Introduction

Apex Learning includes multiple opportunities for students to apply, practice, and confirm their learning. These opportunities, like interactive multi-media self-checks, are embedded in the online instruction. There are also assignment sheets—including reading guides, graphic organizers, practice questions, writing opportunities, and study guides, which may be printed or completed digitally and submitted electronically in the message center. Review these considerations and determine your approach to assignment sheets.

To Print or Not to Print? That's Not the Only Question

What is the nature of the assignment?

Do students prefer to put pencil to paper or work digitally? When is it appropriate for students to write in longhand? These instructional and personal preference questions are important to explore.

What are the system requirements?

Review requirements for the software and hardware students and teachers will use. Be sure everyone knows how to get technical support, from printing to naming a saved file.

Considerations

Access to Files

Students access assignment sheets through the course window.

Saving Files

Students working digitally must save their work to a device, personal flash drive, school network, or in the cloud through a service like Google Drive™ or Dropbox.

Submitting Files

The Message Center allows online submission of files, including assignment sheets. Work is time and date-stamped on submission. Alternately, use another solution, like Canvas, Blackboard, Google Classroom or Microsoft Teams.
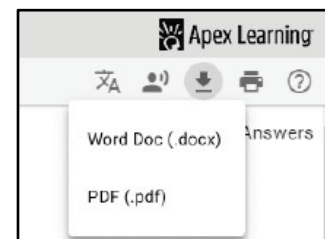
Online Portfolios

Encourage file-naming conventions to easily organize and locate files. Having access to files over time is important for students who need to provide evidence of their work beyond the final grade (e.g. NCAA eligibility). All submitted files are saved in the Grade Book for active enrollments.
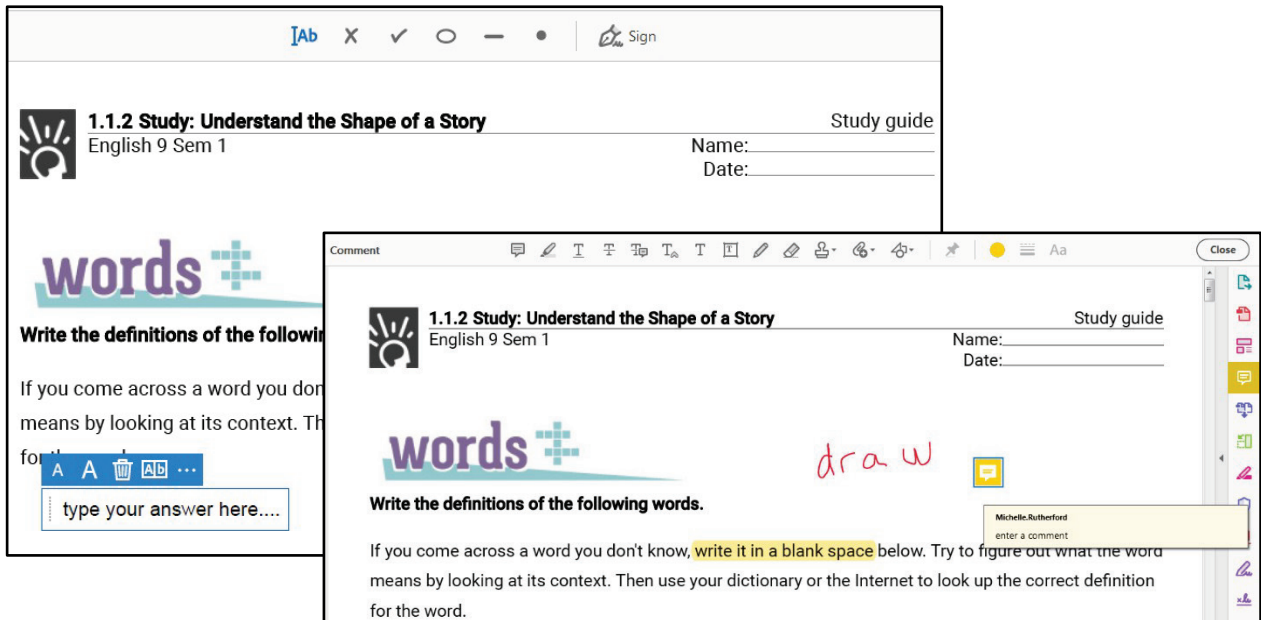
Options

Edit and Submit Digitally

1. From the assignment sheet, select the download icon and choose Word or PDF.

2. Save the file to your desktop, flash drive, or other location.

    a. Edit in Word or

b. Edit in PDF with Adobe free comment tools[1]. Enter text and draw.

3. Save completed assignment.
4. Submit electronically[2] from the Message Center.
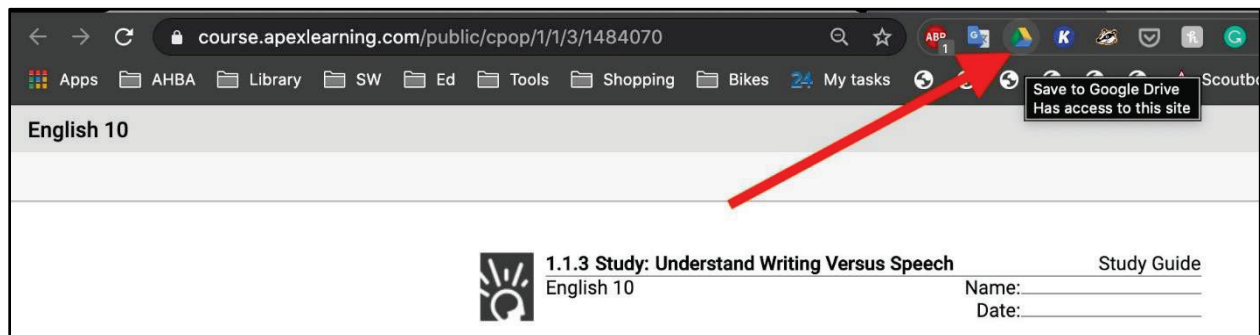5. Teachers access from the Message Center[3], email, or the Grade Book.

Google Drive

Assignment sheets are available for select courses in Google Docs format. These documents require a Google account. Contact Apex Support[4] to gain access to the directory. Learn more[5].

Using a Chromebook? Add the Google Drive extension in Chrome Browser

Once installed, right click on first use, click Options and then 'Save Pages as Google Document.

Students may also want to add a unique folder (add a 'save to' folder in Options).

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[1] https://helpx.adobe.com/acrobat/using/commenting-pdfs.html

[2] https://cdn.app.edmentum.com/EdAssets/cc004397139f43e1a1eebaa5e5ce369c

[3] https://cdn.app.edmentum.com/EdAssets/7e5110b5645e43b18befd67307748333

[4] support@apexlearning.com

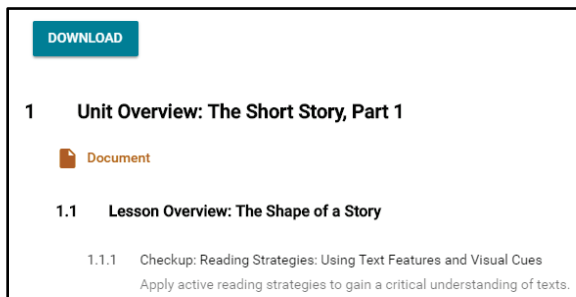[5] http://cdn.apexlearning.com/documents/Editable-Assignment-Sheets-User-Guide.pdf

Download or Print All Assignment Sheets

Consider downloading or printing assignment sheets in advance.

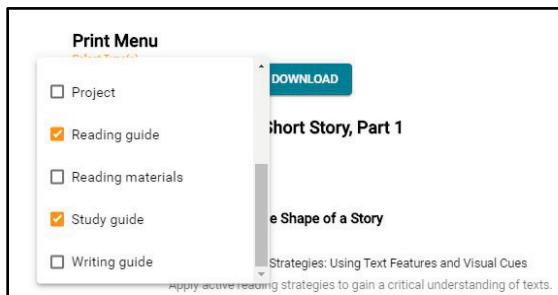1. From the course, click the outline > Resources > Syllabus

2. From the Syllabus, click download to download all documents in one file. Save as a PDF or print.
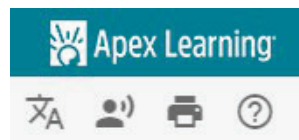

Download or Print Assignment Sheets by Type

1. From the syllabus, select types in the print menu and click download.

Download or Print Individual Assignment Sheets

1. Print from anywhere in the course using the print icon.

Getting Support

To access **online help** at any time, sign into Apex Learning and click Help in the main menu.

Apex Learning Support

- Monday – Friday. 5:00 AM – 7:00 PM Pacific Time
- 1-800-453-1454 option 2
- support@apexlearning.com