

On the right there are several tabs with additional features:

- **My Notes:** A blank page given for you to type notes
- **Glossary:** An alphabetical list of words used in the program and their definitions
- **Resources:** Files and instructions that assist in learning the course material and completing the assignment; most often used for offline activities and labs
- **Additional Reading:** More information about the topic
- **Text Version:** A written copy of the narration used for that page

When you have completed a topic, the **Next** button will take you to the next topic listed on the table of contents.

### Course Assessment

When all the topics on the list have been completed and are shown with a check box , it is time to take the course assessment.

Title	Assessment Results	
Overview of Internet Explorer		<input type="checkbox"/>
<input checked="" type="checkbox"/> Examine the Explorer Screen		<input type="checkbox"/>
Navigating the Internet		<input type="checkbox"/>
<input checked="" type="checkbox"/> Discover the Web		<input type="checkbox"/>
<input checked="" type="checkbox"/> Using Favorites		<input type="checkbox"/>
<input checked="" type="checkbox"/> Searching the Web		<input type="checkbox"/>
<input checked="" type="checkbox"/> Using Online Directories		<input type="checkbox"/>
Getting Help		<input type="checkbox"/>
<input checked="" type="checkbox"/> Using Explorer's Help System		<input type="checkbox"/>
<input checked="" type="checkbox"/> Using Web Help		<input type="checkbox"/>
Introduction to Outlook Express		<input type="checkbox"/>
<input checked="" type="checkbox"/> Using Outlook Express Email		<input type="checkbox"/>
<input checked="" type="checkbox"/> Sending Links, Attachments, and Web Pages		<input type="checkbox"/>
<input checked="" type="checkbox"/> Using the Outlook Express Address Book		<input type="checkbox"/>
<input checked="" type="checkbox"/> Using Newsletters		<input type="checkbox"/>
Accessing Internet Files		<input type="checkbox"/>
<input checked="" type="checkbox"/> Downloading Files		<input type="checkbox"/>
Controlling Your Internet Settings		<input type="checkbox"/>
<input checked="" type="checkbox"/> Setting Internet Options		<input type="checkbox"/>

Inform your parent or supervisor when you are ready to take an assessment. Click on the **Course Assessment** tab. This page will show you the number of questions and time allowed for the assessment.

### Remember:

- You have a time limit for each assessment. You must finish during this time.
- An 80% score is not required on each assessment, but an 80% average is required at the end of the course.
- You have only 3 attempts to take the assessment. Inform your supervisor or parent each time you take an assessment.

After taking the assessment, a page will be displayed with the questions that you missed. On the **Course Topics** tab, each topic listed will be marked as “Objectives Met” or “Objectives Not Met,” indicating whether or not you passed the assessment questions about that topic. This is especially helpful when you are reviewing the material and when you are taking the assessment a second time.

Overview of Internet Explorer		
<input checked="" type="checkbox"/> Examine the Explorer Screen	Objectives Not Met	<input type="checkbox"/>
Navigating the Internet		
<input checked="" type="checkbox"/> Discover the Web	Objectives Met	<input type="checkbox"/>
<input checked="" type="checkbox"/> Using and Creating Favorites	Objectives Not Met	<input type="checkbox"/>
<input checked="" type="checkbox"/> Using Search Tools	Objectives Met	<input type="checkbox"/>
<input checked="" type="checkbox"/> Using Online Directories	Objectives Met	<input type="checkbox"/>

### Progress Reports

- 1) Return to the Welcome Page by clicking on the **Home** button.
- 2) Click on **Progress Report**, located underneath the Tech Tracks. The Progress Report will allow you to see what you have completed and how you have scored. The Attendance History will show you when you last accessed a topic.



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### Computer Applications

Technology  
TRAINING

# Quick Start Guide



Introduction to  
Technology  
TRAINING

Digital Art  
AND  
Graphic Design

## Logging into aceconnect

- 1) Open your browser and type [www.aceministries.com/aceconnect](http://www.aceministries.com/aceconnect) in the address bar at the top of the screen. Click **Go** or press **Enter** on your keyboard.

Choose **Technology Training**.

- 2) Enter your **username** and **password**. (Logins are case-sensitive.) Click **Login**.



- 3) If you have forgotten your password, please inform your supervisor. Homeschool students should inform a parent.

If your supervisor or parent is not available, click the **Forgot your Username or Password?** link. Your password will be emailed to you.

## Locating Courses in Technology Training

Once you have logged into Technology Training, you will see the Welcome page. The two available subjects are **Introduction to Technology Training** and **Digital Art and Graphic Design**. Click the button for the subject to which you have access.

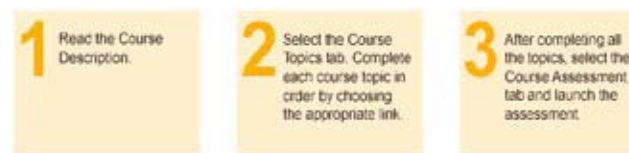
On the **Introduction to Technology Training** page, click a **Tech Track** listed on the right to view the Self-Paced Courses in that track. To complete a track, follow the directions on the page and complete all the courses.



The **Digital Art and Graphic Design** button will take you directly to the list of Self-Paced courses that you will need to complete in this subject.

## Starting a Self-Paced Course

Whether you choose **Introduction to Technology Training** or **Digital Art and Graphic Design**, the material you will be taking is divided into Self-Paced Courses. There are three steps required to complete each course.



Click the **Course Description** tab. This tab states the overall objective of the course and the estimated time required to complete it.



The **Course Topics** tab lists the topics that must be completed in the course. Click the name of a topic to begin that topic. Completed topics are marked with a check box .



## Progressing Through Topics in a Self-Paced Course

When you click a topic to begin, a lesson window will open.



On the left there is a table of contents that corresponds with the topics in the course. The highlighted topic is the one on which you are currently working. Completed topics are marked with a check box .

To progress through the topic, use the navigation bar located near the right bottom of the page:

- **Back** and **Next** buttons to progress through the pages in a topic
- A **Pause** and **Restart** button for the narration
- A **Mute** button
- A **Closed Captioning** button

