



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 an 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**.