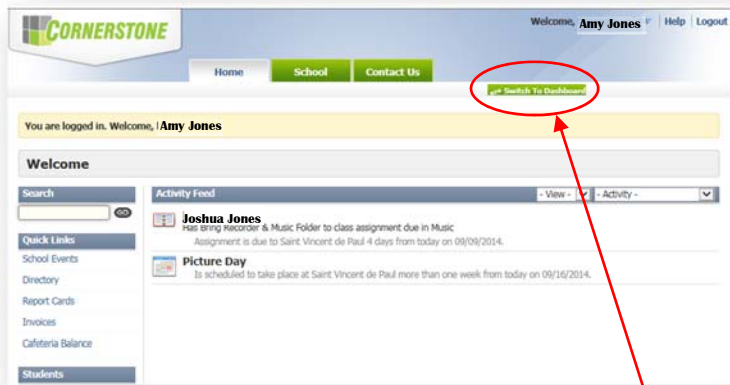
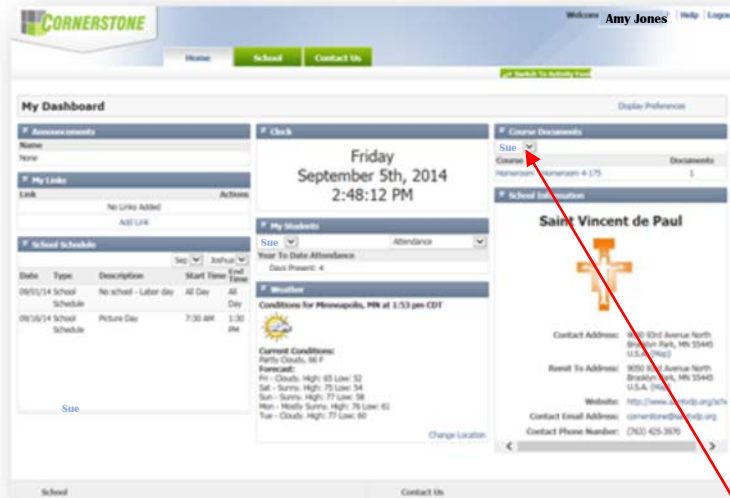


How to Access Course Documents in Cornerstone Including Classrooms' Assignment Notebooks

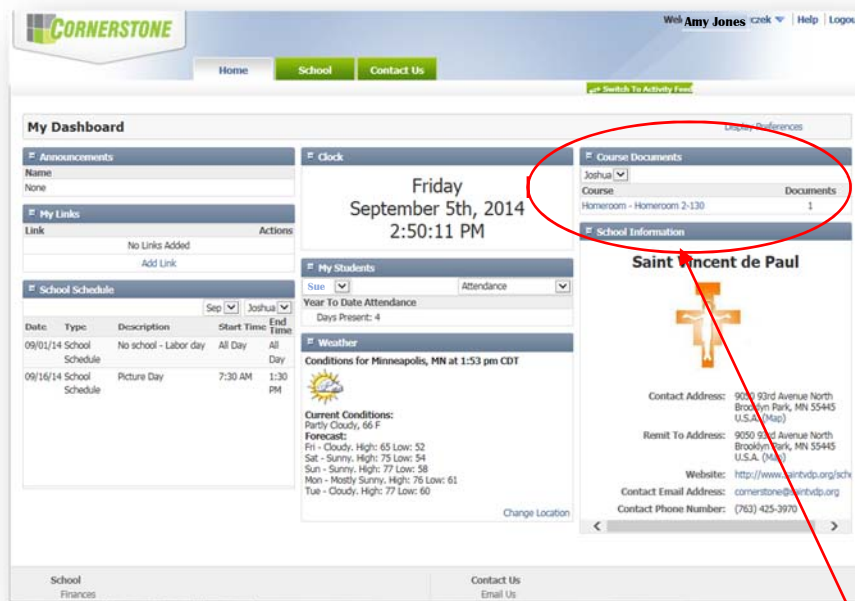
Log into your Cornerstone account



Switch to “Dashboard” view, by clicking on the “Switch to Dashboard” button in the upper right.



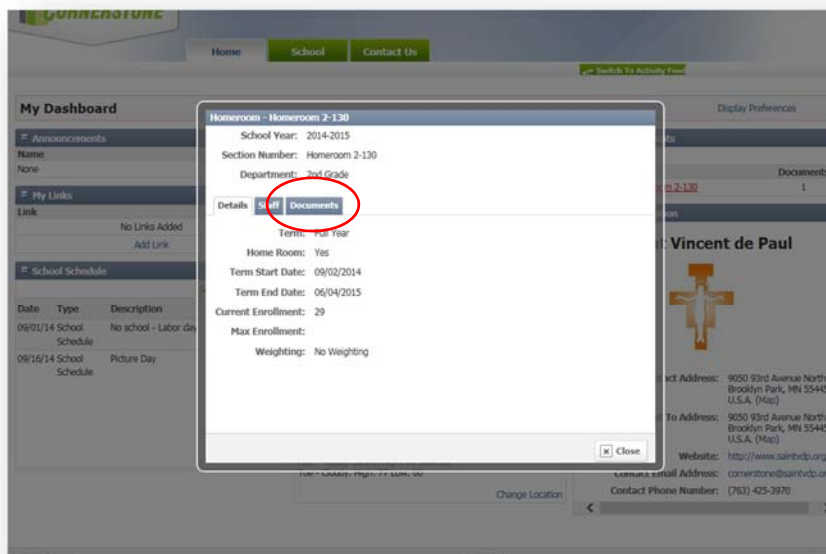
Select the child you wish to view from the drop down list of your household's children



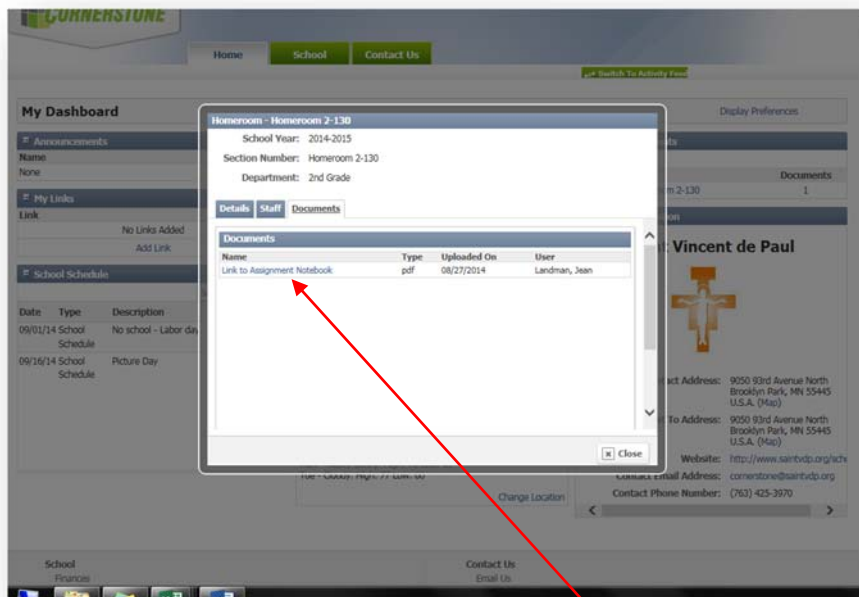
Once you select the child you want to view information for, you will then see all the documents for your child's classes listed under the "Course Documents" widget.

The "Assignment Notebook" is a homeroom document, therefore, click on "Homeroom – Homeroom x-xxx" link shown under "Course"

Here you will find details regarding your child's homeroom.



Click on the "Documents" tab to see any documents that relate to his or her homeroom

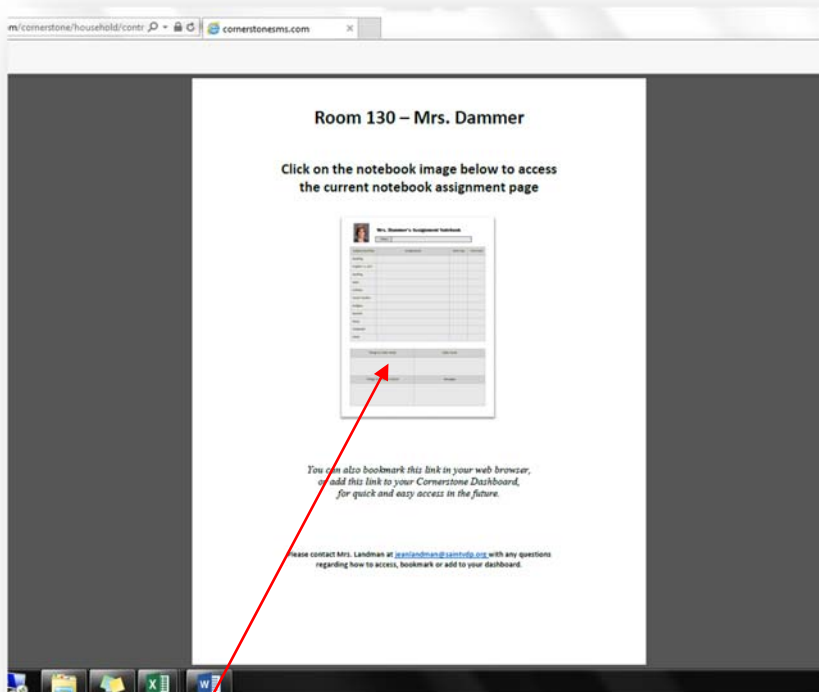


Under the “Documents” tab, there will be a PDF file called “Link to Assignment Notebook”.

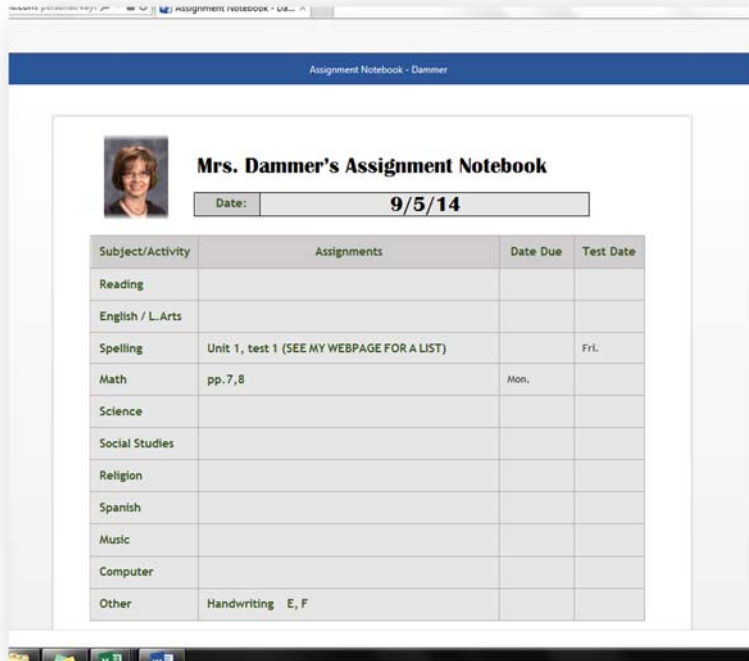
NOTE - This file is a PDF with a link embedded in it. Once you open the PDF (see steps below), and click on the embedded link, you can then bookmark the link or save it to your “My Links” dashboard widget for easier access in the future (see “Additional Options” section at the end).

To open the PDF, you just click on the link (“Link to Assignment Notebook”).

You will now see the PDF open up, and it will look similar to the following:



Click on the image (which is actually a link) and you will see the current assignment notebook page:

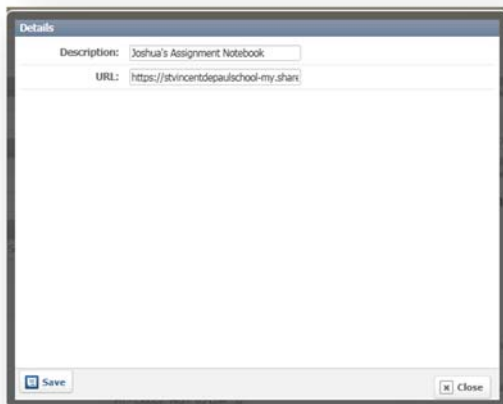


Current assignment notebook page

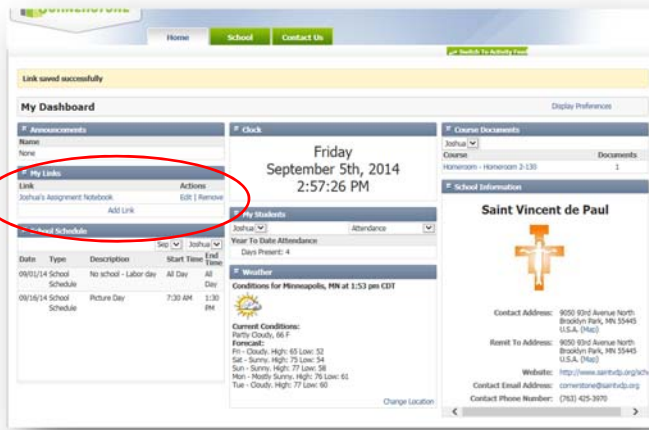
Additional Options:

1) Add to "My Links" on your Dashboard

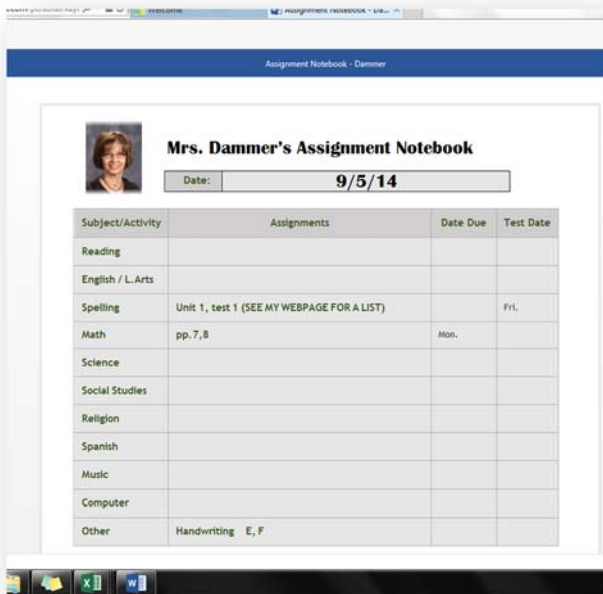
To add that link to your "My Links" widget on your dashboard, you need to click on "Add Link" and then copy the URL (from the address bar of the browser). Next, paste it into the "URL" box of the "Details" window (see below). Give it a name in the "Description" box that identifies its purpose like "Joshua's Assignment Notebook".



Now all you need to do in the future to see "Joshua's" current assignment notebook page is to click on the link under "My Links" that is called "Joshua's Assignment Notebook"



By clicking on the link you copied to the “My Links” widget you will be viewing the current assignment notebook page (same thing as going through “Course Documents”) but with fewer steps.



2) Save it in your Web Browser

You could also create a bookmark or favorite right from your web browser when you have that page opened.

With the file opened in your web browser you can click on “Add to Favorites” button in your browser (Internet Explorer) or click on the star icon to bookmark it (Firefox)