

Introduction

Apex Learning Courses include multiple opportunities for students to explore, apply, practice, and confirm their learning. Many of these opportunities, like interactive multi-media self-checks, are embedded in the online instruction. There are also assignment sheets—including reading guides, graphic organizers, practice questions, writing opportunities, and study guides which may be printed or completed digitally.

Assignment sheets are available in electronic and printable formats. Review these considerations and determine how assignment sheets will be approached in your district.

To Print or Not to Print? That's Not the Only Question

What is the nature of the assignment?

When asked to “show your work” in math and science, do students prefer to put pencil to paper or work digitally? In English and social studies, when is it appropriate for students to write an essay longhand? These are questions of instructional design and personal preference that are important to explore.



What are the system requirements?

Thoroughly review requirements for the software and hardware students and teachers will use. Be sure everyone knows how to get technical support, from loading paper in the printer to renaming a saved file.

Considerations

Access to Files

Students access assignment sheets through the course window.

Saving Files

Students need a mechanism to save their work, whether to a personal flash drive, to a school network, or in the cloud through a service like Google Drive™ or Dropbox.



Submitting Files

The Message Center allows online submission of assignment sheets. Assignments are time and date-stamped on submission. Alternately, you may use an established file-sharing solution at your school or standard email.

Online Portfolios

Encourage the use of file-naming conventions to easily organize and locate files. Having access to files over time is important for students who need to provide evidence of their work beyond the final grade (e.g. NCAA eligibility or transferring to another school). All submitted files are saved in the Grade Book for active enrollments.

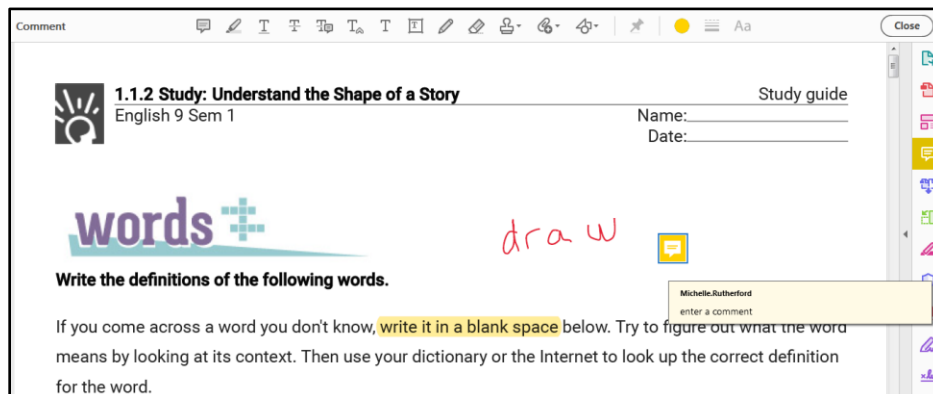
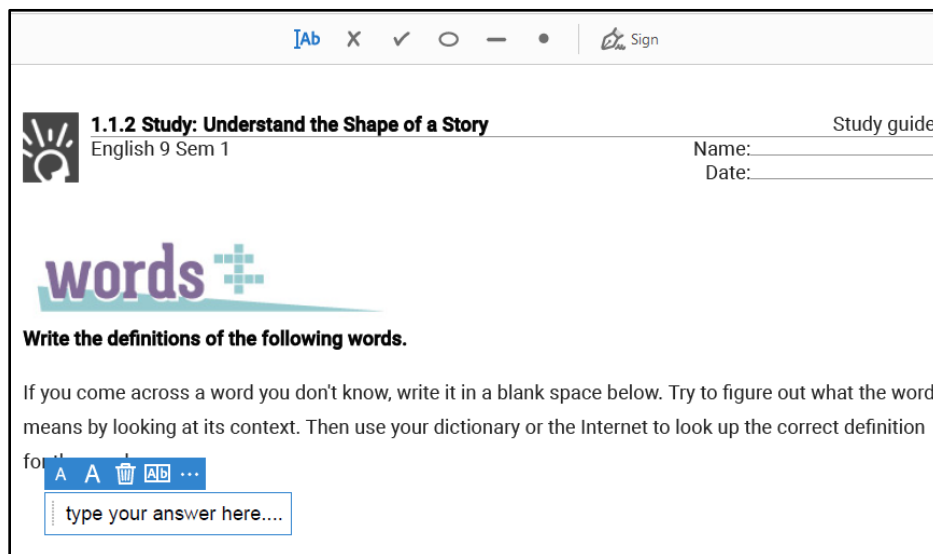
Options

1. Save to PDF and Digitally Edit with Free Adobe Reader Fill and Sign

1. From the assignment sheet, select the Print icon. Change Destination to Save as PDF to your desktop, flash drive, or other location.



2. Open the PDF file. Use [Fill & Sign](#), [Fill and Sign App](#)¹ or [Comment tools](#)² to enter text and draw.



3. Save completed assignment
4. [Submit electronically](#)³ using the Message Center
5. Teachers [access from email or the Grade Book](#)⁴

¹ <https://acrobat.adobe.com/us/en/mobile/fill-sign-pdfs.html>

² <https://helpx.adobe.com/acrobat/using/commenting-pdfs.html>

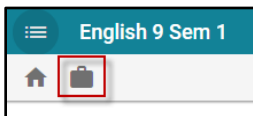
³ http://www.brainshark.com/apexlearning/gt_messages

⁴ http://www.brainshark.com/apexlearning/gt_teach_comm-tools

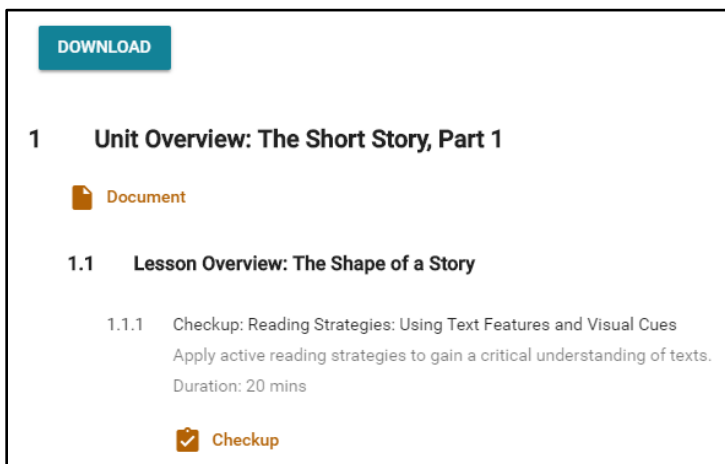
2. Download or Print All Assignment Sheets

Consider downloading or printing assignment sheets in advance.

1. From the course, click the Resources icon

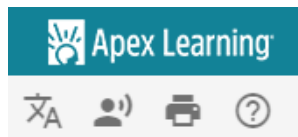


2. From the Syllabus, click the download button to download all course documents in one file.
3. Save as a PDF or print.




3. Print Individual Assignment Sheets

1. Print from anywhere in the course using the print icon.



Get Help and Support

- Click the Help icon 
- Contact Support, Monday – Friday, 5AM – 7PM Pacific Time
1-800-453-1454 option 2 | support@apexlearning.com | Chat with Support from [Help](#)⁵.

⁵ <https://support.apexlearning.com/contact>