

# Getting Started For Students



## Getting Started

Watch the **Student Guided Tour** video (5:00) and read **Tips for Success** to get started.

## 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

**Live chat** with a tutor to get help with your coursework in real time.

Here are the best ways to submit your teacher-scored assignments:

- 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 submit it as an attachment.

## 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 coursework, schedule, and grades.

Tutors are online via **Live Chat** to provide immediate assistance with math, science, English, and social studies questions Monday – Friday, 7 a.m. – 5 p.m. Pacific Time.

Student Services is available to answer all other questions at 1 (855) 550-2547, [alvs.support@apexlearning.com](mailto:alvs.support@apexlearning.com), or **Live Chat** Monday – Friday, 8 a.m. – 12 p.m. Pacific Time.

