

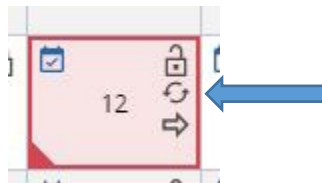


Apex -- How to Reset an Activity

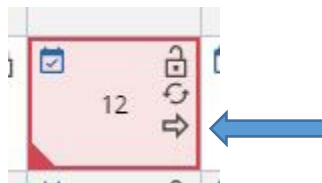
Steps to Reset a Quiz:

1. Open the Apex Grade Book for the course > select the Unit (pulling down on Summary)
2. Click Reset icon for the one student in their quiz or assignment cell. Students have a total of two tries to pass a Quiz. After the 2nd failed attempt, the student must message you that they need a retake.
3. Click the **Save Changes button above the Grade Book** on the right side. Otherwise, the reset will not take. (see last screenshot on this page)
4. A bold dash will show in the cell where the Quiz has been reset.
5. Please remember that **anything you enter a grade, change a grade, reset a quiz, or permit progress for a failed quiz -- you will then need to click the Save button** at the top right corner of the Grade Book in order to save changes.

To reset an activity for an individual student, click the **Reset control icon** (looks like two arrows going in a circle) in a student's activity cell and click the **Save** button.



If a student fails the Quiz the 3rd time around (after the reset), the student will then send you a message that they cannot move forward. You will need to click the **Permit Progress arrow** (looks like a forward arrow inside of the Quiz cell) in the student assignment cell and then click **Save**. That will allow the student to move forward and they will have to take the grade that they made on the 3rd attempt of the Quiz.



Apex Learning

Alerts Help Tracy Clanton-Smith

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Grade Book

Classroom: AP English Language And Composition A Online Course - New (V5425274)

Course: AP English Language and Composition Sem 1 - S7999633 [Course Settings](#)

Activity Scores Report

Summary

Hide Completed Students

Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Overdue Activities	Days Since Access	On Schedule Percent	Quality of Work	Grade to Date	Overall Percent	Midterm
475	475	475	475	160							

When you have made changes in the Grade book, the Refresh button will change to a SAVE button that must be clicked to "save changes."

SAVE