

			
A	CONTENT	Feature	COMMENTS
A1	Document type(s) can be posted as content - .pdf, .ppt, .doc, excel, html, .rtf, .zip	X	Etudes poses <u>no</u> restrictions in file types. All are allowed.
A2	Internal editor - spell check for text	X	Yes, all browsers.
A3	Internal editor - equation editor and support for symbols	X	Support for symbols is offered in ALL editors of Etudes. MathML support is expected across all areas of Etudes by June 2013 for students and faculty.
A4	Ability for collaboratively created content (between faculty and between students)	X	Collaborative authoring is supported. Several 'instructor' roles can be in the same site, as well as 'teaching assistant' roles.
A5	Accept bulk downloads at once	X	This includes inline submissions as well as attachments. Downloaded content is packaged nicely by last name and userid (even in filenames), with an index page, listing students in alpha order.
A6	Accept imported content from the previous semester's site	X	Etudes has a generous data retention policy, offering live access to past sites for up to six semesters, and an additional 2 years in archives that can be restored with a couple of clicks by faculty themselves.
A7	Accept publisher's course cartridges		Publisher content can be ported into Etudes if the publisher makes it available in standards' compliant formats (i.e. IMS CP, QTI).
A8	Ability for time-release of content	X	All areas of Etudes support time-release of content and items.
A9	Ability for conditional release of content	X	Conditional release of materials is available through the CourseMap tool of Etudes. CM allows instructors to set "blockers" in the learning path of students. When an item is set as a blocker, students cannot move to the next item until that is completed. Instructors can also set *mastery* level for the blocker items.
A10	Ability to export content	X	Etudes offers export of lessons and discussions.
A11	Ability to print lessons (instructor controlled)	X	Printer-friendly functionality is available in Modules, controlled by a setting.

A12	Ability to restore courses	X	Etudes offers disaster recovery.
A13	Ability to archive content	X	Individual items or in bulk (with two clicks!) Ability to RESTORE, too!
A14	Ability to delete content	X	Individual items or in bulk (with two clicks!)
A15	Ability to move/copy content	x	Individual items or in bulk (with two clicks!)
A16	<i>Support CSS templates and styles</i>	X	Authors can declare their styles inline in their content.
A17	<i>Internal student-generated content (blogs/wikis/journal/portfolio)</i>	X	A blog and wiki tool is included in Etudes. The discussion tool works beautifully for journals. There is no portfolio support at this time.
A18	<i>Support for metadata</i>	X	Metadata is being collected by authors in lessons
A19	<i>Link checker</i>	X	Yes. Etudes validates URL's when linking to web pages in the Modules.
A20	<i>Search functionality in the course</i>	x	Powerful search is available in the Discussions tool.
B	<u>Communication/Collaboration</u>	Feature	COMMENTS
B1	Discussion forum that is searchable	X	The Discussion tool includes search functionality.
B2	Discussion forum that is sortable by different categories	X	Instructors can sort forums and categories to a unique order.
B3	Discussion forum that allows flagging (read/unread)	X	Students and faculty can mark discussions as read or unread.
B4	Discussion forum that allows for private and public groups	X	Etudes offers superb support for group work and collaboration. Sites have public (available to registered users) forums by default. Instructors can set up private groups via the Manage Groups tool.
B5	Discussion forum with an internal editor	X	An editor is available to students and faculty in discussions. Users can attach documents and embed images and videos.
B6	Discussion forum with the ability to delete posts with faculty permission	X	Instructors have the power to delete or edit student or other posts.
B7	Effective synchronous communication (chat)	X	A Chat Tool is available for live interaction, office hours, etc.

ETUDES FEATURES -- HIGHLIGHTS

Prepared by: Vivie Sinou, Exec. Director

B8	Inter-program messaging with flagging capabilities	X	The private messaging (mail) of Etudes offers high-priority marking, flagging for follow-up, and marking as unread.
B9	Ability to post announcements at the instructor level	X	Announcements tool offers auto release of announcements, saving as draft, and high-priority notification via email. It supports embedding of images and video, and attachments.
B10	Time release capabilities when posting announcements	X	Instructors can set topics or forums to be visible at a specific time.
B11	Ability to post announcements to specific groups	X	Not only you can post announcements to Groups, but also to sections, when more than one section is merged into one site.
B12	Ability to send announcements by email	X	You can set an Announcement to high-priority and Etudes will post it in the site, and send a copy of it to students' email.
B13	Wiki space	X	Etudes offers Wiki's in sites, upon request.
B14	Whiteboard	N/A	Not available. Instructors can use CCCConfer's outstanding whiteboard product (illuminate) for free for all CCC faculty.
B15	RSS feeds	X	Instructors to add rss feeds to sites on the left menu.
B16	Selective and random group user selection	X	Instructors can set up multiple groups in Etudes; students can be in more than one group. Instructors can send announcements to specific groups and can assign discussions to "private" groups in forums.
B17	Create multiple sets of student groups	X	Different groups can be set up throughout the term, without affecting earlier groups that were used in discussions.
B18	Discussion forums locakable by instructor	X	Instructors can lock topics and forums, automatically or manually.
B19	Discussion threads can be archived	X	Instructors can archive forums by setting them to "Deny Access".
B20	Messages may be moved between forums by instructor	X	Instructors can move one or more topics to new forums.
B21	All can be notified by email when new message is posted in thread by personal selection	X	Email topic notification is a user preference. You can "watch" a specific topic or get notified when a new topic is posted.
B22	Grading of discussion is linked to the gradebook	X	Etudes offers powerful grading of discussions; scores are sent automatically to the gradebook (controlled by a setting).
B23	Grading of discussion allows for direct feedback	X	Instructors can offer private and public feedback in discussions.

B24	Grading of discussion allows for auto forward to the next student	X	Grading of discussions allow for easy navigation through the roster, with sorting ability to grade only the students who have posted, and to view ALL OF A STUDENT'S POSTS at once!
B25	Indication of users present in course site and chat	X	Etudes shows who is present in the classroom; it also shows (with a blue dot by the name) who is in the Chat Room.
B26	Avatar in discussions	X	Etudes allows students and instructors to personalize their posts and offer a warm community feeling to the course site by uploading images for an avatar in their profiles. Standard file formats are supported: .png, .jpg, and .gif. Etudes auto-adjusts the image for users if it is too large for the page.
C	<u>Multimedia</u>		FEATURE COMMENTS
C1	Ability to use and embed different media types (text, audio, video, images)	X	YES
C2	<i>Support of mobile technologies</i>	X	Etudes supports iPhone, iPad, and iPod at no extra charge.
C3	<i>Podcasts</i>	X	YES
C4	<i>Ability to support and embed code from premade interactive simulations, role play applications</i>	X	YES
D	<u>Student Tools</u>		FEATURE COMMENTS
D1	Calendar with scheduling of events ability	X	A Schedule tool is available in every course site, and a global calendar is included in all users' myworkspace (listing all events across their sites). Dates with events are hyperlinks.
D2	List of enrollment status of students.	X	Enrolled and dropped status of students, as per Registrar's data.
D3	Ability for students to create a personal profile	X	Students can include their email, AIM, IM, Facebook, Twitter, MSN accounts, as well as a personal web page or Blog, signature, and avatars to support social networking.
D4	Ability for students to track all assignments and assessments	X	Course Map offers students a view of all of their work in one page, with the ability to see what they've completed (green checks), what's in progress, and what's coming up - including due dates, scores, and what they've submitted and when!

D5	Bookmarking capabilities	X	The Lesson Builder tool allows students to bookmark their spots. Likewise, students can set bookmarks in discussions.
D6	Notepad feature	X	Offered with bookmarking feature in Modules and Discussions
D7	Internal journal or portfolio feature		Journals and e-portfolios are used effectively in the discussions tool by faculty. Each student gets a private space.
D8	Site map	X	CourseMap of Etudes is more than a site map. It includes all the items of the course in the order that the instructor wants them to be completed for better learner guidance (with prerequisites and mastery learning), as well as offers students information on what they have completed, how they've done (links to scores and instructor feedback).
E	<u>Instructor Tools</u>		FEATURE COMMENTS
E1	Ability to track student activities	X	Activity Meter does wonders for retention and student success. It tracks student activities and monitors site visits and completion of tasks, enabling instructors to evaluate student performance. It includes EARLY ALERT mechanisms, and it is integrated with the Private Messaging tool of Etudes, making it easy for instructors to connect with students who are falling behind, and to praise those who are working hard.
E2	Ability to set and change dates for the entire site in an efficient manner	X	Etudes offers a 'base date' feature which allows instructors to change all the open and due dates in a course in a couple of clicks. Instructors can also adjust dates quickly in CourseMap, where all the dates for lessons, assessments, and discussions are listed. Each tool displays dates in one page, and can be adjusted without navigating to other pages.
E3	Ability to publish / unpublish a site automatically.	X	Etudes offers a publish / unpublish on a specific date feature that enables instructors to pre-set when they want their course sites to open and when to close, after finals.
E4	Ability to export reports at different levels	X	Activity Meter, gradebook, lessons, and discussions offers export.

E5	Ability to view course site as a student	X	Etudes includes student view or preview functionality in all areas of the system. Additionally, Etudes is unique in that it offers instructors the option to add a fake student account to preview and experience their Etudes sites as a real student.
E6	Ability to customize the look of class	X	Over 40 skins are available for Etudes sites for instructors to choose from, including a custom theme for each institution with their logo. Additionally, Etudes offers a library of images for home pages that instructors can use freely.
E7	Ability to create/download course backups		Content is downloadable for local backups and sharing from Modules, Discussions, and the gradebook. Downloading of assessments is a feature that is coming in the future.
E8	Ability to add guest users	X	Etudes allows instructors to add guests in sites.
E9	Ability to add TA accounts	X	Etudes allows instructors to add TA's in sites.
E10	Early alert system	X	Please see "E1". EARLY ALERT is part of our Activity Meter.
E11	Site map	X	Please see "D8" for our Course Map specifications and designs.
F	<u>Assessment</u>	FEATURE	COMMENTS
F1	Quiz feature that allows for multiple question types	X	YES
F2	Quiz feature that allows for banks/pools of questions	X	YES
F3	Quiz feature that allows for randomization of questions	X	YES
F4	Quiz feature that allows for time limits that can be set for the class and at the individual student level	X	YES
F5	Quiz feature that allows for automatic grading	X	YES
F6	Provide and manage feedback at the class and individual level	X	YES
F7	Manage and track assessments	X	YES
F8	Time release of assessments	X	YES
F9	Create anonymous surveys	X	YES

ETUDES FEATURES -- HIGHLIGHTS

Prepared by: Vivie Sinou, Exec. Director

F10	Question pools can be shared across multiple courses	X	YES
F11	Ability to import questions from a text file and Word document	X	YES
F12	Ability to have one question per page or not	X	YES
F13	No back tracking capability in test	X	YES
F14	Ability to import questions from Examview, TestGen, Respondus	X	Etudes supports all 6 Respondus question types, plus 6 survey question types. Also, Etudes offers a powerful feature of "Paste and Import" from Word and text files for offline authoring. It creates pools on the fly, upon pasting the Word or text questions in Etudes. Offline authoring supports 12 question types. It is easy to bring in 100's of questions.
F15	Multiple attempts allowable a the class and individual levels	X	YES
F16	Timed release of quiz scores	X	YES
F17	Password protection for quizzes	X	YES
F18	Gradebook: weighted averages	N/A	Coming in the future.
F19	Gradebook: grade-to-date feature (percentage)	X	YES
F20	Gradebook: grades automatically entered into gradebook	X	YES
F21	Grades can be imported/exported as a text file	X	YES
F22	Grades can be printed as a grade sheet	X	YES
F23	Use of section numer in gradebook	X	Students can be sorted by "Section" in the gradebook. Students are listed by their official name, as per Registrar's Data. Instructors can view the student's id and userid.
F24	Automatic calualation of grade points	X	YES
F25	Instructor customizable point calculation	X	YES
F26	Instructor can choose not to view all grades	X	YES
F27	Extra credit points can be worked into calculation	X	YES
F28	Auto determine letter grade based on points	X	YES
F29	Sort grades by name, score, ascending, descending	X	This is also available in the grading views of AT&S and Discussions.

F30	Instructor view of basic statistics of gradebook	X	YES
F31	Student view of basic statistics of gradebook	X	YES
F32	Ability to review/not review answers by students	X	YES
F33	Easy grading of multiple choice, short answer, essays	X	The grading functionality of assessments is very powerful, and offers instructors several views - grade by student, grade by question, or give points to all who submitted quickly. Objective tests are graded
G	<u>Navigation/Appearance</u>		FEATURE COMMENTS
G1	Customize interface at course , school and faculty level	X	Please refer to "E4" for skins and themes. Etudes also offers the ability to enable and disable tools (optionally).
G2	Standard menu items	X	YES
G3	Breadcrumb trail availability	X	YES
G4	Search functionality		Powerful search is available in the Discussions tool.
G5	Site map	X	Please see "D8" for our Course Map designs and functionality.
H	<u>Technical support Provided</u>		FEATURE COMMENTS
H1	Support PC/MAC use	X	Both platforms are supported equally.
H2	Ability to back-up storage for at least two years	X	Etudes offers 3 years of access to course sites, as part of our contracts at no additional cost. UNLIMITED storage per site.
H3	Support bulk archiving (sys admin function)	X	YES
H4	Online help available to faculty and students	X	See "G9". Clients can purchase "Student Help" at additional cost. Faculty support is part of our standard services contracts. It is 24/7, including weekends and holidays, at no additional cost. Support is offered to faculty in the Users Group.
H5	Faculty training	X	Offered monthly. Training in the Etudes tools and pedagogy is available (Cyber Teachers' Institute Series).
H6	Instructor manual	X	Manual is kept up-to-date in the Users Group, a click away from the faculty's course sites (another tab on their menu).

H7	Student manual	X	Articles on common 'how-to' items are provided for students in their Myworkspace. Additionally, a tutorial on how to use Etudes from the student perspective is available to all instructors and can be easily imported into Modules as a quick reference by students.
H8	Ability to combine multiple sections in 1 site/shell	X	YES
H9	Managed hosting capability	X	YES
H10	Regular down time of system & hours	X	Etudes is down only for 5 minutes daily, at 4:00am for routine server maintainance. Outside of that, Etudes schedules major maintenance work only over the X-mas break. Down-time is minimal (typically 1 day only, if at all). This is coordinated with all clients, well in advance.
H11	Reliability of system	X	<i>We guarrantee 99.999% uptime and have a superb track record of providing this level of uninterrupted service for a decade!</i>
H12	24 hour support	X	See H4. Response is within minutes or a couple of hours.
H13	Support for facutly and studens	X	YES
H14	Support for all major browsers	X	YES - Firefox, Internet Explorer, and Google Chrome are supported. Safari also works well with Etudes.
H15	Ability to interface with Portal systems	X	Yes via batch processing and web services.
I	<u>Security</u>		FEATURE COMMENTS
I1	Allows for guest users & selected roles	X	YES
I2	Allows for community users	X	YES
I3	Allows for faculty reviewers	X	YES
I4	Allows for public access	X	YES

J Accessibility		FEATURE COMMENTS	
J1	3WC compliance	X	YES
J2	ADA/508 compliance	X	YES
J3	Compliance with screen readers and magnifying software	X	YES
K Storage		FEATURE COMMENTS	
K1	Storage size per upload	X	20MB is the upload limit PER FILE. No limit in how many files can be uploaded in discussions, assignments, lessons, etc.
K2	Shell size capabilities	X	Etudes poses no limits in storage.
K3	Student storage capabilities	X	Etudes poses no limits in storage.
K4	# of Students per shell	X	No limit in number of students per site.
K5	# of Shells that can be combined	X	No limit in how many sections can be combined in a site.
K6	Total # of megabytes a shell can have	X	Etudes poses no limit in the storage of a site/shell.