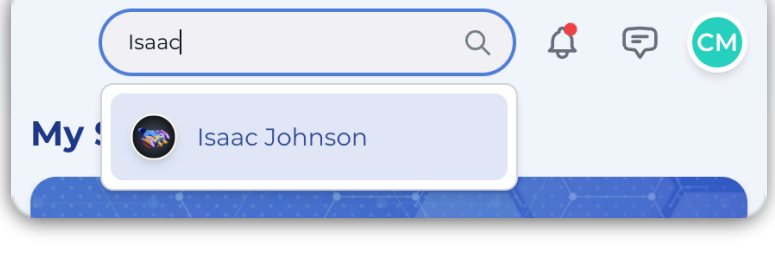


ACELLUS TUTORIAL

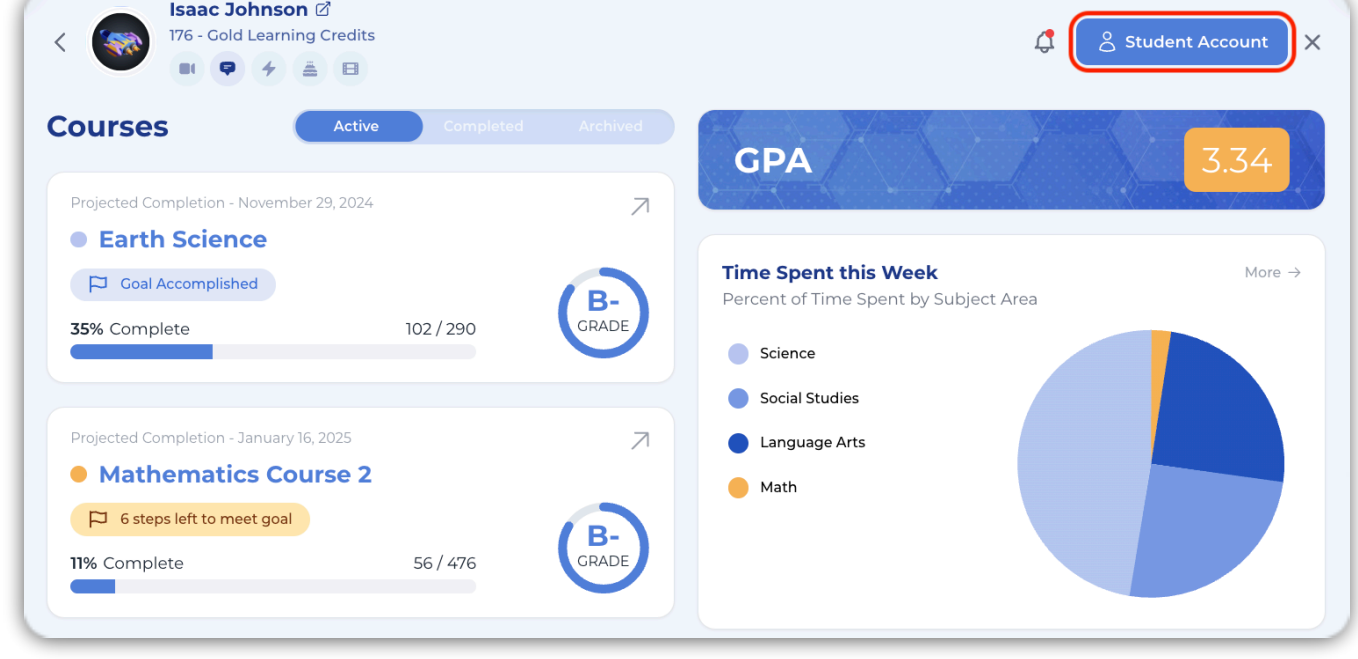
Course Enrollment

In this tutorial, you will learn how to enroll a student in new courses, archive a course enrollment, and unarchive course enrollments.

Start by searching for a student using the **'Find a Student'** search bar located at the top right corner of the screen.

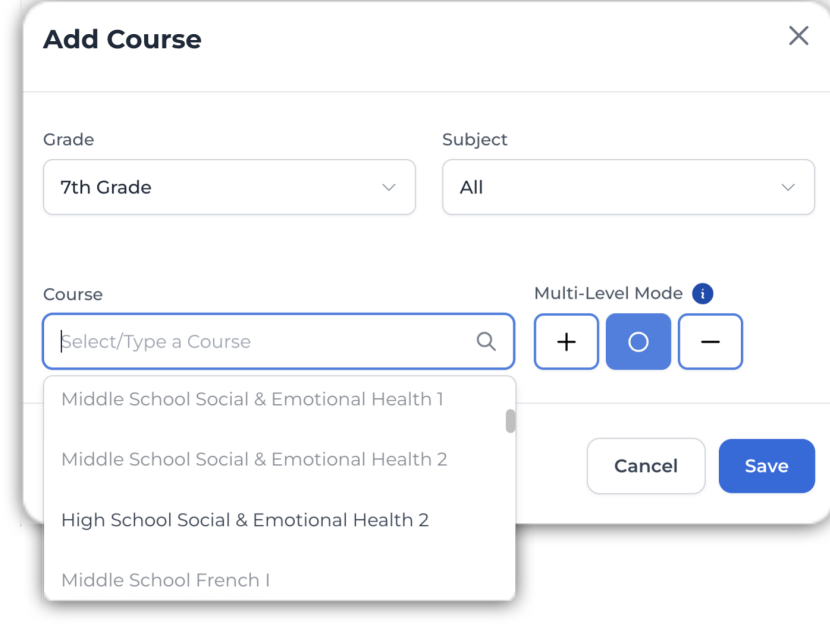
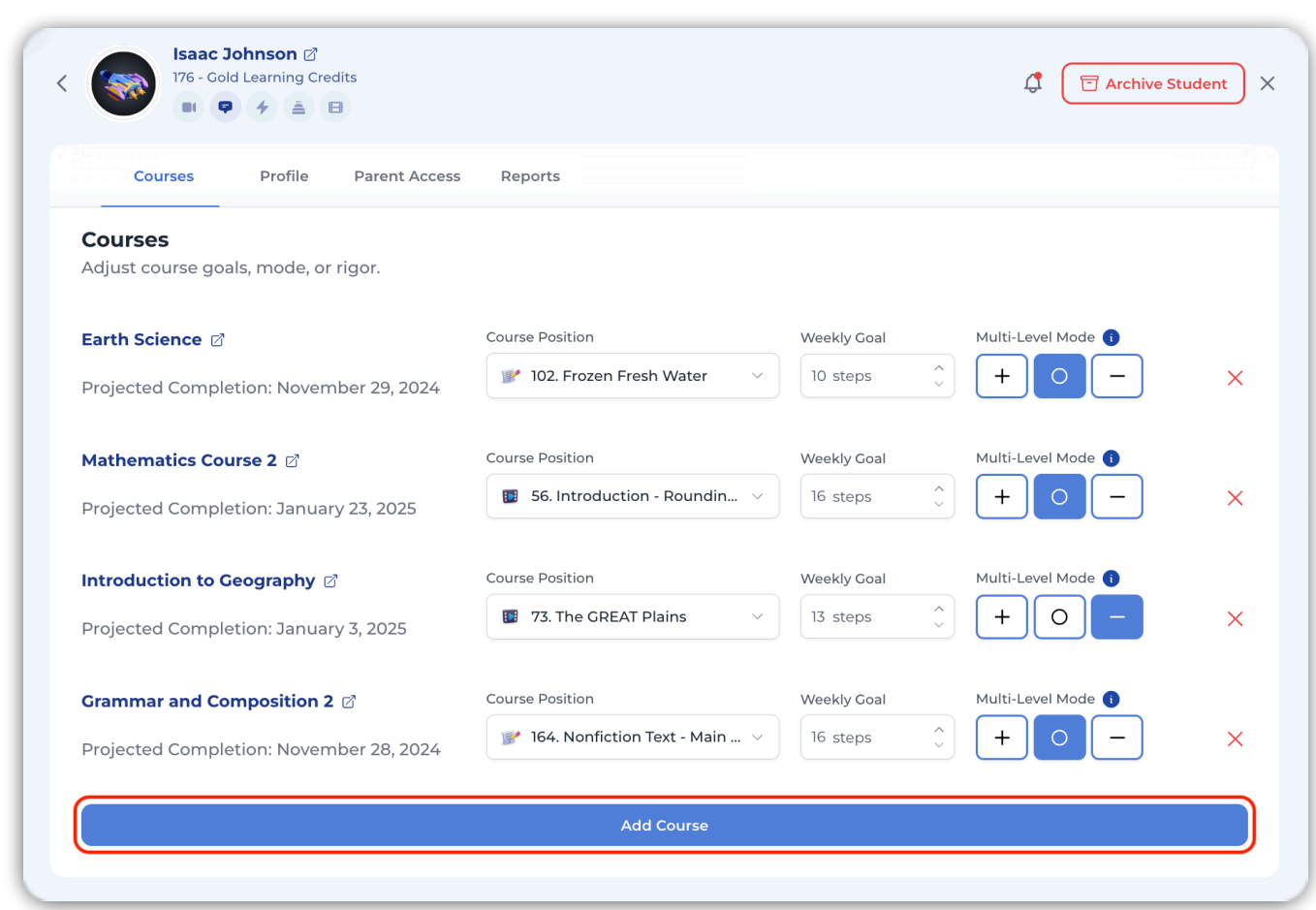


Next click the **'Student Account'** button located in the top right of your screen.



The **'Courses'** tab, is where you can make changes to a student's enrollment.

To add another course to a student's roster, simply click on the **'Add Course'** located at the bottom of the screen.

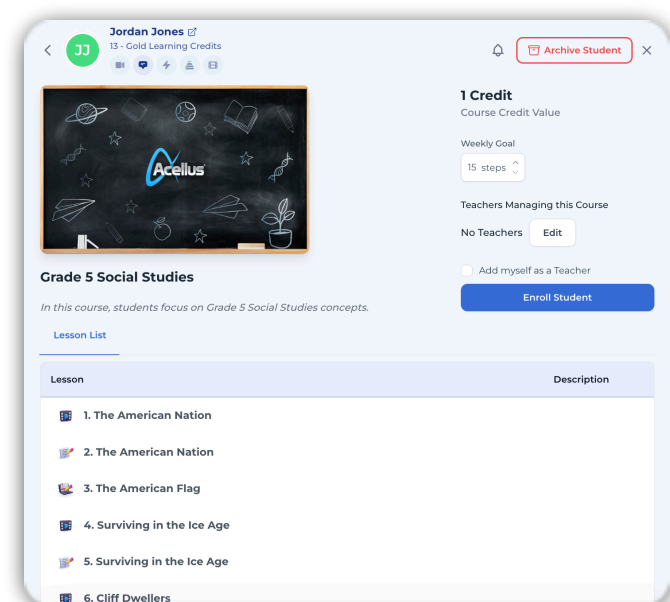
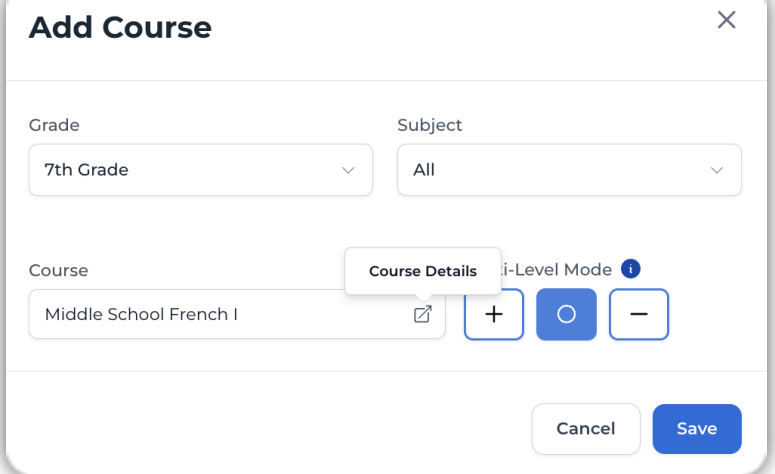


Before selecting a course, you can sort the course listing by grade level and subject area.

At the bottom of the pop-up window, choose the Acellus curriculum and mode you want to use.

Note: If a course title is displayed in black lettering, it indicates that students at your school are currently enrolled in this course. "Greyed out" courses are additional course options that are not currently being utilized by any of the students in your school.

You also have the option to view the course details before enrolling your student into a course.



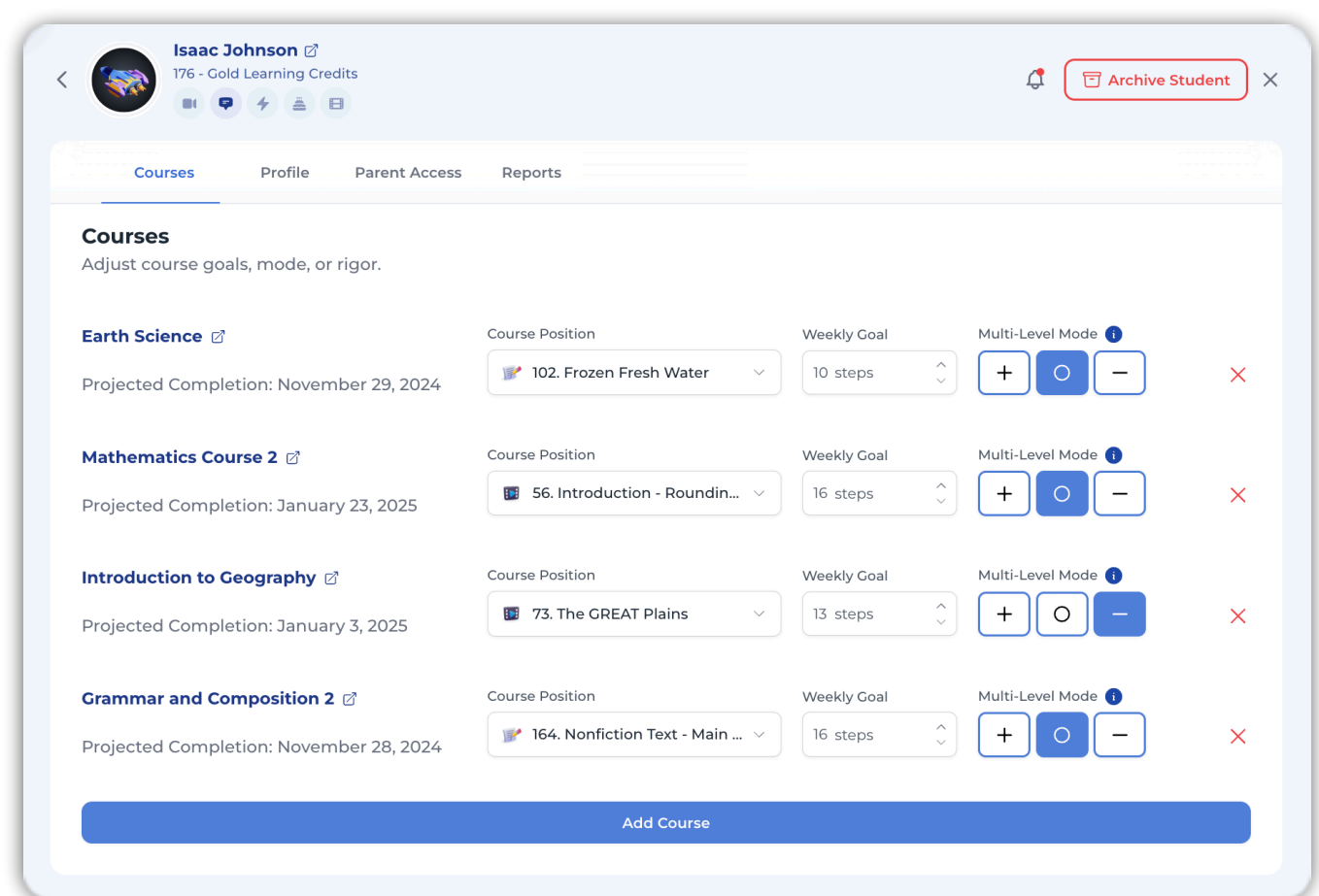
The course details page allows you to:

- Adjust the default weekly goal
- Edit the list of assigned teachers
- View a list of all of the lessons in the course in sequential order

Once you click **'Save'** on the **"Add Course"** pop-up menu, the course will be added to the student's roster and they will be able to begin working on it next time they sign in.

Archive Courses

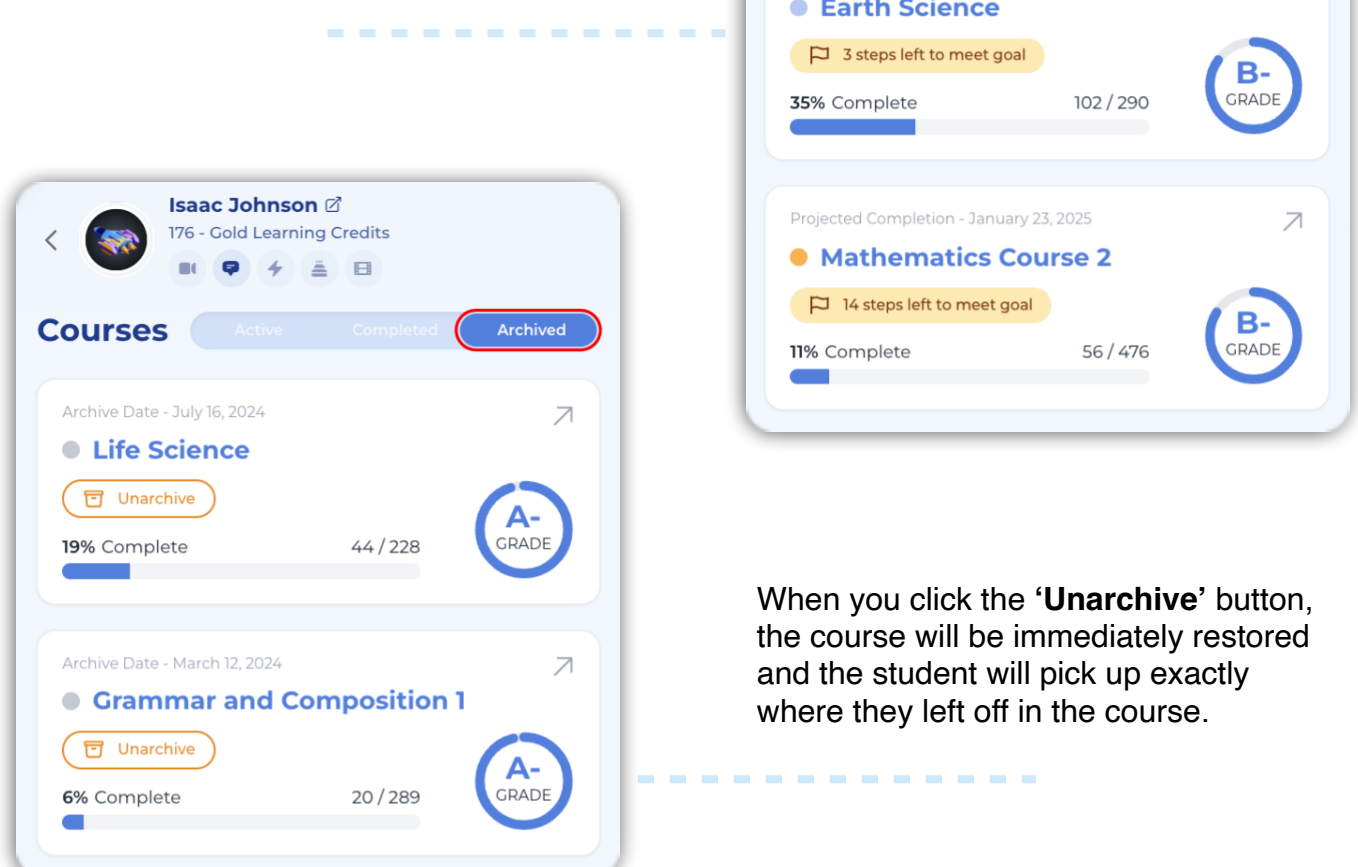
Archiving a course enrollment is done by simply clicking the red **'X'** button next to any of the courses, located to the far right side of the **'Course'** page.



Note: when a course is archived, the student will no longer be able to work in it. However, all completed work is preserved in case they need to continue working at a later date.

Unarchive Courses

Archived courses can be found on the student's **'Courses'** page, by toggling the **'Active'** courses to the **'Archived'** course option.



When you click the **'Unarchive'** button, the course will be immediately restored and the student will pick up exactly where they left off in the course.