

Be Prepared

- ✓ Complete the Student Guided Tour. http://www.brainshark.com/apexlearning/ALVS_student_tour
- ✓ Familiarize yourself with the ALVS Online Student Policies and Procedures. This is a FAQ-type document that will answer procedural questions that come up during your online course.

Commit to Learning

- ✓ Set specific goals based on your desired outcomes.
- ✓ Be conscientious about completing assignments.
- ✓ Plan regular meetings with your Mentor or Coach.

Create a Learning Environment

- ✓ Establish learning space that is free from distraction.
- ✓ Set aside sufficient time to do the work in your courses. Plan 5-10 hours a week per course.
- ✓ Familiarize yourself with the online calendar to keep track of assignment due dates.
- ✓ Make a daily calendar to track your academic and extracurricular commitments.

Participate

- ✓ Actively participate in your course: watch, listen, read, and learn. Take notes; keep a notebook.
- ✓ Engage in online discussions. Contribute your ideas and comments about the subjects at hand. You can gain great insight from your classmates, and they can learn from you as well.
- ✓ Read the assignment feedback when documents are returned by your ALVS Teacher. Make adjustments to improve your work throughout the course.
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Seek Assistance

- ✓ Communicate when you are confused or need clarification. Teachers like to help!
- ✓ Be clear in your communications since you do not have the benefit of face-to-face interaction.
- ✓ Attend Office Hours, and utilize other resources offered by your ALVS Teacher.