How to Unlock Quizzes and Tests in APEX

1. Login to APEX: <u>www.apexvs.com</u>



2. Once logged in go to Menu>Student

Apex Lear	'ning'				
Menu 🥣					
My Dashboard	Sito C	oordinato	r		
Grade Book	Tu-Site Ci	Jorumato	I ♥		
Discussions	Pacetti Bay	🕖ddle Sch	loor		
Classrooms					
Students	ution	- 2			
Staff					
Stati		10			
Reports	41	42			
20		-		18	18
0					

3. Search for your student (either last name or S# will find) then click on their first or last name

Pacett	zation i Bay Middl	e School 🔻	Shov 2 hived	d Only 🔲 Show B	Enrolled Only					
			-					Search:		
Edit	Transfer	Last Name	First Name	Email	Username	Password	External ID	Enrollments	Coaches	Archive
Edit	Transfer					Reset		0	~	
Edit	Transfer	-				Reset		0	~	
Edit	Transfer					Reset		0	~	
Edit	Transfer					Reset		1	~	
Edit	Transfer					issue1026		0	~	
						Course to				(iii)

4. Once here make sure to change your role from Site Coordinator to Teacher *(*if you are not listed as a teacher then you will first need to add yourself to the course*)

× A	pex Learning [.]		
Men	u ื Back		
Stuc	dent Overview - Site C	Coordinator 🗸	
Stud	ent: Matthew Mo	ordinator er	
	Username: Email: External ID:		
	Organization: Status:		
P	Temporary Password: *****	This password has exp	oire

5. Now under Enrollments you will see a gradebook. Click where you see the book with the (A)

Enrollments						1	Enrollment - Act	tive FILTER
Courses								
Course Name 1	Classroom Name	Quality of Work	Grade to Date	Overdue Activities	Progress	Total Session Time	Last Access	Grade Book
Algebra 1 for CR Sem 1	19-20 CR - Algebra Sem 1	93.3%	93.3%		-	4 hr 47	01/28/20	

6. Now, click where it says summary and choose the Unit in which the assignment must be unlocked:

Classroom:	19-20 CR	- Algebra	i Sem 1 (V	8774815)								Activit	y scores Repor
Course: Alge	ebra 1 foi	r CR Sem	1 - S5501	341 Course S	ettings								
Summary ~													REFRESH
Summary													
Unit 1 🛛 🖊													
Unit 2	Students	130	130	130	150	130	110 110	130	200	Activities	Access	On Schedule Percent	Quality of Work
Linit 3	Statents												
UT IN A	w	43.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	100.0%	93.3%
Unit 4		45.170	0.070	0.070	0.070	0.070	0.070	0.070	0.070	Ŭ	, i i i i i i i i i i i i i i i i i i i	100.070	55.570
Unit 5		4											Þ
Unit 6													
Unit 7													
Unit 8													

7. Find the assignment and click where it shows as locked.

Unit 2 🗸												REFRESH
Hide Completed Students	Unit 2 130	2.0.1 Pretest 20 ⊡ —	2.1.3 Quiz 20 □ 급 —	2.1.4* Practice Excluded □ 급 +	2.2.3 Quiz 20 □ □ □ -	2.3.3 Quiz 20 □ -	2.4.3 Quiz 20 □ 급 —	2.4.4* Journal Excluded □ 급 +	2.5.2* Project Excluded □ 급 +	2.6.2* Discuss Excluded ☐ 금 +	2.6.3* Test (CST) 50 □ @ —	2.6.4* Test (TST) Excluded
 Morgan, Matthew 	0.0%	-	⊟ ∂ -	□ ∂	⊟ ∂	⊟ ∂ -	⊟ ∂	□ ∂	□ ∂	□) [—]
* This activity is always ass	igned											

8. Now you should see the locked button show as unlocked. Once you do this make sure to look up and the previous refresh button will now show as Save. Make sure to Save and all is done:

Unit 2 v											2	SAVE
Hide Completed Students	Unit 2 130	2.0.1 Pretest 20 급 —	2.1.3 Quiz 20 □ ⊕ —	2.1.4* Practice Excluded ☐ ⊖ +	2.2.3 Quiz 20 ☐ ᠿ —	2.3.3 Quiz 20 □ ⊕ —	2.4.3 Quiz 20 □ -	2.4.4* Journal Excluded ☐ ⊕ +	2.5.2* Project Excluded □ □ +	2.6.2* Discuss Excluded ☐ ⊕ +	2.6.3* Test (CST) 50 □ 급 —	2.6.4* Test (TST) Excluded
O Morgan, Matthew	0.0%	-	□ ∂	—	□ ∂	□ ∂	□ ∂	ë ∂	ë ∂	— 1)
* This activity is always ass	igned									(1	

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Unlocking an Assignment for an Entire Class

- 1. Same steps as the above through #6. Once you decide which unit you are needing, here is where you will be able to unlock an assignment for the entire class, rather student by student.
- 2. You want to look at the header and decide what is needing to be unlocked. Here in the example I am looking at 4.4.3 and the locked symbol in the header.

Unit 4 🗸												REFRESH
Hide Completed Students	4.1.10* Practice Excluded □ ⊕ +	4.2.2 Quiz 20 ☐ 급 —	4.2.4 Quiz 10 ☐ 급 —	4.2.5 Discuss Excluded ☐ 급 +	4.2.7 Quiz 20 ☐ 급 —	4.2.9* Practice Excluded □ 급 +	4.3.3 Quiz 20 ☐ 급 —	4.3.5 Quiz 10 ☐ 급 —	4.3.7 Quiz 20 ☐ 급 —	4.3.9 Practice Excluded □ ⊕ +	4.4.3* lest (CST) 40	4.4.4* Test (TST) Excluded
	•	⊟ ∂ -	□ ∂ -	□	⊟ ∂ -		□ ∂ ·	ë ∂ -	□ ∂ ·		Ë ê	
* This activity is always ass	igned											

3. Click the locked item highlighted above and it will showed as unlocked. The blue refresh button above will now say SAVE. Click save each time.



Settings Check

Please note. Make sure that your settings are setup that the box under Proctored Activities is unchecked.

Classroom: 2021-20	22 English	4 - Seme	ster 1 - Cr	edit Reco	very (SJVS	Only) (Ve	5496094)	~			Activit	y Scores Repo
Course: English 4 for	CR Sem 1	- 577168	08 Course Co	rtings								
						and the second se						
Jnit 4 🗸												SAVE
	41.10*	422	424	425	427	42.9*	433	435	437	43.9*	443*	444*
	Practice	Quiz	Quiz	Discuss	Quiz	Practice	Quiz	Quiz	Quiz	Practice	Test (CST)	Test (TST)
	Exclused m.A.+	±∂-	= 8-	Exclused ⊡∂+	= A-	Exclused 日命+	= A-	D A-	= A-	D合+	m a-	De +
Hide Completed Students								m		m a	m A	m 4
Hide Completed Students	- A	m a	m a	m a	m a							
Hide Completed Students	D 0	п . д	□ _ ô	- a	□ <u>∂</u>	- d						

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If checked, then if you unlock an assignment, it will automatically lock again after 50 minutes of no activity.

Lourse Settings English 4 for CR Sem 1	0	
Mastery-Based Learning (MBL)	Security Settings	I
Student must achieve a minimum score on computer-scored	Security settings for computer-scored assessments	I
Separate MBI	Closed-book assessments	ł
Level: 70 % Minimum score needed to unlock subsequent content 3 • Attempts allowed before assessment is	Show question feedback Show correct answer after each question - more Allow answer review Student can review a graded assessment later - more	
locked		10
Enforce Activities Excludes Practice/TST/Exam Enforces Closed Book setting		20
Proceed Activities Enforce Activities Excludes Practice/TST/Exam Excludes Practice/TST/Exam Pretest Settings		29
Protocode Activities Enforce Auto-protoring - learn more Excludes Practice/TST/Exam Enforces Closed Book setting Pretest Settings Prescriptive Pretests are included at the unit level and prescribe content for the student to complete Test-out level: 70 % Ultime unit test ant	 For security, Pretests are always set to: Closed-book Do not show question feedback Do not allow answer review 	29
Protective Activities Excludes Practice/TST/Exam Excludes Practice/TST/Exam Excludes Practice/TST/Exam Excludes the unit level and prescribe content for the student to complete Test-out level: 70 % Allow unit test-out Student can test out of the entire unit	 For security, Pretests are always set to: Closed-book Do not show question feedback Do not allow answer review 	29
Protoced Activities Enforce Auto-proctoring - learn more Excludes Practice/TST/Exam Enforces Closed Book setting Pretest Settings Pretest Settings Prescriptive Pretests are included at the unit level and prescribe content for the student to complete Test-out level: [70] % Allow unit test-out Student can test out of the entire unit Require Pretest to access content All unit content is locked until the student completes the Pretest	 For security, Pretests are always set to: Closed-book Do not show question feedback Do not allow answer review 	29