

Using the CCISD e4 System

1. Open the Internet browser on your computer and type in the address:
<http://e4.ccisd.net>.

2. In the Login area type in your **Username** and **Password**.



3. Your Username and Password is your CCISD student login. If you do not know your login, please contact your teachers for assistance.

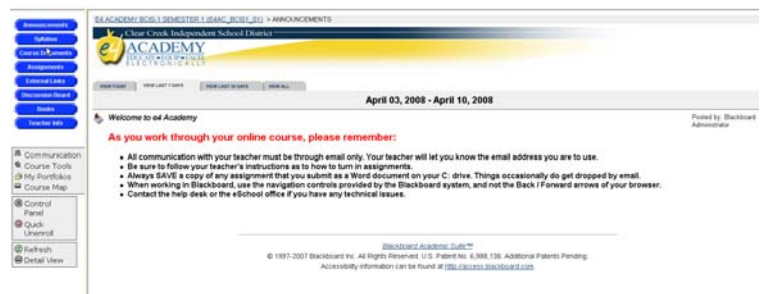
4. Click the **Classes** tab.



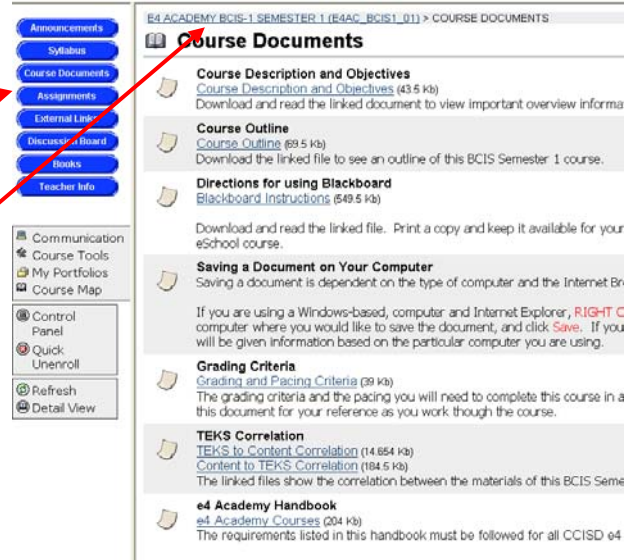
5. Click on the **title of the course** you wish to enter.



6. This is the **Announcement Page**. Announcements will be posted here from your teacher about the class you are taking.

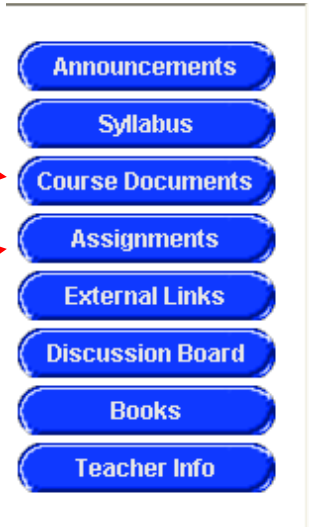


7. Navigation in a course in the e4 system should be using the **Menu Buttons** along the left side of the page or the **Breadcrumbs** within the page. These tools will help you navigate the course.



8. Course materials can be found By clicking on the **Course Documents** menu button.

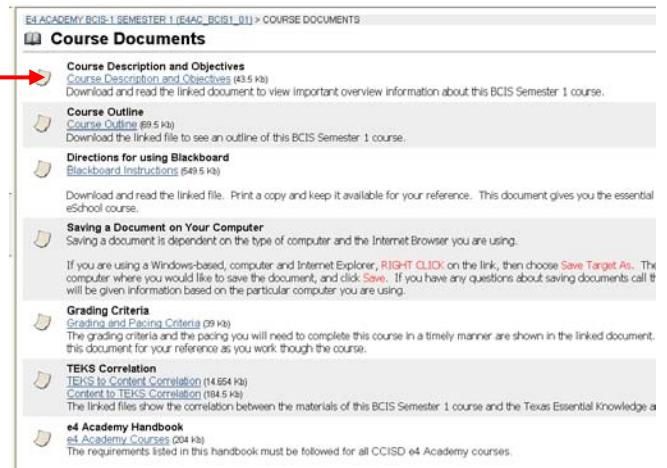
9. Assignments can be found by clicking on the **Assignments** area.



10. Once in the Course Documents area or Assignments area, click on the **underlined link**, and the instructional materials will open.

11. The assignments are listed in order. It is important you complete them in that order.

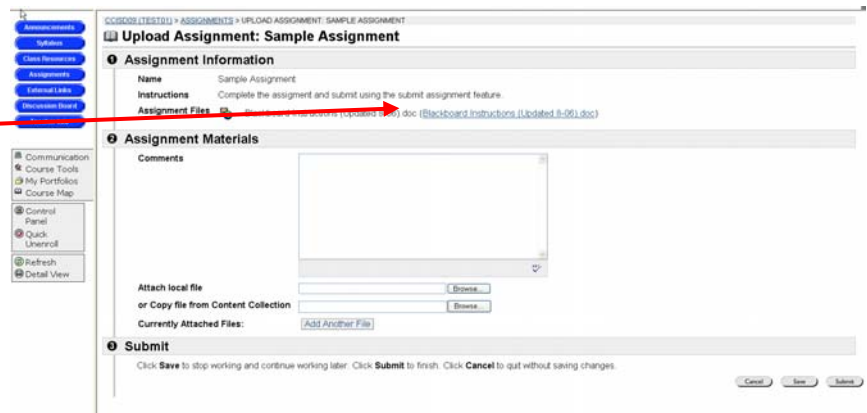
12. Follow the directions to continue through the course.



13. To complete an assignment, you must save it on your computer.
14. You might find it beneficial to create a folder on your hard drive and name it the name of your course.
15. Within that folder you can then create a folder for each unit in which you will save your assignments.
16. If the document is simply posted, you will need to **right click** on the link to the document **before you open it**. Then, choose **Save Target As** and save the document in the folder you have created on your hard drive.
17. If there is a link to **View/Complete Assignment: Sample Assignment** click on the link to access the assignment.



18. To save the document, **right click** on the document link before you open it and then **Save Target As** to your desktop.



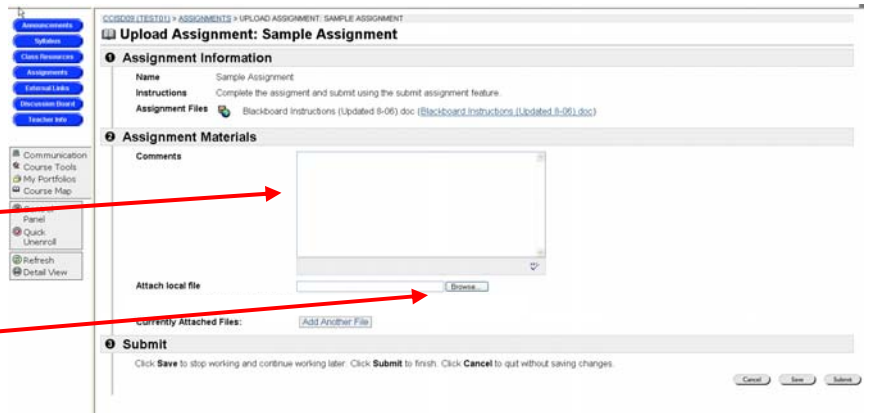
19. Complete your assignment and save it with your answers on your hard drive.
20. After you have saved your assignment, you will need to turn it in to your teacher. Your teacher will instruct you regarding the method to use. It may be by **email** or via the **Assignment Upload** feature.

21. To submit your assignment from the **View/Complete Assignment** link, click on **View/Complete Assignment**.

22. Type in any **Comments** you might wish to tell the teacher.

23. Choose **Browse** to navigate to the assignment you completed.

24. Click on **Submit**.



Remember: To go to another part of the course to use the **Menu Buttons** on the left side of the page or the **Breadcrumbs**.

When you have completed this session click **Logout**, and wait for the server to log you out of the course.



GOOD LUCK AND ENJOY YOUR COURSE!