



**Monarch™
Student User Guide**

Student User Guide

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System Requirements

Monarch requires that you have a High Speed Internet connection and one of the following desktop browsers. If you are not using one of these browsers (or versions) to interact with Monarch, please download or upgrade to a new browser or a supported version. If you elect not to upgrade your desktop browser, your experience may not be optimal, or you may not be able to use certain tools in Monarch.

Supported Browsers:

- Google® Chrome™ current version
- Microsoft® Internet Explorer® versions 11, 10
- Mozilla® Firefox® current version
- Apple® Safari™ version 9

Best Effort Browsers:

- Apple Safari version 8
- Microsoft Edge ††

†† While a number of touchscreen-specific features are built in to Windows® 10, we do not officially support touchscreen interactions at this time.

Helpful resources

Customer Service: Phone - Toll Free: 1-800-622-3070 Monday - Friday: 7 a.m. - 5 p.m. CT

Technical Support: Phone - Toll Free: 1-888-881-4958 Monday - Friday 7 a.m. - 5 p.m. CT

Website: www.aop.com/Support/Monarch

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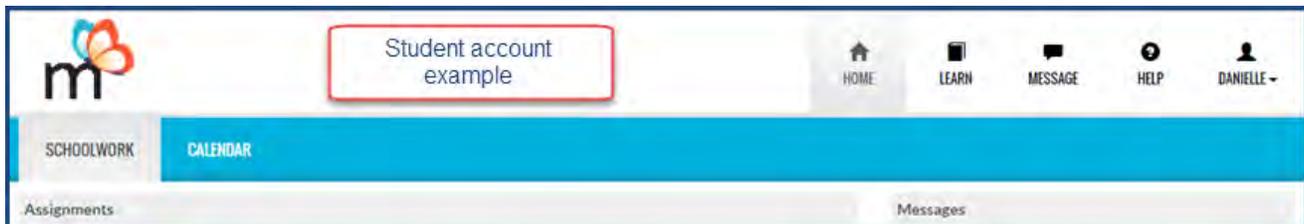
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Let's get started

Student, welcome to Monarch™.

Monarch is a Christian homeschool curriculum that you can access at any time. This means you can do your schoolwork on a schedule that works best for you and your teacher. Your teacher will give you the web URL for your student account, along with your username and password. Your username is case-sensitive which means you must type it exactly as provided by your teacher.

Once you log in to your student account, you see only your schoolwork assigned by your teacher and a school calendar showing your assignments.



To help you become familiar with courses and how (questions) problems are graded, you can take a look at these topics first:

Log in

1. Paste the URL in your browser to open the Monarch website .

The Monarch Login page appears.



2. Enter your **Username** and **Password** your teacher gave you. You don't see the plain text for your password; just a series of dots appears.
 - Can't remember your password? Ask your teacher to reset your password and provide you the new password. **Important:** The **Forgot Password?** link only applies to requesting a password reset email for the Teacher account and you must know the Teacher's username and email address associated to the Monarch account to request a reset password email.



Tip: Some browsers have a setting turned on by default that autofills (and saves) the password for the entered username. If you want to require that the password be entered each time, go into the browser settings and disable the setting for enabling autofill of web forms. Each supported browser's settings are different, but if you search for "autofill" in the Settings, you will get the correct steps for the browser you use.

3. Click the **Sign In** button.
4. For first time users, you see:
 - a. The **End User License Agreement (EULA)**. Scroll to read through the agreement and then click the **I Agree** button at the bottom of the agreement to continue.
 - b. A **Welcome** page appears. This Welcome page provides easy access to helpful resources. To proceed, click the **Continue to Dashboard** button.

Learn about student features and tools

Your **Home > Schoolwork** page is the page you see every time you log in to Monarch Student.



Let's take a look at the top part of the page first.

What the main nav bar buttons do

At the top right of your **Schoolwork** page is the *main navigation bar (main nav bar)*(see item A).



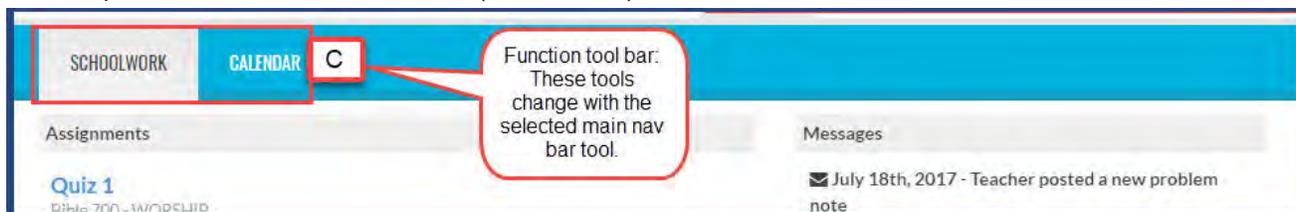
This main nav bar contains several tools (buttons) that open the functions you use most often. The main nav bar is always visible no matter what page you are viewing.

Tool/button	Description	See...
Home 	Click Home to return to your Schoolwork page and also to access your Calendar.	"View and open your assignments from your calendar" on page 11.
Learn 	Click Learn to go to your assignments and also to access your Courses information, including completed work.	"View and open assignments" on page 18. and "View progress for your courses, units, assignments and your completed work" on page 19.

Tool/button	Description	See...
Message 	Click Message to go to your Inbox of the Monarch internal messaging system to read messages from and send messages to your teacher.	"Communicate with your Teacher using internal messaging" on page 59.
Help 	Click Help to open the page where you have buttons to launch the online Student Help and access a copy of this <i>Monarch Student Guide</i> .	"Get help with tasks and get your questions answered" on page 69.
[Your name] 	The button with your name and small arrow (see item B above) has additional commands that let you: <ul style="list-style-type: none"> • Change your background theme or colors. • Change your password. • Sign out. 	"Change your background theme" on page 8. and "Change your password" on page 9. and "Log out" on page 10.

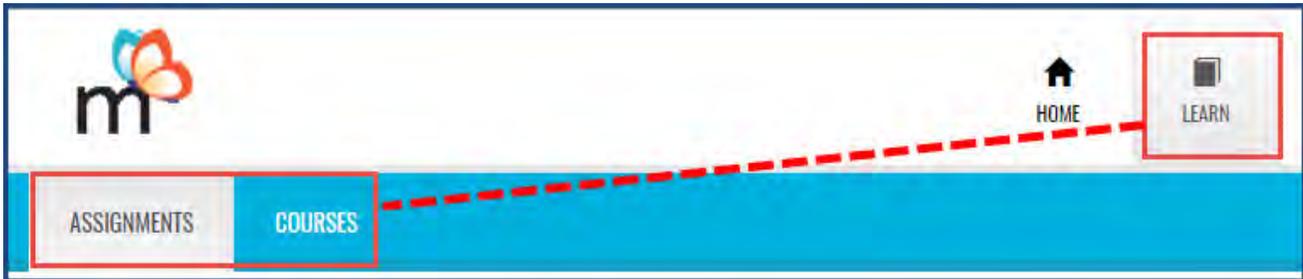
What the function toolbar tabs do

Below the main nav bar is a function toolbar (item C below). The tools (tabs) on this function toolbar change when you select a top-level button on the main nav bar (item A above).



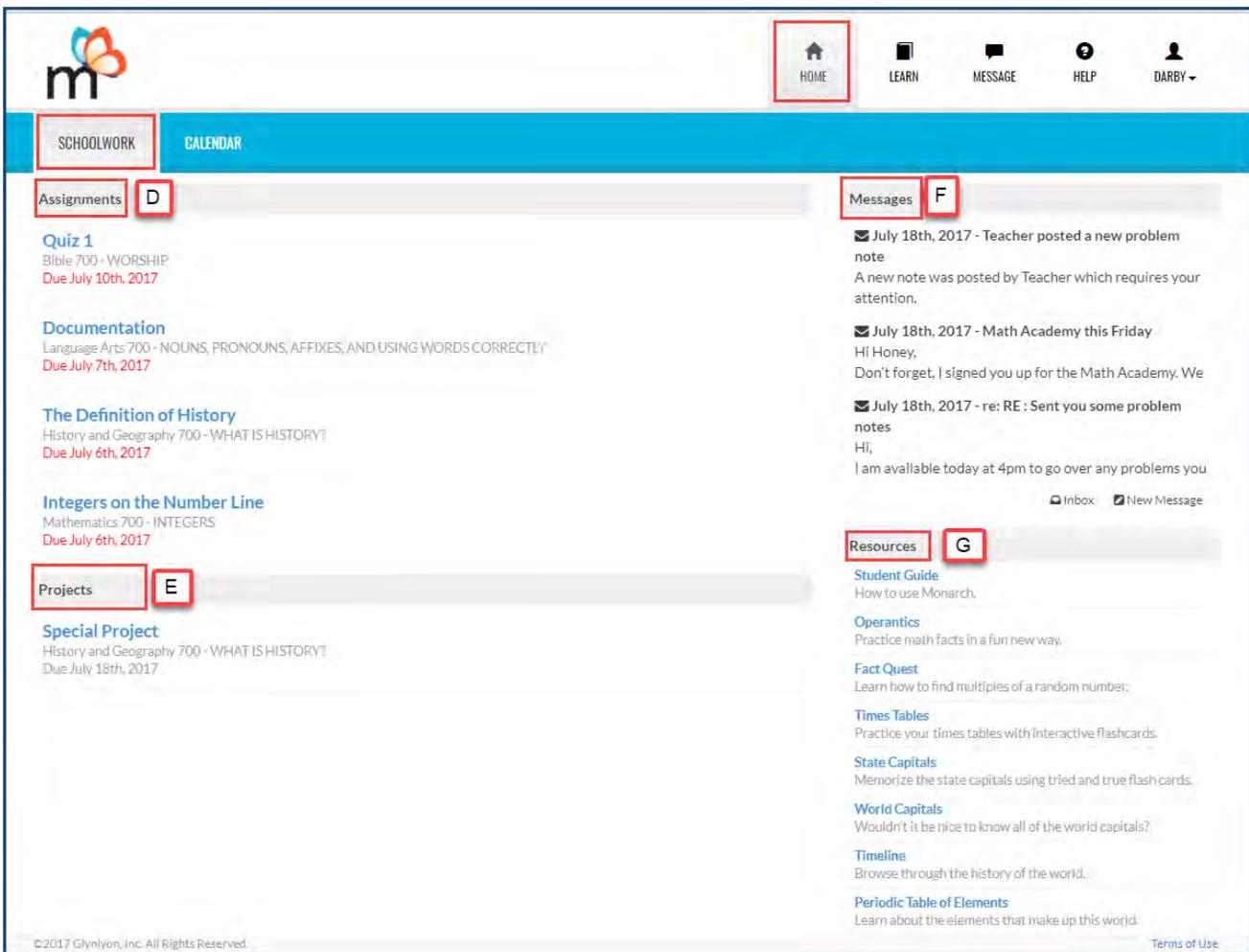


For example, when you click the **Home** button, you see the **Schoolwork** and **Calendar** tabs on the function toolbar as shown in example C above. When you click the **Learn** button, the **Assignments** and **Courses** tabs are visible as shown in the example below.



What you see in the sections of your Schoolwork page

The lower part of your **Schoolwork** page is divided into several sections so that you can easily see and open your current assignments, read any messages sent by your teacher, and open helpful resources. You may also see status for your Monarch subscriptions.



The sections of the **Schoolwork** page identified above include:



Item	Section	Description	See...
D	Assignments list	Displays the next assignment you have in each Monarch subject assigned to you and the date it is due.	"Work on your assignments" on page 27.
E	Projects list	Displays all projects that are accessible to work on. If you do not have any accessible projects, this section does not display.	"Work on projects" on page 39.
F	Messages list	Displays all unread messages received from your teacher, a link to your Inbox , and a button to create a new message for your teacher.	"Communicate with your Teacher using internal messaging" on page 59.
G	Resources list	Contains a Student Guide link to the page with buttons to launch the online <i>Student Help</i> file and the <i>Student User Guide</i> . Also contains links to various Resources, such as a historical timeline, flash cards, math and vocabulary drill activities that your teacher has assigned to you. Click a link to open the resource.	"Get help with tasks and get your questions answered" on page 69. and "Practice and learn using the Resources' tools and activities" on page 63.



Note: Your **Schoolwork** page may display another section called **Subscriptions Status**. This section only appears when you have subscriptions that are set to expire or have already expired in the last 30 days. This is important information for you to know because no work can be done on expired courses. Let your teacher know about subscriptions that are set to expire soon.

What's next?

Now that you have learned about some of Monarch Student features and tools, what do you want to do next?

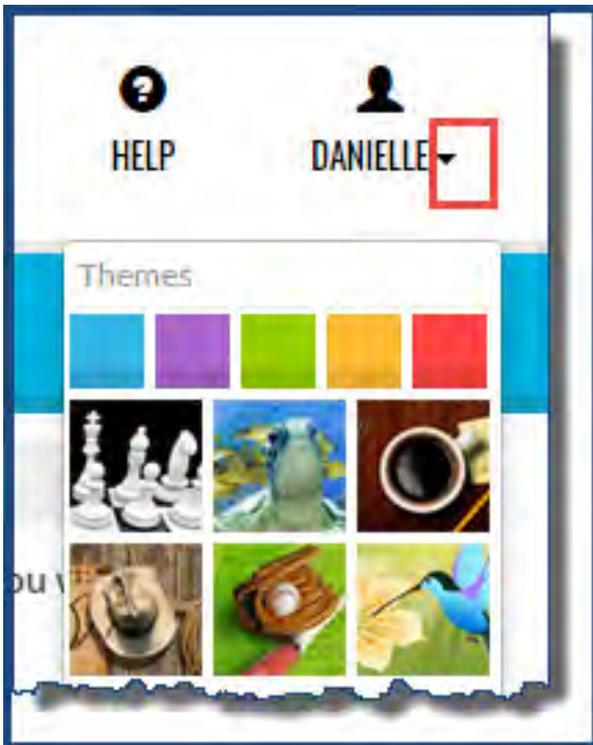
- Learn about what I can see on my student calendar. "[View and open your assignments from your calendar](#)" on page 11.
- Learn about other ways to view my assignments and courses. See "[View your assignments and progress in your courses](#)" on page 17.
- Get started working on my assignments. See "[Work on your assignments](#)" on page 27.

Change your background theme

A background with no theme and default color for the toolbar is displayed for all of the application pages. You can change the background to one of the available themes or change the color of the toolbar.

To change the background theme or toolbar color:

- Click the drop-down arrow next to your name and select one of the themes for the background of the pages. Or, if you just want to change the color of the toolbar, select a color.



The application refreshes and displays your selected background theme.

Change your password

You can change your Monarch password. Your new password must have:

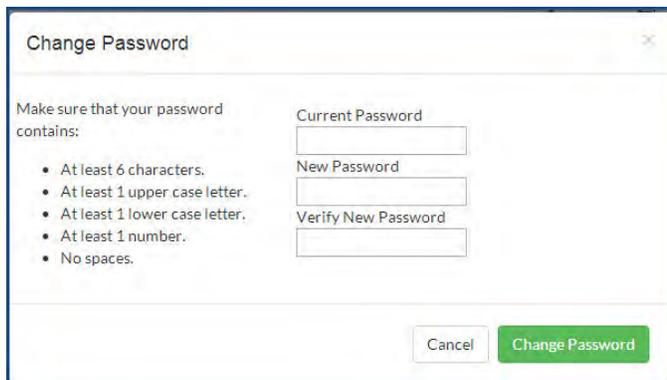
- At least six (6) characters with no spaces.
- At least one uppercase letter (example: D) and one lowercase letter (example: b).
- At least one number (example:8).



Tip: If you forget your password and cannot log in, your Teacher can give you a new password.

To change your password:

1. On the main nav bar, click the drop-down arrow next to your name.
The **Change Password** page appears.



The image shows a 'Change Password' dialog box. It has a title bar with a close button. Below the title bar, there is a section titled 'Make sure that your password contains:' followed by a bulleted list of requirements: 'At least 6 characters.', 'At least 1 upper case letter.', 'At least 1 lower case letter.', 'At least 1 number.', and 'No spaces.'. To the right of the list are three input fields labeled 'Current Password', 'New Password', and 'Verify New Password'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Change Password'.

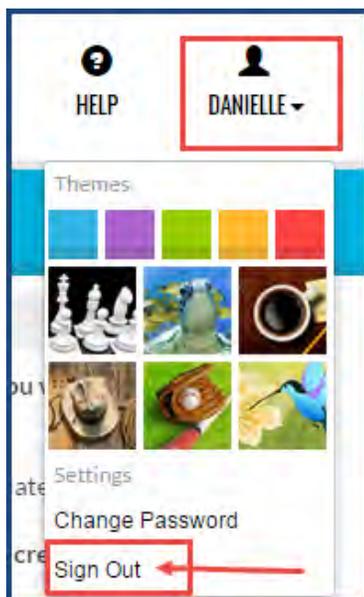
2. In the **Current Password** field, enter your current password. For security and privacy, you don't see the password characters; you just see a series of dots.
3. In the **New Password** field, enter a new password and then in the **Verify New Password** field, enter it again. As mentioned in the previous step, your password displays as a series of dots.
4. Click **Change Password**.

Log out

When you are finished using the application, we recommend that you log out (close) it instead of just closing the browser tab.

To log out:

1. Click the down arrow for your name button.
2. Click **Sign Out** to close the application.



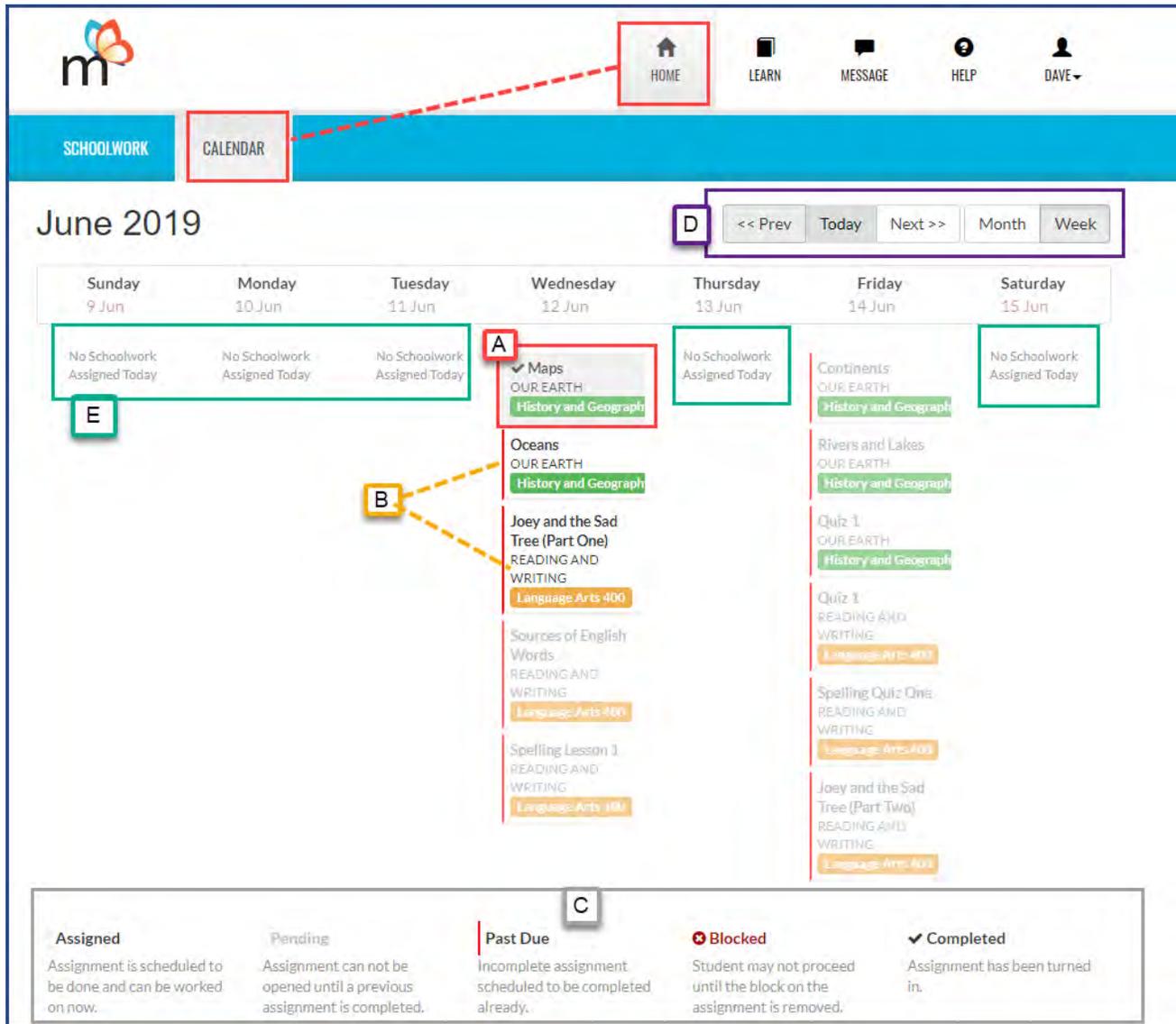
View and open your assignments from your calendar

On your **Home** page, next to the **Schoolwork** button on the toolbar is a **Calendar** button. Click it to open your student calendar.



View your weekly calendar

When you open your student calendar, you see a weekly view for the current week, something like this:



The screenshot shows the Monarch Student User Guide interface. At the top, there is a navigation bar with 'HOME', 'LEARN', 'MESSAGE', 'HELP', and 'DAVE' icons. Below this is a blue header with 'SCHOOLWORK' and 'CALENDAR' tabs. The main content area displays a calendar for June 2019. The calendar shows assignments for each day of the week. A legend at the bottom explains assignment statuses: Assigned, Pending, Past Due, Blocked, and Completed. Callouts A-E highlight specific features: A (checkmark), B (assignment title), C (legend), D (navigation buttons), and E (no schoolwork message).

You see each assignment you have due for each day of the current week. You can click an assignment to open it and start working on it.



Tip: If you click an assignment that is Pending (not available yet), you are messaged that you must complete the previous lesson first. Pending assignments have dimmed-colored Subject names and assignment titles.

A few things to notice (items A - E above) on your student calendar:

Item	Description
A	A check mark (✓) appears next to a <i>Completed</i> assignment.



Item	Description
B	Assignments or projects that you can <i>work on now</i> have bright-colored Subject names and titles. Each subject has a separate color so that you can easily identify it on your calendar. Click the assignment to open it and start working.
C	The legend explains how to know if an assignment is Pending , late (PastDue) or Blocked .
D	Buttons let you view the calendar for a past week (or month), a future week (or month) and change the calendar to the Week view or the Month view.
E	Days that you do not have schoolwork scheduled show "No Schoolwork Assigned Today". Your teacher manages your school and non-school days and schedules your schoolwork for specific school days. "No Schoolwork Assigned Today" may also mean that you have an event or activity scheduled for a typical working school day.

View your monthly calendar

Let's take a quick look at your monthly school calendar.

- Click the **Month** button (see the box in example D above).

You can see it looks a bit different because your assignments are not readily visible, but you still have the legend at the bottom and the navigation buttons at the upper right.

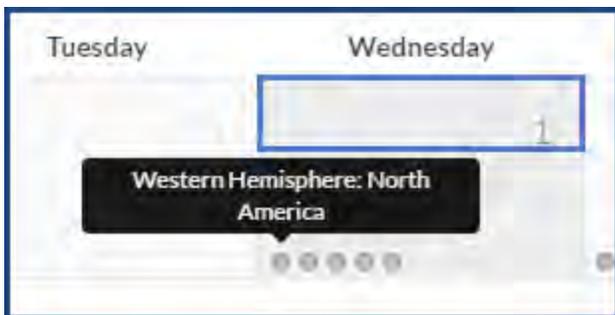


June 2019

<< Prev Today Next >> Month Week

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
View Week	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

- To see an assignment, hold your mouse over one of the circles on a calendar day, like this. Notice that only the one day is highlighted for a lesson.



If the assignment is a project, you may see several days highlighted to indicate that the project has multiple working school days assigned to it.

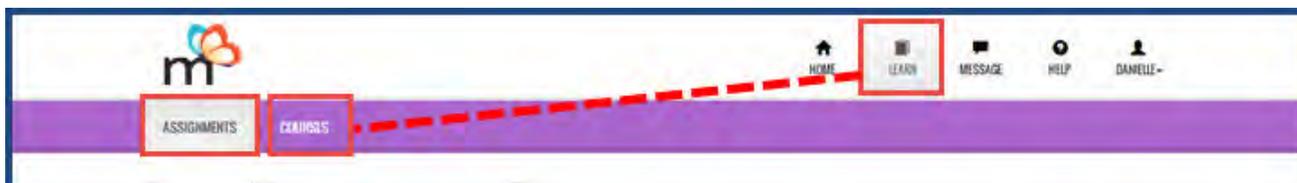
- If you put your mouse over any day in the monthly calendar, the **View Week** indicator moves and you can click it to go directly to the week view for that specific week.



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View your assignments and progress in your courses

When you click the **Learn** button on the main nav bar, two buttons on the lower toolbar are available: **Assignments** and **Courses**.



- **Assignments** - Displays your assignments, grouped by course. See ["View and open assignments" on the next page.](#)
- **Courses** - Displays all your assigned courses, including course progress, units' progress, assignments' scores and progress, and completed work. See ["View progress for your courses, units, assignments and your completed work" on page 19.](#)

Learn about course structure and assignments

Monarch courses (subjects) contain *Units*. The number of Units varies for a subject.

- Courses with 10 -13 Units are considered as full year, earning one full credit.
- Courses with 5 - 6 Units are considered as single semester, earning a half (0.5) credit.

Units contain *Assignments*. Think of an assignment as a bit of schoolwork you must do. It offers something new to learn or review and gives you a way to put your knowledge into practice by doing the *Problems* (Questions) in each assignment.

Assignment types in units

Five different assignment types are used in courses.

Assignment types	Description
Lesson	Consists of instructional presentations that teach new information and provide problems (questions) to do.
Project	Offers creative ways to help use information learned in lessons. Typically, the problem tells the requirements for completing the project and lets files be uploaded to complete the project or provides a way to describe the effort.
Quiz	Contains a set of problems to do after every few lessons, trying to find out how much has been learned in the preceding lessons.
Test	Contains a set of problems to demonstrate what has been learned overall.

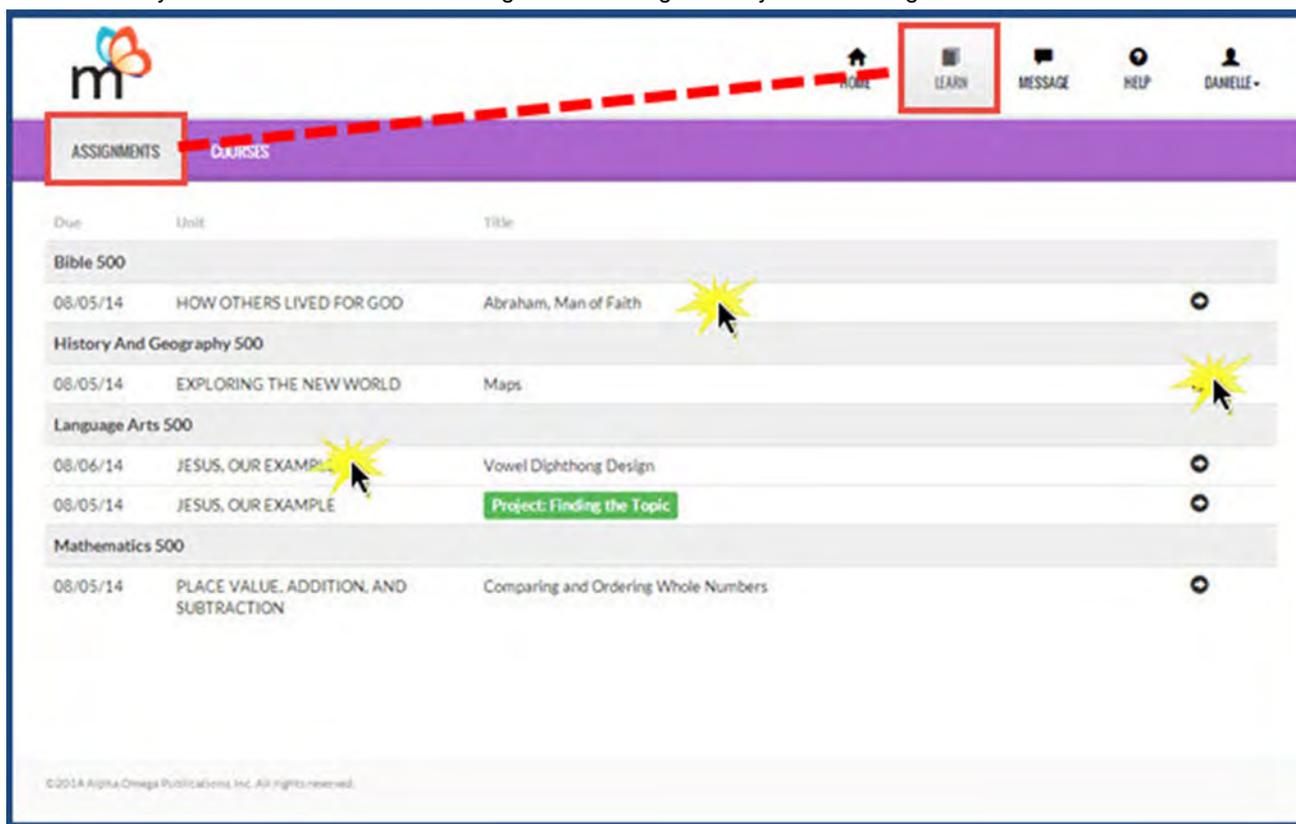
Assignment types	Description
Reference	<p>Monarch uses this type of assignment in three different ways:</p> <ul style="list-style-type: none"> • Course Overview - First assignment in Unit One of every course. Provides an idea of what should be learned in the course and if there are any supplies or materials needed for the course. • Glossary and Credits - Last assignment in each Unit. Recaps all of the vocabulary words from every lesson in the unit. It also lists all of the web links and videos in all of the assignments in the unit. • Review Lesson - Some courses have a Review Lesson prior to the semester or unit test. Recaps some of the key points that you should have learned in the course to this point. It gives a refresher before a test. Remember, even though a Review Lesson has questions (problems) to answer, the grade does not count.

View and open assignments

When you clicked the **Learn** button, you see another toolbar with two tabs: **Assignments** and **Courses**. If you clicked **Assignments**, you see the **Assignments** page.

Your **Assignments** page shows the same list of assignments as on the **Schoolwork** page and on the **Calendar**. However, on the **Assignments** page, you also see the name of the subject (course), the date the assignment is due, the unit the assignment is in, the assignment title and a small forward arrow on the far right-hand side of the row.

- Click anywhere on the row with the assignment title to go directly into the assignment.



View progress for your courses, units, assignments and your completed work

When you clicked the **Learn** button, you see another toolbar with two tools: **Assignments** and **Courses**. If you clicked **Courses**, you see the **Courses** page. The **Courses** page is where you can view detailed information about all your assigned courses, including all the units and assignments within those courses.

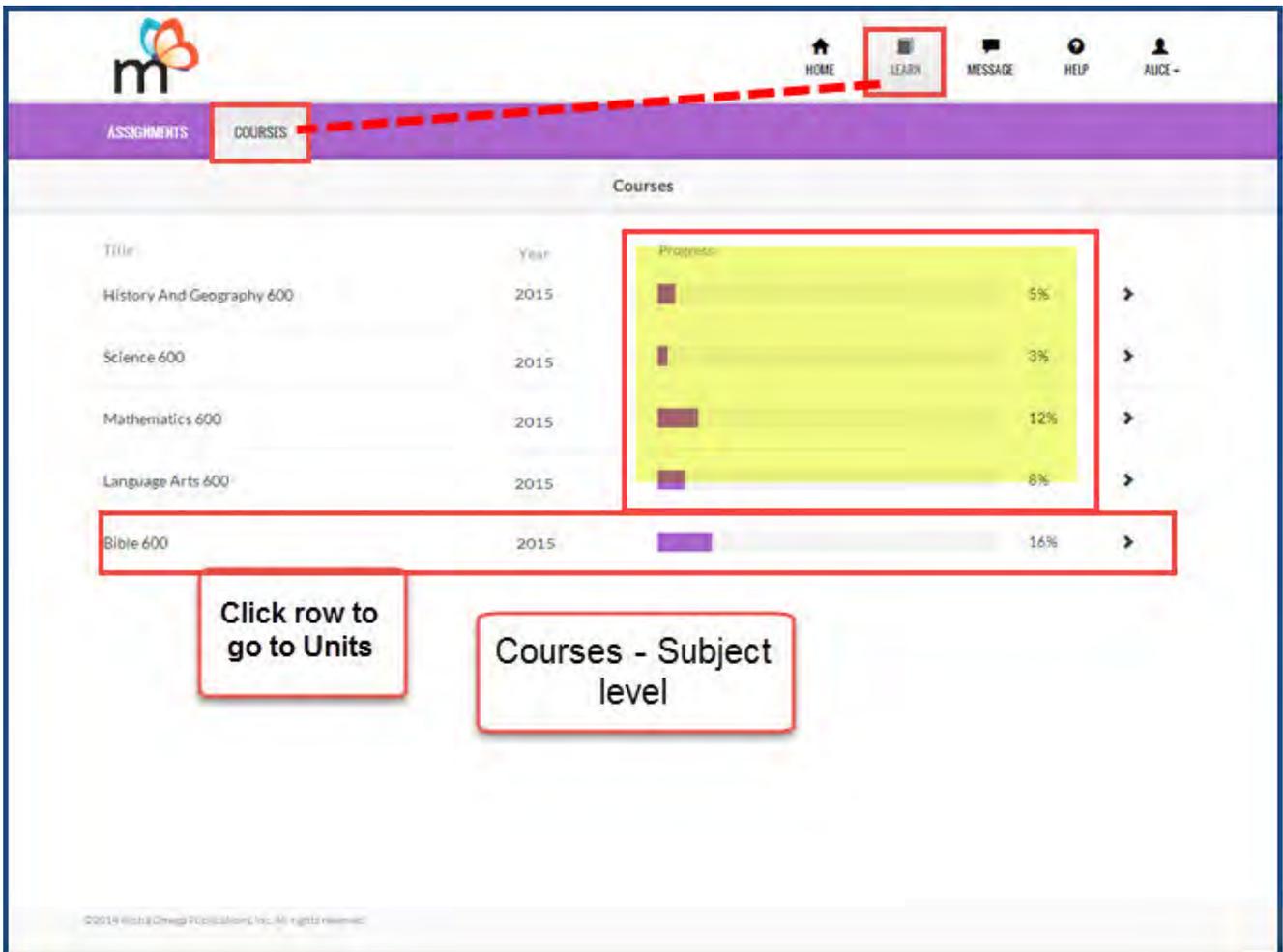
There are four "levels" of pages and as you go deeper into each level, the page shows your course progress complete, units' progress complete, then your assignments' progress and scores, and finally, you see the problems (completed work) for a selected assignment.

What you see on the Courses (subjects) page

The **Courses (subjects)** page is the first level and it contains a list of all of the subjects your Teacher assigned you. You see:

- The **Title** of each subject and year of the course.
- Your **Progress** in the course in both a bar chart and a percentage complete

The **right arrow** ➤ indicates there is a deeper level of information for each subject.



Title	Year	Progress	
History And Geography 600	2015	5%	➤
Science 600	2015	3%	➤
Mathematics 600	2015	12%	➤
Language Arts 600	2015	8%	➤
Bible 600	2015	16%	➤

Click row to go to Units

Courses - Subject level

Actions you can do for courses

One action is available for courses:

What you see on the Units page

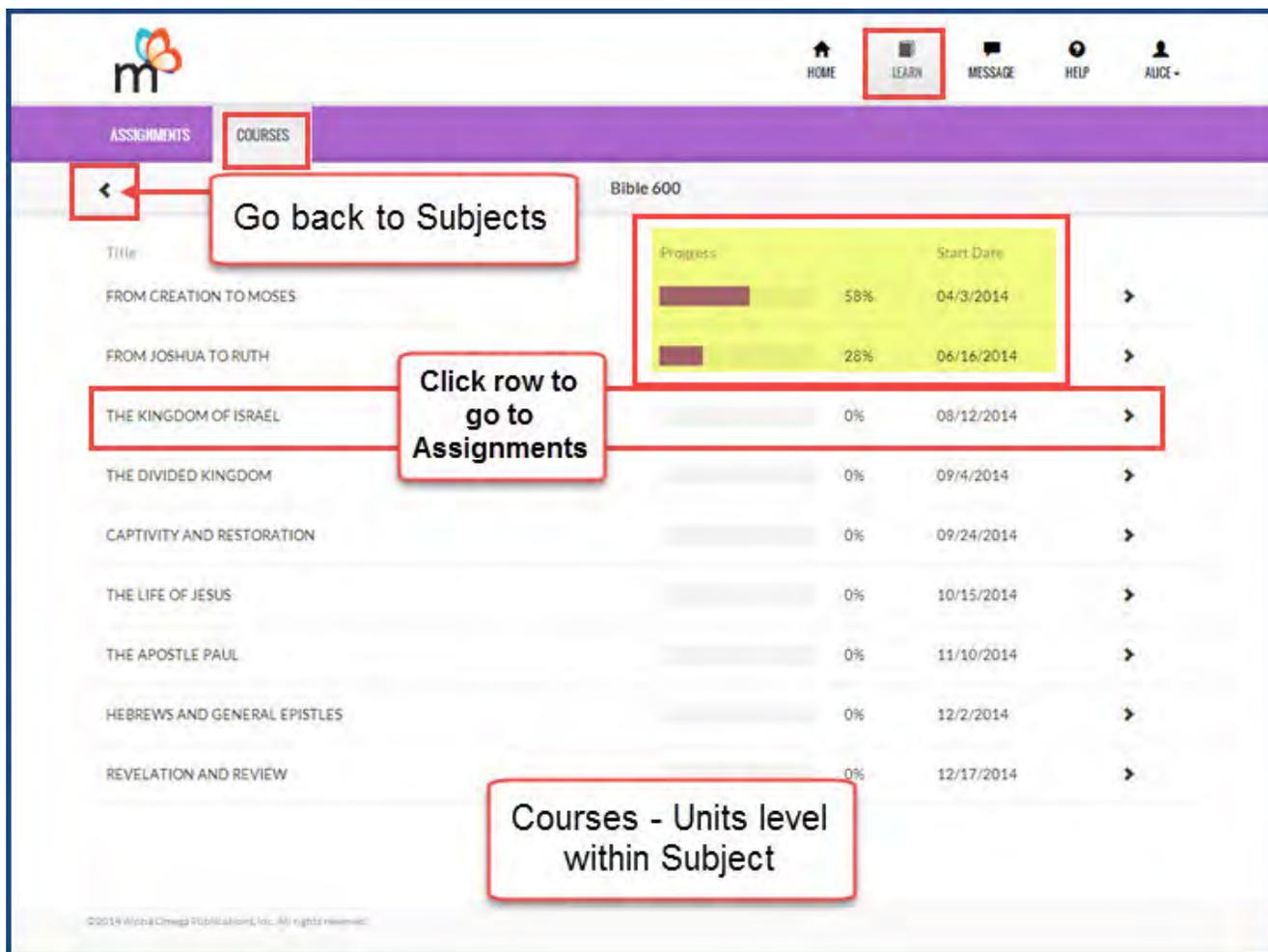
- Click the **right arrow** ➤ or click anywhere on a row to open the units list for that subject.

What you see on the Units page

The **Units** page contains a list of all of the units in the subject you just selected. You see:

- The **Title** of each unit.
- Your **Progress** through each unit.
- The **Date** you **Started** working on assignments in this unit.

The **right arrow** ➤ indicates there is a deeper level of information on this unit.



The screenshot shows the 'Courses' page for 'Bible 600'. The page has a purple header with 'ASSIGNMENTS' and 'COURSES' tabs. A navigation bar at the top includes 'HOME', 'LEARN', 'MESSAGE', 'HELP', and 'AUCS'. The main content area shows a table of units with columns for 'Title', 'Progress', and 'Start Date'. The 'THE KINGDOM OF ISRAEL' row is highlighted with a red box and a callout box that says 'Click row to go to Assignments'. A left arrow in the top left corner is annotated with 'Go back to Subjects'. A callout box at the bottom says 'Courses - Units level within Subject'.

Title	Progress	Start Date	
FROM CREATION TO MOSES	58%	04/3/2014	➤
FROM JOSHUA TO RUTH	28%	06/16/2014	➤
THE KINGDOM OF ISRAEL	0%	08/12/2014	➤
THE DIVIDED KINGDOM	0%	09/4/2014	➤
CAPTIVITY AND RESTORATION	0%	09/24/2014	➤
THE LIFE OF JESUS	0%	10/15/2014	➤
THE APOSTLE PAUL	0%	11/10/2014	➤
HEBREWS AND GENERAL EPISTLES	0%	12/2/2014	➤
REVELATION AND REVIEW	0%	12/17/2014	➤

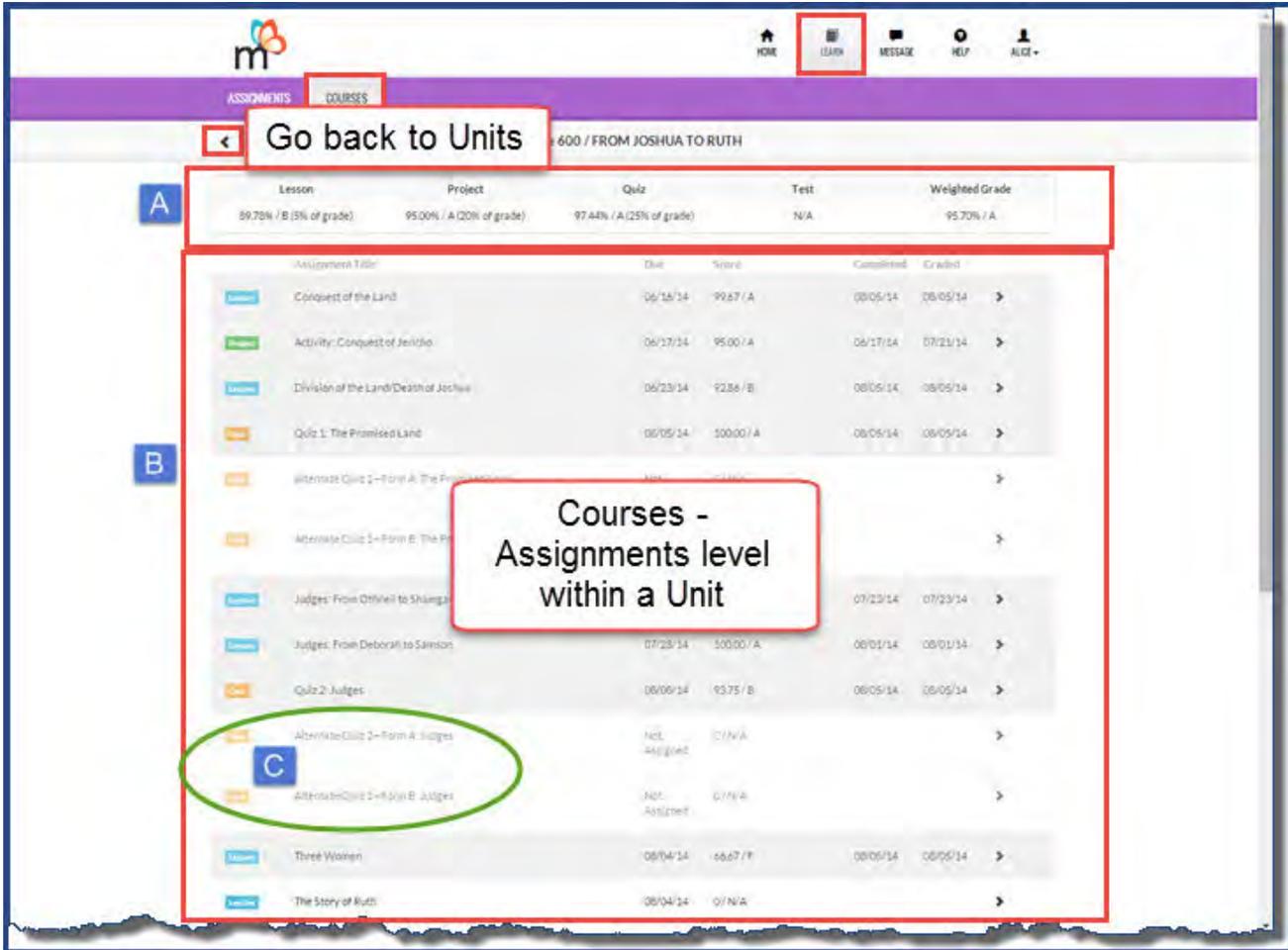
Actions you can do for units

Several actions are available for units:

- Click the **right arrow** ➤ or click anywhere on a row to see a list of assignments in that unit.
- Click the **left arrow** ◀ on the toolbar to go back to the **Subjects** page.

What you see on the Assignments page

The **Assignments** page contains a list of all of the assignments in the unit you selected on the previous page. There is a lot of information on this page.



Items identified above on the **Assignments** page include:

Item	Description
A	Summary of your scores for the unit. You can see your lesson score, project score, quiz score, test score, and overall unit (weighted) score.
B	List of all assignments in this unit, the assignment type [Reference, Lesson, Project, Quiz, Test], Assignment Title , Due date, Score on each assignment, date it was Completed (if already done), and the date the assignment was Graded .
C	Assignment titles that are in a lighter color and appear dimmed are assignments you do not have to do.



Tip: If your Teacher has blocked assignments within a unit, the assignments are highlighted in the color pink as shown in the example below. When an assignment is blocked, this means you cannot proceed working on assignments until your Teacher unblocks the first blocked assignment.

Lesson	Abraham and His Descendants	02/14/17	0 / N/A	➤
Lesson	Abram, Sarai, and Isaac	02/14/17	0 / N/A	➤
Lesson	Descendants of Abraham	02/14/17	0 / N/A	➤
Lesson	Joseph	02/15/17	0 / N/A	➤

Actions you can do for assignments

Several actions are available for assignments:

- Click the **right arrow** ➤ or click anywhere on a row to go to the **Problems** page showing a list of the problems (questions) in the assignment. If the assignment is blocked, no action is available.
- Click the **left arrow** ◀ on the toolbar to go back to the **Units** page.

What you see on the Problems page

The final page is the **Problems page** which contains a list of the problems (questions) for the assignment you clicked on the previous page and displays additional information about the problems, such as how many times you attempted the problem, your score, and more.



Note: Problem details cannot be seen for a selected assignment until the assignment has been submitted as complete. To work on an assignment, under **Action**, click the **Work On This Assignment**

Work On This Assignment button.

FROM JOSHUA TO RUTH / Judges: From Othneil to Shamgar

Type	Due Date	Date First Accessed	Date Last Worked	Action
Lesson	07/21/2014	07/23/2014	07/23/2014	Review Your Work

Points	Score	Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
Problem 1	1/1	100% / A			Jul 23rd, 2014	1	No
Problem 2	1/1	100% / A			Jul 23rd, 2014	2	No
Problem 3	0/0	0% / No Points Recorded			Not Attempted		No
Problem 4	1/1	100% / A			Jul 23rd, 2014	1	No
Problem 5	1/1	100% / A			Jul 23rd, 2014	1	No
Problem 6	1/1	100% / A			Jul 23rd, 2014	1	No
Problem 7	1/1	100% / A			Jul 23rd, 2014	1	No
Problem 8	1/1	100% / A			Jul 23rd, 2014	1	No
Problem 9	0/1	0% / F			Jul 23rd, 2014	1	No
Problem 10	1/1	100% / A			Jul 23rd, 2014	1	No

8/9 88.89% / B

Courses - Problems level within an Assignment

Items identified above on the **Problems** page include:

Item	Description
A	You see the assignment details of: <ul style="list-style-type: none"> • Assignment Type, such as Lesson, Project, Quiz, or Test. • Assignment Due Date. • The Date you First Accessed (opened) the assignment. • The Date you Last Worked on the assignment. • Any Action you can do on the assignment based on whether or not the assignment is completed. See Actions you can do for assignments.
B	See " Other key information for problems " on the next page.
C	See " Assignment points and score details " on page 25.

Actions you can do for assignments

Several actions are available for assignments at this level:

- **Work On This Assignment.** For assignments you have not worked on, click the **Work On This Assignment** button to open the assignment.

Type	Due Date	Date First Accessed	Date Last Worked	Action
Lesson	03/24/16	Not Accessed		Work On This Assignment

Problem details cannot be seen until this assignment has been submitted as complete.
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- **Review Your Work.** Click to review work, such as lessons and quizzes, you have already completed. Reviewing your work helps you to prepare for quizzes and tests.

Type	Due Date	Date First Accessed	Date Last Worked	Action
Lesson	08/17/15	08/18/2015	08/18/2015	Review Your Work

- **View Reference Material.** Usually seen only on Glossary and Credits, Reference, or Course Overview assignments. Click to open the reference material.

Type	Due Date	Date First Accessed	Date Last Worked	Action
Reference	Not Assigned	Not Accessed		View Reference Material



Tip: If there is not an action shown, this means you cannot open the assignment at this time. Check with your teacher to see if the assignment is blocked.

Other key information for problems

Other information (see example B below) shown in columns on this page include:

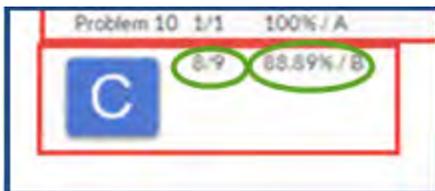
	1	2	3	4	5	6	7	8	9
	Points	Score		Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
Problem 1	1/1	100% / A					Jul 23rd, 2014	1	No
Problem 2	1/1	100% / A					Jul 23rd, 2014	2	No
Problem 3	0/0	0% / No Points Recorded					Not Attempted		No
Problem 4	1/1	100% / A					Jul 23rd, 2014	1	No
Problem 5	1/1	100% / A					Jul 23rd, 2014	1	No
Problem 6	1/1	100% / A					Jul 23rd, 2014	1	No
Problem 7	1/1	100% / A					Jul 23rd, 2014	1	No
Problem 8	1/1	100% / A					Jul 23rd, 2014	1	No
Problem 9	0/1	0% / F					Jul 23rd, 2014	1	No
Problem 10	1/1	100% / A					Jul 23rd, 2014	1	No

B
I can't find this information in the text of the lesson.

Item	Column	Description
1		Problem number.
2	Points	Number of points you received (NR) and number of points possible (NP) for the problem (NR/NP).
3	Score	Your resulting score (percentage and letter grade) for the problem.
4	Needs Grading	Displays an indicator  icon if your teacher needs to grade the problem.
5	Student Skipped	Displays an indicator  icon and the reason you entered when you skipped the problem.
6	Teacher Skipped	Displays an indicator  icon if your teacher marked the problem as "Skipped" so that you did not have to answer it.
7	Attempted	The date you most recently attempted to answer the problem.
8	Attempts	Number of times you attempted to answer the problem.
9	Answer Shown	Displays Yes if you clicked the View Correct Answer button for the problem, otherwise, No appears.

Assignment points and score details

Below the list of problems (example C below) in the **Points** column you see the total number of points you received for this assignment out of the total number of points possible, and in the **Score** column, you see your total score and grade for this assignment.



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Work on your assignments

We've looked at several different ways to open and view the details about your assignments and courses in ["View your assignments and progress in your courses" on page 17](#). Now, let's take a look at what you see when you open a lesson to work on it.

Learn about the tools and features available for working on assignments

The top of the lesson page has the main nav bar and the function toolbar. The function toolbar has a few new tools on it when you are in an assignment.



Item	Tool/feature
A	Title of the assignment and subject.
B	Read and Questions buttons. When the assignment opens you are on the Read page. This is where you find the <i>body</i> of your lesson - the text, your goals for the lesson, any media, vocabulary list, etc. Sometimes lessons are broken into <i>sections</i> .
C	Section number indicators. Indicate the assignments has multiple sections. Click the number to go to the next section or you can click the Read Next Section button on the bottom of the page. You don't want to miss a section!.

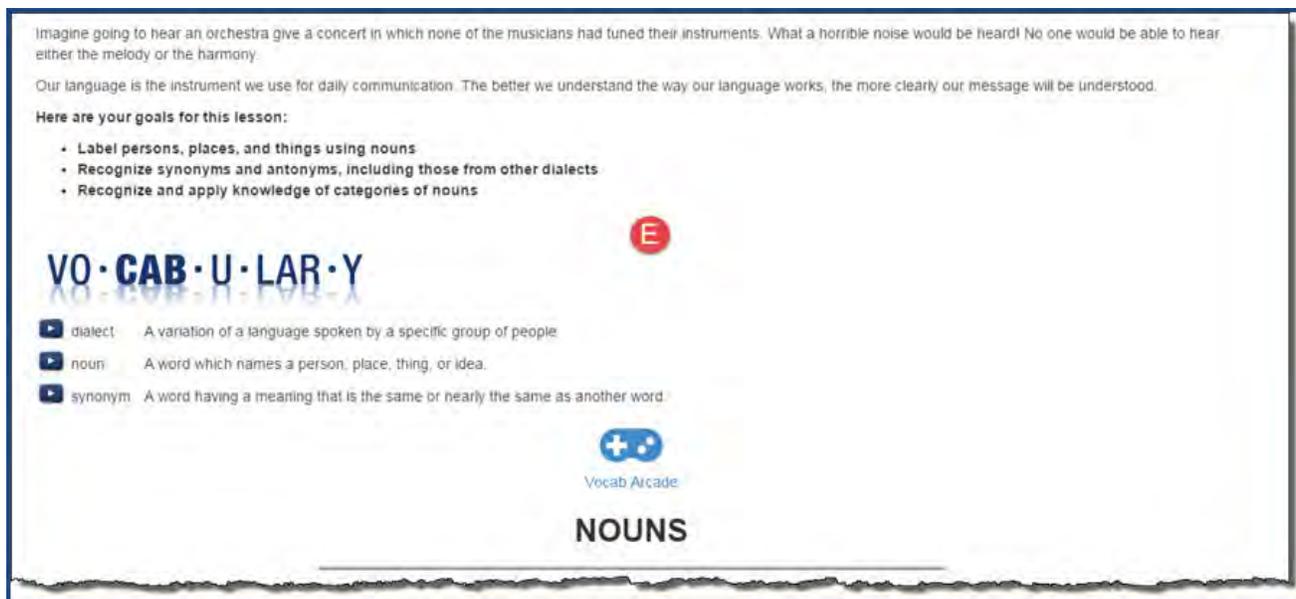
On the right side of the lesson are several tools (item D below). These tools allow you to:

- Print the assignment. See ["Print assignment text and images" on page 30](#).
- Listen to an audio version of the assignment text. See ["Listen to audio version of assignments" on page 30](#).



Use the Vocabulary Arcade games to learn vocabulary words

The body of the page (item E below) is the presentation part of the lesson. This is the part you need to read. It may have videos and slide shows to watch, pictures to see and vocabulary and spelling words to practice. Most lessons have one or more vocabulary words used in the lesson. You should become familiar with all of these words. Each of the vocabulary words is recorded.



Imagine going to hear an orchestra give a concert in which none of the musicians had tuned their instruments. What a horrible noise would be heard! No one would be able to hear either the melody or the harmony.

Our language is the instrument we use for daily communication. The better we understand the way our language works, the more clearly our message will be understood.

Here are your goals for this lesson:

- Label persons, places, and things using nouns
- Recognize synonyms and antonyms, including those from other dialects
- Recognize and apply knowledge of categories of nouns

VO-CAB-U-LAR-Y

▶ dialect: A variation of a language spoken by a specific group of people

▶ noun: A word which names a person, place, thing, or idea.

▶ synonym: A word having a meaning that is the same or nearly the same as another word.

Vocab Arcade

NOUNS

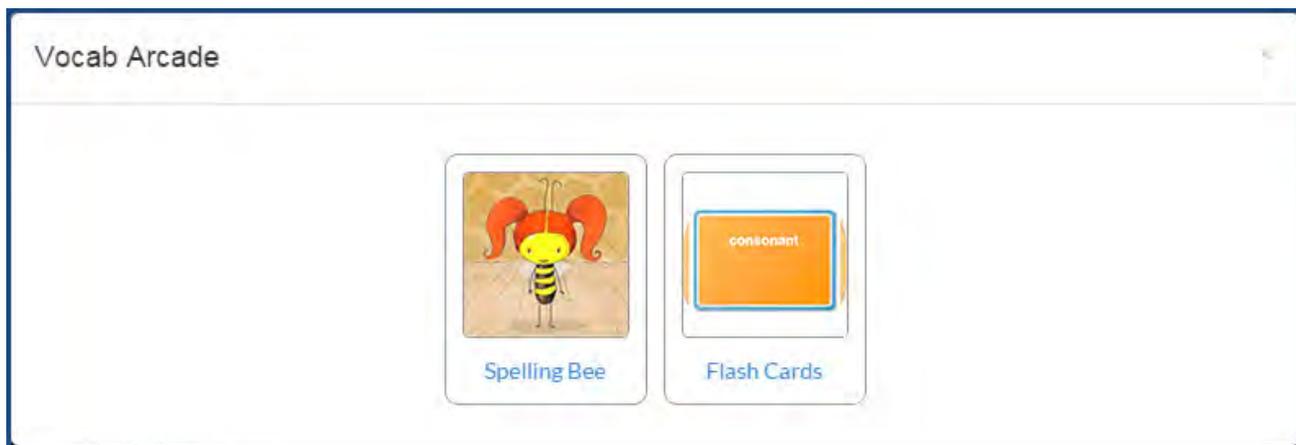
- Click the **Play** ▶ button to hear the word.

There may also be links to take you to more on the lesson topic. You may even come across a fun activity to practice what you are learning! In some of your lessons you may see a date in blue. This opens a timeline. Click it to see what events were taking place around that same time.

Use the Vocabulary Arcade games to learn vocabulary words

Below your Vocabulary words, you may see a **Vocab Arcade** icon.

- Click the icon to open a page showing the vocabulary games you can play to help you learn the definitions and spelling of your vocabulary words.



Vocab Arcade

Spelling Bee

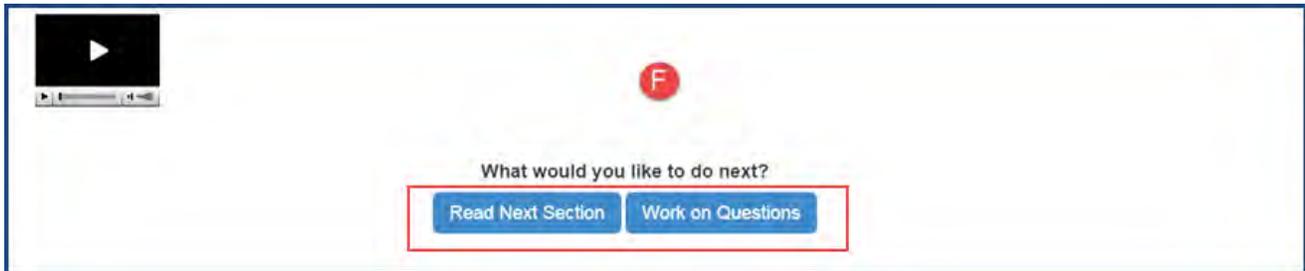
Flash Cards

- To play the game, click the icon.

While playing the game, your lesson becomes inactive so that you can practice spelling of the vocabulary words or learning their definitions. When you finish the game and close it, your lesson is active again. To learn more about the vocabulary games, see ["Practice and learn using the Resources' tools and activities" on page 63.](#)

Read lesson sections and work on questions

Make sure you read each section of the lesson carefully so you can answer the questions. Once you think you understand what you read you are ready to start working on the problems (questions). You can read a section and then work on the questions at the end of that section, or you can read all sections and then answer the questions. Example F below shows the **Read Next Section** and **Work on Questions** buttons.



- To move to the next section, click the **Read Next Section** button.
- To answer the questions, click the **Work on Questions** button. See ["Answer assignment questions \(problems\)" on page 31.](#)



Tip: You can also click the **Questions** button on the assignment toolbar to answer the questions.

When you've answered all the questions, you **need to mark the lesson as complete** so that Monarch knows it is done and you can get a grade for your work. If you just exit the lesson without marking it as complete, you won't get a grade for the lesson until it is marked as complete. See ["Mark assignments as complete" on page 46.](#)

Print assignment text and images

You can print assignment text and images. To print, you need to have a printer connected to the computer.



Tip: Depending on the browser you use for Monarch and other software you may have installed, you may be able to save the print job as a pdf, save it to different destination (such as your Google® Drive™ if you use Google® Chrome™), right-click the print preview page and do a Save as to save it as a web page (html file), and more.

1. Open an assignment.
2. To print the text and images in this section of the lesson, click the **Print** tool.
3. To print another section, click the section number to go to that section, and then click the **Print** tool again.
4. When finished, to leave the assignment, click the **Home** button.

If a section has a video, you see a white space on your printed page where the video is in the lesson.

Listen to audio version of assignments

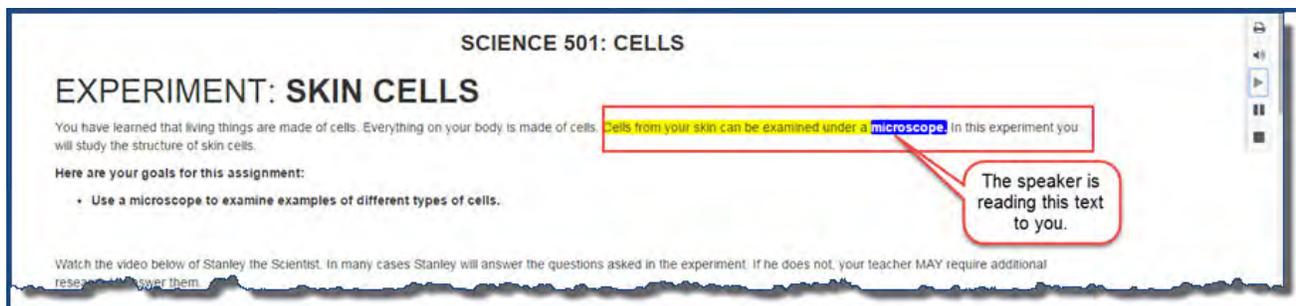
You can listen to a person (speaker) read an audio version of assignment text. This text-to-speech feature works with assignment text only. To use this feature, you need to have an audio (sound) feature enabled on the computer you use to access Monarch.

1. Open an assignment.
2. To select a person (speaker), click the **Speaker** tool, and select a name.

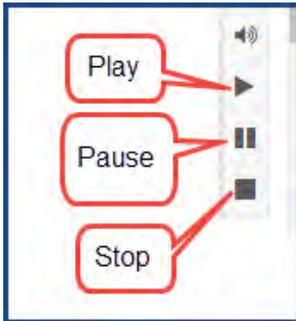


3. To listen to the entire text, click the **Play** tool. Or, if you want to listen to selected text, highlight the text in the assignment, and then click the **Play** tool.

As the speaker reads the text out loud, the text is highlighted in yellow and the word being spoken is highlighted in blue and bold text so that you can see the words being spoken as shown in this example.



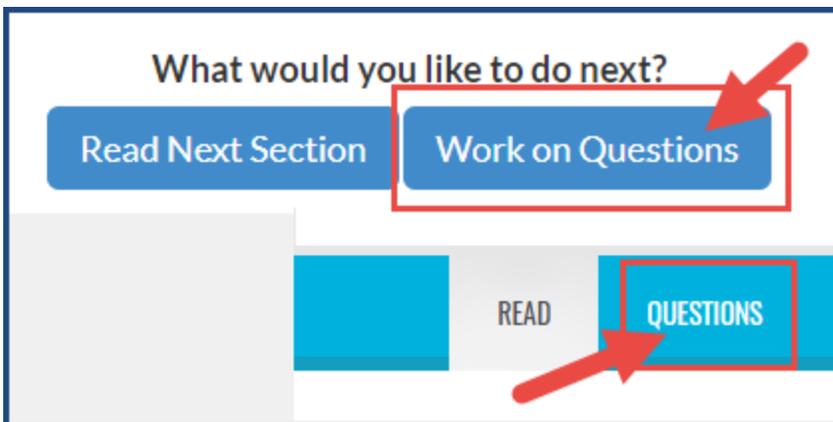
4. Use the audio player tools to pause, stop, or play the audio speaking.



Answer assignment questions (problems)

Questions (problems) help you check to see if you learned what is presented in a lesson. Each problem is a question about something covered in the reading part of the lesson. Each problem has a point value assigned to it or your teacher gives it a point value which makes up the grade (score) for the lesson. To learn more about problem scores, see

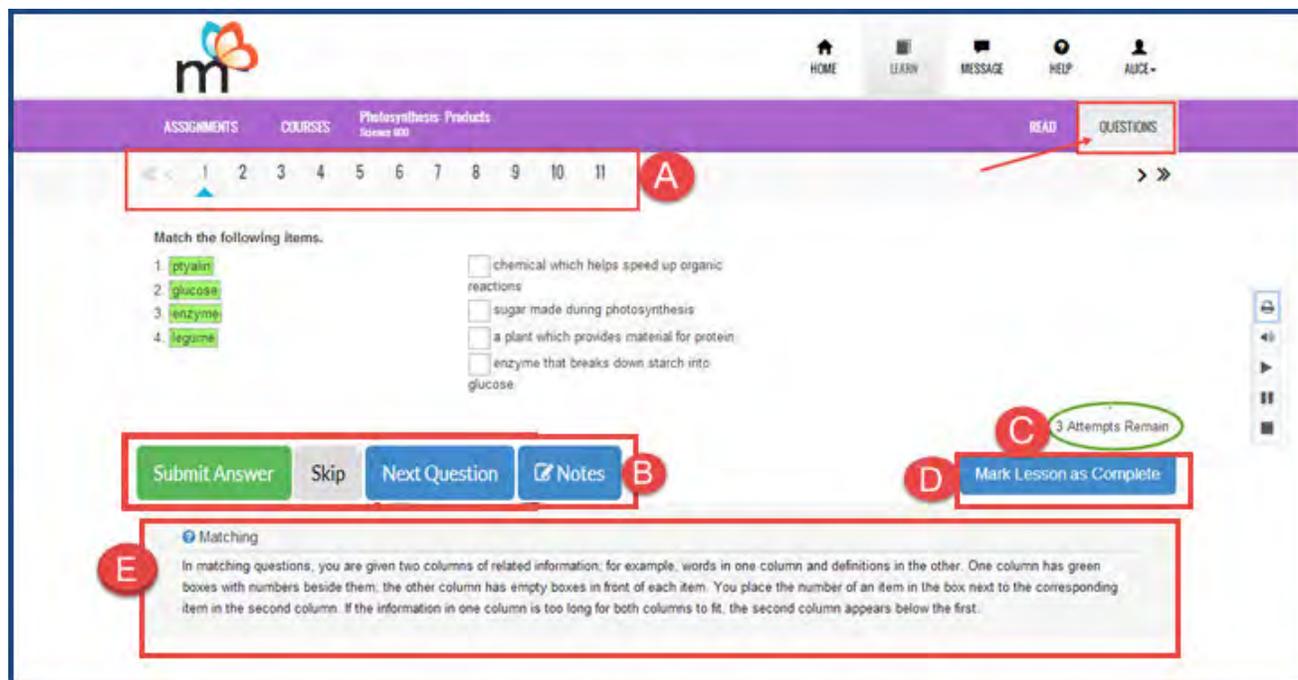
- To work on the assignment questions, click the **Work on Questions** button at the bottom of the lesson page, or click the **Questions** button on the function toolbar at the top of the lesson page.



Tip: To help you answer the questions, you can easily go back and forth between the questions and lesson. Click the **Read** button on the function toolbar to find the answer and then click the **Questions** button to return to the question.

What you see in the Questions section of your lesson

Let's take a look at the question section of your lesson.



This table explains the items A - E identified in the Questions section above.

Item	Feature/tool	Description
A	Question bar	Row of numbers below the function toolbar. Each number is a question for you to answer. The number with the arrow pointing to it is the question you currently see. You can click any number to go to that question.
B	Question buttons	 <ul style="list-style-type: none"> • Submit Answer button lets you submit your answer and have Monarch provide an immediate score. See "Submit answers and get answer feedback" on the facing page. • Skip button lets you skip the question if your Teacher has allowed skipping for assignments. If the button is inactive, you cannot skip questions. See "Skip questions" on page 35. • When you stay on a question, you see the Next Question button display beside the Skip button. Click this button to move to the next question. • Notes button lets you write a note to your teacher about a problem. If the Notes button looks like this  with a red circle and number, it means your teacher has added a note to the problem for you to read. See "Share information about assignments with your Teacher using problem notes" on page 36.
C	Attempts counter	Tells you how many times you can try to correctly answer the problem. Once this counter reaches zero (0), the last answer you entered is the one that your teacher sees and that grade is your score for the problem. The number of attempts is set for you by your teacher.

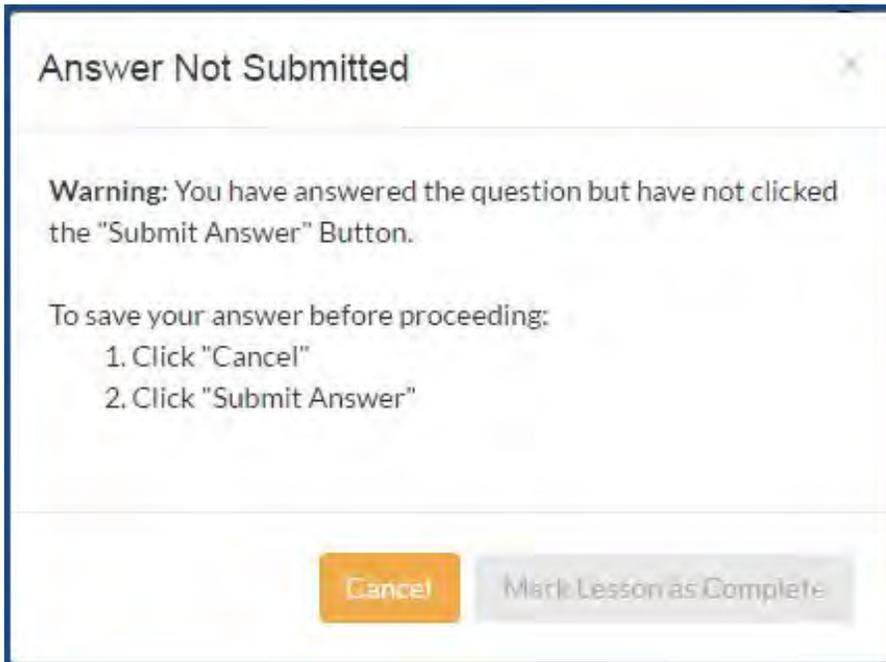
Item	Feature/tool	Description
D	Mark Lesson As Complete button	 <p>Click this button to submit the lesson for grading. You must answer at least one question before marking the lesson as complete. See "Mark assignments as complete" on page 46.</p>
E	Problem description text	Tells you what type of problem it is and how to work the type of problem. In the example above, we see a "Matching" type problem and the explanation of how to complete a problem of that type. For more information, see "Learn about assignment problem types" on page 71.

Submit answers and get answer feedback

- Based on the problem type, answer the question. If you are working on an essay or project problem, be sure to upload a file if one is required.
- To submit your answer, click the **Submit Answer**  button.



Note: If you click the **Submit Answer** button and have not answered the question, you are notified that the question must be answered to get a grade. However, if you answered the questions, but have not clicked the **Submit Answer** button, and try to mark the lesson as complete, the message below appears letting you know to click the button first.

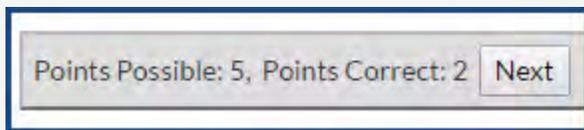


- For answered questions, colored indicators appear to the right of each question number to let you know whether or not you answered the question correctly, incorrectly, partially correct, or skipped it. Depending on the type of problem, a message lets you know the number of attempts remaining.



What the colored indicators mean

The colored indicators next to the question number of an answered question give you feedback of how you answered the question.

Indicator	Means...
Black question number, no indicator	Question has not been answered. You need to answer the question and click Submit Answer for the question to get the point value grade.
Green check mark	Answer is correct. You get the full point value for the problem type.
Red "x"	Answer is incorrect and you have no attempts remaining.
Orange check mark	Answer is partially incorrect and you <i>may have</i> attempts left to change it. Depending on the type of problem, you may see a message telling you the number of points possible for the answer and the number you have correct. You can keep trying to get all points if you have attempts left to change it. 
Gray arrow	Question has been allowed to be skipped by the teacher, or you, as the student, have skipped the question. A skipped question earns 0 points and may or may not count towards the lesson grade. Your teacher may assign a skipped question back to you to answer it again.

- Answer the questions in the order presented, or you can click any question number to read the question first, and then answer it after you have reviewed the lesson text again. Be sure to click the **Submit Answer**  button for each answered question.



Tip: If you need some assistance on a problem or just want to explain an answer, write a note to your teacher. See ["Share information about assignments with your Teacher using problem notes" on page 36.](#)

- If you have attempts remaining, for partially correct questions, you can attempt the answer again until you have no attempts left.
- When you are done answering questions, now you need to mark the lesson as complete so that your Teacher is aware of any questions that need grading and Monarch can update the assignment with a completed date. See ["Mark assignments as complete" on page 46.](#)

How problems are scored

Problems are scored based on their *point value*. Each problem and assignment score is a percentage based on the total number of points received (correct answers), divided by the total number of points possible for the assignment. Point values vary from problem to problem, depending on the *type* of problem and the *number of answers required*. Typically, the curriculum author determines the number of possible points for a problem based on the problem type and number of answers required.

Here are a couple of examples of how lesson scores are calculated:

- A lesson has 10 problems with one point possible for each so the student can receive a total of 10 points. If the student incorrectly answers one problem, then the lesson has a total of nine points out of a possible 10. The grade percentage is 90% ($9/10 = 9$ or 90%).
- A lesson has 10 problems, but one of those problems is worth two points, so the student can receive a total of 11 points. If the student incorrectly answers one problem worth one point, then he/she can receive a total of 10 points out of a possible 11. The grade percentage is 91% ($10/11 = .9090$ or 91%).
- A lesson has 10 problems, but one of these is a nine-point sort problem, so the student can receive a total of 18 points. If the student answers three of the items in the sort problem incorrectly, but get all the other problems in the assignment right, he/she will receive a total of 15 points. The grade percentage is 83% ($15/18 = .8333$ or 83%)



Note: For some teacher-graded problems, even though the Teacher may give the Student 4 points out of a possible 4 points which equals 100% for the answer, the system may only show 1 out of 1 point, which equals 100%, because that was how the point value was coded for the problem type by the curriculum author. The resulting score is the same. It does not affect the student's grade.

To learn about the problem types and their possible point values, see "[Learn about assignment problem types](#)" on page 71.

Skip questions

If you cannot find an answer in the lesson or don't understand the question or answer, you may have the option of skipping the question. Be aware that once you skip a problem, you are not able to go back and submit an answer for that problem because the **Submit Answer** button is disabled for that problem.



Note: Skipped problems are sent to your teacher with a zero (0) grade until your teacher decides how to handle them. Your teacher can keep the problem skipped or he/she can reassign the problem to you.

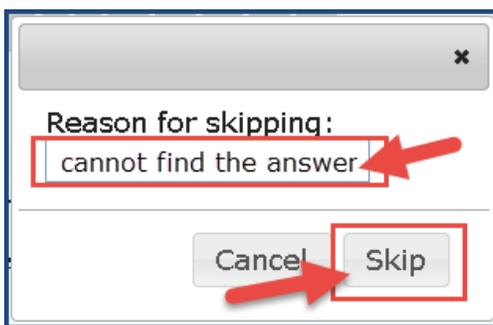
You have to provide a reason for skipping the question. These steps assume you are working on the Questions in an assignment.

1. While viewing a problem, click the gray **Skip**  button.

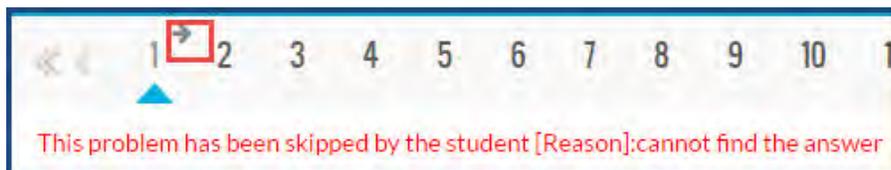


Tip: If you don't see the **Skip** button, this means your teacher is not allowing you to skip problems. Contact your teacher.

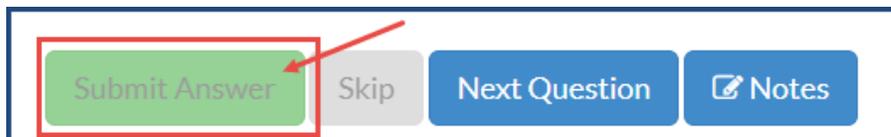
2. In the dialog box that appears, enter the reason you want to skip this question, and then click the **Skip** button.



The problem number now shows a **gray** arrow next to the number which indicates the question has been skipped by you. A message also appears telling you that the problem has been skipped.



Notice that the **Submit Answer** button is disabled (dimmed) for the skipped problem.



- To continue answering questions, click the **Next Question** button. Or, if the skipped question is the last one in the assignment, click the **Mark Lesson as Complete** button.



Tip: You can click the **Read** button on the function toolbar at any time to return to the presentation part of the lesson.

Share information about assignments with your Teacher using problem notes

You can share information with your teacher using problem notes for an assignment. For example, you are having trouble understanding a problem in a math lesson. You can add a note to the problem asking your teacher for help. To alert your teacher that you added a problem note, if your teacher is using the **Problem Note / Message Center E-mails** school notification, he/she gets an immediate email notification. Also, a message appears in their Monarch Message Center Teacher **Inbox** as a visual alert that you need assistance. A link in the email notification as well as in the message lets your teacher easily get to the note and respond. See [Write problem notes to your teacher](#).



Tip: Your teacher sees a red indicator with a count on the **Notes** button, like this  , when a new note is added by you to a problem.

Your teacher can write notes to you about an assignment problem. Maybe your teacher has reviewed an upcoming lesson and has some guidance for you about a problem. To alert you that your teacher has added a problem note, a message appears in your Monarch Student **Inbox**. A link in the message lets you easily open the note and respond to it. See [Read and respond to problem notes from your teacher](#).



Tip: You also see a red indicator with a number on the **Notes** button, like this  , when a new note has been added by your teacher to a problem.



Note: You can add problem notes to all your active, open courses. Once a course becomes closed (this means, all the assignments are graded), existing problem notes can be viewed, but you cannot add notes to a problem in a closed course.

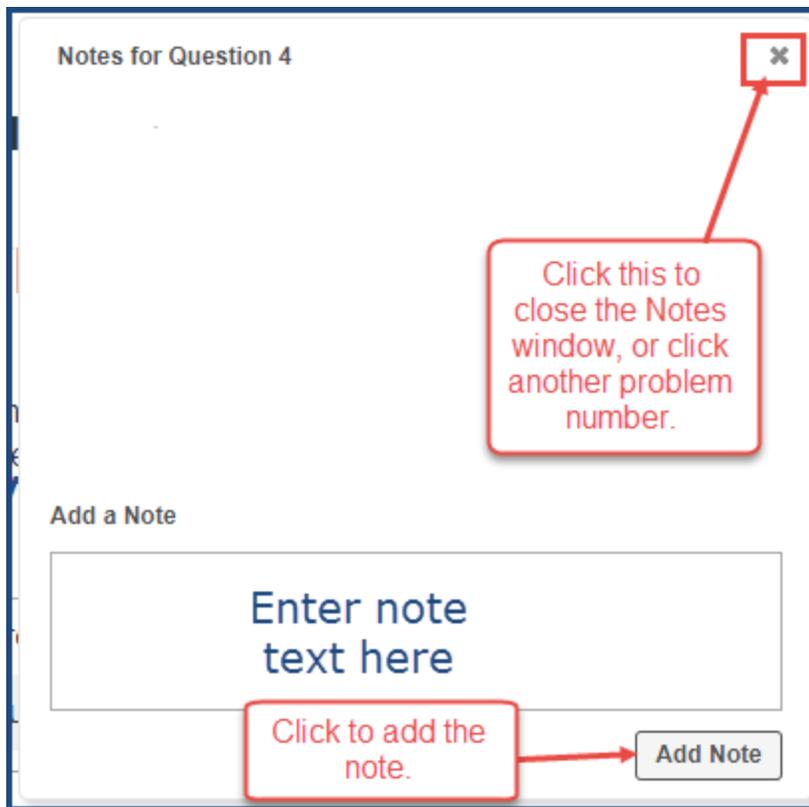


Note: Your teacher can delete a problem note in Monarch Teacher and this means you will not see the note in Monarch Student.

Write problem notes to your teacher

You can add one or more notes to problems in lessons, projects, quizzes, and tests.

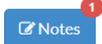
1. Open a lesson, project, quiz, or test. See "[View and open assignments](#)" on page 18.
2. If you opened a lesson or project, click the **Work on Questions** button or the **Questions** tab.
3. Click a problem number for which you want to add a note, and then click the **Notes**  button.
4. In the **Notes for Question [number]** page, in the **Add a Note** text box, enter your note, and then click the **Add Note** button. If desired, continue adding notes to the problem. If you are finished, click the **Close X**, or click another problem number.



Your teacher gets an immediate email notification (if your teacher is using the **Problem Note / Message Center E-mails** school notification) and/or a message in their Monarch Message Center Inbox alerting him/her about the note. If your teacher sends a response, you get a message in your Inbox. See [Read and respond to problem notes from your teacher](#).

Read and respond to problem notes from your teacher

You can read and respond to problem notes sent to you by your teacher. You can open the problem note in your Message

Center or when you open the assignment and go to the problem, the **Notes** button looks like this  with a red indicator and the note count. When you read the note, the count changes or disappears entirely.



Note: You cannot view problem notes for blocked, unassigned, or future (not scheduled to be worked) assignments. You will get the message about the note, but you cannot open the assignment with the note until your teacher takes action to make the assignment available to you or the assignment is ready for work.



Note: When you try to open a problem note for a quiz or test, if the quiz or test is your next assignment, you are asked if you want to start the quiz or test. However, if the quiz or test has already been completed by you, you cannot open the note.

1. On your **Home > Schoolwork** page, in the **Messages** list, is a message with the subject "**Teacher posted a new problem note**". Click the message in the list to open the message.
The message displays in your **Inbox**.
2. Read the message and if you want to respond to the note and see the problem, click the **Click here** link.

Amy Wise 07/21/2017

Teacher posted a new problem note

A new note was posted by Teacher which requires your attention.

Course: Mathematics 700
Unit: 1: INTEGERS
Lesson: Comparing and Ordering Integers
Problem: 2
Note: Take your time with this question. I can help if you need me to.

[Click here](#) to open the note and respond.
(Link to problem will only open for lessons you can work on.)

[REPLY](#) [DELETE](#)

3. If the assignment is your next scheduled assignment, it opens to the problem with the note. Or, if the next assignment is a quiz or test, you may be asked if you want to start the quiz or test. Click **Continue** if you are ready to start.

Match each number with its place in order from smallest (1st) to largest (6th).

1.	-80	<input type="checkbox"/>	1st
2.	48	<input type="checkbox"/>	2nd
3.	90	<input type="checkbox"/>	3rd
4.	59	<input type="checkbox"/>	4th
5.	-84	<input type="checkbox"/>	5th
6.	-56	<input type="checkbox"/>	6th

Notes for Question 2 ✕

Teacher 7/21/2017 **New**

Take your time with this question. I can help if you need me to.

Add a Note

Matching

In matching questions, you are given two columns of numbers and numbers beside them; the other column has empty boxes. If the information in one column is too long for

4. Read the note and if you want to write a reply to your teacher, in the **Add a Note** text box, write your note. Click **Add Note**. Your teacher is immediately sent the note in a message.

Or

If you do not want to reply or you just want to close the note window, click the **Close X**.

5. You can:

- Keep the assignment open and continue working on it.
- Close the assignment and not work on it. To do this, click the **Home** button on the main nav bar.

Work on projects

There are a couple of different kinds of project assignments, including essays and reports. Because project assignments allow one attempt, be sure you are ready to submit your work and mark the lesson as complete. Projects are graded by your teacher.

How to open a project to start working on it

There are several ways to open a project that is accessible to work on:

- On your **Home > Schoolwork** page, look in the **Projects** list. Click the project.

- On the **Calendar** page on any day where the project's start date and due date time is shown. Click to open the project.

- On your **Learn > Assignments** page, click the project to open it.

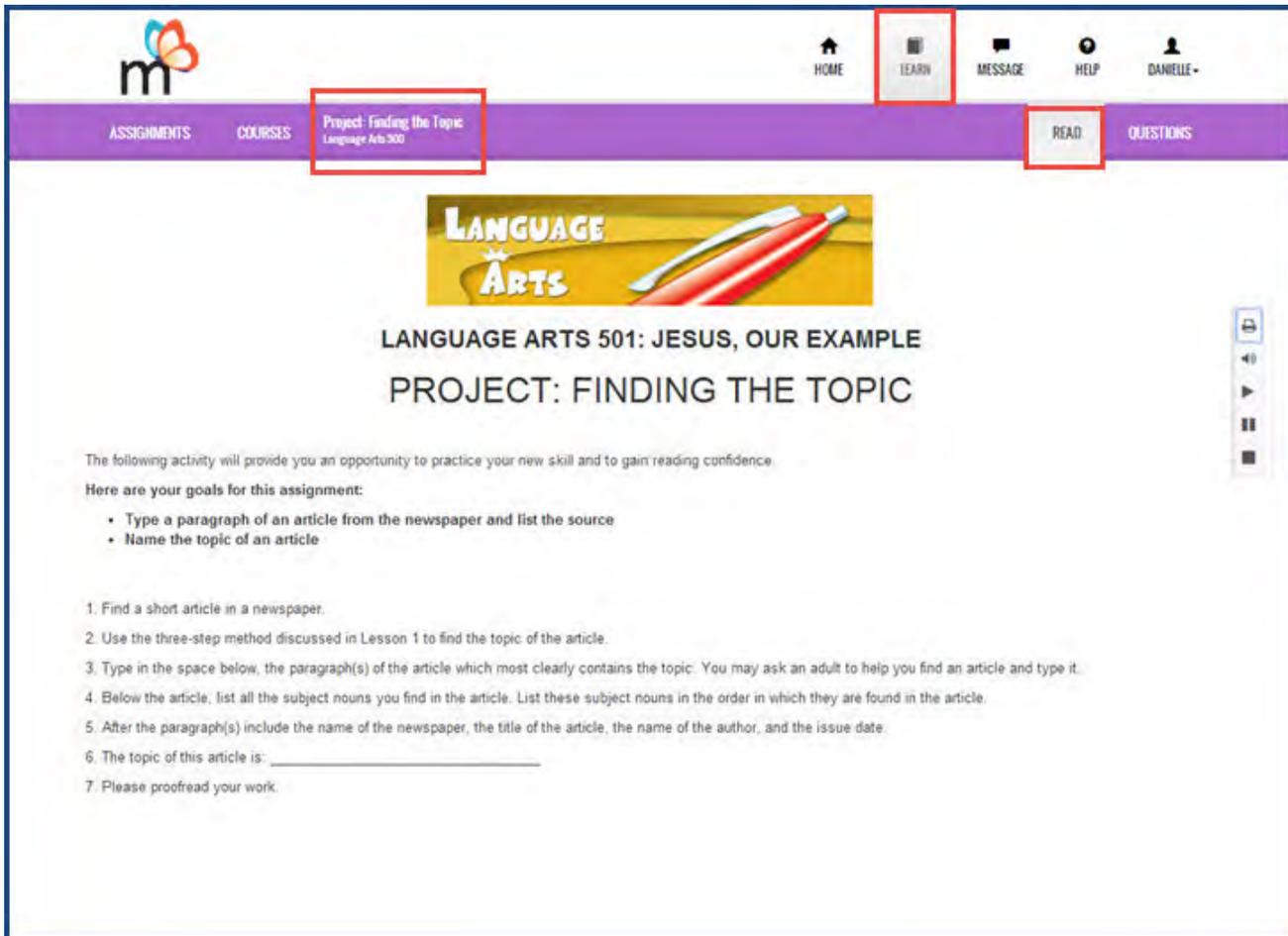
Due	Unit	Title
10/30/17	NOUNS, PRONOUNS, AFFIXES, AND USING WORDS CORRECTLY	Spelling Lesson 1: Content Words; ei and ie
11/13/17	NOUNS, PRONOUNS, AFFIXES, AND USING WORDS CORRECTLY	Report: The Meaning of Names

- On your **Learn > Courses** assignment page. Look for the project and click it. Then, click the **Work On This Assignment** button.

Lesson	Project	Quiz	Test	Weighted Grade
94.23% / A (5% of grade)	N/A	N/A	N/A	94.23% / A

Assignment Title	Due	Score	Completed	Graded
Course Overview	Not Assigned	0 / N/A		
Documentation	10/27/17	87.50 / B	10/27/17	10/27/17
Nouns As Labels; Related Nouns; Categories	10/27/17	100.00 / A	10/30/17	10/30/17
Common and Proper Nouns	10/27/17	95.24 / A	10/31/17	10/31/17
Report: The Meaning of Names	11/13/17	0 / N/A		

When you open a project, you see a project page. Typically, there are instructions on the page that tell you what is expected for the project.



The screenshot shows the Monarch LMS interface. At the top, there is a navigation bar with the Monarch logo on the left and several icons on the right: HOME, LEARN, MESSAGE, HELP, and DANIELLE. Below this is a purple header bar with the following menu items: ASSIGNMENTS, COURSES, Project: Finding the Topic (Language Arts 501), READ, and QUESTIONS. The main content area features a yellow banner with the text 'LANGUAGE ARTS' and an image of two red pens. Below the banner, the title 'LANGUAGE ARTS 501: JESUS, OUR EXAMPLE' and 'PROJECT: FINDING THE TOPIC' is displayed. A paragraph of text states: 'The following activity will provide you an opportunity to practice your new skill and to gain reading confidence.' This is followed by the heading 'Here are your goals for this assignment:' and a bulleted list of goals: 'Type a paragraph of an article from the newspaper and list the source' and 'Name the topic of an article'. Below this is a numbered list of seven steps: 1. Find a short article in a newspaper. 2. Use the three-step method discussed in Lesson 1 to find the topic of the article. 3. Type in the space below, the paragraph(s) of the article which most clearly contains the topic. You may ask an adult to help you find an article and type it. 4. Below the article, list all the subject nouns you find in the article. List these subject nouns in the order in which they are found in the article. 5. After the paragraph(s) include the name of the newspaper, the title of the article, the name of the author, and the issue date. 6. The topic of this article is: _____ 7. Please proofread your work. On the right side of the page, there is a vertical toolbar with icons for print, back, forward, and a list of items.

Complete work on projects

1. Read the instructions.
2. Click either the **Questions** button on the function toolbar or the **Work on Questions** button on the bottom of the project instructions.

Once you click the **Questions** button, your page may look like the example shown here.

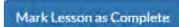
3. There are two ways you can complete this project:

- You can type your essay in the text box (see item A above). Use the buttons on the toolbar (item B above) for help or to format your work (see ["Project formatting features" on the next page.](#)) Be sure to click the **Save** button often so you don't lose any of your work.



Note: If you see a link to an existing file when you click the **Questions** button the first time, either your teacher or Monarch has already created a place for you to start your project.

- You can use another program, for example, Microsoft® Word, or Excel®, or PowerPoint®, or any word processor or text program should work to create your project. You then upload the file. See ["Upload files for projects" on page 45.](#)
4. If you want to add a note to the problem, for example, you may want to explain your answer or maybe you need help from your teacher, click the **Notes** button. See ["Share information about assignments with your Teacher using problem notes" on page 36.](#)
5. Now you have to decide if you want to complete the project or continue working on it.

Option	Do this...
I am finished and ready to have the project graded by my teacher	<ol style="list-style-type: none"> Click the Save  button. At the Save Successful message, click Done. Click the Submit Answer  button. <p>You have one attempt for a project and once you click the Submit Answer button, it becomes disabled and you cannot make any more changes.</p> <ol style="list-style-type: none"> Click the Mark Lesson as Complete  button. <p>The project now appears as Completed (✓) on the Calendar on the project start date and is sent to your teacher for grading.</p>
I want to save my work and come back later to finish the project	<ol style="list-style-type: none"> Click the Save  button. At the Save Successful message, click Done. To leave the project, click the Assignments, Courses, or Home button. <p>The project is saved, but not yet submitted for grading. When you are ready to have it graded, follow the steps in the first option.</p>

Project formatting features

Projects have a formatting toolbar containing tools to assist you.

Button	Description
	Save the work you have done.
	Select the style of text you want to use for selected text.
	Select the format style you want to use for the paragraph.
	Remove the formatting for the selected text.
	Indent text in the direction the arrows indicate (left or right).
	Set a quotation of text from someone else and indent it on both the right and left without using quotation marks.
	Insert special characters.
	See an explanation about essays type questions.

Button	Description
	Make the selected text bold .
	Italicize the selected text.
	Underline selected text.
	Strikethrough (draw a line through) selected text.
	Align text, to the left margin, center, or right margin.
	Create a numbered or bulleted list.
	Open the project instructions in a separate window.

Upload files for projects

1. Create a file according to the project instructions.
2. Save that file on your computer.
3. Log in and open the project assignment.
4. Click the **Questions** or **Work on Questions** button.
5. Click the **Choose File** or **Browse** button to locate the file you saved to your computer in Step 2.
6. Once the file shows in the **File:** box, click the **Upload** button.



Tip: If you uploaded the wrong file, click the **Delete** button to remove the file. If you want to make changes before you send it to your teacher for grading, you can make the changes in the file on your computer and upload it again.

Keyboard characters for foreign language courses

Foreign language courses use characters you don't see on your keyboard. The table below shows you how to get the characters you need to complete your foreign language assignments.

- To use the characters, press the left **ALT** key and hold it down while you type the keys on the **Number Pad** of your keyboard to get the character in the left-hand column. You see the character when you release the **ALT** key.
- Using a laptop - Hold down the **Fn** and **ALT** keys and type the numbers.



Tip: Some characters have more than one number code. You can use either number.

Character	ALT Key + Number	Character	ALT Key + Number	Character	ALT Key + Number
á	160 or 0225	É	0201	ü	129 or 0525
é	130 or 0233	Í	0205	Ú	0218
í	161 or 0237	¿	168 or 0191	Ó	0211
ó	162 or 0243	Ñ	165 or 0209	ı	173 or 0161
ú	163 or 0250	ñ	164 or 0241	¼	172
Á	0193	Ü	154 or 0220	½	171
				°	167

Mark assignments as complete

Once you have answered all of the questions for the assignment and are ready to have your assignment graded, you need to mark it as complete so that Monarch can change the assignment's status, notify your teacher if problems require teacher grading, and compute the current grade.



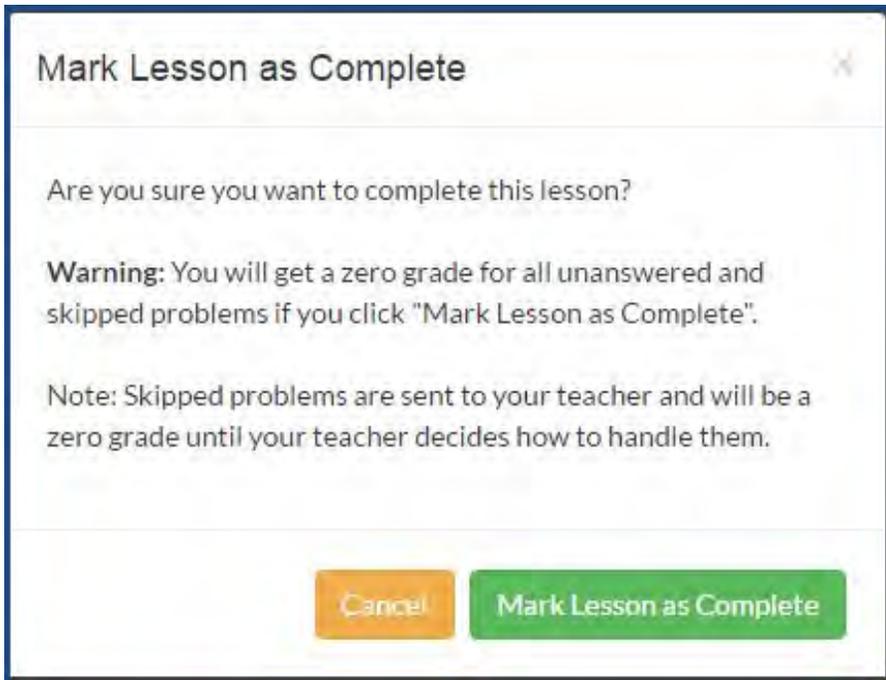
Warning: Do NOT click the **Mark Lesson as Complete** button if you have not submitted answers for all of the problems because any problems you *did not answer or skipped* get a score of zero (0). Skipped problems are handled by your teacher who decides whether or not to keep the problem skipped or re-assigns it to you. If you try to mark the lesson as complete and have not submitted an answer for at least one question, you cannot proceed in the lesson.

To mark an assignment as complete:

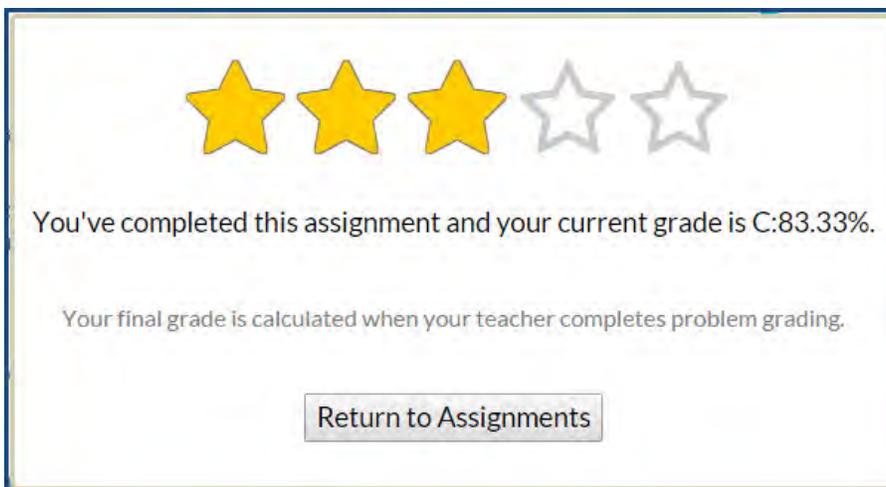


Tip: If you want to leave the assignment before you are finished, click the **Assignments**, **Courses**, or **Learn** button. Remember, you can usually only open a quiz or test once unless your Teacher has allowed you to enter and exit as many times as you want.

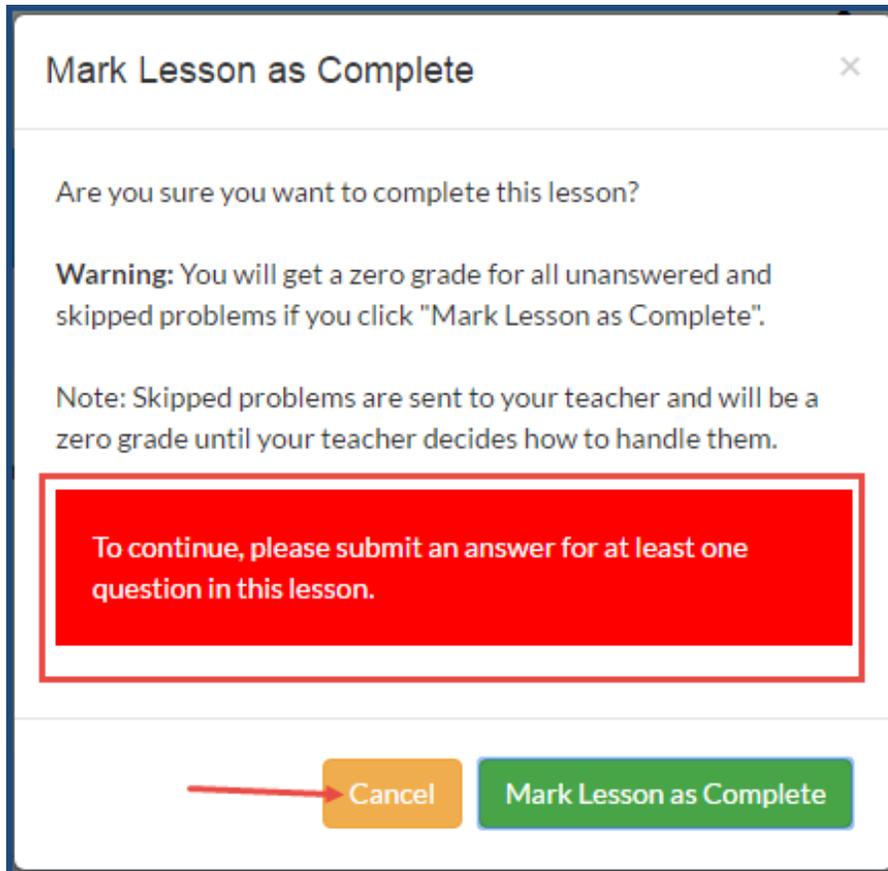
1. When you feel that you have answered all the questions for the assignment, click the **Mark Lesson as Complete**  button.
2. A message window appears asking you if you are sure you want to complete the lesson. Click **Mark Lesson as Complete** if you are done with the assignment. Or, click **Cancel** to stay in the assignment.



3. If the assignment can successfully be processed, a message window appears showing you the current grade for the assignment. Gold stars visually indicate your grade based on the grading scale set by your teacher. Click the **Return to Assignments** button to close the message window and return to your schoolwork.



Note: If you did not submit an answer for at least one question, another message appears stating that you must answer at least one question. Click **Cancel** to return to the lesson.



Work on reassigned essay or paragraph problems

After you have submitted a lesson or project (marked it as complete) and that lesson or project contains one or more essay or paragraph problems, you may see that your teacher has reassigned the lesson or project back to you so that you can redo your effort. Your teacher had two options available when reviewing your essay or paragraph:

- Save a draft of your work so that you can start with the current content and revise it based on your teacher's suggestions.
- Clear all your work so that you have to enter the contents of the essay or paragraph again.

With either option, opening the reassigned problem is the same.

To work on a reassigned essay or paragraph problem:

1. Do one of the following to open the reassigned lesson or project:
 - On your **Home > Schoolwork** page, under **Assignments**, under the subject, click the assignment.
 - Click the **Learn** button, and then on your **Assignments** page, under the subject, click the assignment.
2. Click the **Work on Questions** button at the bottom, or on the function toolbar, click **Questions**.
3. If the lesson or project had more than one problem, click the question number.



Tip: Look to see if your teacher added a note to the problem. If the Notes  button has the red indicator with a number, that means you have a note from the teacher.

4. If the teacher saved a draft of your work, you see the contents in the text box so that you can make changes as requested by your teacher. Otherwise, if the teacher cleared your previous work, the text box is empty and you need to enter new content.
5. When finished, click the **Submit Answer**  button.
6. If the lesson or project is complete, click the **Mark Lesson as Complete**  button.
The teacher sees a grading task and will review your effort.

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Take quizzes and tests and review your results

What makes a quiz or test different from a lesson or project assignment is that there is usually no content in the top section of the content page. You just click the **Questions** button to see the quiz or test questions. To ensure you are ready to take the quiz or test, a helpful reminder message appears when you click the **Work on Questions** button and you must click **OK** to continue on to take the quiz or test. If you are not ready at this time, you can click **Cancel** and the test or quiz does not open.

Before you start a quiz or test, you may want to review your work in the previous lesson or lessons so that you are prepared to answer the questions. See "[Review your work before beginning quizzes or tests](#)" below.

What does the Quiz/Test in Progress indicator mean?

Most of the time, a quiz or test can only be opened **ONE** time unless your teacher has allowed you to exit and re-enter quizzes or tests as many times as you need until marking the quiz or test as complete. This means your teacher has enabled the "Open Book" setting. If the "Quiz/Test in Progress" indicator (see the example below) appears in the upper left when you open a quiz or test, this means you are in "Quiz/Test Mode" and you cannot open another assignment until you complete the quiz or test.



While you have quiz or test open, you can usually read through all of the questions, answer each one, go back through the questions and change your answers if your teacher has allowed you to change the answers. Once you are done, and mark the assignment as complete, you **CANNOT** change the answers again. If your teacher gives you a different kind of quiz or test, you may only have one chance to answer the question, so think carefully before you submit your answer.

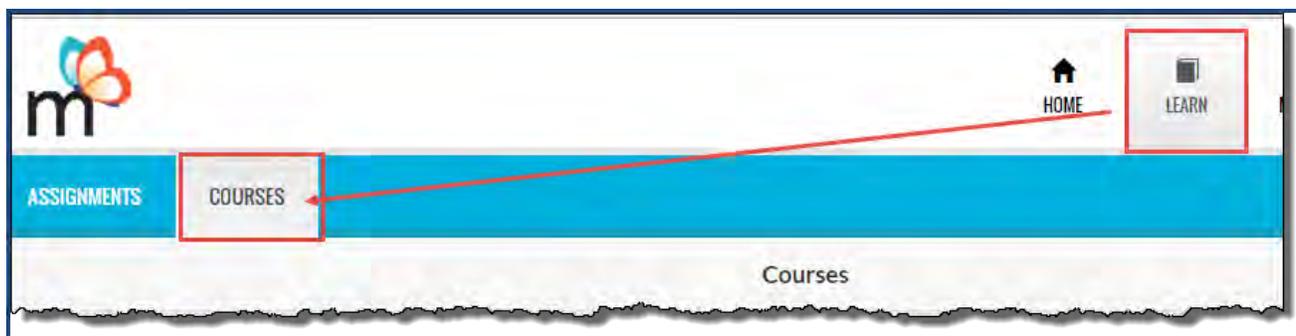
What happens if you log off or exit out of the quiz or test before marking it as complete

If you log off while still in the open quiz or test or leave the quiz or test before marking it as complete, Monarch automatically marks the quiz or test as "complete" and all unanswered questions receive a ZERO unless your teacher has allowed you to exit and re-enter a quiz or test as many times as you want. If you exit a quiz or test that has Quiz Mode enforced, your teacher may have to clear any quiz or test questions that you answered so that you can take the quiz or test again.

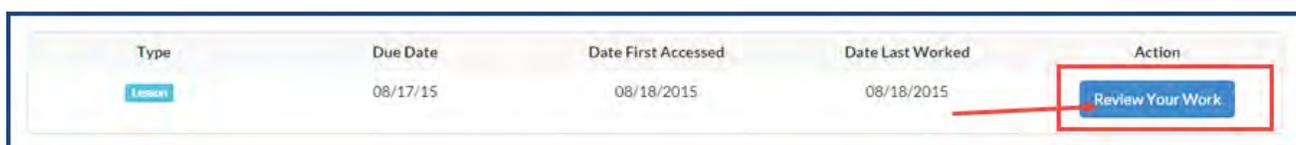
Review your work before beginning quizzes or tests

When a quiz or test is your next assignment, you probably want to study before you take the quiz or test. You can go back to your completed lessons to review and study.

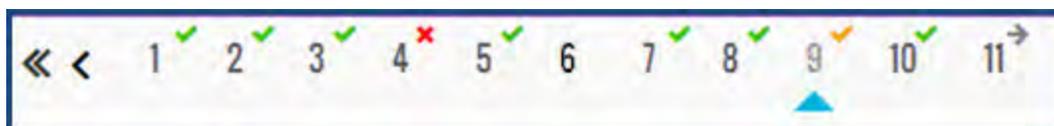
1. Click the **Learn** button on the main nav bar, and then click the **Courses** button on the function toolbar.



2. Click the subject to go to the units.
3. Click the unit to go to the assignments.
4. Click a completed assignment, and then click the **Review Your Work** button to open the completed lesson to study for the quiz or test.



You see the lesson material as well as your answers to the questions. Indicators and colors appear with each question number so that you know the questions you answered correctly or incorrectly.



Indicator	Means...
Black question number, no indicator	Question has not been answered.
Green check mark	Answer is correct.
Red "x"	Answer is incorrect.
Orange check mark	Answer is partially correct.
Gray arrow	Question has been allowed to be skipped by the teacher, or you, as the student, have skipped the question.

5. Make sure you find the correct answers before you take the quiz or test! Or, if your Teacher has given you permission to access the answer key, click the **View Correct Answer** button for any incorrect answers.

ASSIGNMENTS COURSES The Lord's Prayer: Invocation: First to Fourth Petitions Bible 900 READ QUESTIONS

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

View Correct Answer

The Lord's Prayer consists of the following:

- invocation
- 10 petitions
- conclusion
- invitation
- 7 petitions

Submit Answer Skip Next Question Notes Marked as completed

Multiple Select

Multiple select questions offer a number of choices per question. You click in the box next to each answer you believe to be correct. Mark all answers that apply. The question will often tell you how many correct choices there are.

Answer for Question 4

The Lord's Prayer consists of the following:

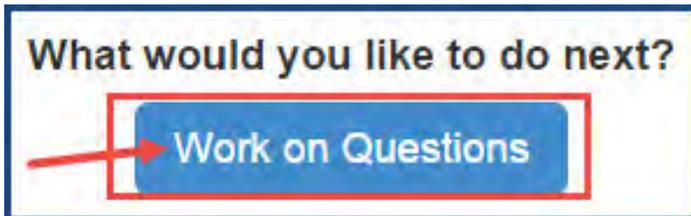
- invocation
- 10 petitions
- conclusion
- invitation
- 7 petitions

6. To also help you study, you can print the lesson material and make a study guide. See ["Print assignment text and images"](#) on page 30.
7. To review another completed lesson in the course, on the toolbar, click the **Courses** button, and then click the **Back** arrow (located at the top) to see all the assignments. Click the assignment, and then click the **Review Your Work** button.

Or, if you are ready, take the quiz or test. See ["Take quizzes and tests"](#) on the next page.

Take quizzes and tests

- Do one of the following to open the quiz or test:
 - On your **Home > Schoolwork** page, under **Assignments**, click the quiz or test.
 - Click the **Learn** button, and then on your **Assignments** page, click the quiz or test.
- Click the **Work on Questions** button.



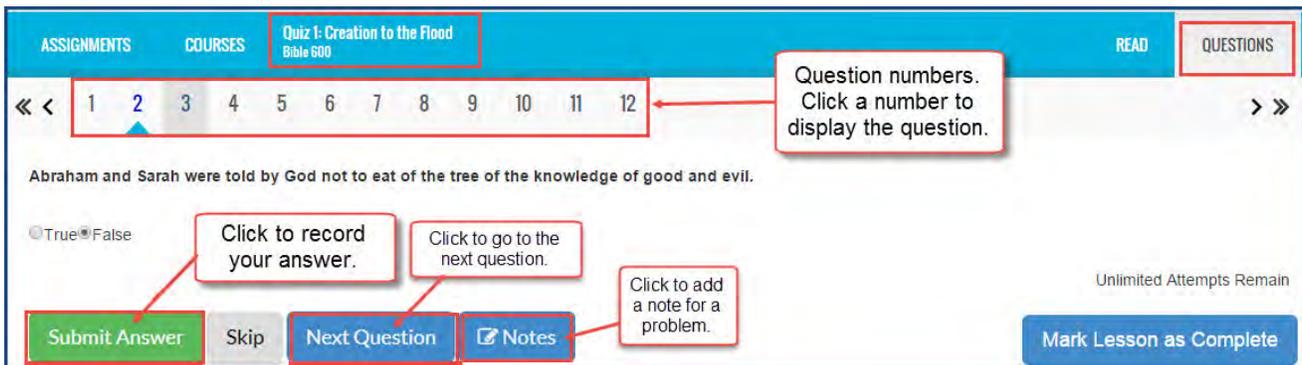
- A message appears asking you to confirm that you are ready to start the quiz or test. If you are ready, click **OK**. If you are not ready, click **Cancel**.



Note: Once you click OK, and depending on your Quiz/Test settings that your teacher has set up for you, you are in "Quiz/Test Mode" and the "Quiz/Test in Progress" indicator appears on your Assignments page. This means you cannot work on another assignment until you complete the quiz or test you started.

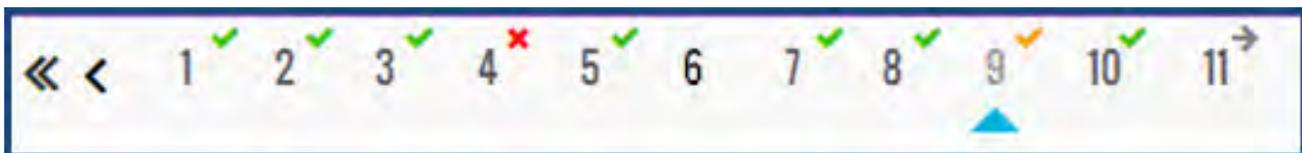
If you clicked **OK**, proceed to the next step. If you clicked **Cancel**, the quiz or test section does not open.

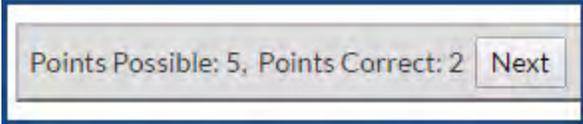
- To look at a question, click the question number at the top or click the **Next Question** button.
- When you are ready to answer a question, answer it, and then click **Submit Answer** **Submit Answer** button.



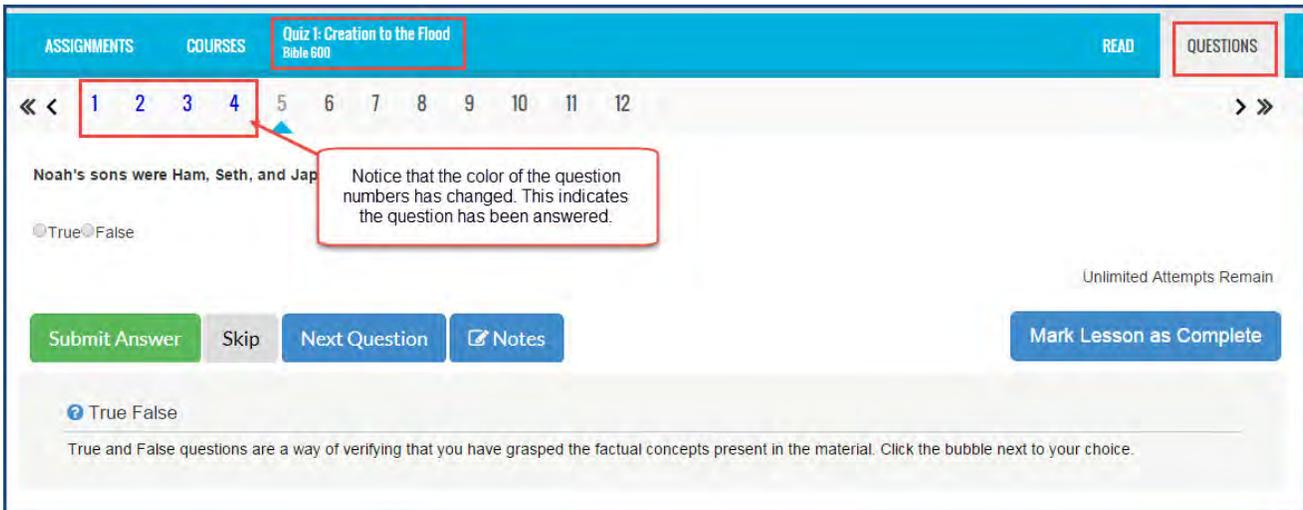
If your teacher has allowed answer feedback on quizzes and tests, you will see the answer feedback indicator for the question. If answer feedback has not been allowed, you will just proceed to the next question.

Answer feedback indicators are:



Indicator	Means...
Black question number, no indicator	Question has not been answered. You need to submit and answer for the question to get the point value grade.
Green check mark	Answer is correct. You get the full point value for the problem type.
Red "x"	Answer is incorrect and no attempts remaining.
Orange check mark	Answer is partially incorrect and you <i>may have</i> attempts left to change it. Depending on the type of problem, you may see a message telling you the number of points possible for the answer and the number you have correct. You can keep trying to get all points if you have attempts left to change it.
	
Gray arrow	Question has been allowed to be skipped by the teacher, or you, as the student, have skipped the question. A skipped question earns 0 points and may or may not count towards the lesson grade. Your teacher may assign a skipped question back to you to answer it again.

The example below shows that answer feedback indicators *have not been turned on* for quizzes. All you see is that the student has answered questions 1 - 4 because the question numbers have changed color.

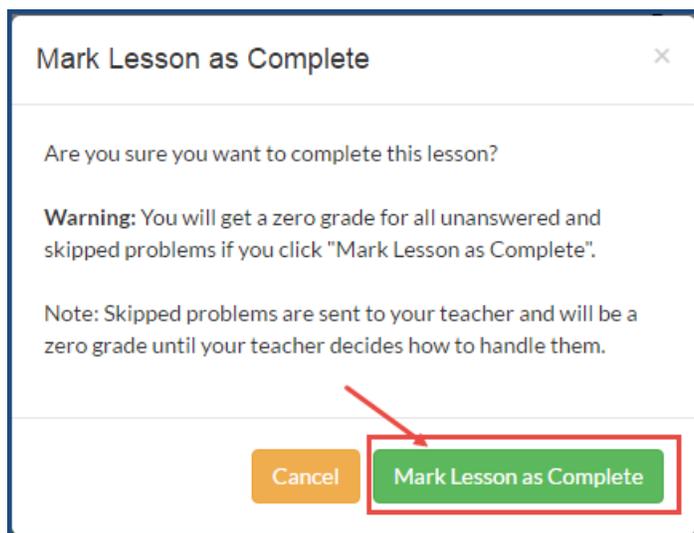


6. If you cannot answer a question and want to skip it, click the **Skip** button and enter a reason.

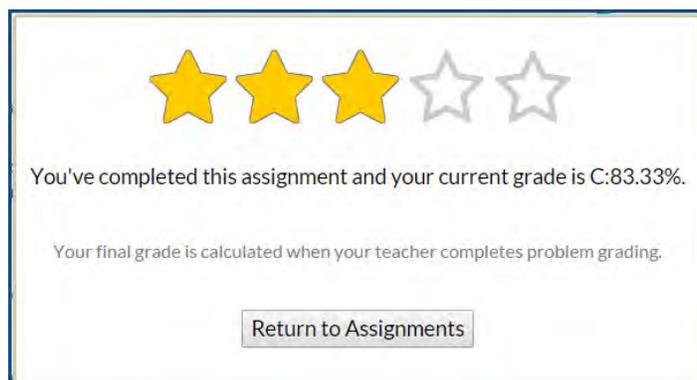


Tip: If you don't see the **Skip** button, this means your teacher has not allowed you to skip problems in quizzes or tests.

7. If you want to, you can add a note to a problem so that your teacher can see it. See "[Share information about assignments with your Teacher using problem notes](#)" on page 36.
8. When all the questions have been answered and you are done, click the **Mark Lesson as Complete**  button.
9. A message window appears asking if you are sure you want to complete this lesson. If you are ready to turn in the quiz or test, click the **Mark Lesson as Complete** button. If you want to go back to the quiz or test, click **Cancel**.



10. If you decided to complete the quiz or test, another message window appears displaying your current grade for the quiz or test. Gold stars visually indicate your grade based on the grading scale set by your teacher. Click the **Return to Assignments** button to close the message window and return to your schoolwork.



View your results on quizzes and tests

After you have taken a quiz or test and marked it as complete for grading, you can view your results.

1. Click the **Learn** button, and then click the **Courses** button.
2. Click the **Course (subject) title** to go to the **Units** page.
3. Click the **Unit title** containing the quiz or test to go the **Assignments** page.
4. On the **Assignments** page, click the **Quiz** or **Test** to go to the **Problems** page.



Quiz 1 11/01/17 95.83 / A 10/30/17 10/30/17 >

On the **Problems** page (see example A below), you see:

- (item #1) All the problems, points received and points possible, and your score for each problem.
- (item #2) The number of attempts are listed as well as the date you worked on the problem.
- (item #3) An indicator  icon would appear in the **Needs Grading**, **Student Skipped**, or **Teacher Skipped** columns if a problem requires teacher grading, was skipped by you, or was marked as skipped by your teacher. In example A below, there is no indicator  icon.
- (item #4) At the bottom of the page, you see your number correct out of the number of problems and your overall score and grade for the quiz or test.

WORSHIP / Quiz 1
A

Type	Due Date	Date First Accessed	Date Last Worked	Action
Quiz	11/01/17	10/30/2017	10/30/2017	5 Review Your Work 

Points	Score	Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
Problem 1	1/1	100% / A			Oct 30th, 2017	1	No
Problem 2	1/1	100% / A		3	Oct 30th, 2017	1	No
Problem 3	1/1	100% / A			Oct 30th, 2017	1	No
Problem 4	1/1	100% / A			Oct 30th, 2017	1	No
Problem 5	0/1	0% / F			Oct 30th, 2017	1	No
Problem 6	1/1	100% / A			Oct 30th, 2017	1	No
Problem 7	1/1	100% / A			Oct 30th, 2017	1	No
Problem 8	1/1	100% / A			Oct 30th, 2017	1	No
Problem 9	1/1	100% / A			Oct 30th, 2017	1	No
Problem 10	1/1	100% / A			Oct 30th, 2017	1	No
Problem 11	1/1	100% / A			Oct 30th, 2017	1	No
Problem 12	1/1	100% / A			Oct 30th, 2017	1	No
Problem 13	1/1	100% / A			Oct 30th, 2017	1	No
Problem 14	1/1	100% / A			Oct 30th, 2017	1	No
Problem 15	1/1	100% / A			Oct 30th, 2017	1	No
Problem 16	1/1	100% / A			Oct 30th, 2017	1	No
Problem 17	1/1	100% / A			Oct 30th, 2017	1	No
Problem 18	1/1	100% / A			Oct 30th, 2017	1	No
Problem 19	3/3	100% / A			Oct 30th, 2017	1	No
Problem 20	3/3	100% / A			Oct 30th, 2017	1	No

23/24 95.83% / A **4**

5. If you want to see the problems you answered incorrectly or partially answered, click the **Review Your Work**

 button (#5 above on example A). This action opens the assignment. Or, if you are finished, go to step 6 to exit.

- a. Then, click the **Work on Questions** button or the **Questions** tab to open the quiz or test. Remember - Incorrect problems have the **red X** next to the problem number as shown in the example below.



The screenshot shows a quiz interface with a blue header bar. On the left, there are tabs for 'ASSIGNMENTS', 'COURSES', and 'Quiz 1 Bible 700'. On the right, there are 'READ' and 'QUESTIONS' buttons. Below the header is a toolbar with 20 question numbers. Numbers 1 through 4 have green checkmarks, number 5 has a red X and a blue triangle below it, and numbers 6 through 20 have green checkmarks. Below the toolbar, the question text reads 'People only worship that which they believe has value or worth.' and the answer is 'False'.

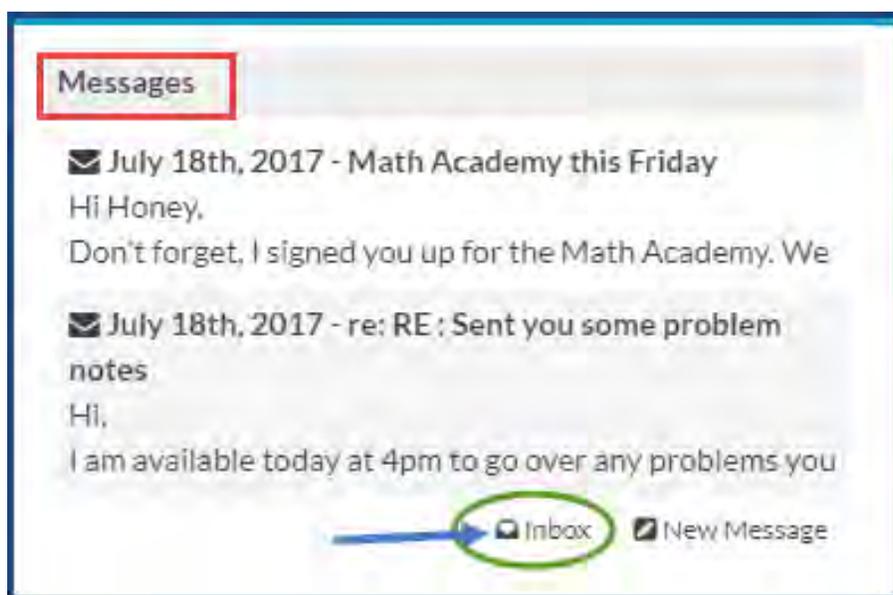
- b. If your Teacher has allowed you to access the answer key, you see the **View Correct Answer** [View Correct Answer](#) button located below the problem numbers. Click it to see the correct answer for the problem marked as incorrect. Click the Close **X** to close the answer window.
6. When finished viewing results, on the toolbar, click **Courses**. To go back to the assignments page, click the top left arrow.

Communicate with your Teacher using internal messaging

Monarch has an internal messaging system that lets you send messages to and receive messages from your Teacher. If you and your Teacher use problem notes to communicate about problems in assignments, problem notes messages also appear within the Monarch Message Center. The **Messages** area of your **Schoolwork** page lets you know you have unread messages.



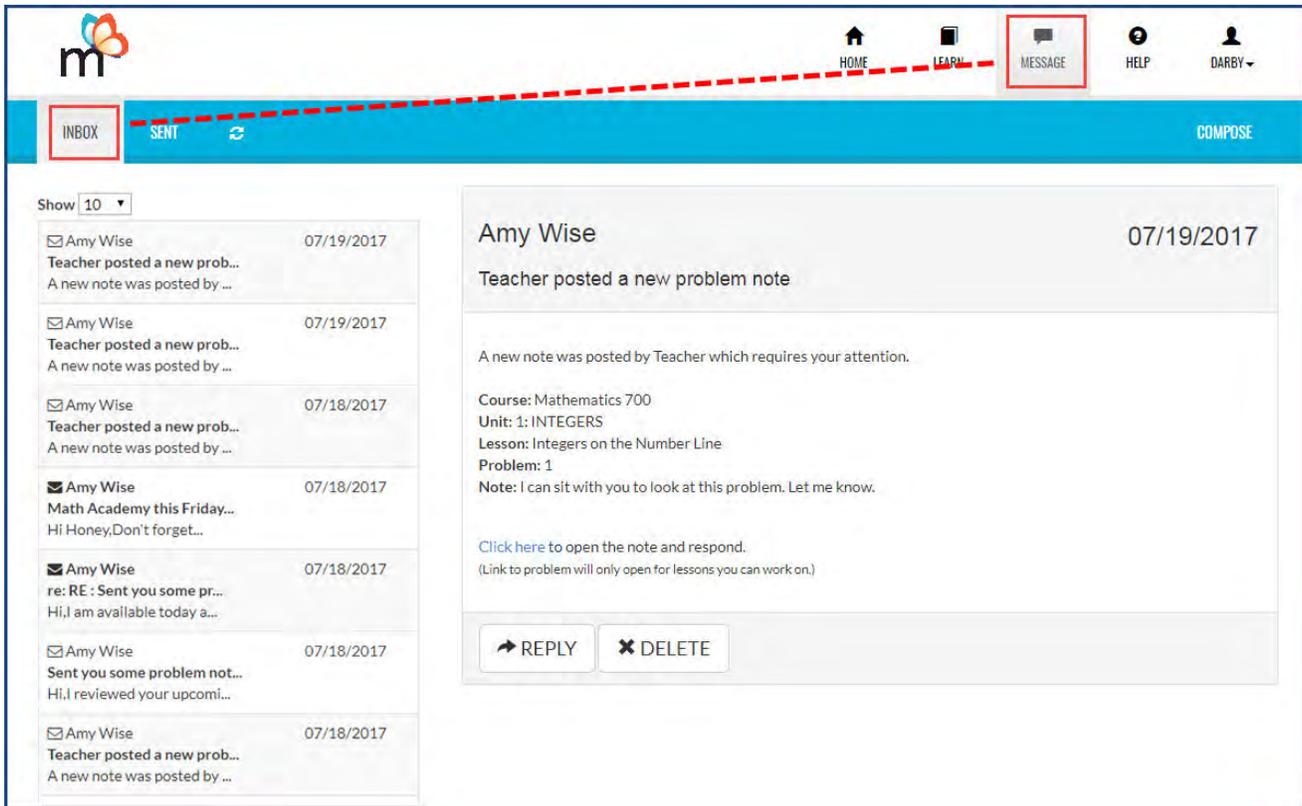
Tip: If your Teacher uses the school Notifications setting for problem notes and emails from you, he/she is notified in a timely manner when you have entered a problem note or sent a message.



Read messages from your teacher

From your **Inbox**, you can see all of the new messages you have received. Unread messages appear in bold text in the list of messages.

- Click anywhere in the text to read a message or click the **Inbox** button or **Message** button (on the main nav bar) to see all of your read and unread messages. To read and respond to a problem note message from your Teacher, click the link to open the assignment's problem. For more information about how to write and respond to problem notes, see "[Share information about assignments with your Teacher using problem notes](#)" on page 36.



The screenshot shows the Monarch messaging interface. At the top, there is a navigation bar with icons for HOME, LEARN, MESSAGE (highlighted with a red box), HELP, and DARBY. Below this is a blue header bar with INBOX (highlighted with a red box), SENT, and COMPOSE buttons. The main content area is divided into two columns. The left column is an inbox list with a 'Show 10' dropdown. The right column shows a message detail view for a message from 'Amy Wise' dated '07/19/2017'. The message subject is 'Teacher posted a new problem note'. The message body contains a notification about a new note, course information (Mathematics 700, Unit 1: INTEGERS, Lesson: Integers on the Number Line, Problem: 1), and a note from the teacher. At the bottom of the message detail view are 'REPLY' and 'DELETE' buttons.

When you view a message, from either your **Inbox** or your **Sent** message box, you can see the following information:

- Who the message is **from** or who the message was sent **to**.
- The subject of the message.
- If it is a message about a problem note, you see the course, unit, lesson, and problem information along with the comment/response left by the parent. Also, if the problem is within an assignment the student has access to, then there's a link in the message that will take you directly to the conversation for that problem.
- When the message was **sent**.

After reading a message:

- To answer a message, click **Reply**, enter your response, and click **Send**.
- To delete read messages, you click the **Delete** button on the message. You can only delete one message at a time.

Send messages to your teacher

You can send a message to your teacher.

1. Click the **Compose** button to open a new message.
2. Enter a subject.
3. In the text box, enter your message.
4. Click **Send**.



View sent messages

Once you create a message and send it, the message is placed in the **Sent** message box list.

- To view sent messages, click the **Sent** button next to the **Inbox** button.

You can reply to sent messages and delete them just like with received messages.

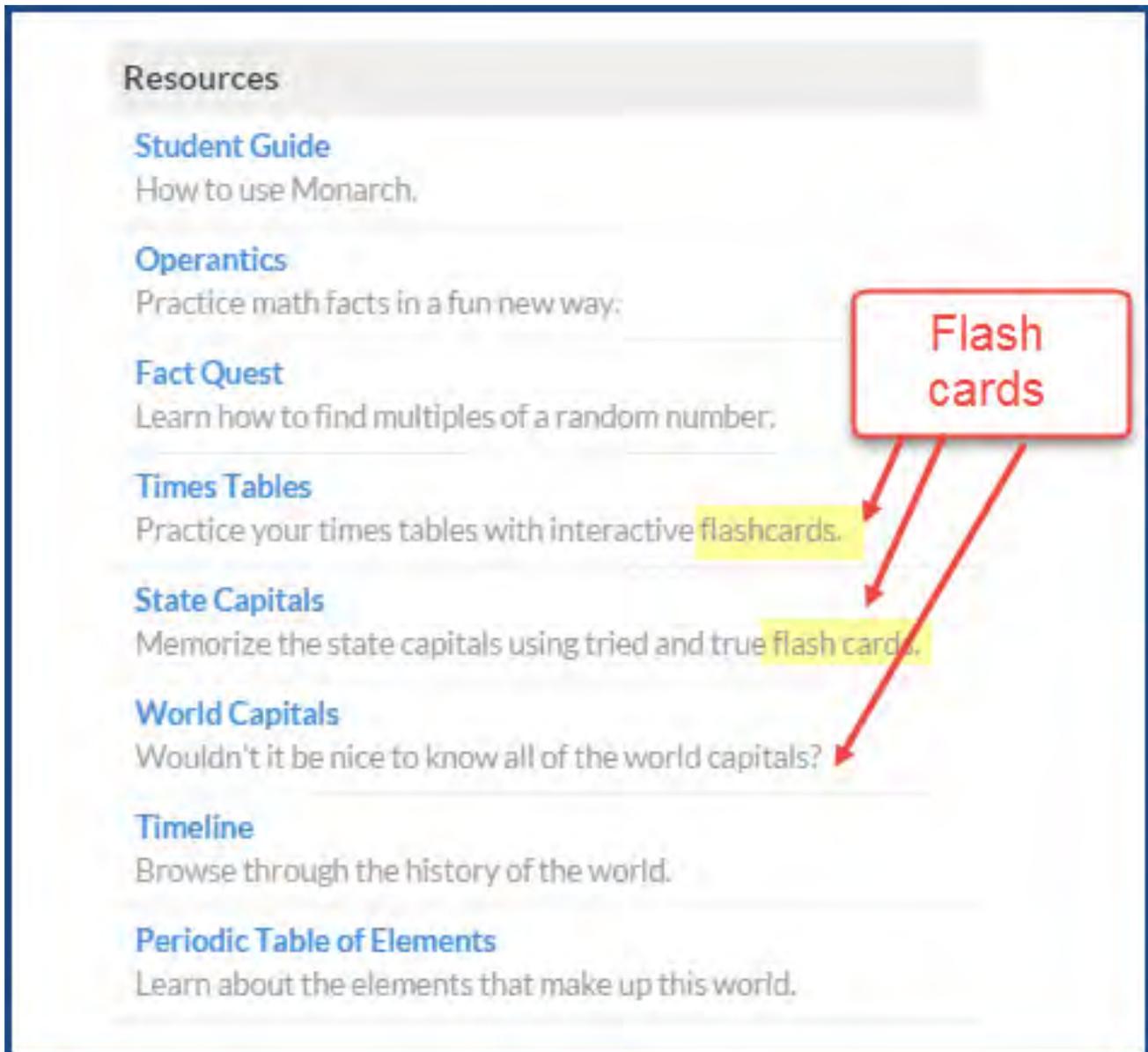


Note: If you forward a problem notes message from one student to another student, that second student does not see the link to open the assignment.

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Practice and learn using the Resources' tools and activities

The **Resources** section of your **Home** Page has tools and activities to help you practice and learn. Click the link for the activity or tool you want to use. Your teacher decides what activities and tools you can access.



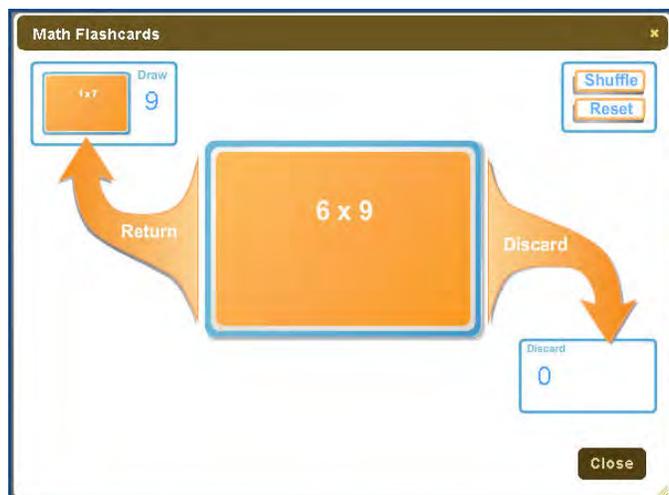
The screenshot shows a list of resources under the heading "Resources". The items are: "Student Guide" (How to use Monarch), "Operantics" (Practice math facts in a fun new way), "Fact Quest" (Learn how to find multiples of a random number), "Times Tables" (Practice your times tables with interactive flashcards), "State Capitals" (Memorize the state capitals using tried and true flash cards), "World Capitals" (Wouldn't it be nice to know all of the world capitals?), "Timeline" (Browse through the history of the world), and "Periodic Table of Elements" (Learn about the elements that make up this world). A red-bordered box labeled "Flash cards" has three red arrows pointing to the words "flashcards" in the "Times Tables" description, "flash cards" in the "State Capitals" description, and "world capitals?" in the "World Capitals" description.

Resources

- Student Guide**
How to use Monarch.
- Operantics**
Practice math facts in a fun new way.
- Fact Quest**
Learn how to find multiples of a random number.
- Times Tables**
Practice your times tables with interactive flashcards.
- State Capitals**
Memorize the state capitals using tried and true flash cards.
- World Capitals**
Wouldn't it be nice to know all of the world capitals?
- Timeline**
Browse through the history of the world.
- Periodic Table of Elements**
Learn about the elements that make up this world.

Test your memory using the Flashcards

Use the flash cards resources and arcade games to test your memory. All flash card resources and games work the same way.

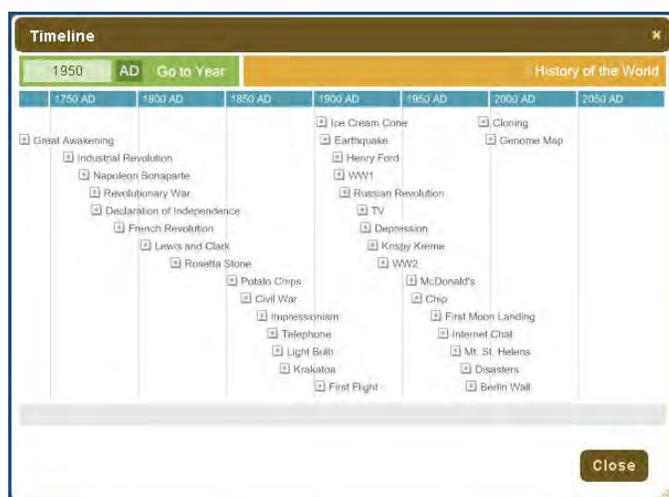


1. Click the **Draw** pile in the top left corner, then click the card when you are ready to check your answer.
2. Click **Discard**, if you are done with the card or **Return** to put it back in the **Draw** pile.
3. Click **Close** when you are finished practicing.

Both of the **Geography** games and the **Times Tables**, along with the **Vocab Arcade - Flash Cards** inside your lessons work this way. For the **World Capitals** flash cards, you are asked to pick the area of the world.

Learn about historical events using the Timeline

The Timeline resource shows you significant events in history.

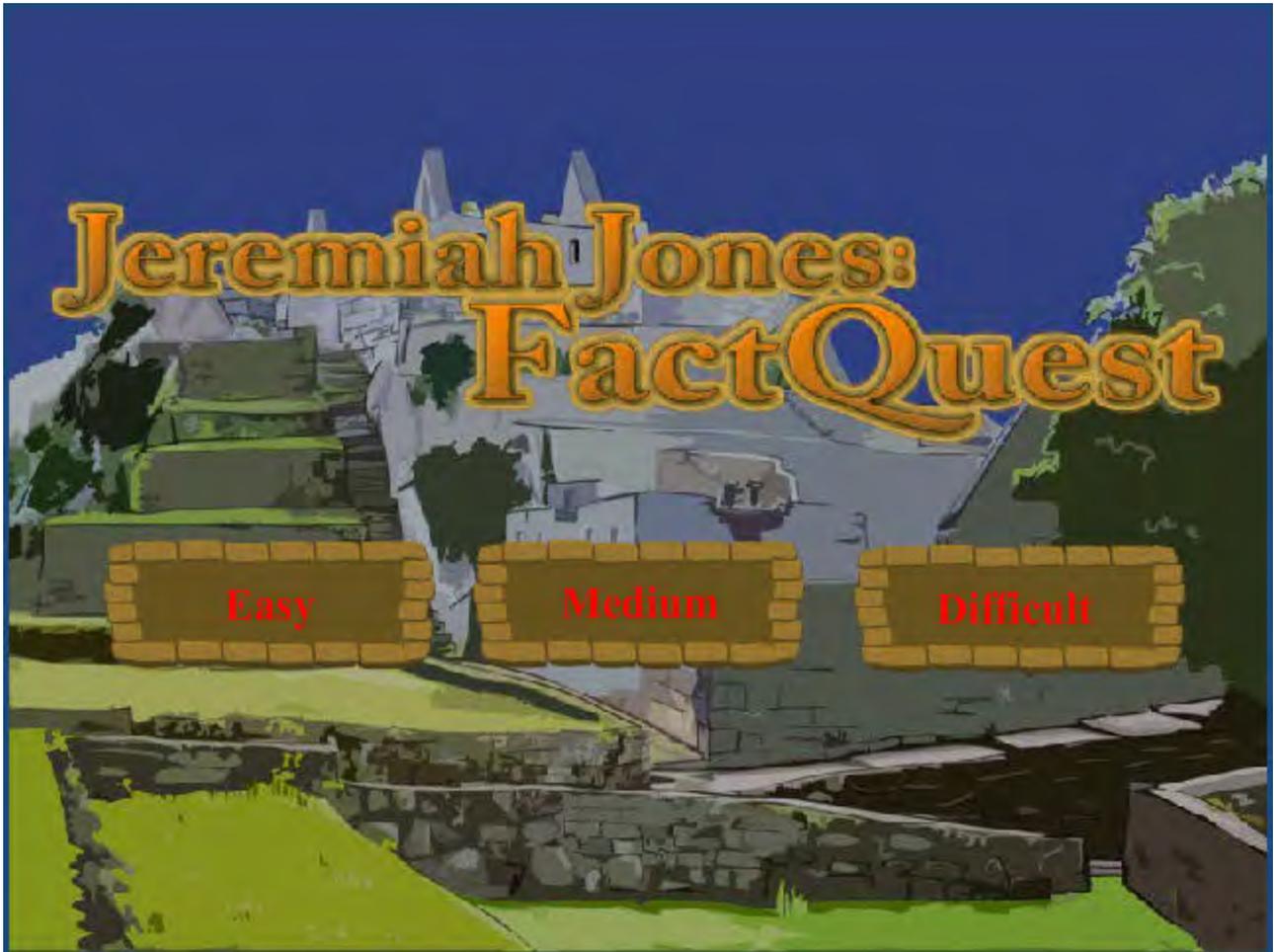


To use the **Timeline** resource:

1. To see a specific year, enter a year in the box at the top left corner. You can toggle between BC and AD. Or, just click an event.
2. Click **Close Event** when you are finished viewing the event details.
3. Click the **Close [X]** button when you are done.

Learn about numbers playing the Fact Quest game

The Fact Quest game tests your skills with numbers.



1. Pick the level you want: **Easy**, **Medium**, or **Difficult**.
2. To learn how to play the game, click the **Help** button, or click **Play Game** to get started.

Practice your math facts playing the Operantics game

Operantics has several math categories to choose from.



1. Select the math category.
2. To see how to play the game, click **Instructions**. If you are ready to play, click **Play**.
3. Click **Close** when you are done.

Learn about the Periodic Table of Elements

This resource lets you learn about the elements in the world.

Periodic Table of Elements

Periodic Table of Elements

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
1	H																He	
2	Li	Be										B	C	N	O	F	Ne	
3	Na	Mg										Al	Si	P	S	Cl	Ar	
4	K	Ca	Sc	Ti	V	Cr	Mn	Fe	Co	Ni	Cu	Zn	Ga	Ge	As	Se	Br	Kr
5	Rb	Sr	Y	Zr	Nb	Mo	Tc	Ru	Rh	Pd	Ag	Cd	In	Sn	Sb	Te	I	Xe
6	Cs	Ba	57-71	Hf	Ta	W	Re	Os	Ir	Pt	Au	Hg	Tl	Pb	Bi	Po	At	Rn
7	Fr	Ra	89-103	Rf	Db	Sg	Bh	Hs	Mt	Ds	Rg	Cn	Uut	Uuq	Uup	Uuh	Uus	Uuo

La	Ce	Pr	Nd	Pm	Sm	Eu	Gd	Tb	Dy	Ho	Er	Tm	Yb	Lu
87	88	89	90	91	92	93	94	95	96	97	98	99	100	101
Ac	Th	Pa	U	Np	Pu	Am	Cm	Bk	Cf	Es	Fm	Md	No	Lr
89	90	91	92	93	94	95	96	97	98	99	100	101	102	103

Key

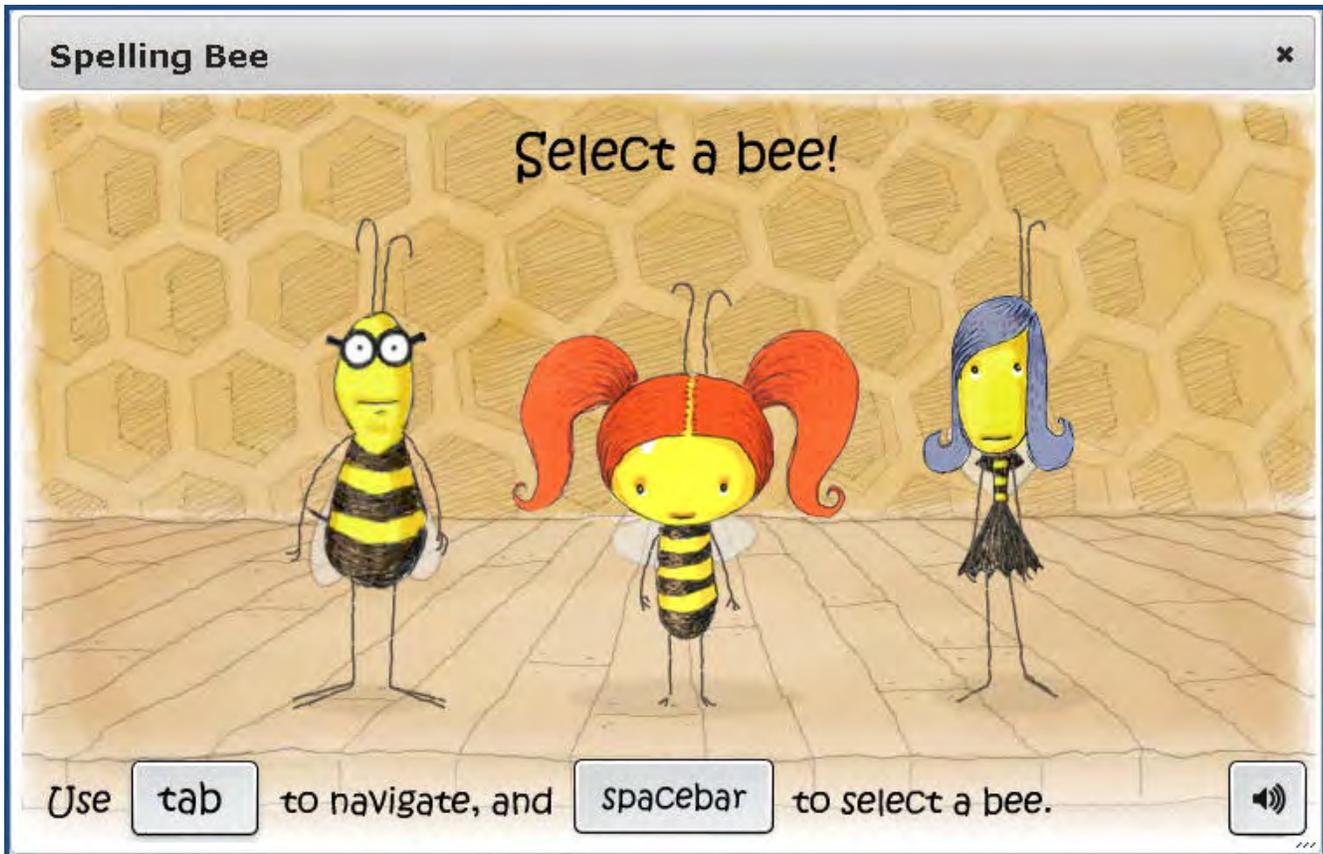
Metals					Nonmetals			
Alkali Metals	Alkaline Earth Metals	Transition Metals	Lanthanoids	Actinoids	Metalloids	Other Nonmetals	Halogens	Noble Gases

[Key to Reading Element Cells](#)
[Table of Element Names](#)

1. Click any element cell to learn more about that element.
2. Not sure what all those numbers and letters mean? Click the **Key to Reading Element Cells** to learn.
3. Click the **Table of Element Names** to see a list of all of the elements in order of their **Atomic Number**.
4. Click **Close** when you are finished.

Practice your vocabulary words using the Spelling Bee game

The Spelling Bee game is available in many lessons. You open it from the **Vocab Arcade** button.



To play the **Spelling Bee**:

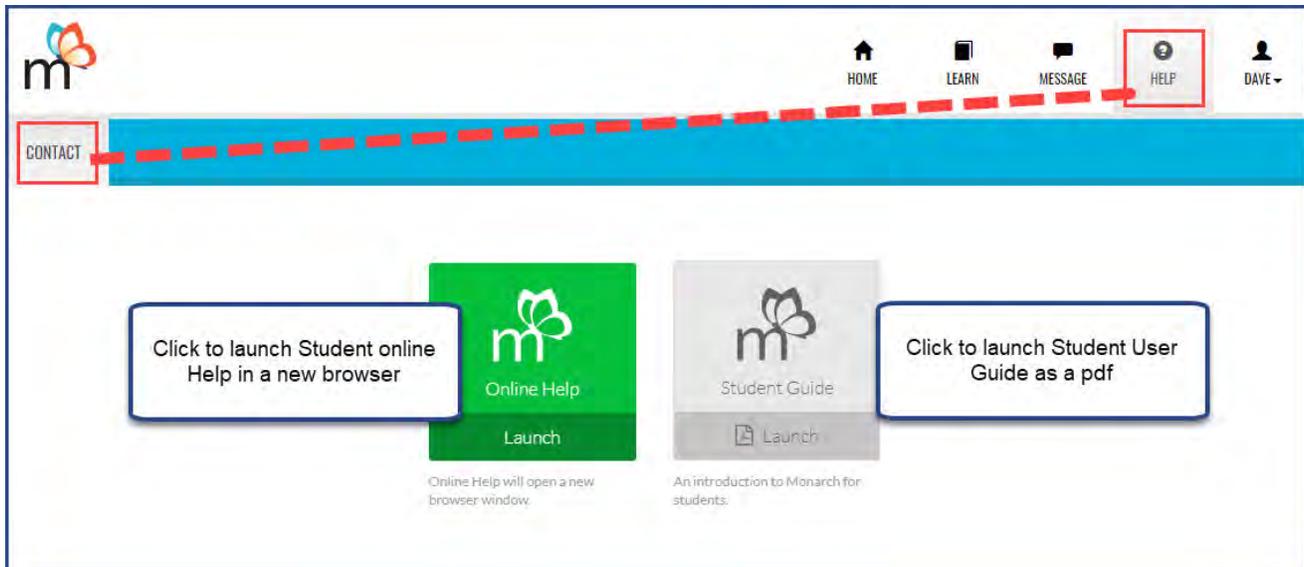
1. Click **Vocab Arcade**, and then click the **Spelling Bee** icon.
Your lesson becomes inactive so that you cannot see the vocabulary words.
2. Click anywhere on the screen to begin, and then choose a bee.
3. Listen to the pronunciation, and then type the word.
4. Click **Enter** when you are done typing.
5. Once you have correctly spelled all of the words (or are done playing), click the **Close X** at the top of the window.
Your lesson becomes active again and you can see the vocabulary words.

Get help with tasks and get your questions answered

You have two ways in Monarch Student to get help with tasks and get a question answered:

- On your **Home > Schoolwork** page, under **Resources**, click the **Student Guide** link.
- On the main nav bar, click the **Help** button to the left of your name.

Both ways open the **Contact** page where you see buttons to launch the *Monarch Student Online Help* and the *Monarch Student Guide*.



- Click the **Launch Online Help** button to open the *Monarch Student Online Help* system in a new browser window. Enter a search term in the **Search** box to find the help you need or use the **Contents** and **Index** tabs to get help with a task.
- Click the **Launch Student Guide** button to open this *Monarch Student Guide* as a pdf.

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Learn about assignment problem types

Assignments can contain multiple problem types, such as True/False, fill-in-the-blank, multiple choice, and more. This section explains the major problem types, including the grading associated with each type, from the student's perspective.

Click the link to learn about the problem type.

[Drag and drop problems](#)

[Project and plain text essay problems](#)

[Fill-in-the-blank problems](#)

[Layered text boxes problems](#)

[Matching problems](#)

[Multiple choice problems](#)

[Multiple select problems](#)

[Paragraph box problems](#)

[Sorting or ordering list problems](#)

[Text multiple choice problems](#)

[True/False problems](#)

[Unordered answer problems](#)

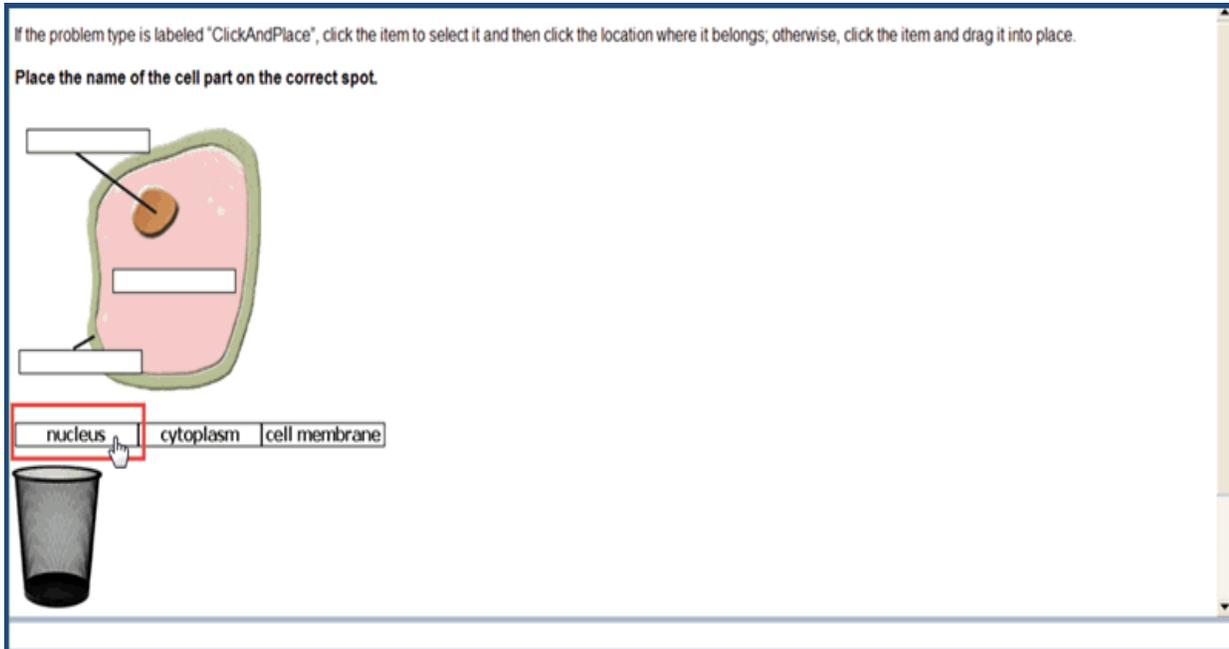
Drag and drop problems

A drag and drop problem requires students to click an item - an image, a word, a phrase, a character - and drag it to its correct location. Sometimes, the student may drag an item onto a picture. For example, the student would drag the name of a city onto a map. Other times, the student might drag an item over a word or phrase to label the part of speech of a word.

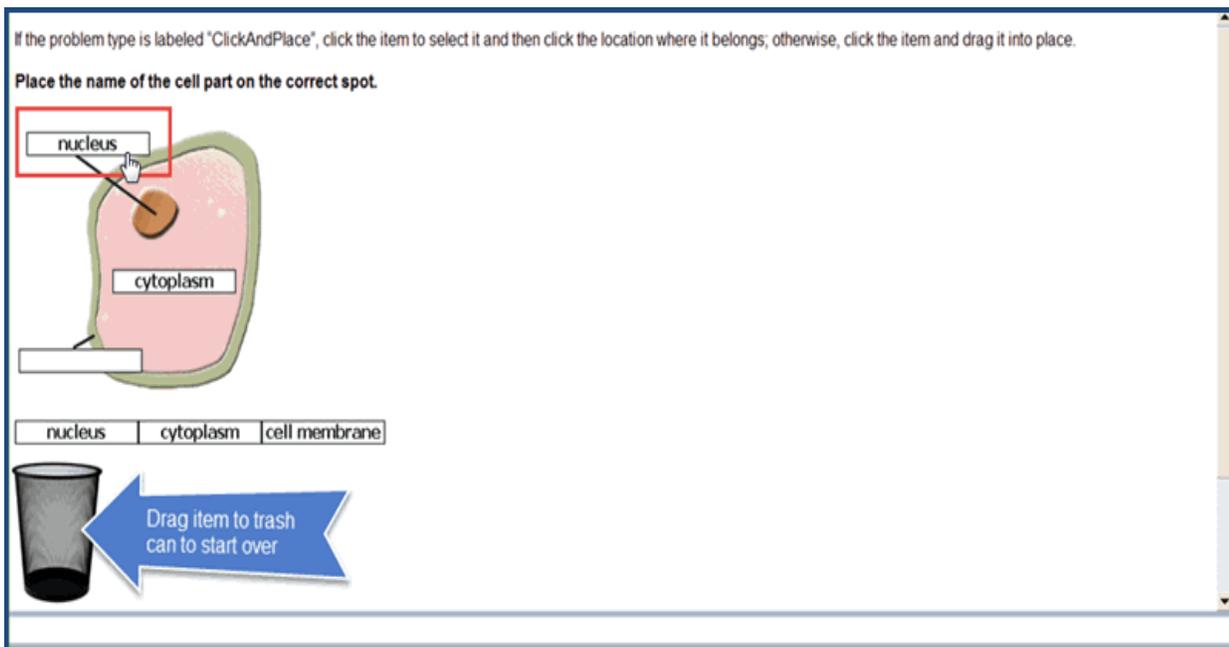
Grading: Typically, one point for each correctly-dragged item. The total points for a problem may depend on how many items to drag. It's possible to receive partial credit on drag and drop problems.

To answer a drag and drop problem:

1. Select the item to drag. Click and hold it with the mouse.



2. Still holding the mouse button down, drag the item to its correct location. When the item is over its correct location, release the mouse button to "drop" it there.



3. Repeat this process until all the items have been placed in their correct locations.
4. Click the **Submit Answer** button to submit for grading.



Matching problems

Matching problems have two columns of related information, for example, terms in one column and definitions in the other. Students enter the number of an item in the box next to the corresponding item in the second column.

Grading: Typically, one point for each correct match.

To answer a matching problem:

1. Begin with the item in the left column.
2. For the correct corresponding item, enter the number in the box.

Match the definition to the term.

- | | | | |
|----|---|--------------------------|---|
| 1. | <input type="text" value="root"/> | <input type="checkbox"/> | a word ending used to show case, number, gender, person, tense, etc. |
| 2. | <input type="text" value="inflection"/> | <input type="checkbox"/> | a syllable added to a word or the base of a word to change its meaning or use |
| 3. | <input type="text" value="morpheme"/> | <input type="checkbox"/> | form of a word used to join with other words to make new words |
| 4. | <input type="text" value="context clue"/> | <input type="checkbox"/> | the smallest part of a word that has meaning of its own. |
| 5. | <input type="text" value="combining form"/> | <input type="checkbox"/> | parts of a sentence that determine the meaning of an unfamiliar word |
| 6. | <input type="text" value="affix"/> | <input type="checkbox"/> | a base, not necessarily a whole word, to which affixes are added |

Match each number with its place in order from smallest (1st) to largest (6th).

- | | | | |
|----|----------------------------------|--------------------------|-----|
| 1. | <input type="text" value="-80"/> | <input type="checkbox"/> | 1st |
| 2. | <input type="text" value="90"/> | <input type="checkbox"/> | 2nd |
| 3. | <input type="text" value="59"/> | <input type="checkbox"/> | 3rd |
| 4. | <input type="text" value="-84"/> | <input type="checkbox"/> | 4th |
| 5. | <input type="text" value="48"/> | <input type="checkbox"/> | 5th |
| 6. | <input type="text" value="-56"/> | <input type="checkbox"/> | 6th |

3. To change a number, enter a different number in the box.
4. When finished, click the **Submit Answer** button to submit for grading.



Multiple choice problems

Multiple choice problems ask students to choose only one correct answer between three to five possible answers in a list. Only one answer can be selected.

Grading: Multiple choice problems are typically worth one point each.

To answer a multiple choice problem:

1. Click the circle button next to the correct answer.

A peninsula is:

- a harbor
- land extending in water
- an island

2. When finished, click the **Submit Answer** button to submit for grading.

Multiple select problems

Multiple select problems ask students to select **all** the possible correct answers in a list. Students can select none, some, or all of the answers.

Grading: Multiple select problems are typically worth one point each. In some cases, if there are multiple correct answers, students may receive one point for each correct answer.

To answer a multiple select problem:

1. Click the check boxes next to the correct answers, placing a check mark in each box.
2. To clear an answer, click an existing check mark.

Which three characteristics describe Abraham?

- selfishness
- obedience
- prayerful
- faith
- fearful
- foolish

3. When finished, click the **Submit Answer** button to submit for grading.

Paragraph box problems

Paragraph box problems require students to type a response in a text box. A response might be one or two sentences or even one or two paragraphs long, depending on what the problem is asking for.

Grading: Although the points each paragraph box problem is worth may be visible to the student, these problems are teacher-graded and are not figured into the grade until the Teacher has completed grading.

To answer paragraph box problems:

1. Click anywhere in the paragraph box and type the response.
2. When finished, click the **Submit Answer** button to submit to Teacher for grading.

Sorting or ordering list problems

Sorting or ordering list problems require students to select items and place them in the correct order based on the question. Examples of some typical sorting problems would be: putting a list of items into alphabetical order, or ranking numbers in order from largest to smallest.

Grading: Depending on what a sorting problem asks for, either one point for the entire problem or one point for each correctly sorted answer. It is possible to receive partial credit on sorting problems.

To solve a sorting problem:

1. Begin with the first item in the series (the first event to happen, the first word to appear in alphabetical order, etc.)
2. Select the item and hold the mouse and drag the item to its correct position in the order. Release the mouse button.
3. Select the next item in the series and continue dragging and dropping until finished sorting each entry and are satisfied with the answers.
4. To change any answers, hold and drag the item. Release the mouse button.

Put the steps of the scientific method into the correct order.

- Conduct a literature search
- Devise an experiment to prove or disprove
- Define the problem
- State conclusions
- Propose a hypothesis

5. When finished, click the **Submit Answer** button to submit for grading.

Text multiple choice problems

Text multiple choice problems look like fill-in-the-blank problems, except students select the correct answer from a list of possible answers.

Grading: The number of points often depends on how many textboxes or graphics appear in the problem. Typically, one point for each answer.

Choose... means *causing a feeling of great wonder and reverence inspired by anything of great beauty, majesty, or power.*

- Choose...
- Supreme
- Awesome
- Downtrodden

To answer a text multiple choice problem:

1. Click the **Choose** arrow to see a list of possible answers.
2. Click the one answer deemed to be correct so it is displayed in the box.
3. Click the **Submit Answer** button.

True/False problems

A True/False problem shows a question with a **True** option and a **False** option. Select the correct option, and then click the **Submit Answer** button.

Grading: True/False problems are one point for a correct answer.



A screenshot of a True/False problem interface. The question is "0 < 5". Below the question are two radio button options: "True" and "False". The "True" option is selected.

Unordered answer problems

Unordered answer problems ask students to type a series of responses, usually words or phrases. Students receive credit as long as all the correct answers appear in the boxes.

Grading: Unordered answers are normally worth one point per answer.



A screenshot of an Unordered answer problem interface. The question is "Write all the words with **ou** diphthongs:". Below the question are two rows of three empty text boxes for answers.

1. Type answers into the answer boxes in any order.
2. Click the **Submit Answer** button to submit for grading.

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