Student LMS
User Manual

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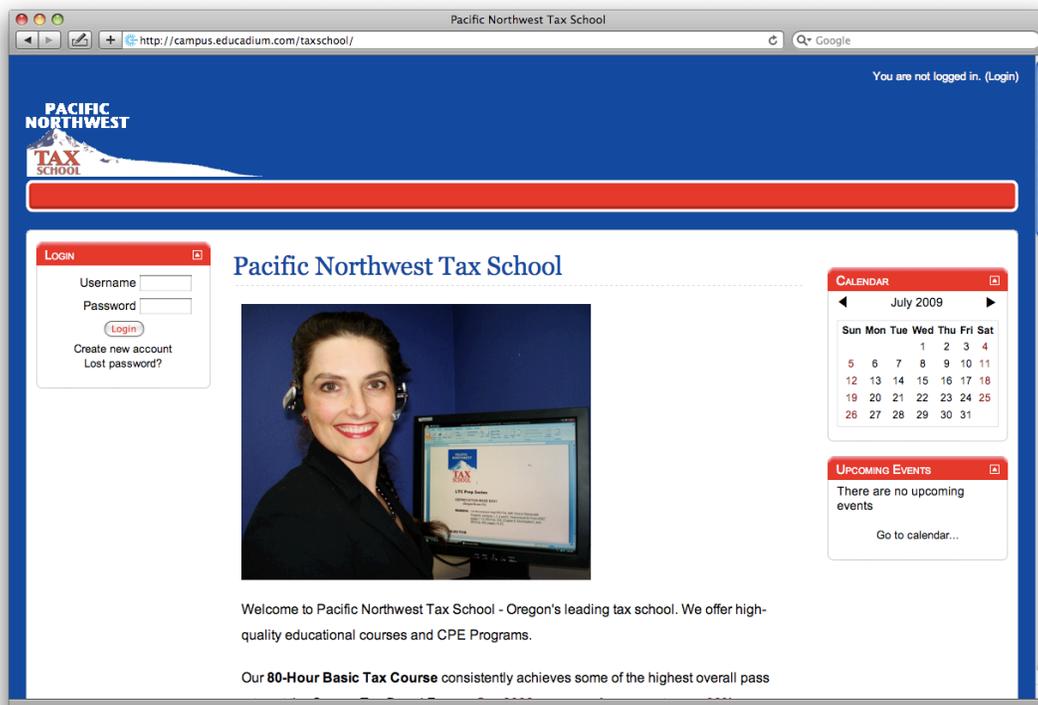*Online Learning Management System (LMS)*

Table of Contents

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.'
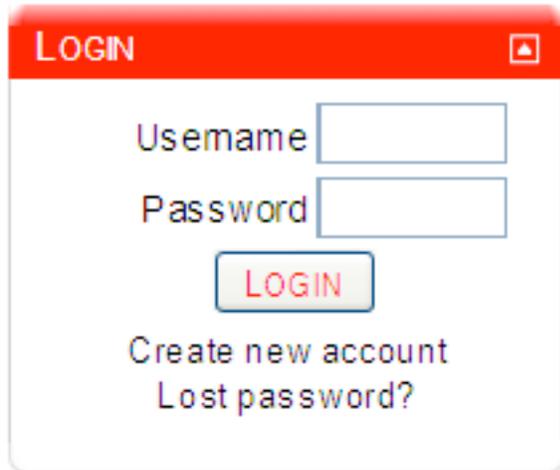
How to Get a Username and Passwords
You may self-register in the LMS, or the School create a registration for you.

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.

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.

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 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.

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.

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

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

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.

- o **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.
- o **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.

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

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

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 <u>Course Home</u>, <u>Course Resources,</u> or <u>Tests</u> 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 <u>Grades</u> 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 %	
$\bar{x}$ 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	-	-	
$\bar{x}$ 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

- 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.

17

- 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.

You have Successfully completed the course, now click here to get your certificate

| COURSE HOME | LECTURE VIDEOS | COURSE RESOURCES | TESTS | HELP |

Click the button below to open your certificate in a new browser window.

GET YOUR CERTIFICATE
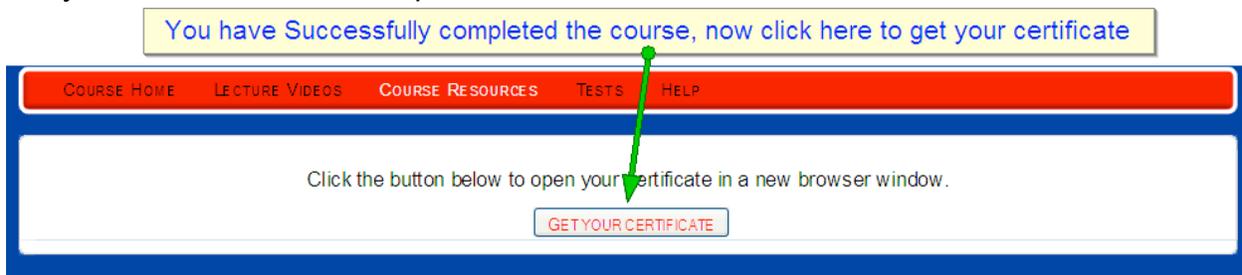
"Review your certificate" – This message appears if you previously opened your certificate. You can click here to open and print another copy.

"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.

If you have not yet passed the course then you will see this message press continue to return the course

You must first meet all course activity grade requirements before receiving your certificate.

CONTINUE
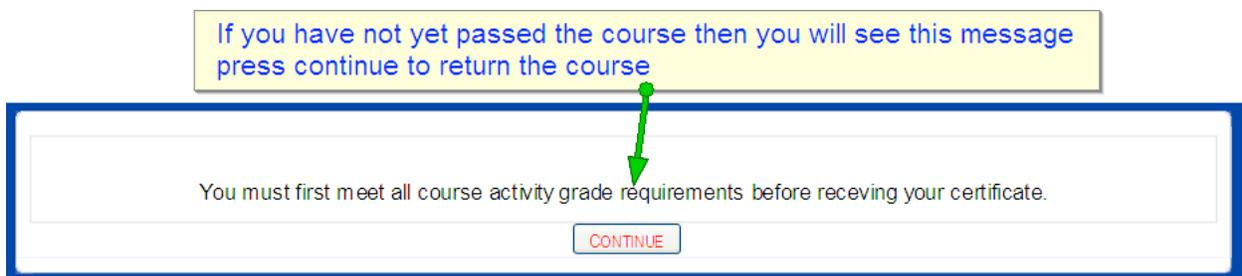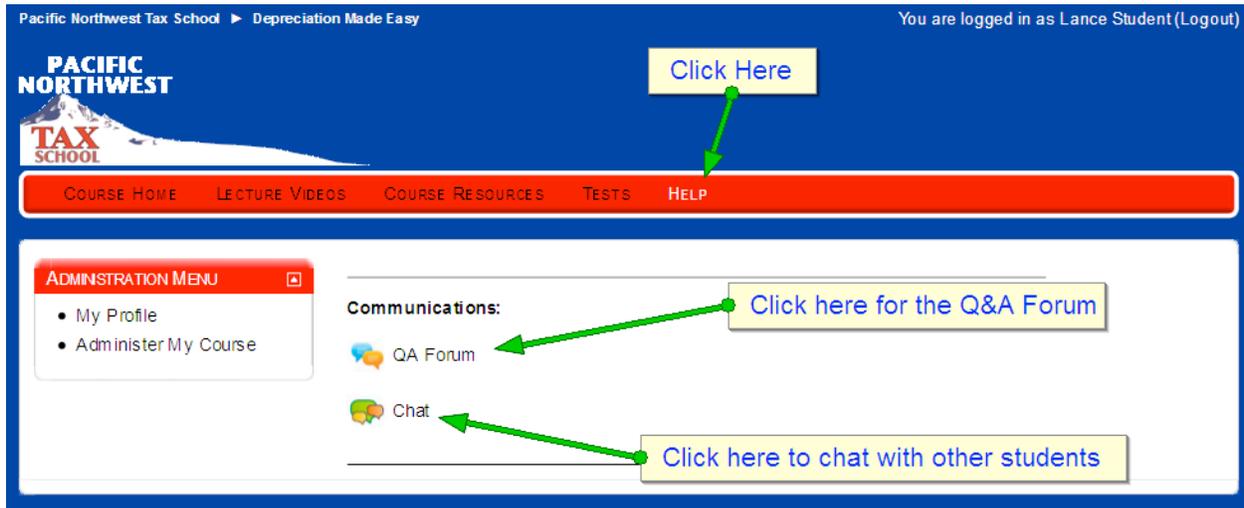
Getting Help

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/Communcation/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.

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".

Your new discussion topic

A red Asterisk means Required

Subject*

Message*

Text Editing tools are available

Type your message here

Once you have completed writing it you may click on "Post to Forum" and your message will be displayed.

At the bottom you can submit your message

Path:

Format   HTML format

Subscription   Send me email copies of posts to this forum

Attachment (Max size: 20MB)   Browse

Click Browse to upload a file from your computer

POST TO FORUM

There are required fields in this form marked*.

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: <u>Click here to download FLASH drivers for your computer.</u>

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

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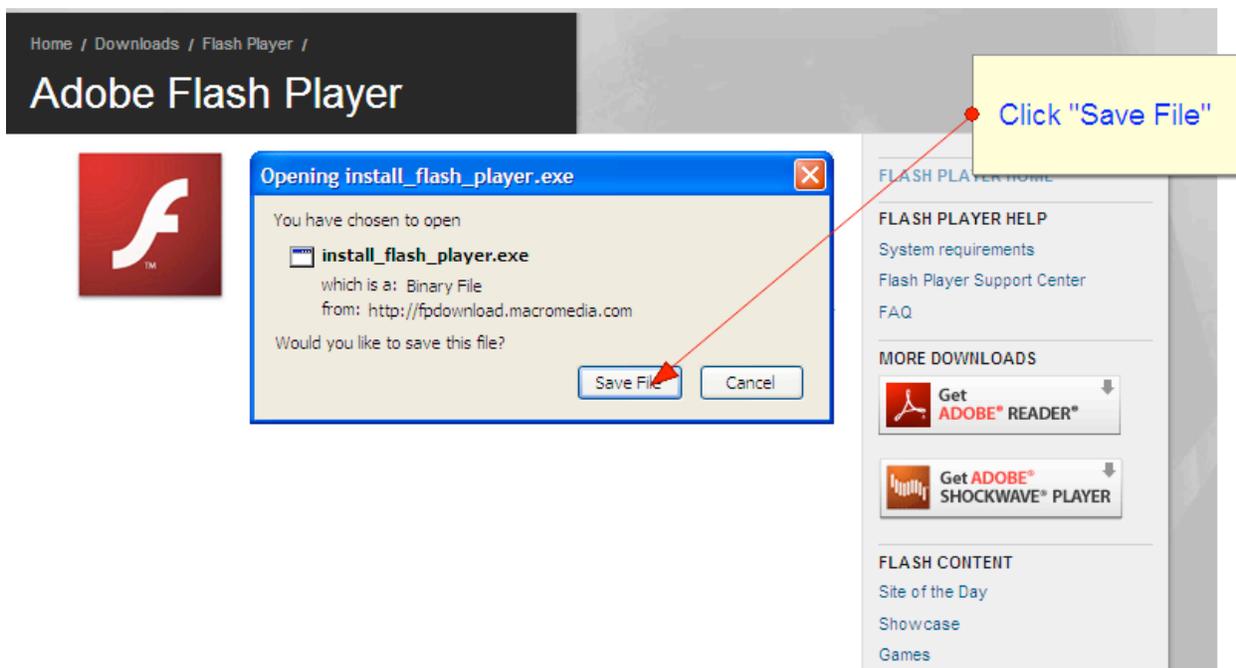
If you do not see the downloads window, you may find it by going to the Tools tab at the top and then clicking on Downloads.

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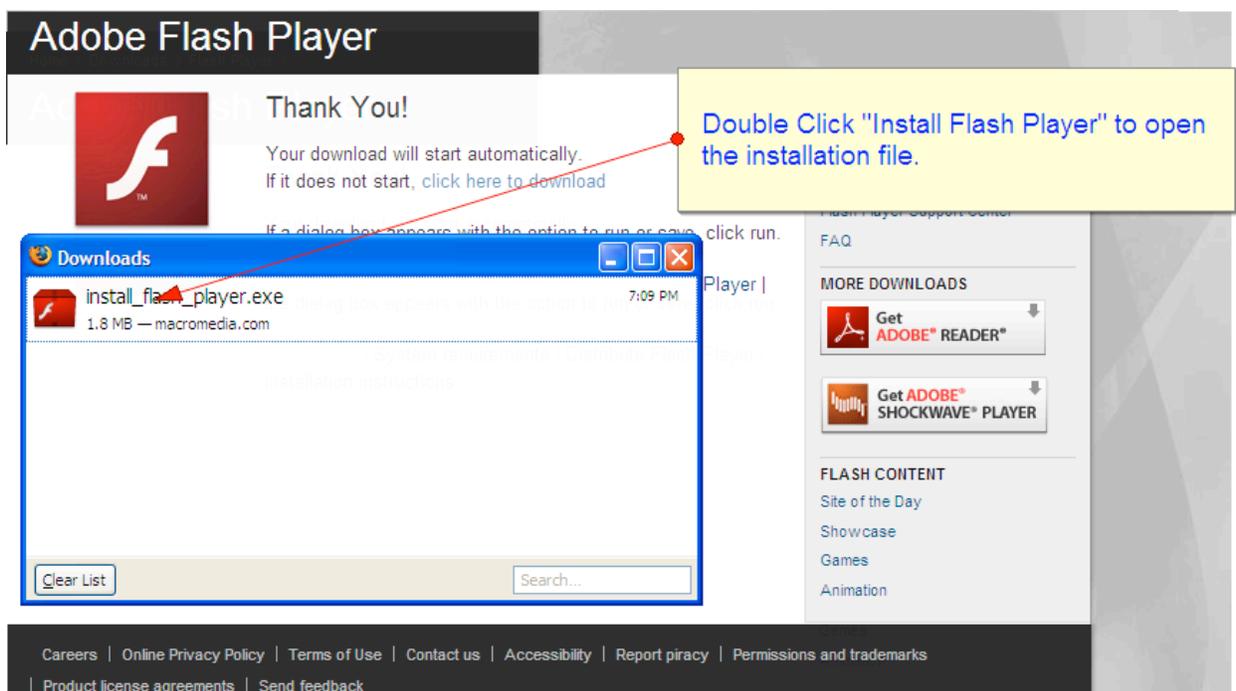
Depending on what version of Windows you have, or whether you have Anti-virus software installed, you may have to click on more confirmation windows. Simply click yes, or allow, in these cases to proceed. After Flash has been installed, close all Firefox windows and restart the program.

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.

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

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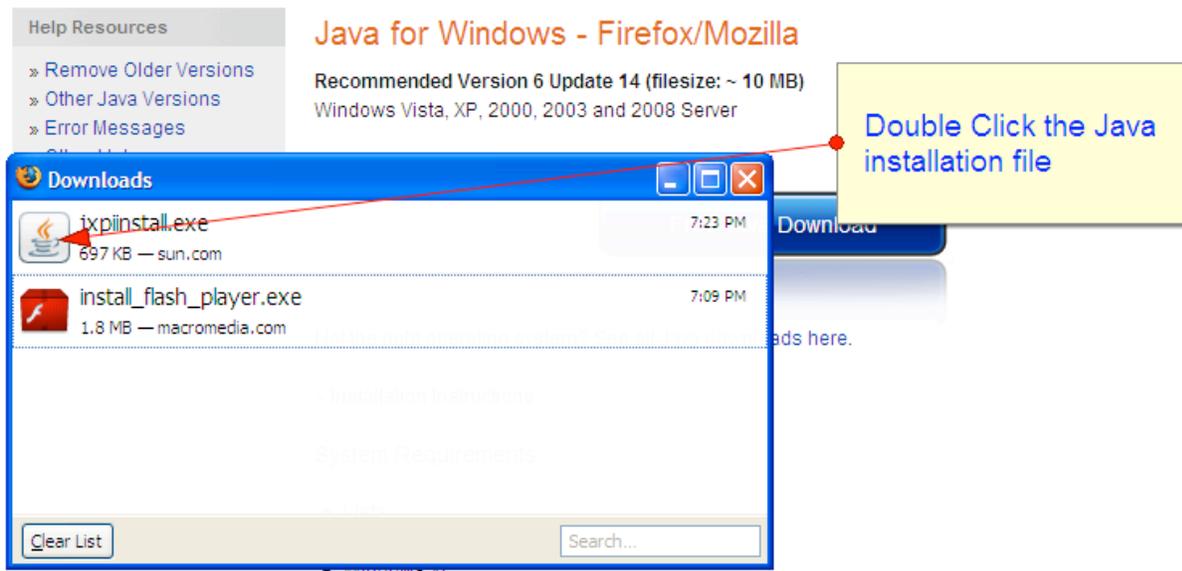
Depending on what version of Windows you have, or whether you have Anti-virus software installed, you may have to click on more confirmation windows. Simply click yes, or allow, in these cases to proceed. After Java has been installed, close all Firefox windows and restart the program.