

Welcome to Apex Learning!

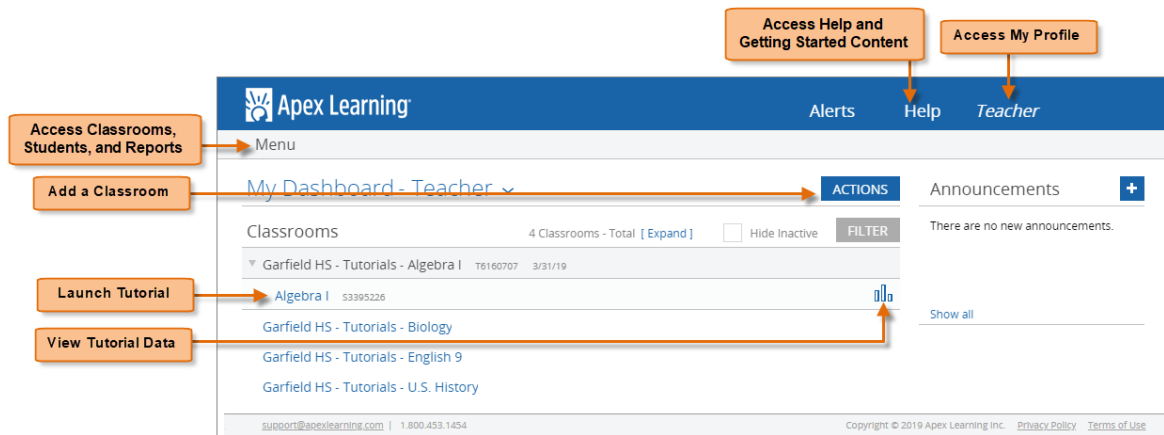
Apex Learning® [Tutorials](#)¹ offer seamless, personalized instruction, practice, and review to ensure all students reach and exceed grade-level mastery so they pass their classes the first time, excel on high-stakes exams, and are prepared for postsecondary success.

Getting Started Checklist

- Go to the Sign In page to sign in, reset your password, and set up security questions.
- Set up a classroom and add a Tutorial.
 - Add students and print a roster (with usernames and temporary passwords).
- Select a title from My Dashboard and decide which unit to send students to first.
- Conduct a student orientation.
- Get further resources by exploring Help > Staff Getting Started > Teacher: Tutorials.

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 Tutorial Window

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

Units & Modules

Each unit offers:

- A prescriptive Pretest and a summative Posttest
- 2 to 4 modules plus 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.

¹ <https://www.apexlearning.com/digital-curriculum/tutorials>

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

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

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.

Adaptive Remediation through 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.

Text-to-Speech and Translation

Tutorials offer embedded text-to-speech and translation to support students who need additional resources for language and reading, particularly English language learners and below-proficient readers.

Customization

Use the Customization Tool to reorder, rename, hide, and add content to align with your local scope and sequence or pacing guides. By default, students have access to all units and modules in a Tutorial.

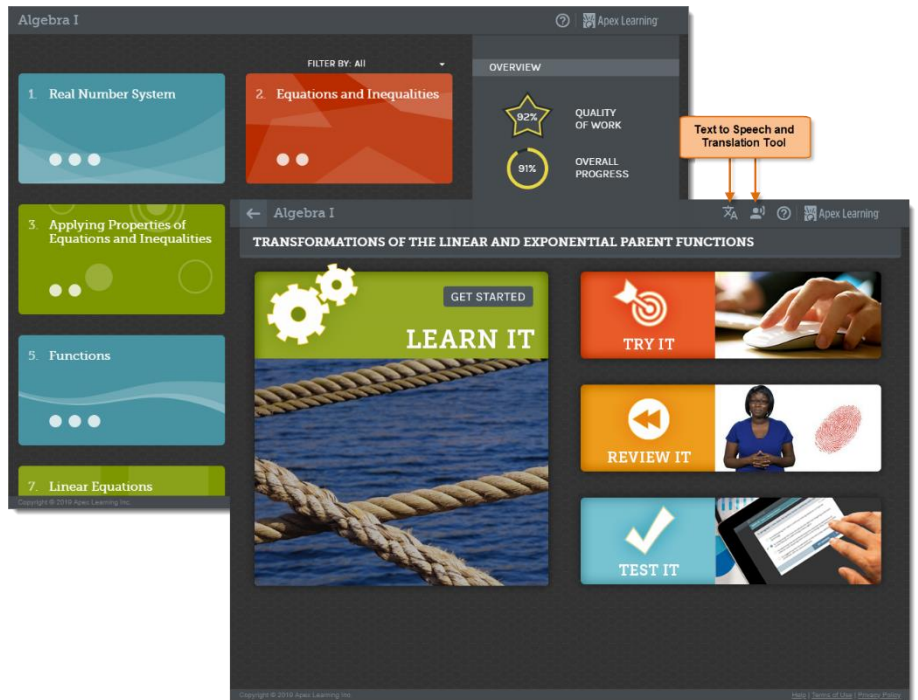
When customization is enabled, you will see Edit Outline on the right side of the Tutorial landing page.

Important: All Tutorial customizations must be made before students start working in the Tutorials.

Tutorial Settings

Use Tutorial Settings to enable Adaptive Remediation and the display of Unit Pretests within each classroom. Staff users 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



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.

- **Units & Modules** tab: Interactive display of overall classroom progress and performance by Unit or Module and a detailed table of student performance data.
- **Prerequisites** tab: 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.

The Tutorials **Time and Performance Report** in the Classroom Overview > Actions menu provides key student-level data such as session time and performance in spreadsheet format.

The screenshot shows the Apex Learning Classroom Overview interface. The top navigation bar includes 'Alerts', 'Help', and 'Teacher'. Below the header, there are tabs for 'OVERVIEW', 'UNITS & MODULES', 'PREREQUISITES', and 'STANDARDS'. The main content area is divided into two sections: 'Performance' and 'Progress'. The 'Performance' section features a 'QUALITY OF WORK' pie chart with a legend: 90+ % (dark green), 80-90 (medium green), 70-80 (light green), 60-70 (red), and < 60% (dark red). The 'Progress' section features a 'PERCENT COMPLETE' bar chart with categories: not started, 0-30%, 30-60%, 60-90%, and 90+ %. Below these charts is an 'Active Students' table with columns for checkboxes, First Name, Last Name, Quality of Work, Percent Complete, Total Session Time, and Last Access. The table lists three students: Abby Abbott (91% QoW, 10 hr 10 min session time), Carl Munoz (38% QoW, 9 min session time), and Cora Bailey (93% QoW, 44 min session time). Callouts on the left side of the screenshot point to specific features: 'Actions menu to Launch Tutorial, Download Data, and Time and Performance Report' points to the 'ACTIONS' menu; 'Mouseover to view Number of Students' points to the '3 students' indicator; 'Check off student(s) and Reset or Complete a Tutorial Enrollment' points to the checkboxes in the student table; and 'Click for Assessment Scores by Student' points to the student names in the table.

Curriculum Resources

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

Sign in to apexvs.com and select Help > Curriculum Resources > Tutorial Guides.

- **Assignment Sheets:** Printable documents used to assign students Tutorial content by Unit, Module, or module element. Alternatively, use to have students individually track their progress.
- **Study Guides:** Printable study guides used to facilitate student comprehension of Tutorial content at the Module level.

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.

Getting Support

To access **online help** at any time, sign in to Apex Learning and click Help in the main menu. Apex Learning Support

- Monday – Friday. 5:00 AM – 7:00 PM Pacific Time
- 1-800-453-1454 option 2
- support@apexlearning.com

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