

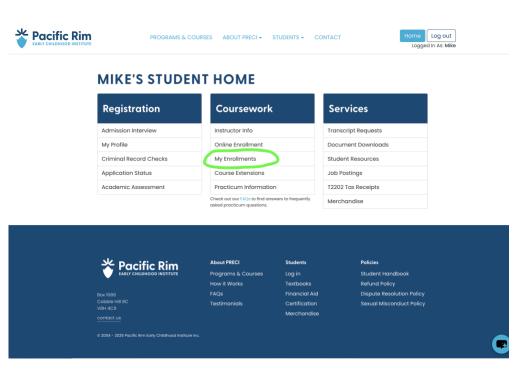
How to Complete a Course at Pacific Rim

After you have successfully <u>registered as a student</u> and been approved, and <u>enrolled in a course</u> and been approved, you're ready to start your course! This document explains how.

There is a YouTube video showing all the same materials available here: https://www.youtube.com/watch?v=R-Xzto3QgF4

Accessing Your Enrollment

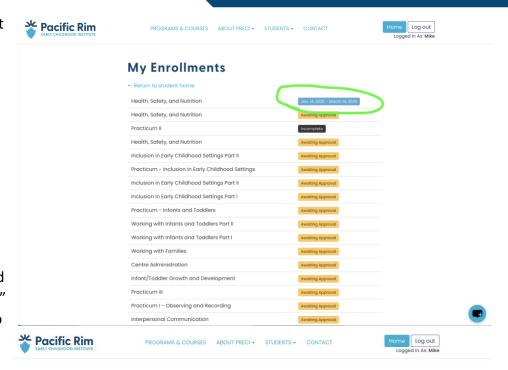
- Log into the
 <u>Pacific Rim</u>
 <u>website</u> using
 your student ID
 and password
 you setup during
 registration
- Under
 "Coursework",
 click "My
 Enrollments"
 (circled in green)



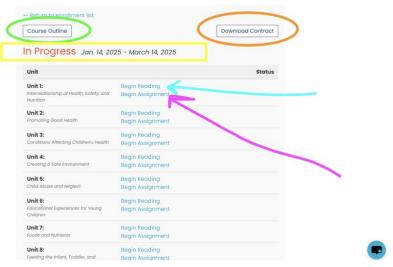
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- (250) 294-7863
- Box 1086, Cobble Hill, BC V8H 4C9
- admissions@earlychildhoodeducator.com
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- Find your enrollment in the list (if it's your first enrollment, there will only be one) and click on it.
- 4. This is your course! Click "Course Outline" (cirlced in green) first for important information about your enrollment, and "Download Contract" (circled in orange) to access the contract you signed during enrollment. You can also see your enrollment's status and dates (circled in yellow. Lastly, you can access the courses' readings and assignments (blue and yellow arrows). To view your first unit's reading click "Begin Reading" (blue arrow).



Health, Safety, and Nutrition

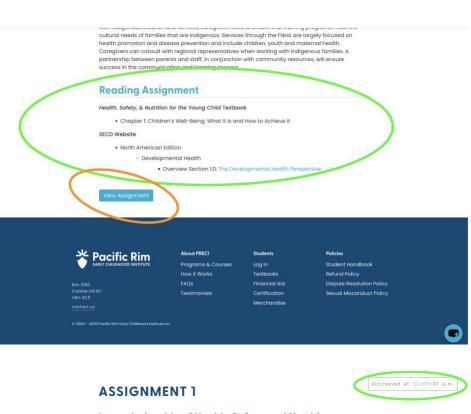


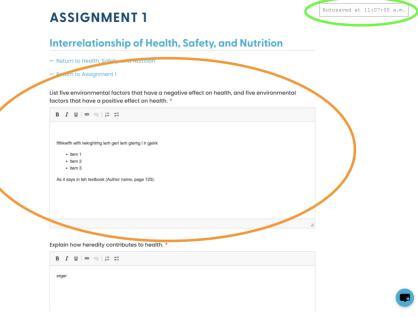
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Accessing Units and Completing Assignments

- 1. In addition to the unit's reading, this page also shows the additional Reading Assignment (circled in green). Once you have completed all the readings, you're ready to complete the assignment. To do that, click "View Assignment" (circled in orange).
- 2. Here is the assignment page where you can enter your responses for the assignment.
 Please note that your answers are automatically saved every minute, in case you need to leave (see green circle).
 Enter your answers into each textbox (see orange circle).







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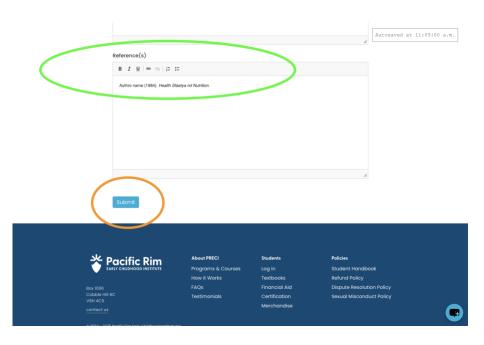
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3. In order to provide references to the works cited in your answers, please fill in the "References" section at the bottom of the page, where applicable (circled in green). When ready to submit to your instructor, click "Submit" (circled in orange). Your instructor will receive a notification and begin grading your assignment. When they



have completed grading it, you wll receive an email notification.

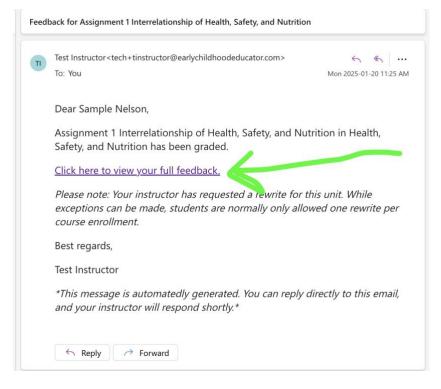
Note: if your course has not yet officially began, or your instructor is currently grading a previous assignment, then you will not be allowed to submit the assignment yet. Your work will, however, still be autosaved.

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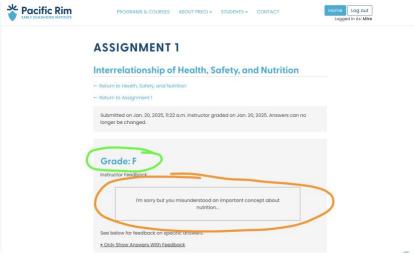


Viewing Instructor Feedback and Rewriting Assignments

 When your instructor has graded your assignment, an email will be sent to you with a link to the graded assignment. Click the link.



You may need to log in again. After doing so, you will be taken to the assignment page again. Except now you can see your grade (circled in green) and the instructor's overall feedback (circled in orange).



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- 3. Scrolling down, if your instructor has requested the assignment be rewritten, a link to rewrite it is provided (circled in green). Your instructor may have also given feedback on individual questions (circled in orange). Click "Rewrite this Unit" to see a new assignment which can be submitted just like before.
- 4. If you click back to your enrollment page, you can now see both the first submission of the unit (circled in green) containing your original answers, and the rewrite (circled in orange) where you can write your new answers.

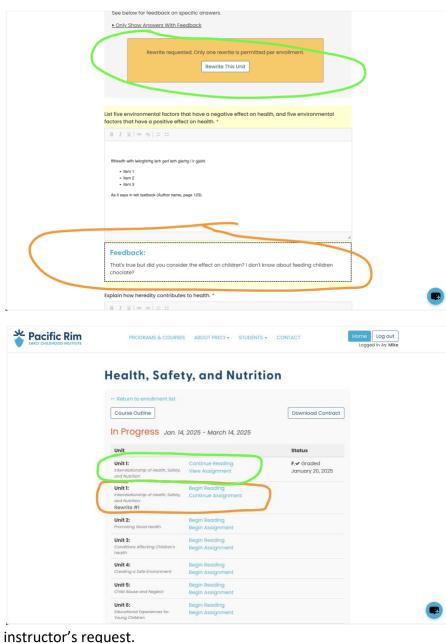
 Note: your original

answers are not

into the rewrite to

automatically copied over

encourage you to write new content to satisfy your instructor's request.





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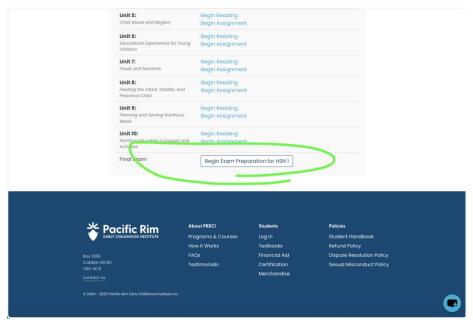
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Accessing the Final Exam

Once all your assignments have been completed, your instructor will send you instructions on completing the final exam. If it will be done online, the link will be sent in an email and you can access it at the bottom of the enrollment page (circled in green).



For help with the exam, view our

instructions video available here: https://youtu.be/JfHVCKUEmMs

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