

As you progress through a course, there are assignments that will need to be submitted to your ALVS teacher for grading. This guide shows how to submit paper-based and audio assignments using the Messages page.

Complete & Save the Assignment

Paper-based assignments:

Complete assignments on a computer or by hand. Use a free app, like [CamScanner](#), to scan hand-written assignments with a smartphone or tablet.

Audio assignments:

Record audio using a smartphone or computer. Refer to this [guide](#) for help.

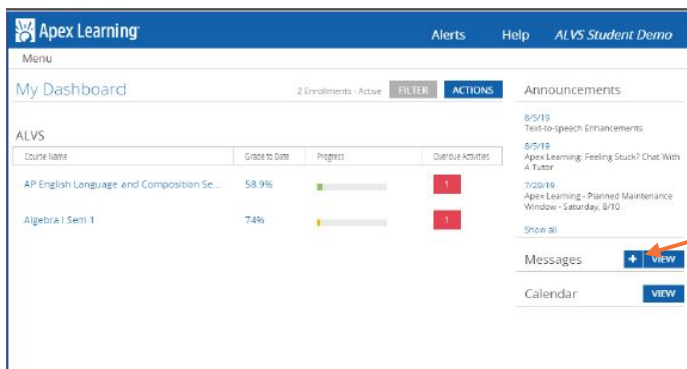
1 Complete & save the assignment to your computer or Google Drive

Paper-based file types: pdf, doc, docx, rtf

Audio file types: mp3, m4a, wav, wma

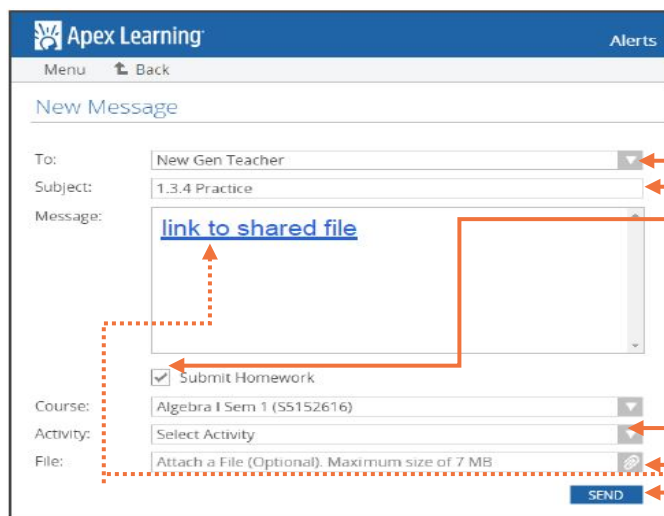
Maximum file size: 7 megabytes

Start a New Message



2 Login and click the + sign to start a new message.

Attach & Submit the Assignment



3 Select your teacher _____

4 Enter a Subject line

5 Check the Submit Homework box

6 Select the activity from the list

7 Attach the file or paste the link to a shared file in the Message body

8 Click Send

Questions? Contact Technical Support at support@apexlearning.com or (800) 453-1454.