

## Prepare for Success

Before beginning a course, successful students have access to the following resources:

- Computer with internet access.
- Course Materials- printer, paper, ear buds, binder, calculator, textbook, and novels.
- Phone numbers and email addresses for teachers, counselors, and administrators.
- Course start and end dates.

## Beginning the Course

In the first week of the course, successful students:

- Prepare a space to complete work.
- Sign in to the course as soon as the course begins.
- Disable the pop-up blocker for apexvs.com.
- Watch the “Ready, Set Go!,” “Working with Courses,” and “Check Your Progress” videos
- Watch the “Communication Tools” video if they are enrolled in a distance learning program.
- Complete security questions and My Profile information.
- Read the course Syllabus.
- Print the Activity Scores Report to see all assignments and due dates.
- Begin working on lessons and activities.

## During the Course

Throughout the course, successful students:

- Dedicate 1 hour each day to complete lessons and activities.
- Take notes and use study sheets.
- Ask for help when they are stuck.
- Connect with other students.
- Communicate with the teacher or mentor regularly.
- Save all written work in a student portfolio binder.
- Complete assignments by the due date.
- Monitor their own progress using the student homepage and student reports.

## Completing the Course

Once all coursework has been completed, successful students:

- Return borrowed equipment and course materials.
- Check their school transcript to see the final course grade is posted.
- Celebrate success!