EducompOnline

User Manual - For ‘Student’

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Chapter 1. EducompOnline - Overview

Introduction to EducompOnline

EducompOnline is a virtual school for Educomp Smartclass schools. As part of Educomp Smartclass schools, EducompOnline gives schools an institutional online presence to schools where they can perform a dynamic range of activities that empower them to deliver more value to students, parents, teachers, and principals.

With activities like send a message and, send an important announcement, the schools can inform the teachers, parents, and students about the upcoming events or updates. They can customize their website to match the identity of the school with a logo and use several services offered by EducompOnline. From a single access point, the schools can manage the teachers and students accounts by adding them into the system, track their activities, and view content and tests. They can share photos and videos of all the school events by uploading them on the website.

For each school, these activities are performed by a school administrator. As a student, you can perform certain useful activities specific to your needs like, taking test, viewing marks, calendar, attendance, etc.

Best Configuration

The EducompOnline Web application is best used on Internet Explorer versions higher than 7.0 or Firefox versions 4.x or above, with a resolution of 1024 X 768 and colour depth of 16 bit or higher. The browser settings should be set to default for best performance.

These settings ensure optimum user-friendliness of the user interface as well as easy maintenance of the application.

Using this Manual

You can read through the entire manual in sequential order as presented. This method is suggested for first time readers and presents the entire application with logical flow of information enabling easier understanding.

You may also jump to specific sections and subsections for help on that specific feature. This manual presents step-by-step instructions for the workflow in that section. Refer 'Table of Contents' for such selection.

Getting Started

The following information will help you quickly get started with the EducompOnline application.

Logging In

The EducompOnline web application **Login** screen authenticates your identity and lets you in to use the provided functionality. Fill up the User ID and Password provided to you to log into the application.

Image 1.1 Member Login screen

© Copyright EducompOnline

The **Remember me on this computer** option preserves your login credentials into computer cache to make them available to you at your next login.

If you come across any login related problems, such as, forgot password or User ID, or you are facing another error, click the **Are you experiencing login problem?** link to open the following screen. Select the problem you are facing and click Continue to find some suggestion / resolution.

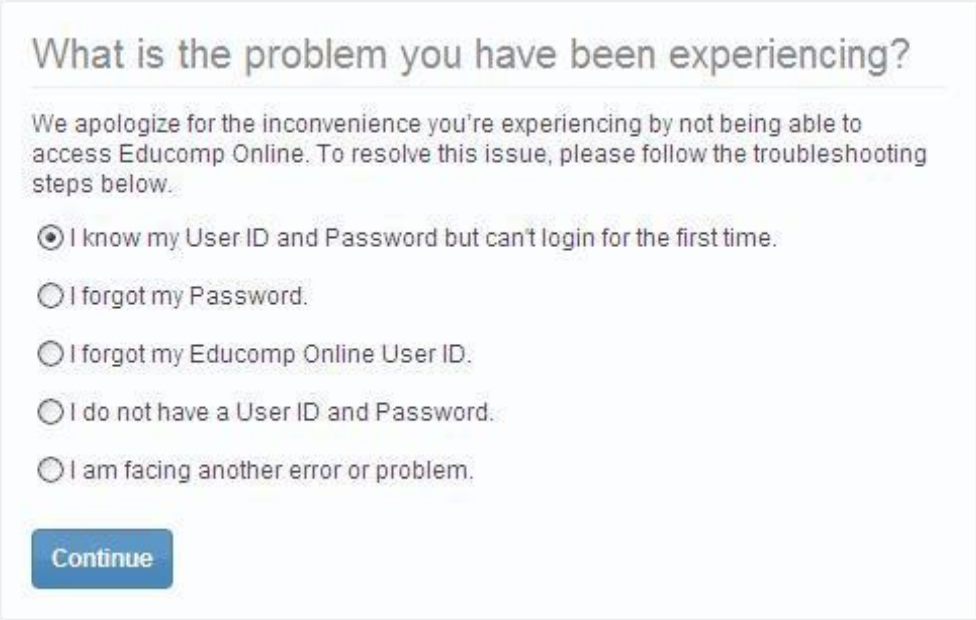

Image 1.2 Login problems screen

© Copyright EducompOnline

On successfully logging into the Web application, you see the main screen. From here, you can perform all operations specific to the EducompOnline Web Application.

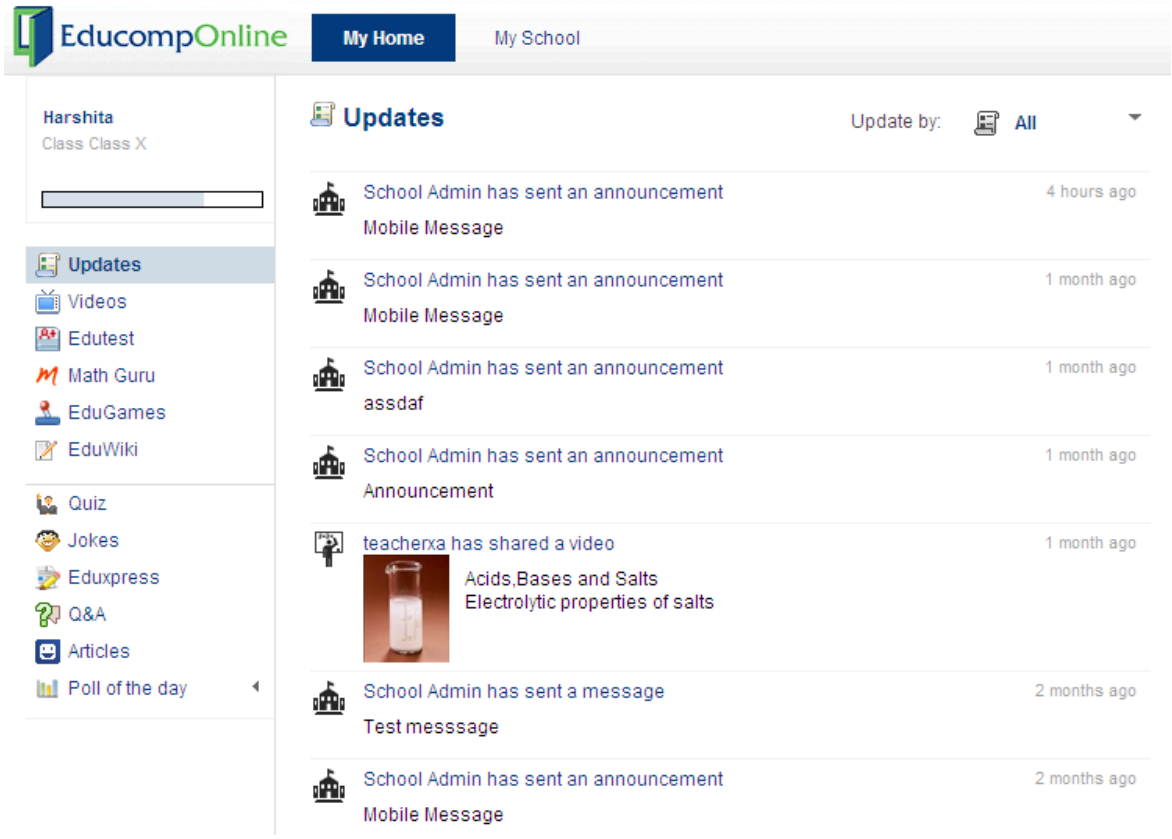

Image 1.3 EducompOnline main screen

© Copyright EducompOnline

Major Features

A Student can use the following major features offered by EducompOnline website:

- Access features provided by EducompOnline: Videos, EduGames, EduWiki, Quiz, Jokes, Q&A, Articles, and Poll of the Day
- Read Announcements
- Read Messages
- Send Messages to Teachers
- Take Available Tests
- View Teacher Notes
- View Picture Gallery
- Check own exam marks
- View own attendance report
- View Calendar

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Chapter 2. My Home Features

The My Home tab hosts the links to features provided by EducompOnline for students. These features include Updates, Videos, EduGames, EduTests, Math Guru, EduWiki, Quiz, Jokes, Q&A, Articles, and Poll of the Day. Let's have a look at these one by one:

Updates

The first section, which also is the default home screen for your login, is the **Updates** section. This screen displays the notifications about all changes made in the application that affect you, for instance, received messages / announcements, newly uploaded pictures / videos / articles, etc. You can filter these updates using the **Update by** filters towards the top right corner of the screen.

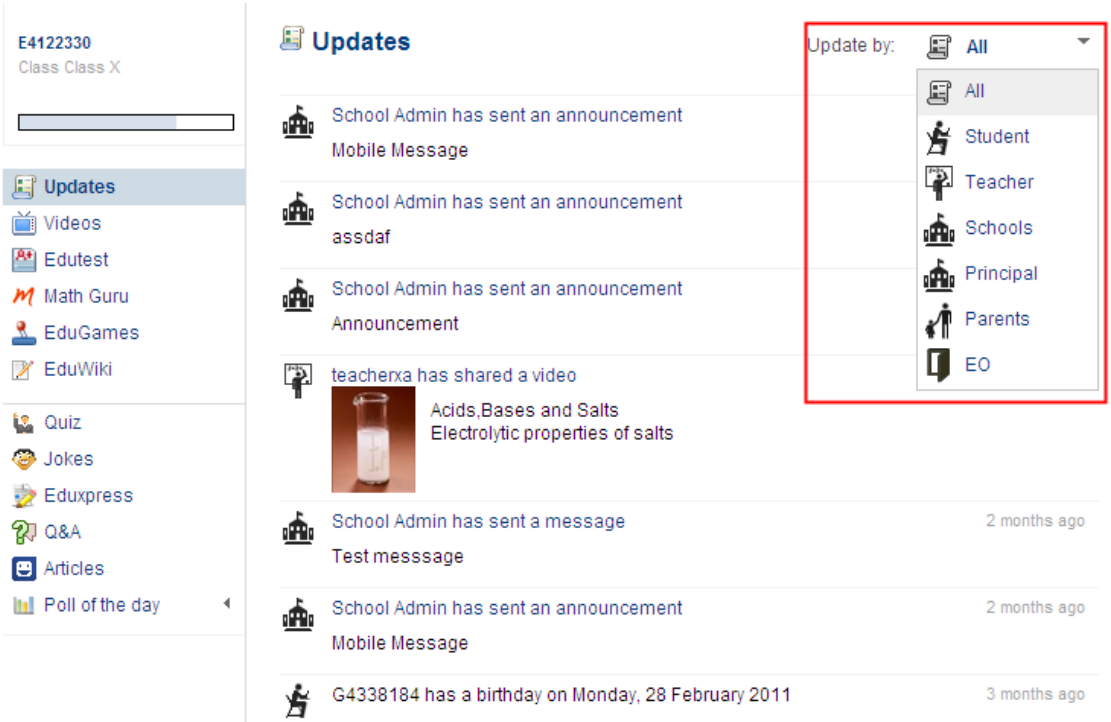

Image 2.1 Updates screen

When you click any notification, the details on that message are displayed on a new screen.

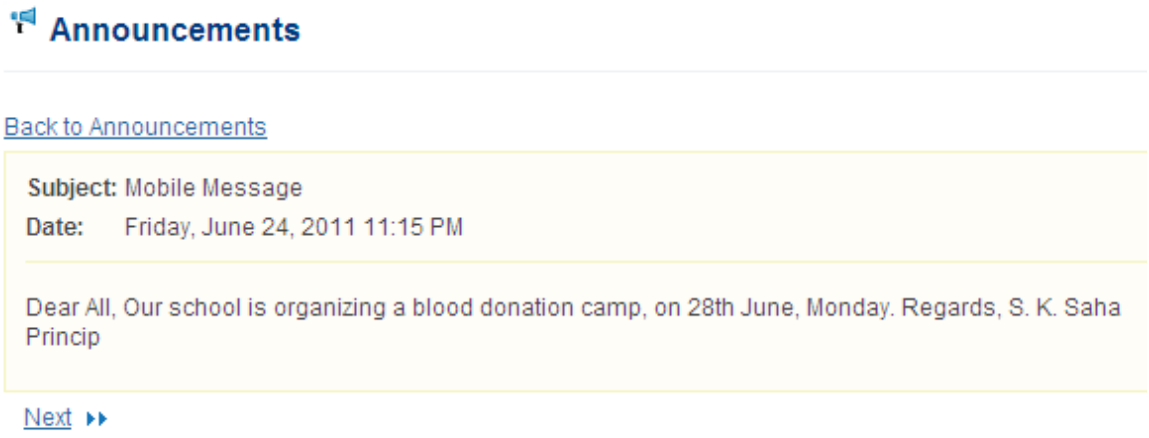

Image 2.2 Notification Details screen

Videos

Under this section, you can view the videos specific to your class. The video repository consists of several animated, lesson specific, 3D and 2D multimedia modules. Just click the Video link you wish to watch and it loads into its inbuilt player.

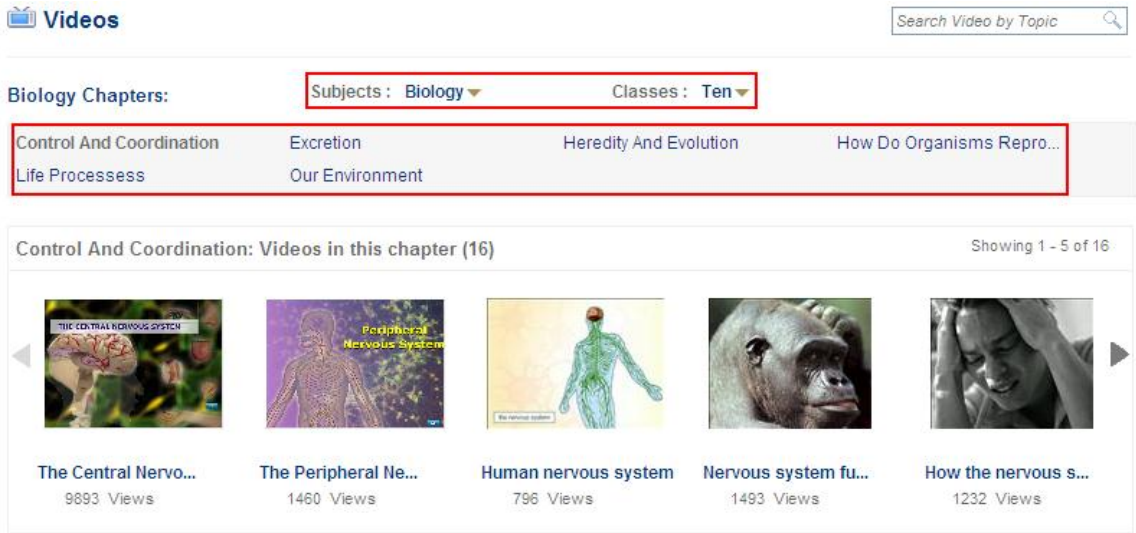

Image 2.3 Videos screen

You can also search for videos using the

search box on the top right corner.

© Copyright EducompOnline

While a video is being played, you can add it to your favorites, add revision notes for your reference later, and also submit your feedback on the video using the links shown below. The screens that appear on clicking these links are also shown below.

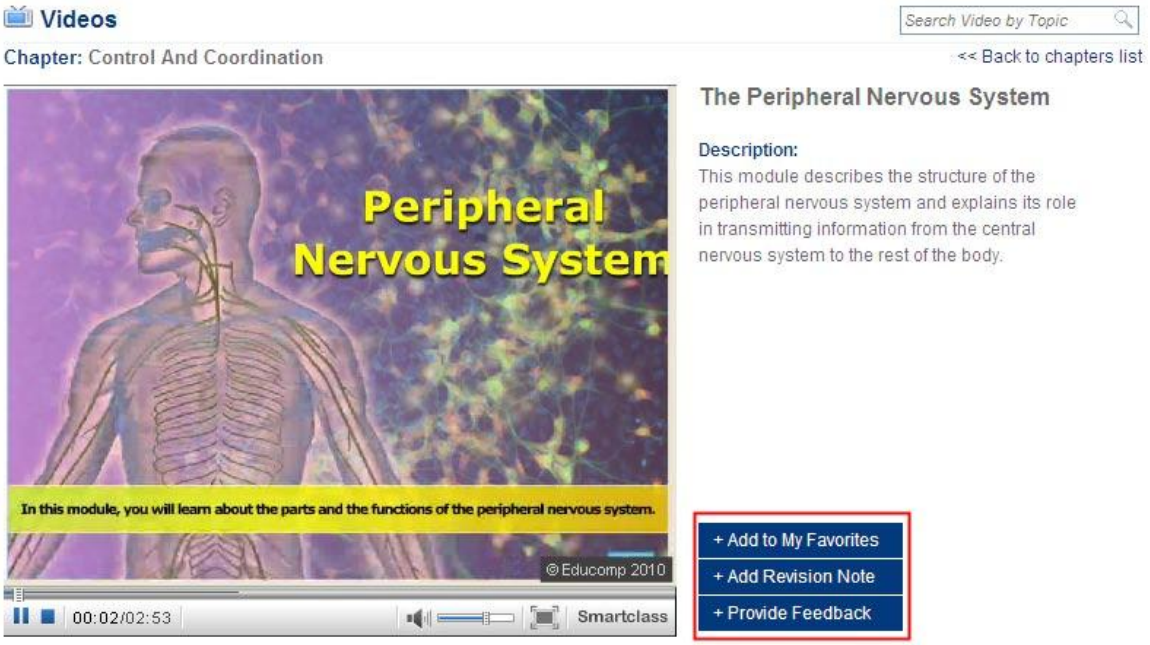

Image 2.4 Video Playing screen

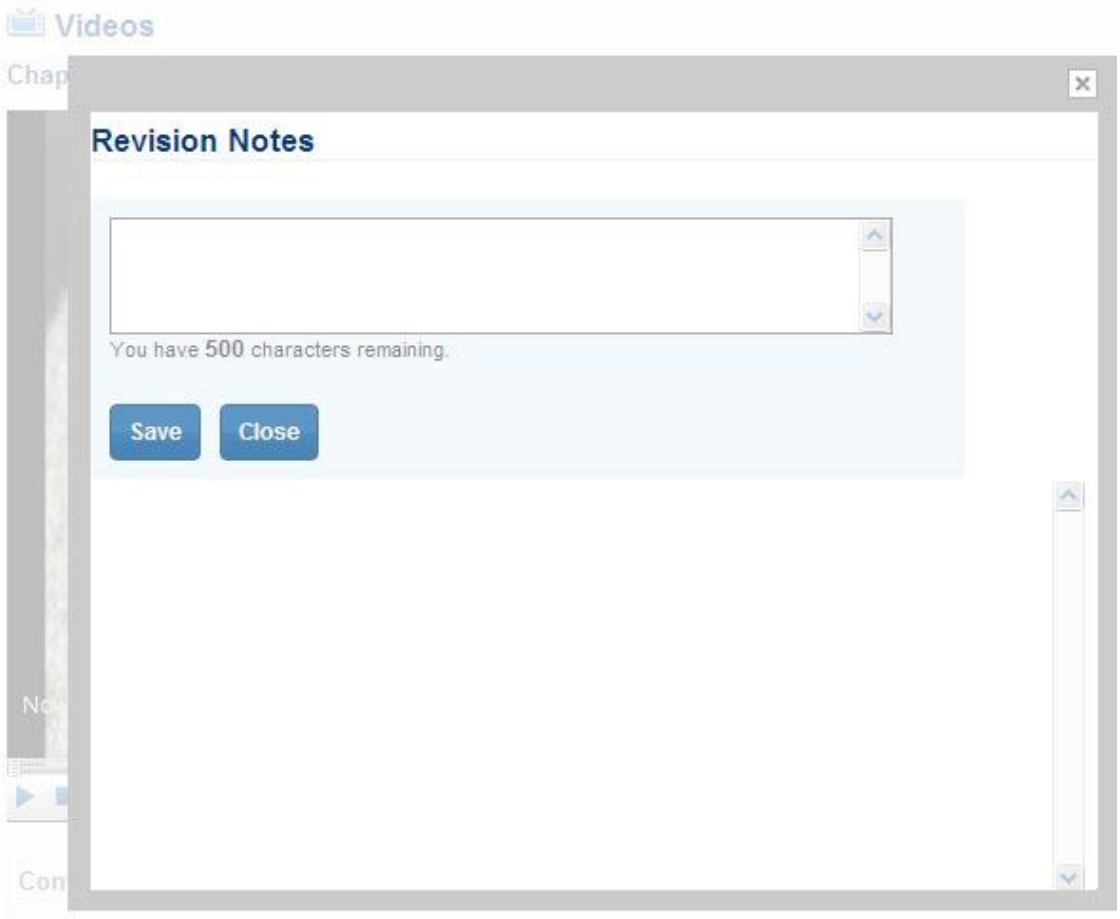

Image 2.5 Revision Notes screen

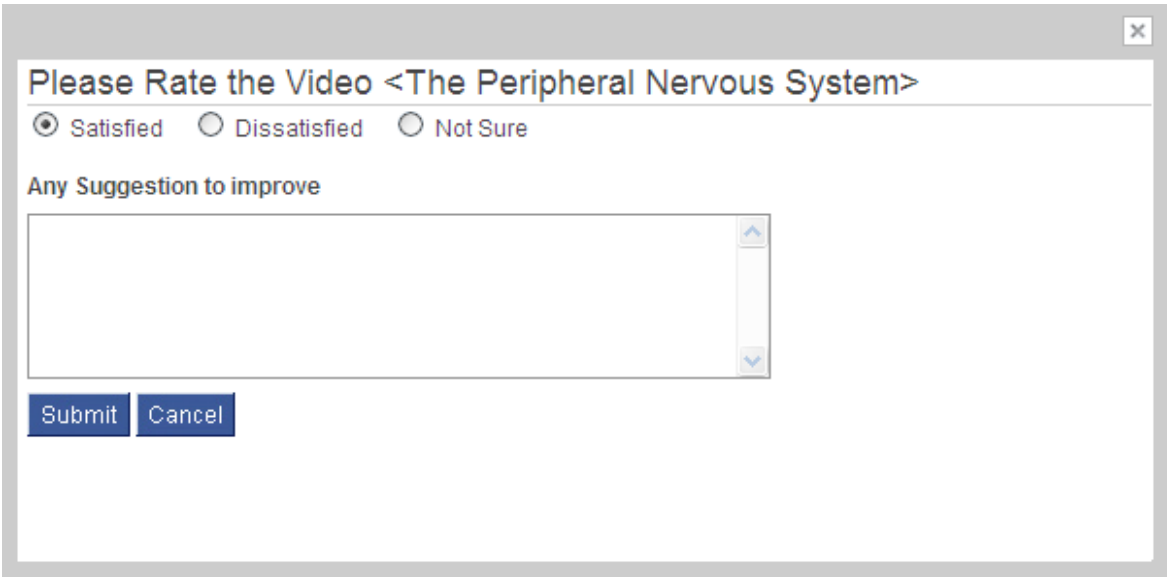

Image 2.6 Video Feedback screen

© Copyright EducompOnline

Edutest

The **Edutest** section hosts several practice tests uploaded by Educomp for students. Click the **Take a test** link next to the test you want to take to load that test.

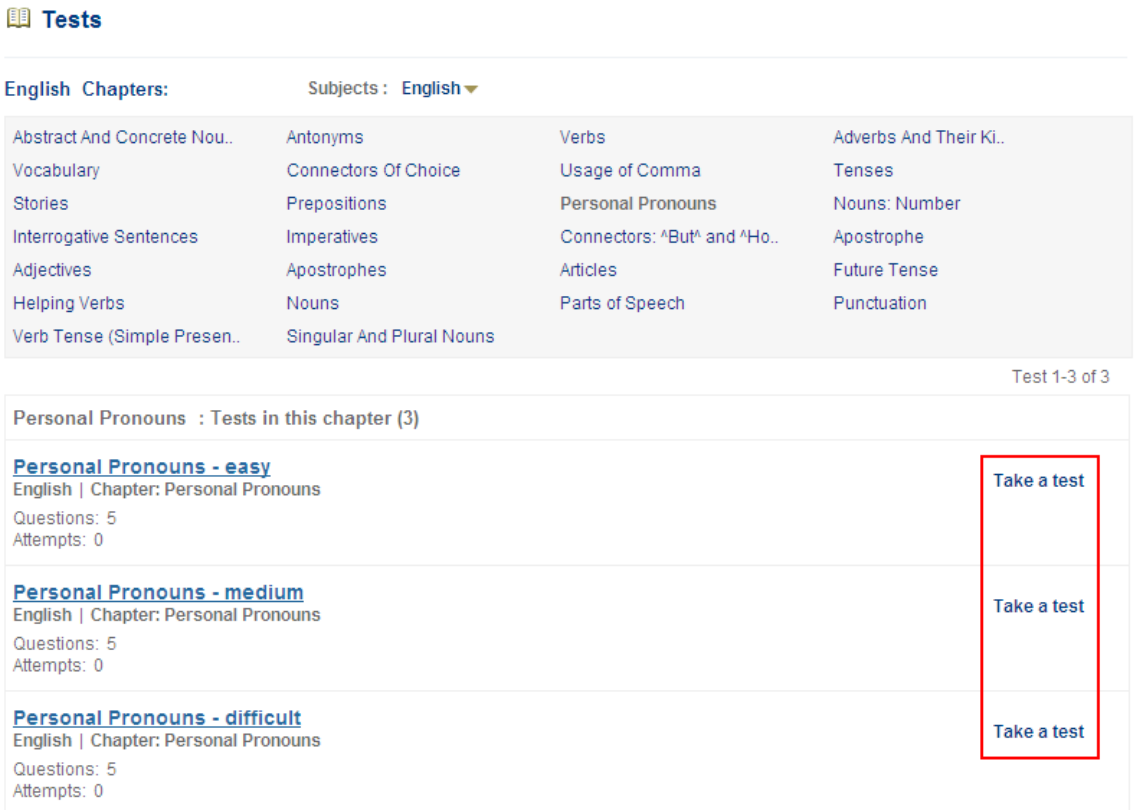

Image 2.7 Edutest screen

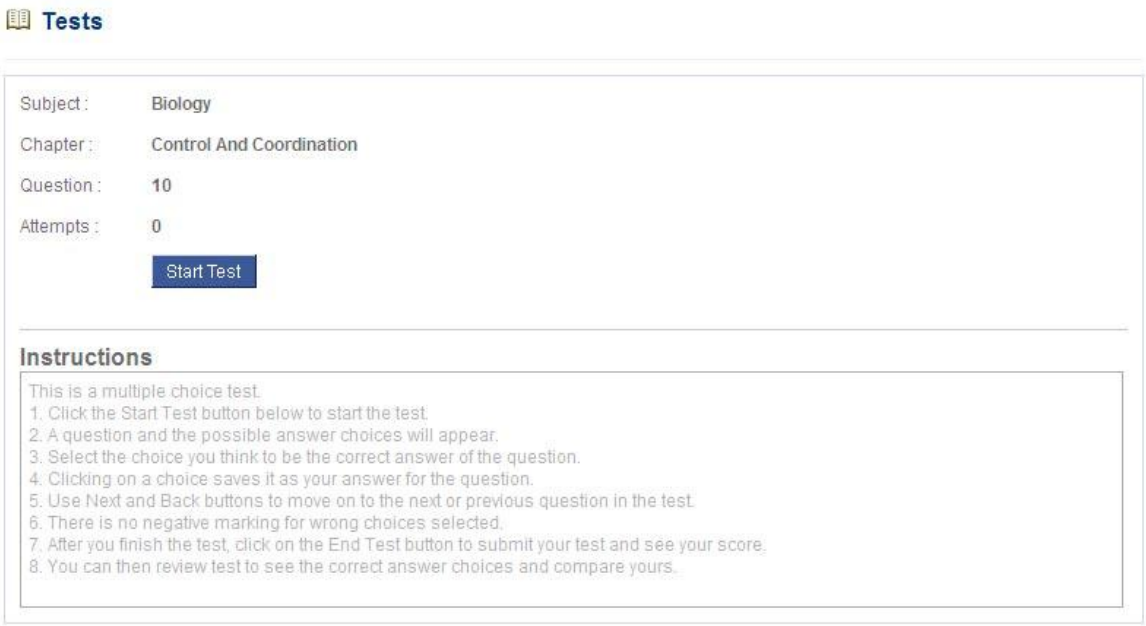

Image 2.8 Loaded Test screen

Math Guru

The **Math Guru** section hosts hundreds of videos specific to studies on mathematics. Click the topic you wish to explore and you get several topics listed under it.

Click the topic name to load a video about it.

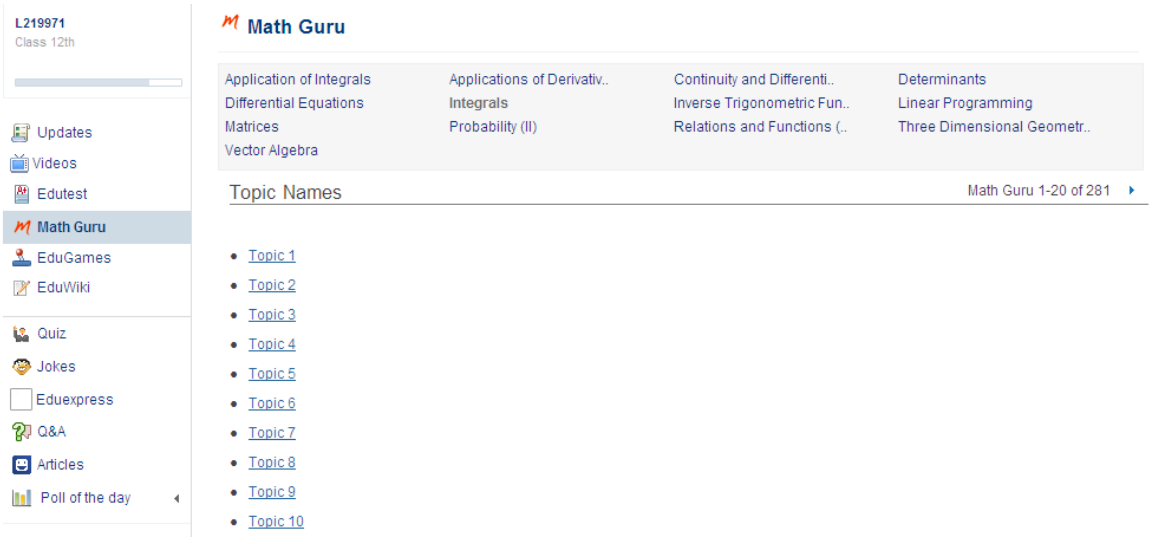

Image 2.9 Math Guru screen

EduGames

Under this section, you can play the games specific to your class and subject. Select a subject from the available dropdown and then click the game link you wish to play and it gets loaded.

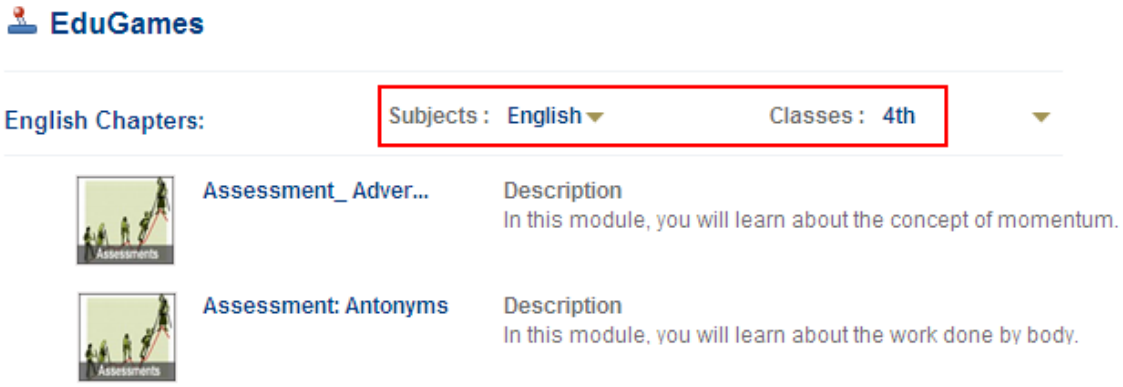

Image 2.10 EduGames screen

EduWiki

EduWiki is a knowledge warehouse populated and maintained by the EducompOnline teachers' fraternity. From this screen, you can search for information on any topic, which yours and other teachers might have added information on. It acts just like a search engine and you need to be smart while keying in the search criteria to get most precise results. You can search better by specifying a teacher's name, subject title, or your school or class name.

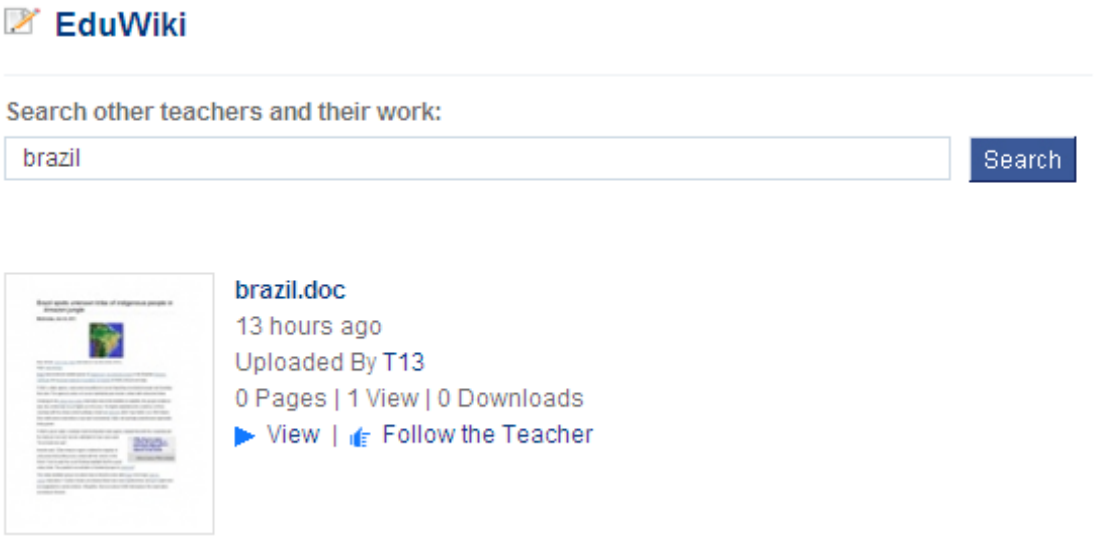

Image 2.11 EduWiki screen

© Copyright EducompOnline

When you click the document name or **View** link, the document is opened in a document viewer pop-up window.

Image 2.12 Document Viewer screen

Quiz

As the name suggests, the **Quiz** section hosts quizzes, posted by Educomp. Just select the option that most closely suits your answer and click **Submit** on each question.

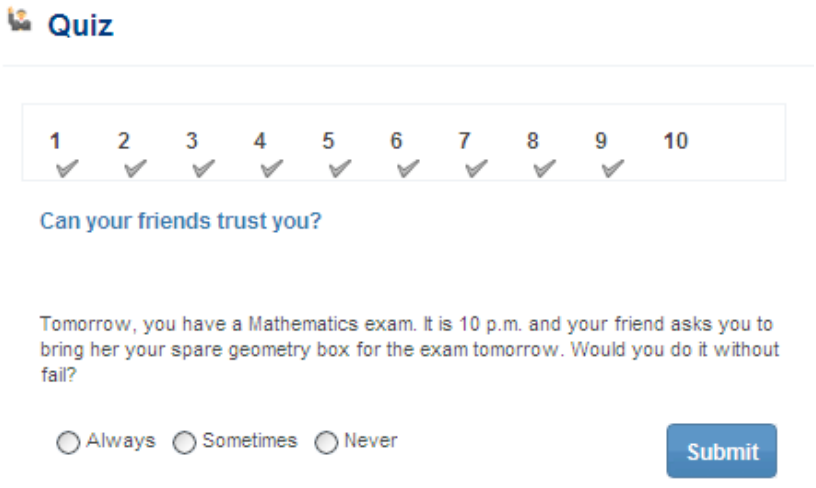

Image 2.13 Quiz screen

When you submit the last answer, an analysis of your personality based on the quiz results is displayed on the screen. Just read it to understand what your answers speak about you.

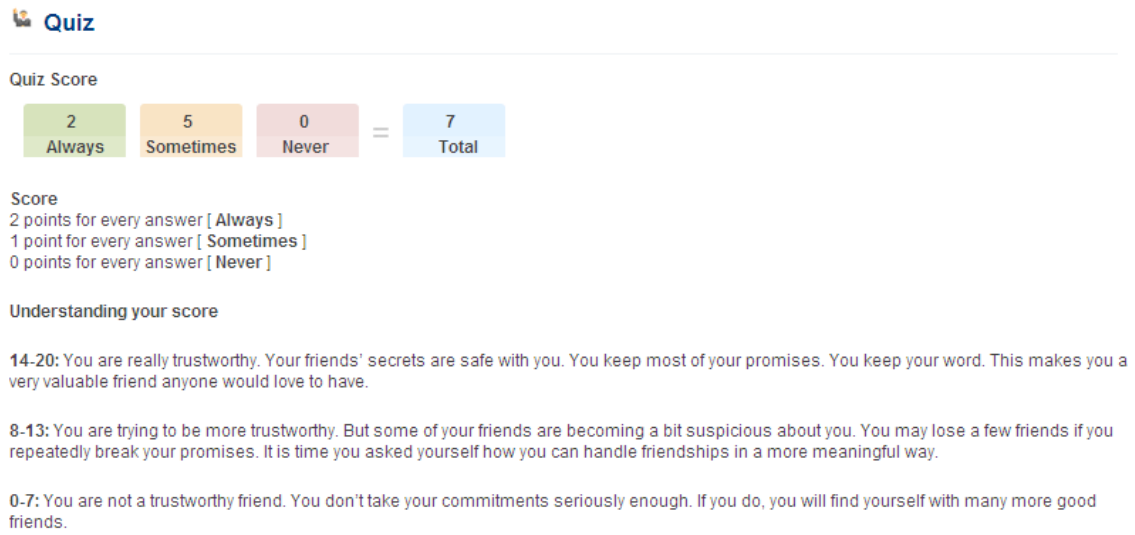

Image 2.14 Quiz Results screen

Jokes

Under this section, you can read the jokes posted by EducompOnline for all to enjoy. Click any archive link to access the older jokes.

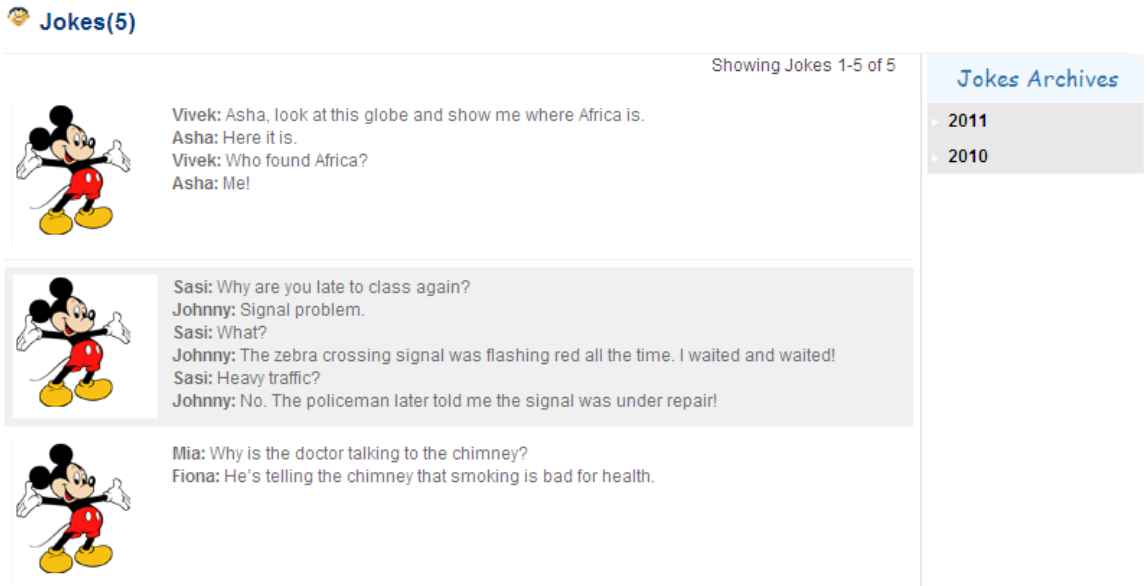

Image 2.15 Jokes screen

Eduxpress

Eduxpress is a place to view and post articles on specific topics created by EducompOnline.

EducompOnline creates a topic for article posting for a specific date range for various user groups, like teachers, students and parents. These user groups can create and submit an article on the topic active on the current date. EducompOnline reviews it and rejects or publishes it. Once published, the article can be viewed by all EducompOnline users. You can view such list of articles in your Eduxpress window. You can share your liking or disliking for an article, and can also report an article as inappropriate using the available controls. Add to favourite link will create a link to the selected article under **My Favorites** area (explained later). Use the available text box to write your article and click **Submit** to send it to Educomp for review and publishing thereon. Maximum length of the article can be 1000 words.

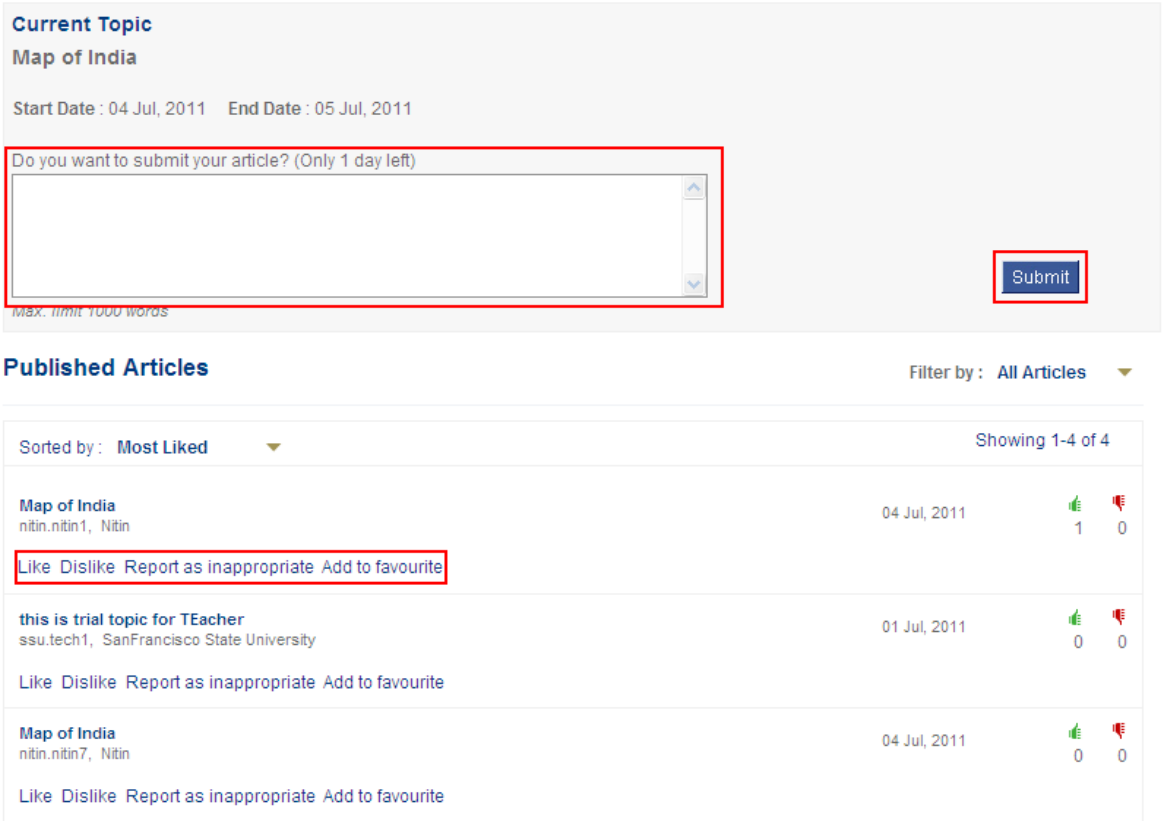

Image 2.16 Eduxpress screen

Q&A

The **Q&A** section hosts many generally discussed topics in question and answer form. There are again many questions that have been archived for your reference.

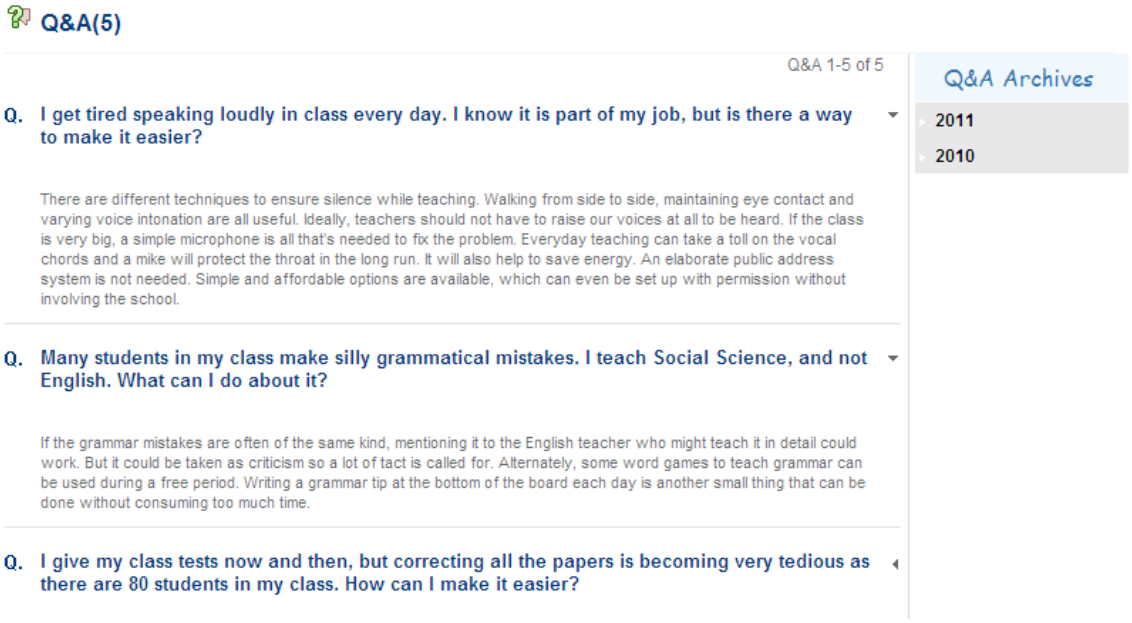

Image 2.17 Q&A screen

Articles

The **Articles** section hosts several articles contributed by EducompOnline for your knowledge enhancement. There are archives full of articles that can be really useful for your knowledge growth.

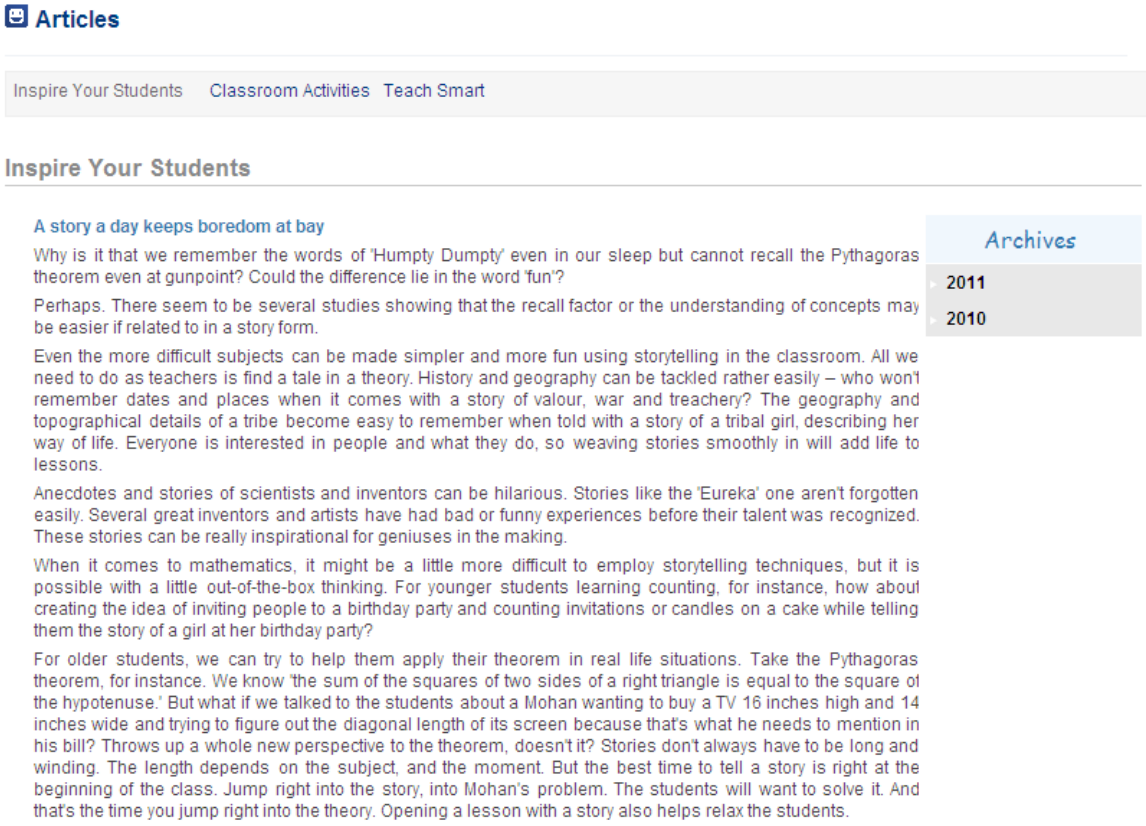

Image 2.18 Articles screen

Poll of the Day

Poll of the Day section hosts the questions posted by school principal and Educomp for some statistical surveys done from time to time. To respond to a question, select an option that appeals you the most and click **Save**. When you submit your answer, the same area displays the results for the poll so far.

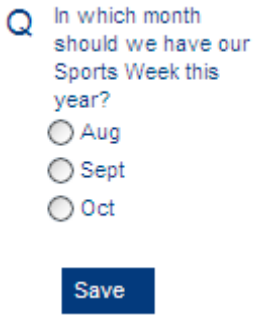

Image 2.19 Poll of the Day screen

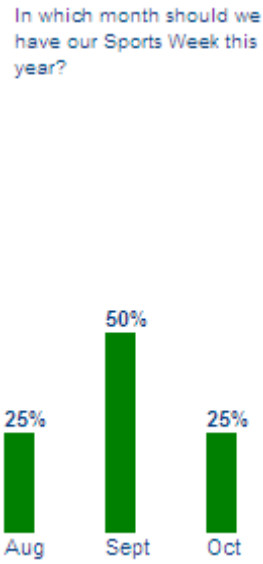

Image 2.20 Poll Results screen

3

Chapter 3. My School Features

The **My School** tab provides you the following links to perform the various functions:

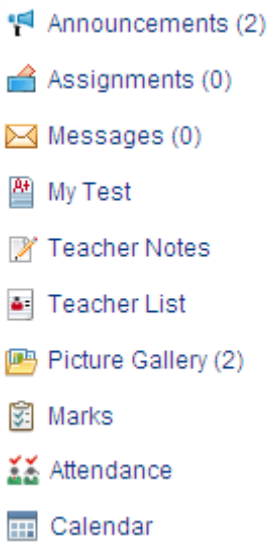

Image 3.1 Features under My School tab

The following chapters shall explain how to perform the above functions using the links available under the **My School** tab.

4

Chapter 4. Announcements

The **Announcements** section lists all the school announcements sent by Principal and School Admin.

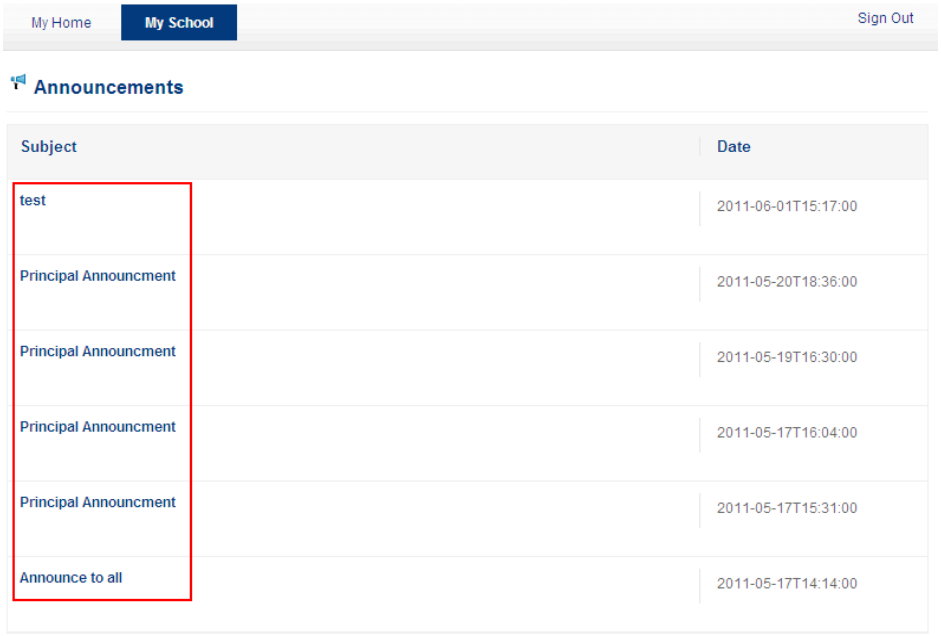

Image 4.1 Announcements Screen

Click any entry to open its details. Screen as follows displays.

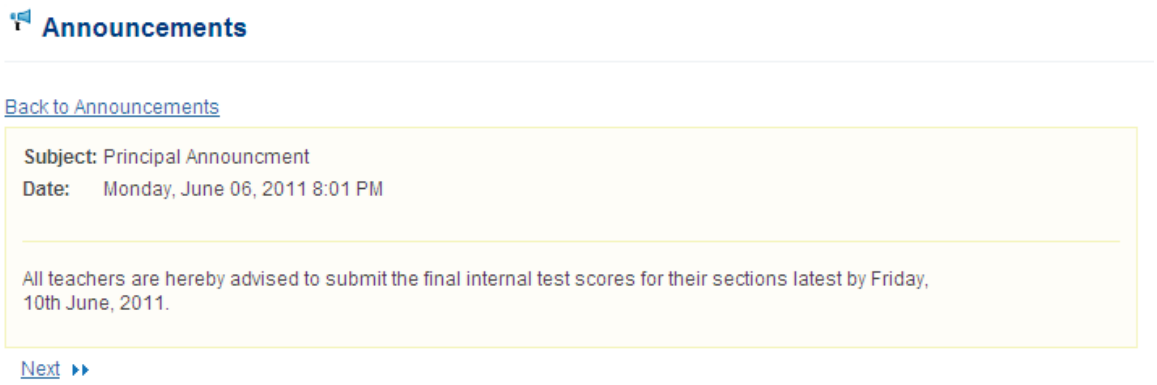

Image 4.2 Announcement Details Screen

5

Chapter 5. Assignments

The **Assignments** section lists only the messages related to you assignments. Such messages are generally sent to you by your school principal or someone on his behalf. This screen provides a list of such messages. Click a message link to open that particular message as shown below.

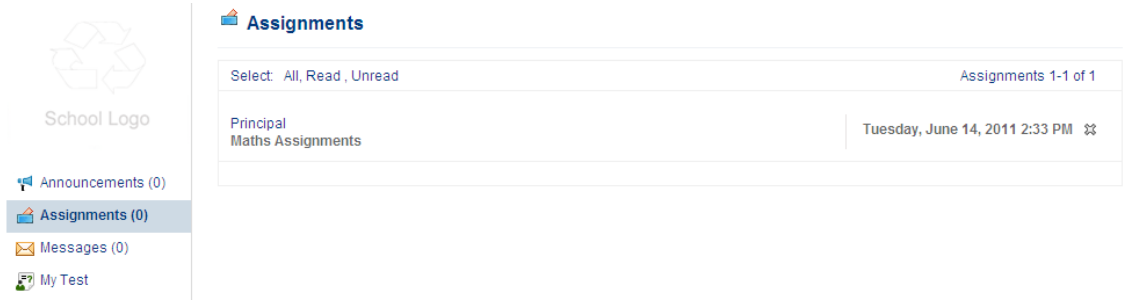

Image 5.1 Assignments List Screen

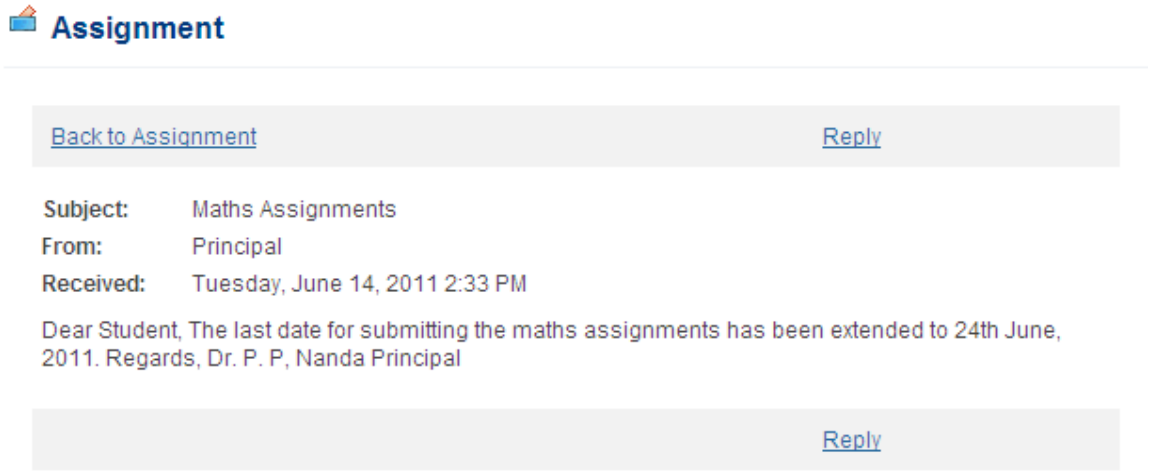

Image 5.2 Assignment Details Screen

6

Chapter 6. Messages

The **Messages** section allows you to create and read messages. From the links available on the main **Messages** screen, you can view All, Read, or Unread messages. You can also view your inbox and sent items from this screen.

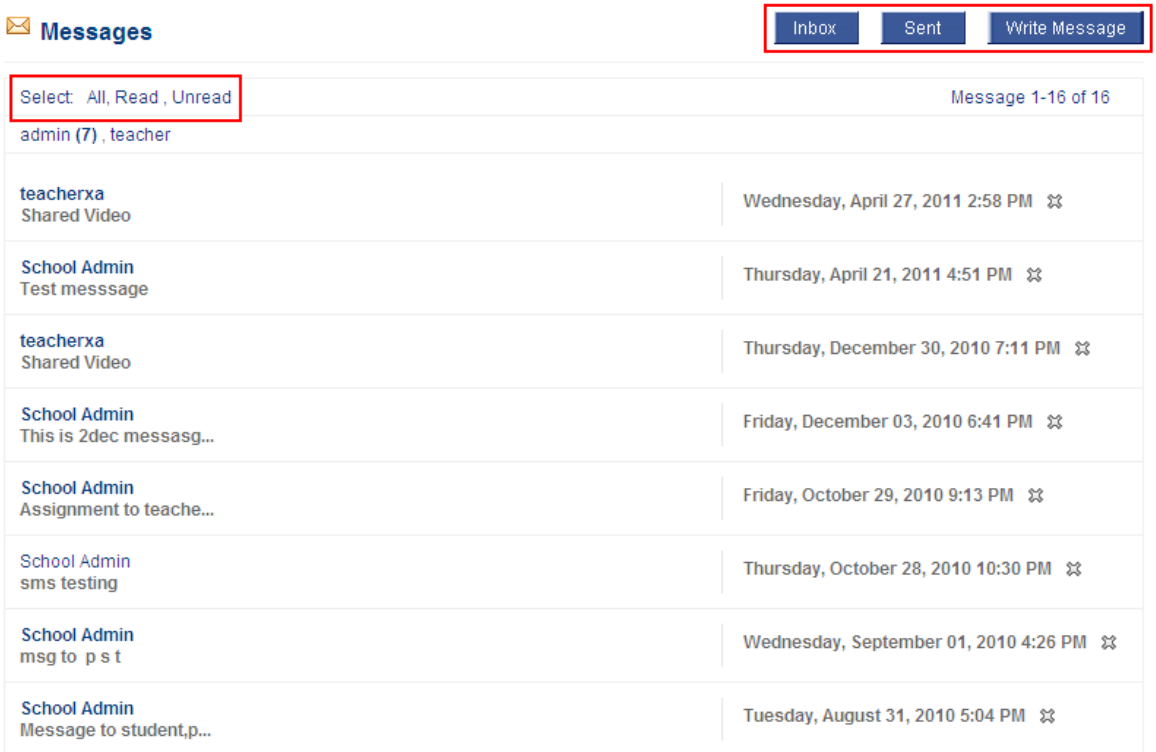

Image 6.1 Messages Screen

Creating a New Message

As a student, you can send messages to your teachers only. To do so:

1. Click **Write Message** to open the **Compose Messages** screen.
2. Select the **Send SMS on Mobile** checkbox if you wish the message subject to be sent to the recipients' registered mobile numbers as well.

3. Provide inputs for subject, message type, attachment, if any, and the message content.
4. Click **Send** to send the message.

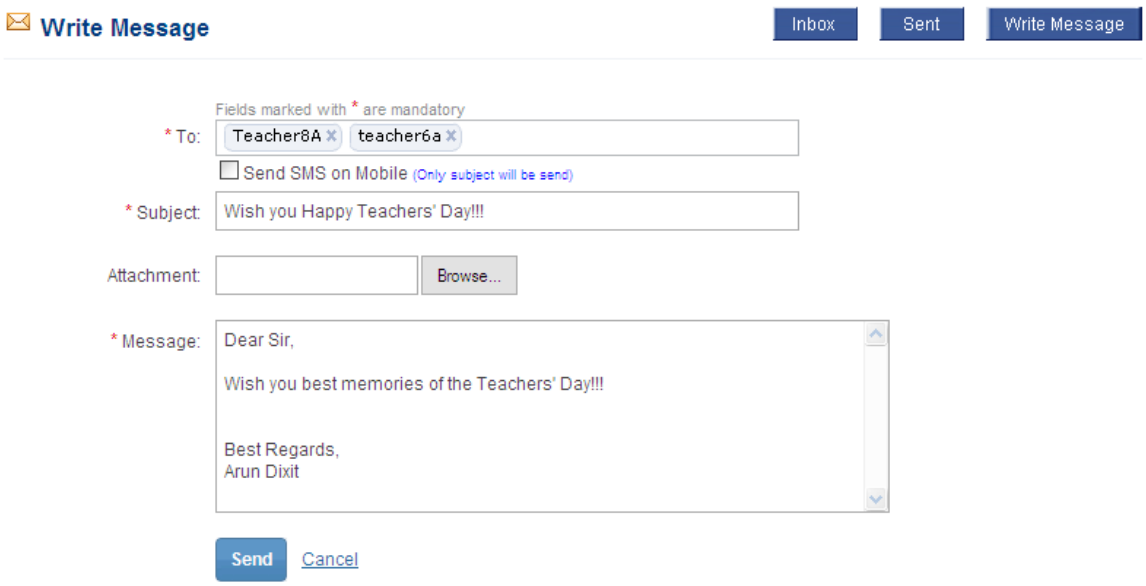

Image 6.2 Compose Message Screen

7

Chapter 7. My Test

The **My Test** module lists the tests you have been assigned to by your teacher(s). You can simply choose between subjects and click on any topic of your choice to load the relevant test, if available. The text interface is loaded and you can go on providing the answers till the end and then in the end, submit your test.

Image 7.1 Tests list

8

Chapter 8. Teacher Notes

The **Teacher Notes** section lists the documents shared by teachers selectively for your class or for all classes in your school.

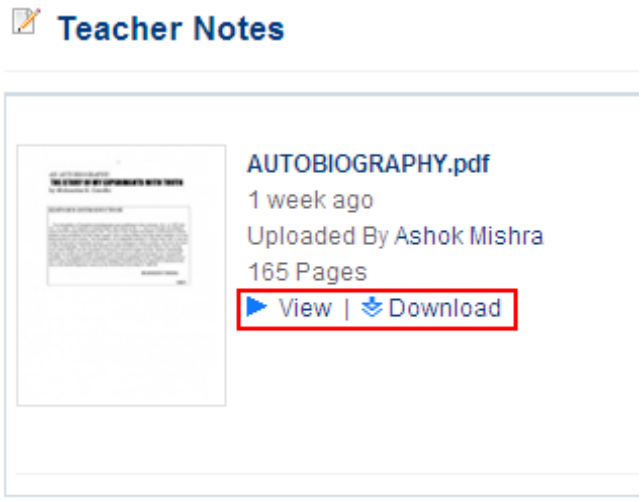

Image 8.1 Teacher Notes

You can view or download a file by clicking the available links.

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Chapter 9. Teacher List

The **Teacher List** screen enables you to quickly send messages to your teacher(s).

Sending a Message to Teacher

1. Select **Send Message** next to the teacher name. This opens the **Write Message** screen.
2. Provide inputs for Subject, Attachment (if any), and message content.
3. Click **Send** to send the drafted message.

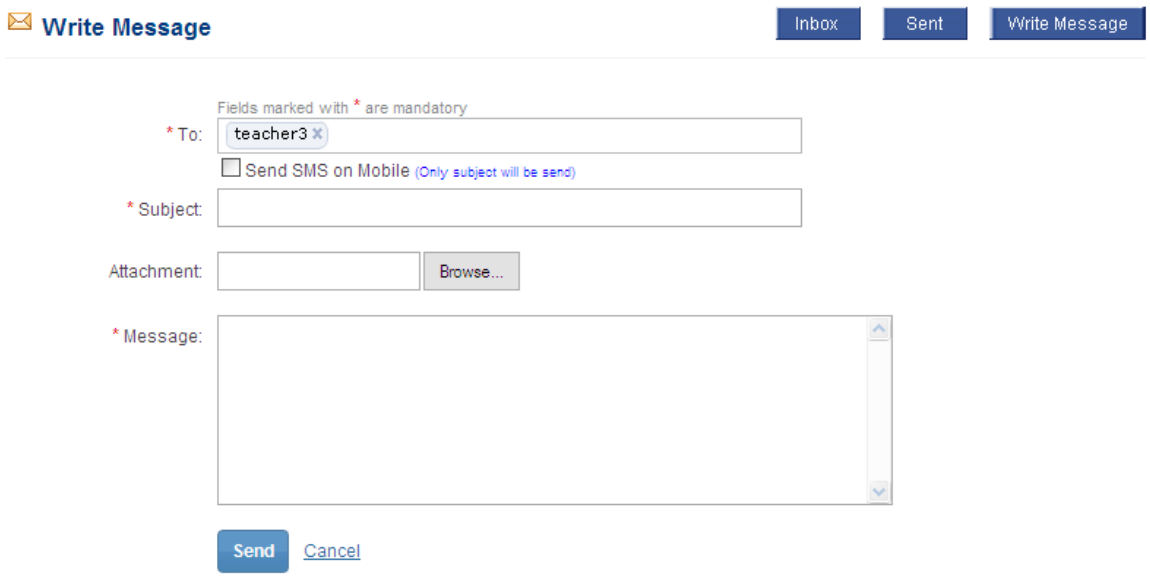

Image 9.1 Write Message Screen

10

Chapter 10. Picture Gallery

The **Picture Gallery** screen lists all albums and pictures uploaded by the Principal or School Admin. Use the arrows to scroll back and forth in an album.

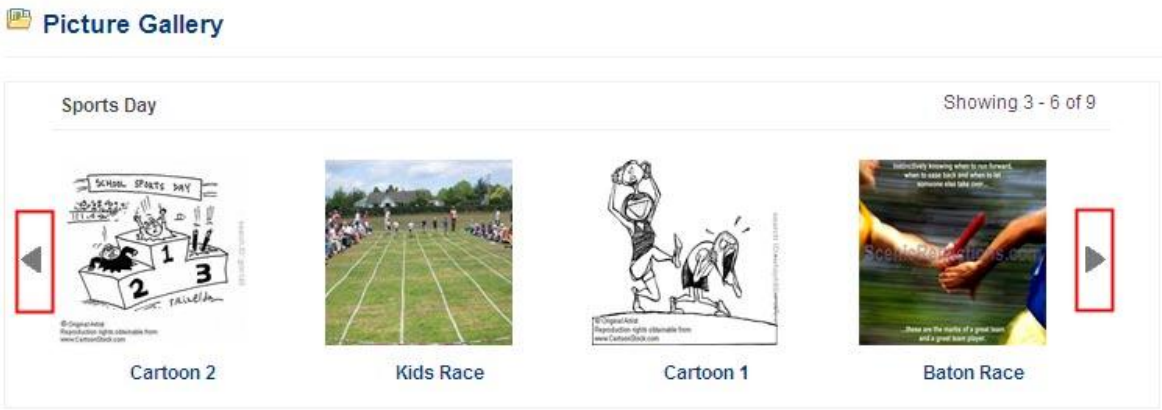

Image 10.1 Album view

11

Chapter 11. Marks

Student Module

The Marks module lets you check your exam grades.

Viewing Scholastic Report

To view your scholastic report:

1. Click the **Marks** link on the left pane.
2. Select the academic year from the **Academic Year** drop-down box. Your scholastic report will be displayed.
3. Select a view for the report from the **Mode** drop-down box.
    - Data view – Report shows only data.
    - Graph view – Report shows only graph.
    - Mixed view – Report shows the graph at the top followed by data at the bottom.

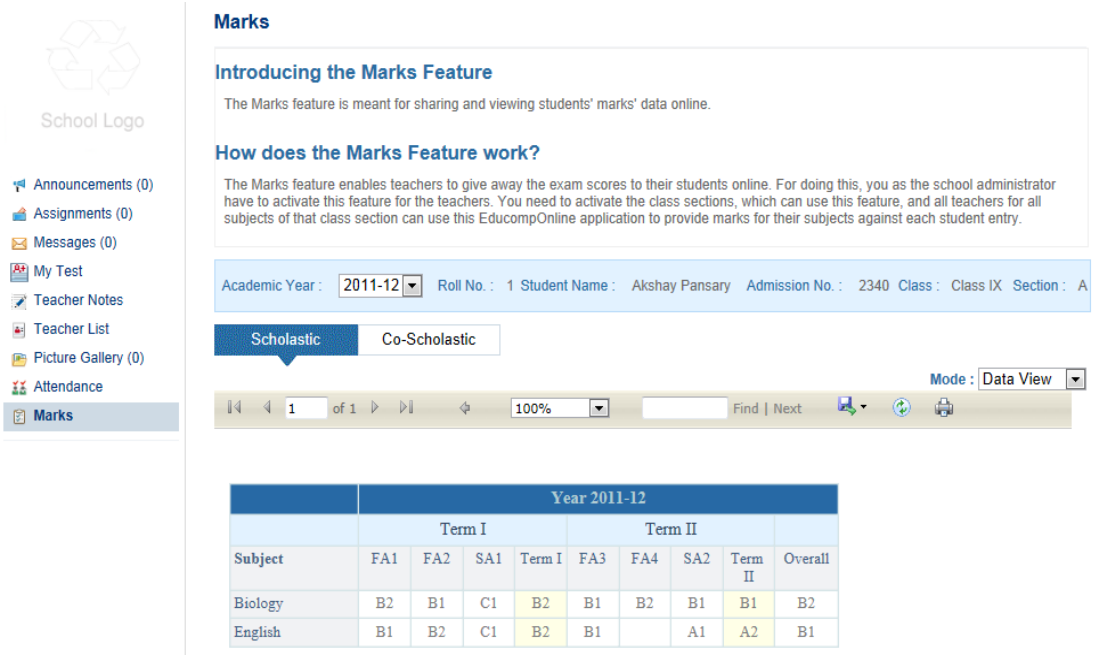

Figure 1: Scholastic Report screen

Viewing Co-Scholastic Report

To view your co-scholastic report:

1. Click the **Marks** link on the left pane.
2. Select the academic year from the **Academic Year** drop-down box.
3. Click the **Co-Scholastic Report** tab.

Figure 2: Co-Scholastic Report screen

12

Chapter 12. Attendance

The **Attendance** section enables you to view self attendance report.

Viewing Reports

1. Specify the date range using the available fields.
2. Click **Go** to bring results in the area below.

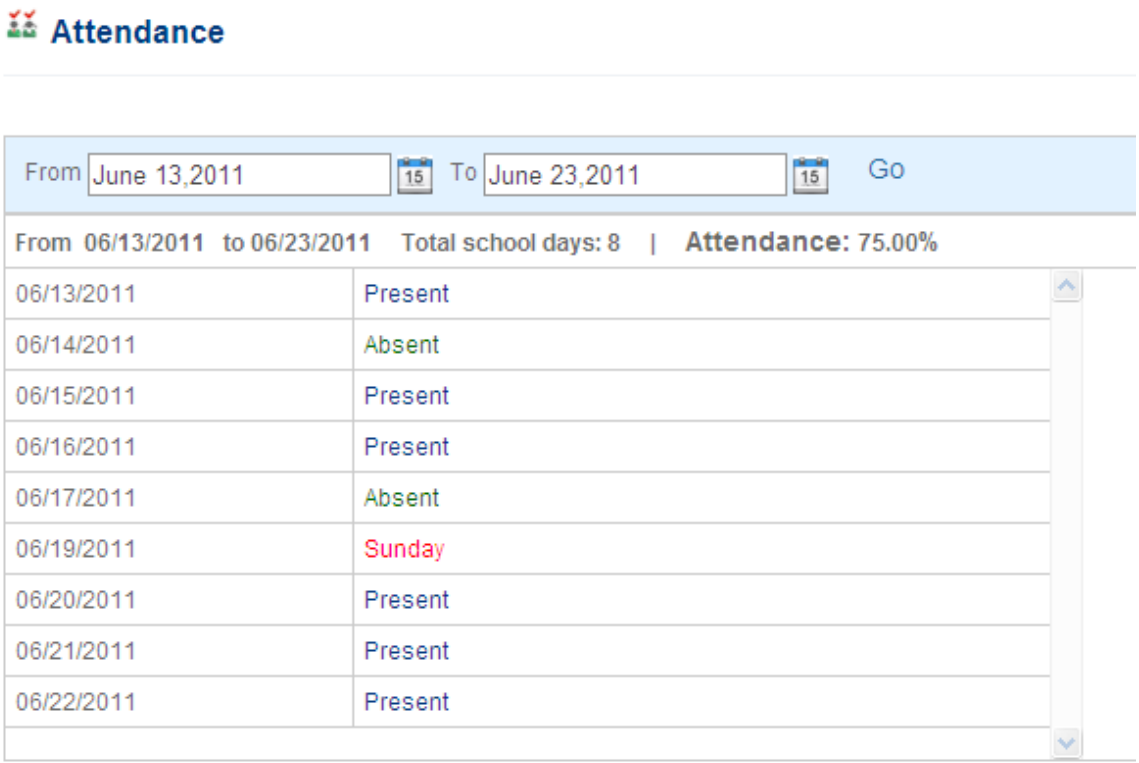

Image 12.1 Attendance Report screen

13

Chapter 13. Calendar

The **Calendar** section lets you view calendar in weekly, monthly, and agenda views. The **View Calendar** link displays calendar events created by principal or school administrator. Use the date dropdown to shuffle across to the calendar for the chosen date.

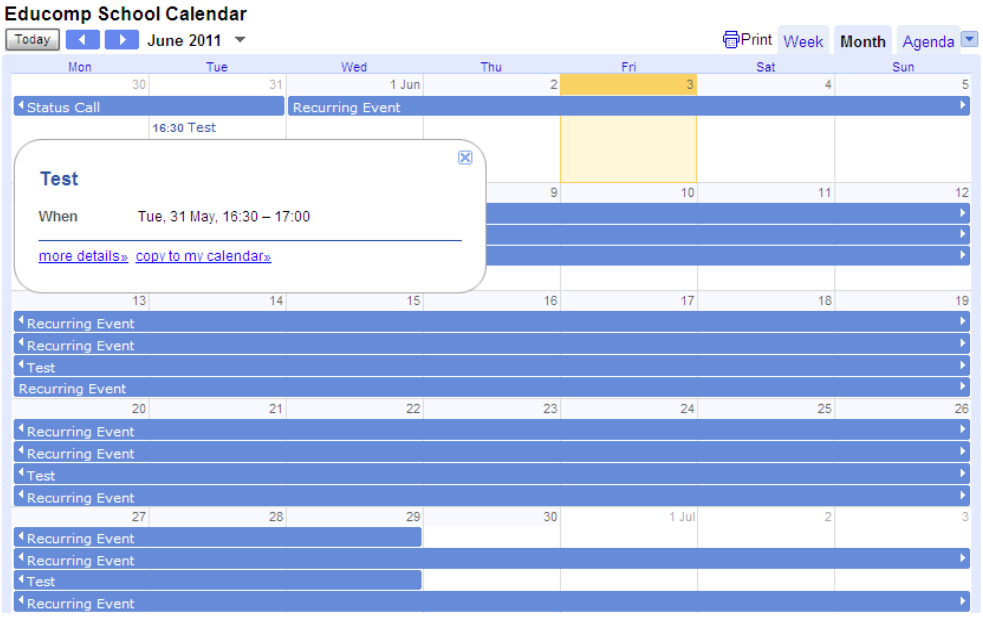

Image 13.1 View Calendar screen

For every task entry, there are links that enable you to view more details and copy the calendar entry to your personal Google calendar (need Google ID for that).

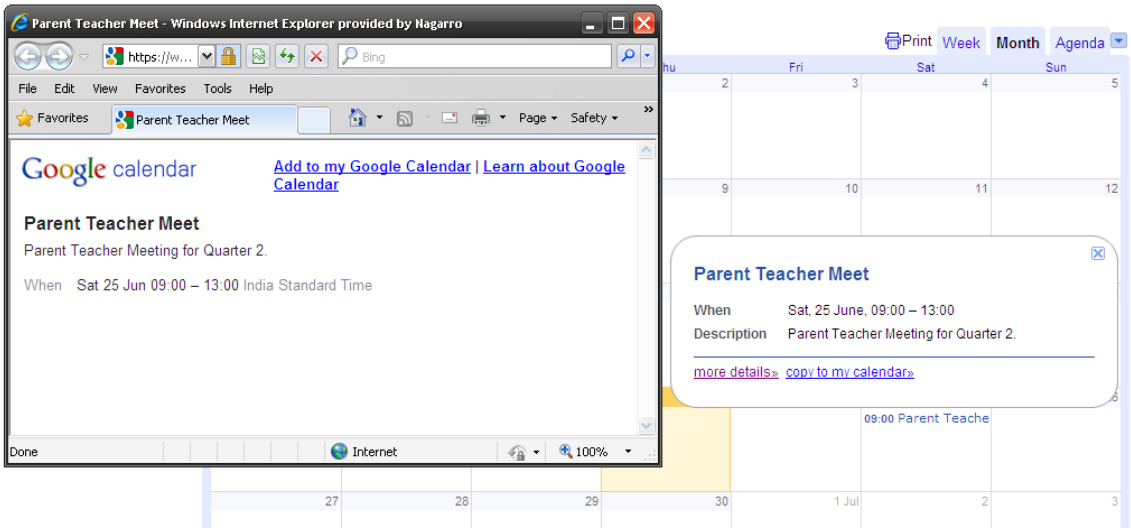

Image 13.2 Event More Details screen

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Chapter 14. My Favourite

The **My Favorite** section gives you quick access to the videos, revision notes, attempted tests, and articles. This area preserves links to the tests you appeared for, the revision notes you made while watching videos, and the Eduxpress articles and videos you added to your favourites.

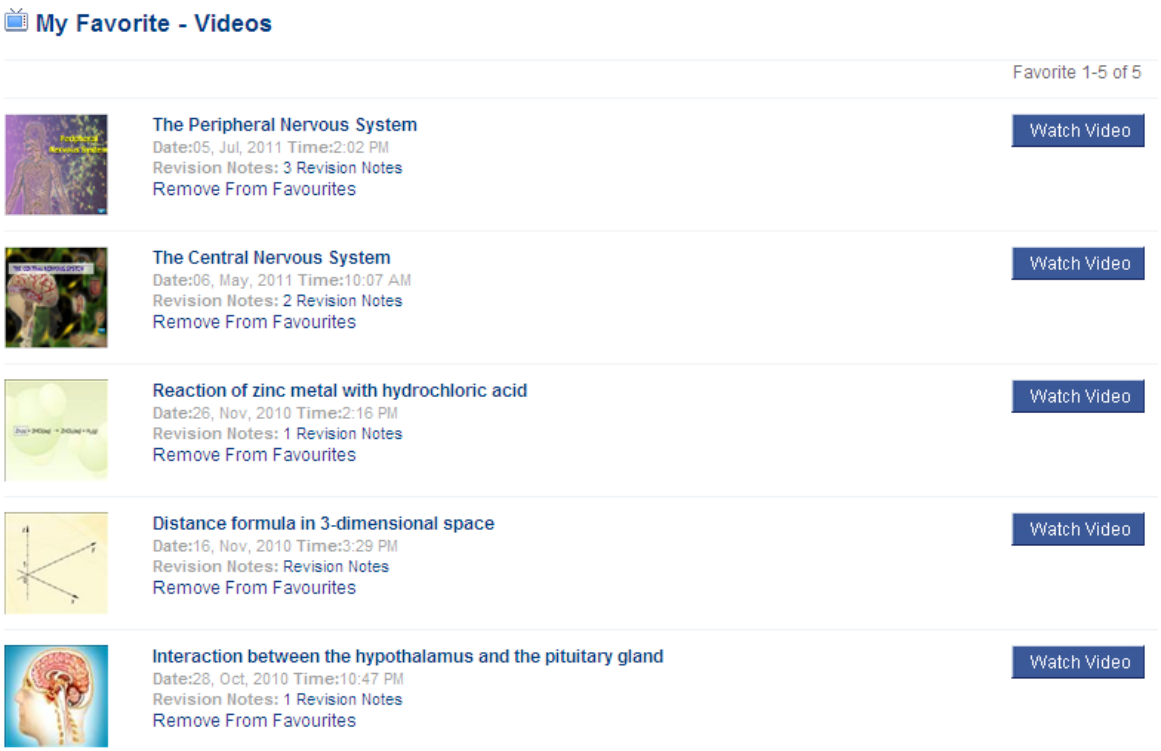

Image 14.1 My Favourite videos screen

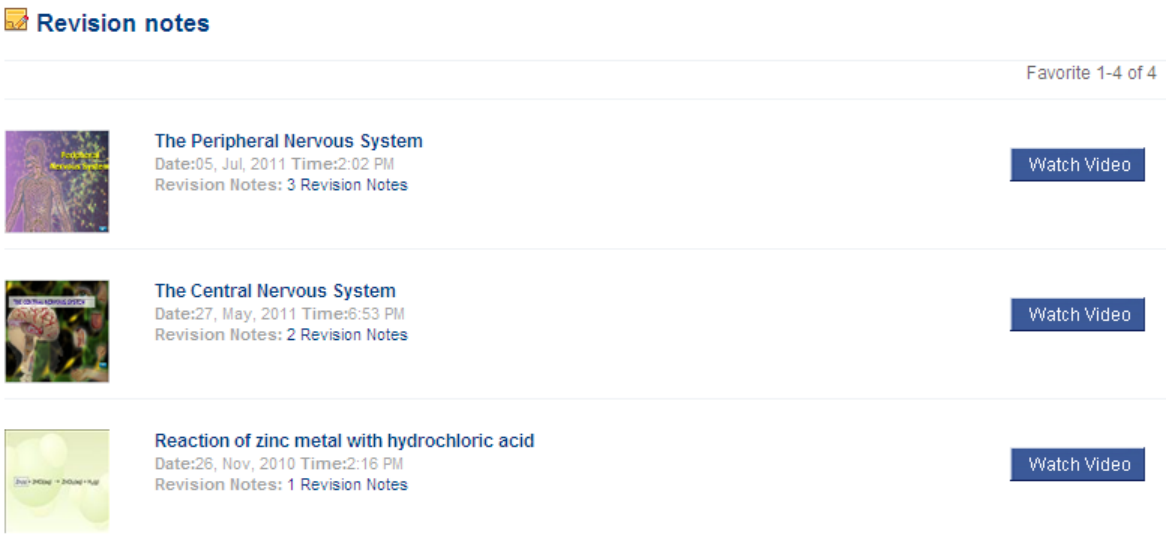

Image 14.2 Revision Notes screen

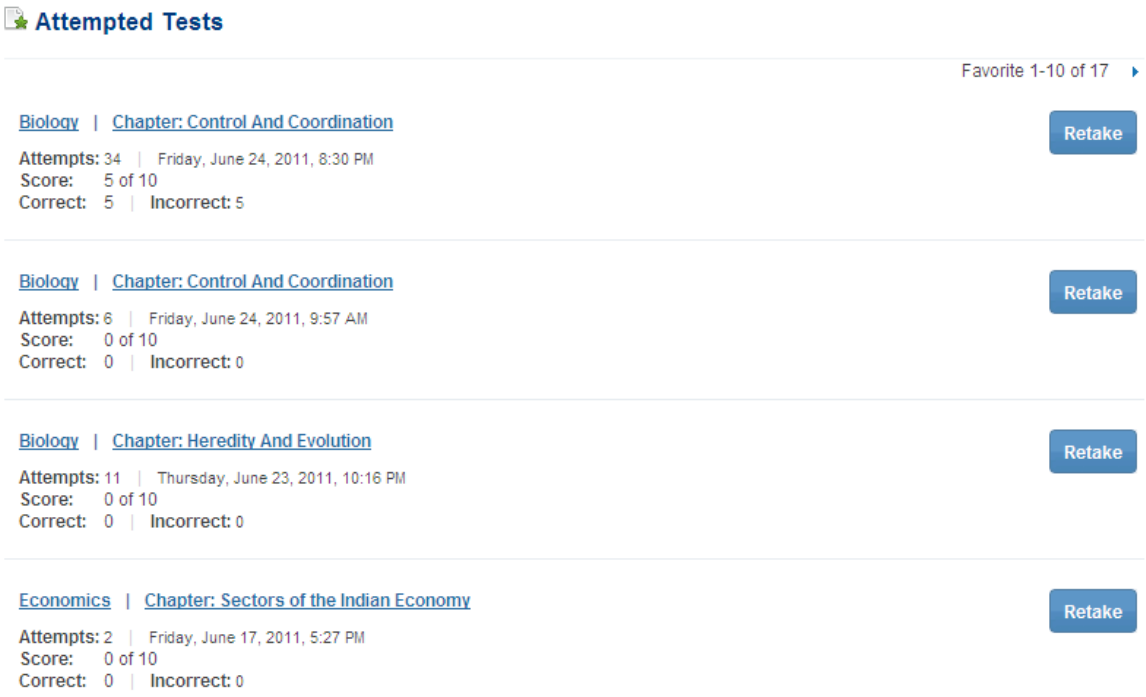

Image 14.3 Attempted Test screen

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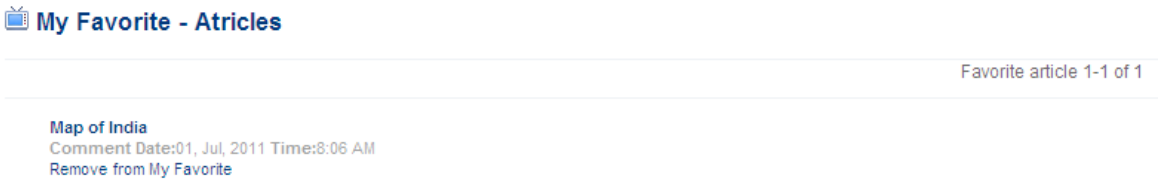

Image 14.4 Favorite Articles screen

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