Apex Learning Virtual School™

Getting Started Guide

For Coaches

Table of Contents

Introduction..... 1

Weekly Progress Summary: Progress Across All Courses..... 2

Weekly Progress Detail: Progress for Single Course 3

Putting it All Together..... 6

Is My Student Being Dishonest?..... 7

FAQs 8

Introduction

A coach is a responsible adult — such as a parent, guardian, or guidance counselor — who helps an Apex Learning student stay on track and motivated. Coaches receive a Weekly Progress report via email. This report shows summary and detailed progress information for all the courses a student is actively enrolled in or has recently completed. This includes course averages, activity scores, on-time information, and time spent in the course. To receive Weekly Progress reports, a school staff member must add your email address to the student's account profile. Students can see — but cannot add or remove — their coaches.

Copyright © 2017 Apex Learning Inc. Apex Learning® and the Apex Learning logo are registered trademarks of Apex Learning Inc.

Weekly Progress Summary: Progress Across All Courses

The summary view displays all of the courses a student is actively enrolled in and provides an overview of the student's progress in each.

Student: Last Name, First Name (Detail Report)

Classroom: AP Spanish Language and Culture Sem 1
Teacher: Teacher Name, Teacher Email

Course Name	Stoplight	Quality Of Work	Grade to Date	Midterm	Final	Last Access
AP Spanish Language and Culture Sem 1	green	89.5%	73.0%			08 Aug 2020

Courses & Classrooms

The image above is a Weekly Progress report summary for a student enrolled in one course.

- Each course is associated with a Classroom.
- For each classroom, the Teacher name and email address are displayed.

Last Access

For students to succeed with online learning, they must access and remain active in their courses. The Last Access column – which displays the date the student last accessed a given course – is one of several indicators that a student is active in a course.

- If the student has not accessed a course in more than 7 days, then the Last Access date is red and a warning is displayed.
- If a course has not been accessed in over 21 days, then it is removed from their report and will only be displayed if the student resumes the course.

Stoplight

The Stoplight column provides one of several indicators of the student's timeliness in completing activities.

- Green – means the student has completed 80% or more of the activities due as of the report date.
- Yellow – means the student has completed between 60% and 70% of the activities due as of the report date.
- Red – means the student has completed 59% or less of the activities due as of the report date.
- When the student has finished the course, this column displays the word "Completed."

Quality of Work

The Quality of Work column displays the student's course average for all completed and scored activities, regardless of due date.

Copyright © 2017 Apex Learning Inc. Apex Learning® and the Apex Learning logo are registered trademarks of Apex Learning Inc.

Grade to Date

When a course has assigned due dates, Grade to Date shows a student's average for all completed and scored activities due on or before the report date.

Grade to Date does not include activities with due dates after the report date – even if the activity has been completed and scored. This means:

- A student working behind-schedule will have a Grade to Date average that is lower than the Quality of Work average.
- A student working on-schedule, or who has completed a course, will have equal Quality of Work and Grade to Date averages.
- A student working ahead-of-schedule will have different Grade to Date and Quality of Work averages.

Midterm & Final Grades

The Midterm and the Final grade columns display letter grades that have been entered by the course teacher. Not all courses have Midterm grades.

Once a final grade has been recorded, the course will continue to be listed in the Weekly Progress report for 21 days, and then will be removed.

Weekly Progress Detail: Progress for Single Course

The Weekly Progress report has 2 views – a summary view and a detail view. The detail view displays a student's progress for a single course.

- To access the detail view, click the Detail Report link to the right of the student's name. The detail view opens in a new window.

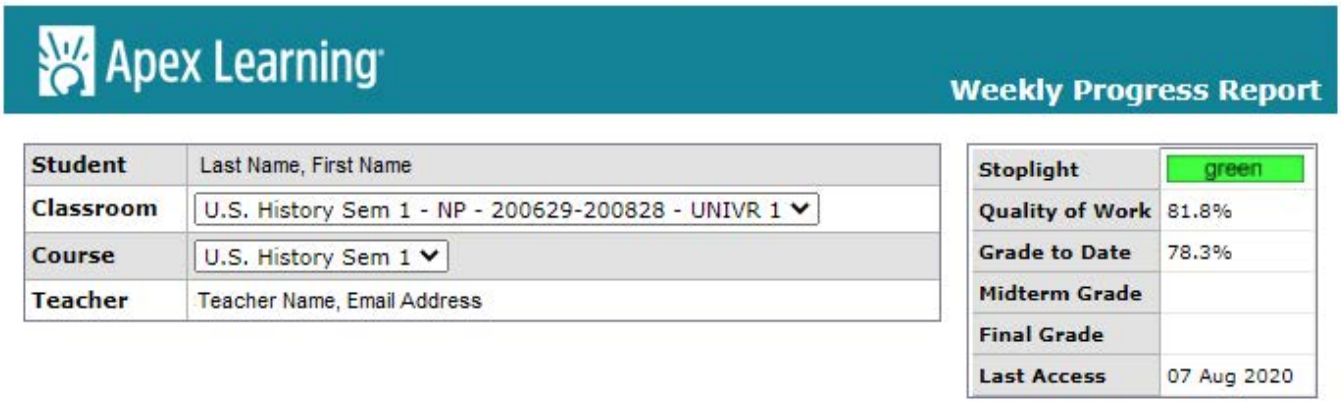
Courses & Classrooms

The top of the Detail Report displays the Student name, the currently selected Classroom and Course, and the Teacher name and email address.

- Use the Classroom and Course drop-down menus to switch to a different Detail Report.

Summary

At the top of the Detail Report is a summary snapshot of the course, similar to the summary view provided in the Weekly Progress Report email.



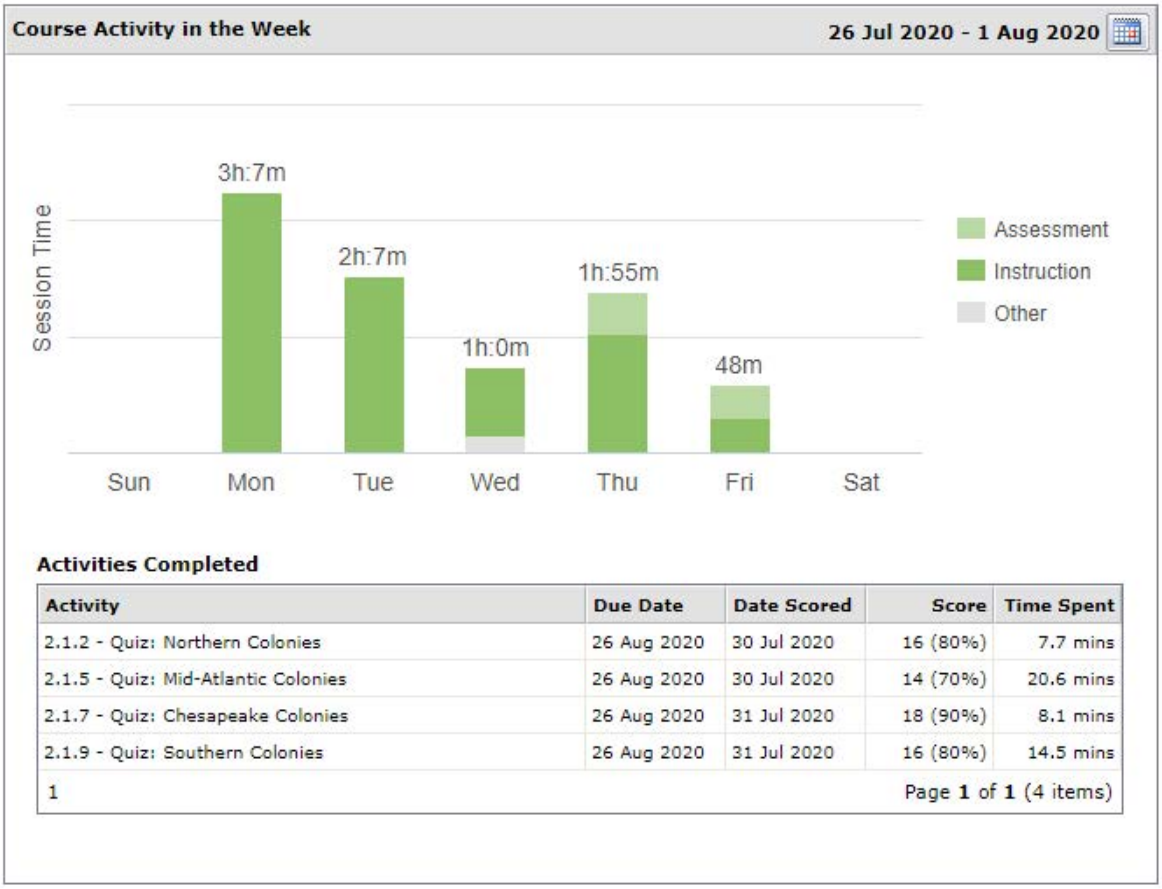
Copyright © 2017 Apex Learning Inc. Apex Learning® and the Apex Learning logo are registered trademarks of Apex Learning Inc.

Course Activity in the Week

The Weekly Progress report begins on Sunday and ends on Saturday. The heading for this section displays the report week and date picker (calendar icon) for selection and viewing previous weeks.

This area displays session information for each day in the report week.

- Session Time is the amount of time the course window was active for the given course and day.
- Assessment refers to quizzes and tests, Instruction is reading and other prep for graded activities, and Other is time spent in navigation, landing or resource pages.



Activities Completed

Activity	Due Date	Date Scored	Score	Time Spent
2.1.2 - Quiz: Northern Colonies	26 Aug 2020	30 Jul 2020	16 (80%)	7.7 mins
2.1.5 - Quiz: Mid-Atlantic Colonies	26 Aug 2020	30 Jul 2020	14 (70%)	20.6 mins
2.1.7 - Quiz: Chesapeake Colonies	26 Aug 2020	31 Jul 2020	18 (90%)	8.1 mins
2.1.9 - Quiz: Southern Colonies	26 Aug 2020	31 Jul 2020	16 (80%)	14.5 mins
1				Page **1** of **1** (4 items)

Activities Completed

This area lists the scored activities, such as quizzes and tests, which the student completed during the report week. Un-scored activities, such as studies and reviews, are not listed here.

- Due Date is the date an activity is due. If due dates are not used, then this column is blank.
- Date Scored is the date the activity score was recorded. For computer-scored activities, this is the date the student completed the activity. For teacher-scored activities, it is the date the teacher entered a score into the Grade Book.
- Score is the activity score expressed in points and as a percentage.
- Time Spent applies only to computer-scored activities and is the total time the student spent completing the activity.

Copyright © 2017 Apex Learning Inc. Apex Learning® and the Apex Learning logo are registered trademarks of Apex Learning Inc.

Activities Overdue or Not Yet Scored

If due dates are used, then this area lists information for activities that are overdue. An activity may be listed as overdue if the student has not completed the activity or if the teacher has not recorded a score.
This area is blank if due dates are not used or if the student has no overdue activities.

Activities Due This Week

If due dates are used, then this area lists the scored activities due in the report week. If due dates are not used, then this area is blank.

Activities Overdue or Not Yet Scored

Activity	Points	Due Date
1.1.3 - Discuss: Introduce Yourself	15	07 Aug 2020
1	Page **1** of **1** (1 items)	

Activities Due This Week

Activity	Points	Due Date
1.2.2 - Quiz: Settling North America	*16/20*	*14 Aug 2020*
1.2.4 - Quiz: Columbus and Champl...	*8/10*	*14 Aug 2020*
1.2.6 - Quiz: Cooperation and Confli...	*18/20*	*14 Aug 2020*
1.2.8 - Quiz: Life at Jamestown	*16/20*	*14 Aug 2020*
1	Page **1** of **1** (4 items)	

Copyright © 2017 Apex Learning Inc. Apex Learning® and the Apex Learning logo are registered trademarks of Apex Learning Inc.

Putting it All Together

The Weekly Progress report has two views. The summary view shows a student's progress across all courses. The detail view shows a student's progress for a single course. Sometimes it takes looking at both views to understand different aspects of student progress.

This report will vary from student to student and course to course. It is meant to reveal patterns over time that indicate when a student is on-track or has gotten off-track.

Is my Student Passing?

Summary > Quality of Work

If you want to know a student's current course averages, then look at the Quality of Work score in the summary view. Quality of Work is the student's average for all completed and scored activities as of the report date.

Detail > Activities Completed

If you want a closer look at individual activities, then click the Detail Report link and look at the Activities Completed section. This area displays the grade a student earned for each computer-scored activity completed during the report week.

Is my Student Active? How is my Student Spending their Time?

Summary > Last Access

Start with the summary view and the student's Last Access date for each course. Typically, a student will access a course several times per week, so Last Access dates are usually recent.

Detail > Activities Completed

A course is made up of many types of activities. The Activities Completed section lists the computer-scored activities a student completed during the report week. Typically, you will see one or more activities listed here and, if the student remains on track, the number of activities will be fairly consistent from week to week.

Detail > Course Activity in the Week

The Course Activity in the Week shows which days a student accessed a given course and the length of the student's session for a given day. The bars indicate the amount of time spent on instructional and assessment pages a student viewed during a session.

Copyright © 2017 Apex Learning Inc. Apex Learning® and the Apex Learning logo are registered trademarks of Apex Learning Inc.

Is my Student Submitting their Work on Time?

Summary > Stoplight

The Stoplight color shows coaches whether or not a student is completing activities on time. A yellow or a red Stoplight indicates that a significant number of activities are overdue. Remember, an activity may be overdue because the student has not submitted it, or because the teacher has not recorded a score.

Details > Activities Overdue or Not Yet Scored

This area displays a list of all overdue activities, including their due dates and possible points.

Summary > Grade to Date

A student who is working behind schedule will have a Grade to Date average that is lower than the Quality of Work average. The difference in these averages provides a sense of the impact incomplete activities are having on a student's progress.

Is my Student Being Dishonest?

A student who is under-challenged and a student who is being dishonest can look very similar in the Weekly Progress report. For example, both may:

- Have consistently high scores.
- Complete computer-scored activities quickly (Detail > Activities Completed > Time Spent).
- Have short session durations (Detail > Course Activity in the Week).

Apex Learning recommends that suspected academic dishonesty be discussed with the course teacher. Teachers have access to more detailed information about student progress and behavior than what is seen in the Weekly Progress report.

Copyright © 2017 Apex Learning Inc. Apex Learning® and the Apex Learning logo are registered trademarks of Apex Learning Inc.

FAQs

I have questions about a student's progress. Who do I contact?

The Weekly Progress report shows the name and email address of the course teacher. You may also contact Student Services for student progress information.

I did not receive a Weekly Progress report. Why?

Weekly Progress reports are emailed each Sunday. There are a few reasons you may not receive a student's report:

- The student has not accessed their course(s) in over 21 days. Students must sign in to Apex Learning and spend time in their courses for the Weekly Progress report to be sent.
- The student has completed all of their courses. Completed courses are only displayed for 21 days and are then removed from the report.
- Your email address is incorrect or not listed in the student's account profile. Only a school staff member can add or edit coaches in a student's account profile.
- The Weekly Progress email was delivered to your spam or junk email folder. To prevent this in the future, add the sender to your "safe" list. Tip: A good place to look for this option is to right-click on the email.

A course is not displayed in the Weekly Progress report. Why?

There are two reasons a previously listed course is not displayed in the Weekly Progress report:

- The student has not accessed and spent time in the course in over 21 days. If the student resumes the course, it will be added back to the report.
- The student has completed the course. Completed courses are only displayed for 21 days and are then removed from the report.

I no longer need to receive a student's Weekly Progress report. How do I opt out?

To stop receiving a student's report, coaches can click a link provided at the end of every Weekly Progress report email.

How do I become a coach and receive Weekly Progress reports?

To receive Weekly Progress reports, a school staff member must add your email address to the student's account profile. Students can see – but cannot add or remove – their coaches.

Does the Weekly Progress report only update on Sundays?

The Weekly Progress report is live. So you can access the report any time of day or day of the week to check on your student's current progress.

Copyright © 2017 Apex Learning Inc. Apex Learning® and the Apex Learning logo are registered trademarks of Apex Learning Inc.