

## Become an autonomous learner!

**Please review these tips to make sure you are submitting your best work for Dual Diploma!**

First, watch this video: [How to Work in Cosmos](#)

1. Begin in Cosmos, by checking either the To-Do List or the pacing guide to know which assignments are due this week. **DO NOT CLICK** on the assignment from the To-Do List. Once you know what you are expected to submit, **leave the To-Do List** and return to the Cosmos homepage.
2. In Cosmos, choose a course to work on and go to the course tile.
3. On the course tile, you will see a "play" button (Activities), click on it.
4. You will notice that all of the course content is divided into folders (sometimes called Modules, Chapters, or Units).
5. Click on the arrow on the left side of the folder title to expand it.
6. You will now see the pages you need to read **before** completing the assignment. That is where you will find the lessons you must read. **I recommend taking notes while you read to ensure you are learning and doing your best on assignments.**
7. When you finish reading one page, click on the next page, and so on. Sometimes you will have multiple activities (readings, videos, interactives) before you have learned the concept. **It is important to read in order.**
8. When you feel you have learned the content, you are ready to complete the assignment! **Make sure to read the assignment directions carefully.**
9. Open the assignment by clicking the assignment name in the folder. If it is an assignment that requires a written response, you must attach a PDF, Word Doc, or PPT assignment. **Writing in the comments box or submitting a Google document is not accepted.**
10. If you check your To-Do List again, the submitted assignment will have disappeared from the list.
11. I, your teacher, am the one who grades and scores your work. This takes time, so please do not message me asking if I received your work. Check back for your grades later. Please allow up to three school days for your scores to be posted on the Grades page of Cosmos.
12. You must check your feedback! Sometimes, you may have to retry an assignment. Here is a tutorial to show you how to see your grades and my comments: <https://ior.ad/7Qym>  
If you have any questions, please ask! I'm here to help you.