

**PACIFIC
NORTHWEST**



**TAX
SCHOOL**

**Student LMS
User Manual**

*Pacific Northwest Tax School's
Online Learning Management System (LMS)*

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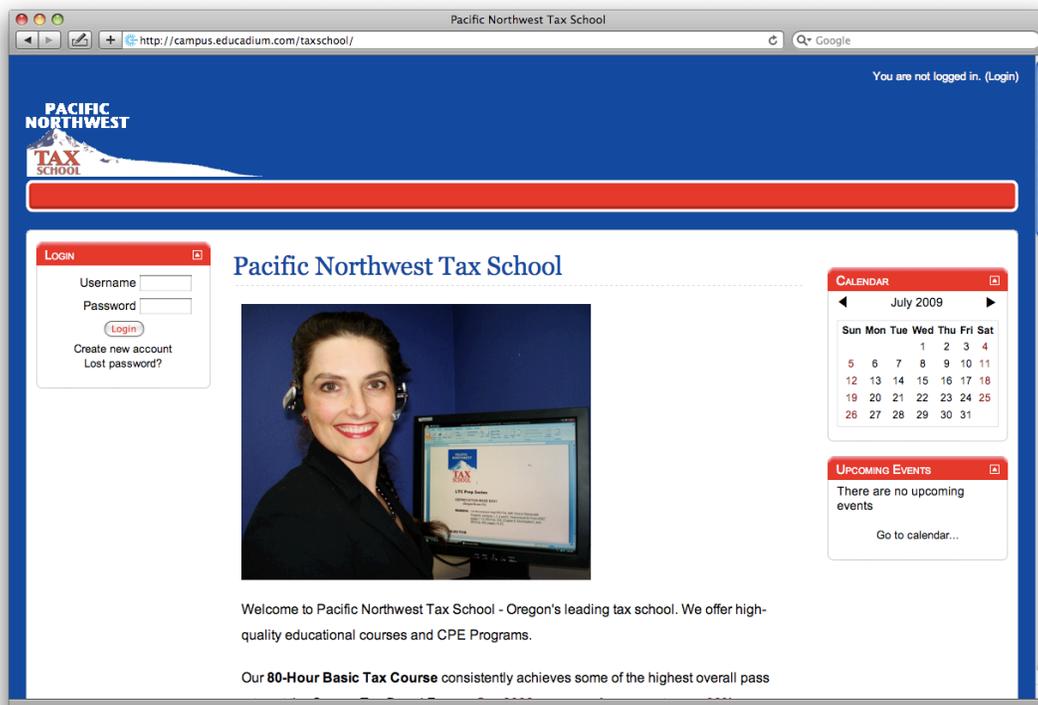
Accessing the Online Learning Management System (LMS)

Logging in

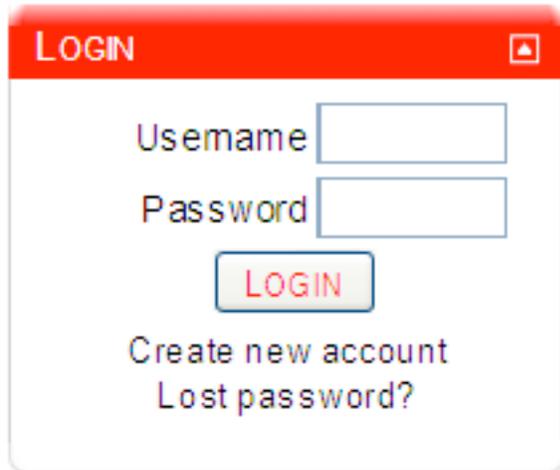
To log in to the LMS, type into your web browser or click the following link:

<http://campus.educadium.com/taxschool/>

You will be directed to the Tax School Homepage of the online LMS.



Next, find the box that says 'Login.'

A screenshot of a web browser window titled "LOGIN". The window has a red header bar with the word "LOGIN" in white. Below the header, there are two input fields: "Username" and "Password". Below the "Password" field is a button labeled "LOGIN". At the bottom of the window, there are two links: "Create new account" and "Lost password?".

How to Get a Username and Passwords

You may self-register in the LMS, or the School create a registration for you.

1. Pacific Northwest Tax School may issue you a username and password. Do NOT create a new username if we have already assigned one to you.
 - a. If you completed an enrollment form and faxed or emailed the enrollment form to the school and you are a first-time student, we will issue you a username.
 - b. We format all usernames with lower-case letters and no spaces. For example the student username for John Smith would be "johnsmith".

2. You may self-register as a student and purchase courses online.
 - a. If you have not already obtained a username and password, you may create your own.
 - b. Click on new account to create your own username and password. Do NOT create a new account if the school has already created one for you.

Enter your username and password. Then click 'Login.'

You are now logged in!

Navigating a Course

Course Home:

Here you will find the course home page which contains basic information about the course, as well as links you may find helpful or interesting.

Lecture Videos:

Course videos are accessed from here. Simply click on the play button to begin the process

Course Resources:

Forms and Pubs are available here

Tests:

Submit your answers for Classwork problems, homework's, and quizzes here.

Help:

Go here for Q&A Forum as well as chat. If you find you are having a problem with the LMS that is not course related, you can send a help ticket.

Pacific Northwest Tax School ▶ Adjustments to Income You are logged in as Lance Student (Logout)

Basic Information About the Course Forms and Pubs are Available here Click here for Q&A Forum and Chat

COURSE HOME LECTURE VIDEOS COURSE RESOURCES TESTS HELP

ADMINISTRATION
Grades
Profile

USEFUL
Adjustments to Income: Lesson Plan
Adjustments to Income: Lesson Plan

Adjustments to Income
Course Description

Go here to submit your Classwork problems, Homeworks, and Quizzes

INSTRUCTOR BIOGRAPHY
April Gutierrez.

The Owl



Keep your eye out for the picture of the owl. We've placed him in several key spots in the LMS designating points of interest. We highly recommend taking a closer look at any instructions next to the owl, so that you may better understand course assignments and LMS user features.

Getting back to the school home page

Click on the link in the top left hand corner of the page labeled "Pacific Northwest Tax School."

Viewing/Printing the Student Manual

Go to the Course Resources page then click on Student Resources.

Pacific Northwest Tax School ▶ Depreciation Made Easy You are logged in as Lance Student (Logout)

PACIFIC NORTHWEST TAX SCHOOL

COURSE HOME LECTURE VIDEOS **COURSE RESOURCES** TESTS HELP

SEARCH FORUMS

Advanced search ?

ADMINISTRATION

Grades Profile

Documents and Publications:

- IRS Forms Pubs - 2008 Law
- Student Resources - Depreciation Made Easy - 2008 Law**
- 2008 Oregon Forms Pubs

Certificate of Achievement

Depreciation Made Easy

Communications:

- QA Forum
- Chat

The screenshot shows a course LMS interface with a red navigation bar at the top containing links for COURSE HOME, LECTURE VIDEOS, COURSE RESOURCES, TESTS, and HELP. Below the navigation bar, there is a white content area with a blue border. The content area contains two text boxes. The top text box instructs the user to print the Student Manual and Quiz and watch a lecture video recording. The bottom text box states that answer keys are password-protected and must be obtained by watching the lecture video. A yellow callout box with the text 'Click Manuals and Quizzes to enter the directory' has a green arrow pointing to the 'Manuals_and_Quizzes' folder in a file directory table below. The table has columns for Name, Size, and Modified, and lists two folders: 'Answer_Keys_Password_Protected_Files_' (1.1MB, June 25 2009, 10:51 AM) and 'Manuals_and_Quizzes' (5.8MB, June 24 2009, 12:53 PM).

COURSE HOME LECTURE VIDEOS COURSE RESOURCES TESTS HELP

Print the [Student Manual](#) and [Quiz](#) for this course, then watch the Depreciation Made Easy Lecture Video Recording.

The Answer keys for Classwork and Quiz are password protected. **You must watch the Lecture Video to obtain the passwords.**

Click Manuals and Quizzes to enter the directory

Name	Size	Modified
Answer_Keys_Password_Protected_Files_	1.1MB	June 25 2009, 10:51 AM
Manuals_and_Quizzes	5.8MB	June 24 2009, 12:53 PM

Student resources are divided into two categories:

1. Manuals and Quizzes, and
2. Answer Keys

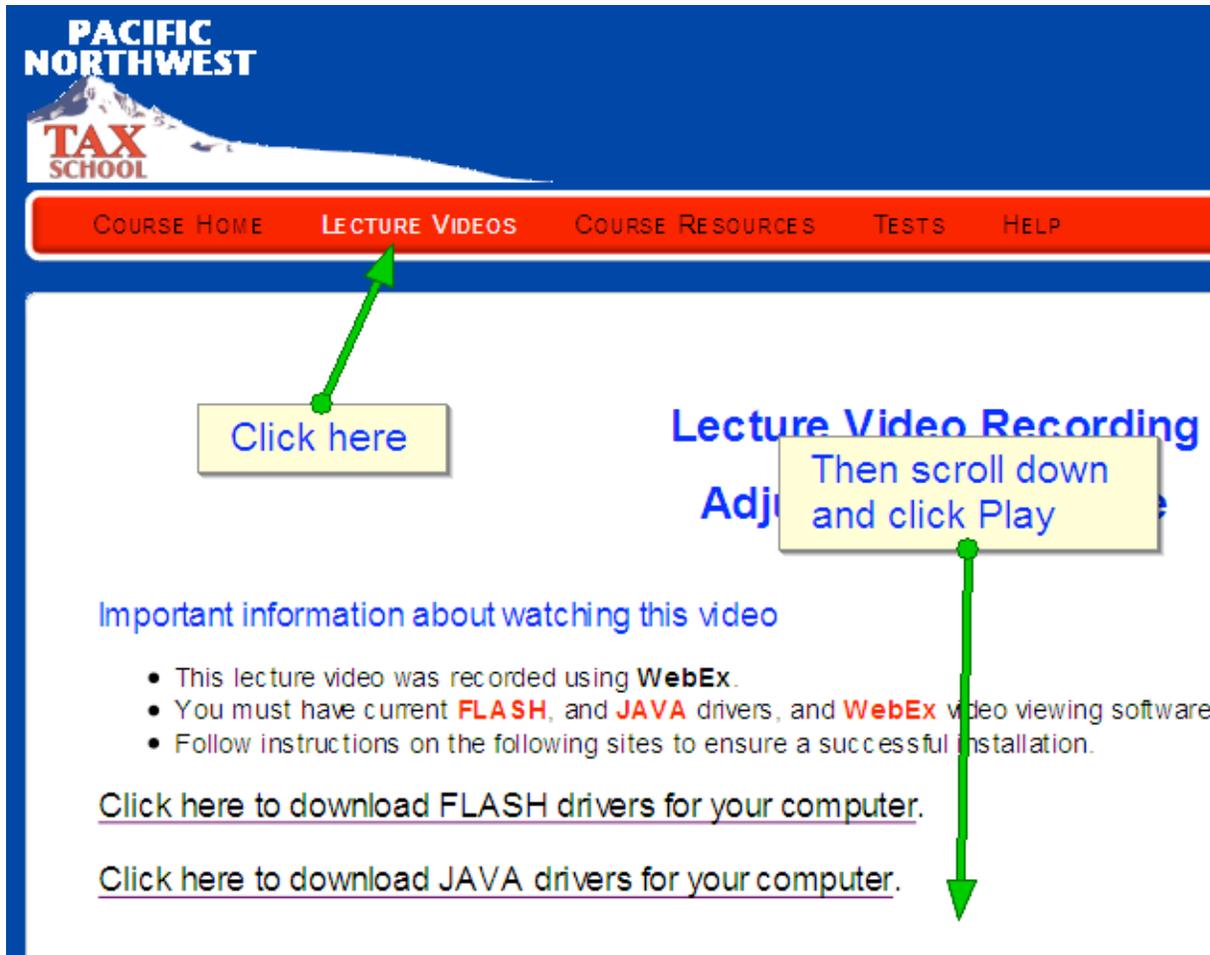
Print the Student Manual and Quiz before you begin watching the lecture video recording.

During the lecture video, you will be instructed to pause and complete Classwork and Quiz Assignments. After you complete these assignments, resume video playback.

Answer keys are password protected. You must watch the lecture video to obtain the password to open the answer keys. Do NOT contact the school to request the password, you must watch the lecture video recording.

Watching a Lecture Video

Begin by clicking the "Lecture Video" page. Scroll to the bottom of the page and click on the Play button.



The screenshot shows the Pacific Northwest Tax School website. At the top left is the logo with a mountain and the text "PACIFIC NORTHWEST TAX SCHOOL". Below the logo is a red navigation bar with the following links: COURSE HOME, LECTURE VIDEOS, COURSE RESOURCES, TESTS, and HELP. A yellow box with the text "Click here" has a green arrow pointing to the "LECTURE VIDEOS" link. Below the navigation bar, the page content includes the heading "Lecture Video Recording" and "Adjust". A yellow box with the text "Then scroll down and click Play" has a green arrow pointing downwards. Below this, there is a section titled "Important information about watching this video" with a bulleted list:

- This lecture video was recorded using **WebEx**.
- You must have current **FLASH**, and **JAVA** drivers, and **WebEx** video viewing software
- Follow instructions on the following sites to ensure a successful installation.

Below the list are two underlined links:

[Click here to download FLASH drivers for your computer.](#)

[Click here to download JAVA drivers for your computer.](#)

The play button:



IMPORTANT NOTE:

You must have Flash and Java drivers to play the lecture video. If video playback does not begin after a short delay, see the Appendix at the end of this manual for download instructions.

Video Playback User Instructions

Our lecture video recordings offer the following user features:

- The top right corner of the playback screen shows four icons:
 - Click Chat to see chat communications made during the live lecture session.
 - Click Video to see your instructor.
 - Click Table of Contents to jump to specified points in the video.
 - Click Participants to see which students participated in the live lecture.

- The bottom of the playback screen offers pause/stop/fastward features. You can pause/resume and stop video playback at will by using these features.

Participants allows you to see who was present during the lecture

Name	Joining time / Leaving time
intern lance	10:30 AM / 03:24 PM
Wolff Thomas	10:30 AM / 11:27 AM
Kathy	10:30 AM / 03:24 PM
April Gutierrez	10:30 AM / 03:24 PM

Follow along with the instructor on the current page

Table of Contents shows the current document page being viewed on the left

Activity	Time
page 2 of Adjustments to I...	00:01:23
page 3 of Adjustments to I...	00:04:56
Share Document: 1040	00:05:13
page 1 of 1040	00:05:13

Navigate to different times here

00:03:10 / 04:54:00

The Play and Pause button is here

Control Volume here

00:11:19 / 04:54:00

Viewing/Printing Tax Forms & Publications

Recommend reading assignments are shown on the front of the student manual for each course. You can find IRS and State publications on the Course Resources page of the LMS.

Prior to beginning the lecture video recording, you should print your student manual, quiz and any forms needed for classwork assignments. Look under Classwork near the end of the student manual for a list of forms you should print.

How to Open and Print Course Resources

Click on Course Resources to open the Course Resources page.

Pacific Northwest Tax School ▶ Depreciation Made Easy You are logged in as Lance Student (Logout)

PACIFIC NORTHWEST TAX SCHOOL

COURSE HOME LECTURE VIDEOS **COURSE RESOURCES** TESTS HELP

SEARCH FORUMS
Go
Advanced search

ADMINISTRATION
Grades
Profile

Documents and Publications:

- IRS Forms Pubs - 2008 Law
- Student Resources - Depreciation Made Easy - 2008 Law
- 2008 Oregon Forms Pubs

Certificate of Achievement:

- Depreciation Made Easy

Communications:

- QA Forum
- Chat

Click on the Forms folder, then click on the form you would like to view/print.

COURSE HOME LECTURE VIDEOS COURSE RESOURCES TESTS

IRS forms & Publications

Name	Size	Modified
Forms	6.9MB	June 22 2009, 09:27 AM
Pubs	7.9MB	June 22 2009, 09:27 AM

Click Forms or Pubs

Click on the form/publication you want to print. A PDF of the selected document will load which you can then print.

COURSE HOME LECTURE VIDEOS COURSE RESOURCES

IRS forms & Publications

Click the Form to open and print it

Name
1040.pdf
1040X - Amended Return.pdf
1065 Form Instructions.pdf
1065 K1 - Income of Partner.pdf
1065.pdf
1120 Form Instructions.pdf
1120.pdf
1120S K1 - Income of S-Corp Shareholder.pdf

Course Tests

Understanding the different types of tests

Within each course you'll typically see three different types of tests:

- Quiz
- Classwork
- Homework

Quizzes and Classwork assignments are both intended to help you learn the subject matter in a “classroom-like” learning environment.

- They should be completed “real time” while the student is watching the lecture video.
- Breaks are provided during lecture videos to give students time to work on quiz and classwork assignments.

Homework assignments are the actual test you must pass for course credit.

Classwork Assignments

Classwork generally involves the preparation of a tax form or a tax return.

- Look for Classwork Assignments near the end of the course student manual.
- You can complete Classwork Assignments by hand or by using computer software.
- When you are finished preparing the assignment, return to the LMS, click, on the assignment and enter your answers.

IMPORTANT – You must format your answers correctly when entering numbers into the LMS.

- **Round dollar amounts up or down to the nearest whole dollar.** Do NOT enter \$,%, -, () or cents. This means \$5,025.23 should be entered as \$5,023 and -5,000 should be entered as 5,000.
- **Round percentage amounts out to 2 decimal points.** This means 45.234% should be entered as 45.23.

Quizzes

Quizzes are formatted as true/false and multiple choice problems.

- A printable copy of each quiz is included under Course Resources. You can print the quiz and complete it on paper before entering your answers into the LMS, or
- You can go directly to the LMS to take the quiz.

LMS Scoring of Classwork and Quiz Assignments

- The LMS records the score achieved on your first attempt only. We encourage you to continue to re-take each one until you receive 100% so that you better understand the material, however this is not required.
- Classwork and Quiz Assignments must be completed for course credit however no weight is given to the score you achieve.

Classwork and Quiz Answer Keys

Answer keys are provided for your review under the Course Resources tab.

- Answer keys are password protected.
- You must watch the lecture video recording to obtain the password.
- Do not contact the school to request the password – you must watch the lecture video to obtain the password.

Homework Assignments

Most Homework Assignments involve preparation of a tax return. Completion and data entry closely matches the format of the Classwork Assignment you prepared during the lecture video. To successfully complete your Homework Assignment:

- Flip to the Homework Assignment at the end of the Student Manual for your course.
- Prepare a tax return using information provided for the Assignment.
- Return to the LMS and enter answers.
- You must format all entries into the LMS correctly to receive a positive score. Do NOT enter \$, %, -, () or cents.
- You must achieve a score of 70% or higher to pass the Homework Assignment.
- There is no limit to the number of times you can attempt this test. The LMS will record your highest score.

How to submit Classwork, Quiz & Homework Assignments

Click on the Tests page. From here you will see all the tests assigned to this course.

The screenshot shows the LMS interface for the course "Depreciation Made Easy". At the top, it says "Pacific Northwest Tax School" and "You are logged in as Lance Student (Logout)". A navigation bar includes "COURSE HOME", "LECTURE VIDEOS", "COURSE RESOURCES", "TESTS", and "HELP". A yellow box labeled "Click Tests" has a green arrow pointing to the "TESTS" link. Below the navigation bar, there is an "ADMINISTRATION" sidebar with "Grades" and "Profile" options. The main content area lists several assignments: "Depreciation Made Easy Classwork 1" through "4", "Depreciation Made Easy Homework", and "Depreciation Made Easy Quiz". A yellow box labeled "Click on the Classwork or Homework you would like to submit" has a green arrow pointing to the first classwork item. At the bottom, there are links for "Terms of Use" and "Privacy Policy".

To enter your answers type on the lines provided, or click the buttons seen here.

The screenshot shows a quiz question titled "Depreciation Made Easy Classwork 1 - Attempt 2". The question is: "1 Choose the correct property type for an office building." It is worth 1 mark. The question asks to "Choose one answer." and provides three radio button options: "a. Tangible Personal", "b. Intangible Personal", and "c. Real Property". A green arrow points from a yellow box labeled "Select your Answer" to the "b. Intangible Personal" option.

When you have finished, click "Save and Submit." Now your grade will be visible from the grades sheet.

The screenshot shows a quiz interface with two questions. Question 10 asks for the correct property type for franchise fees, with options: a. Tangible Personal, b. Intangible Personal, and c. Real Property. Question 11 asks for the correct property type for a store counter, with the same three options. At the bottom of the quiz area are two buttons: "SAVE WITHOUT SUBMITTING" and "SUBMIT ALL AND FINISH". A callout box for question 10 says "If you wish to save your work and finish later, click here" with an arrow pointing to the "SAVE WITHOUT SUBMITTING" button. A callout box for question 11 says "If you are ready to submit your answers click here" with an arrow pointing to the "SUBMIT ALL AND FINISH" button. The interface also includes "Terms of Use" and "Privacy Policy" links at the bottom.

Saving a test to submit later

Occasionally, it might prove useful to save a test and come back to it later before you submit it for a grade. There is no penalty for doing this and you can come back to it anytime (while you are still enrolled in the course) to finish and submit it.

To save a test (you must be currently taking one):

- Scroll down to the bottom of the page and click "Save without submitting."
- Wait for the page reload – now it is safe to navigate away from the test.



To resume taking the test:

- Go back to the test (as if you were taking it for the first time).
- Click on the test name then click on "Continue the last attempt".

Checking your grade

- You can easily view your grades by navigating to the [Course Home](#), [Course Resources](#), or [Tests](#) page.



- From inside the Course Home, Course Resources or Tests pages look for the “Administration” block located on the left hand side of the page.



- Click [Grades](#) to see your current scores.

Grade item	Category	Grade	Percentage	Feedback
Assignment Drop Box	Sale of Assets	-	-	
Sale of Assets Classwork	Sale of Assets	20.00	100.00 %	
Sale of Assets Homework	Sale of Assets	20.00	100.00 %	
Course total	Sale of Assets	100.00	100.00 %	

- “- “ means an assignment is incomplete or not attempted.

Grade item	Category	Grade	Percentage	Feedback
Assignment Drop Box	Sale of Assets	-	-	
Sale of Assets Classwork	Sale of Assets	-	-	
Sale of Assets Homework	Sale of Assets	-	-	
Course total	Sale of Assets	-	-	

- Scores are shown next to completed assignments.

Getting Your Certificate of Completion

To obtain your Certificate you must successfully complete the course. To successfully complete a course you must do all of the following:

- Watch the Lecture Video Recording
- Complete all quiz and classwork assignments shown on the Tests page of the LMS.
- Successfully complete the Homework Assignment(s) on the Tests page of the LMS with a score 70% or higher
- Complete the course survey (found on the Course Resources page)

How to Print Your Certificate of Completion

- Go to the Course Resources page
- Complete the Course Survey

Pacific Northwest Tax School ▶ Depreciation Made Easy You are logged in as Lance Student (Logout)

PACIFIC NORTHWEST TAX SCHOOL

COURSE HOME LECTURE VIDEOS **COURSE RESOURCES** TESTS HELP

SEARCH FORUMS
Advanced search ?

ADMINISTRATION
Grades
Profile

Documents and Publications:

- IRS Forms Pubs - 2008 Law
- Student Resources - Depreciation
- 2008 Oregon Forms Pubs

Certificate of Achievement:

- Depreciation Made Easy

Communications:

- QA Forum
- Chat

Click Course Resources

Click the certificate

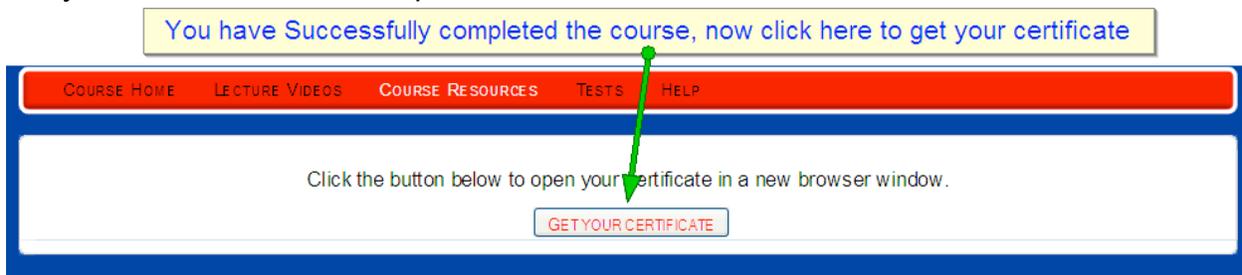
Make sure you have:

- 1) Watched the Lecture Video
- 2) Completed All Quizzes and Classwork
- 3) Received at least 70% on Homework
- 4) Completed the course survey

- Click “**Get your Certificate.**” A PDF document will now open. Be patient, as this is a large file and could take a few minutes to open.
- If you have previously printed the certificate, you can print another copy of your certificate which will show the original completion date for your course.

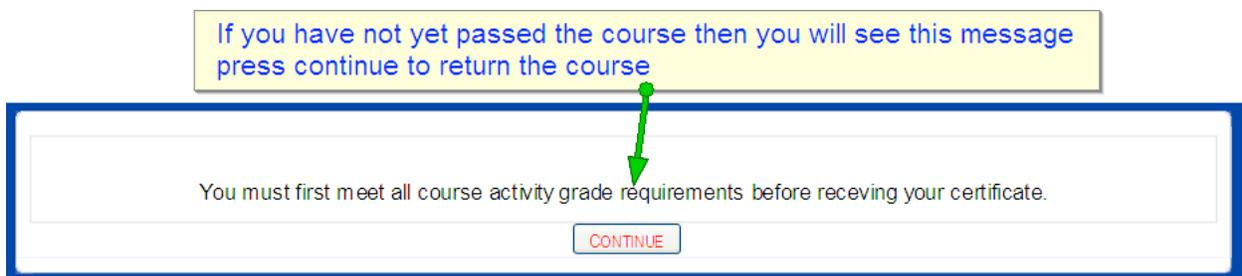
- If you have not successfully completed the course yet, and will see the message: ***“You must first meet all course activity grade requirements before receiving your certificate.”*** Check your grade to determine what still needs to be completed. Complete those missing assignments, and then return here to print the certificate.

“Get Your Certificate” – Click here to print your certificate. Note this is a large file so it may take a few minutes to open.

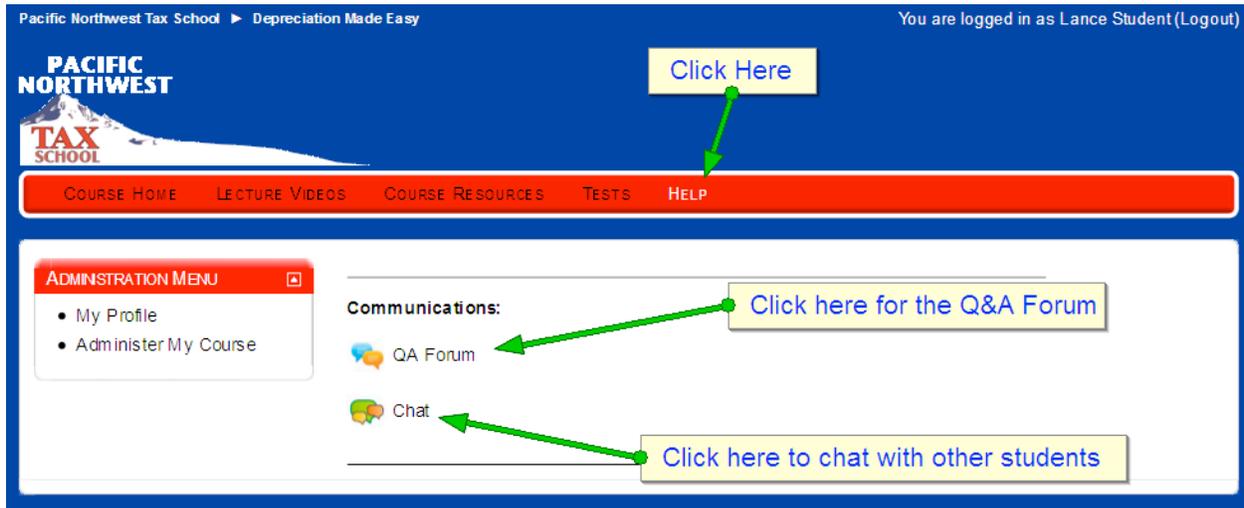


“Review your certificate” – This message appears if you previously opened your certificate. You can click here to open and print another copy.

“You must first meet all course activity grade requirements before receiving your certificate.” – This message means you have not completed all necessary tasks for this course. Check your Homework grade to determine what still needs to be completed. Complete those missing assignments, and then return here to print the certificate.



Getting Help



Chat:

The chat feature allows you to interact with other students taking the course in a live setting. Here you can connect with other individuals and get help with assignments or talk about recent events of interest. Please always remember to stay respectful and keep the conversations appropriate.

Chat is found under Help/Communication/CourseResources. Click on chat. Click on "Click here to enter the chat now." Only use the second link if you have javascript disabled.



Once you are in the chat you are able to send message by typing in the edit text box. To send, press enter. To see more help and chat features, click the question mark.

Past chat sessions are available for viewing here.

Q&A Forum:

The Q&A Forum exists to answer any questions you may have about the course content, and as such can be found under the help page. To locate the Q&A Forum click on the help page and then click on the QA Forum box.

Now you will see instructions on how to use this page, and below these are the forum.

How to Use this Forum

- Begin by **reading Q&A topics already posted**. Your question may already have been answered!
- To post your new topic - click on the **Add a New Discussion Topic** button
- **Reference your question** to a specific topic and page number in the Student Manual or Classwork/Quiz Answer Key **for THIS course**.
- **Check back later** to see the answer to your question. Questions are generally answered within 1 business day.
- If your question relates to a **topic NOT covered in THIS course**, enter your question under the Q&A for the course to which your question relates.

Click the Title to view topic

Click here to start a new discussion

ADD A NEW DISCUSSION TOPIC

Discussion	Started by	Replies	Last post
How do I receive my certificate of completion?	April Gutierrez	0	April Gutierrez Wed, Jul 1, 2009, 11:18 AM
Answer Keys are Password Protected - How to I get the passwords?	April Gutierrez	0	April Gutierrez Fri, Jun 26, 2009, 03:22 PM

In the upper right is a search function to allow you to see what topics have been discussed so far. If you would like to participate in a discussion click on its title.

To start a new discussion click on the "Add a new discussion topic" button. You will now see a box of text pop up. A red Astrisk * means necessary, so it is necessary to fill in the subject as well as a message. You may also upload files at this time, by clicking on the "Browse" button and locating the file on your computer, clicking on it, and pressing "open".

Appendix A - Setting up Flash & Java

If the video link is not working for you then you may need to install and/or update either Flash, Java, or both.

To Install Flash:

Begin by navigating to the Lecture Videos page by selecting the Lecture Video tab. Look lower on the page and find the link entitled: [Click here to download FLASH drivers for your computer.](#)

Lecture Video Recording Adjustment to Income

Important information about watching this video

- This lecture video was recorded using **WebEx**.
- You must have current **FLASH**, and **JAVA** drivers, and **WebEx** video viewing software on your computer to watch this video.
- Follow instructions on the following sites to ensure a successful installation.

[Click here to download FLASH drivers for your computer.](#)

[Click here to download JAVA drivers for your computer.](#)

Click this link to be taken to the flash download page. From here click on "Agree and Install."

Home / Downloads / Flash Player /

Adobe Flash Player

Install Adobe Flash Player

Adobe Flash Player version 10.0.22.87
Windows | 1.8MB
[Different operating system or browser?](#)

Browser: Firefox, Safari, Opera
Download time estimate: 2 minutes @ 56K modem

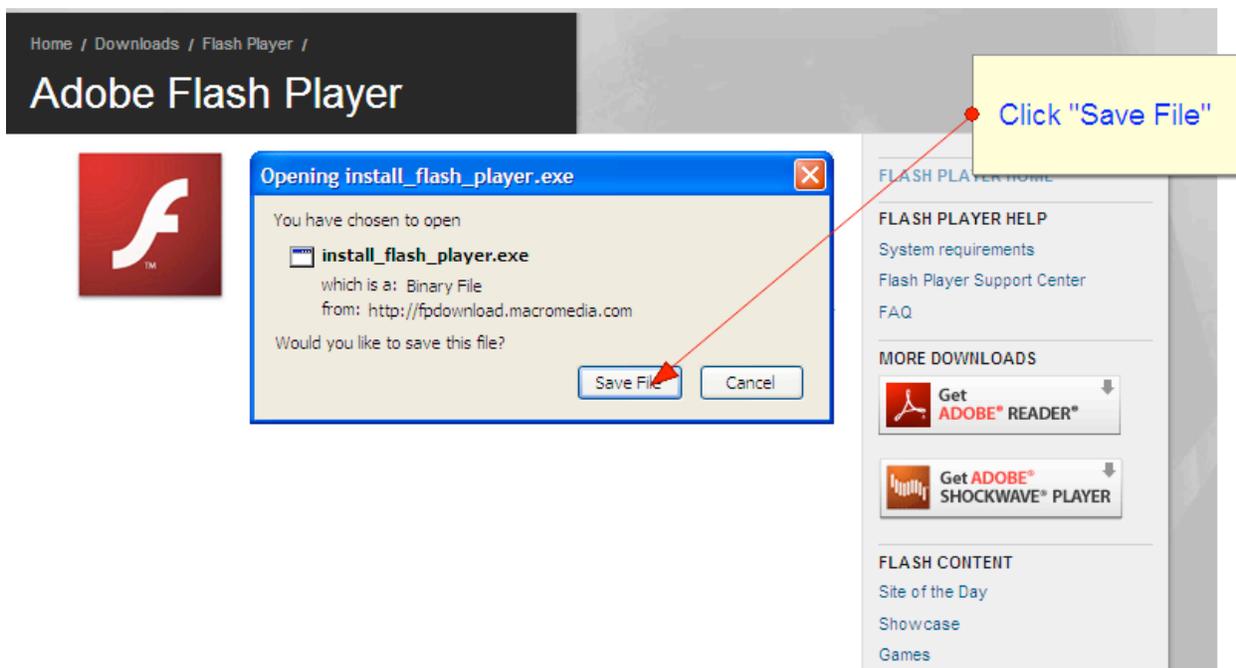
[Learn more](#) | [System requirements](#) | [Distribute Flash Player](#) | [Installation instructions](#)

You must close all other browser windows before installing.

[Agree and install now](#)

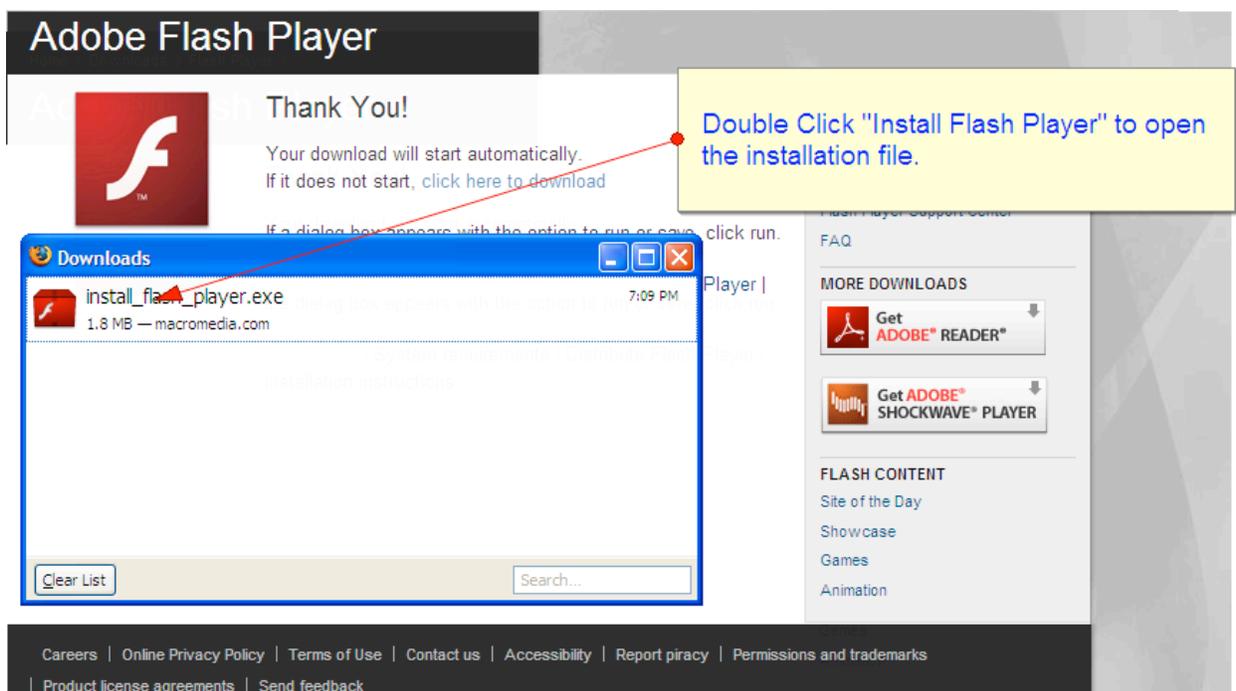
By clicking the "Agree and install now" button, you agree to the [Software License Agreement](#).

This will bring up a download window, simply click save file to download. When the file has finished downloading, the downloads window will pop up.



If you do not see the downloads window, you may find it by going to the Tools tab at the top and then clicking on Downloads.

When the Flash Player executable has finished downloading, double click on it to begin installing.



Depending on what version of Windows you have, or whether you have Anti-virus software installed, you may have to click on more confirmation windows. Simply click yes, or allow, in these cases to proceed. After Flash has been installed, close all Firefox windows and restart the program.

To Install Java:

Begin by navigating to the Lecture Videos page by selecting the Lecture Video tab. Look lower on the page and find the link entitled: [Click here to download Java drivers for your computer.](#)

**Lecture Video Recording
Adjustment to Income**

Important information about watching this video

- This lecture video was recorded using **WebEx**.
- You must have current **FLASH**, and **JAVA** drivers, and **WebEx** video viewing software on your computer to watch this video.
- Follow instructions on the following sites to ensure a successful installation.

[Click here to download FLASH drivers for your computer.](#)

[Click here to download JAVA drivers for your computer.](#)

Click this link to be taken to the Java download page. From here click on "Free Java Download."

Java™

Java Store Java in Action Downloads Help Center

Attention PC OEMs

Include Java software with your PCs! Find out how to distribute Java on your Windows PCs

Free Java Download

Download Java for your desktop computer now!

Version 6 Update 14

[Click Here to download Java](#)

[Free Java Download](#)

[What is Java?](#) | [Do I have Java?](#) | [Need Help?](#)

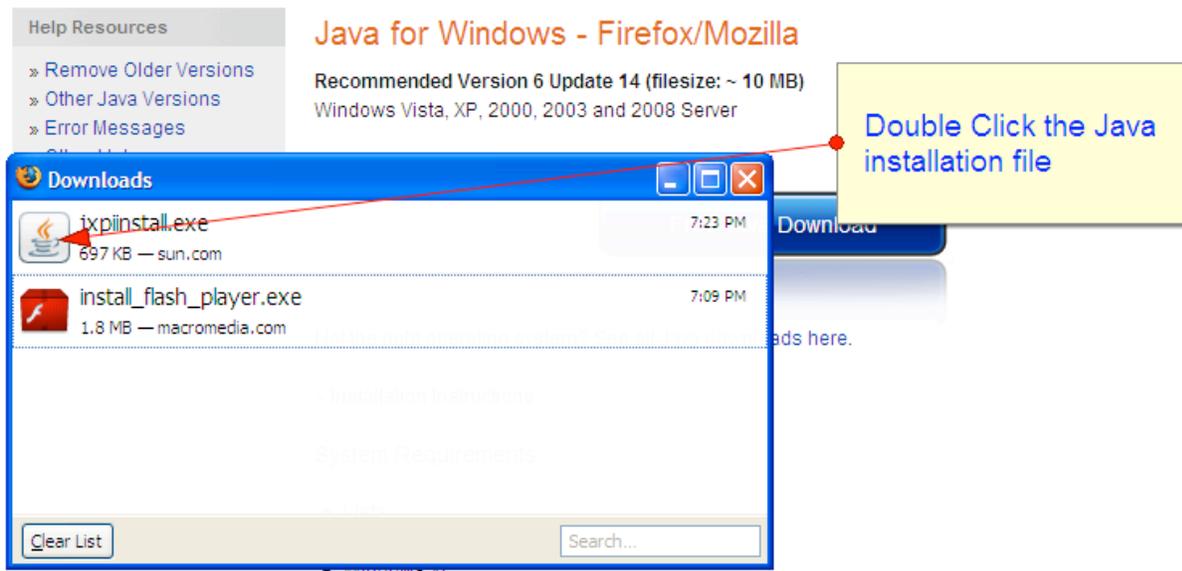
If you want to download Java for another computer

This will bring up a download window, simply click save file.



When the file has finished downloading, the downloads window will pop up. If you do not see the downloads window, you may find it by going to the Tools tab at the top and then clicking on Downloads.

When the Java Player executable has finished downloading, double click on it to begin installing.



Depending on what version of Windows you have, or whether you have Anti-virus software installed, you may have to click on more confirmation windows. Simply click yes, or allow, in these cases to proceed. After Java has been installed, close all Firefox windows and restart the program.