

Working on your Courses

1. Topics

You click on your course. You see your course has many tabs.

The first tab is an **Introduction tab**. The other tabs are **Topic 1,2,3,4**.

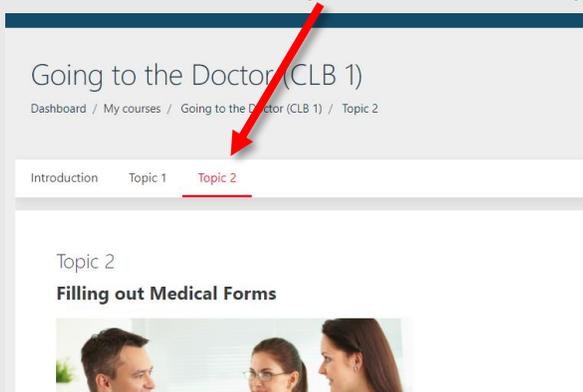
You must finish all the activities in Topic 1. Then, you start Topic 2.



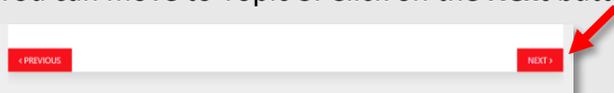
Your courses will have 3-6 topics. You may not see all the topics. You must finish Topic 1. Then you see Topic 2.

2. Moving Around

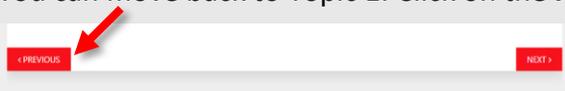
You want to work on Topic 2. Click on the Topic 2 tab.



You can move to Topic 3. Click on the **Next** button.

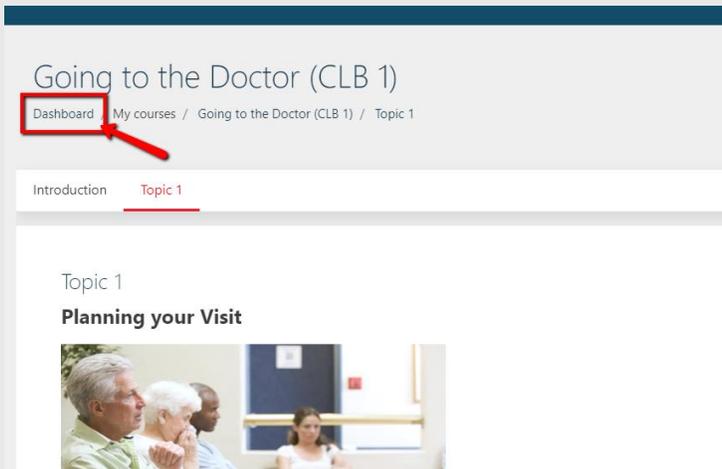


You can move back to Topic 1. Click on the **Previous** button.



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

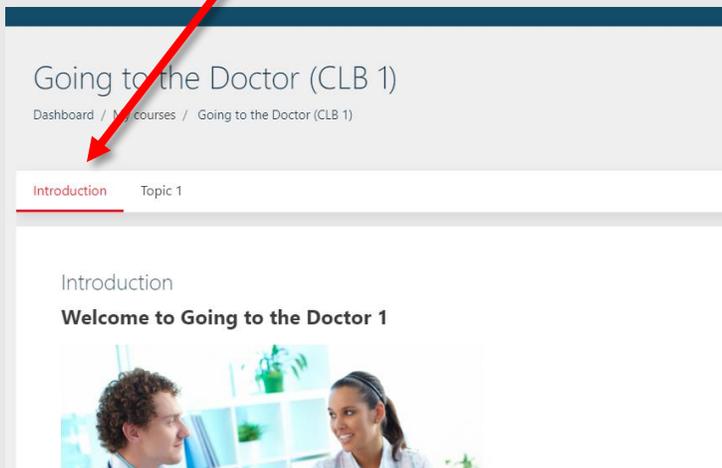
You want to see all your courses. Click on the **Dashboard** link.



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.

Finish all the activities. Click all the links. Then, click on the Topic 1 tab.

Topic Tabs

Each Topic has 3 sections

- **Learn It**
- **Practise It**
- **Assessment**

The screenshot shows a topic page with three sections. Each section has a header and a list of activities with checkboxes. Red arrows point to the 'Learn It', 'Practise It', and 'Assessment' headers.

Section	Activity	Progress
Learn It	Learn the Days of the Week	<input type="checkbox"/>
	Learn the Months of the Year	<input type="checkbox"/>
	Learn about Telling Time	<input type="checkbox"/>
	Learn the answers to Who? When? What time?	<input type="checkbox"/>
Practise It	Read an Appointment Card	<input type="checkbox"/>
	Listen to the appointment dates and times	<input type="checkbox"/>
	Find the Date on the Calendar	<input type="checkbox"/>
Assessment	T3 Assessment Marking Rubric	<input type="checkbox"/>
	Click to see how the assessment will be marked.	
	T3 Assessment - Write the Appointment Times on the Calendar	<input type="checkbox"/>
	T3 Self-Assessment	<input type="checkbox"/>

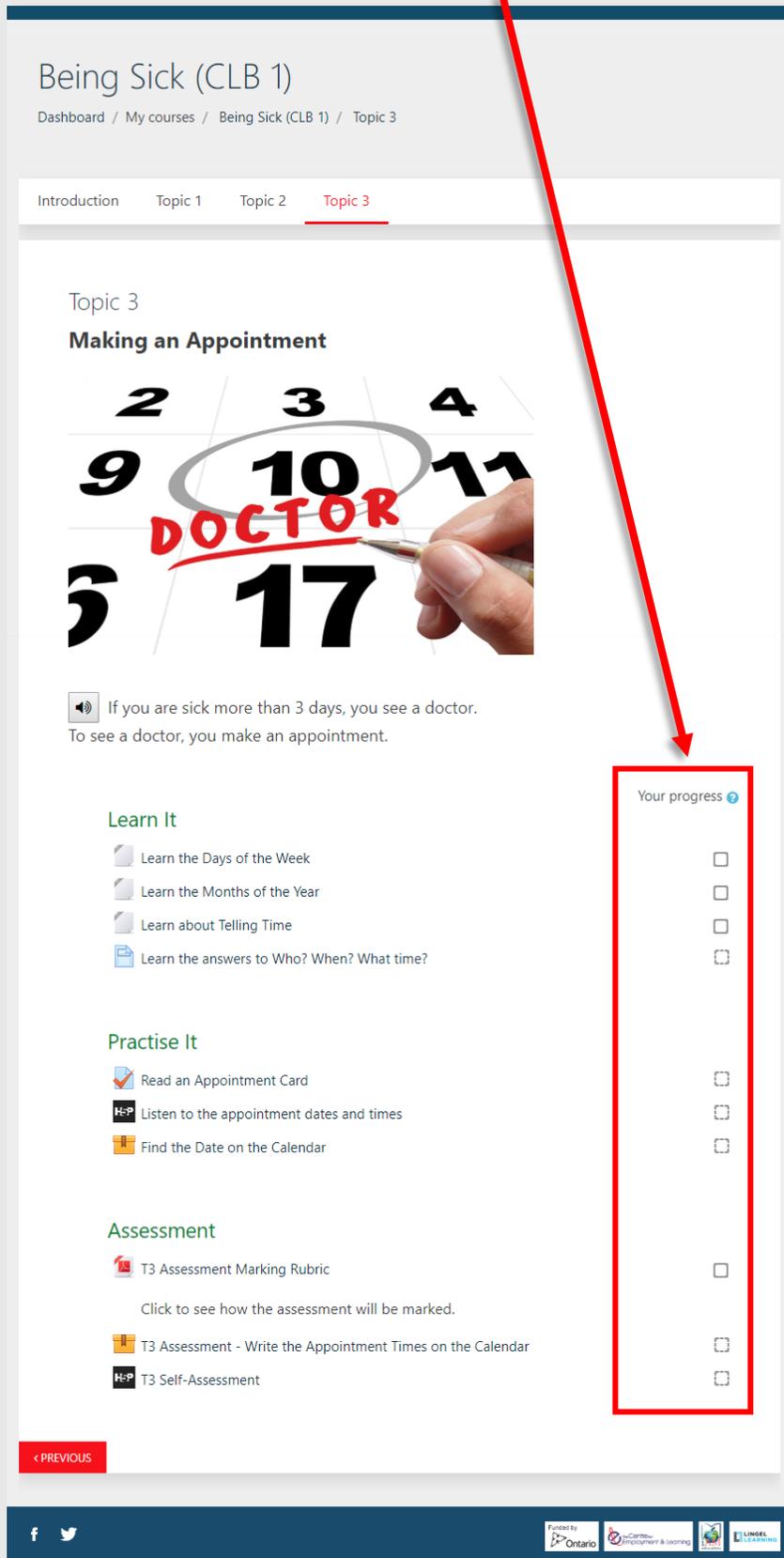
Finish all the activities in Learn It. Then, start the Practise It activities.
Finish all the Practise It activities. Then, start the Assessment.

You have a question about an activity. Send an email to your teacher.

4. Your Progress

You can see the activities you finished here.
You can see the activities you need to do here.

The “Your Progress” area helps you keep track of this.



The screenshot shows a course page for "Being Sick (CLB 1)". The breadcrumb trail is "Dashboard / My courses / Being Sick (CLB 1) / Topic 3". The current page is "Topic 3 Making an Appointment", which includes a calendar graphic with the number 10 circled and the word "DOCTOR" written in red. Below the graphic is a text box with a speaker icon: "If you are sick more than 3 days, you see a doctor. To see a doctor, you make an appointment." The "Your progress" section is highlighted with a red box and contains a list of activities with checkboxes:

- Learn 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?
- Practise It**
 - Read an Appointment Card
 - Listen to the appointment dates and times
 - Find the Date on the Calendar
- Assessment**
 - T3 Assessment Marking Rubric

Click to see how the assessment will be marked.
 - T3 Assessment - Write the Appointment Times on the Calendar
 - T3 Self-Assessment

At the bottom left is a red button labeled "< PREVIOUS". The footer contains logos for Ontario, Employment & Learning, and LINCOLN LEARNING.

Progress Boxes

Some boxes have a solid line.

Some boxes have a dashed line.

Learn about Telling Time

Learn the answers to Who? When? What time?

Solid

Dashed

The activity has a **solid box**. You must check off the box.

Learn 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?

You finish the activity. Click the box.

This activity has a **dashed box**. The computer will check off the box.

Learn It

Learn the Days of the Week

Learn the Months of the Year

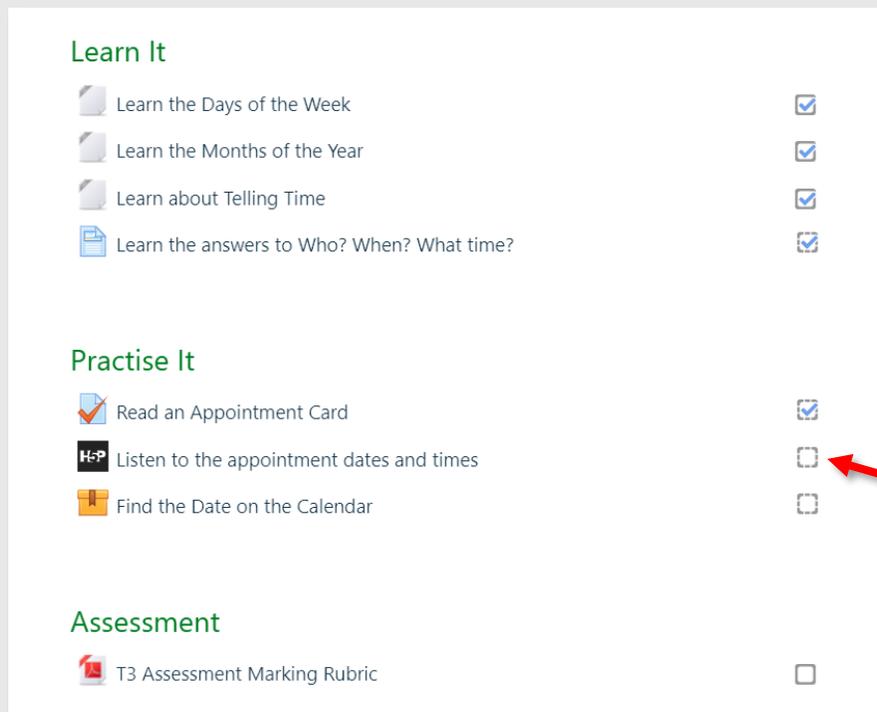
Learn about Telling Time

Learn the answers to Who? When? What time?

You finish the activity. The box will check off automatically.

Using Your Progress

You go back to the course. You see all the activities you finished.



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

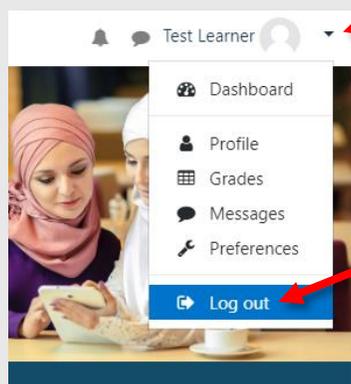
Section	Activity	Status
Learn It	Learn the Days of the Week	Completed
	Learn the Months of the Year	Completed
	Learn about Telling Time	Completed
	Learn the answers to Who? When? What time?	Completed
Practise It	Read an Appointment Card	Completed
	Listen to the appointment dates and times	Pending
	Find the Date on the Calendar	Pending
Assessment	T3 Assessment Marking Rubric	Pending

You can continue with the next activity.

5. Logging out

You can go back to your course activities at any time. You are finished working. **Log out** of the website.

Click the drop down arrow beside your name.



The screenshot shows a user profile dropdown menu for 'Test Learner'. The menu includes options for Dashboard, Profile, Grades, Messages, and Preferences. A blue 'Log out' button is located at the bottom of the menu.

Then click **Log out**.