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Student Quick Start Manual

To Login:

- Go to www.globalstudentnetwork.com
- Click on the login button
- Click on the blue folder under the student login
- Enter your username and password

Once you are logged in you will see any messages you have first. If you do not have a message you will see the overview screen. If you do have a message you will need to reply or mark the message as read to move on.

To Enter a Course:

- Click on the name of the course
- Click lessons
- Click on the course you would like to work on
- Click next
- Click on the lesson you want to work on. Lessons marked with a dot next to them have already been mastered.
- Click next
- Click on what activity you would like to do. Study, Practice, Mastery, or Essay.
 - *Note:* Some lessons are more than one page you will need to click the arrows to move back and forth.
 - On the Practice and Mastery Tests be sure to press “**Enter**” after you answer each question.
- When you are done with the lesson click “Exit” on the top right corner
- To return to the main page press the back arrow in the lesson not on your browser
- When you are all done working be sure you click logoff on the top right corner

Study

The *Study* portion of the *Lesson* is where new concepts are taught and reviews conducted. Study guides use text, graphics, and multimedia to present the ideas. You may return to the *Study* section as much as you wish. When you are confident you’ve learned the new material, you can go onto the *Practice*, *Test*, or *Essay* sections of the assignment.

Practice

Practice grades work just like the *Tests*, but these grades are just for your information. They let you know when you are ready for the real mastery test. The questions often come in the standard varieties: multiple choice, fill-in-the-blank, and true/false, as well as interactive activities, such as drag-and-drop.

This is a mastery based program. You will have to score 80% or better on the practice quiz to move on.

Mastery Tests

A *Mastery Test* is just what you would expect. Like the *Practice* tests, the questions may include multiple choice, fill-in-the-blank, true/false, or interactive activities. Answer the questions to the best of your ability. The computer grades it, then reports the results to you and your teacher. Keep in mind that your teacher will see how long it took you to do the test, so make sure to give it a good effort.

This is a mastery based program. You will have five attempts to take the mastery test. You must achieve a score of 70% or better in order to move on (unless your teacher has changed the settings). If you do not achieve this, then your teacher will have to reassign the work or let you move on.

Essays

A typical *Essay* button's screen has three major parts:

- The question is usually located in the top half of the screen. As with any essay question, read it carefully to make sure that your answer(s) fully cover the question(s) asked.
- Usually the bottom section is where you type your answer(s).
- Many *Essays* provide a *Text Attribute Button Bar*. The toolbar works like a word processor, changing how text and numbers look. You can make the text bigger, smaller, bolder, color it, etc.

Hint: If you don't know what a button does, point your mouse's cursor at it. Wait a moment and a *tool tip* will appear describing what the button does. If you have already typed some text in and want to change the way it looks, highlight the text, then click on a button. You may experiment with how your answers look, but remember, they need to be easy for your teacher to read and grade. Essays can have a single question or they may have several questions on multiple pages. So always click on the *Go to next screen* button to be sure you are answering all of the questions.

Essays are not required except for in the Writing courses unless your teacher assigns it. If an essay is assigned you will have to earn a grade of 80% or better to move on. If it is assigned you will see a minimum required amount under the word "Essay." If the Essay is not assigned, then you can move on to the next lesson.

To Check Your Progress:

- Click on the name of the course
- Click on Progress

- When you are done click the back arrow in your lesson not on your browser

Accessing Help:

If you need help while you are working on your courses

- Click “Help” on the top right corner for an explanation of the page you are on

Client Login:

The following courses run better through what is called the client login:

- Spanish 1 and Spanish 2
- All Keyboard Companion Courses
- All Kindergarten through second grade courses

To login this way:

- Use the link: <http://gsn.intvla.com/main/client.jnlp>
- Enter your login information
- Click on Lessons
- Choose the course you want from the drop down bar
- Any lessons marked with an Apple have already been mastered
- Click on the next lesson on the list(Next one without an apple)
- Click on what activity you would like to do. Study, Practice, Mastery, or Essay.
 - *Note:* Some lessons are more than one page you will need to click the arrows to move back and forth.
 - On the Practice and Mastery Tests be sure to press “**Enter**” after you answer each question.
- When you are done with the lesson click the stop sign on the top right corner

Printing the Lessons

- Follow the Client Login instructions above
- Click on the printer icon on the top right

Troubleshooting

System says I am still logged in when I try to access my lessons:

- Login as you normally would
- Click on the “Force A+Logoff” button
- Logout
- Login again
- If the problem is not corrected contact help@globalstudentnetwork.com

Progress is blocked I cannot move forward in a course:

- Check your progress for that course (See instructions above)
- If you have taken the mastery test five times and did not achieve a score of 70% or better(depending on your mastery settings) then your progress will be blocked
- Contact your teacher who can reassign it or mark it as mastered