How to View Archived Student Records in APEX

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



2. Once logged in go to Menu - Student

Menu	_				
My Dashboard	rd - Site C	oordinator 🥆			
Grade Book		•			
Discussions	Pacetti Ba	y W ddle Schoo	bl		
Classrooms	ition	2			
Students					
Staff					
Reports	41	42			
20		_		18	18

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

•	zation		6		_					
St Au	gustine High	n School	 Us 	how Archived Only	Show Enrolled Only					
			-					Search:		
Edit	Transfer	Last Name	First Name	Email	Username	Password	External ID	Enrollments	Coaches	Archive
Edit	Transfer									
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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 A new list will appear with all students that are no longer active at your school.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.

Stude	nts					
Organization St Augustine	ı e High School	✓ Show Are	chived Only			
					Search: 519932	
Restore	Archive Date	La <mark>st Name</mark>	First Name	Username	External ID	
	29 Jul 2022	Last Name	Eirst Name		519932	
1					Page 1 of 1 (1 i	tems)

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 This will then display any course a student was enrolled in, whether they completed or were withdrawn.

Student	Overview - Site	e Coordinator 🗸						🖶 Print	ACTIONS
Student:									
4	Username:			Summary	/				
	External ID:				5/5/2	2	-	0	
0)rganization:				Last Log	in	1 Acti	ve Enrollments	
	Status: Archived (7)	(29/22)			0				
Enrollme	ents							3 Enrollment	All FILTER
									-
Courses								Active and	Completed
Course Name	†	Classroom Name	Quality of Work	Grade to Date	Overall Percent	Overdue Activities	Progress	Withdrawr	5
English 2 Hon	ors	English 2 Honors - Q4 (1001350)					Withdrawn: 05/30/20	9 hr	05/22/20
Environmenta	I Science for CR Sem 1	21-22 CR - Environmental Science for CR S						15 hr	05/05/22
	I Science for CR Sem 2	21-22 CR - Environmental Science for CR S		0%	0%	35	Withdrawn: 07/28/22		

- 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.

👸 Apex Learning				🏚 Alert	ts Help	
Menu 🏦 Back					0	
Enrollment Details					-Pri	ACTIONS
						CSV Download
Student:	-				Teacher	Emails
Classroom: 21-22 CR - Environmental Science for CR Se	m 1					
Course: Environmental Science for CR Sem 1						
Midterm: Final: (E) Last Due Date:	Extension:					
All Units 🐱				R	EFRESH Q Search	
Activities	Score	Possible	56	Status 👳	Date Recorded	Due Date
Course Total			-			
1.0.1 Pretest: Pretest			10.00	Complete	12/08/2021	
1.1.2 Quiz: The Nature of Science				Complete	12/08/2021	
1.1.4 Quiz: The Practice of Science			-	Complete	12/15/2021	
1.2.2 Quiz: Fields of Science			-	Complete	12/29/2021	
1.2.4 Quiz: Applied Science and Technology 🗾			-	Complete	12/29/2021	
1.3.2 Quiz: Investigate Cycling of O_2 and CO_2				Complete	03/10/2022	