# *Getting Started Guide*
## for Coaches

## Contents

# 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.

# FAQs

## I want to receive a student's Weekly Progress report — how do I become a coach?

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.

## 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. The teacher is the only person who can answer questions about a course and about a student's progress.

## I did not receive a Weekly Progress report — why?

Weekly Progress reports are emailed each Sunday at approximately 9 am Pacific Time. There are four reasons you may not receive a student's report:

- The student has not accessed his or her 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 his or her 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 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.

# Weekly Progress Report Summary

**Student:** Kinney, Sean (Detail Report)

**Classroom:** 2010-2011 English
**Teacher:** Mr. Holden (MrTimHolden@gmail.com)

| Course Name | Stoplight | Quality Of Work | Grade to Date | Midterm | Final | Last Access |
|---|---|---|---|---|---|---|
| Introduction to Literature and Composition Sem 1 | yellow | 86.7% | 50.7% | | | 18 Oct 2010 |

## Detailed Report Link

This link opens the detailed Weekly Progress report in a new window.

## Classroom

This field shows the name of the classroom.

## Teacher & Email Link

This is the teacher's name and email address.

## Course Name

This column lists the course(s) for the current classroom. Most classrooms have only one course.

## Stoplight

If due dates are used, the Stoplight column will display as green, yellow, or red. When the student has finished the course, this column displays the word "Completed." If due dates are not used, then this column remains green.

- **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 79% 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.

## Quality of Work

This calculation is the student's average for all completed and scored course activities.

## Grade to Date

If due dates are used, then this calculation is the student's average for activities due on or before the report date. If due dates are not used, then this calculation is equal to Quality of Work.

- Grade to Date is based on the total points possible for activities due as of the report date. For this reason, Grade to Date will be lower than Quality of Work if the student has overdue activities.
- Grade to Date ignores activities with due dates after the report date. For this reason, Grade to Date will be different from Quality of Work if the student has completed activities ahead of schedule.

## Midterm and Final

These columns show midterm and final grades that have been entered by the course teacher.

Midterm and final grades are based on each school's grading scales and may reflect points earned outside of Apex Learning. Some schools may award participation points, for example. Not all schools use these columns.

## Last Access

This is the date the student last accessed the course. The Last Access date turns red and a warning is displayed when the student has not accessed a course in over 7 days.

Remember, if a course has not been accessed in over 21 days, it is removed from this report and will only be displayed if the student resumes the course.

# Weekly Progress Report Details

**Apex Learning®**

## Weekly Progress Report

| Student | Kinney, Sean |
|---|---|
| Classroom | 9th Grade Math ▼ |
| Course | Algebra I Sem 1 ▼ |
| Teacher | Mr. Holden (MrTimHolden@gmail.com) |

| Stoplight | red |
|---|---|
| Quality of Work | 88.6% |
| Grade to Date | 62.1% |
| Midterm Grade | |
| Final Grade | |
| Last Access | 12 Nov 2010 |
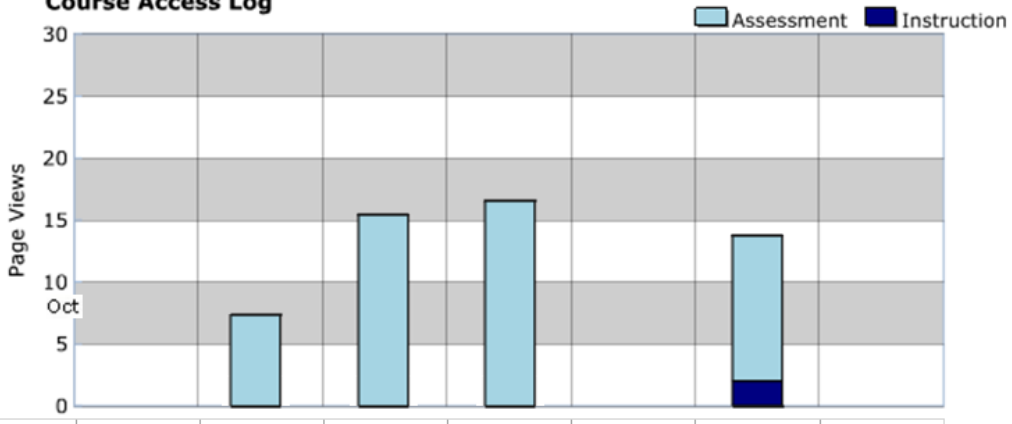
### Course Activity in the Week — 7 Nov 2010 - 13 Nov 2010

**Activities Completed**

| Activity | Due Date | Date Scored | Score | Time Spent |
|---|---|---|---|---|
| 1.1.3 - Quiz: Properties of Operations | | 12 Nov 2010 | 18 (89%) | 9.6 mins |
| 1 | | | Page **1** of **1** (1 items) | |

**Course Access Log**

Legend: Assessment, Instruction

| Day | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|---|
| Session Time | | 0h: 24m | 0h: 44m | 0h: 41m | | 0h: 37m | |

Note: If the Session Time is less than a minute, it won't be displayed in the table above.

**Activities Overdue or Not Yet Scored**

| Activity | Points | Due Date |
|---|---|---|
| 2.6.3 – Discuss: Real-World... | 30 | 26 Oct 2010 |
| 2.6.5: Test (TST): Functions, | 50 | 28 Oct 2010 |
| 3.1.2 - Quiz: Binomial Factoring | 30 | 1  Nov 2010 |
| 1 2 3 » | Page **1** of **3** (7 items) | |

**Activities Due This Week**

| Activity | Points | Due Date |
|---|---|---|
| 3.6.2 – Quiz: Complex Numbers... | 28 | 8  Nov 2010 |
| 3.6.3 – Quiz: The Quadratic... | 30 | 12 Nov 2010 |
| | Page **1** of **1** (2 items) | |

## Classroom and Course

Use these dropdown menus to view detailed Weekly Progress reports for other courses the student is enrolled in.

## Report Week and Calendar Icon

The Weekly Progress report begins on Sunday and ends on Saturday. Click the Calendar icon (to the right of the current report dates) to navigate to previous reports.

## Activities Completed

This area lists the scored activities, such as quizzes and tests, which the student completed during the report week. Unscored 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 online (computer-scored) activities and is the total time the student spent completing the activity.

## Course Access Log

The Course Access Log is a graph that shows the days a student accessed the course, the amount of time the course window was active, and the number of assessment and instructional pages that were viewed.

## 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.