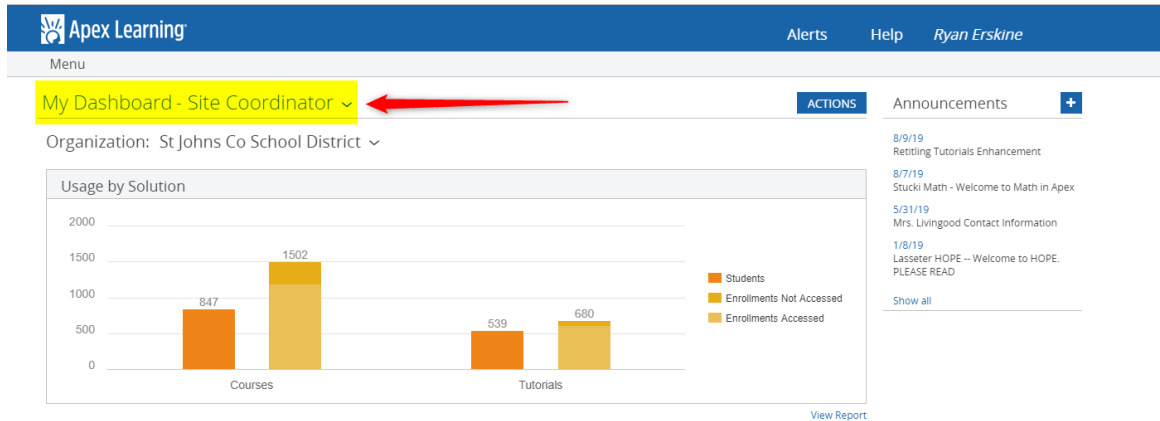
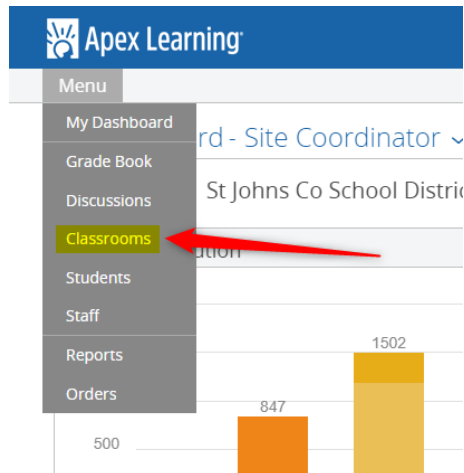


# Copy a Course in APEX

1. Login to your account at [www.apexvs.com](http://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. Click all the way to the left on Edit

## Classrooms

**Solution**  
COURSES - Alice B Landrum MS ☐ Show Archived Only

Search: 2020-2021

Edit	Classroom Name	Primary Teacher	Starts	Ecode	External ID
<a href="#">Edit</a>	2020-2021 - MJ Language Arts 1 Sem 1 (For First-time Credit)		12 Aug 2020	V8033385	ALMSMMS.V4167521
<a href="#">Edit</a>	2020-2021 - MJ Language Arts 1 Sem 2 (For First-time Credit)		12 Aug 2020	V7008127	ALMSMMS.V3306159
<a href="#">Edit</a>	2020-2021 - MJ Language Arts 2 Sem 1 (For First-time Credit)		12 Aug 2020	V7909241	ALMSMMS.V2731079
<a href="#">Edit</a>	2020-2021 - MJ Language Arts 2 Sem 2 (For First-time Credit)		12 Aug 2020	V9079292	ALMSMMS.V2930025
<a href="#">Edit</a>	2020-2021 - MJ Language Arts 3 Sem 1 (For First-time Credit)		12 Aug 2020	V9520623	ALMSMMS.V8350021
<a href="#">Edit</a>	2020-2021 - MJ Language Arts 3 Sem 2 (For First-time Credit)		12 Aug 2020	V9677874	ALMSMMS.V1168260

# Copy a Course in APEX

5. The original course will now open. We want to click to the right where it says Copy.

Edit Classroom: 2020-2021 - MJ Language Arts 1 Sem 1 (For First-time Credit) [HELP](#) [X](#)

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

[Archive](#) [Save](#) [Copy](#)

Classroom Name: 2020-2021 - MJ Language Arts 1 Sem 1 (For First-time Credit)

Start Date: 8/12/2020

Course	MBL	MA	CB	QOR	QF	AR	
MJ Language Arts 1 Sem 1	70%	2	✓	✓			<a href="#">Settings</a>

*Note: CourseSettings 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
<a href="#">+</a> Custom		
<a href="#">+</a> Electives		
<a href="#">+</a> English		
<a href="#">+</a> Math		
<a href="#">+</a> Science		
<a href="#">+</a> Social Studies		
<a href="#">+</a> World Language		

6. You will now see where it opens to Copy Classroom. Please note the Classroom Name. Here take out the “Copy of” to begin the title and at the end I would add -Teacher Name

Copy Classroom [HELP](#) [X](#)

Edit the classroom details below, then click the button to create a copy of your classroom. After you create a copy, you will be able to enroll teachers and students.

Classroom Name: Copy of 2020-2021 - MJ Language Arts 1 Sem 1 (For First-time Credit) - Teacher Example

Start Date: 08/20/2020

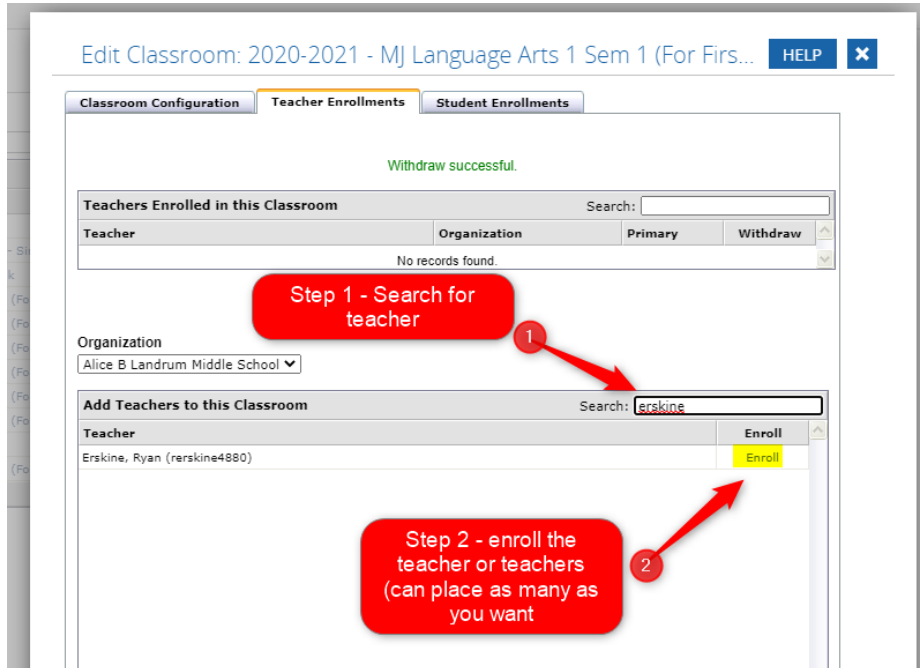
[Create Copy](#)

Remove the highlighted

Add the highlighted

## Copy a Course in APEX

7. Now go in and place the teacher(s) that will be working in this course segment. Follow this by then placing the students in the course.



Withdraw successful.

Classroom Configuration Teacher Enrollments Student Enrollments

Teachers Enrolled in this Classroom Search:

Teacher	Organization	Primary	Withdraw
No records found.			

Organization  
Alice B Landrum Middle School

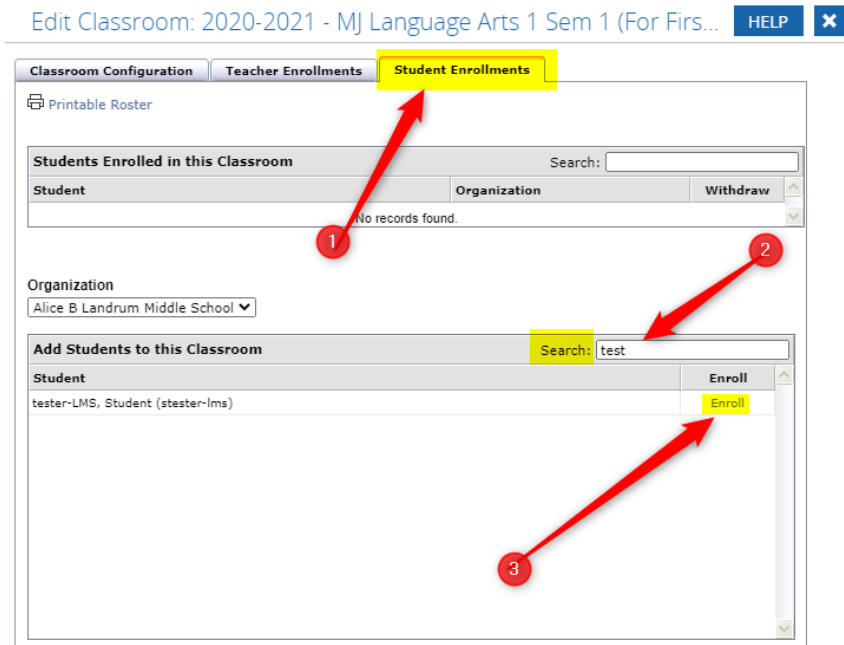
Add Teachers to this Classroom Search: erskine

Teacher	Enroll
Erskine, Ryan (rerskine4880)	Enroll

Step 1 - Search for teacher

Step 2 - enroll the teacher or teachers (can place as many as you want)

8. Now go in and place the student(s) that will be working in this course segment. First thing. At the top click on the third Tab at the top. Once in look to the second search and start searching for students. Once added the students will appear under Students Enrolled in this Classroom.



Edit Classroom: 2020-2021 - MJ Language Arts 1 Sem 1 (For Firs... HELP X

Classroom Configuration Teacher Enrollments Student Enrollments

Printable Roster

Students Enrolled in this Classroom Search:

Student	Organization	Withdraw
No records found.		

Organization  
Alice B Landrum Middle School

Add Students to this Classroom Search: test

Student	Enroll
tester-LMS, Student (stester-lms)	Enroll

1

2

3

# Copy a Course in APEX

9. Note: If you make a mistake and accidentally add a wrong student, you can withdraw that students.

Edit Classroom: 2020-2021 - MJ Language Arts 1 Sem 1 (For Firs... [HELP](#) [X](#)

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

Printable Roster

Enrollment successful.

**Students Enrolled in this Classroom** Search:

Student	Organization	Withdraw
tester-LMS, Student (stester-lms)	Alice B Landrum Middle School	<a href="#">Withdraw</a>

Organization

**Add Students to this Classroom** Search:

Student	Enroll
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If you need to change settings. Please go back to the first tab and click settings.

Edit Classroom: 2020-2021 - MJ Language Arts 1 Sem 1 (For Firs... [HELP](#) [X](#)

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

[Archive](#) [Save](#) [Copy](#)

Classroom Name:

Start Date: 8/20/2020

Course	MBL	MA	CB	QOR	QF	AR	
M/J Language Arts 1 Sem 1	70%	2	✓	✓			<a href="#">Settings</a>

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

# Copy a Course in APEX

Once in, you can change the course settings to what is needed for your students. Here the key items would be:

1. Set the Mastery Based Learning (MBL) to the percent needed. It is auto set to 70%.
2. Attempts: This is the number of attempts allowed before a teacher has to reset the assignment. Auto set to 2, but I would maybe change to the max of 3 attempts.
3. Make sure Proctored Activities is unchecked. If you check this, then students would need their assessments unlocked when they come to an assignment and it only remains unlocked for 50 minutes. If unchecked, you can keep unlocked, but there is no time limit before it locks.
4. Once done, make sure to hit save (bottom right corner)

**Course Settings** ?  
M/J Language Arts 1 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

**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](#)

**Proctored Activities**

☐ **Enforce Auto-proctoring** - [learn more](#)  
Excludes Practice/TST/Exam  
Enforces Closed Book setting

**Save** **Cancel**