

Student's Manual

May 17, 2010

Install CD/DVD

Put the following CD/DVD into your computer:

1. Greenwood Browser CD:




2. Greenwood Lesson DVD:



and they will automatically install.

After the installation, you need to instruct the Greenwood Browser where it can find the lessons you just installed. Here are the steps:

- 1.) On your computer screen, open the Greenwood Browser by double click on the Browser icon: 
- 2.) click on 'Go' then '*Technical support*'
- 3.) click on '*set hard drive letter*'
- 4.) select the hard disk drive letter where you installed the Lesson DVD (usually it should be 'C' drive)

(You only need to do this once for each Browser.)

Installation information is also available at *tech support* | *CD/DVD setup* on the Greenwood web.

Getting a user's account



[get new account
login](#)

[tech support](#)

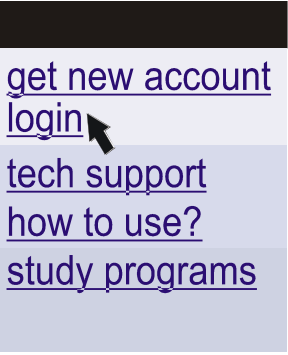
[how to use?](#)

[study programs](#)

Get a user's account on the Greenwood web by clicking on '*get new account*', then create your new user ID and password.

User's account information is also available at *how to use?* on the Greenwood web.

Logging in



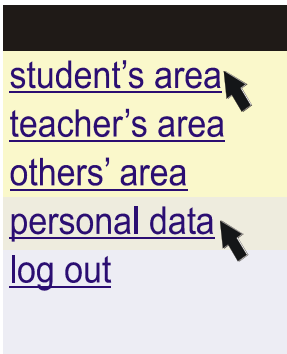
[get new account
login](#)

[tech support](#)

[how to use?](#)

[study programs](#)

After you've got your userID / password as above, you can 'log in' as a student. You log in by clicking on '*login*' and type in your userID / password.



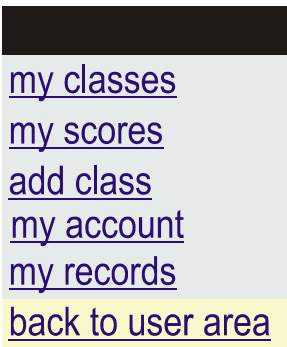
Once you've logged in, you will see that there are different 'areas' where you can go. For your case, you will be interested in the following:

- *student's area*
- *personal data*

Under the *student's area*, you will be able to manage your classes.

Under the *personal data* area, you will be able to modify your password, your email, etc.

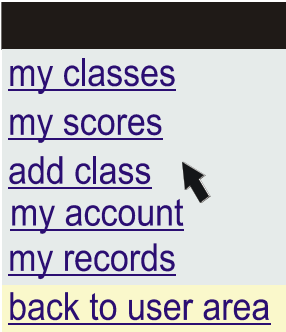
Student's area



This is where you will be able to enter your subscription card code, add / enter classes, etc. For a new student, you are given a few days of free trial. After that, you will need to enter your subscription card code to continue.

Every new student starts off with a set of default classes. Self-study, independent students need not join any other classes, but students in a school will need to join their teachers' classes as below.

How to add a class

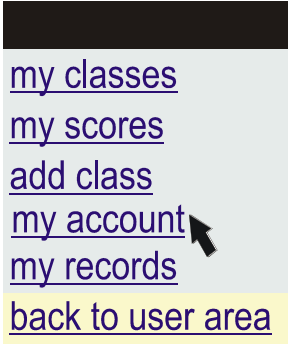


Click on *add class*

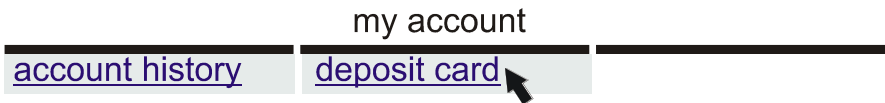
If you are in a school and you need to join a class of your teacher, your teacher will tell you which class to add (based on a class ID and a class password).

(Independent students outside of a school system need not do this step. You are given default classes.)

How to enter a subscription card



Click on *my account*

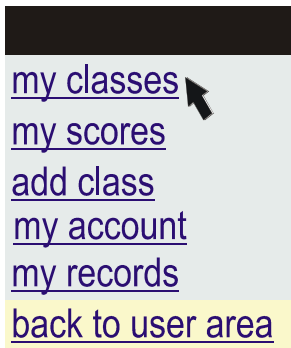


Please enter your subscription card code / exam pass code below:

card code:

Then click on *deposit card*. Enter your given subscription card number code into the system. You can check your account using *account history*.

How to access your class

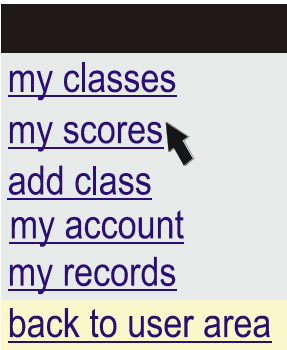


Click on *my classes*.

Class table

Class ID	Description	Teacher
ESL1_2007_cat	International Level 1, 2007	Susan Henderson
ESL2_2007_cat	International Level 2, 2007	Susan Henderson
ESL3_2007_cat	International Level 3, 2007	Susan Henderson

Then click on a class in your class table. You will be entering the first page of the course.



Click on *my scores*

This is where you can find out your marks for your classes.

Other administrative work

my records

For Greenwood ESL open certificate exams only. More details can be found on the Greenwood web under '*Student residency verification*' of *how to use?*

User area

Under *user area*, the only item of interest to you as a student besides *student's area* is the *personal data*:

personal data

Under here, you can change your password, and update your contact address and phone number via *my contact info*. You can also tell your teacher about your background under *my bio* ('bio' stands for 'biography', or life story).

Log out

When you have finished all your work, make sure you click on *log out*. If you don't log out and leave your computer, other people will be able to look into your account.