Apex Learning Virtual School®

Getting Started for Students

Take a Tour

- Watch the **Student Guided Tour** video.

Set Yourself Up for Success

- Find a space to work on your course that is free from distractions.
- Make a schedule. Plan to work about 6 hours a week on your course.

Pace Yourself

- Note the dates when your course begins and ends.
- Use the Enrollment Details page to keep track of activity due dates. This page can be found from **My Dashboard** by clicking on the dash or percentage under Grade to Date.

Do Your Work. Do Your Own Work.

- When working on your course, take your time. Reading carefully will save you time in the end.
- Feeling stuck? Join a **Live Help** session to get support in real-time from a certified teacher, or email your teacher for help.
- Only submit original work. Taking someone else's work or words and using them as your own is plagiarism.
- Examples of plagiarism include:
  - Copying and pasting text found on the Internet or other published sources without proper citation.
  - Submitting other students' work as your own.
  - Using an answer key you found online to complete an assignment or test.

Submit Your Work

- Message your teacher from your dashboard if you need help.
- Use the **ALVS Guide to Completing and Submitting Work** to learn how to submit different types of assignments.

Read Your Teacher's Feedback

- Set up an alert to be instantly notified via email or text when your assignments are graded or your teacher has emailed you. Set alerts by clicking on your name, and then **My Profile > Preferences.**
- Check your messages often for grades and feedback from your teacher.
- Assignments will be graded within 72 business hours.

Get Help

- **Teachers** will reply to questions within 48 business hours.
- **Live Help** is available for Math, Science, English, Social Studies, French, or Spanish courses.
- **Student Services Specialists** are available Monday through Friday to help you with technical, enrollment, and administrative questions via phone **855-550-2547**, email **support.alvs@edmentum.com**, or our website.