How to…
Access Your Credit Recovery Course

ILLINOIS VIRTUAL SCHOOL

Before accessing your course, it is highly recommended that you take the time to prepare your computer first. Please use the "*Prepare your Computer for IVS Courses*" help guide located in the Students and Families Help Center at https://ilvirtual.zendesk.com/hc/en-us. **There is** a **12-24-hour delay between the time you enroll and the time you can access the course**.

Step 1: Using your IVS username and password, log into the IVS Student Information System at https://sis.ilvirtual.org

Grades and Pacing Info are updated nightly.
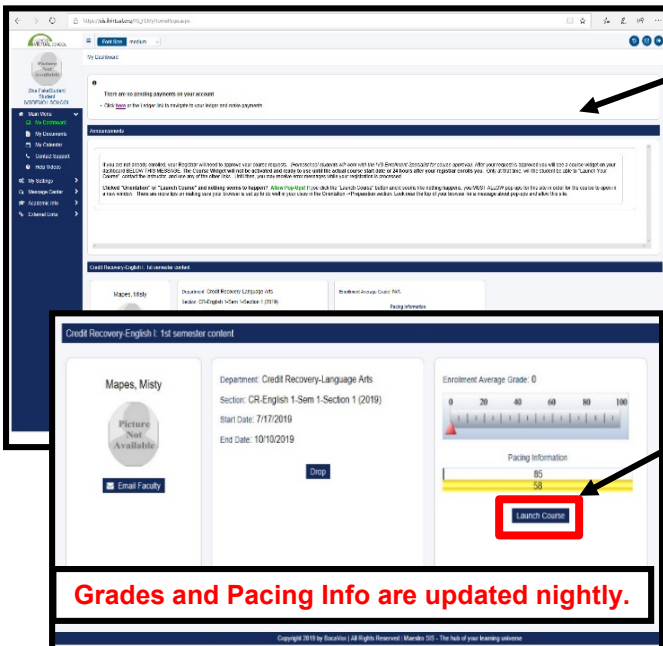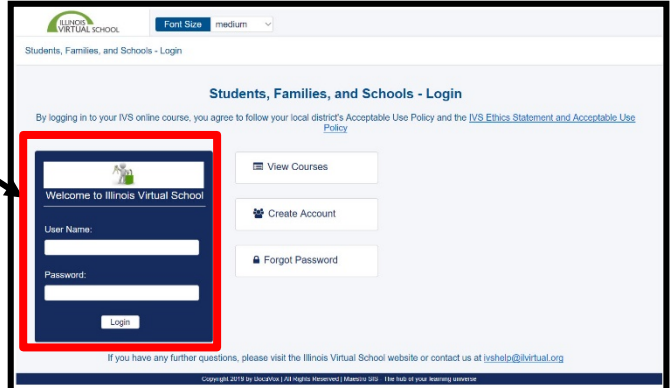
Your Dashboard will load.

Step 2: Scroll down past the Announcements to locate your **Course Widget**(s).

Note: Each course you are enrolled in will have its own Course Widget.

You will use the Course Widget to access your courses.

Step 3: To open a course, click the **Launch Course** button in the right column of the Course Widget.

Note: The Launch Course button will only work on the course start date or within 12-24 hours of the time you enrolled in the course.

If you receive an *Error: Not authorized* message when you click the button, then you are trying to soon. Our systems synch at Noon and at Midnight everyday.

Important: If the you click the **Launch Course** button and nothing seems to happen, you must allow pop-ups. Look in the URL for a pop-up blocker notification, either a red x or shaded box, and select *Always allow for this site*.

What's in Your Course Widget?

The Course Widget allows you to access your course from the **Launch Course** button, view your grade as of the night before, and see your progress toward completing the course. It also shows your course start and end dates and provides a link to contact your instructor. You can also put in a request to extend your time in the course or drop the course.

Step 4: Your Apex Learning Dashboard will open. You will see your list of courses, as well as the **Announcements** section. Be sure to open the "Read This!" announcement so you know what you need before you get started.

Step 5: Click the **Name of the Course top open it in a new window**.

Step 6: Click the first Unit name visible to open the unit introduction.

Step 7: Click the **Start** link to open the unit overview. View and/or read the overview and then click the **Continue** link at the bottom of the window.

Step 8: The **Pretest*** will now be available. Click the **Start** link to open the Pretest, and then click a second **Start** link to begin the test.

Step 9: After the Pretest, the lessons for the unit will be visible. Progress through each lesson and activity as it appears in the window.

*The Pretest will determine your learning plan for each unit. The minimum test-out score is 80%.