

How to...Permit Progress for Credit Recovery Course



Students who have not successfully earned a 70% or higher after three attempts on a quiz must submit a Progress Request. Below are the steps to submit the Progress Request:

Step 1: If you have your course open, minimize the course content window to show the **Messages Center** on the Apex Learning® My Dashboard area.

Step 2: Click the **White Plus Sign** on the Messages Center.

Step 3: On the *To* line, click the down arrow and then select **IVS Technical Support** to send the message.

Step 4: In the *subject line* and *message* tell which course, unit and quiz you need the Permit Progress applied.

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

Step 6: Wait a moment for the Course field to appear. In the dropdown menu for Course, select your course.

Step 7: In the Activity dropdown menu, scroll to the bottom to choose **"B.2 External Permit Progress Request."**

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

Messages Center interface showing a 'VIEW' button and a red box highlighting a white plus sign icon. An arrow points from Step 2 to this icon.

New Message form showing fields for To, Subject, Message, and Course. The 'Submit Homework' checkbox is checked. Arrows point from Steps 3, 4, and 5 to the 'To' field, the message body, and the 'Submit Homework' checkbox respectively.

Select Course dropdown menu showing a list of courses including CR-Algebra 1-Sem 1-Section 1 (2016) - S3288509, CR-Algebra 1-Sem 2-Section 1 (2017) - S3873914, CR-World History-Sem 1-Section 1 (2017) - S3873937, CR-Geometry-Sem 1-Section 1 (2017) - S3873931, CR-Physical Science-Sem 1-Section 1 (2017) - S3873933, and CR-British Literature-Sem 2-Section 1 (2017) - S3873923. An arrow points from Step 6 to the list of courses.

Activity dropdown menu showing a list of activities including 4.5.7 Practice: Writing History, 4.6.2 Test (TST): Regional and Transregional Interactions..., 5.1.3 Journal: Write Your Own Big-Picture Narrative, 5.2.7 Practice: Tracing the Columbian Exchange, 5.4.7 Practice: Documenting the Influence of Islam, 5.5.7 Practice: The Power of a Queen, 5.6.2 Test (TST): The Rise of the World's First Globa..., 6.1.3 Final Exam: Semester Exam, B.1 Extra Credit: Extra C, B.2 External: Permit Progress Request, and B.2 External: Permit Progress Request. An arrow points from Step 7 to the 'B.2 External: Permit Progress Request' option.