# Step 1: Review ‘Getting Started’ Resources

* Watch the [Apex Learning Virtual School Student Guided Tour](http://www.brainshark.com/apexlearning/alvs_new-student_tour) (12:42) <http://www.brainshark.com/apexlearning/alvs_new-student_tour>
* Read the [Getting Started Guide](http://www.apexlearning.com/documents/gsg/gsg_student_alvs.pdf) for Students (2 pages)

# Step 2: Sign In

* Sign in at <http://alhs.apexvs.com>.
* Run the System Check Up.
* Sign in with your username and temporary password.
* Create a new password and configure your security questions.
* Accept the Student Code of Conduct.

# Step 3: Collect Course Information

* Review teacher contact information and office hours (*My Dashboard page > Hover over course name > click teacher name).*
* Use information from the My Dashboard screen and Course Activity Scores report to fill in the table below (*Actions button > View Progress Report).*
* How many scored activities will you need to complete each week to stay on track? \_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Course Name | Teacher Name | Total Number of Scored Activities | Last Due Date |
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# Step 4: Communicate

* Read announcements posted by your teacher(s) on the My Dashboard page.
* Send your teacher(s) a message from the Message Center introducing yourself.

# Step 5: Track Course Progress

* Use Grade to Date to see how many points you have earned out of the total number of points due through today.
* Use the progress bar on the My Dashboard page to see how far you are through the course, to see if you are completing work on time, and if you are on track to finish the course by the course end date.