

Registration and Online Homework

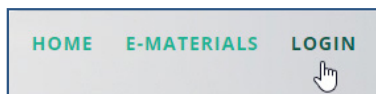
The following registration instructions are for the SUA-Project Based, SUA-Chronological, and SUA Cycle Based assignments.

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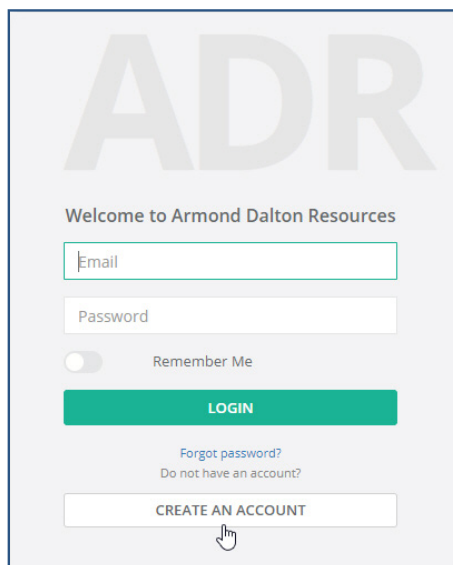
Register on the Armond Dalton Resources Website

To register on the Armond Dalton Resources website (www.armonddaltonresources.com), complete the following steps:

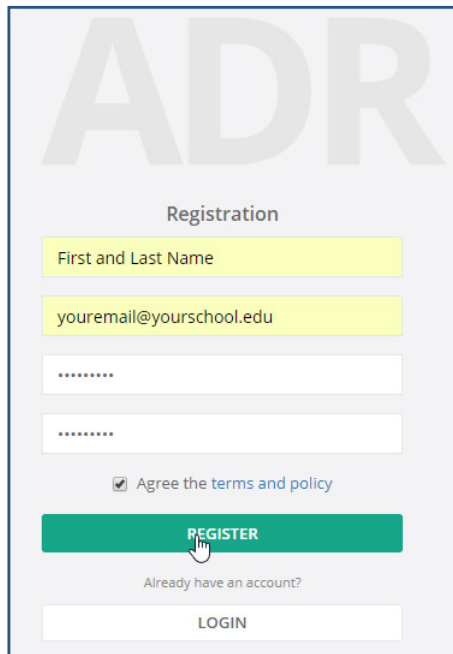
- *Click Login.*



- *Click Create an Account.*

The login page has a light gray background with a large, faint 'ADR' logo at the top. Below the logo, the text 'Welcome to Armond Dalton Resources' is centered. There are two input fields: 'Email' and 'Password'. Below the password field is a 'Remember Me' checkbox. A green button labeled 'LOGIN' is centered below the checkbox. Below the button are two links: 'Forgot password?' and 'Do not have an account?'. At the bottom is a white button labeled 'CREATE AN ACCOUNT' with a mouse cursor hovering over it.

- *Register using your school email address.*

The registration page has a light gray background with a large, faint 'ADR' logo at the top. Below the logo, the text 'Registration' is centered. There are four input fields: 'First and Last Name', 'Email' (pre-filled with 'youremail@yourschool.edu'), and two password fields. Below the password fields is a checkbox labeled 'Agree the terms and policy'. A green button labeled 'REGISTER' is centered below the checkbox, with a mouse cursor hovering over it. At the bottom is a white button labeled 'LOGIN'.

After your registration is complete, the Dashboard window will appear.

- *Scroll down below the Books table. You will see a box where you can enter the Section code that you received from your professor.*

- *Enter the Section code and click Add Section Code.*

After you add your section code, the course information will appear in the Sections table. If you do not see the SUA information in the Sections table, refresh your browser (F5 or Ctrl+R). The following window shows course information for SUA-Project Based in the Sections table. If you are completing the SUA-Chronological or SUA-Cycle Based assignments, your window will look slightly different, but the necessary information is found in the same areas of the table.

Course	Book	Section	Activity	Start	End	Semester	Alternative	Action
ACC 400	Sage 50 Accounting 2017, 5th edition	Mon/Wed 8:00	Sage Homework	08-13-2018 13:13	08-14-2018 13:13	Spring	Download Transactions/Price List	⋮

- *Click on the link under the Alternatives column to download the correct transactions list and price list for the Alternative that your professor chose for your section. If you are completing the SUA-Chronological or SUA-Cycle Based assignment, you will see multiple links that correspond with each assignment. You will only need to download one of these links as they are all the same.*

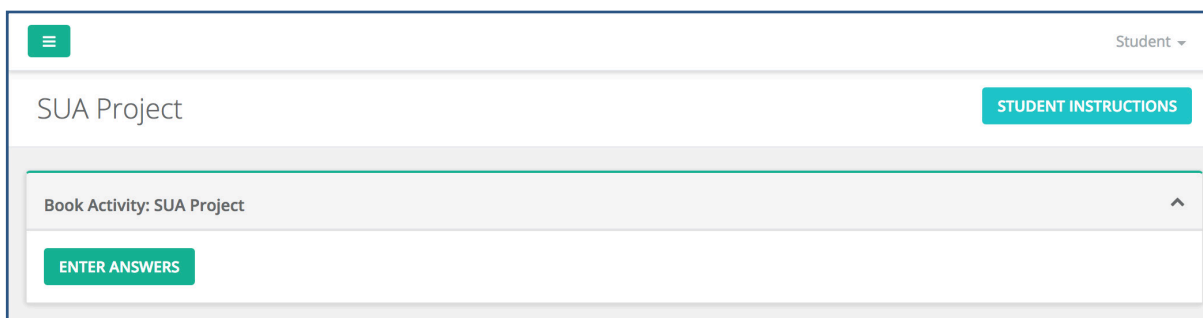
This is all you will need to do on the ADR site until you are ready to answer your questions.

- *Log out of the ADR site.*

Online Homework for SUA-Project Based

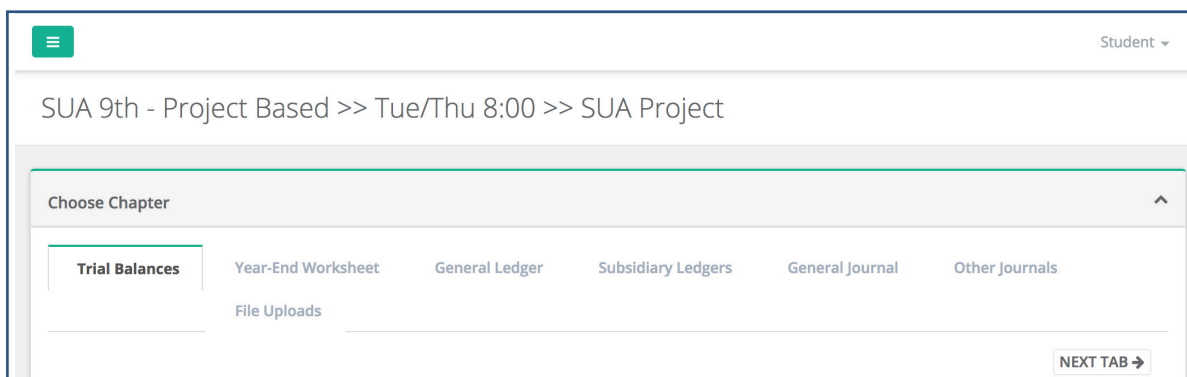
After you have completed the Systems Understanding Aid project and are ready to answer the questions, you will log in to the Armond Dalton Resources website at www.armonddaltonresources.com, using the username and password you created on your first visit to the site. Locate the SUA activity in the Section box on the Dashboard page. The activity start date/time and end date/time are listed on the table.

- Click the drop-down arrow on the button under the Action column.
- Click Activity Overview.



The screenshot shows the top section of the SUA Project dashboard. At the top left is a green menu icon. To the right is a 'Student' dropdown menu. Below the menu is the title 'SUA Project' and a green button labeled 'STUDENT INSTRUCTIONS'. A light gray box contains the text 'Book Activity: SUA Project' and a green button labeled 'ENTER ANSWERS'.

- Click “Enter Answers.”



The screenshot shows the 'SUA 9th - Project Based >> Tue/Thu 8:00 >> SUA Project' page. It features a 'Choose Chapter' section with several tabs: 'Trial Balances' (highlighted), 'Year-End Worksheet', 'General Ledger', 'Subsidiary Ledgers', 'General Journal', and 'Other Journals'. Below these tabs is a 'File Uploads' section. A green button labeled 'NEXT TAB >' is located at the bottom right.

Notice that there are several tabs in which you will enter data: Trial Balances, Year-End Worksheet, General Ledger, Subsidiary Ledgers, General Journal, and Special Journals, and File Uploads.

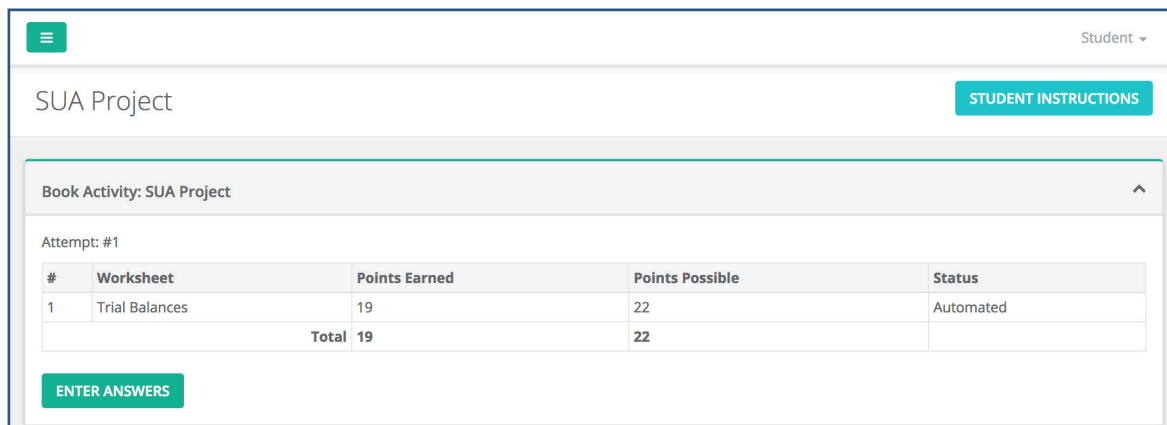
- Using information from the completed SUA packet, begin to enter your answers in the Trial Balances tab.
- Save your progress for individual tabs by clicking Save Tab. This allows you to save, exit, and return to the project at any point without submitting final answers.
- Click Next Tab or manually select the tab at the top of the window to enter answers for another tab. Save your progress as you continue to enter answers. You can return to previous tabs by clicking Previous Tab or by manually selecting the desired tab at the top of the window.

E-Materials

You have the option to submit tabs individually as you complete them or to submit all tabs at one time once you have completed the entire project. To submit them individually:

- *Click Submit Tab at the top or bottom of each page.*

Your score for the submitted tab will be displayed on the window.



The screenshot shows a web interface for the 'SUA Project'. At the top, there is a 'STUDENT INSTRUCTIONS' button. Below it, a section titled 'Book Activity: SUA Project' contains a table for 'Attempt: #1'. The table has five columns: '#', 'Worksheet', 'Points Earned', 'Points Possible', and 'Status'. It shows one row for 'Trial Balances' with 19 points earned out of 22 possible, and an 'Automated' status. A 'Total' row shows 19 points earned out of 22 possible. Below the table is a green 'ENTER ANSWERS' button.

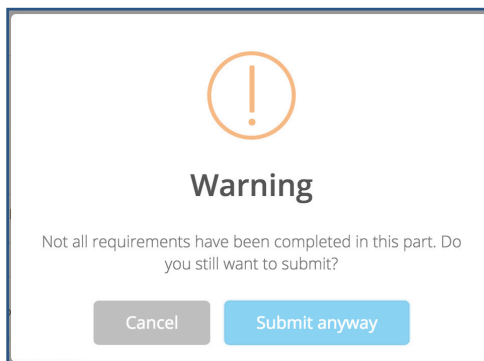
#	Worksheet	Points Earned	Points Possible	Status
1	Trial Balances	19	22	Automated
Total		19	22	

- *Click Enter Answers to complete and submit other tabs.*

To submit all tabs at one time:

- *Click Submit All Tabs at the top or bottom of the File Uploads tab.*

You can submit a tab without completing all questions/problems. You will not receive points for the question/problem. If you do so, you will receive the following warning message:



The warning dialog box features an orange exclamation mark icon at the top. Below it, the word 'Warning' is displayed in bold. The message reads: 'Not all requirements have been completed in this part. Do you still want to submit?'. At the bottom, there are two buttons: a grey 'Cancel' button and a blue 'Submit anyway' button.

- *Click Submit anyway if you wish to submit the incomplete tab.*

Once all of the tabs are submitted, your window will appear similar to the following:

SUA Project					STUDENT INSTRUCTIONS
Book Activity: SUA Project					
Attempt: #1					
#	Worksheet	Points Earned	Points Possible	Status	
1	Trial Balances	19	22	Automated	
2	Year-End Worksheet	9	9	Automated	
3	General Ledger	12	12	Automated	
4	Subsidiary Ledgers	24	24	Automated	
5	General Journal	9	12	Automated	
6	Other Journals	16	16	Automated	
7	File Uploads	0	5	Not Graded	
Total		89	100		

The first six tabs are automatically graded by the Armond Dalton Resources website, the grade displayed in the Points Earned column is the grade that you received for that tab. The submission for the File Upload tab requires manual grading by your professor. Once your professor grades the submission, the grading status column will change from “Not graded” to “Graded” and your score will be visible in the Points Earned column. You can return to view your score by locating the activity in the Sections table of the Dashboard, clicking the drop-down arrow on the button under the Action column, and clicking Activity Overview.

Your professor may allow you multiple attempts for the project. If that is the case, you can click Enter Answers on the Activity Overview page to resubmit the project with any answer changes that you wish to make. All answers that you submitted in the previous attempt will carry over to the new attempt so you will not have to re-enter all answers. A window showing the grades for multiple attempts follows:

SUA Project					STUDENT INSTRUCTIONS
Book Activity: SUA Project					
Attempt: #1					
#	Worksheet	Points Earned	Points Possible	Status	
1	Trial Balances	19	22	Automated	
2	Year-End Worksheet	9	9	Automated	
3	General Ledger	12	12	Automated	
4	Subsidiary Ledgers	24	24	Automated	
5	General Journal	9	12	Automated	
6	Other Journals	16	16	Automated	
7	File Uploads	5	5	Graded	
Total		94	100		
Attempt: #2					
#	Worksheet	Points Earned	Points Possible	Status	
1	Trial Balances	19	22	Automated	
2	Year-End Worksheet	9	9	Automated	
3	General Ledger	12	12	Automated	
4	Subsidiary Ledgers	24	24	Automated	
5	General Journal	12	12	Automated	
6	Other Journals	16	16	Automated	
7	File Uploads	5	5	Graded	
Total		97	100		
					ENTER ANSWERS

Online Homework for SUA-Chronological and SUA-Cycle Based

Note: The images in the following instructions show windows for the completion of the SUA-Chronological project. If you are completing the SUA-Cycle Based project, your windows will look slightly different. However, the general instructions for completing the project will be the same.

Log in to the Armond Dalton Resources website at www.armonddaltonresources.com using the username and password you created on your first visit to the site. For the SUA-Chronological and SUA-Cycle Based projects, you will be completing multiple activities. The start date/time and end date/time for each activity is listed on the table. Locate the first SUA activity in the Section box on the Dashboard page.

Sections

Show 25 entries

Course	Book	Section	Activity	Start	End	Semester	Alternative	Action
ACC 450	SUA 9th - Chronological #1: Dec 1-22 Transactions	Mon/Wed 12:00	Chronological #1	08-15-2018 12:27	08-21-2018 12:27	Spring	Download Transactions/Price List	<div></div>
ACC 450	SUA 9th - Chronological #2: Dec 23-31 Transactions	Mon/Wed 12:00	Chronological #2	08-22-2018 12:28	08-28-2018 12:28	Spring	Download Transactions/Price List	<div></div>
ACC 450	SUA 9th - Chronological #3: Month-End Procedures	Mon/Wed 12:00	Chronological #3	08-29-2018 12:28	09-04-2018 12:28	Spring	Download Transactions/Price List	<div></div>
ACC 450	SUA 9th - Chronological #4: Year-End & Project Completion	Mon/Wed 12:00	Chronological #4	09-05-2018 12:29	09-11-2018 12:29	Spring	Download Transactions/Price List	<div></div>

Showing 1 to 4 of 4 entries

Previous

1

Next

- Click the drop-down arrow on the button under the Action column of activity #1.
- Click Activity Overview.

⋮

Student ▾

Chronological #1

STUDENT INSTRUCTIONS

Book Activity: Chronological #1

ENTER ANSWERS

- Click “Enter Answers.”

SUA 9th - Chronological #1: Dec 1-22 Transactions >>
Mon/Wed 12:00 >> Chronological #1

Choose Chapter

December 1-22 Transactions Questions

SAVE TAB SUBMIT TAB SUBMIT ALL TABS

- Using information from the SUA packet, enter your answers for this activity.

You can save, exit, and return at any point without submitting final answers by clicking on the “Save Tab” button located at the top and bottom of each page. When you are ready to submit the activity, click Submit Tab. You can submit a tab without completing all questions/problems. You will not receive points for the question/problem. If you do so, you will receive the following warning message:

Warning

Not all requirements have been completed in this part. Do you still want to submit?

Cancel Submit anyway

- Click *Submit anyway* if you wish to submit the incomplete tab.

Once the activity is submitted, your window will appear similar to the following:

Chronological #1

STUDENT INSTRUCTIONS

Book Activity: Chronological #1

Attempt: #1

#	Worksheet	Points Earned	Points Possible	Status
1	December 1-22 Transactions Questions	9	20	Not Graded
Total		9	20	

ENTER ANSWERS

Some of the questions are automatically graded by the Armond Dalton Resources website. The submission also requires manual grading by your professor. Once your professor grades the submission, the grading status column will change from “Not graded” to “Graded” and your final score will be visible in the Points Earned column. You can return to view your score by locating the activity in the Sections table of the Dashboard, clicking the drop-down arrow on the button under the Action column, and clicking Activity Overview.

Repeat the above steps for completing the remainder of the activities once they become available.

Your professor may allow you multiple attempts for the project. If that is the case, you can click Enter Answers on the Activity Overview page to resubmit the activity with any answer changes that you wish to make. All answers that you submitted in the previous attempt will carry over to the new attempt so you will not have to re-enter all answers. A window showing the grades for multiple attempts follows:

Student ▾

Chronological #1

STUDENT INSTRUCTIONS

Book Activity: Chronological #1

Attempt: #1

#	Worksheet	Points Earned	Points Possible	Status
1	December 1-22 Transactions Questions	19	20	Graded
Total		19	20	

Attempt: #2

#	Worksheet	Points Earned	Points Possible	Status
1	December 1-22 Transactions Questions	20	20	Graded
Total		20	20	

ENTER ANSWERS