Oracle Academy Oracle APEX Instructor Guide

Contents Using Oracle Academy Cloud Program Oracle APEX on Autonomous Database		Page
		2
1.	Requesting Oracle Academy Cloud Program Oracle APEX accounts	2
2.	First Time Logging in to Oracle APEX – on an Autonomous Database	3
3.	Changing your Oracle APEX Cloud Password	9
4.	Viewing Learner Schemas on Cloud	11
5.	Browsing Learner Database Objects on Cloud	15
6.	Checking Homework Assignments from the Script Repository on Cloud	15
7.	Disable Auto-Commit	16
8.	Sharing your Autonomous Database Instance with Learners	20
Using	g Oracle Academy APEX	21
1.	Requesting Oracle Academy APEX accounts	21
2.	Logging in to Oracle Academy APEX	24
3.	Changing your Oracle Academy APEX Password	25
4.	Changing and/or Unlocking an Oracle Academy APEX Instructor or Learner Password if you are locked out	26
5.	Viewing Learner Schemas on Oracle Academy APEX	29
6.	Browsing Learner Database Objects in Oracle Academy APEX	29
7.	Checking Homework Assignments from the Script Repository in Oracle Academy APEX	30
Conte	ent for all APEX environments:	31
1	How to add tables and data to APEX accounts	31

Introduction

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

Using Oracle Academy Cloud Program Oracle APEX on Autonomous Database

1. Requesting Oracle Academy Cloud Program Oracle APEX accounts

Oracle Academy Cloud Program (OACP)

If you and your learners 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. For help on requesting your accounts, please see the Cloud and Software Platforms tile on the member hub home page and navigate to the Oracle Academy Cloud Program link.

Quick Start APEX Cloud Guide for Instructors:

- 1. Request personal Cloud Account.
- 2. Request student Cloud Accounts.
- 3. Notify students that they will be receiving an email to set up their cloud accounts.
- 4. Once students have setup Cloud accounts see Autonomous Database Startup Guide to create Autonomous Database instance.
- 5. Once Autonomous Database is created see instructions in this guide to create APEX workspace.

Quick Start APEX Cloud Guide for Learners:

Note: It is recommended that students keep all passwords associated with their Cloud, Autonomous DB, and APEX account the same.

- 1. Look for Cloud account setup email set up account document password.
- 2. Follow instructor's instructions for setting up Autonomous Database.
- 3. Follow instructor's instructions for creating APEX workspace.
- 4. Email your instructor the link to your APEX workspace. (see APEX Learner Guide)

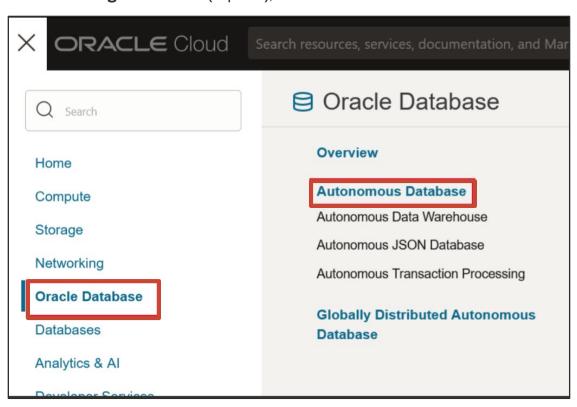


2. First Time Logging in to Oracle APEX - on an Autonomous Database

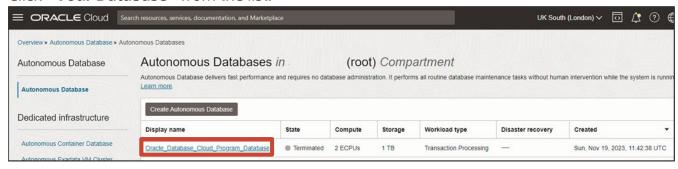
Creating APEX Cloud Workspace:

1. Sign into your Oracle Cloud Account.

Click the Navigation Menu (top left), select Oracle Database and Autonomous Database.

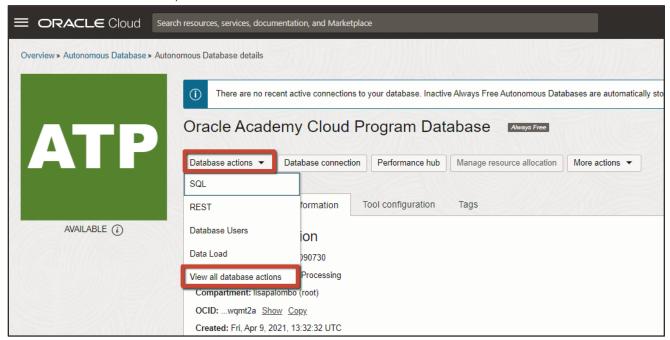


2. Click **<Your Database>** from the list.

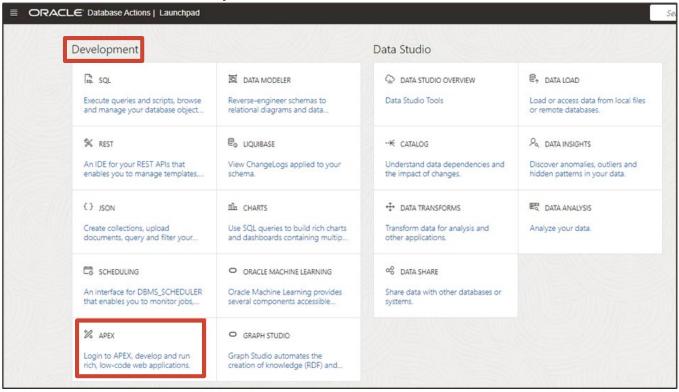


Note: If your database is stopped (no activity for a period of 7 consecutive days) see the Autonomous Database Startup guide for instructions on restarting your Autonomous Database.

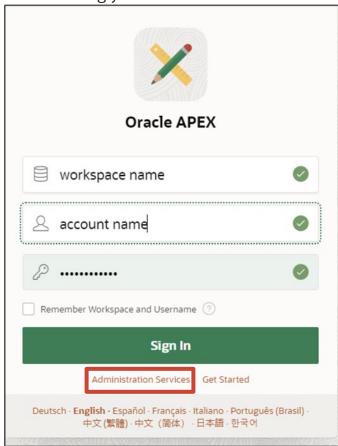
3. Click Database actions, View all database actions.

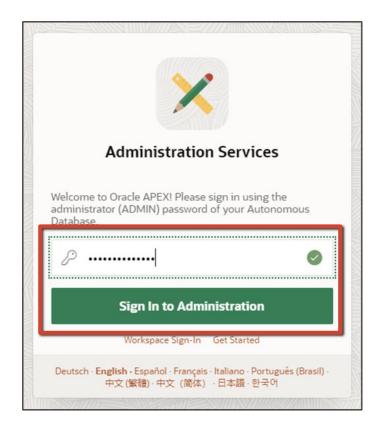


4. Select **APEX** under the **Development** section.



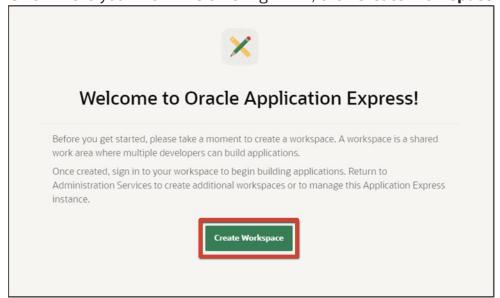
5. Sign into **Administration Services** using the password supplied for administrator credentials when creating your Autonomous Database instance, click **Sign In to Administration**.



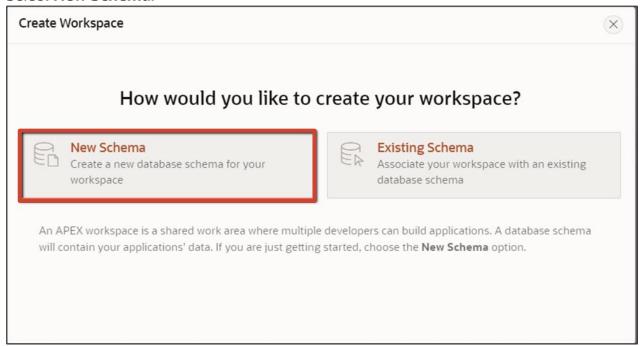




6. Given this is your first-time entering APEX, click Create Workspace.



7. Select New Schema.

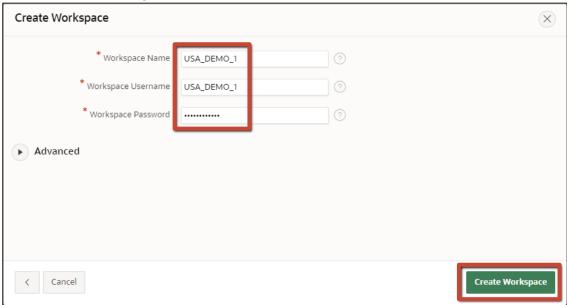


8. For **Workspace Name** enter an appropriate name.

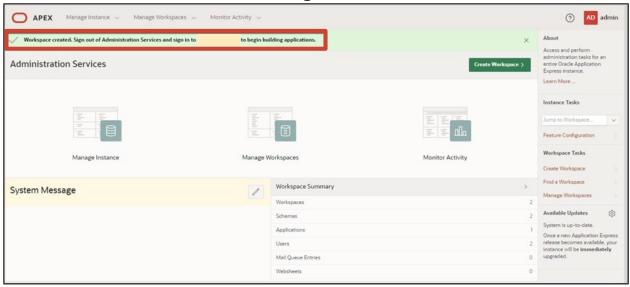
Enter a password to be used for APEX. (follow Oracle password guidelines shown here)

(Note: It is recommended this remain the same as your ADMIN password)

Click **Create Workspace**.



9. Click on the link within the success message.

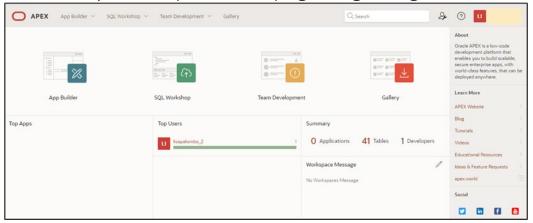


Note: If you miss the above link then to switch, click your admin account at the top right and select Log Out.

10. Sign into your new Workspace using credentials established in step 8.



11. You will see your workspace at the top right. Begin using APEX!



3. Changing your Oracle APEX Cloud Password

1. Sign in to your Oracle Cloud Account, click **<Your Database>** from the list, click the **Database actions** dropdown and select **SQL**.



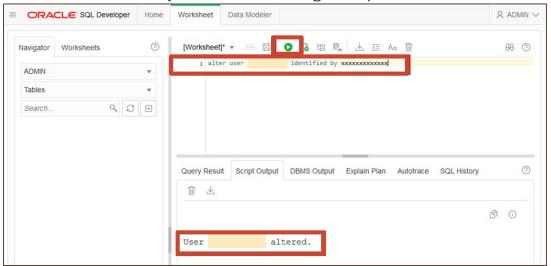
2. If not already, sign in with Username **ADMIN** and your admin password established when first creating your APEX account.

Note: If you need to reset your admin password see the Autonomous Database Startup Guide.

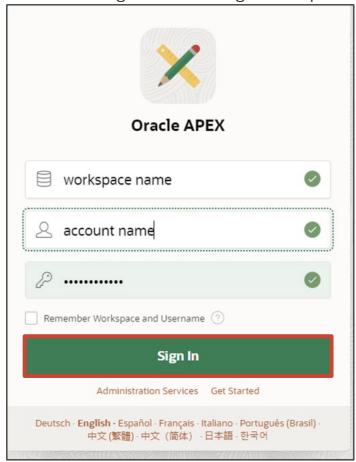


 Once in SQL Developer – enter the following command to reset your password: alter user <APEX user name> identified by <new password> (follow Oracle password guidelines shown here)

Click the **Run** button – you will see a message that password has been altered.



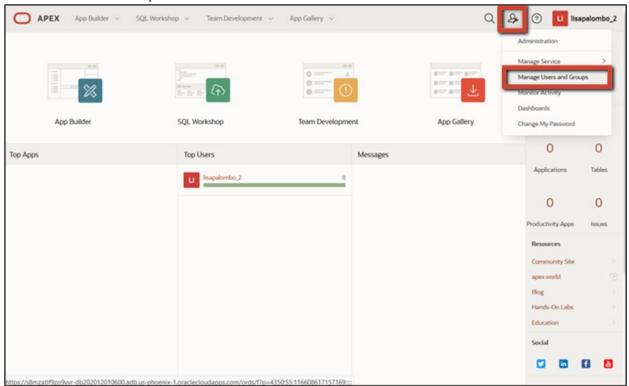
4. You can now log into APEX using the new password.



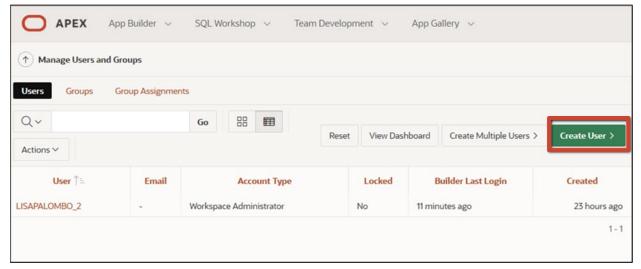
4. Viewing Learner Schemas on Cloud

To view a learner's work you must have the learner add you as a user. You will then be able to login to the learner's workspace and view their saved queries and procedures.

1. The learner must logon to APEX and select **Manage Users and Groups** from the **Administration** drop down.

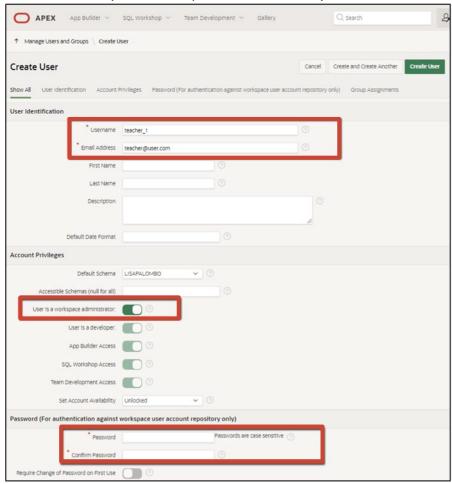


2. Click Create User.

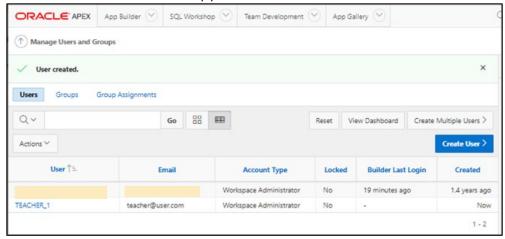


3. Supply a **Username**, **Email Address**, make the account a **workspace administrator** and provide a password.

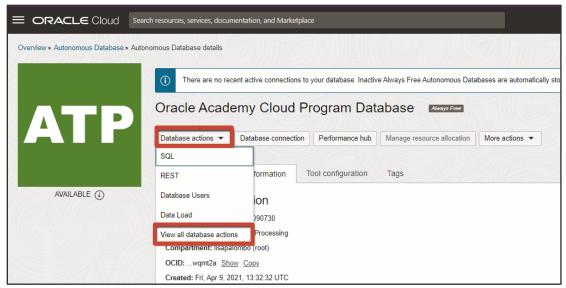
(Note: It is suggested that for ease of use that the learner use the standard username of teacher_1 and password of "Teacher12345")



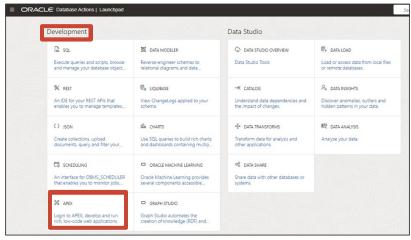
4. The teacher account now appears in the learner's list of Users.



- 5. The learner must now provide the instructor with a link to their APEX account.
 - a. Go back to the Autonomous Database details page and click **Database actions**, **View all database actions**.



 Right click the APEX box and select "copy link address". Provide this address to your instructor.



Note: The link will look something like this:

https://s9999999-oadb.adb.us-city-1.oraclecloudapps.com/ords/apex

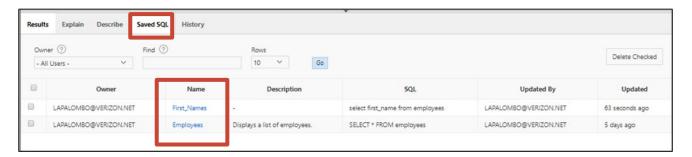
6. The instructor can now use this link to the learner's Autonomous Database APEX instance and sign in to the learner workspace using the teacher username and password created by the learner.



Note: The instructor should have a spreadsheet or method of keeping track of learner APEX URL links for future use.

7. Once logged in the instructor can view the learner's saved queries and procedures by clicking the **Saved SQL** tab in the results window.

Note: The instructor account will not display history for the learner account.

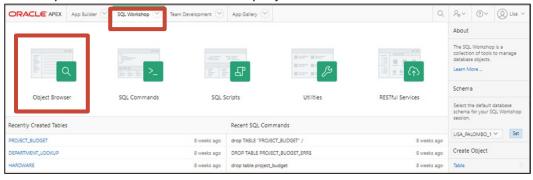


Note: Another option for checking homework assignments is to instruct learners to copy and paste SQL code and/or results, and then paste them into a word processing program to submit as evidence of completion.

5. Browsing Learner Database Objects on Cloud

To view a learner's work you must have the learner add you as a user. You will then be able to login to the learner's workspace and view their database objects from the SQL Workshop Object Browser.

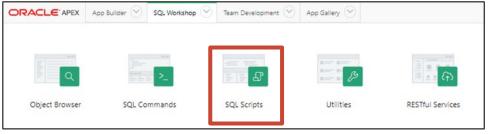
- 1. Follow steps 1 through 5 from Viewing Learner Schemas (#4) to add an instructor account to learner workspace.
- 2. Once logged in to the instructor account click on **SQL Workshop** and then **Object Browser**. The objects for that learner will display.



6. Checking Homework Assignments from the Script Repository on Cloud

To view a learner's work you must have the learner add you as a user. You will then be able to login to the learner's workspace and view their scripts by selecting SQL Scripts from the SQL Workshop.

- 1. Follow steps 1 through 5 from Viewing Learner Schemas (#4) to add an instructor account to learner workspace.
- 2. Once logged in to the instructor account click on **SQL Workshop** and then **SQL Scripts**. The scripts for that learner will display.

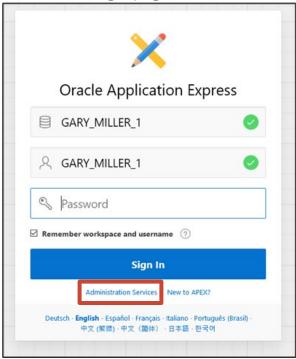


To narrow the list, type in the name of the files you are searching for in the Script text box

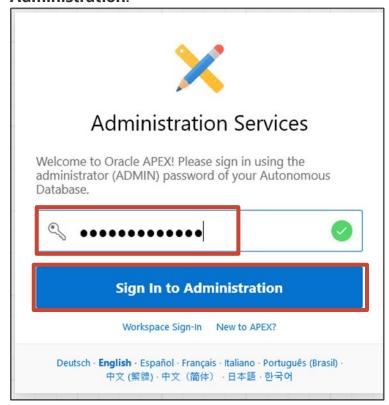
Note: Another option for checking homework assignments is to instruct learners to copy and paste SQL code and/or results, and then paste them into a word processing program to submit as evidence of completion.

7. Disable Auto-Commit

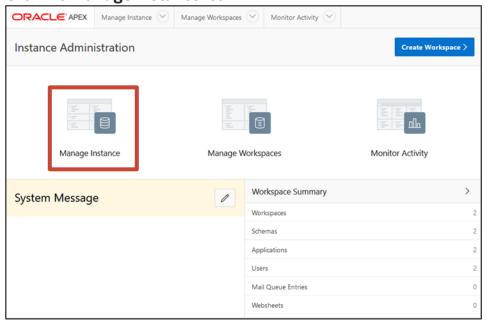
1. At the APEX login page, click the **Administration Services** link.



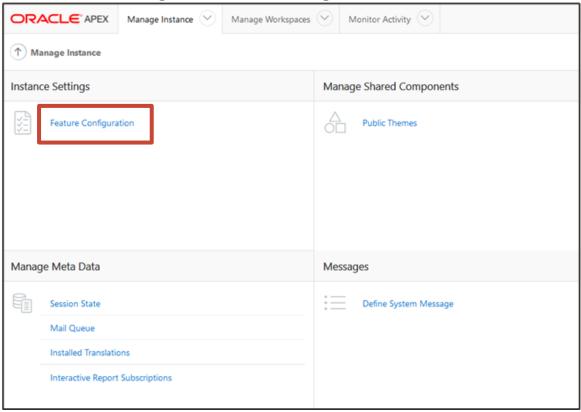
2. Enter the admin password for your Autonomous Database, and click **Sign In to Administration**.



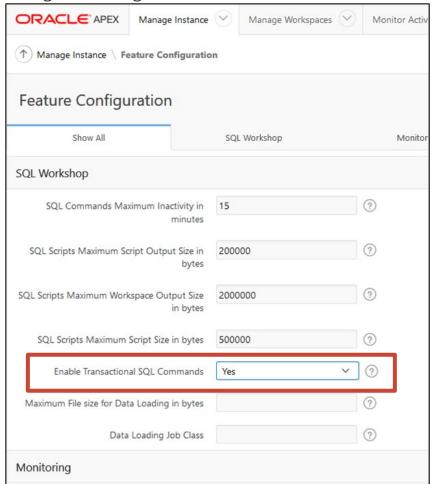
3. Click the Manage Instance icon.



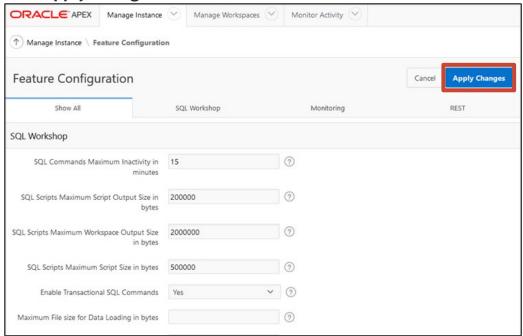
4. Under Instance Settings, click Feature Configuration.



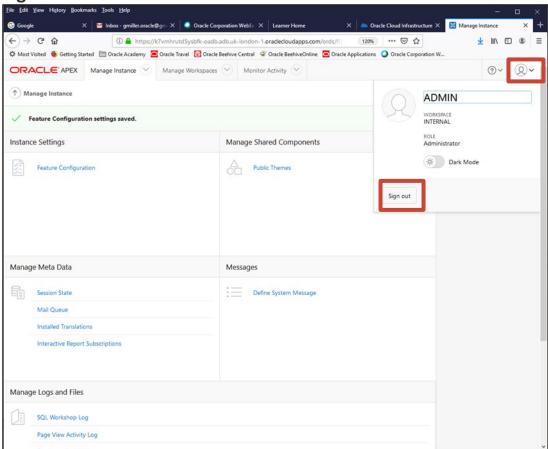
5. Change the setting for Enable Transactional SQL Commands to "Yes".



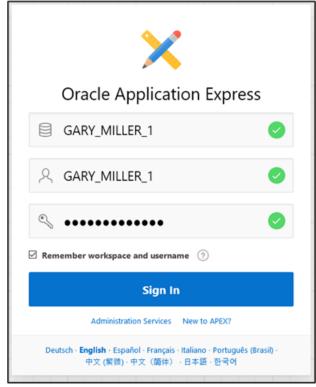
6. Click Apply Changes.



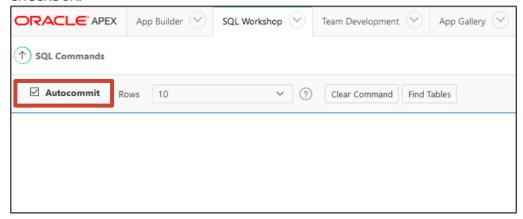
7. **Sign out** of the ADMIN account.



8. **Sign in** to your APEX workspace.



9. Go to SQL Workshop > **SQL commands**, and you should now see the **Autocommit** checkbox.



10. Un-check the box to enable COMMIT and ROLLBACK commands to be issued.

8. Sharing your Autonomous Database Instance with Learners

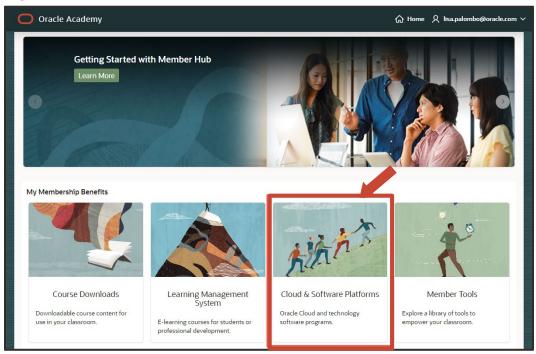
There is an option available if you are not able to (or choose not to) request learner cloud accounts – you can share your Autonomous Database Instance with your learners.

Please see the "Sharing an Autonomous Database Instance with Learners Guide" in the Oracle Academy Cloud Program link in the Cloud & Software Platforms tile on the Member Hub home page.

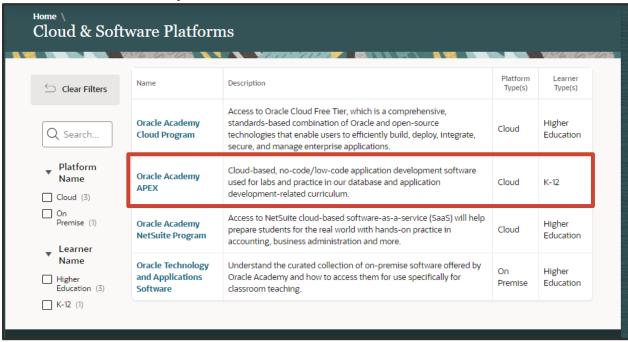
Using Oracle Academy APEX

1. Requesting Oracle Academy APEX accounts

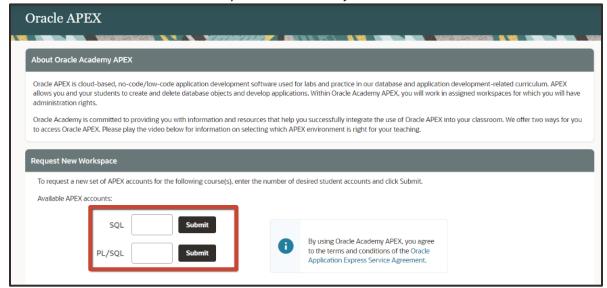
1. To request Oracle Academy APEX accounts, log on to the Member Hub at academy.oracle.com. The request process can be found in the Cloud & Software Platforms tile.



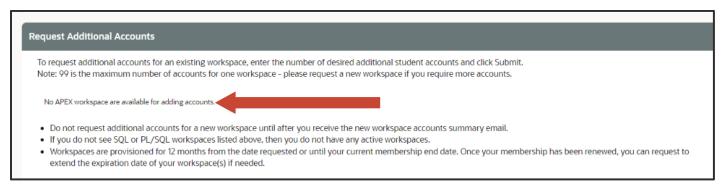
2. Choose **Oracle Academy APEX**.



3. Enter the number of SQL or PL/SQL accounts you would like and click **Submit**.



Note: You can request additional accounts for an existing workspace.



You will see the workspaces listed here that are eligible to add accounts.

4. Once you submit the request above, you will receive an email with the APEX login names. You will receive a separate email with the temporary password that will be associated with ALL accounts.

The first time that each login is used, you (and your Learners) will be required to change the password. You should COPY AND PASTE the password provided in the email. More than three attempts to login with the incorrect password will result in your account being locked for security purposes.

Admin accounts must be reviewed, verified, and unlocked by Oracle Academy staff. This can take up to three business days.

- If an Admin account is locked, contact us at https://oracleacademy.custhelp.com with the Workspace and Admin Username that is locked.
- If a regular account becomes locked, refer to this guide item 4 below Changing and/or Unlocking an Instructor or Learner Password if you are locked out.



After an account is unlocked, it is recommended that you clear your browser cache, exit the browser and restart the browser.

Instructor and Student workspaces include an ADMIN login (used to manage the regular login password and to view scripts and saved SQL queries), and a regular login to be used with the curriculum.

Example of APEX accounts for a member that is teaching a SQL course:

Teacher Accounts Example:

Teacher Workspace: US_A123_SQL_T01

Teacher Admin Username: US_A123_SQL_T01_ADMIN

Teacher Admin Password: Provided in email

Teacher Workspace: US_A123_SQL_T01
Teacher Username: US_A123_SQL_T01_
Teacher Password: Provided in email

Student Accounts Example:

Student Workspace: US_A123_SQL_Sxx

Student Admin Username: US_A123_SQL_Sxx_ADMIN

Student Admin Password: Provided in email

Student Workspace: US_A123_SQL_Sxx Student Username: US_A123_SQL_Sxx Student Password: Provided in email

If you have requested 30 student accounts, you will receive 62 accounts. Two accounts for the teacher (Admin and regular and two accounts for each student. In this example, xx is replaced by 01, 02, 03... 30

Teachers – Use the Admin accounts to change yours or your student's passwords (see instructions in this guide), viewing scripts, and viewing saved SQL queries.

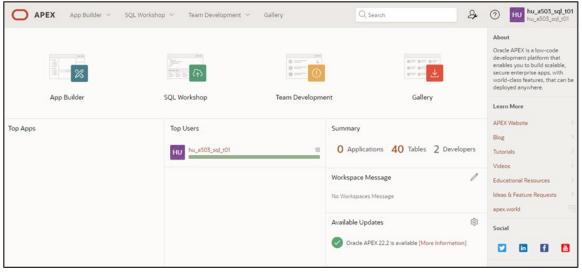
Teachers and Student accounts – Use in class for running SQL queries.

2. Logging in to Oracle Academy APEX

1. You can login to APEX using the account credentials in the email you received.



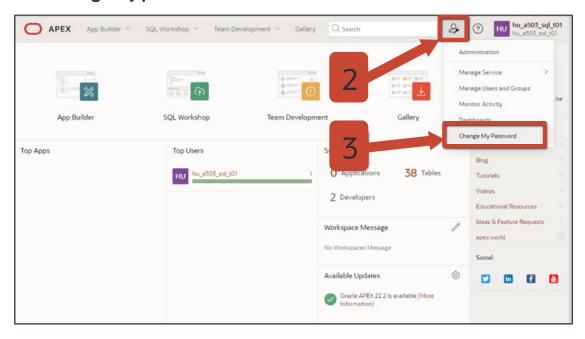
2. Begin using APEX!



3. Changing your Oracle Academy APEX 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.



As an instructor, if you have forgotten your account password you can use the password reset feature on the APEX sign-in page and you will receive an email with a link to reset your password.

Note: This process is for instructor accounts only – for learner accounts please see the following process.



4. Changing and/or Unlocking an Oracle Academy APEX Instructor or Learner Password if you are locked out

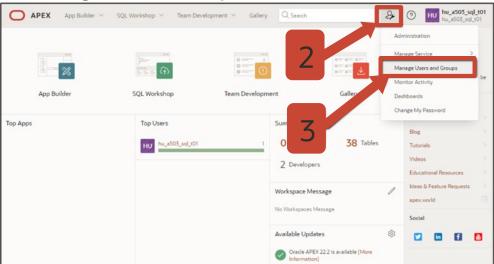
If you or one of your learners is locked out of their account you can log into an Admin account and follow these steps to change and/or unlock the account password.

Note: If you have forgotten or are locked out of an APEX Admin account please submit a help desk ticket by clicking here.

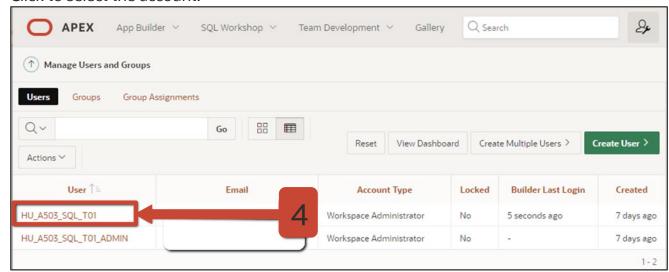
1. Log into the Admin account.



- 2. Click the **Administration icon**.
- 3. Click Manage Users and Groups.

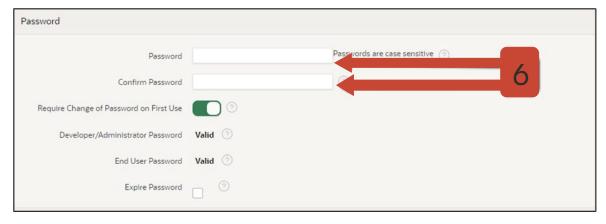


4. Click to select the account.



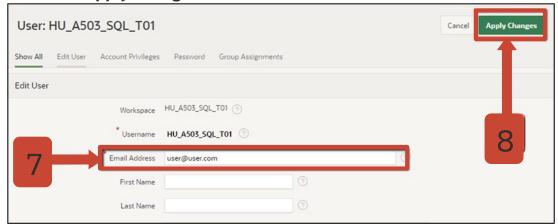
- 5. Scroll down the page to the **Password** section.
- 6. Type in the new password in the **Password** and the **Confirm Password** fields.

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 (!"#\$%&()``*+,-/:;<=>?_).

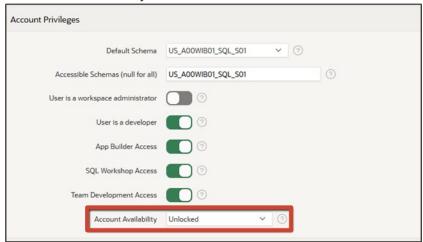


7. By default it is also mandatory to enter an email address. Use: user@user.com for learner accounts.

8. Then click Apply Changes.



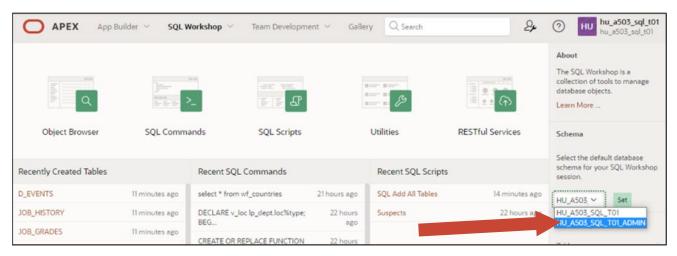
9. If a Learner account is locked, scroll to the Account Privileges section and change the Account Availability to **Unlocked**.



5. Viewing Learner Schemas on Oracle Academy APEX

As an instructor, you cannot view your learner's schemas from the SQL Workshop. To view a learner's work you must logon to the learner's Admin account which is provided for each learner account. You will then be able to select the learner account schema and view their saved queries and procedures.

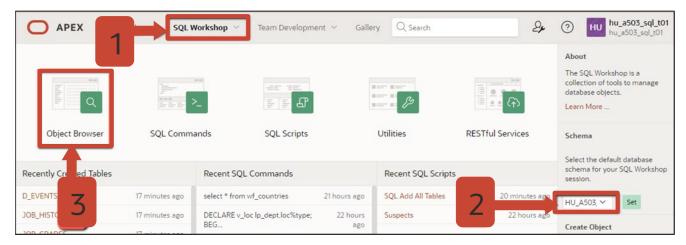
(Note: The Admin accounts will not display history for the learner account)



6. Browsing Learner Database Objects in Oracle Academy APEX

The instructor will have to logon to the learner's Admin account to view objects in the learner's schema. From the Object Browser of the learner's Admin account, an instructor can view the learner's database objects.

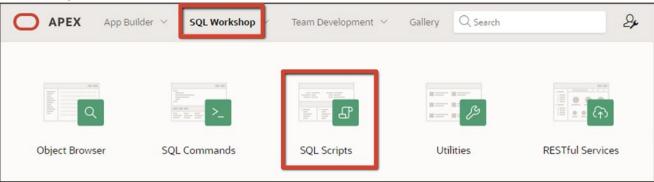
- 1. Click the **SQL Workshop** tab.
- 2. Select the learner account schema.
- 3. Click on the **Object Browser**. The Objects for that learner will display.



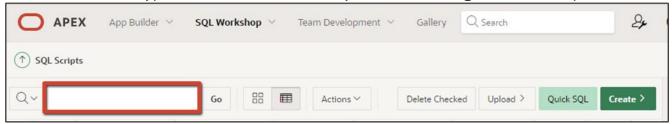
7. Checking Homework Assignments from the Script Repository in Oracle Academy APEX

Logging in to the learner Admin account will enable the instructor to view scripts saved by the Learner.

 From the learner Admin account, view scripts by selecting SQL Scripts from the SQL Workshop.



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



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

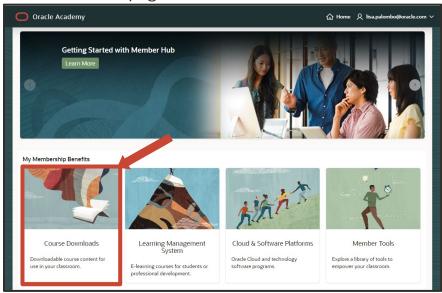
Content for all APEX environments:

1. How to add tables and data to APEX accounts

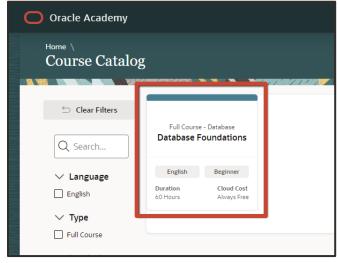
In order to have access to the tables and data used throughout the course, a Script file, that can be accessed in the member hub, must be run in the instructor account and all learner accounts.

The instructor should do this as a "run-through" with the class following the instructions below. This method ensures that learners understand and can download and run the scripts in their own schemas.

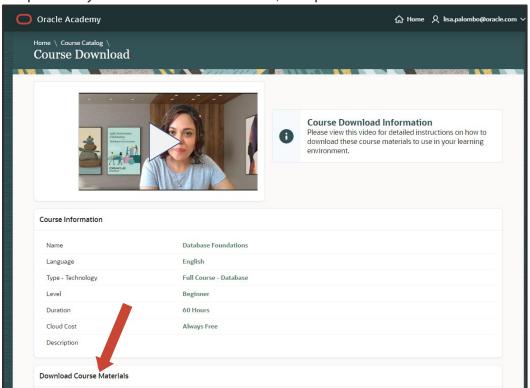
1. To obtain the script go to the Course Downloads tile on the Member Hub home page.



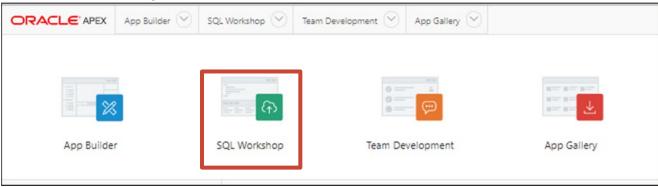
2. Locate the course you are teaching and select it.



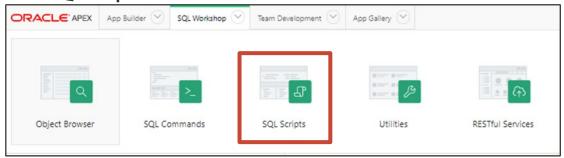
3. Follow the process to download the course materials and locate the **Oracle Academy Resources –** *language.***zip** file. This zip file contains the database resources schemas and scripts that you will need. Once saved, unzip this file.



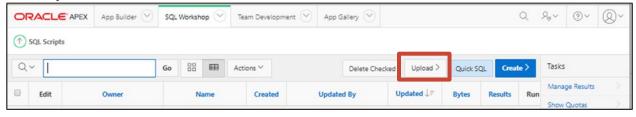
- 4. Open APEX in your browser and login.
- 5. Select **SQL Workshop**.



6. Select **SQL Scripts**.



7. Click Upload.



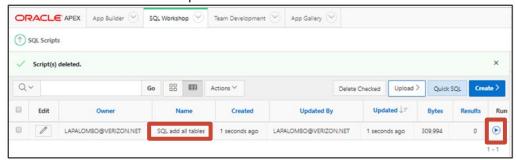
8. Click Choose File and navigate to the file you downloaded in Step 3.



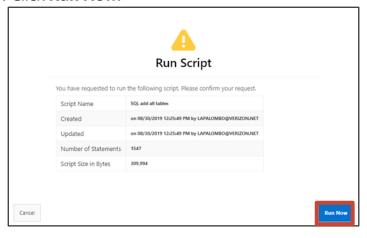
9. Add a Script Name - **SQL add all tables** or **PLSQL add all tables**, leave File Character Set as default (Unicode UTF-8), and click **Upload**.



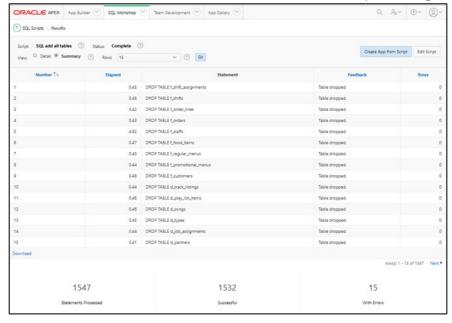
10. You will now see the Script listed. Click the **Run** icon.



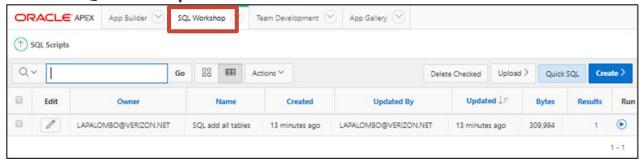
11. Click Run Now.



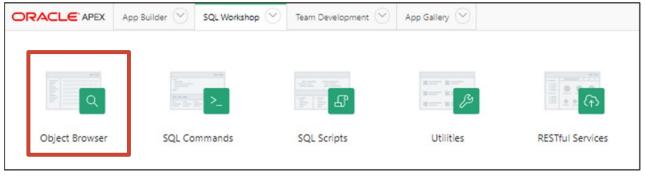
12. You can view the results, however, your first attempt to run the script will generate errors on the DROP statements due to the tables not already existing in the schema.



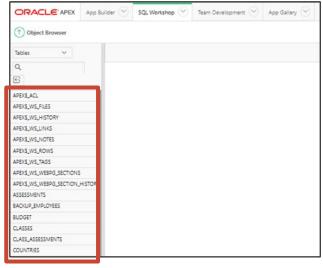
13. Click the **SQL Workshop** tab.



14. Click **Object Browser**.



15. 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 learner accidently modifying or deleting data.