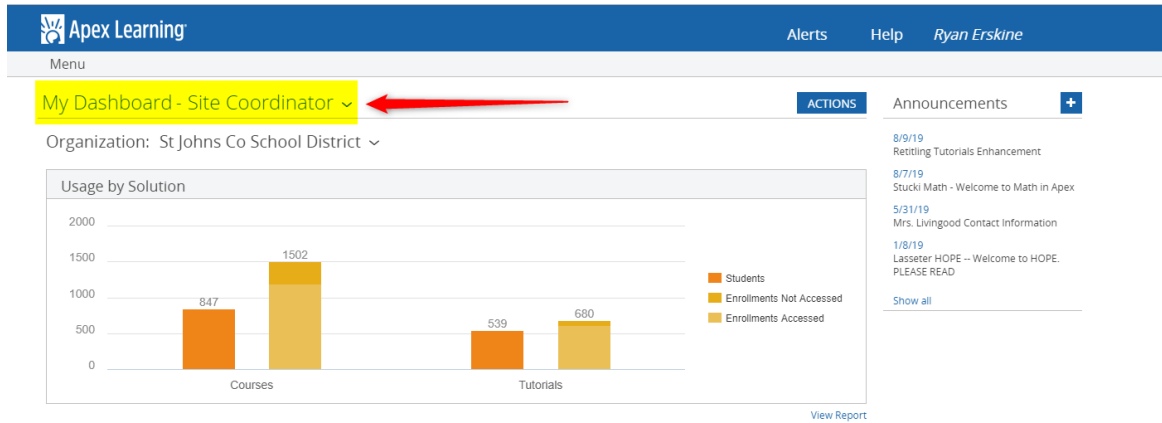
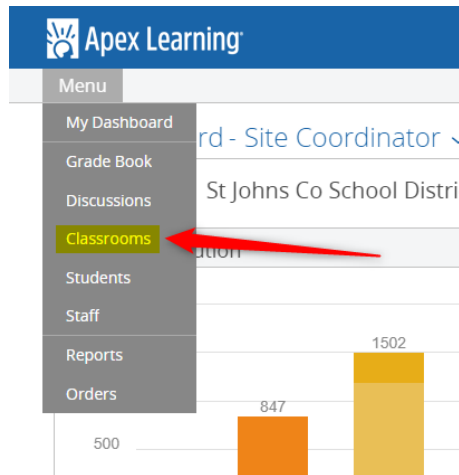


Add a Course in APEX. Course is already made

1. Login to your account at 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. Find the course that you are wanting by typing in the search bar to the right

The screenshot shows the Apex Learning Classrooms page. The search bar contains the text "english". A red arrow points to the search bar. The table below lists the courses.

Edit	Classroom Name	Primary Teacher	Starts	Ecode
Edit	19-20 CR - English 1 for CR Sem 1		03 Aug 2019	V5575645
Edit	19-20 CR - English 1 for CR Sem 2		03 Aug 2019	V8098801
Edit	19-20 CR - English 2 for CR Sem 1		03 Aug 2019	V5026807
Edit	19-20 CR - English 2 for CR Sem 2		03 Aug 2019	V9787373
Edit	19-20 CR - English 3 for CR Sem 1		03 Aug 2019	V2612831
Edit	19-20 CR - English 3 for CR Sem 2		03 Aug 2019	V9325684
Edit	19-20 CR - English 4 for CR Sem 1		03 Aug 2019	V5969610
Edit	19-20 CR - English 4 for CR Sem 2		03 Aug 2019	V5439125
Edit	19-20 7th English3 Hurst		12 Aug 2019	V8278322
Edit	19-20 5th English2 HURST		14 Aug 2019	V7028614
Edit	19-20 English 1 Sem 1 CORE		16 Aug 2019	V2453187

Add a Course in APEX. Course is already made

5. Now that you found the course that you are wanting to use, click **EDIT** to the left

Classrooms

Solution

COURSES - Allen D Hease HS Show Archived Only Add Classroom

Search: english

Edit	Classroom Name	Primary Teacher	Starts	Ecode	External ID
Edit	19-20 CR - English 1 for CR Sem 1		03 Aug 2019	V5575645	CR.T1eng9Ps1CTVgx-18_A...
Edit	19-20 CR - English 1 for CR Sem 2		03 Aug 2019	V8098801	CR.T1eng9Ps2CTVgx-18_A...
Edit	19-20 CR - English 2 for CR Sem 1		03 Aug 2019	V5026807	CR.T1eng10Ps1CTVgx-18_A...
Edit	19-20 CR - English 2 for CR Sem 2		03 Aug 2019	V9787373	CR.T1eng10Ps2CTVgx-18_A...
Edit	19-20 CR - English 3 for CR Sem 1		03 Aug 2019	V2612831	CR.T1eng11Ps1CTVgx-18_A...
Edit	19-20 CR - English 3 for CR Sem 2		03 Aug 2019	V9325684	CR.T1eng11Ps2CTVgx-18_A...
Edit	19-20 CR - English 4 for CR Sem 1		03 Aug 2019	V5969610	CR.T1eng12Ps1CTVgx-18_A...
Edit	19-20 CR - English 4 for CR Sem 2		03 Aug 2019	V5439125	CR.T1eng12Ps2CTVgx-18_A...
Edit	19-20 7th English3 Hurst		12 Aug 2019	V8278332	
Edit	19-20 5th English2 HURST		14 Aug 2019	V7028614	
Edit	19-20 English 1 Sem 1CORE		16 Aug 2019	V2453187	

Page 1 of 1 (11 items)

6. Since this course is already built, look to the top and click the middle tab (**Teacher Enrollments**) to add you as the teacher

Menu Back

Classrooms

Solution

COURSES - Allen D Hease HS

Classroom Name

19-20 CR - English 1 for CR Sem 1

19-20 CR - English 1 for CR Sem 2

19-20 CR - English 2 for CR Sem 1

19-20 CR - English 2 for CR Sem 2

19-20 CR - English 3 for CR Sem 1

19-20 CR - English 3 for CR Sem 2

19-20 CR - English 4 for CR Sem 1

19-20 CR - English 4 for CR Sem 2

19-20 7th English3 Hurst

19-20 5th English2 HURST

19-20 English 1 Sem 1CORE

Edit Classroom: 19-20 CR - English 1 for CR Sem 1

Classroom Configuration **Teacher Enrollments** Student Enrollments

Teachers Enrolled in this Classroom

Teacher	Organization	Primary	Withdraw
---------	--------------	---------	----------

Organization

Allen D Hease High School

Add Teachers to this Classroom

Teacher	Enroll
Erskine, Ryan (rerskine4880)	Enroll
Erskine, Ryan (rerskine4880)	Enroll
Erskine, Ryan (rerskine4880)	Enroll
Erskine, Ryan (rerskine4880)	Enroll
Erskine, Ryan (rerskine4880)	Enroll
Erskine, Ryan (rerskine4880)	Enroll
Erskine, Ryan (rerskine4880)	Enroll
Erskine, Ryan (rerskine4880)	Enroll
Erskine, Ryan (rerskine4880)	Enroll
Erskine, Ryan (rerskine4880)	Enroll

7. Now you want to add you. Go to the second search bar and type in the name of the teacher that you wish to add and then click Enroll. If more than one teacher is being add make sure to designate which one is the Primary:

Edit Classroom: 19-20 CR - English 1 for CR Sem 1

Classroom Configuration **Teacher Enrollments** Student Enrollments

Teachers Enrolled in this Classroom

Teacher	Organization	Primary	Withdraw
---------	--------------	---------	----------

Organization

Allen D Hease High School

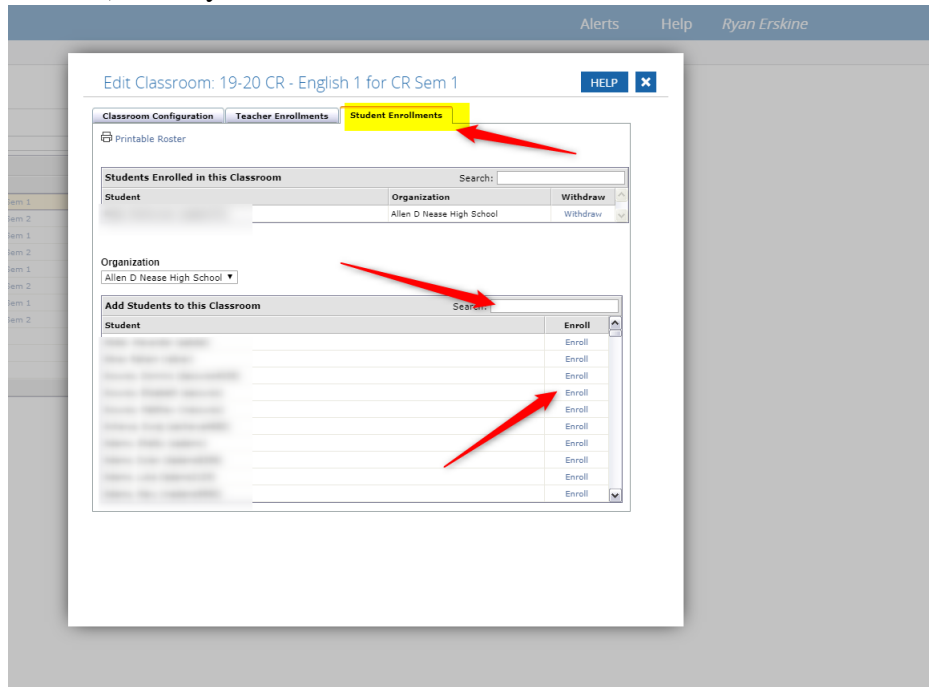
Add Teachers to this Classroom

Search: [erskine]

Teacher	Enroll
Erskine, Ryan (rerskine4880)	Enroll

Add a Course in APEX. Course is already made

8. Now the course is setup and you can add students. At the top of the page you will see the third tab (**Students Enrollments**). Here you can add and withdraw students.



9. Now exit out ☹️