



User Manual

Student Edition



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System Concepts

Logging in/out

Every user in the RightPath™ system has a unique username. The username identifies each user to RightPath™ system and allows you to login. Upon successful login, each user will be taken to his or her respective *Home Page*. The first time you login, you will be asked to change your password. Choose something that is easy for you to remember, but difficult for others to guess. You will also be asked to set security questions. These questions will be used to help you reset it if you ever forget your password in the future.

Home Page

By default, the *RightPath™ Dashboard* will be your home page, although this can easily be set to either the *RightPath™ Dashboard* or the *Student Center*. See below for more information on each.

CyberExtension™ Dashboard

The *CyberExtension™ Dashboard* is a customizable page that gives you important information such as your calendar, email, assignments, as well as links to the other areas of the system. There are also several customizable widgets you can add to your *CyberExtension™ Dashboard* that give you tools such as a translator, a dictionary, or even a word of the day.

Student Center

The *Student Center* provides a place for students to complete practice problems. These practice problems can be assigned for students to enhance understanding on any topic by completing practice questions associated with the topic. These practice problems can be selected by the student, or assigned by the student's instructor or parent/guardian.

E-Mail and Chat

All users will have access to an internal e-mail system as well as a chat function. This is to allow communication between you and your teachers. The e-mail system offers a simple way to review your messages, read specific messages, and send messages to others. The chat client offers a way for you to communicate with your teachers instantly using an instant messenger style program.

Assignments

Assignments are the way you complete your work within the RightPath™. Assignments can include everything from multiple choice questions, essays, and even worksheets you need to fill out. Assignments will include both a part that will help teach you the topic (such as videos and presentations), as well as a portion to assess whether or not you understand the topic. Assignments can also be used to create Tests or Assessments.

Locker

The *Locker* lets allows you to upload and store files within the RightPath™ system. It allows you to store files in the RightPath™ system for your personal use. You can also take the files in your

locker and attach them to a lesson. For example, if the lesson requires you to upload a document to answer a question, you can choose one of the files in your locker.

Calendar

The *Calendar* works like a daily planner. It allows you to organize personal, as well as class reminders, by date and time. You can select any date and view the reminders associated with that date. You can also edit and create new calendar items from this page. Calendar items are also viewable on the *Home Page*. Your calendar will automatically include any assignments you have due to help you remember when you must hand in work.

Classroom Page

Every class you are in has a homepage. This homepage gives you an easy way to email your teacher, see who is in your class, and keep up to date on assignments and news for your class. From the classroom homepage you can also access the classroom discussion forums and any important online resources for your class.

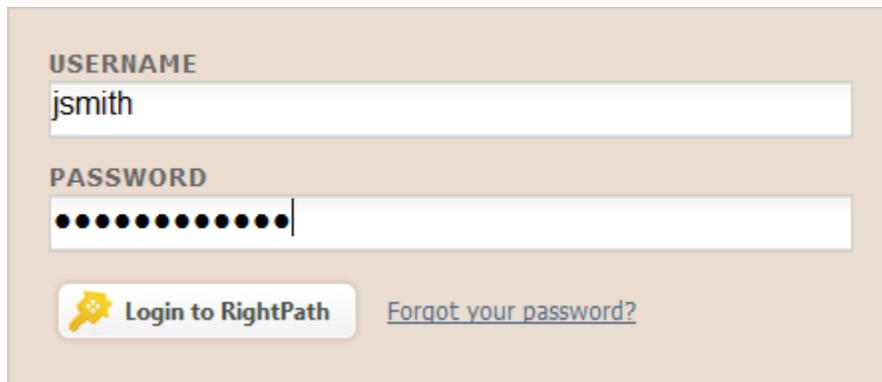
How To...

General “How To...”

The General “How To” Section will guide you through common tasks in the RightPath™ system and help you to understand how to use it.

How to log in

To login to the RightPath™ system, type your *username* in the box located under the word *Username*, followed by your *password* in the box located under the word *Password*. Then click the *Login to RightPath* button.



The screenshot shows a login form with a light beige background. At the top, the word "USERNAME" is displayed in a bold, dark font. Below it is a white text input field containing the text "jsmith". Underneath the username field, the word "PASSWORD" is displayed in a bold, dark font. Below it is a white password input field filled with black dots, with a vertical cursor line at the end. At the bottom left of the form is a button with a yellow key icon and the text "Login to RightPath". To the right of the button is a blue, underlined link that says "Forgot your password?".

Note: These fields are not case sensitive. However, if the values entered are incorrect the system will display the following error message: “Status: Login failed. Login/Password invalid”

Reset your password



The screenshot shows a login form with two input fields: 'USERNAME' containing 'jsmith' and 'PASSWORD' with masked characters. Below the fields are two buttons: 'Login to RightPath' with a key icon and a blue link 'Forgot your password?'. A red circle with the number '1' and an arrow points to the 'Forgot your password?' link.

If you forget your password, click the *Forgot your password* link on the login page. Afterwards, you will first be asked to enter your username.

Note: If you have not setup your security questions, you will receive a message that says “Sorry, the username you specified was not found, or has no security questions. If you have not setup security questions, please call 877-778-8277 to reset your password.”

Next, you must answer all three of your security questions correctly.



The 'Security Questions' page has a title and a sub-header. Below the sub-header are three questions, each with a text input field: 'What is the name of your first pet?', 'What is your favorite food?', and 'What is your favorite vacation spot?'. A 'Continue' button is located at the bottom of the form.

If you answer the questions correctly, you will be asked to supply a new password for your account.

How to setup your security questions

Once you've logged in, go to the Security Questions page available under the utilities menu. After you've selected your three questions, click the *Save* button to save your security questions.

1. The *Security Questions* Page is available in the *Utilities* menu.
2. Here you will be given a list of security questions to choose from. Select three questions and provide answers to these questions that no one else will know the answer to.
3. Once you've finished creating your security questions, click the *Save* button to save your security questions. Remember your answers to these questions will help you in case you forget your password and need to reset it. You can come back to this page at any time to change these questions again.

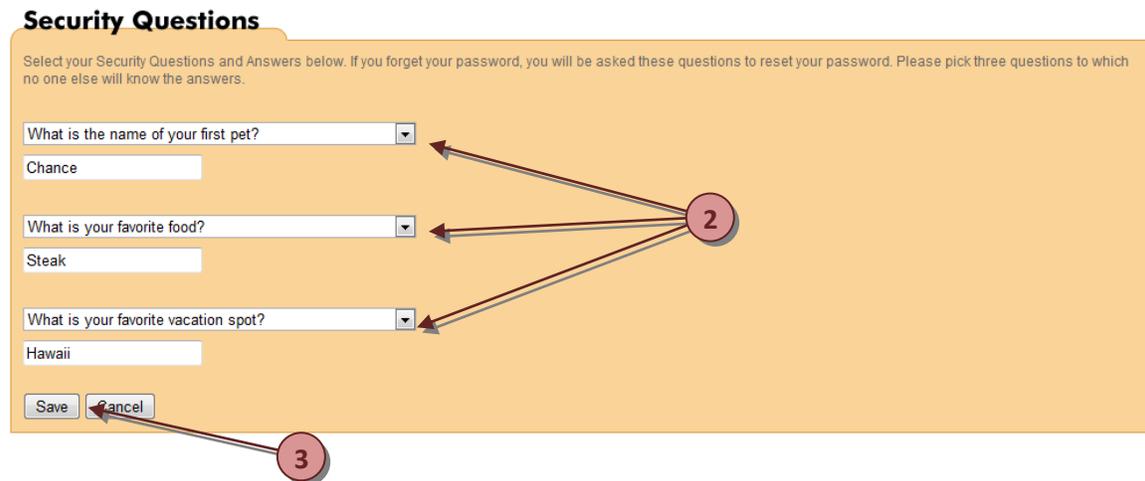
Security Questions

Select your Security Questions and Answers below. If you forget your password, you will be asked these questions to reset your password. Please pick three questions to which no one else will know the answers.

What is the name of your first pet?

What is your favorite food?

What is your favorite vacation spot?



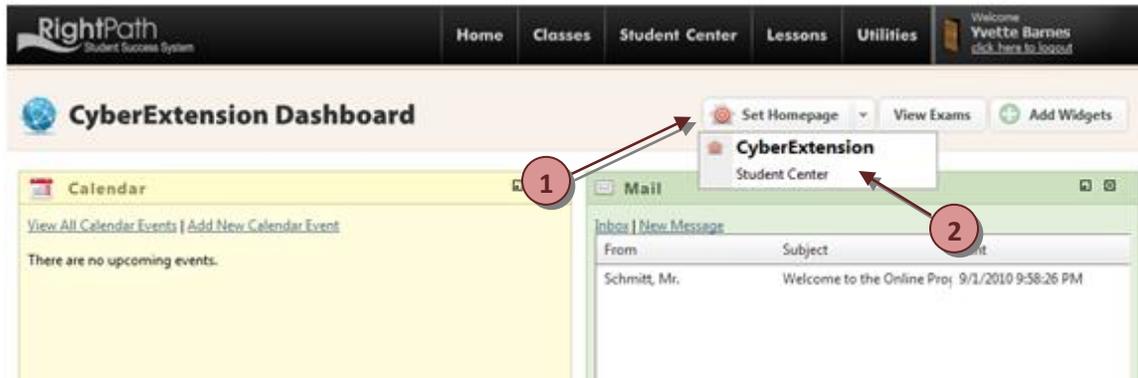
How to logout

To log out at any time, from any screen, click the *Logout* link under your username in the top right hand corner of the screen.



How to Change your Homepage

By default, your homepage will be the *CyberExtension™ Dashboard*. The homepage can be changed from the default *CyberExtension™ Dashboard* using the *Set Homepage* button.



1. Near the top of the page there will be a *Set Homepage* button. Click this to see a drop-down menu with the options available.
2. In the drop down menu, select either *CyberExtension* or *Student Center* as your default homepage. This will now be your new homepage. This can be changed again at any time using these steps. The current page is highlighted in bold.

CyberExtension™ Dashboard

The *CyberExtension™ Dashboard* provides a quick view of assignments, a list of new mail messages, a view of your upcoming calendar events, and a read-only view of your locker. This is your start page; from here you can link to any class, or section you wish.

How to view the Dashboard

You can use the menu section to move to any area of the application. This menu is always on the top of the screen. You can use the *Classes* menu to move to a particular *Classroom Homepage*. The *Lessons* menu allows you to access all of your assignments. The *Utilities* menu allows you to view your Chat, Email, and Calendar, access your locker, change your password, set your security questions, and send a support request.

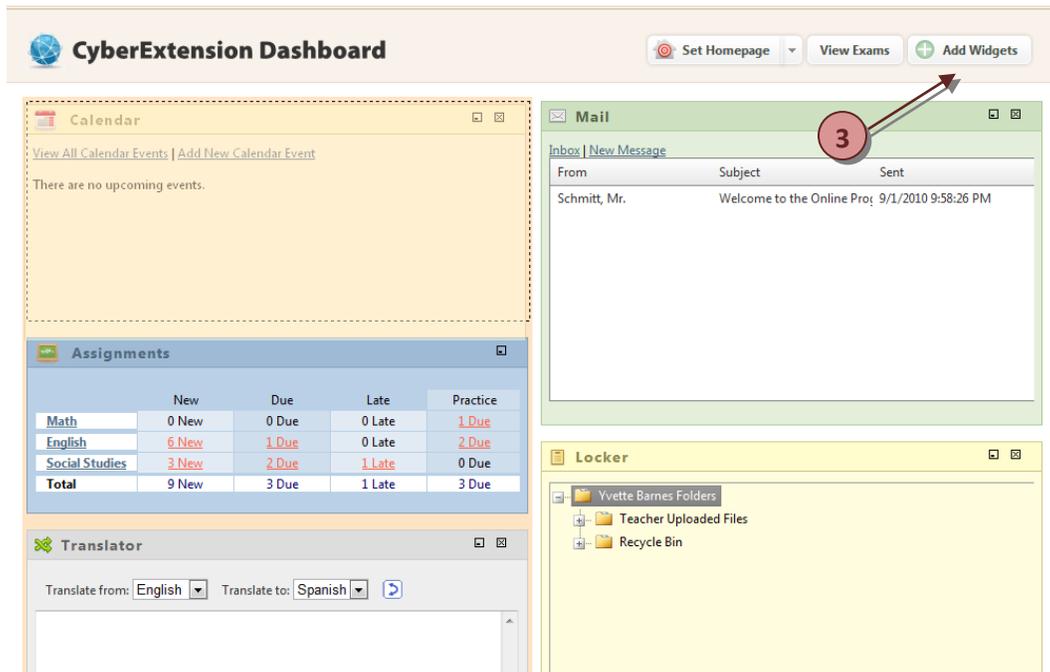
Customizing the Dashboard

All of the elements on the homepage can be customized to your liking. The widgets can be moved, reordered, collapsed, expanded, or closed. Any changes made to the homepage widgets will be saved for the next time you log in.

1. There are two buttons in the top right corner of each widget. These buttons are used to collapse/expand and close the widget.



2. Widgets can be moved or reordered by dragging the title bar of a widget. When the widget is in the desired location, release the mouse button, and the widget will slide into place.

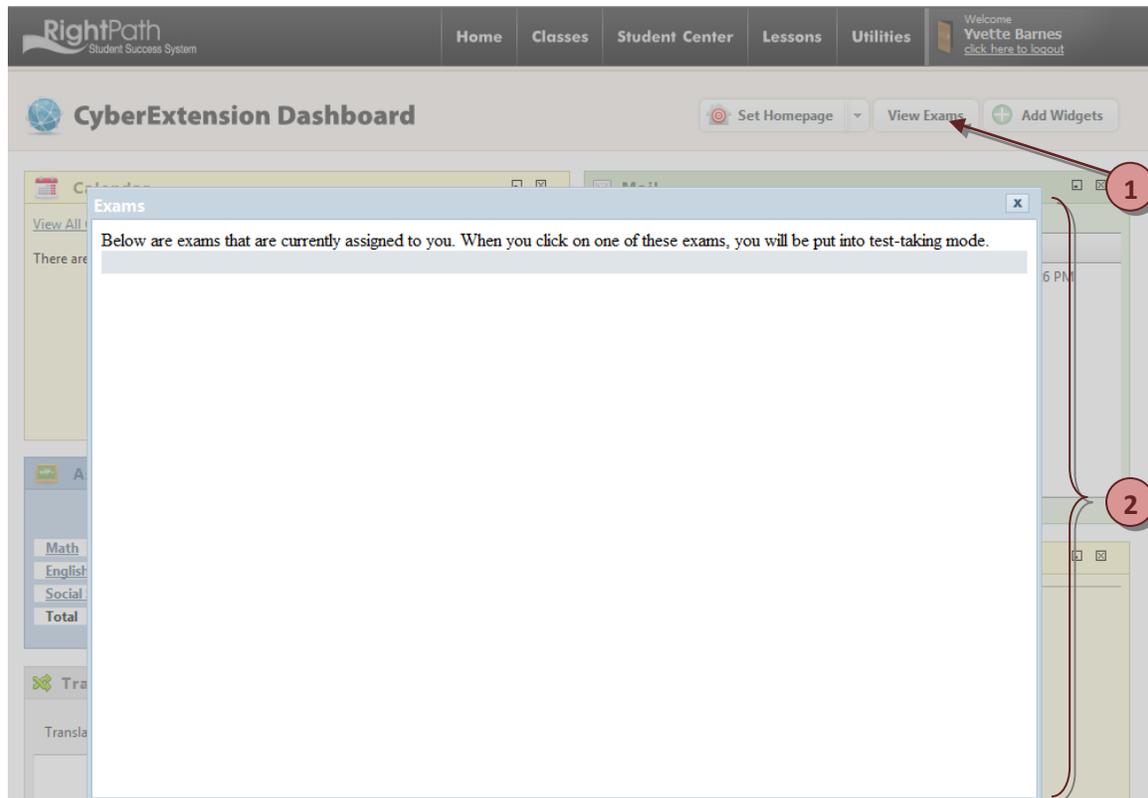


3. Widgets can also be added and removed from the homepage. This can be done by clicking the *Add Widgets* button. This will open a new window containing all of the available widgets. Widgets currently on the page will have a remove widget option and widgets not on the page will have an add widget option. Clicking these buttons will either add or remove widgets from the homepage.

How to View and Take Exams

From the CyberExtension™ Dashboard, you can view and take exams that have been assigned to you.

1. Near the top of the dashboard there is a button labeled *View Exams*. Click this to bring up a dialog showing exams that have been assigned to you.
2. In the Exams dialog, you can see exams that have been assigned to you. Click on an exam to begin taking it.



Student Center

The *Student Center* provides a quick view of available practice lessons and the mastery of completed practice lessons.

How to view the Student Center

1. *Available Practice Lessons* shows you the available practice lessons. To go to a practice lesson, click on the row of the lesson you want to take.
2. *Mastery* shows you the results of completed practice lessons. A lesson that has a gold star next to it means that it has been mastered.

- To create a new practice lesson, click the *Create New* button near the top of the page.

Available Practice Lessons

Name	Class	Topics
Test practice lesson 1	English	<ul style="list-style-type: none"> Interpret products of whole numbers, e.g., interpret 5×7 as the total number of objects in 5 groups of 7 objects each. For example, describe a context in which a total number of objects can be expressed as 5×7. Interpret whole-number quotients of whole numbers, e.g., interpret $56 \div 8$ as the number of objects in each share when 56 objects are partitioned equally into 8 shares, or as a number of shares when 56 objects are partitioned into equal shares of 8 objects each. For example, describe a context in which a number of shares or a number of groups can be expressed as $56 \div 8$.
Practice lesson	Math	<ul style="list-style-type: none"> Interpret products of whole numbers, e.g., interpret 5×7 as the total number of objects in 5 groups of 7 objects each. For example, describe a context in which a total number of objects can be expressed as 5×7.
Demo Practice Lesson	English	<ul style="list-style-type: none"> Interpret products of whole numbers, e.g., interpret 5×7 as the total number of objects in 5 groups of 7 objects each. For example, describe a context in which a total number of objects can be expressed as 5×7. Interpret whole-number quotients of whole numbers, e.g., interpret $56 \div 8$ as the number of objects in each share when 56 objects are partitioned equally into 8 shares, or as a number of shares when 56 objects are partitioned into equal shares of 8 objects each. For example, describe a context in which a number of shares or a number of groups can be expressed as $56 \div 8$.
Practice Lesson - 6/9/2011	Self-Assigned	<ul style="list-style-type: none"> Interpret products of whole numbers, e.g., interpret 5×7 as the total number of objects in 5 groups of 7 objects each. For example, describe a context in which a total number of objects can be expressed as 5×7. Interpret whole-number quotients of whole numbers, e.g., interpret $56 \div 8$ as the number of objects in each share when 56 objects are partitioned equally into 8 shares, or as a number of shares when 56 objects are partitioned into equal shares of 8 objects each. For example, describe a context in which a number of shares or a number of groups can be expressed as $56 \div 8$.

Mastery

Class	Topic	Answered	% Correct
★ English	Interpret products of whole numbers, e.g., interpret 5×7 as the total number of objects in 5 groups of 7 objects each. For example, describe a context in which a total number of objects can be expressed as 5×7 .	1	0%
★ English	Interpret whole-number quotients of whole numbers, e.g., interpret $56 \div 8$ as the number of objects in each share when 56 objects are partitioned equally into 8 shares, or as a number of shares when 56 objects are partitioned into equal shares of 8 objects each. For example, describe a context in which a number of shares or a number of groups can be expressed as $56 \div 8$.	1	100%

The Text Editor

In many areas within RightPath™ you are given the ability to use an advanced word processor-like text editor. This text editor gives you the ability to use some of the common features of a word processor such as creating bold, underline, and italic text as well as the ability to spell check your work.

How to use the Text Editor Toolbars

The toolbars are where most of the editor's features are accessed. These features allow you to format the text in various ways. The list below explains each of these buttons.

	Font		Bold
	Text Size		Italic
	Text Color		Underline
	Background Color		Strikethrough
	Cut		Superscript
	Copy		Subscript
	Paste		Insert Horizontal Line
	Undo		Insert Table
	Redo		Show/Hide Table Border
	Insert Link		Find and Replace
	Remove Link		Paste from Word
	Left Align		Insert Symbol
	Center Align		Spell Checker
	Right Align		Equation Editor
	Justify		
	Indent		
	Outdent		
	Bullet List		
	Numbered List		

Using the Equation Editor

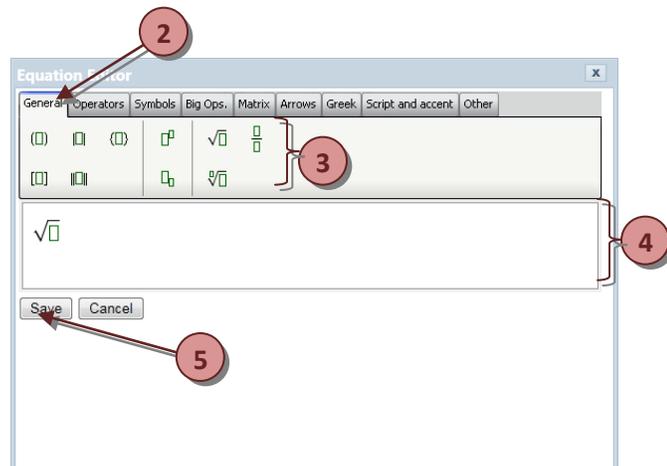
1. The *Equation Editor* can be accessed by clicking the (\sqrt{x}) icon in the text editor toolbar. This will display an editor in a popup window.

2. To create an equation, first select a tab that has the desired function.

3. Once that tab is selected, choose an item to place in the equation by clicking the image.

4. With the image in the equation, click inside of the green box to enter text into the equation.

5. When you are finished creating the equation, click the save button. This will insert the equation into the textbox from the previous screen.



Assignments

Assignments in the RightPath™ accomplish two main things. They are the way that a teacher can help teach you new topics and the way that a teacher can provide tests and quizzes to ensure you are understanding a topic.

How to view New, Due, and Late Assignments

1. There are three main ways to keep track of your assignments. The first and easiest way is right on your *CyberExtension™ Dashboard*. One of the widgets is the Assignment widget. This will show you a dashboard view of all your new, due, late, and practice assignments.

	New	Due	Late	Practice
Math	0 New	0 Due	0 Late	1 Due
English	6 New	1 Due	1 Late	2 Due
Social Studies	3 New	0 Due	3 Late	0 Due
Total	9 New	1 Due	4 Late	3 Due

- From this widget, you can click on any of the class names to go to the *Classroom Homepage*.
- You can also click on any of the items in the columns to view a dropdown list of the assignments.

Note: If there are more than 25 assignments, a “More...” link will be at the bottom of the dropdown list that will take you to the Assignment Search page for the particular class.

New	6 New
Due	1 Due
Late	1 Late
Practice	2 Due

You can also view your available assignments in a similar way from any *Classroom Homepage*.

How to search for an assignment

To search for an assignment, hover your mouse over the *Lessons* navigation menu and then choose *Assignment Search*.



1. From this page, you can specify search keywords. These keywords will be used to find only assignments that include those keywords.
2. You can also choose to show only assignments for a specific class
3. The *Include Complete Assignments* checkbox determines whether or not the results will include lessons you have submitted or only work you must complete. This is especially useful with the *Date Range Filter* so you can find all of the assignments you have completed during a specific time period (such as the current marking period).

Taking an Assignment

Demo Lesson
Show just how much you've learned

View Notebook Notebook Entry Submit Assignment

Select a Download

← Prev Next →

Introduction

This lesson will demonstrate a learning package as well as an upload/download in the Virtual Academy.

- ✓ The first part of this lesson is contained within the system. The second part is a separate document that you will download, complete, and upload back into the system.
- ⬇ When you finish the learning package portion of the assignment, you will be told in the last question to download part II of your lesson.
- ⬆ Once you have downloaded and completed part II of your lesson, upload it back into the system.
- 📎 Be sure to always include your assignment ID # on the word document.
- 👤 Once the learning package is complete and the document is uploaded into this assignment, you will need to submit the assignment as complete.
- 👤 Click the **start lesson** link to begin.

← Prev Next →

The Assignment Taker screen includes several important features. These features will help you navigate through the assignment and will help you understand how to complete the assignment.

1. On the left hand side of the Assignment Taker is the *Lesson Contents* menu. This will help you to navigate within the assignment. From here, you can jump to any item with the assignment. If you see an exclamation point (⚠) next to an item, it indicates that you have not answered this question.
2. There are also *Prev* and *Next* buttons at the top and bottom of the assignment that let you move backward or forward one item.
3. Some lessons include files you can download to help you understand the information. If the lesson includes these files you will see “Select a Download” dropdown toward the top left of the screen. Click the down arrow and you will see a list of files. Choose the file you wish to download.

4. While in an assignment, you can take and review your notes for that assignment. For some assignments, you can also review your notes from other assignments. To review your notes, click the *View Notebook* button. To take notes, click the *Notebook Entry* button.
5. When you have completed the assignment, click the *Submit Assignment* button. Once the assignment has been submitted, you will no longer be able to change your answers.

Note: If you submit an assignment that is not complete, you will receive a warning message letting you know that there are unanswered questions. If you click the “OK” button, the lesson will be submitted anyway.

Classroom Homepages

Each class you are in has its own page where all the information about that class is kept. These pages can be launched by clicking on the class name under the *Classes* menu at the top of the screen. Each classroom homepage includes several pages. Some of these pages are found on every classroom homepage. Others are created by the teacher and will be different for each class.

Overview Page

This page contains classroom information about the calendar, assignments, and the forums for the selected class. This is the first page you will see when you visit a classroom homepage.

The screenshot shows a classroom homepage for an English class. At the top left, there is a logo with an apple and the text "English Mr. Schmitt". At the top right, there is a "View Notebook" button. Below the header, there are three main sections: "Navigation", "Calendar Events", and "Assignments".

Navigation

- Overview
- People
- Profile
- Resources

Calendar Events

[View All Calendar Events](#) | [Add New Calendar Event](#)

Assignments

New	0 New
Due	0 Due
Late	0 Late

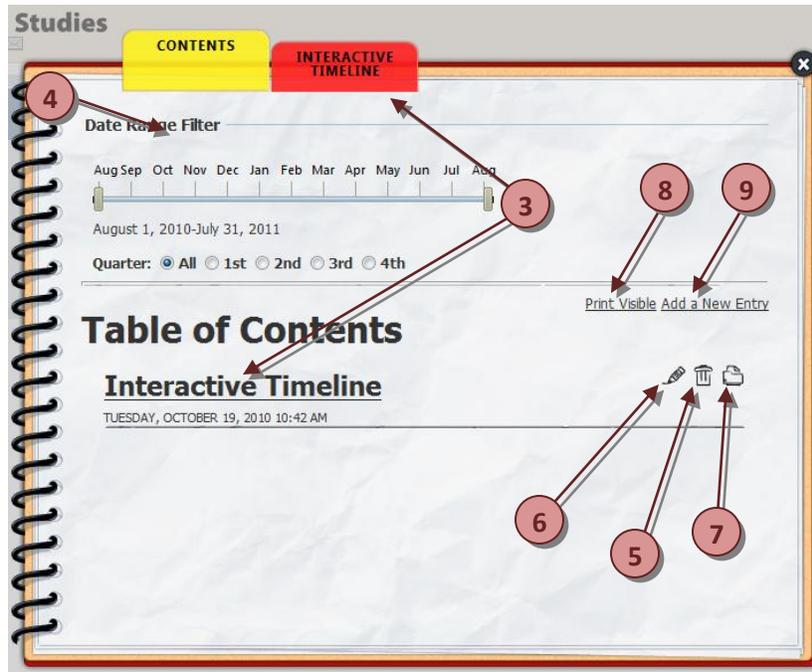
Forum

There are currently no threads for this class. [Create New Thread](#)

How to use the Notebook

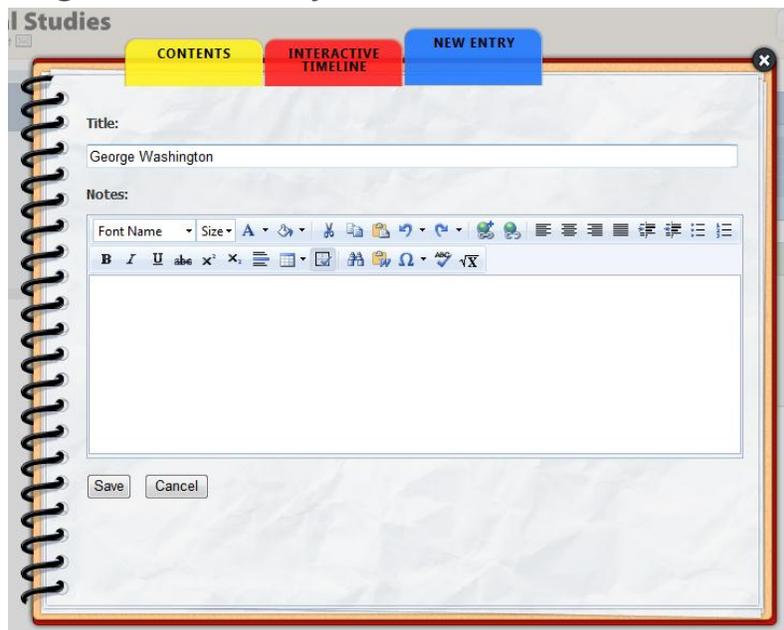
The Notebook can be used to take notes for a class. Notes created in a class are specific to that class, and do not appear in the notebooks for other classes. In addition to accessing the notebook from your *Classroom Homepage*, you can also access it from within some assignments. This will let you take notes about a specific assignment.

1. While on a Classroom Homepage, click the *View Notebook* button to access your notebook.
2. This will display the Table of Contents for the Notebook of the class you are currently viewing. From here you can select notes to view, edit notes, delete notes, and create new notes.



3. To view a note you can either click a tab for the note or click the title of the note.
4. If you have a lot of notes, and you want to find a specific note, you can use the *Date Range Filter* to help you find that specific note.
5. To delete an entry, click the delete icon.
6. To edit an entry, click the pencil icon.
7. To print one entry, click the printer icon next to it. This will open the item and open the print dialog for your computer.
8. To print all of the entries in the selected date range, click the *Print Visible* link
9. To add a new entry, click the *Add a New Entry* link

Adding or Editing a Notebook Entry



1. To add a note, click the add a note title and note content then click save.
2. The same steps can be done to edit an entry.

Discussion Forums

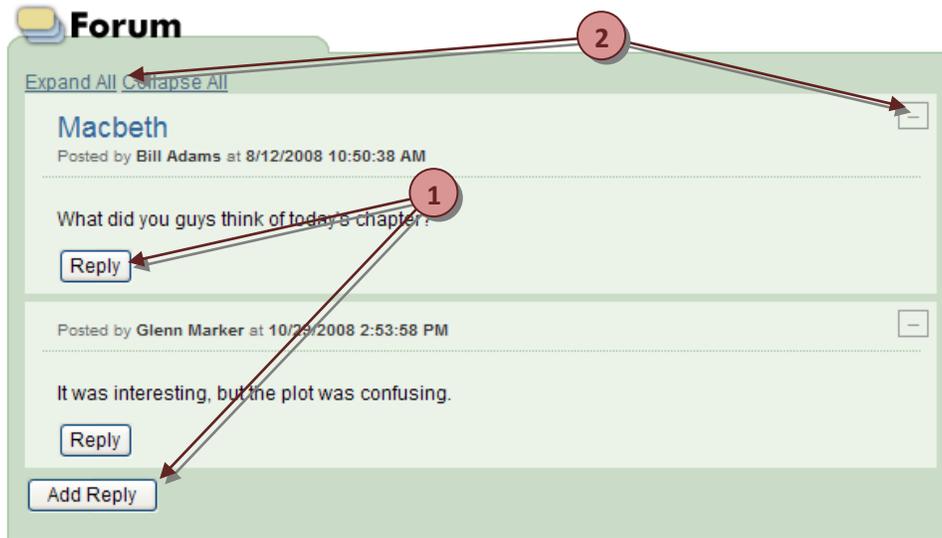
Discussion forums give you a way to discuss different topics in a class. In some classes, you are able to create your own discussions. In others, you can only add to existing discussions. This is up to your teacher.

How to view a discussion

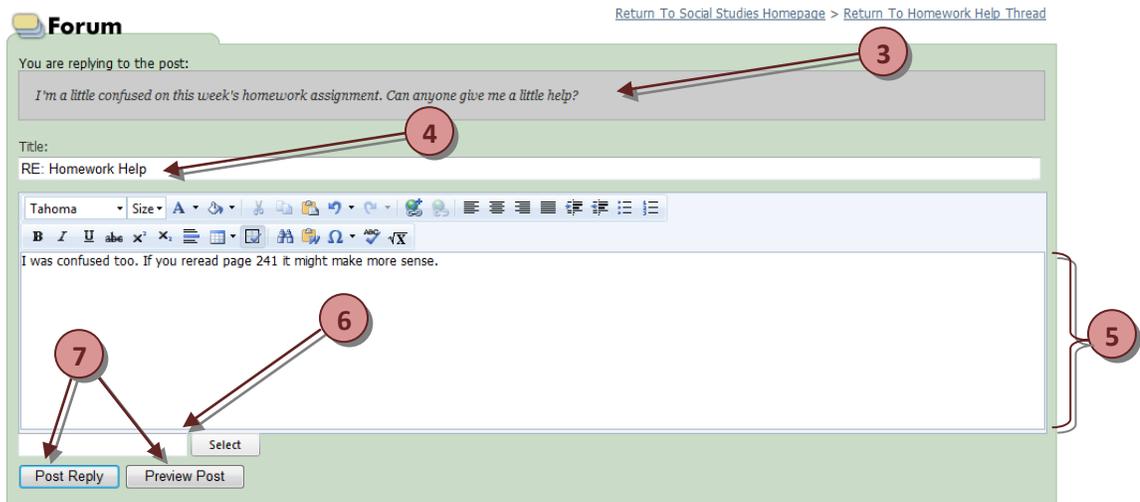


At the bottom of your classroom page, you will see a list called *Forum*. This list contains any classroom discussions, or assignment discussions that you can be a part of. To view a discussion, just click on the title in the list. If your teacher allows you to start a new discussion, you will see a *Create New Thread* button. If you click this button, you will be able to add a new thread. See the *How to contribute to a discussion* section below.

How to contribute to a discussion



1. To reply to a specific post, click the *Reply* button. If you'd just like to reply to the thread in general, click the *Add Reply* button.
2. To make reading the thread easier, you can click the *Expand All* or *Collapse All* button, or the + or – at the right hand side of a reply to expand or collapse the message.



3. After you click the button, you will be able to create your post. If you clicked *Reply* to respond to a specific post, you will see the post you are responding to at the top.

4. To change the title of the post, enter it in the textbox in the middle. If you do not want to change the title, leave it as the default text.
5. Now, enter the text for your message. The text editor gives you many of the tools you are familiar with from most word processing tools including bold, underline, and italic, the ability to create tables, and a spell checker.
6. Optionally, you can also attach a file to your forum post. In some classes, your teacher will have to approve your file before it can be seen by others.
7. After you have entered your text, you can either click the *Preview Post* button to preview your post, or *Post Reply* to add your post to the discussion.

Note: In some cases, you may not see your post immediately. This is because the thread is moderated by a teacher. In this case, your message will not be displayed until the teacher approves your comment.

People Page

The *People Page* provides a list of all of the students and helpers in your class. For helpers, you will see an envelope icon (✉) next to the name. If you click this name, you will be able to send the helper an email.

English
Mr. Schmitt ✉

Navigation

- Overview
- People
- Profile
- Resources

Students

Barnes, Yvette Johnson, Robert Jones, Krystle Miller, Jessica

Holmes, Raven

Helpers

Profile Page

The *Profile Page* provides you with information about your class and your teacher.

Navigation

- Overview
- People
- Profile
- Resources

Mr. Schmitt



People often ask me when I knew I wanted to be a teacher. My desire to be a teacher came later in life. As a matter of fact, I spent four years at college honing my technology skills to be a computer programmer. However, after 10 years in the workforce, I knew that I wanted something different.

I was inspired by a number of great teachers growing up. I decided that I wanted the opportunity to give back in the same way.

I invite an open and academically challenging environment to my classes. Bring your brains and opinions.

English

I learned so much about writing from reading. During this course, I will introduce you to many different authors and styles of writing. As you learn differing styles, you will be challenged to discover your individual styles and skills.

Resources Page

The *Resources Page* provides you with access to four important pieces of information: Online Resources, Online Textbooks, Bookmarks, and Classroom Files. Most of these are resources that are provided by your teacher. However, Bookmarks are resources you can add for yourself when you find interesting websites online.

Navigation

- Overview
- People
- Profile
- Resources
- Homework
- Assignments

Class Resources

Online Textbooks

Your Bookmarks

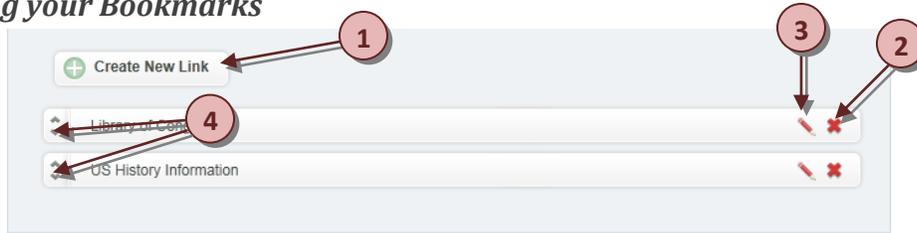
Classroom Files

 Create New Link

 Library of Congress  

 US History Information  

Managing your Bookmarks



You can add, edit, delete, and reorder your own bookmarks however you like.

1. To add a new bookmark, click the *Create New Link* button. This will open the *Add Resource* window. Type in the URL and a description and then click the *Save* button.
2. To delete a bookmark, click the delete icon (✖) at the end of a link. You will be prompted to confirm whether or not you want to delete the bookmark.
3. To edit an existing bookmark, click the edit icon (✎) at the end of a link. This will open the *Resource Edit* window.
4. To reorder the bookmarks, drag one of the bookmarks up or down by clicking on the drag handle at the beginning of the bookmark.

Chat

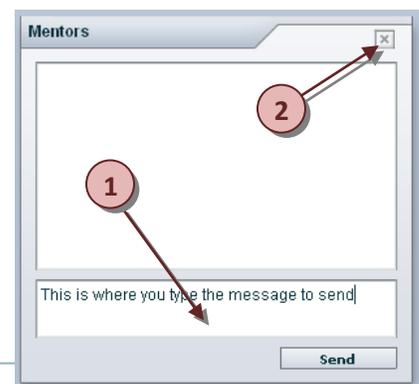
Chat is similar to many instant messaging programs. However, it only works within the RightPath™ system. You can access it with the *Chat* link under the *Utilities* menu. You can also chat with a member of technical support by selecting a contact in the *Support* group.

Note: If the *Utilities* menu appears in red, you may have either new chat message or an unread email. Hover over the menu. If *Chat* is also red, you have unread chat messages.

How to send and receive messages

In the *Chat* window select a contact, click on the *Send Message* button, and this will open a window to send a message. A contact's name will appear red when he or she is online.

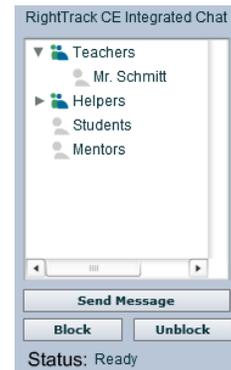
1. In the window you type your text in the lower block, and click *Send* or hit the enter key. The text will show up in the above block along with any messages sent to you by your buddy.



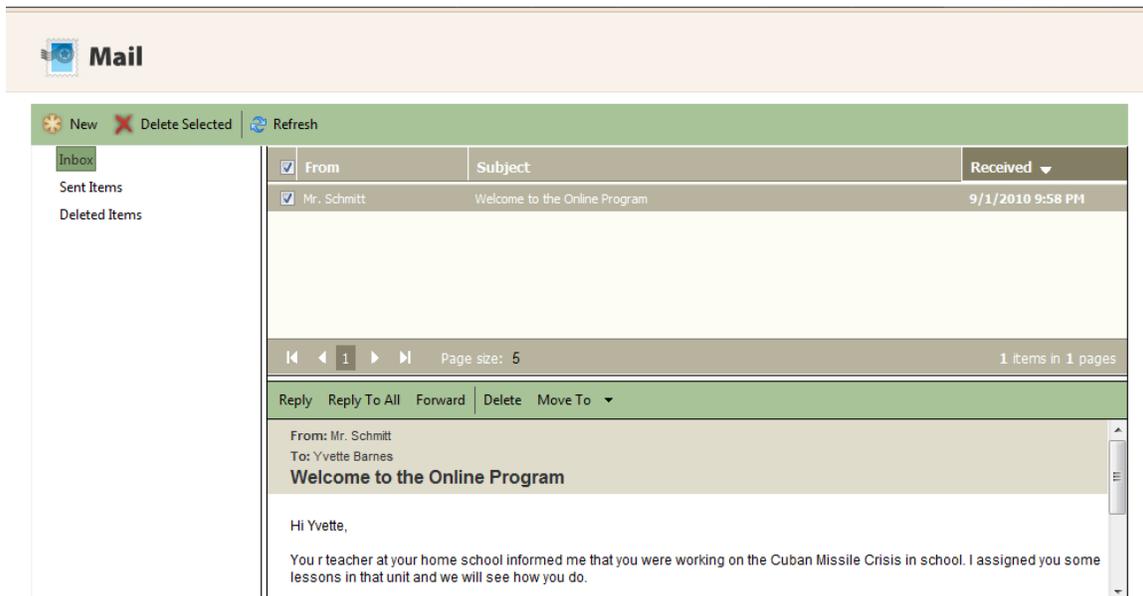
- To close the chat window, click on the 'X' in the upper right hand corner.

How to block and unblock contacts

- From the *Contact List* you can *Block* and *Unblock* contacts. If a contact is blocked, that user can no longer contact you.
- To *Block* or *Unblock* a contact, you must select a name from the contact list and use the *Block* or *Unblock Buttons*. These buttons are below the *Send Message* button.



Email



Email allows you to send a message to your teachers and helpers. Sender, Subject, and Date are displayed in the main window and can be sorted by clicking on the headers. To access Email, go to the *Utilities* menu at the top of the screen, then *Email*.

Note: If the *Utilities* menu appears in red, you may have either new chat message or an unread email. Hover over the menu. If *Email* is also red, you have unread messages.

How to review messages and check for new mail

- From your *Home Page* you can click the *Mail* link from the *Utilities* menu, or *inbox* link in the *Mail* section of the *CyberExtension™ Dashboard*. This is a direct link to your *Inbox*.

8. To remove a user, select the x button in the top right corner of the box with the user's name in it.
9. Alternatively clicking the *To:* link will bring up another window which will allow you to search for a user. For more information on this see the *"How to use the address book"* section.
10. If necessary, click in the *CC:* and *BCC:* fields and use the same process to select a user as in the *To:* field.
11. Click the *Send* button.

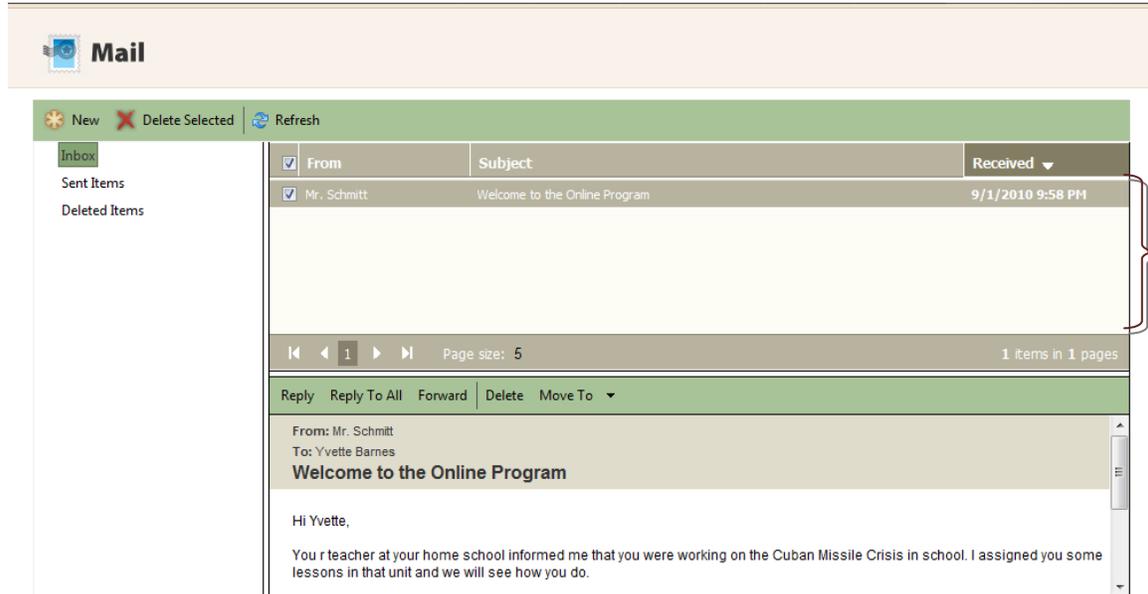
How to use the address book

The screenshot shows a window titled "Address Book" with a search form and a list of recipients. The search form includes instructions: "To search for a user, input their first name or last name and click search. To search your entire address book leave both fields blank and click search." Below the instructions are two input fields: "First Name:" and "Last Name:". A "Search" button is located below these fields. Below the search form are three buttons: "Add selected recipients to...", "To:", "CC:", and "BCC:". Below these buttons is a table with two columns: "First Name" and "Last Name". The table contains three rows: a header row with checkboxes, a row for "M. Schmitt" with a checked checkbox, and a row for "Ruth Arezzi" with an unchecked checkbox. Red callout boxes with numbers 1 through 5 point to the search instructions, the "Search" button, the "To:" button, the "M. Schmitt" row, and the "Last Name" column header, respectively.

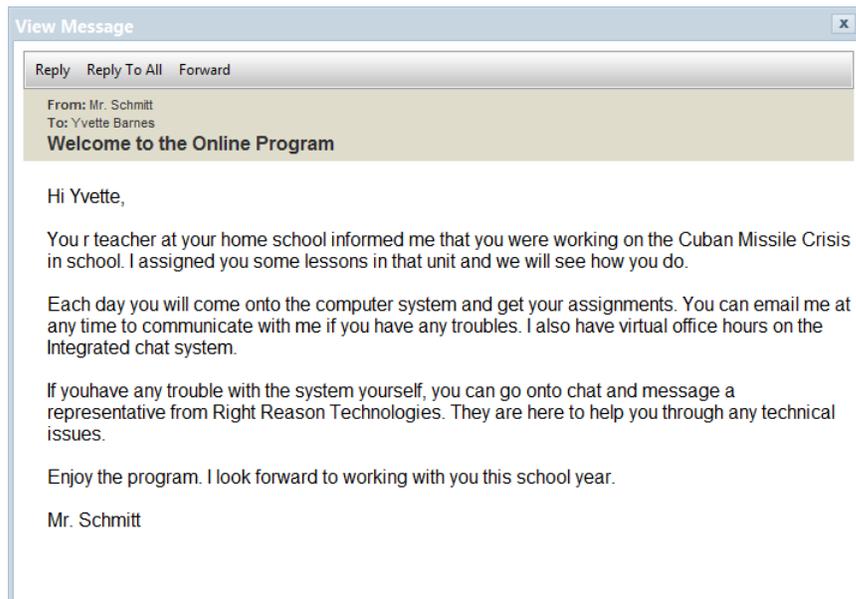
1. Enter the first and/or last name for the person that you are searching for.
2. To search for everyone in your address book leave both name fields blank.
3. Click the *Search* button to search your address book.
4. Select a person by clicking the checkbox next to their name. Multiple people can be selected at once.

- To add the selected users to your message click either the *To:* *CC:* or *BCC:* button. Depending on which button is clicked, the selected users will be added to that section of your message. Users can only be added to a message once.

How to read mail



- From the *Email* Page double click on the message you want to view.
- This will bring up the message.



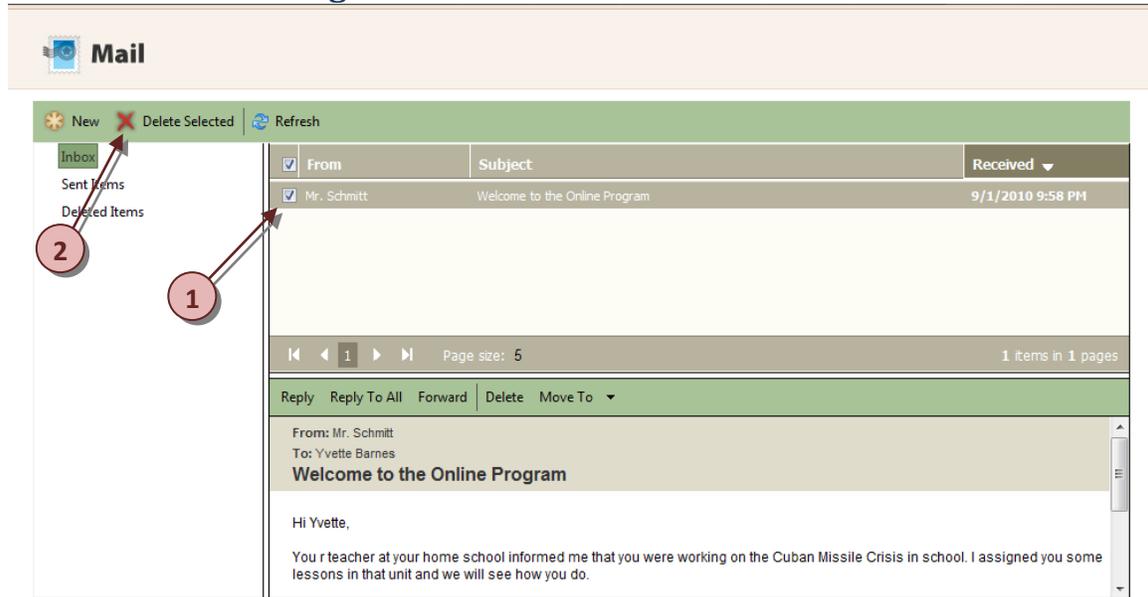
How to reply to a message

1. From the *Message* window click the *Reply* button to reply to a single user or the *Reply to All* button to reply to all users on this message.
2. Enter your message.
3. You may add additional recipients to the new message.
4. Click the *Send Message* button.

How to forward a message

1. From the *Message* window, click the *Forward* button.
2. Enter your message.
3. You may add additional recipients to the new message.
4. Click the *Send Message* button.

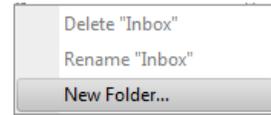
How to delete messages



1. From the *Email* page, select the checkbox of the message(s) you wish to delete.
2. Hit the *Delete Selected* button in the top left corner of the mailbox. This will move the selected items to the Deleted Items Folder. To permanently remove these messages, repeat this process in the Deleted Items folder.

How to create a new mail folder

1. From the *Email* page, right click in the folder explorer panel on the left. Select *New Folder* from the drop down menu.
2. A new folder will be created. Choose a name for this folder to help identify it.



How to move a message to another folder

1. From the *Email* page, drag and drop the message into another folder. When you release the mouse over the new folder, the message will be moved to this folder.

How to delete a mail folder

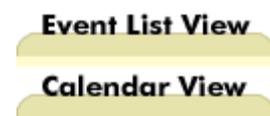
1. From the *E-Mail* page, right click in the folder explorer panel on the left. Select *Delete* from the drop down menu.
2. The folder will be moved to the *Deleted Items* folder. To permanently remove the folder, repeat this process in the *Deleted Items* folder.

Calendar

The *Calendar* allows you to keep track of important dates and assignments. You can get to the *Calendar Page* by clicking the *Calendar* item under the *Utilities* menu or by clicking the “View All Calendar Events” from on the *CyberExtension™ Dashboard*. Once at the calendar page, there are two types of calendar views: calendar view and event list view.

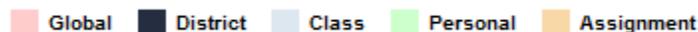
Switching Calendar Views

Depending on your current view, the top left tab will display either “Event List View” or “Calendar View”. Clicking these tabs will switch you between the “Event List View” and the “Calendar View”.



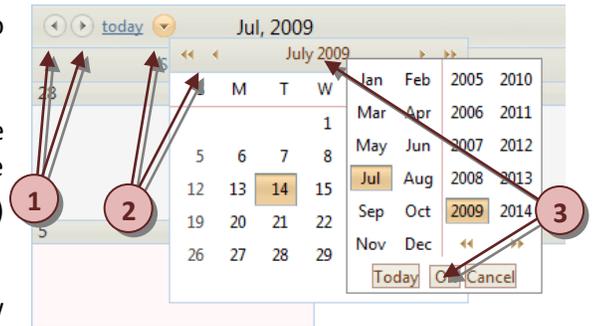
Using Calendar View

“Calendar View” is the main view of the calendar. In this view, events are displayed much like an Outlook calendar. Events are color coded based on the type of event. Global events are red, District events are dark blue, Class events are light blue, Personal events are green and Assignments are orange.



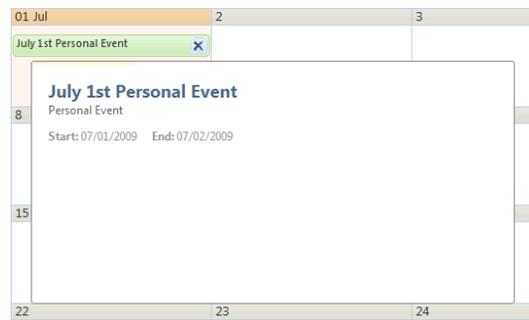
Navigating the calendar is easy, and there are a few ways to do so.

1. To navigate by month, click the (<) or (>) icon to move forward or backward a month.
2. To select a specific day, click the (▾) icon to show the current month. From here you can select a day in the current month, or you can use the (<<) and (>>) icons to move to a different month.
3. You can also click on the month name which will show a list of months and years to select from. Select the month and year and then click OK to select that month.



Calendar Event Tooltips

Calendar events also have tooltips. All events have tooltips except for Assignments. To view the tooltip for an event, hover over an event. Tooltips can be viewed in either month view, week view, or day view.



Using Event List View

The “Event List View” displays all calendar events in a list format.

1. Events in this list can be expanded or collapsed to show or hide details about the event. This can be done by clicking anywhere on the specific item.
2. Events can also be edited or deleted from the view. To edit an event click the (🖋) icon. This will display a new screen that will be used to change event information. For more details about editing see the “Adding New Calendar Events” section. To delete an event, click the (🗑) icon. When this icon is clicked, a popup will appear asking you if you are sure that you want to delete the item. Clicking OK in this popup will delete the item.



Adding New Calendar Events

The screenshot shows a web form titled "Calendar Events" in "Calendar View". The form includes the following fields and controls:

- 1**: Points to the "Name:" text input field.
- 2**: Points to the "Start Time:" date and time input fields.
- 3**: Points to the "All Day Event" checkbox.
- 4**: Points to the "End Time:" date and time input fields.
- 5**: Points to the "Event Description:" text area, which includes a rich text editor toolbar.
- 6**: Points to the "Save" button.

Other visible elements include a "No Reminder" dropdown menu and "Save" and "Cancel" buttons at the bottom.

1. Enter an Event Name for this event.
2. Enter a Start Date and an End Date.
3. Select if this event is an all day event. If the event is not an all day event, include start and end times.
4. Select if a reminder should be shown for this event when you log in. If this box is checked, then you must also select a time frame for how long before the event you want to be reminded. Reminders will popup each time you log in.
5. Enter a Description for this event.
6. Select the *Save* button to add the new event to the Calendar

How to Filter the Calendar

Both the "Calendar View" and the "Event List View" can be filtered in different ways.

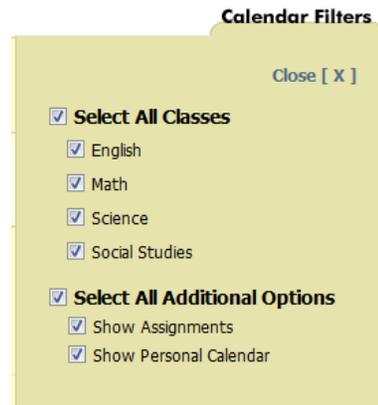
The "Calendar View" has three sub views: Month, Week, and Day. The default view for "Calendar View" is month view. These views can be toggled by clicking the corresponding link in the top right corner of the calendar.



The “Event List View” can be filtered by date. This is done by selecting a *Start Date* and an *End Date* and clicking the *Filter* button. This will display events based on these two dates.



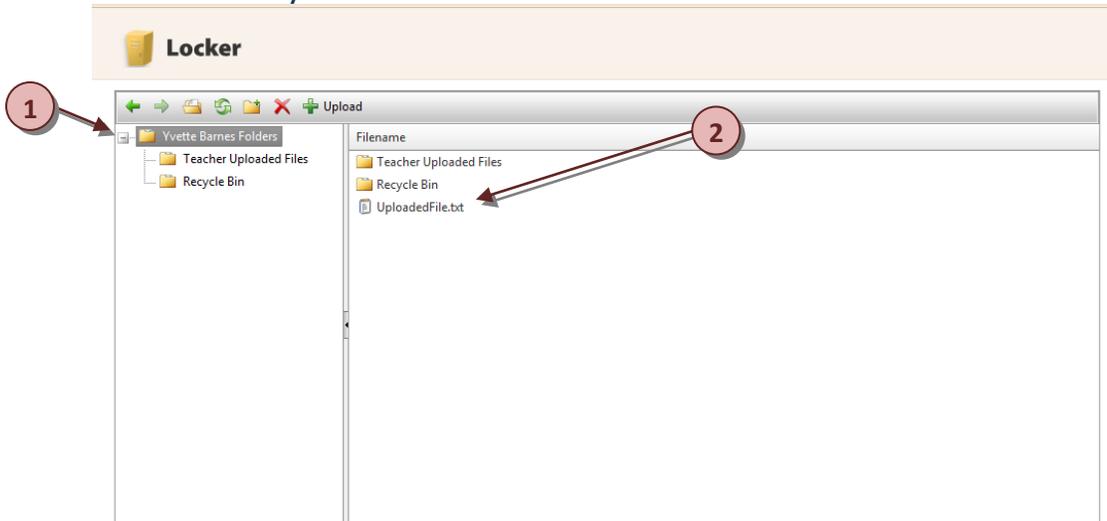
The “Calendar View” and “Event List View” can also be filtered by using the “Calendar Filters” tab. Clicking this tab will display a dropdown with checkboxes that determine which events are shown. When a box is checked or unchecked the calendar will be updated immediately.



Locker

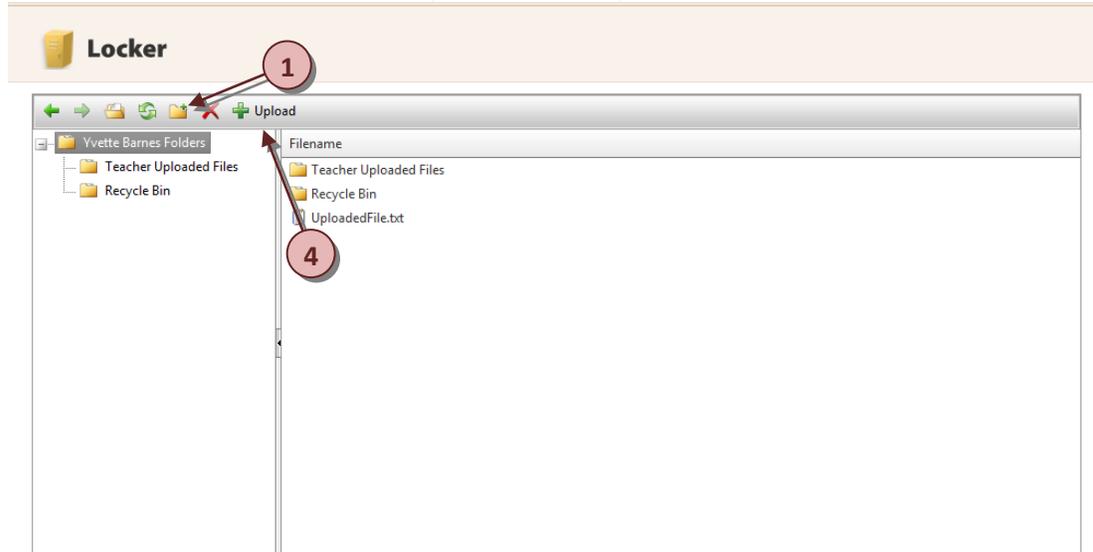
The locker is a place to hold your files within the system. This way, if you work from multiple computers, you can take your files with you. The locker also provides a way for teachers to share files with you that you may need for your classes. To access the locker, go to the *Utilities* menu, then choose *My Locker*.

How to view/download locker files



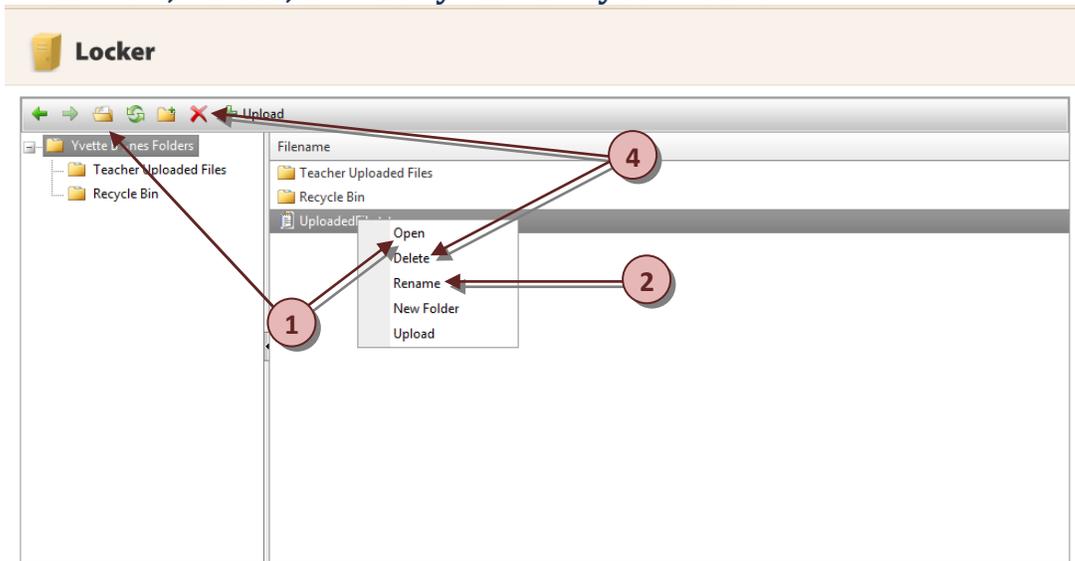
1. You can click on a + to expand the directory tree or the – to shrink the tree.
2. When you see the file you would like, double click the name.
3. A download prompt will be displayed to download the file.
4. You can either select to save the file to your disk or to open it. If you open it, the file will run in the default application.

How to Create New Folders, Subfolders, and Files



1. To create a new folder, select the folder that you wish to add the new folder to and click the *Add New Folder* button in the toolbar.
2. Enter the name for the folder and click OK.
3. You can also right click on an existing folder and select *New Folder*. Enter the name for the folder and click OK.
4. If you want to add a file, select a folder and click the *Upload* button from the toolbar.
5. On the window that opens, click the *Select* button to select a file to upload. A file browse window will be displayed to select a file.
6. Once all files are selected, click the *Upload* button. This will add all files to the selected folder.
7. Multiple files can be added at the same time. The default amount of items is three. This can be changed by clicking the *Add More Items* and *Remove* buttons.

How to View, Delete, or Modify Items in your Locker



1. To view an item, select the item and click the *Open* button. You can also right click an item and select *Open*.
2. To rename an item, right click the item and select *Rename* from the context menu. This will display a popup with the current name of the selected item. Change the name to the desired name and click OK.
3. To move an item, select the item from the grid. Click and drag the item from the grid to the tree on the left.
4. To delete an item, select the item and click the *Delete* button in the toolbar. You will be prompted to confirm your decision. You can also right click the desired item and select *Delete* from the menu.
5. Deleting an item from the locker will send it to the Recycle Bin folder in your locker. Items in the Recycle Bin can be retrieved by dragging the item out of the Recycle Bin to the desired folder.
6. To delete an item permanently, the item must first be moved to the Recycle Bin. Once in the Recycle Bin delete the item just like in the above steps.

Change Password

In the navigation menu, go to *Utilities* and then click on the *Change My Password* option.

1. Enter your *Current Password*

2. Now enter a *New Password* and type it a second time to confirm you have spelled it correctly.
3. Click the *Submit Changes* Button to change the password.

Note: You can also change your security questions from this screen by clicking the *Set Your Security Questions* link.

Support

The support area allows you to view important information about the RightPath™ system, as well as communicate with support staff when you need help. For additional help, you can also chat with a member of technical support using the chat feature.

How to ask a question

1. In the text box labeled *Problem Description*, enter your question.
2. After you have described your problem, click the *Submit Support Request* button. Once the administrator looks over your question, you should receive a response through email.

