Quick Reference
Echo for MNTHS Parents

GETTING STARTED

What is Echo?

Echo is an online learning platform used by New Tech schools to organize daily classroom instruction, track student grades, share documents and resources, and communicate with others in your school community.

Getting an Account

Every parent needs their student's account to access Echo. A unique email address is required for each student account. To ensure maximum privacy and security, each school gathers and verifies parent information before creating accounts and distributing login information.

Logging In

To login to Echo, enter your username and password at: **https://echo.newtechnetwork.org**

Privacy

Parents can only view student information, course work, and grades for their own students. Parents do not have access to any other student profiles or other private information at the school.

ECHO HOME PAGE – Quick Access to Course Information

Quickly See Course Information for Your Student

On the "Homepage" after you first login, look at the section called "My Courses". Each block will contain a course that your student is enrolled in.

1. Find the My Courses section.
2. Click on "**Course Gradebook**" to see current grades for this course
3. Click on the <**Course Name**> to access the course
4. Course Announcement summary is listed
5. Click on "**Today's Agenda**" to access the course agendas
6. Click on the numeral to see "**Upcoming Events**" in this course.

Access Course Content

1. Using the main navigation tabs for Echo, select the "Courses" link. On the "Courses" page is a list of the courses your student is enrolled in. Click on any of the course titles to be taken to a specific course.
2. The default course view is the current day's Course Agenda. Click on a calendar day that is orange to see the course agenda details.
3. Click on the "Projects" tab to see a list of all projects in the current grading period (term). Click on a project name to learn more about the project, including a list of all project requirements, resources and associated activities in the project.
4. Click on the "Activities" tab to see all items assigned to your student for this course, including the due date. Click on the activity title to see more details about the activity.


VIEWING GRADES IN ALL COURSES

Quickly See Your Student's Grades across Courses, Grading Periods, and Years

1. Using the main navigation, click on the "Grades" link to see the "Student Snapshot" of all your student's course grades in the current grading period (term).
2. Click on the name of a specific course to get detailed information on your student's performance in that course.
3. Use the drop down menus at the top right to view grades for different terms or school years.
4. School Wide Learning Outcomes are displayed as an average across all courses

Quickly see your Student's Current Course Grade

1. On the "Homepage" after you first login, look at the section called "My Courses". Find the course you want and select "Course Gradebook" to see your student's current course grades.
2. The current course grade is displayed using your school's grading scale. This grade will only reflect assignments that have been graded and published.
3. This graph represents the average grade of the learning outcomes for this course for all graded and published activities.
4. An activity that is highlighted in **Pink** has been designated by the teacher as Incomplete. A student receives a zero for all learning outcome scores associated with an incomplete activity until the incomplete designation is removed.
5. An activity that is highlighted in **Yellow** has been designated as late by the teacher. Each individual teacher determines his/her own policies for accepting late work and can change the score at any time.
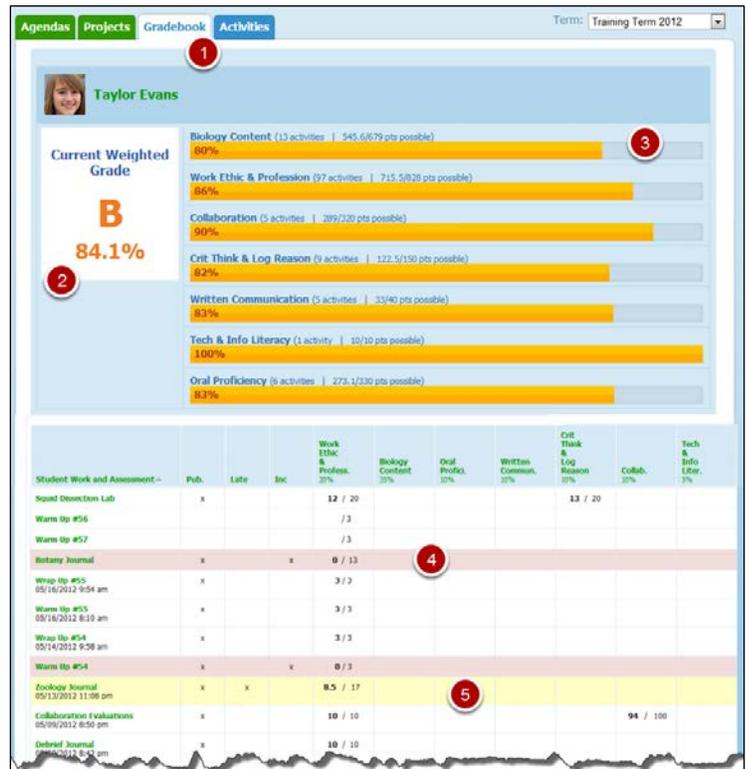
HOW THE GRADEBOOK WORKS

How are Weighted Course Grades calculated in Echo*?
1. Add the points earned for each Learning Outcome across all activities in the grading period (term). Ex. Critical Thinking = 30 + 30 = 60 pts | Written Communication = 35 + 45 = 80 pts
2. Add the points possible for each Learning Outcome across all activities in the grading period (term). Ex. Critical Thinking = 50 + 50 = 100 pts | Written Communication = 40 + 60 = 100 pts
3. Divide points earned by points possible to get the percentage grade for each Learning Outcome. Ex. Critical Thinking = 60/100 = 60% | Written Communication = 80/100 = 80%
4. Multiply the percentage grade by the weighting percentage for each Learning Outcome. Ex. Critical Thinking = 60% x 40% (weight) = 24% | Written Communication = 80% x 60% (weight) = 48%
5. Add the weighted outcome percentages to get the student's overall Weighted Course Grade. * Ex. 24% + 48% = 72%

*If a learning outcome has no scores associated with it, then the weighting for that outcome is ignored and the overall weighted grade is adjusted accordingly.

How are Schoolwide Learning Outcome Percentages calculated in Echo?
Schoolwide Learning Outcome grades are calculated using a simple average of the learning outcomes across courses for any given grading period (term). Ex: For "Presentation Skills", if a student has 90% in Course Y and 70% in Course Z, then their schoolwide percentage for the outcome would be 80%.

Learn More -> http://docs.echo.newtechnetwork.org/quickref/lessons/Gradebook_-__Calculations.html