



**MSI ACA QUICK START GUIDE
TO INAPP ACTIVITIES &
INFORMATION**

InApp and Simulation Activities: Information

- **Simulation Practice and Quiz activities:** Simulations are web-based and do not require Adobe Photoshop, Illustrator or InDesign to be present on your machine. Choose this option if you are working on a Chromebook or tablet or if you do not have Adobe applications installed on your computer.
- **InApp Practice and Quiz activities:** Are performed in the application, the application software must be available on your computer to utilize the activities.
- **InApp Practice activities:** As you work thru the activity there will be step-by-step instructions and animations to guide you. They do not go into your grade assessment report, you will see your score at the end of the activity, but it is to help you determine when you are ready to move on to the graded assessment (Quiz).

Step 1: Set up your Download Folder

- We advise you to set up a folder on your desktop or where your teacher recommends.
- You will be downloading actual Photoshop, Illustrator and InDesign files that you will be working on instead of having them save in random places. It is best for them to save in one location.

Step 2: Select your Activity

- Choose the Practice or Quiz InApp activity.

 Practice 2.5.a: Modify Foreground and Background Colors

 Quiz 2.5.a: Modify Foreground and Background Colors

- Then, choose to work in the application (or you can choose the simulation activity).

Practice 2.5.a: Modify Foreground and Background Colors



Practice in Photoshop

Complete an activity with step-by-step instructions



Download the file to start working inside the application

Once downloaded open the **MSi Courseware** panel and sign in to begin the step-by-step guided activity

[Click here to download](#)



Practice Simulation

Complete a simulated activity in your browser with step-by-step instructions

Step 3: Select your Activity (Continued)

- There may be a InApp activity that will only be available in a Simulation. This will be stated in the course.

Practice 2.5.a: Modify Foreground and Background Colors

 **Practice in Photoshop**
Complete an activity with step-by-step instructions



 **Practice Simulation**
Complete a simulated activity in your browser with step-by-step instructions

Watch a video tutorial
Follow along with the video to learn how to complete the simulation

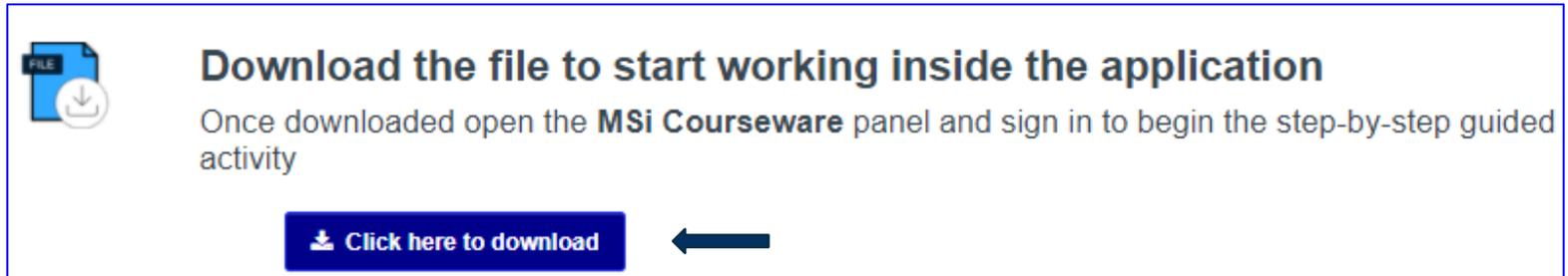
Practice in a Simulation
Launch the simulation to begin the guided activity

[Click here to launch the simulation](#)



Step 4: Download the InApp Activity File

- Select the “**Click here to download**” button to download your file. (direct the download to your download folder that you created)



The screenshot shows a rectangular box with a blue border. On the left side, there is a blue file icon with a white download arrow. To the right of the icon, the text reads: "Download the file to start working inside the application". Below this, it says: "Once downloaded open the **MSi Courseware** panel and sign in to begin the step-by-step guided activity". At the bottom of the box, there is a dark blue button with a white download icon and the text "Click here to download". A black arrow points from the right towards this button.

 **Download the file to start working inside the application**

Once downloaded open the **MSi Courseware** panel and sign in to begin the step-by-step guided activity

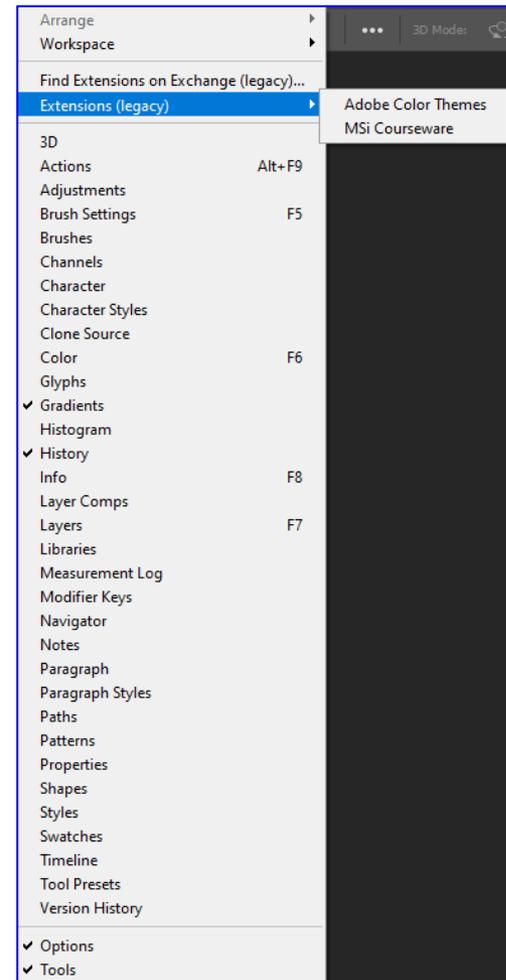
 **Click here to download** ←

Step 5: Open the MSi Courseware Instruction Panel

- On the Menu bar, select the **Windows** tab
- Select **Find Extensions on Exchange (legacy)...**
- Go to the search bar and type MSi
- Select **Install Now**
- Select **Open (close application if open)**
- Select **Install** and **OK**

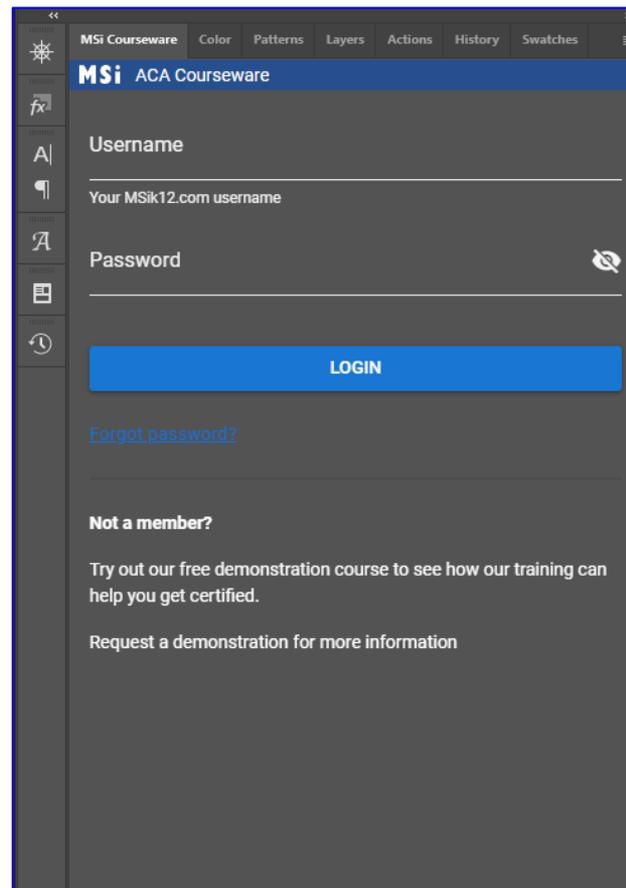
Step 6 : Open the MSi Courseware Instruction Panel

- Once you have added the MSi Courseware Add-in, if it is not in your document, here is where to find it:
- Select the **Window** tab.
- Select **Extensions (legacy)**.
- Select **MSi Courseware**.



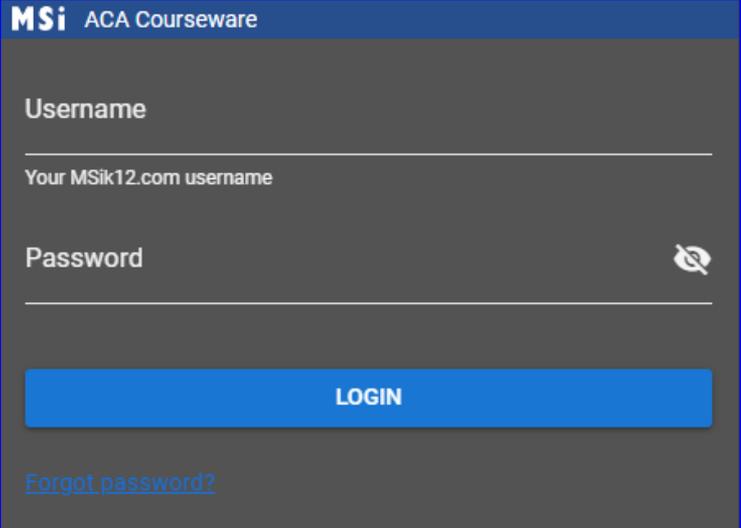
Step 6: Open the MSi Courseware Instruction Panel (Continued)

- The MSi Courseware Icon will be in the **Commands Group** subgroup.



Step 7: Sign into the MSi Courseware Instruction Panel

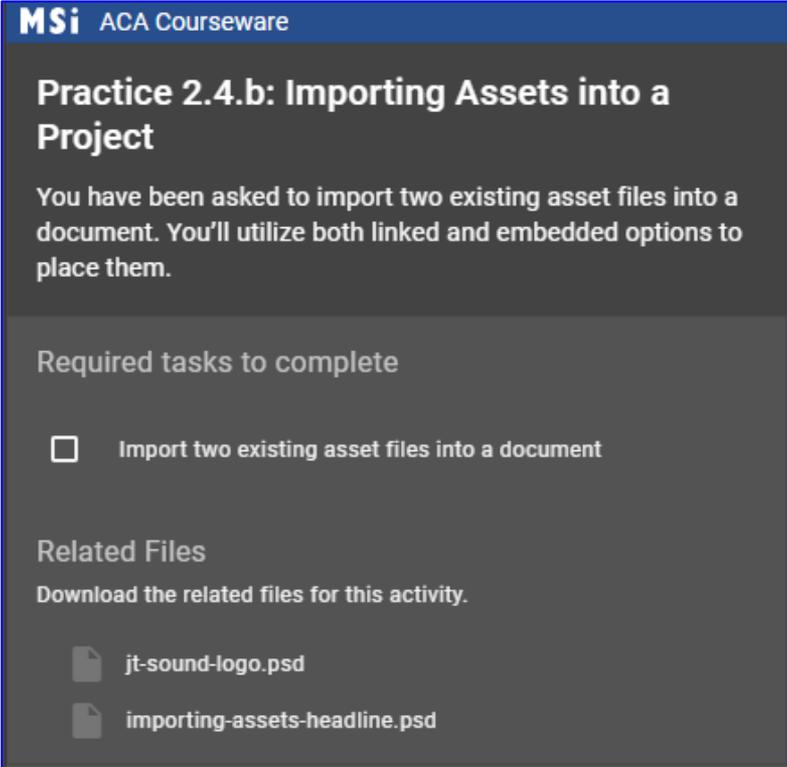
- Once you have your MSi Courseware Instruction Panel opened, log in.
- Sign in using the same log on credentials that you log into your course with.
- **Note:** Please note when working in the MSi InApp all other application windows should be closed.



The screenshot shows a login interface for MSi ACA Courseware. At the top, there is a blue header with the text "MSi ACA Courseware". Below the header, there are two input fields: "Username" and "Password". The "Username" field has a placeholder text "Your MSik12.com username". The "Password" field has a toggle icon (an eye) to its right. Below the input fields is a blue button labeled "LOGIN". At the bottom left, there is a link labeled "Forgot password?".

Step 8: MSi Courseware Instruction Panel – Related Files

- Any additional files that are required for an activity or quiz will be located here.



MSi ACA Courseware

Practice 2.4.b: Importing Assets into a Project

You have been asked to import two existing asset files into a document. You'll utilize both linked and embedded options to place them.

Required tasks to complete

- Import two existing asset files into a document

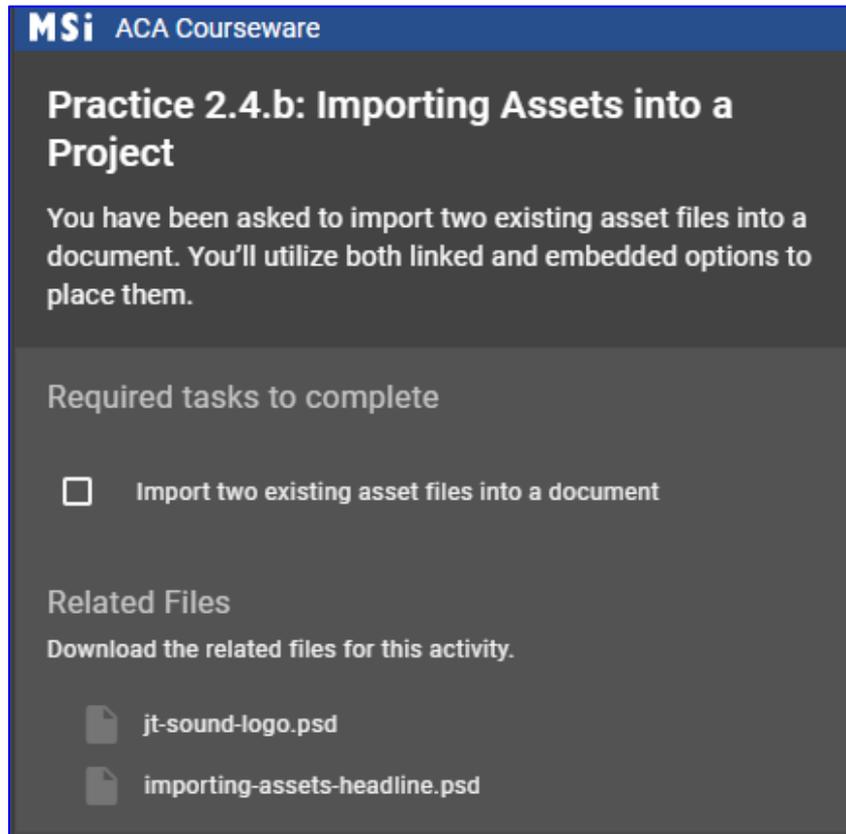
Related Files

Download the related files for this activity.

-  jt-sound-logo.psd
-  importing-assets-headline.psd

Step 9: MSi Courseware Instruction Panel – Required Tasks to Complete

- In each InApp Practice activity, there will be a **Required tasks to complete** area.



MSi ACA Courseware

Practice 2.4.b: Importing Assets into a Project

You have been asked to import two existing asset files into a document. You'll utilize both linked and embedded options to place them.

Required tasks to complete

- Import two existing asset files into a document

Related Files

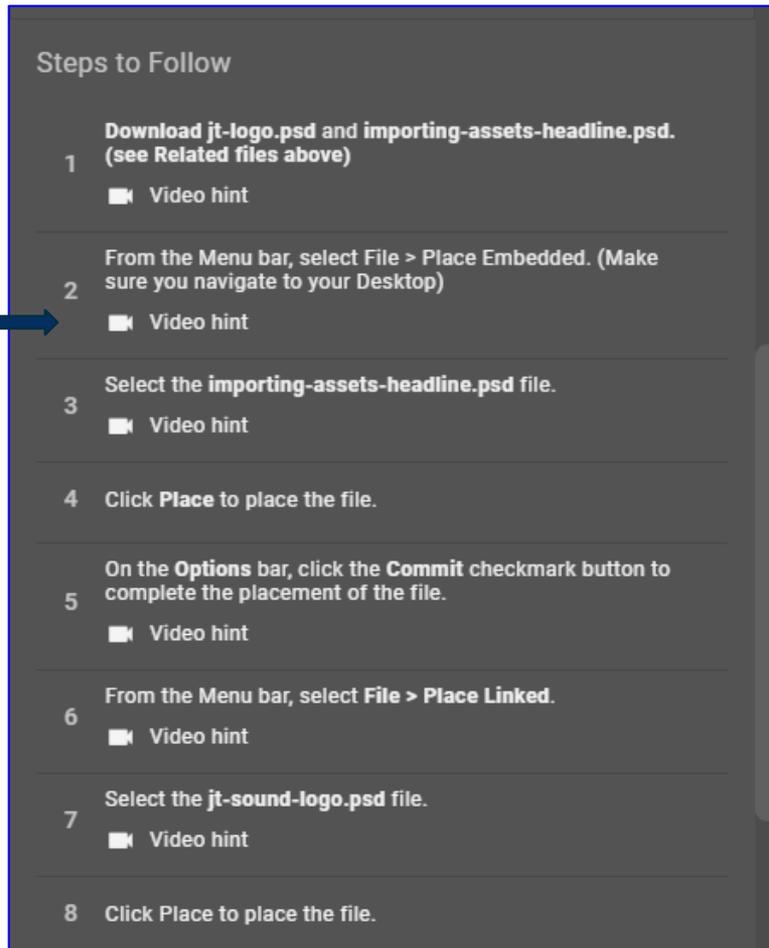
Download the related files for this activity.

-  jt-sound-logo.psd
-  importing-assets-headline.psd



Step 10: Begin the Activity

- Each step in the Practice InApp activities will include a MP4. This will show the instruction step in detail.



Steps to Follow

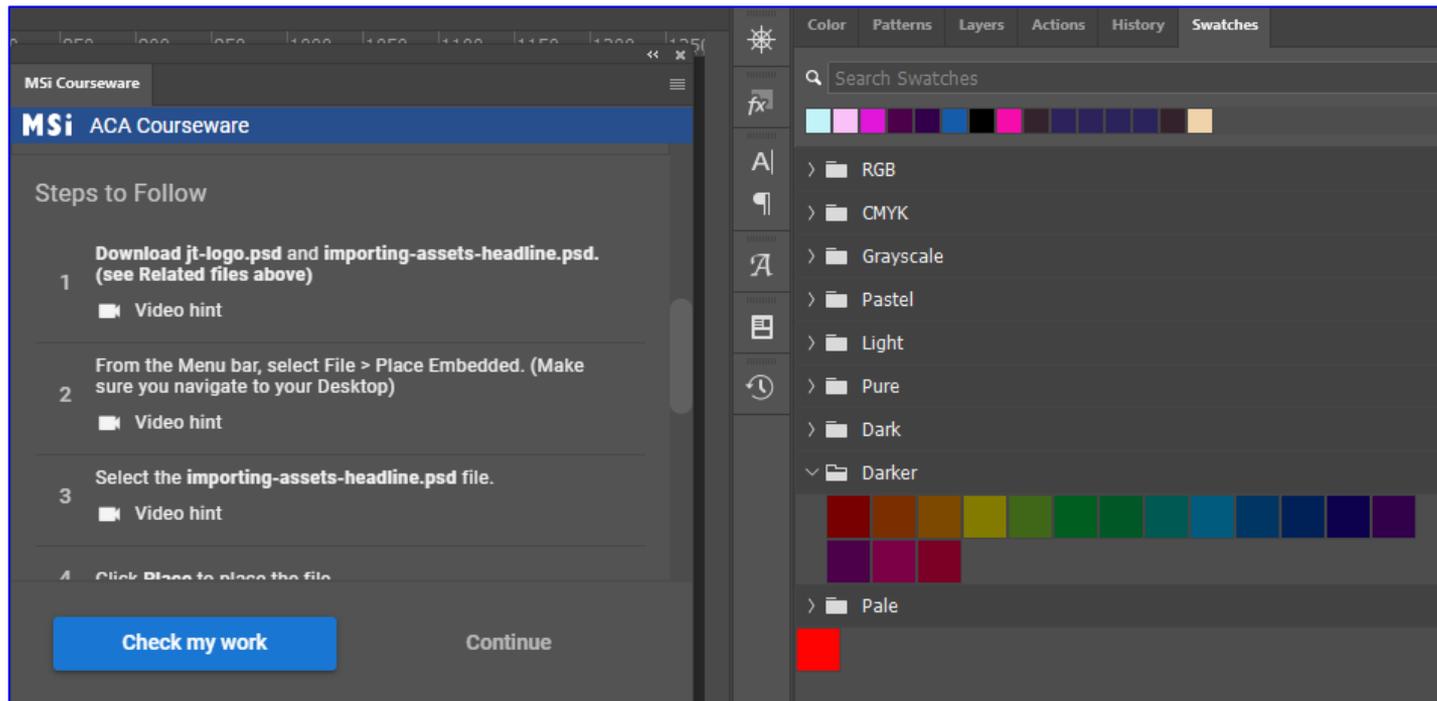
- 1 **Download jt-logo.psd and importing-assets-headline.psd.**
(see Related files above)
Video hint
- 2 From the Menu bar, select File > Place Embedded. (Make sure you navigate to your Desktop)
Video hint
- 3 Select the **importing-assets-headline.psd** file.
Video hint
- 4 Click **Place** to place the file.
- 5 On the **Options** bar, click the **Commit** checkmark button to complete the placement of the file.
Video hint
- 6 From the Menu bar, select **File > Place Linked**.
Video hint
- 7 Select the **jt-sound-logo.psd** file.
Video hint
- 8 Click Place to place the file.

Step 11: Dialog Boxes in Activity

- Please note once you open a dialog box you will not be able to scroll in the dynamic window nor will you be able to view animated instructions. We suggest you watch the instruction gifs before you open up any dialogue boxes.

Step 12: Detach the InApp MSi Instruction Panel

- The panel can be detached and moved to any place on your screen. Hold your mouse cursor at the top of the panel for 2 seconds. Then drag the panel anywhere you would like it to be and can also resize it. To return it to its original location double click it to dock.

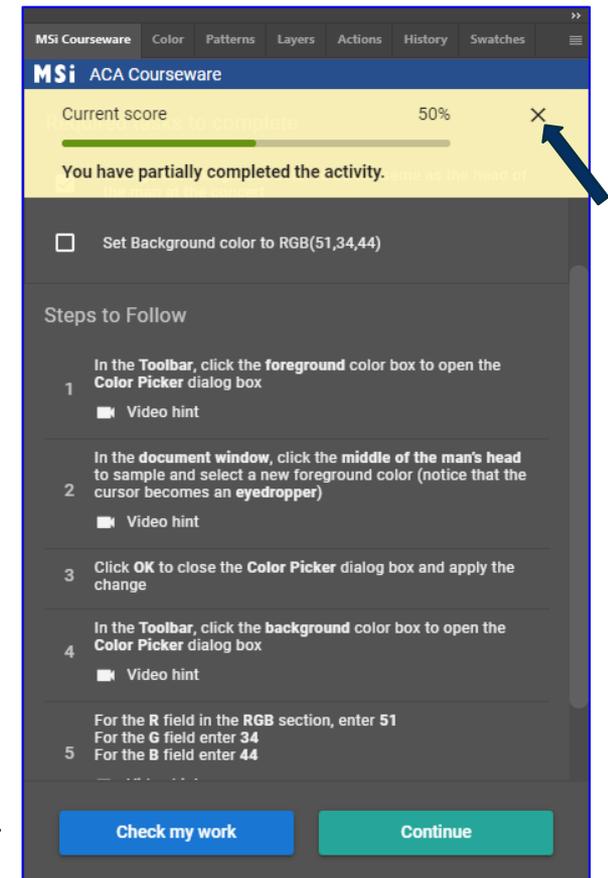


Step 13: How to Restart an InApp Lesson

- If you are working through an activity and at any point you would like to restart it, simply close the application and reopen a fresh file from the MSi Learning Management System course page.

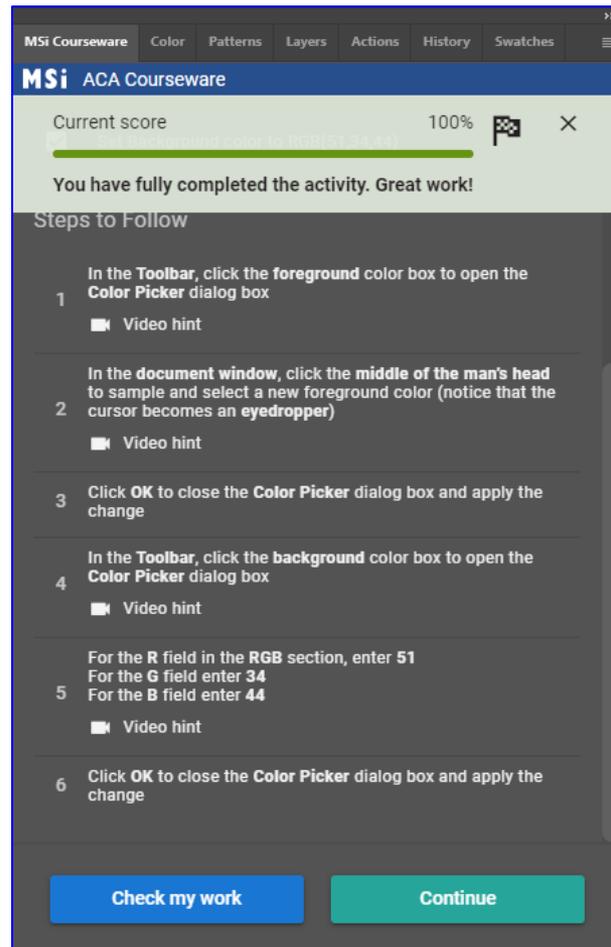
Step 14: Practice InApp Activities - Check My Work

- While you are going through the activity, you are able to select the **Check My Work** button at any time to see your progress. To continue with the lesson, close out the **Current Score** section by selecting the **X**.



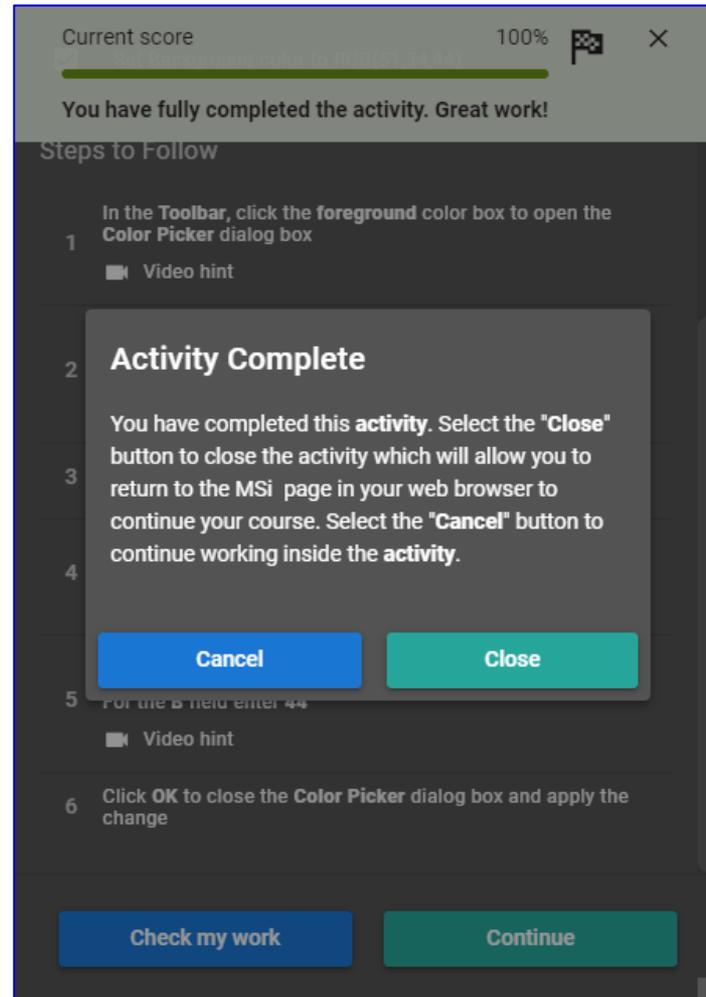
Step 15: Practice InApp Activities - Check My Work – Continue Button

- When the lesson is completed, select the **Continue** button.



Step 16: Practice InApp Activities - Check My Work – Close Button

- In the Practice Complete box, select **Close**.



Step 17: Practice InApp Activities - Check My Work – Close application

- In the Please close the document box, close out the application. At the top of the document, select the **X**.
- When it asks you if you would like to save changes, select **Don't Save**.