

Welcome! This guide provides an overview of the tools and resources teachers can use to implement Apex Learning Courses in their classrooms and to monitor student progress.


Sign In & Resources

Sign In	Most users sign in at: https://www.apexvs.com
Run System Check-Up	http://support.apexlearning.com/systemcheckup
Your Account / Teacher Bio	Your name > My Profile
My Dashboard: Announcements	View important information posted by Apex Learning. Post announcements for your classrooms.
24/7 Online Help	Sign In > Help menu
Courses Functionality & Best Practices Teacher Training	Help > Educator Academy > Academy On Demand
Contact Support	1-800-453-1454 option 2 support@apexlearning.com

Curriculum Resources

Course Catalog and Syllabi	https://www.apexlearning.com/digital-curriculum/courses
Course & Lab Materials	http://support.apexlearning.com/materials
Correlation Reports	Menu > Reports > Correlations
Outline Management Guides	Help > How To > Course Outline Manager & Outline Management Guides

Student Accounts

Print Roster	My Dashboard > Expand Classroom > Edit Classroom () > Student Enrollments tab > Printable Roster
Reset Passwords	Menu > Students > Reset link







Classrooms

Add Classroom	My Dashboard > Actions button > Add Classroom OR Menu > Classrooms > Add Classroom button
Edit Classroom	Menu > Classrooms > Edit link
Enroll / Withdraw Students	Menu > Classrooms > Edit link > Student Enrollments tab
Apply Course Settings	Menu > Classrooms > Edit link > Classroom Configuration tab > Settings link
Copy Classroom	Menu > Classrooms > Edit link > Classroom Configuration tab > Copy Classroom button






Archive Classroom	Menu > Classrooms > Edit link > Classroom Configuration tab > Archive button
Restore Archived	Menu > Classrooms > Show Archived Only checkbox > Restore checkbox + button

Course Window

There are two course experiences: New Generation and Classic.

	New Generation	Classic
Access	My Dashboard > Expand classroom > Course title	
Syllabus	Course Window > Outline () > Syllabus	Course window > Appendix A: Student Resources > Syllabus
Teacher Resources & Answer Keys	Computer Scored: Open activity > Preview button OR Teacher Scored: Open activity worksheet > Show answers button	Course window > Appendix A: Student Resources > Syllabus OR Teacher resources () at top of individual activity pages
Download / Print Assignment Sheets	Bulk & Individual: Course window > Outline () > Syllabus > Download button for all sheets or find individual orange links beneath each activity (e.g.,  Study guide) OR Individual: Various icons along right edge of activity pages	Bulk & Individual: Appendix A: Student Resources > Syllabus Individual: Various icons along right edge of activity pages
Manage Course Outline	Course window > Outline () > Edit > Check activities to add/remove > Select Save	Course window > Outline manage () at top right

Course Grade Book

	New Generation	Classic
Access	My Dashboard > Expand Classroom > Grade Book icon () OR Menu > Grade Book	
Activity Scores	Grade Book > Unit Details pages <ul style="list-style-type: none"> • Single-click a cell to enter or override activity scores • Double-click a cell to view the Student Activity Details report • In column headings, single-click an activity number to launch the activity and access Teacher Resources 	
Proctor Activities	Grade Book > Unit Details pages >   <ul style="list-style-type: none"> • Use the icons in the column heading to Proctor an activity for all students • Use the icons in individual activity cells to Proctor select activities and students 	 

	New Generation	Classic
Set Due Dates	Grade Book > Unit Details pages > <ul style="list-style-type: none"> Use the icon in the column heading to set dates for all students Use the icon in individual activity cells to set dates for select activities and students 	
Reset Activity	Grade Book > Unit Details pages > <ul style="list-style-type: none"> Allow students to retake computer-scored assessments Double-click an activity cell to view a history of all attempts 	
Unit Test Out	Grade Book > Unit Details pages <ul style="list-style-type: none"> Test a student out of a unit by entering a grade in the first column 	Summary page >
Include / Exclude Activity	Grade Book > Unit Details pages > <ul style="list-style-type: none"> Changes scored activities to unscored and removes points from grade calculations Activities remain visible and accessible in the course outline Excluded content is assessed – concepts are not removed from quizzes, tests, or exams 	
Mastery-Based Learning & Permit Progress	Grade Book > Unit Details pages > <p>Permit student to move past an unmastered assessment in Mastery-Based Learning classrooms.</p> <ul style="list-style-type: none"> Colored borders indicate progress Filled cells indicate when immediate action is required 	<p>Colored borders indicate progress.</p>

A closer look at Mastery-Based Learning indicators

Unit 1 REFRESH

Hide Completed Students

	Unit 1 (420)	1.1.2 Quiz (30)	1.1.4 Quiz (30)	1.1.5 Practice (40)	1.2.2 Quiz (30)	1.2.4 Quiz (30)	1.2.5 Practice (40)	1.3.2 Quiz (30)	1.3.4 Quiz (30)	1.4.2 Test (CST) (60)	1.4.3 Project (100)
Abbott, Abby	80 %	24	24	32	24	24	32	24	24	48	80
Ball, Patrick	26.2%	21	24	35	15	15	[]	-	-	-	[]

Green border means student passed MBL threshold on the first try



Yellow border means student didn't pass the MBL threshold on the first try, but still has attempts left

Red border means student has no more attempts, but is not blocked

Red border with triangle and fill means student has no more attempts and is currently blocked

Blue border with fill means student has submitted a teacher-scored assignment

Monitoring Student Progress

Classroom Overview	My Dashboard > Expand classroom > Data icon () Or Menu > Classroom > Classroom name link
Student Overview	Menu > Students > Student name link
Grade Book	My Dashboard > Expand classroom > Grade Book icon () Or Menu > Grade Book
Activity Details	Grade Book > Unit Details > Double-click activity score
Course Averages	Grade Book > Summary page <ul style="list-style-type: none"> • Quality of Work – Average for all completed activities • Overall Percent – Cumulative course average • Unit Average – Cumulative average for all activities in the unit <p>When Due Dates are used:</p> <ul style="list-style-type: none"> • Grade to Date – Average for completed activities due through the current date relative to all activities due through the current date and any other completed activities. • On-Schedule Percent – Percentage of activities due through the current date that have been scored <p>Overdue Activities – Number of currently overdue activities and a link to the Overdue Activities report</p>
Additional Reports	Menu > Reports