



# Apex Course Guide- Teacher

## Table of Contents

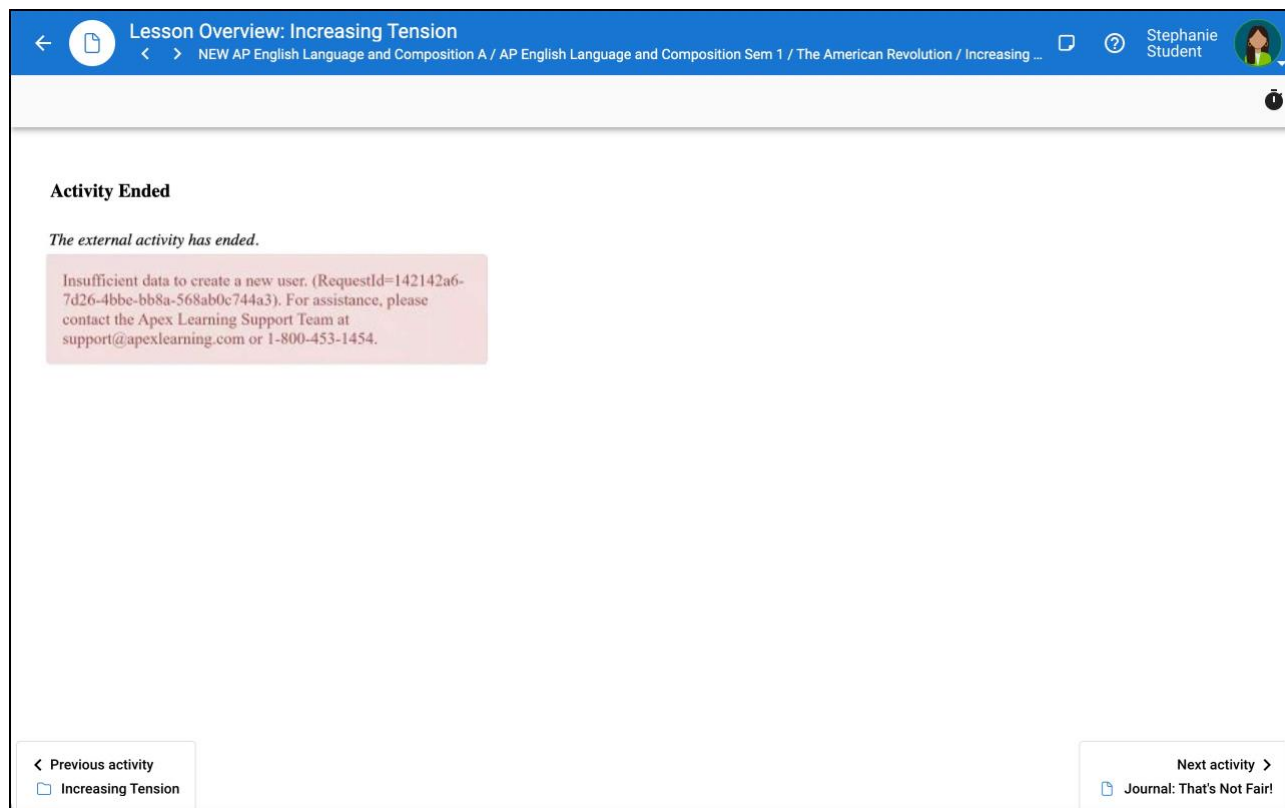
<b>Activity Ended or Insufficient Data Error</b> .....	<b>2</b>
Why am I receiving an Activity Ended error? .....	2
<b>Frequently Asked Questions</b> .....	<b>3</b>
These are long lessons. Are they all meant to be completed in a single lesson day? .....	3
Why am I receiving an Authorization Required or Session Expired error on some Apex pages? .....	3
Can assessments be printed if a student has accommodations?.....	3
How do students know what materials are needed for a course?.....	4
Why are there assignments in a lesson without a dropbox? .....	4
<b>Course Navigation and Features</b> .....	<b>4</b>
Lesson Navigation.....	4
Previous Page Button .....	6
Next Activity .....	6
Key Terms.....	6
<b>Assessments</b> .....	<b>7</b>
Quizzes and Tests .....	7
<b>Student Answers to Computer-Scored Assessments</b> .....	<b>7</b>
View Student Answers .....	7
Reset Assessments.....	9
Computer Scored Answer Keys and Print Assessments.....	10
Answer Keys for Teacher-Scored Assessments .....	11
Discussions .....	13
<b>Course Resources</b> .....	<b>13</b>
Study Guides .....	15
Study Guide Answer Keys.....	16
Practice, Project, and Lab Assignments .....	18
Textbooks and Novels .....	21

This course was created using a development partner, Apex learning. In this course, certain features are linked to an external website called Apex Learning and some Gradebook items function differently than in other courses.

Please review the following guide to learn more about:

- assessments
- course resources and features
- frequently asked questions

# Activity Ended or Insufficient Data Error



## Why am I receiving an Activity Ended error?

Users in Apex courses must have a unique email tied to their account in the platform. This error can appear if:

- the student or teacher has more than one account in Pearson Connexus referencing the same email address
- the school previously used Apex courses outside of Pearson and used their same email address for that account

This creates duplicates and Apex will not allow a new user account with the same email address.

If you see this error, check the [User Menu/Settings](#) for the account to view/update the email address.

Review the steps below to fix the issue:

- the school may reach out directly to Apex to have the former non-Pearson Virtual School account email address updated
- if there are multiple accounts in Pearson Connexus, remove the email address from the former account
- if a generic email address is used for all students, please change the email address so each student has a unique email

Depending on your school's settings, students may not have the ability to edit this field themselves. Reach out to your administrator if you need to add or modify an email address for a student.

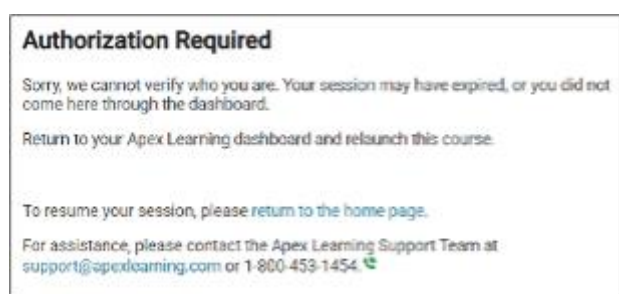
## Frequently Asked Questions

### **These are long lessons. Are they all meant to be completed in a single lesson day?**

No. Many lessons in this course are packed with content, interactive widgets, and activities. To ensure you have ample time to engage in learning the material, lessons are often scheduled for more than one day on student planners. When you see multiple quizzes associated with a single lesson, it's a good indication that the lesson should be spread across several days.

### **Why am I receiving an Authorization Required or Session Expired error on some Apex pages?**

When selecting links from within an Apex course such as study guides or keywords, Apex allows users to navigate away from the main lesson content to where the requested content will be displayed. When navigating away from the main lesson page, the previously opened tabs or windows of the Apex source content will change to Authorization Required, Session Expired, or similar errors. To prevent this error, it is highly recommended that users download Study Guides and Key Terms, and any other supplemental material pages to their local drive or Google Drive instead of using the links in their browsers.

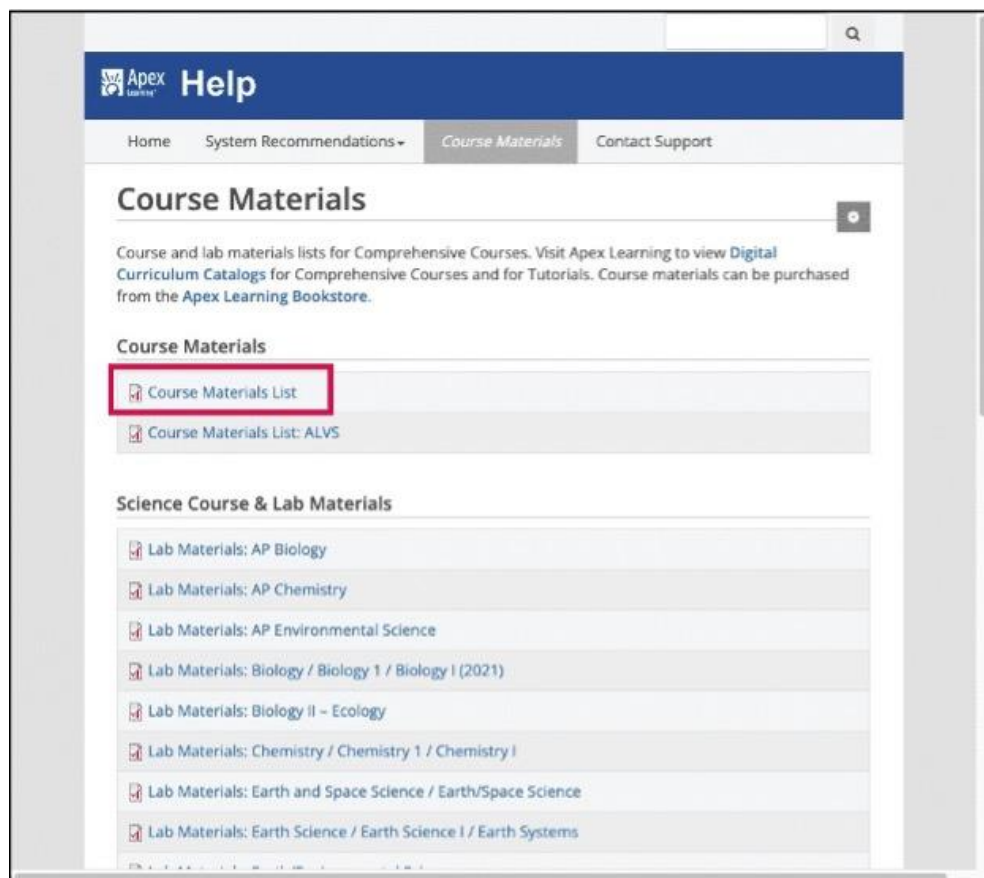


### **Can assessments be printed if a student has accommodations?**

Yes, teachers are able to print assessments based on student need. Review the steps for printing assessments in the Assessments and Gradebook portion of this guide.

## How do students know what materials are needed for a course?

The materials needed for a course may be checked on the [Apex source site](#). After selecting the link, navigate to your course within the source site to view materials needed for all lab activities. If your course isn't listed directly on the Course Material page, review the course materials list document for additional course listings and materials.



## Why are there assignments in a lesson without a dropbox?

You will see Practice activities, Projects, and Labs introduced in a regular lesson, but students are not expected to submit the assignment until you arrive at a subsequent lesson with the Sample Work or Portfolio dropbox associated with the activity. This is intended to give students time to work on the teacher-scored assignments over multiple days.

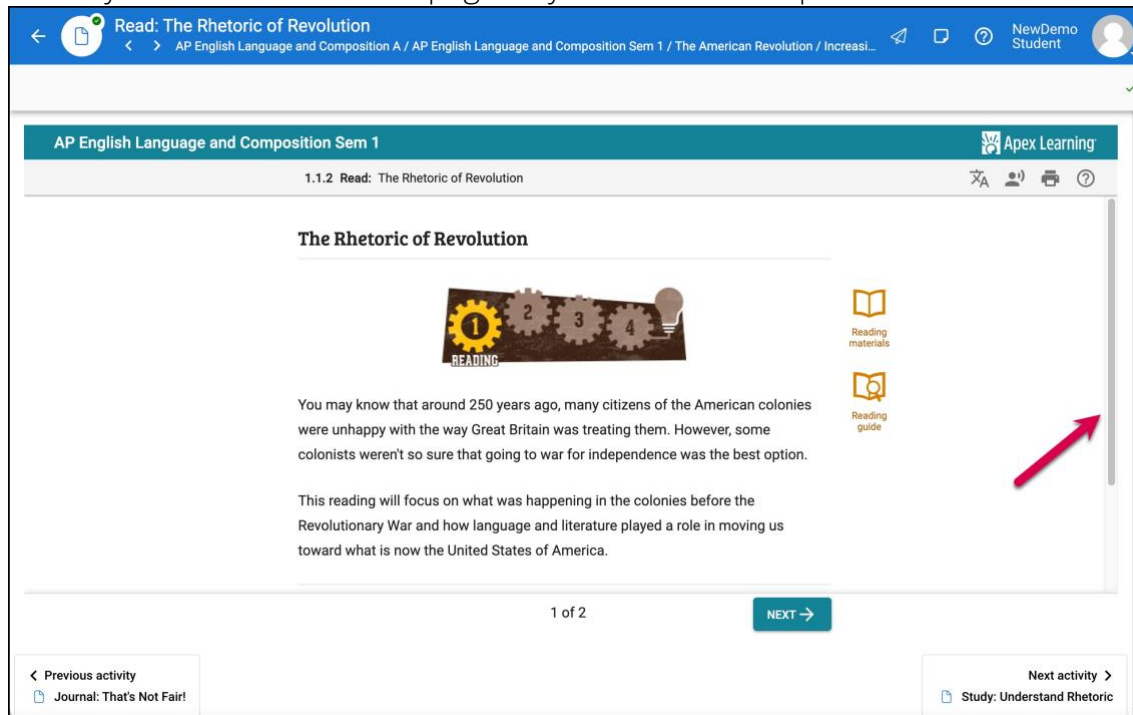
## Course Navigation and Features

### Lesson Navigation

Navigating this course may differ slightly from other courses in the platform. Review the following steps to ensure you view all the content presented in this course type.

## Second Scroll Bar

Some lessons may contain a second scroll bar within the lesson viewer, make sure you scroll all the way to the bottom of the page so you don't miss important content.

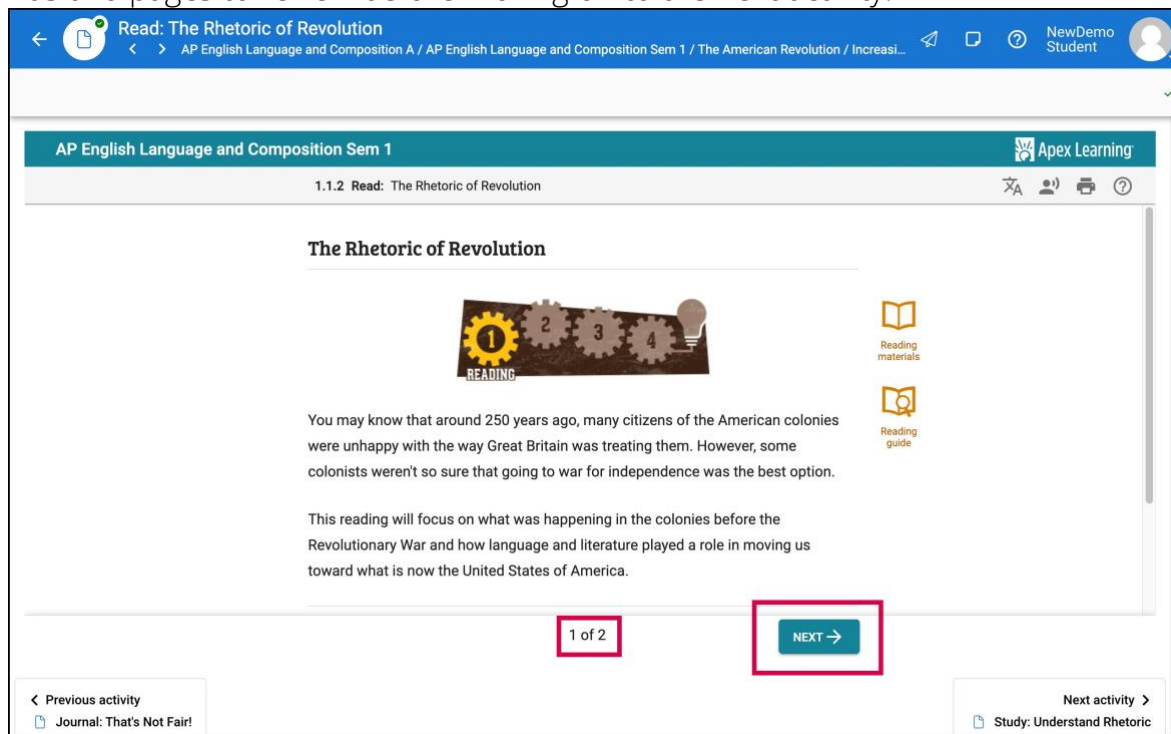


The screenshot shows the Apex Learning interface for a lesson titled "Read: The Rhetoric of Revolution". The page is part of "AP English Language and Composition Sem 1". The main content area is titled "The Rhetoric of Revolution" and features a graphic with gears numbered 1 through 4, with the word "READING" below it. The text on the page discusses the American colonies' dissatisfaction with Great Britain and the role of language and literature in the Revolutionary War. A red arrow points to a second scroll bar on the right side of the page, indicating that there is more content below. At the bottom of the page, there is a "NEXT" button with a right-pointing arrow, and the text "1 of 2" is displayed in the center. The interface also includes navigation links for "Previous activity" (Journal: That's Not Fair!) and "Next activity" (Study: Understand Rhetoric).

## Next Page Button

Most lesson pages contain multiple screens of content. Always check to see if a Next arrow appears in the lesson viewer. Select this button to review the next page of lesson content.

The number of content pages is indicated in the center of the screen. For example, this slide has two pages to review before moving on to the next activity.



This screenshot is identical to the one above, showing the same lesson page. However, the "1 of 2" indicator and the "NEXT" button are highlighted with red boxes, emphasizing their location and function. The rest of the page content, including the title, graphic, text, and navigation links, remains the same.

## Previous Page Button

Use the Previous button to return to the previous screen of content within the lesson page.

## Next Activity

This button will take you to the next activity in the course. Make sure all of the current lesson content has been reviewed prior to selecting Next Activity.

The screenshot shows the Apex Learning interface for the lesson 'Understand Rhetoric'. The page title is '1.1.3 Study: Understand Rhetoric'. The main content area features a text block on the left and an illustration on the right. The text block reads: 'Imagine this: You wake up to the radio blasting a commercial for ZipZoo Energy Drink. You turn on your computer to check your email, and you see an ad flashing: "Everyone is buying it! Get yours now!" Next, you saunter through the living room, where your older brother is watching the morning news, only to hear an advertisement for a breakfast cereal.' The illustration shows a person in a school hallway with speech bubbles saying 'Buy this!', 'Do this!', 'Go here!', and 'Call me!'. Below the illustration is the text 'Persuasion is everywhere.' and a 'Study guide' icon. At the bottom of the page, there is a 'NEXT →' button. In the bottom right corner, a red box highlights the 'Next activity >' button, which is labeled 'Quiz: Understand Rhetoric'. In the bottom left corner, there is a 'Previous activity' button labeled 'Read: The Rhetoric of Revolution'.

## Key Terms

Key terms are highlighted throughout lessons. Selecting the key terms will create a pop up displaying the definition.

**Important:** If you are idle for 30 minutes, the system will disconnect your session from the content that is hosted on the Apex server. Simply refresh the browser to launch the course again and reactivate your session.

# Assessments

## Quizzes and Tests

Assessments in Apex courses may function a little differently than others you are used to. A few important functionality items to take note of:

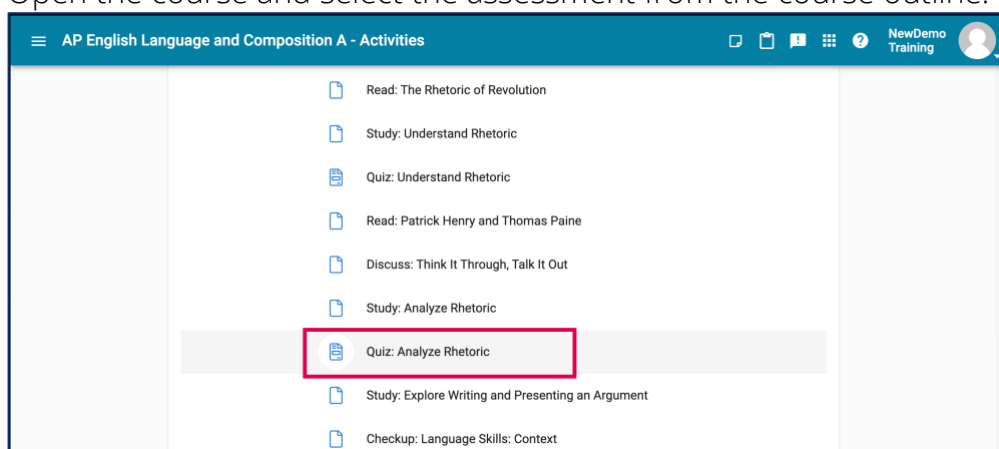
- Once the answer to a computer-scored assessment question is submitted, students may not go back to a previous question to modify an answer.
- The ability to copy and paste is disabled within computer-scored assessments.
- When a quiz or test is submitted, scores and answer selections are visible. Students can expand the question list to view correct or incorrect answers given.
  - **Note:** in most courses, correct answers for questions answered incorrectly are not provided, only the incorrect answer choice selected while taking the quiz.
- Unlike other assessment items, quizzes and computer-scored tests in Apex courses cannot be opened from the Gradebook. These items are accessed through the lesson viewer.
- Student scores for quizzes and tests cannot be updated in Apex courses. If needed, teachers must issue a retake from the Apex platform.

## Student Answers to Computer-Scored Assessments

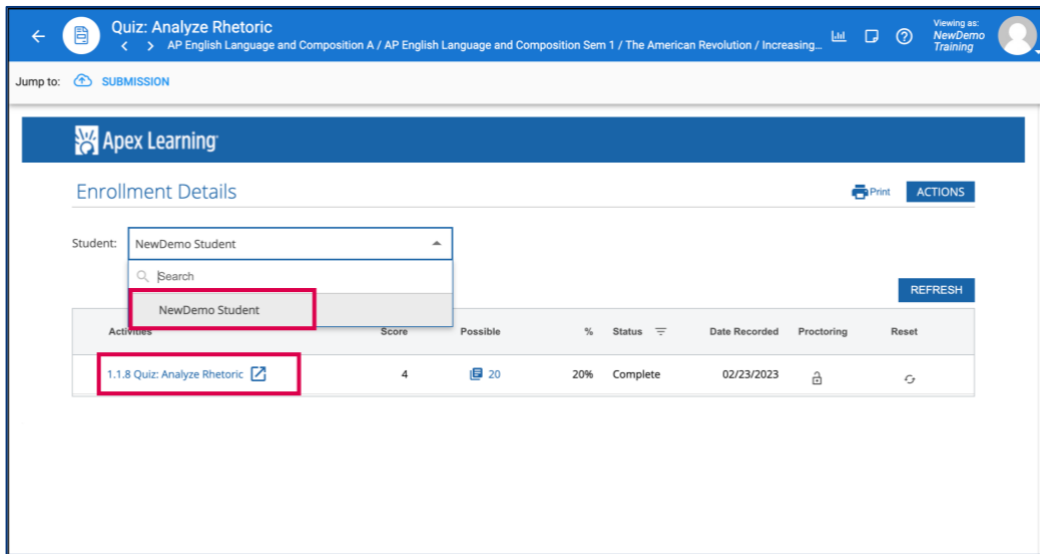
Student answers to computer-scored assessments can be located through the Apex website. The following instructions describe how to access student answers to computer-scored assessments.

### View Student Answers

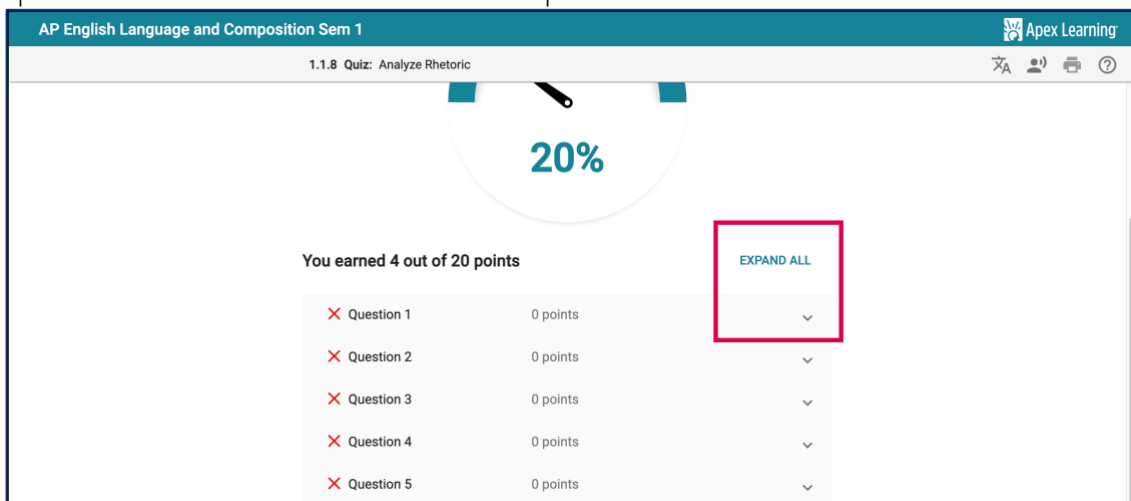
1. Open the course and select the assessment from the course outline.



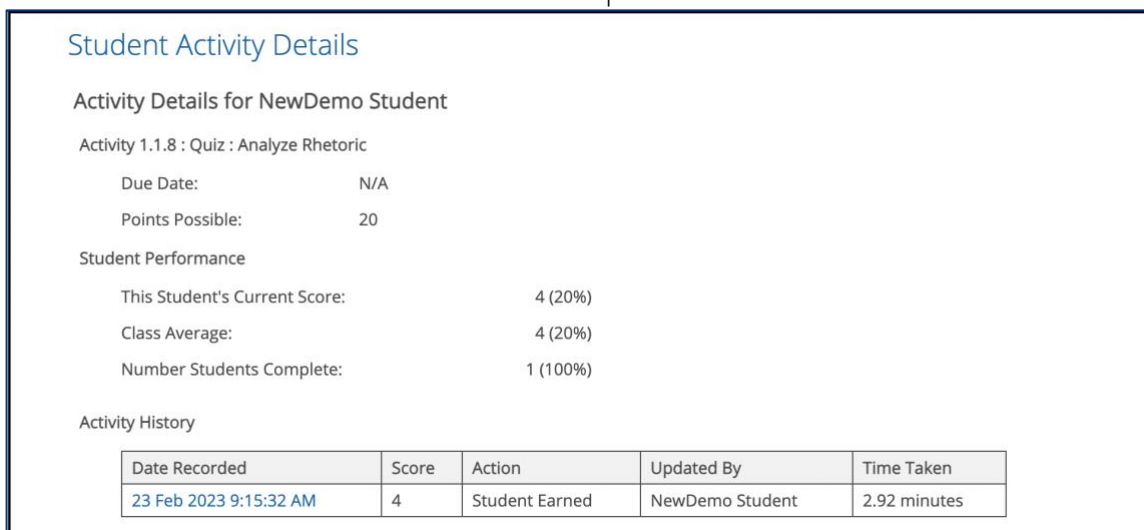
- Select the student's name and then the title of the quiz from the Enrollment Details screen.



- The Apex Learning site will open in a new browser tab with the student's assessment results. Select Continue then use Expand All or the arrow after each question to review question details and the student's responses.



- To review student activity details such as time taken, select the number of possible points from the Enrollment Details window in step two.

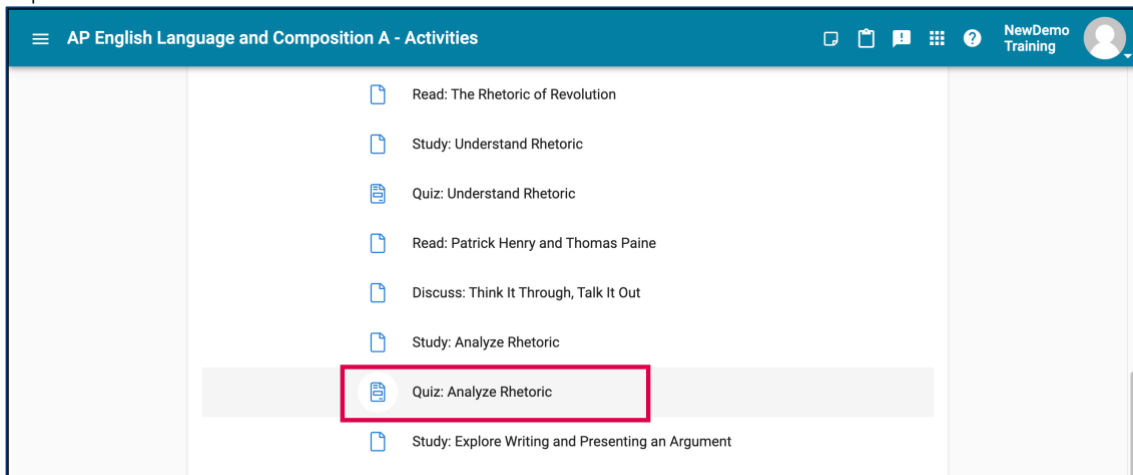




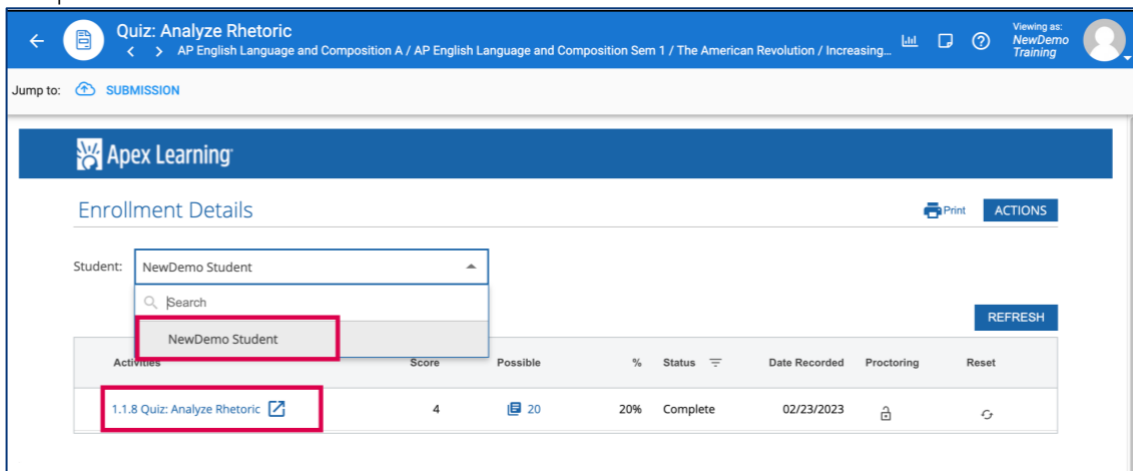
## Reset Assessments

Grades for Apex assessments cannot be updated in the Gradebook. If a student needs to retake a computer-graded assessment, the assessment must be reset through the Apex website.

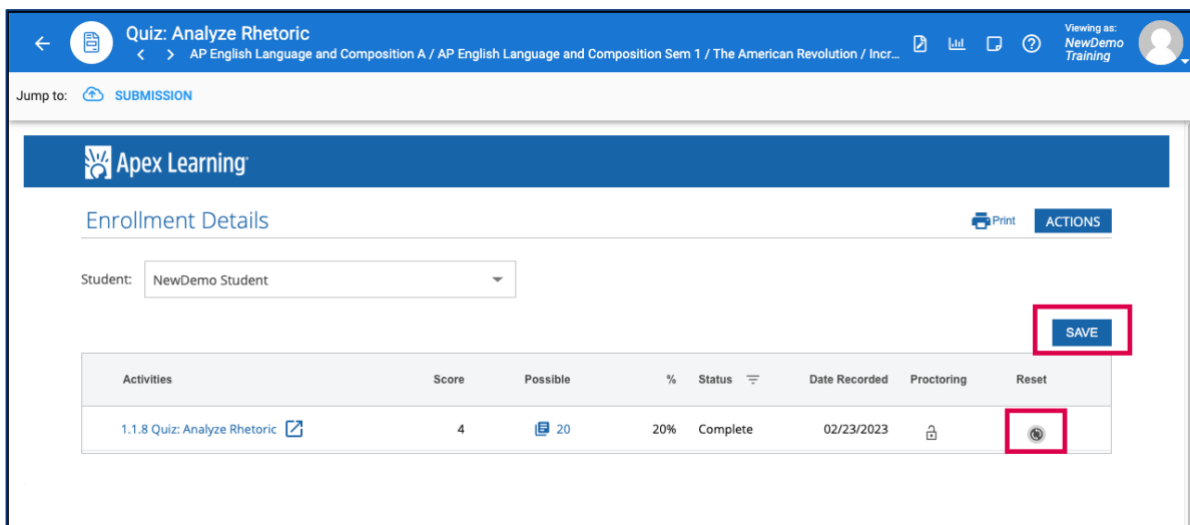
1. Open the course and select the assessment from the course outline.



2. The Enrollment Details screen appears. Select the appropriate student from the Student drop-down menu.

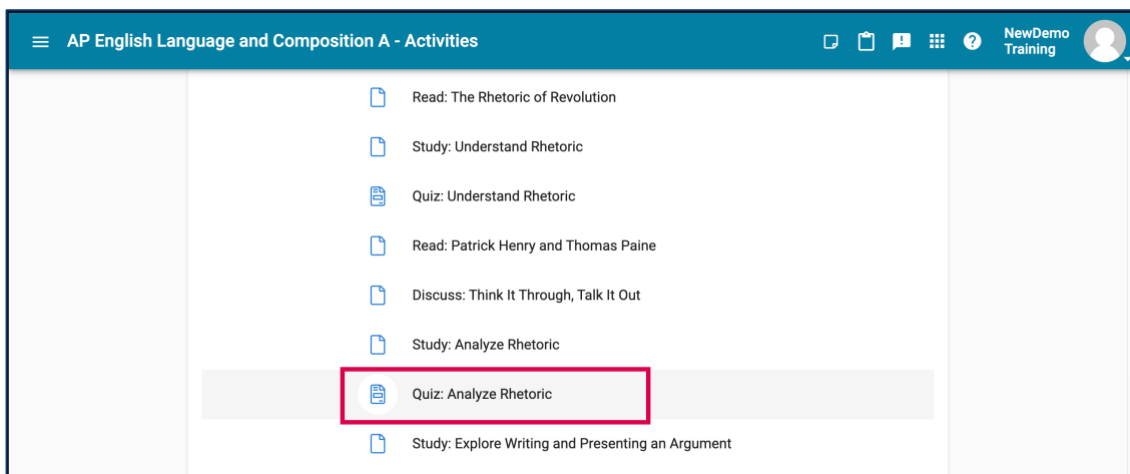


3. Select the icon in the Reset column to reset the assessment. Then select Save.
  - **Note:** The save option appears after selecting the refresh icon.

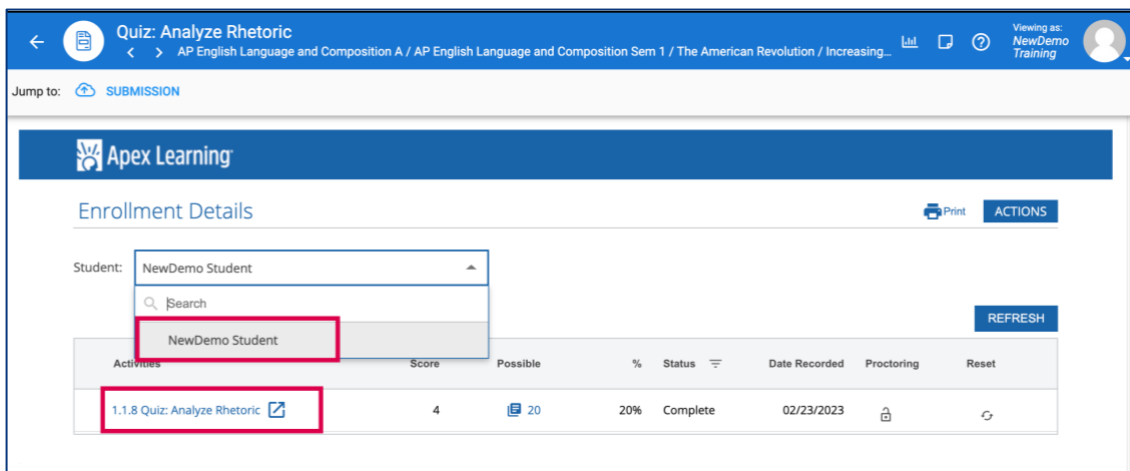


## Computer Scored Answer Keys and Print Assessments

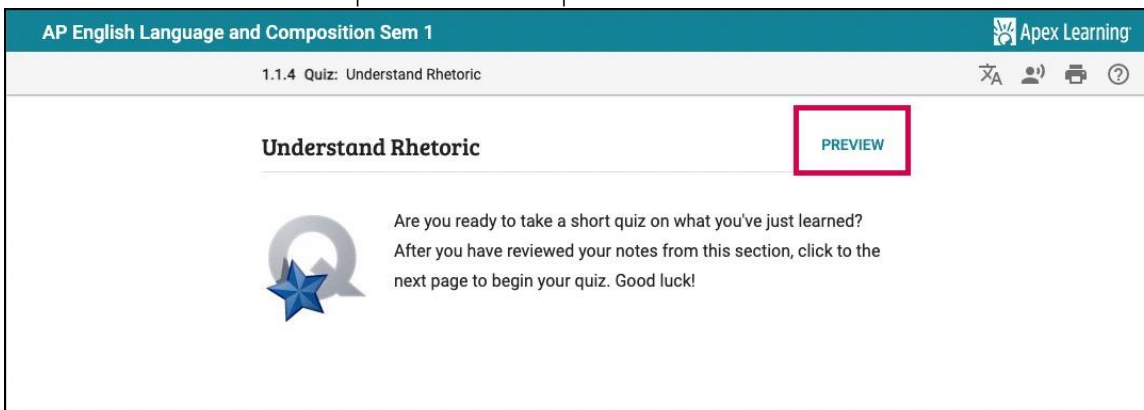
1. Open the course and navigate to the assessment in the course outline. Select the assessment.



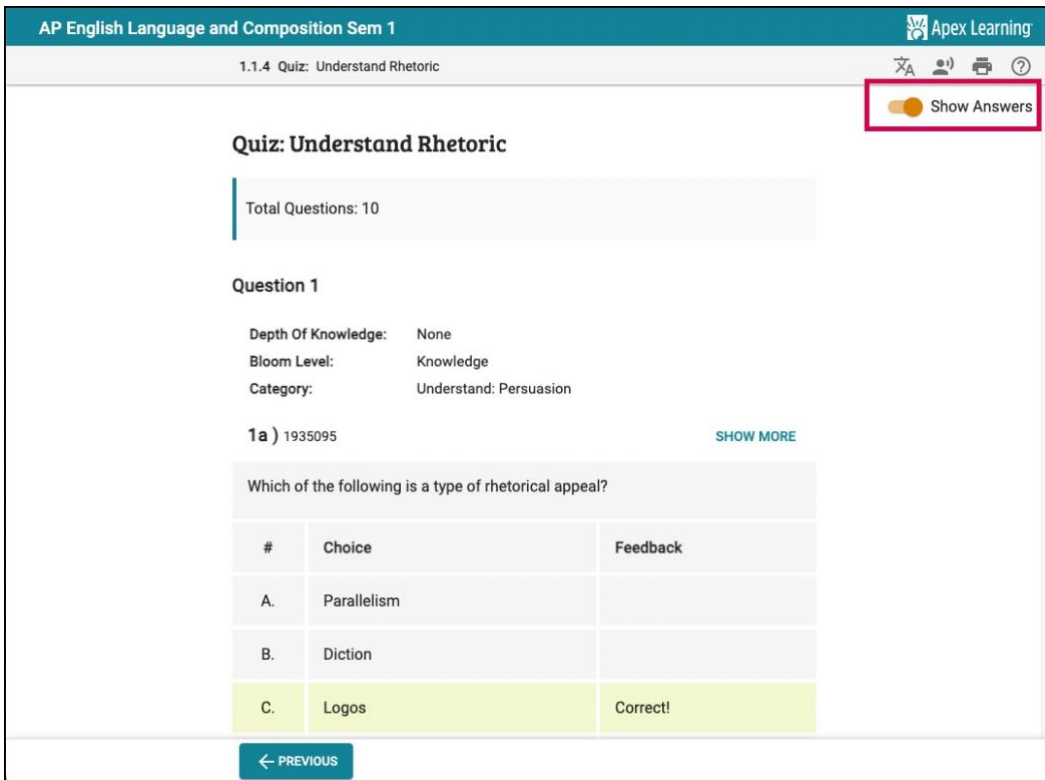
2. Select the assessment name from the Enrollment Details screen.



3. A new browser tab will open with the Apex website. Select Preview.



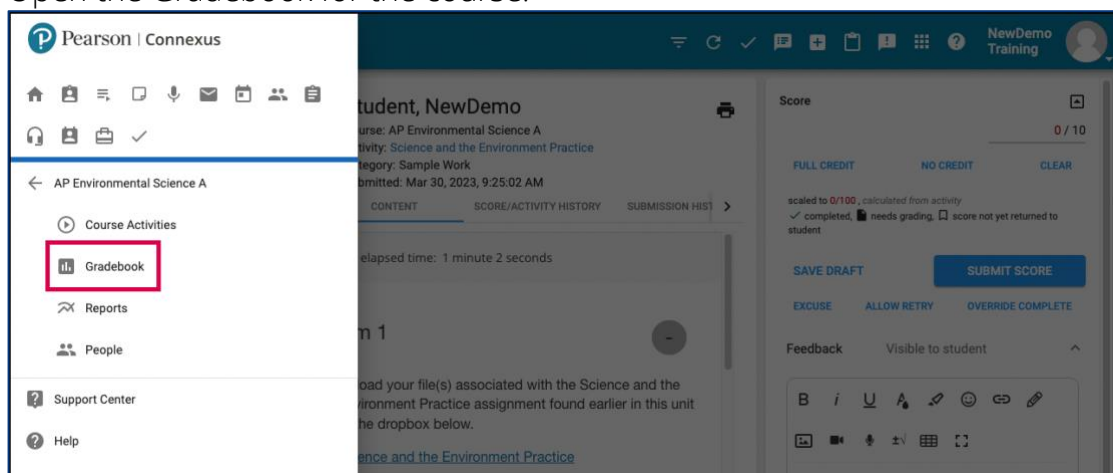
4. To print or review assessment answers, leave Show Answers selected. To print an assessment for a student, deselect Show Answers. Use the Print icon to print or save the selected assessment.



## Answer Keys for Teacher-Scored Assessments

Answer keys for teacher-scored Essay Tests, Sample Work, and Portfolio Items are available from the Gradebook. The following instructions will guide you through locating and reviewing answer keys for teacher-scored essay tests, dropbox assignments, and sample work. These answer keys within the Gradebook are only available for an assessment after it has been submitted by a student.

1. Open the Gradebook for the course.



2. Locate the teacher-scored assessment and select the Needs Grading icon.

AP Environmental Science A - Gradebook							
GRADES		UNIT SUMMARY		FOR ME			
AP Environmental Science Sem 1							
Introduction to AP Environmental Science							
Science and the Environment				Science and the Environ...			
<input type="checkbox"/>	Name	✕ ↑	Email	🗨	Score	Letter	📄 Quiz: The Interdisci... 📄 Quiz: Applied Science... 📄 Quiz: Science and the... 📄 Science and the Environ...
<input type="checkbox"/>	Student, NewDe...		studenttesting@mypear...		[0%]		0% 🗨

3. The Activity Grader student screen will appear. Use the scroll bar, if needed, to locate the Rubric-Show link. Selecting this link will reveal the answer key.

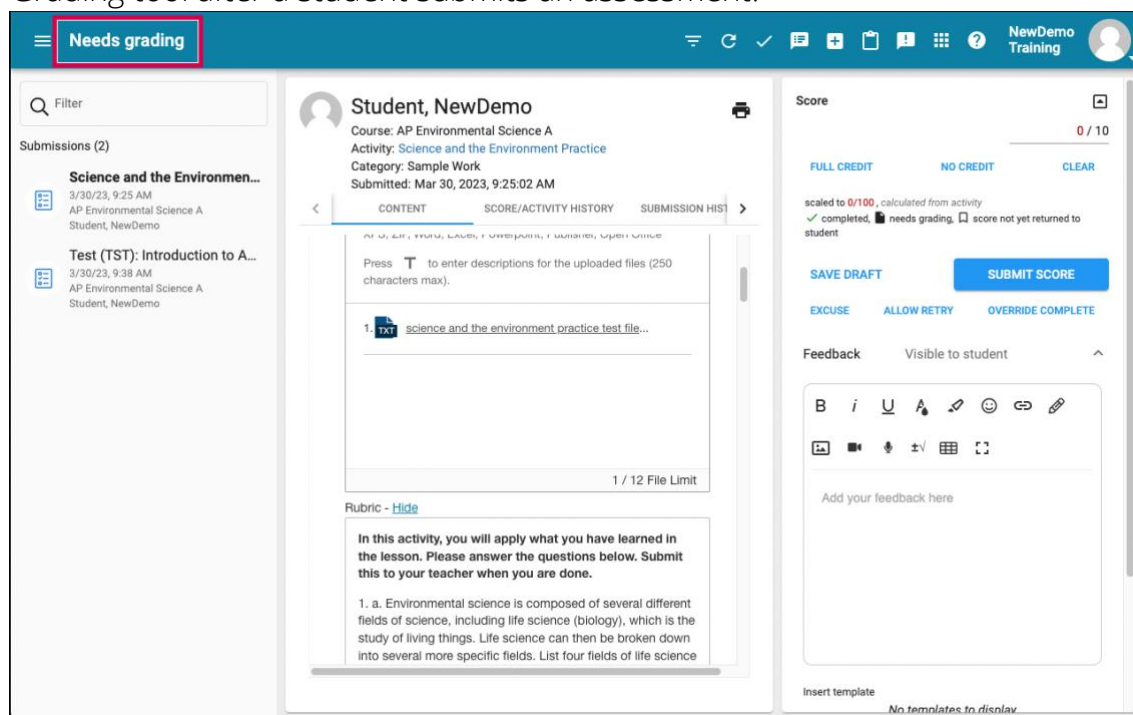
The top screenshot shows the 'Student Grader - Science and the Environment Practice' interface. The 'Needs grading' section lists two submissions. The first submission, 'Science and the Environmen...', has a 'Rubric - Show' link highlighted in a red box. The second submission, 'Test (TST): Introduction to A...', has a 'Rubric - Hide' link highlighted in a red box.

The bottom screenshot shows the 'Rubric - Hide' view for the 'Test (TST): Introduction to A...' submission. The rubric content is visible, starting with: 'In this activity, you will apply what you have learned in the lesson. Please answer the questions below. Submit this to your teacher when you are done. 1. a. Environmental science is composed of several different fields of science, including life science (biology), which is the study of living things. Life science can then be broken down into several more specific fields. List four fields of life science'.

4. If the assessment contains multiple teacher-scored questions, a Rubric-Show link will display for each question.

The screenshot shows the 'Grade - Test (TST): Introduction to AP Environmental Science' interface. The 'Item 2' section is highlighted with a red box. The question text is: 'Technology has affected society by causing radical changes in how people live. For example, the use of pesticides has increased the amount of food available to people. Describe another example of how technology has changed the way people live.' Below the question is a text input field containing the answer: 'Cell phones have changed how accessible we are for communication.' A 'Rubric - Show' link is visible below the input field.

5. Rubrics for teacher-scored assessments can also be accessed through the Needs Grading tool after a student submits an assessment.



## Discussions

In Apex courses, discussions are supplementary assessment opportunities and not set up to count toward the overall grade by default. Teacher-Authors can use their professional discretion to hide or create a [gradable Discussion activity](#).

To make a Discussion gradable or change the visibility of a Discussion, view the [Assessment Activity Editor article](#) for guidelines. Bulk editing of Discussion activities is also available. Refer to the [Make Changes to Multiple Activities at Once article](#).

## Course Resources

There are many resources available within the course to support your learning. These resources include:

- key terms
- study guides
- transcripts
- activity directions
- checkups
- project instructions with scoring guides
- scoring rubrics
- textbooks and novels

Make sure you open and review each of these supplemental options. A few examples are shown in the following three images.

This screenshot shows a reading page titled "1.1.5 Read: Patrick Henry and Thomas Paine" from the "AP English Language and Composition Sem 1" course. The page includes a "More Vocabulary" section with definitions for rhetorical devices. A red box highlights two supplemental options: "Reading materials" and "Reading guide". Navigation buttons for "PREVIOUS" and "NEXT" are visible, along with a "2 of 3" indicator. The bottom navigation bar shows the previous activity as "Quiz: Understand Rhetoric" and the next activity as "Discuss: Think It Through, Talk It Out".

This screenshot shows a discussion page titled "1.2.6 Discuss: Think It Through, Talk It Out" from the "AP English Language and Composition Sem 1" course. The page features a video player with a play button and the text "Discussion Tactics". A red box highlights a "Transcript" option. Navigation buttons for "NEXT" are visible, along with a "1 of 3" indicator. The bottom navigation bar shows the previous activity as "Read: The Declaration and Its Stylistic Artistry" and the next activity as "Study: Analyze The Declaration".

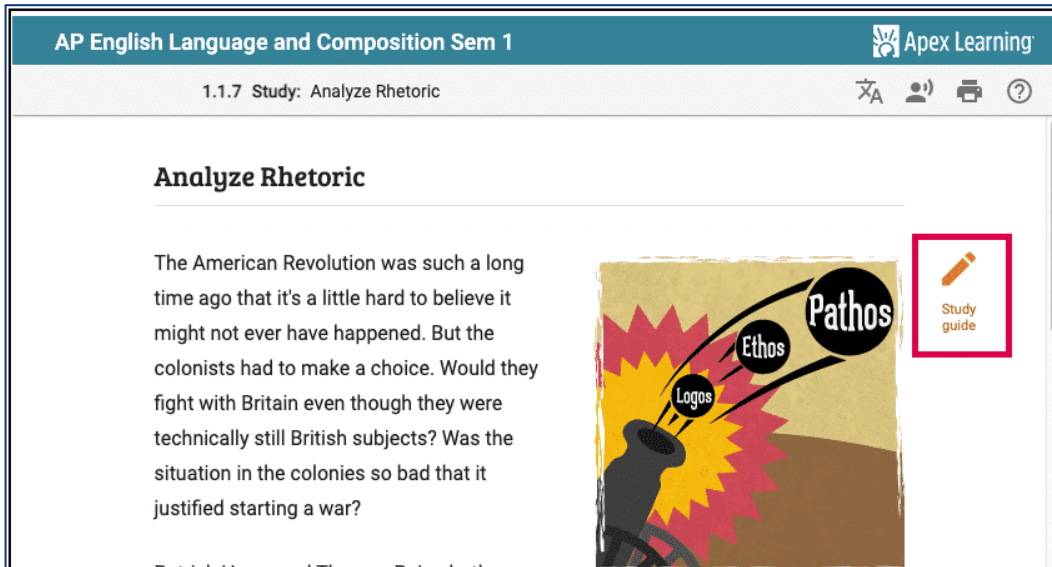
**Tip:** Students are advised to print or download course materials instead of bookmarking the links. The links need to be reauthorized each time users navigate away from the main lesson page and they may lose any work completed in the browser window. Files can be saved to a computer or Google Drive after selecting file type when using the download feature in the lesson viewer.

## Study Guides

### ***Download or Print Study Guides***

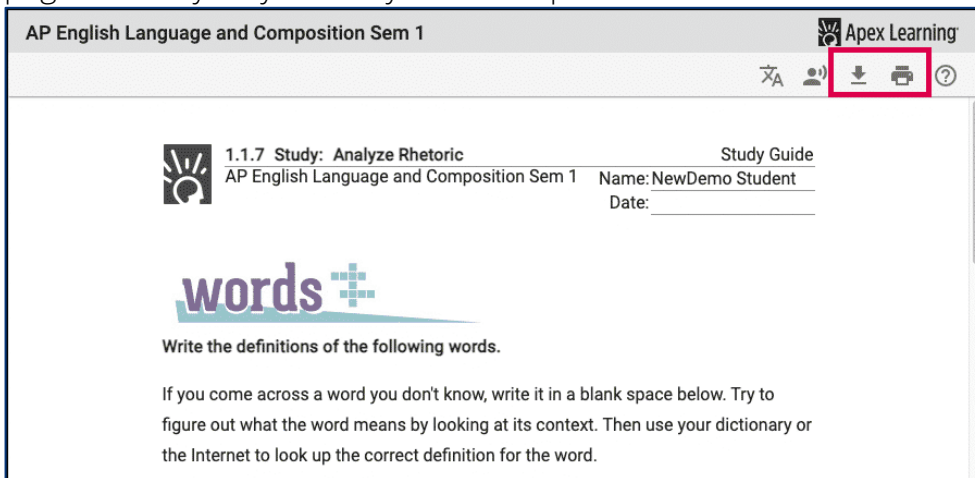
Each unit provides downloadable study guides to support your learning. In most courses, these files can be downloaded and saved to your computer so you can access it while progressing through the course.

Select Study Guide from the first page of the Study lesson.



The study guide opens in a new browser tab. Students should use the download or print icons to save or print the study guide for use while navigating through the lesson.

**Important:** Students are directed to print or download study guides instead of bookmarking the links. The links need to be reauthorized each time they navigate away from the main lesson page and they may lose any work completed in the browser window.



## Study Guide Answer Keys

Study guide answer keys are located towards the end of the study lesson. The keys will allow students to review study guide answers in order to check their note-taking. Select the icon to open the study guide from this screen.



AP English Language and Composition Sem 1 Apex Learning

1.1.7 Study: Analyze Rhetoric ⌂ 👤 🖨️ ?

### Study Wrap-Up

**Congratulations! You've reached the end of this study.**

**Before moving on, make sure you:**

- Complete your study guide
- Check your answers against the sample responses

This will help you prepare for the quizzes and tests in this course.

Study  
guide

[< PREVIOUS](#) 16 of 16

1. The study guide will open in a new browser tab.
2. Select Show Answers at the top of the screen.

AP English Language and Composition Sem 1 Apex Learning

Show Answers

**1.1.7 Study: Analyze Rhetoric**  
AP English Language and Composition Sem 1

Study Guide

Name: NewDemo Student

Date: \_\_\_\_\_

## words

**Write the definitions of the following words.**

If you come across a word you don't know, write it in a blank space below. Try to figure out what the word means by looking at its context. Then use your dictionary or the Internet to look up the correct definition for the word.

Because students may use this section to write down unfamiliar words and their definitions, answers will vary.

## review

**Write a short answer to each question.**

1. What is the purpose of Henry's speech and Paine's pamphlet?

Sample response: The purpose of both is to convince the colonists to go to war with Britain.

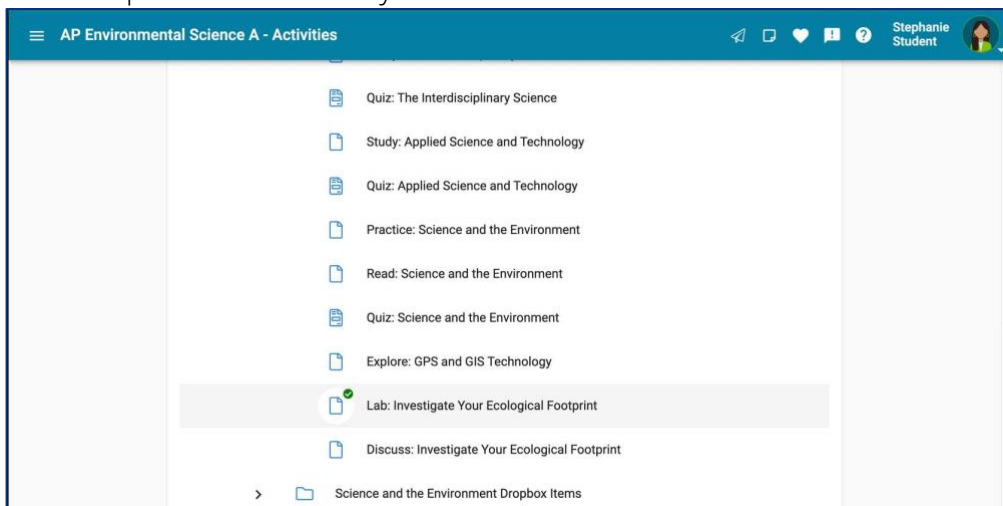
2. What is one way that Henry's speech appeals to ethos?

3. Answers will appear in red throughout the study guide.

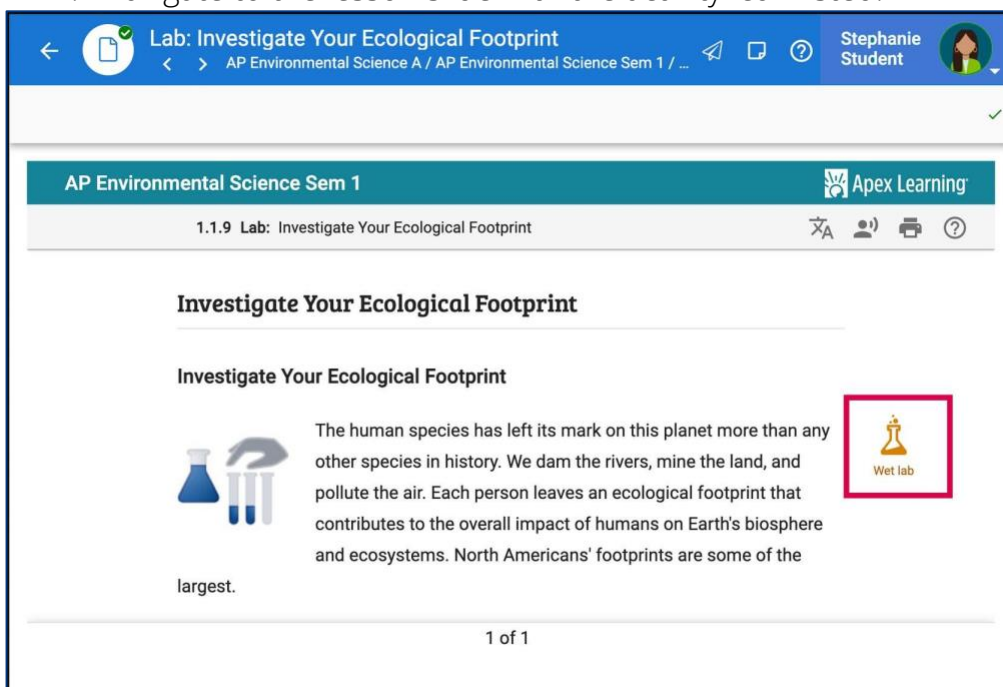
## Practice, Project, and Lab Assignments

Practice, Project, and Lab assignments function in a similar way as study guides. These files can be downloaded and completed independently while navigating a lesson. They differ from study guides in that they may need to be submitted for a grade through the dropbox option in a subsequent lesson.

1. Open the lab activity from the course outline.



2. Navigate to the lesson slide with the activity icon listed.




3. Download and complete the activity.

AP Environmental Science Sem 1 Apex Learning

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 **1.1.9 Lab: Investigate Your Ecological Footprint** Wet Lab  
AP Environmental Science Sem 1 Name: NewDemo Student  
*Points Possible: 40* Date: \_\_\_\_\_

In this lab, you will collect data about your life and your resource consumption to measure your current ecological footprint. Then you will calculate a value for your ecological footprint, which represents the amount of land required to provide all the natural resources you use. You will then form a hypothesis about three changes you can make in your lifestyle to reduce your ecological footprint and then calculate the difference those changes would make.

**Be sure to:**

- Follow safe practices during this investigation.
- Leave enough time to complete this lab; it will require more than two weeks.

**Materials**

- Access to the Internet


[CLOSE](#)


4. The dropbox lesson will appear later in the course.

← Science and the Environment Dropbox Items Stephanie Student



AP Environmental Science A / AP Environmental Science Sem 1 / ...

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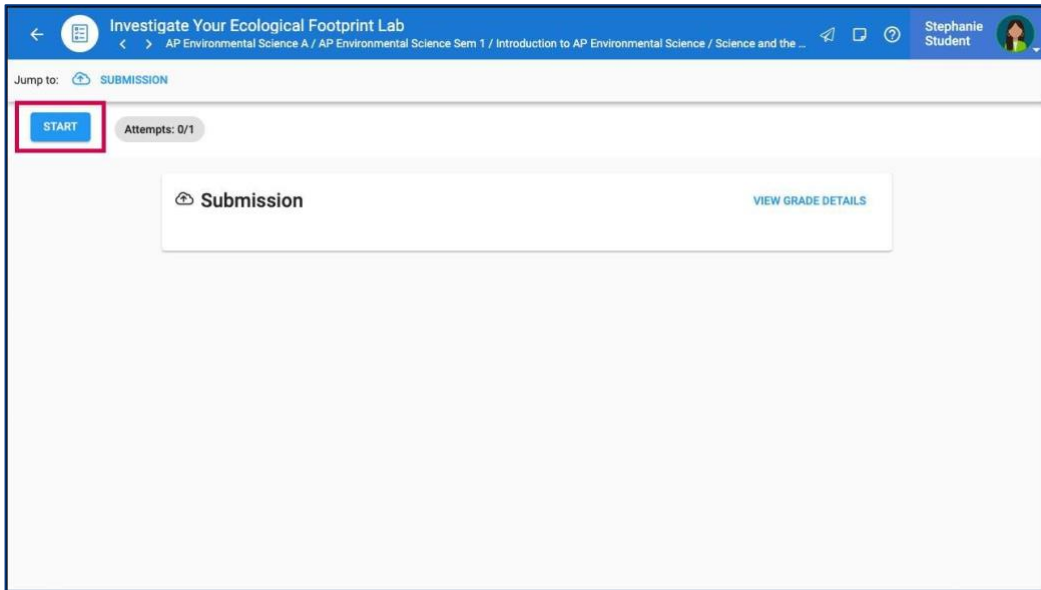
 **Progress: 0%**  
0 of 2 activities completed

 **Science and the Environment Dropbox Items - Activities**

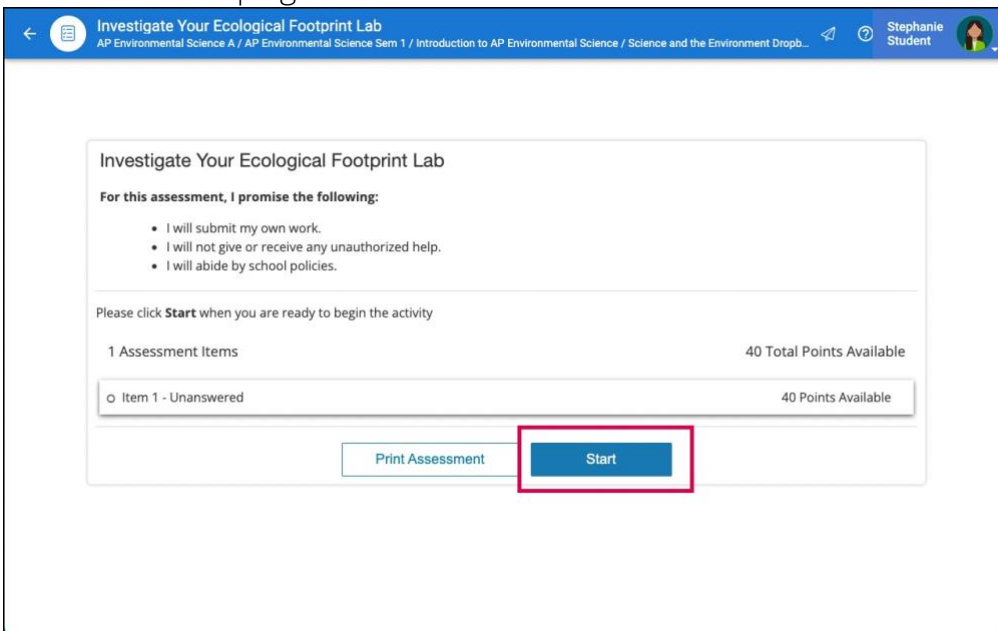
🔍 Search

-  Science and the Environment Practice
-  Investigate Your Ecological Footprint Lab

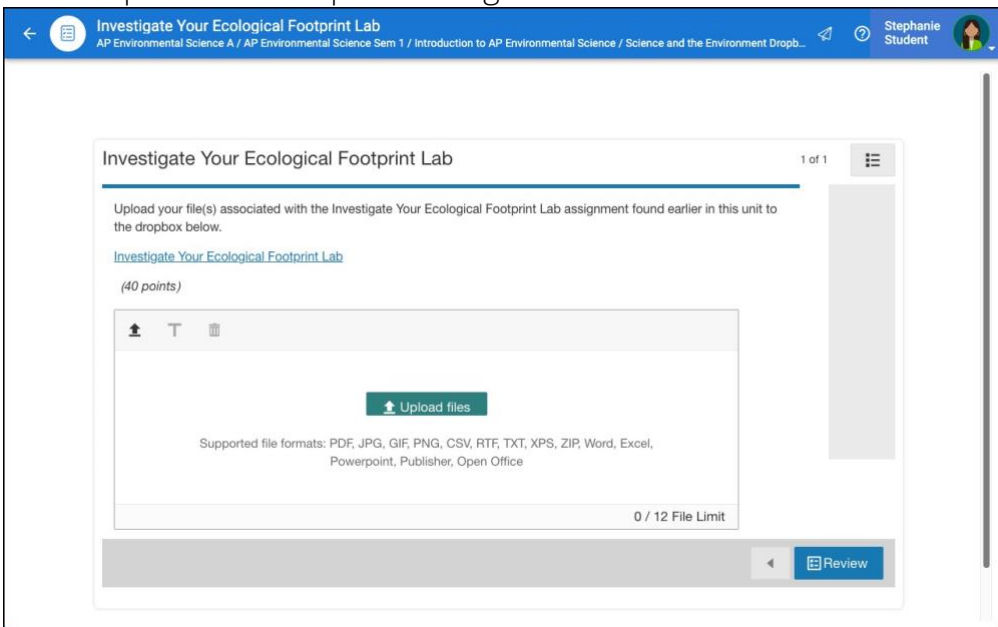
5. Select Start on the submission page.



6. Read the plagiarism statement and select Start.



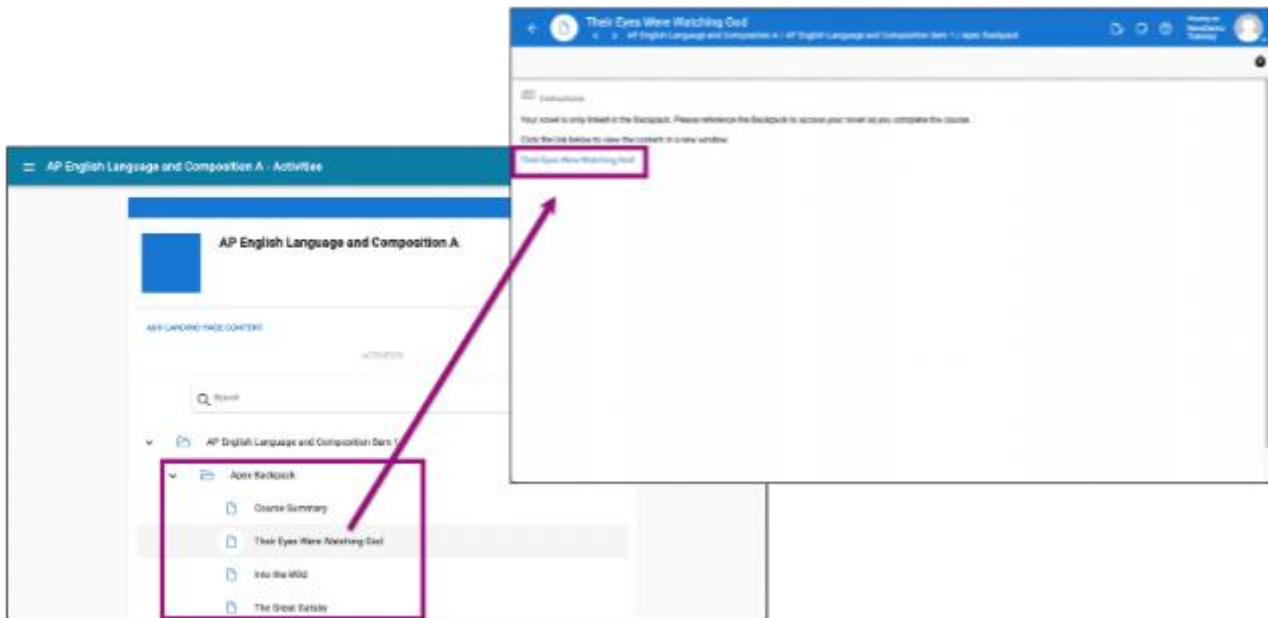
7. Upload the completed assignment.



**Note:** Most Practice activities are scored as Sample Work. Project and Lab assignments are graded as Portfolios towards the end of the unit. If there are Practice assignments that do not have corresponding dropboxes later in the unit, they are intended for a practice opportunity and are not counted toward your overall grade unless directed by your teacher.

## Textbooks and Novels

If applicable for your course, links for textbooks or associated reading content may be found in the course Backpack. Select the listing from the Backpack then select the link from the lesson page. A new browser tab will open with the selected content.



**Note:** Some page numbers in textbooks may not be consistent between editions and therefore may not match the page references found within the lessons.



**Important:** Resources must be accessed through the Backpack each session. Resources cannot be accessed through bookmarks as they must be authenticated through the course each time.