



ALVS Guide for Completing and Submitting Work

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Overview

Apex Learning Virtual School (ALVS) courses provide a variety of assignment types. Some assignments are multiple choice, and automatically scored by the computer. Other assignments are submitted to the teacher for grading.

This guide will help students understand how to complete and submit their assignments.

The Basics

There are a few different ways to complete an ALVS assignment or assessment:

1. **Handwritten:** Students may prefer to complete an assignment by hand, for example when writing out a math problem. For handwritten assignments, students can scan the sheet(s) and upload them to their computer.
2. **Typed:** Students are also welcome to complete their assignments by typing their answers. There are a few methods for typing out the assignments.
3. **Spoken:** Our World Language courses include a spoken component. This requires students to record an audio clip of themselves speaking.

Tip: *Regardless of how you complete your assignment, you will submit it to your teacher from the Apex platform (see how on page 8).*

Handwritten

Scanning Work

Students can either print out the assignment or use a separate sheet of paper to complete their work by hand. Once a student has completed their handwritten assignment, they should scan the page(s) and upload them to their computer as a PDF file. If a student does not have access to a traditional scanner, they can use a smartphone app such as **CamScanner**:

Step 1. Use your smartphone to download the free **CamScanner** app from the app store. You may need to register using your email address or phone number before using the app.

Step 2. Open the app and tap the camera icon to get started.

Step 3. Be sure the bottom slider is set to Single page mode, then tap the camera icon to take a picture of the first page of your document. Resize the photo by outlining the page with the blue box. Tap the check mark icon to accept the image, or go back to try again.

Tip: *If the picture is too dark, you can turn on the flash to make it brighter.*

Step 4. Once you have scanned the first page of the assignment, click Continue to add another page, or Done if you are finished.

Step 5. After you have scanned each page of your assignment, you can tap the Share or Email icons to send the document to yourself.

Step 6. Submit your assignment to your teacher (see how on page 8).

Typed

Editable Assignment Sheets

Some activities have a downloadable worksheet that students can type on directly:

Step 1. Open the document from the activity page. The document will open in a new window.

Step 2. You will see the Download and Print icons located in the top right corner. Click Download, and select **Word doc (.docx)**.

Step 3. You will now see the assignment open as a Word document, which you can type on directly.

Tip: Need to insert an image or an equation? [Watch this video to learn how.](#)

Step 4. Save your completed assignment (Word document) to your computer.

Step 5. Submit your assignment to your teacher (see how on page 8).

The screenshot shows the Apex Learning interface for an Algebra I Sem 1 activity. The page title is "Algebraic Properties and Expressions". A video player is visible, and a "Journal" icon is highlighted. A modal window is open, showing the document details: "1.2.4 Journal: Algebraic Properties and Expressions", "Algebra I Sem 1", and "Points Possible: 20". The "Download" icon is highlighted, and a dropdown menu shows "Word doc (.docx)" as the selected option. The "Directions" section includes a list of steps: "1. View the video about...", "2. Click the journal icon...", "3. After reading each...", "4. Once you have co...", "5. Submit your comp...". The "Scenario" is "The Arcade". The "Instructions" section includes: "View the video found on page 1 of this journal activity.", "Using the information provided in the video, answer the questions below.", and "Show your work for all calculations." The "The Bowling/Laser Tag Decision" section states: "A group of friends must decide how many games of bowling and laser tag to play. They decide to play at least one game of bowling".

Typed

Copy and Paste

If you do not have access to Microsoft Word, you can copy and paste the assignment content to another document, such as Google Docs or Apple Pages.

Step 1. Open the document from the activity page. The document will open in a new window.

Step 2. Highlight the content you wish to copy from the assignment sheet. Copy the highlighted area, and paste into a blank document.

Step 3. Once you have pasted the assignment content, you'll be able to type up your answers, and then save your completed assignment.

Step 4. Submit your assignment to your teacher (see how on page 8).

Google Docs

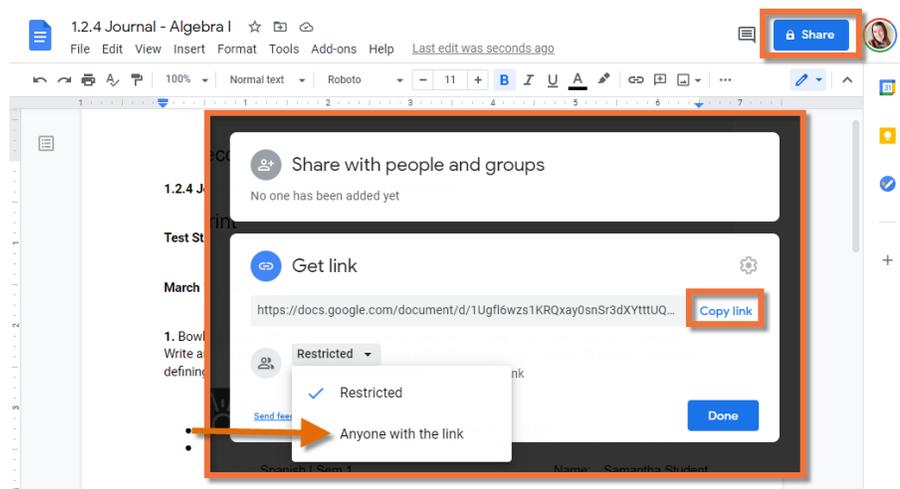
If you are using Google Docs, you will need to share the document once the assignment is completed.

Step 1. Click Share in the upper-right corner of the document.

Step 2. On the "Share with others" screen, click "Get shareable link."

Step 3. Make sure that "Anyone with the link can view" option is selected, and then click "Copy link."

Step 4. Submit your assignment to your teacher (see how on page 8).



Spoken

Audio Assignments

Our World Language courses include spoken assignments. To complete these assignments, students can use any device with a microphone - a computer, smartphone, or headphones. Audio files should be saved as an MP3, M4A, or WAV file.

The following methods are examples of how you can record yourself to complete this assignment:

Method 1: Using a Smartphone

Using a smartphone, if available and allowed, is an easy way to record your voice.

Step 1. Open your phone's voice recording app.

Step 2. Record your audio.

Step 3. Email the recording to yourself so you can save the audio file to your computer.

Step 4. Submit your assignment to your teacher (see how on page 8).

Method 2: Using Default Applications on a Computer or Laptop (Windows or Mac)

If you are using a Windows device, the Windows Voice Recorder application is an easy way to record and save audio files. For Macs, QuickTime can be used for this as well.

Step 1. Either locate your device's built-in microphone or plug your external microphone into the appropriate port on your device.

Step 2. Open the Voice Recorder (Windows), QuickTime (Mac), or other application.

Step 3. Record your audio.

Step 4. Stop the recording and save the audio file.

Step 5. Submit your assignment to your teacher (see how on page 8).

Method 3: Using Vocaroo (Online voice recorder)

[Vocaroo](#) is a website that offers a voice recording service. It is free and does not require an account or membership to use it.

Step 1. Click the record button to begin recording. You may need to allow access to your computer's microphone. Just click "Allow" when prompted to do so.

Step 2. Click the stop button to stop recording.

Step 3. Click the play button to review your recording and click the restart button if you would like to re-record.

Step 4. Click "Save & Share" and then download it as an MP3 file.

Step 5. Submit your assignment to your teacher (see how on page 8).

Submitting Work

Once you have completed your assignment, you will need to submit it to your teacher for feedback and grading. You will submit your assignments to your teacher directly through the **Message Center** from your Dashboard.

Step 1. Log in to your Dashboard and click on the + sign next to Messages on the right side of the screen. This will start a new message.

Step 2. If you are taking multiple courses, select the teacher's name in the To field.

Step 3. Enter a Subject. We recommend including the name of the activity. Ex: 1.3.4 Practice.

Step 4. Check the Submit Homework box and select the Activity.

Step 5. Attach the file (ex: .doc, .pdf, or .mp3 file). Or, paste the link to a shared file in the Message body (Google doc).

Step 6. Once you have filled out all of the information, click Send!

Your teacher will then receive your assignment submission, and will respond to you with your grade and feedback.

Please note that assignments for Middlebury Interactive Languages (MIL) courses are submitted directly in the MIL platform.

The screenshot shows the 'New Message' interface in the Apex Learning system. At the top, there is a blue header with the Apex Learning logo, a 'DEMO' button, and navigation links for 'Alerts', 'Help', and 'ALVS Student'. Below the header is a light gray bar with 'Menu' and 'Back' options. The main content area is titled 'New Message' and contains the following fields:

- To:** A dropdown menu with 'Teacher Proctor' selected.
- Subject:** A text input field containing '1.2.4 Journal'.
- Message:** A large text area with the placeholder text 'Enter Message'.
- Submit Homework:** A checked checkbox.
- Course:** A dropdown menu with 'Algebra I Sem 1 (S5917849)' selected.
- Activity:** A dropdown menu with '1.2.4 Journal: Algebraic Properties and Expressions' selected.
- File:** A text input field with the placeholder 'Attach a File (Optional). Maximum size of 7 MB' and a file upload icon.

A blue 'SEND' button is located at the bottom right of the form.

Getting Help

If you have questions or need support:

Student Services Specialists are available Monday through Friday by phone at (855) 550-2547, by email at alvs.support@apexlearning.com, or via [Live Chat](#).

Teachers are available through the Message Center, and will reply to questions within one school day, and grade assignments within three school days.

Tutors are available via [Live Chat](#) Monday through Friday, and Sunday to help you with your Math, Science, English and Social Studies questions.