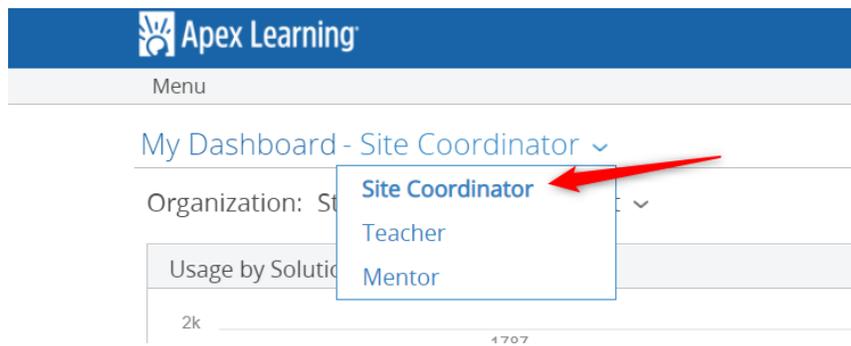


How to Print Final Grade Report in APEX

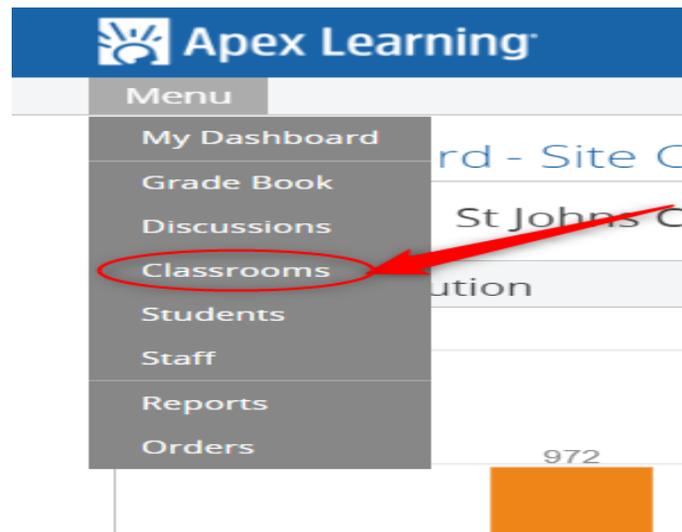
1. Login to APEX: www.apexvs.com



2. Make sure next to your My Dashboard you see yourself listed as **Site Coordinator**



3. Click Menu and Select Classrooms



How to Print Final Grade Report in APEX

4. Go under Solution and look for the Courses (Tutorials will not have a formal gradebook) that you are needing.
 - a. **Step 1:** Course where school is at
 - b. **Step 2:** Search the course word
 - c. **Step 3:** Click on **Edit** to open new tab

Classrooms

Solution

1 COURSES - Allen D Hease HS Show Archived Only

2 Search:

Edit	Classroom Name	Primary Teacher	Starts	Ecode	External ID
E			10 Aug 2018	V6182632	
E			11 Aug 2018	V6034287	
3 Edit	18-19 - English 2 Sem 1 -		11 Aug 2018	V6776183	
E			11 Aug 2018	V8685742	
E			11 Aug 2018	V5915677	
E			14 Aug 2018	V3049892	
E			14 Aug 2018	V1850279	
E			15 Aug 2018	V8034275	
E			15 Aug 2018	V4416116	

Page 1 of 1 (9 items)

5. A new window will open.
 - a. **Step 1:** Click on Teacher Enrollments (center tab).
 - b. **Step 2:** Search in the search bar under Organization for your name
 - c. **Step 3:** Click Enroll

Edit Classroom: 18-19 - English 2 Sem 1 -

1 Classroom Configuration **Teacher Enrollments** Student Enrollments

Teachers Enrolled in this Classroom Search:

Teacher	Organization	Primary	Withdraw
	Allen D Nease High School	Primary	Withdraw
	Allen D Nease High School	Make Primary	Withdraw
	Allen D Nease High School	Make Primary	Withdraw

Organization
Allen D Nease High School

2 Add Teachers to this Classroom Search:

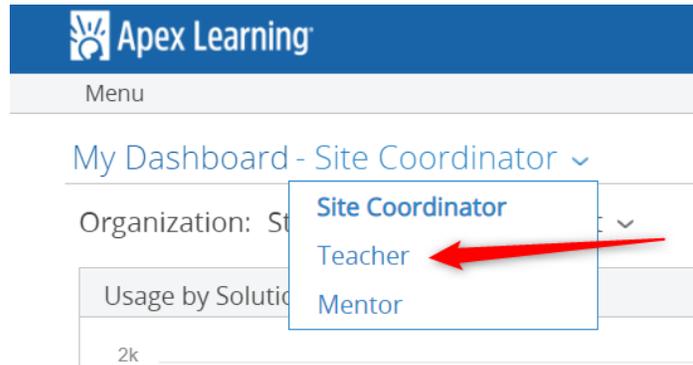
Teacher	Enroll
Erskine, Ryan (rerskine4880)	3 Enroll

How to Print Final Grade Report in APEX

6. Now go back to the Home Screen (Just click APEX Learning in the upper right anytime you need to start from the beginning)



7. Now you will need to change your ROLE from Site Coordinator to Teacher



8. Next:
- Step 1:** Under Organizations you should see your School.
 - Step 2:** Look for that classroom. Click on the classroom name.
 - Step 3:** Lastly, to the right you will see the gradebook. Click on it.

Organization: All Organizations 1

Classrooms

2 Classrooms - Courses [Expand]

Hide Inactive

2 18-19 - English 2 Sem 1 - [redacted] V6776183 8/11/18

English 2 for CR Sem 1 S4666358



9. You are now in the gradebook. Slide the slider on the bottom all the way to the right and you will see in the last column Grade Letter. The document image is what you will click and that will be what you will use for your documentation.

Classroom: 18-19 - English 2 Sem 1 - [redacted]

Activity Scores Report

Course: English 2 for CR Sem 1 - S4666358 [Course Settings](#)

Summary v

REFRESH

<input type="checkbox"/> Hide Completed Students	Unit 5 50	Overdue Activities	Days Since Access	On Schedule Percent	Quality of Work	Grade to Date	Overall Percent	Midterm	Final	Last Due Date	Extension	Grade Letter
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	12/12/2018	[redacted]	[redacted]
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	84	[redacted]	[redacted]	[redacted]

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How to Print Final Grade Report in APEX

10. Once you click, a new window will open. Simply click on your keyboard: Ctrl + (P) and it will open for you to print. Here is what is on the report:

11/2/2018 gradeLetter



Apex Learning Inc.
1215 Fourth Ave., Suite 1500
Seattle, WA 98161
206.381.5600
support@apexlearning.com

[Redacted]

Student name
School Name
School Address

Dear [Redacted],

Thank you for participating in an Apex Learning course. The Final Grade below is a recommendation, only. Your school holds ultimate grading authority. They will evaluate the grade and either transfer it as is or adapt it based on their standard grading procedures.

The grading scales are posted within the course, on the Student Progress report. Once your recommended Final Grade is posted, you'll be able to review your activities, but you can't submit additional work for points.

For more information about your grade, please contact us at support@apexlearning.com or 1-800-453-1454.

End of Course Grade Report for [Redacted]
Allen D Nease High School

Course: English 2 for CR Sem 1 (Current)

Grade To Date/Overall Percent: 83.5% / 83.5%
(Overall Percent may be lower than Grade To Date if activities were excused.)

Recommended Final Grade: 84

Course Completion Date: 9/5/2018 10:00:00 AM

11. Or Simply have your Teacher or Lab Facilitator that is in charge of the course print these out every time a student completes. May save you time