

## Student Guide For Jet Type Academy

All registered Users of DigitalChalk have student User permissions. Students can register for courses and “take” courses. Students can self-register. In this section, we will discuss the tasks Students can take on.

### **Your Account**

If you already have an account with DigitalChalk, you can login by entering your Email address and Password.

If you forgot your Password, click the I forgot my password link. Provide your registered email address, DigitalChalk will generate a new password and send it to you.

If the organization providing courses to you allows self-registration of an account, and if you do not have a registered account with DigitalChalk, you can create a new account.

1. Click the Create a New Account link on the login page.
2. Enter the data needed to set up a new account
3. Click the Save button

The first time you login to DigitalChalk, you will be asked to read and agree to a DigitalChalk Terms of Use statement.

After agreeing to the Terms of Use, you will be taken to the Home page. From the Home page, you can review bulletins from the organization administrator, access your account information, and view your gradebook.

To review the account information:

1. Click the Account tab at the upper right of the page
2. DigitalChalk will display the Basic Profile page
3. You can change the First Name, Last Name, Email Address and Language
4. Click the Save button when you have completed your changes

If you want to change your password:

1. Click the Password tab
2. Enter your Current Password and New Password
3. Confirm your New Password
4. Click the Save button

To update your phone numbers:

1. Click the Phone Numbers tab
2. Update existing phone numbers
3. Click the “+” icon to add a new phone number
4. Click the “-“ icon to delete an existing phone number

To change your mailing address:

1. Click the Address tab
2. Select the type of physical address. You can only have one mailing address
3. Enter the address information

4. Click the Save button

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## **Registering for a Course**

After login, you can review the course catalog by clicking the Catalog tab at the top of the page.

To purchase a course:

1. Click the Add icon to the left of an available course
2. Click the Proceed to Checkout button if you are finished shopping

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3. Enter your billing and credit card information.
4. Click the Submit button to complete the purchase of courses in your shopping cart. You will be provided with a purchase reference number.
5. Click the Return Home button to go back to the Home page. From the Home page you can view your purchased courses.

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## **Viewing a Course**

You can view a course after you have registered for it. To view a course:

1. Click the Home page tab then the click the name of the course you wish to begin, this will open the course.
2. Click the course element name or icon you want to view. If the course element is a chalkboard, the chalkboard will be displayed where you left off the last time you viewed it.

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3. Check marks are placed next to the completed course elements. The next course element to view is displayed at the top of the list and will also be marked with a yellow arrow within the element list.
4. To view an assignment, click the element name or icon. Enter text describing what you did to fulfill the assignment.
5. Click the Save Draft button to save a draft of; your assignment.
6. Click the Submit button to submit your assignment for grading

1. To view a test, click the element name or icon.
2. Click the Begin Test button to begin the test
3. When you have completed the test, you can submit the test for grading by clicking the Grade Test button.
4. The grade summary will be displayed.
5. Click the Done button.

## **Viewing Grades and Printing Certificates of Completion**

Once you have completed a course you can view your grades and print certificates of completion for courses that you have passed.

1. Click the My Gradebook tab
2. The gradebook view will display a list of all courses for which you have

registered along with your course status, activity dates and final grade if complete.

3. Click the view grades link to view individual element grades.

4. Click the View Certificate link to view and print your certificate of completion.

a. If you have passed a course and you do not see a View Certificate link this means the course provider has not included a certificate of completion with this course. Please contact your course provider for additional information.