Welcome! This guide will help you get started with Apex Learning® Courses.

Getting Started Checklist
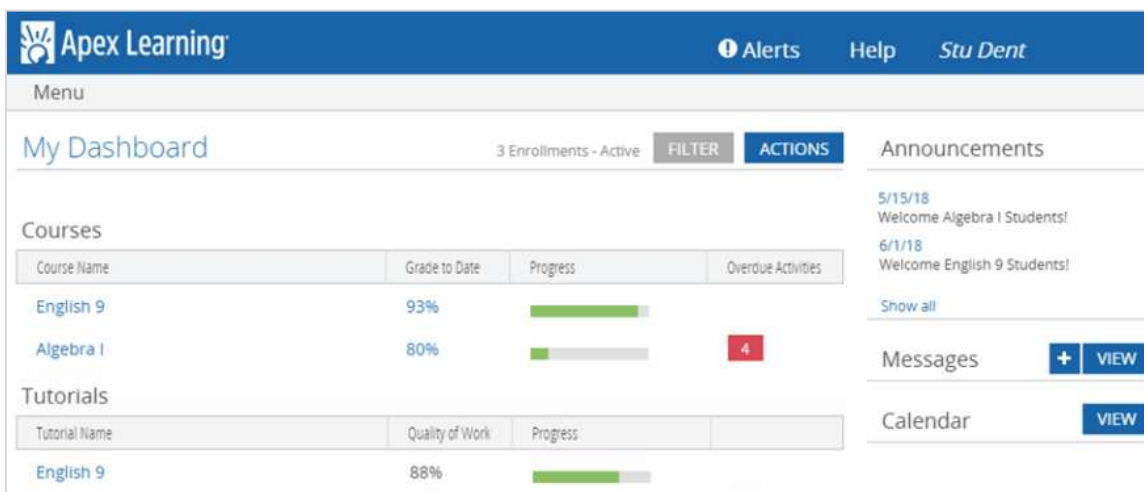
- ☐ Gather everything you need to succeed in class.
    - ☐ Device with internet access that has passed the System Check-Up[1]
    - ☐ Course materials (such as paper, ear buds, binder, calculator, etc.)
    - ☐ Contact information for reaching out to David Douglas Online Academy staff
    - ☐ Quiet, designated place where you can focus and study
- ☐ Sign in to Apex through the David Douglas School District's student Clever portal
- ☐ Launch the course window by selecting a course title from the My Dashboard screen.
- ☐ Online technical Help is available 24/7 by signing in to Apex Learning and selecting Help.

My Dashboard

Your school will provide your DDSD student username, password, and the DDSD student portal. You will click the "Apex Tile" to launch your courses.

After signing in, you are taken to My Dashboard where you can:

- Access your courses and view progress information
- See important announcements posted by your teachers
- Send messages and submit work to your teachers
- View your calendar of activity due dates

How to Submit Your Work

Some activities, like quizzes and tests, are computer-scored and completed online in the course window. You may have other activities like worksheets to download and complete on your device. Ask your teachers how they would like you to submit your work. They may ask you to download and share Google Docs or you may need to submit work online using the Messages feature on My Dashboard.

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[1] https://support.apexlearning.com/SystemCheckUp

The Course Window

Most of your time will be spent working in the course window.

Get Certified!

1. Watch the video: Student Getting Started: Courses.[2]
2. Pass the Student Getting Started Certification Quiz.[3]
3. Download or print your certificate.

Thank you for taking the time to become familiar with Apex Learning. We look forward to helping you meet and exceed your academic goals!

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[2] https://www.brainshark.com/apexlearning/sgs_courses

[3] https://www.surveygizmo.com/s3/2167030/Student-Getting-Started-Quiz-Courses