Overview

Apex Learning® Comprehensive Courses are designed with assignment sheets to ensure rigor and adherence to standards, and to provide multiple modes in which students demonstrate understanding.

Apex Learning has made assignment sheets available in a digital, editable format so students may complete them electronically; they have been converted into Microsoft Word® format.
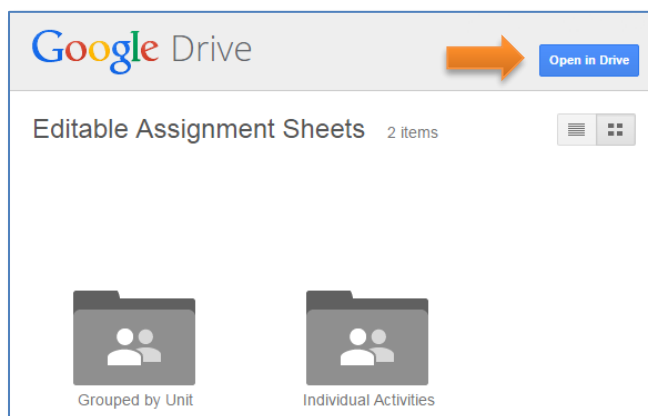
The documents are housed in Google Drive™ online storage service and are organized into folders by subject, course, and semester. They are available two ways:

- 1 document per activity
- 1 document containing all activities per unit

How to access editable assignment sheets

To access the directory on Google Drive, follow the steps below.

1. These documents require a Google account to access.
   a. If you do not have a Google account, create one [here][1].
2. Contact Apex Learning [Support][2] to grant you access to the directory. You must provide your Google email address.
3. **An email will be sent from Apex Learning to your Gmail™ account** containing a link to the directory. Click the link in the email to open the directory in your browser.
4. Select "Add to Drive" then "Open in Drive" in the top right-hand corner.

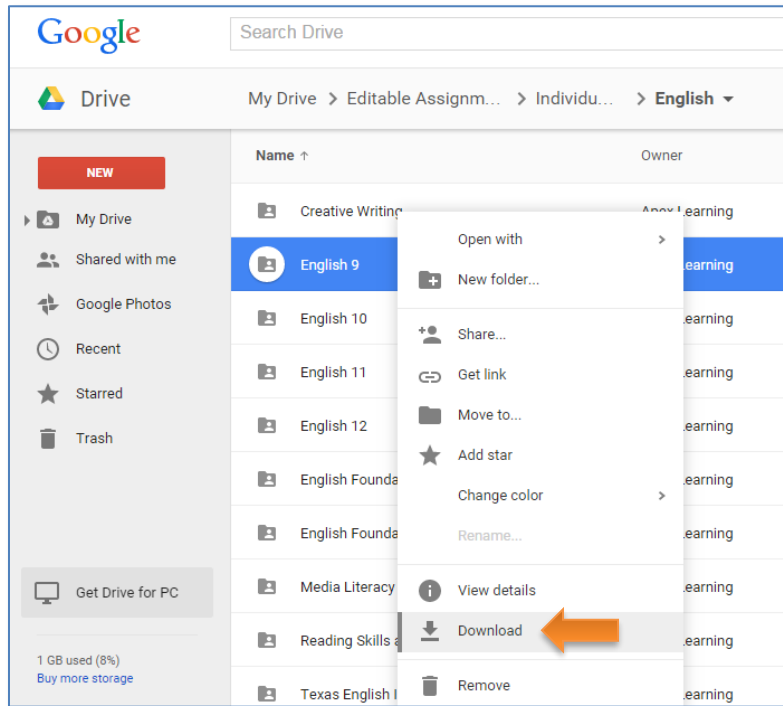Google and the Google logo are registered trademarks of Google Inc., used with permission.

5. Navigate to the desired folder, right-click the folder, and select "Download."

> **Note**: *Folders are downloaded as zip files.*
>
> *If you don't see an option to download, you may have missed clicking "Open in Drive."*

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[1] https://accounts.google.com/signup

[2] support@apexlearning.com

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6. After downloading, you may store and disseminate the documents as desired. Options include storing on your local file servers or on Google Drive, Dropbox, or other file sharing systems.

Use of material is subject to the Apex Learning **Terms of Use**[3].

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[3] https://www.apexlearning.com/terms-of-use

Availability

Editable assignment sheets are available for the Classic versions of the below courses.

Math

- Algebra I*
- Algebra II*
- Financial Literacy
- Geometry*
- Introductory Algebra
- Liberal Arts Mathematics 1
- Liberal Arts Mathematics 2
- Math Foundations I
- Math Foundations II
- Mathematics I*
- Mathematics II*
- Mathematics III*
- Mathematics of Personal Finance
- Precalculus Core
- Probability and Statistics
- Texas Algebra I*
- Texas Algebra II*
- Texas Geometry*
- Texas Mathematical Models with Applications

Science

- Biology Core*
- Chemistry Core*
- Earth Science Core
- Environmental Science*
- Physics Core*
- Physical Science Core*
- Psychology
- Texas Biology*
- Texas Chemistry*
- Texas Integrated Physics and Chemistry
- Texas Physics*
- Science Foundations

English

- Creative Writing
- English 9*
- English 10*
- English 11*
- English 12*
- English Foundations I
- English Foundations II
- Media Literacy
- Reading Skills and Strategies
- Texas English I*
- Texas English II*
- Texas English III*
- Texas English IV*
- Writing Skills and Strategies

Social Studies

- Geography and World Cultures Core
- Modern World History from 1450*
- Modern World History from 1600*
- Multicultural Studies
- Sociology
- U.S. and Global Economics*
- U.S. Government and Politics*
- U.S. History Core*
- World History Core*
- Texas Personal Financial Literacy
- Texas U.S. History*
- Texas World Geography*
- Texas World History*

World Languages

- French I Core
- French II Core
- Spanish I Core
- Spanish II Core
- Spanish III Core

Electives

- Art Appreciation
- College and Career Prep I
- College and Career Prep II
- Health
- Health Abstinence
- Health Extended
- Music Appreciation
- Physical Education

CTE

- Business Applications
- Computer Applications
- Human Resources Principals
- Information Technology Applications
- Introduction to Business and Marketing
- Intermediate Business and Marketing
- Introduction to Business and Technology
- Introduction to Health Science
- Intermediate Health Science
- Legal Environment of Business

* Includes Prescriptive version

Frequently Asked Questions

How long will I have access to the shared folder containing editable assignment sheets?

Access will be granted on a yearly basis, and will persist through the school year until August 1. At that point you will need to request access again for the new school year.

Where are the teacher-scored tests and answer keys?

To protect assessment integrity, teacher-scored tests and answer keys will not be converted, but may still be found in the Apex Learning platform.

Where can I find editable assignment sheets for Common Core or Prescriptive courses?

Editable assignment sheets for Texas Core courses may be used for Texas Prescriptive courses. For all other courses, please reference the table below.

Subject	Common Core	Prescriptive	Additional Notes
English	Same as Core	Same as Core	Use the Core version of editable assignment sheets.
Math	Same as Core	Same as Core	Use the Core version of editable assignment sheets.
Science	N/A	Different from Core	Editable assignment sheets can be found in a separate folder.
Social Studies	N/A	Same as Core	For World History, use the Core version of editable assignment sheets. For all other social studies courses, use the Core version of editable assignment sheets but ignore Discussion activities.

What if a course I need is not available?

There currently is no immediate plan to convert assignment sheets for additional courses at this time. If you would like to submit a request for a specific course, please send an email with your request to Support[4] and it will be considered for future conversion.

How can students draw, circle, graph, write over images, or make math equations on these documents?

Text boxes can be used to place text over images.

Inserting shapes allows for "freehand" drawing and insertion of predefined shapes.

Word also includes a math symbol library which can be used for most needed equations.

What about Answer Reveal?

Select assignment sheets reveal answers within the course window after the student progresses through the ungraded activity in order to check their own work – Study Sheets, Reading Guides, and Check-ups. This functionality is not available in the editable format but remains available from the course window.

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[4] support@apexlearning.com

Are there academic integrity issues I should be aware of when using editable assignment sheets?

As with any work students complete on-line or in the classroom, measures should be put in place to ensure that the work a student submits is his or her own. Remind students that their use of editable assignment sheets falls under the student code of conduct[5] that they accept on initial sign-in to the Apex Learning platform.

Why are these in Word format rather than Google Docs™?

Google Docs was designed around the idea of collaborative documents, and Apex Learning needs to have a secure, non-editable format to provide to clients to ensure the integrity of our content. Additionally, downloading a Google Doc automatically converts the file to Word format anyway.

Note that for Chromebooks, there is a plugin that is automatically downloaded that allows you to edit Word documents directly.

Can I convert these documents to Google Docs?

Yes. Conversion to Google Doc format is only available one document at a time so, if this is needed, we suggest using the "Grouped by Unit" option to save time.

Why are these view-only?

Apex Learning needs to have a secure, non-editable format to provide to clients to ensure the integrity of our content. Once you have downloaded your copy from the Apex Learning Google Drive, they may be edited as needed. Use of material is subject to the Apex Learning **Terms of Use**[6].

Getting Support

Apex Learning Support

- Monday – Friday, 5:00 AM – 7:00 PM Pacific Time
- 1-800-453-1454 option 2
- support@apexlearning.com

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[5] https://www.apexlearning.com/student-code-of-conduct

[6] https://www.apexlearning.com/terms-of-use