

## Prepare for Success

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Before beginning a course, gather the following resources:

- Materials: device with internet access, ear buds, portfolio, calculator, required textbooks.
- Contact information for teachers, counselors, and administrators.
- Course start and end dates.

## Beginning the Course

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In the first week of the course:

- Prepare a space to complete work.
- Disable the pop-up blocker for apexvs.com.
- Change your password, complete security questions, and update [My Profile](#)<sup>1</sup> information.
- Read the course Syllabus.
- Print the Activity Scores Report to see assignments and due dates.
- Sign in as soon as the course begins and begin working on lessons and activities.
- Watch “[Ready, Set Go](#),”<sup>2</sup> “[Working with Courses](#),”<sup>3</sup> and “[Monitoring Progress](#)”<sup>4</sup> videos.
- Watch the “[Communication Tools](#)”<sup>5</sup> video.

## During the Course

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Throughout the course:

- Dedicate 1 hour each day to complete lessons and activities.
- Take notes and use study sheets.
- Connect with other students through the discussion board.
- Communicate with the teacher or mentor regularly. Ask for help when stuck.
- Save all written work in a student portfolio.
- Use the calendar tool to plan and complete assignments on or before their due dates.
- Monitor their progress using the [student dashboard](#)<sup>6</sup>.

## Completing the Course

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Once all coursework has been completed:

- Return borrowed equipment and course materials.
- Check your school transcript to see the final course grade posted.
- Celebrate success!

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<sup>1</sup> [http://www.brainshark.com/apexlearning/gt\\_profile\\_student](http://www.brainshark.com/apexlearning/gt_profile_student)

<sup>2</sup> [http://www.brainshark.com/apexlearning/gt\\_ready-set-go](http://www.brainshark.com/apexlearning/gt_ready-set-go)

<sup>3</sup> [http://www.brainshark.com/apexlearning/gt\\_student\\_courses](http://www.brainshark.com/apexlearning/gt_student_courses)

<sup>4</sup> [http://www.brainshark.com/apexlearning/gt\\_student\\_check-progress](http://www.brainshark.com/apexlearning/gt_student_check-progress)

<sup>5</sup> [http://www.brainshark.com/apexlearning/gt\\_student\\_comm-tools](http://www.brainshark.com/apexlearning/gt_student_comm-tools)

<sup>6</sup> [http://www.brainshark.com/apexlearning/gt\\_student\\_dashboard](http://www.brainshark.com/apexlearning/gt_student_dashboard)