



Instructions for this Course

We recommend that you focus on and complete each unit before moving on in the course. Complete all the quizzes, complete the unit assignment, and then do the unit test before moving to the next unit.

1. **Videos** - Watch every video as many times as needed, until you grasp the concept and understand the material.
2. **Reading** - The reading material is used to further your understanding of the concepts. All questions asked in quizzes, tests, and the final are from the lesson materials - the videos and reading links.
3. **Quizzes** - Quizzes are mandatory and worth 10% of the grade. You can take them as many times as you'd like; only the highest grade is recorded in your grade book.
4. **Unit Assignment** - Unit assignments are required and are worth 25% of your grade. Complete the assignment when you finish the unit and before you take the unit test. Please allow 3-4 days for an assignment to be graded (excluding the weekend). At the end of the semester, allow 7 school days.
5. **Unit Tests*** – Once you have viewed all the learning material and completed all the quizzes in a unit, the unit test will become visible. You get 1 attempt at each unit test. There is a 3-hour time limit. Unit tests are worth 30% of your final grade. Use the quizzes in the unit as practice for the test. Completing the unit assignment will prepare you for the unit test.
6. **Final Assignment** – The final assignment is mandatory and worth 15% of your grade. The final exam will not be accessible until the final assignment is completed and graded.
7. **The Practice Final Exam** - This exam is NOT mandatory and NOT graded but is highly recommended and will prepare you for the final exam. You can take it as many times as you'd like.
8. **The Final Exam*** - Once you have completed all the unit tests and your assignments have been graded, the final exam will become visible. You get one attempt at the final exam, and it is worth 20% of your grade. There is a time limit of 3 hours.
9. **Course Completion** – You will receive a letter grade for the course.
10. **Course Completion Record** – The 'certificate of completion' will become available once you have completed the Final. Use the 'request a course complete record' or 'request a transcript' link to send a record of this course to your high school.

Have questions?

Contact our support staff or your teacher through the *Ask-A-Teacher* page in this course.

***Important** – You will find the website is slow to respond between 2-2:30 am pacific time as we do daily server maintenance and back-ups. Do NOT start a test or the final exam if it will coincide with this timeslot.