

User Manual - For 'Parent'

Table of Contents

Chapter 1. EducompOnline - Overview	. 3
Introduction to EducompOnline	. 3
Best Configuration	
Getting Started	
Logging In	
Major Features	
Chapter 2. My Home Features	
Updates	
·	
Videos	
Edutest	
EduGames	
Jokes	
Eduxpress	
Q&A	
Articles	15
Poll of the Day	16
Chapter 3. My School Features	17
Chapter 4. Announcements	19
Chapter 5. Messages	
Creating a New Message	
Chapter 6. Teachers	23
Sending a Message to Teacher	23
Chapter 7. Tests	
Chapter 8. Picture Gallery	27
Chapter 9. Marks	
Chapter 10. Attendance	31
Chapter 11. Calendar	
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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, 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 accounts of teachers and students accounts by adding them into the system, tracking their activities, and viewing 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 parent, you can perform certain useful activities specific to your needs, such as viewing school calendar and, ward's attendance report, receiving important messages / announcements, sending messages to teachers, 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.

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

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.

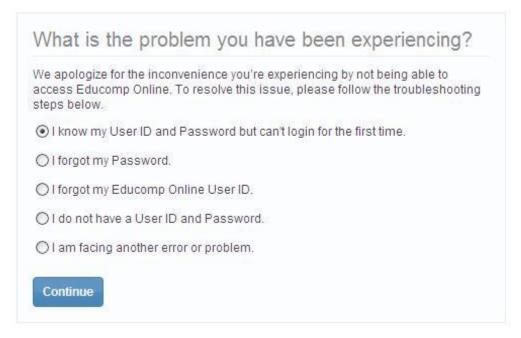


Image 1.2 Login problems screen

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

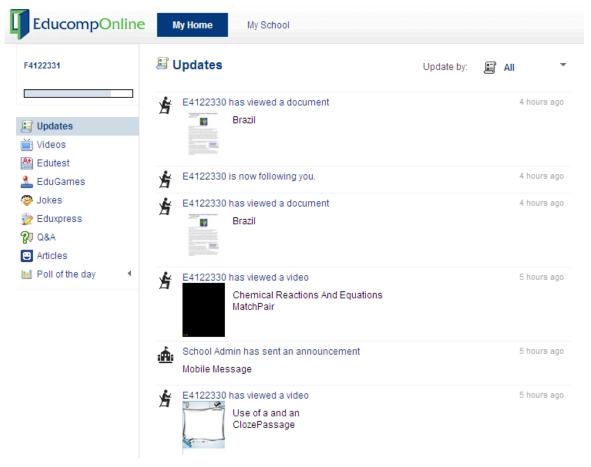


Image 1.3 EducompOnline main screen

Major Features

You can use the following major features offered by the EducompOnline website:

- Access features provided by EducompOnline: Videos, EduGames, Jokes, Q&A, Articles, and Poll of the Day
- Send messages to teachers
- View ward's performance in Tests
- View picture gallery
- View ward's attendance report
- View school calendar

Chapter 2. My Home Features

The **My Home** tab hosts the features provided by Educomp for teachers. These features include Updates, Videos, EduGames, 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.

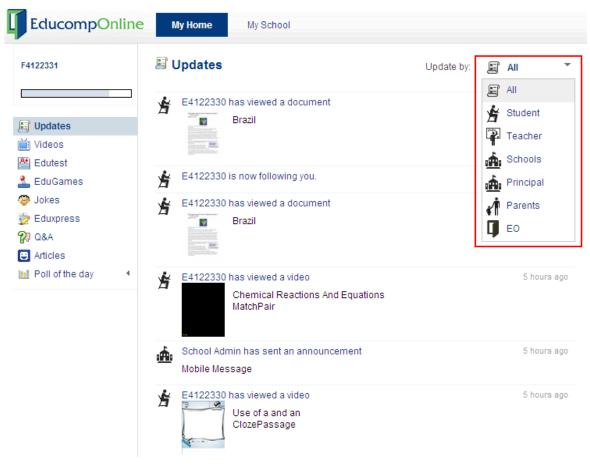


Image 2.1 Updates screen

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.

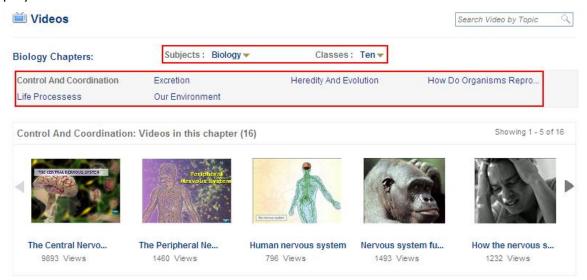


Image 2.3 Videos screen

You can also search for videos using the top right corner.

While a video is being played, you can add revision notes for your reference later.

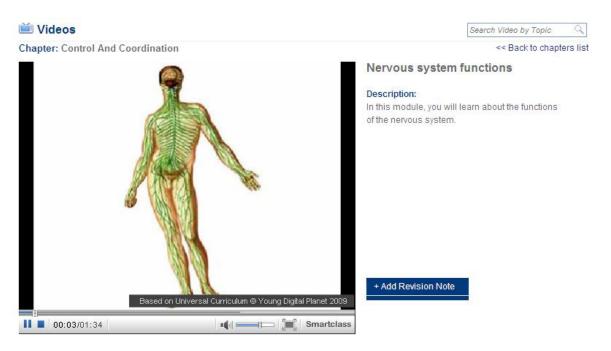


Image 2.4 Video Playing screen



Image 2.5 Revision Notes screen

Edutest

The **Edutest** section lists the tests your ward has been assigned to by his/ her teacher(s). You can view your ward's performance in all tests under different categories.

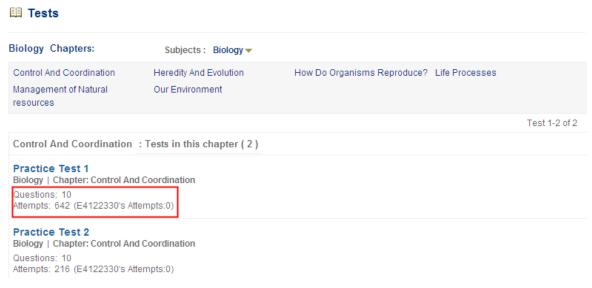


Image 2.6 Edutest screen

EduGames

Under this section, you can play the games specific to your ward's class. Click the game link you wish to play and it gets loaded.



Image 2.7 EduGames 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.

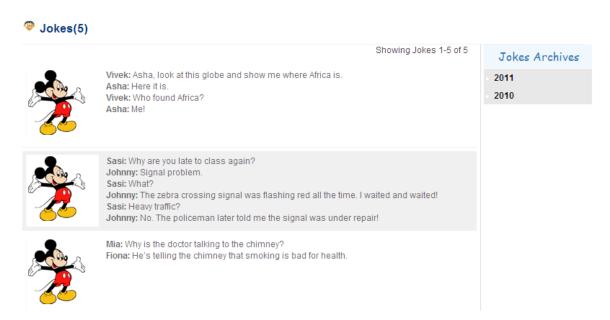


Image 2.8 Jokes screen

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. 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 2.9 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.

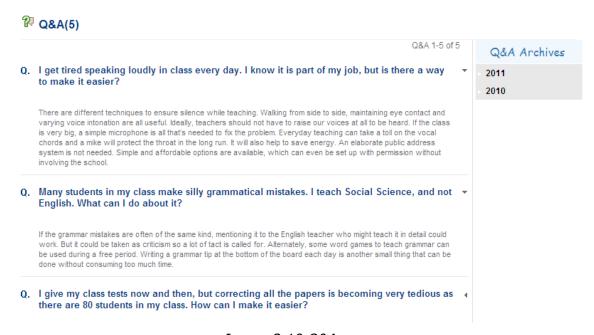


Image 2.10 Q&A screen

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.



Inspire Your Students Classroom Activities Teach Smart

Inspire Your Students

A story a day keeps boredom at bay

Why is it that we remember the words of 'Humpty Dumpty' even in our sleep but cannot recall the Pythagoras theorem even at gunpoint? Could the difference lie in the word 'fun'?

Perhaps. There seem to be several studies showing that the recall factor or the understanding of concepts may be easier if related to in a story form.

Even the more difficult subjects can be made simpler and more fun using storytelling in the classroom. All we need to do as teachers is find a tale in a theory. History and geography can be tackled rather easily — who won't remember dates and places when it comes with a story of valour, war and treachery? The geography and topographical details of a tribe become easy to remember when told with a story of a tribal girl, describing her way of life. Everyone is interested in people and what they do, so weaving stories smoothly in will add life to lessons.

Anecdotes and stories of scientists and inventors can be hilarious. Stories like the 'Eureka' one aren't forgotten easily. Several great inventors and artists have had bad or funny experiences before their talent was recognized. These stories can be really inspirational for geniuses in the making.

When it comes to mathematics, it might be a little more difficult to employ storytelling techniques, but it is possible with a little out-of-the-box thinking. For younger students learning counting, for instance, how about creating the idea of inviting people to a birthday party and counting invitations or candles on a cake while telling them the story of a girl at her birthday party?

For older students, we can try to help them apply their theorem in real life situations. Take the Pythagoras theorem, for instance. We know 'the sum of the squares of two sides of a right triangle is equal to the square of the hypotenuse.' But what if we talked to the students about a Mohan wanting to buy a TV 16 inches high and 14 inches wide and trying to figure out the diagonal length of its screen because that's what he needs to mention in his bill? Throws up a whole new perspective to the theorem, doesn't it? Stories don't always have to be long and winding. The length depends on the subject, and the moment. But the best time to tell a story is right at the beginning of the class. Jump right into the story, into Mohan's problem. The students will want to solve it. And that's the time you jump right into the theory. Opening a lesson with a story also helps relax the students.

Image 2.11 Articles screen

2010

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.

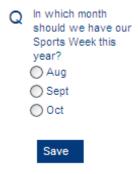


Image 2.12 Poll of the Day screen

In which month should we have our Sports Week this year?



Image 2.13 Poll Results screen

Chapter 3. My School Features

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

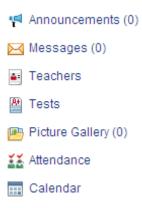


Image 3.1 Features under My School tab

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

Chapter 4. Announcements

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

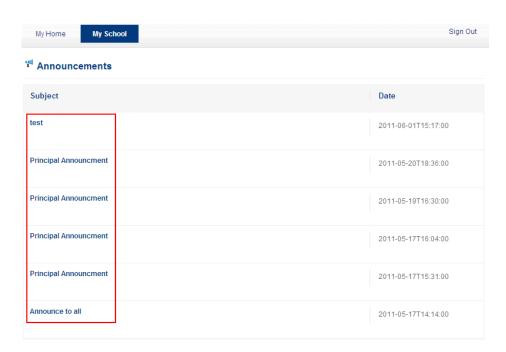


Image 4.1 Announcements Screen

Click any entry to open its details. The following screen gets as follows displayed.

[™] Announcements

Back to Announcements

Subject: Principal Announcment

Date: Monday, June 06, 2011 8:01 PM

All teachers are hereby advised to submit the final internal test scores for their sections latest by Friday, 10th June, 2011.

<u>Next</u> ▶▶

Image 4.2 Announcement Details Screen

Chapter 5. 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.

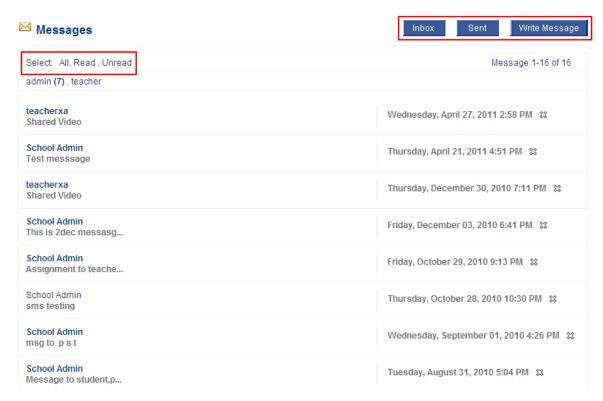


Image 5.1 Messages Screen

Creating a New Message

As a parent, you can send messages to your ward's teachers and the school admin only. To do so:

1. Click Write Message to open the Write Message 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, attachment, if any, and the message content.
- 4. Click **Send** to send the message.

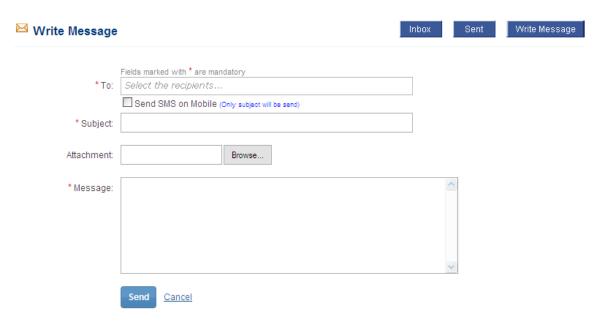


Image 5.2 Write Message Screen

Chapter 6. Teachers

The **Teachers** screen lists down the names of your ward's teachers and enables you to quickly send them messages.

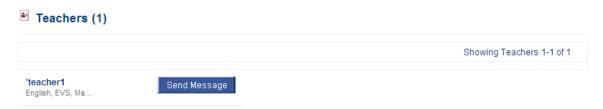


Image 6.1 Teacher(s) List

Sending a Message to Teacher

- 1. Select **Send Message** next to the teacher's 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.

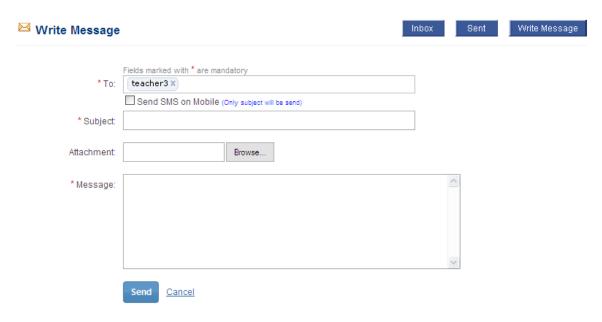


Image 6.2 Write Message Screen



Chapter 7. Tests

The **Test** section lists the tests your ward has been assigned to by his/ her teacher(s). You can simply choose among subjects and click on any topic to view your ward's performance in that particular test.

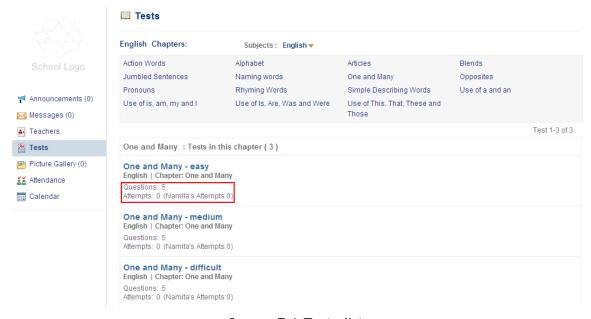


Image 7.1 Tests list



Chapter 8. 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 8.1 Album view

Chapter 9. Marks

Parent Module

The Marks module lets you view your child's marks' details in all subjects.

Viewing Scholastic Report

- 1. Click the Marks link.
- 2. Select the Academic Year.
- 3. Scholastic Report Tab will be shown as selected by default.
- 4. Select **Mode** amongst the Data / Graph / Mixed to see only the Data / Graph / Graph and Data both in the Report.

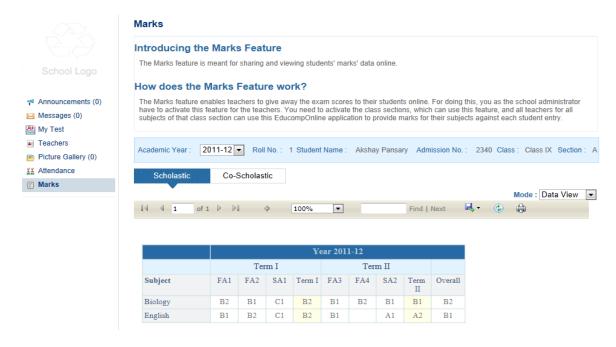


Figure 1: Scholastic Report screen

Viewing Co-Scholastic Report

- 1. Click the Marks link.
- 2. Select the Academic Year.
- 3. Click on Co-Scholastic Report tab.

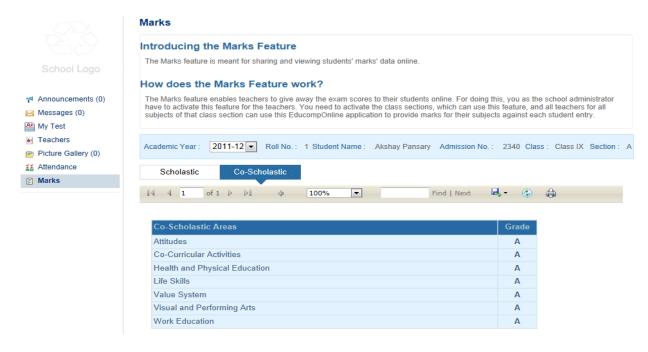


Figure 2: Co-Scholastic Report screen

Chapter 10. Attendance

The **Attendance** section enables you to view ward's attendance report.

Viewing Reports

- 1. Specify the date range using the available fields.
- 2. Click **Go** to get result in the area below.

* Attendance

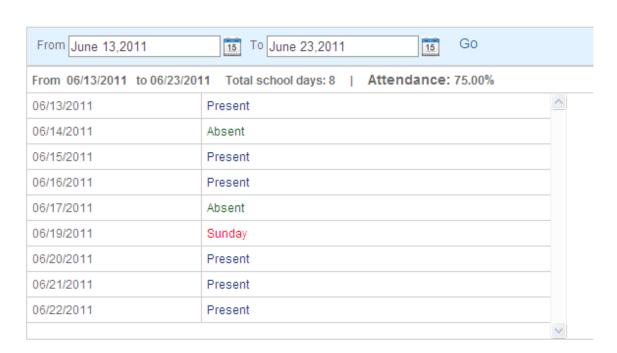


Image 9.1 Attendance Report screen

Chapter 10. 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.

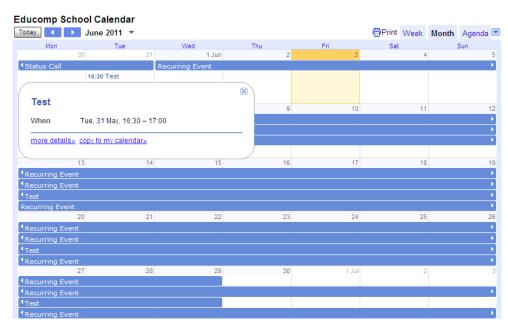


Image 10.1 View Calendar screen

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).

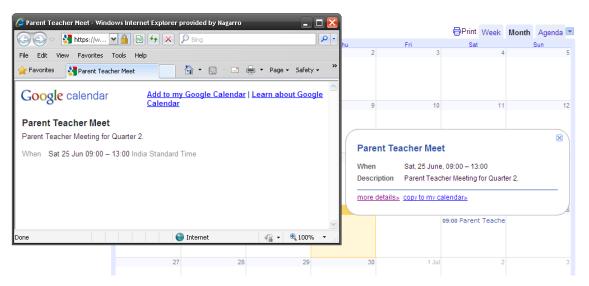


Image 10.2 Event More Details screen