



DARE TO DO MORE

### STEPS TO ENTER CUNY CEAFE SCORES IN EDUCOSOFT

1. After login, select your class/section and create a hand graded assignment:

The screenshot shows the EducoSoft interface for LaGuardia Community College. The top navigation bar includes Home, Roster, Tools, Lecture Notes, **Assessments**, Resources, Communication, and User Management. Below the navigation bar, the current session is identified as 'Fall I, 2012 (9/10/2012 - 12/27/2012)' with 1575 [18243] students. The 'Assessments' menu is open, showing options: View/Create, Scores, Import Assessments, My Question Bank, Print Submitted Assessment, and DropBox. Below the menu, a 'Student List' section contains instructions: 1. Click on Student Name to add a student. 2. Click on E-Mail ID to send an e-mail. 3. Select multiple check boxes and click on E-Mail button to send an e-mail to multiple students. 4. Click on Individual Grade Report to view summary and detailed grade report. At the bottom, it shows 'Total No. of Students: 28' and 'Total No. of Guest Students: 0'. A table header includes columns for NAME, E-Mail Id, and Last Login.

The screenshot shows the 'View/Create Assessment' page in EducoSoft. The top navigation bar includes Home, Roster, Tools, Lecture Notes, Assessments, Resources, Communication, User Management, Reports, Support, and FAQ. The current session is 'Fall I, 2012 (9/10/2012 - 12/27/2012) | MAT096 - Elementary Algebra | 1575 [18243]'. The page title is 'View/Create Assessment'. Below the title, there is a list of assessments and instructions: 'List of Assessments are displayed. To View/Edit Assessment, click "View/Edit" link. To Create Assessment click "Create" button.' There are filters for Assessment Type (All), Grading Period (All), Grade Book Category (All), and Active (All). A search box and 'Filter By' option are also present. At the bottom, there is a table with columns: TEST TITLE, Grade Book Category, # Q's, Max Attempt, Time Limit, Mode, and EXPIRES. A red arrow points to the 'Create' button, which is circled in red. The text 'CLICK ON CREATE' is written above the arrow.

The screenshot shows the 'Add Assessment' page in EducoSoft. The top navigation bar includes Home, Roster, Tools, Lecture Notes, **Assessments**, Resources, and Commu. The current session is 'Fall I, 2012 (9/10/2012 - 12/27/2012) | MAT096 - Elementary Algebra | 1575'. The page title is 'Add Assessment'. Below the title, there is a form for 'Add New Assessment'. The 'Assessment Type' dropdown menu is open, showing options: Online, Online, **Hand graded**, Score TYS/Practice/Review, and Multiple Option Practice sheet. A red arrow points to the 'Hand graded' option. Below the dropdown, there are fields for '\* Title' and '\* Recipients' (All Students, Groups of Students). At the bottom, there is a note: 'Select assessment mode (based on predefined setting or custom settings).'

2. Enter the title for the assessment, select the grade book category, select the date and maximum score:

 **LaGuardia Community College**

Home Roster Tools Lecture Notes Assessments Resources Communication User Management

Fall I, 2012 (9/10/2012 - 12/27/2012) | MAT096 - Elementary Algebra | 1575 [18243]

### Add Assessment

#### Add New Assessment

Assessment Type: Hand graded

\* Title: CUNY Final

\* Recipients:  All Students  Groups of Students No Student Groups

\* Category: Select a Category

Weight: 1

\* Assessment date: Select Date

Max Score:

### Add Assessment

#### Add New Assessment

Assessment Type: Hand graded

\* Title: CUNY Final

\* Recipients:  All Students  Groups of Students

\* Category: 

- Select a Category
- Select a Category
- Online Homework
- Professor's Tests/Quizzes
- Two Departmental Exams
- Final Online Pre-test
- Math Lab Sheets
- Projects
- CUNY Final Exam
- Practice

Weight:

\* Assessment date:

Max Score:

### Add Assessment

**Add New Assessment**

Assessment Type: Hand graded

\* Title: [Empty]

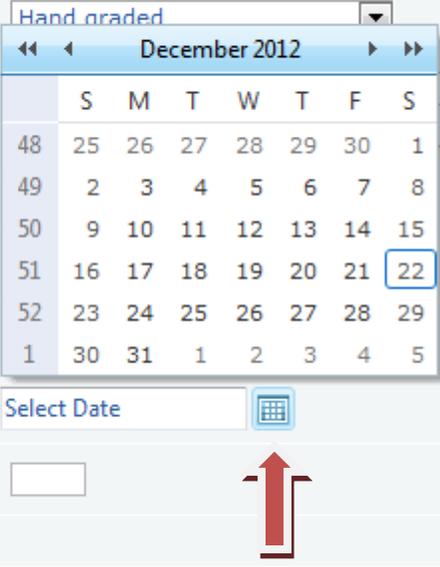
\* Recipients: [Empty]

\* Category: [Empty]

Weight: [Empty]

\* Assessment date: Select Date 

Max Score: [Empty]



Fall I, 2012 (9/10/2012 - 12/27/2012) | MAT096 - Elementary Algebra | 1575 [18243]

### Add Assessment

**Add New Assessment**

Assessment Type: Hand graded

\* Title: CUNY Final

\* Recipients:  All Students  Groups of Students No Student Groups

\* Category: CUNY Final Exam

Weight: 1

\* Assessment date: 12/22/2012 

Max Score:  100

 Continue Cancel

When your screen looks as the one above, click on **Continue**

3. On the next screen enter the score for each student:

**EducoSoft™** education @ your fingertips  
**LaGuardia Community College**

Home Roster Tools Lecture Notes Assessments Resources Communication User Management Reports

Fall I, 2012 (9/10/2012 - 12/27/2012) | MAT096 - Elementary Algebra | 1575 [18243]

### Hand Graded Scores

Assessment Title : CUNY Final

Adjust All Scores By

Student	Raw Score	%Score
campbell, jermaine	<input type="text"/>	
castillo, Yenci	<input type="text"/>	
chung, thi	<input type="text"/>	
djie, frensen	<input type="text"/>	
Gamboa, Ivan Rey	<input type="text"/>	
guerrero, cyndy	<input type="text"/>	
Guobadia, Melissa	<input type="text"/>	
hussain, adnan	<input type="text"/>	
Jackson, Nakia	<input type="text"/>	
Jogeeah, Andrew	<input type="text"/>	
Kandros, Aristomenis	<input type="text"/>	
..	<input type="text"/>	

Click on **Save** when you are done entering all the scores.