

Welcome! This guide will help you get started with Apex Learning® Courses.

## Getting Started Checklist

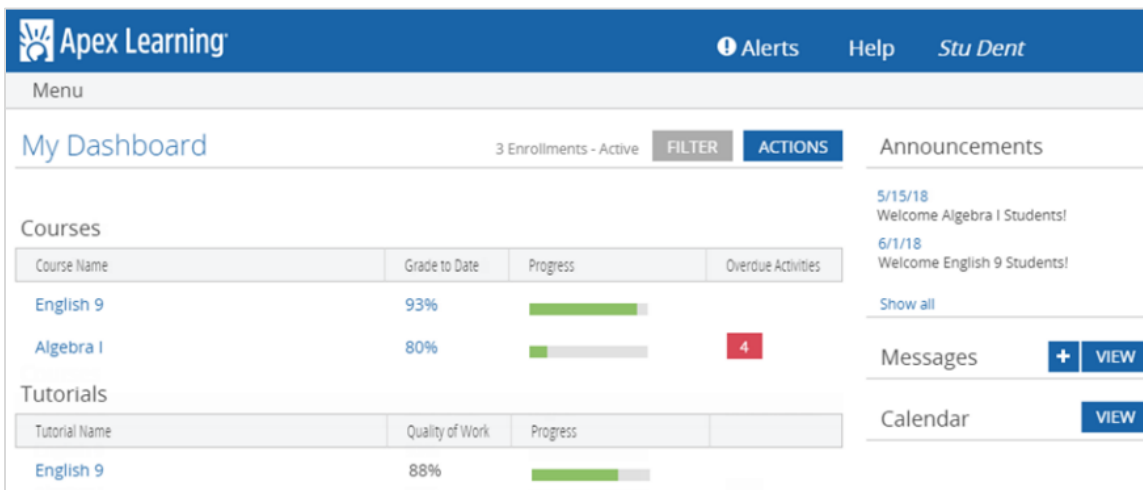
- Gather everything you need to succeed in class.
  - Device with internet access that has passed the [System Check-Up](#)<sup>1</sup>
  - Course materials (such as printer, paper, ear buds, binder, calculator, required books)
  - Contact information for teachers
  - Course start and end dates
- Sign in, reset your password, and set up security questions.
- Launch the course window by selecting a course title from the My Dashboard screen.
- Online Help is available 24/7 by signing in to Apex Learning and selecting Help.

## My Dashboard

Your school will provide your username, password, and the correct URL – most students sign in at [www.apexvs.com](http://www.apexvs.com). For security reasons, Apex Learning Support does not distribute sign in information.

After signing in, you are taken to My Dashboard where you can:

- Access your courses and view progress information
- See important announcements posted by your teachers
- Send messages and submit work to your teachers
- View your calendar of activity due dates



Course Name	Grade to Date	Progress	Overdue Activities
English 9	93%	<div style="width: 93%;"></div>	
Algebra I	80%	<div style="width: 80%;"></div>	4

Tutorial Name	Quality of Work	Progress
English 9	88%	<div style="width: 88%;"></div>

## How to Submit Your Work

Some activities, like quizzes and tests, are computer-scored and completed online in the course window. Other activities have worksheets to print or to download and complete on your device. Ask your teachers how they would like you to submit your work. They may ask you to print and submit in person or you may need to scan or upload your work and submit it online using the Messages feature on My Dashboard.

<sup>1</sup> <https://support.apexlearning.com/SystemCheckUp>

## The Course Window

Most of your time will be spent working in the course window.

The screenshot displays the Apex Learning course window for English 9. The top navigation bar shows "English 9" and "Apex Learning". The main content area is titled "Unit 1: The Short Story, Part 1" and includes a progress bar with "INTRODUCTION", "LESSON 1.1", "LESSON 1.2", and "LESSON 1.3". Below this, the current activity is "The Shape of a Story". A row of activity icons shows completion status: 1.1.1 Checkup, 1.1.2 Study, 1.1.3 Quiz, 1.1.4 Read, 1.1.5 Quiz, and 1.1.6 Discuss are all marked as complete with green checkmarks. To the right, a sidebar shows the current activity "1.1.7 Study" with a "RESUME" button, and other activities like "1.1.8 Quiz", "1.1.9 Write", and "1.1.10 Practice". The main activity page shows the text "Analyze the Shape of a Story" and includes a "Study guide" icon. At the bottom, "Activity page navigation" buttons are visible.

## Get Certified!

1. Watch the video: [Student Getting Started: Courses](#).<sup>2</sup>
2. Pass the [Student Getting Started Certification Quiz](#).<sup>3</sup>
3. Download or print your certificate.

**Thank you** for taking the time to become familiar with Apex Learning. We look forward to helping you meet and exceed your academic goals!

<sup>2</sup> [https://www.brainshark.com/apexlearning/sgs\\_courses](https://www.brainshark.com/apexlearning/sgs_courses)

<sup>3</sup> <https://www.surveymogizmo.com/s3/2167030/Student-Getting-Started-Quiz-Courses>