Quick Start-up Guide

Three simple steps to get you started with A+ Interactive MATH Online program:
1. **Create Parent Profile**
2. **Enroll your student(s)**
3. **Log in as a Parent or Student with appropriate login credentials to launch the A+ Online Math Program.**

Step 1: Creating a Parent Profile:

If you have purchased A+ Interactive Math Online program from our website, you would receive an email with an "Activation" code and instructions to activate A+ Math Online and create a "**parent**" profile.

Please note that you MUST activate after purchase in order to successfully use our A+ Math Online program. You need to create a Parent Profile only **_ONCE_**. You can purchase additional grade levels for your students at a later time and add (i.e. activate) those grade levels under this parent account. A single parent account will allow you to manage subscriptions to all grade levels that you may have purchased for all your students.

Step 2: Enroll your student(s):

Visit www.aplustutorsoft.com and click on the button "**Homeschool Online Log In**" located in the upper right corner. Once you click there, you will see the following screen. Please enter a parent username and password that you specified when you created a parent profile. Note that username and password are "case-sensitive".

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Once you have successfully logged in, you will see your **"dashboard".** Click on "**Manage Student(s) - Add/Update Student Info**" on the parent dashboard to enroll your student(s).

Please provide the information as listed below to create Student accounts.

Congratulations! Now you have created a **Parent account** and **Student account**. Students *__must__* use their own account to login and launch the A+ Math program to complete all their work. This will ensure that the student work is tracked properly and it will allow parent to see student progress as well as work with certain "**parental controls**" features from a parent account.

Step 3: Launching the A+ Online Math Program:

As a Parent:

Why login as a parent?

*When you login as a parent, you will see a button called "**Admin Panel**" which is available only when you login with a parent account. This button allows you to select a student name and manage and track student progress for each one of your students **from a single parent account**. It also allows the parents to see all curriculum contents including multimedia lessons, interactive reviews, online worksheets and exams, as well as printables so that parent can see what is available to students and what they are expected to learn.*

*When the student logs in using student account, he/she will see only his/her progress and manage his/her own data that a parent has allowed him/her to. A student will NOT be able to see data for other students or manage certain features available under the "**Parental Controls**" portion of the program.*

Visit www.aplustutorsoft.com and click on the button "**Homeschool Online Log In**" located in the upper right corner. Please enter a parent username and password that you specified when you created a parent profile. Note that username and password are "case-sensitive".

Once you have successfully logged in, you will see a parent **"dashboard".** Click on "**View/Launch My Online Math**" to see a list of all you A+ Math Online Subscriptions. See the sample screen below.

View/Launch My Online Math

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Manage Student (please click here to add / update your student information).

	Subscription Name	Grade Level	Number of Students Allowed	Number of Students Enrolled	Start Date	End Date	
1)	My 1st Grade MATH Trial	1st Grade MATH	2	2	08/19/2012	12/30/2014	Launch
2)	My 2nd Grade Subscription	2nd Grade MATH	2	3	08/19/2012	12/30/2014	Launch
3)	My 3rd Grade Subscription	3rd Grade MATH	2	1	08/19/2012	12/30/2014	Launch
4)	My 4th Grade Subscription	4th Grade MATH	2	1	08/19/2012	12/30/2014	Launch
5)	NEW 5th Grade Math	5th Grade Math (New)	1	1	11/01/2013	12/30/2014	Launch
6)	My Algebra 1	Algebra 1	2	0	09/25/2013	12/30/2014	Launch

ⓘ **The Homeschool Math Online program will launch in a new browser window when you click on the "Launch" button. If you don't see a browser window where the program has launched, most likely you have either that window hidden behind this main browser window or a pop-up blocker is preventing a new window. Please check the pop-up blocker setting and/or check all open browser windows or close all other browser windows and launch again.**

To launch the math program, simply click on the red **"Launch"** button to the right of a desired grade level from a list of all grade levels you have purchased. You will see the A+ Interactive Math Online program launched in a new browser window. Please see the sample screen below.

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Step 3: Launching the A+ Online Math Program (continued…):

As a Student:

Why login as a student?

A+ Interactive Math Online program can track student work automatically and also allow students to update portions of their work. There could be multiple students in each grade level, so working under a particular student account is the ONLY way the program knows which student is working on a particular grade level that is selected. This allows the program to keep accurate records of all student work that can be tracked by the parent by simply selecting a specific student name associated with the account.

*When a student logs in using student account, he/she will see only his/her progress and manage his/her own data that a parent has allowed him/her to. A student will NOT be able to see data for other students or manage certain features available under the "**Parental Controls**" portion of the program.*

Visit www.aplustutorsoft.com and click on the button "**Homeschool Online Log In**" located in the upper right corner. Please enter a student username and password that was specified during the student enrollment process. Note that username and password are "case-sensitive".

Forgot Student Username and/or Password?

NO problem! It's easy to retrieve student username and and password for each subscription. Simply have a parent login with a parent username and password, click on "Manage Student(s) - Add/Update Student Info", Select a subscription from the dropdown list and you will see relevant information for each student that is enrolled in a selected subscription.

Once you have successfully logged in as a student, you will see a student **"dashboard".** Click on "**View/Launch My Online Math**" to see a list of A+ Math Online Subscription(s). Then click on the red **"Launch"** button to the right of your grade level. You will see the A+ Interactive Math Online program launched in a new browser window. See the sample screen below.

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To view the lessons, click on the **"+"** sign to open the chapter contents and click on the appropriate lesson. For example, in the screen below I opened the "*Comparing 2-Digit Numbers*" lesson by clicking on the **"+"** sign next to *Chapter 3* and then clicking on the lesson *3.3*. You will see the lesson presented using computer animated colorful and engaging visuals with audio.

You may fast forward and/or rewind a lesson by dragging the "handle" on the lesson progress bar. At the end of the lesson, please click on the "**Interactive Q&A**" button located in the lower-right corner of the lesson window to practice problem solving in interactive mode with automatic re-teaching when student answers any question incorrectly.

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After you have completed a lesson or a group of lessons with the interactive review over few days, you may work on the online worksheets and/or online exams by clicking on the "**Online Worksheets and Exams**" and selecting appropriate options.

Please feel free to explore other features and functions available in your A+ Interactive MATH Online program. You may see the user's guide located under the help section as well as view a short tutorial located on the welcome screen.

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Parent FAQs:

Q1. I clicked on the Launch button but it does not launch the math program.

The A+ Homeschool Math Online program launches in a **new browser window** when you click on the "Launch" button. If you don't see a browser window where the program has launched, most likely you have that window hidden behind this main browser window. Please check all open browser windows or close all other browser windows and launch again.

Q2. I can't see my student's progress from a parent account.

Our MATH program automatically grades and tracks the work that is completed (i.e.**"Finalized" by clicking on the "Finalize" button**) for the **online worksheets and online exams**. The interactive review quizzes are graded but NOT tracked automatically since they are really part of the lessons and we don't want to penalize students when they are just learning new concepts by automatically recording towards grade. However, it does give you the results on the final page and you have an option to manually record the grade.

NOTE: Student MUST work under his/her own account (and not the parent's account) when working on the online worksheets and online exams in order to automatically track online assignments. Also, each **online worksheet and exam must be "Finalized" (by clicking on the Finalize button) in order for it to be tracked via progress tracking**. You can check student progress by logging as Parent, clicking on the Admin Panel, selecting Student Name, Selecting Automatic Mode and clicking on the Progress Tracking.

Q3. My student forgot the username and/or password. How do I retrieve it?

Please log in with a parent username and password. Click on "[Manage Student(s) - Add/Update Student Info](#)", select the subscription from the dropdown and you will see information about each enrolled student including the student username and password.

Q4. How do I use it (typical usage scenario)?

This is a full year comprehensive MATH curriculum. Typically most students learn the MATH concepts using Multimedia Lessons first, then they do the Interactive Q & A for that lesson to ensure the student understood the MATH concepts, then if needed they do the worksheet for the same lesson for additional practice. Typically on an average 1 lesson per day with Interactive Review and Online Worksheet would take about 20 to 40 minutes. However, you can adjust the pace to meet your student's specific needs. We provide a recommended lesson plan with our program that can be used to guide you through each week. But as stated earlier, you can adjust the pace and sequence of the math concepts to meet your child's needs.

You have an option of printing the worksheets and completing them on the paper or with the online edition of our MATH program, you can do all the work online and have it graded automatically for you. You may want to have a scratch paper and a pencil to work out the problems.

Q5. I want to renew and extend my subscription. How do I do that?

You will start seeing a "**Renew**" button next to each subscription 15 days before it expires. Simply click on this "**Renew**" button to purchase additional duration (1-month, 3-months or a full year) and select desired existing subscription when "**activating**" it to extend the existing subscription.

Q6. I am using a FREE 1-month trial and want to purchase a subscription. How do I do that?

You will start seeing a "**Renew**" button next to each subscription 15 days before it expires. Simply click on this "**Renew**" button to purchase additional duration (1-month, 3-months or a full year) and select desired existing subscription when "**activating**" it to extend the existing subscription.

Q7. **My 1-month FREE trial has expired, but I want to renew and extend it. How do I do that?**

You will see a "**Renew**" button next to each subscription that has expired for 90 days after it has expired. Simply click on this "**Renew**" button to purchase additional duration (1-month, 3-months or a full year) and select desired existing subscription when "**activating**" it to extend the existing subscription. You will have access to the A+ online math for the entire duration that you have purchased from the day of "activation".

Q8. **Can I switch do a higher grade level if we finish the current grade level early?**
The online subscriptions are sold per grade level for a specified period of time for that student. Unfortunately, there is not a way to allow switching to a different grade level. However, our tech support will be happy to manually switch the grade level within first 30 days of purchase.

We do offer 1-month and 3-months subscriptions. You may want to consider purchase of a shorter duration if you are not planning to use for a full year.

Q9. **Do I have to start using the online the day I purchase it? Can I purchase now and start using it at a later time?**
You may purchase the homeschool math online subscription at any time and start using at a later date. You can hold off on "**activating**" it until you are really ready to start using it. You will have access to the A+ online math for the entire duration that you purchased from the day you "activate" it and not the day of purchase.

Student FAQs:

The following is a list of frequently asked questions when a *student has logged in with a student username and a password.*

Q1. **I get the error message when I try to open the Worksheets or Exams Solutions manuals under eBooks. Why?**
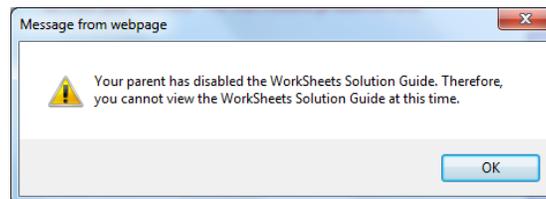
If you get the message similar to above, your parent has "locked" the solutions manuals. Your parent MUST "unlock" the solutions manuals and the answer key for you from the parent account by clicking on the Admin Panel, selecting student name and appropriate usage mode (automatic or manual) and then changing appropriate settings under the "Parental Control".

Q2. **I get the error message when I try to click the "Check Answer" or "View Detail Solution" button when I am working on the Online Worksheets. Why?**
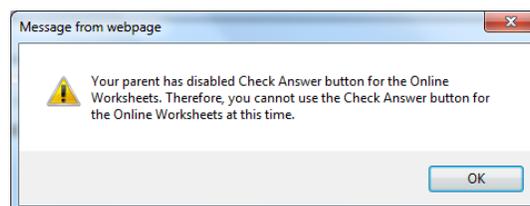
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If you get the message similar to above, your parent has "locked" the answer keys and solutions. Your parent MUST "unlock" these for you from the parent account by clicking on the Admin Panel, selecting student name and appropriate usage mode (automatic or manual) and then changing appropriate settings under the "Parental Control".

Q3. **How do I finalize the worksheets and exams? Where is the "Finalize" button?**
Each online worksheet and exams must be finalized by the student in order to automatically track online assignments.

When working with the worksheets, you will see a button "**Finalize Worksheet**" along with other buttons.
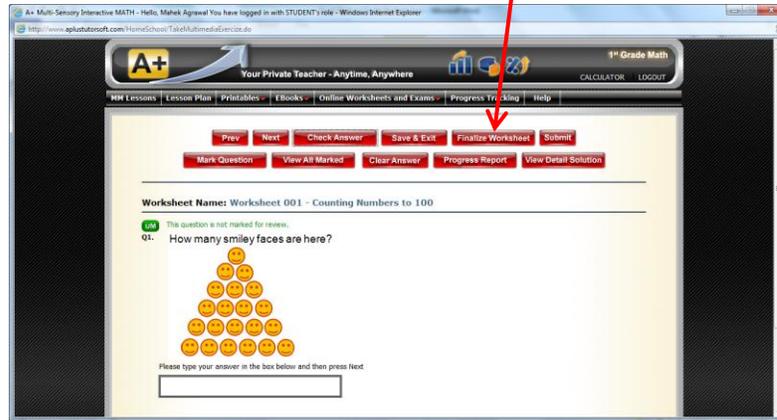
When working with the online exams, you will see the "**Finalize Exam**" button among other buttons as shown below.
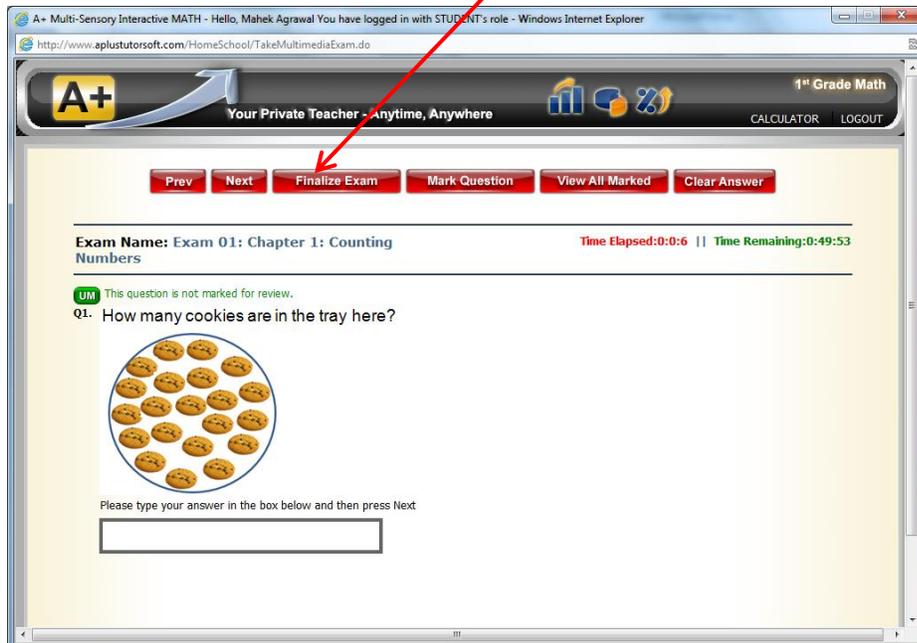
Q4. **Are worksheets and exams time-bound?**
There is NO time-limit on the online worksheets. You can take as long as you want to complete/review the online worksheets. You can save your work and return at a later time to complete and finalize the worksheets.

However, the exams are "time-bound". You must complete each exam within the time limit allowed for that exam. You will see the elapsed time and the remaining time in the upper right corner when taking exam. If you do not complete the exam in allotted time limit, the exam will automatically be "finalized" and graded once the time-limit is reached.

Q5. I finalized my worksheet and exam, can I change my answers?
NO. Once you "Finalize" the worksheet or exam, you may not change any answers. However, you may open the completed assignment in the review mode and check your answers to each question along with the correct answers and option to view the detailed solution for the question.

Q6. I finalized my worksheet and exam, how can see if my answers were correct?
Once you have "finalized" an assignment, you will see that assignment moved to the "Completed Worksheet" or "Completed Exams" tab. Simply click on the appropriate assignment name to open it in a "review only" mode. Here, you will be able to step through each question with the answers you provided along with the correct answer and an option to view the "detailed solution". Click on the "View Detailed Solution" button to view the solution.

Q7. How can I get a little extra time for the exams?
Your parent must add appropriate amount of time from the parent account by launching the math program in which you are enrolled and selecting the option "**Extra Time for Exams**" under the **Admin Panel** and then **Parental Control**.

Q8. I want to redo worksheets and exams. How can I do that?
Once finalized, you cannot work on the "finalized" worksheets and exams. However, you may create additional worksheets and exams by clicking on the "**Generate New Worksheet**" or "**Generate New Exams**" and then selecting an appropriate lesson for the worksheet or chapter for the exam. The **Generate New Worksheet** is located above the table where all the worksheets are displayed under Online Worksheets option. And the **Generate New Exam** is located above the table where all the exams are displayed under Online Exams option.

Q9. How can I track the Multimedia lessons that I have completed?
When you start the multimedia lesson, the status changes to "***In progress***". Once you have completed the lesson, please click on the blue "**Update Multimedia Lesson Status**" button. Here you will be able to mark the lesson "completed" and specify the date completed as well.

Q10. Why doesn't it automatically mark the multimedia lesson as completed once I finish the lesson?
There is not a way for our program to know whether you have actually completed the lesson or simply started the lesson and distracted to do something else. Once you start a lesson, it continues to the end of the lesson whether you are actually paying attention or not. In other words, the program has NO way to accurately tell if you actually completed the lesson. Therefore, you must tell it that you have completed the lesson by simply clicking on the blue "**Update Multimedia Lesson Status**" button.

Q11. How can I track the score for the Interactive Review that I have completed?
Once you have completed all the interactive review questions, please click on the blue "**Update Interactive QA Status**" button. Here you will be able to enter the number of correct answers specify the date completed as well.

Q12. Why doesn't it automatically track the score for the Interactive Reviews?
It will in future version! Our tech team is working on this feature and we hope to have it available in early Spring 2014 for selected grade levels. Of course parents will have an option to disable this feature and manually enter student scores as well.