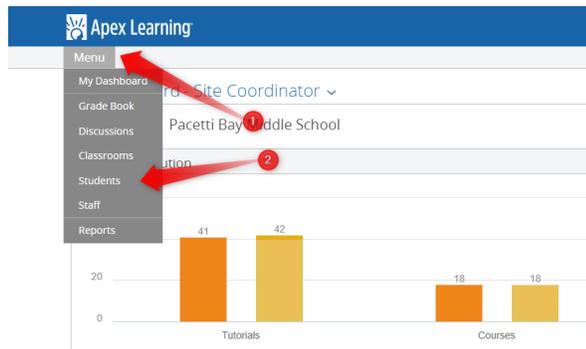


How to Unlock Quizzes and Tests in APEX

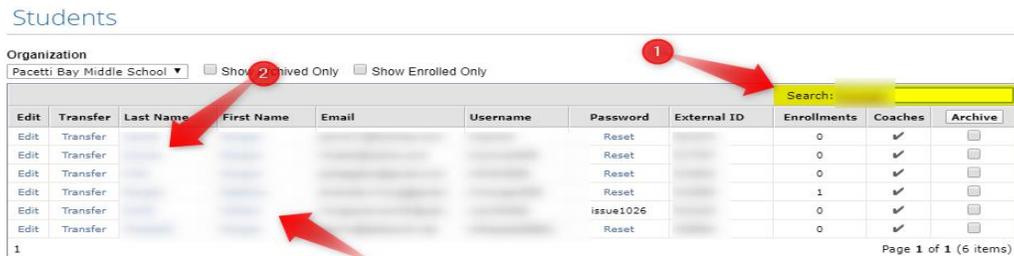
1. Login to APEX: www.apexvs.com



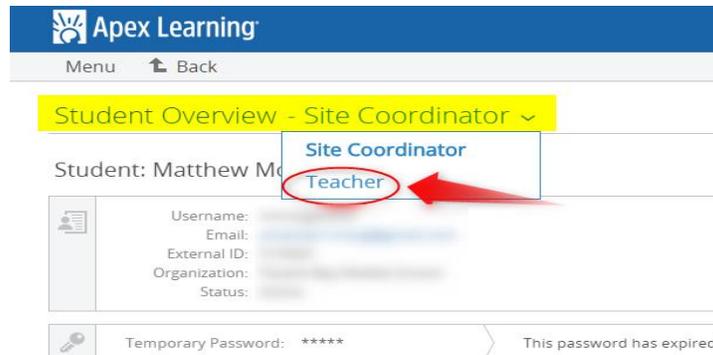
2. Once logged in go to Menu>Student



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



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)*



How to Unlock Quizzes and Tests in APEX

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

Enrollments

1 Enrollment - Active FILTER

Courses

Course Name ↑	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%		<div style="width: 100%;"></div>	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 Sem 1 (V8774815)

[Activity Scores Report](#)

Course: Algebra 1 for CR Sem 1 - S5501341 [Course Settings](#)

Summary ~ REFRESH

Summary	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Overdue Activities	Days Since Access	On Schedule Percent	Quality of Work
Students	130	130	130	150	130	110	130	200				
43.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	100.0%	93.3%	

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

Unit 2 ~

REFRESH

Hide Completed Students

Unit 2	2.0.1 Pretest	2.1.3 Quiz	2.1.4* Practice Excluded	2.2.3 Quiz	2.3.3 Quiz	2.4.3 Quiz	2.4.4* Journal Excluded	2.5.2* Project Excluded	2.6.2* Discuss Excluded	2.6.3* Test (CST)	2.6.4* Test (TST) Excluded
130	20	20	20	20	20	20	20	20	20	50	Excluded
Morgan, Matthew	0.0%	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒

* This activity is always assigned

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 ~ SAVE

Unit 2	2.0.1 Pretest	2.1.3 Quiz	2.1.4* Practice Excluded	2.2.3 Quiz	2.3.3 Quiz	2.4.3 Quiz	2.4.4* Journal Excluded	2.5.2* Project Excluded	2.6.2* Discuss Excluded	2.6.3* Test (CST)	2.6.4* Test (TST) Excluded
130	20	20	20	20	20	20	20	20	20	50	Excluded
Morgan, Matthew	0.0%	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒

* This activity is always assigned

How to Unlock Quizzes and Tests in APEX

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 ▾

Hide Completed Students

	4.1.10* Practice Excluded	4.2.2 Quiz 20	4.2.4 Quiz 10	4.2.5 Discuss Excluded	4.2.7 Quiz 20	4.2.9* Practice Excluded	4.3.3 Quiz 20	4.3.5 Quiz 10	4.3.7 Quiz 20	4.3.9* Practice Excluded	4.4.3* Test (CST) 40	4.4.4* Test (TST) Excluded
	<input type="checkbox"/> <input type="checkbox"/>											

* This activity is always assigned

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.

Unit 4 ▾

Hide Completed Students

	4.1.10* Practice Excluded	4.2.2 Quiz 20	4.2.4 Quiz 10	4.2.5 Discuss Excluded	4.2.7 Quiz 20	4.2.9* Practice Excluded	4.3.3 Quiz 20	4.3.5 Quiz 10	4.3.7 Quiz 20	4.3.9* Practice Excluded	4.4.3* Test (CST) 40	4.4.4* Test (TST) Excluded
	<input type="checkbox"/> <input type="checkbox"/>											

* This activity is always assigned

Settings Check

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

Grade Book

Classroom: 2021-2022 English 4 - Semester 1 - Credit Recovery (SjVS Only) (V6496094) ▾

Course: English 4 for CR Sem 1 - 57716888 **Course Settings** [Activity Scores Report](#)

Unit 4 ▾

Hide Completed Students

	4.1.10* Practice Excluded	4.2.2 Quiz 20	4.2.4 Quiz 10	4.2.5 Discuss Excluded	4.2.7 Quiz 20	4.2.9* Practice Excluded	4.3.3 Quiz 20	4.3.5 Quiz 10	4.3.7 Quiz 20	4.3.9* Practice Excluded	4.4.3* Test (CST) 40	4.4.4* Test (TST) Excluded
	<input type="checkbox"/> <input type="checkbox"/>											

* This activity is always assigned

How to Unlock Quizzes and Tests in APEX

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

Course Settings
English 4 for CR 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 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](#)

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

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

Pretest Settings
Prescriptive Pretests are included at the unit level and prescribe content for the student to complete

Test-out level: %

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