

Apex-Middlebury Courses

Apex Learning Virtual School (ALVS) provides **high school Latin, German, Mandarin Chinese, AP French, and middle school world language courses** in partnership with Middlebury Interactive Languages (MIL).

This guide will help students understand how to use Apex-Middlebury courses.

Middlebury (MIL) Course Basics

There are a few main differences between ALVS courses and MIL courses:

1. **Logging in:** Students access MIL courses through the [MIL login page](#). If a student opens the course from their Apex account, they will be re-directed to log in to MIL instead. These unique login instructions are also covered in the Welcome Email we send to students.
2. **Course work:** Middlebury courses are pre-portioned into daily lessons called playlists. Students are recommended to spend at least 35 to 50 minutes per playlist. In other terms, students will have about 7-10 assignments per week (over a 20-week course duration).
3. **Progress reports:** ALVS reporting systems are not compatible with MIL. This means that the reports will not provide accurate information for MIL courses. Instead, the student should use their MIL account to monitor progress.

Logging into Your MIL Account

Students will receive a Welcome Email that contains their MIL login information.

If a student opens the MIL course in their ALVS account, they will be re-directed to login into MIL instead:

Welcome



Sign into your course [here](#)

Enter your Apex username and the password "Middlebury1" to access your World Language course.

- Sign in with the **username** provided in the Apex Learning "Welcome Email".
- Be sure to **change your password** right away.
- Click the [Student Getting Started Guide](#) for more detailed instructions on course navigation, teacher communication and submitting written and verbal assignments.

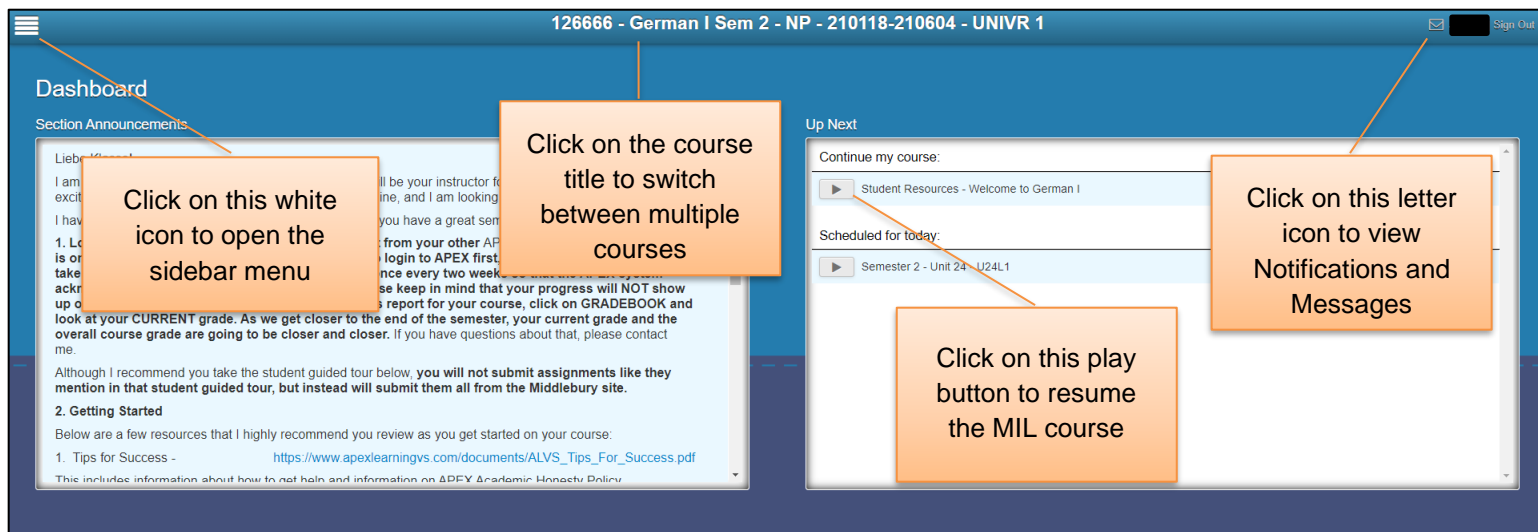
Need Help?

Call 1.855.550.2547 to reach the Apex Learning Virtual School Student Services Team.

Your default MIL password is **Middlebury1**.

The MIL Dashboard

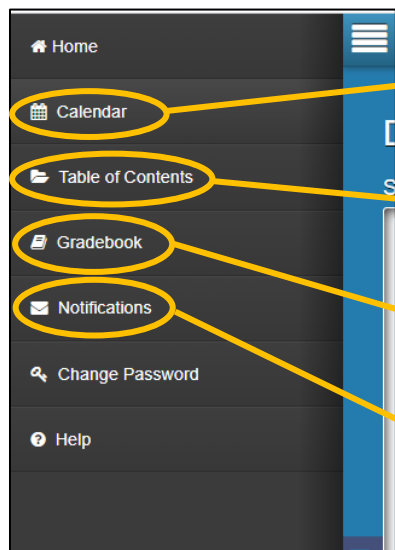
After logging into your MIL account, you will see your MIL dashboard:



If you are enrolled in multiple MIL courses (e.g., both semesters of the same course), you can switch between them by clicking on the course title at the top of the page.

There are 3 main points of interest on the MIL dashboard:

1. **Navigation Panel** (☰): Click on the white menu icon in the top-left corner of the page to open the Navigation Panel:



2. **Open course** (▶): Click on this play button to resume your MIL course.
3. **Notifications and Messages** (✉): Click on this letter icon to view any notifications or messages related to your MIL course.

Navigating in the MIL Course

You can access your MIL course by either clicking the play button or through the Table of Contents. The course will look like this:

U1L2
Synthesis 2: Listening

Synthesis 2: Listening

Instructions
Check off the words or phrases in the audio.

The submit button will help you identify different types of activities

- Blue Submit (practice, not graded)
- Blue Check (practice, not graded)
- Red Submit (teacher-graded assignment)
- Red Check (graded assignment)

To load an activity, click on the preview in the navigation bar. Complete activities and assignments in the order they appear.

Speaking Assignments (“Labs”)

There will be Speaking Lab assignments that ask you to record your answers aloud, such as this one:

Set 1 Speaking Lab

Anleitung

- Klicken Sie auf das Audiosymbol, um jeden Satz zu hören.
- Üben Sie, indem Sie jeden Satz wiederholen.
- Nehmen Sie Ihre Stimme auf.
- Vergleichen Sie Ihre Aufnahme mit dem Original.

1. Hilf mir mit meinen Hausaufgaben.
2. Ich muss die Antwort Nummer fünf ändern.
3. Ich weiß nicht, wie ich Nummer sechs beantworten soll.
4. Akzeptierst du die Antwort für Nummer sieben?
5. Wir sind fertig! Ich will tanzen und singen.

Use the record button (red) and the playback button (green) to complete the Speaking Lab questions

Remember to click on this Submit Answers button when you're done!

Benutzen Sie diese Aktivität, um Ihr Hörverständnis und Ihre Sprechfertigkeiten zu verbessern.

The MIL Gradebook

The gradebook can be opened through the Navigation Panel. This is where you can track your grades and view teacher feedback.

Once opened, you will see something like this:

The screenshot shows the 'Gradebook for Comp HS Spanish I (Sem 1)' interface. It includes a sidebar with filters for 'Graded', 'Awaiting Grading', and 'Feedback'. A table lists activities with columns for 'Activity', 'Grading Category', 'Grade', 'Submitted', 'Day List', and 'Day'. Callout boxes provide instructions: 'All completed assignments and their assigned grades' points to the 'Graded' filter; 'Check this box to see both teacher-graded and non-teacher-graded activities.' points to the 'Show Course Work' checkbox; 'Click here to view your grade report (see below)' points to the 'Grade Report' button; 'Assignments awaiting grading by the teacher' points to the 'Awaiting Grading' filter; 'Feedback on specific assignments from your teacher' points to the 'Feedback' filter; and 'Click here to view the completed activity' points to a 'View' button in the table.

Activity	Grading Category	Grade	Submitted	Day List	Day	
Documentation	None	0%	08/14/2013	Student Resources	08/02/2013	View
Grammar Introduction	None	0%	08/14/2013	U1L2	07/23/2013	View
...	None	0%	08/14/2013	U1L2	08/02/2013	View

Where to Get Help

Your ALVS teacher can answer your questions related to coursework, schedule, and grades. You can send them a direct email or use the Notifications and Messages page.

Teachers will reply to questions within 48 business hours and grade assignments within 72 business hours.

ALVS Student Services is available to help you via phone at 855-550-2547 or via email at support.alvs@edmentum.com, Monday through Friday.