

Welcome to Apex Learning!

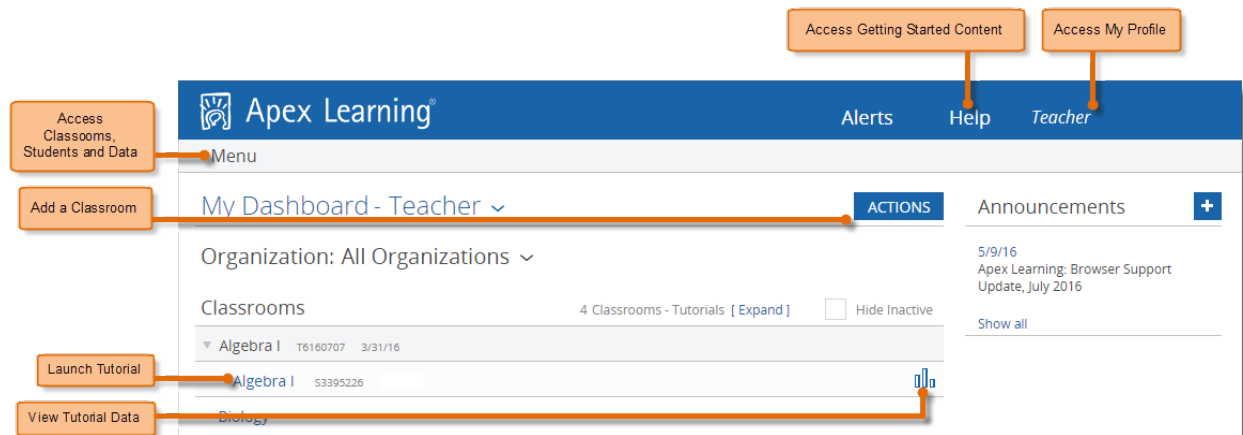
Apex Learning® Tutorials are designed to empower teachers to seamlessly enhance instruction in every classroom. Tutorials offer instruction, practice, and review for whole group activities, personalized learning, or intervention and Adaptive Remediation.

Getting Started Checklist

- Go to the Sign In page.
 - Sign in and reset your password.
 - Set up security questions and confirm your email address.
- Create a classroom. Has your program already created a classroom for you?
 - Yes – Print a classroom roster
 - No – Add a classroom from the Actions menu.
- Set up a classroom.
 - Add a Tutorial to the classroom.
 - Add students and then print a roster (with usernames and temporary passwords).
- Explore Tutorial content.
- Review Help > Curriculum Resources > Tutorial Guides.
- Launch the Tutorial window by selecting the Tutorial title from the My Dashboard screen.
- Decide which unit or module to send students to first.
- Conduct a student orientation.
- Get further resources.
 - Visit Help > Staff Getting Started > Teacher: Tutorials
 - [Teaching with Tutorials: Intro & Lesson Planning](#).¹

My Dashboard

The Apex Learning Sign In page is located at: www.apexvs.com. If an administrator has told you to use a different sign in page, go there instead. Only your school can provide you with a username and password. For security reasons, Apex Learning Support does not distribute sign in information.



The screenshot shows the Apex Learning My Dashboard - Teacher interface. Key features are highlighted with callouts:

- Access Getting Started Content:** Points to the 'Help' link in the top navigation bar.
- Access My Profile:** Points to the 'Teacher' link in the top navigation bar.
- Access Classrooms, Students and Data:** Points to the 'Menu' button in the top left.
- Add a Classroom:** Points to the 'Add a Classroom' button in the left sidebar.
- Launch Tutorial:** Points to the 'Algebra I' row in the 'Classrooms' table.
- View Tutorial Data:** Points to the 'View Tutorial Data' button in the bottom right of the 'Classrooms' table.

The dashboard includes a header with the Apex Learning logo, 'Alerts', 'Help', and 'Teacher' links. The main content area shows 'My Dashboard - Teacher' with a dropdown menu, 'Organization: All Organizations', and a 'Classrooms' table with 4 classrooms. An 'Announcements' section on the right shows a message from 5/9/16 regarding a browser support update.

¹ <http://www.surveygizmo.com/s3/1517906/ODT-Tutorials-Teachers>

The Tutorial Window

Select a Tutorial title from the My Dashboard screen to launch the Tutorial Window.

Note: Teachers view Tutorials in guest mode. No data is saved between sessions.

Units & Modules

Each unit offers:

- A prescriptive Pretest
- 2 to 4 modules
- A summative Posttest
- 1-4 Supporting Topic modules

Modules are designed to address three to five objectives that correspond to specific standards. Each module contains a Learn It, Try It, Review It, and Test It, which can be completed in any order.

The Pretest, Test It, and Posttest are scored. Students have one attempt on the Pretest and three attempts on the Posttest and Test It.

By default, students have access to all units and modules in a Tutorial.



Pretests & Posttests

Each unit has a Pretest that identifies which learning objectives a student has mastered and which require additional focus. Based on Pretest results, an individualized learning plan directs each student to the relevant content modules and Supporting Topics.

Students must complete all the modules in a unit to unlock the Posttest. A module is considered complete when a student completes the Test It or scores 100% for that module on the Pretest.

Supporting Topics

Supporting topics are additional modules containing prerequisite concepts that are needed to attain mastery of grade-level concepts.

Supporting topics are drawn from the existing library of 6-12 grade modules, and contain all elements of a module: Learn It, Try It, Review It, and Test It. They may include modules from:

- Lower grade-level Tutorials – When concepts are taught in more depth each year.
- Earlier units in the same Tutorial – When concepts build directly upon each other from unit to unit.

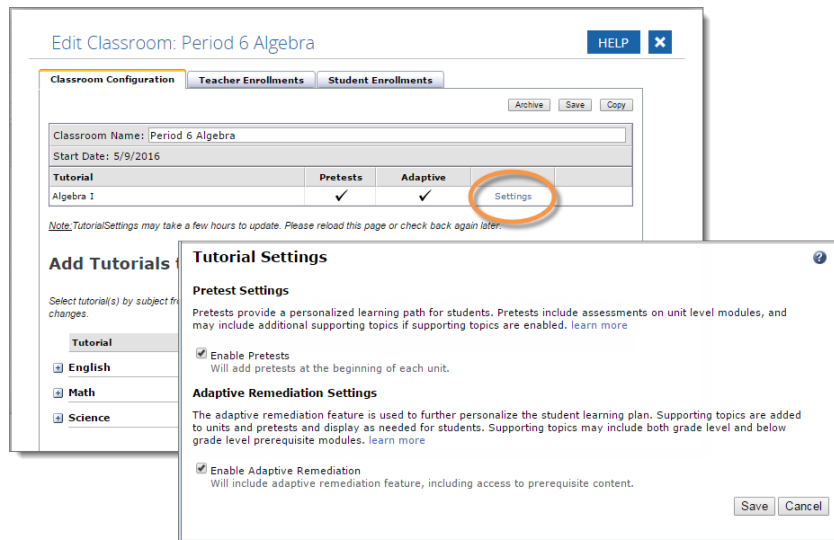
Supporting topics help remediate students struggling with grade-level topics, and are also used to develop an individualized learning plan based on individual student needs.

Tutorial Settings

Tutorial Settings allow program leaders and teachers to control the use of Adaptive Remediation and the display of Unit Pretests within their Tutorials classrooms.

Teachers and site coordinators with the appropriate permissions access Tutorial Settings via the Edit Classroom dialog.

- Menu > Classrooms > Edit link > Classroom Configuration tab > Settings link
- Teacher Dashboard > Classroom Edit icon (pencil) > Classroom Configuration tab > Settings link



Tutorial Curriculum Resources

Apex Learning provides curriculum resources to help teachers define how to implement Tutorials with their students and assign content

Sign in to the LMS and select Help > **Curriculum Resources** > **Tutorial Guides** to view lesson planning tools:


- **Tutorial Content Outline:** Outlines of Tutorials by unit and module.
- **Tutorial Assignment Sheets:** Printable document used to assign students Tutorial content by Unit, Module, or module element. Alternatively, have students individually track their progress.
- **Tutorial Study Guides:** Printable study guides used to facilitate student comprehension of Tutorial content at the Module level.
- **Plan Its:** Lesson plan templates that help teachers use Tutorials by working out details such as the lesson learning objective, duration, and required technology resources.
- **Clips:** Short videos that demonstrate how Tutorials can be used to achieve a variety of goals.

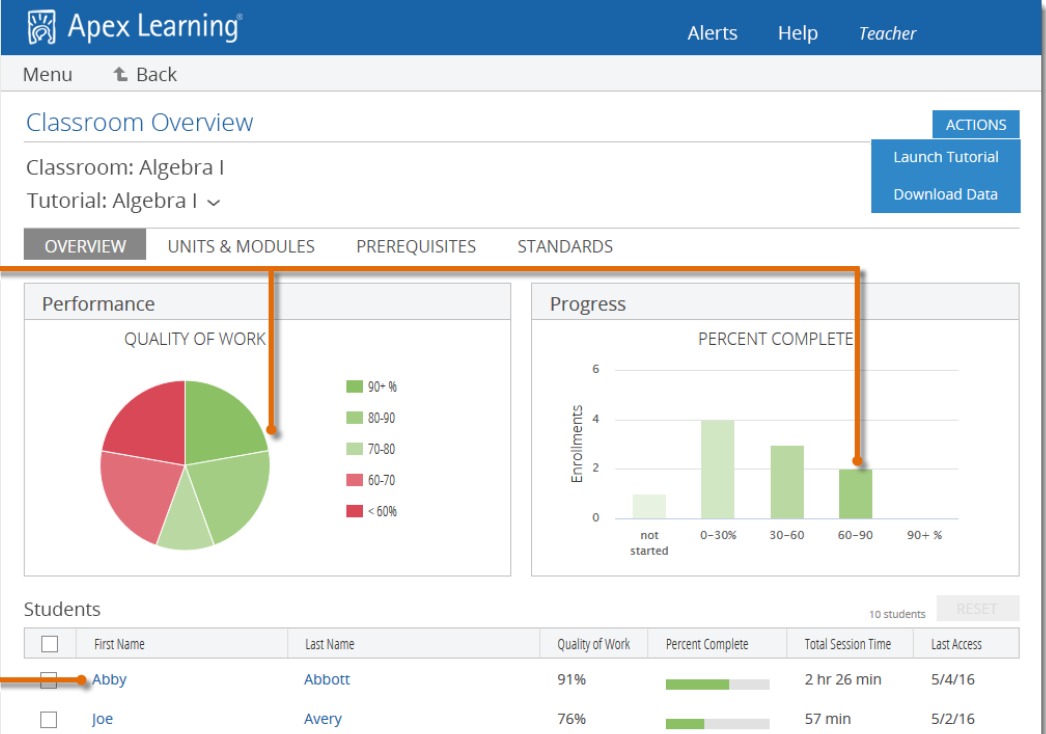
Orienting Students

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: Tutorials.
- Review classroom and computer use policies and procedures.

Monitoring Student Progress

Select the View Data icon () from the My Dashboard screen to access a Classroom Overview — an interactive display of Quality of Work and Progress for the whole classroom.



The screenshot shows the Apex Learning Classroom Overview for Algebra I. The interface includes a navigation menu with 'Alerts', 'Help', and 'Teacher' options. The main content area displays the 'Classroom Overview' for 'Algebra I' with a dropdown menu for 'Tutorial: Algebra I'. The 'OVERVIEW' tab is selected, showing a 'Performance' section with a 'QUALITY OF WORK' pie chart and a 'Progress' section with a 'PERCENT COMPLETE' bar chart. The 'Students' table below lists two students: Abby Abbott and Joe Avery, with their respective Quality of Work, Percent Complete, Total Session Time, and Last Access dates.

Quality of Work	Percent Complete
90+ %	0-30%
80-90	30-60
70-80	60-90
60-70	90+ %
< 60%	not started

First Name	Last Name	Quality of Work	Percent Complete	Total Session Time	Last Access
Abby	Abbott	91%	<div style="width: 91%;"></div>	2 hr 26 min	5/4/16
Joe	Avery	76%	<div style="width: 76%;"></div>	57 min	5/2/16

Select Units & Modules to see an interactive display of overall classroom progress and performance by Unit or Module and a detailed table of student performance data.

Select the Prerequisites tab to see student progress and performance on prerequisite topics. Prerequisites are recommended based off a student's individualized study plan and are the Supporting Topics that are pulled from outside of the Tutorial's outline.

Select an assessment score from the students list to open the assessment in the Tutorial window as the student sees it. Scroll within the Tutorial window to explore the student's answers.

Getting Support

24/7 Online support is available by signing in to the LMS and selecting Help.

Alternatively, [contact the Apex Learning Support Team](#), by phone, email, or live chat.

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