



HILTON HEAD CHRISTIAN ACADEMY

Echo Quick Guide for Parents

ECHO APP FOR IPHONES

1. DOWNLOAD THE ECHO VIEWER APP
2. LOG IN

LOGGING INTO ECHO

To log into Echo, **you must have a username and a password**. Only a school staff member can provide you with your username and password.

Echo Domain: hhcap

Username: FirstnameLastname (Note: Your first and last name is capitalized)

Default Password: hhca1234

Once you are logged in to the app, select the child you would like to view. Once you are in your child's account, you will see 4 icons/tabs at the bottom of your screen: **Performance, To-do List, Activity Stream and Agenda**.

- **Performance** notes: You can view your child's scores and learning outcomes.
Grades K-2 Learning Outcomes are different for grades 3-12.
- **To-do List** notes: You can see a list of all activities that are due or overdue.
- **Activity Stream** notes: Any activity or changes a mentor makes.
- **Agenda** notes: Each mentor is responsible for updating a daily agenda.

ECHO ON A COMPUTER

LOGGING INTO ECHO

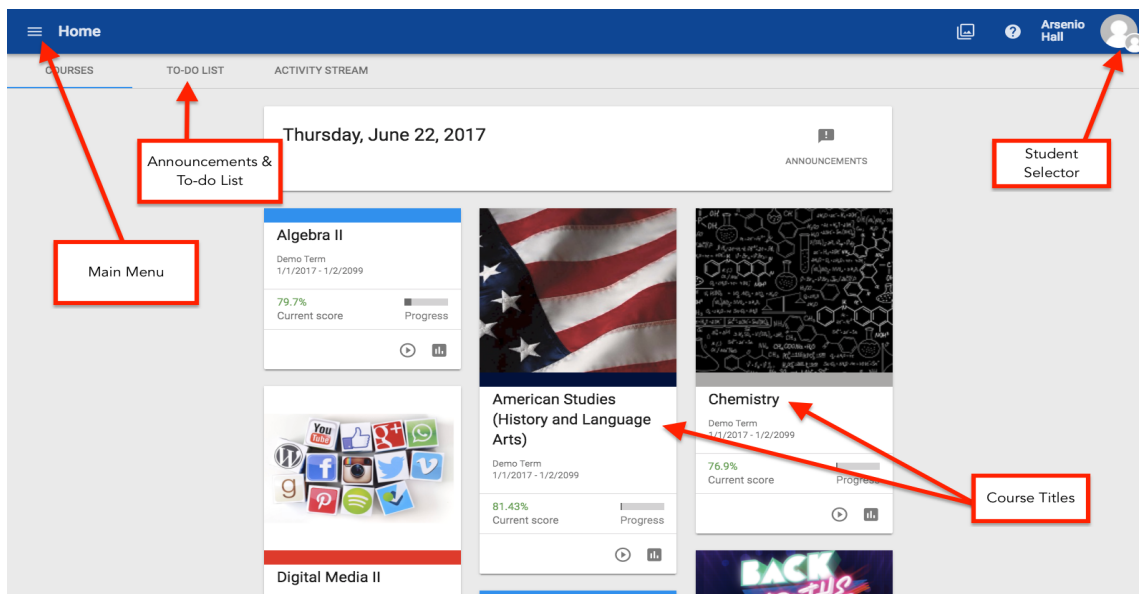
1. Use a web browser (i.e. Chrome, Firefox, or Safari) and enter the following URL:
<https://hhcap.echo-ntn.org>
2. In the upper right, enter your username and password
Username: FirstnameLastname Note: Your first and last name is capitalized
Default Password: hhca1234
3. If prompted, select the "Parent" role.

BASIC NAVIGATION

After logging in, you will see Echo almost exactly like your student sees Echo.

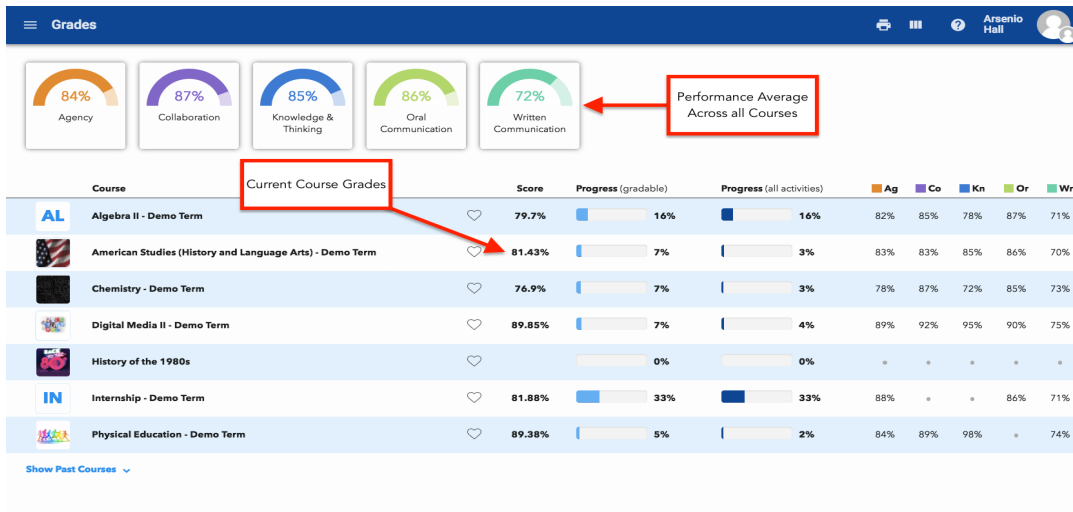
Some things to notice:

- On the left side of the window, there is a list containing announcements and the student's "To-do" list with upcoming assignments.
- In the main Echo workspace, you can see tiles (or buttons) for each course in which your student is enrolled. You can open these courses by double-clicking the course tiles.
- On the far left of the window, there is a grey menu bar with several icons.
- If you have more than one student using Echo, you can switch between students using the selection button at the top right of the window.



VIEWING STUDENT GRADES

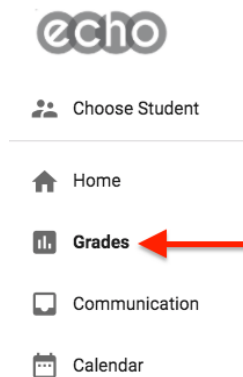
To view your student's grades, open the "Performance" tool in the left menu bar. (It looks like a gauge on your car's dashboard.) Inside the Performance tool, at the top, you will see a series of graphs that represent how your student is performing against the school-wide outcomes in all of his/her courses. Below that, you will see a list of the individual courses in which your student is enrolled and his/her grades.



By clicking on the course name in the list (or when you open a course before clicking the “Performance” tool), you can dive deeper into your child’s performance within that course. Within a course, the “Performance” tool allows you to browse various aspects of student performance including grades on assignments, mastery of the course objectives, and any badges the student may have earned.

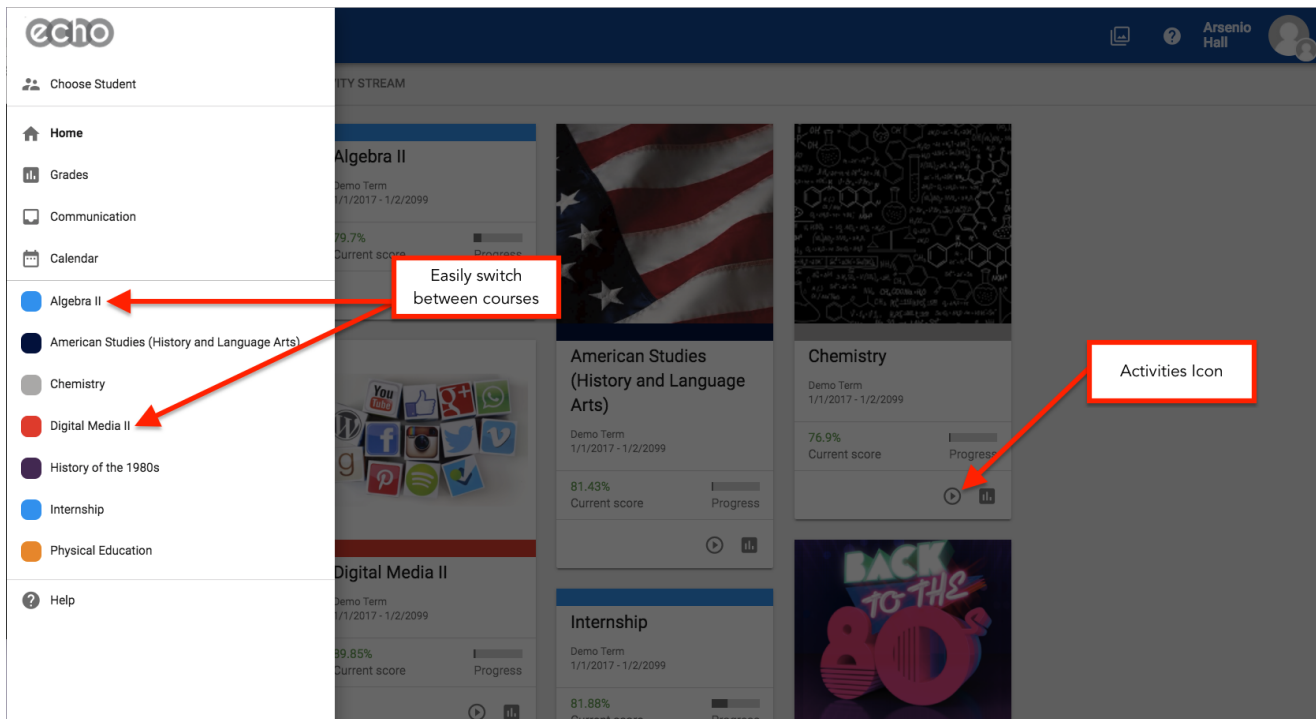
OPENING COURSES

To see what is happening in your child’s courses, open the course by double-clicking the course tile or click the “Activities” tool on the course card. This view allows you to see the daily agenda for the course, the



assignments on your student’s to-do list, the course syllabus of activities, and any upcoming assignments.

Tip: To quickly switch between courses, use the drop- down navigation button on the top menu bar.



NEED ADDITIONAL SUPPORT/HELP?

If you are experiencing difficulties, please contact Tabatha DeWitt at tdewitt@hhca.org or (843) 681-2878. You can also see more detailed documentation in the Echo Support Center by clicking the Help button at the bottom of the left menu bar.