Welcome! This document describes what you'll need to do to get started in your Apex Learning® Tutorial.

Getting Started Checklist

- ☐ Get access to the resources you will need to succeed in class:
    - ☐ Computer with internet access.
    - ☐ A space to complete work.
    - ☐ Phone numbers and email addresses for teachers.
- ☐ Sign in and reset your password.
- ☐ Set up security questions and confirm your email address.
- ☐ Launch the Tutorial window by selecting the Tutorial title from the My Dashboard screen.
- ☐ Visit Help > How To > Student Getting Started: Tutorials and review the resources and videos.

Orient Yourself

Sign In

Sign in to Apex Learning at: https://www.apexvs.com. If your school has told you to use a different sign in page, go there instead.
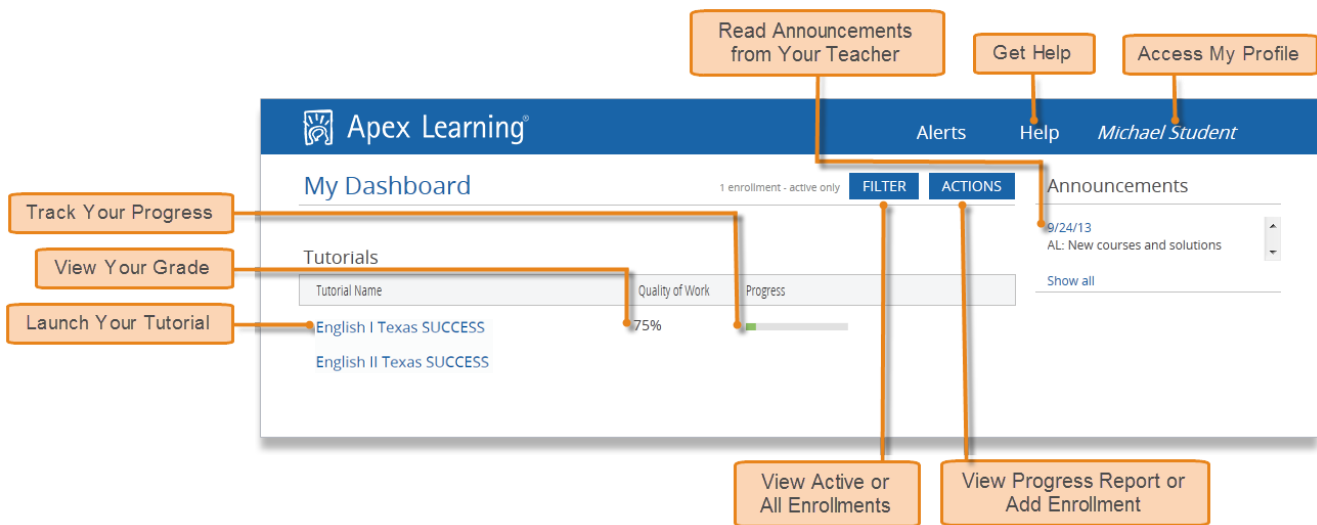
If you don't know your username or password, contact a staff member at your school for help.

> *Tip: For security reasons, Apex Learning Support does not distribute sign in information.*

Visit My Dashboard

After signing in, you land on the **My Dashboard** screen. From here you can:

- Select a title to launch a Tutorial
- View **Announcements** from your teacher


Explore Tutorials

Tutorials are organized into units. Each unit has several modules and each module covers several learning objectives.

The Tutorial Window

Selecting a Tutorial title from the **My Dashboard** screen launches the Tutorial Window. Select a unit title to navigate into a specific unit.
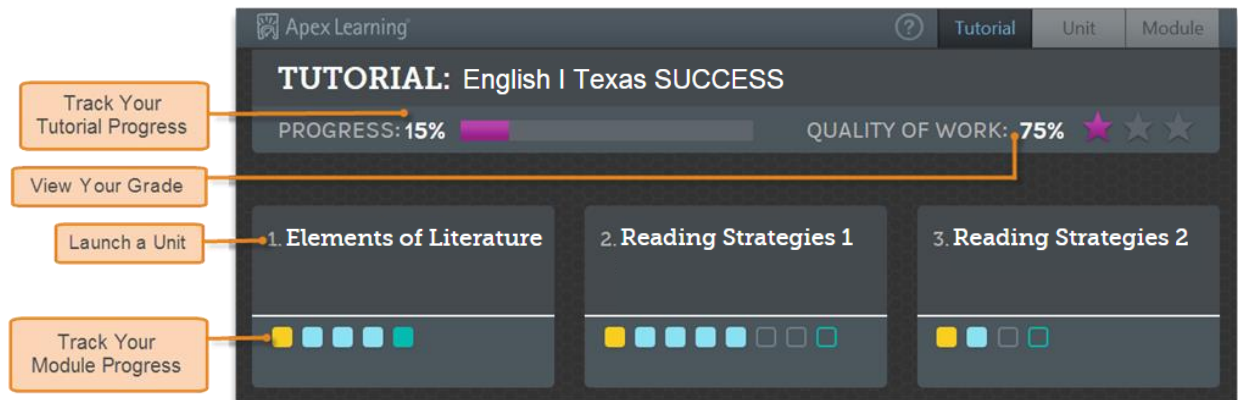
From the Tutorial window, select the Pretest or Posttest or select a module title to launch the Activity window. From there, choose to Learn It, Try It, Review It, or Test It.
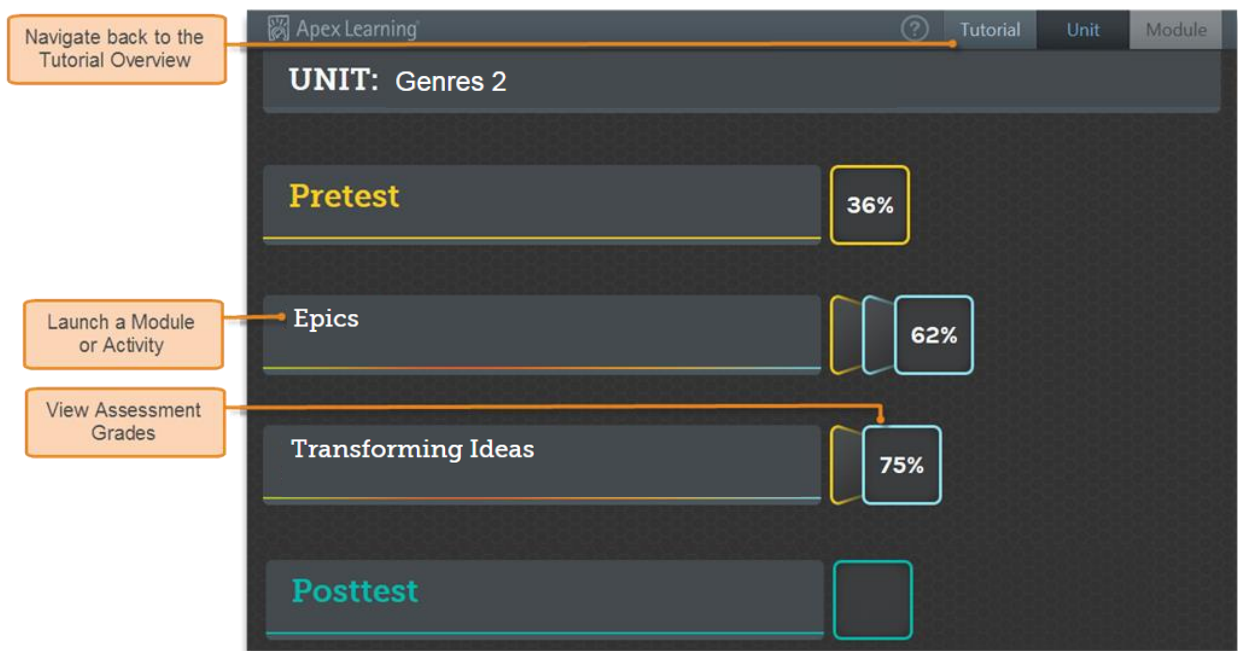
Pretest

Before you review any material in the Modules unit, you should take the Unit **Pretest**. The Pretest will automatically generate a personalized learning plan directing you to the modules you should focus on.

> *Tip: You get one attempt at the Pretest.*

Posttest

After you complete all the modules in a unit — either by completing the Test Its or "testing out" of a module through the Pretest — you will assess your knowledge by taking a summative **Posttest**.

Tip: The Posttest is locked until you test out of the modules via Pretest or by completing all the activities in the module. You get three attempts per Posttest.

Modules

Every module has four activities – Learn It, Try It, Review It, and Test It. You can take these activities in any order - at your own pace - which allows you to approach the instruction in the way that works best for you.

- **Learn It**: Read and interact with the module topic
- **Try It**: Practice and apply your skills with interactive practice questions
- **Review It**: Watch a video to see how the module topic relates to the real world
- **Test It**: Take a quiz to see how much you know about the module topic.

The Test It is the only scored activity within each module. You are allowed three attempts per Test It.

Getting Support

Sign in to Apex Learning and select the **Help** menu in the upper-right corner of the screen.

- Visit **Help > Getting Started** to watch video guided tours.

Tip: In Help > How To > Student Getting Started: Tutorials, you can earn a certificate for passing thequiz at the end of the course.

Apex Learning Support, Monday – Friday, 7:00 AM – 9:00 PM Central Time

- 1-800-453-1454, option 2
- support@apexlearning.com