

Getting Started Guide: Self-Scheduled Students

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

Getting Started Checklist

- ☐ Gather everything you need to succeed in class.
 - ☐ Logged into TUSD Device with internet access
 - ☐ Course materials (OPTIONAL such as printer, paper, ear buds, etc)
 - □ Contact information for teachers
 - □ Course start and end dates
- ☐ Launch the course window by selecting a course title from the My Dashboard screen.
- ☐ Online Help is available on the TUVA Zoom Help Desk

My Dashboard

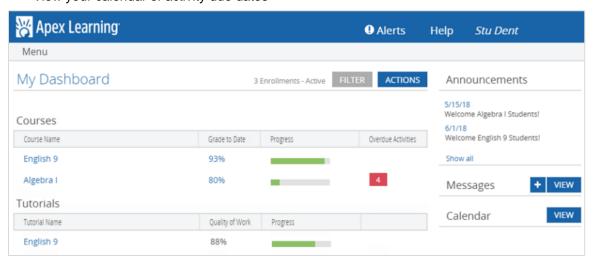
How to get into Apex:

- Student's must sign into Clever (https://clever.com/in/tusd1)
- Then click on the Apex app

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. Other activities have worksheets to print or to download and complete on your device. Ask your teachers how they would like you to submit your work. They may ask you to print and submit in person or you may need to scan or upload your work and submit it online using the Messages feature on My Dashboard.

The Course Window

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

