

OPENING A COURSE IN BUZZ

You are logged in as a Student

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Justin Case
Case Household

1
Late and Failed
Assignments

0
Announcements

5
Messages

Dashboard

Course Catalog

Courses ▾

Get Help

Submit a Ticket

Contact School

My Active Courses ▾

My Courses Homepage Progress Report

These are all the courses you are currently enrolled in. To view all of your courses, select **My Courses Homepage** button. To view the progress report for a course, select the **Progress Report** button. To access a specific course, select the **Launch Course** button. If you don't see your course, it might not have started yet.

Course Title	Instructor Name	Current Sem 1 Grade	Current Sem 2 Grade	End Date	Action
Health: Life Management Skills	Lisa Janofski	92.3	-	09-12-2023 125 days left	Launch Course

When you select the “Launch Course” button in My Course Portal, you will be taken directly into the course in Buzz.

SUBMITTING WORK IN BUZZ

The following information covers how to complete coursework in Buzz from quizzes and exams to discussions and DBAs.

Required Work

It is possible that your course may have additional lessons and assignments (for example, honors) that you are not required to complete. Before beginning any work, check your gradebook to confirm that it is something you need to complete or you can ask your instructor.

Here are two examples of assignments that you may not need to complete in your course:

Honors vs. Regular Tracks

In your course, you will be able to view both honors and regular track lessons and assignment directions in the lesson pages. This means that even if you have been enrolled in a course as a regular track, you will still be able to view the honors material. You do not need to do anything with this content unless you are enrolled in the honors track and see those assignments in your Gradebook. Ask your teacher if you are not sure if you should complete an assignment.

Collaboration Projects

You may have collaboration project information listed in your course. You may be excused from this assignment with permission. Ask your instructor if you are not sure about completing an assignment.

Quizzes and Exams

In most courses, there is a short quiz in between lessons, each module ends with a module test, and a segment exam at the end of the semester course.

Some courses will have a pretest before you start the module, or unit, of study and/or a practice test at the end of a module before the module test. Pretests and practice tests are worth 1 point. You can take these more than once to help you study and determine what you still need to review before taking the module test.

Tips for Taking Assessments

All assessments are completed online. It is recommended that you have a strong internet connection and an uninterrupted block of time to complete your assessment. All assessments must be completed in one sitting, so be sure to review the course materials and your notes before starting any assessment.

When answering fill-in-the-blank questions, be sure to carefully type in your responses to avoid accidental misspellings or extra characters. Some questions are graded automatically and may not be scored correctly if your answer is not recognized because of a typo. Always review your graded assessments and instructor feedback. Contact your instructor if you have any questions about the course material or your assessment.

Dropbox Assignments

Dropbox assignments include worksheets, essays, hands-on lab activities, and other work that you must complete offline and submit for grading. Dropboxes for these assignments allow you to upload one or more documents. All directions for dropbox assignments are included in the course.

[Click here for a video with more detailed instructions on dropbox assignments.](#)

Discussions

Some courses include discussions in which you will interact with other students to share your research, ideas, and opinions on various topics. Before completing a discussion assignment, be sure to review the discussion guidelines. Responses to discussions are graded according to the Discussion Rubric.

[Click here for a video with more detailed instructions on discussions](#)

Discussion-Based Assessments (DBAs)

In each course, you will complete DBAs during which you will talk with your instructor one-on-one. DBAs give you the opportunity to demonstrate how much you know about the course material. You can also ask your instructor questions and seek clarification about specific topics that may be confusing in your course during these conversations. It is important to schedule these sessions with your instructor and not skip over them. Your instructor needs to talk to you directly throughout your time in the course. It is an academic integrity checkpoint and also gives the instructor the chance to help you be successful in your course.

If you schedule a DBA with your instructor, you are expected to keep this appointment. If you cannot make this appointment for any reason, you must communicate with your instructor as soon as possible. Make sure that both of you know the correct date, time, and time zone of the appointment. If you do not show up for the appointment, you may not receive credit for this assignment..