

# Welcome to the Student Quick Start Guide!

This guide is meant to help you quickly get started with your schoolwork. Please see the <u>Student User Guide</u> (click **Help**) for additional instruction and information.

# Learn / Assignments

- This page allows you to see the Due date, Titles, Status and Info of each course assigned to you.
  - o Click anywhere on an assignment line to go directly into that assignment.
  - You CANNOT open future assignments.

## Learn / Courses

- This page shows you a list of your courses, your score in each course (unit or assignment depending on the view), your progress, other information might include Start Date, Teacher, Status, and assignment Type.
  - Click any course **Title** to display the units in that course.
  - o Click anywhere on the Unit row to see a list of all assignments in the unit.
  - Click anywhere on the assignment row to go directly into that assignment.
  - Click the left-facing arrow on the top row to go back to the unit or course view.
    - You can only open already completed assignments or those in "Assigned" status.

### **Doing Assignments**

- Click any Teacher Notes (red notes) and read what is there.
- Read all sections of the lesson, view the videos, slide shows, listen to the audio clips.
- Do the practice exercises, including vocabulary practice.
- Click Work on Questions and answer each question at the bottom of the lesson
- Click Next Question to go to next question.
- Click the section button at top of screen to return to the lesson.
- Click the Read Next Section button to move to the next section
- Click the Turn It In button when finished with all questions in all sections.
- Click Assignments or Courses (top of screen) to leave lesson without completing it.
- Click the **Ask For Help** button to send a message to your teacher about this particular question.
- Click the **Printer** icon to print this assignment with or without your notes.
- Click the **Reference** icon (World) after you highlight text you want more information about.
- Click the **Translate** icon to see the highlighted text in a different language.
- Click the **Text-to-Speech** icon to hear highlighted text read aloud.

#### **Student Quick Start Guide**



#### **Messages**

- Click Messages
  - Click New Message
  - Click the checkbox directly above the list of names to select all teachers or click the checkbox beside the name of an individual teacher. (Box beside top checkbox is a search box. Enter the name of the teacher you want.)
  - Enter Subject
  - Type text of message
  - Click Send.