

Getting Started Checklist

- Get access to the resources you will need to succeed in class:
 - Computer with internet access.
 - A space to complete work.
 - Phone numbers and email addresses for teachers.
- Sign in and reset your password.
- Set up security questions and confirm your email address.
- Launch the Tutorial window by selecting the Tutorial title from the My Dashboard screen.
- Visit Help > How To > Student Getting Started: Tutorials and review the resources and videos.

Orient Yourself

Sign In

Sign in to Apex Learning at www.apexvs.com. If your school has told you to use a different sign in page, go there instead.

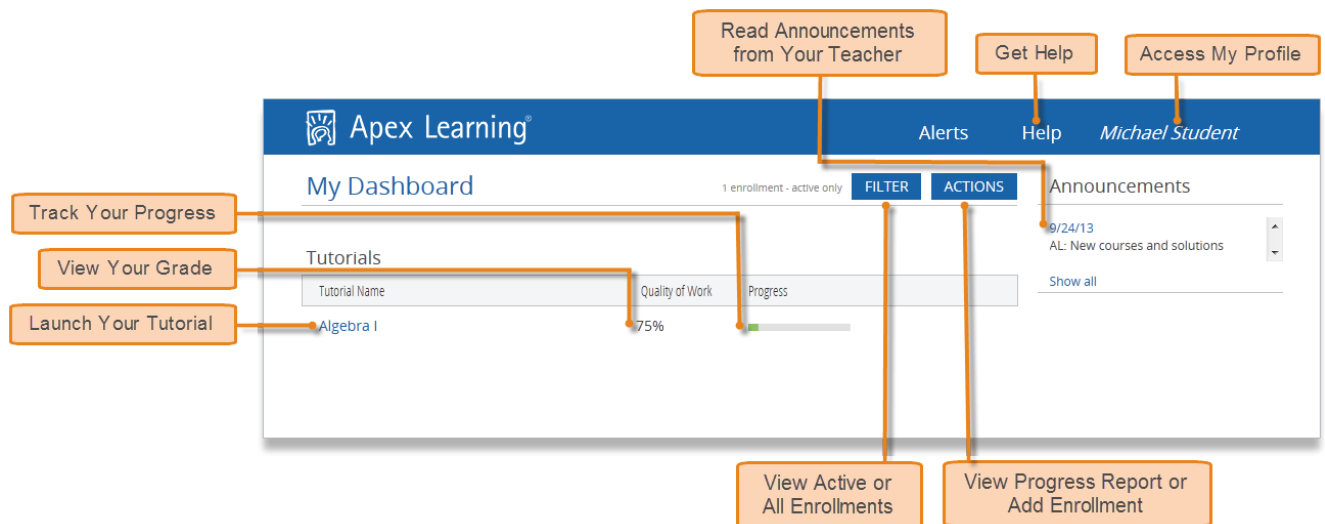
If you don't know your username or password, contact a staff member at your school for help.

Tip: For security reasons, Apex Learning Support does not distribute sign in information.

Visit My Dashboard

After signing in, you land on the **My Dashboard** screen. From here you can:

- Select a title to launch a Tutorial
- View **Announcements** from your teacher



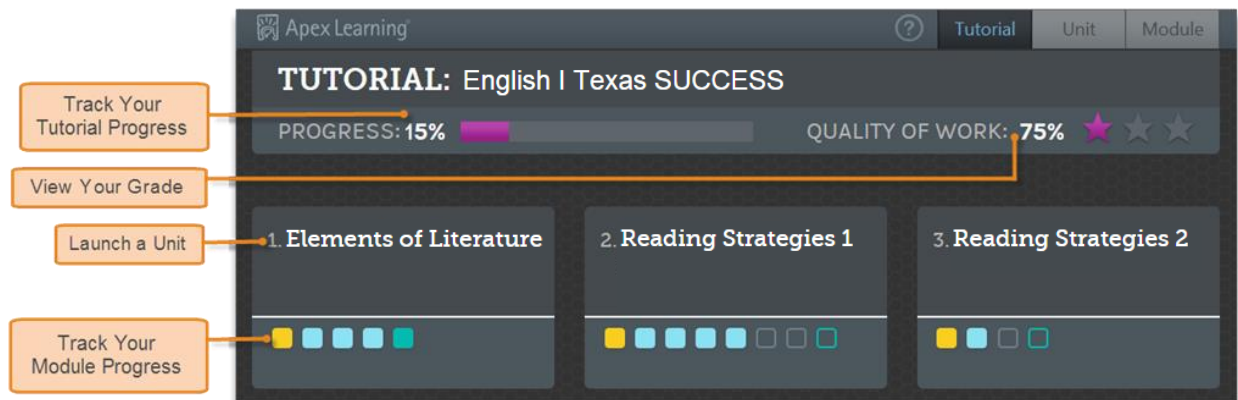
The screenshot shows the Apex Learning My Dashboard interface. The top navigation bar includes the Apex Learning logo, user name 'Michael Student', and links for Alerts, Help, and Access My Profile. The main content area is titled 'My Dashboard' and shows a table of Tutorials. The table has columns for Tutorial Name, Quality of Work, and Progress. One tutorial, 'Algebra I', is listed with a 75% progress bar. Callouts point to various features: 'Read Announcements from Your Teacher' points to the Announcements section; 'Get Help' points to the Help link; 'Access My Profile' points to the user name; 'Track Your Progress' points to the Progress column; 'View Your Grade' points to the Quality of Work column; 'Launch Your Tutorial' points to the Tutorial Name column; 'View Active or All Enrollments' points to the FILTER button; and 'View Progress Report or Add Enrollment' points to the ACTIONS button.

Explore Tutorials

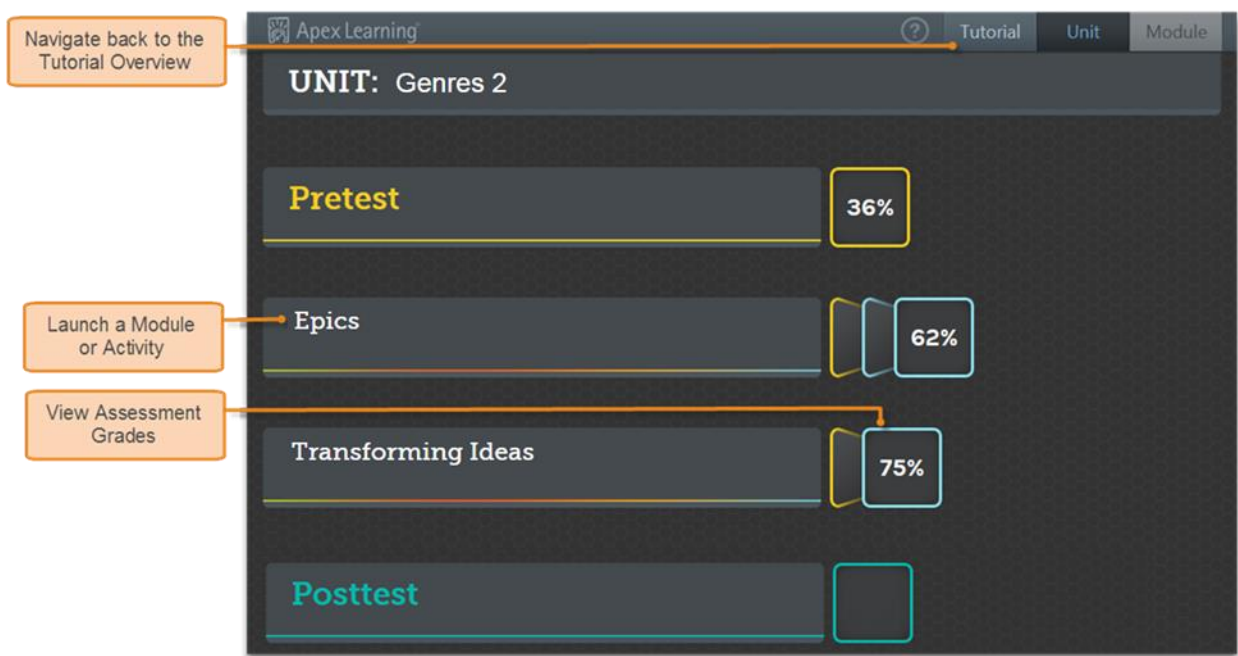
Tutorials are organized into units. Each unit has several modules and each module covers several learning objectives.

The Tutorial Window

Selecting a Tutorial title from the **My Dashboard** screen launches the Tutorial Window. Select a unit title to navigate into a specific unit.



From the Tutorial window, select the Pretest or Posttest or select a module title to launch the Activity window. From there, choose to Learn It, Try It, Review It, or Test It.



Pretest

Before you review any material in the Modules unit, you should take the Unit **Pretest**. The Pretest will automatically generate a personalized learning plan directing you to the modules you should focus on.

Tip: You get one attempt at the Pretest.

Posttest

After you complete all the modules in a unit — either by completing the Test Its or “testing out” of a module through the Pretest — you will assess your knowledge by taking a summative **Posttest**.

Tip: The Posttest is locked until you test out of the modules via Pretest or by completing all the activities in the module. You get three attempts per Posttest.

Modules

Every module has four activities – Learn It, Try It, Review It, and Test It. You can take these activities in any order - at your own pace - which allows you to approach the instruction in the way that works best for you.

The screenshot shows the Apex Learning interface for a module titled "MODULE: Expository Thesis Statements". At the top, there are navigation tabs for "Tutorial", "Unit", and "Module". Below the title, there is a "GET STARTED" button. The main content area is divided into four sections: "LEARN IT" (featuring a lighthouse image), "TRY IT" (featuring a target icon and a hand on a mouse), "REVIEW IT" (featuring a play icon, a person, and a dog), and "TEST IT" (featuring a checkmark icon and a hand holding a tablet). Callout boxes on the left point to the "Unit" and "Module" tabs, and the "LEARN IT" section.

- **Learn It:** Read and interact with the module topic
- **Try It:** Practice and apply your skills with interactive practice questions
- **Review It:** Watch a video to see how the module topic relates to the real world
- **Test It:** Take a quiz to see how much you know about the module topic.

The Test It is the only scored activity within each module. You are allowed three attempts per Test It.

Getting Support

To access **online Help** at any time, sign in to Apex Learning and click Help in the main menu.

- Visit **Help > Getting Started** to watch video guided tours.

Tip: In Help > How To > Student Getting Started: Tutorials, you can earn a certificate for passing the quiz at the end of the course.

Apex Learning Support, Monday – Friday, 7:00 AM – 9:00 PM Central Time

- 1-800-453-1454 option 2
- support@apexlearning.com