

## Welcome to Apex Learning!

Apex Learning® Courses address the needs of all students, from building foundational skills to creating opportunities for advanced coursework. Using time-tested pedagogical principles, accessible content, and rich multimedia to engage active learning, Courses provide a full course of study for initial credit, credit recovery, virtual learning, alternative programs, summer school, Advanced Placement®<sup>1</sup>, Career and Technical Education, and more.

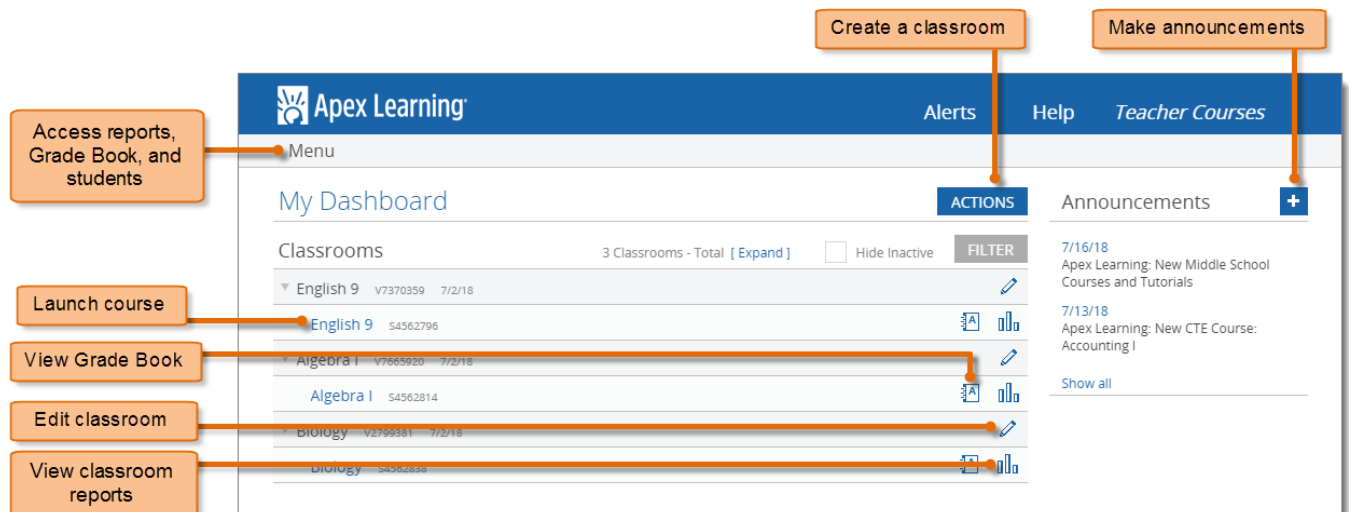
## Getting Started Checklist

- Go to the Sign In page: [www.apexvs.com](http://www.apexvs.com). **Reset your password** and set up security questions.  
*Only your school can provide your username and password. For security, Apex Learning Support does not distribute sign in information.*
- Add a classroom** from My Dashboard > Actions. (*Some districts centralize student registration and enrollment. Check with your administrator.*)
  - Add a course to the classroom.
  - Add students and print a roster with usernames and temporary passwords.
- Prepare a student orientation.** Getting Started resources for students are in online Help.

*Tip: To reset student passwords, go to My Dashboard > Menu > Students > Select Organization or Classroom and locate student > Reset link. Distribute the new temporary password to the student.*

## My Dashboard

Signing in takes you to My Dashboard where you can create classrooms, make announcements, launch courses, and access the Grade Book and reports.



The screenshot shows the Apex Learning My Dashboard interface. At the top, there is a navigation bar with the Apex Learning logo, Alerts, Help, and Teacher Courses. Below this is a 'Menu' section with a callout: 'Access reports, Grade Book, and students'. The main content area is titled 'My Dashboard' and features an 'ACTIONS' button with a callout: 'Create a classroom'. To the right, there is an 'Announcements' section with a '+' icon and a callout: 'Make announcements'. The 'Classrooms' section displays a list of classrooms with callouts for 'Launch course', 'View Grade Book', 'Edit classroom', and 'View classroom reports'. The classrooms listed are English 9, Algebra I, and Biology.

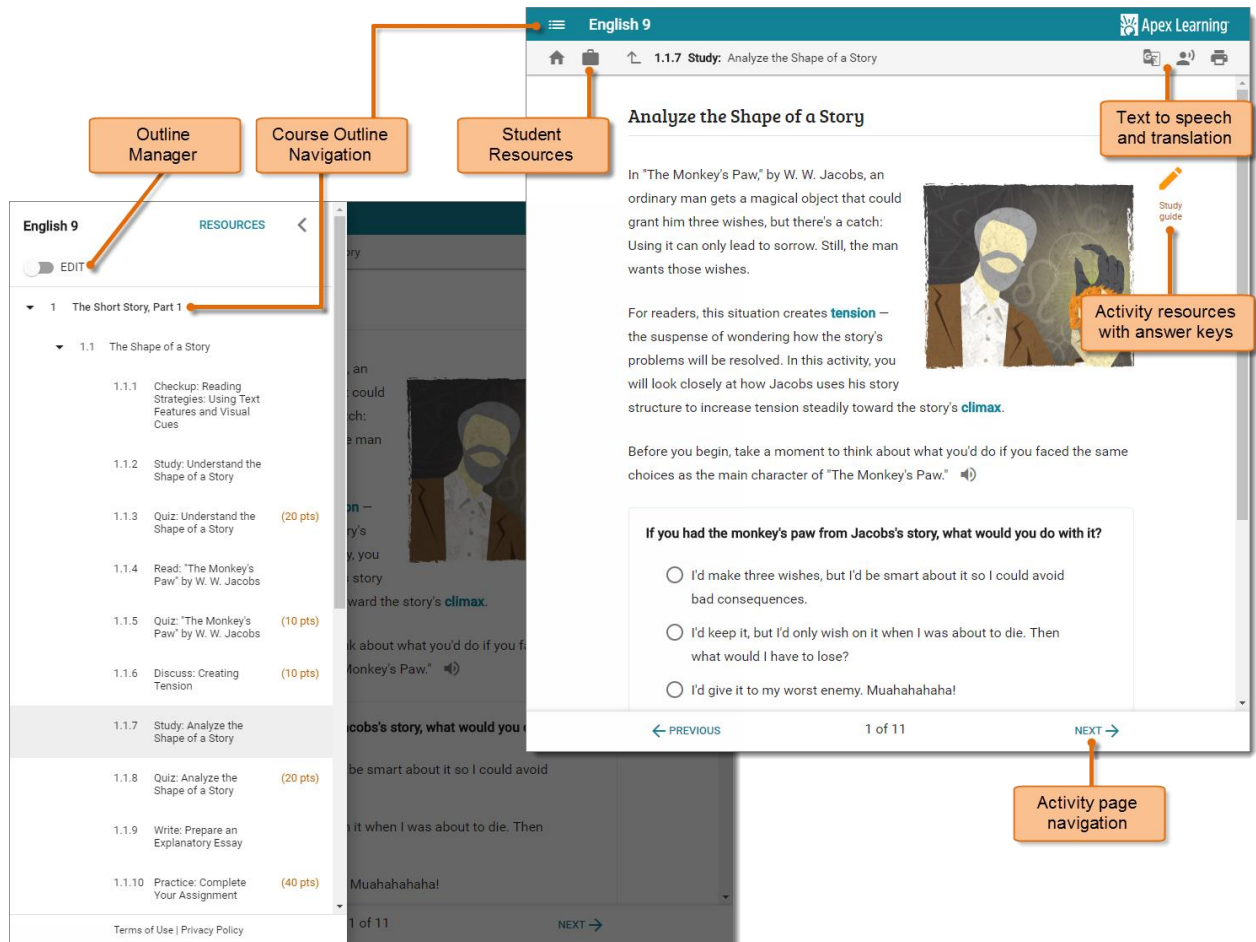
<sup>1</sup> \*AP and Advanced Placement are registered trademarks of the College Board.

## Course Design

Courses are either one or two semesters in length. Within each semester, units break the course into major topics and are subdivided into lessons; each lesson contains activities.

Launch the course window by selecting the course title from My Dashboard.

- Use **Outline Manager** to customize what content displays to students.
- Some pages display assignment icons along the right edge. To **download all the assignment sheets** for a course, select Student Resources > Syllabus.
- To access **answer keys**, teachers can open assignments and select Show Answers. In computer-scored assessments, select Preview.



The screenshot displays the Apex Learning interface for English 9. On the left, the 'English 9' course page shows a 'RESOURCES' section with a list of activities. On the right, the '1.1.7 Study: Analyze the Shape of a Story' page is shown, featuring a text passage about 'The Monkey's Paw' and a multiple-choice question.

Annotations with orange callouts point to various features:

- Outline Manager:** Points to the 'EDIT' toggle in the course outline.
- Course Outline Navigation:** Points to the expand/collapse arrows in the course outline.
- Student Resources:** Points to the 'RESOURCES' tab in the course outline.
- Text to speech and translation:** Points to the 'Study guide' icon on the activity page.
- Activity resources with answer keys:** Points to the 'Study guide' icon on the activity page.
- Activity page navigation:** Points to the 'PREVIOUS' and 'NEXT' navigation buttons at the bottom of the activity page.

## Activity Types

Type	Description	Scoring
<b>Overview</b>	Anticipatory set for units and lessons. Lesson overviews include objectives and key terms.	n/a
<b>Study</b>	Direct instruction of course concepts using text, images, multimedia, and active learning opportunities. Study Guides provide valuable assistance for organizing notes and checking for understanding. Depending on program settings, students may view answers for Study Guides by navigating to the last page of the Study.	n/a
<b>Practice</b>	Opportunity to apply and extend concepts.	Teacher
<b>Journal</b>	Writing activity that offers opportunities for personal reflection on or analysis of unit concepts, themes, or readings.	Teacher
<b>Discuss</b>	Open-ended prompts that promote class discussions. These can take place verbally in the classroom using discussion assignment print offs, or directly within the platform using the discussion board functionality.	Teacher
<b>Explore</b>	Enrichment often including guided research using external links.	Teacher
<b>Checkup</b>	Free-response activity.	Self
<b>Lab</b>	Hands-on wet-, dry-, or pre-lab work in science courses.	Teacher
<b>Log</b>	Used for recording independent practice (Music & PE).	Teacher
<b>Review</b>	Review content and skills to prepare for summative assessments.	n/a
<b>Quiz</b>	Study- or lesson-level assessment.	Computer
<b>Test (CST)</b>	Summative, unit-level assessment.	Computer
<b>Test (TST)*</b>		Teacher
<b>Exam</b>	Summative, semester-level assessment.	Computer
<b>Final Exam*</b>		Teacher
<b>Pretest</b>	Prescriptive unit pretest to identify what content has been mastered.	Computer

\*There are two versions of every teacher-scored test and exam that alternate each January 1st.

## Course Settings

Course Settings promote academic integrity in computer-scored assessments. They can be configured at the program level by contacting Apex Learning Support. Teachers can adjust settings for individual classrooms.

Description	Recommendation
<p><b>Mastery-Based Learning</b></p> <p><b>Mastery-Based Learning (MBL)</b> students work through course content sequentially and are required to earn a minimum score on computer-scored assessments to move to the next set of activities.</p> <p><b>MBL Attempts</b> is the number of times a student may attempt mastery before being blocked.</p>	<p>70%</p> <p>2</p>
<p><b>Closed Book</b> controls access to course content during assessments.</p>	Closed-book assessments
<p><b>Question Order Randomization</b> ensures students have different assessments than their peers, including different questions on retakes.</p>	Randomize question order
<p><b>Question Feedback</b> informs a student if a submitted answer on a quiz is correct or incorrect and displays the correct answer.</p>	Do not show question feedback
<p><b>Answer Review</b> enables students to review graded computer-scored assessments.</p>	Do not allow answer review
<p><b>Proctoring</b> prevents access to activities until they are unlocked by a teacher or mentor. Any activity represented in the Grade Book can be proctored.</p>	Proctor summative assessments
<p><b>Course Review</b> controls access to courses completed in the Grade Book.</p>	Do not allow course review
<p><b>Prescriptive Pretests</b></p> <p><b>Pretest Test-out level (PTO):</b> If pretest score is above this level, scored activities in the unit are assigned the earned pretest percentage (key activities are still required).</p> <p><b>Allow Unit Test-out (UTO):</b> Permits test-out of <i>all</i> scored activities in a unit if pretest score is above Pretest test-out level.</p> <p><b>Require Pretest (RP):</b> Locks access to unit activities until the pretest is complete.</p>	<p>Test-out level 80%</p> <p>Do not allow unit test out</p> <p>Require pretests</p>

## Grade Book and Learning Management

The Grade Book is home to powerful tools that teachers use to direct and monitor student outcomes.

From the Summary view, you can see course averages, access Course Activity Scores reports, apply course settings, and enter notes and final grades.

Each course unit is represented as a Unit page in the Grade Book. **Unit pages** are where most Grade Book tasks are performed such as entering scores, proctoring, and setting due dates.

The screenshot shows the Apex Learning Grade Book interface. On the left, a 'Summary' sidebar lists units 1 through 5. The main area displays a grid of student performance data for 'Unit 1'. Callouts point to various features: 'Unit Dropdown' (Unit 1), 'Include/Exclude an Activity' (lock icon), 'Reset an Activity' (refresh icon), 'Set Activity Due Dates' (calendar icon), 'Lock/Unlock an Activity' (lock/unlock icons), 'Enter a Score' (input field), and 'Unit Test-out' (test-out icon). A 'REFRESH' button is also visible in the top right of the grid.

Student	Unit 1 345	1.1.3 Quiz 20	1.1.5 Quiz 10	1.1.6 Discuss 10	1.1.8 Quiz 20	1.1.10 Practice 40	1.2.3 Quiz 20	1.2.5 Quiz 10	1.2.7 Quiz Exclude
Abbott, Abby	38.8%	18	10	10	16	38	16	10	16
Avery, Joe	25.8%	16	6	7	14	30	16	0	-
Bailey, Cora	5.2%	18	InProg						
Ball, Patrick	70.0%	14	7	7	14	28	14	7	14

### Monitoring Students

Course-level reports detail the performance of all students enrolled in a course. Student-level reports detail a single student's performance. Most reports can be downloaded and printed.

Explore these key performance and progress reports:

- **Classroom Overview:** View snapshots of individual student progress and access other level reports. My Dashboard > Data icon.
- **Student Summary Report:** View an individual student's performance across their enrollments. Menu button > Reports > Select Classroom > Course dropdown > Student Summary.
- **Course Activity Scores Report:** View individual student performance data including all scored activity due dates, completion dates, and scores. My Dashboard > Grade Book icon > Student name link.

As a side note, some organizations may provide *Mentors* to students in the platform to further monitor student activity. These individuals will have access to unlock / lock assignments, as well as view a student's current progress in a course in regard to scores on previous assignments. These individuals will

be given a different role when compared to teachers, which will not allow them direct access to the grade book. However, it's important to know this role exists in the Apex Learning platform since they can unlock / lock assignments for students who they are mentoring.

## Orienting Students

An effective student orientation should cover expectations and basic information about getting started.

- Distribute student usernames and passwords.
- Have students visit Help > Getting Started > Student Getting Started: Courses and download the [Student Getting Started Guide for Courses](#).
- Set expectations for submitting work on time (and due dates if you use them) and if students are expected to hand in teacher-scored assignments or submit using the Message Center on their dashboards.
- Review classroom and computer use policies and procedures.

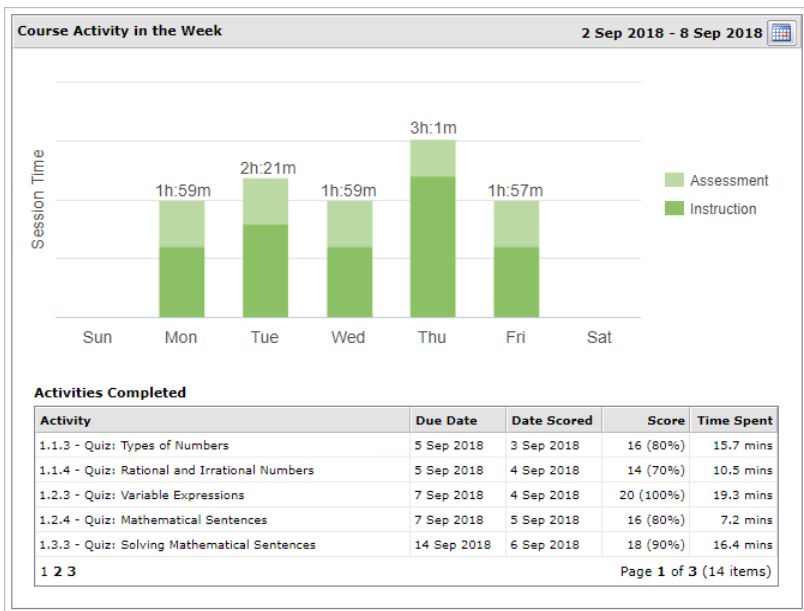
## Coach Reports

Coach Reports are sent out every week on Sunday to email addresses that are registered as a coach for a student. Coaches could be counselors, parents or guardians, etc, and have the capability to be linked to multiple student accounts with Teacher or Site Coordinator permission. Coach reports contain a detailed breakdown of how much time the student has spent in the platform throughout the previous week. It will also contain a list of assignments the student has completed or assignments that are overdue or upcoming in the next few days. Coaches will be able to see feedback via the report from all the courses the student is currently enrolled in.

### Adding Coaches

To add a coach email to a student account, you'll need to go to *Menu > Students* from your Dashboard and locate the student account in the Student menu. From there, click *Edit* next to the student's account, and select the **Coaches** tab on their profile. In the **Coaches** tab, add the coach's email into the box under *Email Address* and click the **Add** button.

The coach will then receive their first report on the following Sunday.

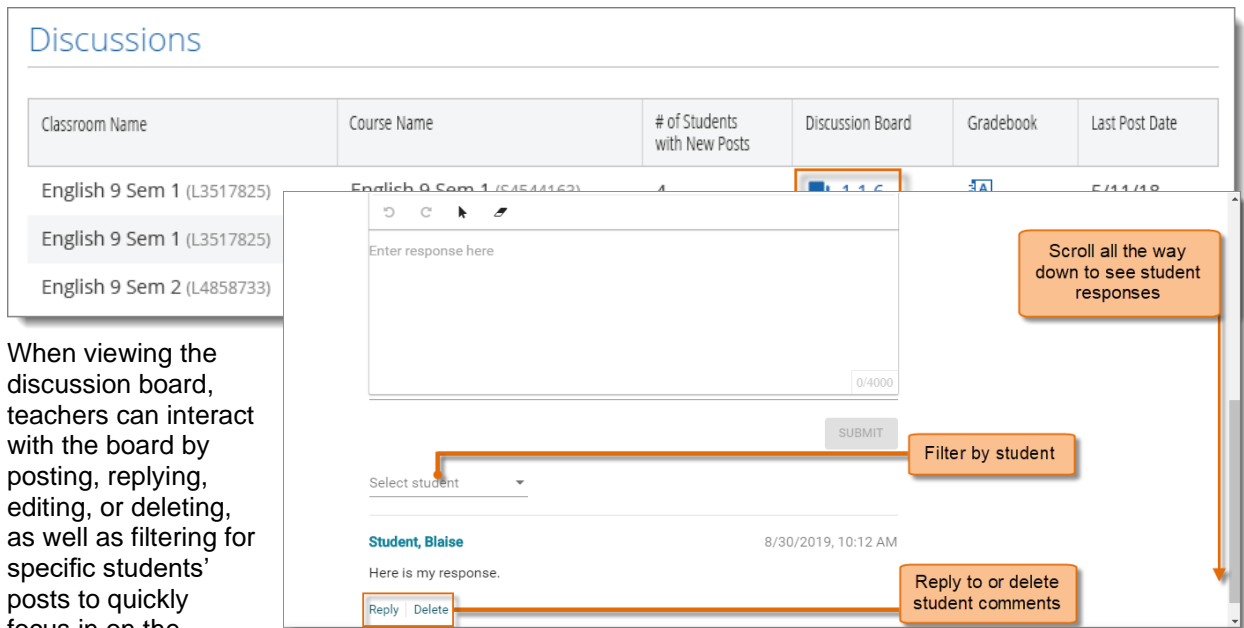


## Discussion Boards

Discussions allow students to interact with classmates and teachers, reflect on course material, express opinions, and practice communication skills in a less-formal setting.

### Grading Workflow

You are able to see a summary of student activity in discussion boards across all classrooms you are teaching from the Discussions Menu (Menu > Discussions). This page gives insight into discussion activities that may require attention by listing all discussion activities with new or edited posts, as well as the number of students for each activity. You can quickly take action directly from this page by launching into the discussion board to view the posts or grade book to award a score.



The screenshot shows the 'Discussions' page. At the top, there's a table with columns: Classroom Name, Course Name, # of Students with New Posts, Discussion Board, Gradebook, and Last Post Date. Below this, a list of classrooms is shown, including 'English 9 Sem 1 (L3517825)' and 'English 9 Sem 2 (L4858733)'. A larger window shows a discussion board interface with a text input field, a 'SUBMIT' button, and a 'Select student' dropdown menu. Annotations include: 'Scroll all the way down to see student responses' pointing to the bottom of the response area; 'Filter by student' pointing to the dropdown menu; and 'Reply to or delete student comments' pointing to the 'Reply' and 'Delete' buttons.

When viewing the discussion board, teachers can interact with the board by posting, replying, editing, or deleting, as well as filtering for specific students' posts to quickly focus in on the relevant student.

Unit 1 345	1.1.3 Quiz 20	1.1.5 Quiz 10	1.1.6 Discuss 10
0.0%			
0.0%			

An orange arrow points from the '1.1.3 Quiz' column to the '1.1.6 Discuss' column, which is highlighted in blue.

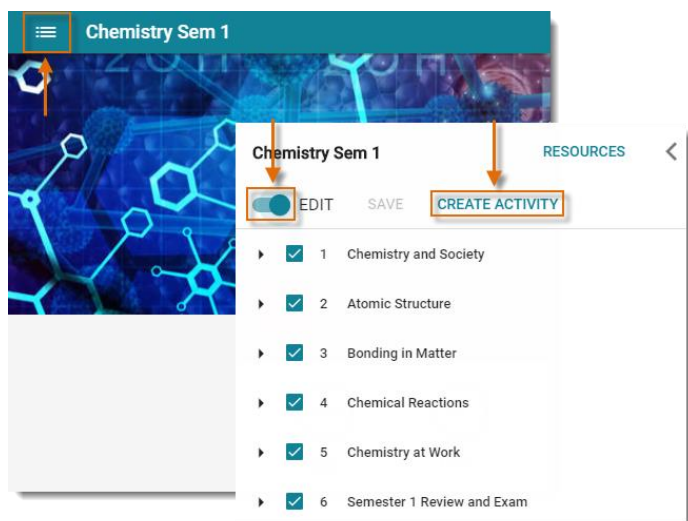
In the grade book, the activity cell will highlight in blue for any student with one or more new or edited discussion posts, similar to the highlighting for assignments submitted via Message Center. Awarding a score for the activity will remove the cell highlighting. Once a score has been awarded, remember to click the "Save" button, so the change is properly registered.

## Custom Activities

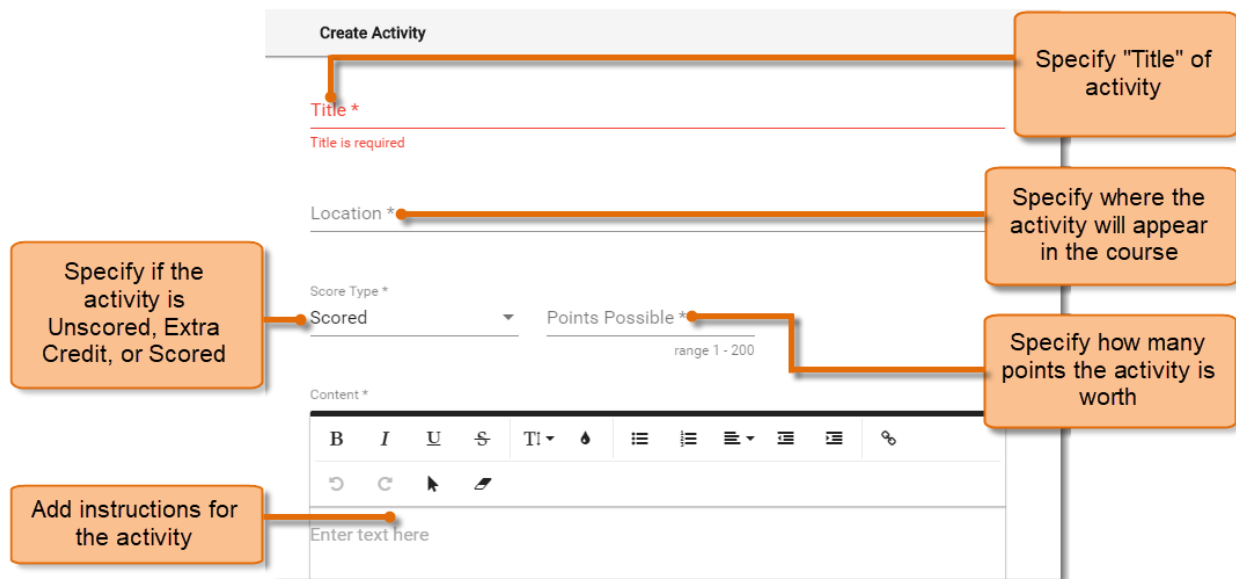
Custom activities allow you to add personalized *graded / non-graded* assignments into a course to further test the knowledge of students. This allows you to go more in depth with a topic in the course or introduce new material you feel is appropriate.

### Authoring Custom Activities

In order to create a custom activity, you'll first need to launch the course from your Dashboard. Once in the course, you can click the icon in the top left-hand corner of the window (next to the course's name) to expose the course outline. In the course outline, click the "Edit" slider and then select the "Create Activity" option that appears.



In the following window, you will see fields to add a title for the activity, decide where the activity will appear in the course outline, and choose whether the activity will be unscored, scored, or extra credit. For Scored and Extra Credit custom activities, users may enter a "Points Possible" value from 1 to 200 points.

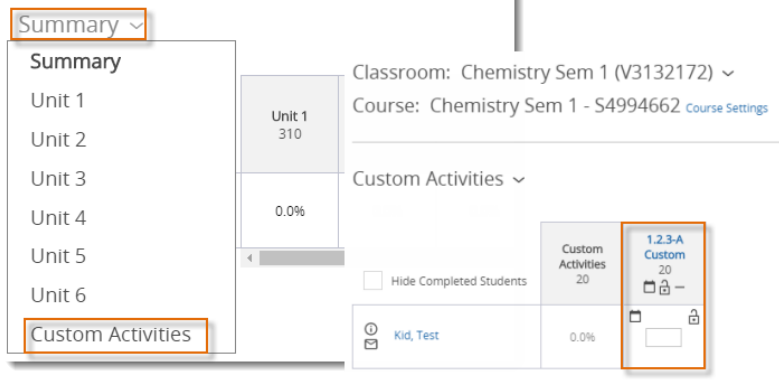


### Grading Custom Activities

Scored custom activities will be organized in their own unit in the grade book, making it easy for teachers to find and manage them. From here, teachers can proctor, excuse, exclude, and/or set due dates for individual scored custom activities. However, due dates cannot be cascaded. Scored custom activities are also reflected in all LMS reports in which individual activity information is listed. This includes the Course Activity Scores, Activity Scores, Overdue Activity, Due Dates, Student Session, and Weekly Activity Reports.



Classroom: Chemistry Sem 1 (V3132172) ▾  
Course: Chemistry Sem 1 - S4994662 [Course Settings](#)



Summary ▾

- Summary
- Unit 1
- Unit 2
- Unit 3
- Unit 4
- Unit 5
- Unit 6
- Custom Activities

Classroom: Chemistry Sem 1 (V3132172) ▾  
Course: Chemistry Sem 1 - S4994662 [Course Settings](#)

Unit 1  
310  
0.0%

Custom Activities ▾

Hide Completed Students

Custom Activities  
20  
0.0%

1.2.3-A  
Custom  
20

Kid, Test

*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](mailto:support@apexlearning.com)