

Getting Started for Students

Getting Started

Watch the **Student Guided Tour** video (5:00) to earn extra credit points! Read **Tips for Success** to learn more about taking an online course.

Pace Yourself

Take note of when your course begins and ends. The last week of your course is reserved for studying for and taking the final exam. The standard course duration is 18 weeks for courses that start between August and April, and 9 weeks for courses that start between May and July.

Stay On Track

Stick to the due dates posted for each scored activity as best you can. Students with four or less overdue assignments at the end of their course earn a passing grade 97% of the time! View due dates from **My Dashboard > Actions > View Progress Report > View link**.

Submit Your Work

You will need to submit teacher-scored activities throughout your course. Feeling stuck? **Live Chat** with a tutor to get help with your coursework in real time.

Here are the best ways to complete your work and submit it as an attachment through the Messages area in the Apex Learning platform:

- **Handwritten:** use the **CamScanner App** on your phone to take pictures of your work and save it as a single PDF file.
- **Typed:** **Copy and Paste** your assignment into a word-processing program, type your answers, and save it.

Read Your Teacher's Feedback

Check your Messages often for work graded and returned by your teacher within 3 days of your submission date.

Set Up Alerts

Set up an alert so that you are instantly notified via email or text when your assignments are graded or your teacher responds to a question. Set alerts from **My Profile > Preferences**.

Get Help

Teachers are the best person to contact for questions related to your coursework, schedule, and grades. Teachers will reply to questions within one school day and grade assignments within three school days.

Tutors are available via **Live Chat** Mon–Fri to help you with your math, science, English, and social studies questions.

Student Services Specialists are available Mon–Fri to help you with your technical, enrollment, and extension questions via phone at 855-550-2547, via email at alvs.support@apexlearning.com, or via **Live Chat**.