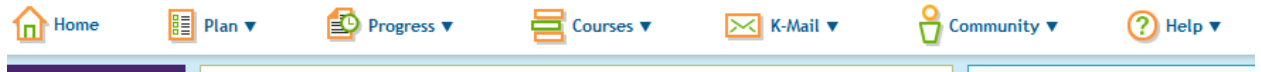
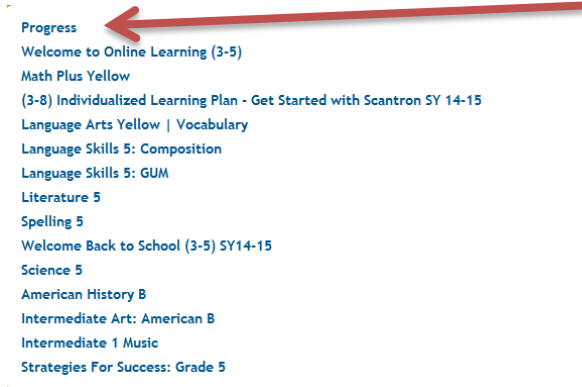


# Checking OLS Progress Quick Reference Guide

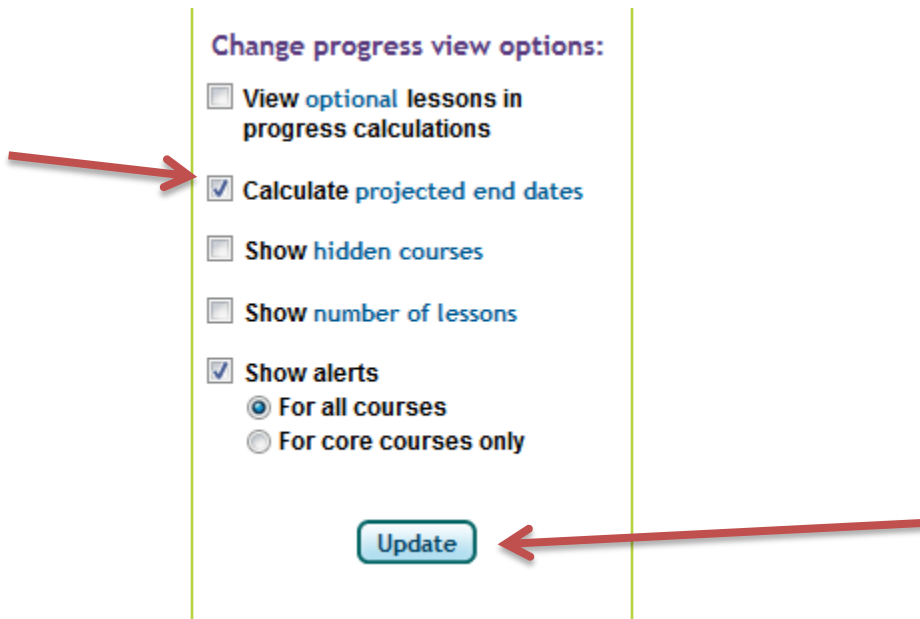
1. Log into the LC account and click on the progress tab.



2. The dropdown menu will list all of your student's courses.
3. Select the top progress option.

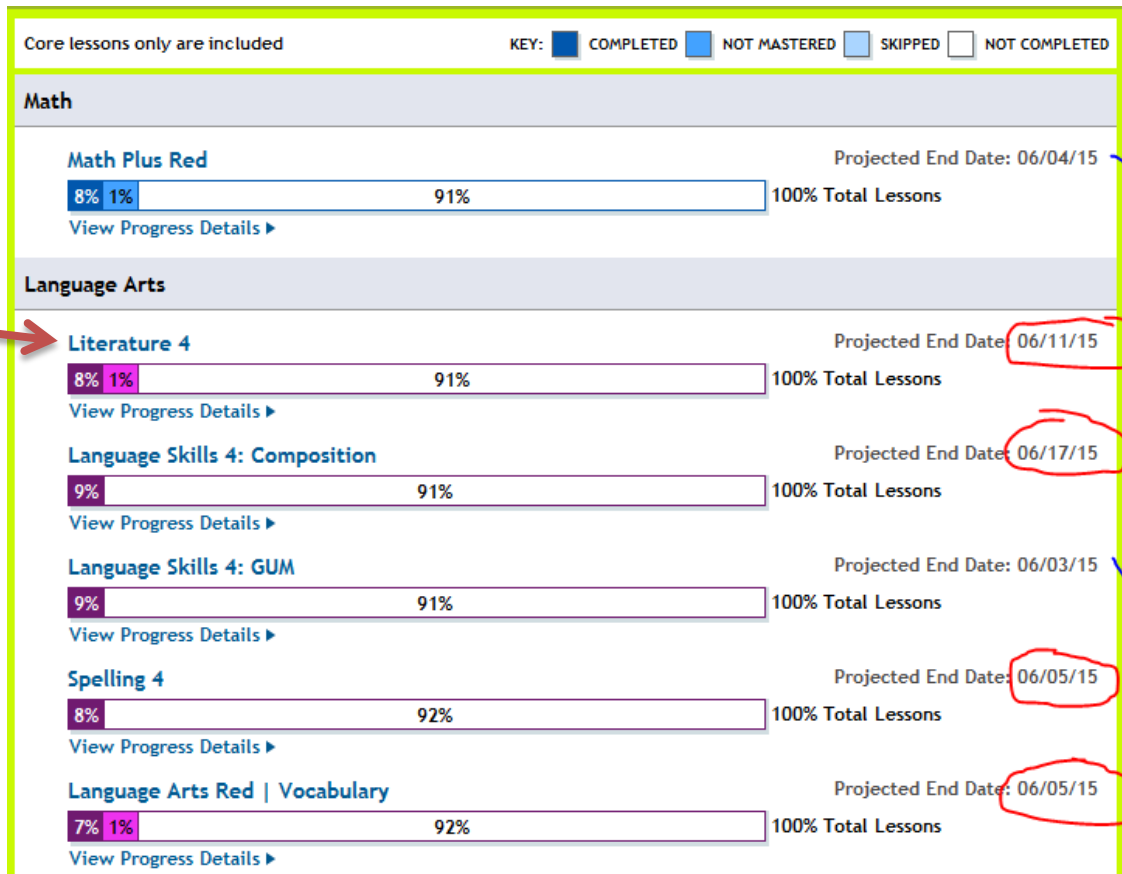


4. On the far right you will see the Change Progress view options. Select Calculate Projected end dates.



5. Then click update.
6. This will provide you with information for how to check the expected end date for your student to complete all of the lessons in the curriculum by the end of the year. Please note that our last day of school is June 4<sup>th</sup>. **If your student's projected end date is later than 6/04/2015 you will need to complete extra lessons in that subject.**

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7. Also please notice the 1% in Literature that is pink. That means that this example student has non mastered lessons in Literature 4. By clicking on Literature 4 in blue you will be taken to the course progress.
8. From there you can see the lessons in the course. You are able to click on the Non Mastered lessons to “master” and go over them again. You are also able to click on the Non Completed lessons to “catch up” on any missed lessons.

