

# Tips for Success

## Stay On-Track

Apex Learning Virtual School courses allow you to work anytime, anywhere, at your own pace. Use this flexibility to your advantage:

- Find a space to work on your course that is free from distractions.
- Make a plan to work about 6 hours a week on your course.
- Watch the **Student Guided Tour** video (5:00) to earn extra credit and read the **Student Getting Started Guide**.
- Complete work on time by tracking activity due dates on the Course Activity Scores report.
- Communicate with your teacher if you can't submit work on time or if you would like to work ahead of schedule.
- **Live Chat** with a tutor to get help with your coursework in real time.

## 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.

## Do Your Own Work

Be careful to only submit original work and avoid committing plagiarism. The definition of plagiarism is taking someone else's work or words and using them as your own.

Plagiarized assignments will be given a score of zero points. Students who submit plagiarized assignments on multiple occasions may result in a failing grade for the course.

Examples of plagiarism include:

- Copying and pasting text found on the Internet or other published sources without proper citation. Using an
- answer key you found online to complete an assignment or test.

## 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](mailto:alvs.support@apexlearning.com), or via **Live Chat**.