

## Overview

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Your course includes written assignments, like Journals, Practices, & Projects, that can be completed in a couple different ways before submitting them to your teacher. You can type out these assignments in a word processing program, like Microsoft Word, or print them out and complete them by hand.

When typing out your assignment on a computer, it is often helpful to **copy and paste** the content from an assignment sheet onto a blank document, and this guide walks you through how to do that.

Essays or short answer assignments do not need to be copied and pasted and can simply be typed out on a computer. Message your teacher if you have more questions about completing your work.

**NOTE:** For Math and Science courses, we recommend that you print out the teacher-scored assignments and complete them by hand so that you can easily show your work. If you do not have access to a printer, do the assignments on notebook paper. You can then [scan your assignment with a smartphone](#) and [submit the file to your teacher](#) through the Message Center. This free [virtual white board](#) also provides a space for you to type, draw, and export your board as a PDF.

## Part 1. Copying and Pasting

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**Step 1.** Open the assignment sheet by clicking on the assignment icon (Ex.  & )

- If the filename ends with **.pdf**, save it to your computer and then open the saved file.

**Step 2.** Open a blank document in a word processing program

**Step 3.** Highlight the content you wish to copy from the assignment sheet

**Option 1:** Click & hold the left mouse button and drag the cursor over the desired content

**Option 2:** Press CTRL+A (Windows/PC) or ⌘+A (Mac) to select everything

**Step 3.** Copy the highlighted areas by pressing CTRL+C (Windows/PC) or ⌘+C (Mac)

**Step 4.** Paste the copied content onto the blank document

**Option 1:** Click your right mouse button and select Paste. If Paste Options are available, these can help control the formatting of the pasted content.

**Option 2:** Press CTRL+V (Windows/PC) or ⌘+V (Mac). Paste Options, if available, can be selected *after* pasting with this option.

## Part 2. Completing the Assignment

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**Step 1.** If you have everything you need, get to work!

**Step 2.** Once completed, save your assignment to your computer, being sure that your name, your course name (Ex. English 10 Sem 1), and the assignment name (Ex. 1.2.1 Journal) are at the top of the page.

**Step 3.** Submit the assignment to your teacher through the Message Center by clicking the + sign next to Messages on your Dashboard. Refer to this [guide](#) for help.

**Questions?** Contact ALVS Student Services at [alvs.support@apexlearning.com](mailto:alvs.support@apexlearning.com) or 1-855-550-2547. Please allow your teacher **three business days** to submit a score for your assignment.