

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

## Getting Started Checklist

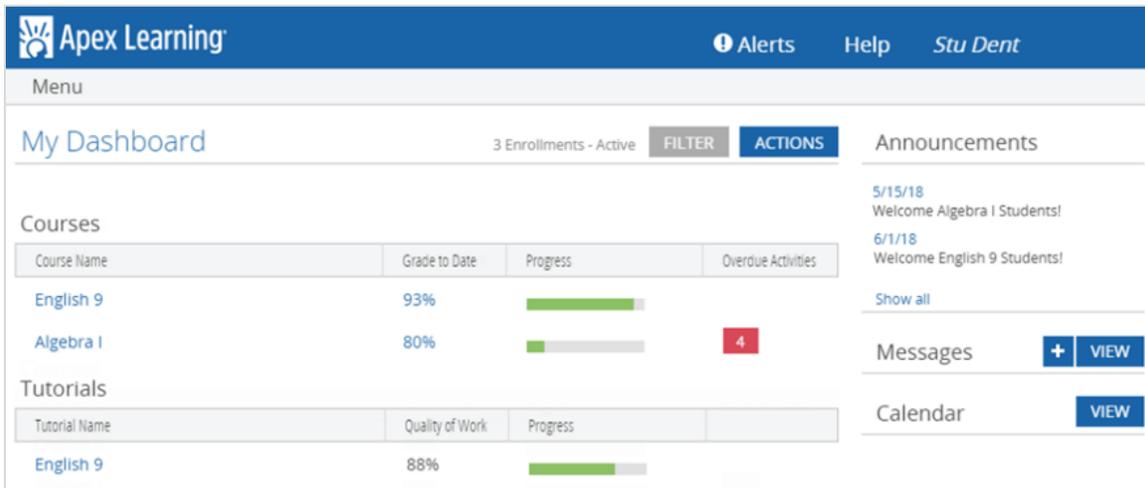
- Gather everything you need to succeed in class.
  - Device with internet access that has passed the [System Check-Up](#)<sup>1</sup>
  - Course materials (printer, paper, ear buds, binder, calculator, required books)
  - Contact information for teachers
  - Course start and end dates
- Sign in, reset 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. There are two course designs you may see: New Generation and Classic.

### New Generation

The screenshot displays the Apex Learning course window for English 9, Unit 1: The Short Story, Part 1. The course outline shows lessons 1.1.1 through 1.1.10. Lesson 1.1.7, 'Study: Analyze the Shape of a Story', is currently active. The main content area shows the beginning of the study activity, including an introduction to 'The Monkey's Paw' by W. W. Jacobs and a comprehension question: 'If you had the monkey's paw from Jacobs's story, what would you do with it?'. The question has two radio button options. The interface includes navigation elements like 'PREVIOUS' and 'NEXT' buttons at the bottom, and a 'RESUME' button in the right-hand sidebar.

## Classic

The screenshot displays the Apex Learning interface for English 9. At the top, the course title 'English 9' and the Apex Learning logo are visible. The navigation path is 'UNIT 1 > LESSON 1 > ACTIVITY 7 : Analyze the Shape of a Story'. A search bar is located in the top right corner.

The main content area is titled 'Analyze the Shape of a Story'. It includes an introductory paragraph about 'The Monkey's Paw' by W. W. Jacobs, a central illustration of a man holding a paw, and a section for readers discussing tension and climax. Below this is a reading prompt: 'Before you begin, take a moment to think about what you'd do if you faced the same choices as the main character of "The Monkey's Paw."' followed by a play button icon. A section titled 'If you had the monkey's paw from Jacobs's story, what would you do with it?' contains five radio button options.

On the left side, a 'Course outline navigation' sidebar lists various activities, with '1.1.7 Study: Analyze the Shape of a Story' highlighted. An orange callout box labeled 'Activity resources' points to a document icon in the main content area. At the bottom, an 'Activity page navigation' bar shows 'Page 1 of 11' with a 'Go' button.

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