

# HOW TO GUIDES/TUTORIALS

## Navigation Overview

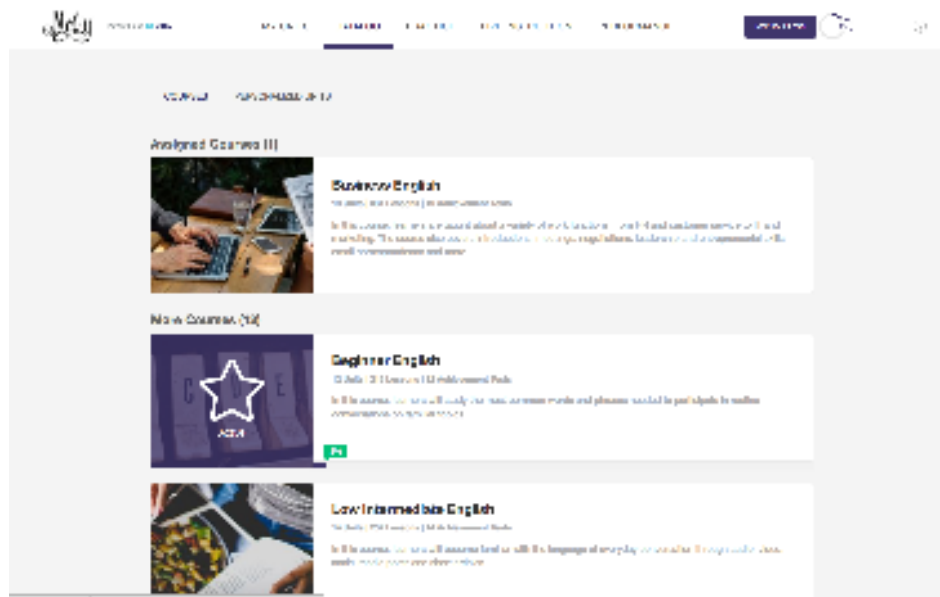
We have changed the way you navigate around the platform! You will notice that everything is now displayed at the top of the page instead of on the side. Here is a brief overview of items you may see:



- 1 Click on any of the menu options to open additional options. For example, clicking on Practice will open Word Bank and Grammar Guide.
- 2 If you have the proficiency assessment available, you may either see the number of days to your next assessment or the option to take an assessment now.
- 3 Clicking on the dropdown next to your level icon will enable you to see your account information or log out of the platform.
- 4 If you need help at any time, click on the **?** icon. This will redirect you to our Support Center where you can search for help topics or contact our Learner Success Team.

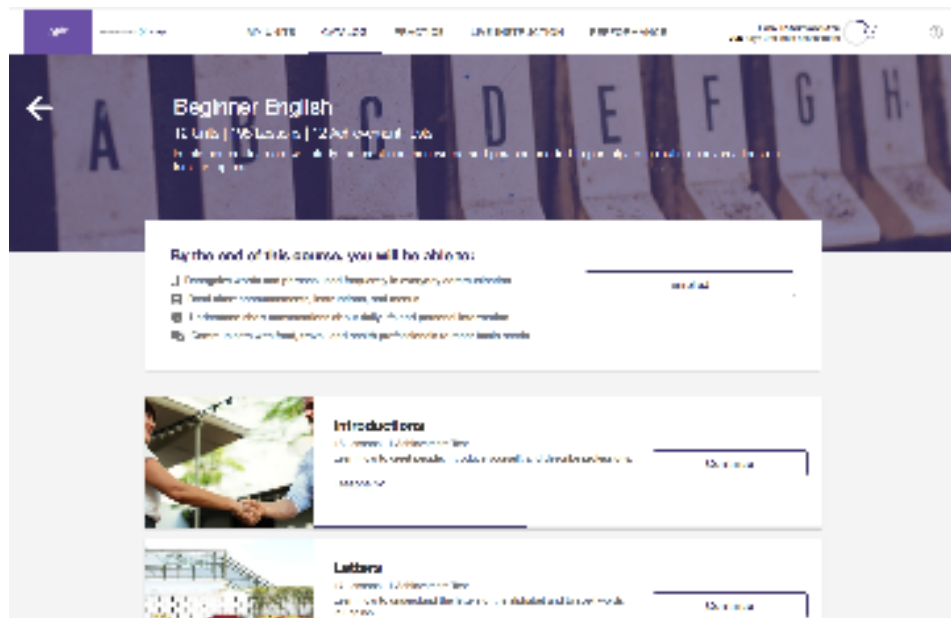
## Viewing Course Details in the Catalog

In the Catalog, you will see all courses available to you listed in the Courses tab. Here, you may see **Assigned Courses** and **More Courses**. **More Courses** are those made available to all users. **Assigned Courses** are specific courses created by your organization.



To see more information about a course, simply click anywhere on the course box.

Each course will have a description telling you what the course is about, objectives, or things you can expect to learn by the end of the course, a list of units within the course, and more.



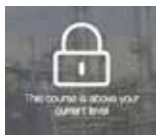
Courses that have an image are available for you to take.



Courses that have an **Active** icon are currently in progress.



Courses that have a **Complete** icon have been completed.



Courses that have a **lock** icon are not available for you to take based on your level.

## Viewing Units Details in a Course

To see more information about a unit in a course, simply click on the **more** option to see a unit description.

- 1 You can also see the list of lessons within a unit. To see this, click on **Lessons**
  - a. You will see your status of the lesson:
    - i. Any lesson that you have completed will say **completed**

- ii. Any lesson that is in progress will say **active**
  - iii. Any lesson not started will have nothing next to it
- b. For any lesson that is complete, you can click on the lesson name to be taken to the practice section of that lesson if you desire to practice it again.

- 2 You may see units that say **Personalized**. This means that there will be no lessons available for you to see because we provide a different list of lessons for each learner each time they take the unit, which is based on their level and interests.

## To Enroll in a Course

For any course that is available for you, you will see the option to **Enroll** in the course. Some courses may be locked if they are above your level or not available to you.

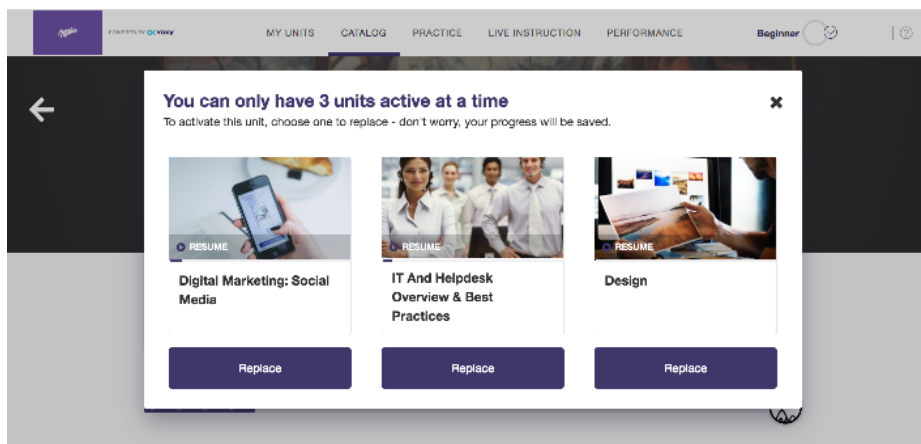
- 1 For any course that is available, simply click on the course to open to the course details page.
- 2 You will see the option to enroll in the course. Click on the **enroll** button.
  - a. You may see all units within the course become available. This means it is a Flexible course and you can choose to start from any unit you desire.
  - b. If only one unit at a time becomes available, this means it is a Sequenced course, and you must complete the units in order.

## Activating Units within a Course

Any unit within a course that is available for you to take will have a **Start** button.

To activate a unit, click on the **Start** button. If you are currently working on 2 units or less, the unit that you activate will become your third unit. If you already have 3 units, you will be asked to choose a unit to replace.

- 1 Click on the **Replace** button under the unit you would like to replace. You will see the modal disappear.
  - 2 Click the **Start** button of the unit you want to activate. This will start your unit.
- \* **IMPORTANT:** If you choose to replace a unit, you will NOT lose any progress or data associated with that unit. You can simply pick up from where you left off at any time by entering the Catalog.



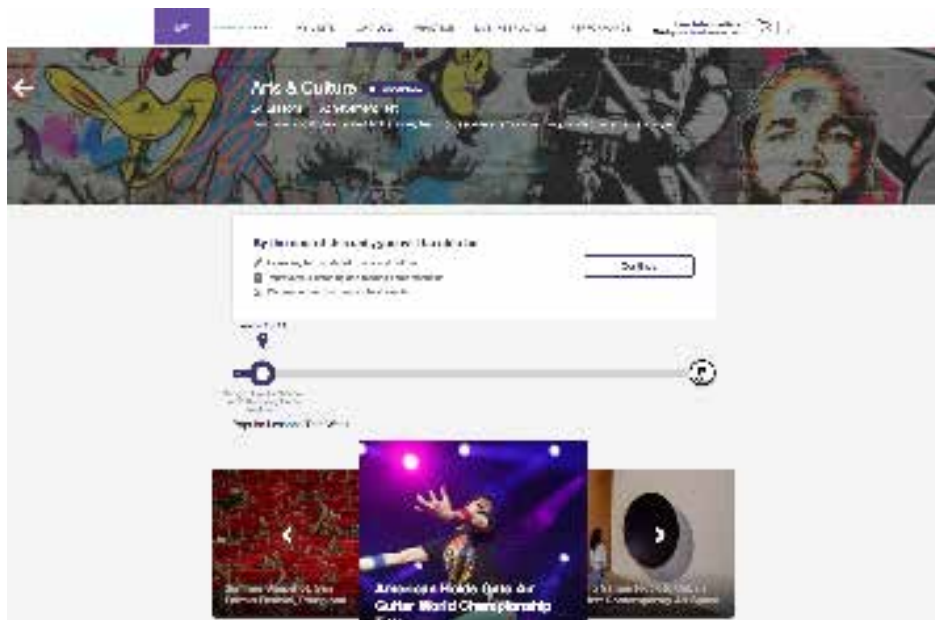
## Viewing Unit Details

In the Catalog, you will see all personalized units available to you listed in the units tab. It is important to note that each time you take the unit, you will see different content based on your level and the most current events happening!

To see additional information on a unit:

- 1 Click any unit to open to the unit detail view.
- 2 You will see a description, objectives, or things you can expect to learn by the end of the unit, a list of lessons you have completed within the unit and a carousel that will show you examples of content you may see within the unit.

Any lesson you have completed will be listed in the lesson progress bar. You can click on any completed lesson at any time to be taken to the practice section for that lesson.



## To Activate a Unit

- 1 Click on any unit of interest.
  - 2 If it is available for you, you will see an **Activate** button located in the unit detail view.
  - 3 Click on the **Activate** button.
  - 4 If you are currently working on 2 units or less, the unit that you activate will become your third unit. If you already have 3 units, you will be asked to choose a unit to replace.
  - 5 Click on the **Replace** button under the unit you would like to replace. You will see the modal disappear.
  - 6 Click the **Activate** button of the unit you want to activate. This will start your unit.
- \* **IMPORTANT:** If you choose to replace a unit, you will NOT lose any progress or data associated with that unit. You can simply pick up from where you left off at any time by entering the catalog.

## Real Media

In the Catalog, you will see our Real Media section, which contains all lessons we publish daily! Within the Real Media section, you will be able to search and filter for content you are looking for.

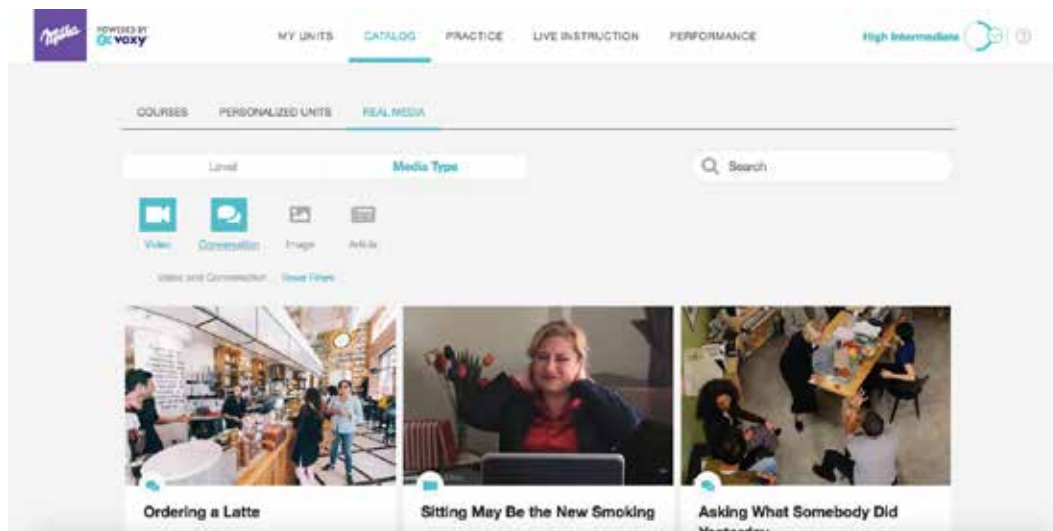
Search for a Lesson:

- 1 Click anywhere in the search bar and enter a search term.
- 2 To execute the search, click on the search icon, or simply hit **Enter** or **Return** on your keyboard.

Filter by Media Type:

- 1 Click on the **Media Type** box to open the media type filters.
- 2 Select one or more media filters you want to apply.
- 3 You can reset your filters at anytime by clicking on **Reset Filters**.

The results will automatically load as you apply the filters.



NOTE: You can also use the filters with other filters and with search terms.

Filter by Level:

In the new Real Media section, you see what level the lesson is on all lesson cards. You can filter for lessons for a specific level or level range you are looking for. To filter by level:

- 1 Click on the **Level** box to open the level slider.
- 2 Click on one or more levels to apply the level filter.

The results will automatically load as you apply the filters.

