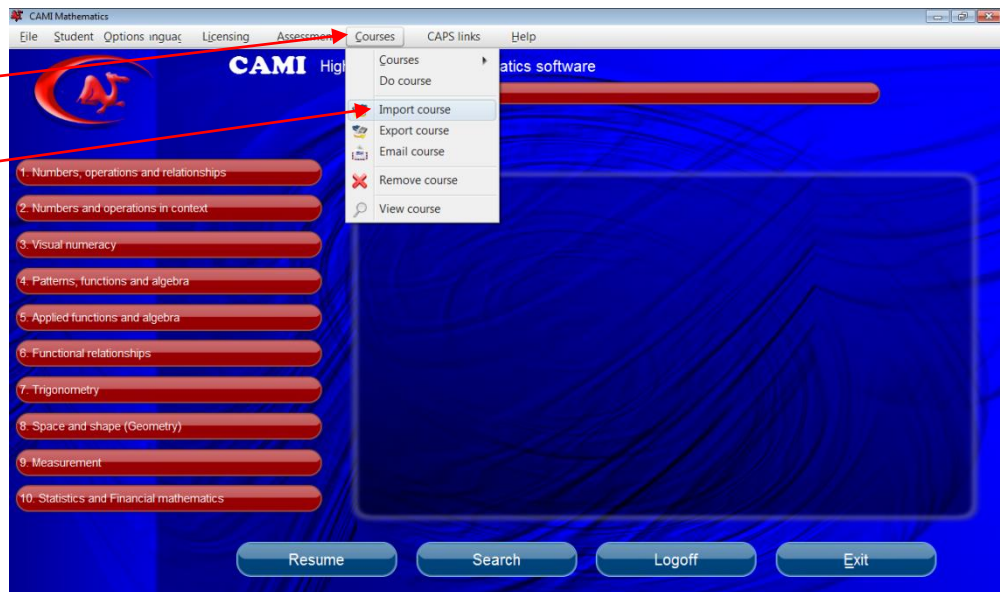


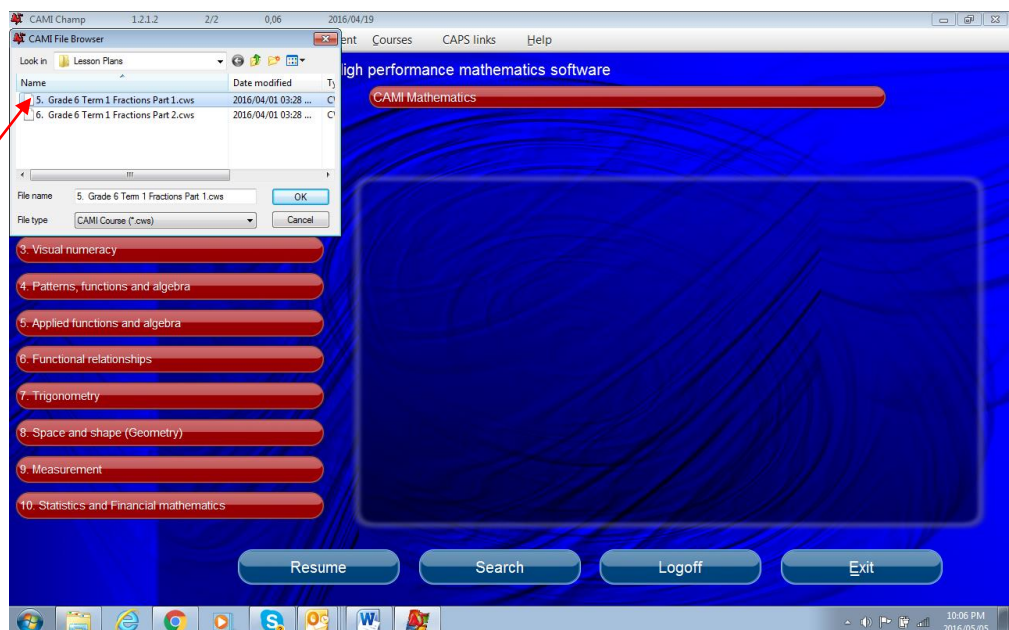
IMPORTING (Downloading) MATHS COURSES (Lesson Plans)

1. Open a CAMI file on your computer.
2. Open two folders – Reports and Lesson Plans.
3. You will receive your maths lesson plans by email in the form of a cws. file attachment.
Save the attachment to the designated folder on your computer.

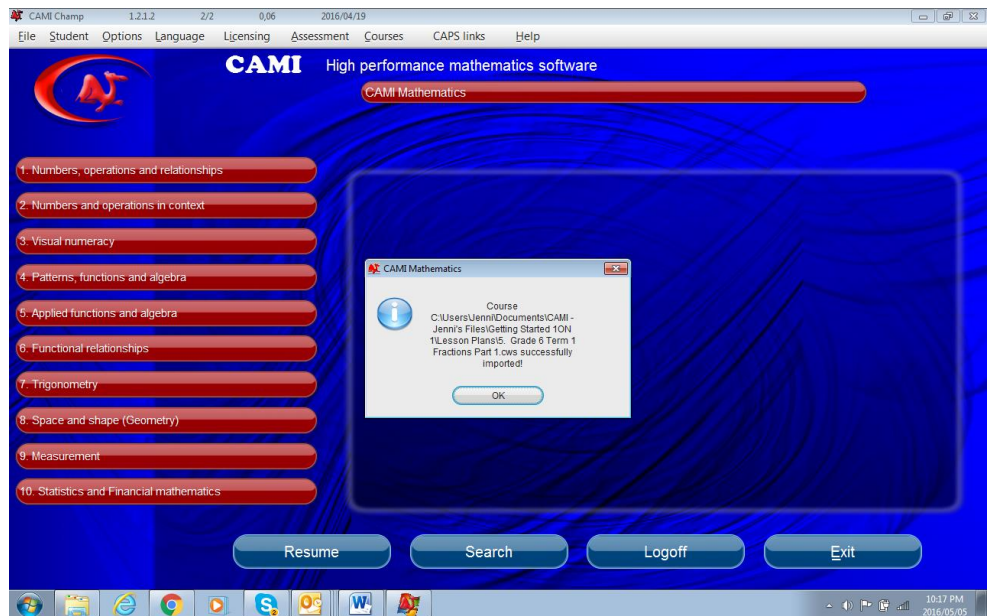
4. Open the Maths program and click on the **Courses** tab at the top of your screen.
5. A drop down list will appear.
Select **Import course**.



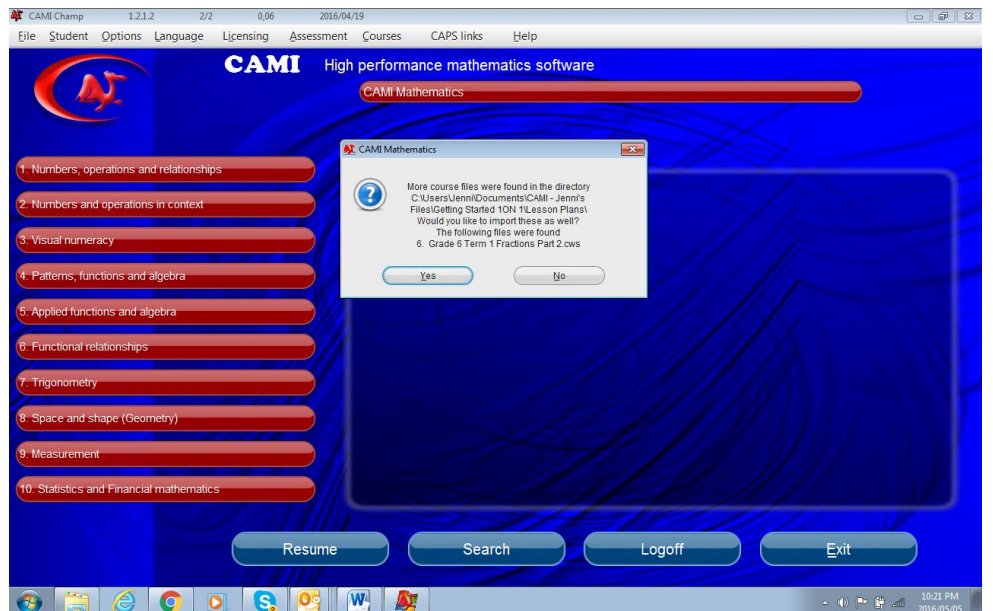
6. A window will appear on the left of the screen. Find the folder in which you saved your lesson plan.
Select the course you would like to import and click "OK"



7. A window will pop up stating "cws successfully imported". Click 'OK'.

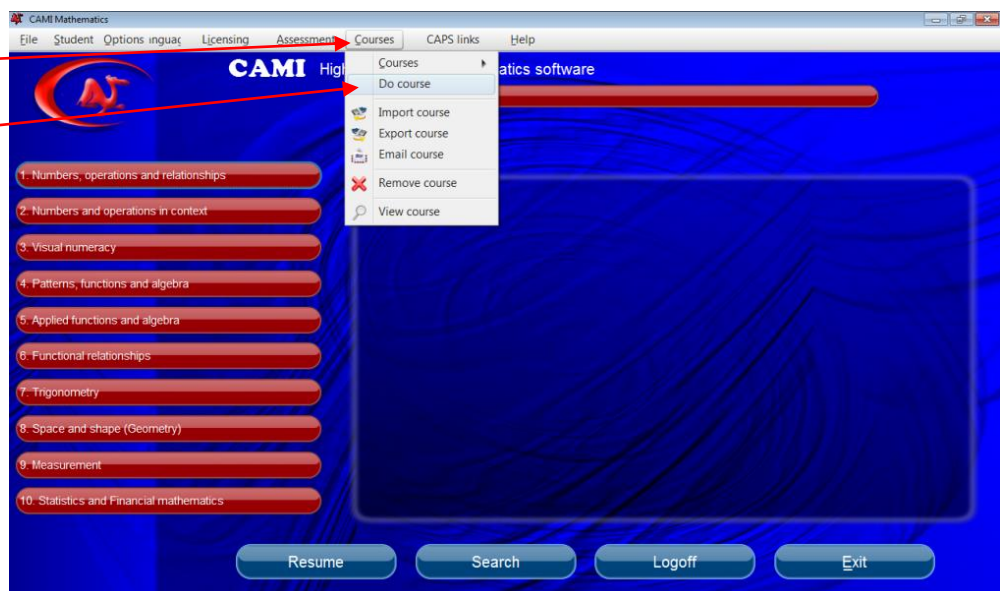


9. If there is more than one lesson plan in your file a second window will appear. Select **Yes** or **No** depending on whether you want to import the other lesson plans



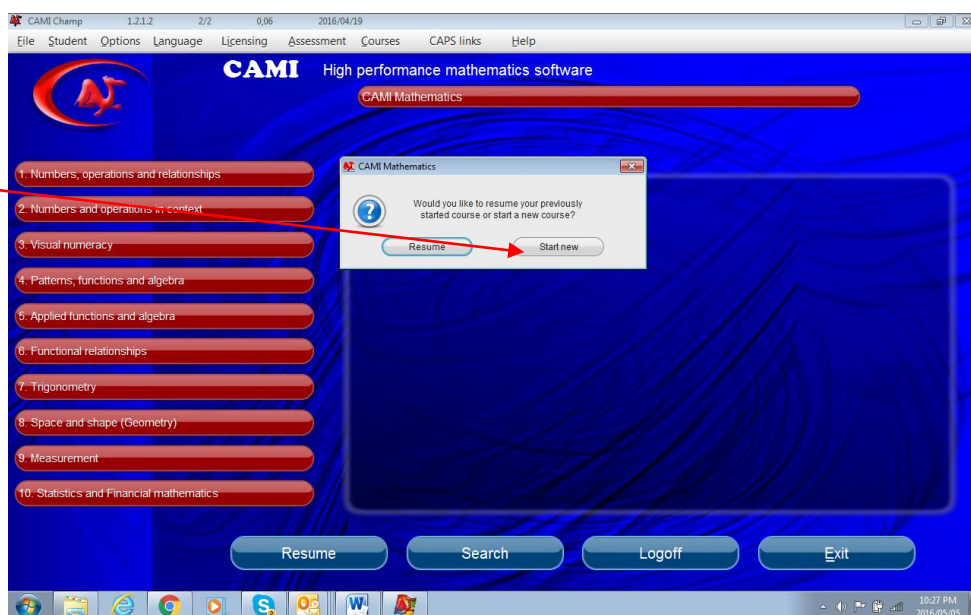
How to Do a Course (Lesson Plan)

1. Open your Maths program and click on **Courses** tab.
2. Select **Do Course** from the drop down menu.

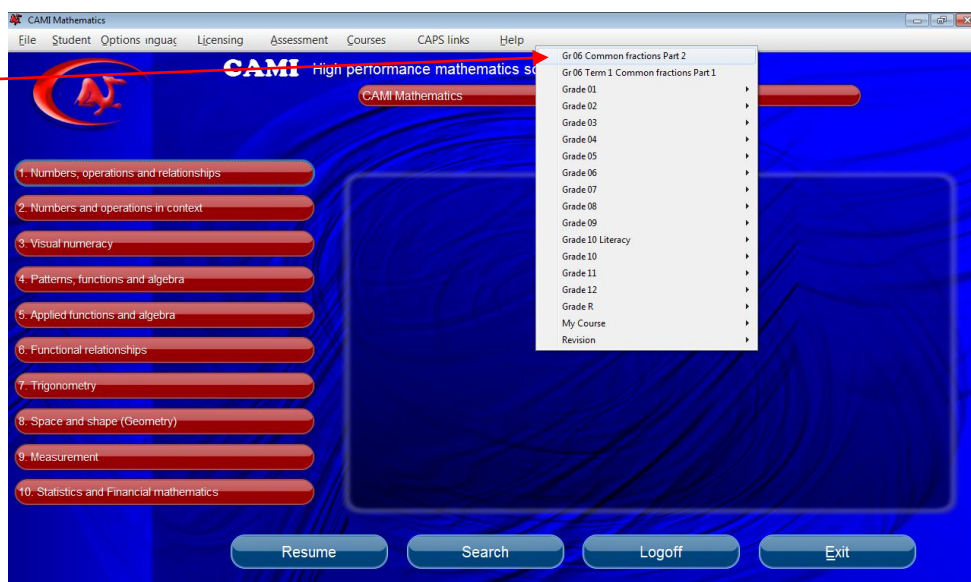


3. A window will appear giving the option of **Resume** or **Start New**.

When starting a new lesson plan select **Start New**.



4. Select the lesson plan you have just imported.



You will go directly to the first exercise of the lesson plan. When going back to that same lesson plan select **Resume** and you will be taken to where you left off.

Work through all the sums till you get to the end of that lesson plan and then send the report.