


ClassTools Achieve Teacher Guide

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Account Login

Here's how to access the online learning environment.

1. Open the browser and type in the virtual school website address (URL).
<http://www.apexvs.com>
2. Type in the **Username** and **Password** and click **Login Now**.



Login [New Features](#)

Welcome to the Login Page!

If you have a username and password, please enter them below.

Username:

Password:

Don't have a Username and Password? [Register Here](#)

Forgot your Username or Password? [Click Here](#)

[Terms of Use](#) [Privacy Policy](#)

For assistance, please email the Support Team at support@apexlearning.com or call (800) 453-1454.

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ClassTools Achieve Getting Started

A. Create a virtual Classroom.

4. After you log in (and are on the My School page), click **Setup Classroom**. You may then be asked to choose a subject. If so, select the appropriate subject. See Step 8 to add additional subjects to your classroom.
5. On the Classroom Setup page, add a **Time Period** (if desired) in order to complete your Classroom Name, and click **Submit**.
6. If you would like to create another classroom, click the **Setup Classroom** link again. Otherwise, click **Go to My School**.

B. Classroom Management: Configure Classroom

7. Once you have created a classroom, click the pencil icon to the left of the classroom name. This will take you to the Classroom Management page.
8. To add additional subjects to your classroom, click the **Configure Classroom** button. Place check marks in the boxes of all of the subjects you would like to add to this particular classroom. Click the **Update** button at the bottom of the page.
9. You can also use the **Configure Classroom** button to change the name of your classroom. Type the new name of the classroom in the top field then click the **Update** button to save your changes.

Setup classroom

How to Enroll Students

1. Choose a student from the **Add Student to list Classroom** list.
2. Click the **Update** button to enroll them in your class.

Click the **Printable Roster** link to see a list of students' usernames and passwords.

Do NOT create new student accounts at this page. Use the materials from training.

Welcome SUSAN FLETCHER (sfletcher@pcssd.org)

ALERT LOGOUT HELP

GO TO MY SCHOOL + ENROLL IN A COURSE

Manage Classroom

Tools

- Grade Book
- Reports
- Manage Accounts
- Manage Classrooms
- Set Up Announcements
- Set Up Classroom
- Correlations
- Change Personal Info
- Orientation
- Run System Checkup

Classroom Configuration ~~Teacher Enrollments~~ **Student Enrollments**

~~Printable Roster~~ ~~Create New Student~~ **Update**

Students Enrolled in this Classroom*

Search:

Student	Expires
TestUser, Pulaski (pulaskitest)	31 Jul 2009

**To withdraw student(s), select from the list above (hold down Ctrl key to select multiple). After making your selection, click the Update button to save your changes.*

Add Students to this Classroom**

Search:

Abernathy, Kyandra (kabernathy1027)
Abner, Tiffany (tabner4664)
Alicie, John (jalicie1805)
Allen, Briana (ballen6091)
Allen, Jodeci (jallen5140)
Anderson, Alvin (aanderson8156)
Anderson, Ethan (eanderson6420)
Atkinson, Bradley (batkinson8508)
Bauman, Michael (mbauman6472)
Blount, Amber (ablount5705)

***To enroll student(s), select from the list above to enroll (hold down Ctrl key to select multiple). After making your selection, click the Update button to save your changes.*

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To **Withdraw** students, use the same procedure but select from the **Students Enrolled in this Classroom** and click **Update**.

My School Page

Below is an example of student's **My School** page. The additional Tools features for mentors and site coordinators will be explained later in the training.

The screenshot shows the Apex Learning My School page. At the top left is the Apex Learning logo. The main header includes 'My School' and navigation buttons for 'GO TO MY SCHOOL' and '+ ENROLL IN A COURSE'. On the right, there are 'LOGOUT' and 'HELP' buttons. A callout box points to the 'GO TO MY SCHOOL' button, stating: 'Go to My School: At any time, you can click on this button to return to the main My School screen.' Another callout points to the 'Announcements' section, stating: 'Announcement: This is where announcements appear.' A third callout points to the 'Tools' sidebar, stating: 'Tools: The Tools area provides links to useful tools specific to your role.' A fourth callout points to the 'Current Enrollments' table, stating: 'Current Enrollments: These links connect to the courses.'

Classroom	Start Date	Teacher
AP Spanish Language Sem 1 (S423807)	29-Aug-05	Kari Feldhaus
AP U.S. Government and Politics (S421918)	29-Aug-05	Dave May

My School Page: Announcements

Teachers have the ability to send messages to students in their courses. These announcements are viewed directly on the My School page. Teachers commonly use announcements to post course policies, additional academic information, and updates on scheduling.

This close-up shows the 'Announcements' section with a filter bar. The filter bar includes 'Posted in:' followed by 'Last 7 days', 'Last 30 days', and 'All'. The 'All' filter is circled in red, with a callout box stating: 'Click 'All' to view all announcements.' Below the filter bar, a list of announcements is shown:

- 11-Nov-05 [Midterm grades!!](#)
- 30-Oct-05 [Midterm grades](#)
- 19-Oct-05 [Discussions](#)
- 23-Sep-05 [IMPORTANT!!!](#)

* Students may need to click on Last 7 days, Last 30 days, or All to view previous announcements.

Course Window

From the **My School** page, in the **Current Enrollments** area, you can click any course link to open that course, which opens the **Course Window**. We've pointed out key features in the screen shot below.

The screenshot displays the Apex Learning interface for 'World History Sem 1'. The top navigation bar includes the course title and the Apex Learning logo. Below the navigation bar, the breadcrumb trail reads 'UNIT 1 > LESSON 1 > ACTIVITY 3 : The Rise of Civilizations'. A search bar is located to the right of the breadcrumb trail.

The main content area is divided into two sections. On the left is a 'Course Outline' window, and on the right is the 'Activity' page. The 'Course Outline' window lists the following items:

- 1: Early Civilizations
 - 1.1: The Birth of Civilizations
 - 1.1.1: Study: Prehistory
 - 1.1.2: Study: Where did the Earliest Humans Live?
 - 1.1.3: Study: The Rise of Civilizations**
 - 1.1.4: Discuss: Archaeology and Pre-History
 - 1.1.5: Explore: Life Before Writing
 - 1.1.6: Quiz: The Birth of Civilizations
 - 1.2: Mesopotamian Civilizations
 - 1.3: Ancient Egypt
 - 1.4: Hebrew Civilization and the Empires of Mesopotamia
 - 1.5: Ancient Civilizations of Europe
 - 1.6: Civilizations of Early India
 - 1.7: Early China Civilizations
 - 1.8: Early Civilizations Wrap-Up
 - 1.9: Diagnostic
- 2: Classical Civilizations
- 3: The Rise of New Empires Around the World
- 4: Europe in the Middle Ages

The 'Activity' page is titled 'From the Paleolithic to the Neolithic'. It features a video player with a play button and a progress bar. A red square highlights the activity name '1.1.3: Study: The Rise of Civilizations' in the outline. A red box points to the video player with the text: 'An open activity shows in bold in the outline. The red square indicates a scored activity.' Another red box points to the video player with the text: 'Notice the icons for viewing or downloading directions or student assignments.' A third red box points to the video player with the text: 'Click the arrow to begin the animation.' A fourth red box points to the video player with the text: 'Here is the Course Outline. Click on a unit or lesson to display that portion of the outline. Click activity names to open the activity.' A fifth red box points to the video player with the text: 'Look for page navigation within each activity. Page forward to view the entire activity.' The video player shows a scene with a cavewoman and a mammoth. The bottom of the page has a footer with 'Help | Terms of Use | Privacy Policy', a 'PRINT' button, and a page navigation bar showing 'Page 1 of 4 GO'.

Each activity within an Apex Learning course has a 'ULA'. ULA stands for Unit, Lesson, and Activity. The ULA is a reference to the activities location within a course. Ex. The 1.1.3 activity is displayed in the screenshot above.

Clicking on the Unit and Lesson activities expands and contracts the navigational window.

Activity Types

The following activity types are found in Apex Learning Courses.

Activity Type	Abbreviation	Intent of the Activity	Typically counts toward grade?
Study	STD	Teaches new concepts through multimedia and interactivity	N
Read	RDG	Directs students to read (copyrighted) materials that are on- or off-line	N
Practice	PRC	Practices, applies, discovers, extends learned concepts	Y/N
Journal	JRL	Practice in which student documents processes, ideas, or works through problems and issues – like a portfolio when repeated throughout the course	Y
Lab	LAB	Practice activity designed to prepare students for offline lab work, to simulate lab in the virtual environment, or to enable students to work with data as they might experience in a laboratory	Y/N
Discuss	DIS	Asynchronous, teacher-supervised discussion	Y
Diag	DIA	Diagnose areas that need further study – covers an entire unit, and study plan links students back to content	N
Review	REV	Prepares students for Unit-level assessment	N
Quiz	QUZ	Computer-scored assessment at the lesson level	Y
Explore	XPL	Enrichment or remediation activities that often include guided research using external web links. – material is not included in assessments	N
Test (CST)	CST	Computer-scored assessment covering content in an entire unit	Y
Test (TST)	TST	Teacher-scored assessment covering content in an entire unit	Y
Exam	EXM	Assessment covering content in an entire semester	Y
Final Exam	FEX	Assess material in an entire subject (covers 2 semesters)	Y

System Check-Up

The **System Check-Up** detects the capabilities of the computer and software. Here, the user can see what needs to be updated on their system.

As seen below, when the user clicks on the Status icon (red stop sign, yellow caution or green ok) they will see a brief explanation as well as a link to the corresponding Support Center article.

The System Check-Up is a pop-up page and is pictured below. This is an important tool when diagnosing technical issues on the client-side.

The screenshot displays the 'System Checkup' interface. At the top, there is a blue header with the text 'System Checkup'. Below the header, there is a link for 'System Specifications'. The main content area contains a table with the following structure:

	Status
System	
Operating System	OK
Browser: Internet Explorer	OK
Browser Configuration	
JavaScript	OK
Cookies	! (Red Stop Sign)
Pop-Up Windows	OK
Browser Plug-Ins	
Java VM: Microsoft Corp. 1.1.4	OK
Flash Player not detected	! (Yellow Caution)
PDF File Support Not Detected	! (Yellow Caution)
Rich Text File Support	i (Blue Information)

Overlaid on the table is a pop-up window titled 'System Checkup Message - Microsoft Internet Explorer'. The window contains the following text:

Additional Information

It appears that you have disabled Cookies in your browser configuration. For the best possible experience with the Apex Learning products and services, you should enable Cookies.

[Click here](#) for additional troubleshooting information.

Close

A red arrow points from the red stop sign icon in the 'Cookies' row of the table to the pop-up window.

Outline Manager

By hiding a specific activity in the Outline Manager you remove it from the students view in the student's outline. This will prevent the student from seeing or completing the activity.

Directions:

- Launch the course you want to modify from the **Current Enrollments** area.
- Turn on the **Outline Manager** by clicking the 'switch' icon in the upper right hand corner to "ON" (It will be green).
- Notice that there are check boxes in the **Course Navigation Outline** to the left.
- Uncheck the checkbox to remove the green check and hide the activity.
- After you have hidden the appropriate activiti(es) click the Outline Manager switch to off. (It will turn grey).
- The Course Navigation Outline will now appear as it does for the students.
- To 'Unhide' activities turn the Outline Manager "ON" and add checkboxes to the appropriate activities.

Icons:

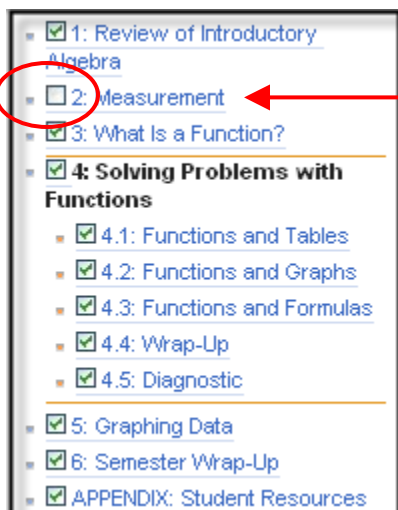


Outline Manager - "OFF" (Student View)



Outline Manager "ON" (Teacher View)

Example:



Unit 2 has been Hidden.

Grade Book

To access your Grade Book:

1. Click on the Grade Book link in the Tools menu.
2. Select a Classroom from the Drop-Down Menu.

Note: Click the Show Completed box to see classrooms from the previous Semester.

3. By Default, the Grade Book will be in Summary View. In Summary View you can see basic grade information for each unit, the Days Since the student last accessed the course, On Schedule %, Quality of Work %, Grade to Date, Overall %. This is also where you can enter Midterm and Final Grades.

Summary View

Welcome Teacher Guest1 (support@apexlearning.com)

STF080
LOGOUT HELP

Grade Book GO TO MY SCHOOL ENROLL IN A COURSE

Tools

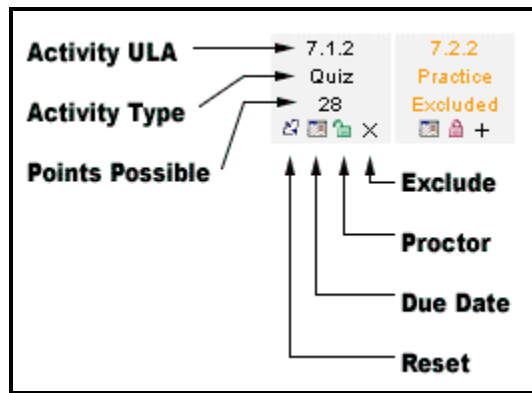
- Grade Book
- Reports
- Set Up Announcements
- Set Up Classroom
- Change Personal Info
- Orientation
- Run System Checkup

Alg1CTA - S465592 - School Year 2005-06 Show Completed

Legend
Deadlines
Grading Scales

	0	Unit 11 (447)	Unit 12 (258)	Extra Credit (0)	Overdue Activities	Days Since Access	On Sched %	Quality of Work	Grade To Date	Overall Percent	Midterm	Final
Crawford, Jason	i	0	0	100.0	126	N/A	16.6%	74.9%	9.3%	9.3%		
Morgan, Wendy	i	0	0	100.0	151	N/A	0%	0%	0%	0%		
Northcutt, Shann...	i	0	0	100.0	151	N/A	0%	0%	0%	0%		
Student, Demo	i	0	0	100.0	151	N/A	0%	0%	0%	0%		
student, extreme	i	0	0	100.0	0	N/A	100.0%	0%	0%	0%		
Student, Guest	i	0	0	100.0	96	13	36.4%	97.5%	31.8%	31.8%		

Grade Book Controls



Reset - Clicking this control will reset all of the computer scores earned by students within a section. When reset, the current score earned by a student is recorded for historical purposes, but the score earned by the student for grade book calculations is cleared. Once reset, students can retake computer scored activities to earn a new score.

Due Date - Clicking this control enables the teacher to set a new due date for the selected activity for all of the students currently enrolled in the section. Setting this due date overwrites the existing due date associated with the assignment. Students enrolling after an activity due date is changed will be given the due date originally associated with the activity. Classroom wide due date changes will not affect those students that have 'Tested Out' of a unit. Their activity due dates for the corresponding unit remain cleared when you adjust the due date.

Proctor - Clicking the Proctor control will lock (or unlock) an activity. Students cannot access proctored activities in the course. A red lock icon indicates that the activity is not available to any of the students in the section. This control is a toggle control. Clicking the green unlocked icon will set the activity to Proctored (or locked). The icon will switch to a red lock image. Clicking the red locked icon will unlock the activity.

Exclude - The Exclude control removes an activity from the calculations of student performance. This control is a toggle control. Clicking the 'X' version of the control will exclude an activity. Excluded activities have orange ULAs and the word 'Excluded' appears where the points possible would typically appear. Clicking the '+' version of this control toggles the activity and includes the point values and student scores in grade book calculations.


Excused – The term used to exclude an activity or a unit for an individual student is 'excused'. an 'e' or an 'x' for a score in the grade book will mark the activity as excused. You can do this for an entire unit by selecting the arrow next to the score frame in the Summary view. Enter an 'e' or an 'x' in the test out average score field.

Grade Book: Due Dates

Each activity listed in the grade book has an associated due date. For online courses, due dates are established when a student is enrolled in the course. Teachers have the ability to adjust the due date for an activity at the section level, or at the individual student level by clicking the respective Due Date control as described above.


Update activity due date.

The due date you select will be assigned to all students in this section.

Due Date: 

Cascade Due Date Change

*Cascading a due date recalculates all subsequent due dates in the course overriding existing due dates. Cascading the due date for this activity will affect **ALL** students in this section.*

Course End Date: 

Update Due Date - To change the due date for an activity, enter the new due date in the Due Date field. Click the calendar icon next to the due date field to select a new due date from a pop-up calendar.

Cascade Due Date Change - Clicking the Cascade Due Date Change checkbox reveals an additional date field indicating the current course end date. When you change an activity due date, you can elect to have the system recalculate all subsequent due dates for the course by clicking the Cascade Due Date Change control. Adjust the course end date as necessary to accommodate your change and then click the Save Changes button to update the due dates for all subsequent scored activities.

Important Note - Student activities within units that they have 'Tested Out' of are not modified when using the cascading feature. When a new student is enrolled in an existing section, they will be assigned the *default due dates* established when the course was created. If you have modified the due dates for a section of students you should make an appropriate adjustment to the due dates for any new students joining your section when they enroll to establish an appropriate schedule for the student to complete the course with their peers.

Reports

To access more information about student progress, scores, and log in information click on the **Reports** link, select a classroom, and choose a report.

The most useful reports will be the Student Progress and Activity Scores Report.

Locate your role below, choose a course classroom (as applicable), and then click the report that interests you.

Teacher

ClassTools Achieve - A954567 - Alg2CTA

Student Progress	Monitor student progress, enter extensions, check deadlines, and post midterm and final grades.
Diagnostic Summary	Track overall student and class performance on diagnostics for ClassTools and Online Course classrooms.
Contact List	View contact information for the class.
Last Login	View how recently students have logged in.
Due Dates	View lesson due dates for the class.
Activity Scores	View the student activity scores for the class.

Add/Withdrawal List Check to see if students have been added or withdrawn.

Example Reports

Student Progress

ClassTools Achieve - A174150 - Alg1CTA

Data is current as of June 21, 2006 4:42 PM PDT

This report may be copied/pasted into a spreadsheet. Formatting will be retained.
Click on a link below to view student detail.

[Legend](#)
[Deadlines](#)
[Grading Scales](#)

SectionID	Last Name	First Name	Activities Overdue or Not Yet Scored	On-Schedule Percent	Quality Of Work	Grade To Date	Overall Percent	Midterm Grade	Final Grade	Extension Date
464119	Access	All	None	100.0%	93.9%	93.9%	12.6%	<input type="text"/>	A	<input type="text"/>
464119	Achiever	Alice	None	100.0%	82.9%	91.6%	19.6%	<input type="text"/>	<input type="text"/>	<input type="text"/>
464119	Education	Eva	None	100.0%	86.3%	84.9%	23.5%	<input type="text"/>	<input type="text"/>	<input type="text"/>
464119	Initiative	Ian	None	100.0%	80.7%	83.0%	18.2%	<input type="text"/>	<input type="text"/>	<input type="text"/>
464119	Jumpahead	John	None	100.0%	87.6%	87.6%	18.7%	<input type="text"/>	<input type="text"/>	<input type="text"/>
464119	Learner	Larry	None	100.0%	96.2%	95.7%	21.4%	<input type="text"/>	<input type="text"/>	<input type="text"/>
464119	Pupil	Patty	None	100.0%	95.1%	95.7%	21.4%	<input type="text"/>	<input type="text"/>	<input type="text"/>

Activity Scores

ClassTools Achieve - A174150 - Alg1CTA

Data is current as of June 21, 2006 4:46 PM PDT

This report may be copied/pasted into a spreadsheet. Formatting will be retained.

ip = in progress. Yellow background indicates student has sent a message regarding the activity but no score has yet been recorded.

		Activity 1.1.5	Activity 1.1.6	Activity 1.2.4	Activity 1.2.5	Activity 1.2.6	Activity 1.3.2	Activity 1.3.3	Activity 1.3.4	Activity 1.4.2
	Activity Type	Quiz	Quiz	Quiz	Quiz	Quiz	Quiz	Quiz	Quiz	Quiz
	Max Score	28	18	16	18	28	30	16	24	28
Access	All	Excused	Excused	Excused						
Achiever	Alice	Excused	Excused	Excused	16	24	24	14	18	26
Education	Eva	Excused	Excused	Excused	14	24	24	14	22	24
Initiative	Ian	24	16	12	14	22	24	12	20	24
Jumpahead	John	22	12	12	14	24	26	12	20	22
Learner	Larry	26	18	16	18	26	28	14	22	26
Pupil	Patty	26	18	16	16	26	28	14	22	26