



ONLINE

SYSTEM

MANUAL

WWW.OPTIMUSLEARNINGSCHOOL.COM

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Welcome to Optimus Learning School! This guide will provide you with step-by-step procedures on how to navigate and use our online system. This guide will show you how to log into and access information through the Optimus website.

We hope this guide will provide clear instructions on how to use our online system.

introduction

Through our website, students have a convenient way to stay informed about their schedule at Optimus. When students access their account they can:

View their monthly schedule.

Click the day their class and see the whole class description, attendance, homework, academic status, behavior status and individual comments.

View their invoice.

getting started

When you first enroll at Optimus, you will receive a username and password. Your username and password are your credentials to access our online system. In addition to accessing our online system, your username and password will also provide you access to our mobile app (MyOLS). If you did not receive a username and password, please email info@ols.edu.

signing in

For the purpose of this manual, the student is Sally Brown.

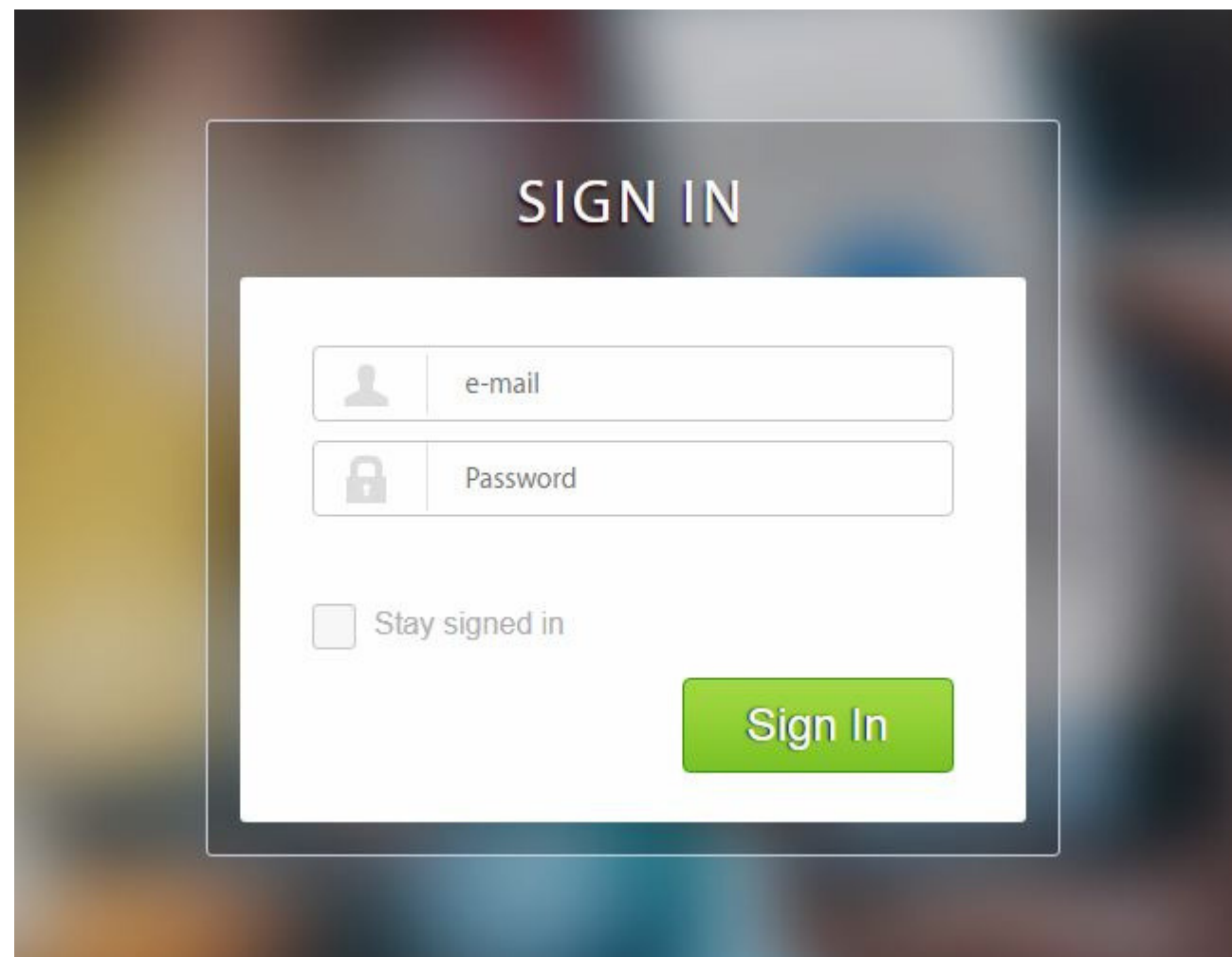
username: sallybrown@ols.edu

password: ols

1. Go to www.optimuslearningschool.com
2. Click the "Sign In" button on the right side of the homepage.

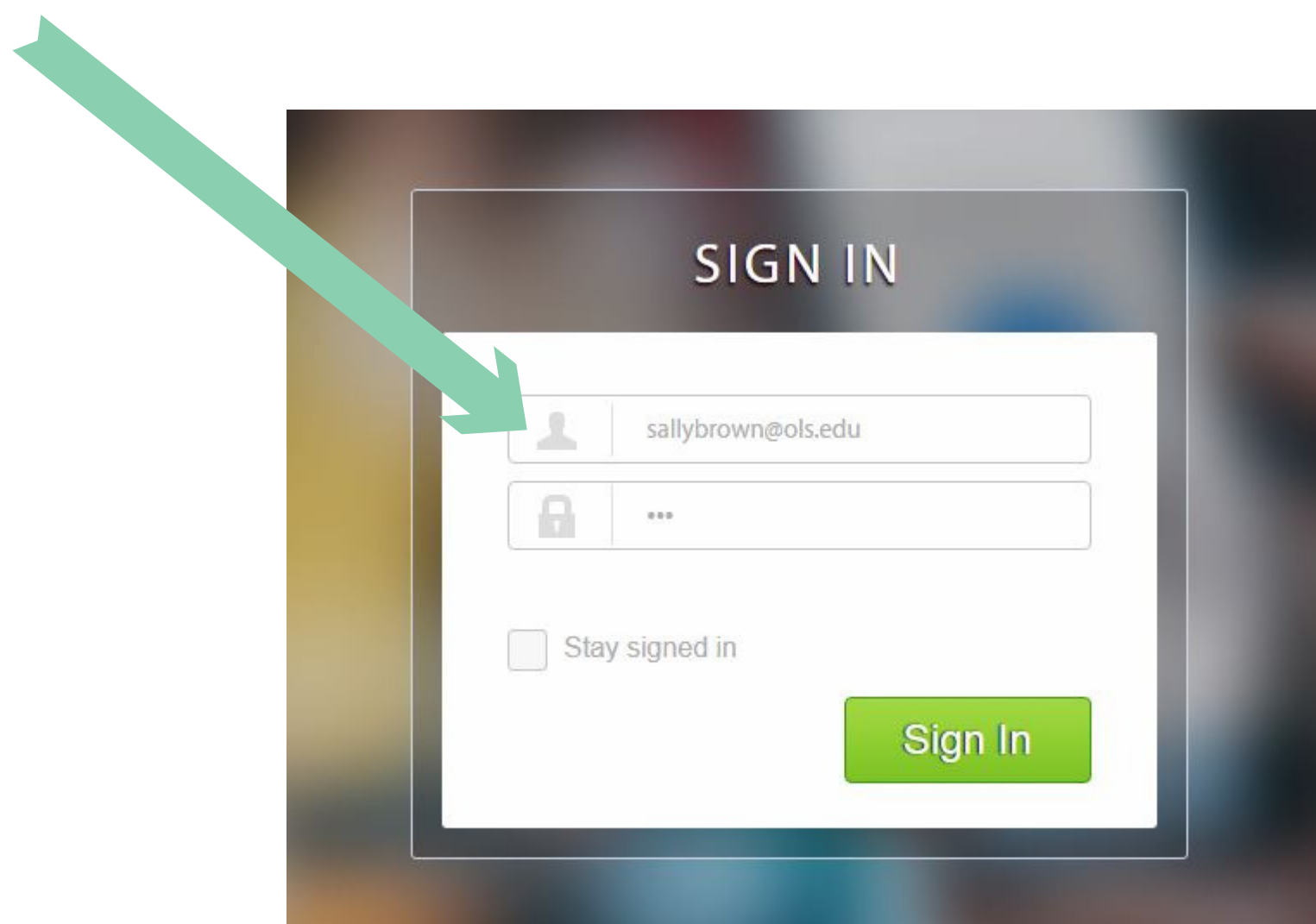


3. You will then be redirected to the "Sign In" Page.



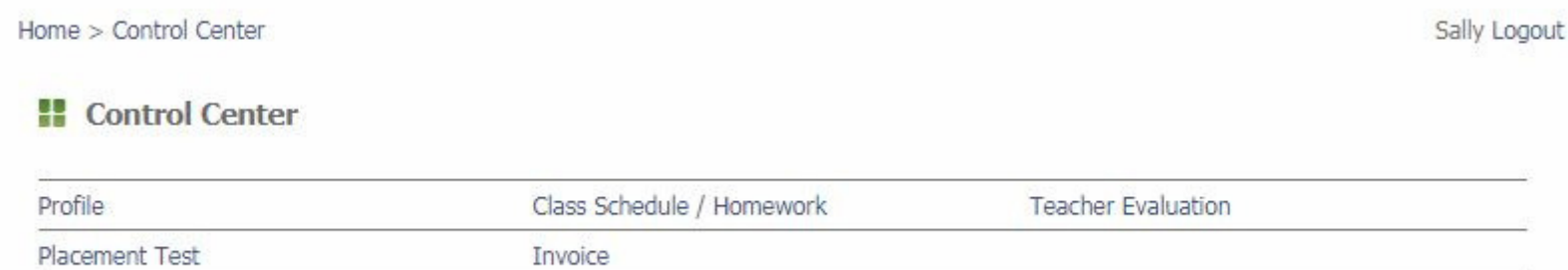
A screenshot of a "SIGN IN" form. The form is centered on a dark, blurred background. It features a white background with a dark border. At the top, the text "SIGN IN" is displayed in white. Below this, there are two input fields: the first is labeled "e-mail" and the second is labeled "Password". To the left of the "e-mail" field is a person icon, and to the left of the "Password" field is a lock icon. Below the input fields is a checkbox labeled "Stay signed in". At the bottom right of the form is a green button with the text "Sign In".

4. Enter your username and password.



A screenshot of the same "SIGN IN" form as in the previous image. The "e-mail" field is now filled with the text "sallybrown@ols.edu". The "Password" field is filled with three dots. A green arrow points from the top left towards the "e-mail" field. The "Stay signed in" checkbox and the "Sign In" button remain the same.

5. You will then be redirected to the "Control Center."



The Control Center is the main page where you can access the following:

Profile

Class Schedule / Homework

Teacher Evaluation

Placement Test

Invoice

profile

1. Select "Profile" in the Control Center.



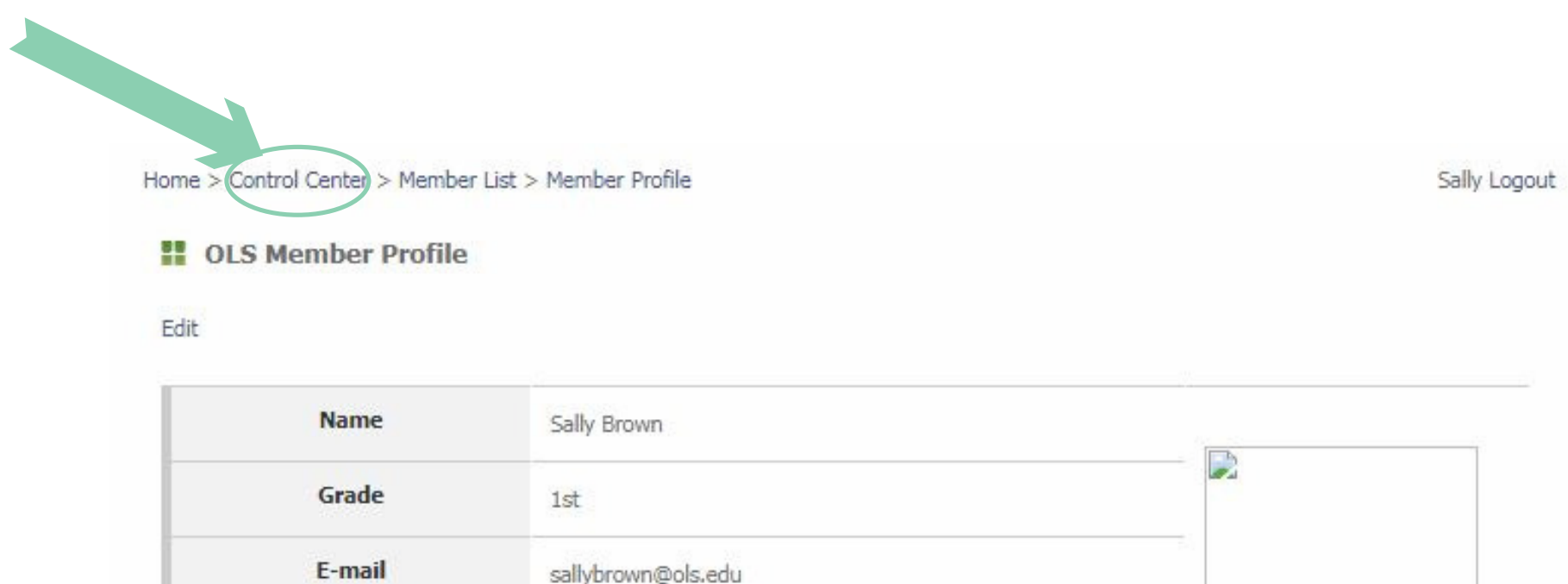
2. You will then be redirected to your profile page.

The profile page contains your information. Please review the information and if edits need to be made, please email, mfung@ols.edu.

The screenshot shows the 'OLS Member Profile' page for Sally Brown. It includes an 'Edit' link and a table of personal information. To the right of the table is a cartoon illustration of a girl with blonde hair, wearing a pink dress and a yellow flower in her hair.

Name	Sally Brown
Grade	1st
E-mail	sallybrown@ols.edu
Date of Birth	0000-00-00
Phone 1	Mom 714-555-5555 (Cell)
Phone 2	
Address	123 Peanuts Avenue
School	Brea Elementary Olinda
Country of Citizenship	U.S.A.
Start Time	2018-04-20
End Time	0000-00-00
Position	Student
Type	After School
How did you hear about Optimus Learning School?	
What is your reason for taking this course and what are your future plans?	
What's your reason for leaving?	
Director's Message	

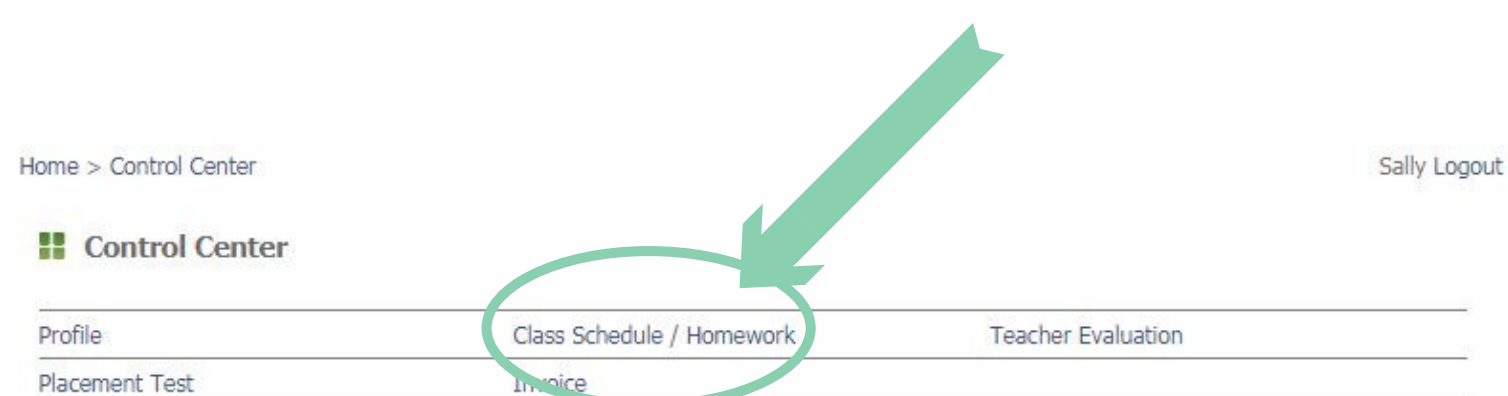
3. To return to the Control Center, select "Control Center" on the left side of the page.



4. You will be redirected to the Control Center

class schedule / homework

1. Select "Class schedule / homework " in the Control Center.



2. You will then be redirected to the Faculty / Student Schedule page.

Faculty / Student Schedule

< Previous 2018 April Next >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	3	4 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	5	6	7
8	9 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	10	11 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	12	13	14
15	16 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	17	18 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	19	20	21
22	23 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	24	25 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	26	27	28
29	30 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle					

Total = 27 hrs

3. Here you will be able to view your monthly schedule of classes you are enrolled in.

4. Select the class that you would like to view.

For Sally Brown, we would like to see the details for her Homework Club on Wednesday, April 23rd. Therefore, we will select that class on that specific date.

Faculty / Student Schedule

< Previous 2018 April Next >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	3	4 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	5	6	7
8	9 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	10	11 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	12	13	14
15	16 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	17	18 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	19	20	21
22	23 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	24	25 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle	26	27	28
29	30 15:30~18:30 Homework Club- elementary (k-1st) homework Nguyen, Michelle					

Total = 27 hrs

5. After making your selection, you will be directed to an "OLS Class" page providing the details for the date you had selected.

For Sally Brown, we are directed to the details pertaining to her, Wednesday, April 23rd- Homework Club.

OLS Class

Class Name	Homework Club-elementary (k-1st) homework	Class date	2018-04-23
Teacher	Michelle Nguyen	Class Time	15:30 ~ 18:30

Class Topic	Class Description	Date
Homework Club (kindergarten)	Students worked on math and writing worksheets.	2018-04-23

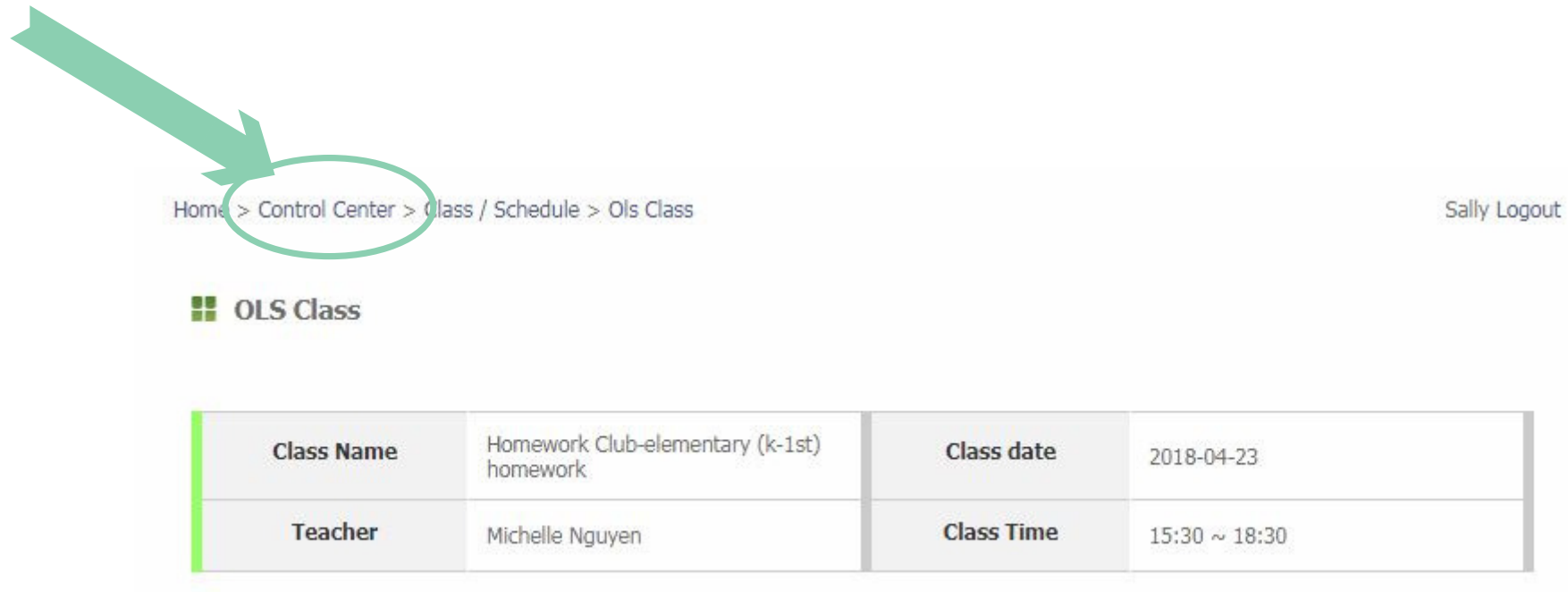
Attendance	Academic / Behavior	School Homework
<input type="button" value="Att"/> <input type="button" value="Abs"/> <input type="button" value="Tar"/>	<input checked="" type="button" value="Doing Well"/> <input checked="" type="button" value="Satisfactory"/>	<input type="button" value="Finished"/>

Comments :

Sally did really well today! She completed all of her homework and was able to do some extra math practice.

Here you will be able to view the class topic, class description, academic status, behavior status, homework status and any comments left by the instructor.

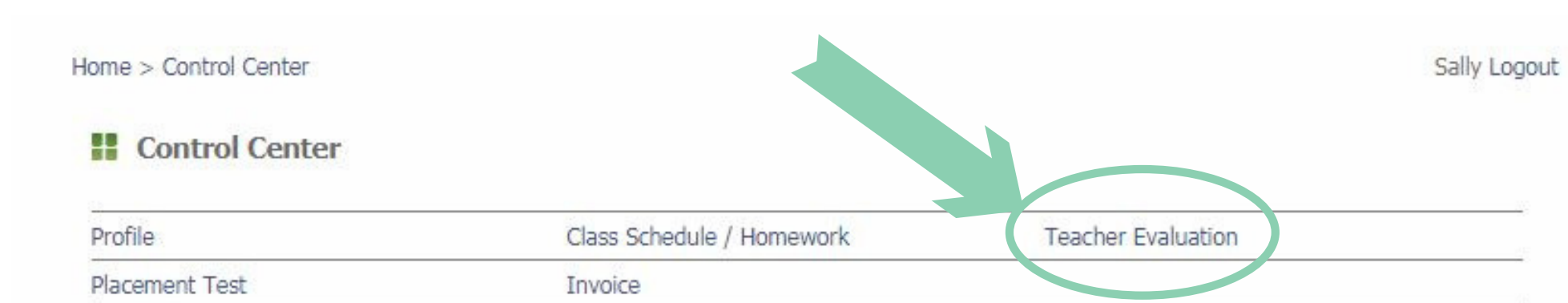
6. To return to the Control Center, select "Control Center" on the left side of the page.



7. You will be redirected to the Control Center

teacher evaluation

1. Select "Teacher Evaluation " in the Control Center.

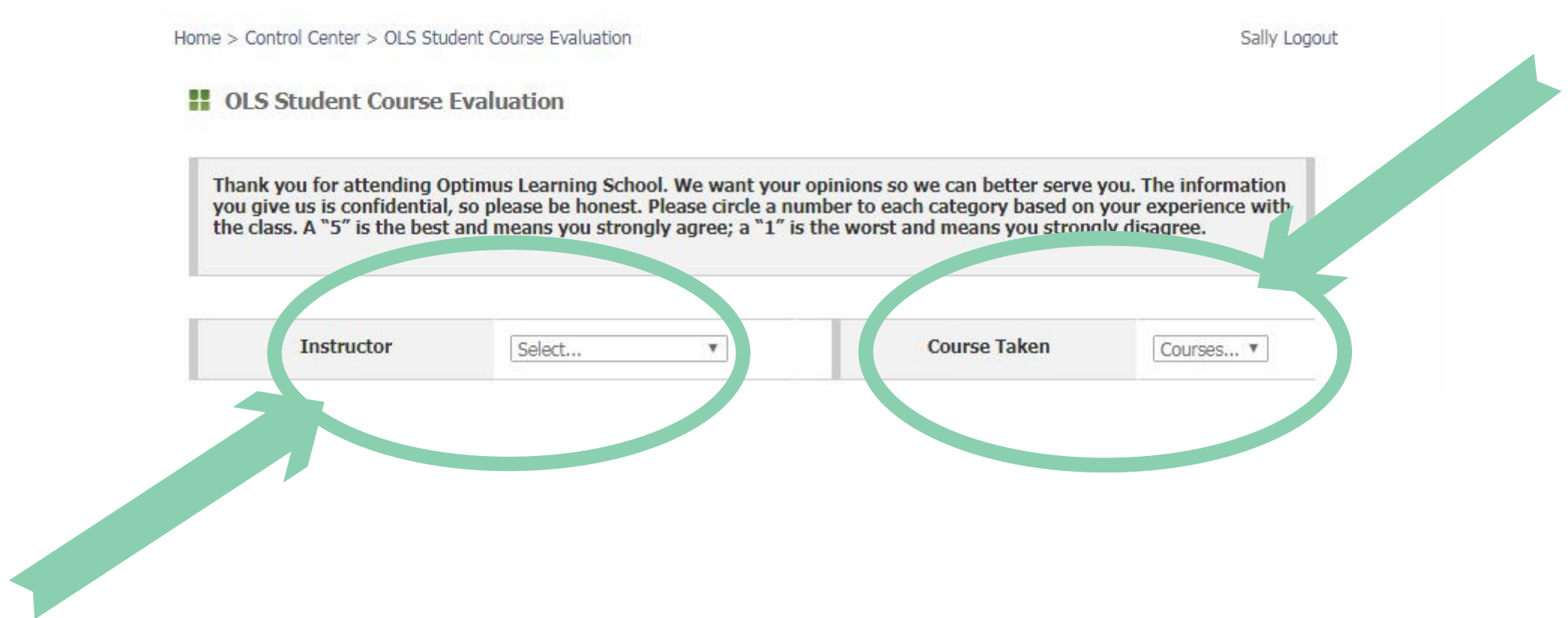


2. You will be redirected to the OLS Student Course Evaluation page.

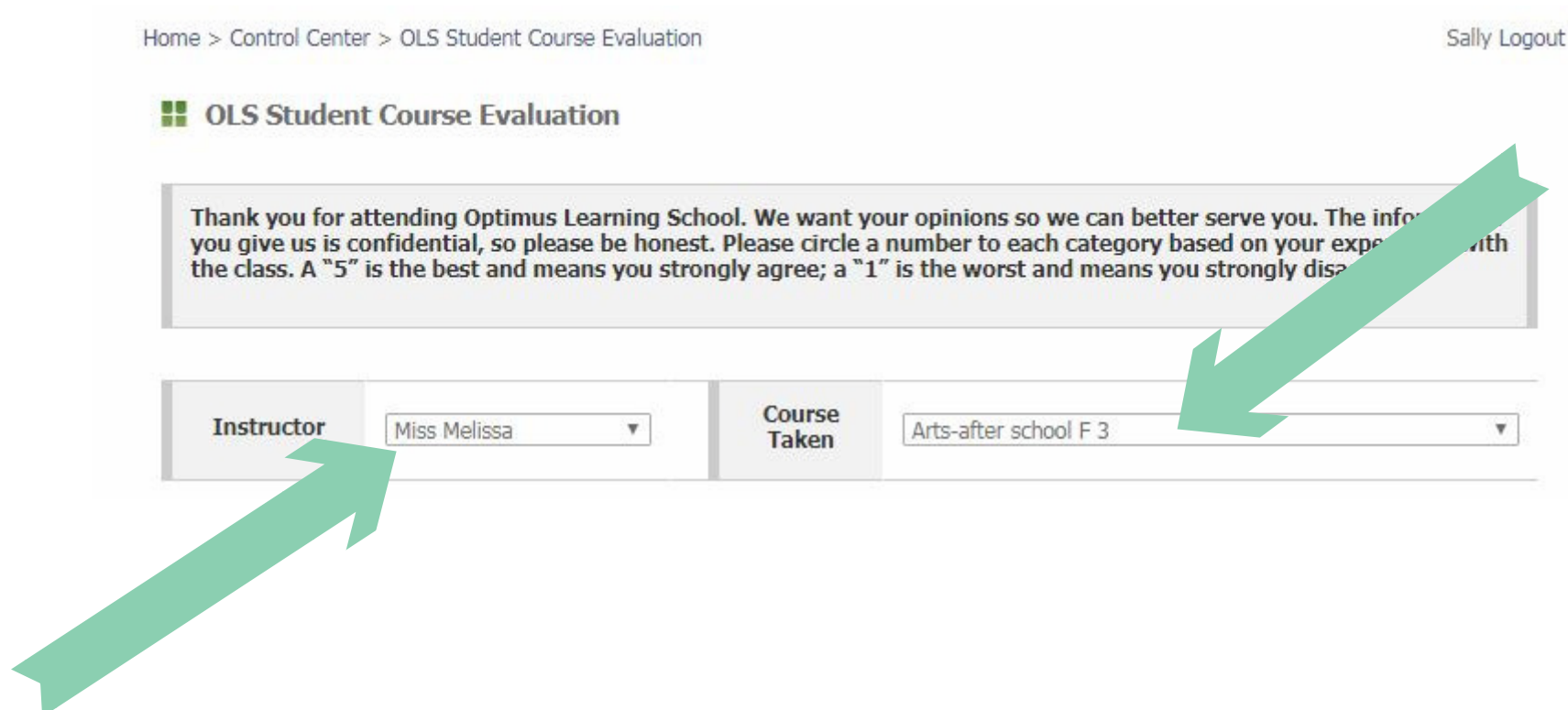
A screenshot of the "OLS Student Course Evaluation" page. The breadcrumb trail at the top left reads "Home > Control Center > OLS Student Course Evaluation". In the top right corner, there is a "Sally Logout" link. Below the breadcrumb, there is an "OLS Student Course Evaluation" header with a green grid icon. A gray box contains the following text: "Thank you for attending Optimus Learning School. We want your opinions so we can better serve you. The information you give us is confidential, so please be honest. Please circle a number to each category based on your experience with the class. A "5" is the best and means you strongly agree; a "1" is the worst and means you strongly disagree." Below this, there are two dropdown menus: "Instructor" with a "Select..." dropdown and "Course Taken" with a "Courses..." dropdown. The main content area contains 11 evaluation items, each with a radio button scale from 1 to 5. The items are: 1. My teacher starts class on time. (No 1 2 3 4 5 Yes), 2. My teacher treats all students fairly. (1 2 3 4 5), 3. My teacher makes me want to learn. (1 2 3 4 5), 4. My teacher is well organized and prepared. (1 2 3 4 5), 5. My teacher speaks clearly and explains the material well. (1 2 3 4 5), 6. My teacher uses the textbook effectively. (1 2 3 4 5), 7. I will recommend this class to friends. (1 2 3 4 5), 8. My teacher is one of the best I have ever had. (1 2 3 4 5), 9. Teacher introduced and wrapped up lesson effectively. (1 2 3 4 5), 10. Teacher was enthusiastic and alert. (1 2 3 4 5), 11. Teacher praised and encouraged students. (1 2 3 4 5). At the bottom, there is a text area for "Any Additional comments about your class?" and a "Submit" button.

Here you will be able to fill out an evaluation based on your experience with a specific class.

3. Select the instructor and the specific course that you would like to submit an evaluation from the drop-down menus.



For the purposes of this manual, the instructor we have selected is "Miss Melissa" and the course selected is "Arts-after school F 3."



4. After making your selections, please fill out the evaluation by utilizing the numeric scale in which a “5” is the best and means you strongly agree; a “1” is the worst and means you strongly disagree. You may also submit any additional comments in the text box below the evaluation form.

The screenshot shows an evaluation form with the following elements:

- Instructor:** Miss Melissa
- Course Taken:** Arts-after school F 3
- Questions and Scales:**
 - 1. My teacher starts class on time. (Scale: No 1 2 3 4 5 Yes)
 - 2. My teacher treats all students fairly. (Scale: 1 2 3 4 5)
 - 3. My teacher makes me want to learn. (Scale: 1 2 3 4 5)
 - 4. My teacher is well organized and prepared. (Scale: 1 2 3 4 5)
 - 5. My teacher speaks clearly and explains the material well. (Scale: 1 2 3 4 5)
 - 6. My teacher uses the textbook effectively. (Scale: 1 2 3 4 5)
 - 7. I will recommend this class to friends. (Scale: 1 2 3 4 5)
 - 8. My teacher is one of the best I have ever had. (Scale: 1 2 3 4 5)
 - 9. Teacher introduced and wrapped up lesson effectively. (Scale: 1 2 3 4 5)
 - 10. Teacher was enthusiastic and alert. (Scale: 1 2 3 4 5)
 - 11. Teacher praised and encouraged students. (Scale: 1 2 3 4 5)
- Additional Comments:** A text box containing "Sally really enjoys her art class!"
- Submit:** A button to submit the form.

Green arrows in the image point to the 'Course Taken' dropdown menu, the 'Submit' button, and the 'Any Additional comments' text box.

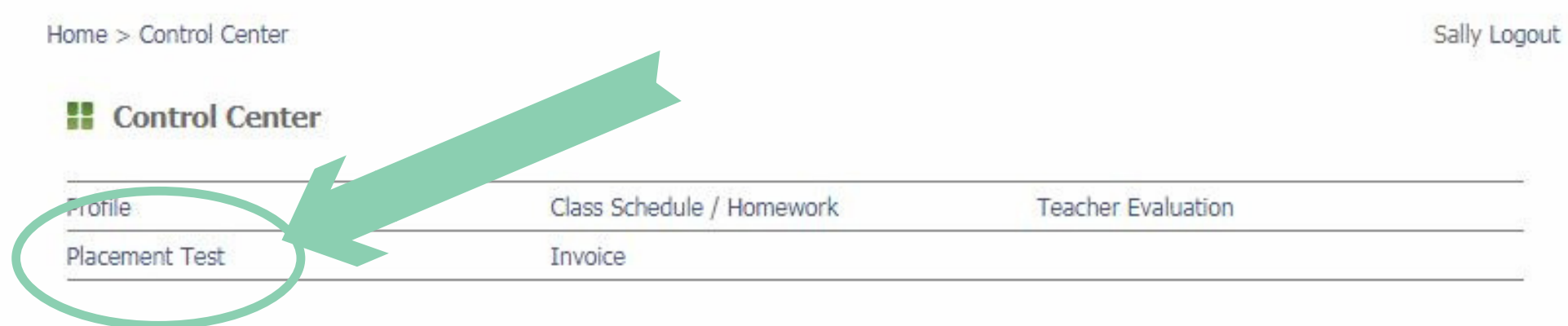
5. When you have finished filling out the evaluation, select "Submit."

6. You will then be redirected to the "OLS Student Course Evaluation Completed" page. Here you will see a message confirming your submission.



7. Select "Back to Control Center" to be redirected to the Control Center.

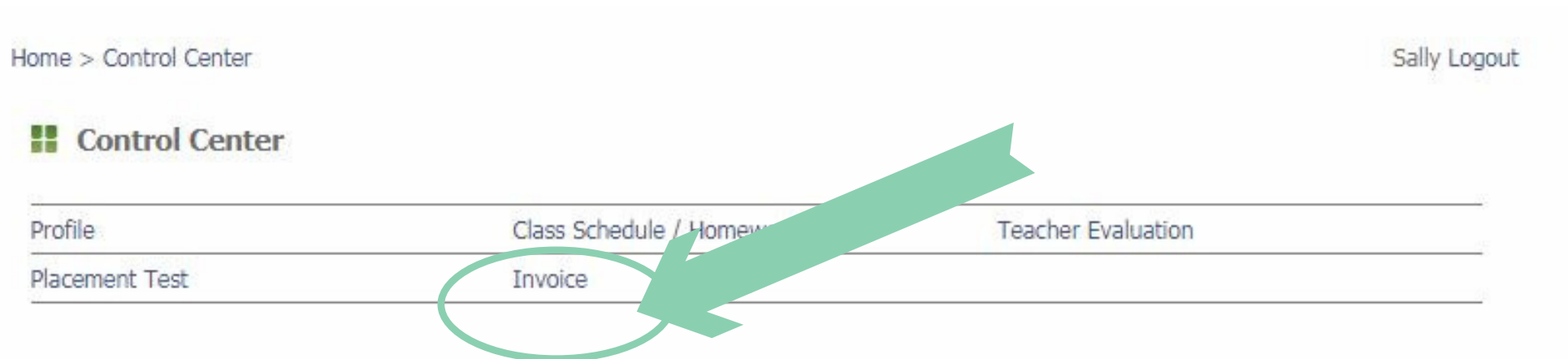
placement test



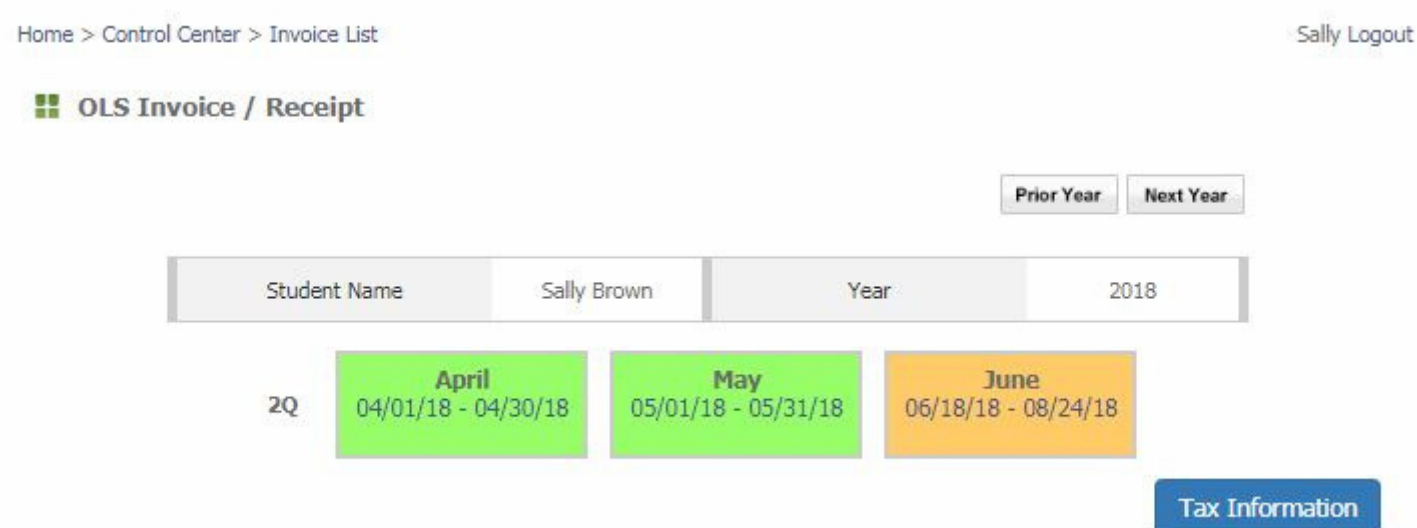
The Placement Test selection is utilized by Optimus to administer placement/assessment tests. Tests are only released by Optimus. If you wish to review the results of your tests, please contact info@ols.edu.

invoice

1. Select "Invoice" in the Control Center.



2. You will then be redirected to the OLS Invoice / Receipt page.

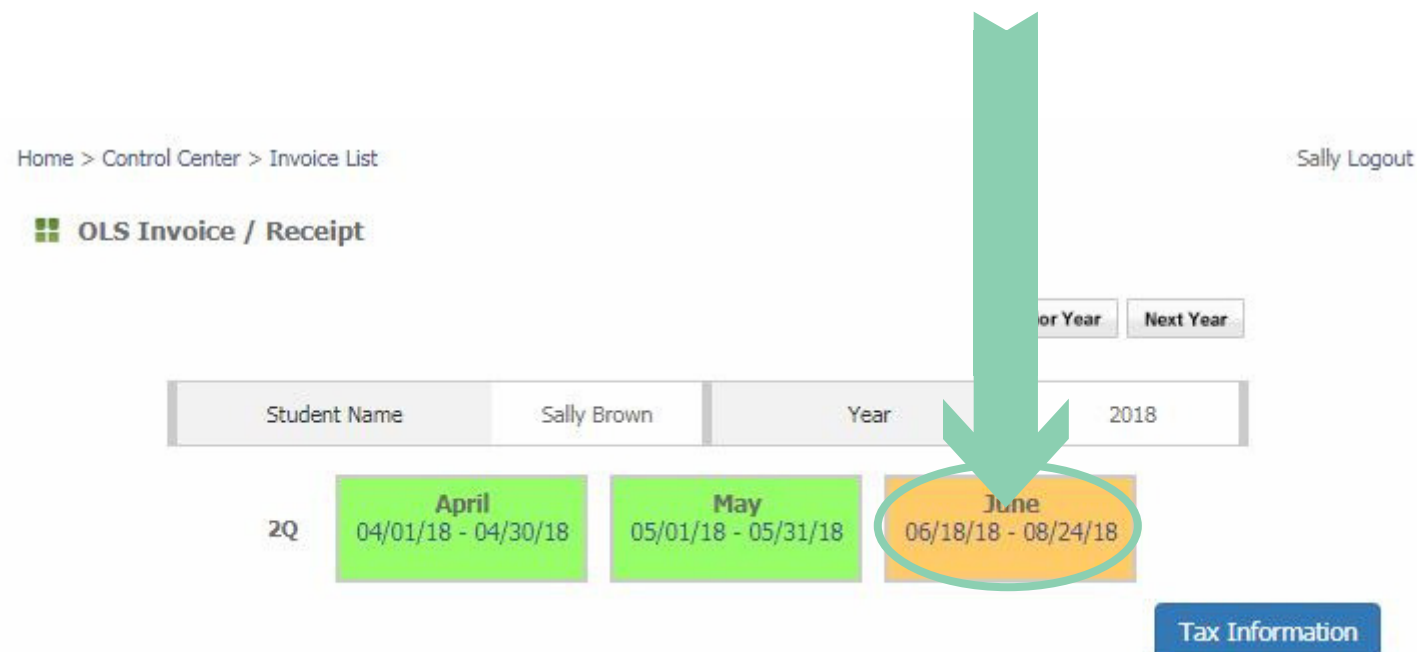


From this page, you may access your monthly invoice and tax information.

A green box indicates that you have paid your invoice and an orange box indicates that your invoice has not been paid.


3. Select the month you would like to view your invoice for.

For the purpose of this manual, we will select "06/18/18 - 08/24/18."



4. You will then be redirected to the OLS Invoice page. Here you will be able to view your invoice.

OLS Invoice



Optimus Learning School
SAT AP BOOK MATH AFTER SCHOOL
 www.optimuslearningschool.com
 451 W. Lambert Rd. Suite 206
 Brea, CA 92821
 Tel. 714-990-9902

INVOICE

Student Name: Sally Brown
 Invoice Date: Jun 18, 2018
 Tuition Due Date: Jun 17, 2018
 Total Tuition Due: \$160

Period :	Jun 18, 2018 ~ Aug 24, 2018		
Invoice# :	8269		
Paid By :			

Student Name :	Sally Brown		
Address :	123 Peanuts Avenue Tel. 714-555-5555		

Class Name	Date	Day	Hours	Hourly Tuition	Monthly Tuition	Amount
Book Club 03rd (2017-2018) T 3:30-4:30	2018-07-03	Tue	3:30 ~ 4:30 pm		\$160	\$160
	2018-07-10	Tue	3:30 ~ 4:30 pm			
	2018-07-17	Tue	3:30 ~ 4:30 pm			
	2018-07-24	Tue	3:30 ~ 4:30 pm			
	2018-07-31	Tue	3:30 ~ 4:30 pm			
	2018-08-07	Tue	3:30 ~ 4:30 pm			
	2018-08-14	Tue	3:30 ~ 4:30 pm			
	2018-08-21	Tue	3:30 ~ 4:30 pm			
Book Club 02nd (2017-2018) Summer 2018	2018-07-02	Mon	09:00 ~ 10:00 am		\$0	\$0
	2018-07-09	Mon	09:00 ~ 10:00 am			
	2018-07-16	Mon	09:00 ~ 10:00 am			
	2018-07-23	Mon	09:00 ~ 10:00 am			
	2018-07-30	Mon	09:00 ~ 10:00 am			
	2018-08-06	Mon	09:00 ~ 10:00 am			
	2018-08-13	Mon	09:00 ~ 10:00 am			
	2018-08-20	Mon	09:00 ~ 10:00 am			
					Subtotal	\$160
					Total	\$160

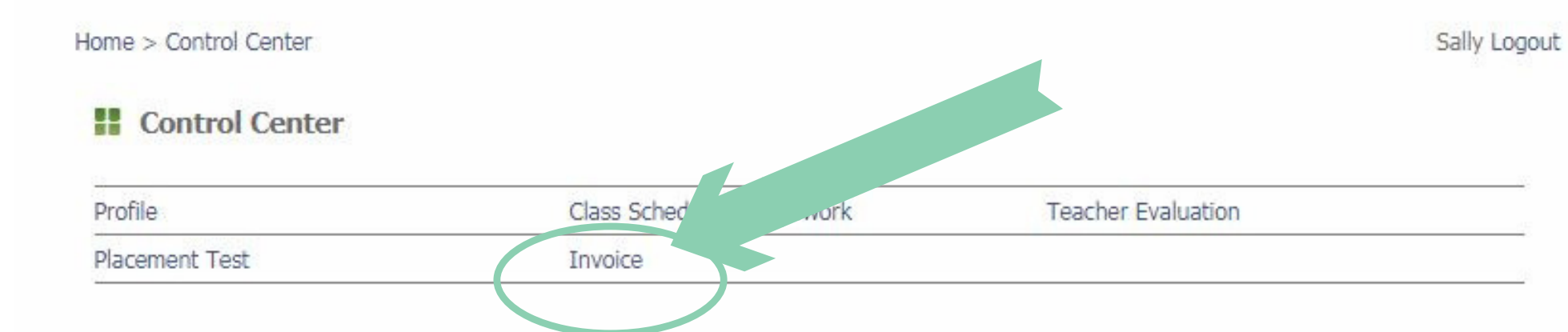
Please make all checks payable to Optimus Learning School.
 If you have any questions concerning this invoice, please contact us.

THANK YOU FOR YOUR TRUST!

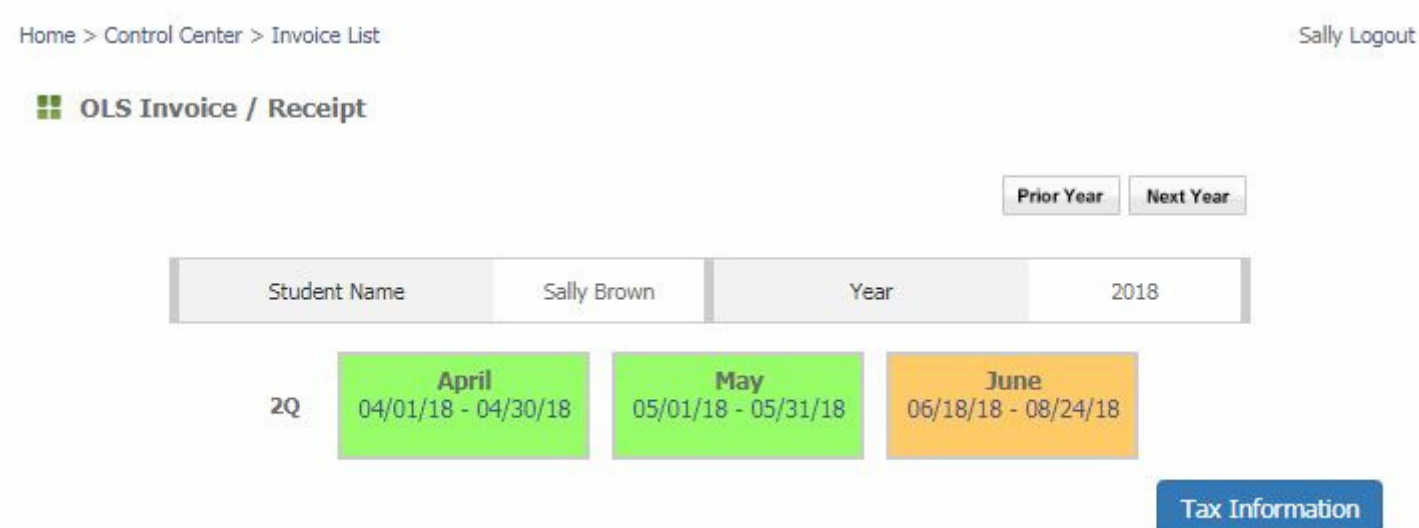
[Invoice](#)

tax information

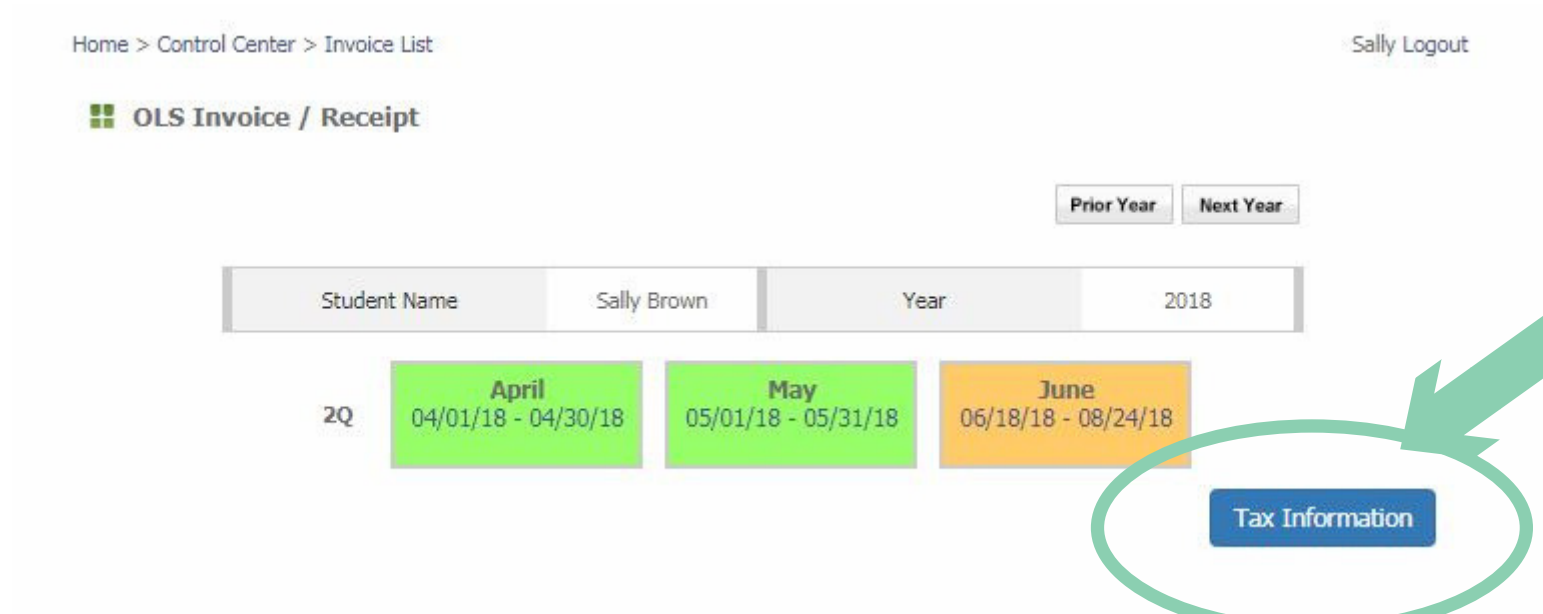
1. Select "Invoice" in the Control Center.



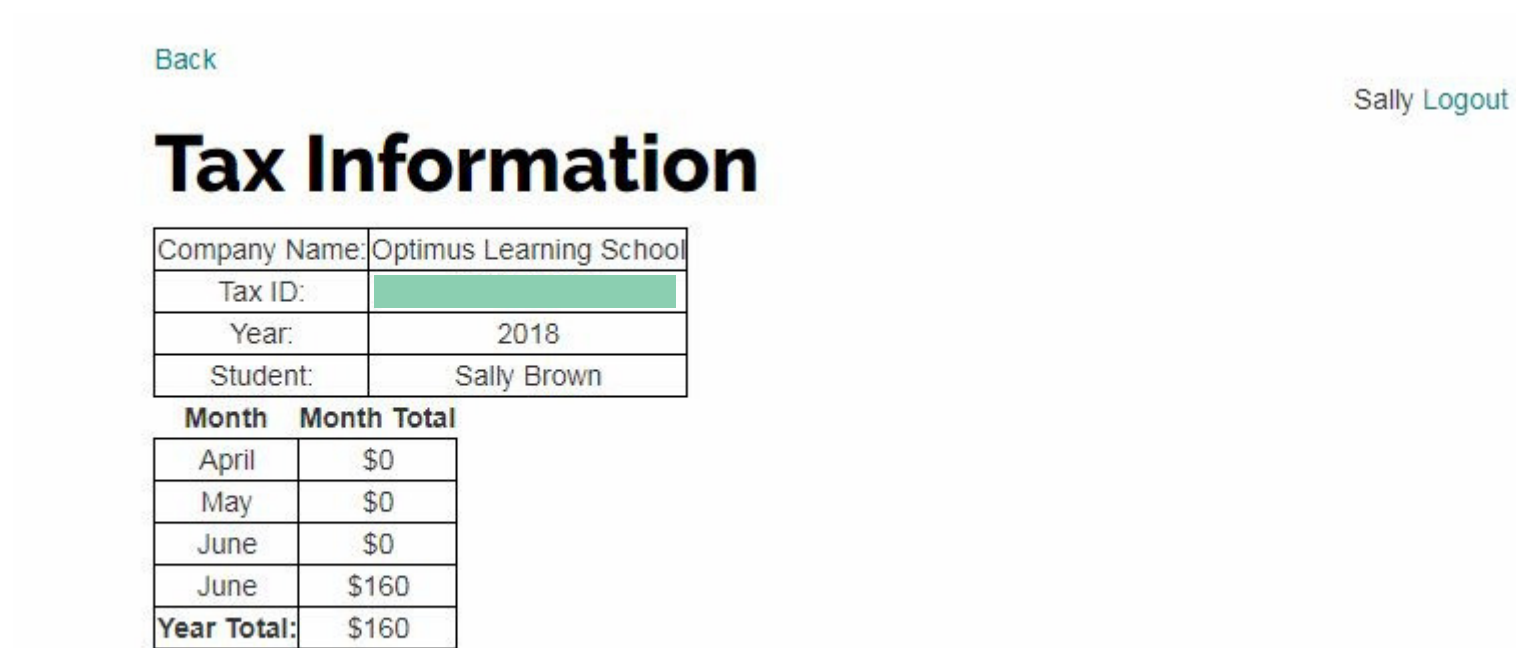
2. You will then be redirected to the OLS Invoice / Receipt page.



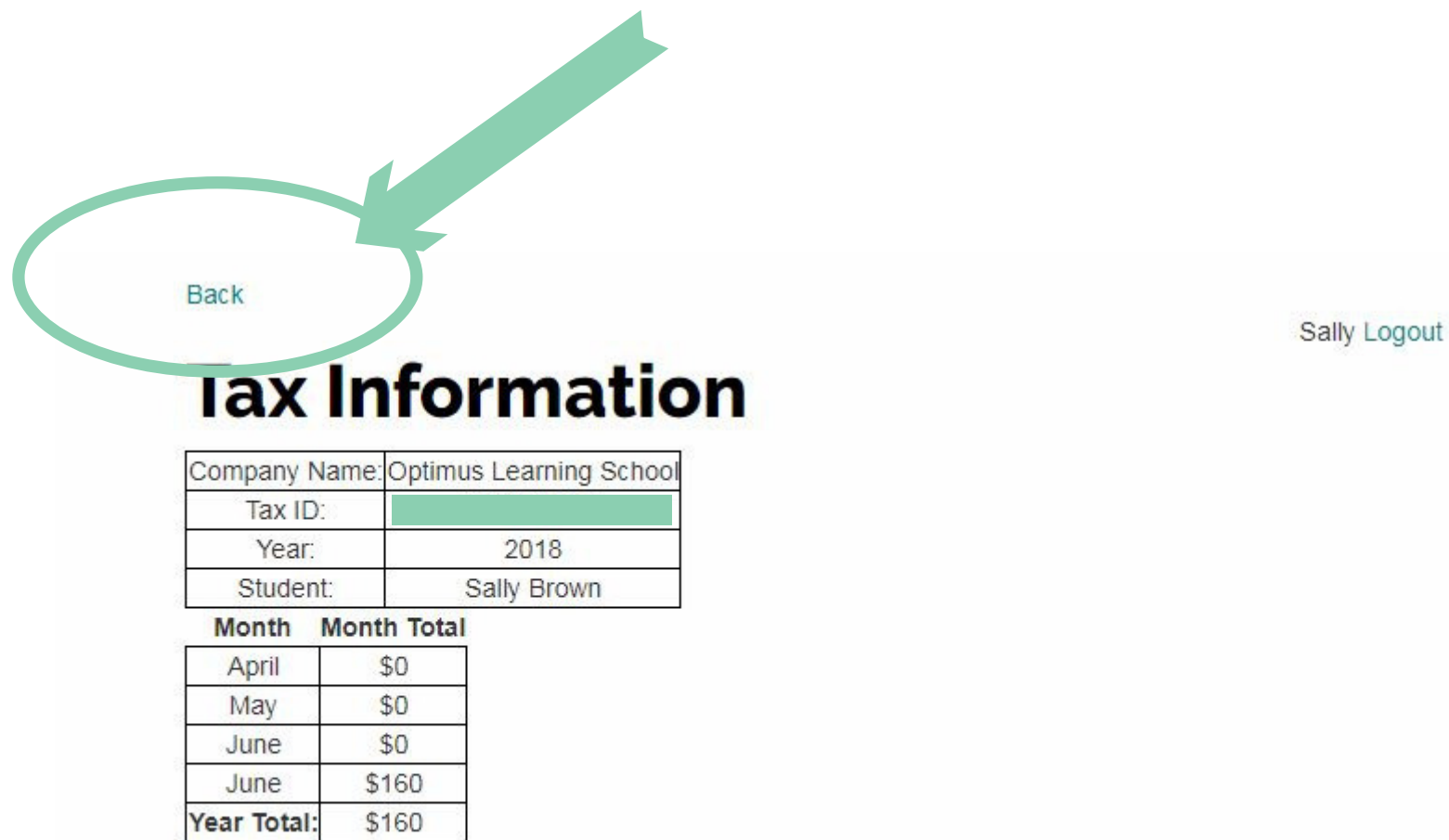
3. Select "Tax Information."



4. You will then be redirected to the Tax Information page.



5. Select "Back" to return to the OLS Invoice / Receipt page.



Back

Sally Logout

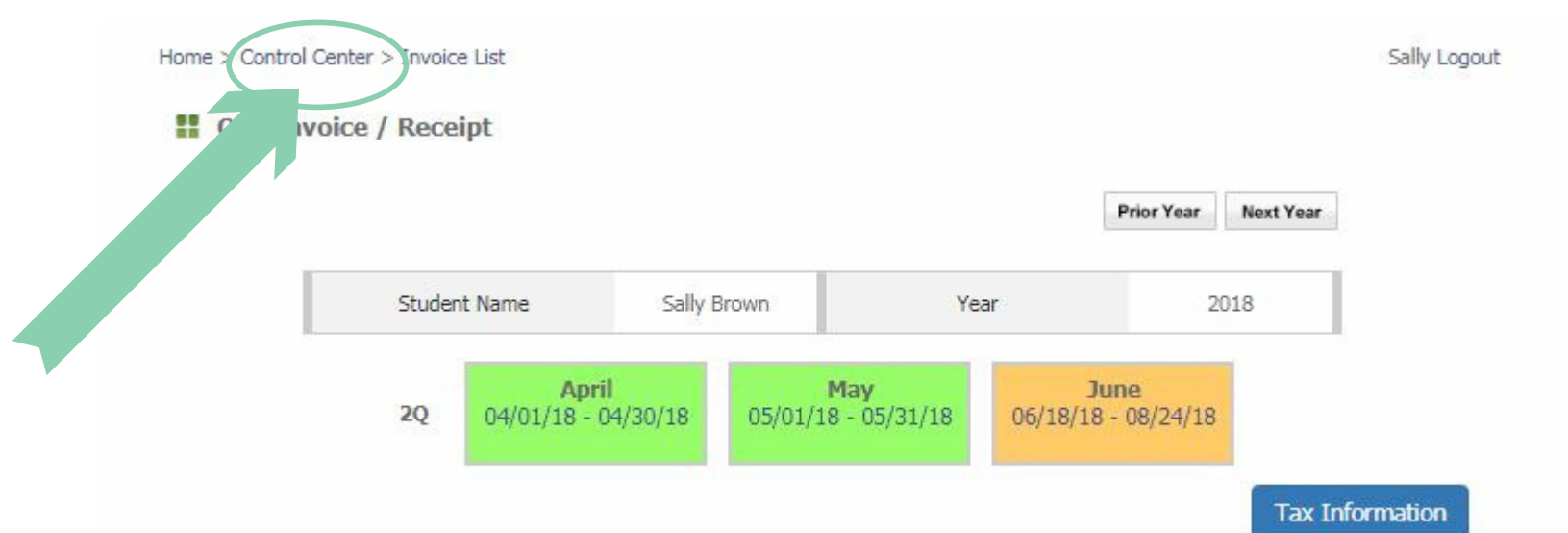
Tax Information

Company Name:	Optimus Learning School
Tax ID:	[REDACTED]
Year:	2018
Student:	Sally Brown

Month	Month Total
April	\$0
May	\$0
June	\$0
June	\$160
Year Total:	\$160

6. You will then be redirected to the OLS Invoice / Receipt page.

7. To return to the Control Center, select "Control Center" at the top left.



Home > Control Center > Invoice List

Sally Logout

Invoice / Receipt

Prior Year Next Year

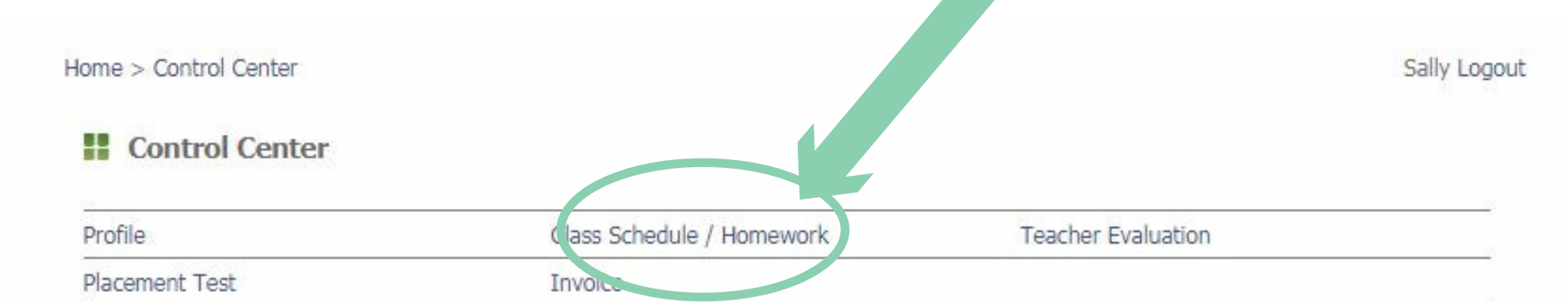
Student Name	Sally Brown	Year	2018
--------------	-------------	------	------

2Q	April 04/01/18 - 04/30/18	May 05/01/18 - 05/31/18	June 06/18/18 - 08/24/18
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Tax Information

how to access your book club homework

1. Select "Class Schedule / Homework"
from the Control Center.



2. You will be redirected to the Faculty / Student Schedule page.

Home > Control Center > Faculty Schedule

Sally Logout

Faculty / Student Schedule

2018 July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	3 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	4	5	6	7
8	9 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	10 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	11	12	13	14
15	16 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	17 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	18	19	20	21
22	23 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	24 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	25	26	27	28
29	30 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	31 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca				

Total = 10 hrs

3. Go to the date of the class and select the specific class.

For the purpose of this manual, we will select the date of Tuesday, July 17th and select the class "15:30 ~ 16:30 Book Club-03rd (2017-2018) T 3:30-4:30"

Home > Control Center > Faculty Schedule Daily Logout

Faculty / Student Schedule

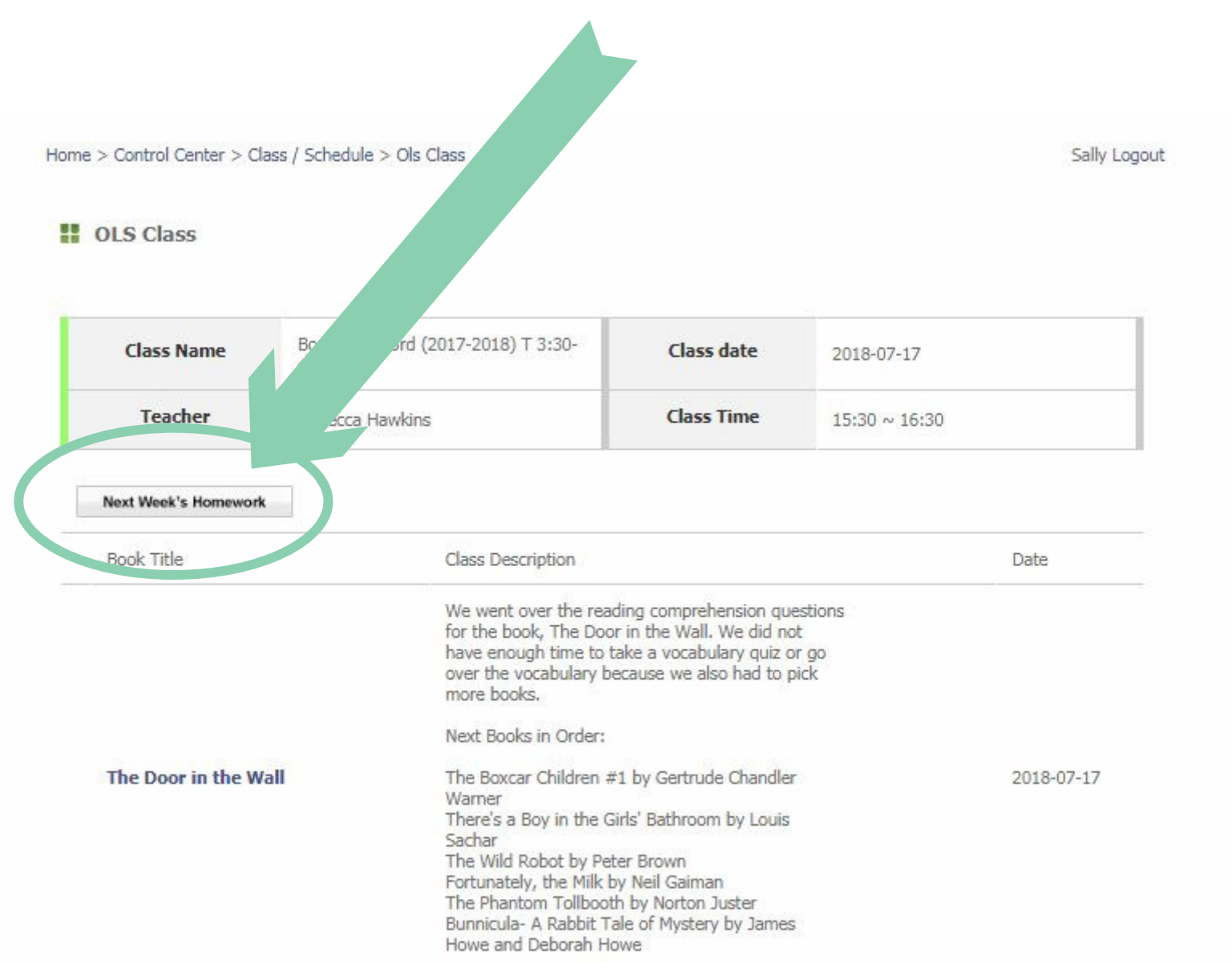
< Previous **2018 July** Next >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	3 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	4	5	6	7
8	9 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	10 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	11	12	13	14
15	16 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	17 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	18	19	20	21
22	23 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	24 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	25	26	27	28
29	30 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	31 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca				

Total = 10 hrs

4. You will then be redirected to an OLS Class page.

5. Select the "Next Week's Homework" button.



The screenshot shows a web interface for an OLS Class. At the top, there is a breadcrumb trail: "Home > Control Center > Class / Schedule > Ols Class" and a "Sally Logout" link. Below this is a section titled "OLS Class" with a grid icon. A table displays class details:

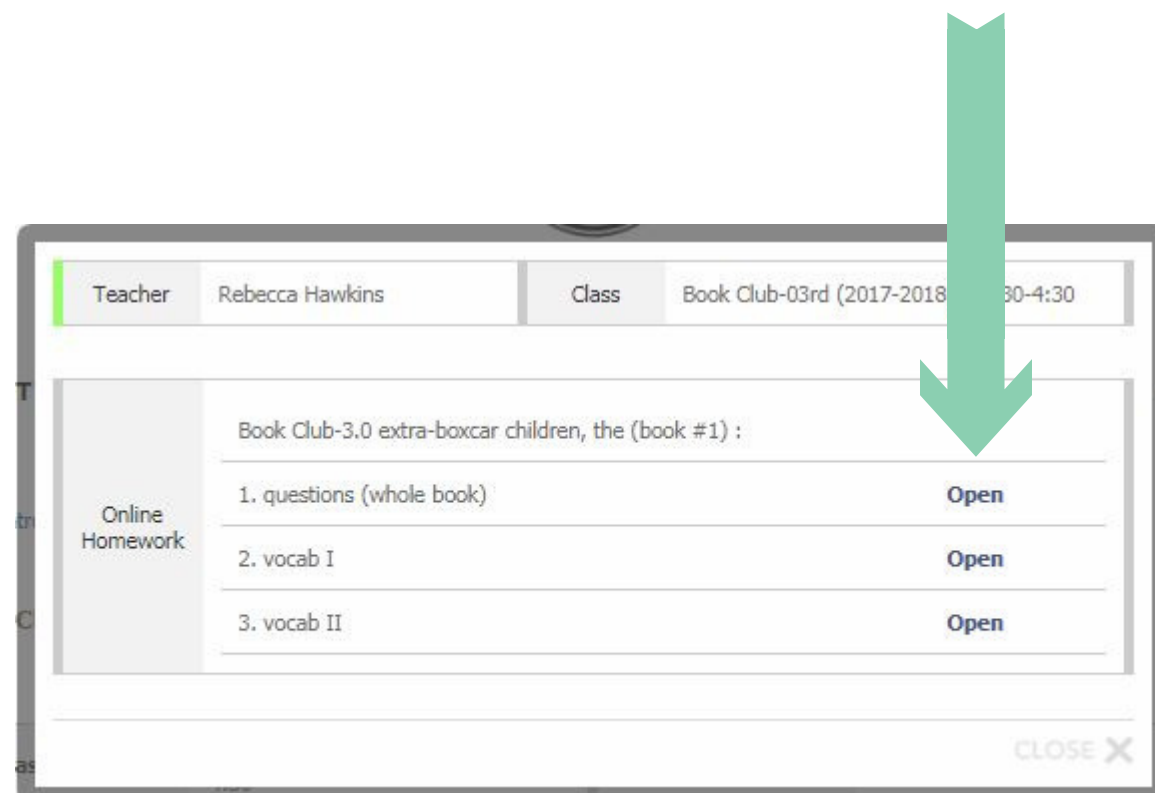
Class Name	Book Club (2017-2018) T 3:30-	Class date	2018-07-17
Teacher	Becca Hawkins	Class Time	15:30 ~ 16:30

Below the table is a button labeled "Next Week's Homework", which is circled in green. A large green arrow points from the top of the page down to this button. Underneath the button is a table with the following structure:

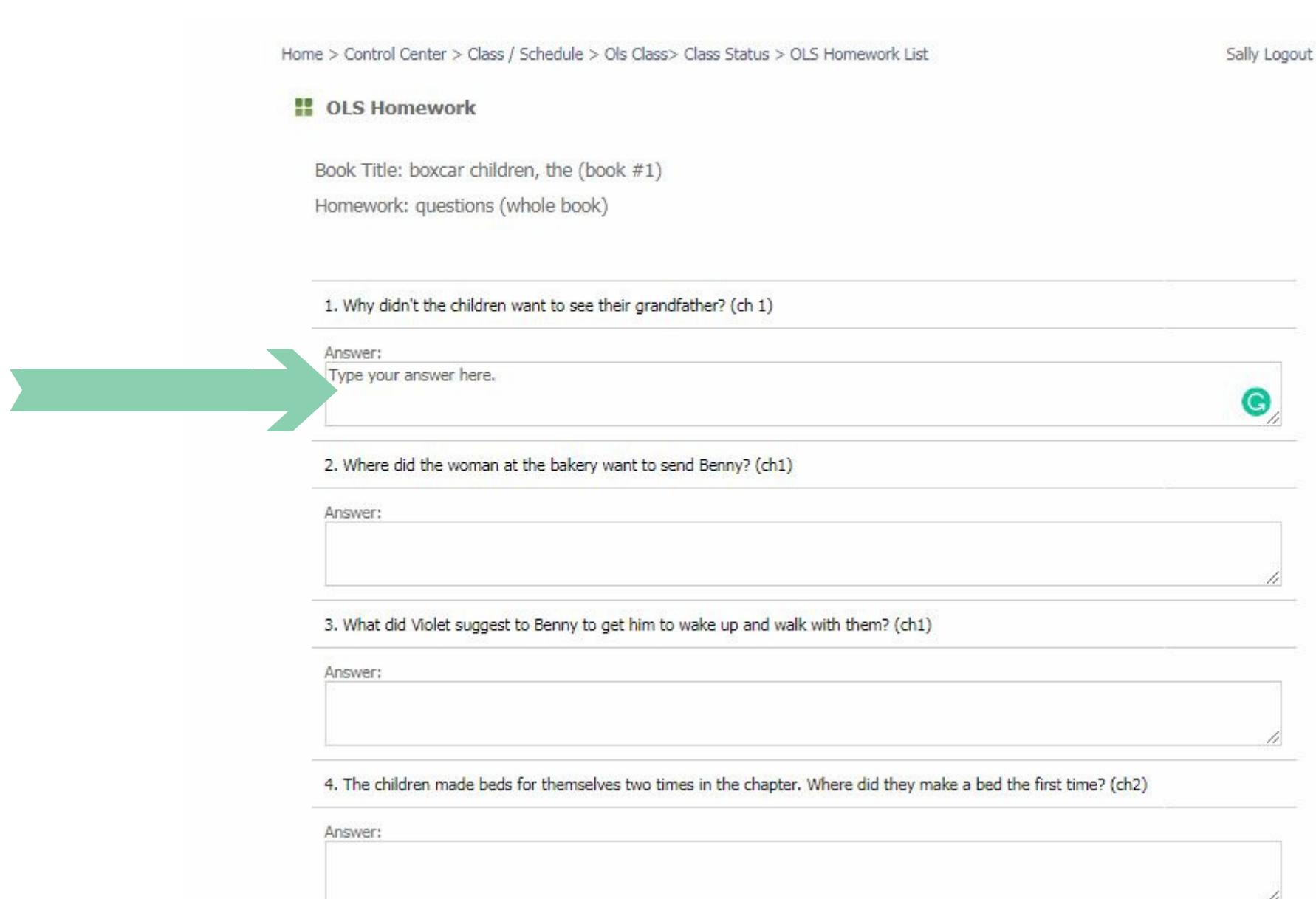
Book Title	Class Description	Date
	We went over the reading comprehension questions for the book, <i>The Door in the Wall</i> . We did not have enough time to take a vocabulary quiz or go over the vocabulary because we also had to pick more books.	
	Next Books in Order:	
The Door in the Wall	The Boxcar Children #1 by Gertrude Chandler Warner There's a Boy in the Girls' Bathroom by Louis Sachar The Wild Robot by Peter Brown Fortunately, the Milk by Neil Gaiman The Phantom Tollbooth by Norton Juster Bunnicula- A Rabbit Tale of Mystery by James Howe and Deborah Howe	2018-07-17

A new window will appear on the page that contains the homework.

6. Select "Open" next to the assignment that you wish to complete.



7. After selecting "Open" you will be redirected to an OLS Homework page. Please answer the questions in each of the text boxes for each individual question.



8. When you have completed all of the homework, please select "SUBMIT" or "SAVE."

Select "SUBMIT" if you are finished.

Select "SAVE" if you are still working on the homework.

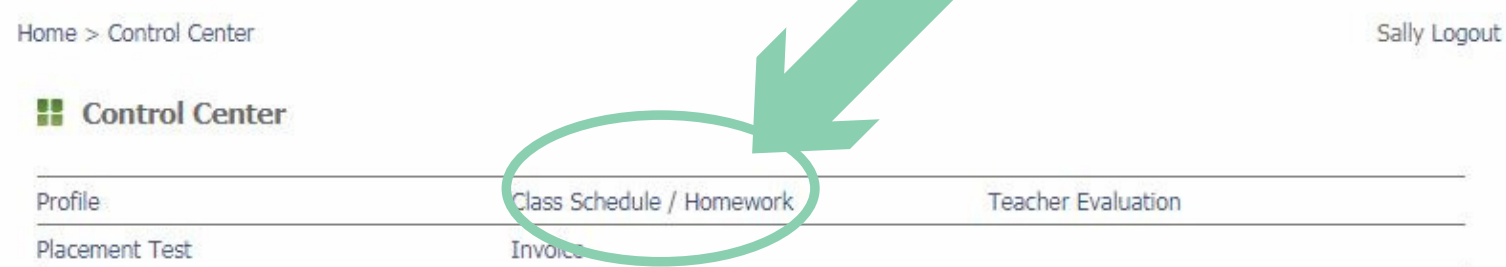
25. What was Mr. Alden's surprise for the children? (ch13)

Answer:

* If you are still working on the homework, please click SAVE.
* If you are finished with the homework, please click SUBMIT.

how to access your math club homework

1. Select "Class Schedule / Homework" from the Control Center.



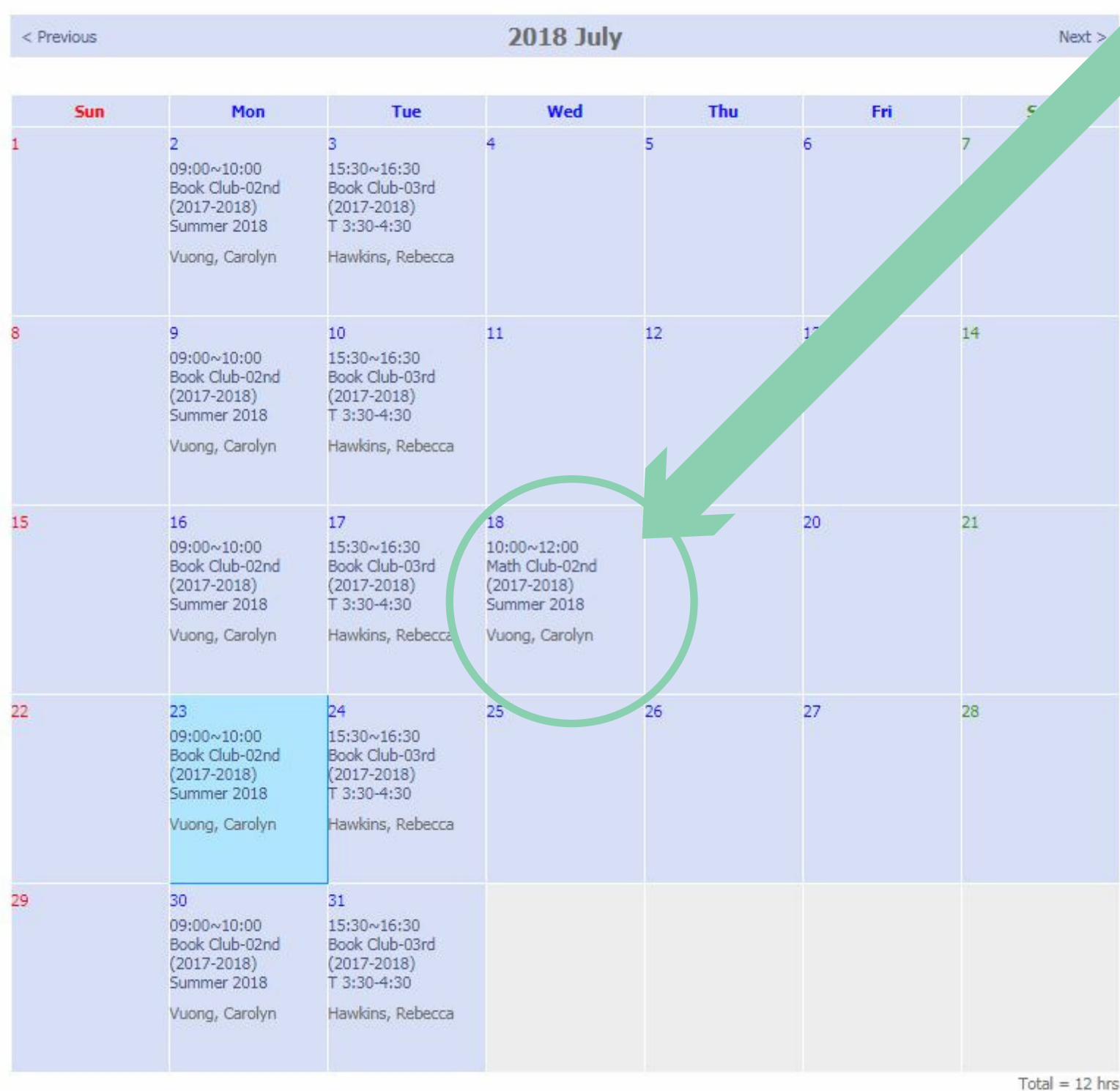
2. You will be redirected to the Faculty / Student Schedule page.

2018 July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	3 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	4	5	6	7
8	9 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	10 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	11	12	13	14
15	16 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	17 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	18 10:00~12:00 Math Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	19	20	21
22	23 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	24 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	25	26	27	28
29	30 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	31 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca				

Total = 12 hrs

3. Go to the date of the class and select the specific class.

For the purpose of this manual, we will select the date of Wednesday, July 18th and select the class "10:00~12:00 Math Club-02 (2017-2018) Summer 2018."

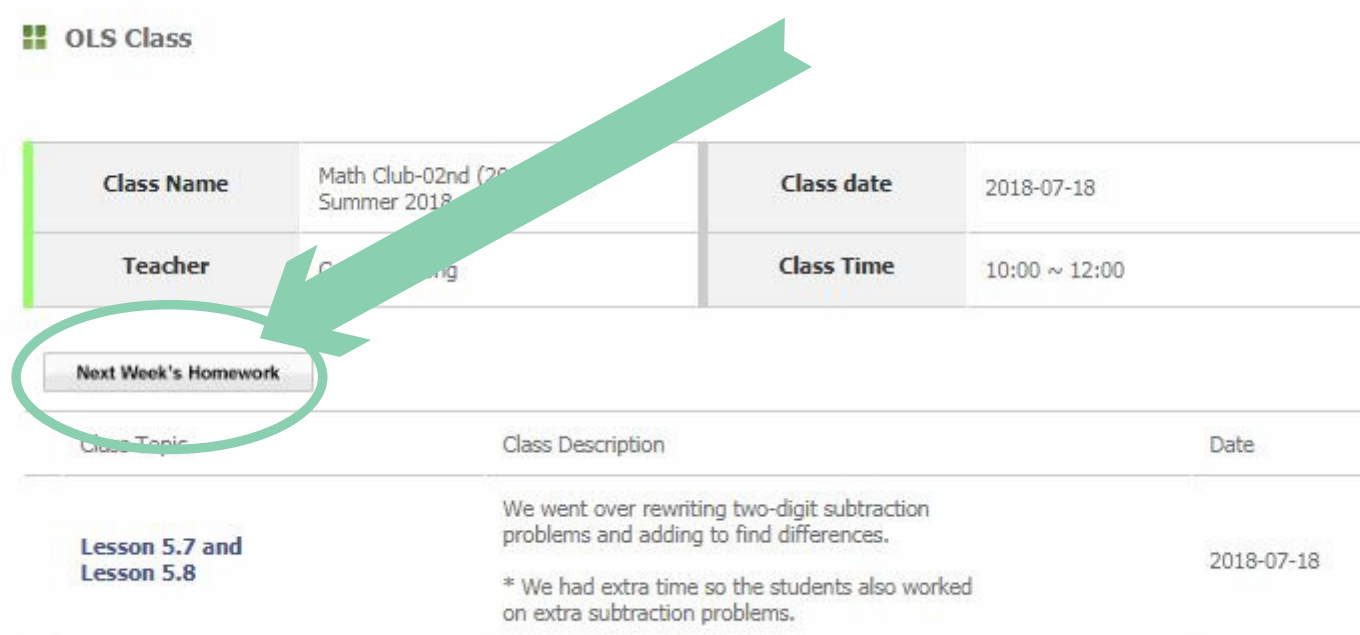


2018 July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	3 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	4	5	6	7
8	9 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	10 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	11	12	13	14
15	16 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	17 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	18 10:00~12:00 Math Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	19	20	21
22	23 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	24 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca	25	26	27	28
29	30 09:00~10:00 Book Club-02nd (2017-2018) Summer 2018 Vuong, Carolyn	31 15:30~16:30 Book Club-03rd (2017-2018) T 3:30-4:30 Hawkins, Rebecca				

Total = 12 hrs

4. You will then be redirected to an OLS Class page.

5. Select the "Next Week's Homework" button.

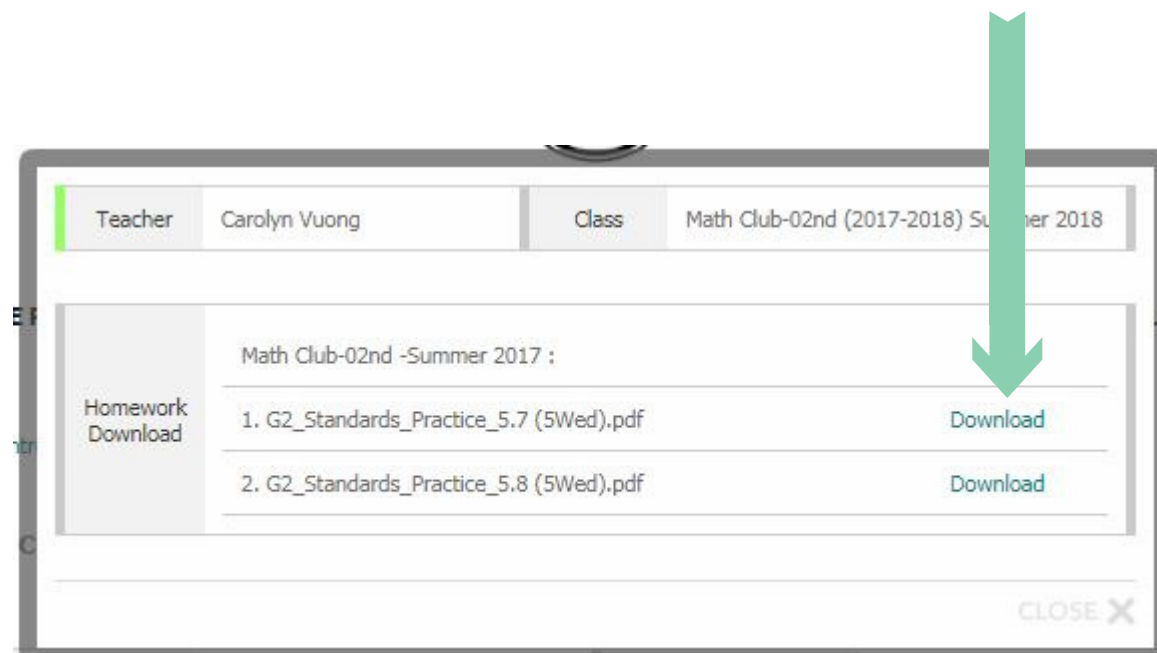


The screenshot shows an "OLS Class" page. At the top left, there is a green icon and the text "OLS Class". Below this is a table with two columns: "Class Name" and "Class date" in the top row, and "Teacher" and "Class Time" in the bottom row. The "Class Name" cell contains "Math Club-02nd (2018-2019) Summer 2018". The "Class date" cell contains "2018-07-18". The "Teacher" cell contains "G. ...". The "Class Time" cell contains "10:00 ~ 12:00". Below the table is a button labeled "Next Week's Homework", which is circled in green. A large green arrow points from the top right towards the button. Below the button is a table with three columns: "Class Topic", "Class Description", and "Date". The "Class Topic" cell contains "Lesson 5.7 and Lesson 5.8". The "Class Description" cell contains "We went over rewriting two-digit subtraction problems and adding to find differences." and "* We had extra time so the students also worked on extra subtraction problems.". The "Date" cell contains "2018-07-18".

Class Name	Math Club-02nd (2018-2019) Summer 2018	Class date	2018-07-18
Teacher	G. ...	Class Time	10:00 ~ 12:00
Next Week's Homework			
Class Topic	Class Description	Date	
Lesson 5.7 and Lesson 5.8	We went over rewriting two-digit subtraction problems and adding to find differences. * We had extra time so the students also worked on extra subtraction problems.	2018-07-18	

6. A new window will pop up.

7. Select the "download" button next to the assignment you wish to complete.



8. A new tab on your browsers will open which contains the homework you are required to print and complete.

