

Buzz Student Guide



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The purpose of this guide is to enhance your understanding of the student navigation and functionality of Buzz, the Learning Management System used by Lincoln Learning Solutions.

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Buzz Student Guide

Buzz is an online Learning Management System (LMS) that allows you to work on your courses, track your academic progress, and monitor your grades for all of your courses. You can access Buzz by [clicking here](#).

Main Menu

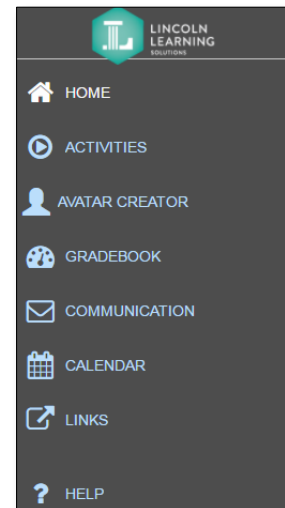


Once you have logged in, on the left side of Buzz, you will see your **Main Menu Navigation**.

Selecting an icon in your Main Menu Navigation will take you to its corresponding area within Buzz.

Hovering over an icon will identify the area within Buzz that is associated to that icon.

In the top corner, you will see three horizontal bars. This is the **Main Menu Navicon**. Clicking on the Navicon will expand your main menu (as shown in the image to the right).



From the **Main Menu**, you can access the following options:

NAVICON



The **Navicon** takes you to your expanded Main Menu view. This assists you in navigating Buzz.

HOME



HOME takes you to your Homepage at any time. Here, you will see the Course Cards for all of your courses. Additionally, you can access the Announcements, Notifications, and Activity Stream for all courses within the Homepage.

ACTIVITIES



ACTIVITIES takes you to the content of the course in which you are located. Here, you will see the Announcements, Notifications, and the Activity Stream for the specific course you are in.

AVATAR CREATOR



The **AVATAR CREATOR** is a tool that lets you create and customize your own avatar. Here, you can change your appearance, background, and more.

GRADEBOOK



GRADEBOOK takes you to the grades for your courses. Here, you can access your For Me area, Activity Log, and more.

COMMUNICATION

COMMUNICATION takes you to the Announcements page. Here, you can view all of the announcements in your courses or select a specific course announcement.

CALENDAR

CALENDAR takes you to a calendar area that highlights your upcoming scheduled activities and agenda items.

LINKS

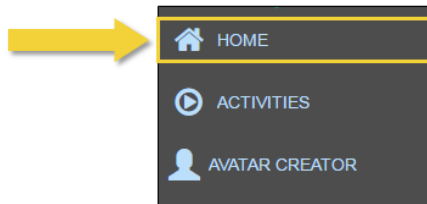
LINKS takes you to an area with links to submit technical issues.

HELP

HELP is where you can access quick tips for navigating within Buzz.

Update **HOME: Homepage Features**

Click on the **HOME** icon on the left navigational pane to go to the **Buzz Homepage**.



Visiting your Course **Homepage** is often the easiest way manage all of your courses.

The **Homepage** allows you to view your Course Announcements, Notifications, and Activity Stream.

Course Cards

Within the Homepage, you will see a Course Card for each course in which you are enrolled.

Your Course Cards will display the total points you have achieved along with the total possible points. These totals are located within the circle on the bottom left side of your Course Card.

Course Cards are listed in alphabetical order by the course title and then by course term. However, you can control the order that your Course Cards appear on your Homepage. (This will be discussed in the next section).

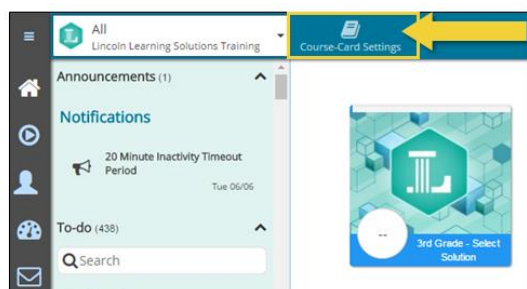
Above each Course Card, you will also see a **progress bar** that shows your progress within a course.



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NOTE: Enrollment Expired notifications have been added to Course Cards to identify enrollments that are past end dates.

Update Reordering Course Cards

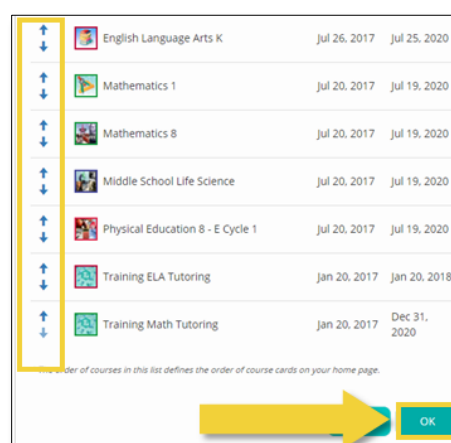


You can control the order that your Course Cards appear on your Homepage. To change the order, click **Course-Card Settings** from the top blue toolbar.

After clicking on Course-Card Settings, a popup window will appear. Click the **up** and **down arrows** to reorder your Course Cards.

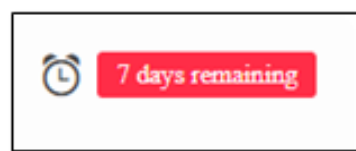
TIP: You can also drag and drop your Course Cards to reorder them. Then, click **OK** to save.

NOTE: The Course Cards on your Homepage will reload in the order you selected once you click OK.



New Course Expiration Countdown

A countdown timer will display on your Course Card 14 days before your enrollment ends. You will also see a clock icon on the right side of your Course Homepage when you reach 14 days until expiration. The icon will also display the number of days you have remaining in the course.

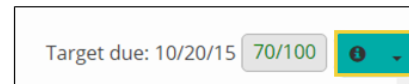
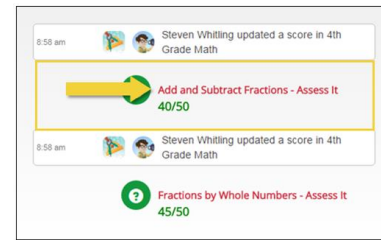


Activity Stream

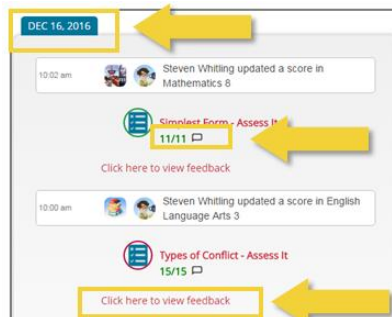
Below your Course Cards, you will see a list of your recently completed activities within **all** courses. You will also notice items that were updated by your teacher.

If you click on the red items in your **Activity Stream**, you will be redirected to that activity within Buzz.

After clicking on the red item for a graded activity, click on the green **Grade Details** button on the top right side of your page to see more specific information regarding your assignment.



Feedback



You can also access the feedback from your teachers within the Activity Stream.

Feedback Indicators are located in Buzz. These icons indicate that a teacher has provided you feedback for a submitted activity. Indicators appear only on activities for which feedback is provided on or beyond **December 15, 2016**.

To view your feedback, click the **Click here to view feedback** option. You can also see the icon anywhere your scores are displayed.

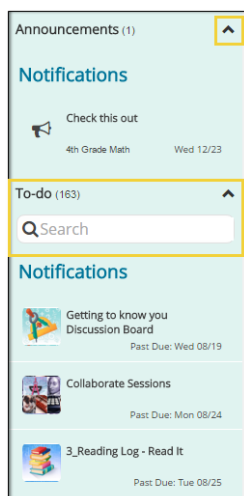
Mathematics 8 11/11 100%			
Completed: 2% of gradable activities, 3% overall			
Activity Title	Score	Status	Submitted
Rational Numbers			
Lesson 3			
Simplest Form - Assess It	11/11		Dec 16, 2016



Wherever you see the feedback indicator, you can access the feedback by clicking the feedback icon or by clicking on the accompanying link.

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Upcoming Items: Announcements and Notifications



On the left side of your page, you will see your **Announcements**. Announcements are messages that your teacher may send to you about your class.

Below Announcements, you will see your **Notifications**. Here, upcoming or past due items are listed with their corresponding due dates.

Additionally, you can use the **search bar** to narrow your upcoming or past due items. Just type in your specific search. Within the Homepage, you will see your **Notifications**.

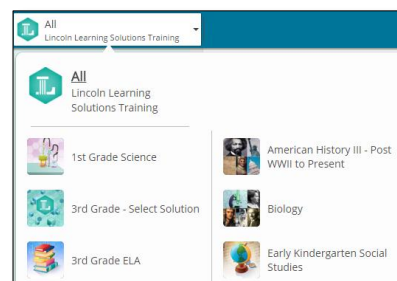
You can minimize or expand your **Announcements** and **Notifications** by clicking on the dropdown arrows associated to each function.

Finding Courses

Another way to find your courses is to go to the **Course Dropdown Menu** that is located in the upper left corner of your page. By default, it will be set to **All** courses.

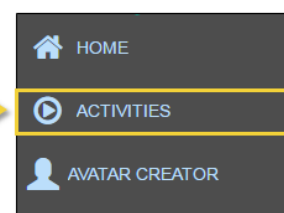
You can select a specific course from this menu.

Courses are listed in alphabetical order by the course title and the course term. This will help you to quickly find a course within your list.



ACTIVITIES

Navigate to the **ACTIVITIES** area of Buzz to go to the content of your course.

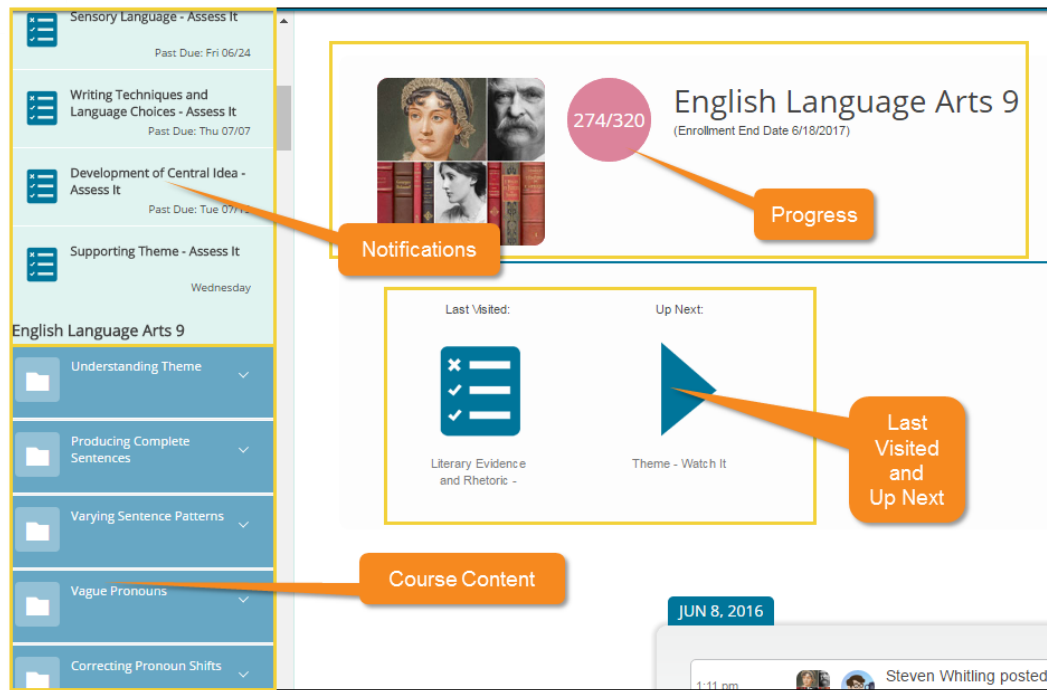


Course Dashboard

When you first navigate to a course, your **Course Dashboard** will open.

This area displays an overview of your progress, your last visited and upcoming items, and items that are due (**Notifications**).

Here you will see an example of what your course dashboard will look like.



Under the course information at the top of your screen, you will find the **Enrollment End Date**. You will also see how much time you have remaining in your course.

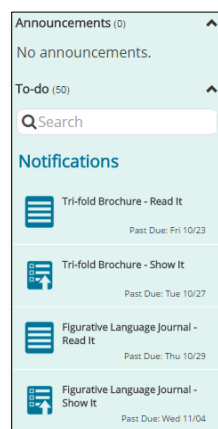


Course Navigation Bar

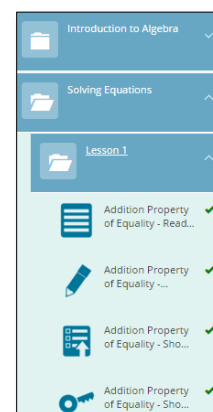
On the top left side of the Course Dashboard, you will see your **Announcements** and **Notifications**.

Below those, you will see your **Course Content**. You can expand the content folders to access the lessons and content of your course.

Announcements and Notifications



Course Content



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Progress



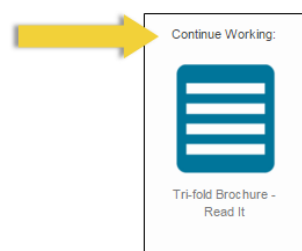
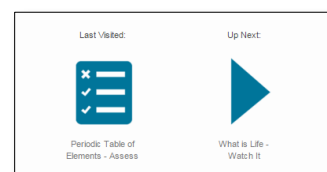
Within the **Course Dashboard**, you will notice the **Course Card** for your selected course along with your points earned and total possible points. The end date — the last day of your course — is also identified.

Last Visited and Up Next

In the **Last Visited** and **Up Next** areas of your Course Dashboard, Buzz shows you the last place you were at within your course and a suggested place to start in your course.

The **Up Next** area is based on the sequential order of activities in a course. If you skip an activity, it will remain as the **Up Next** item until it is completed.

Click on the listed activity to go to that location within the course.



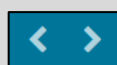
If you do not see a **Last Visited** and **Up Next** item listed, you may see the **Continue Working** option.

This will populate if you start an item but do not complete it before you exit your course.

Moving through Your Course

On the top toolbar within a course, you will find the following icons:

Navigation Arrows



You can navigate from item to item using the forward and back navigation **arrows** found on your top toolbar.

Self-Assessment



You can click on the **heart** icon next to the navigation arrows to assess your understanding of the content piece on which you are working. Within the **Self-Assessment**, you can gauge your understanding, interest, and effort. The scale for each category ranges from red (*lowest*) to blue (*highest*). This helps your teacher to see your understanding, interest, and effort.

Full-Screen Arrows



The **full-screen arrows** expand your screen so that the content found within the window takes up the entire screen. With this view, the left navigation bar is minimized.

Course Progress

You will notice several icons that appear to the right of your completed activities:

Checkmark



The **checkmark** icon indicates that you have completed an activity.

Submitted



The **submitted** icon indicates that you have submitted an assessment that your teacher still needs to grade and give you feedback on.

Score



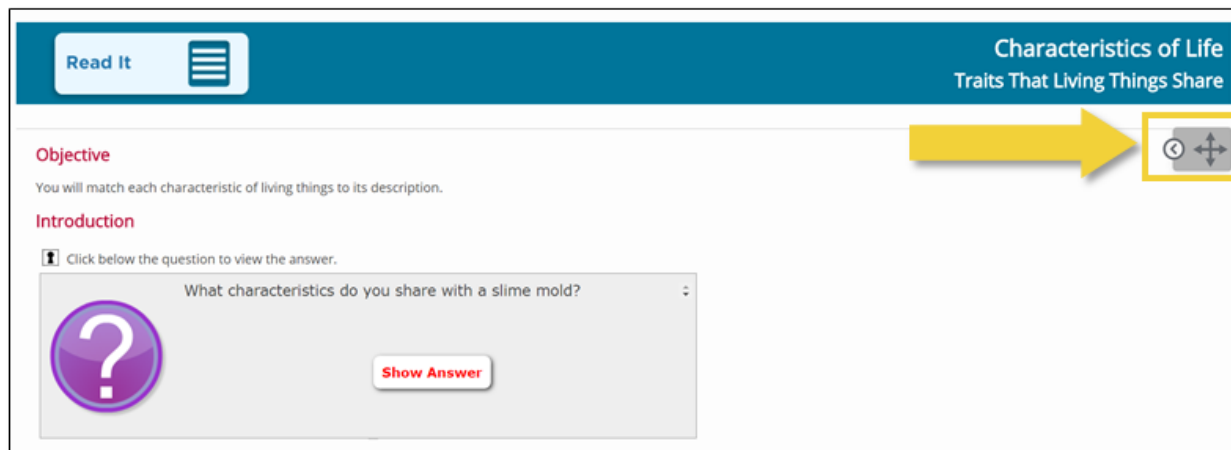
The **score** icon shows you your points earned and indicates that your teacher has graded your assessment.

Texthelp Toolbar

What is the Texthelp Toolbar?

The **Texthelp toolbar** is a useful tool that can help you to understand information presented in your course. It is located at the top of an activity. To use this feature, you must click on the **left expansion arrow** located on the arrow icon. This will open up all of the options available to you.

You can use the Texthelp toolbar to have your lesson read to you. It is useful in helping you pronounce or define unfamiliar words that you come across in your lesson. It also allows you to highlight important parts of your learning.



Moving the Texthelp Toolbar

The **Texthelp toolbar** has several functions. When opened, it stays pinned wherever you place it. It can be moved, as needed by clicking, holding and moving the 4 direction arrows. Additionally, each pop-up feature can be moved throughout the screen.



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Click to Speak

The first button of the **Texthelp toolbar** is **Click to Speak**, which will read to you from your selected starting point. To use this option, you must highlight a word or phrase, select the **Click to Speak** button, and then click on the highlighted section. The **Texthelp toolbar** will begin reading from the beginning of that sentence and will continue until you press **Pause** or **Stop**.



Play

To have only a word or phrase read to you, not an entire section, you can use the Play option. To have something read to you, you must highlight your text and then click the **Play** button. Only the selected section will be read. Again, you can use the Pause or Stop options.

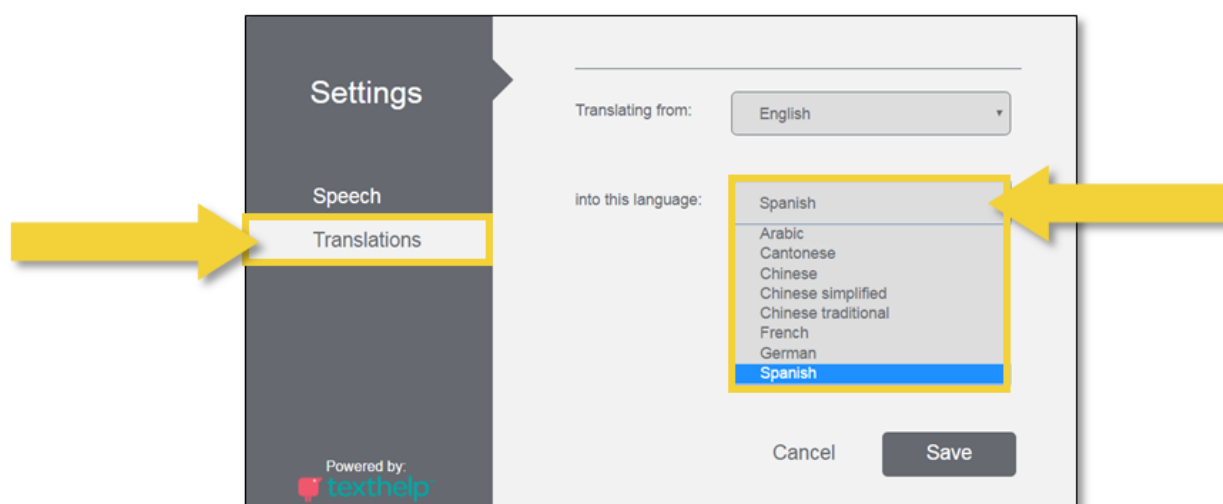


Translate



The **Translate** button will translate your selected words into multiple languages. First, use the **settings** feature to determine which language you would like your translator to use.

Next, in the popup screen, select **Translations**. Then, from the **into this language** option, click the dropdown to select from one of the **eight language options** (Arabic, Cantonese, Chinese, Chinese simplified, Chinese traditional, French, German, and Spanish). By default, this option will be set to Spanish. Click **Save** to accept the language in which you want to translate your text.



Then, to use this option, you must highlight a word and then press the **Translate** button.

A window will appear with the translated word. You can also press the **Play** button in this window to hear the pronunciation of the word. To close the Translate tool, click the **x** button located on the top right.



Dictionary

If you do not know the meaning of a word, you can use the **Dictionary** button. Once again, you must highlight the unknown word and then click on the **Dictionary** button.



When the definition box appears, notice that you have the option to have the text read to you. You can do this by clicking on the play button to the left of the word or definition. To close the Dictionary, click on the **x** button.

Sticky Notes

Sticky notes allow you to type notes directly onto your Learning Object. Begin by clicking on the Sticky Notes icon.



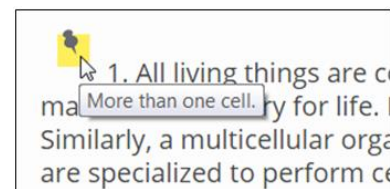
When the icon is selected, it will show in pink, indicating the feature is turned on.



Select a location within the content to place your sticky note. This will place the sticky note icon within the text and open a text box where your notes can be typed. To save (or close) your sticky note, click **Save**.



Once you create a sticky note, you can hover over the sticky note icon to see what notes were placed within the sticky note.



To edit or remove the sticky note, you need to click on the individual sticky note icon. To update, type into the text box and click **Save**. To remove the sticky note, click **Delete**.

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IMPORTANT: The sticky notes will remain on the activity until you remove this. Even if you navigate away from the activity and come back to it, these sticky notes will be present until you delete them.

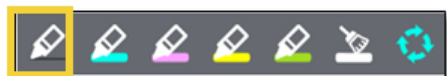
Highlighting



Highlighting is simple using the Texthelp toolbar. Anything that you highlight in an individual Learning Object will remain highlighted, even if you navigate away, until you remove the highlights.

Similar to the Sticky Note, when the icon is selected, it will show in pink, indicating the feature is turned on. Once it is turned on, you can apply highlighting to selected text.

Once you select the **Highlight** button, a menu of options will pop up.



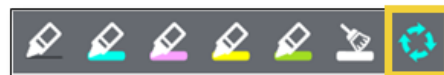
The first highlighter is actually the option to create **strikethrough** text.

The next **four highlighters** are different highlighter colors.



Following the green highlighter is the option to **remove highlights** from an entire page. If you do not have anything highlighted, all highlights will be removed. If you have highlighted a single option, just that item of highlighting will be removed.

Finally, the **arrows in a circle** is the option to gather all highlighted text, by color, to be copied and pasted elsewhere.



NOTE: You must select the information you want to highlight and then click the highlight option you want to apply.

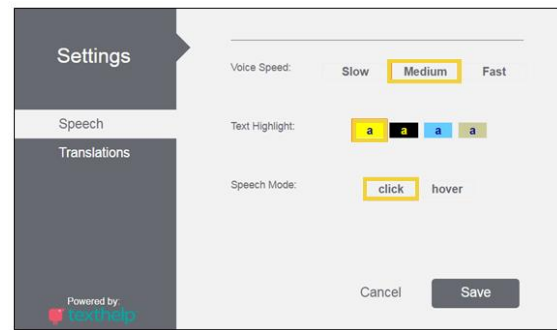
Closing the Texthelp Toolbar

To close the Texthelp toolbar, you must click the **arrows** icon again, and the options will be hidden.



Additional Setting Options for the Texthelp Toolbar

In addition to selecting the language for the translator, you can use the Settings box to adjust the voice speed, text highlight color, and speech mode. The default settings follow.



Understanding Assessments

Start

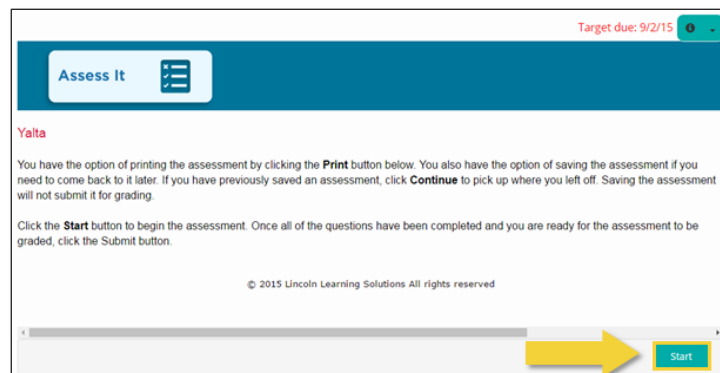
Within the course content, you will encounter two primary types of assessments: those that begin with a **Start** button and those that require you to submit a document through the Buzz **Show Dropbox** feature.

Show Dropbox

Assessments with a Start Button

When you open an assessment that contains a **Start** button, always read the instructions.

These types of assessments may include multiple choice, multiple answer, matching, short answer, essay questions, and more.



NOTE: When you are ready to begin the assessment, click the **Start** button at the bottom right corner of your screen.

While working on an assessment, you may use the bar at the bottom of your screen to navigate through the assessment. You can use the **navigation arrows** to move to the previous or next page, or you can use the **dropdown menu** to navigate to a specific page.



To return to the instruction **Start** page, click on **Description**. Click on **Description** a second time to minimize the **Start** page.

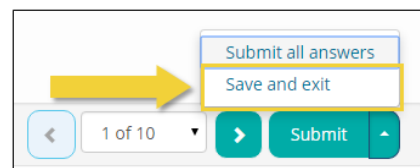


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Submitting Options

When you are ready to submit an assessment to be graded or scored, simply click **Submit**.

You can save the assessment and come back to it later. To do this, click the small arrow to the right of **Submit** and choose **Save and exit**. Your teacher will *not* score your assessment until you click **Submit**.

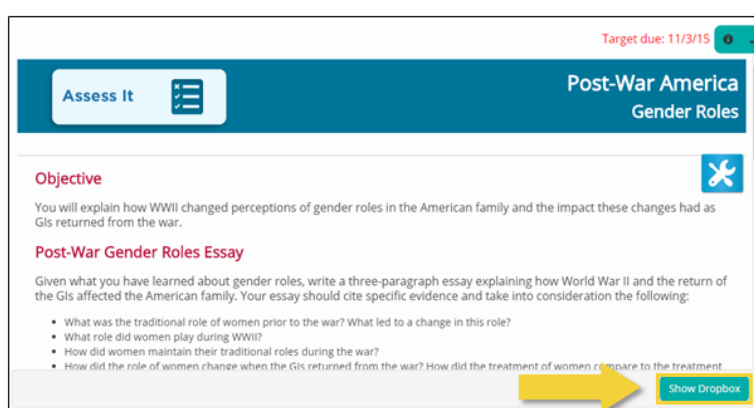


NOTE: A **Save and exit** assessment shows a **Continue** button instead of a **Start** button when you return to finish or submit your assessment.

Assessments with a Dropbox

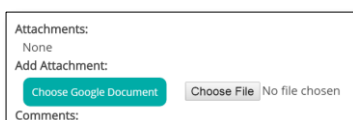
An assessment that requires you to submit a file with your work will have a **Show Dropbox** button in the bottom right corner of your assessment page.

If you click **Show Dropbox**, you will be prompted to find and upload your file.



Dropbox Submit Options

You will have the option to select either **Choose Google Document** or **Choose File** to upload your document.



NOTE: This is located above the **Comments** area on your screen.

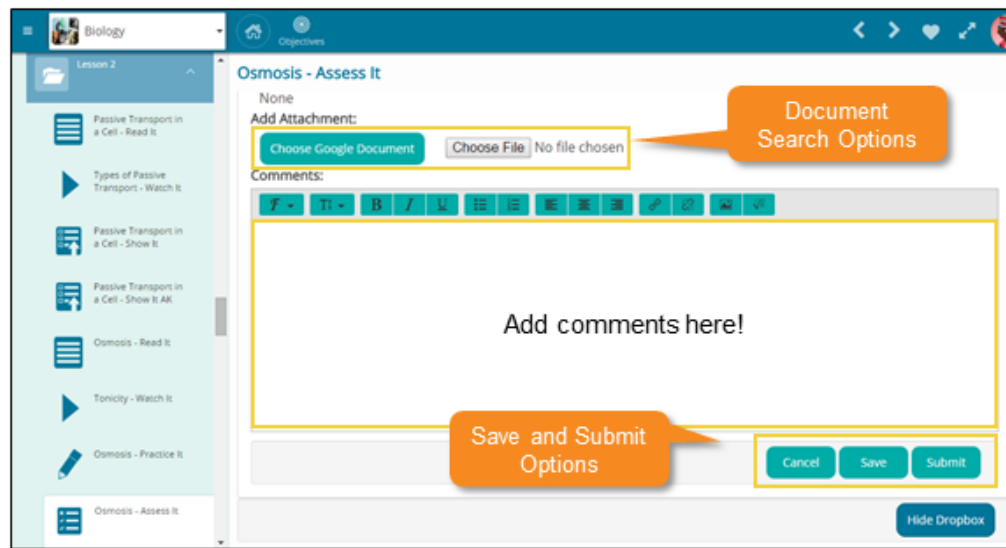
Choose Google Document

This allows you to locate and upload your file from your **Google Drive**.

Choose File

This allows you to **browse** your computer or external drive to locate and upload your file.

Once you choose your file, you may add comments for your teacher in the **Comments** field.



NOTE: You must click the **Submit** button to send your assessment to your teacher. If you are not ready to submit your assessment, you can select **Save** and return to the assessment later.

Google Drive Attachments

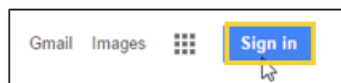
You have the option to submit files with your teacher that are on your Google Drive.

IMPORTANT: One of the most important things to keep in mind is that you will need to set your sharing permissions correctly.

Logging in to Your Google Account

Before you begin, ensure that you are logged in to your Google Account. To do this, go to <https://www.google.com/>.

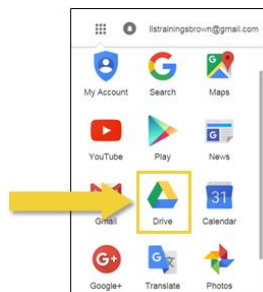
1. Click **Sign in**.
2. Type in your **username** and click **Next**.



3. Type in your **password** and click **Sign in**.
4. From the top right, select the **Google Apps** icon.



5. Click **Drive**.



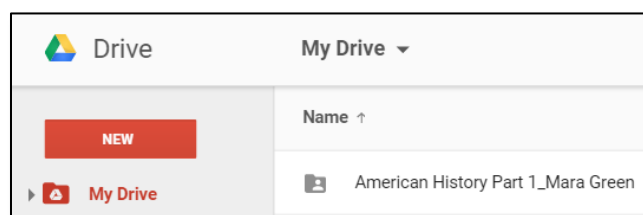
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Setting up a Folder

After you've logged in to your Google account, click on the Main Menu Navicon and select **Drive**.

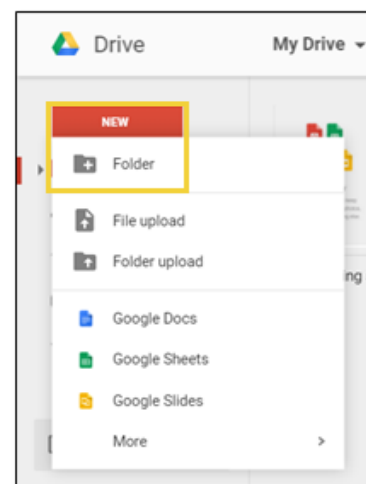
The default setting is for Google Drive to open to your personal drive or **My Drive**. This is where you will want to create a new folder to be shared with your teacher.

You can use Google Docs to complete assessments that require a submitted file.

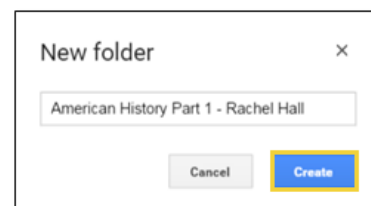


By creating a folder for each course and placing your assignments within the given folder, you will stay organized in your course work, and you will only have to share folders with your teachers once.

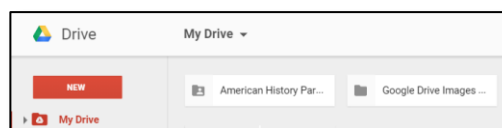
To create a folder, select **New** and then **Folder**.



You will then be prompted to title your folder. Because this folder will be shared with your teacher, remember to add the course name and your name to the folder name (e.g., American History Part 1 – Rachel Hall). Click **Create**.



Initially, your folder will be displayed in grid view.



This view does not show the full name of each folder. This can cause problems for similarly named courses.

To change the view so that the entire course name is viewable, click on the list **view icon** near the top right corner of your screen.



By choosing this view, you are able to see the full name of the folder, the owner of the folder, when the folder was last modified, and the file size (when applicable).

Name ↑	Owner	Last modified	File size
 American History Part 1 - Rachel Hall	me	10:51 am me	—

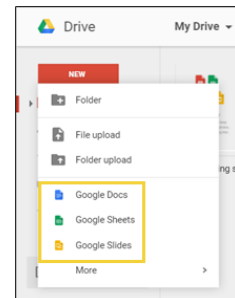
Adding Content to a Folder

To add content to your Google Drive folder, simply double click on the folder. Once inside the folder, select **New** and choose whether you want to create a Google Doc, Sheet, or Slide.

NOTE: Google Docs is similar to Microsoft Word, Google Sheets is similar to Microsoft Excel, and Google Slides is similar to Microsoft PowerPoint.

Create your content as you would using any Microsoft product.

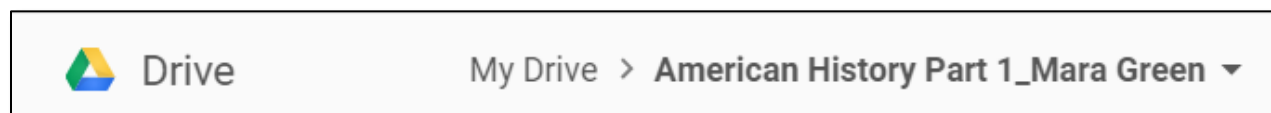
Once you have completed your work, there is no need to press a save button. Your work will automatically save within your selected folder.



Sharing a Folder with Your Teacher

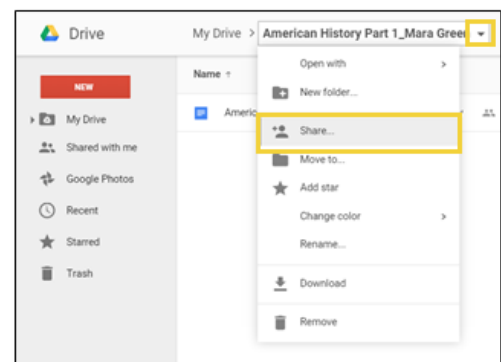
It is important to share a folder with your teacher **prior** to submitting work to him or her through Buzz. If folder sharing is not done first and you submit an assignment to your teacher, he or she will have to request access to your folder. Then, you will have to accept the request. If this is not done promptly, it will delay any feedback or grades of your assignments.

To share a folder with your teacher, find the folder in **My Drive**. Click on the folder to open it. You will see the folder name across the top of your page.



Beside the folder name is an arrow. Click once on the arrow to produce a menu of options. Choose **Share** in order to share your folder.

You will be asked to type in your teacher's email address. Make sure to choose **Can edit** from the dropdown menu so that your teacher can edit your assignment and provide appropriate feedback; otherwise, your teacher can only view your assignment.



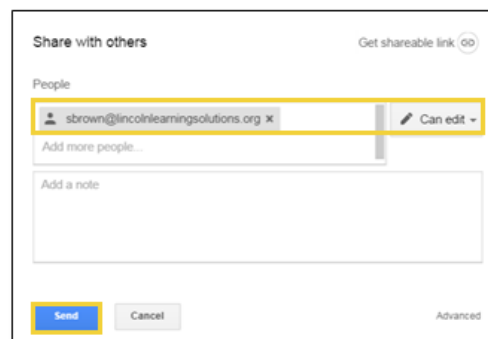
BUZZ STUDENT GUIDE

Notice that you can also add a note to your teacher regarding the shared folder if you wish.

When you are finished, click **Send**.

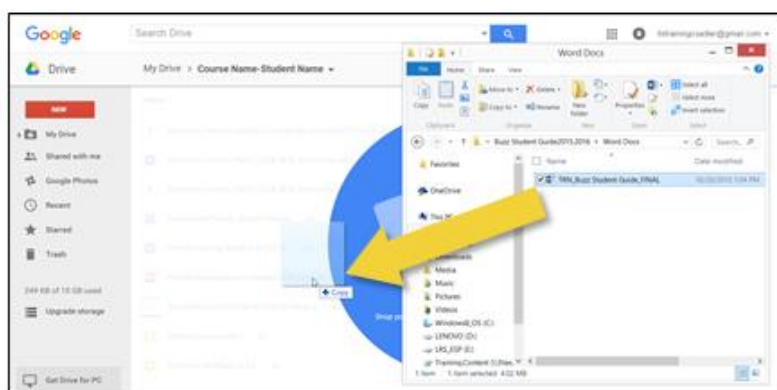
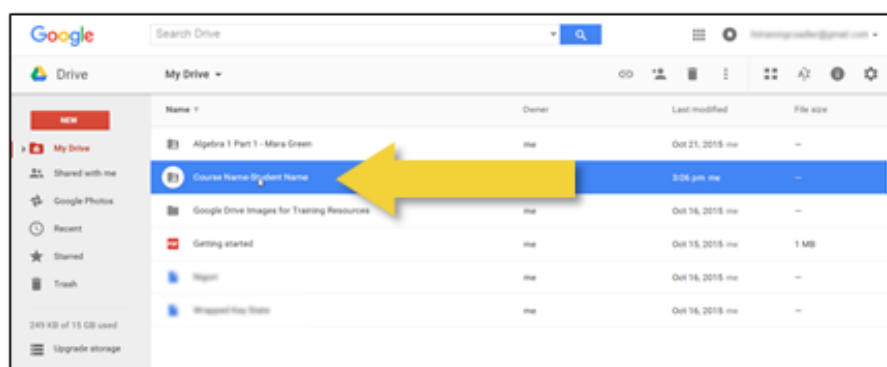
Your teacher will receive an email stating that you have shared a folder with him or her.

From this point forward, any material you add to the shared folder will be visible to your teacher.



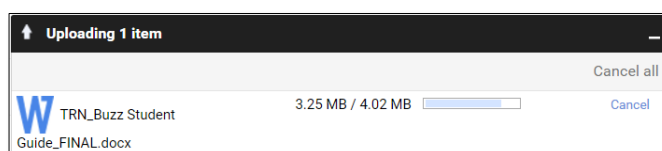
Adding Documents to Your Google Docs

You can add documents to your Google Docs within Google Drive. Within Google Drive, select **My Drive**. Next, double-click on the appropriate course folder.

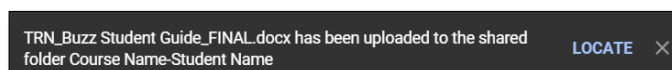


Locate the document's folder on your hard drive and **drag and drop** your document into your Google Drive folder.

As the document uploads to your Google Drive, you will see a progress bar.



Once the document is uploaded, you will receive an additional notification confirming the action's completion.



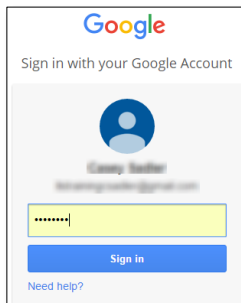
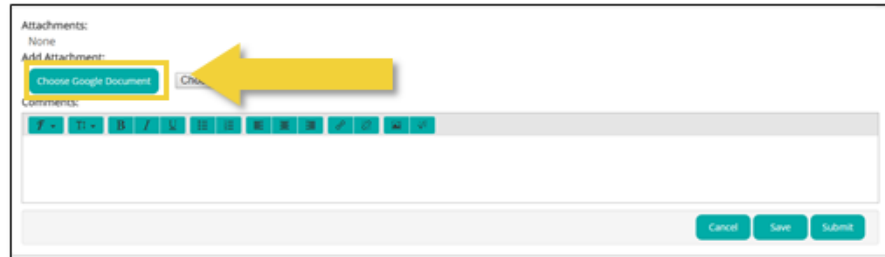
Submitting Your Google Docs

Once your work is completed and saved within the correct course folder in Google Drive, you can use the **Google Docs** option within **Buzz**.

To do this, locate your assessment again within the **Activities** section of your course. Then, select the **Show Dropbox** option.



Next, select **Choose Google Document** from the **Add Attachment** options.



Because you are already logged into your Google Account, your Google Drive options will load.

NOTE: If you did not sign in to your Google Account prior to selecting **Choose Google Document**, you will be prompted to do so at this time.



If you saved your document in the appropriate course folder, you may locate it quickly. To do so, select the **Folders** tab from the top.

Next, double-click on the **course folder name**. Then, double-click on the **assessment name**.

Your document will populate under the **Attachments** field. Add all desired comments to your teacher within the **Comments** box and select **Submit** when you are ready to submit your assessment.

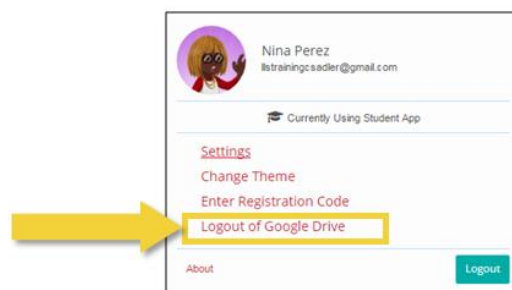


Congratulations! You have submitted a document from your Google Docs account.

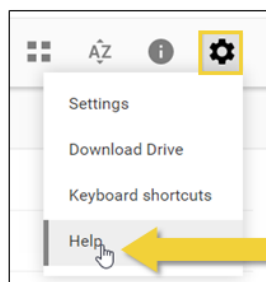
BUZZ STUDENT GUIDE

Logout of Google Drive

A **Logout of Google Drive** button is present on the **User** menu. This allows users to end their Google Drive instances easily.



Additional Support using Google Drive



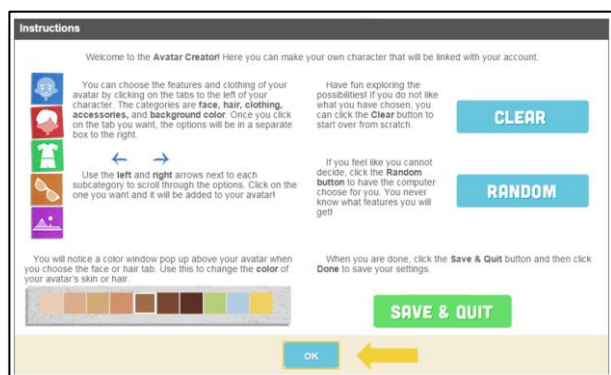
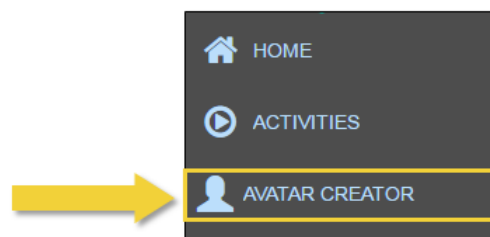
If you need additional support while you working within Google Drive, please click on the **Settings** icon and select the **Help** option.

Resubmitting Assessment Dropbox

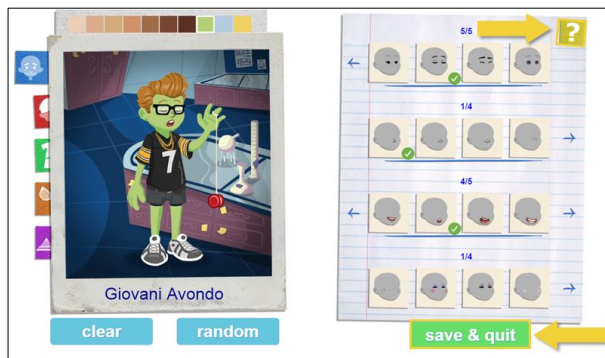
As long as the assessments are not graded, you may resubmit your assessments via a Dropbox. Teachers can access each submission.

AVATAR CREATOR: Avatars

You can create a customized avatar by selecting the **AVATAR CREATOR** from the **Main Menu**.



Select **OK** to begin using the **AVATAR CREATOR**. If it is your first time using this feature, you will be provided instructions regarding how to create your avatar.



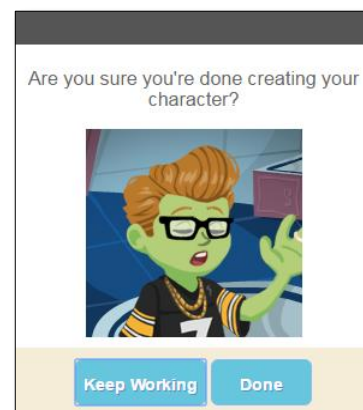
You can customize your avatar's appearance, background, and more within the **AVATAR CREATOR**.

NOTE: Clicking on the **question mark** within the **AVATAR CREATOR** will relaunch the information page if you need additional help.

When you have finished working on your avatar, select **Save & Quit** (highlighted above). If you would like to continue working on your avatar, click **Keep Working**. If you are finished, click **Done**. The system will confirm that your settings have been saved.

NOTE: You can customize your avatar's appearance, background, and more within the **AVATAR CREATOR**. Choose **Save & Quit** to save your work along the way.

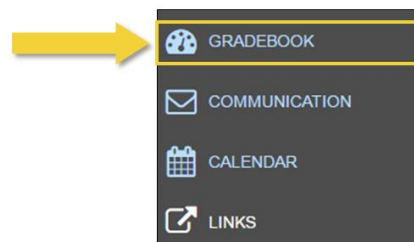
After adjusting your avatar, you will see your changes applied the next time you log in. Remember, your avatar is viewable in the upper right corner within Buzz.



GRADEBOOK: Understanding the GRADEBOOK

Use the **Main Menu** to navigate to the **GRADEBOOK** area.

In the **GRADEBOOK**, you can view your grades for each of your courses.



NOTE: When you click on the **GRADEBOOK**, you will be located in the **Grades** tab by default.

Activity Title	Score	Status	Submitted	Target Due
Introduction to Biology				Dec 10, 2015
Collaborate Session				
Macromolecules and Carbon				
Lesson 3		✓		
All about Carbohydrates - Show it	91/100		Dec 8, 2016	Mar 24, 2016

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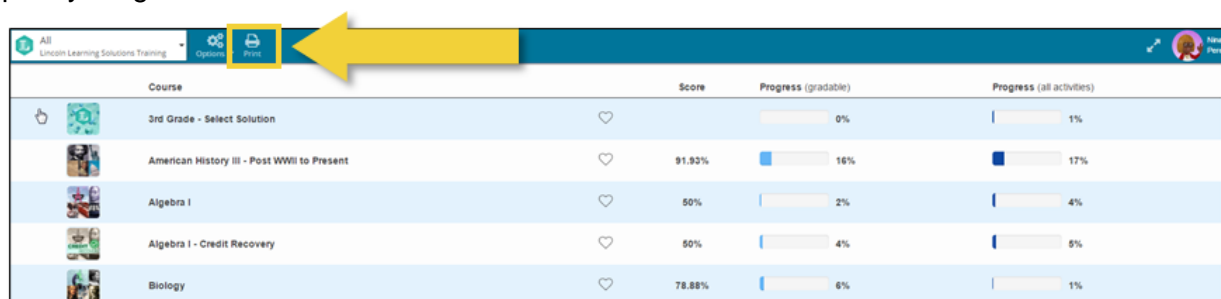
Grades

The **Grades** tab within the **GRADEBOOK** allows you to view all required assessments for your course.

Additionally, you will see your score, status, the dates you submitted your assessments, the dates your assessments need to be submitted, and your current course grade. You will also see two completion progress bars. The first bar shows your progress for gradable activities, while the second bar shows your progress for all activities within the course.

Print Option

The **Print option** located in the top blue toolbar (above the Grades tab) allows you to easily print your grades.



Course	Score	Progress (gradable)	Progress (all activities)
3rd Grade - Select Solution		0%	1%
American History III - Post WWII to Present	91.93%	16%	17%
Algebra I	50%	2%	4%
Algebra I - Credit Recovery	50%	4%	8%
Biology	78.88%	6%	1%

GRADEBOOK Icons

You may see the following icons in the **Grades** tab under the **Score** column:

Retake



The **retake** icon indicates that your teacher is allowing you to retake the assessment.

You may see the following icons in the **Grades** tab under the **Status** column:

Completed



The **checkmark** symbol indicates that you have completed an activity.


Submitted



The **submitted** icon indicates that you have submitted an assessment that your teacher still has to grade and give feedback on. When your teacher grades and gives feedback on your assessment, the submitted icon will then reflect your grade.

Grade Details

Grade Details

 **Character Scrapbook - Assess It**
Course: 3rd Grade ELA

[Details](#) [Submission History](#)

Score: **30/30**

Points Possible: 30

Status: Completed

Target due: Sep 30, 2015

Submitted: Aug 29, 2015 9:32:47 AM

Category: Include

Attachments: [Character Scrapbook.docx](#)

Under the **Score** column, click on your assessment grade to view more specific details about it.

A pop-up window will display feedback from auto-graded and teacher-graded items, as well as related attachments.

What If

You can use the **What If** tab within the **GRADEBOOK** to calculate your grade based on different projected scores.

You can adjust your score per assessment and click **Recalculate** to see how your grade could change if you earn a particular score on that assessment.

Actual score: 84.3%

Projected score: not calculated

Reset Full Credit No Credit **Recalculate**

You can predict your final score by entering projected scores for any activity and pressing the "Recalculate" button.

Include	Actual Score	Projected Score
725/860 84.3%		
Fraction help		
Determining Digit Value - Assess It	7/7	7 / 7
Numbers in Expanded Form - Assess It	7/7	7 / 7
Round Five Digits - Assess It	4/4	4 / 4
Multidigit Place Value - Assess It	35/50	7 / 10

Time/Activity in Course

The **Activity** tab within the **GRADEBOOK** displays each activity you have accessed within a course. The activity details also include the activity title, when you accessed the activity, and the length of time you spent working on the activity.

The **Total** activity time, located at the top of your screen, shows you the total amount of time that you spent within your course. Your teacher can also see your time spent on each activity.

*When you work past midnight on an activity, this report shows the entire duration as a single line-item on the activity's start date so that you can easily see how much time you spent. Consequently, intermediate totals next to the start dates may be more than 24 hours.

Total 1h 21m

Start Time	Duration
Friday, December 16, 2016 (total 54m 40s)	
9:16 AM	1m 45s
9:14 AM	1m 38s
9:13 AM	1m 9s
9:11 AM	1m 30s
9:10 AM	1m 17s
9:09 AM	1m 7s

Badges

The **Badges** tab within the **GRADEBOOK** displays all of the badges that you have earned in a course.

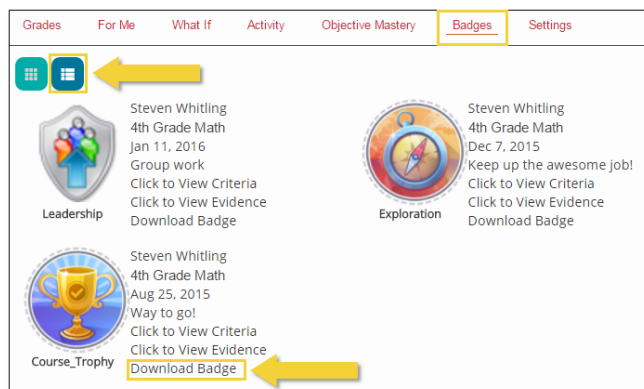
You can earn badges in specific categories (e.g., leadership, scholarship, service).

Your teachers can award you with a badge at any time.

Badges are a way for your teachers to express their appreciation for your hard work and progress.



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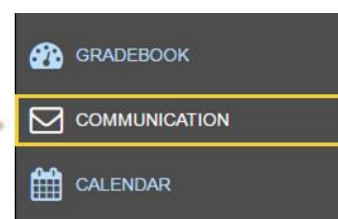
You can save or print your badges that you have been awarded by your teacher.

To download your badge, first, change the view to **list mode** to gain the option to download.

Next, click **Download Badge**.

COMMUNICATION: Messages and Announcements

You can message your teachers and graders or review your course announcements by navigating to the **COMMUNICATION** area within Buzz.

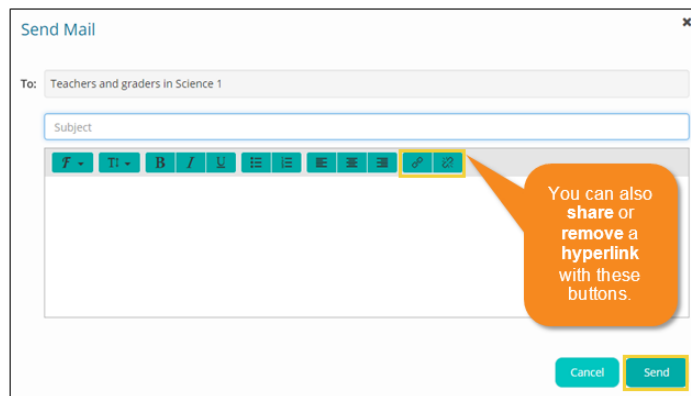


Message Teachers and Graders

Buzz allows you to send messages to your teachers and to any additional graders in a course by using their external email addresses.

Within **COMMUNICATION**, select the desired course from your **Course Dropdown Menu**, located at the top left side of your screen.

After you have typed your message, click **Send Mail**, located to the right of your **Course Dropdown Menu**.



Keep in mind that any message you send here is delivered to your teacher, as well as course graders. If you need to communicate with your teacher privately, use your external email or another platform.

Reviewing Course Announcements



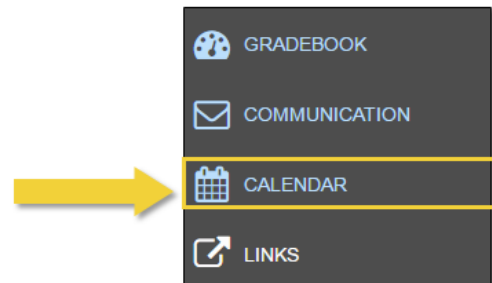
You can search for and review Course Announcements within the **COMMUNICATION** area.

CALENDAR: Using the Buzz Calendar

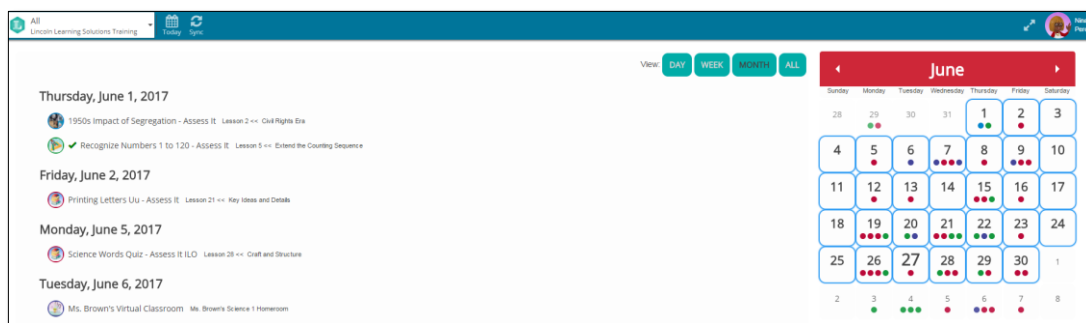
The **CALENDAR** notifies you of your due dates. You can select a date or view from a list of activities.

Your **CALENDAR** area displays due dates for your assignments and activities and color-codes them by course.

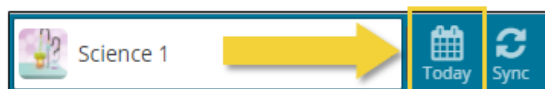
Once you open your **CALENDAR** from the **Main Menu**, you can use the **Course Dropdown Menu** to choose which course calendar you would like to view.



You can adjust the display by selecting **Day**, **Week**, **Month**, or **All**. The list view on the left adjusts to show which activities are due within each specific time frame.



NOTE: Click on a specific day or week on the calendar to display the activities that are due within those timeframes in the list view. Items will be listed to the left of the calendar. Agenda items are also located here.

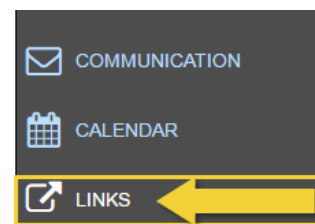


You can click **Today** in the blue toolbar to display your current day's activities.

BUZZ STUDENT GUIDE

LINKS: Getting Technology Help

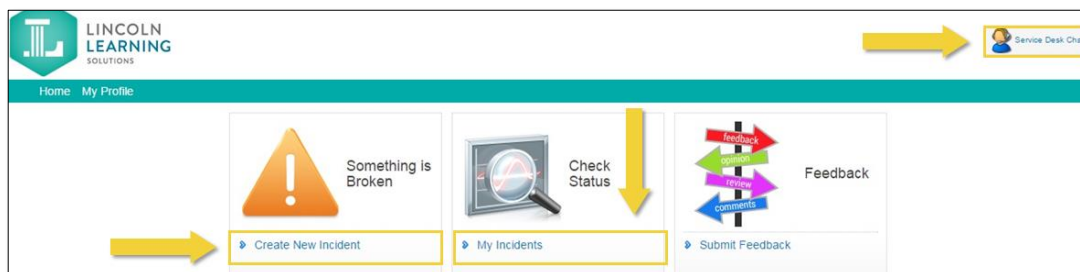
Sometimes, technical issues arise as you are working in your courses. If you find an issue in your course and you need help, you can contact the Lincoln Learning Solutions Student Support team by choosing the **LINKS** option within your Main Menu Navigation.



After clicking on LINKS, you will see an icon for **Lincoln Learning Solutions Student Support**.

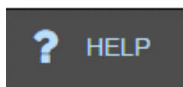
When you click on this link, it will open in a new tab and automatically take you to the Student Support page.

Once you are on the Student Support page, click on **Create New Incident** to report an issue (shown in the image below). Be sure that you include as many details as you can about your issue so that the issue can be resolved as quickly as possible.



NOTE: If you have already submitted an incident, you can check on the status of your incident by clicking on **My Incidents**. You can also click on **Service Desk Chat** for immediate assistance.

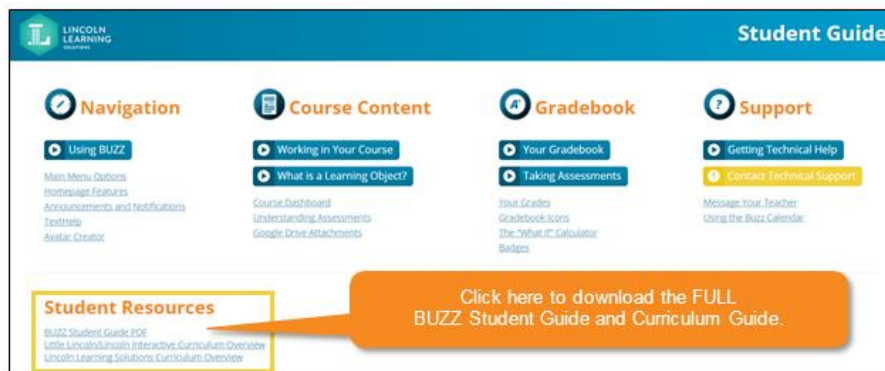
HELP: Student HELP Page



You can access the Student **HELP** page by clicking on the **question mark** that is located at the bottom of the Main Menu.

The **HELP** area will open in a new window.

The help options are listed under each of the following categories: **Navigation**, **Course Content**, **Gradebook**, **Support** and **Student Resources**.



NOTE: One way to better understand how to use Buzz is to select the **Using BUZZ** video link, which is located under Navigation.

You can also download and save the full **Student Guide** and **Curriculum Guide** from the **Student Resources** section. After clicking on the link, the guide will open in a new tab for you.