

STUDENT DIRECTIONS

Purchase the software required by your instructor. Please note that once you open the package, the materials are **NOT** refundable.

TO INSTALL THE SOFTWARE AT HOME:

1. Place CD #1 – Installation Disc in the CD-ROM drive. (CD#1 is the only CD needed for the installation.)
2. The installation will begin automatically. Follow the on-screen instructions.
3. You will be prompted to enter an **HLS Course ID**.
 - If you have internet access, select “Yes, the Course ID is:” and enter **the course ID provided by your instructor** into the box provided.
 - If you do not have internet access, select the option that says “No, I will not be accessing an online gradebook from this computer.”

TO GET YOUR ACCESS CODE:

1. There are two ways to get your access code. Go to www.hawkeslearning.com and click on get your access code or click on the I need an access code link from the software. Either option will direct you to our website to request an access code.
2. Fill out the form (including your 15-digit license number from the yellow sticker on the CD sleeve). Click on the submit button and your personalized access code will appear on the screen. You will also receive an e-mail with the access code in the body of the text and as an attachment called “access.cod” which you should save to a floppy disk.

TO ENTER THE SOFTWARE AND SAVE YOUR ACCESS CODE:

1. Double-click on the purple diamond icon on your Desktop (or go to Start, Programs, Hawkes Learning Systems).
2. Enter your access code when prompted. You may type it, paste it, or load it from a disk (if you saved it from e-mail) by clicking the “Load From Disk” option and browsing to the path where you saved it. If you type or paste your access code, you will be prompted to save it. Save your access code to a floppy disk or another option to avoid typing it each time.

TO ENROLL IN YOUR INSTRUCTOR’S GRADEBOOK:

1. **If you have internet access** and have entered your HLS Course ID, you will automatically be asked to enroll in your instructor’s gradebook the first time that you log in to the software. Choose your instructor’s name and the correct section from the pull-down menus.
2. **If you do not have internet access** on the computer where the software is installed, you will need to enroll in your instructor’s gradebook by going to www.hawkeslearning.com/YourCourseIDHere. After entering your Access Code, you will be prompted to choose your instructor’s name and the correct section from the pull-down menus.

TO CERTIFY (DO YOUR ASSIGNMENT IN THE SOFTWARE):

1. The **Certify** option is where you will complete your assignment.
2. After certifying, you will be given a certification code (this verifies that you completed your assignment). It is recommended that you print and/or save your certification code.
3. **a. If you have internet access**, you should receive a message that says your certificate has been submitted in your instructor’s gradebook. You are now done with that assignment! If you do not receive this message, follow the directions under “**b.**”
 - b. If you do not have internet access**, you will need to manually submit your certification code on the internet to get credit for your assignment in your instructor’s gradebook. To do this,
 - Go to www.hawkeslearning.com/YourCourseIDHere and log in using your access code.
 - Click the Submit Certificate(s) link.
 - If you saved your certification code to a file, click Browse to find your code and click Submit Certificate. If you have a paper copy of your certificate, click the Type or Paste tab, select the lesson you have certified in, type in your code and click Submit Certificate. You will need to perform these steps after you Certify to get credit for each of your assignments.

* **Be sure you submit your Certification Code ON or BEFORE the due date to get credit for the assignment.**