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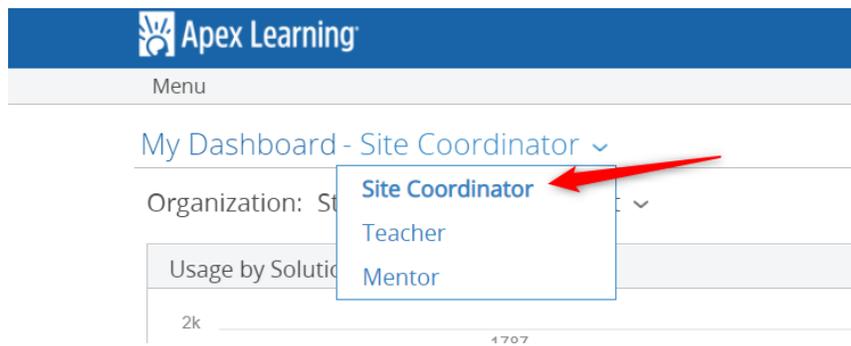
3. Click Menu and Select Classrooms
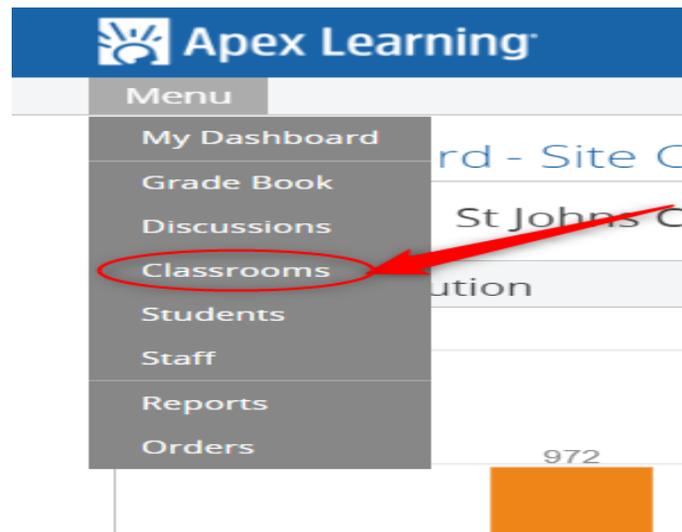
4. Go under Solution and look for the Courses (Tutorials will not have a formal gradebook) that you are needing.
    a. **Step 1**: Course where school is at
    b. **Step 2**: Search the course word
    c. **Step 3**: Click on **Edit** to open new tab

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

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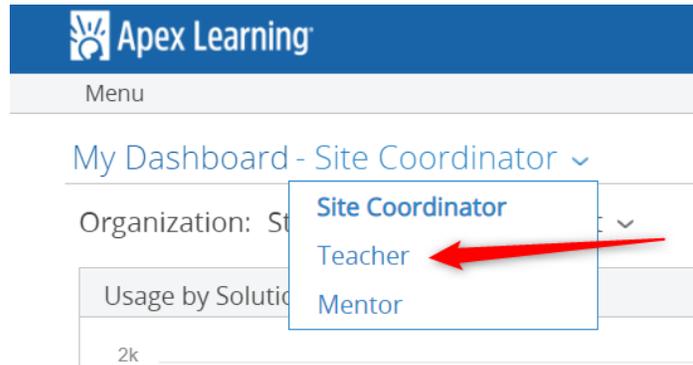
8. Next:
   a. **Step 1**: Under Organizations you should see your School.
   b. **Step 2**: Look for that classroom. Click on the classroom name.
   c. **Step 3**: Lastly, to the right you will see the gradebook. Click on it.

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.

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. **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**