



## Instructions for this Course

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

1. **Videos**—Watch every video as often 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 in quizzes, tests, and the final are from the lesson materials - the videos and reading links.
3. **Quizzes**—Quizzes are mandatory and worth 15% of the grade. You can take them as often as you 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 **before** you take the unit test; it will help you to prepare. They reinforce key concepts and improve your retention of the material. Allow 3-4 school days for an assignment to be graded (excludes the weekend). At the end of the semester, allow at least 7-10 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 one 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 for the test. Completing the assignment will prepare you for the unit test.
6. **The Practice Final Exam**—This exam is NOT mandatory and NOT graded. It is highly recommended and will prepare you for the final. You can take it as many times as you'd like. Before moving on to the final, **review your grade book**, take advantage of any reattempt opportunities to improve your grade.
7. **The Final Exam**—You have access to the final exam after you have been enrolled in the course for at least 30 days, all unit tests are completed, and your assignments are graded. You get one attempt at the final exam, and it is worth 25% of your grade. There are 50-60 questions and a time limit of 3 hours. Once you take the final exam, the course is over. The system does not round up grades. Any request to improve your grade will be denied.
8. **Course Completion**—You will receive a letter grade for the course.
9. **Course Completion Record**—The 'certificate of completion' will become available once you have completed the Final. Use the 'request a course completion record' or 'request a transcript' link to send a record of this course to your high school. **IF** you revise an assignment in the hope of earning a higher grade before you take the final, wait for it to be graded BEFORE generating any course completion records.

### Have questions?

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

**\*Important Notes**—The website is slow between 2:30 and 4:00 a.m. Pacific as we perform server maintenance and back-ups. Do not start a test or the final exam if it coincides with this time slot. Academic honesty is expected at all times. Review our [Policies Page](#).