

Christian Academy of America



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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 for additional instruction and information.

Home Page

The **Assignments** tab will show you the assignments that are overdue and the ones needed to be completed for that day.

Courses

- The **Courses** page allows you to see the titles of each course assigned to you.
- Click the arrow to the right of the course title to expand and see the units. When you do this, you can see your current **Score** for the unit, how far along you are in the unit (**Progress**), and the date you **Started** working on the unit.
- Click the arrow to the right of a unit title to see the assignment titles. When you do this, you will see the **Due Date**, the assignment **Type**, the **Title** of the assignment, and your **Score** for the assignment.
- Click to view an assignment. If an assignment has this symbol  to the far right of it, it means it is blocked. Click the symbol and then click “Message Teacher.” This will let your teacher know the assignment needs to be unblocked.
- You CANNOT open future and/or blocked assignments.

Doing Assignments

- Read the lesson, view the videos, slide shows, listen to the audio clips.
- Do the practice exercises, including vocabulary practice.
- When you have gone through the sections of the assignments, scroll to the bottom, and you will see “Work on Questions.” Click here to begin working on the questions associated with that assignment.
- To go back to the lesson, at the top of the screen, click “Section.” You’ll find that button in the blue bar on the right. It will be next to the “Question” button.
- Click the next **Section** tab at the top of the lesson (if any).
- Click **Turn It In** at the bottom right when finished with all sections and questions.
- Click **Courses** at top of screen to leave lesson without completing it. This will count as an attempt, so please make sure you really want to leave the assignment. You are only allowed so many attempts per assignment.

Projects

- For elementary students, all projects are optional.
- High school students must complete a minimum of one project per unit in each subject (excluding units in which no projects are pre-assigned). All extra projects that will not be completed should be changed to the “Skipped” status. This will allow a student to continue on to the next unit once all remaining assignments in the current unit are completed. For project-based electives, students must complete all originally assigned projects in each unit.