

Welcome to Apex Learning!

[Apex Learning® Courses](#)¹ are credit-bearing digital curriculum for core and elective courses that are proven to support struggling students and increase performance. Students in grades 6-12 can take Courses online for original credit or for credit recovery toward grade-level advancement or graduation.

As a site coordinator, you have the tools to administrate and monitor key aspects of your program:

- Staff and student user accounts
- Classrooms and enrollments
- Performance and utilization

Top-level site coordinators are typically administrators in charge of district-wide implementations and have additional management tools.

Implementation Planning

Professional Development

An Apex Learning Implementation Success Manager will contact you shortly after your order is processed to schedule any [professional development sessions](#)².

Visit Educator Academy > Program Resources > Best Practices and review resources for strategic decision making and effective implementation planning.

Account Administration

Before teachers and students can begin, Apex Learning user accounts must be created. This can be accomplished as a manual process or through Batch Import. Site coordinators who will use Batch Import must contact Apex Learning Support for Batch Import training.

Important: Site coordinators can reset forgotten passwords for anyone in their organization. For security reasons, Apex Learning does not distribute sign in information to teachers and students – we refer them to site coordinators

Course Catalog & Materials

Students and teachers must have access to required materials prior to instruction. Use the [Materials List](#)³ to identify curriculum offerings and order books and materials.

System Requirements

Ensure that the devices students and teachers will use are properly configured for Apex Learning Courses.

- [System Requirements](#)⁴ lists recommended network and hardware configurations.
- Use [System Check-Up](#)⁵ to quickly determine if a workstation is configured properly.

¹ <https://www.apexlearning.com/digital-curriculum/courses>

² http://cdn.apexlearning.com/al/professional_development.pdf

³ <http://support.apexlearning.com/materials>

⁴ <https://cdn.apexlearning.com/documents/systemrecommendations.pdf>

⁵ <http://support.apexlearning.com/SystemCheckUp/>

The Apex Learning User Interface

Sign In

The Apex Learning Sign In page is located at www.apexvs.com.

Getting Around

Signing in takes you to your Dashboard. You'll see a summary of current usage (the number of students and enrollments) at your organization.

You can perform common tasks by selecting the Menu button:

- Reports: Access information about student progress, enrollments, course access, and more.
- Classrooms: Create classrooms, enroll students, and apply Course Settings.
- Staff: Reset staff passwords, create and manage staff roles, account info, and assign mentors to student enrollments.
- Students: Reset student passwords, print class rosters, and edit coaches.
- Orders: View order utilization data for your organization. (Top-level site coordinators only)

Staff & Students

Access Menu > Staff or Students to create and manage the users in your organization.

- Create staff or student accounts.
- Reset passwords.
- Edit user information and preferences.
- Transfer students between organizations and classrooms.
- Archive students who have graduated or left the program.

Coaches

From Menu > Students > Edit, you may assign coaches to students. A coach is an adult who has been designated to receive Weekly Progress report emails for a student.

Staff Roles

When creating staff users, you will need to provide additional information to indicate their staff role.

- Site coordinators have access to Staff, Students, Classrooms, and Orders.
- Teachers have access to courses, Grade Book, Classrooms, and Students.
- Mentors monitor student course enrollments. They can lock/unlock proctored activities and view course progress. Site Coordinators associate Mentors with individual student enrollments from the Mentor Overview at Menu > Staff > Select Mentor's name.

New for the 2019-2020 School Year! For increased flexibility and security, Mentors are now assigned to individual student enrollments instead of courses. From the Mentor Overview page, you can search and then associate enrollments in bulk for specific students, courses, or classrooms.

Classrooms

Access Classrooms to manually create and manage the classrooms in your organization.

- Edit a classroom's courses, teachers, students, and Course Settings.
- Archive classrooms as they become inactive or at the end of the school year.

Course Settings

Course Settings enforce academic integrity by controlling student access to course content and computer-scored assessment behavior. Course Settings can be customized for each course. Default settings for new classrooms can be configured by contacting Apex Learning Support.

Reports & Orders

All site coordinators have access to reports for managing teacher, mentor, and student enrollments and for monitoring the performance of all users across an organization via Reports.

Top-level site coordinators can view Usage for all organizations below them. They also have access to Menu > Orders, to monitor order utilization data throughout their implementation.

All reports can be downloaded to Excel and may display additional data.

Thank you for taking the time to become familiar with Apex Learning. We look forward to helping you meet and exceed your academic goals!

Getting Support

To access **online help** at any time, sign in to Apex Learning and click Help in the main menu. Apex Learning Support

- Monday – Friday. 5:00 AM – 7:00 PM Pacific Time
- 1-800-453-1454 option 2
- support@apexlearning.com