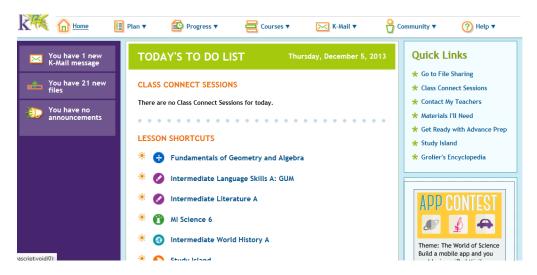
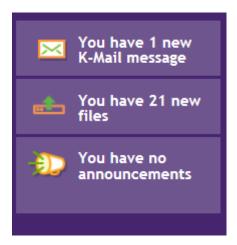
Completing Lessons in your Daily Plan

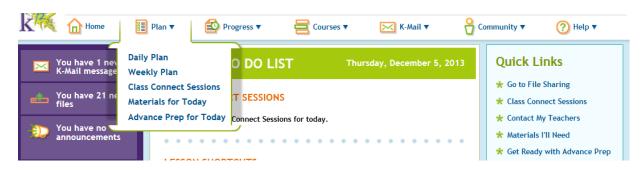
Here is your home screen.



First thing each morning, check your Kmail! Respond to any that require a response.



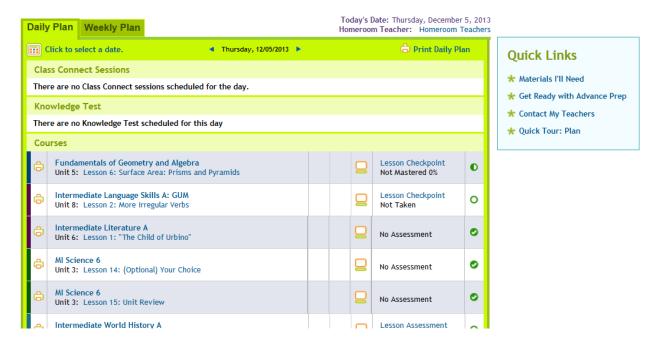
Second, hover your cursor over Plan. On Monday mornings, select Weekly Plan.



Select Print Weekly Plan at the top right corner of the screen. Keep this to help you stay on track. You only need to do this each Monday.



Click on the Daily Plan tab. This should be the way you access your lessons each week day.



Now, complete your Daily Plan. Attend any scheduled Class Connect sessions on your plan.