: Comparing and Ordering Whole Numbers	Print	Practice (A)	Homework и) Test	۲
4. Measurement And Data 5.MD	1105-MOPS: Understanding numbers better	Print	Practice (Homework 🕡) Test	۲
	Tutorial: Rounding Whole Numbers					
5. Geometry 5.G	1106-MOPS: Rounding Off Whole Numbers	Print	Practice (Homework 🕡) Test	
	Tutorial: Multiplication by 10,100 and 1000					
	Tutorial: Division by 10, 100 and 1000					
	1107-MOPS: Multiplying or Dividing Whole Numbers by Powers of 10	/ Print	Practice	Homework и	Test	۲
	1108-MOPS: Estimation	Print	Practice (Homework 🕡) Test	۲
	Tutorial: Simplify the Numerical Expressions					
	1109-MOPS: Simplify the Numerical Expressions	Print	Practice 🔕	Homework 🕡	Test	

• Make test inactive/disabled for student by clicking on the icon OR use the Test Type filters on top row to apply activity status for all the tests in a click.

Test Ty	/pe: MOPS	Mode T	ype:	All		Active	In Ac	tive
.1 Working with Whole Numbers 5.0A				Homework				-
1101-MOPS: Digits and Place Values of Whole Numbers - Int'l System	Print	Practice	i	Homework	i	Tes	it 🤇	
1102-MOPS: Reading and Writing Multi-digit Whole Number	Print	Practice	۸	Homework	A	Tes		A
1103-MOPS: Place Value and Expanded Notation	Print	Practic	he as	sessment is ir this a	active assess		ere to a	ctive
1104-MOPS: Comparing and Ordering Whole Numbers	Print	Practice	۸	Homework	۸	Tes	t 🤇	A
1105-MOPS: Understanding numbers better	Print	Practice	۸	Homework	۸	Tes	t 🤇	A
1106-MOPS: Rounding Off Whole Numbers	Print	Practice	۸	Homework	۸	Tes	it 🤇	A
1107-MOPS: Multiplying or Dividing Whole Numbers by Powers of 10	Print	Practice	۸	Homework	۵	Tes	it 🤇	A
1108-MOPS: Estimation	Print	Practice	۸	Homework	۸	Tes	t 🤇	A
1109-MOPS: Simplify the Numerical Expressions	Print	Practice	۸	Homework	۸	Tes	t (A

Print MOPS file:

 \circ $\,$ Click on the Print icon to print the Multi-Option Practice Sheet (MOPS) file.

Chapters	Test Type: All 🗸 Mode Type: All 🗸 Ad	tive In Active
1. Operations And Algebraic	1.1 Working with Whole Numbers 5.0A	E
Thinking 5.0A	Tutorial: Place Value	
-	1101-MOPS: Digits and Place Values of Whole Numbers Print Practice Homework Homework Homework	Test 🙆
2. Number And Operations in Base Ten 5.NBT	1102-MOPS: Reading and Writing Multi-digit Whole Print Practice (A) Homework (A) Number	Test 🙆
3 Number And Operations	Tutorial: Expanded Form	
	ions And Algebraic Thinking 5.0A > 1.1 Working with Whole Numbers 5.0A	Test 🔕
1	0	Test 🙆
4 Digits and Place Values o	f Whole Numbers	Test 🙆
	Click here to create a custom practice sheet 9 0 , Ctear	
Note: Place commas in A. Identify the digits at (1) 39,133,465 ; hun = B. Write a new number the indicated places (2) tens and hundry = C. Rewrite the followin place, using Interna (3) 693795 = D. Give the place value (4) 328,893 =	Digits and Place Values of Whole Numbers A) Select the number of questions: i) 4 ii) 8 iii) 10 iv) 12 B) Select the mode for practice sheet: i) With solution ii) With Check only, solutions after Submit iii) Test mode, solutions after Submit C) Print practice sheet for class use: Check Sol.	

3. CANVAS Single Sign-On (SSO) Integration with EducoSoft

Accessing Educosoft login tool from Canvas:

o Login with Canvas Student Account. Following screen appears upon login:

💮 canvas	
Email	
Password	
Forgot Password? Log In	
INSTRUCTURE	

	Ð	You have been invited to join Educo Courses as a student Decline Accept	To Do
Account	Ì	Welcome to Canvas! You've enrolled in one or more courses that have not started yet. Once those courses are available, you will see information about them here and in the navigation on the left side. In the meantime, feel free to sign up for more courses or set up your profile.	Nothing for now Recent Feedback Nothing for now
Dashboard Courses		Notifications. Tell us how and when you would like to be notified of events in Canvas. Notification Preferences	View Grades
Calendar	Das	shboard :	
	Edu Edu		

• Navigate to Course and click on *'EducoSoft'* tool.

	Educo > Assign	Search for Assignment SHOW BY DATE SHOW BY TYPE	
Account	Home Assignments Discussions	Undated Assignments	iii View Course Stream
Dushboard Courses	Grades People	27 Quiz 1 _/2.pts	To Do Nothing for now
Galendar	Syllabus Quizzes	27 Quiz 2	Recent Feedback Nothing for now
	Modules		
TOOK	EducoSoft	This course content is offered under a Public Domain & license. Content in this course can be considered under this license unless otherwise noted.	

• Educosoft link account screen will be launched in a window.





Link Account

Enter your Educosoft account login information

Username	Email Address
Password	Password
	Forgot Your Password?
	Link Account

PIRST TIME ACCESS: Link your Educosoft account to Canvas account for direct access.

- Enter EducoSoft login credentials and click on *Link Account*.
- After linking the account, user will be logged into **EducoSoft** account.

	Home My Pro	file My Instructor Support Orientation Videos Us	er Guides FAQ Logout
ELC-GA Spring-Sum	mar Beginning Algebra -A Section 3	🖅 Contact Instructor 🛛 : Hawkins Stephen 🄇	Change Course
🕅 Course Tools			
Syllabus	Welcome to EducoSoft	Tedavie	Date: January 21, 2019
U Tutorials			
Study Plan	Announcements	Courses	
Assessments	There are no course related announcements to show in this List. See all announcements	Term Name : Spring-Summar	
Dropbox		Beginning Algebra - A Section 3	×
My Grade	🖂 Messages 🔤 🛛 🖾		
Activity Report	₩You have 0 unread message(s)		
Attendance	See all messages		
Course FAQ			
😃 Bookmarks	Tasks scheduled		
🛍 Notepad	You have 0 task(s) scheduled today		
		🐞 Drop Box	× 🗠
	Add Task	Due from 1/21/2019 to 1/27/2019 01/21/2019	
		No Assignments Due	
	Progress		See all assignments
	Chart.	â Assessments	× N
		Due from 1/21/2019 to 1/27/2019 01/21/2019	
		No Assessments Due	See all assessments

 Link account screen appears *only for first time access*. Next time when user clicks on 'Educosoft' tool then the system automatically logs-in user to the linked Educosoft account. 4. Blackboard Single Sign-On (SSO) Integration with Educosoft

Accessing Educosoft login tool from blackboard:

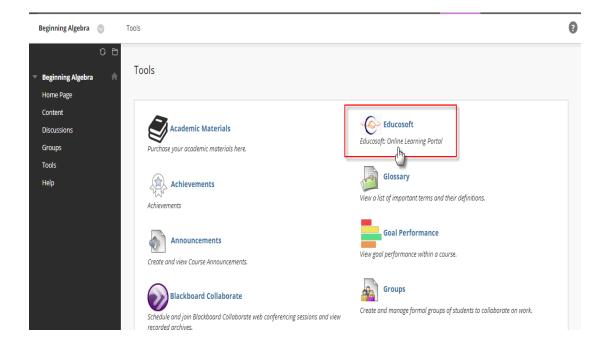
• Login with BlackBoard Student Account.

USERNAME PASSWORD Login Merget Your Password?	
Blackboard * 1997-2019 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493.396 and 7,553.853. Additional Patents Pending. Accessibility information	

• Following screen appears upon login

odule		Personalize Page
Tools	The My Announcements	[™] My Courses
Announcements Calendar Tasks My Grades	No Institution Announcements have been posted in the last 7 days. No Course or Organization Announcements have been posted in the last 7 days. more announcements	Courses where you are: Student Beginning Algebra
Send Email	▼ My Organizations	
User Directory Address Book	You are not currently participating in any organizations.	Help for Students Visit Blackboard Help for students Learn about the Blackboard app Watch helpful how-to videos for students
Personal Information Goals Application Authorization Goal Performance	♥ Download Blackboard's Student App Today Access grades, course content, and more - right from the Bb Student app on your phone. Available today on IOS, Android, or Windows:	Help for Instructors Visit Blackbaard Help for instructors Explore online teaching strategies and best practices Learn about the Blackbaard Instructor app Watch helpful how-to videos for instructors
Academic Materials		™ My Tasks
		My Tasks: No tosks due.

○ Navigate to Course → Tools and click on *'EducoSoft'* tool



Educosoft link account screen will be launched in a window.

© Educo So education @ your finge		Blackboard learn
Link Ac	count	
Enter you	r Educosoft account lo	gin information
Username	Email Address	
Password	Password	
	Forgot Your Password?	
	Link Account	
PIRST TIME AC	CCESS: Link your Educosoft acco	unt to Blackboard account for direct access.

- Enter EducoSoft login credentials and click on *Link Account*.
- After linking the account, user will be logged into **EducoSoft** account.

C CI C	↓ / a [™]			Welcome: Mr. User 1
C Educo S education & your fi				Student
enacución e gour m	Verona	file My Instructor Support Orienta	tion Videos Use	r Guides FAO Logout
FLC-GA Spring-Sum	mar Beginning Algebra -A Section 3	≓⊠ Contact Instructor : Ha		Change Course
Course Tools		Eventation and the structure of the	IWKIIIS Stephen V	
	S Welcome to EducoSoft			1
Syllabus			Today's Dai	te: January 21, 2019
U Tutorials	Announcements	Courses		🛛 🛛
Study Plan	• There are no course related announcements to show in this List.	Term Name : Spring-Summar		
	See all announcements		ection 3	X
Cropbox	Messages 🛛 🛛			T
My Grade	₩You have 0 unread message(s)			
Attendance	See all messages			
Course FAQ				
Bookmarks	📅 Tasks scheduled 🛛 🛛 🛛			
Notepad	You have 0 task(s) scheduled today			
	- kolas	🝦 Drop Box		🖂 🖂
	Add Task	Due from 1/21/2019 to 1/27/2019	01/21/2019	
		No Assignments Due		See all assignments
	Progress			see an assignments
	Chart.	Assessments		
		Due from 1/21/2019 to 1/27/2019	01/21/2019	
		No Assessments Due		C
		L		See all assessments

 Link account screen appears *only for first time access*. Next time when user clicks on 'Educosoft' tool then the system automatically logs-in user to the linked Educosoft account.

5. Open Math Lab (OML) courses with Educosoft

Adding OML Courses from Campus Co-ordinator:

- \circ Login as Campus Coordinator and navigate to Course \rightarrow Add Course
- User will be taken to create course page.
- Select Course type as "Open Math Lab Courses" and select OML course from Course dropdown. Enter the course title and description and then click on "Continue" button.

Course	
Create Course	
Course Type	Open Math Lab Course 🔻
Select Course	Select Course View
* Course Title	
Select GradeBook Template	Educo Grade Book Template 🔻
(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	
* Course Description	
Keywords	
Enable Study Plan	
	Student Menu Display Settings
	Continue Cancel

• Click on "Generate Course" button to use the course.

 Course will be added, navigate to Terms menu and create a new LAB Term by selecting 'Enable Open Math Lab' setting.

elope Valley C	ollege					Online Self Train	ng Admin View Instructor View
rm							
erm List							
📴 Lie	st of Terms displayed						
							Add Term
erm Type	ALL 🔻						(m)
erm Status	Active/Inactive 🔻						Items Per Page View All
No. Name		Start Date	End Date	Term Type	Status		
1. Term 2019-	20 OML CHECK	7/23/2019	11/30/2019	Standard	Active	🔎 🥒 💼	Course Approval
2 OMI 2019-3		7/19/2019	12/31/2010	Lab	Active		Course Approval
erm Add Term J. Sele 2. Sele 3. Sele	ict term type Standard for norm ict term type Lab for registration ict term type Developmental for ict term type Training for online	nal registration. 1 through Lab License. Fo 1 Redesign courses.	r a lab license term, stude	int can only register from the	e registered lab or lo	cation.	
Add Term 1. Sele 2. Sele 3. Sele	ct term type Standard for norn ct term type Lab for registration ct term type Developmental for	nal registration. 1 through Lab License. Fo 1 Redesign courses.	r a lab license term, stude	nt can only register from the	e registered lab or lo	cation.	
Add Term 1. Sele 2. Sele 3. Sele	ct term type Standard for norn ct term type Lab for registration ct term type Developmental for	hal registration. h through Lab License. Fo or Redesign courses. Training session. Term Lab		nt can only register from the	e registered lab or lo	cation.	
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Add Term 1. Sele 2. Sele 3. Sele	ct term type Standard for norn ct term type Lab for registration ct term type Developmental for	nal registration. n through Lab License. Fo or Redesign courses. Training session. Term Lab C Enable	v e Open Math Lab	int can only register from the	e registered lab or lo	cation.	
Add Term 1. Sele 2. Sele 3. Sele	ct term type Standard for norn ct term type Lab for registration ct term type Developmental for	nal registration. h through Lab License. Fo or Redesign courses. Training session. Term Lab Rable Name	Copen Math Lab Date	int can only register from the	e registered lab or lo	ration.	
Add Term 1. Sele 2. Sele 3. Sele	ct term type Standard for nor ct term type Lab for registration term type Developmenta for ct term type Training for online	nal registration. through Lab License. Fo r Redesign courses. Training session. Term Lab Term Lab Start Date Start Date Select	Copen Math Lab Date	nt can only register from the	e registered lab or lo	cation.	
Add Term 1. Sele 2. Sele 3. Sele 4. Sele	ct term type Standard for norn ct term type Lab for registration ct term type Developmental for children type Training for online etails	nal registration. through Lab License. Fo r Redesign courses. Training session. Term Lab Term Lab Term Select Start Date Select	Copen Math Lab Date	int can only register from the	e registered lab or lo	cation.	
Add Term 1. Sele 2. Sele 3. Sele 4. Sele	et term type Standard for norn et term type Lab for registration et term type Developmental for et term type Training for online etails • Lice • No. of Co	nal registration. 11 through Lab License. For Terderajn courses. Taining session. Term Lab Vane Enable * Start Date Select * End Date Select	• Open Math Lab Date III	int can only register from the	e registered lab or loi	cation.	

- Specify Term Name, Start Date, End Date and IP address. After entering the details, click on Save button.
- Click on Course Approval link corresponding to Term and select the OML courses.
 Send the course for approval to Educosoft Administrator.
- Once the course is approved by administrator, a "Master Section" is be created automatically which will be tagged to the CC-Instructor account.
- Set up the section by creating assessment data in master section.

Student Login:

- For the institutions where 'Enable Open Math Lab' setting is enabled for a LAB Term, when existing students, who have access to any standard term, login to their account the **Open Lab Access** menu automatically appears.
- Even for students who do not have access to any active standard term, Open Lab
 Access option will be available, if enabled for the LAB term.
- Home My Profile My Instructor Support Orientation Videos User Guides FAQ Logou Open Lab Access 🖅 Instructor : Hawkins Stephen 🧿 Back to Instructor ELC-GA | LOAD TEST | MATH 112 Intermediate Algebra II | Load Test MATH 112 IA II 🕅 Course Tools H 13 Welcome to EducoSoft Syllabus Today's Date: December 3, 2019 U Tutorials Announcements ^ Χ Courses Λ Χ Study Plan There are no course related announcements to show in this List. Term Name : LOAD TEST Assessments See all announcements MATH 112 Intermediate Algebra II 1 Load Test MATH 112 IA II Dropbox ^ X My Grade 🔯 Messages You have 0 unread message(s) Activity Report lacktriance 🕹 See all messages
- To access OML Courses click on the Open Lab Access Button.

		Home My Profile My Instructor Support Orientation Videos User Guides FAQ Logo
		Open Lab Access Admin View Back to Instructor Change Course
Courses	Basic Math: OML	Instructions
A Basic Math: OML	1. Whole Numbers	
	2. Factors and Multiples	
Pre-Algebra: OML	3. Fractions	
Beg-Algebra: OML	4. Decimals	٦
	5. Ratio and Proportion	
Int-Algebra: OML	6. Percents	۵
College Algebra (PC-Part 1):	7. Tables and Graphs	٦
OML	8. Measurements	٦
Trigonometry: OML	9. Basic Geometry	
	10. Integers, Exponents a	nd Order of Operations
Pre-Calculus: OML	11. Prelude to Algebra	

Chapter Diagnostic Test (CDT):

• Click on Chapter Diagnostic Test as shown below.

Chapter 1 Chapter 2 Chapter 3								
					TL	Π	#Qs	#Attempts
1. Whole Numbers		Chapter Diagnostic Test 🕨	Practice (NA)%	Test (NA)	% NA	NA	14	0 of 1
1.1 Place Value Systems	Tutorial	✓ Example	Practice (NA)%	Ut (NA)	% NA	NA	2	0 of 1
1.2 Expanded Form, Inequalities, and Rounding of Whole Numbers	Tutorial	✓ Example ✓	Practice (NA)%	Test (NA)	% NA	NA	3	0 of 1
1.3 Addition and Subtraction of Whole Numbers	Tutorial	✓ Example	Practice (NA)%	Test (NA)	% NA	NA	3	0 of 1
1.4 Multiplication and Division of Whole Numbers	Tutorial	✓ Example	Practice (NA)%	Test (NA)	% NA	NA	4	0 of 1
1.5 Exponents, Order of Operations, and Averages	Tutorial	✓ Example ✓	Practice (NA)%	Test (NA)	% NA	NA	2	0 of 1
		Chapter Mastery Test 🕨		Test (NA)	% NA	NA	11	0 of 1

• Upon completing the CDT, system generates study plan based on the diagnostic test attempt.

					TL	Π	#Qs	#Attempts
. Whole Numbers		Chapter Diagnostic Test 🕨	Practice 0%	Test 21.43%	NA	NA	14	1 of 1
1.1 Place Value Systems	Tutorial	▼ Example ▼	Practice (NA)%	Test (NA)%	NA	NA	2	0 of 1
1.2 Expanded Form, Inequalities, and Rounding of Whole Numbers	Tutorial	▼ Example ▼	Practice (NA)%	Test (NA)%	NA	NA	3	0 of 1
1.3 Addition and Subtraction of Whole Numbers	Tutorial	▼ Example ▼	Practice (NA)%	Test (NA)%	NA	NA	3	0 of 1
1.4 Multiplication and Division of Whole Numbers	Tutorial	▼ Example ▼	Practice (NA)%	Test (NA)%	NA	NA	4	0 of 1
1.5 Exponents, Order of Operations, and Averages	Tutorial	Example	Practice (NA)%	Test 100%				

- If student achieves proficiency in all the sections of CDT, corresponding section quizzes will be exempted.
- If student does not achieve required proficiency in any of the section, section quizzes will be active and listed on the screen.
- All the learning activities (tutorials/examples) of related section will be the prerequisites with required duration to be spent as 2 minutes for section quiz.
- Proficiency score for quiz will be same as the proficiency score of CDT.

For Example: If the proficiency score of the CDT is 80%, the section quiz too will have proficiency score of 80%.

Chapter Mastery Test (CMT):

• After completion of all sectional quizzes, student needs to take Chapter Mastery Test as shown below.

						TL	TT	#Qs	#Attempts
. Whole Numbers		Chapter Diagnostic Test 🕨	Practice 0%	Test	<u>21.43%</u>	NA	NA	14	1 of 1
1.1 Place Value Systems	Tutorial	Example	Practice (NA)%	Test	<u>100%</u>	NA	NA	2	0 of 1
1.2 Expanded Form, Inequalities, and Rounding of Whole Numbers	Tutorial	Example	Practice (NA)%	Test	<u>100%</u>	NA	NA	3	0 of 1
1.3 Addition and Subtraction of Whole Numbers	Tutorial	▼ Example ▼	Practice (NA)%	Test	100%	NA	NA	3	0 of 1
1.4 Multiplication and Division of Whole Numbers	Tutorial	▼ Example ▼	Practice (NA)%	Test	100%	NA	NA	4	0 of 1
1.5 Exponents, Order of Operations, and Averages	Tutorial	Example	Practice (NA)%	Test	100%				
		Chapter Mastery Test 🕨	[Test	NA)%	NA	NA	11	0 of 1

- Click on the "Test" button and after completing the test click on Submit link.
- Similarly student can complete all the remaining Chapter Assessments of the course.

Important Instructions:

 Achieving proficiency in CMT is set mandatory for getting chapter completion certificate. If required this feature can be made optional under settings. In such case, student can complete the chapter and get the certificate of completion either by achieving the proficiency in CDT or CMT.

		w B	ack to Inst	ructor	Change Cou		
				Gen	erate Ce	rtificate E	ack to Chapter]
Chapter 1 Chapter 2 Chapter 3 Chapter	1			-			
				TL	тт	#Qs	#Attempts
1. Whole Numbers	Chapter Diagnostic Test	Practice	Completed 70%	NA	NA	10	1 of 1
1.1 Place Value System	Tutorial • Example •	Practice	Exempted 50%				
1.2 Expanded Form, Inequalities, and Rounding of Whole Numbers	Tutorial Tutorial	Practice	Exempted 50%				
1.3 Addition and Subtraction of Whole Numbers	Tutorial Tutorial	Practice	Exempted 100%				
1.4 Multiplication and Division of Whole Numbers	Tutorial Tutorial	Practice	Exempted 100%				
1.5 Exponents, Order of Operations, and Averages	Tutorial Tutorial	Practice	Exempted 50%				
	Chapter Mastery Test	•	Completed 33.33%	NA	NA	6	1 of 1

- II. There should be only one active OML lab term in the institution for the users to access OML courses automatically.
- III. The section should be locked before importing data from the master section.
- IV. To setup the sequential learning plan/path, the quiz from the last section in the hierarchy within the chapter needs to be assigned as pre-perquisite to the CMT.
- V. As per the student's performance in CDT, section quiz will be auto-exempted from pre-requite criteria based on the proficiency score.

6. New Course Creation Process

Creating Course under Campus Coordinator (CC) Login:

 Login as Campus coordinator; go to Course → Add Course, select course type as Custom Course. Enter the course name and course description, once done click on continue button.

Course					
Course List					
List of Courses					
Status In Use 🔻					
Select Course Type All					
Search by Name			Block	Un-Block Add Course	Items Per Page View All V
No. Course Title Institutional Code Cre	ated Date	Standard Course		Stat	
Course					
Create Course					
Course Type	Custom Course 🔻			*	
* Course Title	Custom Course -CAU				
Select GradeBook Template	Educo Grade Book Template 🔻				
(Note: Selection box will show the list of Default templates created	d by 'Educosoft'. You can also cus	tomize these defaul	t settings as per	your need under 'GradeBook' opti	on in Instructor Login)
Institutional Code					
* Course Description	Custom Course -CAU	1			
Keywords		h			
	Student Menu Display Settings				
	Continue Cancel				

 On the next screen, click on "Import Hierarchy from Excel" tab, click on Import from Excel button as shown, import popup will open, click on view format to download course hierarchy format excel sheet.

Create Course	Import Hierarchy From Excel	
Import Hierarchy From	n Excel	
Import From Excel	Delete Hierarchy	
	•	
	Import Course Hierarchy from excel	
	I. Click on "View Format" to download the excel file to your PC. Click on "Browse" to select the file and then click on "Import"	
	Select excel file : Choose File 110 file chosen	
	-	
Course Hierarchy (6)),xls	

• By referring sample course hierarchy format, you can prepare course hierarchy in excel sheet, while uploading the format, you should make sure that the format should match with above sample course hierarchy format

 Click on Select file and upload the course hierarchy excel sheet as shown be
--

Create Course Import Hierarchy From Excel	Import Hierarchy From Excel		
	Import Course Hierarchy from excel		
	Import Course Hierarchy from excel 1. Click on "View Format" to download the excel file to your 2. Click on "Browse" to select the file and then click on "Import Select excel file : Choose File Course Hierarchy_U		
		0	
Level Depth 0	Level Depth 1	Level Depth 2	Level Depth 3
1. Whole Numbers			
	1.1 Place Value Systems		
		1.1.1 Determining Place Values in Whole N	
		1.1.2 Expressing Whole Numbers in Words	
	1.2 Expanded Form, Inequalities, and Roun		
		1.2.1 Expanded Form of a Whole Number	
		1.2.2 Comparing Whole Numbers	
	1.3 Addition and Subtraction of Whole Num		
		1.3.1 Adding Whole Numbers and Estimatin	
		1.3.2 Subtracting Whole Numbers and Estin	
		1.3.3 Translate expressions and solve Appli	
	1.4 Multiplication and Division of Whole Nur	1	
4	1.4 matapication and Division of Whole Nul) L \ *
		Save	

- Verify the course level names, you can edit course level names at this stage, once done click on save button
- The Course hierarchy will appear as shown below.

Create Course Import Hierarchy From Excel	
Import Hierarchy From Excel	2
Import From Excel Delete Hierarchy	
🖃 🗁 BA 2019 A	
□ □ □ 1. Whole Numbers	Add Resource
🗐 🦾 1.1 Place Value Systems	Add Resource
1.1.1 Determining Place Values in Whole Numbers	Add Resource
1.1.2 Expressing Whole Numbers in Words	Add Resource
🖨 😂 1.2 Expanded Form, Inequalities, and Rounding of Whole Numbers	Add Resource
1.2.1 Expanded Form of a Whole Number	Add Resource
1.2.2 Comparing Whole Numbers	Add Resource
1.3 Addition and Subtraction of Whole Numbers	Add Resource
1.3.1 Adding Whole Numbers and Estimating	Add Resource
1.3.2 Subtracting Whole Numbers and Estimating	Add Resource
1.3.3 Translate expressions and solve Applications	Add Resource
1.4 Multiplication and Division of Whole Numbers	Add Resource
🖻 ն 2. Factors and Multiples	Add Resource
2.1 Factors and Divisibility Tests	Add Resource
2.2 Prime Factorization and the GCF	Add Resource
a. Fractions	Add Resource

Important Instructions:

- I. Course hierarchy should be built in excel sheet only (using .xls or .xlsx format).
- II. Users are advised to download course hierarchy format and make the necessary changes in that file to avoid format issues.
- III. The course hierarchy, which the user wants to upload, should match with course hierarchy format. Kindly refer with format thoroughly before making any changes or uploading the course structure file.
- IV. User should not change the header names or delete any header of column the in excel sheet.
- V. If user does not want to create the level depth then they can skip entering the level name below that header as shown:

) 🖬 🤊 - (° -) =		CourseHierarch	iy [Read-Only] [Co	mpatibility Mode] - Micr	osoft Excel		- 0
G	Home Insert Page	Layout Formulas	Data Review View Add	I-Ins				0 - =
ľ	Cut Calibri	* 11 * A A		Wrap Text	General 🔹		/ 🖅 🏕 🏢	Σ AutoSum - Arr Arr
Pa	ste 🕜 Format Painter 🛛 🖪 🖌	U - 🖽 - 🖄 - 🗛		Merge & Center 👻	? % , .00	Conditional Format Ce Formatting * as Table * Style	II Insert Delete Forma	t Sort & Find & Clear * Filter * Select
	Clipboard 🕞	Font	G Alignment	G	Number 🕞	Styles	Cells	Editing
	D53 🗸 💿	∫x LO#LOName33	3					
	А	В	С	D		E F	G H	I J K
1	Level Depth 0	Level Depth 1	Level Depth 2	Level Depth 3	Level Dep	oth 4		
	1 Level							
3		LO#LOName1						
4		LO#LOName2						
5		1.1 level						
6			LO#LOName3					
7			LO#LOName4					
8			LO#LOName5					
9 10			1.1.1 level					
10				LO#LOName6				
11 12				LO#LOName7				
12				LO#LOName8 1.1.1.1 level				
13 14 15 16				1.1.1.1 level	LO#LONa			
14					LO#LONal			
15					LO#LONal			
					LO#LONal			
18					LO#LONal			
17 18 19 20				1.1.1.2 level	LOWEONU			
20					LO#LONa	me14		
21					LO#LONa			

Adding Resource(s):

Click on Add Resource button corresponding to level to add learning objects (LO). Add LO pop up window will appear, select the Learning Object type, enter learning object name, description and upload the LO file as shown below

Cre	eate Course Import Hierarchy	From Excel
Import Hi	erarchy From Excel	
Import	t From Excel Delete Hierarchy	
🖃 🗁 B/	A 2019 A	
	1. Whole Numbers	
		Add Resource
4	1.1 Place Value Systems	Add Resource
	1.1.1 Determining Place Valu	es in Whole Numbers Add Resource A
	1.1.2 Expressing Whole Num	bers in Words Add Resource
-	1.2 Expanded Form, Inequalities	
	Course	ole Number Add manuros
	Addition of Learning Object	
G		BA 2019 A > 1. Whole Numbers > 1.1 Place Value Systems > 1.1.1 Determining Place Values in Whole Numbers
4	Learning Object Type	Discussion T
	* Learning Object Name	Whole Numbers
	Keywords	
G-6	Description	
	Language	English *
	Version	
	Typical Learning time	Nins Vins
C	Upload Content	Choose File No file chosen Uplead
		File Name File Type
		2501.pdf
		. Arevenue
	Upload Audio/Xml Content	Choose Fie No file chosen Uplead
	_ plote really rule contain	
		05
		- The second sec

- Once done, click on Ok button. An alert will appear "Do you want to add one more learning object?", click on "Ok" if you want to add one more LO under the same level or else click on "Cancel" button.
- Click on Edit Resource button corresponding to LO to edit. Edit LO Name, description or replace existing LO with new one. Click on Ok button to save the changes made.

Create Course Import Hierar	chy From Excel
Import Hierarchy From Excel	
Import From Excel Delete Hierarchy	
🖃 🧰 BA 2019 A	
🗐 😂 1. Whole Numbers	Add Resource
🗐 ն 1.1 Place Value Systems	Add Resource
1.1.1 Determining Place V	
Whole Numbers	Edit Resource Delete
	Edit Resource Delete
	Edit Resource Delete
1.1.2 Expressing Whole No	umbers in Words
	ties, and Rounding of Whole Numbers Add Resource
Course	Add Resource
Edit Learning object	
Course Level Learning Object Type	BA 2019 A > 1. Whole Numbers > 1.1 Place Value Systems > 1.1.1 Setermining Place Values in Whole Numbers
* Learning Object Name	
Keywords	
	Whole numbers gg
Description	
Language	English •
Version	
Typical Learning time	Choose Fiel No file chosen Useland
- Opioau Content	CONCEPT OF THE CONCEPT CONCEPT
	File Name File Type 0 6192_0ff .off
	The second
Upload Audio/Xml Content	Choose File No file chosen Uplead
	38

• Click on **Delete** button corresponding to Learning object to delete that LO.

7. Ask My Instructor Changes

Phone number field is added and made it mandatory for India users:

🌡 Mr Angel Ms		Review Quiz on Section 1.1 - 1.7	Time not allotted 🔕 No timer 🛛 🕅
Part - I		Page 1 of 15	Ask My Instructor
		Previous Save and complete later Next	Submit Assessment
Total Q's : 15 Score : 0%	1) Tennis balls	NO601702MC	Weight:1
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	a) ○ 10 b) ○ 12 c) ○ 9 d) ○ 11	Image: Contact Number Order volume Image: Contact Number Order volume Image: Contact Number Direction with expropriate information, please press the Submit button. Submit CLOSE	

8. New Assessment Settings

Two new settings added to assessment:

• Common setting to update prerequisite proficiency % score for assessment(s) and time for prerequisite LO activity.

Home Roster Tools Lecture Notes Ass	essments Resources	Communication	User Manage	ment Reports S	upport Help	Logout		
	/iew/Create	matics Sectic 🕶			C	I View Student View	Student Login	Change Course
View/Create Accorcment	Scores							
	mport Assessments Vy Question Bank							
	Print Submitted Assessm	ent liek To Create (essessment slick "C	seate" buttee				
	DropBox	inite. To create a	essessment thek to	reate button.				
Assessment Type All	•						Items Per Page	75 🔻
Grade Book Category All					Search			20
Active					Filter By	Date of Creation 🔻 Select D	ate 🔳	
			🗌 Cr	eate 🚺 🕞 Set Prerequ	isites 🏾 🌣 Chang	e Settings More Assess	ment Tools 🜄	💢 Delete
I TEST TITLE	Cate	:gory #Q's	Max Tir Attempt Lin		EXPIRES	Actions		
1. Final Test: Basic Maths	NA	30	1 N		11/21/2019 11:59 PM	🛱 🕞 🖶 🔍 📖	Score 🧷 🛅	-
2. 🔲 1.1 Quiz MC: Place Value System	NA	6	1 N	A Test MC	11/21/2019 11:59 PM	🛱 💽 🖶 🔍	Seare 🧷 🛅	
Prerequistes list					11.55 PM			🔾 Back
Add/Edit Prerequisite Criteria								
View or assign prerequisites for assessments								
1. For the assessments listed on the left han	d side of the below table the	prerequisites attached	are shown on the	right side column.				
2. If there are no prerequisites attached for	an assessment click on ଢ i	con to attach a learnin	ng activity, another	assessment, attendand	e or video as prer	equisites.		
3. Define the minimum time to be spent on t								
 If there are prerequisites already attached To remove all the prerequisites attached to 				can add or remove the	prerequisites by c	licking on 🖙 icon.		
Apply Minimum Proficiency Score 80 (%)	to prerequisite Assessme	ent(s) Update						
Apply Minimum Time 5 (Minutes) to pre	requisite learning activity	(s)	·					
							Items Per Pa	ige View All 🔻
Assessment title		Start Date	End Date	Prerequisites atta	ched		Minimum Time/Score	Action
Final Test: Basic Maths		7/11/2019	11/21/2019	None				🕞 🗙 📫
1.1 Quiz MC: Place Value System		7/11/2019	11/21/2019	🗊 Tutorial: Addir	ng Whole Numbers	1	2 min	
					ing Two Numbers		2 min	
				🖺 1.3 Quiz MC: A	ddition and Subtr	action of Whole Numbers	70 %	
1.1 HW: Place Value System		7/11/2019	11/21/2019	None				

• An option to put penalty on multiple assessments.

sessm	nent Type	Instructor Created Asses	ssments 🔻		Select M	Mode	Homework			× .				Item	ns Per Pa	ige 🛛	75	
rade Bo	ook Category	All					-		1	Search								(2
tive										ilter By Date of	Creatio		Calas	t Data			-	(2
live		(Mill 1								inter by Date of	creatio		Selec	t Date		0000	-	
							🛞 Creat	e 🗋 🗋 Set	Prerequisites	🗘 Change Settin	gs	More	Asse	ssment	Tools (💰 Del	ete
		TEST TITLE			Category	# Q's	Max Attempt	Time	Mode	EXPIRES		٨	tions					
1.1 H	IW: Place Value System	m			NA	20	1	NA	Homework	11/21/2019	575			0	Seare	2		
1.3 H	IW: Addition and Subt	raction of Whole Numbers			NA	20	1	NA	Homework	11:59 PM 11/21/2019	-				Score	0		
14 H	W: Multiplication and	Division of Whole Numbers	·6		NA	15	1	NA	Homework	11:59 PM 11/21/2019	-				Seare			
					NA	15		INPA	Homework	11:59 PM		Lø	-	~	00010	0		
1.5 H	IW: Exponents, Order																	
	Only settings chan; Recipients All Students Individu	ed here will be modified for sele	ected assess	ments. All ot		20 Change Settin their original v		NA	Homework	11/21/2019 11:59 PM	0		-	Q	Score	0		
	Only settings change Recipients	ed here will be modified for sele ally O Groups of Students [r	ected assess	ments. All ot		Change Settin their original v	igs	NA	Homework	11/21/2019 11:59 PM	-		•	Q	Score	0		
	Only settings chang Recipients Mall Students Individu Date Applicable	ed here will be modified for sele ally O Groups of Students [r	lected assess No Student (sments. All ot sroups Select Date From 1 ¥	her settings will retain	Change Settin their original v	rgs ralues. ▼][AM ▼]		Homework	11/21/2019 11:59 PM			•		Score	0		
	Only settings chang Recipients Mall Students Individu Date Applicable	ed here will be modified for selvation of Students (lected assess No Student (lected Date	Select Date From 1 ¥	ther settings will retain	Change Settin their original v	kgs values. ▼ [AM ▼] d time [None ▼		Homework	11/21/2019 11:59 PM	0		•		Store	0		
	Only settings chang Recipients Mall Students Individu Date Applicable	sed here will be modified for sel ally Groups of Students (r Apply Time for the sel	lected assess No Student (lected Date	Select Date From 1 ¥ Select Date	her settings will retain	Change Settin their original v • 1 • 1 [01 matically at en ect Date	gs alues. ▼ AM ▼ d time <u>None</u> ▼		Homework	11/21/2019 11:59 PM	0			Q	Store	0		
	Only settings change Recipients All Students Individu Date Applicable On the selected Date	ed here will be modified for selvation of Students (lected assess No Student C lected Date	Select Date From 1 ¥ Assessment v Select Date From 1 ¥	her settings will retain 1 [01 ¥ [AM ¥] To will get submitted auto IIII And Set 2 [01 ¥ [AM ¥] To	Change Settin their original v • 1 * : 01 matically at en ect Date 1 * : 01	ralues.]	Homework	11/21/2019 11:59 PM	0			Q	Score			
	Only settings change Recipients All Students Individu Ont Applicable On the selected Date Between	sed here will be modified for sel ally Groups of Students (r Apply Time for the sel	lected assess No Student C lected Date	Select Date From 1 ¥ Assessment v Select Date From 1 ¥	her settings will retain	Change Settin their original v • 1 * : 01 matically at en ect Date 1 * : 01	ralues.]	Homework	11/21/2019 11:59 PM	0				Score			
	Only settings change Recipients All Students Individu Date Applicable Between Time Applicable	sed here will be modified for sel ally Groups of Students (r Apply Time for the sel	lected assess No Student C lected Date	Select Date From 1 ¥ Assessment v Select Date From 1 ¥ Assessment	her settings will retain 1 [01 ¥ [AM ¥] To will get submitted auto IIII And Set 2 [01 ¥ [AM ¥] To	Change Settin their original v • 1 * : 01 matically at en ect Date 1 * : 01	ralues.]	Homework	11/21/2019 11:59 PM	8				Score			
	Only settings change Recipients All Students Individu Date Applicable Between Time Applicable	jed here will be modified for self ally O Groups of Students (Apply Time for the sel Apply Time for the sele	lected assess No Student C lected Date	Select Date From 1 ¥ Assessment v Select Date From 1 ¥ Assessment	her settings will retain 1 [01 ¥ [AM ¥] To will get submitted auto 1 [01 ¥ [AM ¥] To	Change Settin their original v • 1 * : 01 matically at en ect Date 1 * : 01	ralues.]	Homework	11/21/2019 11:59 PM					Score			
1	Only settings change Recipients I students Individu I students Individu I ote Applicable Between I Time Applicable Allot time for entire as	ad here will be modified for set ally Groups of Students. (Apply Time for the set Apply Time for the set essament : ; ; ; (lected assess No Student C lected Date	iroups Select Date From 1 ♥ Assessment v Select Date From 1 ♥ Assessment	Her settings will retain 1 0 1 ♥ (AA ♥ To Will get submitted auto 1 0 1 ♥ (AA ♥ To Will get submitted auto	their original v	ralues.			11/21/2019 11:59 РМ	H:MM)				Score			
	Only settings chan Recipients Al Students Individu Date Applicable On the selected Date Between Time Applicable Alst time for entre as Alst time for entre as Global Jasseverl Gremore passeverl options Global Jasseverl	ad here will be modified for set ally Groups of Students. (Apply Time for the set Apply Time for the set essament : ; ; ; (ected assess No Student (lected Date ected Dates (HH:MM:SS) assword for	iroups Select Date From 1 ♥ Assessment v Select Date From 1 ♥ Assessment	Her settings will retain 1 0 1 ♥ (AA ♥ To Will get submitted auto 1 0 1 ♥ (AA ♥ To Will get submitted auto	their original v	ralues.			11:59 PM	••••••••••••••••••••••••••••••••••••••				Geore			
	Orly settings change Recipionts Al Students Individue Date Applicable Onthe Applicable Alstudents Time Applicable Alstudents Desseved Options Glabal Passeved options Recipione passeved optionse	ed here will be modified for set ally Groups of Students [Apply Time for the set Apply Time for the set essament 1 = 1 = 0 Puttion for the selected Assessment	In the second se	iroups Select Date From 1 ¥ Select Date From 1 ¥ Assessment v	her settings will retain s to s v Ans v To ill oct submitted auto automitted auto s at submitted auto will get submitted auto Select D	Change Settii their original v	INGS	с (нн.мм) (11:59 PM					(score)			
	Only settings chan; Recipients All Students Envirol Date Applicable On the selected Date Between Inter for entre as Between Ballet time for entre as Desavord Options Cableal Jassesment of Other Options Assessment Active [16]	ed here will be modified for set ally Groups of Students [Apply Time for the set Apply Time for the set essament 1 = 1 = 0 Puttion for the selected Assessment	In the second se	inoups Select Date From 1 ¥ Assessment v Select Date From 1 ¥ Assessment	her settings will retain a transformer of the settings and the submitted auto and the submitted auto Select D At page Hone *	Change Settii their original v	IDS IDS IDS IDS IDS IDS IDS IDS	с (нн.мм) (Select Date	11:59 PM	take fro		one	•				
	Cory settings charge Receipents Receipents All Students Individue Date Applicable Date Applicable Between Time Applicable Allst time for entre ais Password Options Colobel researed op Colober options Autor (Integrate Autor and Autor (Integrate Autor and Autor (Integrate Autor and Autor) Autor and Autory Autor and Autory Autor and Autory Autor and Autory	ed here will be modified for set ally Groups of Students [Apply Time for the set Apply Time for the set essament 1 = 1 = 0 Puttion for the selected Assessment	ected assess No Student (lected Date acted Dates (HH:MM:SS) assword for nt View solu	ments. All ot iroups Select Date From 1 • Assessment Select Date From 1 • Assessment	her settings will retain 1 0.2 × 0.4 × To 10 0.2 × 0.4 × To 10 0.2 × 0.4 × To 10 0.4 × 0.0 × 0.4 × To 10 0.4 × 0.0 × 0.4	Image Setting Image Seting Image Setting<	INGS	с (нн.мм) (lelect Date	11:59 PM	take fro ided for		one	•				
	Only settings char, Hacapients Ad Students Individual Date Applicable On the selected Date Between Inter for entre as Between Betwee	ed here will be modified for set ally Groups of Students [Apply Time for the set Apply Time for the set essament 1 = 1 = 0 Puttion for the selected Assessment	ected assess No Student (lected Date acted Dates (HH:MM:SS) assword for nt View solu	ments, All ot iroups Select Date From 1 Assessment v Select Date From 1 Assessment Assessment ion from resu Shuffling Period	her settings will retain a transformer of the settings and the submitted auto and the submitted auto Select D At page Hone *	Change Settin their original v their original v their original v their original v their original v	IDS IDS IDS IDS IDS IDS IDS IDS	с (нн.мм) (lelect Date	11:59 PM	take fro ided for		one	•				

9. Fill In Type Question

Assessment Creation:

- Login as Instructor, select a section and go to Assessment → View/Create Assessment.
- Click on "Create" button, user will be redirected to Assessment creation page. Enter all the details like assessment name, start date, end date and select appropriate assessment mode, category etc.
- Select Create multipart assessment with 2 parts. and once done click on "Continue" button.
- On the next screen create new part for Fill-In question type.

Add Ass	essment						
Assess	ment Parts						
2.	Click on 'Add Test Part' button to add Enter test part title and define weight Select the question type which you we	to each part.					
							est Part
No	Title	Description	Weight(%)	# Question	Туре	
1.	Part 1-MC and FR		0		4 selected -		Delete
2.	Part 2- Fill In Question		0		1 selected 🕶		Delete
		Continue			Select all		
		Concinde			🔲 Multiple Ch	oice	
					Free Respo	nse	
		Keep Only Fill in Question in sepa	rate par	t i	🔲 Text Book I	Exercise	
					🔲 FR Multiple	Choice	
					Reading co	mprehensi	on Flash
					🔲 Column Ma	tching	
					Solution Up	oload	
					Reading co	mprehensi	on Html
					🔲 FR HTML Q	uestion	
					Free Respo	nse(HW-N	J)
					Fill In Ques	tion	

- On the next screen, for each part select the levels from which you want to select questions, click on "Continue" button.
- For Fill-In questions, first select the assessment part then select the number of versions which are to be included in the assessment as shown below.

Randomize	Question Concepts								
🔋 🛛 Please se	lect question concepts from the list.			4	Add/Edit Ass	essment	Part Ad	ld/Edit Le	vel Selectio
		Section Quiz FI/MC/FR							
	ssessment Part	Save Save & Continue Cancel							
Part 1	-MC and FR 2- Fill In Question								
	ninin Male Values in Whole Numbers	Total # of Concepts: 5							
Questio	n Concept Description		Versions	Attempts	% Incorrect		Select	Weigł	nt 🔳 🗮
1	FillIn1101		3	-	-	View	- •	1	
2	FillIn1102		2	-	-	View	- •	1	
3	FillIn1103		4	-	-	View	- Y	1 1	
4	FillIn1104		4	-	-	View	1	1	
5	FillIn1105		4	-	-	View	2	1	
		Save Save & Continue Cancel					4		

• Once done, click on save button to save the assessment.

Fill in Question Delivery in the Assessment:

- Login as student and go to Course Tools → Assessments, assessment listing page will be displayed.
- Click on Assessment "Take" button. Assessment will be opened, then navigate to Fill-In questions assessment part. Fill-In question screen will be shown.

💧 Mr User 5 Last Na	ame	Fill In Question In Quiz Mode		Time not allotted 😣
				No timer 🚫
Part 2- Fill In Questi	ion	Page 22 of 27		Ask My Instructor
		Previous Next		Submit Assessment
Total Q's : 27			FillIn1104	Weight:1
Part 1- MC and FR	22)	Question Instruction (20-23)		
5678		Choose an appropriate word from the options to suitably fill the blank in the sentence below.		
9 10 Part 2- Fill In		Pick your Answer(s)		HOW?
Part 2- Part 11 11 12 13 14 15 16 17 18		Vibrations Infrasonic Loudness Ultrasonic		Clear All
19 20 21 22 23 24 25 26		Is proportional to the square of amplitude.		
27				

 Read the question instructions carefully. For filling the blank, click on the field which needs to be filled and then click on the desirable answer option as shown below:

	FillIn1104	Weight:1
Question Instruction (13-16)		
Choose an appropriate word from the options to suitably fill the blank in the sentence below.		
Pick your Answer(s)		How?
Loudness Infrasonic Ultrasonic Vibrations		Clear All
Is proportional to the square of amplitude.		

• Repeat the above step for all the blanks (if exists). After filling all the blanks in the question with responses, it will look as shown below:

		FillIn1101	Weight:1
12)	Question Instruction (11-13)		
	Choose an appropriate word from the options to suitably fill the blank in the sentence below s both grammatically and contextually.	so that the sentence	makes sense,
	Pick your Answer(s)		HOW?
	has many blown		Clear All
	The hit TV serial Sherlock has ultimately boiled <u>down</u> S to a family drar disappointed <u>around</u> S of its followers.	na and 🛛 with	

• Click on solution beside the field to clear individual blank and click on **Clear All** button to clear all the blanks.

• Attempt all the questions, click on "Submit Assessment" to submit the assessment, you will then be redirected to result page. Click on solution link to view detailed evaluation.

Total number of questions	27	Your Score	17				
Number of questions with solution (Not Counted) 🞯	0	Max Score	27				
Total number of questions counted	27						
Number of questions attempted	23	Percent Score	62.96 %				
Number of counted questions answered correctly	17						
Time taken	3 Min.						
Taken on	11/22/201	11/22/2019					
View	Result Repo	rt View Diagnostic Report					

				Result Details					
1	10.	Writing the Numeral for a Word N	lame		Not Attempted	1	0	Solution	^
P		2- Fill In Question		Your sci	ore in this p	art: 10	Percent Score	: 58.82 %	
1	11.	Fill in Question on Sound -I			Correct	1	1	Solution	1
1	12.	Fill in Question on Sound -I			Incorrect	1	0	Solution	
1	13.	Fill in Question on Sound -I	Oue	stion Code: FillIn1103 Evaluation Status : Incorrect	un		Score:1	Solution	
1	14.	Fill in Question on Sound -II	19)	Question Instruction (16–19)				Scon	
1	15.	Fill in Question on Sound -II	,	Choose an appropriate word from the options to suitably fill the blank in the sentence below.				Solution	
1	16.	Fill in Question on Sound -III						Solution	
1	17.	Fill in Question on Sound -III		Pick your Answer(s)				Solution	1
1	18.	Fill in Question on Sound -III		Amplitude climate Noise pollution			-	Solution	
1	19.	Fill in Question on Sound -III						Solution	
2	20.	Fill in Question on Sound -IV		Sound absorbing materials are required in auditoria to avoid Echo				Solution	
	1	Ell in Question on Cound. TV						Colution	1
				Correct Answer Options: (1) Noise pollution					
					20				
				🛛 Not Attempted 📲 Correct 📲 Partially Correct 📲 Incorrect 📕 Selected Question 📲 Evaluation Pendir	19				

10. Column Matching Type Question

Assessment Creation:

- Login as Instructor, select appropriate section and go to Assessment.
 > View/Create Assessment.
- Click on "Create" button, user will be redirected to assessment creation page.
 Enter all the details like assessment name, start date, end date and select appropriate assessment mode, category etc.
- Select Create multipart assessment with 2 parts. and "Continue" button.
 - and once done click on
- On the next screen, add new test part of Column Matching question type.

Add As:	sessment			
Assess	ment Parts			
2	. Click on 'Add Test Part' button to ad . Enter test part title and define weigl . Select the question type which you	it to each part.		Add Test Part
No	Title	Description	# Question Type	
1.	MC FR	This Part Contains MC FR Questions	3 selected 🗸	Delete
2.	Column Matching	This Part contains Column Matching Questions	1 selected -	Delete
		Continue	Select all	
		Continue	Multiple Choice	
			Free Response	
			Text Book Exercise	
			FR Multiple Choice	
			Reading comprehension Flash	_
			Column Matching	
			Solution Upload	
			Reading comprehension Html	
			FR HTML Question	
			Free Response(HW-NJ)	
			Fill In Ouestion	

- On the next screen, for each part select the levels from which you want to select questions, click on continue button.
- For Column Matching select the assessment part and then select the questions which are to be included in the assessment as shown below:

Randomize Question	Concepts											
Please select questic	on concepts from the list.							Add/E	dit Ass	sessment P	art Add/Edit Lev	el Selectio
		м	C with CM Assessme	nt								
Assessment Part Colu	umn Matching 🔻	Save	Save & Continue	Cance	I							
											Select All	
.1.1 Determining Plac	e Values in Whole Numbers		Total # of	Concepts:	3							
Question Concept	Description		Versions	Attempts	% Incorrect		☑ Select	Weig	ht	Numbe	er of Matches	-
1 B111	match		1	-	-	View		4	•	4	of (4)	
2 BM111Matching	Determining Place Values in Whole Numbers		1	-	-	View		4	•	4	of (6)	
3 BM112	Determining Place Values in Whole Numbers		1	-	-	View	•	4	•	4	of (4)	
.1.2 Expressing Whol	e Numbers in Words		Total # of	Concepts:	3							
Question Concept	Description		Versions	Attempts	% Incorrect		⊘ Select	Weig	ht	Numbe	er of Matches	
4 CM1121	Expressing Whole Numbers in Words		1	-	-	View		4	•	4	of (4)	
5 CM1122	Expressing Whole Numbers in Words		1	-	-	View		9	T	9	of (9)	
6 CM1123	Expressing Whole Numbers in Words		1	-	-	View		5	•	5	of (5)	
		Save	Save & Continue	Cancel						1		

- Edit number of matches (if required) as shown above.
- Once done, click on save button to save the assessment.

Important Instructions:

. . . .

- I. Column matching questions should be included in a separate assessment part.
- II. Number of questions in auto-practice assessment may vary when compared to actual assessment.
- III. Instructor can hover on view link corresponding to question concept to view the question.
- IV. By default the weight of each question is same as the number of matches. For changing the weight, it can be edited after entering the number of matches.

Please select questio	on concepts from the list,							Add/Edit As	sessment Part Add/Edit Lev	el Selectio
, House select question								, rady Earch 10	ocosinene rare princa, care ceri	
			with CM Assessmen							
Assessment Part Colu	umn Matching 🔻	Save	Save & Continue	Cance						
									Select All	
.1.1 Determining Plac	e Values in Whole Numbers		Total # of (Concepts:	3					
Question Concept	Description		Versions	Attempts	% Incorrect		Select	Weight	Number of Matches	•
1 B111	match		1	-	-	View		4 ▼	4 of (4)	
2 BM111Matching	Determining Place Values in Whole Numbers		1	-	-	View		8 🔻	4 of (6)	
3 BM112	Determining Place Values in Whole Numbers		1	-	-	View	Image: A start of the start	4 ▼	4 of (4)	
.1.2 Expressing Whole	e Numbers in Words		Total # of (Concepts:	3					
Question Concept	Description		Versions	Attempts	% Incorrect		Select	Weight	Number of Matches	•
4 CM1121	Expressing Whole Numbers in Words		1	-	-	View		4 ▼	4 of (4)	
5 CM1122	Expressing Whole Numbers in Words		1	-	-	View		9 ▼	9 of (9)	
6 CM1123	Expressing Whole Numbers in Words		1		-	View	1	5 🔻	5 of (5)	

Column Matching Questions Delivery in an Assessment:

- Login as Student and go to Course Tools → Assessments, assessment listing page will be displayed.
- Click on Assessment "Take" button. Assessment will be opened, navigate to Column Matching question part. Column Matching question screen will be shown.

Prof Stephen Ha	wkins		MC v	vith Cl	1 Assessment		Time not allotted 🚫
Column Matching			Page (6 of 10			No timer 🚫
containing			Prev		Next		Submit Assessment
Total Q's : 10 MC FR 1 2 3 4	6)	Match 1	the items of Column I with suitabl	e iter	ns in Column IIII	BM111Matching	Weight:4 ^
5 Column Matching	1		Side A		Side B	(How to match)	
Ja		(a)	Stomach		Absorption of water		
		(b)	Liver		Digestion is completed	1	
		(c)	Small intestine		Acid release		
		(d)	Large intestine		Bile juice secretion		

 Follow the instructions carefully by clicking on "How to match" button. Read the question description carefully. To match the column contents of Side B to Side A, drag an option at Side B which needs to be matched with the label on Side A and then drop it against an option at Side A as shown below:

Prof Stephen Ha	wkins		MC wit	th CM	Assessment		Time not allotte No timer	
Column Matching	_	_	Page 6 o Previor	_	Next		Ask Educo Su Submit Assessment	
Total Q's : 10 MC FR 1 2 3 4	6)	Match 1	the items of Column I with suitable	item	is in Column IIII	BM111Match		*
5 Column Matching 6 7 8 9 10		(a)	Side A Stomach] •	Side B Bile juice secretion			
		(b) (c)	Liver Small intestine]•	Digestion is completed Acid release Absorption of water		Drop as shown	
		(d)	Large intestine			Reset all		

- \circ $\;$ Repeat the above step to match all the options.
- Click on **Reset all** button to reset all options. Options on Side B will be reset to the original state.
- Attempt all the questions, click on "Submit Assessment" to submit the assessment, you will then be redirected to result page.

Results					
	Title: M	C with CM Assessment	Student name : Hawkins Step		
	I	Result Summary		🖨 Print	
Total number of questions	10	Your Score		10	
Number of questions with solution (Not Counted) @	0	Max Score		31	
Total number of questions counted	10				
Number of questions attempted	7	Percent Score		32.26 %	
Number of counted questions answered correctly	4				
Number of counted questions answered partially correct	1	Time taken		1 Min.	
Taken on	12/10/201	9			

	View Result Report View Diagnostic Report			As	k Educo Suppor				
Result Details									
No.	Question Description	Evaluation Status	Weight	Score	View Solutions				
MC	FR You	ur score in th	his part: 3	Percent Sc	ore: 60 %				
1.	Determining Place Value	Correct	1	1	Solution				
2.	Determining Place Value	Correct	1	1	Solution				
3.	Identifying the Digit For a Given Place Value	Correct	1	1	Solution				
4.	Interchanging Digits For a Given Place Value	Not Attempted	1	0	Solution				
5.	Interchanging Digits For a Given Place Value	Not Attempted	1	0	Solution				
Colu	imn Matching Your s	core in this	part: 7 P	ercent Score	: 26.92 %				
6.	Determining Place Values in Whole Numbers	Partially Correct	4	2	Solution				
7.	Determining Place Values in Whole Numbers	Incorrect	4	0	Solution				
8.	Expressing Whole Numbers in Words	Incorrect	4	0	Solution				
9.	Expressing Whole Numbers in Words	Not Attempted	9	0	Solution				
10.	Expressing Whole Numbers in Words	Correct	5	5	Solution				

• Click on solution link to view detailed evaluation.

Results			×			
	Title: M	C with CM Assessment Stud	Student name : Hawkins Stephe			
	1	Result Summary	🔒 Print			
Total number of questions	10	Your Score	10			
Number of questions with solution (Not Counted) 🙆	0	Max Score	31			
Total number of questions counted	10					
Number of questions attempted		Percent Score	32.26 %			
Number of counted questions answered correctly	4]				
Number of counted questions answered partially correct	1	Time taken	1 Min.			
Taken on	12/10/201	9				

			F	Result Deta	ils						
۷o.		Question Description Evaluation Status							ght	Score	View Solution
1C F	R					You	r score in th	is pa		Percent Se	core: 60 %
1.	Determining Place Value	Question Code: E				Partially Correct!!!	Max S	core: 4		1	Solution
2.	Determining Place Value	6) Match the	items of Column I with suitable item	s in Column I	III					1	Solution
3.	Identifying the Digit For a Given							_		1	Solution
4.	Interchanging Digits For a Given		Side A			Side B				0	Solution
5.	Interchanging Digits For a Given	a)	Salivary gland		•	Saliva secretion			-	0	Solution
		b)	Liver		-	Storage of undigested for	d				
Colui	nn Matching	c)	Rectum			Bile juice secretion			P	Percent Score	e: 26.92 %
6.	Determining Place Values in Who							-		2	Sontion
7.	Determining Place Values in Who	d)	Small intestine		·	Digestion is completed				0	Solution
8.	Expressing Whole Numbers in W	Your answer(_		0	Solutio
		a)	Salivary gland		·	Saliva secretion				-	
9.	Expressing Whole Numbers in W	b)	Liver		·	Bile juice secretion				0	Solution
10.	Expressing Whole Numbers in W	c)	Rectum		·	Digestion is completed				5	Solution
		d)	Small intestine		·	Storage of undigested food				-	
		Correct answ	er(s)								
		a)	Salivary gland		•	Saliva secretion					
		b)	Liver			Bile juice secretion					
		c)	Rectum			Storage of undigested for	d				
		d)	Small intestine			Digestion is completed					