You can **Assess Your Online Learning Aptitude** from main Knowledge Elements website.

Website: www.knowledgeelements.com  
First, click on the Resource link:

Then click on the Online Assessment button:
Next, complete the assessment by clicking on the appropriate radio button for each statement:

Finally, review the recommendation from your completed assessment:
ATHENE0 SYSTEM LOGIN

You will automatically receive login information once KE has received your account setup and course registration information from your college. You can type in your User ID and Password, which are both provided by the Atheneo system via an email message notification. Once you have typed the User ID and Password, click on the “Sign In” button.

Notice that on the http://my.atheneo.net/login_a2.php webpage there is also a link to request a forgotten password. When forgot password is clicked, it brings up boxes to enter username and organization/school with which the user is affiliated. When this information is entered a link to reset the password will be emailed to the user. In the email message you will find that it looks something like this:

Click on this link or copy and paste it into your browser, to reset your Atheneo password:

http://my.atheneo.net/reset_password_a2.php?use_id=121&reset_code=5aeb2bb242b121d1edcf31d0384cc83d

Enter your new password twice below and click the button. Password: in textbox Repeat: in textbox. Then, click the change password button one time.
Atheneo System Overview

Once logged in as a Student you will be taken to your **Home** link, which is the default webpage for your online courses. There are several links and tabs that will help organize your online learning experience. The navigation flow is structured in the following manner.

**Left Column Links**

- Logout
- Home
- Friends
- Prayer List
- FAQ
- My Profile
- Past Classes
- My Classes

**Select Course**

**Center Column Tabs**

- Status
- Calendar
- Groups
- Wall
- Messages
- Forum
- Syllabus
- Gradebook
- Workspace

The left column links will be available the entire time you are working in the online system. The center column tabs will be available when you are working in one of your online courses. There are several of the course webpages where it is essential to make sure to open and expand the web browser window large enough to see all three columns of the webpages. You will now want to review the rest of this document to see more about each of these links and tab features in the online system.
This is the initial webpage that you will always see when you log into this online course management system. It contains some very important information for you, especially if you are new to using the Atheneo system. To get started the following steps are recommended.

1. Watch the Atheneo 2.0 Orientation Video to get an Overview of the Learning System
2. Download and review the Student Navigation Orientation Guide by clicking on the link.
3. Click to view the video clips of what other student have shared about their experiences using the Atheneo Learning System.
4. To communicate with all systems users, click on the Comments link to the right of the Home tab and write some AWesome things on the Atheneo Wall.
5. To contact the Atheneo Administrators, click on the ask@knowledgeelements.com link.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage. If you do forget, you may miss out on taking a fun poll or other trivial pursuits to brighten your day! 😊
This webpage uses the Facebook technology and enables you to request to be friends with others that are also using this online system. Simply follow directions as you see in the graphic below.
This link allows you to share prayer requests with other Christian believers all over the country and world that are also using this online system. You can share your requests if you desire; or read and pray for the ones that are already posted if you prefer.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage.
This link contains basic answers to some of the most frequently ask student questions.

Frequently Asked Questions

How do I get started?
The first thing to do is to click on the "My Classes" link on the left side menu. This will give you a list of the course in which you are currently enrolled that are open for participation. Once you click on a course tab to "enter" it, you will have a series of separate tabs across the top of the screen which will access various part of the course.

Little bright red indicators over the Grades, Messages, or Forum tabs indicate some activity of interest to you. On the Grades tab this indicator shows that you have some feedback from your instructor, on the Messages tab that you have unread messages, and on the Forum tab that you have unread forum postings.

The "Grades" tab shows all of your work that will be required in the course and will be used to track your assignment completion and grades.

Where do I get my books?
You can get your books anywhere that is most convenient for you. We provide a link on your courses page which will take you to our preferred provider and pre-fill the shopping cart with the correct materials. This provider has good prices and buy-back provisions. This is only one option and you may be able to get your books at any number of places. Just be sure to get the correct ISBN number of version!

How can I contact my instructor?
Use the Messages tab in your course. It is important to use this method rather than external email because there will be a record kept of such communication. Click on the link to compose a new message, and be sure to highlight your instructor’s name in the list of course participants.

What if I don’t understand something in the course?
Contact your instructor! Your instructor is here to make sure that you get the help you need to understand the material and to answer any questions you may have.

What if I will be late with an assignment?
You should make every effort to stay current on your course, however your instructor understands that sometimes there can be personal difficulties that prevent the timely submission of assignments. The instructor will generally work with you to establish modified due dates if the reason for lateness is reasonable. It is your responsibility to communicate with your instructor! The extent to which lateness affects your grade is up to their discretion.

When I click to view a forum posting, I get kicked out!
This can be caused if your security settings do not allow the use of web page scripting. Depending on the browser you use, you will need determine the steps required to enable Javascript.
This tab is where you update your e-mail address and type some biographical information about yourself so the other students and the instructor can get to know you.

The top part of the profile screen is for changing your Display Name (what others see) and setting your e-mail addresses and time zone. Then you will scroll down to input information about yourself.

Be sure to click the **Save Profile** button located at the bottom of the screen after entering your information and before exiting this webpage.
This link will show you the online courses that you have taken in Atheneo. It will include all courses that have expired (whether completed or not) according to the course calendar. Completed courses are there to be able to access if and as you might need to revisit these. If you have been granted an extension to finish an incomplete course, you will also access that course here.

In the center of this webpage you can see the Terms, Select Course, Messages and Active Assessments columns. The “Select Course” column provides access to the course selected and opens that Course. Simply click on the Course Title, which is the link into the course. The “Messages” and “Active Assessments” columns are visual indicators showing how many unread messages are in the Message Center and how assessments are currently active and need to be completed.
This link will show you the online courses that you are currently taking in Atheneo. It will not include the courses that have expired (whether completed or not), and these will be found from clicking on the Past Classes link.

In the center of this webpage you can see the Terms, Select Course, Messages and Active Assessments columns. The "Select Course" column provides access to the course selected and opens that Course. Simply click on the Course Title, which is the link into the course. The "Messages" and "Active Assessments" columns are visual indicators showing how many unread messages are in the Message Center and how assessments are currently active and need to be completed.

The "Buy Course Materials" button will take you to our virtual bookstore where you can purchase the course materials if they are still needed.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage.
There are several items of interest on your course status webpage. The main feature that is front and center is your basic “scorecard” for revealing where you are in the course and if you are behind, on pace, or ahead of schedule in your coursework.

In addition, this webpage is where you will find who is in the course with you. At the top of the right column is the Instructor’s name which you can click on to view their profile. Your coursemates show on the students list below and also provide a link to view their profiles as well.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage.
The Calendar for the course will show you all of the key dates, including the scheduled due dates for completing your work. It will also portray the percentage distribution of your course grade to each part of the course.
GROUPS TAB

If you have been placed in a group for this course by your Instructor, you will see that information in this location.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage.
This webpage uses the Facebook Wall technology and enables you to post questions, information and generally communicate informally with others in this course. If you have messages from others on your wall a red indicator will highlight this for you.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage.
MESSAGES TAB

Once you are in a course you can click on the Messages tab and read internal messages from other students and/or your instructor. Whenever you receive a message in the internal system, Atheneo will send you a prompter e-mail to the e-mail address configured on the My Profile tab. You can also compose messages by clicking on the “Compose new message” link at the top of the right column.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage.
FORUM TAB

This tab provides access to the course Forum which is used for threaded discussions throughout the offering period. Each section of the course is listed. Click on the section name and you will be taken to the threaded discussion area. Follow the directions from there for posting discussion topics and responses.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage.
SYLLABUS TAB

There is basic information about the course shown in the center of the screen. The right column contains the Course Outline which shows all of the information related to each section or unit of the course. Click on a Content Item to read the information that it contains. You can also click on an Assessment Item to work on the item from here; or, they can be accessed from the Gradebook tab.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage.
This tab is where you will find all of the assessments for the entire course. From the link at the top if the right column, you can click and then print all the assessment questions for the entire course in one document. This will allow you to maximize your offline work in the course.

You can also scroll down to review each of the assessments throughout the course. Clicking on a folder next to the assessment will present the list of questions. From that screen you will see the submitted assessment, the grade given by the instructor and any feedback from the instructor.

At the bottom of this page there is a summary of the cumulative grade percentage, letter grade and overall course status.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage.
From the Course Info tab on the right hand side in the Course Outline you will also have access to your assessments. Under the Assessment Items; click on one of the links to an assessment and you will be taken to the assessment screen.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage.

**Assessment Overview:** Describes the overall assessment and what needs to be done to prepare for writing the answer.

**Assessment Menu:** Provides a list that scrolls if there are more questions then can be shown in the space provided. The question you are currently working on is highlighted. Once you have finished a particular question your answer is saved and a **green #** appears to the left of the question designating that you have completed it. It will appear in **blue** if there is Instructor feedback posted there once the assessment has been graded.
Question + My Response: This is where you will actually answer the question asked. Questions can be essay, multiple choice, fill in the blank or matching. The example above shows an essay question. If using Internet Explorer for the web browser a WYSIWYG (What You See Is What You Get) text editor is provided for formatting the answer.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage.

At the bottom of the screen there is a save button:

Clicking this button will save your work to enable you to work further on the assessment before submitting it for grading.
Submitting Assessments for Grading: Once all questions have been completed, click on the “Submit for Grading” button at the top of the right column. The verify screen pictured below will appear as the last check to make sure that you are ready to submit the assessment for grading. This is done because, once you click the “yes” button, the assessment will be locked to further updates and sent to the instructor for grading.

Note: Do not forget to open and expand your web browser large enough to see all three columns of this webpage.
Workspace is an area for uploading documents for safe keeping. It creates a small hard-drive for storage of documents that may be needed by the Student when accessing the system away from their primary office/home. To upload a file for storage click the “Browse” button and select the file from your local folders. Once file is selected click the “Upload File” button and the file will be copied into Atheneo.

There are three areas for uploading documents. **Personal**: files that only the student can access. **Instructor**: if there is a large document such as a Word file or something that needs to be sent to the instructor, it is uploaded here rather than sent via e-mail. **Public**: Occasionally the instructor will upload additional files for student access and they will be found in this area.