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Getting Started

You will need the following items to successfully complete the tasks outlined below:



- A computer
- Web browser of choice
- Class schedule information

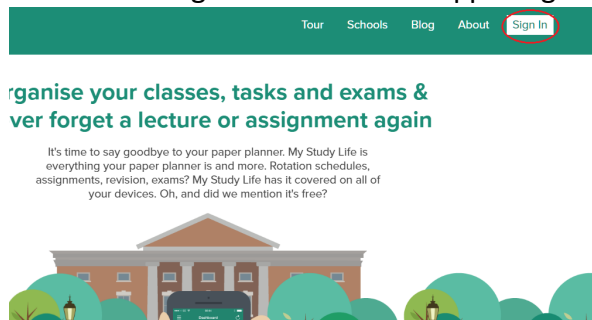
Accessing MyStudyLife

1. Log onto a computer
2. Open a web browser
3. Click in the search bar
4. Type “https://www.mystudylife.com” and hit enter

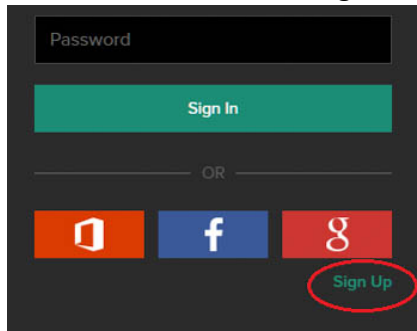
Signing up for MyStudyLife

Setting up an Account

1. Click on the Sign In button in the upper right corner



2. Below the social media sign in options, click on the green “Sign Up” button





3. Select “Student”
4. Type your information into the prompted boxes



school email address is recommended by MyStudyLife

5. Click “confirm”





Activating your Account

1. In another tab, Access the E-mail account you entered 
 - An E-mail from MyStudyLife should appear in your inbox
2. Click on the E-mail and click on the “Activate your Account” button
 - If this button does not appear, click on the link provided 
 - You will either be directed to the sign in page or taken directly to your dashboard


Finalizing Account Setup

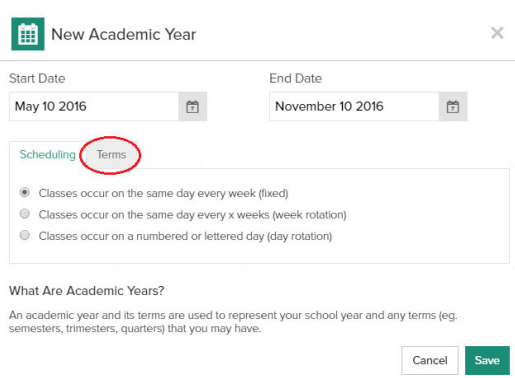
1. Type in the E-mail address and password you used to set up your “MyStudyLife” account
2. Click “Sign In” when you are finished
 - A pop-up window will appear with a tutorial; click “Skip”

Creating an Academic Year

1. Click on the Schedule tab , on the left side of the page
2. In the top right hand corner Schedule the page click on the "New Academic year" 
3. In the "Start Date" box, click on the drop down calendar menu 
4. Using the forward arrow, locate your start date
5. In the "End Date" box, Click on the drop down calendar menu 
6. Using the arrows, locate your end date

Adding a Term

1. In the scheduling tab below the "start" and "end" date boxes , select the option most relevant to your schedule
2. In the "terms" tab, Click "New Term"



New Academic Year

Start Date: May 10 2016

End Date: November 10 2016

Scheduling Terms

☒ Classes occur on the same day every week (fixed)





☐ Classes occur on the same day every x weeks (week rotation)

☐ Classes occur on a numbered or lettered day (day rotation)

What Are Academic Years?

An academic year and its terms are used to represent your school year and any terms (eg. semesters, trimesters, quarters) that you may have.


Cancel Save

3. Type "Fall Quarter" in the "name" box
4. Select "September 21, 2016" for the start date 
5. Select "December 12, 2016" for the end date 
6. Click  to add the term to your schedule 

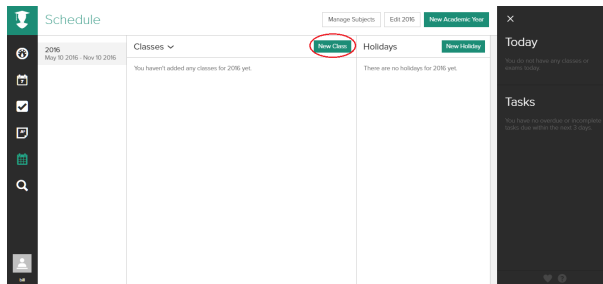
(Fall Quarter should now appear in your terms tab)

7. Click **Save** at the bottom right of the dialogue box to continue

Adding Course Information

With your academic year created, check to see that you are still on the 'Schedule' Page. On the left of the **page** you should see your newly created 2016 Academic Year selected 

1. Click 'New Class'



2. Click the **+** next to the Subject text box

3. Type in the name of your course's subject

4. Click **Save**

5. Fill in the Course Module Number, Room Number, Building Name, and Teacher Information

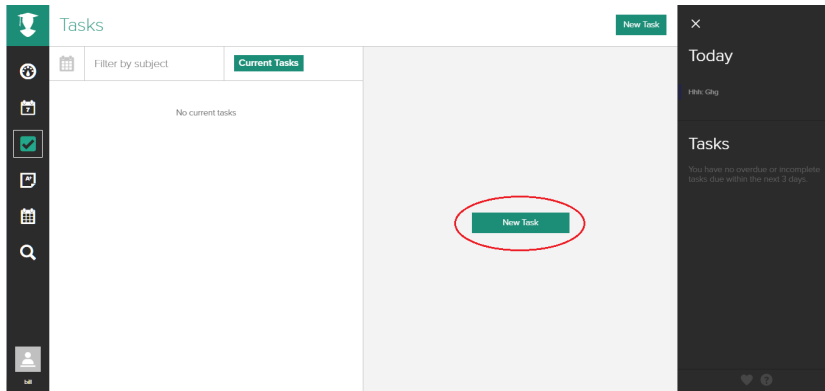
6. Click 'Add time'

7. Select the time the class will be in session
8. Select which days the class is on
9. Click the First 'Save'
10. Click the second 'Save' in the bottom right to create the class




Adding a Task to the Schedule

To create tasks such as Assignments, Reminders, and Revisions for Exams click the 'Tasks' Icon on the left side of the page.

1: Click 'New Task'

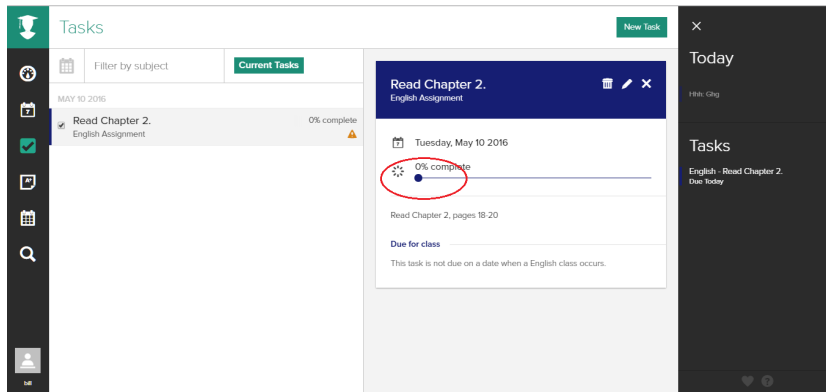


[There are two 'New Task' Buttons, Both do the same thing]


- Select the subject in the 'Subject' drop-down menu  
- Click the calendar option next to 'Due Date' to set the deadline
- Title your task
- Type a brief summary into the detail text box
- Click 
- Repeat these steps to create more tasks

2: Click your new task on the left of the page

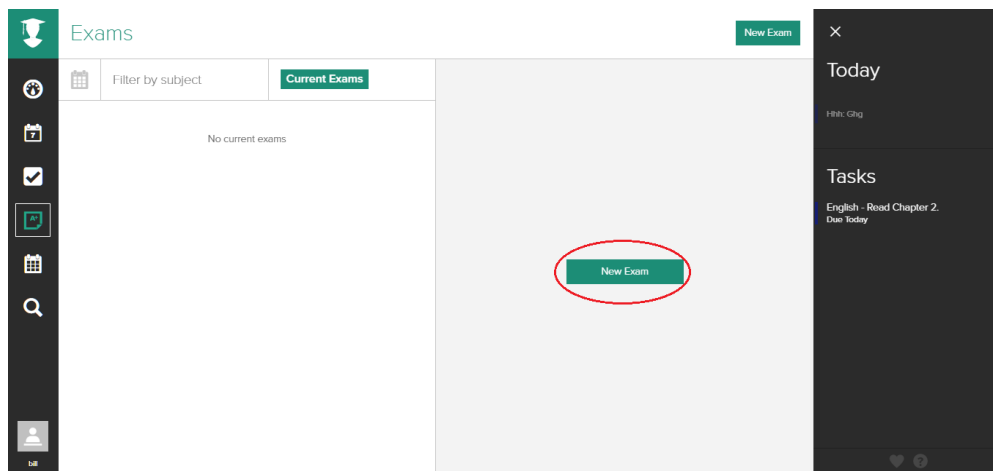
- Use the slider to gauge its completion percentage




Adding Exams to Calendar


To create dates for your classes you will need to switch to the 'Exams' Page by clicking the icon  on the left side of the page.

1. Click 'New Exam'



[There are two 'New Exam' buttons, click either, they both do the same thing]

2. Select the subject in the 'Subject' drop-down menu
3. Fill in Course Module number, Room number, and Seating if provided
4. Select Date of the Exam from the Calendar option
5. Click the  next to 'Start Time'

6. Use the arrows to select starting time
7. Click the 'Duration' box
8. Use the arrows to set the length of the exam
9. Click 
10. Repeat these steps to create more exams

Glossary

A

Access

Use "Access" when referring to the need to "navigate to..." a specific place, or something that requires a login.

Appear

Use "appear" when referring to something on the screen that changes what is immediately visible on the screen. Often referencing a dialog box or pop up appearing over the screen.

C

Click

Using the mouse to select an option that redirects the page or completes an action. Click will be used for saving progress in MyStudyLife, accessing a different part of the website, and using buttons. DOES NOT refer to selecting boxes or accessing text fields.

D

Dialog Box

A dialog box is a temporary or pop-up window that prompts the user for additional information. Sometimes comes with additional instructions within the dialog box.

Drop-Down Menu

A menu that expands when clicked on or selected, generally offering a series of choices to the user.

E

Enter

"Enter" should be used to tell the user to physically press the "enter" key on the keyboard.
*DOES not refer to filling out information or selecting options.

O

Open

Use "open" when referring to starting up a web browser or creating additional tabs or windows.

R

Repeat

Use "repeat" to instruct the user to do the indicated steps the exact same way again. This will usually be designated by a numbered list of steps to carry out again. Example: "Repeat steps 7-10".

S

Select

Use "Select" to refer to actions that select an option from a list. This includes choices that may be part of a drop down menu or choosing from multiple options. Select should NOT be used in reference to accomplishing a single action.

T

Type

Use "type" when asking the user to input text in a text field using the keyboard.

U

Use

"Use" should refer to an action the user will be carrying out. "Use" should also precede a noun, such as "use the forward arrow".