

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

### Getting Started Checklist

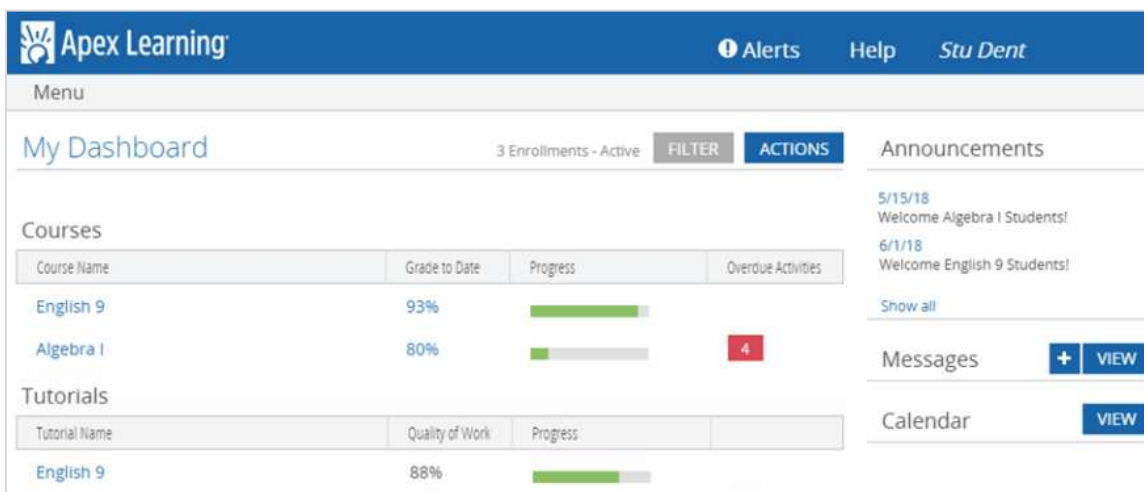
- ☐ Gather everything you need to succeed in class.
  - ☐ Device with internet access that has passed the [System Check-Up](#)<sup>1</sup>
  - ☐ Course materials (such as paper, ear buds, binder, calculator, etc.)
  - ☐ Contact information for reaching out to David Douglas Online Academy staff
  - ☐ 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



**My Dashboard** 3 Enrollments - Active **FILTER** **ACTIONS**

**Courses**

Course Name	Grade to Date	Progress	Overdue Activities
English 9	93%	<div style="width: 93%;"></div>	
Algebra I	80%	<div style="width: 80%;"></div>	4

**Tutorials**

Tutorial Name	Quality of Work	Progress
English 9	88%	<div style="width: 88%;"></div>

**Announcements**

5/15/18  
Welcome Algebra I Students!

6/1/18  
Welcome English 9 Students!

[Show all](#)

**Messages** **+** **VIEW**

**Calendar** **VIEW**

### 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.

<sup>1</sup> <https://support.apexlearning.com/SystemCheckUp>

## The Course Window

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

The screenshot displays the Apex Learning course window for English 9. The top navigation bar shows 'English 9' and 'Apex Learning'. The main header is 'Unit 1: The Short Story, Part 1' with sub-headers 'INTRODUCTION', 'LESSON 1.1', 'LESSON 1.2', and 'LESSON 1.3'. Below this, the title 'The Shape of a Story' is centered. A horizontal row of icons represents lessons 1.1.1 through 1.1.10. Lesson 1.1.7 'Study: Analyze the Shape of a Story' is highlighted with a blue background and labeled 'In Progress'. A callout box labeled 'Course outline navigation' points to the lesson icons. The main content area shows the study guide for 'The Shape of a Story'. It includes a paragraph about 'The Monkey's Paw' by W. W. Jacobs, a section on 'tension', and a multiple-choice question: 'If you had the monkey's paw from Jacobs's story, what would you do with it?'. A callout box labeled 'Activity resources' points to an image of a man. At the bottom, a callout box labeled 'Activity page navigation' points to the 'PREVIOUS' and 'NEXT' buttons. The page number '1 of 11' is also visible.

## Get Certified!

1. Watch the video: [Student Getting Started: Courses](https://www.brainshark.com/apexlearning/sgs_courses).<sup>2</sup>
2. Pass the [Student Getting Started Certification Quiz](https://www.surveymgizmo.com/s3/2167030/Student-Getting-Started-Quiz-Courses).<sup>3</sup>
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!

<sup>2</sup> [https://www.brainshark.com/apexlearning/sgs\\_courses](https://www.brainshark.com/apexlearning/sgs_courses)

<sup>3</sup> <https://www.surveymgizmo.com/s3/2167030/Student-Getting-Started-Quiz-Courses>