

How to's...

Get help

There are lots of ways to get help when you are stuck.

You can **EMAIL** your teacher or iMentor: rgough@insightca.net OR _____

You can **CALL** your teacher or iMentor: (800) 670-5391 x. 25030 OR _____

You can check in during **Office Hours**: Tuesdays 10:00 – 12:00

Study Sheets!

At the beginning of every Lesson you will find a link on the right side of the course window that says “click here for Study Sheets.” Click the link and print out the study sheets. Fill in the Study Sheets as you work through each Lesson. When you are finished with the Sheets, scan them and email them as an attachment directly to your Teacher. You can type them up, if you prefer not to scan. **YOU WILL EARN EXTRA CREDIT FOR EVERY SET OF STUDY SHEETS YOU COMPLETE.**

Office Hours

World History office hours are held on Tuesdays from 10:00- 12:00 (noon). To enter the office, please click on the Insight image link at the bottom of any email sent from your History Teacher.

Use Apex Calendar

When you log in to Apex you will see the courses you are enrolled in. On the left side of the window you will see a series of links, one of these links is the “Calendar.” When you click the “calendar” link a window will open with a monthly calendar that you can use to view the upcoming due dates for all of your Apex courses.

Make a schedule

One of the most challenging parts of online learning is making (and keeping) your own schedule. The easiest way to keep up with all of your work is to get a calendar at the store, or print one out, and make yourself a schedule of what you have to do each day to complete your

work. Your schedule may be from 8am-5pm everyday, or it may be from 10pm – 4am... the point is not when, but that you make a schedule and keep to it...that is the difference between an “A” and a “F.” Remember, you should be working on your school work everyday that you would normally be in school, and for about the same amount of time.

Check your grade

There are a few ways to keep track of your grade in World History. The first is to use the “Reports” function in Apex. When you log in to Apex you will see the courses you are enrolled in. On the left side of the window you will see a series of links, one of these links is the “Reports.” When you click the “Reports” a window will open with a link to “Student Progress.” Click in “Student Progress” will take you to a window that shows information about all of the classes you are enrolled in. You will see “grade to date” and at the very bottom of the grid a link to “View” your current scores.

Another way to check how you are doing is to **email** your teacher and ask for a grade update.

Submit Assignments

You will submit most of your written assignments through the “Apex Message Center.” When you log in to Apex you will see the courses you are enrolled in. On the left side of the window you will see a series of links, one of these links is the “Message Center.”

It is important that you submit your work through the Message Center. When you send an assignment this way Apex automatically records the date and time you submitted the assignment. When I return the assignment to you, Apex automatically records the score that I will include.

Use Message Center in Apex

To learn how to use the Message Center in Apex, log in to Apex, enter one of your courses, and then click on the link “Appendix A: Student Resources,” which you will find on the left side of the course window, at the bottom of the assignment list (You may need to use the down arrow at the bottom of the assignment list). Once you are in “Appendix A,” click the link titled “How to submit your work.”