

How to Save & Edit Assignments as PDF

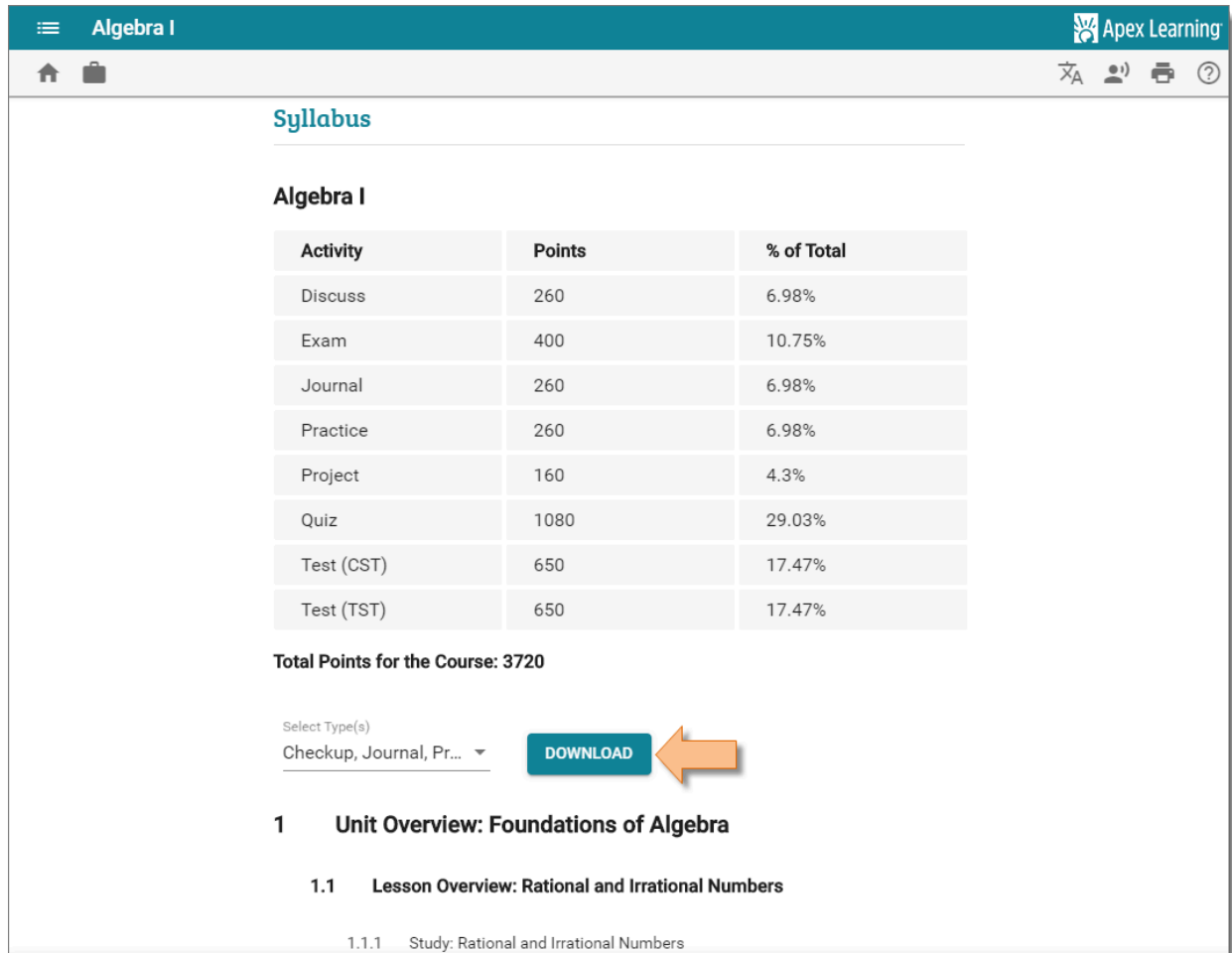
Google Chrome & Adobe Reader

The latest versions of Google Chrome and Adobe Reader are required for this solution — older versions do not offer the functionality described here. Apex Learning supports both Chrome and Reader.

How to Save and Edit Assignments

Step 1:

Using Google Chrome, launch a course. Navigate to an activity. Select the assignment sheet icon along the right edge of the window.



The screenshot shows the Apex Learning interface for an Algebra I course. The top navigation bar includes a home icon, a briefcase icon, and the Apex Learning logo. The main content area is titled 'Syllabus' and 'Algebra I'. It contains a table with the following data:

Activity	Points	% of Total
Discuss	260	6.98%
Exam	400	10.75%
Journal	260	6.98%
Practice	260	6.98%
Project	160	4.3%
Quiz	1080	29.03%
Test (CST)	650	17.47%
Test (TST)	650	17.47%

Below the table, it states 'Total Points for the Course: 3720'. There is a dropdown menu labeled 'Select Type(s)' with the text 'Checkup, Journal, Pr...' and a 'DOWNLOAD' button. An orange arrow points to the 'DOWNLOAD' button.

1 Unit Overview: Foundations of Algebra

1.1 Lesson Overview: Rational and Irrational Numbers

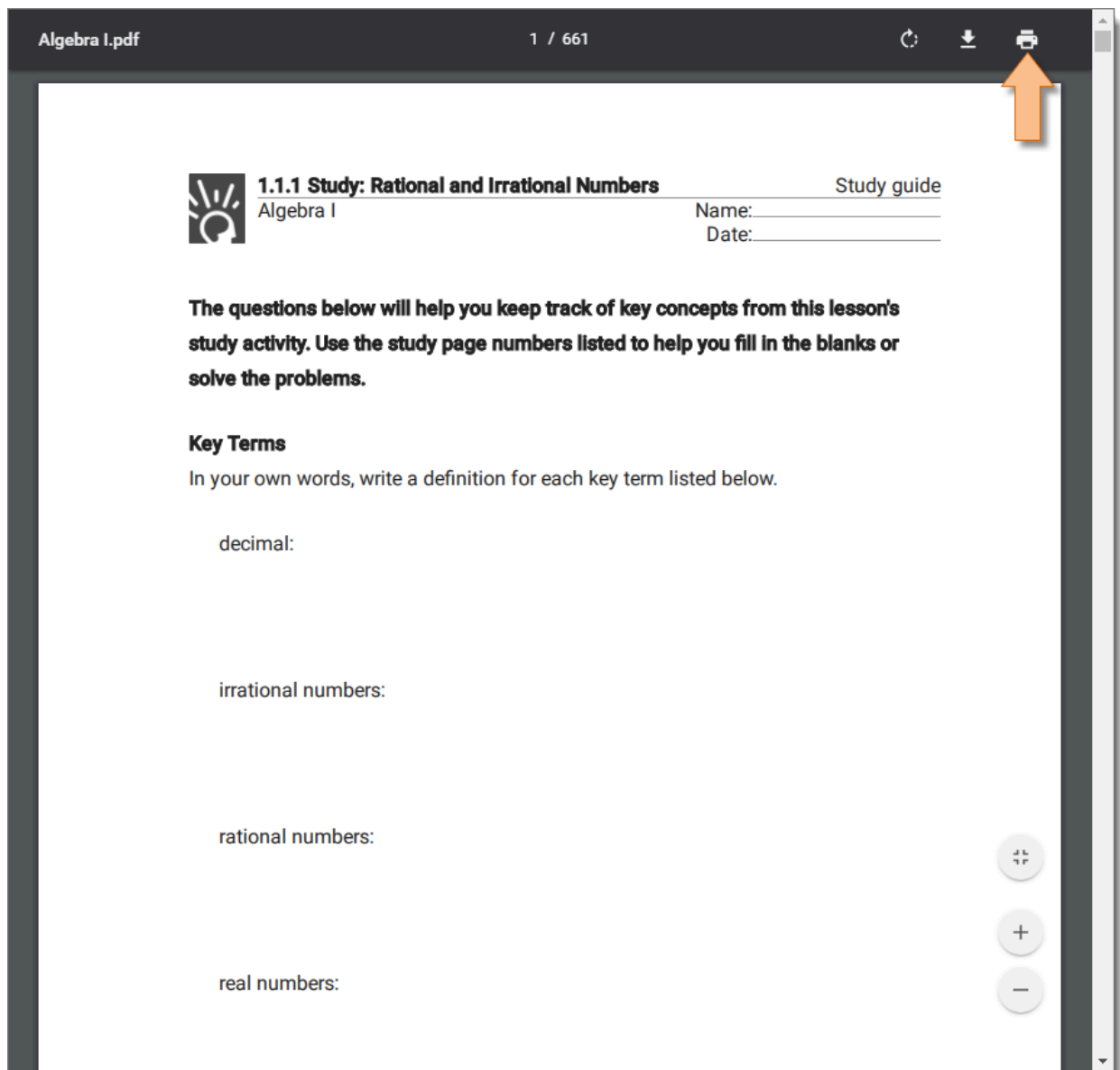
1.1.1 Study: Rational and Irrational Numbers

Step 2:

The assignment sheet opens in a new window. Click the Print button in the upper-right corner.

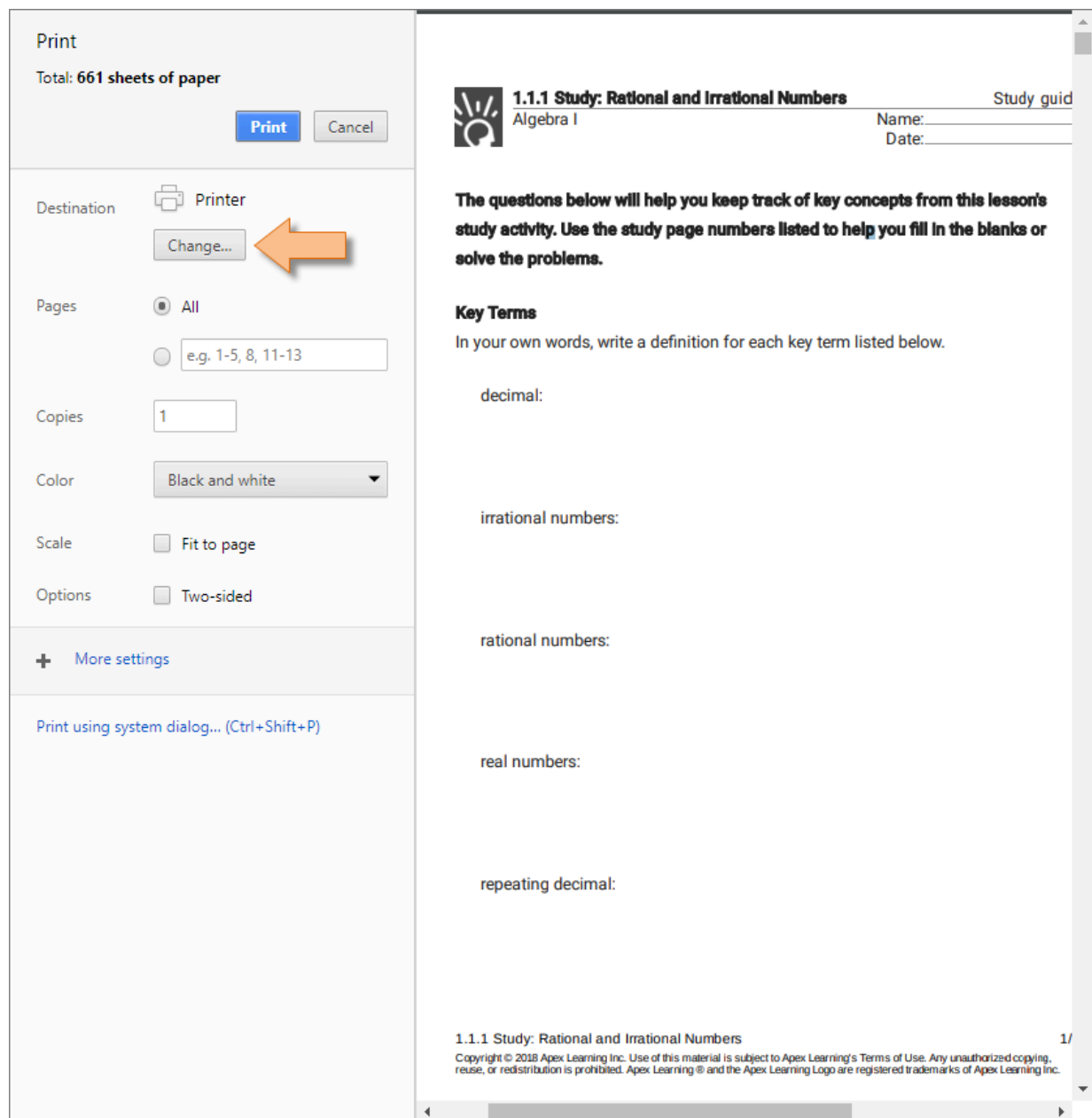
Step 3:

The Print dialog opens. In the Destinations section, click the Change button.



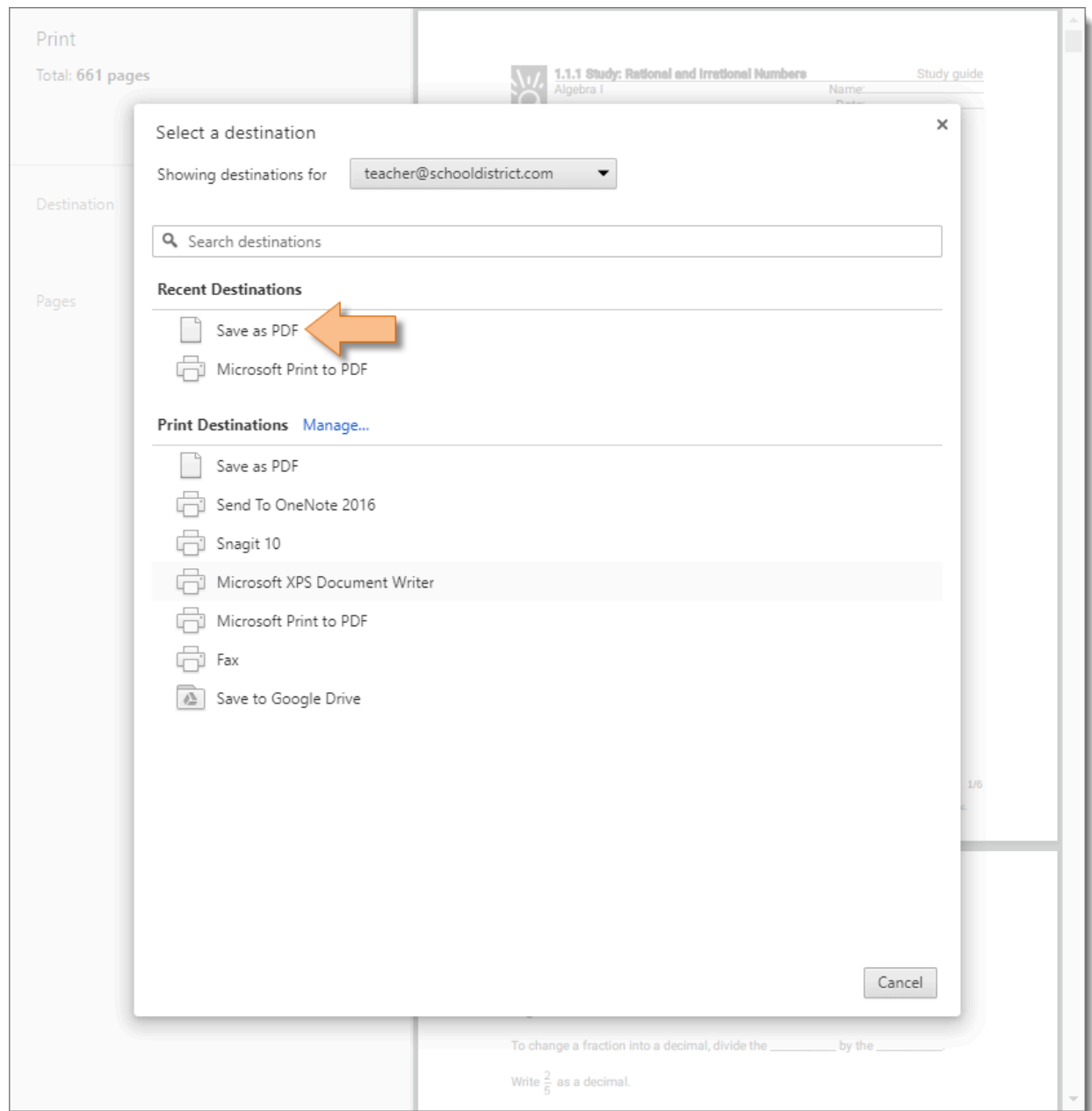
Step 4:

A dialog opens. In the Local Destinations section, select Save as PDF. The dialog automatically closes.



Step 5:

Click the Save button.



Step 6:

The Save As dialog opens. Choose a location to save the file. Rename the file appropriately. Click the Save button.

Print

Total: 661 sheets of paper

Save

Cancel

Destination

Save as

Change...

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Copies

1

Color

Black and white

Scale


☐ Fit to page

Options

☐ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

 1.1.1 Study: Rational and Irrational Numbers

Algebra I

Study guid

Name: _____

Date: _____

The questions below will help you keep track of key concepts from this lesson's study activity. Use the study page numbers listed to help you fill in the blanks or solve the problems.

Key Terms

In your own words, write a definition for each key term listed below.

decimal:

irrational numbers:

rational numbers:

real numbers:

repeating decimal:

1.1.1 Study: Rational and Irrational Numbers

1/

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Step 7:

Locate the saved file and open it using Adobe Reader. Use the Comment tools to add text, drawing and other annotations. These changes remain editable even after you save and reopen the file.

