

# How to Change Settings in APEX Course

1. Login to your account at [www.apexvs.com](http://www.apexvs.com)
2. Make sure you are showing as **Site Coordinator**

The screenshot shows the Apex Learning dashboard. At the top left, the Apex Learning logo is visible. To the right, there are links for Alerts, Help, and the user name Ryan Erskine. Below the navigation bar, a dropdown menu is open, showing 'My Dashboard - Site Coordinator' with a red arrow pointing to it. Below the menu, the organization is listed as 'St Johns Co School District'. A bar chart titled 'Usage by Solution' shows data for Courses and Tutorials, with categories for Students, Enrollments Not Accessed, and Enrollments Accessed. On the right side, there are announcements and a 'Show all' link.

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

The screenshot shows the Apex Learning dashboard with the 'Menu' dropdown open. The 'Classrooms' option is highlighted with a red arrow. Other menu items include My Dashboard, Grade Book, Discussions, Students, Staff, Reports, and Orders. The background shows a partial view of the 'Usage by Solution' chart.

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

## Classrooms

Solution: COURSES - Creekside HS  Show Archived Only

Search:

Edit	Classroom Name	Primary Teacher	Starts	Ecode	External ID
Edit	CR LAM 2 Sem 2		10 Aug 2020	V2341795	
Edit	CR World History Sem 1		10 Aug 2020	V2278710	
Edit	CR Eng 2 Sem 2		10 Aug 2020	V3798096	
Edit	2020-2021 - CR - Advanced Topics in Mathematics Sem 1		12 Aug 2020	V5581054	CHSMSS.V8991481
Edit	2020-2021 - CR - Advanced Topics in Mathematics Sem 2		12 Aug 2020	V4858490	CHSMSS.V1068803
Edit	2020-2021 - CR - Algebra 2 for CR Sem 1		12 Aug 2020	V7273170	CHSMSS.V9490253
Edit	2020-2021 - CR - Algebra 2 for CR Sem 2		12 Aug 2020	V9687850	CHSMSS.V1118554
Edit	2020-2021 - CR - Biology 1 for CR Sem 1		12 Aug 2020	V8873286	CHSMSS.V4789130
Edit	2020-2021 - CR - Biology 1 for CR Sem 2		12 Aug 2020	V6586139	CHSMSS.V7674859
Edit	2020-2021 - CR - Chemistry 1 for CR Sem 1		12 Aug 2020	V9035649	CHSMSS.V3317252

# How to Change Settings in APEX Course

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

Edit Classroom: 2020-2021 - CR - Advanced Topics in Mathemati... HELP X

**Classroom Configuration** | Teacher Enrollments | Student Enrollments

Archive Save Copy

Classroom Name: 2020-2021 - CR - Advanced Topics in Mathematics Sem 2  
Start Date: 8/12/2020

Course	MBL	MA	CB	QOR	QF	AR	
Advanced Topics in Mathematics Sem 2	70%	2	✓	✓			<b>Settings</b>

*Note: Course Settings may take a few hours to update. Please reload this page or check back again later.*

### Add Courses to Classroom

Select course(s) by subject from the list below to add to the classroom. After making your selection, click the Save button to save your changes.

Pathway	Course	Select
<input checked="" type="checkbox"/> Custom		
<input checked="" type="checkbox"/> Electives		
<input checked="" type="checkbox"/> English		
<input checked="" type="checkbox"/> Math		
<input checked="" type="checkbox"/> Science		
<input checked="" type="checkbox"/> Social Studies		
<input checked="" type="checkbox"/> World Language		

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**

### Course Settings

HOPE - Physical Education Sem 1

#### Mastery-Based Learning (MBL)

Student must achieve a minimum score on computer-scored assessments to unlock subsequent content - [learn more](#)

Enforce MBL

Level:  %

Minimum score needed to unlock subsequent content

Attempts:  Attempts allowed before assessment is locked

#### Proctored Activities

Enforce Auto-proctoring - [learn more](#)

Excludes Practice/TST/Exam

Enforces Closed Book setting

#### Security Settings

Security settings for computer-scored assessments

Closed-book assessments  
Lock course contents during an assessment - [more](#)

Randomize question order  
Different question order for each assessment - [more](#)

Show question feedback  
Show correct answer after each question - [more](#)

Allow answer review  
Student can review a graded assessment later - [more](#)

**I always make sure this is unchecked**