

Student

Getting Started User Guide



Active Learning Platform

Education
& Training

Version 3.0

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Introduction

Think of your Active Learning Platform (ALP) account as the ultimate study tool.

You will be able to watch your class recordings, view presentations, ask questions, take notes, interact with peers and instructors, and flag confusing content - all in one place!

To save time and increase efficiency as you get started with ALP, please review the following guide for instructional and demonstrative content.

Upon completion you will successfully . . .

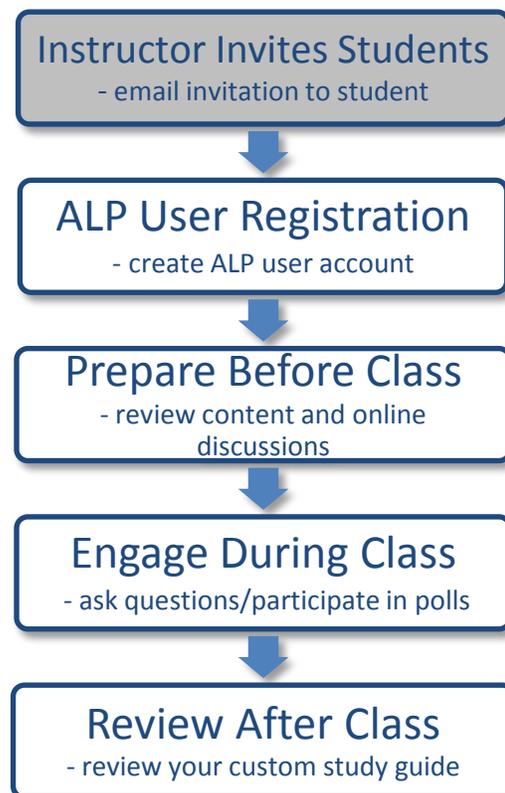
- Use your own device to engage with others.
- Personalize your notes, questions, and study guides.
- Access instructional media anytime, anywhere.

Getting Started

To get started you must first have an ALP user account.

Students complete ALP user registration after an instructor invites them to join a course section. Once the invitation has been initiated, students will receive an automatic email containing a link to complete user account setup.

Here is a high level summary of the steps you will follow to start using ALP as a student:

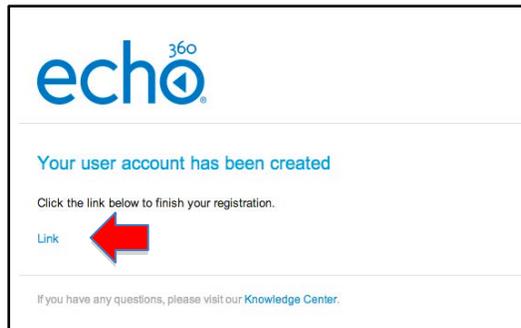


Before Class

Complete course registration and log in to the Active Learning Platform.

To complete course registration:

1. Click the [Link](#) to navigate to **Account Details**.



2. In the **Account Details** screen, enter your personal details and select your time zone.

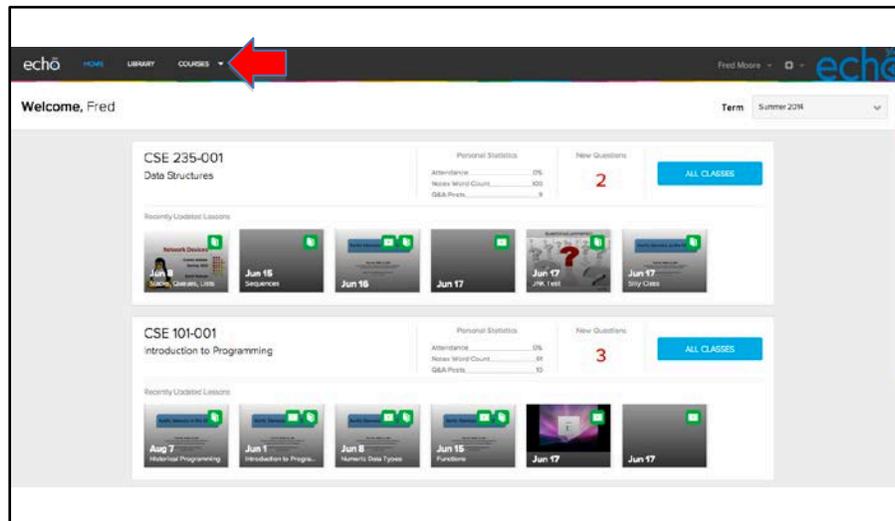
3. Click **CREATE ACCOUNT**.

4. Navigate to www.echo360.org.
5. In the **Echo360 Log in** screen, enter your login credentials.
6. Click **LOG IN**.

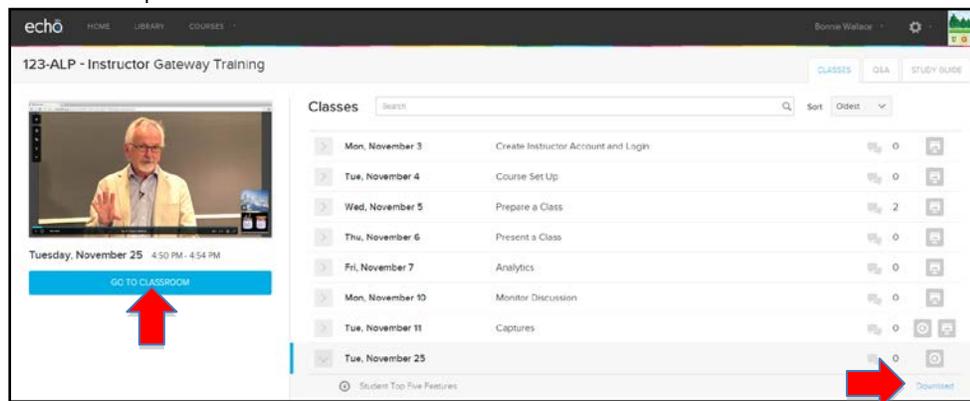
Navigate to your course and class.

To navigate to your course and select your class section:

1. Select **COURSES** from the menu bar.



2. From the pull-down list, select your course section.
NOTE: Recently accessed courses will be listed on your Home page. Navigate to the course list and click **ALL CLASSES** to view class dates and content.
3. After opening your course section, select the class date from the list.
NOTE: You may also download a presentation or video by using the **Download** link associated with the content.
4. Choose **GO TO CLASSROOM** to open the class presentation and follow along with instructor.
NOTE: The presentation will be available for review after class.

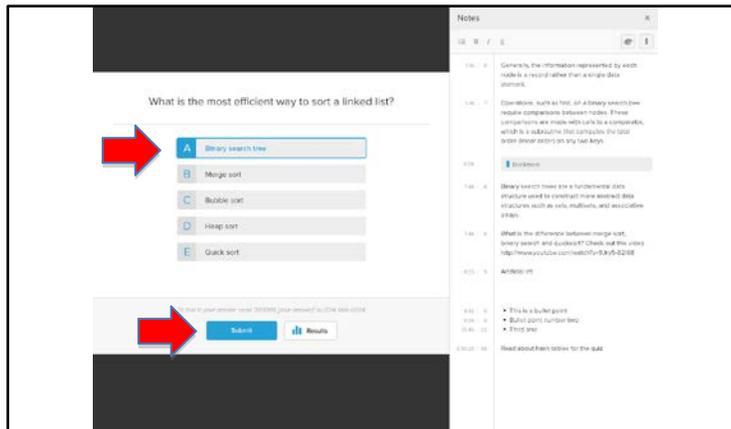


During Class

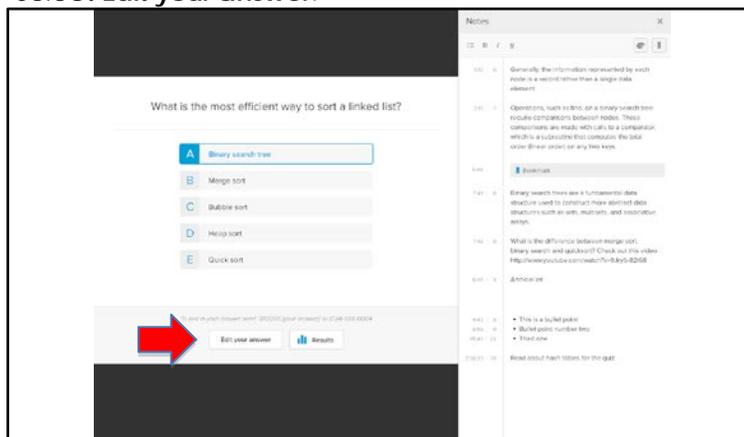
View and respond to class activities.

To respond to a multiple choice question:

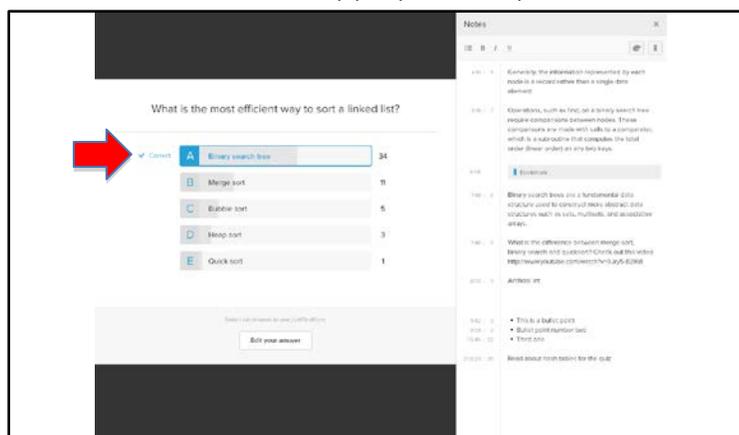
1. Select one or multiple answers.
2. Click **Submit**.



3. After submitting an answer, you can edit the answer if polling is still open.
4. Select **Edit your answer**.

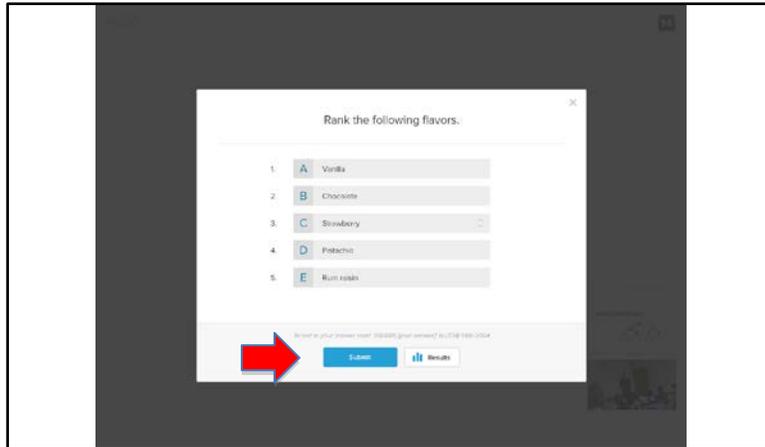


5. When instructors display the results, students' submissions will be shown. After revealing the correct answer, the appropriate response will be checked as **Correct**.

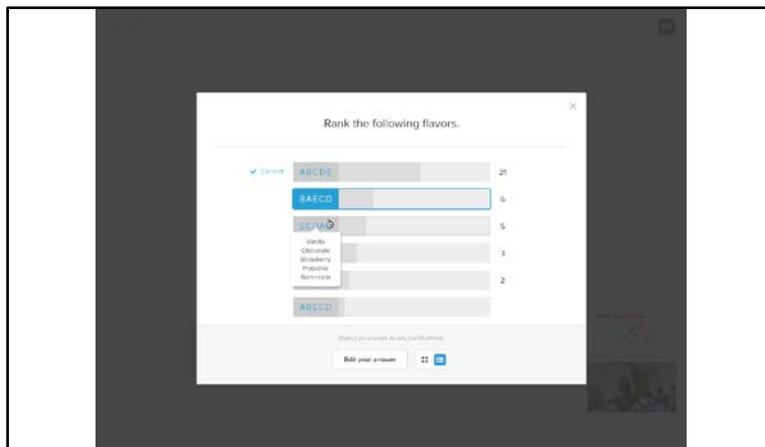


To respond to an ordered list question:

1. Reorder the list items by dragging and dropping to reflect the correct order.
2. Click **Submit**.



3. When instructors display results, students' submissions will be shown. After revealing the correct order, the appropriate response will be checked as **Correct**.

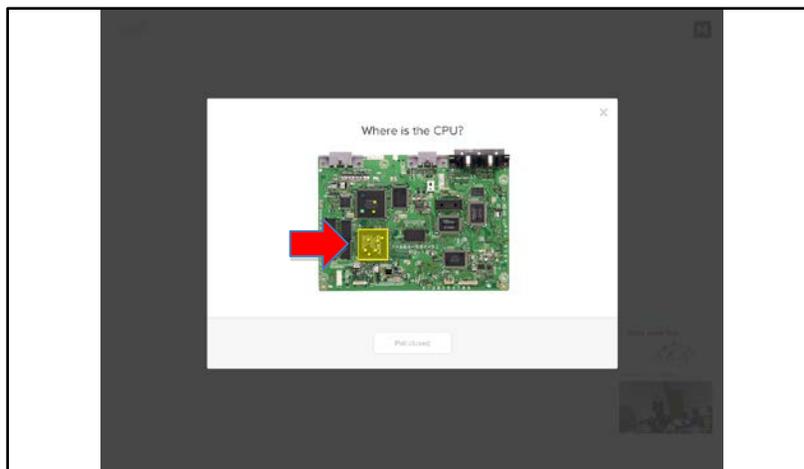


To respond to an image quiz:

1. Your instructor will pose a question associated with an image. Click on a specific location on the image to indicate your response.
2. Click **Submit**.

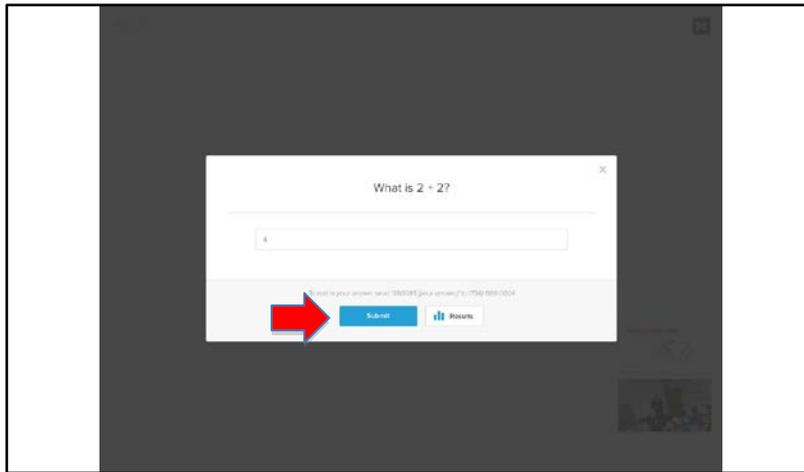


3. When instructors display the results, all submissions will be shown as yellow dots. After revealing the correct answer, the acceptable response area will be highlighted.



To respond to a numeric question:

1. Enter the numeric value.
2. Click **Submit**.

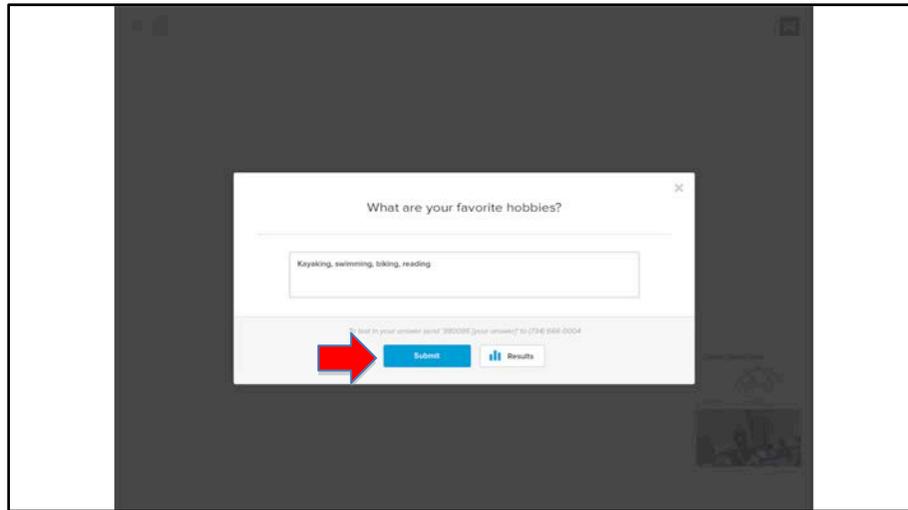


3. When instructors display the results, all submissions will be shown. After revealing the correct answer, the appropriate response will be checked as **Correct**.

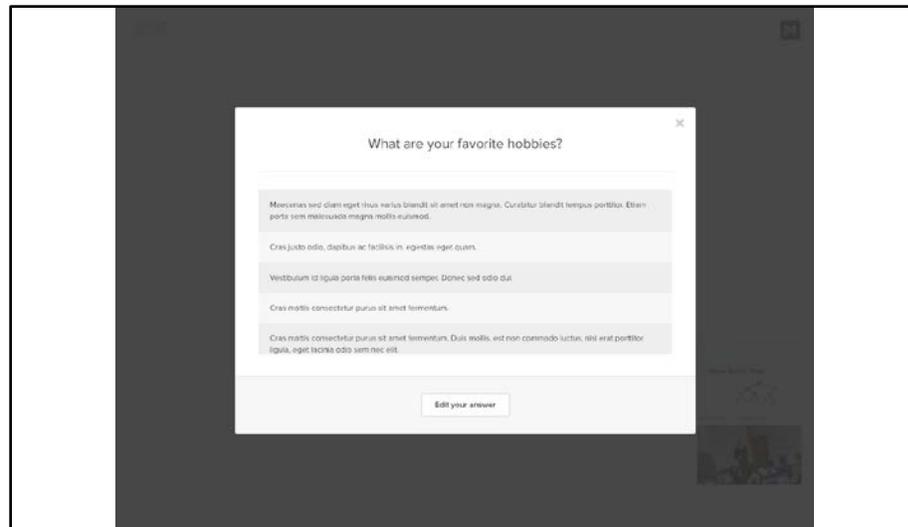


To respond to a free response question:

1. Enter your response and review.
2. Click **Submit**.



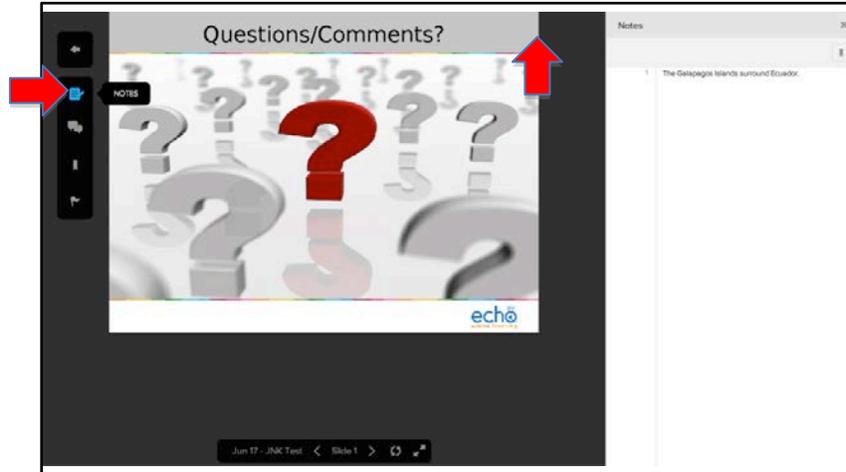
3. When instructors display results, all submissions will be shown.
NOTE: Free response questions do not have correct or incorrect answers.



Take notes during class.

To take notes:

1. From the menu bar on the left of your screen, click the **NOTES** icon.
2. The **Notes** page opens.



3. Enter your notes.

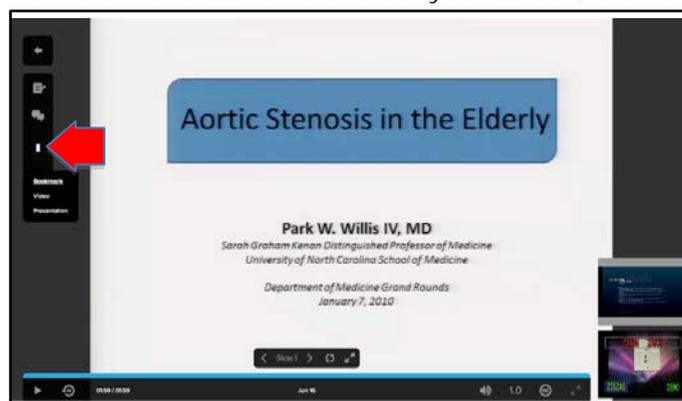
NOTES:

- o Your notes will automatically be saved and matched to slide numbers.
- o Choose **Enter** when done taking a note so your notes are matched correctly.
- o Page numbers can be corrected by editing the page tag associated with each note.

Bookmark important content.

To bookmark important content:

1. From the menu bar on the left of your screen, click the **Bookmark** icon.

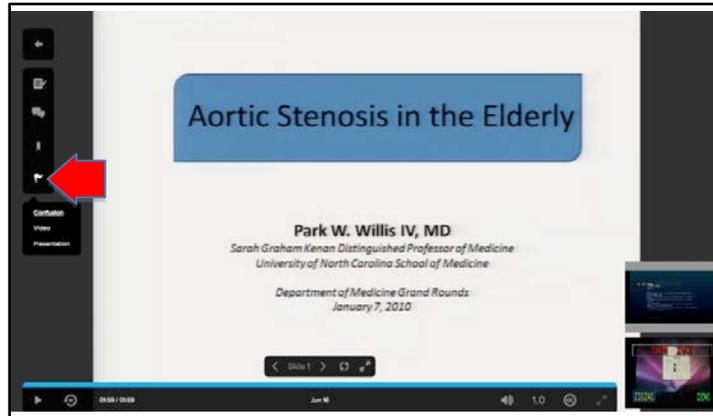


2. Add a bookmark to the class video or presentation to highlight important topics.
3. View the bookmark in the notebook or study guide.

Flag confusing content.

To flag confusing content:

1. From the menu bar on the left of your screen, click the **Flag** icon.



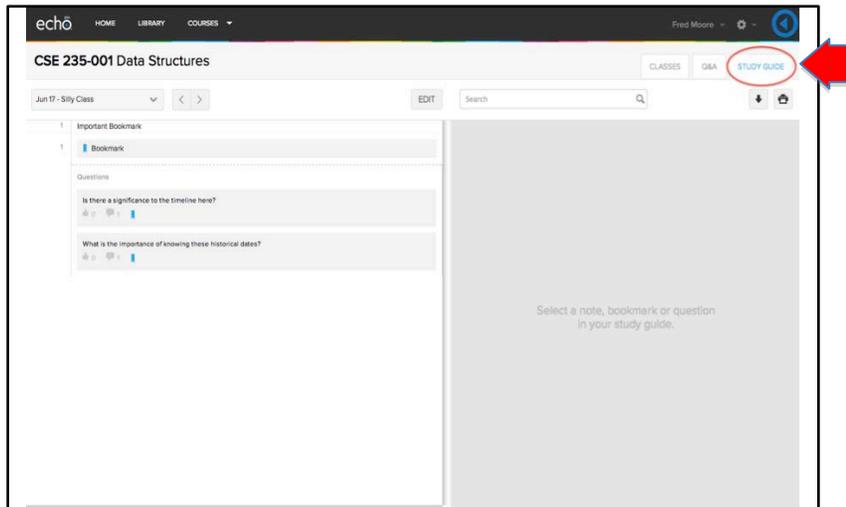
2. Flag confusing content in the class video or presentation. The instructor will be notified regarding the confusing video topic or slide.

After Class

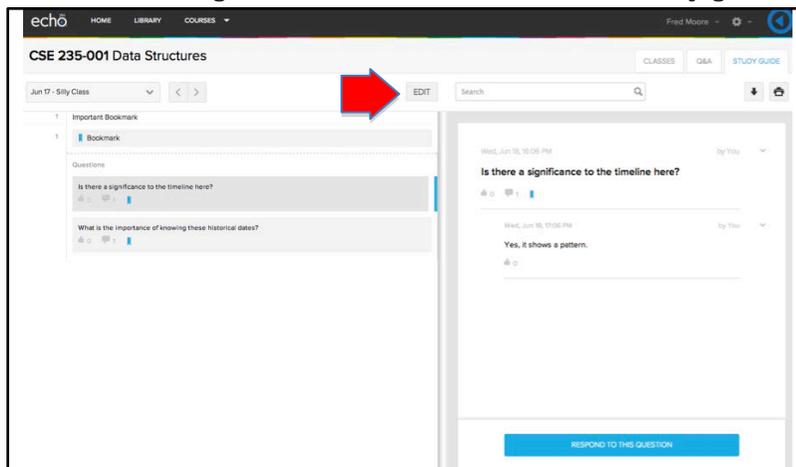
Review your study guide.

To review the study guide:

1. Select the **Study Guide** tab.



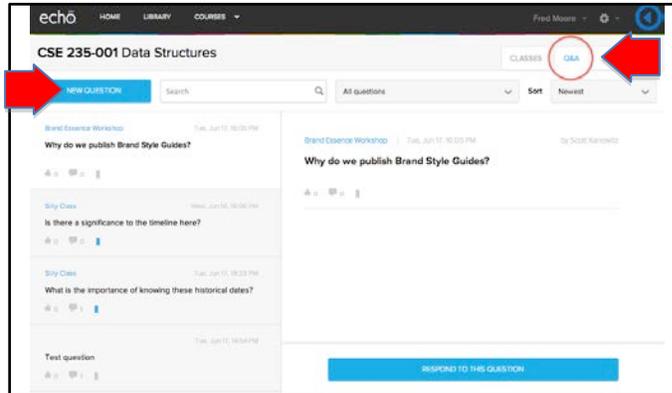
2. Filter all course content or individual class content for review.
3. Select **EDIT** to organize or delete entries from the study guide.



Ask, respond and monitor questions.

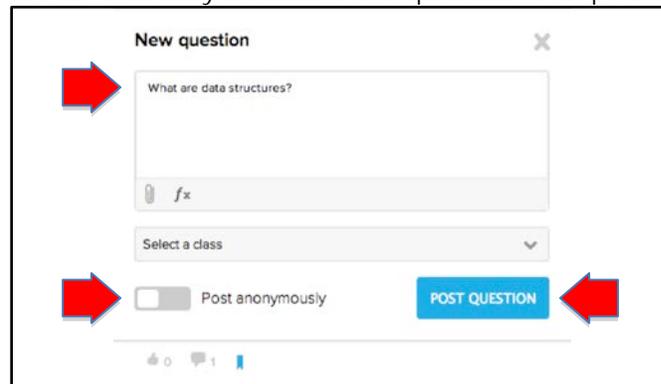
To ask a question:

1. Select the **Q&A** tab.
2. Select **NEW QUESTION**.



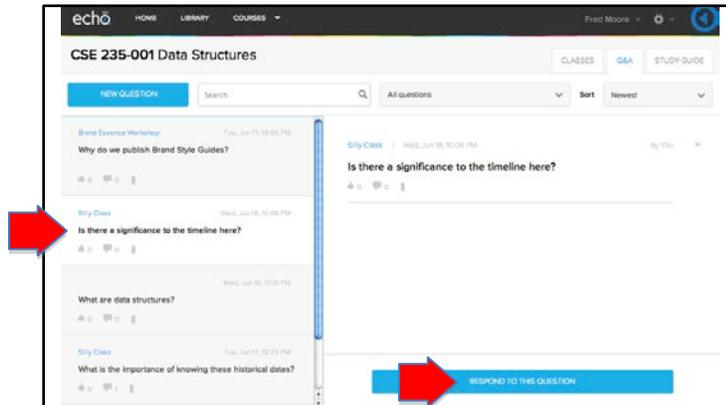
3. In the **New question** screen enter your question.
4. Click **POST QUESTION** to add it to the discussion feed. If desired, select the option to post the question anonymously.

NOTE: You may associate the question to a specific class.

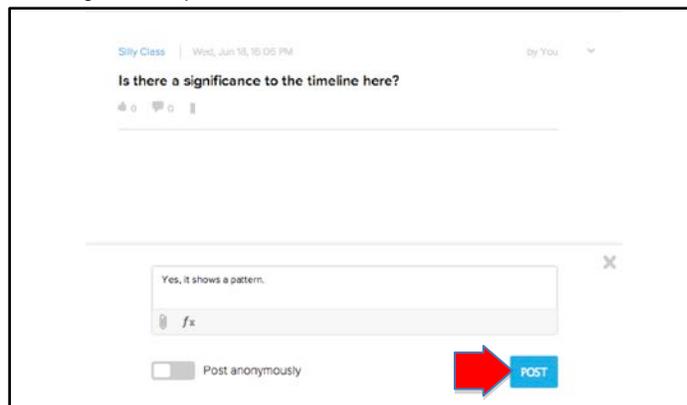


To respond to a question:

1. Select the instructor or peer question from the Q&A feed.
2. Choose **RESPOND TO THIS QUESTION**.



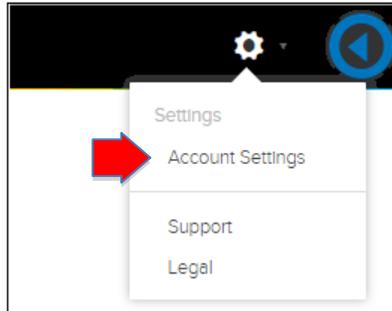
3. Enter your response and click **POST**.



To respond to a question via SMS:

Add your mobile number to your account profile, so the Active Learning Platform can recognize who is responding to the question.

1. From the Tools menu bar, select **Account Settings**.



2. In the **Phone Number** field, enter your mobile phone number.
3. Click **SAVE**.

A screenshot of the 'Account Settings' page in a mobile application. The page has a light gray background. On the left, there is a sidebar with 'Account Settings' and 'Account' (selected). The main content area is titled 'Account' and contains several input fields: 'First Name', 'Last Name', 'Email Address', 'Password', 'Confirm Password', 'Phone Number', and 'Time Zone' (a dropdown menu currently set to 'US-Eastern'). Below these fields is a 'Profile Image' section with a circular placeholder and a 'SELECT FILE' button. At the bottom right of the form is a blue 'SAVE' button. A red arrow points to the 'Phone Number' input field.

To endorse or bookmark a question:

- Select the thumbs up icon to “like” a useful or important post, and select the tag icon to bookmark a post and simultaneously add it to your study guide.

