

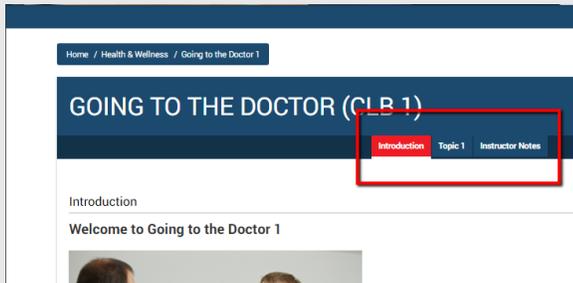
# Working on your Courses

## 1. Topics

When you click on your course, you will see that your course has many tabs.

The first tab will be an **Introduction tab**, followed by numbered **Topic** tabs.

You must finish all of the activities on each tab before moving on to the next tab.



Your courses will have 3-6 Topics. You may not see all the topics. You need to finish Topic 1 before you can see Topic 2. Then, you need to finish Topic 2 before you can see Topic 3.

## 2. Moving Around

Click on the **Tab** that you want to work on.



You can also move to another tab by clicking on the **Next** button

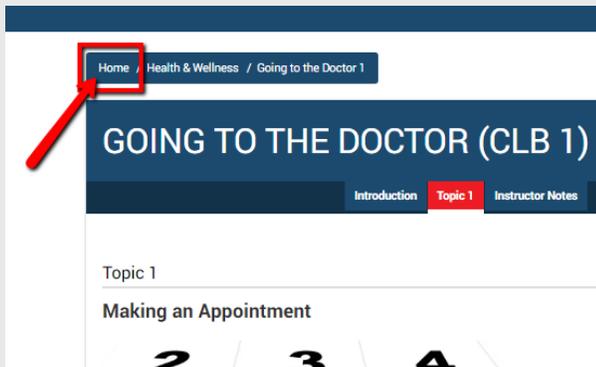


You can move to the tab before by clicking on the **Prev** button.



These buttons are always on the **bottom** of the screen.

If you want to return to the home screen where you can see all of your courses, click the **Home** link.



This link will always be on the **top left**.

### 3. Completing Your Work

Start with the **Introduction Tab**.



Read all of the information on the page.

Click any links and finish all activities before clicking on the Topic 1 tab.

## Topic Tabs

Each Topic has 3 sections

- **Learn about it**
- **Practice it**
- **Assessment**

### Learn about It

-  Learn the Days of the week
-  Learn the Months of the year
-  Learn about Telling Time
-  Learn the answers to Who? When? What time?

### Practice It

-  Read an Appointment Card
-  Listen to the appointment times
-  Find the Date on the Calendar

### Assessment

-  Assessment Marking Rubric   
Click to see how the assessment will be marked.
-  Write the Appointment Times on the Calendar

Finish all of the activities in each section before working on the next section.

Send an email to your Teacher if you have a question about an activity.



## Progress Boxes

Some boxes have a solid line.

Some boxes have a dashed line.



Learn about Telling Time



Solid



Learn the answers to Who? When? What time?



Dashed

**Solid boxes** are for you to click to check off when you have finished that activity

### Learn about It



Learn the Days of the week



Learn the Months of the year



Learn about Telling Time



Learn the answers to Who? When? What time?



Click to check the box when you have finished the activity.

**Dashed boxes** will automatically mark complete when you have finished the activity.

### Learn about It



Learn the Days of the week



Learn the Months of the year



Learn about Telling Time



Learn the answers to Who? When? What time?



When you have finished the activity, the box will have been checked for you.

## Using Your Progress

When you return to the course, you will see the activities that have been finished.

The screenshot shows a course progress interface with three sections: 'Learn about It', 'Practice It', and 'Assessment'. Each section contains a list of activities with checkboxes indicating their status.

Section	Activity	Status
Learn about It	Learn the Days of the week	Completed (checked)
	Learn the Months of the year	Completed (checked)
	Learn about Telling Time	Completed (checked)
	Learn the answers to Who? When? What time?	Completed (checked)
Practice It	Read an Appointment Card	Completed (checked)
	Listen to the appointment times	Pending (unchecked)
	Find the Date on the Calendar	Pending (unchecked)
Assessment	Assessment Marking Rubric	Pending (unchecked)

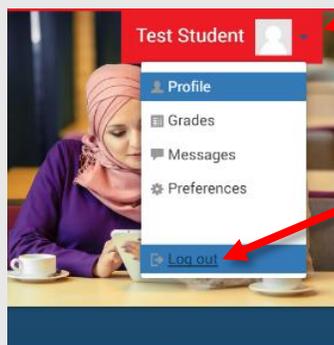
You can continue with the next activity.

## 4. Logging out

You can return to your course activities at any time.

When you are finished working **Log out** of the website.

In the top right corner, click the drop down arrow beside your name.



Then click Log out