Welcome to Apex Learning!
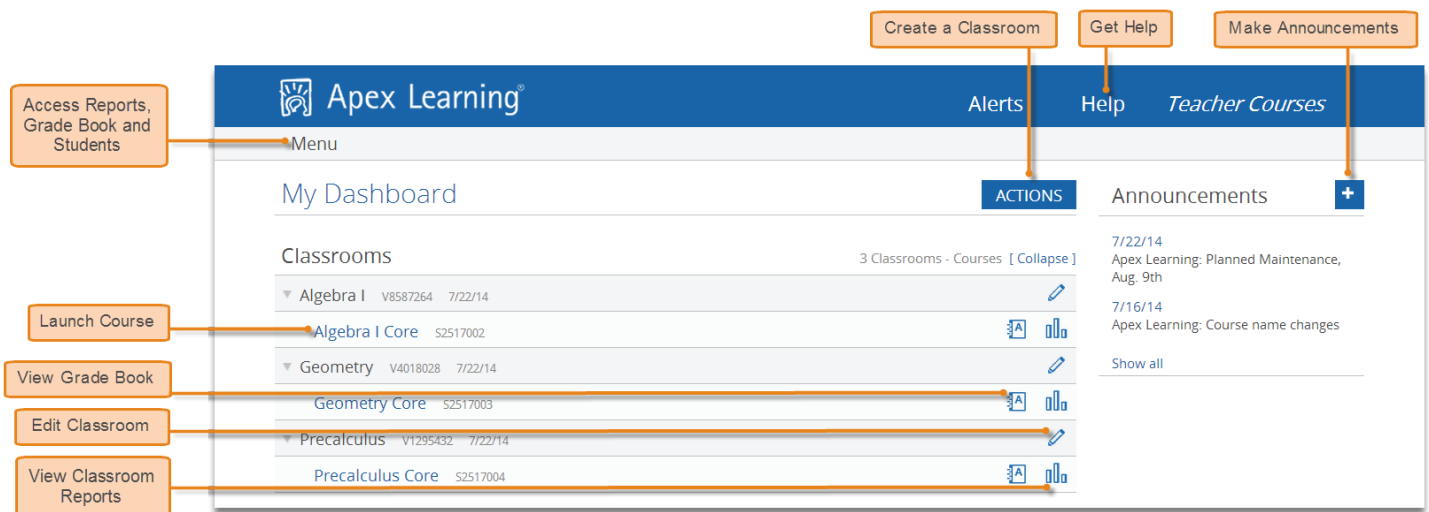
Courses provide flexible options for initial credit and credit recovery to meet graduation requirements and address the needs of all students.

Getting Started Checklist

- ☐ Watch: http://www.brainshark.com/apexlearning/lausd-courses101 (30 minutes)
- ☐ Sign in: https://sso.apexvs.com/lausd
- ☐ Add a classroom from the Actions menu.
  - ☐ Add a course to the classroom.
  - ☐ Add students
- ☐ Conduct a student orientation.
- ☐ Sign up for a Training Session Schedule: http://achieve.lausd.net/Page/11383

My Dashboard

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

The Course Window

Access course content from the Classrooms area on My Dashboard. 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.
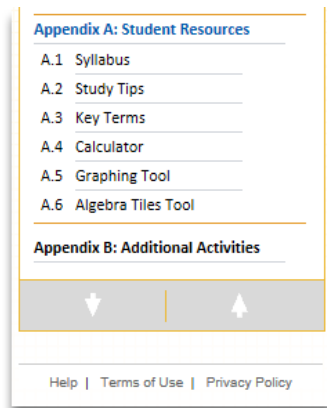
Use the Outline Manager control to indicate which content should be displayed to students.
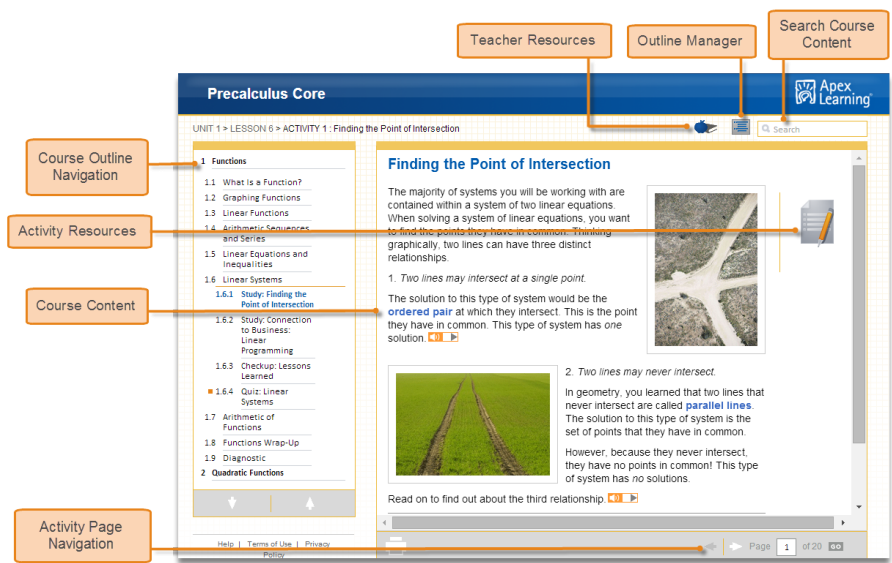
Student Resources

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.

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.
None	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
None	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 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
	Quiz	Study-level or lesson-level assessment.	Computer
	Diagnostic	Formative unit assessment. Used for unit review, pre- or post-test. Generates an individualized study plan for further study.	Computer
	Computer-Scored Tests	Summative unit-level assessment.	Computer
	Teacher-Scored Tests		Teacher
	Exam	Summative semester-level assessment.	Computer
	Exam		Teacher

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, 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
None	Unit Overview	Provides a welcoming overview for the unit using text, images, and occasionally interactive pieces.	N/A
None	Lesson Overview	Provides a welcoming overview for the lesson using text, images, and occasionally interactive pieces. Includes objectives and key terms.	N/A
None	Log	Used for recording independent practice (usually done offline). Music Appreciation and PE only.	Teacher
	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.

Description
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.
MBL Attempts is the number of times a student may attempt to master an assessment before being blocked from accessing subsequent course content.
Closed Book (CB) controls access to course content during assessments.
Question Order Randomization (QOR) ensures students have different assessments than their peers, including different questions on retakes.
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.
Answer Review (AR) enables students to review graded computer-scored assessments.
Proctoring prevents access to activities until they are unlocked by a teacher or mentor. Any activity represented in the Grade Book can be proctored.
Course Review controls access to courses completed in the Grade Book.
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). Allow Unit Test-out (UTO)** Permits test-out of *all* scored activities in a unit (including key activities) if pretest score is above Pretest test-out level. Require Pretest (RP)** Locks access to unit activities until the pretest is complete.

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**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.

Each 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.

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 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:

- Have students visit Help > Getting Started > Student Getting Started: Courses.
- Review classroom and computer use policies and procedures.

Getting Support

24/7 support is available by signing in and selecting Help. Alternatively, contact Support, by phone, email, or chat.

Teacher Best Practices

Prepare for Success

- Gather Materials -- ear buds, portfolios, lab manuals, novels, etc.
- Cascade Due Dates[1] – for all activities within your start and end dates

Conduct a Student Orientation

- Watch the Orientation[2] video (for teachers)
- View student getting started videos as a whole group.
- Set parents as coaches[3] to receive automated, weekly progress emails.
- Help students add Spanish language assistance, available for some math courses, in their profile.

Organize and Pace Student Work

- Have students keep a portfolio with work, including notes and study guides.
- Use the Activity Scores Report, which lists assignments and due dates, as the first page.

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[1] http://www.brainshark.com/apexlearning/ht_due-dates-all

[2] http://www.brainshark.com/apexlearning/gt_conduct-orientation

[3] http://www.brainshark.com/apexlearning/ht_add-coach

- Review the portfolio and progress toward course completion with students weekly.

Monitor Student Progress

- **Dashboard:** View grade, percent complete, on schedule percent, and overdue activities.
- **Student Overview:** View student progress across enrollments. Learn more[4].
- **Activity Scores Report:** View activity due dates, completion dates, and scores.
- **Student Progress Report:** View activities overdue, on schedule percent, quality of work, and last access.
- **Student Summary Report:** View start dates, current grades, and session time.

Differentiate Instruction

Use progress and assessment data[5] to identify struggling students and develop appropriate interventions.

Develop Motivational Strategies

- **Show Your Stoplight Color**: Ask students to display their dashboard for a motivational check-in.
- **Wall of Fame**: Post names of students progressing through a course on index cards along a unit timeline on a bulletin board to reward student progress and motivate students to move forward.

Communicate Progress

- Use announcements to communicate with the class.
- Give frequent written and verbal feedback to individual students.
- Communicate progress[6] with parents using the coach report, email, and other communication.

Quick Reference

Sign In & Resources

Sign In	https://sso.apexvs.com/lausd
System Check-Up	System Recommendations | Run System Check-Up
Teacher Bio	Your name > My Profile
My Dashboard: Announcements	View information and post announcements for your classrooms.
24/7 Online Help	Sign In > Help menu
LAUSD Functionality	http://www.brainshark.com/apexlearning/lausd-courses101 (30 minutes)
Contact Support	1-800-453-1454 option 2 | support@apexlearning.com | Additional options

Curriculum Resources

Course Catalog	https://www.apexlearning.com/digital-curriculum/courses
Course & Lab Materials	http://support.apexlearning.com/materials

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[4] http://www.brainshark.com/apexlearning/student-overview-for-staff

[5] http://www.brainshark.com/apexlearning/gt_teach_course-monitor

[6] http://www.brainshark.com/apexlearning/communicate

Course Guides	Help > Curriculum Resources > Course Guides
Correlation Reports	LMS > Menu > Reports > Correlations
Outline Management Guides	Help > How To > Course Outline Manager & Outline Management Guides

Student Accounts

Print Roster	Menu > Students > Printer-Friendly link
Edit Coaches	Menu > Students > Edit link > Coaches tab

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
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
Help Resources	Help > How To > Classrooms

Course Window

Access	My Dashboard > Expand classroom > Course title
Syllabus	Course window > Appendix A: Student Resources
Teacher Resources & Answer Keys	Appendix A: Student Resources > Syllabus OR Icon at the top of individual activity pages
Print Assignment Sheets	Bulk & Individual: Appendix A: Student Resources > Syllabus Individual: Various icons along right edge of activity pages
Manage Course Outline	Icon at the top of the course window
Help Resources	Help > How To > Course Navigation & Activities

Grade Book

Access	My Dashboard > Expand Classroom > Grad Book icon OR Menu > Grade Book

Course Averages	Grade Book > Summary page • Quality of Work – Average for all completed activities • Overall Percent – Cumulative course average When Due Dates are used: • Grade to Date – Average for all activities due through the current date • On-Schedule Percent – Percentage of activities due through the current date that have been scored • Overdue Activities – Number of currently overdue activities and a link to the Overdue Activities report
Unit Averages	Grade Book > Summary Page • Unit Average – Cumulative average for all activities in the unit • Test Out Control ▶ – Manually enter a Unit Average or excuse a student from the Unit
Activity Scores	Grade Book > Unit Details pages • 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 > 🔒 🔓 Icons • 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
Set Due Dates	Grade Book > Unit Details pages > 🗓 Icon • 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 > ⟲ Icon • Allow students to retake computer-scored assessments • Double-click an activity cell to view a history of all attempts
Include / Exclude Activity	Grade Book > Unit Details pages > ✕ ＋ icons • 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
Permit Progress	Grade Book > Unit Details pages > ➡ Allow student to move past an unmastered assessment in Mastery-Based Learning classrooms

Monitoring Student Progress

Classroom Overview	My Dashboard > Expand classroom > Data icon (graph)

Student Overview	Menu > Students > Student name link
Grade Book	My Dashboard > Expand classroom > Grade Book icon
Activity Details	Grade Book > Unit Details > Double-click activity score
Additional Reports	Menu > Reports
Help Resources	Help > How To