Student Quick Start Guide

Welcome to the Student Quick Start Guide!

This guide is meant to help you quickly establish the settings needed to get school started. Please see the Student User Guide (click **Help**) for additional instruction and information.

Home Page
Click any item in **New Messages**, or a project in the **Actions/Assignments Due** to go directly to either the message or the assignment.

My Courses
Planner
- Click any **Title** in the **Overdue** box to go directly to that assignment.

Nothing in **Overdue**? ☺
- Click any **Title** in the **Schoolwork** box to go directly to that assignment.
- The **Upcoming Box** gives you a preview (titles only!) of the assignments you can expect to see in the next few days.
- The **Overall Progress** gives you a quick picture of your progress and current score in each course.

Courses
- Click **Courses**.
- **Courses** page allows you to see the titles of each course assigned to you.
  - Click the arrowhead to the left of the course title to expand and see the units.
  - Click the arrowhead to the left of a unit title to expand the list and see the assignment titles.
    When you expand the unit to see all of the assignment titles, you also see the assignment **Type**, the date you **Started** working on the course, the **Status** of the assignment, percent of **Progress** through the unit and course, and your current **Score** for the assignment, unit and complete course
  - Double-click to see completed assignments or your current assignment in any course.
  - You CANNOT open future assignments.

Doing Assignments
- Click **Teacher Notes** and read what is there.
- Read the lesson, view the videos, slide shows, listen to the audio clips.
- Do any practice exercises, including vocabulary practice.
- Answer each question at the bottom of the lesson
- Click **Submit Answer** to go to next question.
- Click **Hide Lesson** at top of screen to expand space for questions and move them to the top of your screen. (Click **Show Lesson** to bring it back.)
- Click the next **Section** tab at the top of the lesson (if any).

- Click **Submit Lesson** at the top when finished with all sections.
- Click **< Return to My Courses** at top of screen to leave lesson without completing it.

Messages
Click **Messages**

- Click **New Message**
- Click **To:** to select contacts who should receive the message.
  Use box on top line to search for a specific person.
  Use the checkbox directly above the list of names to select all listed contacts.
- Enter **Subject**
- Type text of message
- Click **Send**.