

# STUDENT USER'S GUIDE

Need a little help getting started? Here are a few helpful instructions.

## Registering for Your Workspace

1. Enter the class code your teacher gave you in the box under "Register Now" on the Student Portal page and click "Register."
2. Create a Username and Password that you will remember easily.
3. On the next page enter your first name and the first letter of your last name, and then click "Continue."
4. Congratulations! Now click on "Enter" on the Log In page that appears.

## Your Assigned Activities

1. When you complete the registration steps you will be taken to the list of activities your teacher has assigned to you.
2. You will see that all of the activities are listed as "Not Begun."
3. Click on your first assigned activity and complete the work as assigned by your teacher.
4. When you have completed the activity (see instructions for "Saving Your Work") that activity will be listed as either "In Progress" or "Complete" on your activity assignments page.

## Completing and Saving Your Work

You may begin and complete your work in one computer session—or you may spread it out over several sessions, depending on your assignment. There are a couple of important steps for saving your work so you can come back to it later.

*NOTE: You will have completed the "Exploring Primary Sources" activity when you have worked through all of the pages in the interactive. There will be no prompt for you to "Save" your work—it will be saved automatically.*

## Saving Work in Progress...and Finding It Again

1. When you want to save the work you have done on an assigned activity—but you are not ready yet to hand it in—simply click the "Save" button.
2. When you want to go back to finish or continue working on the assignment, log in to your student workspace and click on the assignment in the activity list. It should say "In Progress" now.
3. Keep working as you did before.

## Saving and Handing in Completed Assignments

Once you have finished an assignment, you will have the option to "hand in" the assignment to your teacher.

*NOTE: Once you "hand in" your assignment, you will no longer be able to make changes to your answer. So make sure you are 100% finished before handing in your work.*

1. When you have completed your assignment—provided answers in each of the work spaces—click on "Save" again.
2. You will be asked if you want to "Continue working on this assignment" or "Hand in your paper to be graded."
3. **THIS IS IMPORTANT!** If you want to be able to go back to review your assignment before actually handing it in be sure to click on the "Continue working" icon! Otherwise you will not be able to access your assignment again.
4. When you are ready to hand in the assignment click on "Hand in." (You'll get another chance to change your mind—asking you if you are sure. If so, click on "Hand in" again and you're done!
5. When you go back to the student workspace you'll see that your assignment is listed now as "Being Graded." Your teacher can now review and grade your assignment.

## Viewing Your Grade

After handing in your activity, your teacher will have a chance to review and grade your work. Once your teacher has graded your work, you will be able to log in to your account and view your grade and teacher feedback.

1. Log in to your student workspace and you will see your list of assigned activities.
2. Check the activity you have handed in—if it has been graded it will say "Graded!" and it will show your grade.
3. To see what your teacher has said about your work, click on "View Teacher Comments."

## Tips

- Write down your Username and Password! But if you forget...your teacher can find out what it is and tell you. **DON'T** register again!
- You won't be able to hand in your assignment until you have entered text in each response box for the assignment—so make sure you are really done before you try handing it in.
- Talk to your teacher if you have any problems registering, logging in, or using the online interactives.