

## Welcome to Apex Learning!

Apex Learning® [Comprehensive Courses](#) meet high school graduation requirements and 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 multi-media to engage active learning, Comprehensive Courses provide a full course of study for initial credit, credit recovery, virtual learning, alternative programs, summer school, CTE, AP®, and more.

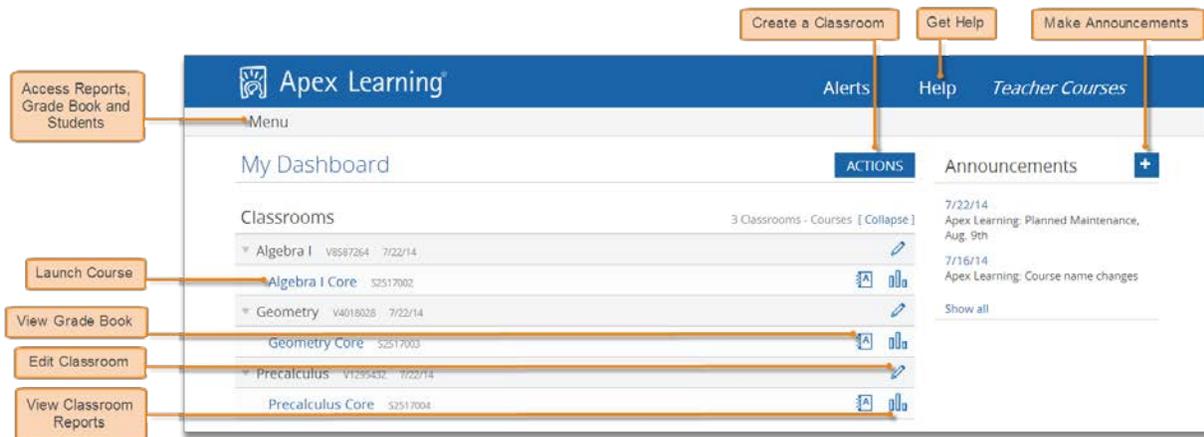
## Getting Started Checklist

- Go to the Sign In page.
  - Sign in and reset your password.
  - Set up security questions and confirm your email address.
- Add a classroom from the Actions menu.
  - Add a course to the classroom.
  - Add students and then print a roster (with usernames and temporary passwords).
- Launch the course window by selecting the course title from the My Dashboard screen.
- Visit Help > Staff Getting Started > Teacher: Courses and review resources.
- Conduct a student orientation.

## My Dashboard

The Apex Learning Sign In page is located at: [www.apexvs.com](http://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.

Once you have signed in, you're taken to My Dashboard for Teachers



The screenshot shows the Apex Learning My Dashboard interface. At the top, there are navigation buttons for 'Create a Classroom', 'Get Help', and 'Make Announcements'. Below these are 'Alerts', 'Help', and 'Teacher Courses' tabs. The main content area is titled 'My Dashboard' and includes an 'ACTIONS' button. On the left, a 'Menu' section is highlighted with a callout: 'Access Reports, Grade Book and Students'. The 'Classrooms' section lists several courses with callouts: 'Launch Course' points to the 'Algebra I Core' row, 'View Grade Book' points to the 'Geometry Core' row, 'Edit Classroom' points to the 'Precalculus' row, and 'View Classroom Reports' points to the 'Precalculus Core' row. On the right, an 'Announcements' section shows recent updates with a '+ Show all' link.

## The Course Window

Teachers access course content from the Classrooms area on My Dashboard. When accessed from here, the course window opens to the last activity viewed.

Some course pages display links to additional learning resources — such as study sheets and key terms — along the right edge of the window.

The screenshot shows the Apex Learning interface for 'Precalculus Core'. The main content area displays 'UNIT 1 > LESSON 6 > ACTIVITY 1: Finding the Point of Intersection'. The left sidebar shows a course outline with '1.6.1 Study: Finding the Point of Intersection' selected. The main content area includes text explaining linear systems, a photograph of a road intersection, and a diagram of two parallel lines. Callouts point to various controls: 'Teacher Resources', 'Outline Manager', 'Search Course Content', 'Course Outline Navigation', 'Activity Resources', 'Course Content', and 'Activity Page Navigation'.

Use the Outline Manager control to indicate which content should be displayed to students.

### Student Resources

Every course includes **Appendix A: Student Resources**, which contains:

- Course syllabus
- Key terms
- Answer keys and model answers
- Grading rubrics
- Print menu for individual activity worksheet and bulk printing

Navigate to the end of the course outline to access Appendix A.

The screenshot shows the 'Appendix A: Student Resources' menu. It lists six items: A.1 Syllabus, A.2 Study Tips, A.3 Key Terms, A.4 Calculator, A.5 Graphing Tool, and A.6 Algebra Tiles Tool. Below this is the 'Appendix B: Additional Activities' section, which is currently empty. Navigation arrows and a footer with 'Help | Terms of Use | Privacy Policy' are also visible.

### Standard Activity Types

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.

Most Apex Learning courses include the following activities. Some courses applying different instructional design principles may contain activities not listed below.

Icon	Type	Description	Scoring	Print Component
	Checkup	Free-response activity that is self-assessed.	Self-Assessed	Yes
	Discuss	Open-ended prompts that promote online class discussions.	Teacher	Yes, if no access to online discussion board.
<b>None</b>	Explore	Enrichment activity that includes guided research using external links.	Teacher	Yes
	Journal	Writing activity that offer opportunities for personal reflection on or analysis of unit concepts, themes, or readings.	Teacher	Yes
	Lab	Students perform hands-on wet, dry, or hybrid (wet and dry) lab work. Science courses only.	Teacher	Yes
	Practice	Helps students apply and extend learned concepts.	Teacher	Yes
	Review	Reviews content and skills to prepare students for comprehensive unit tests or semester exams.	N/A	Sometimes
<b>None</b>	Study	Direct instruction of course concepts using text, images, multimedia, and active learning opportunities.	N/A	Study Sheet
	Study Sheet	Worksheets that help students guide their learning and organize notes while working through online Study activities. Depending on a school's settings, students may or may not be able to view answers for Study Sheets.	N/A	Yes
	Unit Pretest	Prescriptive unit pretest to identify what content has been mastered. Enhanced credit recovery feature set only.	Computer	No

## About Study Sheets

Study Sheets provide valuable assistance for students to guide their own learning and check their understanding. Study Sheets are not scored. Answers are revealed on Study Sheets by navigating to the last page of Study activities (once answers are revealed they cannot be hidden).

### Best Practices:

- Require students to submit a completed Study Sheet prior to resetting a quiz.
- Instruct students to open the Study Sheet from the first page of the activity BEFORE navigating to the activity's subsequent pages.
- If a student accidentally reveals answers, print a blank copy from the staff version of the course.

## Assessment Types

Icon	Type	Description	Scoring	Print Component
	Quiz	Study-level or lesson-level assessment.	Computer	No
	Diagnostic	Formative unit assessment. Used for unit review, pre- or post-test. Generates an individualized study plan for further study.	Computer	No
	Computer-Scored Tests	Summative unit-level assessment.	Computer	No
	Teacher-Scored Tests		Teacher	Yes
	Exam	Summative semester-level assessment.	Computer	No
	Final Exam		Teacher	Yes

Teacher-scored assessments must have scores entered by the teacher in the Grade Book.

Computer-scored assessment include test banks so that no two students or attempts see the same questions in the same order.

In all Apex Learning courses except AP Exam Review, there are two versions of every teacher-scored test and exam. The version presented to students alternates each January 1st. Teachers access answer keys for both versions from the activity page and from the course syllabus.

## Other

Icon	Type	Description	Scoring	Print Component
<b>None</b>	Unit Overview	Provides a welcoming overview for the unit using text, images, and occasionally interactive pieces.	N/A	No
<b>None</b>	Lesson Overview	Provides a welcoming overview for the lesson using text, images, and occasionally interactive pieces. Includes objectives and key terms.	N/A	No
<b>None</b>	Log	Used for recording independent practice (usually done offline). Music Appreciation and PE only.	Teacher	Yes
	Student Resources	Syllabus, key terms, calculator, textbook resources, research tips, study tips	N/A	

## Course Settings

Course Settings that control how computer-scored assessments behave support teachers and site coordinators in ensuring academic integrity.

Course Settings can be configured at the program level by contacting Apex Learning Support. Teachers and site coordinators can also apply or adjust Course Settings for individual classrooms.

Apex Learning recommends the following Course Settings.

Description	Recommended Configuration		
	Original Credit	Credit Recovery	Advanced Placement*
Mastery-Based Learning (MBL) 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.	70%	70%	0%
MBL Attempts is the number of times a student may attempt to master an assessment before being blocked from accessing subsequent course content.	2	2	1
Closed Book (CB) controls access to course content during assessments.	Closed-book assessments		
Question Order Randomization (QOR) ensures students have different assessments than their peers, including different questions on retakes.	Randomize question order		
Question Feedback (QF) informs a student if a submitted answer on a quiz is correct or incorrect. When an answer is incorrect SF provides the correct answer.	Do not show question feedback		
Answer Review (AR) enables students to review graded computer-scored assessments.	Do not allow answer review		
Proctoring prevents access to activities until they are unlocked by a teacher or mentor. Any activity represented in the Grade Book can be proctored.	Proctor summative assessment: CSTs, TSTs, Exams, Prescriptive Pretests		
Course Review controls access to courses completed in the Grade Book.	Do not allow course review		
Pretest Test-out level (PTO)** If pretest score is above this level, all scored activities in the unit are assigned the earned pretest percentage (key activities are still required).	Test-out level 80%		
Allow Unit Test-out (UTO)** Permits test-out of <i>all</i> scored activities in a unit (including key activities) if pretest score is above Pretest test-out level.	Do not allow unit test out		
Require Pretest (RP)** Locks access to unit activities until the pretest is complete.	Require pretests		
	Note: Pretests are proctored		

\*AP and Advanced Placement are registered trademarks of the College Board.

\*\*Prescriptive Pathway only.

## Course Grade Book

The Grade Book is home to a set of powerful tools teachers and mentors use to direct, monitor, and improve student outcomes. When the Grade Book is first accessed, a summary of students' progress is displayed. Access Course Activity Scores Report, email a student, enter notes, enter final grades, apply course settings.

The **Summary** page provides tools for working with unit scores, midterm and final grades, and more.

The screenshot shows the 'Grade Book' interface for '2013-14 ENG - English II Sem 1 (V8285701)'. The 'Summary' tab is selected. The table below shows student performance across six units and overall metrics.

	Unit 1 (235)	Unit 2 (225)	Unit 3 (225)	Unit 4 (225)	Unit 5 (235)	Unit 6 (120)	Add'l Activities (0)	Overdue Activities	Days Since Access	On Sched %	Quality of Work	Grade To Date	Overall Percent	Midterm	Final	Last Dur
Student, Aaron	91.0	-	84.4	90.0	-	0.0	-	1	14	94.4%	88.6%	58.7%	65.3%			23
Student, Brittany	74.0	-	82.2	81.1	-	60.0	-	0	29	100.0%	73.9%	74.1%	73.9%		72	23
Student, Daniel	80.0	-	36.7	0.0	-	0.0	-	13	13	27.8%	80.7%	16.7%	29.7%			23

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, setting due dates, and more. Unit pages also provide access to activity reports not accessible from the Reports tab.

The screenshot shows the 'Unit 1' page in the Grade Book. The table below shows scores for various activities for three students.

	1.1.2 Quiz 10	1.2.2 Quiz 10	1.2.5 Quiz 10	1.2.7 Quiz 10	1.2.8 Practices Excluded	1.3.2 Quiz 10	1.3.5 Quiz 10
Student, Aaron	0	8	10	9		10	10
Student, Brittany	8	7	7	7		8	8
Student, Daniel	7	8	8	8	Ex	8	8
Student, Elizabeth	7	9	8	8		8	9

Explore the following Grade Book columns on the Summary page to get started:

- **Unit Average** shows the points a student has earned on completed activities in a unit divided by the points possible on activities in that unit.
- **Quality of Work** shows the points a student has earned on completed activities divided by points the points possible for completed activities. This calculation does not include extra credit.
- **Grade to Date** shows the points a student has earned on activities due through today divided by the points possible on activities due through today. This calculation includes extra credit.

## 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.

## Coaches

A coach is an adult who has been designated to receive **Weekly Progress report emails** for a student. This report shows which activities the student has completed and the scores he or she earned during the week. It also shows how much time the student spent on course activities.

## 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.

***Tip:** Visit Educator Academy > Program Resources > for additional resources.*

## 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!*