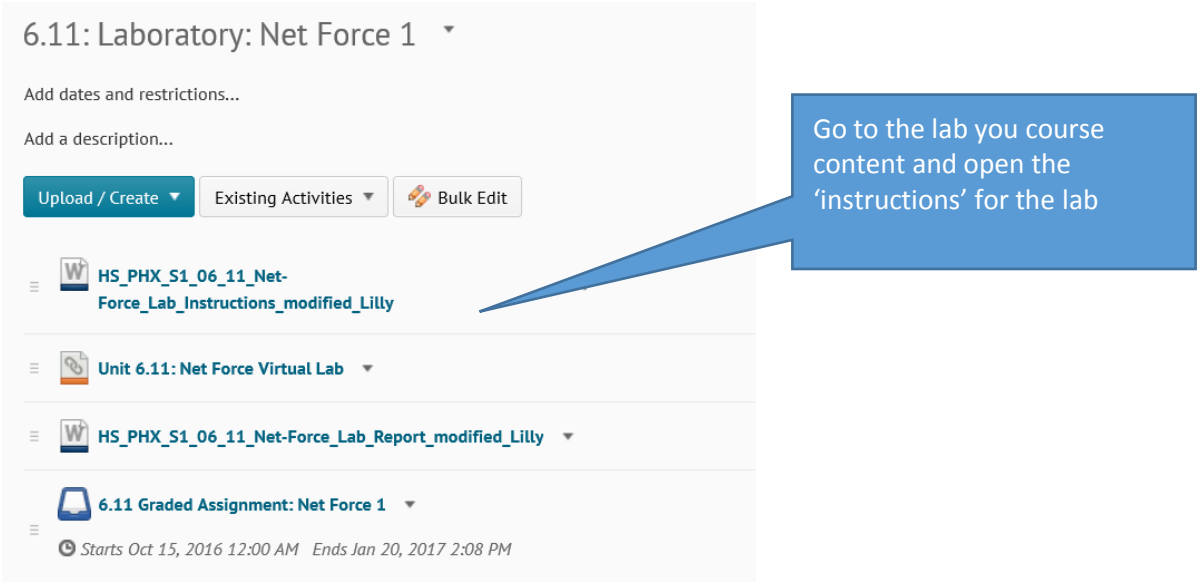
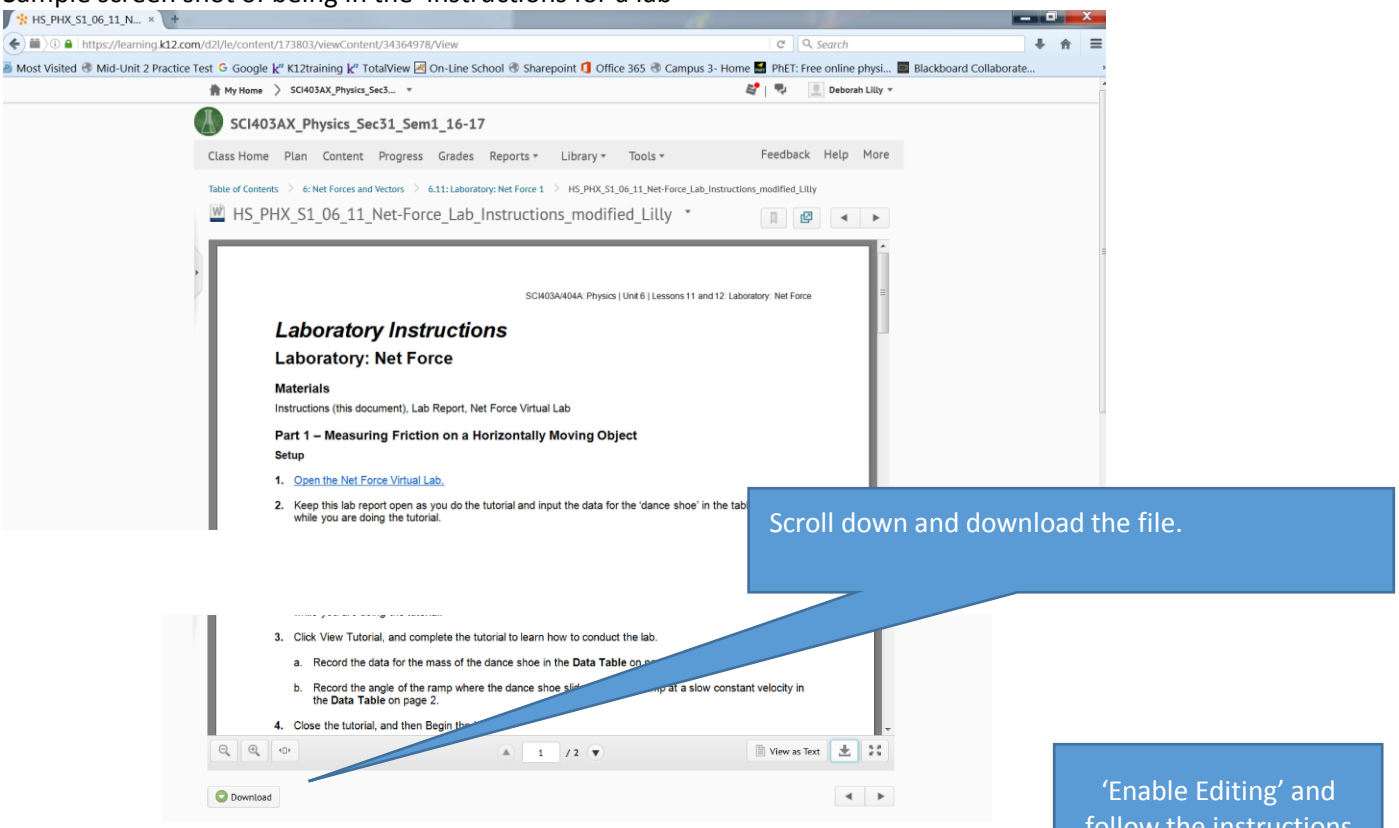
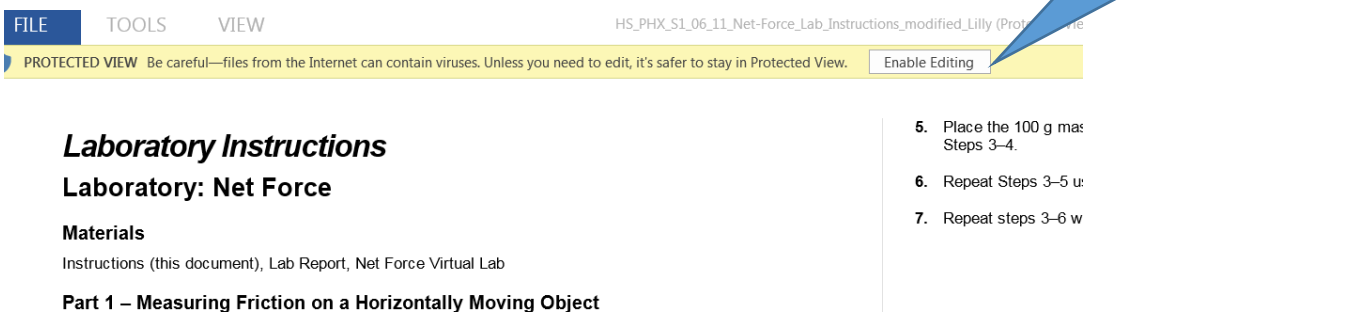
To set up your desk top to have the 'Instructions' and 'Lab Report' open at the same time.



Sample screen shot of being in the 'instructions for a lab'



This will open the Word program and you can follow the directions.



Shoe 1 – trial 1	
Shoe 1 – trial 2	
Shoe 1 – trial 3	
Angle used for analysis Record in Lab Report Table 2	

Shoe 2 – trial 1	
Shoe 2 – trial 2	
Shoe 2 – trial 3	
Angle used for analysis Record in Table 2 Record in Lab Report Table	

At the end of the instructions you are asked to 'Open the Semester 1 Unit 6.11 Lab report

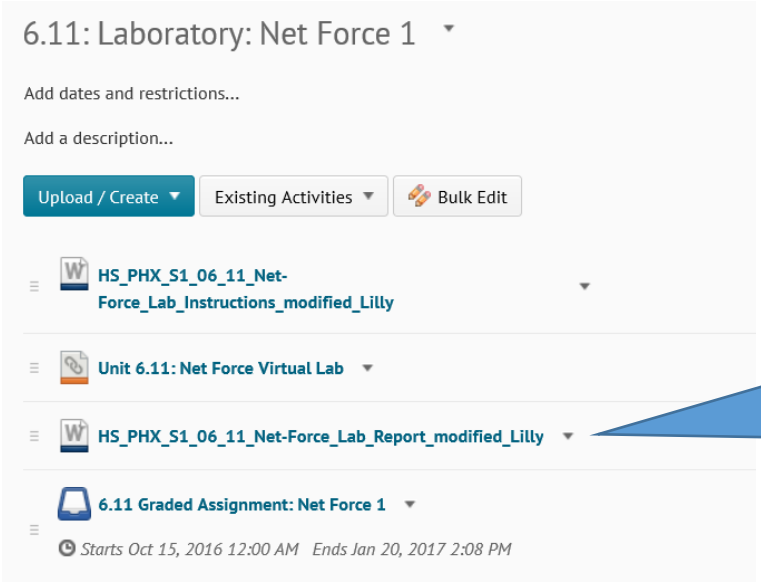
Open the Semester 1 Unit 6.11 Lab Report and input your data for analysis in Tables 1 and 2

At this point you click on your 'browser' to reopen the tab in the course content. Below is a sample of a task bar in the lower left of your PC desktop. Click on the browser icon you use for your online school

You may be using Chrome

You may be using FireFox

This will reopen your content tab.



Click on the Lab Report for the lab. When open, scroll down to Download, enable editing.

Now you have both the instructions and the Lab Report available at the same time. You can use the 'Word' icon on your task bar to open and or minimize, both the 'Instructions' and the 'Lab Report' to transfer data from the instruction tables to the 'Calculations and Analysis' Tables.

When finished you can submit your Lab Report to the Drop Box.