How to Change Settings in APEX Course

1. Login to your account at www.apexvs.com

2. Make sure you are showing as **Site Coordinator**

3. Click Menu and go to **Classrooms**

4. A list of courses will appear that are already built. Here we will click to the left where it says **EDIT**

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5. Once in, you can change the course settings to what is needed for your students and approved by your admin team.

6. Click the settings button and then the settings feature will open. Here you will look under **Enforce MBL** and change the setting to the recommended percentage needed. I also always make sure to go in and uncheck the box under Proctored Activities. If left checked, then if you unlock an assignment, it will lock again after 50 minutes. Once done please just hit **Save**