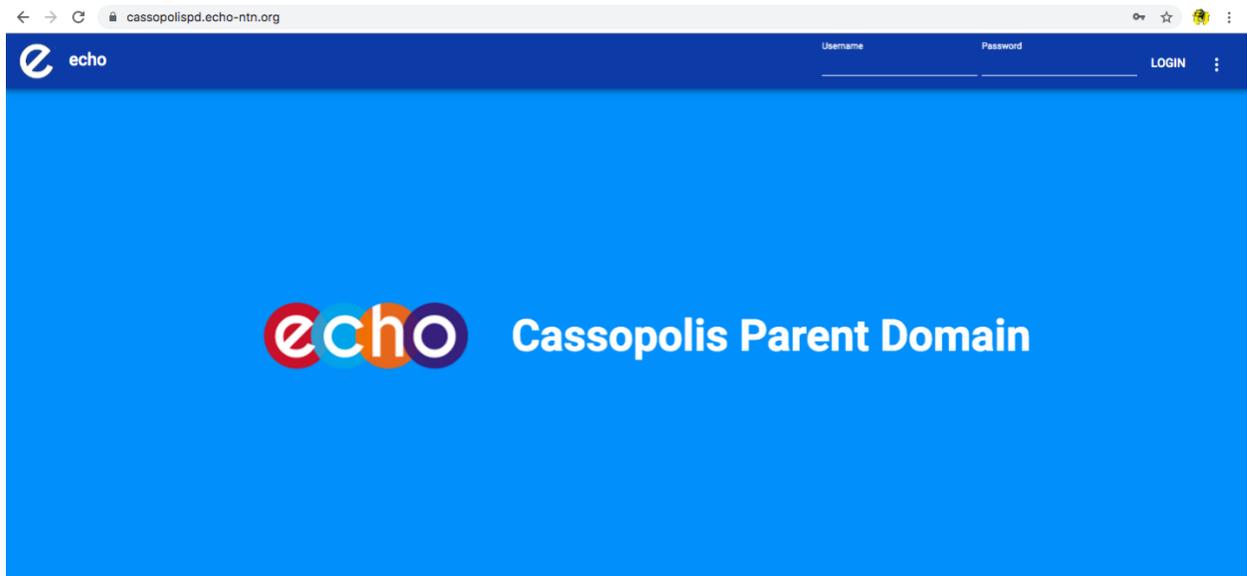


# ECHO PARENT USER GUIDE

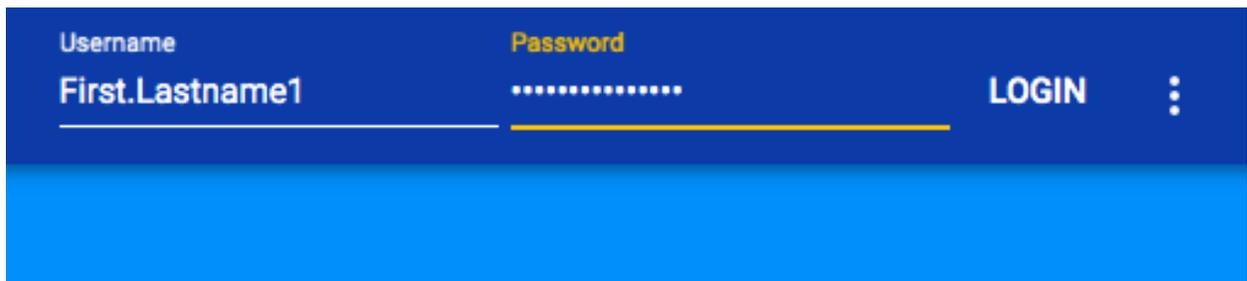


To log into Echo

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.

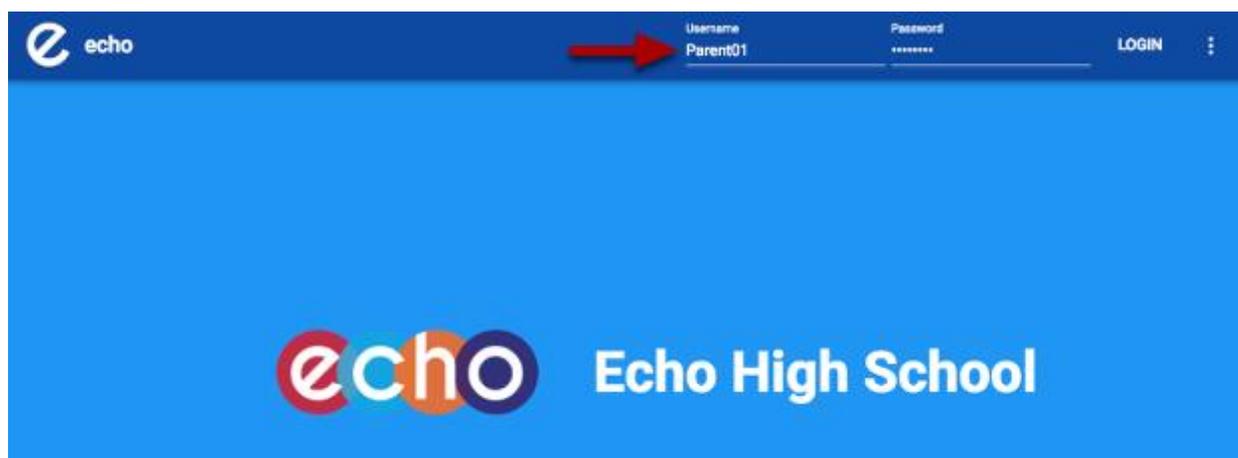
3. Click **Login**

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:

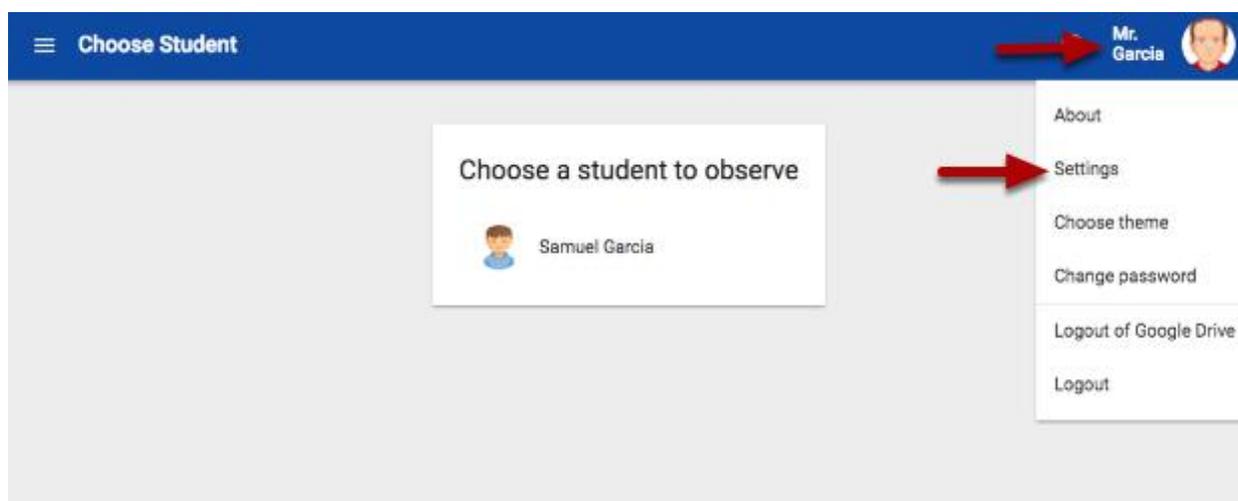
- Submits something
- Grade drops below passing
- Receives a score or feedback
- Receives a badge
- Enrollment status changes

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.

✕ Settings
SAVE

Username  
parent01

---

Email address

---

### Sidebar navigation

Full view

Simplified

### Other

Use visual indicators in addition to color (applies to below-passing scores, dashboard lights, etc.)

Hide scores in sidebar navigation and activity stream

Hide excused activities

### Observer notifications

Notify me when:

	SMS	Email	Daily	Weekly
A student submits something (digest only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A student's grade drops below passing*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A student receives a score or feedback*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A student receives a badge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A student's enrollment status changes*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Avatars



### LTI privacy

Hide my email address from external (LTI) websites

Hide my name from external (LTI) websites

### Notifications preferences

Email  
parent@gmail.com

Mobile number  
5555555555

Carrier  
AT&T

\* Notifications marked with an asterisk may contain grade data. If your email is not an institution email, or if you use your mobile number, sensitive information may be sent outside of your institution.

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).

Settings SAVE

Username  
parent01

Email address

### Avatars



### Sidebar navigation

Full view

Simplified

### LTI privacy

Hide my email address from external (LTI) websites

Hide my name from external (LTI) websites

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### Observer notifications

Notify me when:

	SMS	Email	Push	Weekly
A student submits something (digest only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A student's grade drops below passing*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A student receives a score or feedback*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A student receives a badge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A student's enrollment status changes*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

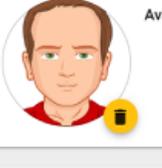
Once notification preferences are set, click "save" in the upper right hand corner.

Settings SAVE

Username  
parent01

Email address

### Avatars



### Sidebar navigation

Full view

Simplified

### LTI privacy

Hide my email address from external (LTI) websites

Hide my name from external (LTI) websites

### Other

Use visual indicators in addition to color (applies to below-passing scores, dashboard lights, etc.)

Hide scores in sidebar navigation and activity stream

Hide excused activities

### Notifications preferences

Email  
parent@gmail.com

Mobile number  
5555555555

Carrier  
AT&T

\* Notifications marked with an asterisk may contain grade data. If your email is not an institution email, or if you use your mobile number, sensitive information may be sent outside of your institution.

### Observer notifications

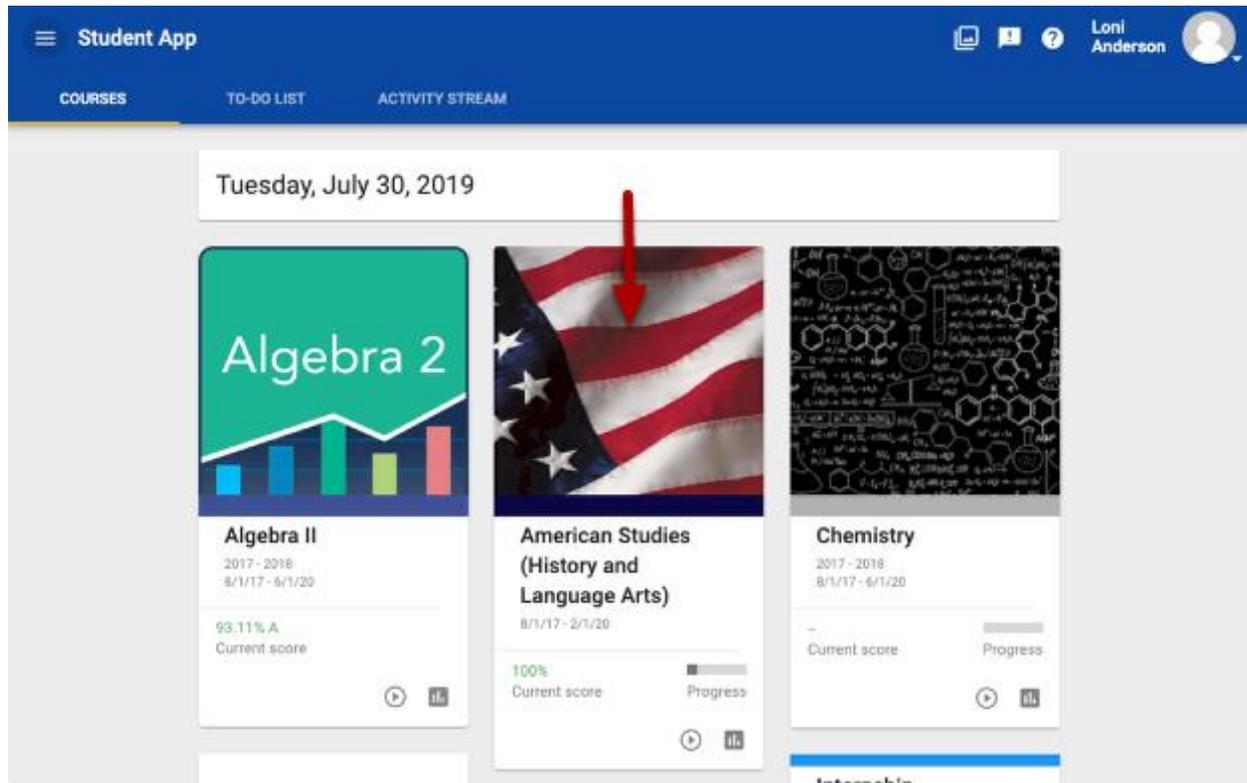
Notify me when:

	SMS	Email	Push	Weekly
A student submits something (digest only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A student's grade drops below passing*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A student receives a score or feedback*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A student receives a badge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A student's enrollment status changes*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# 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.

The screenshot shows a course home page for "American Studies (History and Language Arts)". At the top, there is a blue navigation bar with the course title, a hamburger menu, and user information for "Loni Anderson". Below the navigation bar, a dark blue header displays the course title and a progress indicator showing "100%" with a bar chart icon and an eye icon. The course is taught by "Mrs. Johnson" and "Mr. Smith". A location pin icon indicates "Progress: 17%".

The main content area shows the "Agenda" for "7/30/2019" with navigation arrows and a "GO TO TODAY" button. The agenda text reads: "This is Tuesday's agenda." Below this, a "Do Now:" section lists three tasks:

1. Please be sure to turn in your assignment from yesterday
2. Watch [this video](#).
3. Complete this [discussion](#).

At the bottom, there are two tabs: "ACTIVITIES" and "TO-DO LIST" (with a yellow badge showing "6"). Under "ACTIVITIES", there are two items: "What History Matters" (Last visited activity) and "Discussion Group" (Up next). Below this is a "FALL SEMESTER" section with a search bar. Two projects are listed: "1 My First Project" and "2 My Second Project", each with a right-pointing chevron.

## 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).



8/1/17 - 2/1/20 (6 months remaining)

 **American Studies (History and Language Arts)**

 Mrs. Johnson

 Mr. Smith

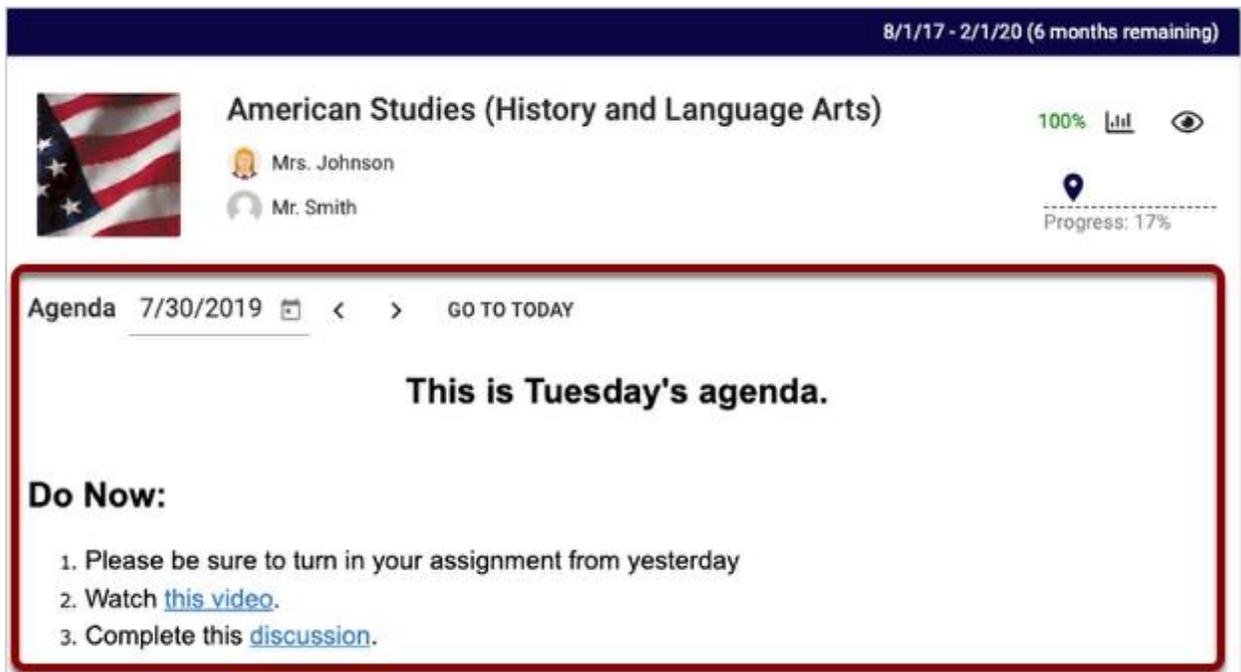
100%  

 Progress: 17%

## 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



8/1/17 - 2/1/20 (6 months remaining)

 **American Studies (History and Language Arts)**

 Mrs. Johnson

 Mr. Smith

100%  

 Progress: 17%

Agenda 7/30/2019  < > GO TO TODAY

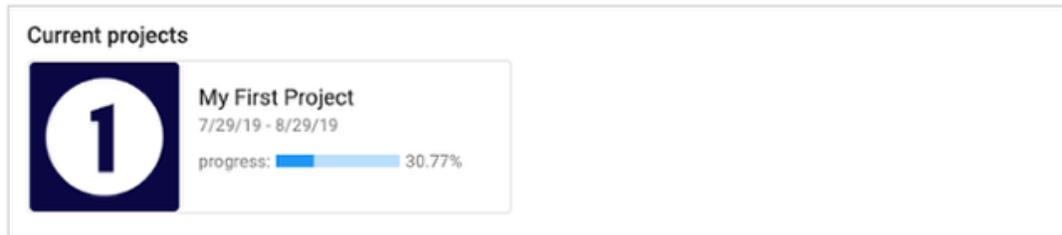
**This is Tuesday's agenda.**

**Do Now:**

1. Please be sure to turn in your assignment from yesterday
2. Watch [this video](#).
3. Complete this [discussion](#).

## Current Projects

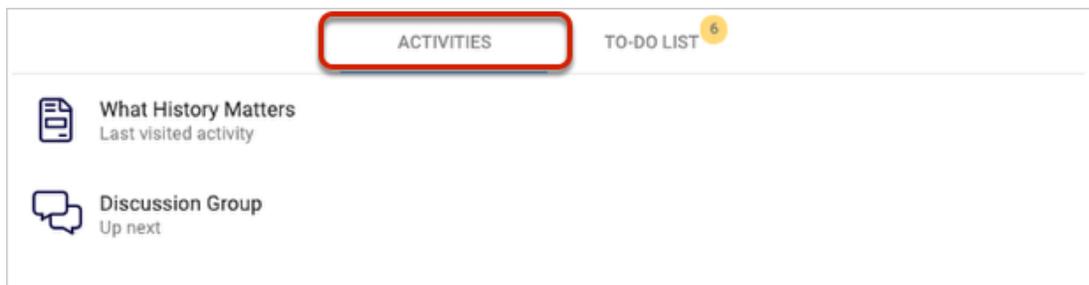
Below the agenda, students will see current projects. These are projects students are currently working on. The progress bar shows how much of the project they have worked through. Note that the progress bar reflects the percentage of assignments that the student has completed within this project. If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



The screenshot shows a box titled "Current projects". Inside, there is a large blue square with a white circle containing the number "1". To the right of this icon, the text reads "My First Project" followed by the dates "7/29/19 - 8/29/19". Below this, a progress bar is shown with a blue segment representing 30.77% completion.

## Activities and To-Do List

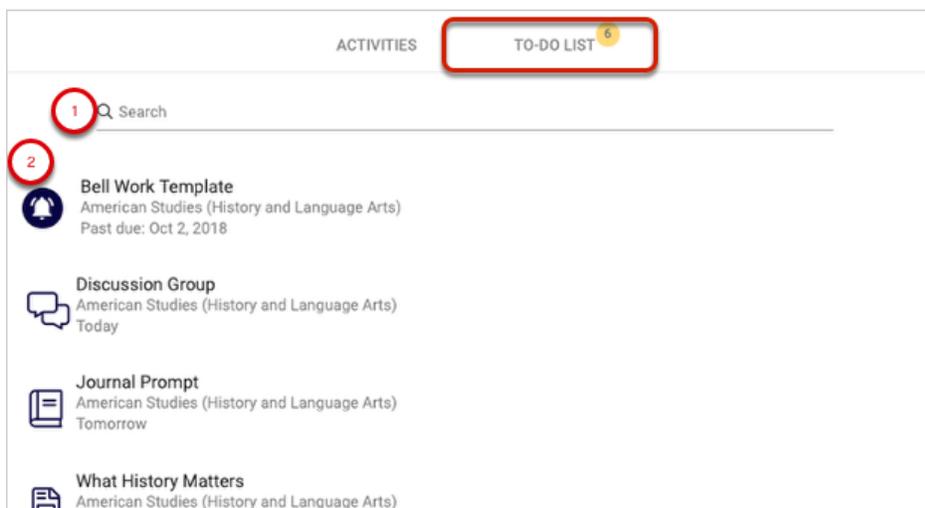
Below current projects, students will see the **activities** and **to-do list** tabs. The **activities** tab shows a student's last viewed activities as well as upcoming activities. Users can click on the activity titles to open them.



The screenshot shows two tabs: "ACTIVITIES" and "TO-DO LIST". The "ACTIVITIES" tab is highlighted with a red border. Below the tabs, there are two activity cards. The first card is titled "What History Matters" with a document icon and the subtitle "Last visited activity". The second card is titled "Discussion Group" with a speech bubble icon and the subtitle "Up next".

The **to-do list** tab has an indicator of how many assignments are due soon. By clicking 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



The screenshot shows the "TO-DO LIST" tab selected and highlighted with a red border. At the top left, there is a search bar with a magnifying glass icon and the word "Search" next to it, marked with a red circle and the number "1". Below the search bar, there is a list of assignments, with the first one marked with a red circle and the number "2". The assignments are: "Bell Work Template" (American Studies (History and Language Arts), Past due: Oct 2, 2018), "Discussion Group" (American Studies (History and Language Arts), Today), "Journal Prompt" (American Studies (History and Language Arts), Tomorrow), and "What History Matters" (American Studies (History and Language Arts)).

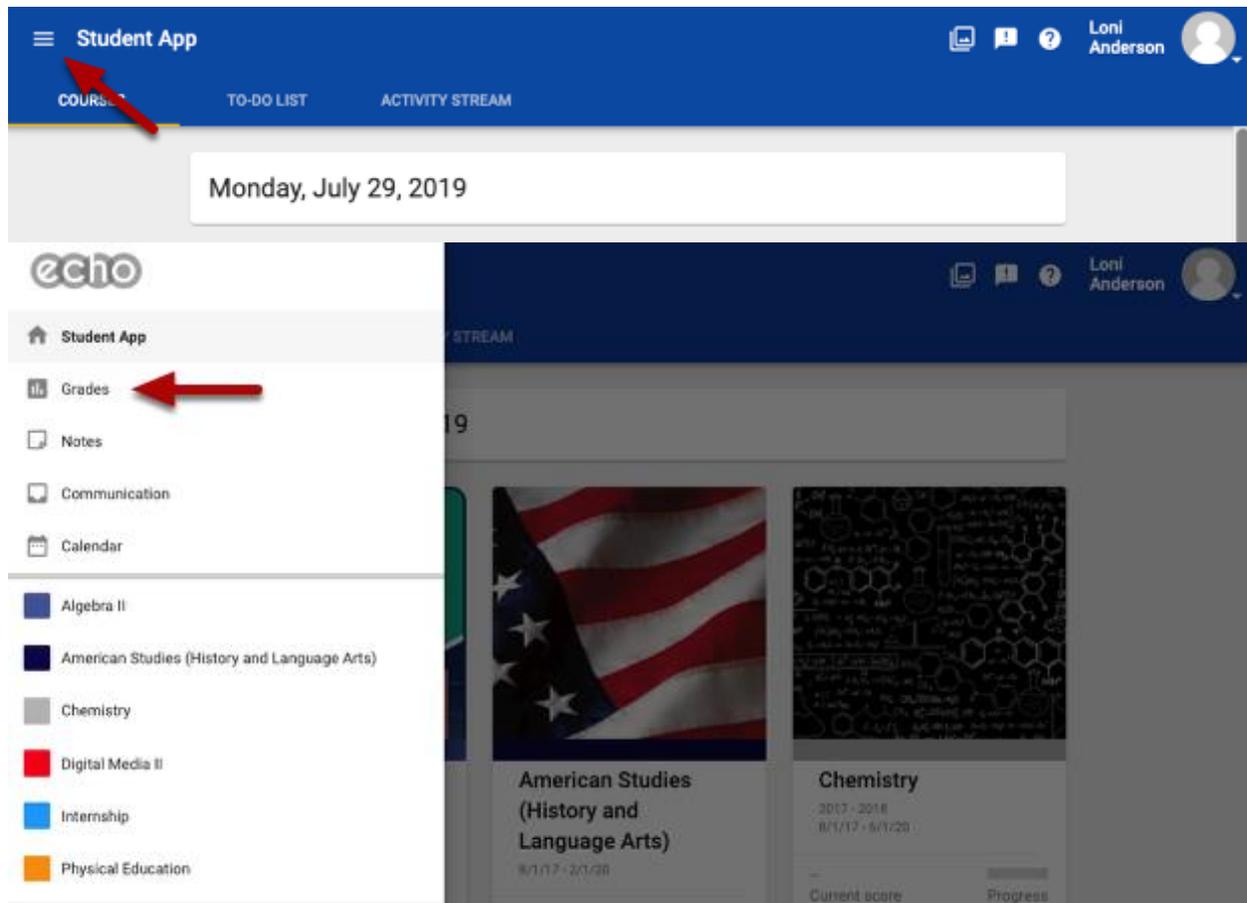
# VIEWING GRADES

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.

**Grades** 2017 - 2018 FALL SEMESTER Loni Anderson

93% Agency 96% Collaboration 95% Knowledge & Thinking 83% Oral Communication 91% Written Communication

Course	Score	Teacher(s)	Progress (gradable)	Progress (all activities)	Ag	Co	Kn	Cr	W
Algebra II	93.11% A	Echo Admin, Tony Hart, and 3 others			97%	100%	84%	100%	100%
American Studies (History and Language Arts)	100%	Mrs. Johnson, Mr. Smith	20%	17%			100%		
Chemistry		Mrs. Johnson, Mr. Smith	0%	0%					
Digital Media II	97.5%	Matthew Bradenick, Mrs. Johnson, Mr. Smith	6%	4%	100%	100%	100%	75%	100%
Internship		Mr. Smith	0%	0%					
Physical Education	87.89%	Nicolas Cage, Mrs. Johnson, Mr. Smith	1%	0%	83%	89%	98%	75%	73%

Past courses

## Viewing individual course grades

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

Student App COURSES TO-DO LIST ACTIVITY STREAM Loni Anderson

Monday, July 29, 2019

**Algebra 2**  
Algebra II  
2017 - 2018  
8/1/17 - 6/1/20  
93.11% A  
Current score  
grades

**American Studies (History and Language Arts)**  
100%  
Current score  
Progress

**Chemistry**  
2017 - 2018  
8/1/17 - 6/1/20  
Current score  
Progress

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

The screenshot shows the 'Algebra II - Grades' dashboard. At the top, there is a navigation bar with 'Algebra II - Grades' on the left and 'FALL SEMESTER' and user information 'Loni Anderson' on the right. Below the navigation bar are tabs for 'GRADES', 'DASHBOARD', 'FOR ME', 'ACTIVITY', 'OBJECTIVE MASTERY', and 'BADGES'. The main content area displays a score of 93.11% A, teachers' names, and a schedule. Below this is a table of skills and their percentages. At the bottom, there is a table of assignments with columns for Activity, Status, Submitted date, and Due date. Red circles highlight the score, the activity column header, and the status, submitted date, and due date columns.

**Score: 93.11% A**

Teachers: Echo Admin, Tom Smith, Mrs. Johnson, Mrs. Johnson, Mr. Smith  
Schedule: Aug 1, 2017 - Jun 1, 2020 (10 months remaining)

Skill	Percentage
Knowledge & Thinking	84.21% B
Agency	97.14% A
Written Communication	100% A
Collaboration	100% A
Oral Communication	100% A

Activity	Kn	Ag	Wr	Co	Or	Status	Submitted date	Due date
Jan / Feb Grades								
Algebraic Expressions Assessment		=	=	=	=			Mar 9, 2018
Algebra worksheet	4/5	1.6/2	2/2	X	X	✓		Mar 8, 2018
Algebraic Proof	10/10	10/10	=	10/10	=	✓		Mar 8, 2018
algebra practice	32/40	=	=	=	=	✓		Mar 8, 2018