

How to...Request Access to Even Numbered Pretests/Final in a CR Course



Students are required to submit all written assignments in order to pass a Credit Recovery course. Even numbered pretests are locked to allow you time to complete and submit written activities from previous units. You should review your Activity Scores Report to confirm all required written activities have been submitted. Once confirmed, you can request access to your next pretest by following the instructions provided below.

The directions below are for students who enrolled in a Credit Recovery course on or after February 3, 2020.

Step 1: On the Apex Learning Dashboard, locate the Messages area on the right-hand side of the Dashboard

Step 2: Click the **White Plus Sign** in Messages

Step 3: On the *To* line, select **IVS Technical Support** to send the message.

Step 4: In the *Subject*, type the **name of Pretest** you need access (e.g. Unit 2 Pretest)

Step 5: Check the box labeled **Submit Homework**.

Step 6: Wait a moment for a new section to appear below the Submit Homework area. In the dropdown menu for **Course**, select your course.

Step 7: In the Activity dropdown menu, scroll to the bottom and select **"Request Pretest/Final Access"**

Step 8: Click the **Send** button.

Please be patient. Requests are processed in the order they are received. Wait times are typically only a few minutes. However, wait times may be a few hours depending on the volume of incoming requests and whether or not the request was submitted during regular business hours. You will receive an external email when your request has been processed.