

## Steps for completing the weekly assigned *Little, Brown Brief* exercises online:

Read the assigned chapter lesson materials before you take and submit the online quizzes using the process below. You must score a minimum of 80% on any given quiz before I will accept it, and quizzes may only be submitted to me during the week they are assigned, ending on Saturday.

1. Go to: [http://wps.ablongman.com/long\\_aaron\\_lbb\\_3/](http://wps.ablongman.com/long_aaron_lbb_3/)
2. Select the chapter title for that week's assigned lesson
3. Select the individual chapter number for that week's assigned lesson
4. Select "Video Tutorials" from the list and watch the video lesson for that chapter unit (make sure your computer speakers are turned on & that you have a current version of [Quicktime](#) video player installed on your computer first)
5. Now go back to the previous screen and select "Exercises" from the list
6. Select "Web-only Exercise" (DO NOT select "Exercises from *The Little, Brown Handbook*")
7. Take the online quiz and select "Submit Answers for Grading" at the bottom when you have completed the quiz
8. Review the "Summary of Results" window in the upper right hand corner: you must get a minimum of 80% on the quiz before you may submit it to me via email for recording in my grade book (Quizzes may be repeated as many times as you like by going back and repeating the above outlined process)
9. Scroll to the bottom of the page to the "E-mail Your Results" window
10. Type your first *and* last name in the first text box
11. Click the "Instructor" check-off box and then fill in my email address: [christenseng@smccd.edu](mailto:christenseng@smccd.edu) (I recommend that you also email a copy to yourself so that you will have a permanent record of having successfully passed the quiz)
12. Select "Text" or "HTML" from the drop-down list (DO NOT select "Attach as Text" or "Attach as HTML")
13. Click "E-mail Results" on the bottom right
14. You should now get a screen confirmation that says "Your Results Emailed Successfully"

You're done!