

# Compass Online Resource Guide

Characteristics of successful online learners:

- Self -motivated**
- Independent learner**
- Computer literate**
- Good time management**
- Effective reader/writer**
- Effective problem solving**

If your student struggles with some of those characteristics, it is helpful to aid them in building some of those skills.

## **Suggestions to help your student be successful:**

- Encourage the student to look in their notes for the answers. If the student hasn't taken notes, on their own or via the study guide, point out the benefit of having notes since we allow students to use notes on quizzes and tests.
- Students can return to their courses main page, and their dashboard, at any time other than in the middle of an assessment to review work they have already done. This is useful if a student has not taken notes on vocabulary words or if re-watching a video would be helpful.
- For online content questions that the student is stuck on, show them the Ctrl F feature on the document to help them search for keywords in the question. Help the student to paraphrase the answer so they can write it in their own words.
- If the student is in math, it is often helpful to bring a calculator suited to that class. The calculator on the computer does not have all the functions of a traditional calculator.
- Communication with the teacher is key to answer any questions that may arise.  
[amanda.baker@ahschools.us](mailto:amanda.baker@ahschools.us) or 763-506-3235

## **Getting Started Guide Student: Courses**

### **Getting Started Checklist**

- Gather everything you need to succeed in class.
  - Device with internet access that has passed the System Check-Up1
  - Course materials (printer, paper, earbuds, binder, calculator, required books)
  - Contact information for teachers
  - Course start and end dates
- Sign in, reset your password, and set up security questions (if needed).
- Launch the course window by selecting a course title from the My Dashboard screen.
- Online Help is available 24/7 by signing in to Apex Learning and selecting Help.

## My Dashboard

Your school will provide your username, password, and the correct URL – most students sign in at [www.apexvs.com](http://www.apexvs.com). For security reasons, Apex Learning Support does not distribute sign in information.

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

The screenshot shows the Apex Learning My Dashboard. At the top, there is a blue header with the Apex Learning logo, an Alerts icon, and links for Help and Student. Below the header is a Menu bar. The main content area is titled "My Dashboard" and shows "3 Enrollments - Active" with FILTER and ACTIONS buttons. The dashboard is divided into several sections: Courses, Tutorials, Announcements, Messages, and Calendar. The Courses section contains a table with columns for Course Name, Grade to Date, Progress, and Overdue Activities. The Tutorials section contains a table with columns for Tutorial Name, Quality of Work, and Progress. The Announcements section shows two messages with dates and "Show all" link. The Messages section has a "+ VIEW" button. The Calendar section has a "VIEW" button.

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

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

## 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.<sup>1</sup>

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