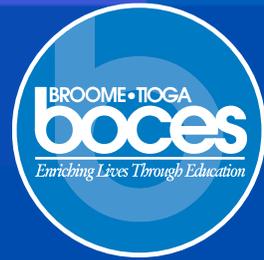


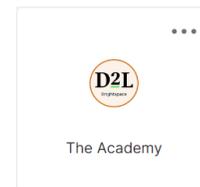
# Navigating the BOCES Academy Website



Follow this step-by-step guide to access and complete courses on the BOCES Academy website.

## Access the Website

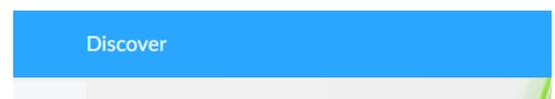
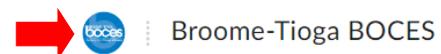
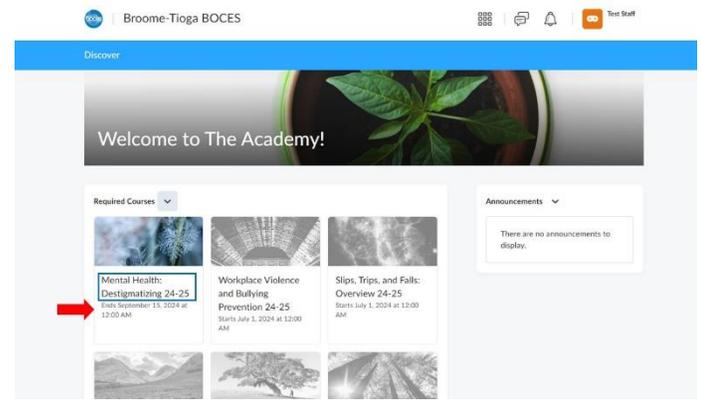
1. Access the site using your MyApps Link.
2. Use the search bar to find your districts Academy.



Academy

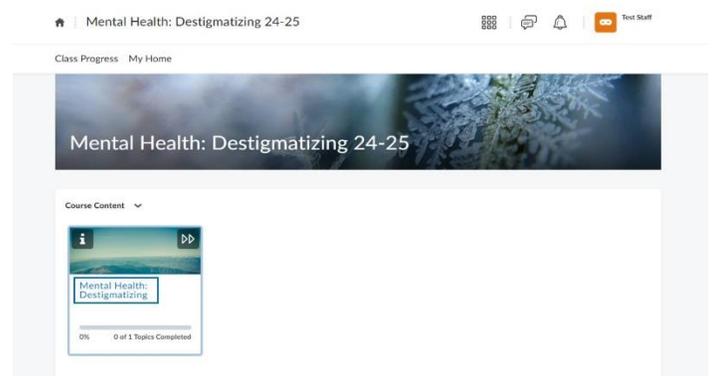
## Welcome Page

1. Click the course name you wish to complete.
  - Once a course is available to take, the due date will appear.
  - Clicking the Logo in the top left corner will always return you to the welcome page.

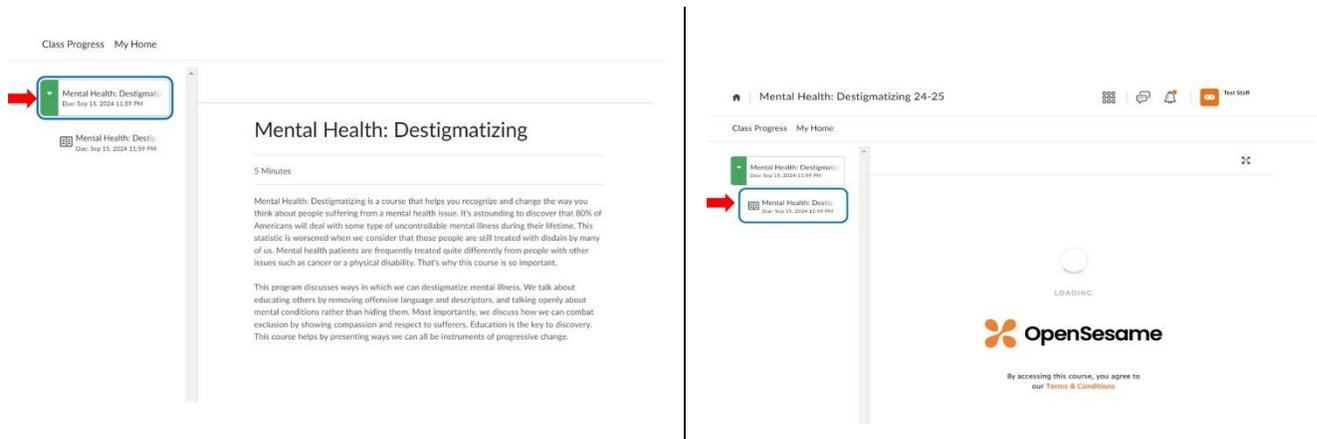


## Navigating to Enrolled Courses

1. Click the course name to open the content page.

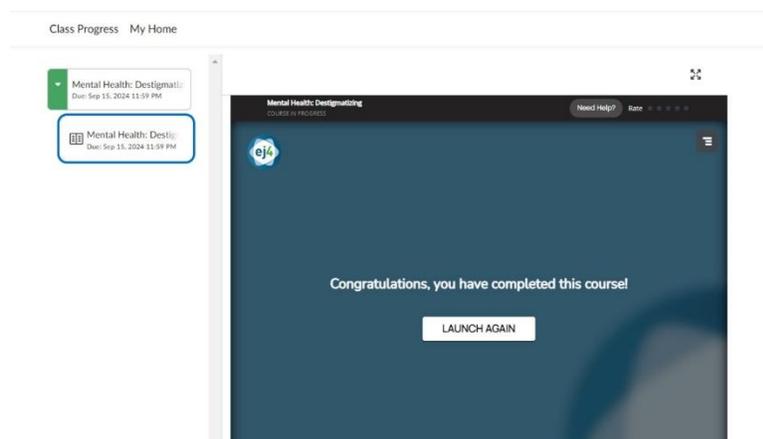


- Course percentage can be viewed here.
2. Select the content you wish to start.
  - The Contents tab displays the course description and estimated course time.
3. Begin course once it has fully loaded. Content may take a moment.



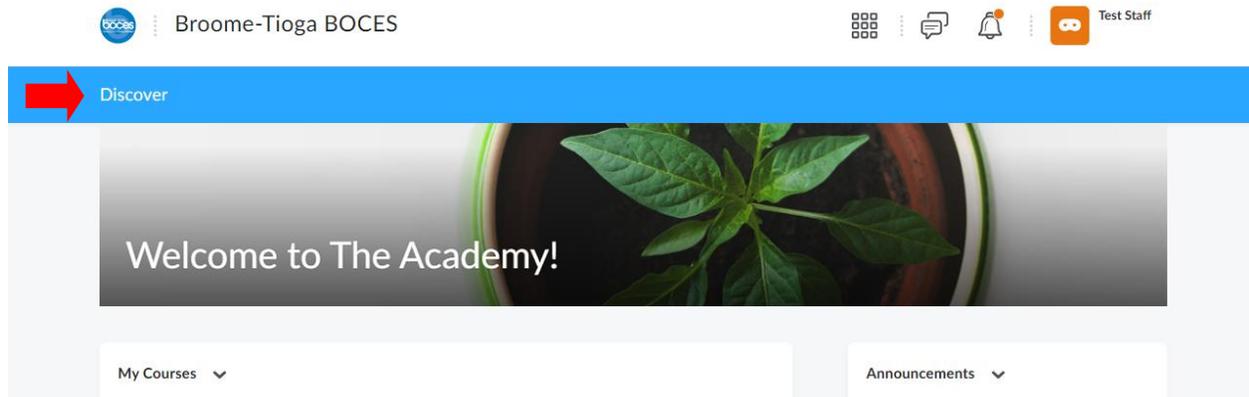
## Completing the Course

1. Each module will contain various types of content like videos, readings, and quizzes.
2. Follow the instructions provided in each module. Ensure you complete all required activities.

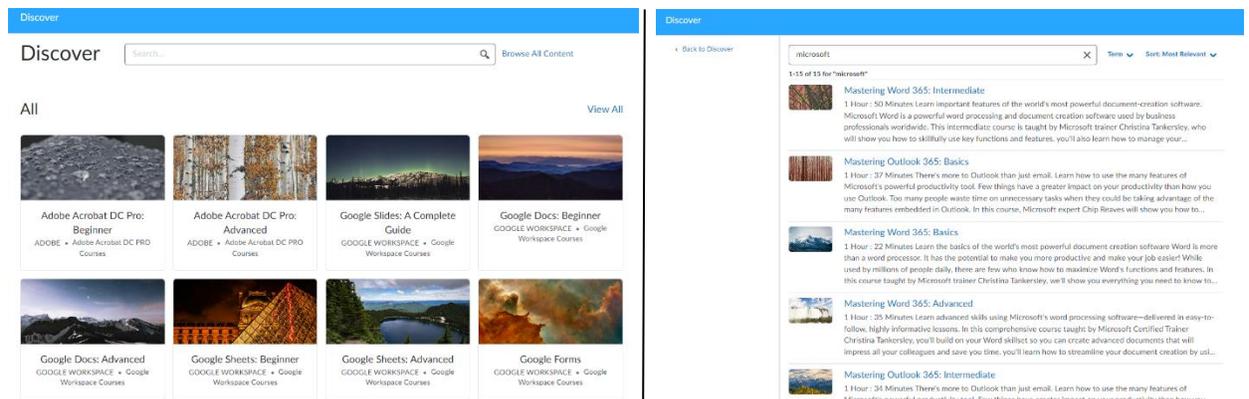


# Discovering New Courses

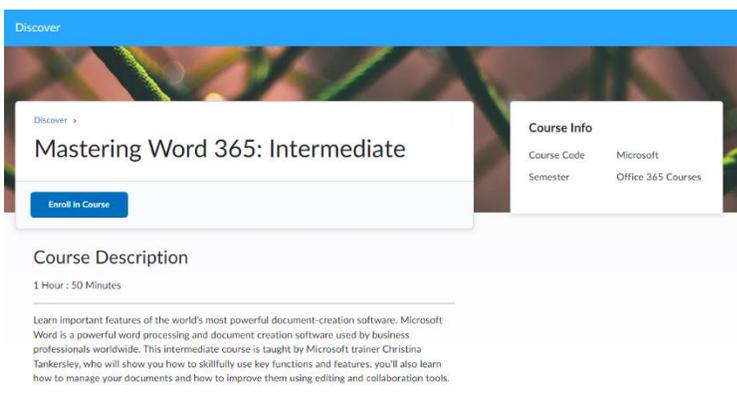
1. Use the Discover tab to search for new courses.



2. Use the search bar to manually look for courses or search the open catalog.



3. Click the course you would like to take then select enroll. The course will now be added to your “My Course’s” on the welcome page.



## Successfully Enrolled

Mastering Word 365: Intermediate will soon be available in the My Courses widget.

