

Welcome to the Student Quick Start Guide!

This guide is meant to help you quickly get started with your schoolwork. Please see the [Student User Guide](#) (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.
 - 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.
 - 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.

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**.