

**Volume**

**1**

PARKWAY ACADEMY CENTRAL

# **APEX Basics for Students**

---

© Parkway Academy Central  
111 S West Street Suite 200  
Dover, DE 19904  
302-730-8280  
302-730-8284 fax

# Table of Contents

Chapter 1 – Student Interface Basics .....	2
The Student Dashboard .....	2
Grade Details .....	2
Progress.....	2
Overdue Activities .....	2
Calendar .....	3
Messaging.....	3
Sending A Message.....	3
Reading Mail .....	4
Deleting Mail .....	5
Accessing Classes .....	6
Opening a Class .....	6
Online Learning Materials .....	6
Using APEX Search Feature.....	7
Basic Search .....	7
Windows Find .....	8



## Chapter 1 – Student Interface Basics

### The Student Dashboard

 A screenshot of the Apex Learning student dashboard. At the top, there is a blue header with the Apex Learning logo on the left, and "Alerts", "Help", and "John Student" on the right. Below the header is a "Menu" bar. The main content area is titled "My Dashboard" and shows "5 Enrollments - Active" with "FILTER" and "ACTIONS" buttons. On the right, there are sections for "Announcements" (stating "There are no new announcements" with a "Show all" link), "Messages" (with a "+" and "VIEW" button), and "Calendar" (with a "VIEW" button). The central "Courses" section contains a table with the following data:
 

Course Name	Grade to Date	Progress	Overdue Activities
Financial Literacy	86%	<div style="width: 86%; background-color: green;"></div>	
Health Opportunities through Physical Education (HOPE) Sem 1	83%	<div style="width: 83%; background-color: green;"></div>	
Physical Education	91%	<div style="width: 91%; background-color: green;"></div>	
Spanish I	63%	<div style="width: 63%; background-color: yellow;"></div>	5
World History	0%	<div style="width: 0%; background-color: green;"></div>	1

The student Dashboard gives a student a immediate feedback regarding the APEX progress and status whenever they log in. It shows them their active classes, their current grades, their progress towards completion of each class, and the number of any missing assignments. They can get more detailed information about each area of their dashboard simply by pointing and clicking.

#### Grade Details

Students have access to their gradebook by clicking on their grade to date. This will provide them with general information about individual assignments including the Unit, Lesson and Activity, the assignment due date, the status of the assignment, the % grade they received and the point value of the assignment.

#### Progress

Passing over the progress bar with their mouse will show a student the % of the course they have completed and their on schedule status (On Schedule or Behind Schedule)

#### Overdue Activities

If a student has overdue activities in a class a red box with the number of overdue activities for the class. Clicking on this box will show the student the activity title, status, possible points and the due date for each overdue activity. Assignments are not counted overdue until midnight on the due date. Student should use their calendar and try to complete work on or before the day it is due.

**Calendar**

The Calendar lets the student see a list of all assignments due for all classes for each day. Notice that the system does not assign due dates on weekends. Overdue assignments are treated as zeroes in the gradebook after the end of the assigned day. This means that a student might have no overdue assignments on a Friday during school hours, but any assignments that were due on Friday become zeroes at midnight and will pull down their grade.

It is important that students be made aware of this because the weekly reports that their parents see and their weekly rewards at school are calculated based on their grades on Sunday and will count Friday assignments. Students should be encouraged to use the calendar to work ahead and not work based on overdue activities.

Calendar

August 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 FLhopeCe1CTV-12 3.1.3 FLhopeCe1CTV-12 3.1.4 PECTVCo 3.1.3 RECTVCo 3.1.4	27 worldHistCtyCTV-13 2.5.2 worldHistCtyCTV-13 2.5.3	28 Span1CTVCo 3.1.3 Span1CTVCo 3.1.7 Span1CTVCo 3.1.8 worldHistCtyCTV-13 3.1.2 worldHistCtyCTV-13 3.1.3	29	30 FLhopeCe1CTV-12 3.2.3 FLhopeCe1CTV-12 3.2.4 Span1CTVCo 3.2.4 Span1CTVCo 3.2.7 Span1CTVCo 3.2.10 worldHistCtyCTV-13 3.2.4 More...	31	1
2	fnanItCseCTV-11 3.1.2	3 Span1CTVCo 3.3.4 Span1CTVCo 3.3.7 Span1CTVCo 3.3.8	4 FLhopeCe1CTV-12 3.3.4 FLhopeCe1CTV-12 3.3.5 PECTVCo 3.2.3 PECTVCo 3.2.4 worldHistCtyCTV-13 3.3.4 worldHistCtyCTV-13 3.3.7 worldHistCtyCTV-13 3.3.8	5	6 FLhopeCe1CTV-12 3.4.2 Span1CTVCo 3.4.4 Span1CTVCo 3.4.7 Span1CTVCo 3.4.10 worldHistCtyCTV-13 3.4.3 worldHistCtyCTV-13 3.4.6 worldHistCtyCTV-13 3.4.7	7 8
9 fnanItCseCTV-11 3.2.2 fnanItCseCTV-11 3.2.3 Span1CTVCo 3.5.2 Span1CTVCo 3.5.3 worldHistCtyCTV-13 3.5.3 worldHistCtyCTV-13 3.5.6 worldHistCtyCTV-13 3.5.7	10 FLhopeCe1CTV-12 3.5.2 FLhopeCe1CTV-12 3.5.3	11 Span1CTVCo 4.1.2 Span1CTVCo 4.1.3 Span1CTVCo 4.1.4	12	13 fnanItCseCTV-11 3.3.2 fnanItCseCTV-11 3.3.3 worldHistCtyCTV-13 3.6.2 worldHistCtyCTV-13 3.6.3	14 RECTVCo 3.3.3 RECTVCo 3.3.4 worldHistCtyCTV-13 4.1.2 worldHistCtyCTV-13 4.1.3	15
16 fnanItCseCTV-11 3.4.2 fnanItCseCTV-11 3.4.3 worldHistCtyCTV-13 4.2.4 worldHistCtyCTV-13 4.2.7 worldHistCtyCTV-13 4.2.8	17 Span1CTVCo 5.1.4 Span1CTVCo 5.1.7 Span1CTVCo 5.1.10	18 FLhopeCe1CTV-12 4.1.2 FLhopeCe1CTV-12 4.1.3	19	20 fnanItCseCTV-11 3.5.2 fnanItCseCTV-11 3.5.3 worldHistCtyCTV-13 4.3.4 worldHistCtyCTV-13 4.3.7 worldHistCtyCTV-13 4.3.8	21 FLhopeCe1CTV-12 4.2.2 FLhopeCe1CTV-12 4.2.7 Span1CTVCo 5.2.4 Span1CTVCo 5.2.7 Span1CTVCo 5.2.10	22

**Messaging**

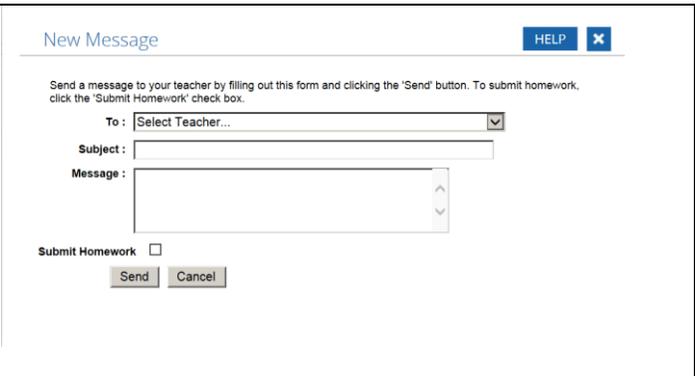
**Sending A Message**

- From the dashboard click the  button to start a new message

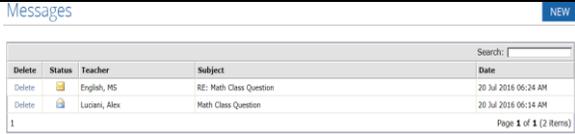
Messages

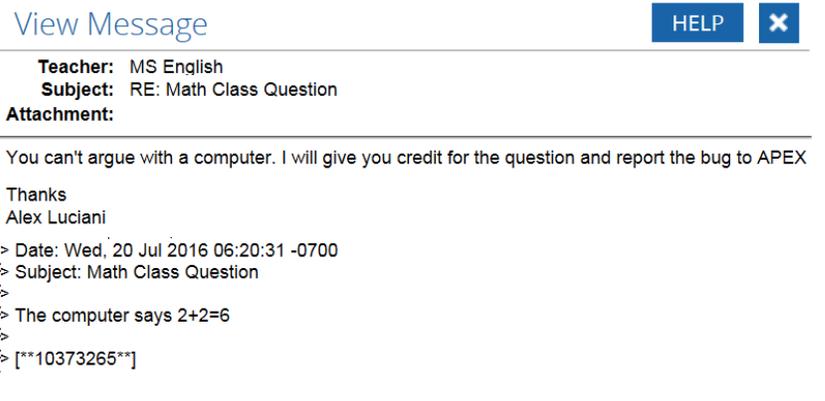


VIEW

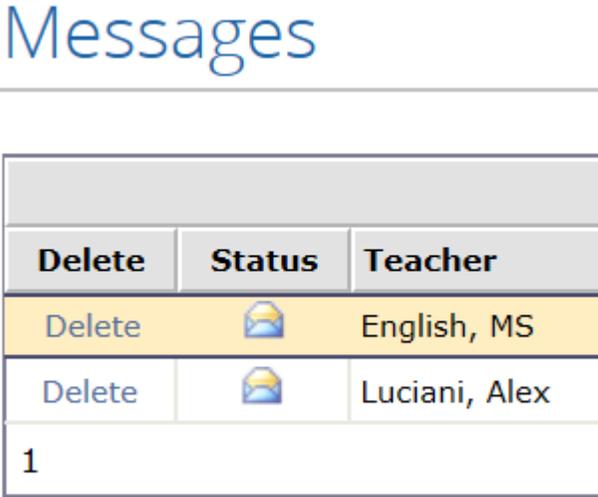
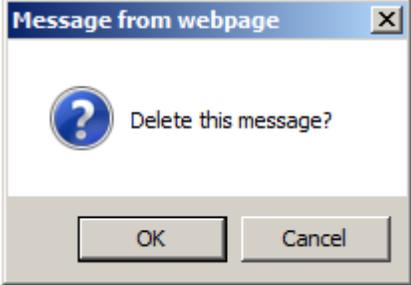
<p>2. This will open the new message window.</p>	
<p>3. Select the teacher you want to message from the drop down list.</p>	<p>To : <b>Select Teacher...</b>          Alex Luciani          Alex Luciani Jr</p>
<p>4. Enter a Subject:</p>	<p><b>Subject :</b> <input type="text" value="Math Class Question"/></p>
<p>5. Type your message.</p>	<p><b>Message :</b> <input type="text" value="The computer says 2+2=6"/></p>
<p>6. Click the Send button</p>	<p><input type="button" value="Send"/></p>

**Reading Mail**

<p>1. Click the View button in the message section of your dashboard.</p>	
<p>2. Sent and received messages appear in the same table. Replies from teachers will have a subject the starts with RE:</p>	

<p>3. Double click the message envelope to read the message</p>	
<p>4. Click the X to close the message</p>	

**Deleting Mail**

<p>1. In the message window click on the Delete link next to the message you want to delete.</p>	
<p>2. Click OK in response in response to the Delete this message? Box.</p>	
<p>3. Click the X to close the message and it will be gone from your message list.</p>	

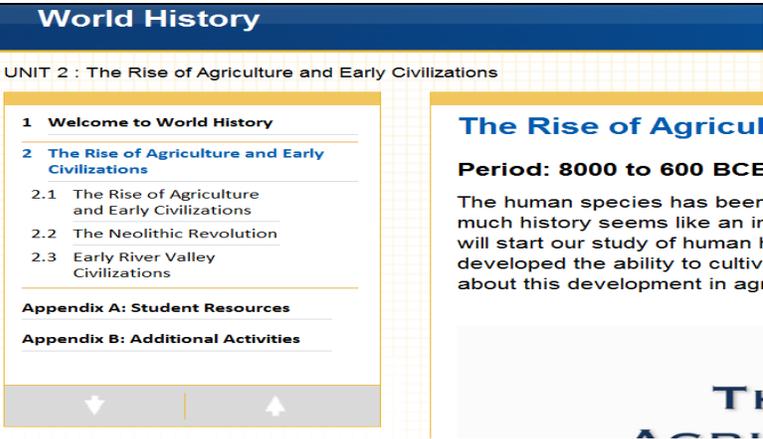
## Accessing Classes

### Opening a Class

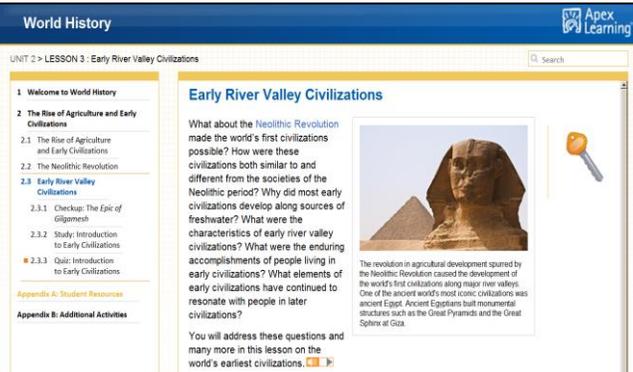
<p>1. Students access classes by clicking on the class title</p>	
--	--

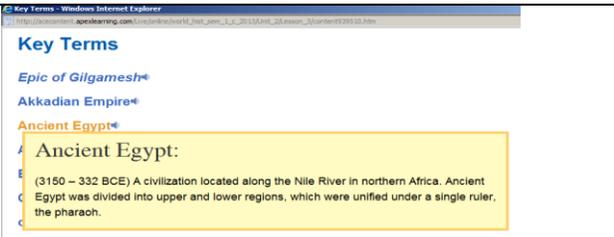
### Online Learning Materials

<p>1. Course/Assignment outline: The course outline will expand as the student completes assignments. Generally it opens to the level of their next online assignment. Ungraded or incomplete written work will not keep a student from advancing. In this case the student is working on Unit 2 sub-section 3 or 2.3. Clicking on the 2.3 title will expand the unit.</p>
--



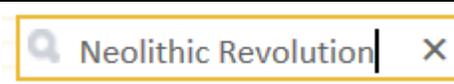
<p>2. Student Learning Materials: In addition to the online reading and interactive activities students have online access to Key Terms, Study Sheets and the ability to search within a class. Key Terms and Study Sheets open in separate windows and can be accessed while completing online quizzes and written work. Though they can use the search feature during an online Quiz they must exit the Quiz or Test in order to be able to search. When they restart the Quiz or Test they will return to where they left off even if it is overnight.</p>
---



<p>3. When the Key Terms window is open passing the mouse over a term will display a definition or explanation.</p>	 <p>The screenshot shows a 'Key Terms' window with a list of terms: 'Epic of Gilgamesh', 'Akkadian Empire', and 'Ancient Egypt'. The 'Ancient Egypt' term is highlighted in a yellow box. The definition reads: '(3150 – 332 BCE) A civilization located along the Nile River in northern Africa. Ancient Egypt was divided into upper and lower regions, which were unified under a single ruler, the pharaoh.'</p>
<p>4. Study Sheets are used for comprehension checks or guides as they read the online materials. When they have finished reading the online materials the study sheet can be displayed with the answers shown.</p> <p><b>Remember the Key Term and Study Sheet windows can be opened and viewed while taking quizzes and tests. Alt/Tab switches between windows</b></p>	 <p>The screenshot shows a 'REVIEW IDEAS' section. It includes a definition for the 'Xia dynasty' (ca. 2200 – 1766 BCE) and a question: '1. Why was surplus food necessary for civilizations to form?'. The answer provided is: 'When villages had food surpluses, some villagers could specialize in jobs other than growing food. Also, each village could trade some of its surplus for goods from other areas. Trade and job specialization were two important steps in creating a civilization.'</p> <p>Below the question, it says 'Write a short answer to each question.' and lists '2. Define the five elements of most civilizations.' with sub-points: 'Job Specialization: When people have specialized roles in society, such as farmers, doctors, or politicians.' and 'Systems of Writing'.</p> <p>Partial study sheet.</p>

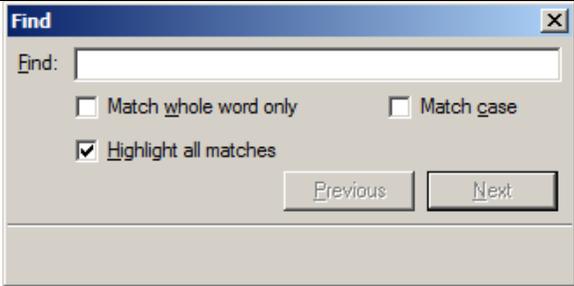
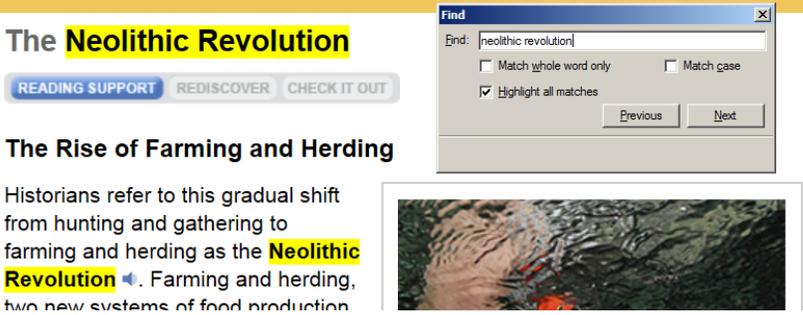
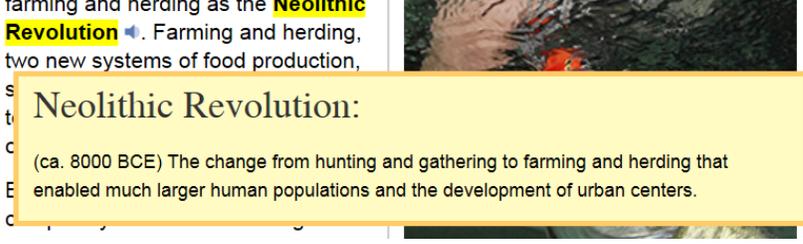
## Using APEX Search Feature

### Basic Search

<p>1. All APEX classes are searchable from inside the course materials. This can be better than a web search since the results are linked to APEX learning activities. It is especially useful when completing written APEX assignments.</p>	 <p>The screenshot shows the 'World History' course page. At the top right, there is a search bar with the text 'Search'. Below the search bar, there is a 'Welcome to World History' section with a sub-section 'Making Sense of 10,000 Years of Human History'.</p>
<p>2. Simply type a search term in the search box that is at the top right of the course outline window. Then press Enter to start the search.</p>	 <p>The close-up shows the search bar with the text 'Neolithic Revolution' entered. There is a magnifying glass icon on the left and an 'X' icon on the right to clear the search.</p>

<p>3. The search results with links to APEX activities or study guides will be displayed in the main APEX window. Pick the link that is before and closest to your current assignment.</p>	<p><b>Search Results</b></p> <hr/> <p><b>2.1.1 Study: Understanding the Big Picture: 8000 to 600 BCE</b> Explore the major themes and regions associated with the Neolithic Revolution and early civilizations.</p> <p><b>2.1.3 Journal: Write Your Own Big-Picture Narrative</b> Summarize the major themes and regions associated with the Neolithic Revolution and early civilizations.</p> <p><b>2.2.2 Study: The Development of Agriculture</b> Identify and describe the major causes and effects of the development of agriculture in human history.</p>
<p>4. You can move through the materials with the navigation bar at the bottom of the main APEX window.</p>	

**Windows Find**

<p>1. Pressing Ctrl/F will bring up the Windows Find dialogue box and let you search within the results.</p>	
<p>2. Matches will be highlighted on the page.</p>	
<p>3. Any key terms will display the APEX definition when you mouse over the term.</p>	 <p><b>Neolithic Revolution:</b> (ca. 8000 BCE) The change from hunting and gathering to farming and herding that enabled much larger human populations and the development of urban centers.</p>