

OPTIMUS

LEARNING SCHOOL

E-LEARNING PROCEDURES

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Entrance Fee: \$20 adult / \$15
student / 12 child 12 and under

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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 E-Learning system. This guide will show you how to log into and access questions, vocabulary and grades.

We hope this guide will provide clear instructions on how to use our e-Learning system.

INTRODUCTION

The e-Learning provides students with a system in which they are able to track their reading comprehension and understanding of vocabulary. When students are logged into the e-Learning school they have access to:

Multiple choice reading comprehension questions.

Multiple choice vocabulary questions.

Instant feedback on questions.

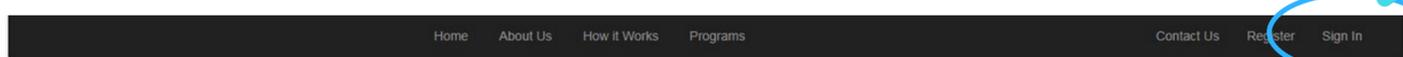
SIGNING IN

1. On your internet browser, please go to:

www.optimuselearningschool.com

2. Find and click the "Sign In" button located on the top right of the homepage.

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



Optimus e-Learning School



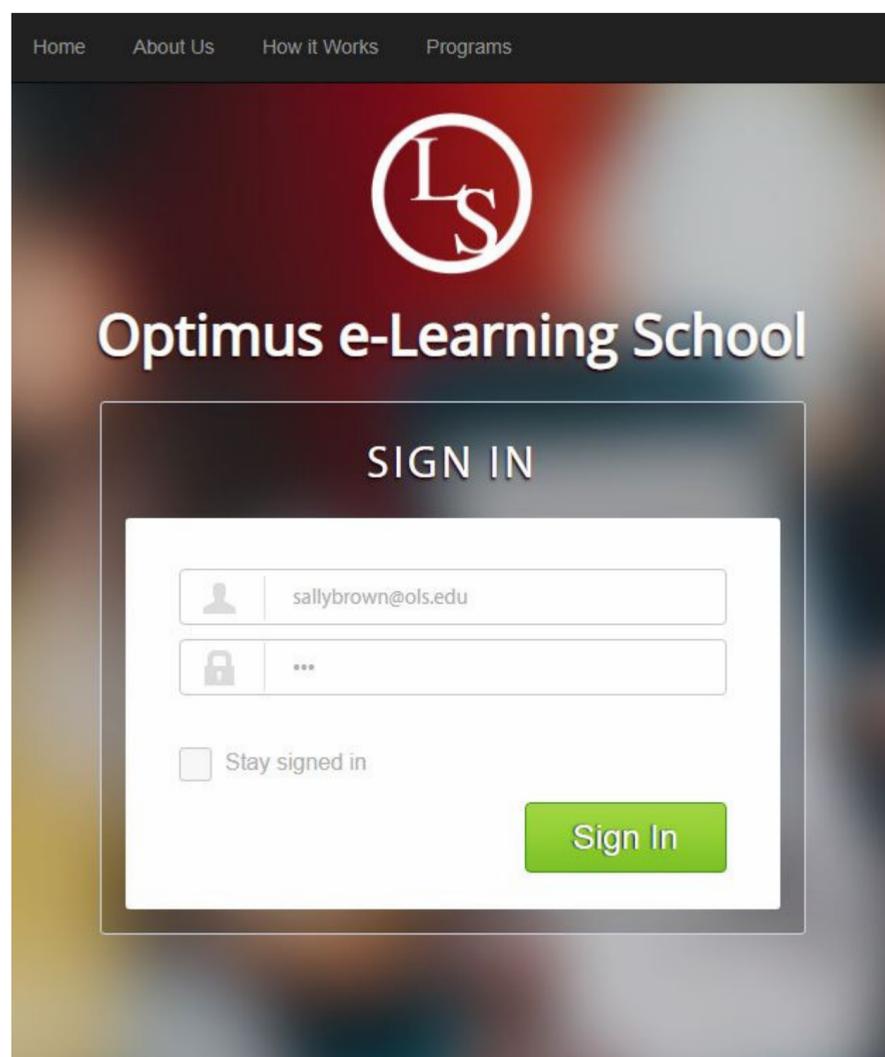
4. Sign into your account.

Upon enrolling your children at Optimus, you provided an email address on the Application Form. This is the email you will utilize to gain access to the e-Learning School. In addition, you were to have also received a password. If you do not have this information, please email info@optimuslearningschool.

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

email: sallybrown@ols.edu

password: ols



The screenshot shows the sign-in interface for Optimus e-Learning School. At the top, there is a navigation menu with links for Home, About Us, How it Works, and Programs. Below the menu is the school's logo, a white circle containing the letters 'L' and 'S'. The main heading reads 'Optimus e-Learning School'. The sign-in form is titled 'SIGN IN' and contains two input fields: one for the email address, which is pre-filled with 'sallybrown@ols.edu', and one for the password, which is masked with dots. Below the password field is a checkbox labeled 'Stay signed in'. A green 'Sign In' button is positioned at the bottom right of the form.

MEMBERSHIP

1. After signing in, you will be directed to the "Membership" page.

The screenshot displays the 'MEMBERSHIP' page for Optimus e-Learning School. The page header includes the school logo, the name 'Optimus e-Learning School', and a user greeting 'Welcome, Sally' with a 'Log Out' button. A navigation bar contains links for PROFILE, MEMBERSHIP, LIBRARY, MY BOOKS, GRADES, and PAYMENT HISTORY. The main content area is titled 'MEMBERSHIP' and includes a note: '*You may only change the plan on the 1st of every month.' Below this, four membership plans are presented in a grid:

CUM LAUDE	MAGNA CUM LAUDE	SUMMA CUM LAUDE	OPTIMUS
\$ 30 per month	\$ 50 per month	\$ 70 per month	\$ 100 per month
Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions
Multiple Choice Vocabulary	Multiple Choice Vocabulary	Multiple Choice Vocabulary	Multiple Choice Vocabulary
	Short Answer Questions	Short Answer Questions	Short Answer Questions
	Audio Recording	Audio Recording	Audio Recording
	Video Explanation	Video Explanation	Video Explanation
		Vocabulary Sentences	Vocabulary Sentences
			Essay
PURCHASE	PURCHASE	PURCHASE	PURCHASE

2. Here you can view the different types of memberships we have and what each membership includes.

PROFILE

1. Select the "Profile" button located on the right of the green menu bar.

The screenshot shows the Optimus e-Learning School website. At the top, there is a header with the school's logo and name, a user greeting "Welcome, Sally", and a "Log Out" button. Below the header is a green navigation menu with several options: "PROFILE", "MEMBERSHIP", "LIBRARY", "MY BOOKS", "GRADES", and "PAYMENT HISTORY". The "PROFILE" button is circled in blue, and a blue arrow points to it from the text above. Below the navigation menu, the "MEMBERSHIP" page is displayed. It features a heading "MEMBERSHIP" and a note: "*You may only change the plan on the 1st of every month." Below this, there are four membership plans presented in columns:

CUM LAUDE	MAGNA CUM LAUDE	SUMMA CUM LAUDE	OPTIMUS
\$ 30 per month	\$ 50 per month	\$ 70 per month	\$ 100 per month
Multiple Choice Questions Multiple Choice Vocabulary	Multiple Choice Questions Multiple Choice Vocabulary Short Answer Questions	Multiple Choice Questions Multiple Choice Vocabulary Short Answer Questions	Multiple Choice Questions Multiple Choice Vocabulary Short Answer Questions
	Audio Recording Video Explanation	Audio Recording Video Explanation	Audio Recording Video Explanation
PURCHASE	PURCHASE	PURCHASE	PURCHASE
		Vocabulary Sentences	Essay
			PURCHASE

2. You will now be redirected to the "Profile" page.

On the Profile page you can view your personal information. If any of this information is incorrect, please email info@optimuslearningschool.com.

 **Optimus e-Learning School** Welcome, Sally [Log Out](#)

[PROFILE](#) [MEMBERSHIP](#) [LIBRARY](#) [MY BOOKS](#) [GRADES](#) [PAYMENT HISTORY](#)

OLS MEMBER PROFILE



 First Name	<input type="text" value="Sally"/>
 Middle Name	<input type="text"/>
 Last Name	<input type="text" value="Brown"/>
 e-mail	<input type="text" value="sallybrown@ols.edu"/>
 MM/DD/YYYY	<input type="text" value="00/00/0000"/>
 phone 1	<input type="text" value="(123) 456-789"/> <input type="text" value="Cell"/>
 phone 2	<input type="text"/> <input type="text"/>
 address	<input type="text" value="451 West Lambert Road, Suite 206 Brea CA 92821"/>
 Country of Citizen	<input type="text" value="United States"/>
 Membership	<input type="text" value="Cum Laude"/>

[EDIT](#)

LIBRARY

1. Select the "Library" button located on the green menu bar.

Optimus e-Learning School

Welcome, Sally [Log Out](#)

[PROFILE](#) [MEMBERSHIP](#) [LIBRARY](#) [MY BOOKS](#) [GRADES](#) [PAYMENT HISTORY](#)

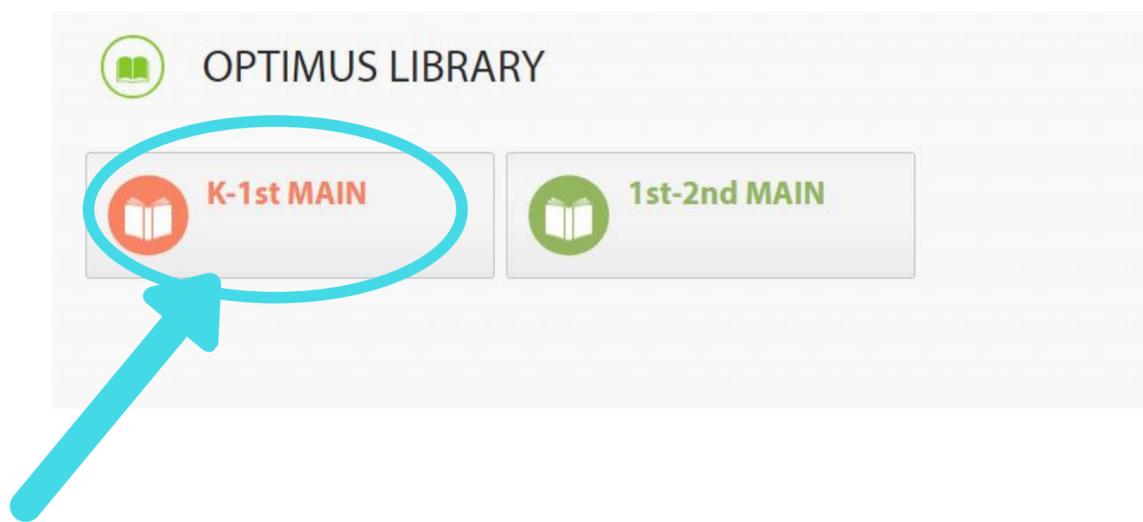
MEMBERSHIP

*You may only change the plan on the 1st of everymonth.

CUM LAUDE	MAGNA CUM LAUDE	SUMMA CUM LAUDE	OPTIMUS
\$ 30 per month	\$ 50 per month	\$ 70 per month	\$ 100 per month
Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions
Multiple Choice Vocabulary	Multiple Choice Vocabulary	Multiple Choice Vocabulary	Multiple Choice Vocabulary
	Short Answer Questions	Short Answer Questions	Short Answer Questions
	Audio Recording	Audio Recording	Audio Recording
	Video Explanation	Video Explanation	Video Explanation
	Vocabulary Sentences	Vocabulary Sentences	Vocabulary Sentences
		Essay	Essay
PURCHASE	PURCHASE	PURCHASE	PURCHASE

2. You will now be redirected to the "Optimus Library" page.

3. Here you will be given different options to select that are dependent on your grade level. In Sally Brown's case, since she is in the 1st grade, she will be able to select books from "K-1st Main" and "1st-2nd Main."



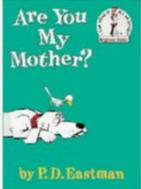
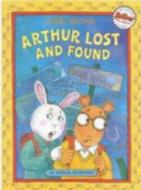
4. For the purposes of this manual, we will select "K-1st Main."

5. You will then be redirected to the "Library Detail" page.

On the "Library Detail" page, you are able to view all the books that have multiple choice questions and multiple-choice vocabulary questions.

 LIBRARY DETAIL

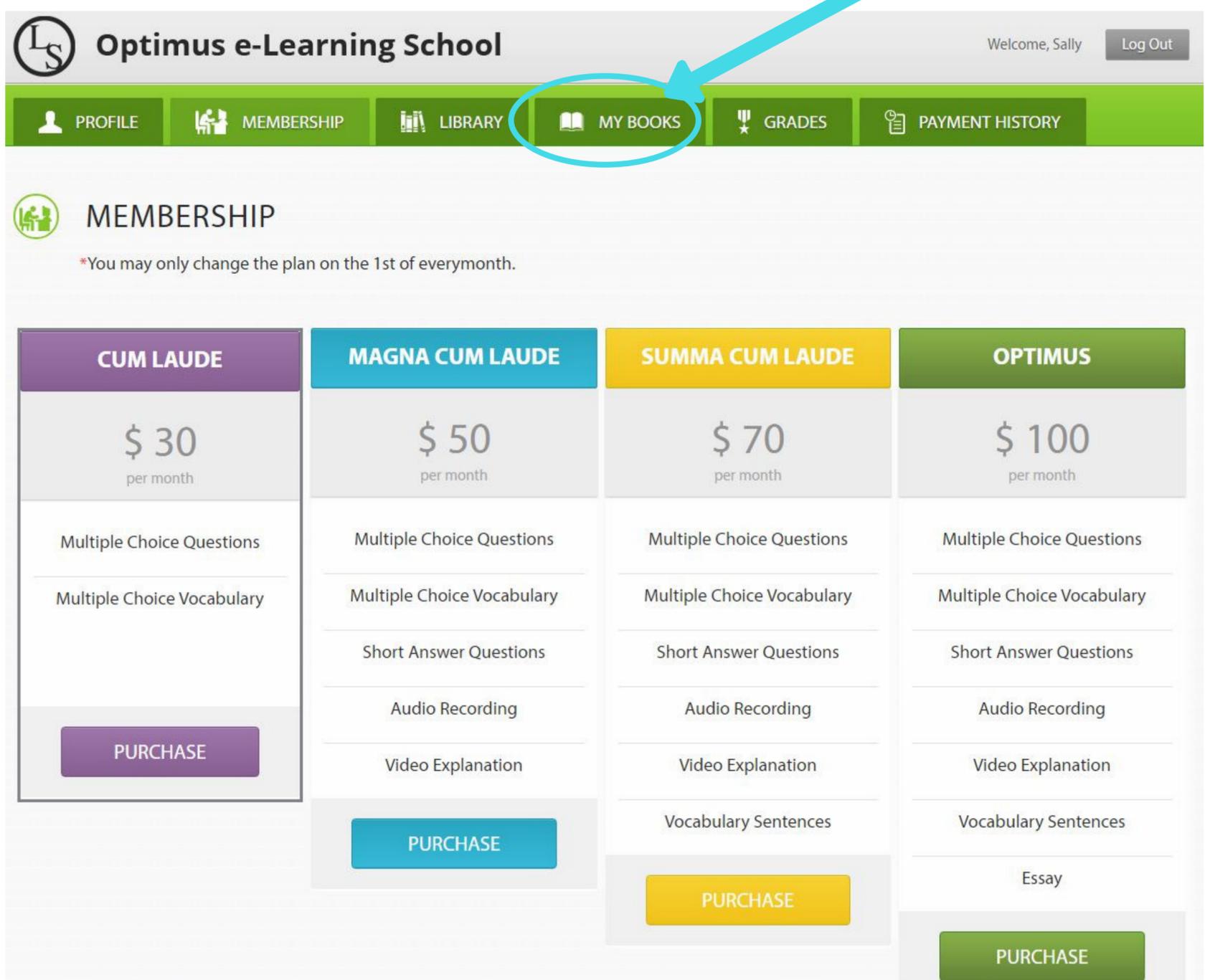
K-1st MAIN

 <p>Select Book</p>	ADVENTURE ON KLICKITAT ISLAND	
	Multiple Choice Questions	Multiple Choice Vocabulary
	Short Answer	Video / Audio
	Vocabulary Sentences	
	Essay (Limited to 500 Words)	
	Book level: 3.8	AR Points: 0.5
 <p>Select Book</p>	ARE YOU MY MOTHER?	
	Multiple Choice Questions	Multiple Choice Vocabulary
	Short Answer	Video / Audio
	Vocabulary Sentences	
	Essay (Limited to 500 Words)	
	Book level: 1.6	AR Points: 0.5
 <p>Select Book</p>	ARTHUR LOST AND FOUND	
	Multiple Choice Questions	Multiple Choice Vocabulary
	Short Answer	Video / Audio
	Vocabulary Sentences	
	Essay (Limited to 500 Words)	
	Book level: 2.6	AR Points: 0.5

SUBMIT

MY BOOKS

1. Select the "My Books" button located on the green menu bar.



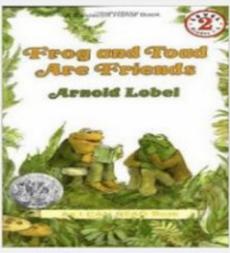
The screenshot shows the user interface of Optimus e-Learning School. At the top, there is a header with the school's logo and name, a user greeting "Welcome, Sally", and a "Log Out" button. Below the header is a green navigation menu with icons and labels for "PROFILE", "MEMBERSHIP", "LIBRARY", "MY BOOKS", "GRADES", and "PAYMENT HISTORY". The "MY BOOKS" button is circled in red, and a red arrow points to it from the right. Below the menu, the "MEMBERSHIP" section is visible, featuring a note: "*You may only change the plan on the 1st of every month." Below this note are four membership plan cards: "CUM LAUDE" (\$30/month), "MAGNA CUM LAUDE" (\$50/month), "SUMMA CUM LAUDE" (\$70/month), and "OPTIMUS" (\$100/month). Each card lists features such as Multiple Choice Questions, Multiple Choice Vocabulary, Short Answer Questions, Audio Recording, Video Explanation, and Vocabulary Sentences. A "PURCHASE" button is located at the bottom of each plan card.

CUM LAUDE	MAGNA CUM LAUDE	SUMMA CUM LAUDE	OPTIMUS
\$ 30 per month	\$ 50 per month	\$ 70 per month	\$ 100 per month
Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions
Multiple Choice Vocabulary	Multiple Choice Vocabulary	Multiple Choice Vocabulary	Multiple Choice Vocabulary
	Short Answer Questions	Short Answer Questions	Short Answer Questions
	Audio Recording	Audio Recording	Audio Recording
	Video Explanation	Video Explanation	Video Explanation
		Vocabulary Sentences	Vocabulary Sentences
			Essay
PURCHASE	PURCHASE	PURCHASE	PURCHASE

2. You will now be redirected to the "My Books" page.

On the "My Books" page, you will be able to view the books you have selected to take the e-Learning multiples choice questions and multiple-choice vocabulary questions.

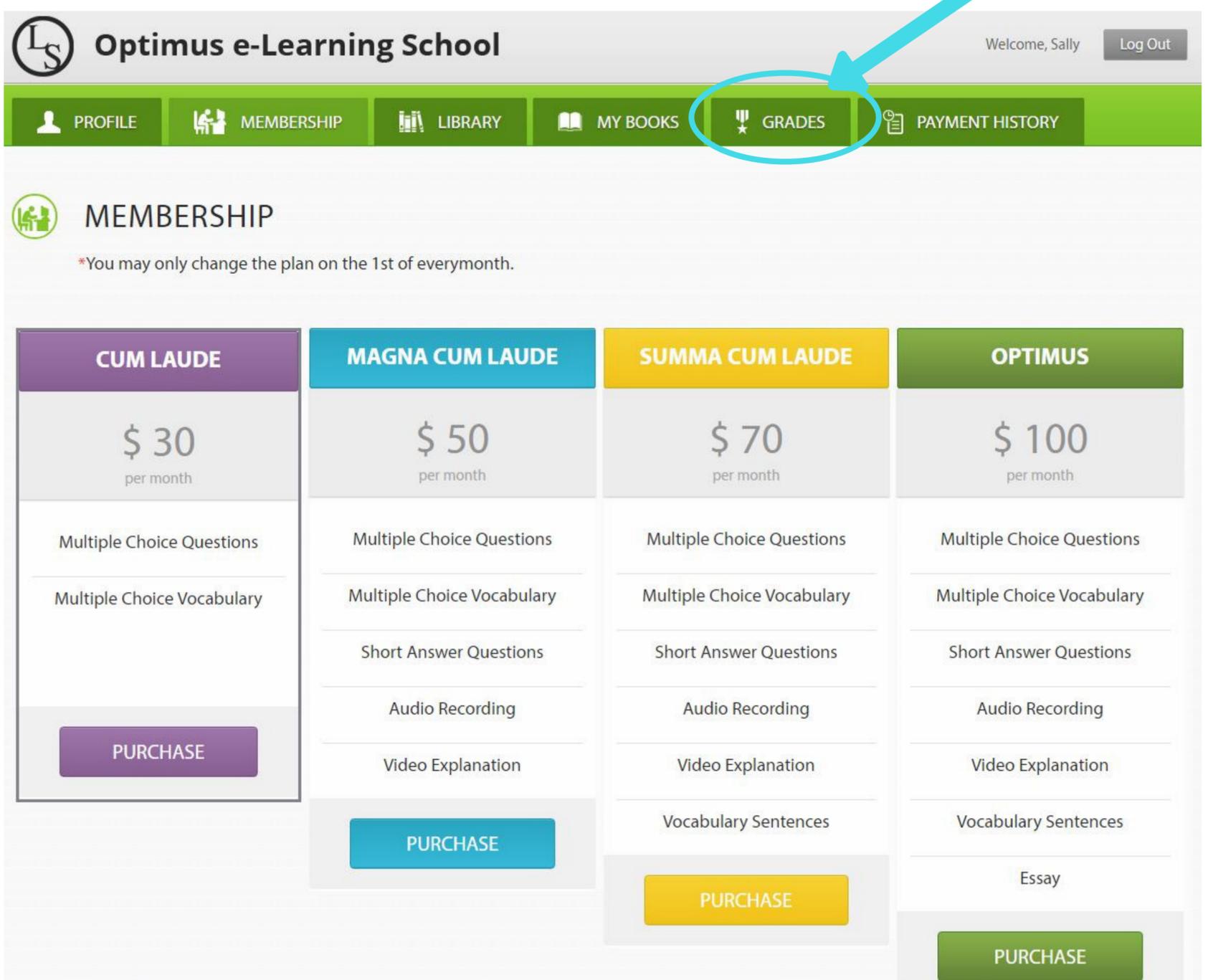
 MY BOOKS



FROG AND TOAD ARE FRIENDS	
Multiple Choice Questions	Multiple Choice Vocabulary
Short Answer	Vocabulary Sentences
Essay (Limited to 500 Words)	
Book level: 2.9	AR Points: 0.5

GRADES

1. Select the "Grades" button located on the green menu bar.



The screenshot shows the Optimus e-Learning School website. The top navigation bar is green and contains several menu items: PROFILE, MEMBERSHIP, LIBRARY, MY BOOKS, GRADES, and PAYMENT HISTORY. The 'GRADES' button is circled in red, and a red arrow points to it from the right. Below the navigation bar, the 'MEMBERSHIP' section is visible, featuring a table of four membership plans: CUM LAUDE, MAGNA CUM LAUDE, SUMMA CUM LAUDE, and OPTIMUS. Each plan includes a price per month and a list of features. The 'CUM LAUDE' plan is highlighted with a red border.

CUM LAUDE	MAGNA CUM LAUDE	SUMMA CUM LAUDE	OPTIMUS
\$ 30 per month	\$ 50 per month	\$ 70 per month	\$ 100 per month
Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions
Multiple Choice Vocabulary	Multiple Choice Vocabulary	Multiple Choice Vocabulary	Multiple Choice Vocabulary
	Short Answer Questions	Short Answer Questions	Short Answer Questions
	Audio Recording	Audio Recording	Audio Recording
	Video Explanation	Video Explanation	Video Explanation
		Vocabulary Sentences	Vocabulary Sentences
			Essay
PURCHASE	PURCHASE	PURCHASE	PURCHASE

2. You will now be redirected to the "Grades" page.

On the "Grades" page, you will be able to view all the grades you have received after taking the multiple choice questions and the multiple choice vocabulary.

The chart is organized by month and year and will provide you with details on which day you answered the questions.

 Optimus e-Learning School Welcome, Sally Log Out		
PROFILE MEMBERSHIP LIBRARY MY BOOKS GRADES PAYMENT HISTORY		
September-2018	Membership	Multiple/Vocab
Frog and Toad Are Friends	Cum Laude	Multiple 0/10 (0%) 09/21/2018 Multiple 0/10 (0%) 09/21/2018 Vocab 0/10 (0%) 09/21/2018
April-2018	Membership	Multiple/Vocab
Are You My Mother?	Cum Laude	Multiple 9/10 (90%) 04/23/2018 Multiple 0/10 (0%) 04/23/2018 Vocab 7/10 (70%) 04/23/2018 Vocab 0/10 (0%) 04/23/2018
Arthur's Birthday	Cum Laude	Multiple 10/10 (100%) 04/23/2018 Multiple 0/10 (0%) 04/23/2018 Vocab 9/10 (90%) 04/23/2018 Vocab 0/10 (0%) 04/23/2018

PAYMENT HISTORY

1. Select the "Payment History" button located on the left of the green menu bar.

The screenshot displays the 'LIBRARY DETAIL' page for 'K-1st MAIN'. It features three book entries, each with a cover image and a 'Select Book' checkbox. The first book is 'ADVENTURE ON KLUCKITAT ISLAND' by Hilary Woodcock Kippoly and Barbara Winton. The second is 'Are You My Mother?' by P.D. Eastman. The third is 'ARTHUR LOST AND FOUND'. Each book entry is followed by a table of available activities and their associated AR points. A 'PURCHASE' button is visible for each book. A 'SUBMIT' button is also present in the 'ARTHUR LOST AND FOUND' section.

ADVENTURE ON KLUCKITAT ISLAND	
Multiple Choice Questions	Multiple Choice Vocabulary
Short Answer	Video / Audio
Vocabulary Sentences	
Essay (Limited to 500 Words)	
Book level: 3.8	AR Points: 0.5

ARE YOU MY MOTHER?	
Multiple Choice Questions	Multiple Choice Vocabulary
Short Answer	Video / Audio
Vocabulary Sentences	
Essay (Limited to 500 Words)	
Book level: 1.6	AR Points: 0.5

ARTHUR LOST AND FOUND	
Multiple Choice Questions	Multiple Choice Vocabulary
Short Answer	Video / Audio
Vocabulary Sentences	
Essay	
PURCHASE	

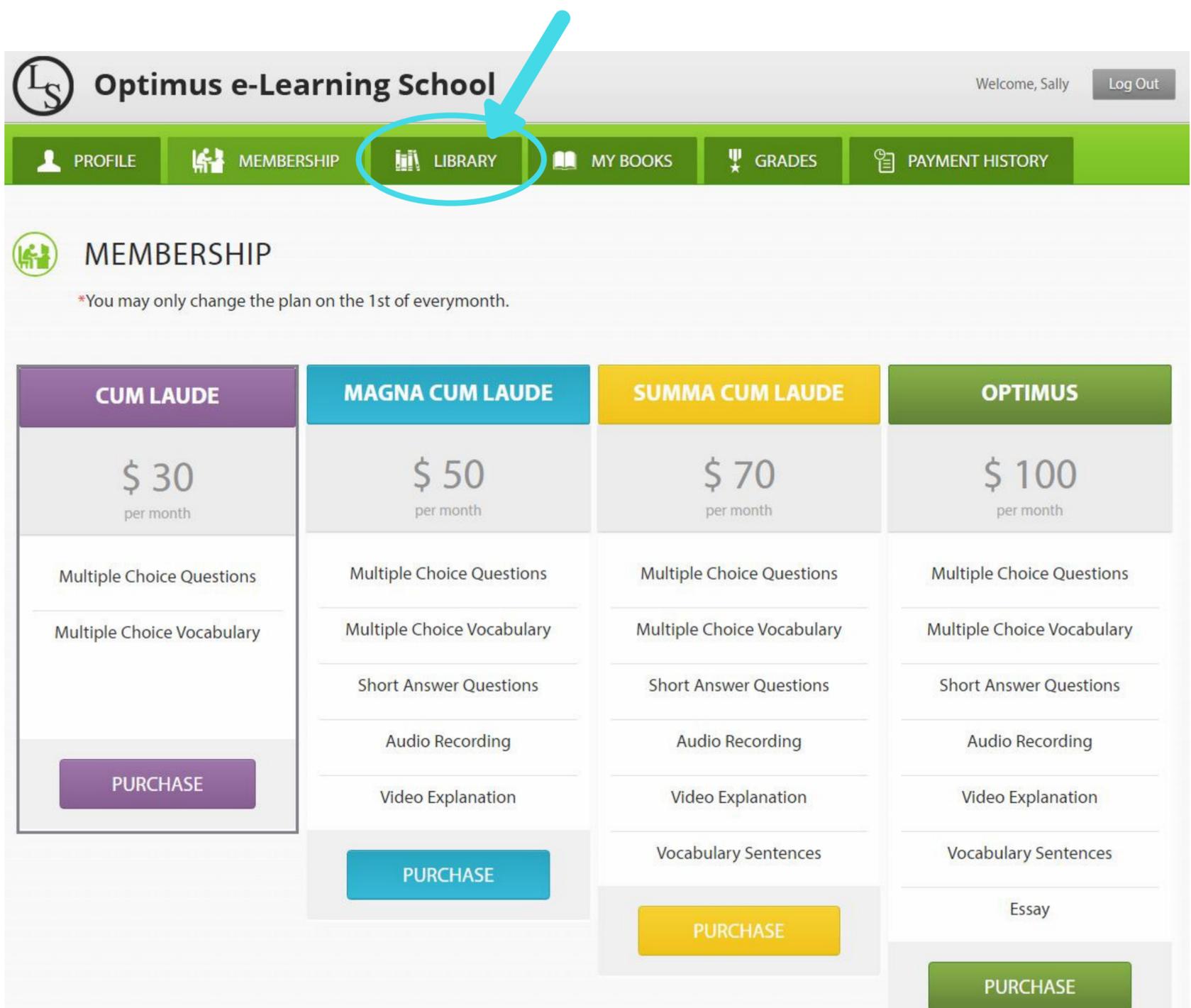
2. You will now be redirected to the "Payment History" page.

On the "Payment History" page, you will be able to view your invoice for the e-Learning School.

No	Plan	Amount	Start Date	End Date	Transaction Id	Date	Paid type
No result found							

ACCESSING QUESTIONS

1. Select the "Library" button located on the green menu bar.



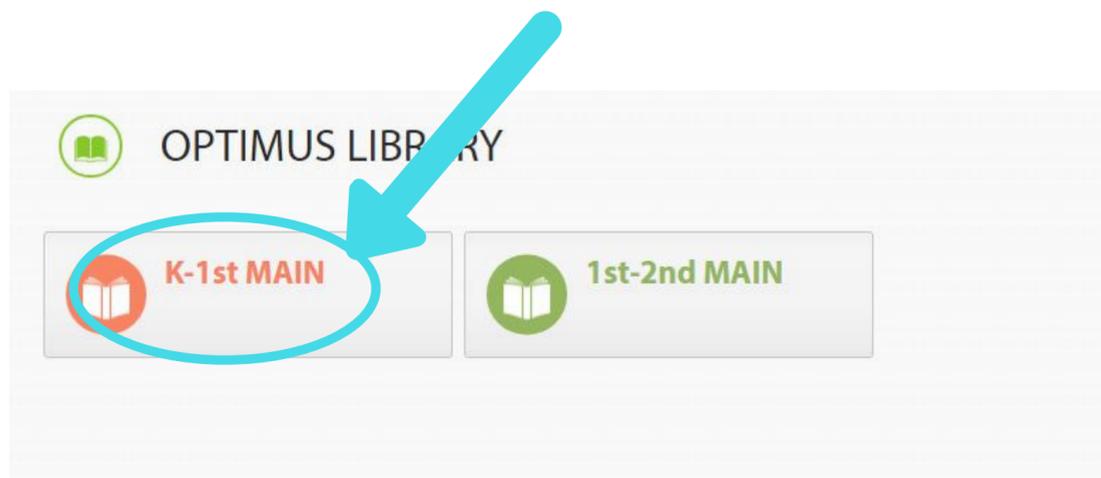
The screenshot shows the Optimus e-Learning School website. At the top, there is a header with the school logo and name, a user greeting "Welcome, Sally", and a "Log Out" button. Below the header is a green navigation menu with several buttons: "PROFILE", "MEMBERSHIP", "LIBRARY", "MY BOOKS", "GRADES", and "PAYMENT HISTORY". The "LIBRARY" button is circled in red, and a red arrow points to it from the text above. Below the menu bar, the "MEMBERSHIP" section is visible, featuring a note: "*You may only change the plan on the 1st of every month." Below this note is a table of membership plans.

CUM LAUDE	MAGNA CUM LAUDE	SUMMA CUM LAUDE	OPTIMUS
\$ 30 per month	\$ 50 per month	\$ 70 per month	\$ 100 per month
Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions
Multiple Choice Vocabulary	Multiple Choice Vocabulary	Multiple Choice Vocabulary	Multiple Choice Vocabulary
	Short Answer Questions	Short Answer Questions	Short Answer Questions
	Audio Recording	Audio Recording	Audio Recording
	Video Explanation	Video Explanation	Video Explanation
		Vocabulary Sentences	Vocabulary Sentences
			Essay
PURCHASE	PURCHASE	PURCHASE	PURCHASE

2. You will now be redirected to the "Optimus Library" page.

3. On the "Optimus Library" page, select the grade level you would like to view.

For the purpose of this manual, we will select "K-1st Main."



4. You will now be redirected to the "Library Detail" page.

5. Choose the book you would like to take the multiple choice questions and multiple choice vocabulary by clicking on the small square button located on the left of "Select Book."

For the purpose of this manual, we will choose "Adventure on Klickitat Island."

 LIBRARY DETAIL

K-1st MAIN



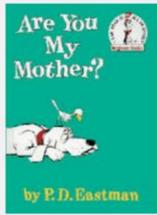
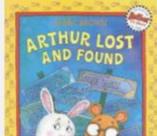
Select Book

ADVENTURE ON KLICKITAT ISLAND	
Multiple Choice Questions	Multiple Choice Vocabulary
Short Answer	Video / Audio
Vocabulary Sentences	
Essay (Limited to 500 Words)	
Book level: 3.8	AR Points: 0.5

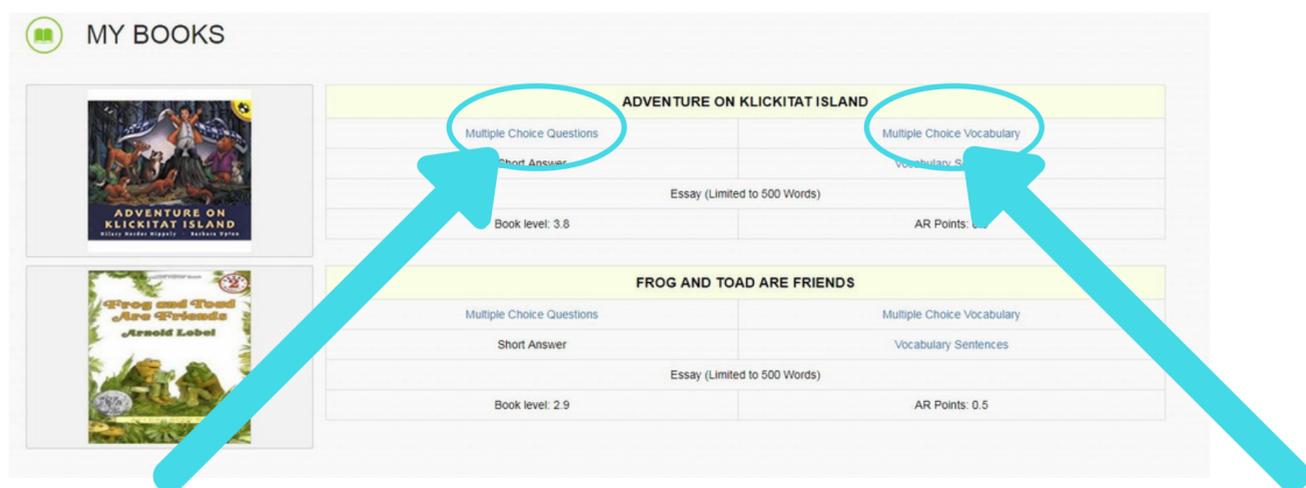
6. After selecting the book, click on the "Submit" button located on the bottom left side of the page.

 LIBRARY DETAIL

K-1st MAIN

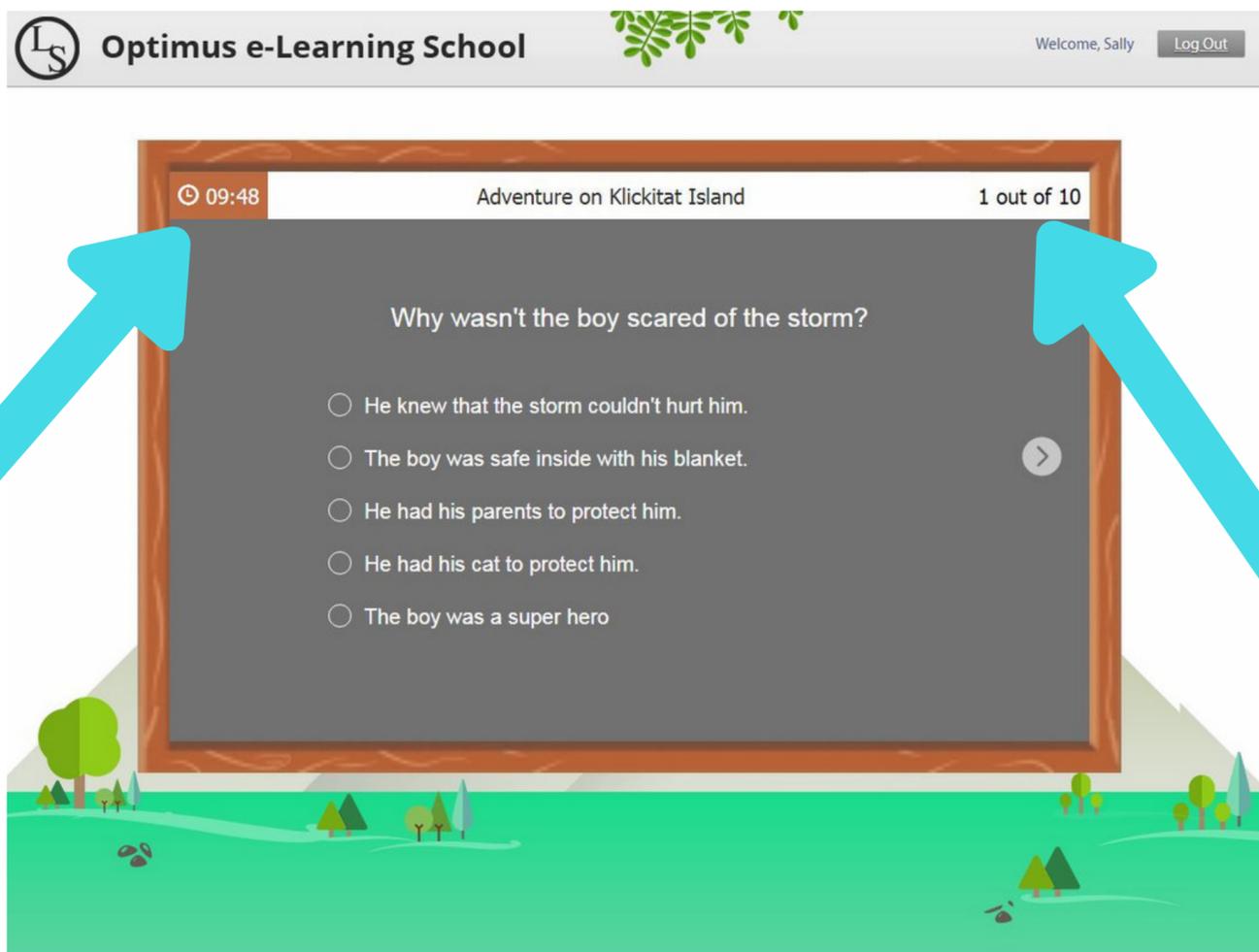
 <input checked="" type="checkbox"/> Select Book	ADVENTURE ON KLICKITAT ISLAND <table border="1"><tbody><tr><td>Multiple Choice Questions</td><td>Multiple Choice Vocabulary</td></tr><tr><td>Short Answer</td><td>Video / Audio</td></tr><tr><td colspan="2">Vocabulary Sentences</td></tr><tr><td colspan="2">Essay (Limited to 500 Words)</td></tr><tr><td>Book level: 3.8</td><td>AR Points: 0.5</td></tr></tbody></table>	Multiple Choice Questions	Multiple Choice Vocabulary	Short Answer	Video / Audio	Vocabulary Sentences		Essay (Limited to 500 Words)		Book level: 3.8	AR Points: 0.5				
Multiple Choice Questions	Multiple Choice Vocabulary														
Short Answer	Video / Audio														
Vocabulary Sentences															
Essay (Limited to 500 Words)															
Book level: 3.8	AR Points: 0.5														
 <input type="checkbox"/> Select Book	ARE YOU MY MOTHER? <table border="1"><tbody><tr><td>Multiple Choice Questions</td><td>Multiple Choice Vocabulary</td></tr><tr><td>Short Answer</td><td>Video / Audio</td></tr><tr><td colspan="2">Vocabulary Sentences</td></tr><tr><td colspan="2">Essay (Limited to 500 Words)</td></tr><tr><td>Book level: 1.6</td><td>AR Points: 0.5</td></tr></tbody></table>	Multiple Choice Questions	Multiple Choice Vocabulary	Short Answer	Video / Audio	Vocabulary Sentences		Essay (Limited to 500 Words)		Book level: 1.6	AR Points: 0.5				
Multiple Choice Questions	Multiple Choice Vocabulary														
Short Answer	Video / Audio														
Vocabulary Sentences															
Essay (Limited to 500 Words)															
Book level: 1.6	AR Points: 0.5														
 <input type="checkbox"/> Select Book	ARTHUR LOST AND FOUND <table border="1"><tbody><tr><td>Multiple Choice Questions</td><td>Multiple Choice Vocabulary</td><td rowspan="2">SUBMIT</td></tr><tr><td>Short Answer</td><td>Video / Audio</td></tr><tr><td colspan="2">Vocabulary Sentences</td><td></td></tr><tr><td colspan="2">Essay (Limited to 500 Words)</td><td></td></tr><tr><td>Book level: 1.6</td><td>AR Points: 0.5</td><td></td></tr></tbody></table>	Multiple Choice Questions	Multiple Choice Vocabulary	SUBMIT	Short Answer	Video / Audio	Vocabulary Sentences			Essay (Limited to 500 Words)			Book level: 1.6	AR Points: 0.5	
Multiple Choice Questions	Multiple Choice Vocabulary	SUBMIT													
Short Answer	Video / Audio														
Vocabulary Sentences															
Essay (Limited to 500 Words)															
Book level: 1.6	AR Points: 0.5														

7. On the menu bar, select " My Books."
You will now be redirected to the My Books page. Here you will see the books you have selected from the Library Details page.



8. Here you will also be able to select which questions you would like to answer. The available questions will be colored blue.

For the purpose of this manual, we will first select "Multiple Choice Questions." You will then be directed to the Multiple Choice Questions e-Learning.



On the left-hand side you will see a timer that indicates how long you have to complete the questions.

On the right-hand side, you will see which number question you are on out of the total number of questions.

9. After answering all the questions, click on the "submit" button located at the bottom left of the page.

10. You will then be asked, "Do you really want to submit the score and close the window?" select "OK."

The screenshot shows a web browser window with the URL `uselearningschool.com/exam.php?page=placement_one_wins&no_place=564&no_q=1`. The page header includes the Optimus e-Learning logo, the text "Welcome, Sally", and a "Log Out" button. A central dialog box from "optimusearningschool.com" asks, "Do you really want to submit the score and close the window?" with "OK" and "Cancel" buttons. The main content area, titled "Adventure on Klickitat Island" and "10 out of 10", displays a question: "Why does the baby otter cry in the shelter?". The question is accompanied by a timer showing "09:29" and a back arrow. Five radio button options are listed: "There is no room for him to fit in it.", "No one wants to be his friend.", "They ran out of food before he could eat some.", "The other animals were mean to him.", and "The blanket couldn't cover his feet because no one was sharing it." A "Submit" button is located at the bottom right of the question area. The page has a decorative green landscape background with trees and a path.

11. You will then be redirected to the "Grades" page. Here you will be able to immediately view the score you received from the e-Learning questions.



The screenshot shows a user interface with a green navigation bar at the top containing icons and labels for PROFILE, MEMBERSHIP, LIBRARY, MY BOOKS, GRADES, and PAYMENT HISTORY. Below the navigation bar is a table with three columns: 'September-2018', 'Membership', and 'Multiple/Vocab'. The table contains two rows of data.

September-2018	Membership	Multiple/Vocab
Adventure on Klickitat Island	Cum Laude	Multiple 0/10 (0%) 09/24/2018 Multiple 9/10 (90%) 09/24/2018 Multiple 0/10 (0%) 09/24/2018 Vocab 0/10 (0%) 09/24/2018
Frog and Toad Are Friends	Cum Laude	Multiple 0/10 (0%) 09/21/2018 Multiple 0/10 (0%) 09/21/2018 Vocab 0/10 (0%) 09/21/2018

To access the Multiple Choice Vocabulary, go back to "My Books" and select "Multiple Choice Vocabulary."

The Multiple Choice Questions and the Multiple Choice Vocabulary are presented in the same format with the exception that the questions are different.