# Apex Learning User Guide– Pearson Connexus

Pearson


- Introduction: Apex Course Guide
- Insufficient Data Error and Duplicate Email Address Issues
- Frequently Asked Questions
- Course Navigation and Features
- Assessments
- Course Resources

# Introduction: Apex Course Guide

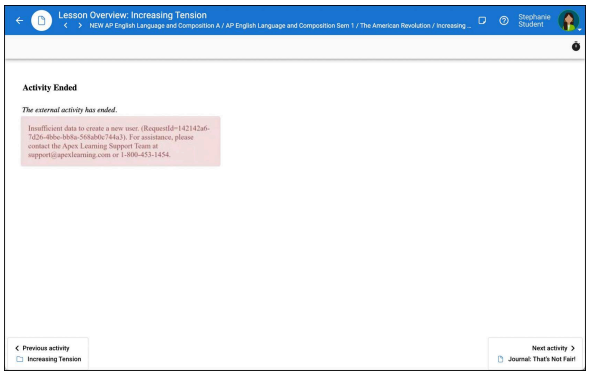
The course you are about to begin is set up a little differently than other courses in your curriculum. In this course, certain features are linked to an external website called Apex Learning.

Please review the following guide to learn more about:

- course navigation
- course resources and features
- frequently asked questions

Note: Two versions of this guide will be made available to you, an interactive guide located in the course backpack and a PDF version located within the Pearson Connexus Support Center. Review the interactive version prior to starting your course and refer back to the PDF guide as needed in the future.

# Insufficient Data Error and Duplicate Email Address Issues




## Why am I receiving an Activity Ended error?

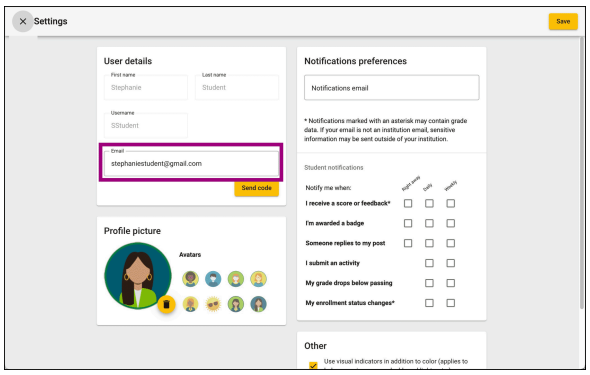
Users in Apex courses must have a unique email tied to their account in the platform. This error can appear if:

- 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.

# Sharing or Using Duplicate Email Addresses

Using the same email address for more than one account will cause incorrect scores to appear in the Gradebook. Email addresses used to create user accounts in the system **must be unique.**




## Steps to Correct the Issues

If you see these errors, 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
- teachers must manually update student grades after changing email addresses, former scores will not sync

with the Gradebook after the update

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

1

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

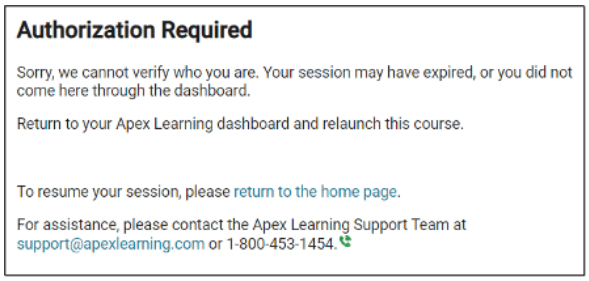
No. Many lessons in this course are packed with content, interactive widgets, and activities. To ensure you have ample time to engage in learning the material, lessons are often scheduled for more than one day on your planner. When you see multiple quizzes associated with a single lesson, it's a good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

2

## Why am I receiving an Authorization Required or Session

## Expired error on some Apex pages?

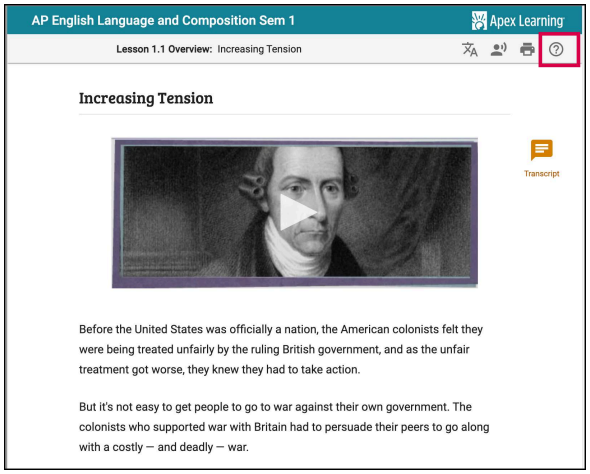
When selecting links from within an Apex course such as study guides or keywords, Apex allows users to navigate away from the main lesson content to where the requested content will be displayed. When navigating away from the main lesson page, the previously opened tabs or windows of the Apex source 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.




3

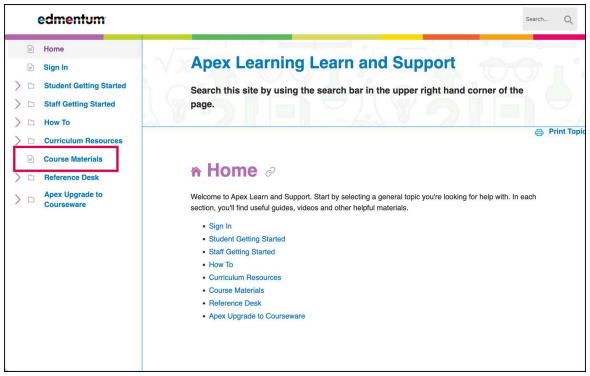
## Can assessments be printed if a student has accommodations?

Yes, teachers are able to print assessments based on student need.  Reach out to your teacher to find out more about this option.




**How do I know what materials I need for my course?**

The materials needed for your course may be checked on the Apex site. Navigate to the Apex site through the question mark link within your course.




Once on the Apex site, navigate to the Course Materials tab 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?

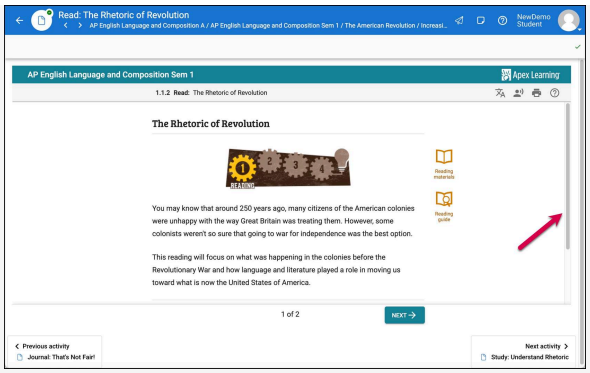
You will see Practice activities, Projects, and Labs introduced in a regular lesson, but you are not expected to submit the assignment until you arrive at a subsequent lesson with the Sample Work or Portfolio dropbox associated with the activity. This is intended to give you time to work on the teacher-scored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

# 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.



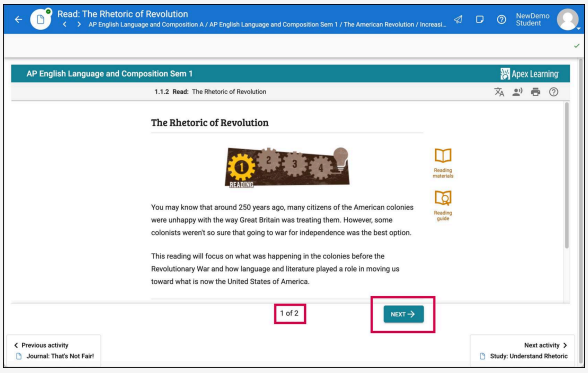

## Second Scroll Bar

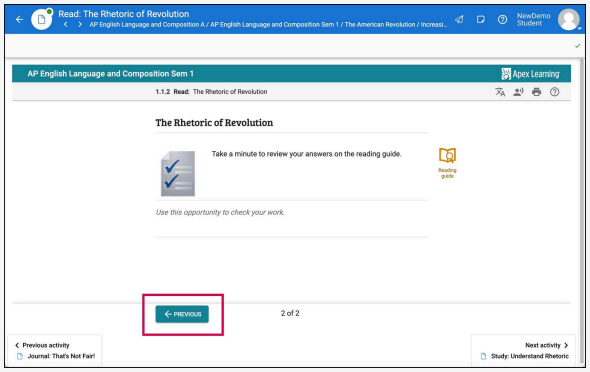
Some lessons may contain a second scroll bar within the lesson viewer, make sure you scroll all the way to the bottom of the page so you don't miss important content.

## 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.



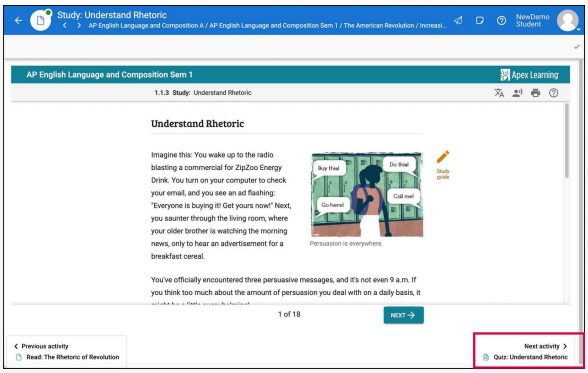




## Previous Page Button

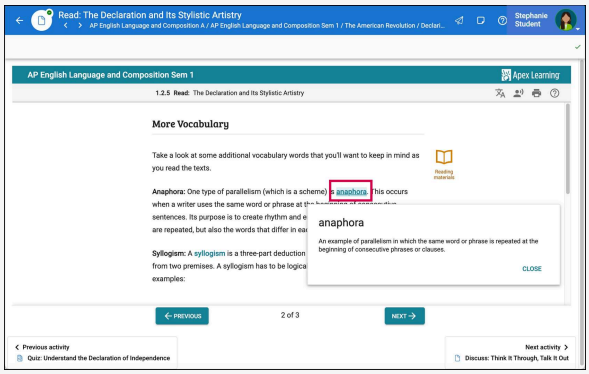
Use the Previous button to return to the previous screen of content within the lesson page.

### 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.




# 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, you 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. Expand the question list to view correct or incorrect answers given.
    - **Note:** 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 student Gradebook.
    - To revisit answers to submitted quiz or test questions, return to them by navigating to the assessment item within the course outline.

# Course Resources



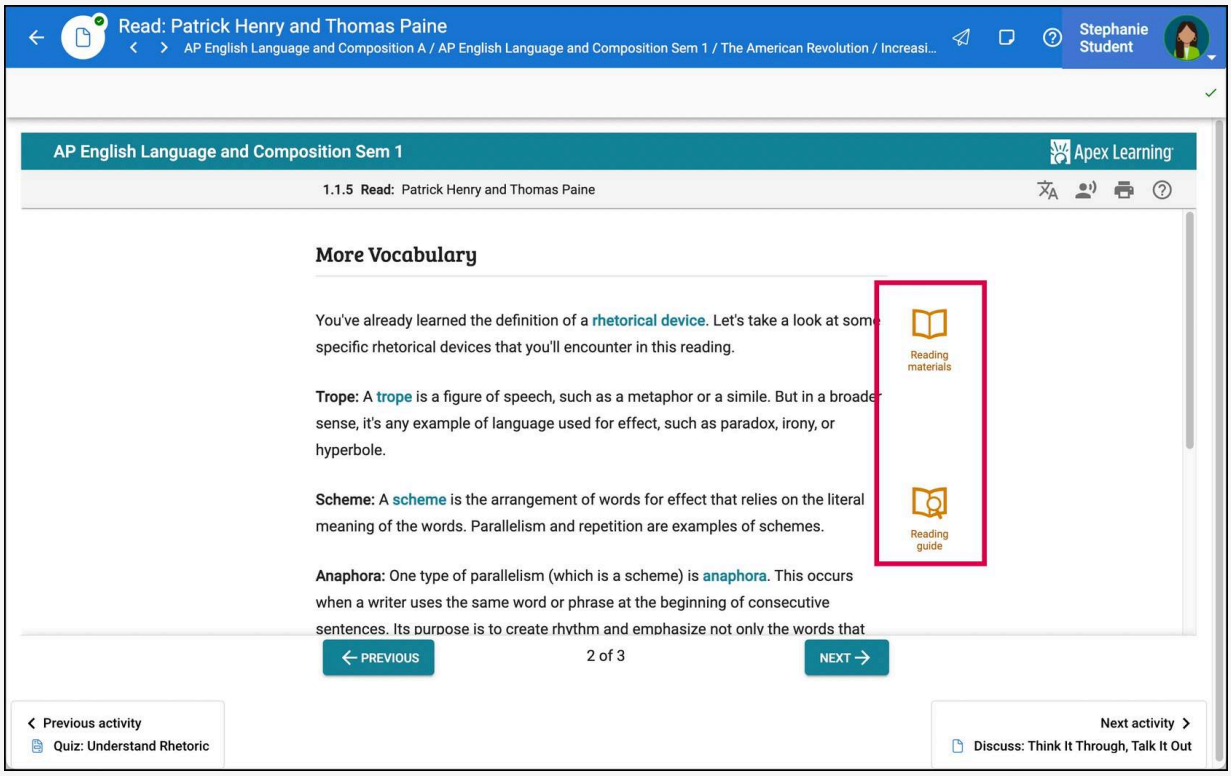
## Resources

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

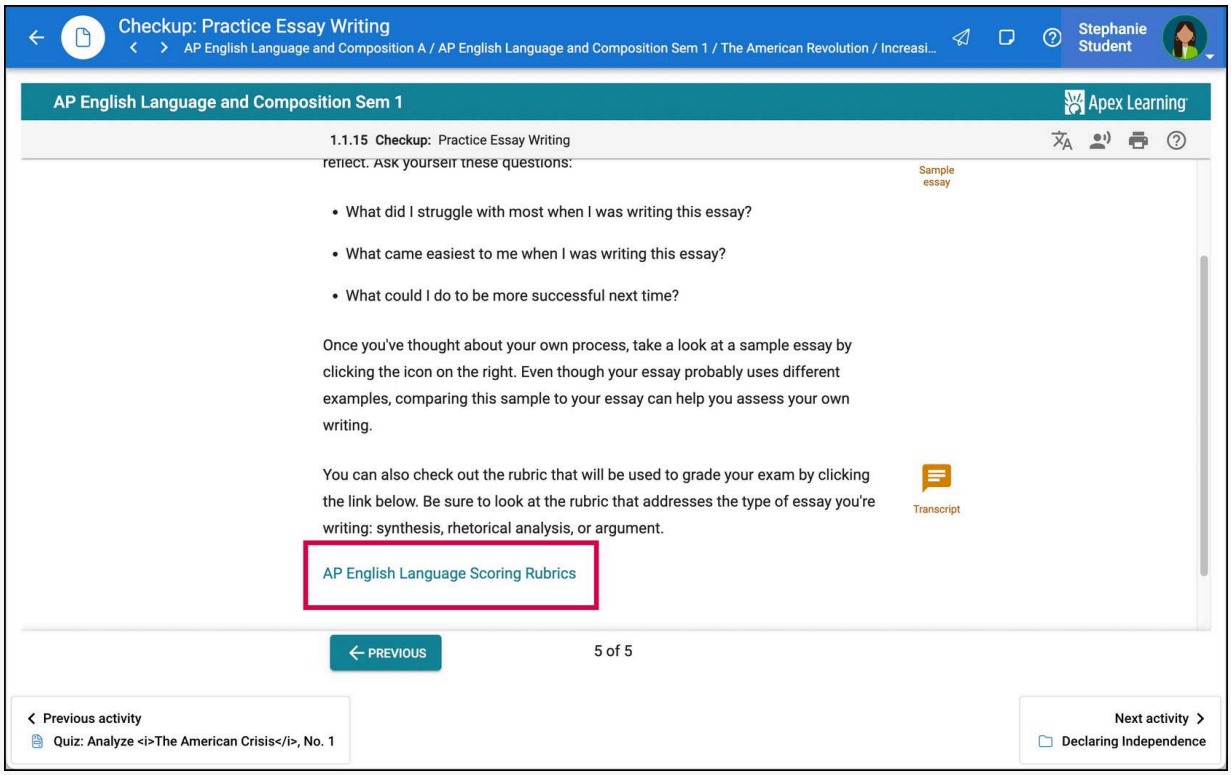
- key terms
- study guides
- transcripts

- activity directions
- checkups
- project instructions with scoring guides
- scoring rubrics
- textbooks and novels

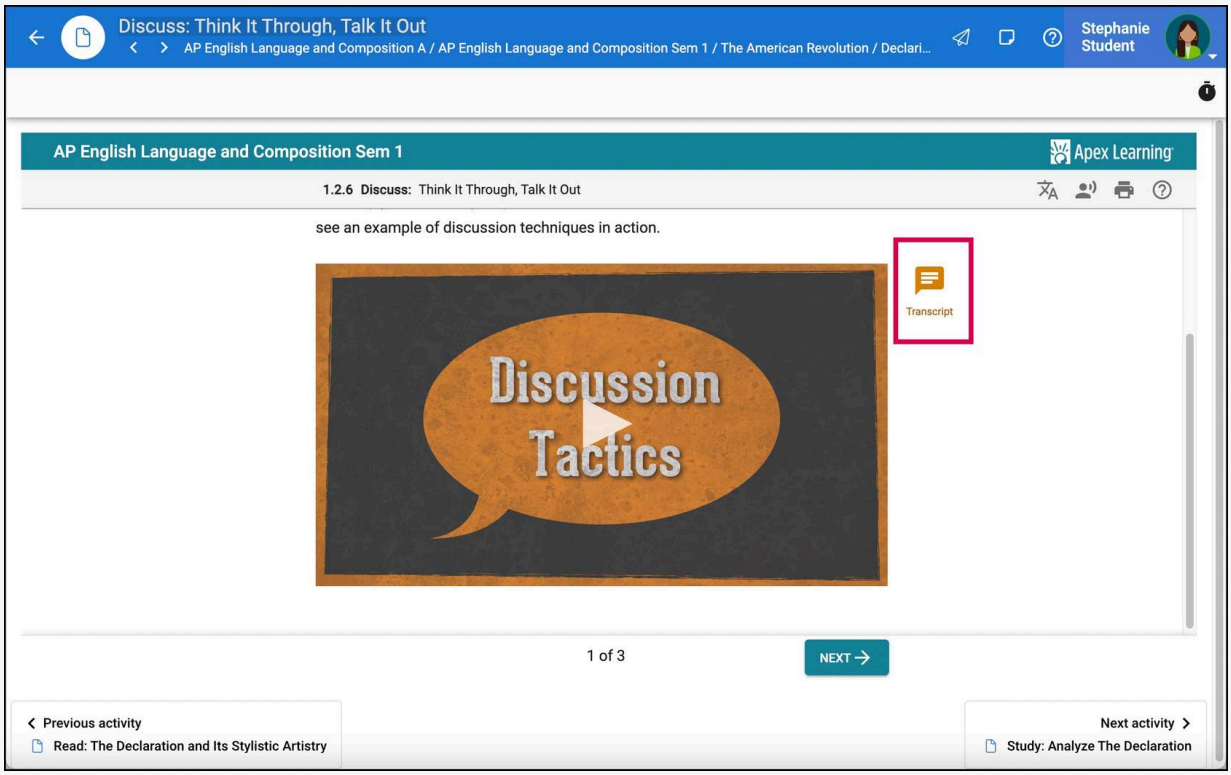
Make sure you open and review each of these supplemental options. A few examples are shown in the following images.




Reading materials and reading guide




Scoring rubrics




Video transcript

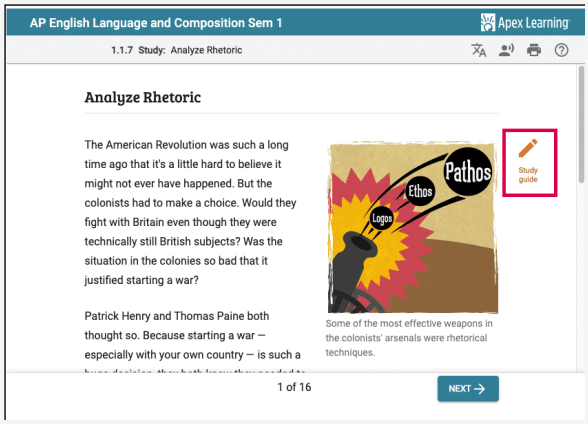
**Tip:** It is advised to print or download course materials instead of bookmarking the links. These links need to be reauthorized each time you navigate away from the main lesson page and you may lose any work completed in the browser window. You will have the option of saving the file to your computer or Google Drive after selecting file type.

CONTINUE

# 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.

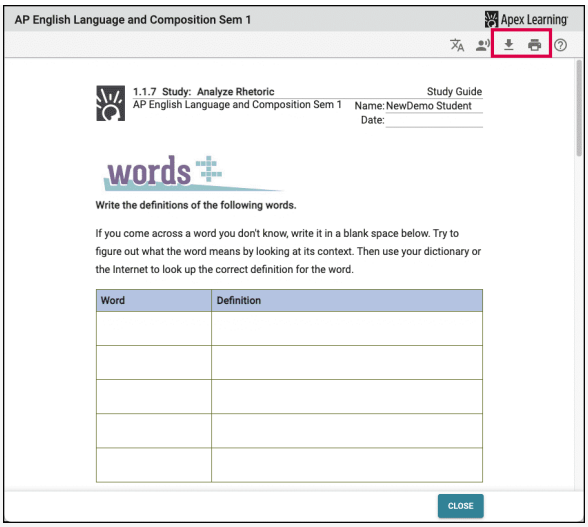


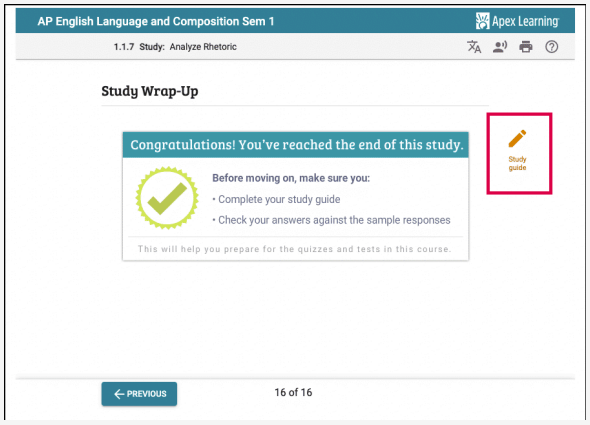

Select Study Guide from the first page of the Study lesson.

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

**Important:** Make sure you print or download study guides instead of

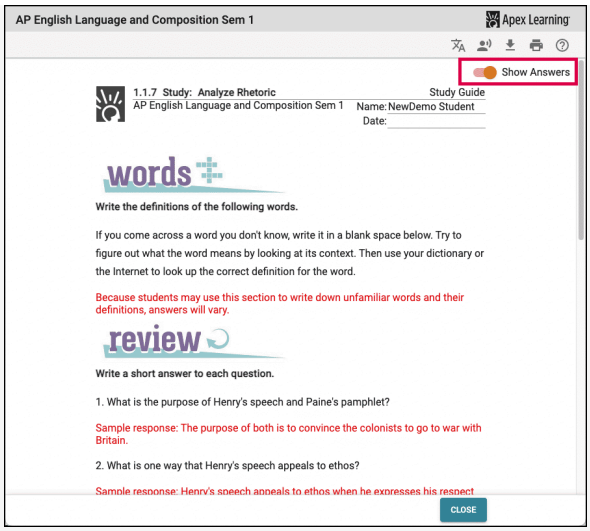
bookmarking the links. The links need to be reauthorized each time you navigate away from the main lesson page and you may lose any work completed in the browser window.




## Study Guide Answer Keys

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




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

CONTINUE

## Practice, Project, and Lab Assignments

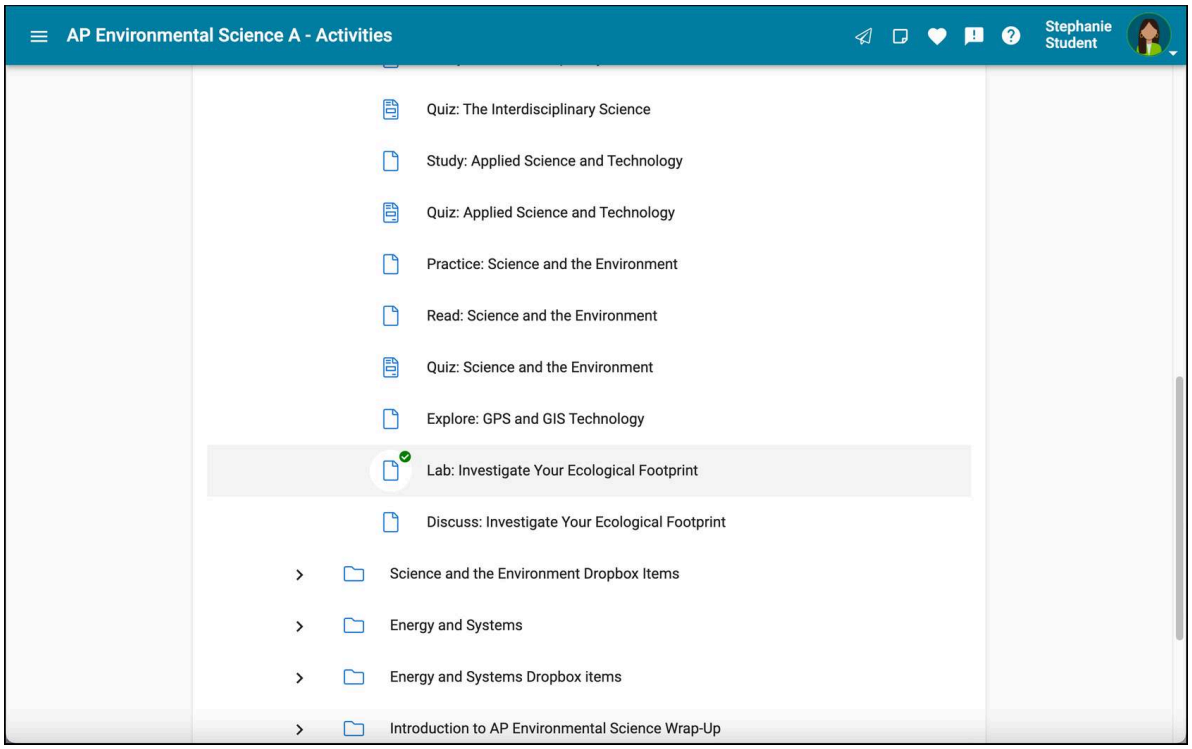
Practice, Project, and Lab assignments function in a similar way as study guides. These files can be downloaded and completed independently while navigating a lesson. They differ from study guides in that they may need to be submitted for a grade through the dropbox option in a subsequent lesson.

# Lab Assignment Dropbox Example



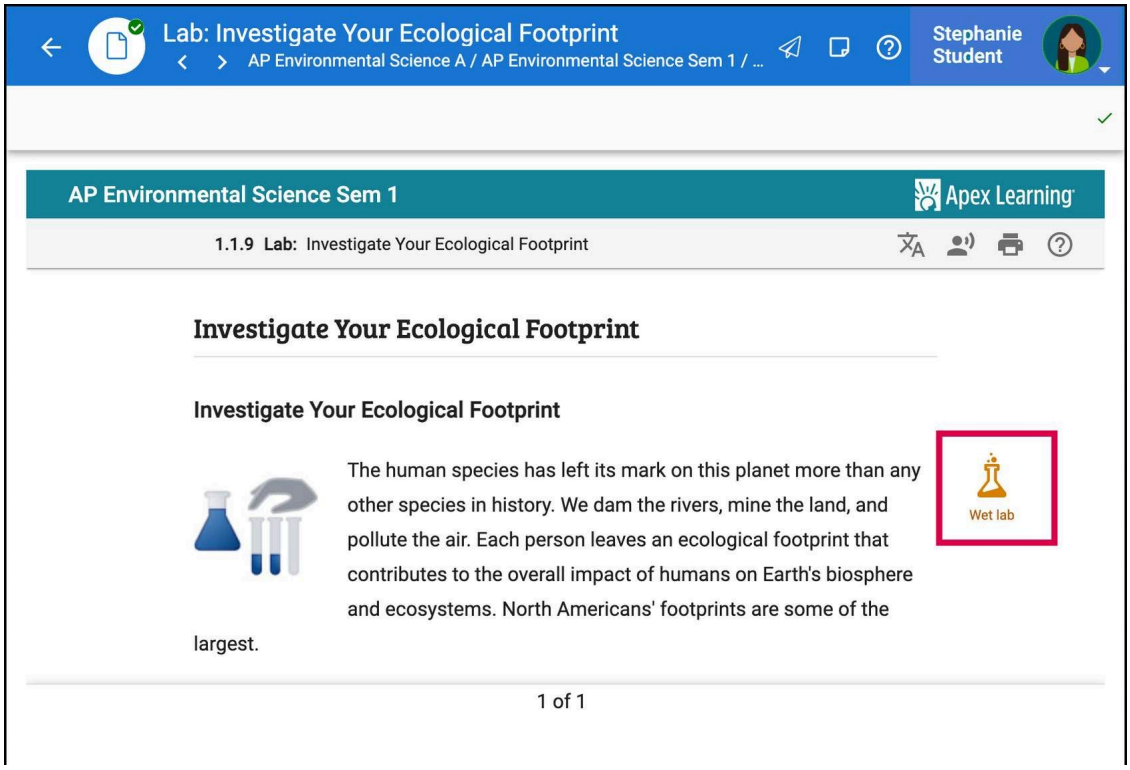

The following example is a lab assignment from AP Environmental Science.

1



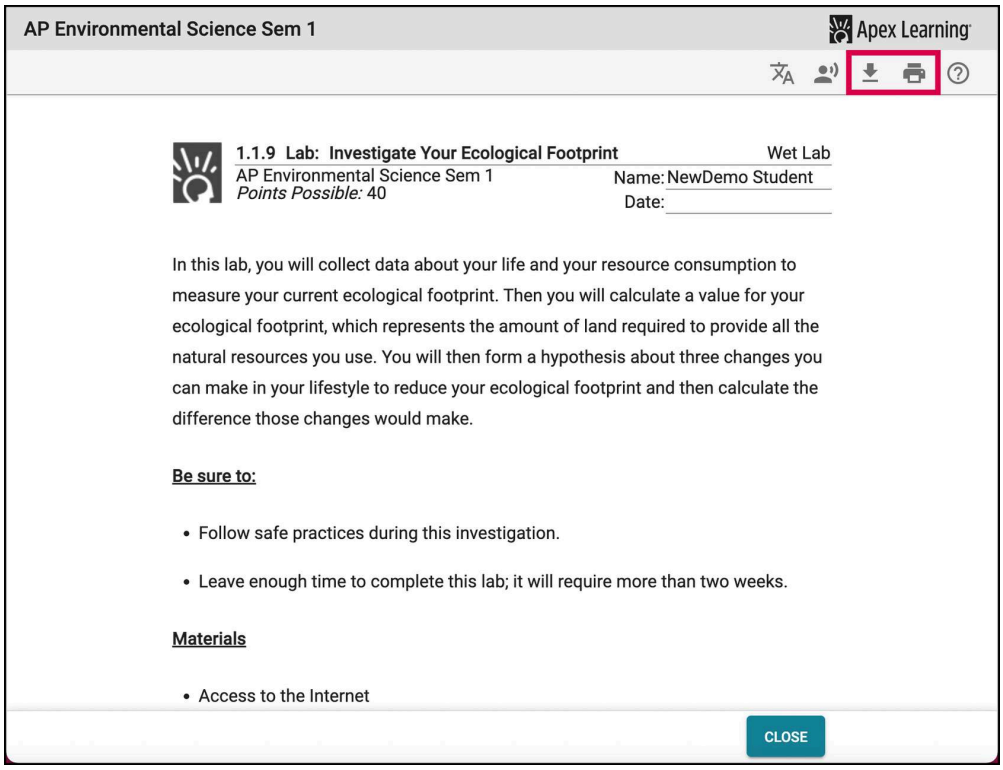

Open the lab activity from the course outline.

2



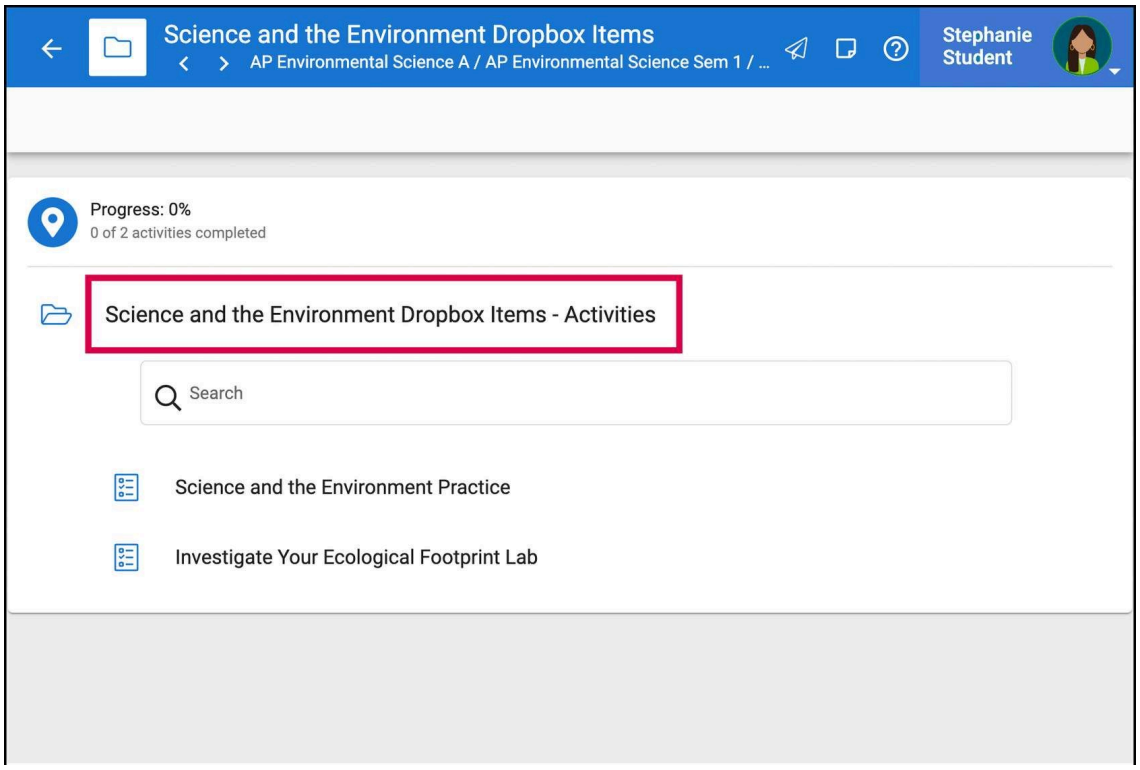

Navigate to the lesson slide with the activity icon listed.

3



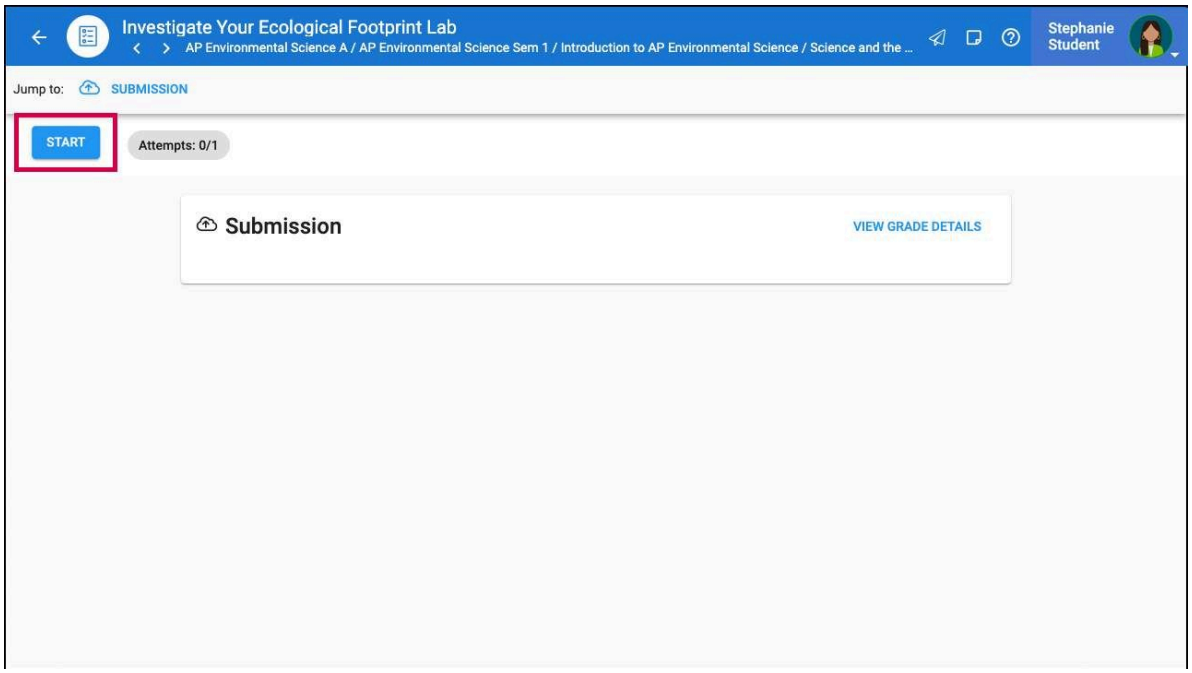

Download and complete the activity.

4



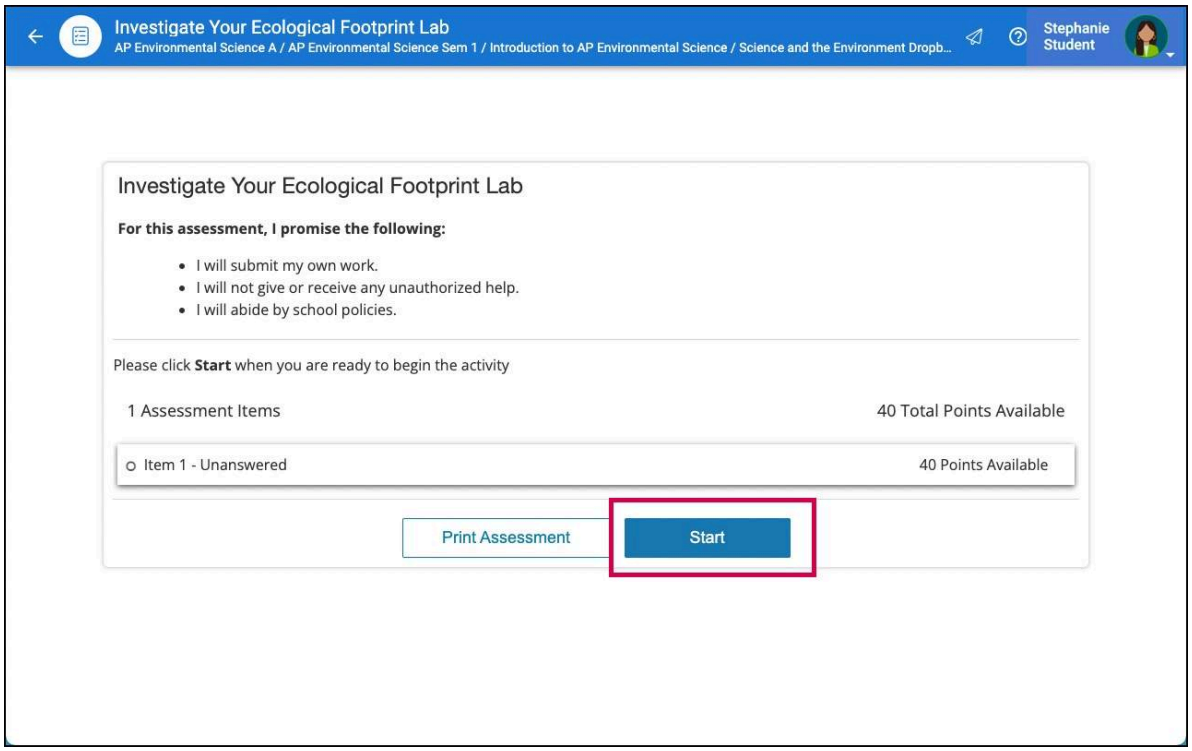

The dropbox lesson will appear later in the course.

5



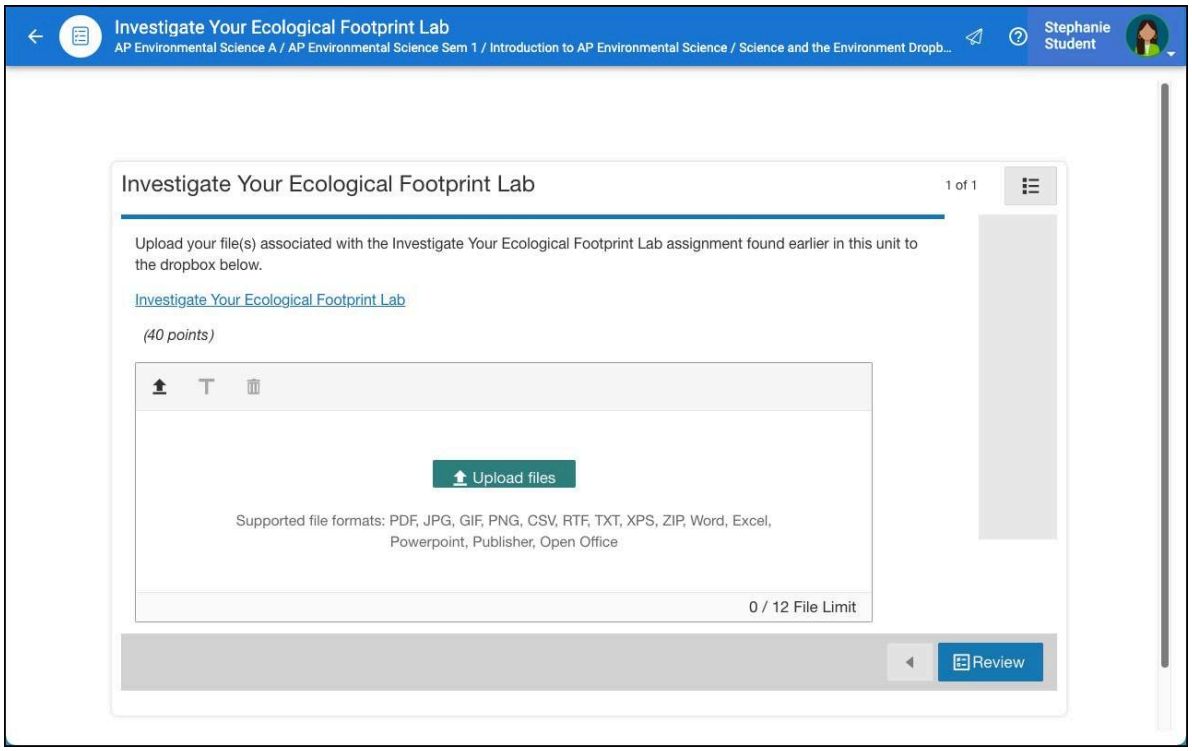

Select Start on the submission page.

6




Read the plagiarism statement and select Start.

7

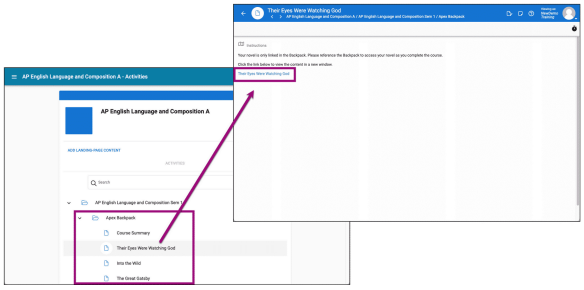



Upload the completed assignment.

**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.

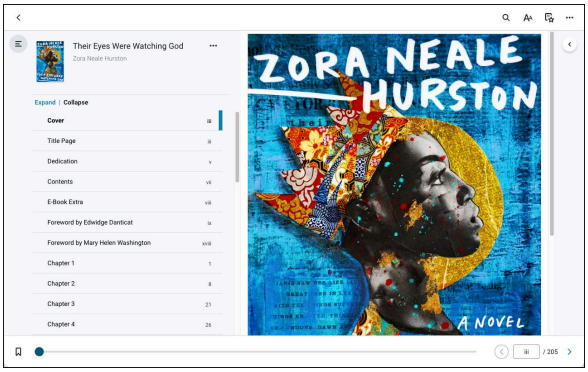
## Textbooks and Novels

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.

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