



## Instructions for this Course

We recommend that you focus and complete each unit before moving on in the course. Complete all the quizzes, then take 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 and the links are located at the bottom of the page, under the videos. The quizzes will be generated from the materials in the videos and readings.
3. **Quizzes** - Quizzes are mandatory and are worth 10% of your grade. You can take them as many times as you'd like, we keep the highest grade.
4. **Unit Assignment** - Unit assignments are required and are worth 35% of your grade. Complete the assignment before you take the unit test. Please allow 2-3 days for an assignment to be graded (excluding the weekend). At the end of the semester, there is a spike in submissions, so plan for it to take 7 days.
5. **Unit Tests\*** – Once you have viewed all the learning material, 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 35% of your final grade. Use the quizzes in the unit as practice. Completing the unit assignment will prepare you for the unit test.
6. **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.
7. **The Final Exam\*** - Once you have completed all the unit tests and all your assignments have been graded, the final exam will become visible. You get one attempt at the final exam; it is worth 20% of your grade. There is a time limit of 3 hours.
8. **Course Completion** – You will receive a letter grade for the course.
9. **Course Completion Record** – The 'certificate of completion' and 'request a course completion' record will become available once you have completed the Final. Use the 'request a course complete record' link to send a completion 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.