



Student Manual

How to Begin Taking Classes Online

Student Manual

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Frequently Asked Questions

- 1. Can I use Learnbeyond from any computer?** You can use Learnbeyond from any computer with high speed internet access.
- 2. What is my username and password?** Your username and password are on the Enrollment Form you were given by Mr. Jones. If you do not remember your username and password, call Mrs. Whitaker at 330-965-7828 ext. 1167
- 3. How do I get to the Learnbeyond website?** See “Logging In to Learnbeyond” on page 4.
- 4. How do I get started?** First, you will need to log in to the Learnbeyond site. (See “Logging In to Learnbeyond on page 4.”) Then, check your email. (See “Email” and “Reading Email” on page 5.) Your teacher will send you a welcome email with some instructions. Once you follow the instruction in the email, your teacher will give you all of your coursework. Call your teacher if you have any questions. Teacher phone numbers are located in the Survival Guide.
- 5. How do I know if I am doing enough school work?** There is a list for each course that shows how much work should be turned in for each week of school. See “Checklists” starting on page 12.
- 6. How do I know when my school work is due?** See “Assignments” on page 14 to see how to get to your list of assignments for each course. The due date for each assignment is located in the “Close Date” column on the far right.
- 7. How do I do my school work?** To complete and turn in an Assignment, which is like homework, see “Assignments” starting on page 14. To complete and turn in an Assessment, which is like a quiz or test, see “Assessments” starting on page 21.
- 8. Where is the information I need to read in order to be able to do the assignment or assessment?** See “Lessons” starting on page 9.
- 9. Do I have a textbook?** The Lessons are like a textbook. Some courses use a virtual textbook from another website, and the link to the website is always in the Lessons area. See “Lessons” starting on page 9.
- 10. How do I use the scanner?** See “Scanning and Turning in an Assignment” starting on page 17.
- 11. What do I do if my scanner icon is not on the desktop screen?** Click “Start” then click on “My Computer.” Right-click on the scanner icon and hold the right-clicker down. Drag the icon to the desktop, release the right-clicker, and left click on “Create Shortcut Here.”
- 12. How do I scan multiple pages as one document?** Scan the first page. (See “Scanning and Turning in an Assignment” starting on page 17.) Scan the second page using the same process. Copy and paste the image of the second scanned document below the image in the first scanned document. (So now it is one document with two pages) Continue for any other pages. Submit to the teacher the first document that has all the other pages copied and pasted into it.
- 13. What is the difference between an assignment and an assessment?** Assignments are like your daily homework and assessments are the quizzes or tests.
- 14. How do I know if an assignment or assessment was submitted to the teacher?** The first number in the submission column represents how many times an assignment or assessment has been submitted. See “Seeing Your Grade on an Assignment” starting on page 20 and “Seeing Your Grade on an Assessment” on page 23.
- 15. How do I know what my grade is on an assignment or assessment?** See “Seeing Your Grade on an Assignment” starting on page 20 and “Seeing Your Grade on an Assessment” on page 23.
- 16. How do I know what my current grade is for the course?** Click the link to Progressbook in the column on the left. This will take you to your teachers’ virtual grade book. One of your teachers can provide you with a username and password.
- 17. What is the discussion forum and how do I use it?** See “Discussion Forums” starting on page 25.
- 18. Where are the announcements for my class?** See “Announcements” on page 24

19. What is a Tutorial Video? The tutorial videos are videos you can watch that demonstrate most of the topics in this manual. See “Tutorial Videos” on page 28.

Logging In to k12creditrecovery.com

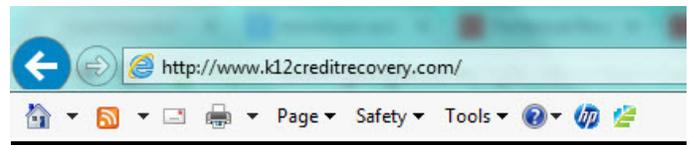
1. Open the Internet by clicking on the icon for Internet Explorer on the desktop.

(The desktop is the main screen that comes up as soon as you turn on the computer.)

(You can use other internet browsers if you would like to, such as Mozilla Firefox and Google Chrome.)



2. Type **www.k12creditrecovery.com** in the address bar.



3. Click the **Sign In** button to navigate to the Sign In page.

3. Type your **Username**.

4. Type your **Password**.

5. Click **Login**.



The image shows a 'User Login' form with a light beige background. At the top, the title 'User Login' is written in red. Below the title, there are two input fields: 'Username' and 'Password', each with a white text box and a light gray border. Under the 'Password' field, there is a checkbox labeled 'Keep me logged in'. At the bottom of the form, there is a blue button with the word 'Login' in white text.

Your username is based on your name.

Example – **John Smith** would be - **j_smith**

Remember you must use the *underscore*.

Your Password is – **pgms2014**

You must complete 60 hours per course. If you are taking 2 courses that is 120 hours. We will be keeping track of your hours and how you use them. Please keep in touch with your teacher.

My email is jjones@pennsgrove.k12.nj.us

My phone is 856 299 0576

Email

1. Click E-mail in the column on the far right.

Parts of Learnbeyond Email

Inbox	Compose	Sent Mails	Folders
Click Inbox to read messages that have been sent to you.	Click Compose to write and send an email to someone.	Click Sent Mails to read messages you have sent.	Click Folders to organize your emails.

Reading Email

1. Click Inbox

2. Click on the Subject or title of a message. That will open the message so you can read it.

3. Unread messages will be **bold**. Messages you have read will not be bold.

<input type="checkbox"/> From	Subject
teacher1@training	tutoring
teacher1@training	Testing

Composing (Sending) Email

1. Click Compose

2. Click Insert Address

To:	<input type="text"/>	<input type="button" value="Insert Address"/>
Subject:	<input type="text"/>	<input checked="" type="checkbox"/> Save in Sent Mails
Attachments:	<input type="text"/>	<input type="button" value="Add/Remove Attachments"/>

Composing (Sending) Email (continued)

School Id : <input type="text" value="Select"/>	User Type : <input type="text" value="Select"/>	Class/Course : <input type="text" value="Select"/>	<input type="button" value="Find"/>
3. Select the School Id	4. Select User Type (this is who you are sending the email to)	5. Select the Class/Course	6. Click Find.

<p>7. Click the box next to the address of the person you would like to email to select that person.</p> <p>8. Click Add—this puts the person’s address in the address bar</p>	<div style="text-align: right;"> School Id : <input type="text" value="mahoning"/> User Type : <input type="text" value="Teach"/> </div> <table border="1" style="width: 100%;"> <tr> <td><input type="checkbox"/></td> <td>User Id</td> <td><input type="button" value="Add"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>cjones@mahoning</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>employteach@mahoning</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>jsylvies@mahoning</td> <td></td> </tr> </table>	<input type="checkbox"/>	User Id	<input type="button" value="Add"/>	<input type="checkbox"/>	cjones@mahoning		<input type="checkbox"/>	employteach@mahoning		<input type="checkbox"/>	jsylvies@mahoning	
<input type="checkbox"/>	User Id	<input type="button" value="Add"/>											
<input type="checkbox"/>	cjones@mahoning												
<input type="checkbox"/>	employteach@mahoning												
<input type="checkbox"/>	jsylvies@mahoning												

<p>9. Type the subject of your email in the subject bar.</p> <p>10. Type your message in the space below.</p>	<div style="border: 1px solid gray; padding: 5px;"> To: <input type="text" value="teacher1@training"/> <input type="button" value="Insert Address"/> <input type="button" value="Reset"/> Subject: <input type="text" value="Essay"/> <input checked="" type="checkbox"/> Save in Sent Mails Attachments: <input type="text"/> <input type="button" value="Add/Remove Attachment"/> <div style="border: 1px solid gray; padding: 2px;"> Styles Paragraph Font family Font size Mrs. Martin, I would like to come to the Help Session for extra help writing my Essay. Joe Student Path: p Words: 18 </div> </div>
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<p>11. Click Send.</p>	<div style="border: 1px solid gray; padding: 5px;"> <input type="button" value="Send"/> <input type="button" value="Cancel"/> To: <input type="text" value="teacher1@training"/> Subject: <input type="text" value="Essay"/> Attachments: <input type="text"/> <div style="border: 1px solid gray; padding: 2px;"> Rich text editor toolbar </div> </div>
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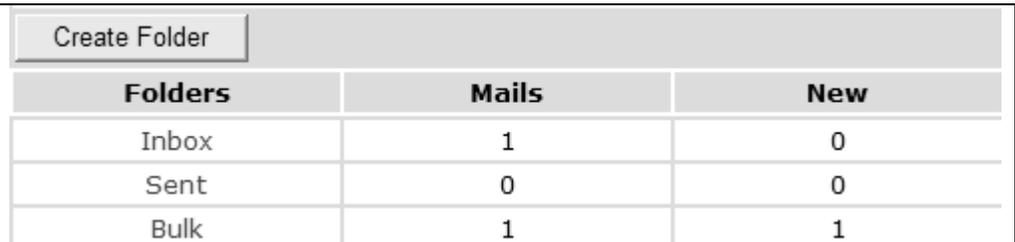
Creating a Folder for Emails

**It is recommended that you create a folder for each subject. You can put every email related to that subject into the folder for that subject. This will help you organize your emails.

1. Click on Folders

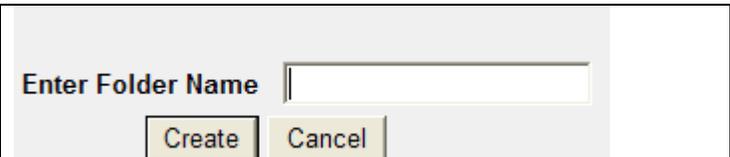


2. Click Create Folder

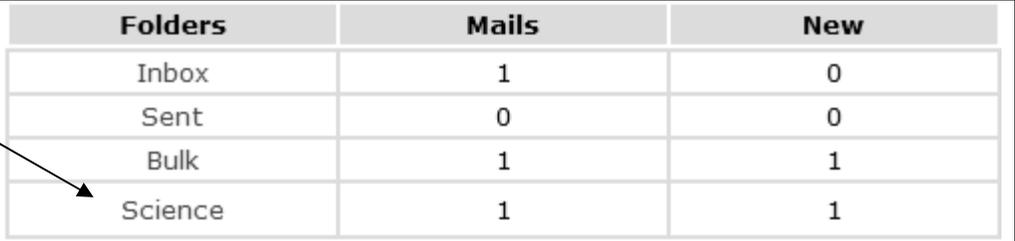


Folders	Mails	New
Inbox	1	0
Sent	0	0
Bulk	1	1

3. Enter the name of your new folder.
4. Click Create.

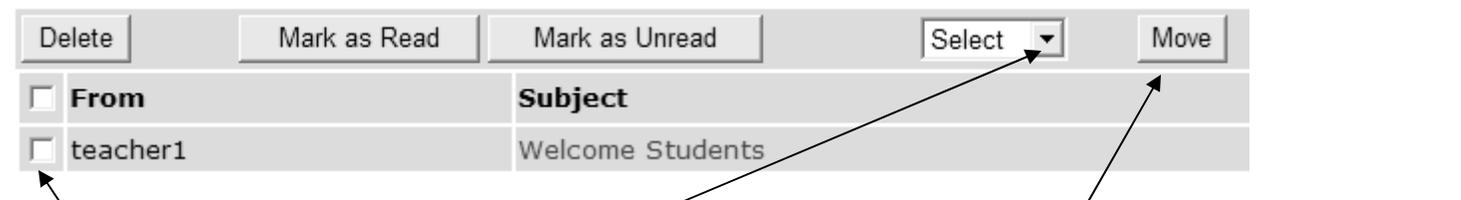


5. The folder you created will then appear in the list of folders. (To open the folder, click on the name of the folder.)



Folders	Mails	New
Inbox	1	0
Sent	0	0
Bulk	1	1
Science	1	1

Moving Emails into a Folder



1. Click in the box in front of the message you want to move. (A check mark will appear in the box.)

2. Click on the drop down menu next to the word Select. Click on the folder in the menu into which you would like to move the email.

3. Click Move

List of Courses

****List of Courses** is where you will read the **lessons**, turn in **assignments** (homework), and take **assessments** (tests). It is also where the **course checklists** are located (which let you know how much work should be completed each week.)

<p>Click the List of Courses tab near the top of the page.</p>	
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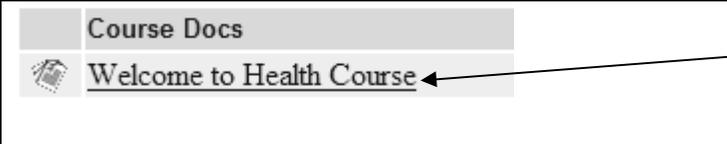
Available Courses	Assignments	Assessments
Language Arts I	56/80	9/32
British Literature	83/93	42/49

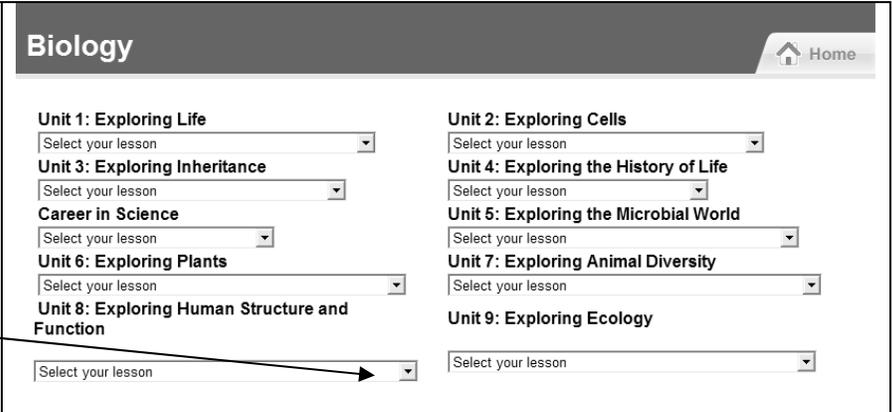
<p>If you click on the name of the course, it will take you to the lessons and the course checklists.</p>	<p>If you click on the numbers in the Assignments column, it will take you to where you can do the assignments (homework) and turn them in. You can also see your grade on the assignments here.</p> <p>The numbers represent how many assignments you have left to do / out of the total number of assignments.</p>	<p>If you click on the numbers in the Assessments column, it will take you to where you can take the assessments (tests) and turn them in. You can also see your grade on the assessments here.</p> <p>The numbers represent how many assignments you have left to do / out of the total number of assignments.</p>
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Lessons

**The lessons are what you need to read before you do the assignments or assessments.

<p>1. Click on List of Courses to go to the list of courses.</p> <p>2. Click on the name of the course.</p>	 <p>Available Courses</p> <p>Language Arts I</p> <hr/> <p>British Literature</p> <hr/>
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 <p>Course Docs</p> <p> <u>Welcome to Health Course</u></p>	<p>For some courses, you may need to click on the Welcome message. Other courses may take you directly to the list of Units (see below).</p>
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<p>3. This opens up a window that has all the units of study for the entire course.</p> <p>4. Click to drop down the menu of lessons.</p>	 <p>Biology Home</p> <p>Unit 1: Exploring Life Select your lesson</p> <p>Unit 3: Exploring Inheritance Select your lesson</p> <p>Career in Science Select your lesson</p> <p>Unit 6: Exploring Plants Select your lesson</p> <p>Unit 8: Exploring Human Structure and Function Select your lesson</p> <p>Unit 2: Exploring Cells Select your lesson</p> <p>Unit 4: Exploring the History of Life Select your lesson</p> <p>Unit 5: Exploring the Microbial World Select your lesson</p> <p>Unit 7: Exploring Animal Diversity Select your lesson</p> <p>Unit 9: Exploring Ecology Select your lesson</p>
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Biology

Unit 1: Exploring Life

- Select your lesson
- Select your lesson
 - Checklist Discussion Forum, Lessons 1.1-1.5 Quiz
 - 1.1: Organization of Life
 - 1.2: Classification of Living Things
 - 1.3: Major Themes in Biology
 - 1.4: Interactions in the Environment
 - 1.5: Chapter 1 Quiz
 - Checklist Lessons 1.6-1.10 Quiz
 - 1.6: Discovery Science
 - 1.7: Hypothesis-Based Science
 - 1.8: Natural Selection Lab
 - 1.9: Evidence in Science
 - 1.10: Chapter 2 Quiz
 - Checklist Lessons 1.11-1.15 Quiz, Unit 1 Test
 - 1.11: Animal Behavior
 - 1.12: Innate Behavior
 - 1.13: Learned Behavior
 - 1.14: Social Behavior
 - 1.15: Chapter 3 Quiz
 - Unit 1 Review
 - Unit 1 Test

5. Click on the name of the lesson to select it.

Lessons (continued)

6. This takes you to the **Introduction** of the lesson.

The Introduction tells you:

- what you will be learning
- critical questions (questions you should be able to answer when you are done reading the lesson)
- materials you need for the lesson
- words you need to know

British Literature

[Home](#)

Unit 1 - The Anglo-Saxon Period: 1.1 - Early History of Britain

[Introduction](#)

[Lesson](#)

[Activities](#)



WHAT WILL I LEARN TODAY?

Today you will learn about some of the very earliest inhabitants of Britain

- Celts
- Romans
- Anglo-Saxons

You will also learn about some of the most important events that occurred during that time period.



CRITICAL QUESTIONS?

1. Who were the first inhabitants of Britain?
2. How did the Roman Invasion affect life in Britain?
3. What is the Roman Peace and why did it end?
4. Who filled the void left by the departure of the Roman armies?
5. What was Anglo-Saxon life like?
6. What values were important in the Anglo-Saxon culture?



WHAT MATERIALS DO I NEED FOR THIS LESSON?

Notebook, and pencil to take notes



WORDS I NEED TO KNOW

Brythons Celts Angles Jutes
Saxons

British Literature
Home

Unit 1 - The Anglo-Saxon Period: 1.1 - Early History of Britain

Introduction
Lesson
Activities

Britain had many inhabitants over its long history.

Some of the earliest people to live on the British Isles were two groups of Celts (pronounced *selts* or *kelts*) from southern Europe. The Celts were hunters and farmers who organized themselves into tightly knit family groups called clans.

One group, the Brythons (today spelled Britons), settled on the largest island, Britain.

The other group, the Gaels, settled on the second largest island, Ireland.

The Britons left their mark on Britain in the form of large stone circles that can still be seen today. The purpose of these monuments is not really known, but it is believed they had religious or astronomical uses.

An example of one of these circles, Stonehenge, is pictured at the right.



Lessons (continued)

British Literature
Home

Unit 1 - The Anglo-Saxon Period: 1.1 - Early History of Britain

Introduction
Lesson
Activities

ACTIVITY



Learn more about the Roman Invasion of Britain



Learn more about every day Anglo-Saxon Life

ASSESSMENT(S)



Complete **Quiz 1.1** on the Early History of Britain

ASSIGNMENT(S)



None

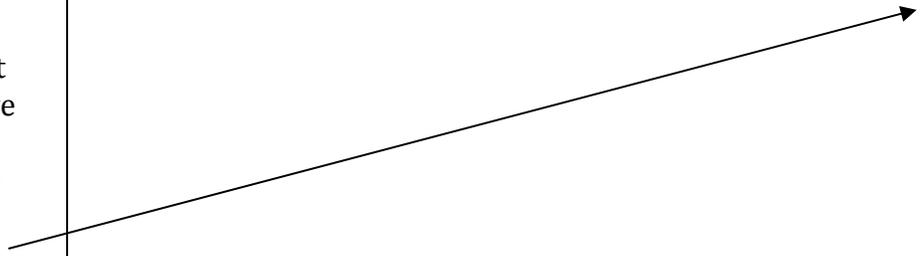
Mahoning Unlimited Classroom □ All Rights Reserved.

←
→

Arrow Buttons

You can also click the arrows at the bottom of the pages to move around in the lesson.

- If you click the arrow to the left, it will take you back to where you were before.
- If you click the arrow to the right, it will advance you to the next page.



Checklists

**The checklists let you know which lessons you are supposed to read, and which assignments and/or assessments you are supposed to turn in for each week of school.

The instructions below take you to the place the checklists are **usually located. If you can't find the checklist according to these instructions, ask the teacher where they are located for his or her class.

1. Click the List of Courses tab near the top of the page.



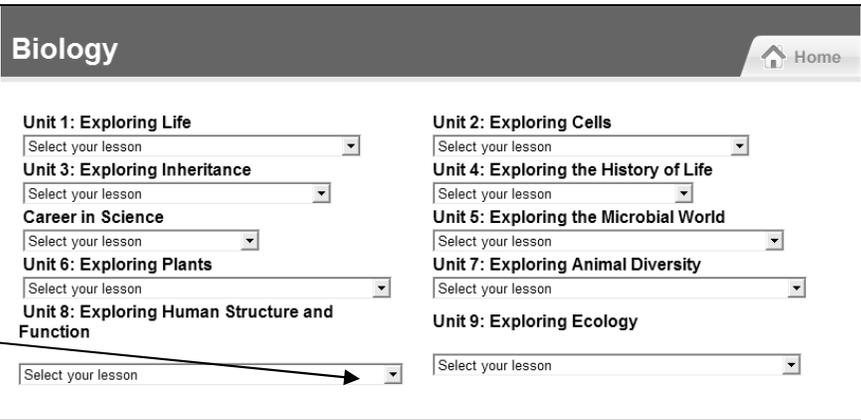
2. Click on the name of the course.

Available Courses

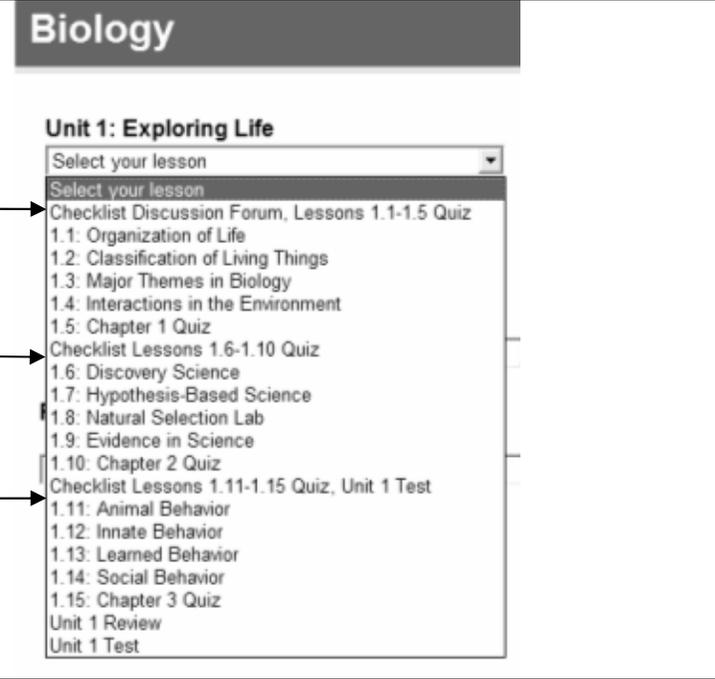
Language Arts I

British Literature

<p>Course Docs</p> <p> Welcome to Health Course</p>	<p>For some courses, you may need to click on the Welcome message. Other courses may take you directly to the list of Units (see below).</p>
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<p>3. This opens up a window that has all the units of study for the entire course.</p>	 <p>Biology Home</p> <p>Unit 1: Exploring Life Select your lesson</p> <p>Unit 3: Exploring Inheritance Select your lesson</p> <p>Career in Science Select your lesson</p> <p>Unit 6: Exploring Plants Select your lesson</p> <p>Unit 8: Exploring Human Structure and Function Select your lesson</p> <p>Unit 2: Exploring Cells Select your lesson</p> <p>Unit 4: Exploring the History of Life Select your lesson</p> <p>Unit 5: Exploring the Microbial World Select your lesson</p> <p>Unit 7: Exploring Animal Diversity Select your lesson</p> <p>Unit 9: Exploring Ecology Select your lesson</p>
<p>4. Click to drop down the menu of lessons. The checklists are located in the same menu.</p>	

Checklists (continued)

<p>5. Click on the name of the checklist you would like to read. (This menu has 3 checklists.)</p>	 <p>Biology</p> <p>Unit 1: Exploring Life Select your lesson</p> <ul style="list-style-type: none"> Select your lesson Checklist Discussion Forum, Lessons 1.1-1.5 Quiz 1.1: Organization of Life 1.2: Classification of Living Things 1.3: Major Themes in Biology 1.4: Interactions in the Environment 1.5: Chapter 1 Quiz Checklist Lessons 1.6-1.10 Quiz 1.6: Discovery Science 1.7: Hypothesis-Based Science 1.8: Natural Selection Lab 1.9: Evidence in Science 1.10: Chapter 2 Quiz Checklist Lessons 1.11-1.15 Quiz, Unit 1 Test 1.11: Animal Behavior 1.12: Innate Behavior 1.13: Learned Behavior 1.14: Social Behavior 1.15: Chapter 3 Quiz Unit 1 Review Unit 1 Test
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6. The checklists tell you which lessons you are supposed to read, and which assignments and/or assessments you are supposed to turn in for each week of school.

Biology Home

Unit 1: Exploring Life: Checklist Discussion Forum, Lessons 1.1-1.5 Quiz

Checklist

COURSE CHECKLIST
Biology
UNIT 1 Chapter 1
Discussion Forum, Lessons 1-5 Quiz

Name of Student: _____

LESSON	NAME OF LESSON	TASKS ASSIGNED	COMPLETED
Discussion Forum	Cloning-Is It for You?	<ul style="list-style-type: none"> Go to Discussion Forums on the left side of the page 	
		<ul style="list-style-type: none"> Read and follow the directions in the Topic "Cloning-Is It for You?" 	
		<ul style="list-style-type: none"> Respond to the questions asked by your teacher 	
		<ul style="list-style-type: none"> Reply to the responses of two of your classmates 	
1	Organization of Life	<ul style="list-style-type: none"> Read Chapter 1, Section 1.1 	

Assignments

Completing and Turning in an Assignment

1. Click the List of Courses tab near the top of the page.

LIST OF COURSES ORGANIZER NOTICE BOARDS

2. Click on the numbers in the Assignments column that are across from the name of the course.

Assignments	Assessments
56/80	9/32
83/93	42/49

3. Click on the name of the assignment.

	<p>Assignments 1 - 63 of 63</p> <p>Assignment Name</p> <p><u>U1L2FamilyHistoryandInterests</u></p> <p><u>U1L3PersonalHealthInventory</u></p>
--	---

The assignment name is **red when you have never submitted it, **green** when you have submitted it but can submit it again, and **blue** when you can no longer submit it.

<p>4. Type your answers directly on the page.</p>	
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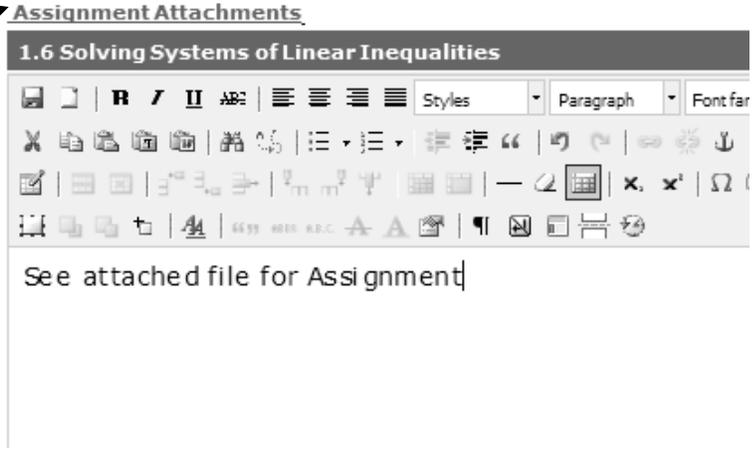
Completing and Turning in an Assignment (continued)

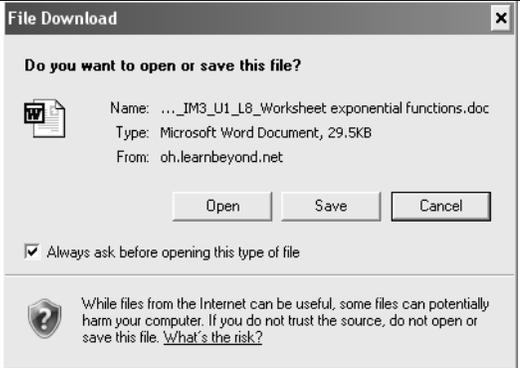
<p>5. Use the text editor on the top of the page to change the font, font size, font color, etc.</p>	
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<p>6. Click Save to save your work. (It is recommended to save at least every 15 minutes as you work).</p> <p>7. Click Submit to turn in your work to the teacher.</p>	
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****Sometimes you will not be able to type the answers directly on the page because the assignment will be an attachment.**

To do an assignment that is an attachment:

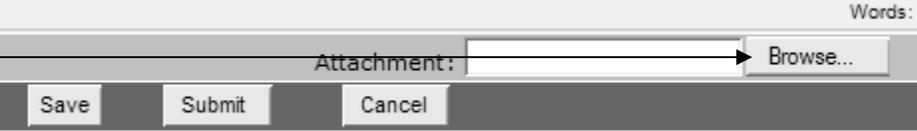
<p>1. To open the attached assignment, click Assignment Attachments.</p>	 <p>The screenshot shows a document viewer interface. At the top, there is a header 'Assignment Attachments'. Below it, the document title is '1.6 Solving Systems of Linear Inequalities'. The document content area shows a rich text editor toolbar and the text 'See attached file for Assignment'. An arrow points from the text in the left box to the 'Assignment Attachments' header in the screenshot.</p>
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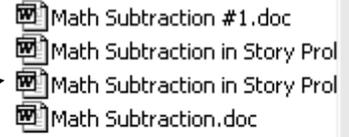
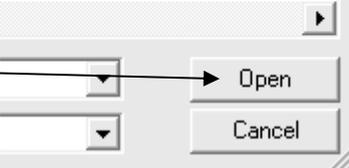
<p>2. Click Save and save the assignment to your computer.</p>	 <p>The screenshot shows a 'File Download' dialog box. The title bar says 'File Download'. The main text asks 'Do you want to open or save this file?'. Below this, there is a document icon and the following information: Name: ..._IM3_U1_L8_Worksheet exponential functions.doc, Type: Microsoft Word Document, 29.5KB, From: oh.learnbeyond.net. There are three buttons: 'Open', 'Save', and 'Cancel'. At the bottom, there is a checkbox labeled 'Always ask before opening this type of file' which is checked. Below the checkbox is a warning icon and text: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'</p>
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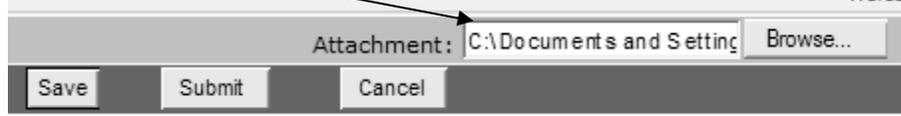
Completing and Turning in an Assignment (continued)

Once you have saved the assignment:

3. Locate the assignment from where you saved it in your computer, and open it up.
4. Complete the document.
5. Save it again.
6. Close the assignment.

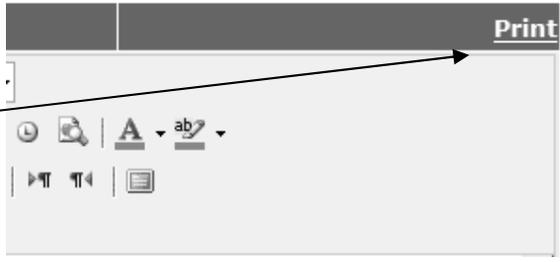
<p>7. Click Browse to search for the assignment you saved.</p>	 <p>Words: Attachment: <input type="text"/> Browse...</p> <p>Save Submit Cancel</p>
--	---

<p>8. Click on the name of the assignment.</p>	 <p>Math Subtraction #1.doc Math Subtraction in Story Prol Math Subtraction in Story Prol Math Subtraction.doc</p>
<p>9. Click Open.</p>	 <p>Open Cancel</p>

<p>10. You will know the assignment is attached because there is writing in the attachment bar.</p>	 <p>Attachment: C:\Documents and Settings Browse...</p> <p>Save Submit Cancel</p>
<p>11. Click Submit to turn the assignment in to the teacher.</p>	

Scanning and Turning in an Assignment

****You may need to print out some assignments, write the answers by hand, scan them into the computer, and submit them as attachments.**

<p>1. Click Print in the upper right corner of the assignment.</p>	 <p>Print</p>
---	---

<p>2. Click Print.</p> <p>3. Write your answers on the printed assignment.</p>	
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4. Place the assignment paper in the top of the scanner, upside-down and face-down.

5. Minimize the Learnbeyond page by clicking the dash in the upper right hand corner of the screen.



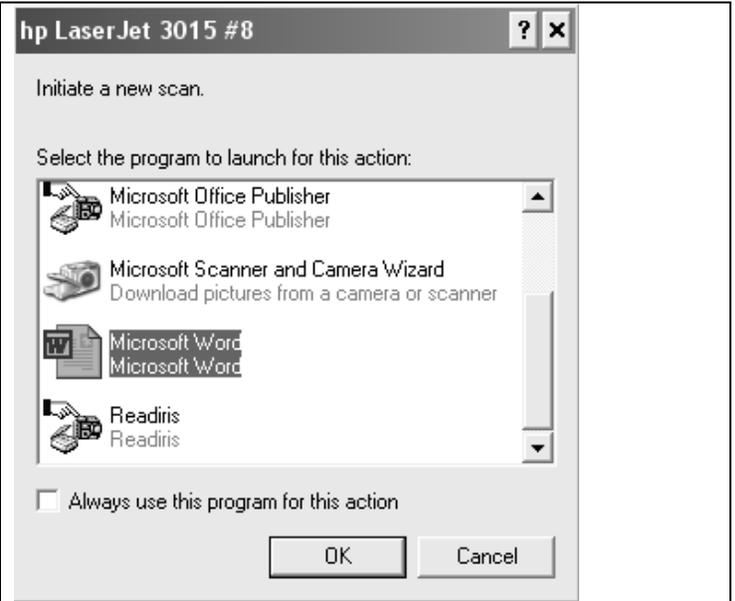
6. You should now be at the desktop screen. (The screen with all the icons)

<p>7. Double-click the scanner icon.</p>	
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Scanning and Turning in an Assignment (continued)

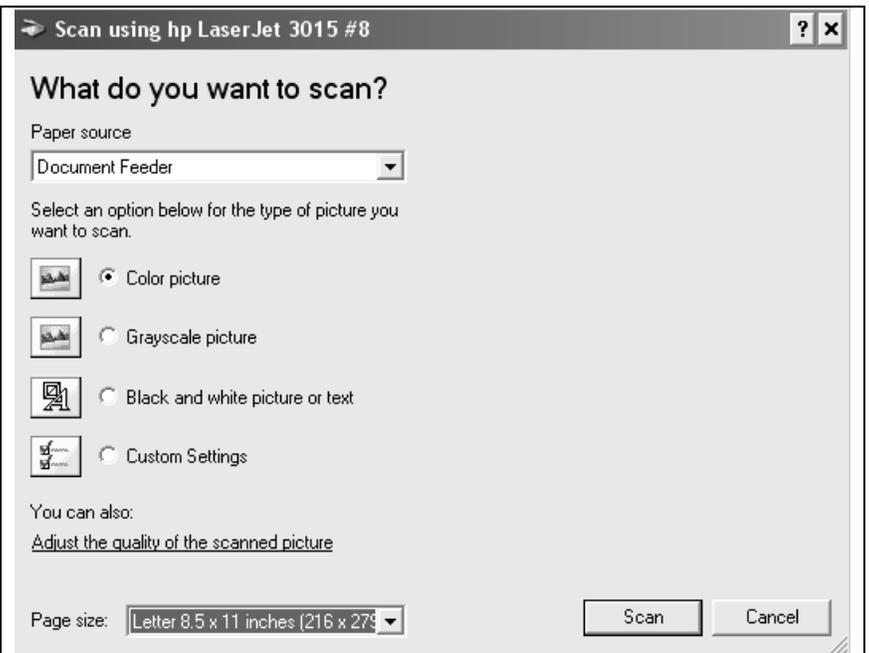
8. Click **Microsoft Office Word**.

9. Click **OK**.



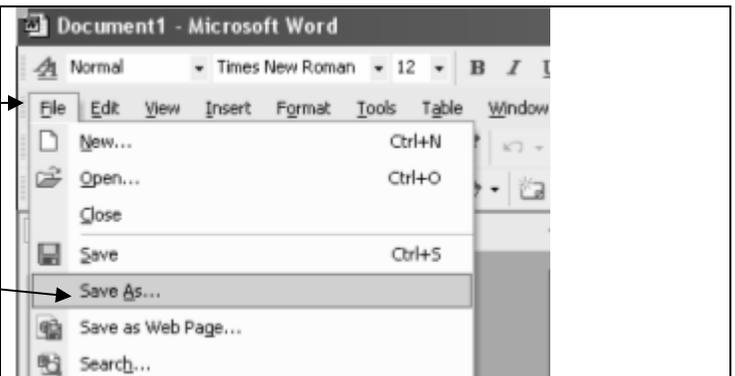
10. Select **Letter 8.5 x 11 inches** for the **page size**. Select **Black and White Picture or Text**.

11. Click **Scan**.



12. Click **File**.

13. Click **Save As...**



Scanning and Turning in an Assignment (continued)

14. Save the scanned document to the subject area folder (a math assignment in the math folder, etc.)

15. Rename the document according to the subject, unit number, and lesson number.

16. Click **Save**.

17. Bring back Learnbeyond by clicking on it down in the task bar at the very bottom of the screen.

18. Click Browse to search for the assignment you saved.

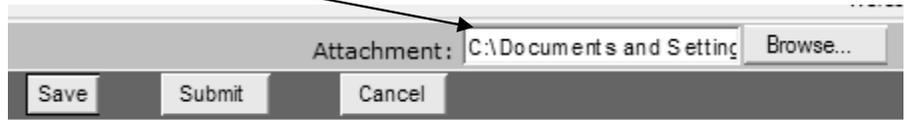
19. Click on the name of the assignment.

20. Click **Open**.

Scanning and Turning in an Assignment (continued)

21. You will know the assignment is attached because there is writing in the attachment bar.

22. Click **Submit** to turn the assignment in to the teacher.



Seeing Your Grade on an Assignment

1. Click the List of Courses tab near the top of the page.



2. Click on the numbers in the Assignments column that are across from the name of the course.

Assignments	Assessments
56/80	9/32
83/93	42/49

Assignments 1 - 63 of 63	Previous Next
Assignment Name	Submission History
U1L2FamilyHistoryandInterests	1 / 2
U1L3PersonalHealthInventory	1 / 2

3. Click on the numbers in the **Submission History** column across from the assignment for which you would like to see the grade.

**The first number is how many times you have turned in the assignment. The second number is how many times you are allowed to turn in the assignment.

Seeing Your Grade on an Assignment (continued)

Submission History				BACK TO ASSIGNMENTS HOME	
null			Maximum Attempts Allowed : 2		
S.No.	Submission	Submission Date	Evaluation Date	Points	Remarks
1	Work File	2008-09-17	2008-09-20	10	Remarks

Click on Work File to view the graded assignment. Your teacher may put feedback directly on the page.	This is the date you turned the assignment in.	This is the date your teacher graded the assignment.	This is how many points you earned on the assignment.	Click on Remarks to read any remarks your teacher had about how you did on this assignment.
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Assessments

Completing and Turning in an Assessment

<p>1. Click the List of Courses tab near the top of the page.</p>	 <p>Learn beyond Learn without limits K12 Credit Recovery</p> <p>LIST OF COURSES ORGANIZER NOTICE BOARDS</p>
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	Available Courses	Assignments	Assessments
	Language Arts I	56/80	9/32

2. Click on the numbers in the **Assessments** column that are across from the name of the course.

Completing and Turning in an Assessment (continued)

3. Click on the **name of the assessment**.

(The assessment name is red when you have never taken it, green when you have taken it but can take it again, and blue when you can no longer take it.)

Exams 1 - 2 of 2	
Assessment	Attempts
<u>UNIT 1 REVIEW</u>	<u>4/10</u>
<u>UNIT 2 REVIEW</u>	<u>0/10</u>

4. If you are ready to take the assessment, click **Begin Now**.

If you are not ready to take the assessment, click

Not at this time.

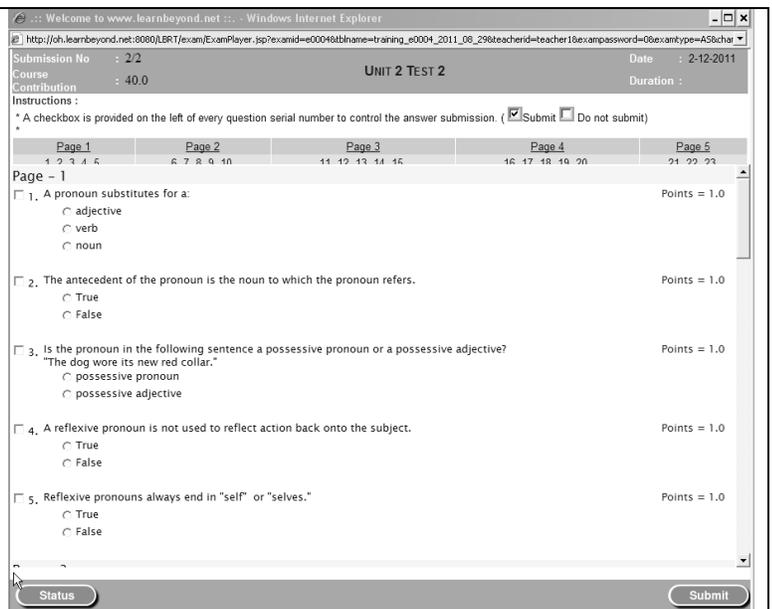
Begin Now

Not at this time

5. Take the assessment by answering all the questions on the page.

6. When you are done, click  in the lower right corner to turn in the assessment.

****If you do not click submit, it will count as one attempt and your grade will be a zero.**



The screenshot shows a web browser window with the URL http://ch.learnbeyond.net:8080/LBRT/Exam/ExamPlayer.jsp?examid=e0004&blname=training_e0004_2011_09_29&teacherid=teacher1&exampassword=0&examtype=AS&sch. The page title is "UNIT 2 TEST 2". The submission number is 2/2, the course is "Contribution : 40.0", and the date is 2-12-2011. The duration is not specified. The instructions state: "A checkbox is provided on the left of every question serial number to control the answer submission. (Submit Do not submit)". The page is divided into five sections: Page 1 (questions 1-5), Page 2 (questions 6-10), Page 3 (questions 11-15), Page 4 (questions 16-20), and Page 5 (questions 21-25). The current page is Page 1, showing five multiple-choice questions. At the bottom of the page, there is a "Status" button on the left and a "Submit" button on the right.

Seeing Your Grade on an Assessment

1. Click the List of Courses tab near the top of the page.

2. Click on the numbers in the **Assessments** column that are across from the name of the course.

3. Click on the numbers in the Attempts column across from the name of the assessment for which you would like to see the grade.

Exams 1 - 2 of 2	
Assessment	Attempts
UNIT 1 REVIEW	4/10
UNIT 2 REVIEW	0/10

Submission History of Unit 2
Lesson 1 Nouns Test [Help!](#)

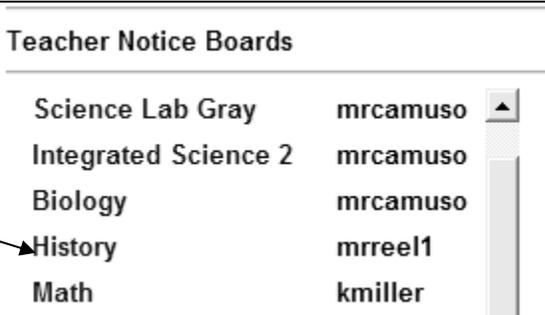
No	Date Attempted/Submitted	View Result	Status
<input checked="" type="checkbox"/> 1	2012-08-22	5	Evaluated

<p>Click on the number of your attempt to see your graded assessment.</p> <p>The answers you got right will be green and the answers you got wrong will be red.</p>	<p>This is the date you turned in the assessment.</p>	<p>This is your score.</p>	<p>Pending for evaluation means it is waiting for the teacher to grade the short essay questions.</p> <p>Evaluated means the teacher has graded it and that is the final grade.</p> <p>Student opened but did not submit means the student looked at the assessment, but did not turn it in, so the grade is a zero.</p>
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Announcements

**The Announcements area is a place where teachers can post announcements and make files available for you to download (such as the weekly checklists).

<p>1. Click the Notice Boards tab near the top of the page.</p>	 <p>The image shows the 'Learnbeyond' logo with the tagline 'Learn without limits' and 'K12 Credit Recovery'. Below the logo is a red navigation bar with three tabs: 'LIST OF COURSES', 'ORGANIZER', and 'NOTICE BOARDS'. The 'NOTICE BOARDS' tab is highlighted.</p>
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<p>2. Click on the name of the course to open up the notice board for that course.</p>	 <p>The image shows a list titled 'Teacher Notice Boards'. The list contains the following items:</p> <table border="1"> <thead> <tr> <th>Course Name</th> <th>Teacher Name</th> </tr> </thead> <tbody> <tr> <td>Science Lab Gray</td> <td>mrcamuso</td> </tr> <tr> <td>Integrated Science 2</td> <td>mrcamuso</td> </tr> <tr> <td>Biology</td> <td>mrcamuso</td> </tr> <tr> <td>History</td> <td>mrreel1</td> </tr> <tr> <td>Math</td> <td>kmliller</td> </tr> </tbody> </table> <p>An arrow points from the text in the left column to the 'History' course name in the list.</p>	Course Name	Teacher Name	Science Lab Gray	mrcamuso	Integrated Science 2	mrcamuso	Biology	mrcamuso	History	mrreel1	Math	kmliller
Course Name	Teacher Name												
Science Lab Gray	mrcamuso												
Integrated Science 2	mrcamuso												
Biology	mrcamuso												
History	mrreel1												
Math	kmliller												

<p>3. Click on the title of the notice to open the notice.</p> <p>This will open up the notice for you to read, or allow you to download the file.</p>	 <p>The image shows a table titled 'History Notice Board Structure' with two columns: 'Notice Title' and 'Course Name'.</p> <table border="1"> <thead> <tr> <th>Notice Title</th> <th>Course Name</th> </tr> </thead> <tbody> <tr> <td><u>1st 9 Week Checklists</u></td> <td>American History</td> </tr> <tr> <td><u>PowerPoint Readings</u></td> <td>American History</td> </tr> </tbody> </table> <p>An arrow points from the text in the left column to the '1st 9 Week Checklists' notice title in the table.</p>	Notice Title	Course Name	<u>1st 9 Week Checklists</u>	American History	<u>PowerPoint Readings</u>	American History
Notice Title	Course Name						
<u>1st 9 Week Checklists</u>	American History						
<u>PowerPoint Readings</u>	American History						

Discussion Forums

Responding to a Topic Posted by your Teacher

1. Click the **Forums** tab near the top of the page.

FORUMS LIVE BOARD E-CLASSROOM CHAT DASHBOARD

2. Click on the **name of the forum**.

The name of this forum is **Language Arts Forum**.

Forum Name [All Forums]



Language Arts Forum

This is a Forum for Language Arts Course.

3. Click on the **topic** of the forum

The topic of this forum is **Hello**.

Topics [All Topics]



Hello

4. At the top of the page is the question or topic your teacher has posted that you need to respond to.

Author of the Topic

on Sep 29,2011

by teacher1→D

Hello

Please tell me your favorite color

5. Click **Post Reply** to post your reply.

POSTREPLY ↙

6. All student replies appear below.

Replies Received:

on Nov 30,2011 →D

by student2→D

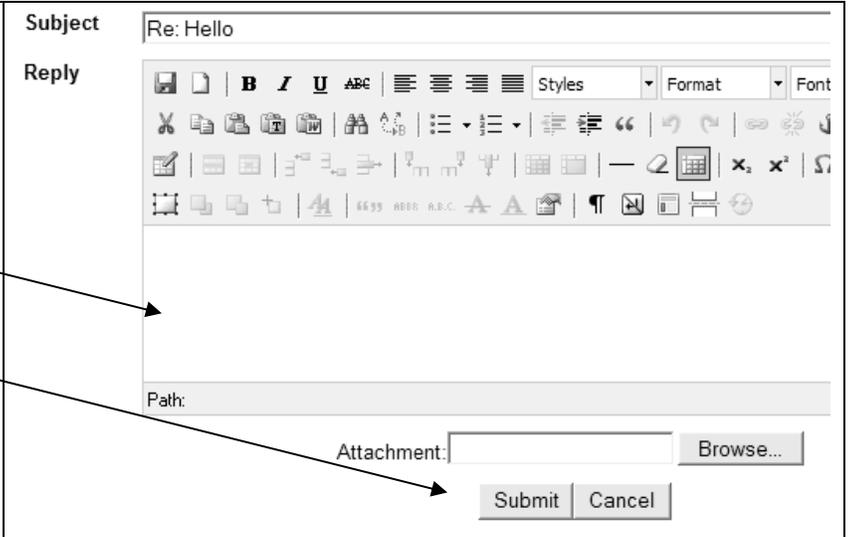
Re: Hello

pink

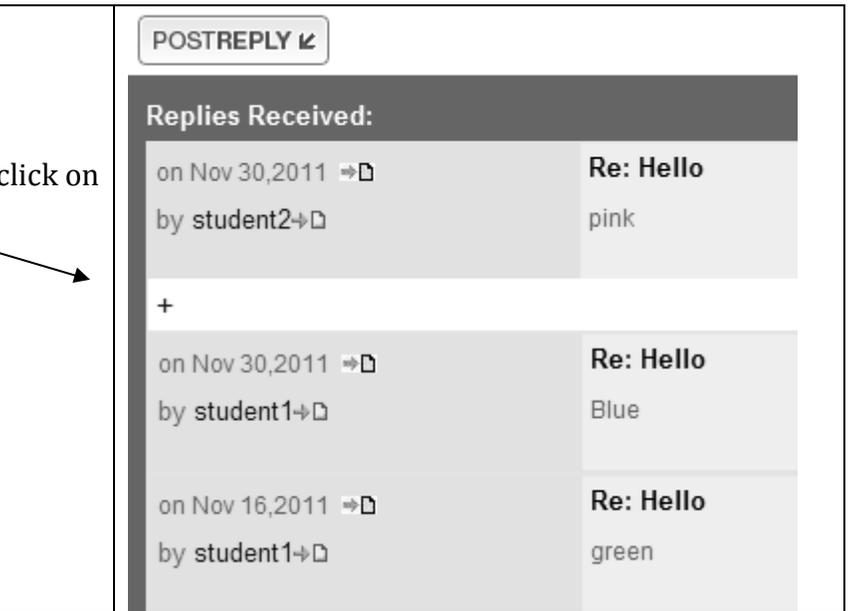
Responding to a Comment Posted by a Student (continued)

2. Type your response in this space.

3. Then click **Submit**.



4. To see a response to a student comment, click on the plus sign below the comment.



5. That opens the comment so you can read it.

Replies Received:

- on Nov 30,2011 → by student2 → Re: Hello pink
- on Nov 30,2011 → by student1 → Re:Hello My mom likes pink.

Tutorial Videos

**The tutorial videos show you how to use Learnbeyond. There is a video for just about every topic in this user manual.

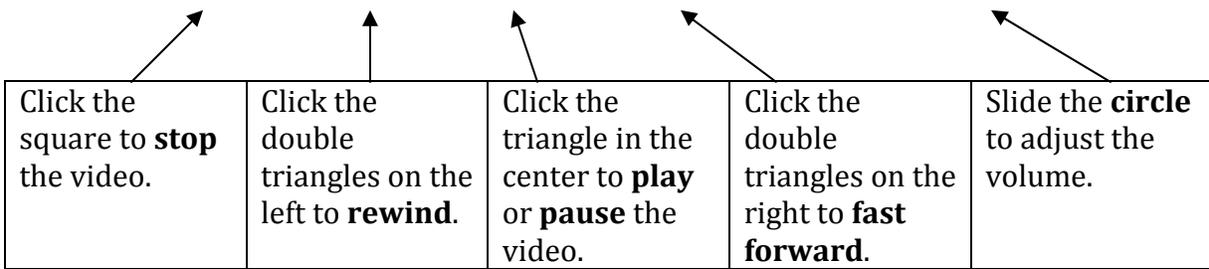
1. Click **Tutorials** in the upper right corner of the webpage.

2. Click on the icon in front of the video you would like to watch.

Training Tutorials

- ▶ Reading Email
- ▶ Organizing Emails with Folders
- ▶ Sending Email
- ▶ Checking the Notice Boards
- ▶ Finding the Weekly Checklists
- ▶ Finding and Reading a Lesson
- ▶ Finding, Completing, and Turning in an Assignment
- ▶ Scanning and Turning in a Scanned Assignment
- ▶ Seeing Your Grade on an Assignment
- ▶ Finding, Completing, and Turning in an Assessment
- ▶ Seeing Your Grade on an Assessment
- ▶ Discussion Forums





Click the square to stop the video.	Click the double triangles on the left to rewind .	Click the triangle in the center to play or pause the video.	Click the double triangles on the right to fast forward .	Slide the circle to adjust the volume.
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