

Welcome to Apex Learning!

This guide will orient you to Middlebury Interactive courses offered by Apex Learning®. Middlebury Interactive courses are hosted on the Middlebury platform and accessed via the Apex Learning digital curriculum.

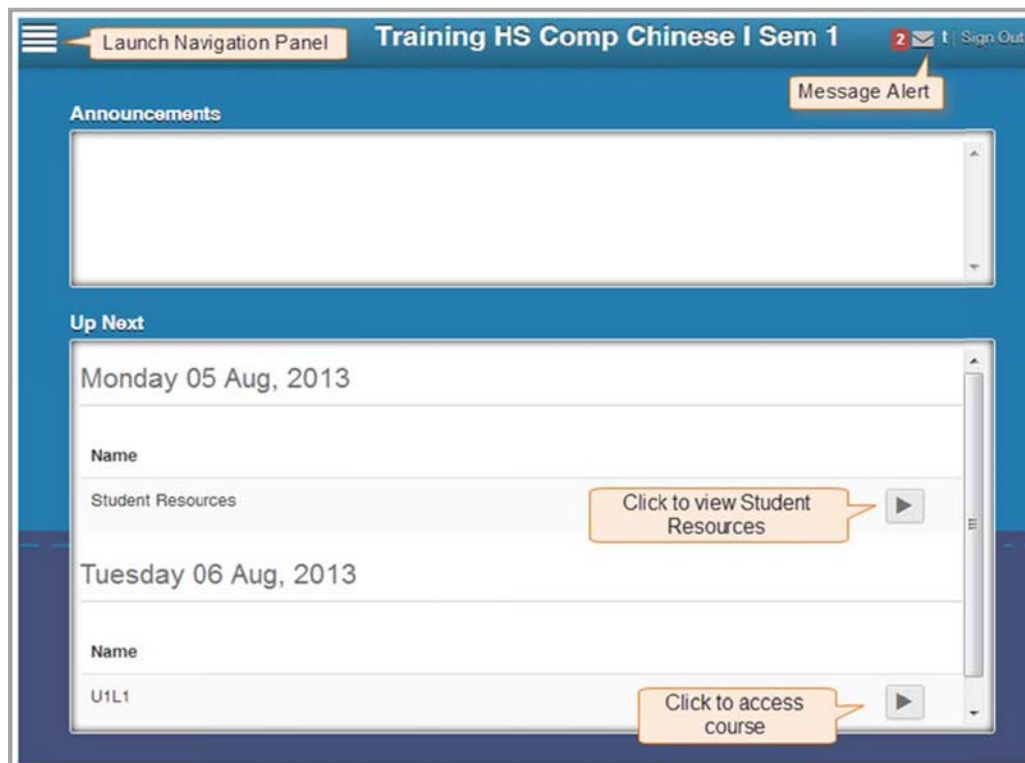
Accessing Middlebury Interactive Courses

First, you will sign into the Apex Learning platform using the username and temporary password that we will email to you before the course begins. You will want to set a permanent password for your Apex account so you can access it later on. From there you can sign in to your Middlebury Interactive course by clicking the name of the course from the Apex Learning homepage and then clicking the link on the top of the course window. This will take you to the Middlebury platform where you will enter in your username and password. Your username from Apex Learning will be your username in Middlebury and your password will be **Middlebury1** until you set a permanent password.

Navigating the Student Home Page

After signing in, you can:

- Quick-link to the message box.
- Access student resources, like the introduction video and course overview.
- Enter a course.
- Access the Navigation Panel.



Navigation Panel

From the Navigation Panel, you can:

- Select **Calendar** to view course deadlines.
- Select **Gradebook** to view graded activities and teacher feedback.
- Select **Notifications** to send and receive messages from your teacher.
- Change your password or get Help.



Navigating Activities

Navigate through each unit by selecting the thumbnails on the left-hand side of the main screen.

Completed activities are in gray. Pending activities are in color.

Click the “Special Characters” icon to type special characters in writing tests and activities.



Assignment and Activity Icons

Assignment icons indicate what sort of assignment you are working in.

- ✓ Auto-checked practice activities
- 📄 Open-ended practice activities
- ✓ Computer-graded activities
- 📄 Teacher-graded activities

The Assignment icon allows you to check your answers or submit work.

- ✓ During practice activities, click the activity icon to check your answers.
- 📄 During teacher-graded activities, click it to submit your work to your teacher.

Speaking Labs

Record and submit audio in Speaking Labs

Review the Scoring Guide before completing the activity.

Record () and play back () audio using the speaking lab icons.

You will have one try to complete speaking tests for graded activities.

Get Help

Teachers are the best person to contact for questions related to coursework, schedule, and grades. Teachers will reply to questions within one school day and grade assignments within three school days.

Tutors are online via [Live Chat](#) to provide immediate assistance with math, science, English, and social studies questions Monday–Friday from 5 a.m.–5 p.m. PT.

Student Services Specialists are available to answer all other questions Monday–Friday by email at alvs.support@apexlearning.com, by phone at 1 (855) 550-2547 from 7 a.m.–6 p.m. PT, or by [Live Chat](#) from 8 a.m.–12 p.m. PT.