

## Oracle Academy Application Express Instructor Guide

Contents	Page
1. Introduction .....	2
2. Requesting APEX accounts .....	2
3. Logging in to Oracle Application Express.....	2
4. Changing a Teacher Password .....	2
5. Changing Student Passwords .....	3
6. How to add tables and data to APEX accounts .....	5
7. Viewing Student Schemas Using the SQL Command Processor.....	10
8. Checking Homework Assignments from the Script Repository .....	10
9. Browsing Student Database Objects.....	11

## 1. Introduction

This document describes the administrative features of Oracle Application Express (APEX) that include instructions for teachers (with students) to create tables and add data to the APEX schemas provided by the Oracle Academy.

This document assumes you have used Oracle Application Express. If you are not familiar with how to use Oracle Application express, please read the APEX Student Guide from Section 0 of the course that you are teaching.

In addition, documentation can be found by referencing the Oracle Application Express – SQL Workshop Guide:  
[https://docs.oracle.com/cd/E59726\\_01/doc.50/e39150/toc.htm](https://docs.oracle.com/cd/E59726_01/doc.50/e39150/toc.htm)

## 2. Requesting APEX accounts

There are 2 options for obtaining APEX accounts:

### 1. **Oracle Academy Cloud Program (OA Cloud)**

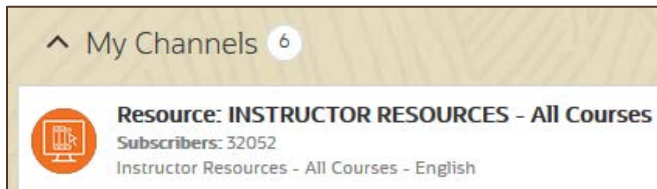
If you and your students are of the legal age of adulthood in your state or country and would like to use APEX on an Autonomous Database – you can request an Oracle Academy member Cloud account.

Once you have received your Cloud account please refer to the APEX Startup Guide Option 1 and the OA **Cloud** APEX Instructor Guide for more information.

### 2. **Oracle Academy APEX (OA APEX)**

If you will be using Oracle Academy iacademy APEX accounts refer to the APEX Startup Guide Option 2 for instructions on requesting accounts.

You can locate the APEX Startup Guide on the Instructor Home Page in the Resources:INSTRUCTOR RESOURCES – All Courses channel.



## 3. Logging in to Oracle Application Express

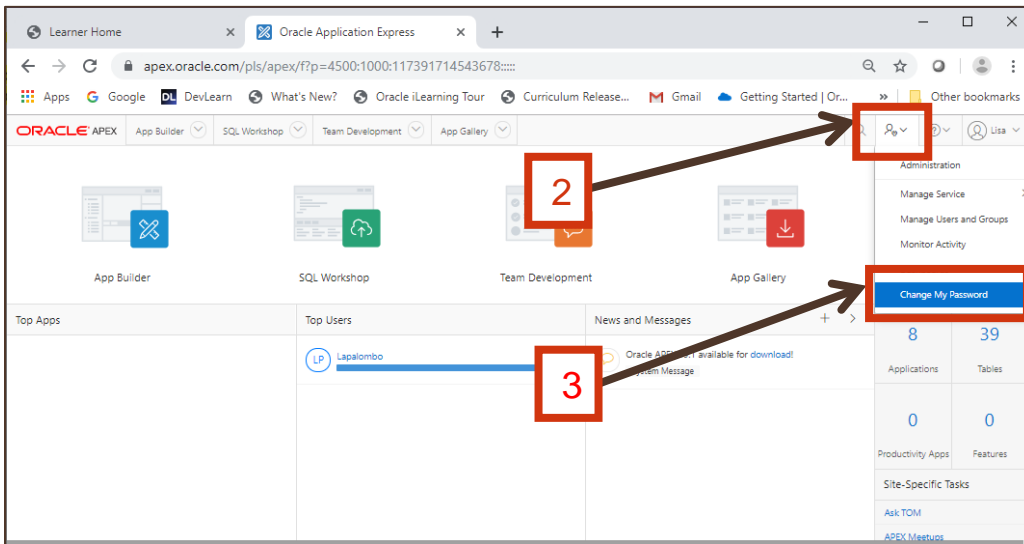
Please refer to the APEX Startup Guide located on the Instructor Home Page in the Resources:INSTRUCTOR RESOURCES – All Courses channel for instruction on logging into APEX.

## 4. Changing a Teacher Password

You will be required to change your password the first time you access APEX. If you wish to change your password again at a later date:

1. Log into your account
2. Click the Administration icon
3. Click “Change my password”

\* Note : If you have forgotten your password use the password reset feature on the APEX sign-in page. You will receive an email with a link to reset your password.

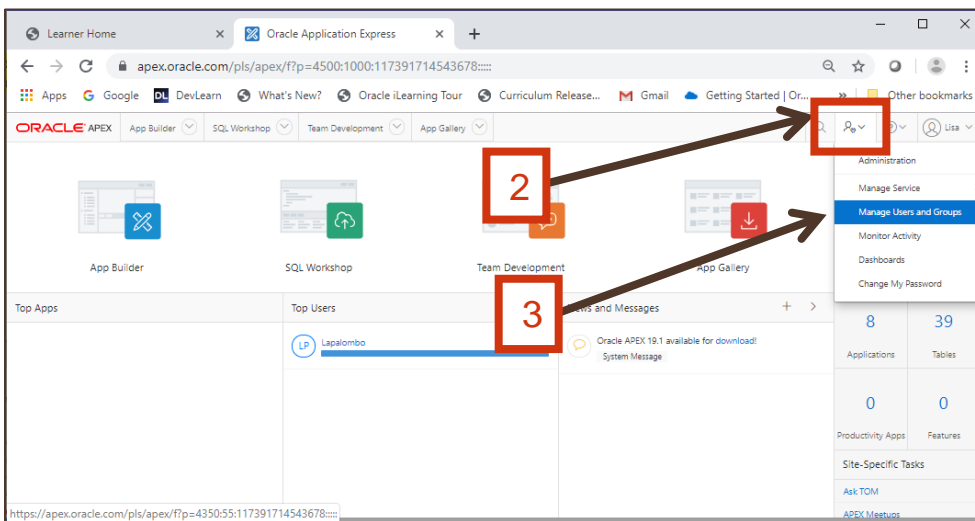


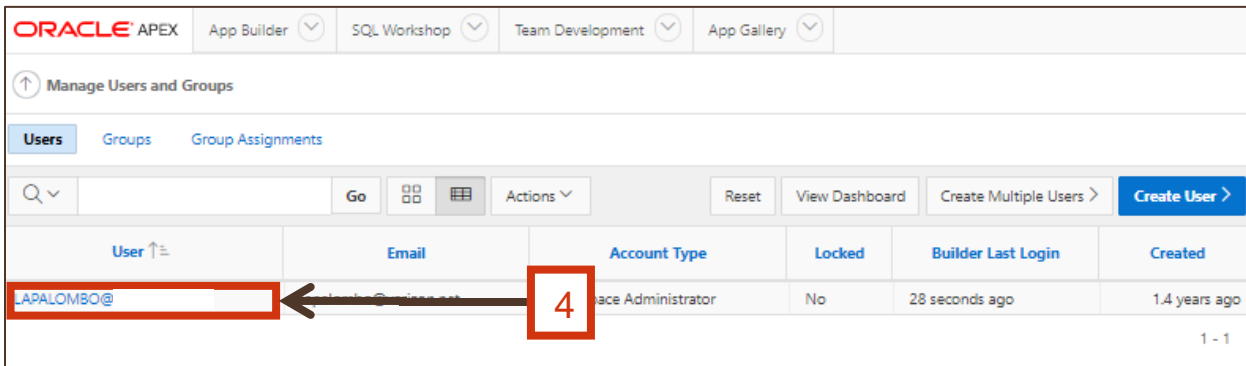
## 5. Changing Student Passwords

Teachers can change student passwords by following these steps:

1. Log into the student's ADMIN account
2. Click the Administration icon
3. Click "Manage Users and Groups"

**Note:** Keep ADMIN account passwords for your use ONLY – do not distribute to students.





4. Click to select the student account.
5. Scroll down the page to the “Password” section.
6. Make sure Account is “Unlocked”
7. Type in the new password in the “Password” and the “Confirm Password” fields.

**Password rules: When you first login to each account, you must change the password to a unique password which contains at least 6 characters, with at least 1 numeric character, 1 upper-case alphabetic character and 1 special character (!"#\$\$%&()``'+,-./:;<=>?\_).**

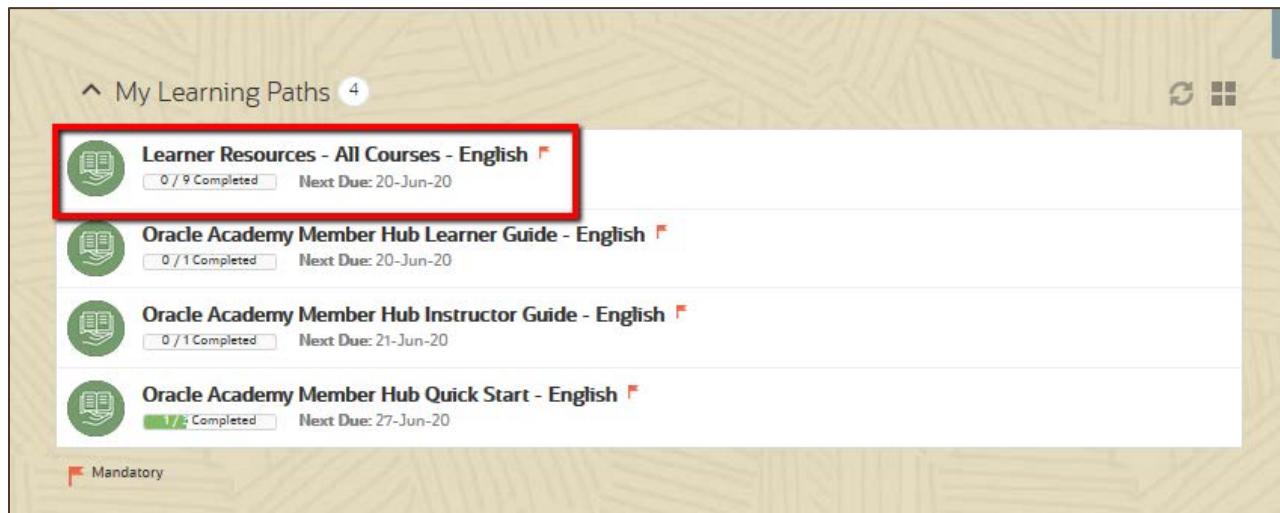
8. By default it is also mandatory to enter an email address. Use user@user.com.
9. Then click “Apply Changes”.

## 6. How to add tables and data to APEX accounts

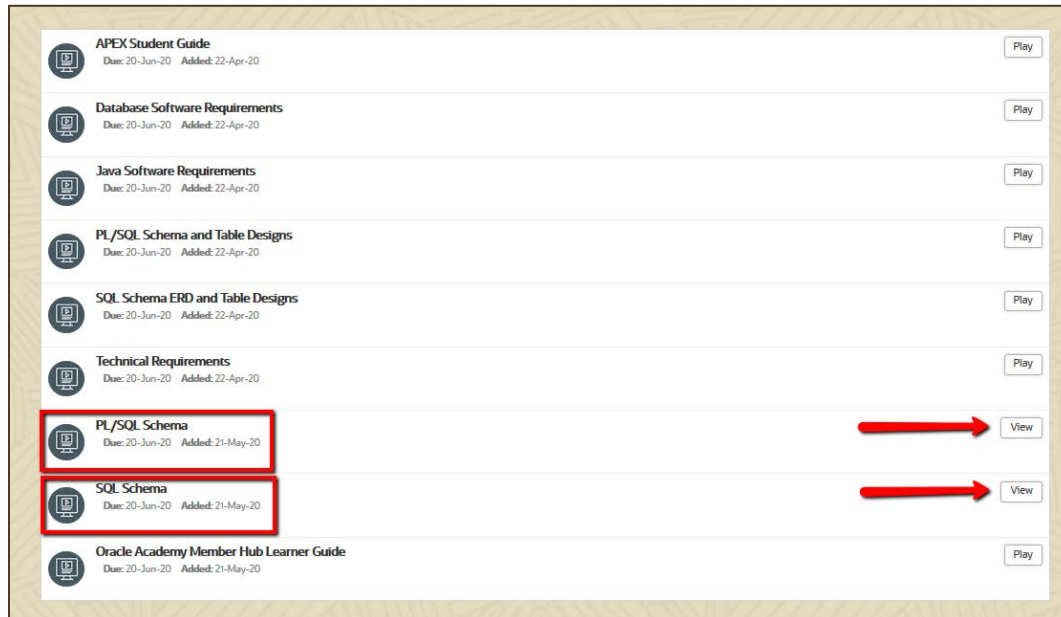
In order to have access to the tables and data used throughout the course a Script file, that can be accessed in the Member Hub, must be run in the teacher account and all student accounts.

The teacher should do this as a “run-through” with the class following the instructions below. This method insures that students understand and can download and run the scripts in their own schemas.

1. To obtain the script file go to your Oracle Academy Member Hub home page and click on the Learner Resources – All Courses Learning Path



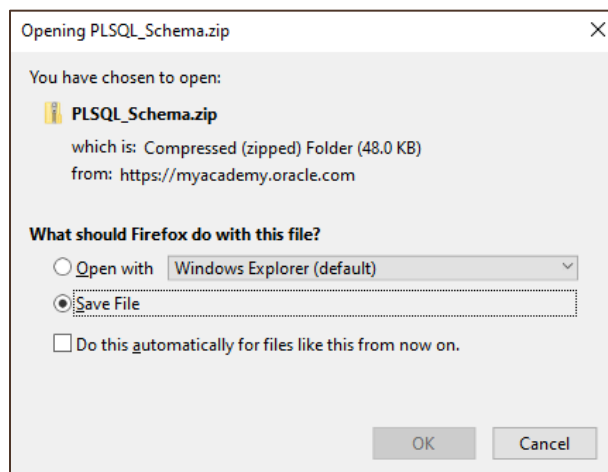
Then select the SQL Schema or PL/SQL Schema View button to download the file to your local computer.



Click the link in the Reference Materials area to Save the file to your local computer

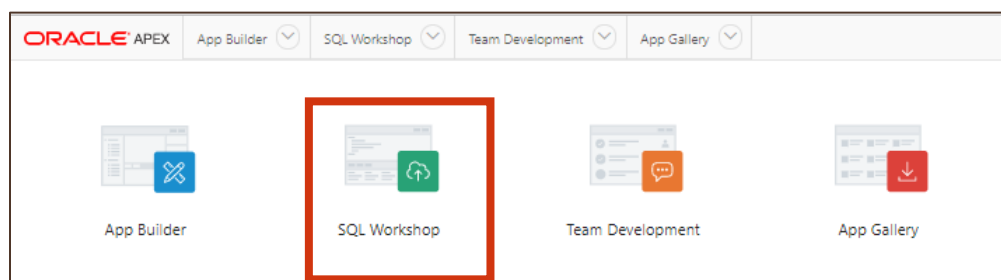
The screenshot shows the 'Learning Path Details' page for a resource titled 'Resource: DATABASE - PL/SQL Schema Script'. The page includes a 'Details' sidebar with the following information: Identifier: 78128287, Date Enrolled: 24-Jul-20 08:44 PST, Due Date: 21-May-21, Language: English, and Status: Not Attempted. Below the details is a 'Categories' section listing 'Curriculum Resources', 'Database', and 'Database/ PL\SQL'. At the bottom right, a 'Reference Materials' section contains a link to 'PL/SQL Schema', which is highlighted with a red box and a red arrow pointing to it. The main content area shows a 'Course Structure' section with a progress indicator at 0%, a 'Description' section with the text 'Please download the zip file in the Reference Materials section', and a 'Learning Path' section with a 'Details' button.

Once saved, unzip the file.

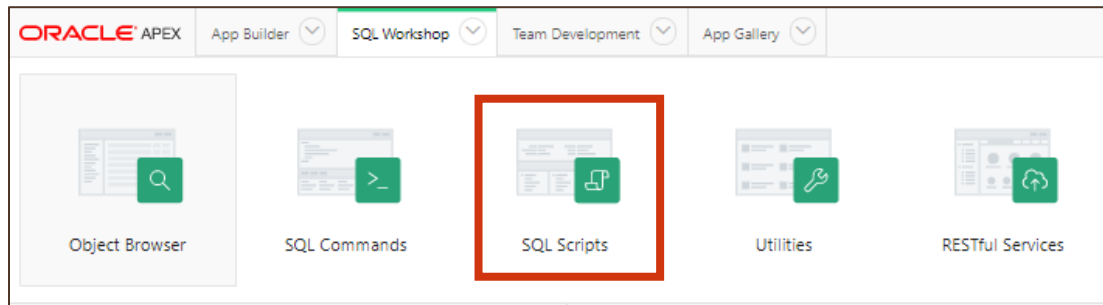


2. Open APEX in your browser and login.

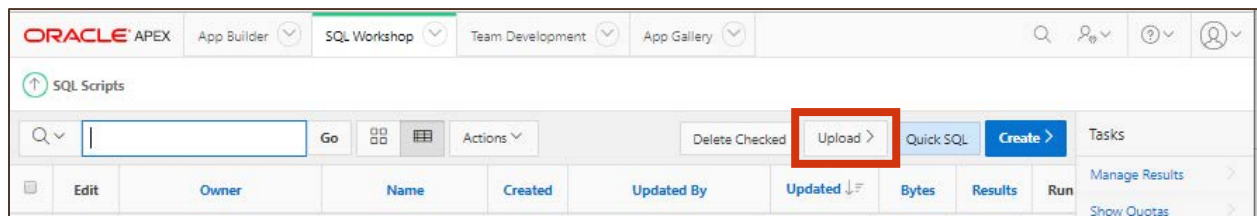
3. Select "SQL Workshop"



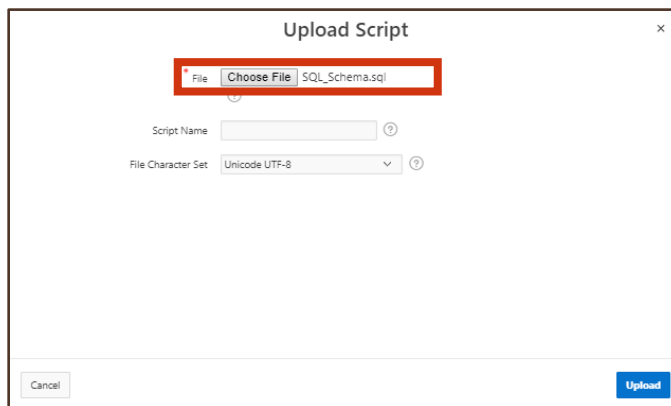
4. Select "SQL Scripts"



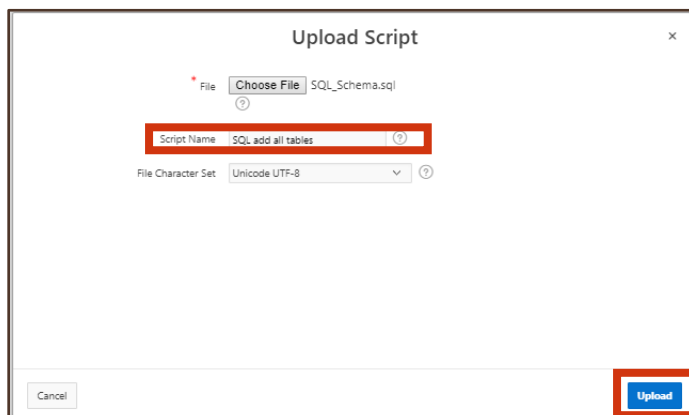
5. Click "Upload"



6. Click Choose File and navigate to the file you downloaded from Oracle Academy iLearning in Step 1.



7. Add a Script Name - "SQL add all tables" or "PLSQL add all tables", leave "File Character Set" as default (Unicode UTF-8), and click "Upload".



8. You will now see the Script listed. Click the Run icon.

The screenshot shows the Oracle APEX SQL Scripts page. At the top, there's a navigation bar with 'ORACLE APEX', 'App Builder', 'SQL Workshop', 'Team Development', and 'App Gallery'. Below this, a green banner says 'Script(s) deleted.' There's a search bar and a 'Go' button. A table lists scripts with columns: Edit, Owner, Name, Created, Updated By, Updated, Bytes, Results, and Run. The script 'SQL add all tables' is listed, created 'seconds ago', updated '1 seconds ago', with '309,994' bytes and '0' results. The 'Run' button for this script is highlighted with a red box.

9. Click "Run Now"

The screenshot shows the 'Run Script' dialog box. It has a yellow warning icon and the title 'Run Script'. The text says: 'You have requested to run the following script. Please confirm your request.' Below this is a table with script details: Script Name (SQL add all tables), Created (on 08/30/2019 12:25:49 PM by LAPALOMBO@VERIZON.NET), Updated (on 08/30/2019 12:25:49 PM by LAPALOMBO@VERIZON.NET), Number of Statements (1547), and Script Size in Bytes (309,994). At the bottom, there are 'Cancel' and 'Run Now' buttons. The 'Run Now' button is highlighted with a red box.

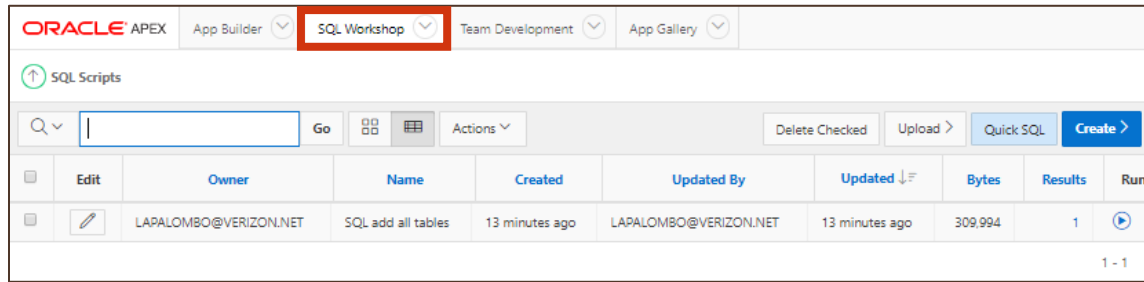
10. You can view the results, however, your first attempt to run the script will generate errors on the DROP statements due to the tables not already existing in the schema.

The screenshot shows the Oracle APEX SQL Scripts Results page. The script 'SQL add all tables' is shown with a status of 'Complete'. The 'View' dropdown is set to 'Summary'. A table lists 15 statements, all with 'Table dropped.' feedback. At the bottom, there's a summary: 1547 Statements Processed, 1532 Successful, and 15 With Errors.

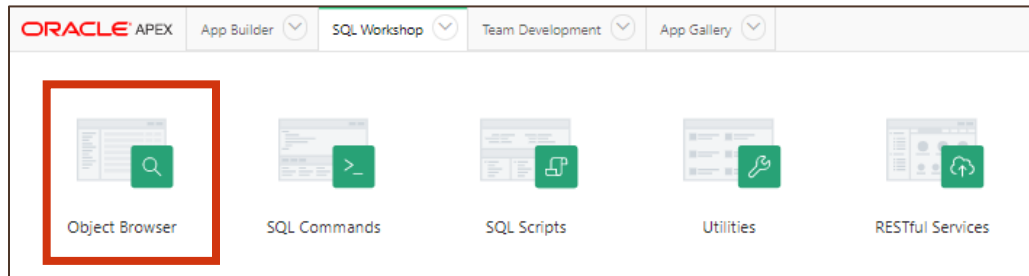
Number	Elapsed	Statement	Feedback	Rows
1	0.45	DROP TABLE f_shift_assignments	Table dropped.	0
2	0.45	DROP TABLE f_shifts	Table dropped.	0
3	0.42	DROP TABLE f_order_lines	Table dropped.	0
4	0.43	DROP TABLE f_orders	Table dropped.	0
5	4.92	DROP TABLE f_staffs	Table dropped.	0
6	0.47	DROP TABLE f_food_items	Table dropped.	0
7	0.43	DROP TABLE f_regular_menus	Table dropped.	0
8	0.44	DROP TABLE f_optional_menus	Table dropped.	0
9	0.48	DROP TABLE f_customers	Table dropped.	0
10	0.44	DROP TABLE f_bread_listings	Table dropped.	0
11	0.46	DROP TABLE f_play_int_hans	Table dropped.	0
12	0.46	DROP TABLE f_songs	Table dropped.	0
13	0.45	DROP TABLE f_types	Table dropped.	0
14	0.44	DROP TABLE f_job_assignments	Table dropped.	0
15	0.41	DROP TABLE f_partners	Table dropped.	0



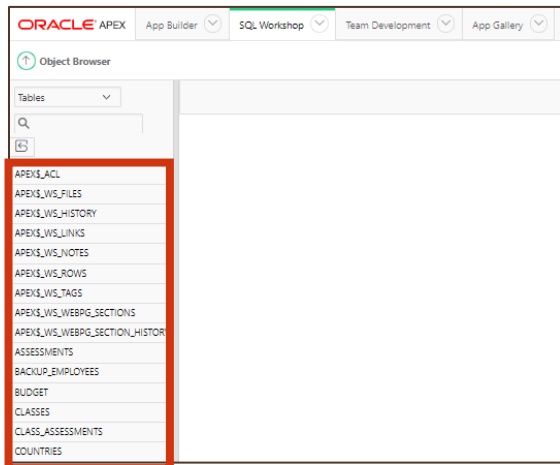
11. Click the “SQL Workshop” tab



12. Click “Object Browser”



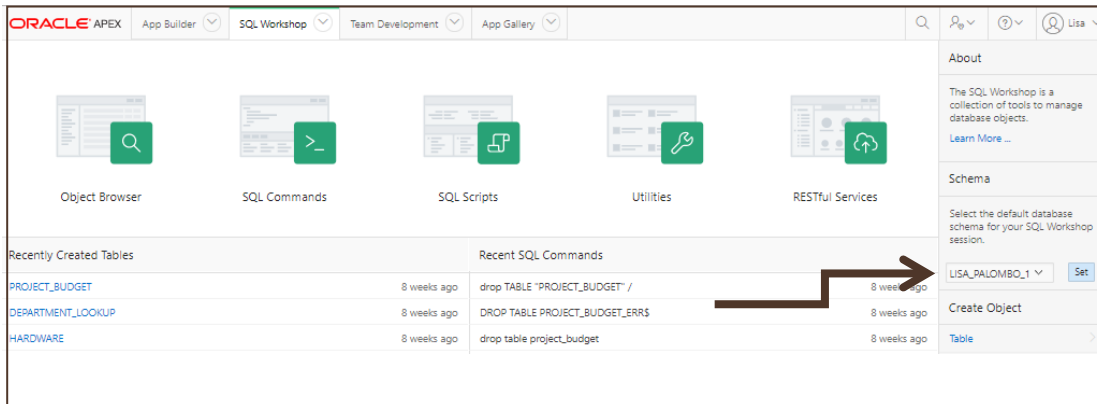
13. You should now see the tables listed on the left of the Object Browser page. These are the tables (and data) that will be used in the curriculum for your course(s).



NOTE: The Script can be run again at a later date to revert the schema to its original state in the event of a student accidentally modifying or deleting data.

## 7. Viewing Student Schemas Using the SQL Command Processor

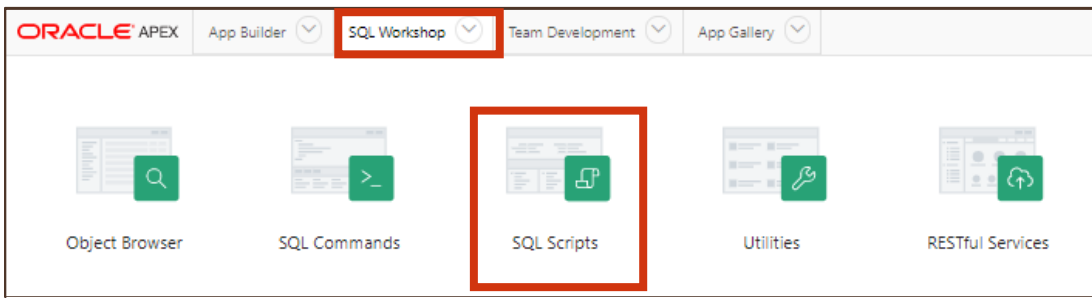
As a teacher, you cannot view your students' schemas from the SQL Workshop. To view a student's work you must logon to the student's ADMIN account which is provided for each student account. You will then be able to select the student account schema and view their saved queries and procedures. (Note: The ADMIN accounts will not display history for the student account.)



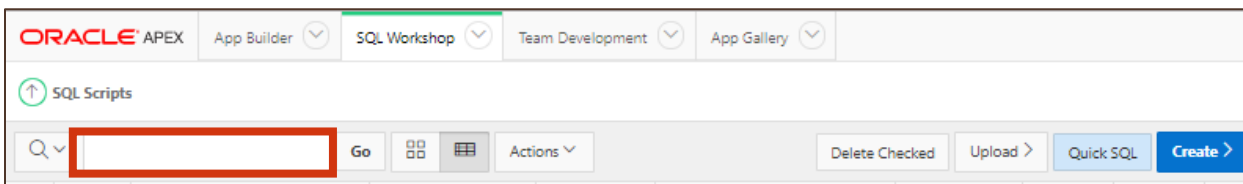
## 8. Checking Homework Assignments from the Script Repository

Logging in to the student ADMIN account will enable the teacher to view scripts saved by the student.

From the student ADMIN account, view scripts by selecting SQL Scripts from the SQL Workshop.



To narrow the list, type in the name of the files you are searching for in the Script text box



(Another option for checking homework assignments is to instruct students to copy and paste SQL code and/or results, and then paste them into a word processing program to submit as evidence of completion.)

## 9. Browsing Student Database Objects

The teacher will have to logon to the student's ADMIN account to view objects in the student's schema. From the Object Browser of the student's ADMIN account, a teacher can view the student's database objects.

1. Click the SQL Workshop tab
2. Select the student account schema
3. Click on the Object Browser. The Objects for that student will display.

