Dear Student/Parent/Guardian:

Welcome to Fairfax County Public Schools’ online learning environment, the FCPS Online Campus! This letter will provide more information on the online AP courses provided through the FCPS Online Campus.

All FCPS online AP courses are in alignment with the College Board’s AP Program. The FCPS online AP courses will be contracted through Apex Learning, Inc. All Apex online AP courses have been reviewed by FCPS and are pre-approved for FCPS credit when taken through the FCPS Online Campus.

Here’s what you need to know to get started in your online course:

1. The first step in preparing for your online AP course is checking your computer. Complete the "Run System Check-up". Apex uses pop-up windows so make sure your web browser is configured to allow pop-up windows from the Apex site. More information on pop-up windows is available under the “System Recommendations” list on the right side of the "Run System Check-up" page. Also, review Apex’s system recommendations and make any applicable updates to your system. Need technical assistance with the Apex website? Call the Apex Support line at 1-800-453-1454.

2. **The course will begin the first or second week of September.** Teachers will contact students in order to schedule an orientation session. Before the orientation, review the Student Guided Tour of the Apex website below.

Students in CTV courses, including AP English Literature, AP Psychology and AP Statistics should view the following tour:

http://www.brainshark.com/apexlearning/alvs_new-student_tour

FCPS instructors will notify all CTV students in the above courses of their login information, usually a few days before the course start date. (Note: both user name and password should be the student’s FCPS ID number).

3. Books and materials (if applicable) will be mailed to you in care of your base school counselor. (See the orientation document above for a link to Apex materials. Note the Online Campus provides only ‘Required’ materials.)

4. After orientation with your online instructor, login to [www.apexvs.com](http://www.apexvs.com) in order to begin work.

Students in AP English Literature, AP Psychology, and AP Statistics login at:  [www.apexvs.com](http://www.apexvs.com)

If you are unable to login to Apex and begin work, contact Elizabeth Edwards at 703.503.7586 immediately. Please make note of the following suggestions for success:

1. Many courses require previous mastery of writing and analytical skills.
2. Make sure your computer has been checked with the Apex site for compatibility and you have a backup machine or plan in case of technical difficulties.
3. Apex recommends 10-15 hours per week on each AP course. That’s over 90mins/day every day of the week!
4. Adult encouragement and support is essential. Our office will provide interim, quarter, and semester grade reports. Parents are encouraged to help mentor students by monitoring students’ progress as well.
5. Dedicate time, daily, for this course.
Good luck in your online course(s) and if you need further assistance, please contact the FCPS Apex Site Coordinator, Elizabeth Edwards. She can be reached at eaedwards@fcps.edu or 703.503.7586.

Again, welcome to the FCPS Online Campus!

Sincerely,

Mike Kowalski
FCPS Online Campus Coordinator