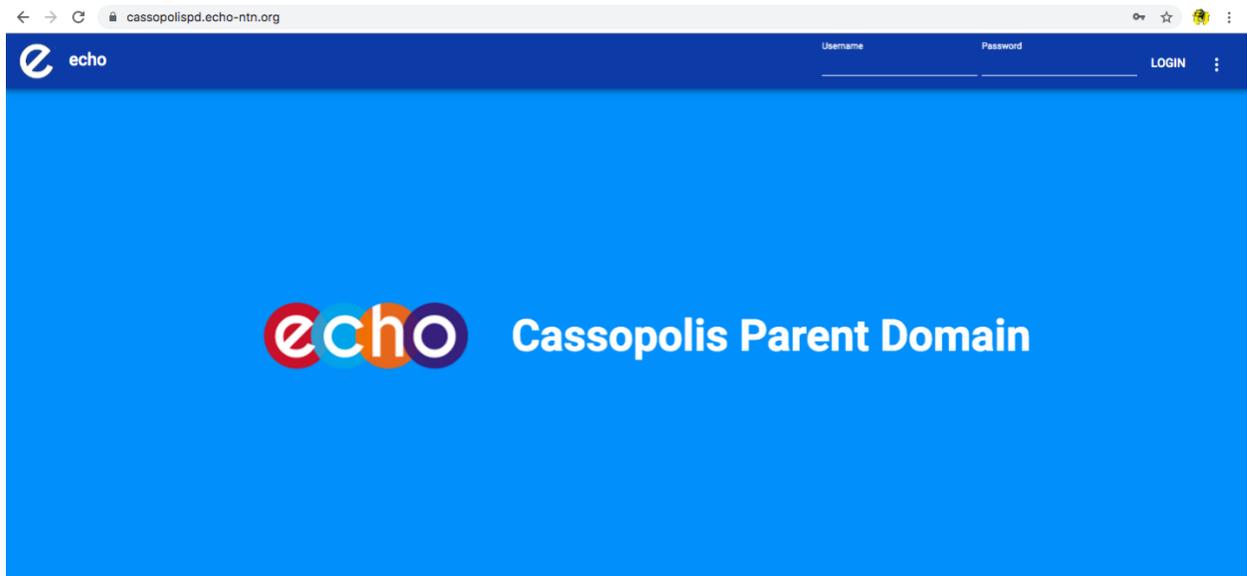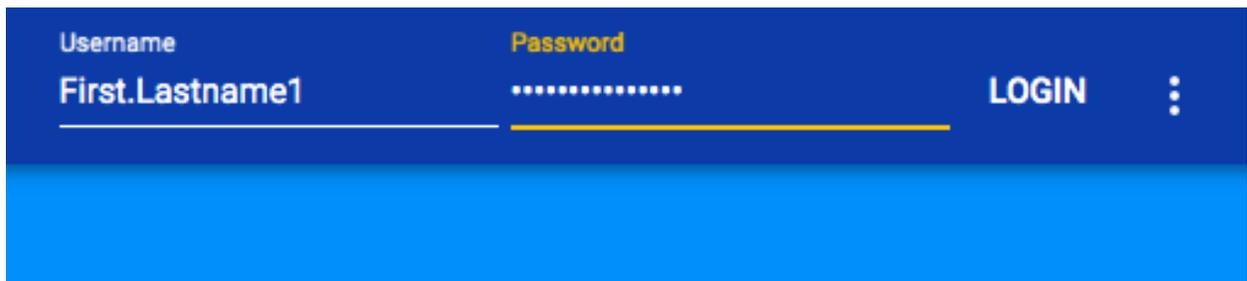# ECHO PARENT USER GUIDE

To log into Echo

1. Open your school's Echo website. (cassopolispd.echo-ntn.org)

2. Enter your **Username** and **Password**

(Firstname.Lastname1) → Case sensitive, no suffixes, and hyphenated last names are to use the second name listed as their last name. (Ex. John Doe-Smith Jr.; John.Smith1)

First initial log-ins will use their username as their password, but we ask that you change your password once you've logged in.

3. Click **Login**

Echo has observer notifications that allow an observer of a student to receive notifications about their student's course work. As an observer of a student, you can choose to receive the following notifications when a student:
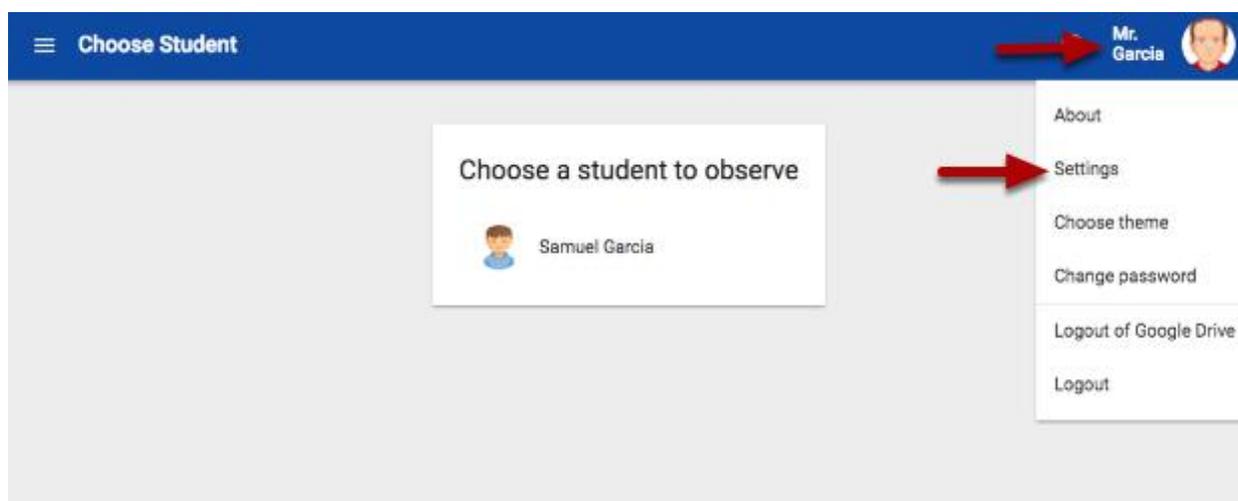
- Submits something
- Grade drops below passing
- Receives a score or feedback
- Receives a badge
- Enrollment status changes

Follow the guide below to set up your Echo account notifications.

Login to Echo using your observer account username and password.
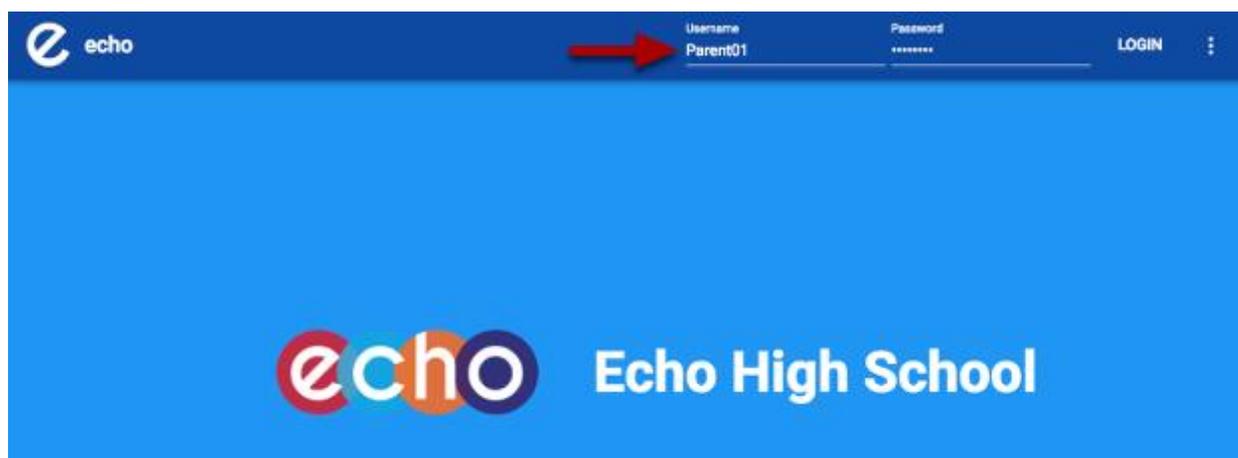
Click on your profile in the upper right hand corner and select "settings"

Under "Notifications preferences" determine how you would like to receive notifications.

Enter your email, phone number to receive texts, or both.

Under "Observer notifications" decide what to receive notifications about, how you would like to receive them (text or email), and how often (daily or weekly).

Once notification preferences are set, click "save" in the upper right hand corner.

NAVIGATING ECHO:

The student (and parent/observer) home page has a card for each course the student is enrolled in. To open the course, click the desired course card.

Note: You can also navigate directly to the course gradebook by clicking the bar graph icon at the bottom of the card.
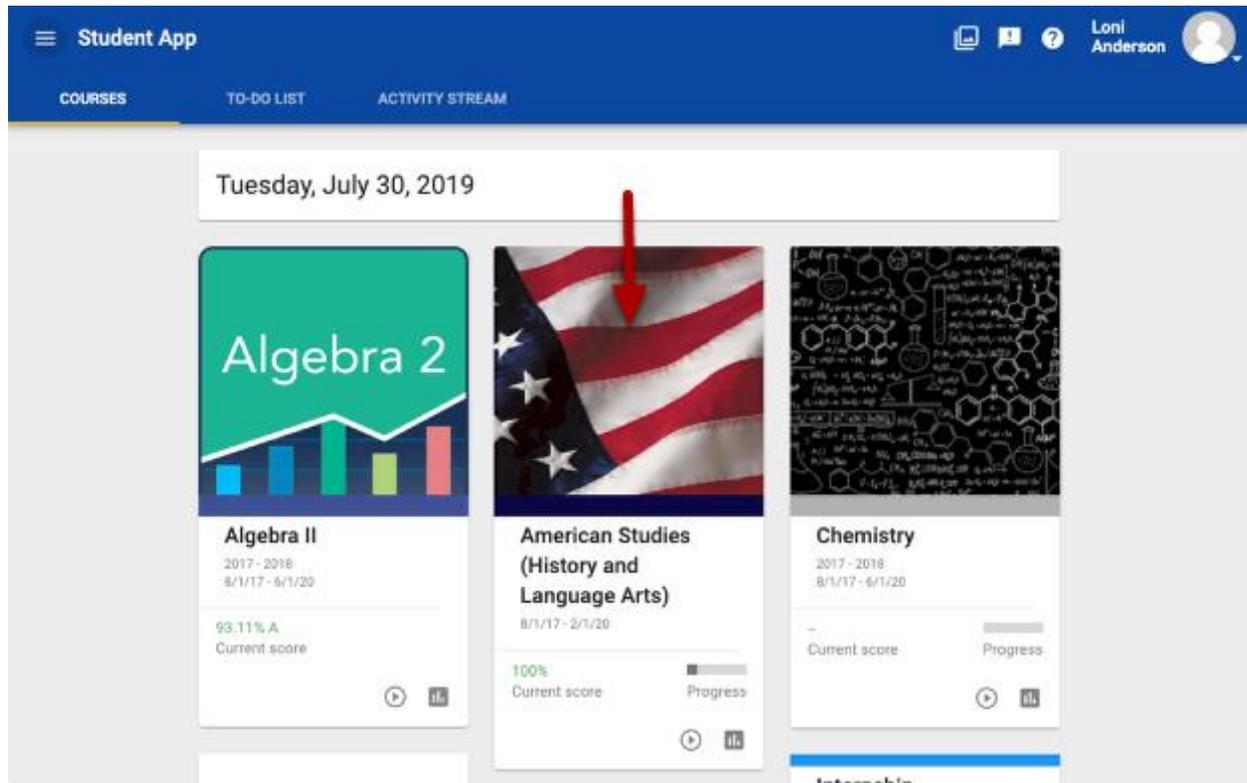
Course Home Page

The course opens in window that has links and important information. From here, users can navigate to all parts of the course.

Course Header

The course header has the course title, the teacher names, and the time remaining in the course.

On the right side of the header, information on student performance including the current course grade and the progress in the course is displayed. Note that the progress bar reflects the percentage of assignments that the student has completed. As teachers add assignments to the course throughout the year, the progress may seem to move backwards.

Next to the course grade are two icons. The graph icon will take the user to the course gradebook. The eye icon allows users to hide their course grade (if, for example, they don't want a neighbor to see it when collaborating).
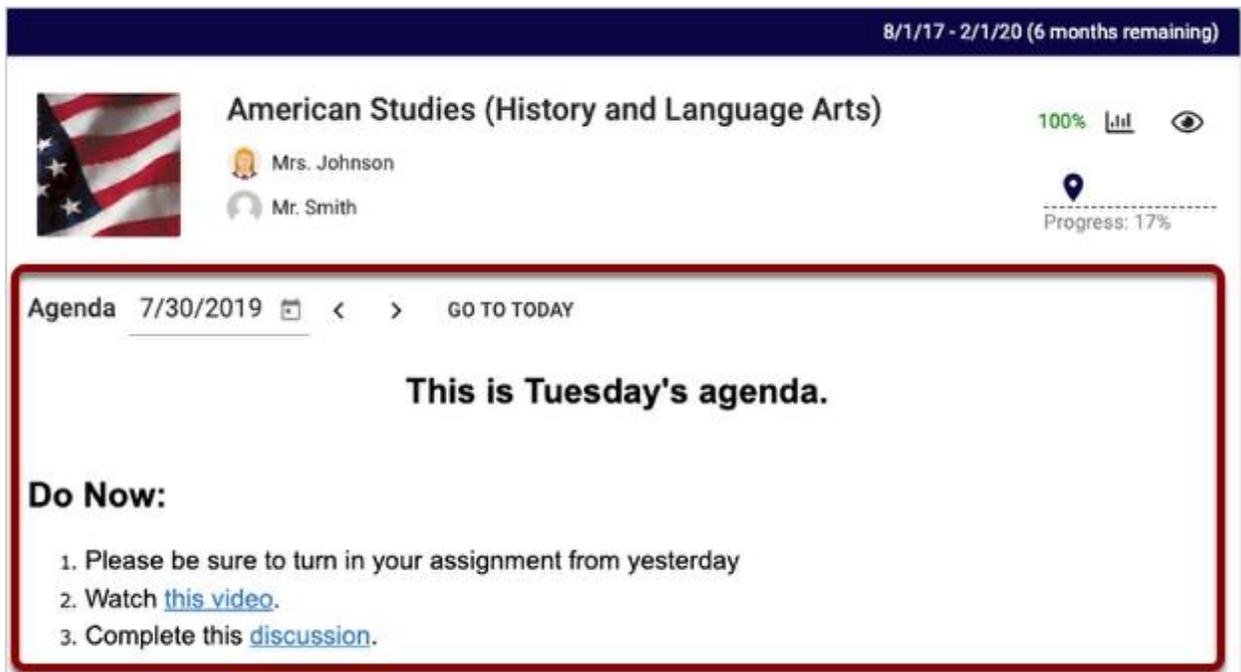

Agenda

Directly below the header is the course agenda (if the teacher is using this feature). The agenda provides an overview of the day's classroom activities. From the agenda, users can:

- See the current day's **agenda**
- Use the **arrows** to see old or upcoming agendas
- Click the **go to today** button to navigate back to the current agenda

Current Projects

Below the agenda, students will see current projects. These are projects students are currently working on. The progress bar shows how much of the project they have worked through. Note that the progress bar reflects the percentage of assignments that the student has completed within this project. If teachers add items to the project throughout its duration, this percentage could change.
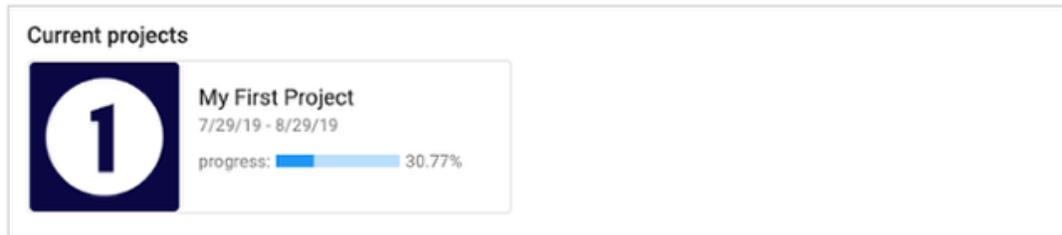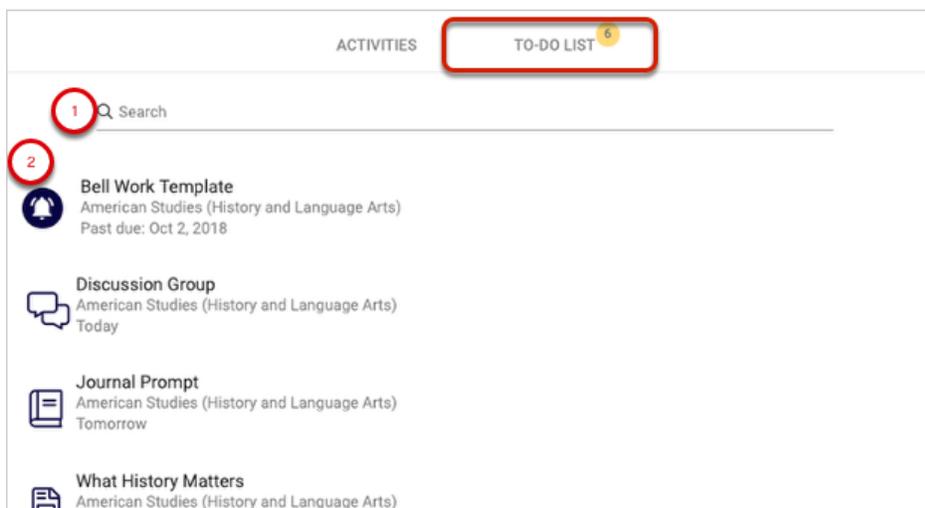

Activities and To-Do List

Below current projects, students will see the **activities** and **to-do list** tabs.
The **activities** tab shows a student's last viewed activities as well as upcoming activities. Users can click on the activity titles to open them.
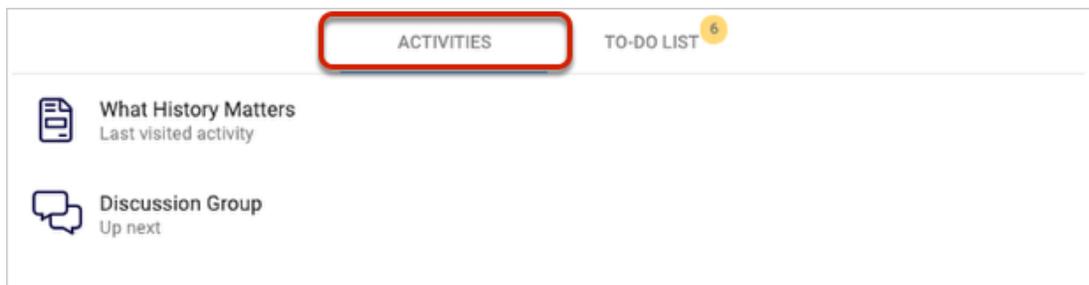
The **to-do list** tab has an indicator of how many assignments are due soon. By clicking the the **to-do list** tab, users can see:

1. A search bar to help students easily find an assignment they are looking for
2. A list of assignments arranged in the order of which is due first

VIEWING GRADES

In Echo, a student (and parent) can see their grades in a few different ways:

- By looking at all course grades at once
- By looking at their individual course gradebook

Viewing all course grades at once

To view grades for all courses, click the main menu in the upper left hand corner and select **grades**.
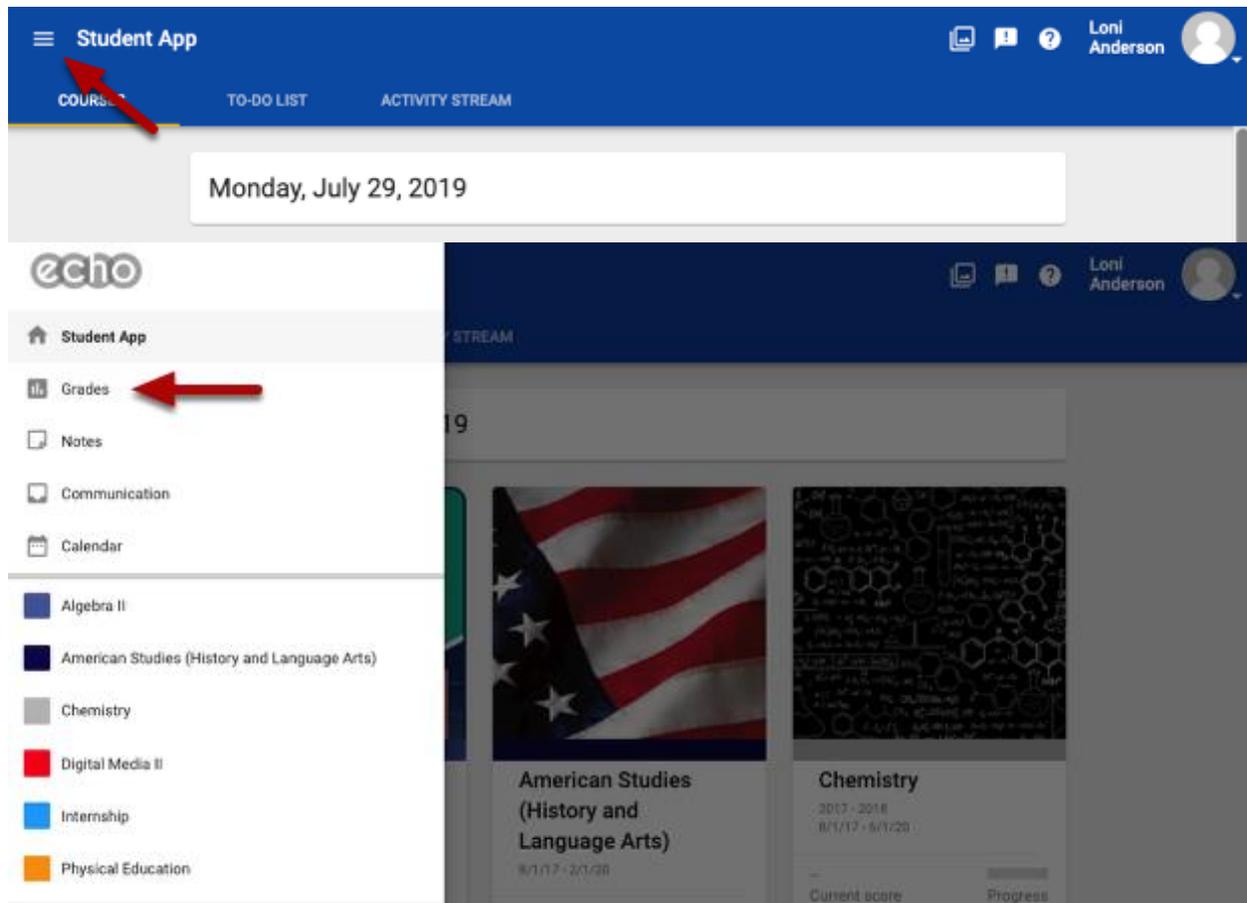
The **grades** page lists all courses the student is enrolled in and provides information on student performance in each course. On this page a student will see:

1. Average of course scores for each of the critical skills your school measures across all courses
2. Course grade
3. Course progress
4. Critical skills performance by course

Click the course title to open the gradebook for that course.

To view grades for past courses, click **past courses** below.

Viewing individual course grades

To view grades for individual courses, click the **grades** icon located on the desired course card.

Within the grades window a student can see:

1. How they are achieving in each skill being assessed
2. Assignments for the current grading period and their scores
3. Status of each assignment
4. Date the assignment was submitted
5. Due date of each assignment