



AMERICAN ENGLISH
LANGUAGE SCHOOL



**Free e-Learning
Prep Course
PROCEDURES**

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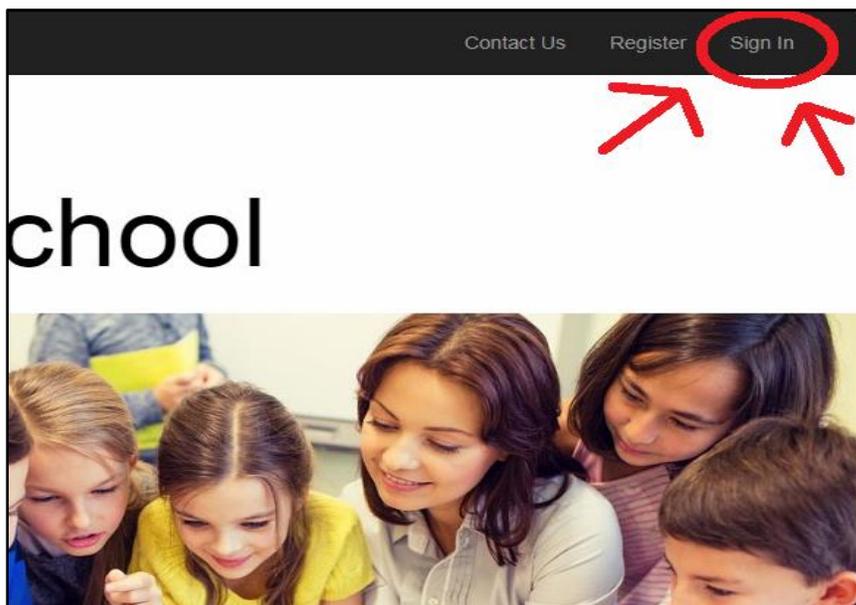
Welcome to American English Language School! In this guide, you will find step-by-step procedures on how to navigate and use our Optimus e-Learning website. This guide will show you how to log into, access, and study your vocabulary lessons. You will also learn how to access your e-Learning tests. Here are some things you need to know before starting:

- **There are a total of 20 lessons; each lesson contains 20 vocabulary words.**
- **Students are required to study 5 lessons per week.**
- **At the end of each week, students will be tested on the vocabulary words from that week.**
- **These tests are given every 5th lesson book (Lessons 5, 10, 15, & 20).**
- **Thus, totaling 4 tests all together.**
-

Your success is our success! We hope this guide will provide clear instructions on how to use our e-Learning system.

Signing In

1. Go to our website: optimusearningschool.com
2. Find and click the "Sign In" button on the top right corner.



3. Sign in with your registered email address and password.



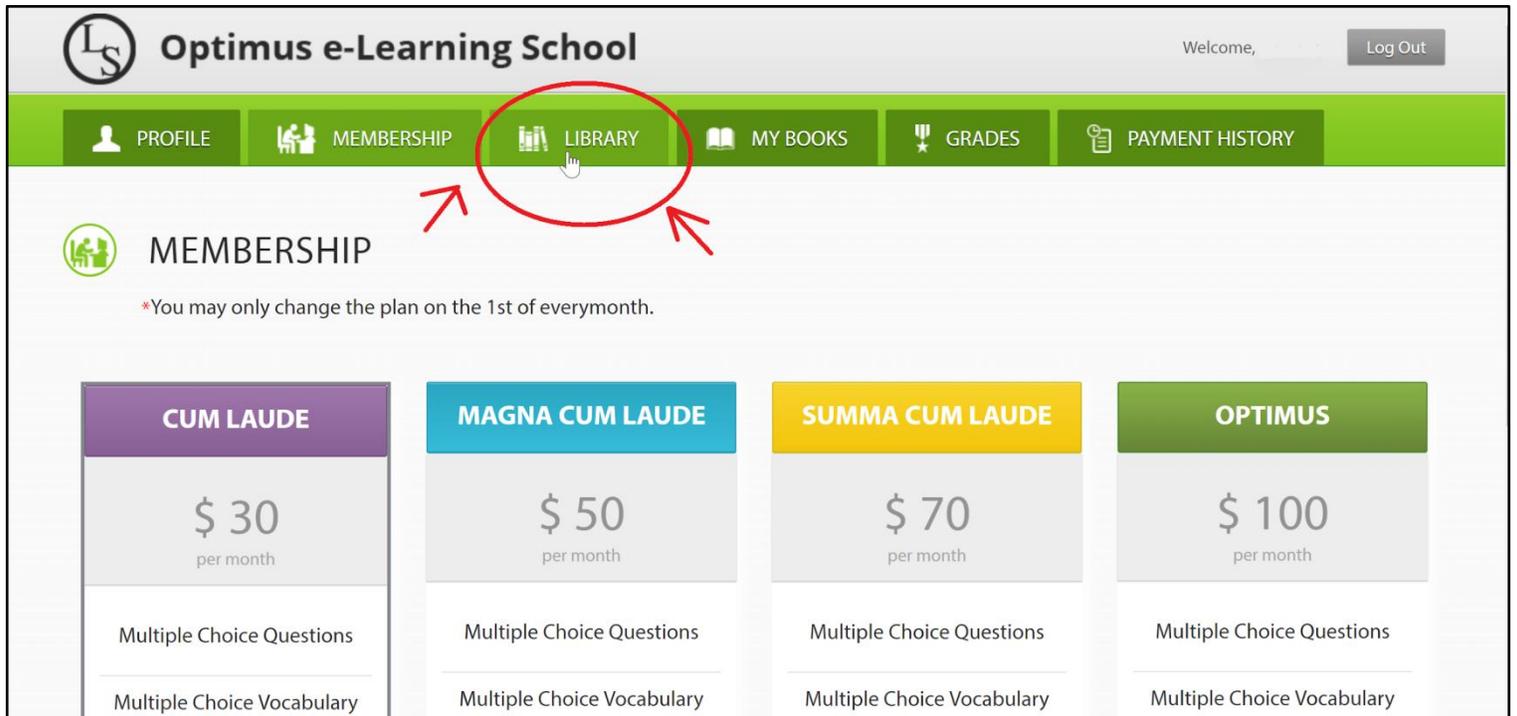
The screenshot shows the sign-in interface for Optimus e-Learning School. At the top, there is a navigation menu with links for Home, About Us, How it Works, and Programs. Below the menu is a large red circular logo containing the letters 'LS'. The main heading reads 'Optimus e-Learning School'. The sign-in form is titled 'SIGN IN' and contains the following elements:

- An email input field with a person icon on the left and the text 'jsmith@ols.edu'.
- A password input field with a lock icon on the left and three dots '...' indicating a masked password.
- A checkbox labeled 'Stay signed in'.
- A green 'Sign In' button.

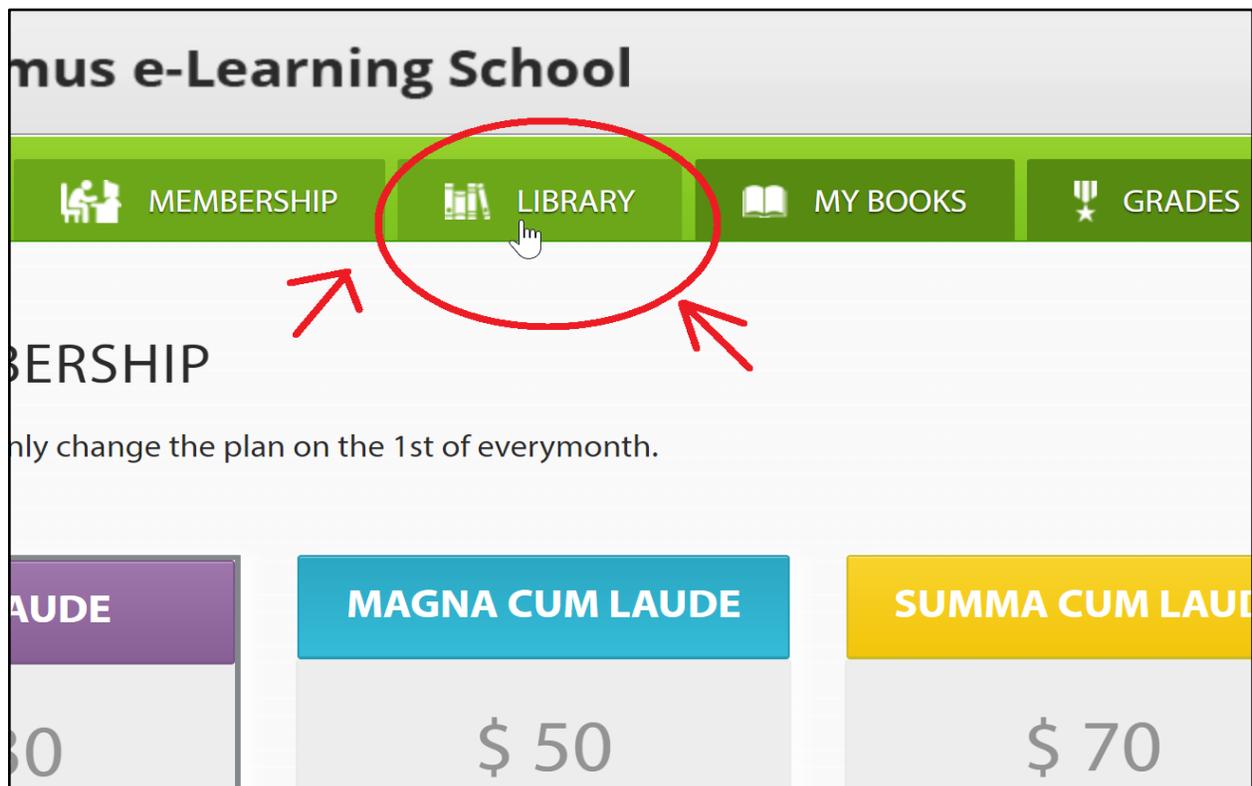
- If you do not have one, please inform your instructor and they will register and provide you with one.
- For example: jsmith@ols.edu
- Password: abc123

Accessing Lesson Books

1. Once you've logged on, you should see the home page of the e-Learning website.
2. At the top, you'll see various tabs.
3. Click on the "Library" tab.
4. Once the "Library" page has loaded, click on "ESL Prep Course (Online Books)."



The screenshot shows the Optimus e-Learning School website. At the top, there is a navigation bar with several tabs: PROFILE, MEMBERSHIP, LIBRARY, MY BOOKS, GRADES, and PAYMENT HISTORY. The LIBRARY tab is circled in red, and two red arrows point to it from below. Below the navigation bar, the MEMBERSHIP section is visible, featuring a note: "*You may only change the plan on the 1st of everymonth." Below this, there are four membership plans: CUM LAUDE (\$30 per month), MAGNA CUM LAUDE (\$50 per month), SUMMA CUM LAUDE (\$70 per month), and OPTIMUS (\$100 per month). Each plan includes details about the number of Multiple Choice Questions and Multiple Choice Vocabulary items.



This is a close-up view of the navigation bar from the previous screenshot. The LIBRARY tab is circled in red, and two red arrows point to it from below. The other tabs visible are MEMBERSHIP, MY BOOKS, and GRADES. Below the navigation bar, the MEMBERSHIP section is partially visible, showing the note: "only change the plan on the 1st of everymonth." Below this, the first three membership plans are visible: CUM LAUDE (\$30 per month), MAGNA CUM LAUDE (\$50 per month), and SUMMA CUM LAUDE (\$70 per month).



Optimus e-Learning School



PROFILE



MEMBERSHIP



LIBRARY



OPTIMUS LIBRARY



**ESL Prep Course
(Online Books)**



Starting Lessons

1. To start each lesson, you must select and submit the lesson book you are going to study.
2. Go to the desired book and click the “Select Book” box.
3. Then, click the green “Submit” button at the bottom right corner.

Optimus e-Learning School

Welcome, [Log Out](#)

PROFILE MEMBERSHIP LIBRARY MY BOOKS GRADES PAYMENT HISTORY

LIBRARY DETAIL

ESL Prep Course (Online Books)

LESSON 1	
Multiple Choice Questions	Multiple Choice Vocabulary
Short Answer	Video / Audio
Vocabulary Sentences	
Essay (Limited to 500 Words)	

LESSON 2	
Multiple Choice Questions	Multiple Choice Vocabulary

SUBMIT

Optimus e-Learning School

Welcome, [Log Out](#)

PROFILE MEMBERSHIP LIBRARY MY BOOKS GRADES PAYMENT HISTORY

LIBRARY DETAIL

ESL Prep Course (Online Books)

LESSON 1	
Multiple Choice Questions	Multiple Choice Vocabulary
Short Answer	Video / Audio
Vocabulary Sentences	
Essay (Limited to 500 Words)	

LESSON 2	
Multiple Choice Questions	Multiple Choice Vocabulary

SUBMIT

- Once you have selected the lesson book, go to the tabs on top and select "My Books."

Optimus e-Learning School

Welcome, [Log Out](#)

PROFILE MEMBERSHIP LIBRARY **MY BOOKS** GRADES PAYMENT HISTORY

LIBRARY DETAIL

ESL Prep Course (Online Books)

LESSON 1	
Multiple Choice Questions	Multiple Choice Vocabulary
Short Answer	Video / Audio
Vocabulary Sentences	
Essay (Limited to 500 Words)	

Selected!

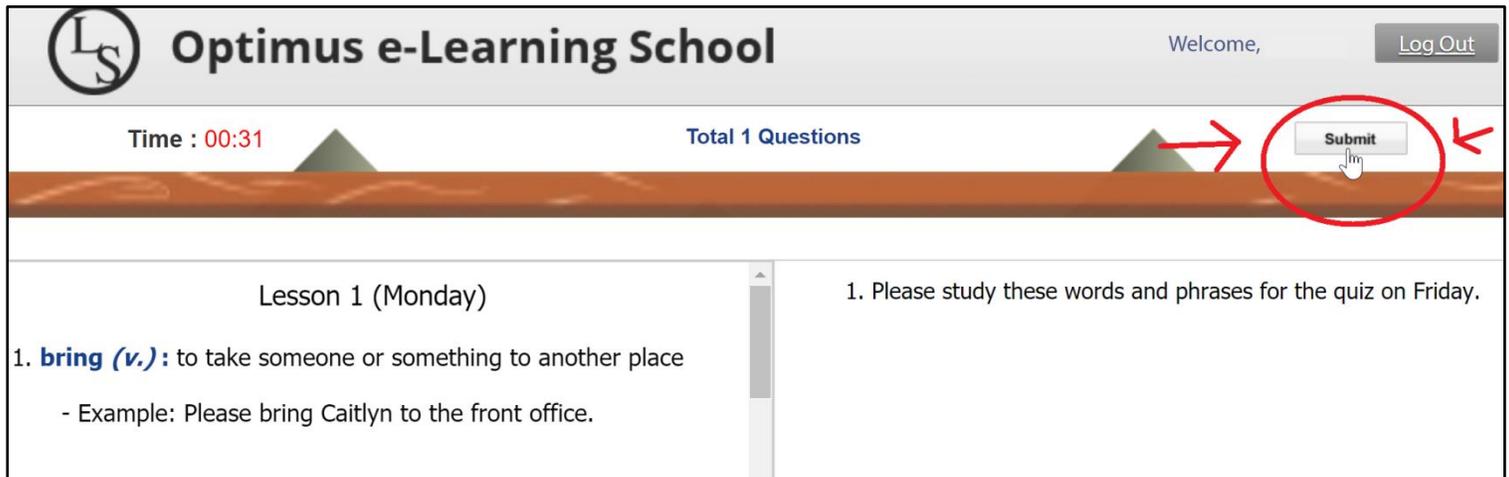
- When you find your lesson book, click on "Multiple Choice Questions."
- **You will only focus on the "Multiple Choice Questions" link, which includes vocabulary words or tests.****
- You **do not** have to click or complete the other links (e.g. multiple choice vocabulary, short answer, vocabulary sentences).

MY BOOKS

LESSON 1	
Multiple Choice Questions	Multiple Choice Vocabulary
Short Answer	Vocabulary Sentences
Essay (Limited to 500 Words)	
Book level:	AR Points:

Studying the lesson

1. The required vocabulary words are listed on the *left* side of the course book.
2. Instructions and tests are presented on the *right* side of the course book.
3. Since each lesson is timed, you may copy and paste the words from the left side into another document to study them (if you feel that you will run out of time).
4. When you are done with the lesson, you may click the “Submit” button on the top right side.



The screenshot shows the Optimus e-Learning School interface. At the top left is the logo 'LS' in a circle, followed by the text 'Optimus e-Learning School'. On the top right, it says 'Welcome,' and a 'Log Out' button. Below the header, there is a progress bar with 'Time : 00:31' on the left and 'Total 1 Questions' in the center. On the right side of the progress bar, a 'Submit' button is circled in red, with red arrows pointing to it from both sides. Below the progress bar, the left side shows 'Lesson 1 (Monday)' and a list item: '1. **bring (v.)**: to take someone or something to another place' with an example: '- Example: Please bring Caitlyn to the front office.' The right side shows a question: '1. Please study these words and phrases for the quiz on Friday.'

5. The site will redirect you to your grade.
6. Grades for these lessons are not counted.
7. You may open and submit the lesson unlimited number of times.

Taking the test

1. Each **test** lesson has a timer of **40 minutes**.
2. There are a total of 20 questions.
3. If you exit the test for whatever reason, the timer and test will stop and restart.
4. When you are done with the lesson, you may click the “Submit” button on the top right side.

LS Optimus e-Learning School

Welcome, [Log Out](#)

Time : 39:59 Total 20 Questions [Submit](#)

Lesson 5 (Friday)

1. **choose (v.)**: to pick or select
- Example: I could not choose what I wanted to eat, so I did not eat.

2. **a) stressed (v.)**: to apply pressure or tension
- Example: The weights were too heavy and they put a lot of stress on my body.

1. Which one of these examples shows something being **described**?

- A He went to the store.
- B The buffet had Mexican, American, and Italian food.
- C The tree was growing very quickly.
- D Her house is new and very large, and it has a beautiful garden outside.
- E There are too many people at this party.

2. What is the meaning of the word **choose**?

- A to pick one thing from two or more things
- B two of the same thing
- C to take a chance
- D to take many bites
- E a sweet fruit drink

5. The site will redirect you to your grade.
6. Grades for these lessons are counted.
7. You may open and take the test **unlimited** number of times until you pass.