**1. Student Registration**

The first step is to register as a student. Please follow these instructions.

**Registering as a Student**

1. Go to our home page: [http://www.studyspanish.com/](http://studyspanish.com/)
2. Click on the link "Get a Free Membership."
3. Enter your Email address.
4. Click "Become a Member."

**Confirming Your Registration**

1. Check your Email for our message.
2. Write down the password that's in our message.
3. Go to: [http://www.studyspanish.com/forms/confirm.htm](http://studyspanish.com/forms/confirm.htm)
4. Enter your Email Address.
5. Enter your Password.
6. Click "Confirm."
7. Enter your First Name.
8. Enter your Last Name.
9. Check the box for newsletters (optional).
10. Teacher ID: ***KBXAM4CZ***.
11. Click "Activate Your Free Account."

**2. Change Your Student Password**

Now that you are registered as a student, let's change your password to something easy to remember.

**Go to Your Student "Welcome" Page**

1. Click the "My Account" link at the top of the page.
2. Select "My Student Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the student "welcome" page.

**Change Your Password**

1. Click the "Change Password" link.
2. Enter your current password again.
3. Click the "Continue" button.
4. Change your password to something easy to remember (5-8 characters).
5. Click the "Update My Profile" button.
6. Check the information.
7. Click the "Confirm Profile Update" button

**3. Take a Quiz and Record Your Grade**

Now that you are registered as a student and you have changed your password to something easy to remember, it's time to take a quiz and a test, and record your grades.

**Log On (if not already logged on)**

1. Click the "Log On - Log Off" link at the top right of the page.
2. Select "Student Log On."
3. Enter your Email address and Password.
4. Click the button to log on.

**Go to a Grammar Lesson**

1. Click "Grammar" in the main menu bar.
2. Select "Gender of Nouns" from the list on the left sidebar.
3. Study the lesson.

**Go to a Grammar Quiz**

1. Scroll to the top of the grammar lesson.
2. Click on "Basic Quiz" in the left sidebar.
3. Answer the questions, but:
4. Be sure to answer at least one question **incorrectly.**
5. Be sure to **not answer** at least one question.
6. Click the "Submit" button.

**Correct Your Answers**

1. Go back.
2. Correct your answers.
3. Click the "Submit" button again.

**Record Your Grade**

1. Click the "Record My Score" button.
2. Click the "That's Me! Record My Score!" button.

At this point, you will see the "Progress Recorded" message, along with a button to "View Report Card." Go ahead and click that button now. Later, you will learn a different method for viewing your Report Card.

**Important Note**

Notice that you are only allowed to record a quiz grade after you have answered all questions correctly. Thus, the only possible grades for quizzes are "complete" and "incomplete."

As you will see in the next section, that is not the case with tests. With tests, the student earns an actual percentage score.

**4. Take a Test and Record Your Grade**

By now, you have registered as a student, changed your password to something easy to remember, and recorded a quiz grade. The next step is to record a test score.

**Log On (if not already logged on)**

1. Click the "Log On - Log Off" link at the top right of the page.
2. Select "Student Log On."
3. If you are not already logged on, you will be asked to do so now.
4. If you are already logged on, you will be taken to your student "welcome" page.

**Go to a Grammar Lesson**

1. Click "Grammar" in the main menu bar.
2. Select "Gender of Nouns" from the list on the left sidebar.

**Go to a Grammar Test**

1. Click on "Mini-Test" in the left sidebar.
2. Do **not** answer any questions!
3. We repeat: Do **not** answer any questions!
4. Scroll to the bottom and click the "Submit" button.

**Record Your Grade**

1. Click the "Record My Score" button.
2. Click the "That's Me! Record My Score" button.

At this point, you will see the "Progress Recorded" message. You will also see your score, in this case 0%. Notice the next sentence says, "you can improve your score by re-taking the test." Let's do that right now.

**Re-taking a test**

Navigate back to the same test, and take it again. Record your score using the same procedure.

When you are done, you will again see the "Progress Recorded" message, along with a button for viewing your Report Card. Click that button and you will see that your initial grade of 0% has been replaced with your new grade.

**Important Note**

The **latest** grade always replaces the existing grade, regardless of whether it is higher or lower.

**5. View Your Report Card**

Now that you have recorded a quiz and a test grade, lets see how students can log on and check their Report Card.

**Go to Your Student "Welcome" Page**

1. Click the "My Account" link at the top of the page.
2. Select "My Student Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the student "welcome" page.

**Select Category**

1. Click "View Report Card" in the left sidebar.
2. Select "Grammar."
3. Click the "Next" button.

Notice that you have two options. You can select the lessons you want to check, but there's an easier way.

Near the top of the page, notice that it says: "To view all completed activities simply click here."

Click that link.

That will take you to a page showing all of the quizzes, tests and final exams that you have completed in the "Grammar" category.

**Important Note**

If you score less than 100% on a test, you can click on the percentage score and a window will pop up showing which questions you missed.