

A Quick Guide to Advanced Academics

1. Go to the Advanced Academics Log in page (located on the Bethel Online academy page).
2. Log in using your student number as your user name and first three letters of your birth month plus day you were born as your password (ex. Jun01). Click “enter” or click on the “login” button.



Advanced Academics | *Online learning simplified*

Username	Password
<input type="text" value="123456"/>	<input type="text" value="jun01"/>

3. When you log in the very first time, the program will prompt you to watch one of the videos before you can go on. The video choices listed on the bottom of the screen. Once you have watched one of the short videos, you will see a screen like the one below.

Welcome!

Welcome to the Passing Lane

Do you have a deadline approaching?

If you do, check your grades in My Grades to see if you have any assignments that are marked "Not Taken" or "In Progress". An "In Progress" assignment means that it has not yet been submitted to the teacher for grading. Please contact your teacher if you have any questions or need help.

Help

- Navigation Demo
- Grade Viewer Demo
- Communication Demo
- Instant Help Demo
- Student Locker Demo

Switch Applications

Where do you want to go:

- Classroom**
- Communication Site
- Home

4. Click on the “Classroom” link under “Where do you want to go” on the right hand side. You will then see a screen like the one below with your classes listed.

My Courses ▾

My Courses

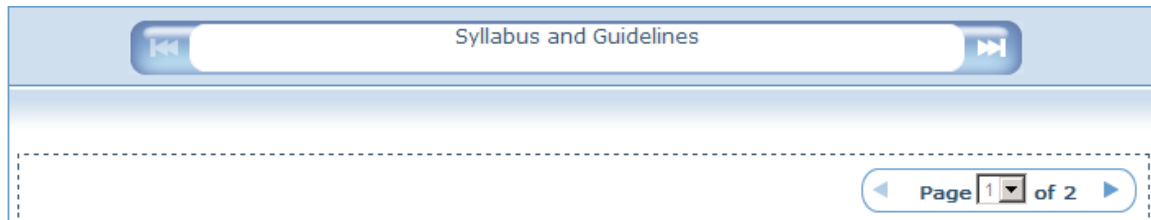
Select a course to begin

	Description	Current Grade	Last Accessed
Course Home	(Bethel) Art Survey 1(Bethel - 2008)	N/A	1/31/2008
Course Home	(Bethel) Art Survey 2(Bethel - 2008)	N/A	1/22/2008
Course Home	(Bethel) Communication Arts 10-1(Bethel - 2008)	68%	1/30/2008

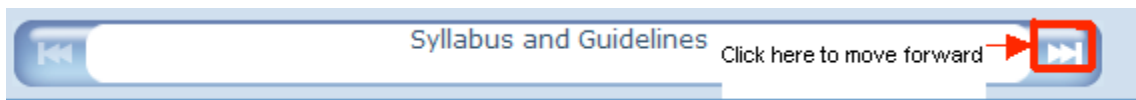
5. Click “Course Home” to open one of your classes. You will see a screen that looks like this (with your class listed).

Course Home	
Student Name:	Wilson (Demo) Jim
Course Name:	(Bethel) Art Survey 2
Class Name:	Bethel - 2008
Current Grade:	N/A
Overall Course Grade (Calculated With 0's for All Incomplete Work):	0.0%
Percent Complete:	0%
Start from beginning Last Point	

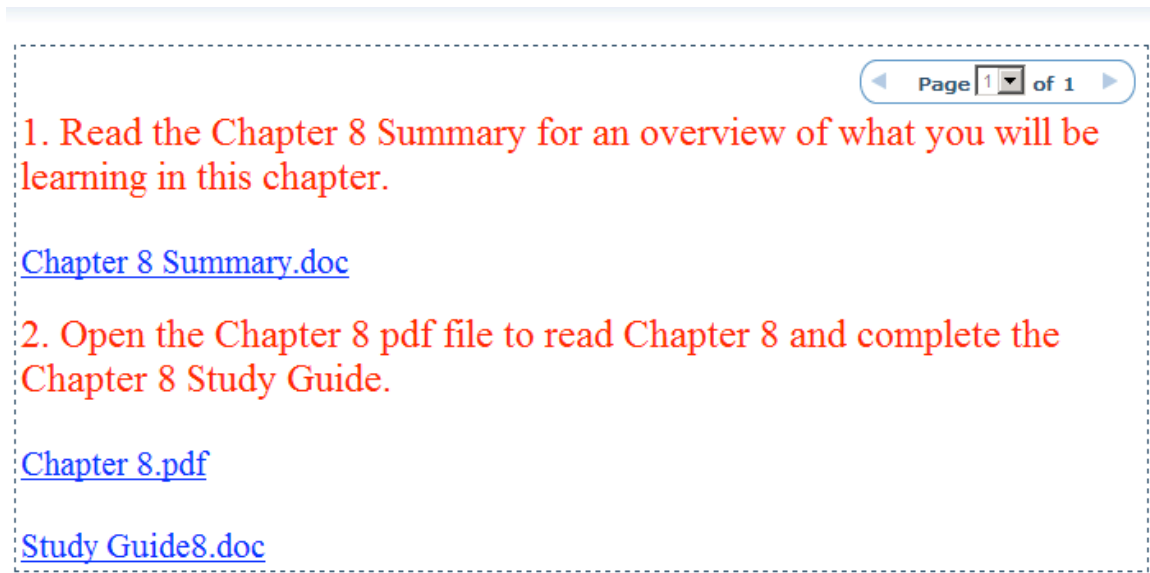
6. Click “Start from beginning” to enter the class. The top part of first screen you will see is this:



7. If there are more than one page in any section, it will say so on the right. To navigate to the next section, click the right double arrow on top of the screen.



8. When you go to the next page, you will see something like the screenshot below.



Page 1 of 1

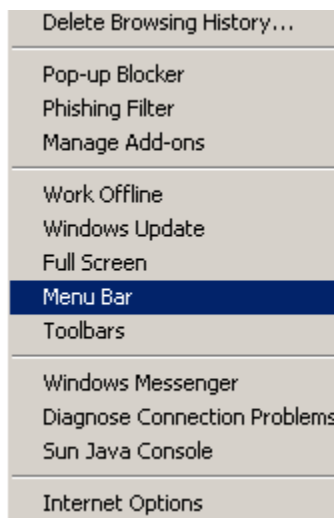
1. Read the Chapter 8 Summary for an overview of what you will be learning in this chapter.
[Chapter 8 Summary.doc](#)
2. Open the Chapter 8 pdf file to read Chapter 8 and complete the Chapter 8 Study Guide.
[Chapter 8.pdf](#)
[Study Guide8.doc](#)

All documents will open in a separate (new) window. The only document you need to save is your assignment. In order to save your assignment, you need to make sure the document in Word. The easiest way is to use the Menu Bar on Explorer. If the menu bar is not showing, follow these easy steps:

Click on tools:



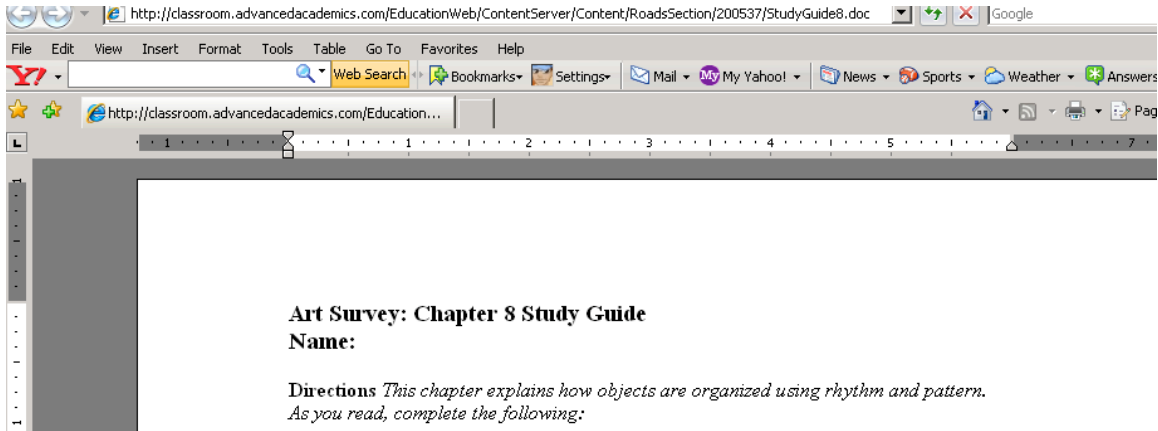
You will see a drop down menu, where you will click on “Menu bar.”



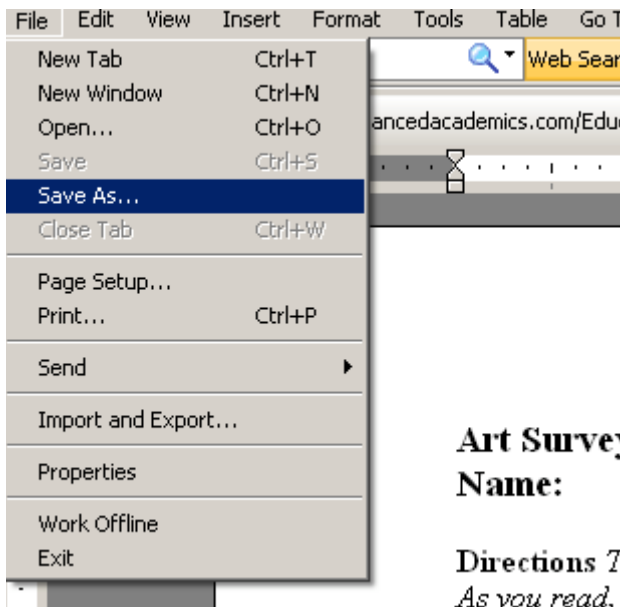
Once you click “menu bar” the following will show up on the upper left of your Internet explorer screen:



9. To save you home work in word, do the following. When you first open an assignment, the page will look like the picture below:



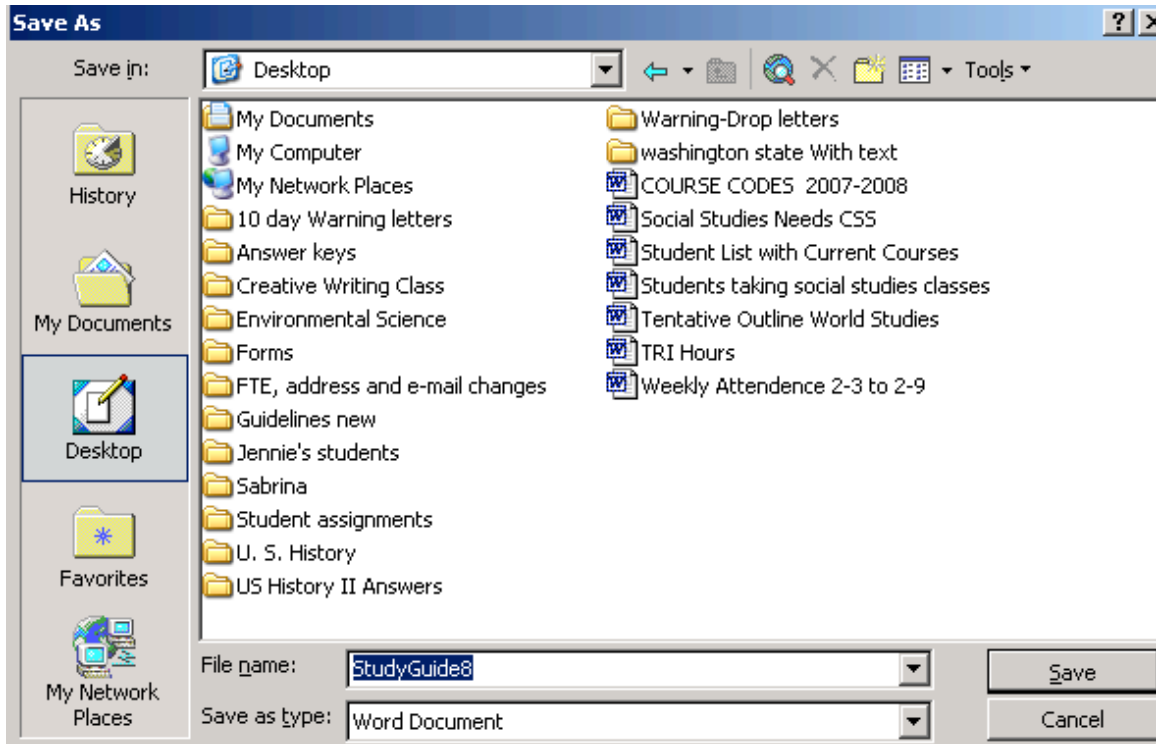
If you type your answers on this screen, your work will be lost. You need to save the worksheet as a word document by clicking the file button and “save as”.



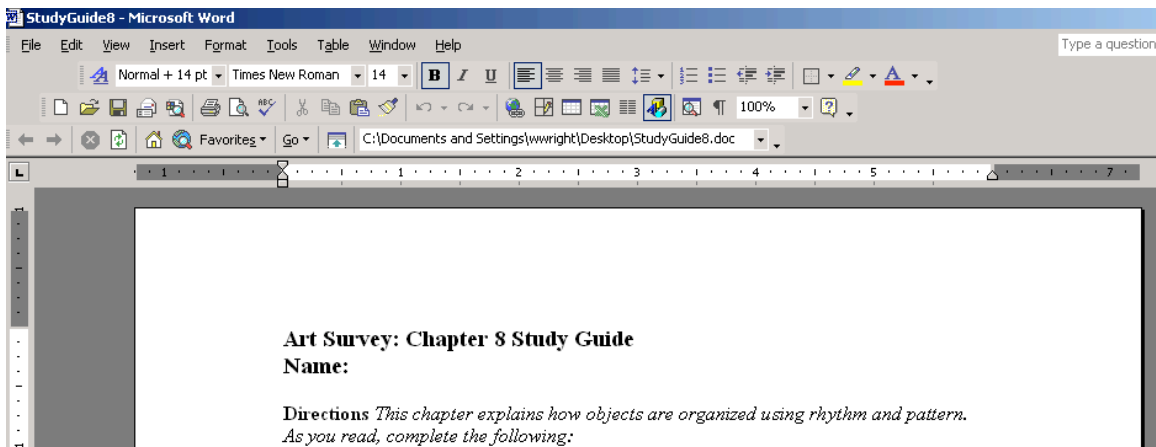
Art Survey:
Name:

Directions *1*
As you read,

Then the following window will appear.



Choose a place to put the document (hopefully a homework folder) then click “save”. The document will now open as a word document (see below):



10. Enter your answers to the questions then save your document. You are now ready to put the finished document into the locker. To get to the locker you go to the assessment page and click “Take Assessment”

My Courses Take Course

8.1 Study Guide

8.1 Study Guide

This is a homework assignment. You can re-enter this assessment unlimited times until you submit it for a grade.

Take Assessment ← Click here

You have Unlimited retakes remaining for this attempt.

11. Most assessments will says “Turn the assignment into the locker.” To turn your assignment into the locker, follow these steps:

A. Click the browse button under “Add attachments”:

Notes

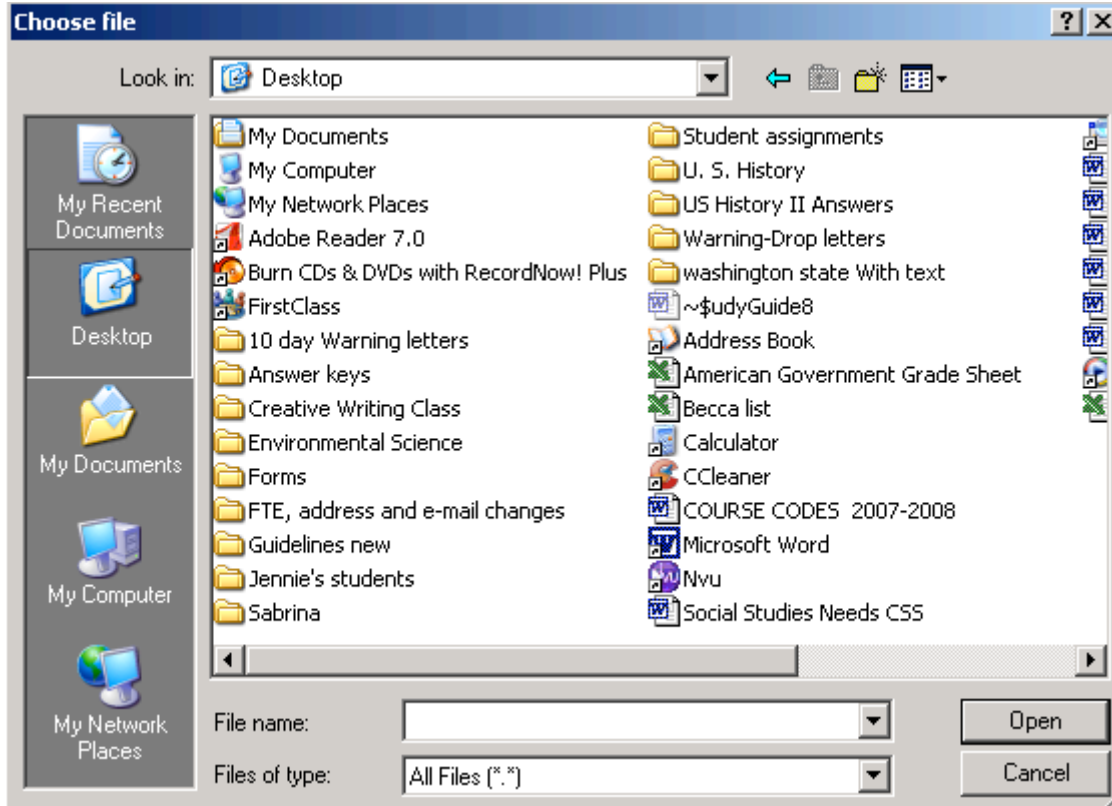
Add Attachments

 Browse... ← Click here first

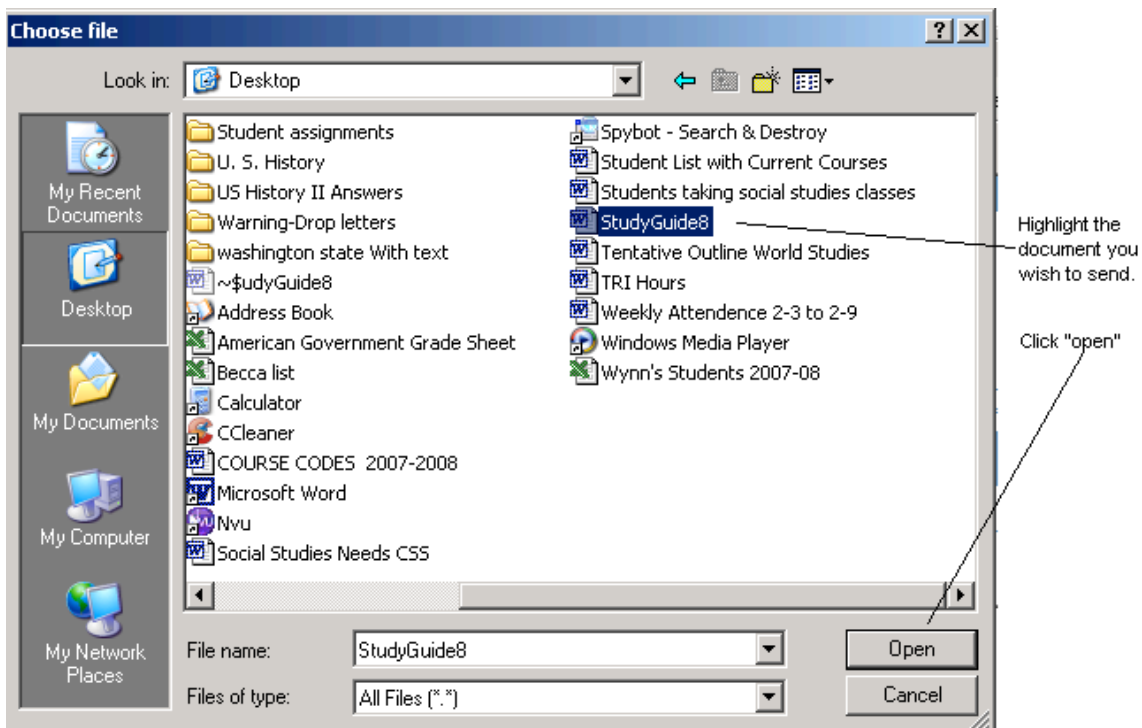
Upload File

Go Back to Course

B. A text box will open:



C. Pick the file you wish to upload, highlight it and click open:



D. text box will disappear and the name of the document will appear next to “upload file.” Click “upload file.”

ID	Version	LastUpdated	Notes	Size
No records to display.				

Notes

Add Attachments

← Click here next!

E. Your document will be listed but will not be graded until you click the “submit for grade”. Until you submit your assignment for a grade you may make any changes you need to make. After you submit for a grade, the assignment is locked and you cannot make any more changes.

ID	Version	LastUpdated	Notes	Size
102597	C:\Documents and Settings\wwright\Desktop\StudyGuide8.doc	2/4/2008 5:27:51 PM		22.00 Kb

Notes

Add Attachments