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.
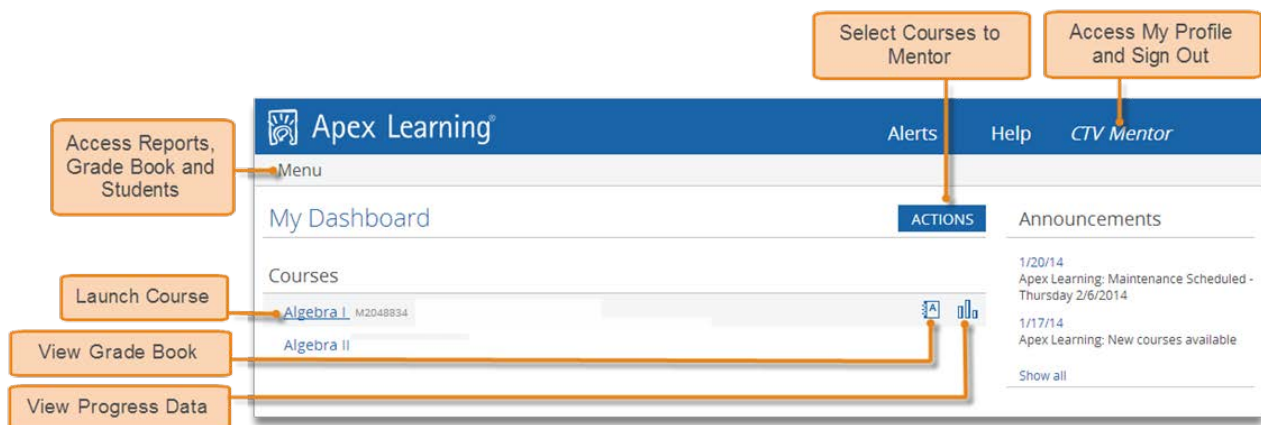
Getting Started Checklist

- ☐ Go to the Sign In page.
    - ☐ Sign in and reset your password.
    - ☐ Set up security questions and confirm your email address.
- ☐ Select the courses you will mentor from the Actions menu
- ☐ Launch the course window by selecting the course title from the My Dashboard screen.
- ☐ Visit Help > Staff Getting Started > Mentor: Courses and review resources.

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.

Once you have signed in, you're taken to My Dashboard for Mentors. From here you can launch courses, view student progress data, and see important announcements posted by Apex Learning.

The Course Window

Courses are accessed from My Dashboard. When accessed from here, the course window opens to the last activity viewed.

The mentor view of a course allows you to view course content and print activities such as teacher-scored tests and exams.

Depending on the settings that have been applied, students may see a truncated version of the course outline and are required to pass computer-scored assessments to unlock the next section of the course. Mentors always see the full course outline.

Proctoring Students

The Grade Book is home to a set of powerful tools teachers and mentors use to direct, monitor, and improve student outcomes. Mentors have a slightly different view of the Grade Book than teachers, which allows them to monitor all students in a given course.

The most common task mentors perform in the Grade Book is locking and unlocking proctored assessments. To do this, select Menu > Grade Book, switch from the Summary view to the Unit Details view, and use the Proctor icons (red or green locks) within activity cells.

Monitoring Students

The simplest way to monitor student progress is from the Course Overview page. To access this page, go to your dashboard, expand a course, and click the data icon ( ). From here you can view a summary of student progress and view additional reports:

- Student Progress – A summary of progress for all students enrolled in the course.
- Student Summary – An individual student's progress across all course enrollments.
- Course Activity Scores – An individual student's activity scores for the course.
- Overdue Activities – An individual student's overdue or not yet scored activities.
- Contact List – Teacher email addresses; and, if provided, student email addresses.
- Last Access – Dates students last accessed the course.

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!