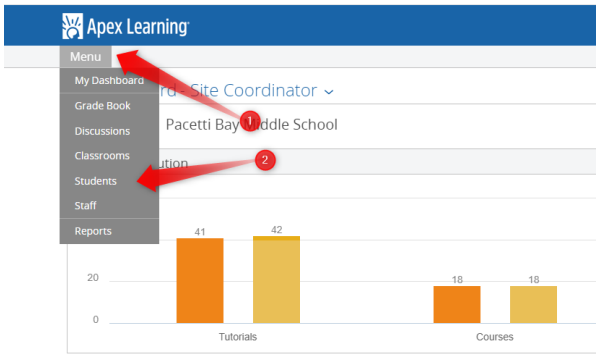
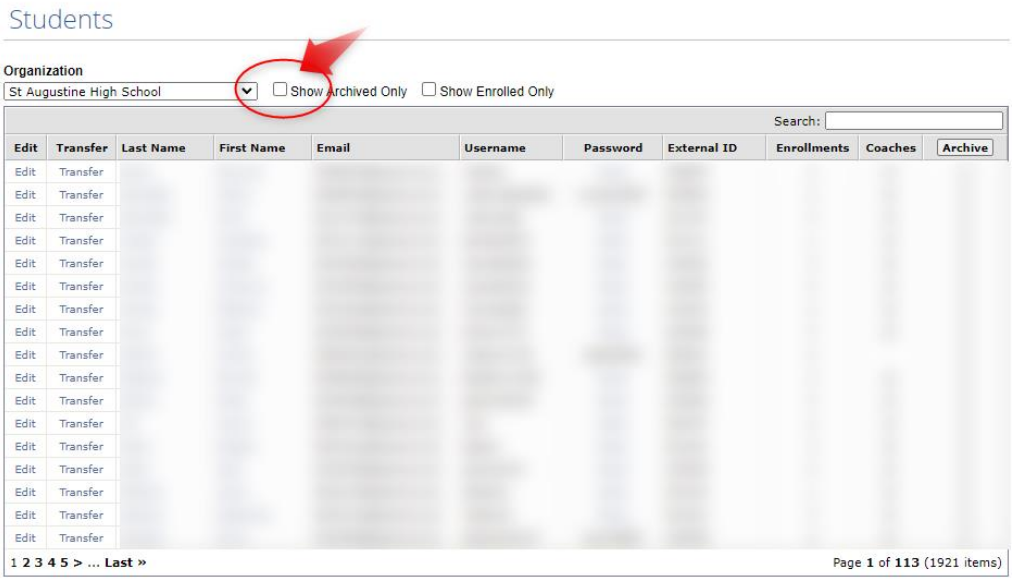
How to View Archived Student Records in APEX

1. Login to APEX: www.apexvs.com

2. Once logged in go to Menu - Student



3. You should see a list of your active students. Check the box that says “Show Archived Only”



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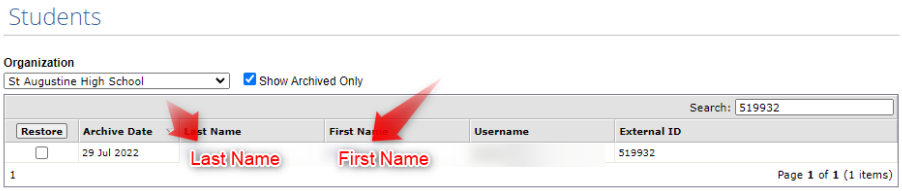
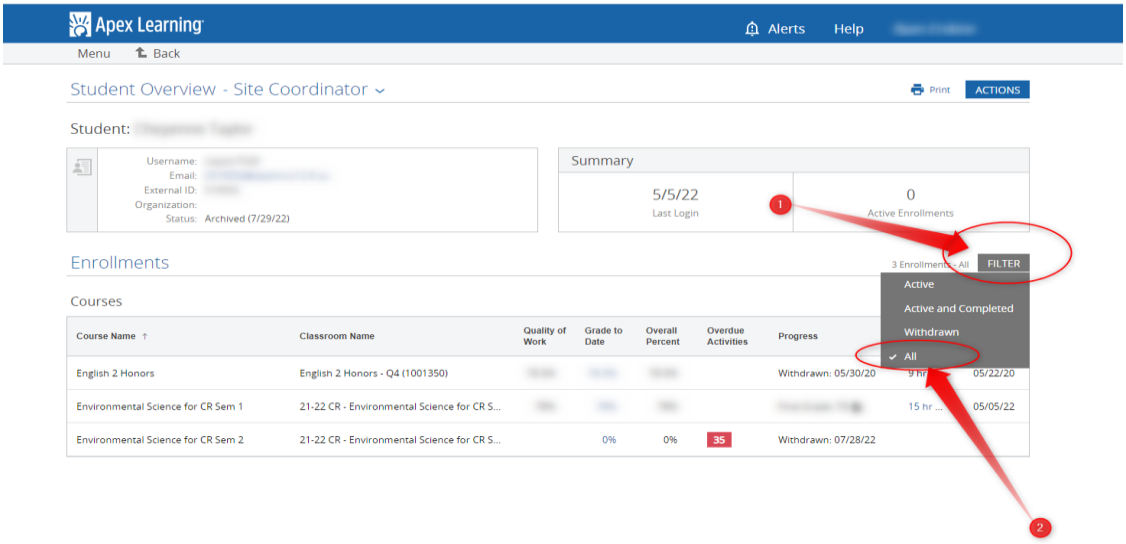
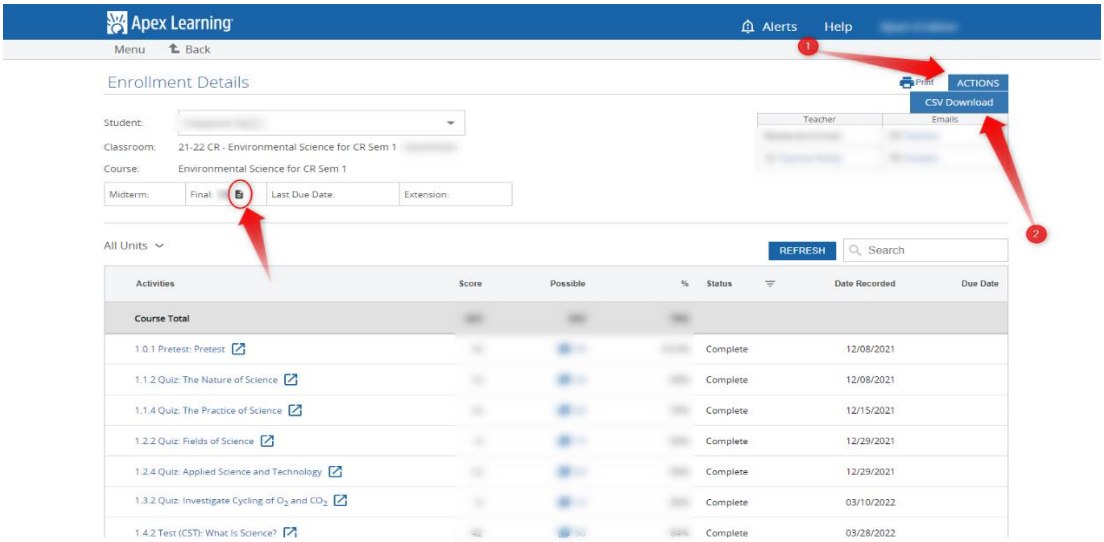
4. A new list will appear with all students that are no longer active at your school. Type in the search bar to the right the student number. When this appears, you can click either the first or last name to pull up their records in APEX.



5. When the Student Overview opens, I recommend clicking to the right where it says Filter. Change the field to ALL. This will then display any course a student was enrolled in, whether they completed or were withdrawn.



6. If a student completed the course, you can click on the hyperlink under progress. The exact breakdown of the work will then appear in a new screen and you can either create a CSV document to download or print the page.
   - *Printing you can by clicking the red arrow to the left. That is the final grade report that the Registrar or Operator will need.*
   - *Downloading is to the right. Click on Actions and then CSV Download.*