

## Glossary of Terms

Here is a list of important terms to remember when working in your online courses.

- **Classroom:** This is your personal, virtual classroom. The Classroom is where you will take all your classes.
- **Instant Help:** A real-time chat system that allows you to get help when you need it, including access to your teachers and 24/7 technical support.
- **ClassMail:** An internal messaging system similar to email. ClassMail can only be used between Advanced Academics students and staff.
- **Assessments:** Homework, tests, and writing assignments are known as assessments.
- **In Progress:** Assessments that are marked In Progress are assessments that have been accessed, but have not been submitted for a grade.

## About Advanced Academics

Advanced Academics provides students like you with the opportunity to go to high school online and graduate with a diploma! We offer an alternative to the traditional classroom for schools and districts across the country. For more information, you can visit our website at [www.AdvancedAcademics.com](http://www.AdvancedAcademics.com).

Advanced Academics  
24/7 Toll-free Technical Support  
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UPDATED FOR ROADS 3.0



Advanced Academics | Online learning simplified™

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## Getting Started with Your Online Education



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# Getting Started

## Logging On

- 1 Go to <http://roads.advancedacademics.com>.
- 2 Enter your username and password, click **Login**.

## Classroom

- 1 Select **Classroom** from the Switch Applications menu at the right of your screen.
- 2 Click on the course that you would like to start working on.
- 3 Click on **Start From the Beginning**.
- 4 Move through the course by using the navigation arrows, **Previous Lesson**, **Next Lesson**, **Table of Contents**, or the **Search** box.

## Instant Help

- 1 Click **Talk to a Teacher** at the top right of your screen or the **Talk to a Teacher** icon on the toolbar on the left of the page.
- 2 Right click the name of the person you would like to chat with.
- 3 A private chat window will appear in the tab. Wait a moment for the other person to arrive in this new window.
- 4 Type your message in the text box at the bottom and click **Send** to send the message.

*Note: In order to use Instant Help, you must have your pop-up blocker turned off, or set to accept pop-ups from our site.*

## Viewing Your Grades

- 1 Select **Classroom** from the User Applications menu at the right of the screen.
- 2 Click the **Progress Report** icon on the toolbar on the left of the page.
- 3 Click **Grades** to view the grades for the course.
- 4 Click **View Questions** to see the questions for your graded assessment.
- 5 Grades can also be viewed in the calendar by clicking on any assessment labeled as **Graded**.

## Submit Written Assessments

After you have reviewed the instructions for your written assignment you will need to use a word processing program like MS Word to type your assignment and save it on the hard drive or a disk so you can access it later.

- 1 Go to the assessment and read the **Plagiarism Policy**. Click the checkbox that indicates that you have read and understand the policy. This will enable you to see the **Submit Assignment** button.
- 2 Click on the **Submit Assignment** button.
- 3 Scroll down and click on **Browse** to find and attach the document to be turned in. Within the "Choose file" window double click the file name of the file you want to attach.
- 4 Click **Upload File**.
- 5 Click **Submit Drop Box Item(s) for Grade** to turn in the assignment.
- 6 Click the **Notebook** icon in the toolbar on the left of the page and select the **Drop Box** tab to monitor the status of the assignment.

To return to your course and move on to the next section click on **Go Back to Course**.

## Notes

- 1 Highlight text on which you want to make a note, right click mouse button.
- 2 Click **Add to Notes**. A new window will open.
- 3 Add your own note to the **Notes** text box.
- 4 Click **Save** to save note.
- 5 Click the **Notebook** icon on the toolbar on the left of the page to all saved notes.

## ClassMail

Click **Go to Communicator** in the Communication Site sidebar menu.

### View ClassMail

- 1 From Classroom, click on the **ClassMail** icon on the toolbar on the left of the page, or the **ClassMail** icon in the communications box on the right side of the page.
- 2 Click **View** to see the message.
- 3 Click **Reply** to respond to the message.
- 4 Click **Go to Communication Site** to compose a ClassMail.

### Compose ClassMail

- 1 From the Inbox, click **Compose Message**.
- 2 Search for a recipient, select recipient from the drop down menu.
- 3 Click **To**, **CC**, or **BCC**.
- 4 Fill in the Subject, then compose message.
- 5 Add attachments if needed.
- 6 Once done, click **Back**, **Save as Draft**, or **Send**.

## Calendar

- 1 Select **Classroom** from the User Applications menu at the right of the screen.
- 2 Click the **Calendar** icon on the toolbar on the left of the page.
- 3 From the drop down menu, you may choose to view all course calendars at once or individually.
- 4 Previous months and future months may be viewed by clicking on the arrows.

## Login Information

Username: \_\_\_\_\_

Password: \_\_\_\_\_