

The purpose of this resource is to provide navigation information for archiving, creating, customizing, copying classrooms (after customization) and enrolling/withdrawing students. Links (in Help > Help Home) have been provided for additional information. Once a teacher has logged into the “My Dashboard,” use the navigation below for the desired functions.

Archive a Classroom <https://support.apexlearning.com/help/classrooms/archive>

Archiving a classroom removes the classroom from the teacher’s (and student’s) My Dashboard. The classroom is moved to a historical data base and no longer visible/active. To archive, follow these steps:

- In the navigation Menu, select “Classroom”
- Select the “Edit” button beside the classroom you wish to archive
- When the box opens, confirm that you are looking at the “Classroom Configuration” tab
- On the right-hand side of the window, select “Archive”
- Select the blue button, “OK,” to confirm that you want to archive the classroom

Note: should a teacher wish to **restore a classroom**, select “Classroom” in the navigation menu, select “Show Archived Only,” select the box beside the classroom you wish to restore and click the “Restore” button at the top of the column. Restoring a classroom makes the classroom active and returns the classroom to the teacher’s dashboard. Students must be manually added back into the classroom.




Add or Edit a Classroom <https://support.apexlearning.com/node/288>

- From the Dashboard, select the “Actions” button > Add Classroom
- In the Classroom dialog box, enter the name of the classroom:
 - Example: 21-22 Eng 8 STAAR – Per 1 – Perez
- Select the start date. Defaults to today’s date. If you push out the date, you do not have access to the content. **Note:** This is a one-time setting and cannot be changed once the classroom is created.
- The “Solution” will default to your campuses Tutorials.
- Scroll down to “Add Tutorials to Classroom” > use the + to open the content choices
- Select the content by checking the box > Save the classroom by clicking the “Save” button at the top of the window
- When a teacher creates the classroom, the teacher will automatically be added to the classroom. Students can be added later AFTER customization is completed.

Note: Typically, **ONLY ONE** content Tutorial is added to a classroom. Example: teachers DO NOT need to add both English I STAAR and English I Texas; select one. DO NOT use any Tutorial noted with (2019) in title.

Customize a Classroom <https://support.apexlearning.com/tutorial-customization>

- Launch the content by selecting the title of the content “My Dashboard”
- Select “Outline” on the right side of the screen
- At the top of the screen, toggle open the “EDIT” button
- Select any of these features to customize:

- The pencil edits the unit and/or lesson title 
- The box in front of the unit and/or lesson hides or limits access to the content 
- The “domino” icon is a drag and drop. Re-sequence units and/or lessons within a unit 
- When customization is complete, select the “SAVE” button in the top right-hand corner.

Note: post-launch customization is only available for Tutorials which have already been customized **before a student has launched**. If a teacher thinks he may want to customize later, simply renaming the classroom will trigger the ability to customize later.

Copy Classroom <https://support.apexlearning.com/node/366>

- From the Navigation Menu, select “Classroom”
- Select the “Classroom Configuration” tab (which is usually the default tab)
- Click the “Copy” button > the copy classroom dialog opens
- Edit the classroom name (and start date if needed)
- Click “Create Copy”
- After creating the copy, you will be able to enroll students

Note: you may copy a classroom as many times as you wish, renaming the classroom each time. Classroom customization will render in the copied classroom.

Enroll or Withdraw Students <https://support.apexlearning.com/node/301>

To enroll students:

- Select Classrooms in the Navigation Menu
- Click the classrooms “Edit” link
- In the Edit Classrooms Dialog, select the Student Enrollments tab
- In the “Add Students to this Classroom” section, locate the student and click his “Enroll” link > the student is moved to the “Students Enrolled in the Classroom” section above. Note: you may use the search box to locate students quickly

To withdraw students:

- Navigate to the Classrooms page
- In the Edit Classroom dialog, select the Student Enrollments tab
- Locate the student in the “Students Enrolled in this Classroom” section (top of screen) > select the withdraw link

Note: when a student is withdrawn, the student no longer has access to classroom content.