



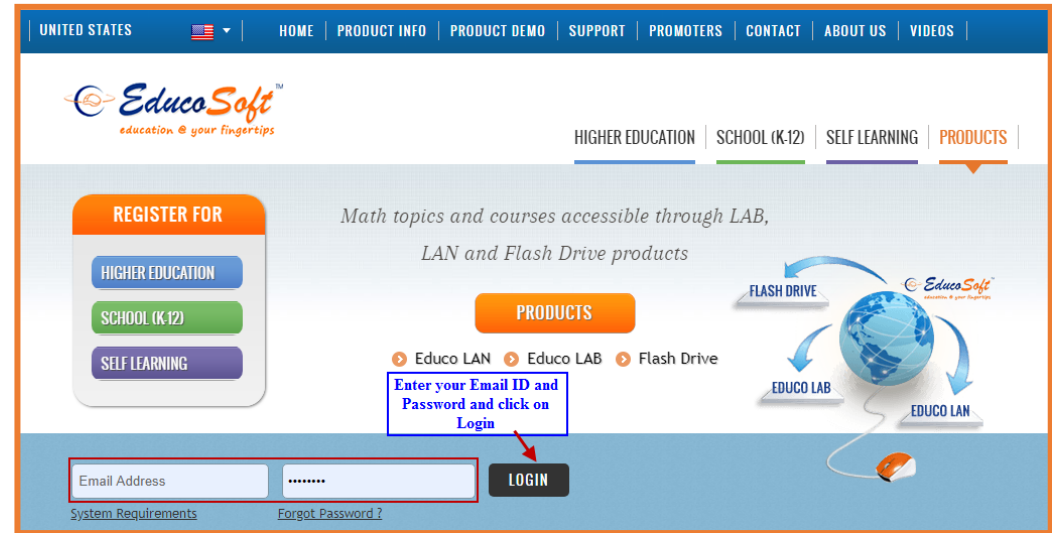
Student Orientation Guide to Get Started

This Document includes:

1. **Login and System Check**
2. **Student Home Page**
3. **Tutorials, Examples, and Learning Activities Navigation**
 - Tutorial Page
 - Example Page
4. **Assessments**
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 - Practice Test Page
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1. Login and System Check

1. Go to www.educosoft.com
2. To login,
 - a. enter your **email provided by your instructor** or what was used during registration,
 - b. enter password what you used during registration and click on **Login**.
3. After your login, the system will check your computer configuration for system requirements and display the following screen.



If your computer doesn't meet one or more system requirements, then you will see this system requirements check page. Please check the items marked **x**, if any, read and follow the instructions given for that item. Then click on **Check Again** button. **You must enable the Pop-up, to view the content.** Once all the requirements are met, click on **Continue** button. Ignore the **x** if you see that on the last item in the list "Adobe Reader", this is for printing tests only.

Your system does not meet some of the requirements for using EducoSoft.
Please check the items marked 'x' and follow the instructions given in the comment column.

Requirement	You have	Comment
Operating System	Windows XP	✔ Meets the requirement.
Browser	Firefox 3.5	✔ Meets the requirement.
Resolution	1920X1080	✔ Meets the requirement.
Pop-Up Blocker	Enable	✘ Please disable your pop-up blocker. More info
Flash Player	Flash Player 10	✔ Meets the requirement.
Adobe Reader	Adobe Reader 7	✔ Meets the requirement.

2. Student Home Page

Various links on this page are described here:

1. Announcement sent by the instructor is displayed here;
2. List of courses you are taking during the current term;
3. List of assessments due;
4. Progress Report Chart;
5. Links to access main activities under Course Tool (Tutorials, Assessment, My Grades, Activity Report etc); and
6. Survey Link to take survey

The screenshot shows the Student Home Page for the Council of Community Colleges of Jamaica. The page includes a navigation bar at the top with links for Home, My Profile, My Instructor, Support, User Guides, FAQ, and Logout. Below the navigation bar, there are several main sections:

- Course Tools:** A sidebar menu with links for Syllabus, Tutorials, Study Plan, Assessments, Dropbox, My Grade, Activity Report, Attendance, and Course FAQ. A red circle labeled '5' is next to the Course Tools menu.
- Announcements:** A section titled "This is an announcement page for students" with a list of announcements. A red circle labeled '1' is next to the text.
- Courses:** A section showing the current term (Summer 2015) and a list of courses. A red circle labeled '2' is next to the term name.
- Assessments:** A section showing due dates and a list of assessments. A red circle labeled '3' is next to the due date.
- Progress:** A section showing a pie chart of progress. A red circle labeled '4' is next to the chart.
- Survey:** A link to take a survey. A red circle labeled '6' is next to the Survey link.

3. Tutorials, Examples, and Learning Activities Navigation

Click on **Tutorials** link from the Course Tools to display the list of chapters/Modules.

- Expand chapter into Section by clicking on + link.
- Each section expands into Learning Activities (in blue color).
- The Activities marked with ★ are the topics/Activities marked by your Instructor, for you to study. **All red marked activities are the learning Prerequisites that must be completed to take assessment.**


Click on any Tutorial activity title (in blue color) to see the content.

The screenshot shows the Course navigation interface for "Foundation Concepts in Math Part III". The interface includes a sidebar menu with links for Course Tools, Syllabus, Tutorials, Study Plan, Assessments, Dropbox, My Grade, Activity Report, Attendance, and Course FAQ. The main content area displays a hierarchy of units and sections:

- Course:** Foundation Concepts in Math Part III
- Chapter:** Unit1- 1. Review of FCM I, Unit1- 2. Review of FCM II, Unit2- 3. Graphs - Part 1, Unit2- 4. Graphs - Part 2, Unit3- 5. Basic Geometry, Unit3- 6. Geometry Constructions, Unit3- 7. Symmetry
- Section:** 5.1 Geometry Terminology (marked with a red star ★)
- Learning Activities:** Tutorial: Geometry Terminology (marked with a red star ★), Example: Counting the Number of Points and Line Segments (1), Example: Identifying if the Lines are Intersecting or Parallel (1), Example: Counting the Number of Rays (1), Example: Naming Line Segments and Rays (2), Example: Naming Line Segments (1), Example: Identifying Parallel Lines, Example: Finding the Missing Length, Practice Test: Identifying Rays, Lines, Line Segments, Intersecting Lines, and Parallel Lines, Test Your Skills: Geometry Terminologies

3a) Tutorial Page

1. Each topic is divided into pre-organized discussion points, in the form of bullets.
2. Link to print the page.
3. Link to continue showing steps without stopping for discussion after every step.

To Navigate from one activity to the other, do one of the following, click on  to close the active page. It will take you to the previous screen to open the new activity.

3b) Example Page

Tutorials and examples go together. For every tutorial there are a few examples to reinforce the concepts learned in the tutorial. See a typical Examples screen on the right.

1. **New Version:** gives another similar question.
2. **Solution:** gives step-by-step solution of the example.
3. **Key pad** to enter the answer.
4. Link to see instructions how to enter answer.
5. Place to enter answer.

4. Assessment:

Click on **Assessments** link from the Course Tools to display the list of assessments.

1. Titles of the Assessments;
2. Indications that Prerequisites (PR) are attached with these assessments

There are three types of Assessment.

Homework : Each question has two versions; with solution for one version and instant feedback for the second version.

Practice Tests : with solution to every question.

Test : like a real test with no help during the test time.

No.	Title	Grade Book Category	#Q's	Attempts	Time Limit	Start Date	End Date	%Score	Status
1.	Homework on Sections 3.1 - 3.6	Homework	20	0 of 1	NA	6/16/2015 12:00 AM	6/22/2015 11:59 PM	NA	Take
2.	Test: Sections 3.1 - 3.6 (Practice)	NA	10	0 of 5	NA	6/16/2015 12:00 AM	6/22/2015 11:59 PM	NA	Practice
3.	Test: Sections 3.1 - 3.6	Test	10	0 of 1	NA	6/16/2015 12:00 AM	6/22/2015 11:59 PM	NA	Take
4.	Homework on Sections 3.7 - 4.3	Homework	20	0 of 1	NA	6/23/2015 12:00 AM	6/30/2015 11:59 PM	NA	Inactive
5.	Test: Sections 3.7 - 4.3 (Practice)	NA	12	0 of 5	NA	6/23/2015 12:00 AM	6/30/2015 11:59 PM	NA	Inactive
6.	Test: Sections 3.7 - 4.3	Test	12	0 of 1	NA	6/23/2015 12:00 AM	6/30/2015 11:59 PM	NA	Inactive
7.	Homework on Sections 5.1 - 6.2	Homework	14	0 of 1	NA	6/23/2015 12:00 AM	6/30/2015 11:59 PM	NA	Inactive
8.	Test: Sections 5.1 - 6.2 (Practice)	NA	10	0 of 5	NA	6/23/2015 12:00 AM	6/30/2015 11:59 PM	NA	Inactive
9.	Test: Sections 5.1 - 6.2	Test	10	0 of 1	NA	6/23/2015 12:00 AM	6/30/2015 11:59 PM	NA	Inactive

4a) Homework Page:

Click on **Take** button for the home work, student will get the Prerequisites screen to complete the prerequisite(s)(PR), if attached with the assessment.

1. The green check indicates that the PR is completed, while the arrow in red indicates PR is not completed yet.
2. The **Start** button is active only when all PR's are completed. You see the **Start** button only if PR are completed.

Click on the Start Button to get the assessment item screen.

Learning Activity	Time Spent	Time Required	Status
3.2 Writing Quadratic Functions as Sum of Squares > Tutorial: Completing the Square	5 Min	5 Min	✓
3.3 Graphing Functions with Vertical and Horizontal Translations > Tutorial: Vertical and Horizontal Translations	0 Min	5 Min	→

Assessment Instruction(s):

- Click on "Start" button to open the selected FR (Free-Response) Homework .
- First version in each question concept contains solution (sample question) and therefore, it is not counted for grades. Click "Solution" to see the solution for the sample question if you need help or attempt the question and click "Done" .
- Click on Next to go to the next question.
- Click on "Submit" to submit the homework and view results.

of Questions : 20
Total Score : 10
Time Allotted : Not Applicable

Solution is provided for 10 questions. Therefore, 10 questions out of total 20 questions are not counted towards your score.

Start

Homework Screen

1. Homework page has **embedded tutorial**. Each question type has one sample question with solution and next similar type of question without Solution.
2. Student can navigate to any question.
3. Homework can be completed in multiple sessions using **Save and Complete later** button.
4. Click on **Submit Assessment** Button after completing the Homework to see Result Page.

Mr Student Demo Homework on Sections 3.1 - 3.6 Page 5 of 20

Part - I

Total Questions : 20 Score : 20%

5) Complete the square in the following quadratic polynomials:

$x^2 + 12x$

Solution : Completing of square in x :

$$x^2 + bx = \left(x + \frac{b}{2}\right)^2 - \frac{b^2}{4}$$

$x^2 + 12x = (x^2 + 12x + 6^2) - 6^2$

$$= (x + 6)^2 - 6^2$$

$$= (x + 6)^2 - 36$$

Correct

4b) Practice Test Page:

1. This is to prepare you for the next activity the Actual Test/Quiz. In Practice test you have **solutions** for all the questions.
2. After completing the Practice Test click on the **Submit Assessment** button to see the Result page.

Mr Student Demo Test: Sections 3.1 - 3.6 Page 2 of 10

Part - I

Total Questions : 10 Score : 0%

Complete the table and select the graph for the basic function $f(x) = \frac{1}{x}$.

x	-3	-2	-1	1	2	3
$y = f(x)$	-1/3	-1/2	-1	1	1/2	1/3

Round the answers to two decimal places, if necessary.

Solution :

Graph $f(x) = \frac{1}{x}$. Let $y = f(x) = \frac{1}{x}$.

Writing in a numerical form, we get:

x	-3	-2	-1	1	2	3
$y = f(x)$	-1/3	-1/2	-1	1	1/2	1/3

The graphical form is obtained by plotting and joining these points into the given coordinate system.

Correct

How to enter graph

Basic graphs:

Submit Assessment

4c) Test Page:

In Test/Quiz, Homework may be the prerequisite. Students have to complete the Homework with a minimum score to be able to take the test/quiz. Click on **Start** button.

Take Assessment

List of Prerequisite(s).

You meet the prerequisite(s) for this assessment.

Assessment Title	% Scored	% Required	Status
Homework on Sections 3.1 - 3.6	80 %	80 %	✓

Test: Sections 3.1 - 3.6

Assessment Instruction(s):

- Click on "Start" button to open the selected Quiz/Test.
- Attempt the question and click "Done" for flash questions.
- Click on Next to go to next question.
- After attempting all the questions, click on "Submit" to submit the quiz/test and view results.

of Questions : 10
Total Score : 10
Time Allotted : Not Applicable

Start

Test is an actual test with **no help** (Solutions) to the student.

1. Link to send message to instructor while taking assessment, if student is not clear on any question.
2. After completing the Test, Click on **Submit Assessment** to see the Result Page.

Mr Student Demo

Test: Sections 3.1 - 3.6

Time not allotted
No timer

Part - I

Page 7 of 10

1 Ask My Instructor

Submit Assessment

Total Questions : 10

1 2 3 4 5 7) 6 7 8 9 10

P042301fr Weight: 1

Start with one of the basic graphs of power functions and sketch the graph of :
 $f(x) = x^2 + 2$

Basic graph:

How to enter graph

Responded

Reset

Done

Translate:

Previous Next

2 Submit Assessment

4d) Result Page:

The Result page for all the assessments is similar. This screen is the Result Page of Homework.

1. Summary of the performance score.
2. Score sample questions are not counted because solutions were provided to the student.
3. List of all the questions asked, how each question was graded, and option to see the solution to any question.
4. Link to view objective-wise diagnostic analysis.
5. Click on **Solution** Link to see the solution.

Results
 Attempt: Attempt 1 | Title: Homework on Sections 3.1 - 3.6 | Student name: Demo Student

Result Summary

Total number of questions	20	Your Score	8
Number of questions with solution (Not Counted)	10	Max Score	10
Total number of questions counted	10	Percent Score	80 %
Number of questions attempted	20		
Number of counted questions answered correctly	8		
Time taken	8 Min.		
Taken on	7/31/2015		

Result Details

Q#	Question	Correct	Not Counted	Solution
10	Sketch the graph of $f(x) = (x + h)^n$, where $n = 2$ or 3.	Correct	1	Solution
11	Sketch the graph of $f(x) = \sqrt{(x+a)} + k$	Correct	1	Solution
12	Sketch the graph of $f(x) = \sqrt{(x+a)} + k$	Correct	1	Solution
13	Sketch the graph of a reflected & translated basic function.	Incorrect	1	Solution
14	Sketch the graph of a reflected & translated basic function.	Incorrect	1	Solution
15	Sketch the graph of $y = ax^2$.	Correct	1	Solution
16	Sketch the graph of $y = ax^2$.	Correct	1	Solution
17	Determine whether the rational function is even or odd	Correct	1	Solution
18	Determine whether the rational function is even or odd	Correct	1	Solution

4e) Solution Page:

Solution Page appears when we click on the solution link from the result page.

1. Student can view response (1a) entered and see the solution (1b), and compare their work to identify an error made.
2. Horizontal bar at the bottom provides the summary Overview of the whole performance in the assessment.
 - Green color means item was attempted correctly.
 - Red color means item was attempted wrong.
 - Purple color means the item had a solution, not counted for score.
 - Orange color indicate the question on screen.

Question Code: P042401fr | **Evaluation Status: Incorrect!!!** | **Score: 0**

14)

Start with one of the basic graphs and sketch the graph of the following functions.

$$f(x) = -x^2 + 1$$

Solution:
 We start with the graph of $y = x^2$, **reflect** the graph about the x -axis, and then lift the resulting graph **vertically up 1** unit to get the graph of $f(x) = -x^2 + 1$.

Steps:

- Select the basic graph for the given function.
- Shift the basic graph using the given arrows.
- Reflect parts of the graph along x -axis using the reflect button.

Legend:
 Not Attempted (white) | Correct (green) | Partially Correct (blue) | Incorrect (red) | Sample Question (purple) | Selected Question (orange)

5. Grade Report (My Grades):

1. Student can see his/her summary grade report by clicking on **My Grade** link.
2. He/She can also see the details of his activities and how these were graded.

Course Tools

- Syllabus
- Tutorials
- Assessments
- Dropbox
- My Grade**
- Activity Report
- Attendance
- Course FAQ
- Bookmarks
- Notepad
- Print Assessment

Summary of your scores and grade

#	Category	Total	Dropped	Average	Weight	Wtd Average
1	Final	2	0	50.25	0.20	10.05
2	Homework	87	0	54.41	0.10	5.44
3	Midterm	3	0	45.34	0.20	9.07
4	Quiz	10	0	84.57	0.15	12.69
5	Test	7	0	37.82	0.35	13.24
Total						50.49

[Click to See detail grade](#) Final Average = $\frac{50.49}{0.60} = 84.15$ Grade = B
Comment: