



ClassTools Achieve Teacher Guide

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Reports

Account Login

Here's how to access the online learning environment.

1. Open the browser and type in the virtual school website address (URL).
<http://www.apexvs.com>
2. Type in the **Username** and **Password** and click **Login Now**.

Apex Learning

Login [New Features](#)

Welcome to the Login Page!

If you have a username and password, please enter them below.

Username:

Password:

Don't have a Username and Password? [Register Here](#)

Forgot your Username or Password? [Click Here](#)

[Terms of Use](#) [Privacy Policy](#)

For assistance, please email the Support Team at support@apexlearning.com or call (800) 453-1454.

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***Note:** To register, click the 'Register Link' on the Login page.

ClassTools Achieve Getting Started

A. Account Registration

1. To do this, you will need to go to a special teacher website:

<http://www.apexvs.com/setup>

VERY IMPORTANT: This website is for teachers only! Please do NOT give that address to students.

2. Click '**Register Here.**' Walk through the prompts on this site to create your new username and password.
3. It will ask you to search for your school. (If you are having trouble finding the school in the search, try entering only the state and three letters of the school name. Use a *main word* from the school name. For example, if your school is "Fort Collins High", enter "Collins" rather than "Fort".)

B. Create a virtual Classroom.

4. After you log in (and are on the My School page), click **Setup Classroom**. You may then be asked to choose a subject. If so, select the appropriate subject. See Step 8 to add additional subjects to your classroom.
5. On the Classroom Setup page, add a **Time Period** (if desired) in order to complete your Classroom Name, and click **Submit**.
6. If you would like to create another classroom, click the **Setup Classroom** link again. Otherwise, click **Go to My School**.

C. Classroom Management: Configure Classroom

7. Once you have created a classroom, click the pencil icon to the left of the classroom name. This will take you to the Classroom Management page.
8. To add additional subjects to your classroom, click the **Configure Classroom** button. Place check marks in the boxes of all of the subjects you would like to add to this particular classroom. Click the **Update** button at the bottom of the page.
9. You can also use the **Configure Classroom** button to change the name of your classroom. Type the new name of the classroom in the top field then click the **Update** button to save your changes.

Setup Classroom

How to Enroll Students

1. Choose a student from the **Available Students** list.
2. Click the **Enroll** button to add them to your classroom.

Click the **Display Roster** button to see a list of your students and their usernames and passwords.

The screenshot shows the 'Manage Classroom' interface for 'ClassTools Achieve'. At the top, it says 'Welcome Teacher Guest1 (support@apexlearning.com)'. The page has a blue header with the Apex Learning logo and navigation buttons for 'GO TO MY SCHOOL' and 'ENROLL IN A COURSE'. On the left, there is a 'Tools' sidebar with options like 'Grade Book', 'Reports', and 'Set Up Classroom'. The main content area is divided into three sections: 'Available Students at Apex Learning Inc. - ClassTools Achieve', 'Enrolled in this Classroom', and a bottom section with action buttons. The 'Available Students' list includes names and usernames like 'Clooney, George (GClooney)'. The 'Enrolled in this Classroom' list includes 'Guest1, Teacher (cteacher) - teacher' and several student accounts. The 'Enroll' button is circled in red, and a red box highlights the 'Available Students' list with an arrow pointing to it. A text box explains: 'Select a student from this list then click the Enroll button to add the student to your classroom.' The bottom section has three buttons: 'Create Student', 'Display Roster', and 'Configure Classroom', each with a brief description.

Tools

- Grade Book
- Reports
- Set Up Announcements
- Set Up Classroom
- Change Personal Info
- Orientation
- Run System Checkup

ClassTools Achieve

Available Students at Apex Learning Inc. - ClassTools Achieve
(Select to enroll)

- Clooney, George (GClooney)
- Danley, Chris (cdanley1)
- Danley, Jeff (JDanley)
- Goerge, George (GGoerge)
- Hartwell, Ann (AHartwell)
- Marshall, Cindy (cmarshall7)
- Pitt, Brad (BrPitt)
- provide, ocstudent (oprovide)
- Sheffield, Michael (MSheffield)
- Smith, Bob (bsmith133)

Enroll →

Enrolled in this Classroom
(Select to withdraw)
Note: To remove a classroom, withdraw everyone

- Guest1, Teacher (cteacher) - teacher
- Crawford, Jason (jcrawford9)
- Morgan, Wendy (wmorgan2)
- Northcutt, Shannon (SNorthcutt)
- Student, Demo (ctastudentcore)
- student, extreme (estudent3)
- Student, Guest (ctastudent)

Create Student Create a new student account and add that student to this classroom.

Display Roster Display a class roster that shows student names, usernames, and passwords.

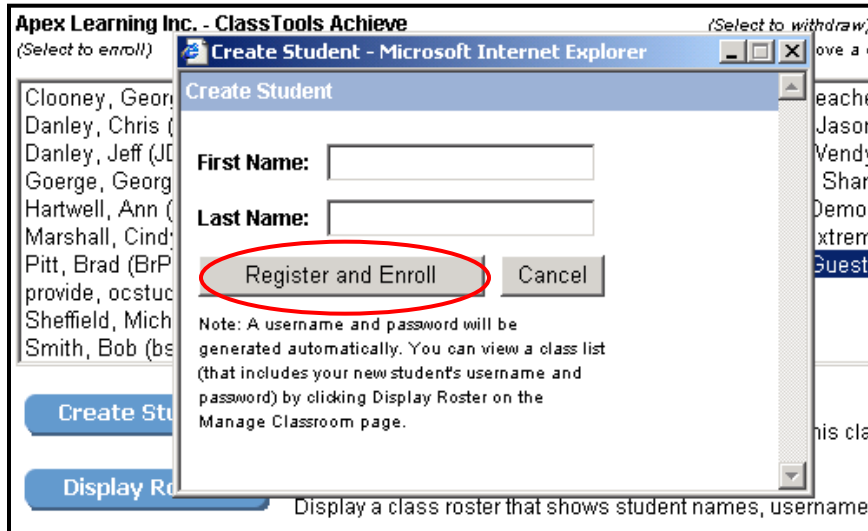
Configure Classroom Add or remove subjects to this classroom, or rename the classroom.

Select a student from this list then click the **Enroll** button to add the student to your classroom.

Setup Classroom

How to Register Students

If you do not see your student's name in the **Available Students** list, click the **Create Student** button. Enter your student's first and last name and then click the **Register and Enroll** button.



The screenshot shows a web browser window titled "Apex Learning Inc. - ClassTools Achieve" with a sub-window titled "Create Student - Microsoft Internet Explorer". The "Create Student" dialog box is open, featuring a list of available students on the left and a form for entering student details on the right. The "Register and Enroll" button is highlighted with a red oval. Below the form, a note states: "Note: A username and password will be generated automatically. You can view a class list (that includes your new student's username and password) by clicking Display Roster on the Manage Classroom page." The background shows a list of student names, including Clooney, Geor; Danley, Chris (; Danley, Jeff (J; Goerge, Georg; Hartwell, Ann (; Marshall, Cind; Pitt, Brad (BrP; provide, ocstuc; Sheffield, Mich; Smith, Bob (be; and a "Create Stu" button.

How to Delete a Classroom

1. Remove all of the students from the classroom.
2. Then, remove the teacher from the classroom.

Setup Classroom

How to Withdraw Students

1. Select a student from the **Enrolled in this Classroom** list.
2. Click the **Withdraw** button to remove them from the classroom.

The screenshot shows the Apex Learning 'Manage Classroom' interface. At the top, it says 'Welcome Teacher Guest1 (support@apexlearning.com)'. Below this are navigation buttons for 'GO TO MY SCHOOL' and '+ ENROLL IN A COURSE'. On the left is a 'Tools' sidebar with options like 'Grade Book', 'Reports', and 'Set Up Classroom'. The main area is titled 'ClassTools Achieve' and is divided into two columns: 'Available Students at Apex Learning Inc. - ClassTools Achieve' and 'Enrolled in this Classroom'. The 'Available Students' list includes names like 'Clooney, George (GClooney)' and 'Danley, Chris (cdanley1)'. The 'Enrolled in this Classroom' list includes 'Guest1, Teacher (ctateacher) - teacher' and 'Student, Guest (ctastudent)'. A red circle highlights a 'Withdraw' button between the two lists. A red box highlights the 'Enrolled in this Classroom' list, with a red arrow pointing to a callout box that says 'Select a student from this list then click the withdraw button to Remove the student o your classroom.'

Apex Learning

Welcome Teacher Guest1 (support@apexlearning.com)

LOGOUT STP079 HELP

Manage Classroom GO TO MY SCHOOL + ENROLL IN A COURSE

Tools

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- Pitt, Brad (BrPitt)
- provide, ocstudent (oprovide)
- Sheffield, Michael (MSheffield)
- Smith, Bob (bsmith133)

← Withdraw

Enrolled in this Classroom
(Select to withdraw)
Note: To remove a classroom, withdraw everyone

- Guest1, Teacher (ctateacher) - teacher
- Crawford, Jason (jcrawford9)
- Morgan, Wendy (wmorgan2)
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Create Student Create a new student account and add that student to this classroom.

Display Roster Display a class roster that shows student names, usernames, and passwords.

Configure Classroom Add or remove subjects to this classroom, or rename the classroom.

Select a student from this list then click the withdraw button to Remove the student o your classroom.

My School Page

Below is an example of student's **My School** page. The additional Tools features for mentors and site coordinators will be explained later in the training.

The screenshot shows the Apex Learning My School page. At the top left is the Apex Learning logo. Below it is the 'My School' header. On the right side of the header are buttons for 'GO TO MY SCHOOL' and '+ ENROLL IN A COURSE', along with 'LOGOUT' and 'HELP' links. A callout box points to the 'GO TO MY SCHOOL' button, stating: 'Go to My School: At any time, you can click on this button to return to the main My School screen.' On the left side, there is a 'Tools' sidebar with links for Reports, Message Center, Change Personal Info, Orientation, and Run System Checkup. A callout box points to this sidebar, stating: 'Tools: The Tools area provides links to useful tools specific to your role.' The main content area has an 'Announcements' section with a filter for 'Posted in: Last 7 days, Last 30 days, All'. Below this is a 'Current Enrollments' section with a table of courses. A callout box points to the course links in the table, stating: 'Current Enrollments: These links connect to the courses.'

Announcement:
This is where announcements appear.

Go to My School:
At any time, you can click on this button to return to the main My School screen.

Tools:
The Tools area provides links to useful tools specific to your role.

Current Enrollments:
These links connect to the courses.

Classroom	Start Date	Teacher
AP Spanish Language Sem 1 (S423807)	29-Aug-05	Kari Feldhaus
AP U.S. Government and Politics (S421918)	29-Aug-05	Dave May

My School Page: Announcements

Teachers have the ability to send messages to students in their courses. These announcements are viewed directly on the My School page. Teachers commonly use announcements to post course policies, additional academic information, and updates on scheduling.

This close-up shows the 'Announcements' section. At the top, there is a filter for 'Posted in: Last 7 days, Last 30 days, All'. The 'All' filter is circled in red, with a callout box pointing to it that says: 'Click 'All' to view all announcements.' Below the filter, there is a list of announcements with dates and titles: '11-Nov-05 Midterm grades!!', '30-Oct-05 Midterm grades', '19-Oct-05 Discussions', and '23-Sep-05 IMPORTANT!!!'. On the right side of the list, there are navigation arrows for scrolling.

Announcements Posted in: Last 7 days Last 30 days **All**

11-Nov-05 [Midterm grades!!](#)

30-Oct-05 [Midterm grades](#)

19-Oct-05 [Discussions](#)

23-Sep-05 [IMPORTANT!!!](#)

Click 'All' to view all announcements.

* Students may need to click on Last 7 days, Last 30 days, or All to view previous announcements.

Course Window

From the **My School** page, in the **Current Enrollments** area, you can click any course link to open that course, which opens the **Course Window**. We've pointed out key features in the screen shot below.

The screenshot displays the Apex Learning interface for 'World History Sem 1'. The breadcrumb trail at the top reads 'UNIT 1 > LESSON 1 > ACTIVITY 3 : The Rise of Civilizations'. A search bar is located to the right of the breadcrumb. On the left, a 'Course Outline' sidebar lists units and lessons, with '1.1.3: Study: The Rise of Civilizations' highlighted in bold and a red square. The main content area shows the activity page titled 'From the Paleolithic to the Neolithic', featuring an illustration of a cavewoman and a mammoth. A red box points to a 'click for transcript' icon in the top right corner. Another red box points to a play button icon at the bottom of the activity content, with the instruction 'Click the arrow to begin the animation.' A third red box points to the page navigation controls at the bottom right, which show 'Page 1 of 4' and a 'GO' button. The footer contains links for 'Help', 'Terms of Use', and 'Privacy Policy', along with a 'PRINT' button.

World History Sem 1 Apex Learning

UNIT 1 > LESSON 1 > ACTIVITY 3 : The Rise of Civilizations search

1: Early Civilizations

- 1.1: The Birth of Civilizations
 - 1.1.1: Study: Prehistory
 - 1.1.2: Study: Where did the Earliest Humans Live?
 - 1.1.3: Study: The Rise of Civilizations**
 - 1.1.4: Discuss: Archaeology and Pre-History
 - 1.1.5: Explore: Life Before Writing
 - 1.1.6: Quiz: The Birth of Civilizations
- 1.2: Mesopotamian Civilizations
- 1.3: Ancient Egypt
- 1.4: Hebrew Civilization and the Empires of Mesopotamia
- 1.5: Ancient Civilizations of Europe
- 1.6: Civilizations of Early India
- 1.7: Early China Civilizations
- 1.8: Early Civilizations Wrap-Up
- 1.9: Diagnostic

2: Classical Civilizations

3: The Rise of New Empires Around the World

4: Europe in the Middle Ages

From the Paleolithic to the Neolithic

Old Stone Age
rs ago a big
as from the
what was so

click for transcript

Click the arrow to begin the animation.

Here is the **Course Outline**. Click on a unit or lesson to display that portion of the outline. Click activity names to open the activity.

Look for **page navigation** within each activity. Page forward to view the entire activity.

Page 1 of 4 GO

Help | Terms of Use | Privacy Policy

PRINT

Each activity within an Apex Learning course has a 'ULA'. ULA stands for Unit, Lesson, and Activity. The ULA is a reference to the activities location within a course. Ex. The 1.1.3 activity is displayed in the screenshot above.

Clicking on the Unit and Lesson activities expands and contracts the navigational window.

Activity Types

The following activity types are found in Apex Learning Courses.

Activity Type	Abbreviation	Intent of the Activity	Typically counts toward grade?
Study	STD	Teaches new concepts through multimedia and interactivity	N
Read	RDG	Directs students to read (copyrighted) materials that are on- or off-line	N
Practice	PRC	Practices, applies, discovers, extends learned concepts	Y/N
Journal	JRL	Practice in which student documents processes, ideas, or works through problems and issues – like a portfolio when repeated throughout the course	Y
Lab	LAB	Practice activity designed to prepare students for offline lab work, to simulate lab in the virtual environment, or to enable students to work with data as they might experience in a laboratory	Y/N
Discuss	DIS	Asynchronous, teacher-supervised discussion	Y
Diag	DIA	Diagnose areas that need further study – covers an entire unit, and study plan links students back to content	N
Review	REV	Prepares students for Unit-level assessment	N
Quiz	QUZ	Computer-scored assessment at the lesson level	Y
Explore	XPL	Enrichment or remediation activities that often include guided research using external web links. – material is not included in assessments	N
Test (CST)	CST	Computer-scored assessment covering content in an entire unit	Y
Test (TST)	TST	Teacher-scored assessment covering content in an entire unit	Y
Exam	EXM	Assessment covering content in an entire semester	Y
Final Exam	FEX	Assess material in an entire subject (covers 2 semesters)	Y

System Check-Up

The **System Check-Up** detects the capabilities of the computer and software. Here, the user can see what needs to be updated on their system.

As seen below, when the user clicks on the Status icon (red stop sign, yellow caution or green ok) they will see a brief explanation as well as a link to the corresponding Support Center article.

The System Check-Up is a pop-up page and is pictured below. This is an important tool when diagnosing technical issues on the client-side.

The screenshot displays the 'System Checkup' interface. At the top, there is a blue header with the text 'System Checkup'. Below the header, there is a link for 'System Specifications'. The main content area contains a table with the following structure:

	Status
System	
Operating System	OK
Browser: Internet Explorer	OK
Browser Configuration	
JavaScript	OK
Cookies	! (Red Stop Sign)
Pop-Up Windows	OK
Browser Plug-Ins	
Java VM: Microsoft Corp. 1.1.4	OK
Flash Player not detected	! (Yellow Caution)
PDF File Support Not Detected	! (Yellow Caution)
Rich Text File Support	i (Blue Information)

A pop-up window titled 'System Checkup Message - Microsoft Internet Explorer' is overlaid on the table. It contains the following text:

Additional Information

It appears that you have disabled Cookies in your browser configuration. For the best possible experience with the Apex Learning products and services, you should enable Cookies.

[Click here](#) for additional troubleshooting information.

Close

A red arrow points from the red stop sign icon in the 'Cookies' row of the table to the pop-up window.

Reports

To access more information about student progress, scores, and log in information click on the **Reports** link, select a classroom, and choose a report.

The most useful report for ClassTools teachers will be the Student Progress and Activity Scores Report. You can use the score information from this report to add to your own grade book for your class.

View Reports GO TO MY SCHOOL + ENROLL IN A COURSE

Tools

- Reports
- Set Up Announcements
- Set Up Classroom
- Change Personal Info
- Orientation
- Run System Checkup

Locate your role below, choose a course classroom (as applicable), and then click the report that interests you.

Teacher

ClassTools - X703927 - MathFundCT

- Student Progress** Monitor student progress, enter extensions, check deadlines, and post midterm and final grades.
- Diagnostic Summary** Track overall student and class performance on diagnostics for ClassTools and Online Course classrooms.
- Contact List** View contact information for the class.
- Last Login** View how recently students have logged in.
- Due Dates** View lesson due dates for the class.
- Activity Scores** View the student activity scores for the class.
- Add/Withdrawal List** Check to see if students have been added or withdrawn.

Example Report – Activity Scores

Activity Scores

ClassTools Achieve - A174150 - Alg1CTA

Data is current as of June 21, 2006 4:46 PM PDT

This report may be copied/pasted into a spreadsheet. Formatting will be retained.

ip = in progress. Yellow background indicates student has sent a message regarding the activity but no score has yet been recorded.

		Activity 1.1.5	Activity 1.1.6	Activity 1.2.4	Activity 1.2.5	Activity 1.2.6	Activity 1.3.2	Activity 1.3.3	Activity 1.3.4	Activity 1.4.2
	Activity Type	Quiz	Quiz	Quiz	Quiz	Quiz	Quiz	Quiz	Quiz	Quiz
	Max Score	28	18	16	18	28	30	16	24	28
Access	All	Excused	Excused	Excused						
Achiever	Alice	Excused	Excused	Excused	16	24	24	14	18	26
Education	Eva	Excused	Excused	Excused	14	24	24	14	22	24
Initiative	Ian	24	16	12	14	22	24	12	20	24
Jumpahead	John	22	12	12	14	24	26	12	20	22
Learner	Larry	26	18	16	18	26	28	14	22	26
Pupil	Patty	26	18	16	16	26	28	14	22	26