



Prepare for Success Guidelines

Before beginning a course, gather the following resources:

- Materials: device with internet access, ear buds, portfolio, calculator, required textbooks.
- Contact information for teachers, counselors, and administrators.
- Course start and end dates.

Beginning the Course

In the first week of the course:

- Prepare a space to complete work.
- Disable the pop-up blocker for apexvs.com.
- Change your password, complete security questions, and update [My Profile](#)¹ information.
- Read the course Syllabus.
- Print the Activity Scores Report to see assignments and due dates.
- Sign in as soon as the course begins and begin working on lessons and activities.
- Watch “[Ready, Set Go](#),”² “[Working with Courses](#),”³ and “[Monitoring Progress](#)”⁴ videos.
- Watch the “[Communication Tools](#)”⁵ video.

During the Course

Throughout the course:

- Dedicate 1 hour each day to complete lessons and activities.
- Take notes and use study sheets.
- Connect with other students through the discussion board.
- Communicate with the teacher or mentor regularly. Ask for help when stuck.
- Save all written work in a student portfolio.
- Use the calendar tool to plan and complete assignments on or before their due dates.
- Monitor their progress using the [student dashboard](#)⁶.

Completing the Course

Once all coursework has been completed:

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

¹ http://www.brainshark.com/apexlearning/gt_profile_student

² http://www.brainshark.com/apexlearning/gt_ready-set-go

³ http://www.brainshark.com/apexlearning/gt_student_courses

⁴ http://www.brainshark.com/apexlearning/gt_student_check-progress

⁵ http://www.brainshark.com/apexlearning/gt_student_comm-tools

⁶ http://www.brainshark.com/apexlearning/gt_student_dashboard