

Welcome!

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®¹, Career and Technical Education, and more.

Returning teachers using New Generation courses this year, jump to [New Generation Highlights](#).

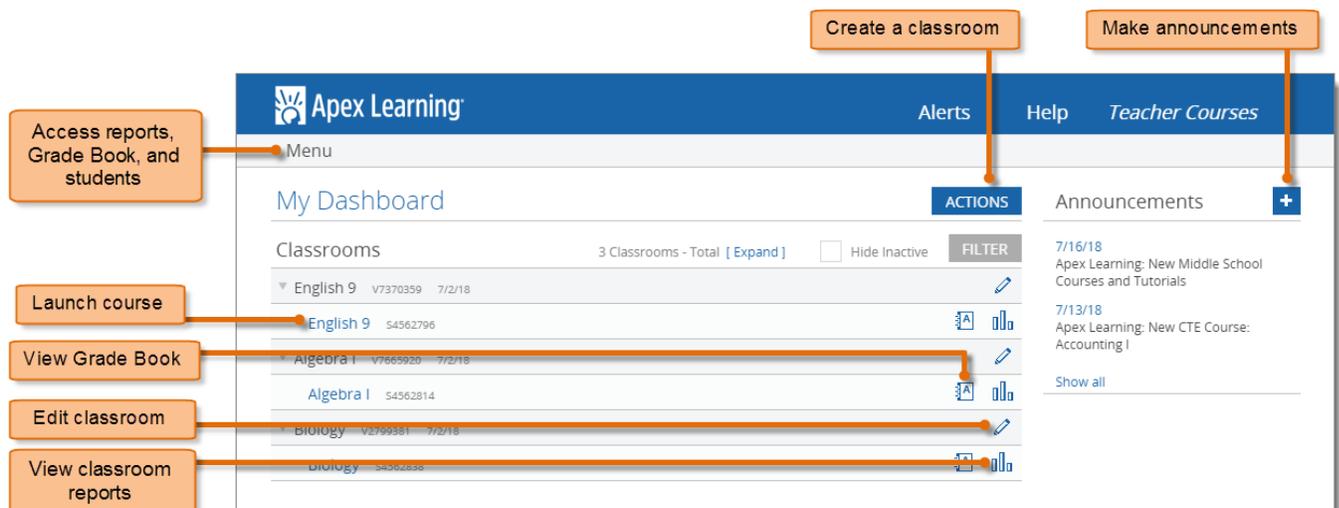
Getting Started Checklist

- Go to the Sign In page: 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. The top navigation bar includes the Apex Learning logo, Alerts, Help, and Teacher Courses. The main content area is titled "My Dashboard" and features a "Menu" button. Below the menu, there are sections for "Classrooms" and "Announcements".

Callouts point to the following features:

- Access reports, Grade Book, and students:** Points to the "Menu" button.
- Launch course:** Points to the "English 9" course entry in the Classrooms list.
- View Grade Book:** Points to the "English 9" course entry in the Classrooms list.
- Edit classroom:** Points to the "Algebra I" course entry in the Classrooms list.
- View classroom reports:** Points to the "Algebra I" course entry in the Classrooms list.
- Create a classroom:** Points to the "ACTIONS" button.
- Make announcements:** Points to the "+" button in the Announcements section.

¹ *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 an English 9 course. On the left, the **Outline Manager** shows a hierarchical view of the course content, including units like 'The Short Story, Part 1' and lessons such as '1.1.7 Study: Analyze the Shape of a Story'. The **Course Outline Navigation** is visible as a vertical bar. The **Student Resources** section is also present. The main content area shows the activity page for '1.1.7 Study: Analyze the Shape of a Story', which includes text about 'The Monkey's Paw' by W. W. Jacobs, a study guide, and a multiple-choice question: 'If you had the monkey's paw from Jacobs's story, what would you do with it?'. The question options are: 'I'd make three wishes, but I'd be smart about it so I could avoid bad consequences.', 'I'd keep it, but I'd only wish on it when I was about to die. Then what would I have to lose?', and 'I'd give it to my worst enemy. Muahahahaha!'. The **Text to speech and translation** feature is indicated by an icon in the top right. The **Activity resources with answer keys** are also shown. At the bottom, the **Activity page navigation** includes 'PREVIOUS' and 'NEXT' buttons, along with a page indicator '1 of 11'.

Activity Types

Type	Description	Scoring
Overview	Anticipatory set for units and lessons. Lesson overviews include objectives and key terms.	n/a
Study	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
Practice	Opportunity to apply and extend concepts.	Teacher
Journal	Writing activity that offers opportunities for personal reflection on or analysis of unit concepts, themes, or readings.	Teacher
Discuss	Open-ended prompts that promote class discussions.	Teacher
Explore	Enrichment often including guided research using external links.	Teacher
Checkup	Free-response activity.	Self
Lab	Hands-on wet-, dry-, or pre-lab work in science courses.	Teacher
Log	Used for recording independent practice (Music & PE).	Teacher
Review	Review content and skills to prepare for summative assessments.	n/a
Quiz	Study- or lesson-level assessment.	Computer
Test (CST)	Summative, unit-level assessment.	Computer
Test (TST)*		Teacher
Exam	Summative, semester-level assessment.	Computer
Final Exam*		Teacher
Pretest	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
Mastery-Based Learning	
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%
MBL Attempts is the number of times a student may attempt mastery before being blocked.	2
Closed Book controls access to course content during assessments.	Closed-book assessments
Question Order Randomization ensures students have different assessments than their peers, including different questions on retakes.	Randomize question order
Question Feedback informs a student if a submitted answer on a quiz is correct or incorrect and displays the correct answer.	Do not show question feedback
Answer Review 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 assessments
Course Review controls access to courses completed in the Grade Book.	Do not allow course review
Prescriptive Pretests	
Pretest Test-out level (PTO): If pretest score is above this level, 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 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

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 courses 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 displays the Apex Learning Grade Book interface. The top section shows the course context: 'Grade Book - Teacher', 'Classroom: Garfield HS - Courses - English 9 (V5032737)', and 'Course: English 9 Sem 1 - S4576817'. Below this is a 'Summary' view with a table of units and a list of students. A 'Unit Dropdown' is shown next to the 'Unit 1' header. The main area is a detailed activity grid for 'Unit 1' with columns for various activities (e.g., 1.1.3 Quiz, 1.1.5 Quiz, 1.1.6 Discuss, 1.1.8 Quiz, 1.1.10 Practice, 1.2.3 Quiz, 1.2.5 Quiz, 1.2.7 Quiz) and rows for students (Abbott, Abby; Avery, Joe; Bailey, Cora; Ball, Patrick). A 'REFRESH' button is located in the top right of the grid. Callouts with arrows point to specific features: 'Unit Dropdown' (points to the unit selection menu), 'Include/Exclude an Activity' (points to the plus/minus icons in the grid), 'Reset an Activity' (points to the refresh icon in the grid), 'Set Activity Due Dates' (points to the calendar icon in the grid), 'Lock/Unlock an Activity' (points to the lock/unlock icons in the grid), 'Enter a Score' (points to the score input field in the grid), and 'Unit Test-out' (points to the test-out icon in the grid).

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.

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.

New Generation Highlights

There are two course experiences: New Generation and Classic. Veteran Apex teachers, here's your need-to-know information about New Generation courses. For further details, read the [New Generation Courses FAQ](#)².

Existing classrooms

- If you are **unable to enroll students** in your existing classrooms, your school may have already transitioned to New Generation courses which requires creating new classrooms to replace the old ones. If you use Outline Manager, you will need to re-customize the new classrooms.

Course Design

- **New course window for students** with visual course navigation and distraction-free look and feel. Same highly effective content, new delivery.
- New embedded supports — **multi-language translation and text-to-speech** — on all course pages *including* computer-scored assessments.
 - Translation is available in Arabic, Bengali, Chinese (simplified), Filipino, French, German, Haitian Creole, Japanese, Korean, Polish, Portuguese, Russian, Somali, Spanish, Urdu, and Vietnamese
- Course customization is easier with the **improved Outline Manager**. Edit in draft mode until you save to implement the changes. Removing or adding an activity in Outline Manager automatically excludes or includes in the Grade Book.
- Note that New Generation courses do not include Diagnostic activities or Diagnostic reports.
- **Download all assignment sheets** in chronological order from the Syllabus (not by activity type).

Grade Book and Learning Management

- “Saving in progress” displays when the Grade Book is saving changes and you'll see an alert if you are about to navigate away without saving your changes.
- Student status indicators change the color or border of activity cells to let you know at a glance **who needs immediate attention**. Red fill means a student is blocked. Blue means an assignment has been submitted and needs to be graded.
- **Unit test out** has been moved from the Summary view to the Unit views.

² <https://cdn.apexlearning.com/al/New-Generation-Courses-FAQ.pdf>

Under Development

Certain functionality is still under development and will not be available at the start of the 2018–2019 school year: Mentor role, coach reports, online discussion boards, Appendix A (study tips, compiled key terms lists), Appendix B (add custom assignments / extra credit), closed captions.

Getting Support

Self-serve Help including on-demand training is available online from the Help menu.

Contact the Apex Learning Support team Monday to Friday from 5:00 am to 7:00 pm PT

(800) 453-1454 x2 support@apexlearning.com