

# **APEX (APPLIED PRACTICE EXPERIENCE TRACKING SYSTEM**

<https://mysph.sc.edu/apex/guest/login>



UNIVERSITY OF  
**South Carolina**

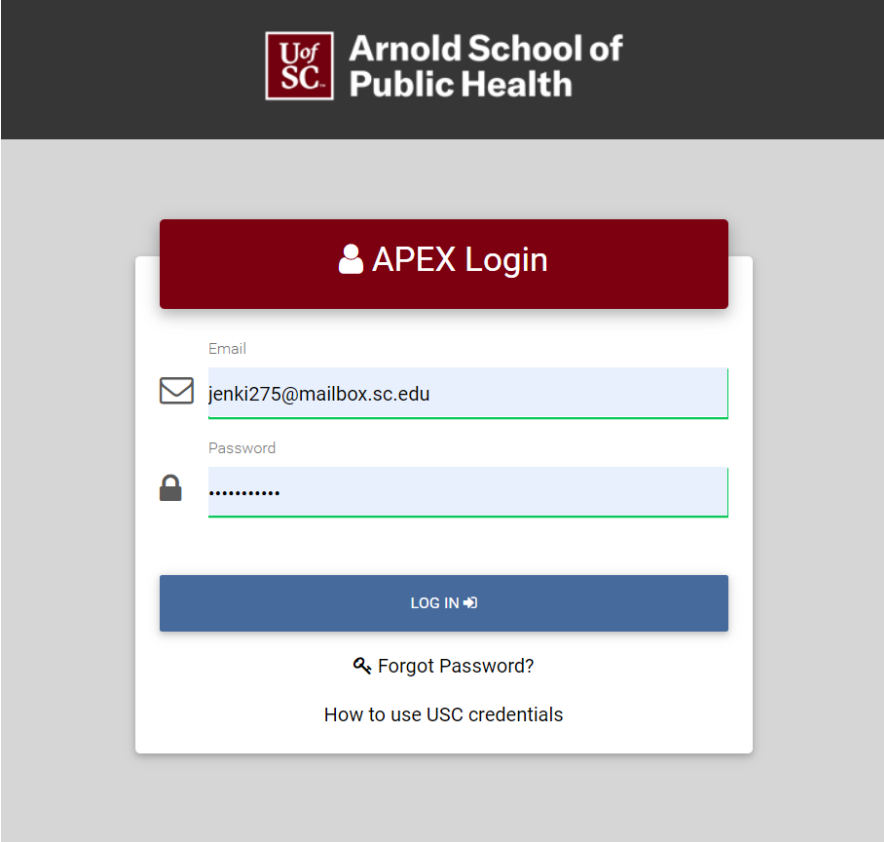
Arnold School of Public Health

# APEX OVERVIEW

- New system to track practice experience related documents
  - Work products, Competencies, Proposals, Final reports & Presentations
  - Provide examples for future students
- Designed to complete most work **outside** of the system
- Students will identify competencies, work products, contact site, write proposal, etc., outside of the system
  - Through meetings, emails, etc.
  - Uploading documents should be a formality!
- Preceptors do not need to create an account
- Approval of proposal tracked informally (through meetings, emails, etc.) = More responsibility on the student to fulfill expectations

# LOGGING IN

- Use university email and password
- <https://mysph.sc.edu/apex/guest/login>



Uof SC Arnold School of Public Health

APEX Login

Email  
jenki275@mailbox.sc.edu

Password  
.....

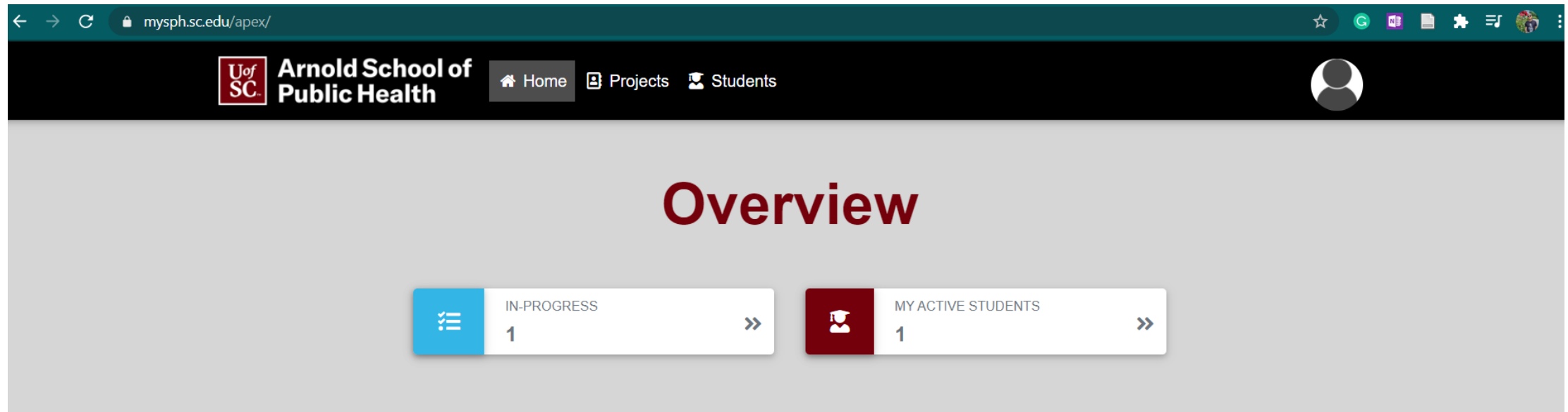
LOG IN

Forgot Password?

How to use USC credentials

# FACULTY ADVISOR HOME PAGE

- Student will add you as faculty on their end to show in-progress



The screenshot shows a web browser window with the URL `mysph.sc.edu/apex/`. The page header includes the Uof SC logo and the text "Arnold School of Public Health". Navigation links for "Home", "Projects", and "Students" are visible. A user profile icon is in the top right. The main content area is titled "Overview" and features two summary cards: "IN-PROGRESS" with a count of 1 and "MY ACTIVE STUDENTS" with a count of 1. Both cards have right-pointing chevron icons.

# GRAD DIRECTOR VIEW

- In progress: students you are overseeing
- My Active Students: all students in department

The screenshot shows a web dashboard for the Uof SC Arnold School of Public Health. The top navigation bar includes the school logo, the name 'Arnold School of Public Health', and menu items for 'Home', 'Projects', and 'Students'. A user profile icon is visible in the top right corner. The main content area features a large 'Overview' heading and two data cards. The first card, 'IN-PROGRESS', shows a count of 1. The second card, 'MY ACTIVE STUDENTS', shows a count of 62. Both cards include a list icon and a right-pointing arrow.

Category	Count
IN-PROGRESS	1
MY ACTIVE STUDENTS	62

# IN PROGRESS

mysph.sc.edu/apex/f/projects#InProgress

Uof SC Arnold School of Public Health

Home Projects Students

In-Progress

In-Progress


SEARCH

↓ Pid	Student	Dept	Title	Org	Competencies	# doc
1	Nance Jenesha (ID: 53)	HPEB	Community Vs Charity: an Evaluation of Mutual Aid...	Arnold School of Public Health (ID: 146)	Advocate for politi...	

10 20 50 ALL

# STUDENT IN PROGRESS

**Project Summary**  
Nance Jenisha  
(ID: 53)  
HPEB



<b>Title</b> Community Vs Charity: an Evaluation of Mutual Aid Efforts During the COVID-19 Pandemic	<b>Organization</b> Arnold School of Public Health (ID: 146)	<b>Project ID</b> 1
<b>Advisor</b> Sonya Jones	<b>Total # documents</b> 1	<b>Status</b> In-Progress
<b>Planned Dates</b> 2020-09-01 to 2020-12-10	<b>Preceptor</b> Deborah Billings billind@mailbox.sc.edu	

**Competencies Selected**

- Advocate for political, social or economic policies and programs that will improve health in diverse populations
- Collaboration - Articulate how multi-sectoral, collaborative engagement advances health equity, and improves health outcomes.
- Communicate audience-appropriate public health content, both in writing and through oral presentation
- Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels
- Evaluation - Develop sound and feasible methods to evaluate public health programs, interpret results, and communicate those results effectively.

# VIEWING STUDENT IN PROGRESS (CONT.)

- **Documents** displays what students have uploaded so far
- **Project Change Log** shows any changes after students have submitted for approval if needed

The screenshot displays two sections of a web interface. The top section, titled 'Documents', features a search bar and a table with columns: Id, Type, Description, Competency, and File. A single entry is visible with Id '1', Type 'Proposal', and Description 'Practicum Contract'. Below the table are pagination controls for 10, 20, 50, and ALL items. The bottom section, titled 'Project Change Log', also has a search bar and a table with columns: New Status, Previous Status, Made By, Made On, and Notes. The table currently shows 'No Results.' and includes the same pagination controls.



Id	Type	Description	Competency	File
1	Proposal	Practicum Contract		

New Status	Previous Status	Made By	Made On	Notes
No Results.				







# MY ACTIVE STUDENTS

 **Arnold School of Public Health** [Home](#) [Projects](#) [Students](#) 

## Students

[EXPORT TO CSV](#)

All fields GO CLEAR

First Name	Last Name	Profile Picture	Dept	Email	Project Status	Practicum Advisor	Last Login
Fisher	Benjamin		HPEB	fisherbf@email.sc.edu	--	--	
Cohen	Benjamin		HPEB	bmcohen@email.sc.edu	--	--	
Jonczyk	Emily		HPEB	ejonczyk@email.sc.edu	--	--	
Nance	Jenesha		HPEB	jtnance@email.sc.edu	<span>In-Progress</span>	Sonya Jones	11-19-2020 09:05:13 am

# APEX TIMELINE

- I. Student identifies site, competencies, develops proposal
- II. Upload competencies and proposal
- III. Complete fieldwork
- IV. Update competencies
- V. Upload final products
- VI. Submit for 'approval'

# APPROVING FINAL PROJECTS

- Approximately one month before the experience ends, students will update all relevant information including
  - Updated competencies (if needed)
  - Completed work products
  - Completed final presentations and reports
- An email notification will be sent when students submit
- Confirm the information is correct
- \*Please note that as of now, faculty evaluation of work products happens outside of the system\*

# CLOSING THOUGHTS

- Main concept was to remove burden of system quirks
- Most work happens outside of the system
- We can make changes as needed!

**YOU DID IT!!!  
NOW LET'S CELEBRATE**



**Arnold School of  
Public Health**