

## 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 a student's account profile. Students can see — but cannot add or remove — their coaches.

## Weekly Progress Summary: Progress Across all Courses

The coach email displays a summary of the courses a student is actively enrolled in and links to the detailed report.

**From:** Apex Learning Support [<mailto:no-reply@apexlearning.com>]  
**Sent:** Sunday, September 20, 2015 4:02 PM  
**To:** Apex Parent  
**Subject:** Weekly Progress Report for Apex, Student

**Student:** Apex, Student ([Detail Report](#)) |

**Classroom:** Algebra I  
**Teacher:** Mr. Teacher ([mrteacher@apexlearning.com](mailto:mrteacher@apexlearning.com))

Course Name	Stoplight	Quality Of Work	Grade to Date	Midterm	Final	Last Access
Algebra I	Green	85.0%	80.0%			20 Sep 2015

You are receiving this email because you were added as a coach by Apex, Student. If you do not wish to receive future progress reports for Apex, Student, you can opt out by clicking [here](#).

## 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

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.

## Quality of Work

The **Quality of Work** column displays the student's course average for all completed and scored activities. Quality of Work does not include extra credit activities or coursework outside of Apex Learning that the teacher may have assigned.

## Stoplight

When teachers have assigned due dates, the **Stoplight** column indicates if students are completing work on time. 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.

## Grade to Date

When a teacher 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.

## Midterm & Final Grades

The **Midterm** and the **Final** grade columns display grades that have been entered by the course teacher. Not all schools use these columns.

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.

## Weekly Progress Detail: Progress for a Single Course

The coach email links to a detailed report for each course. Reports open in a web browser.

### Courses & Classrooms

The Detail Report displays the **Student** name, the selected **Classroom** and **Course**, and **Teacher** name and email address. Use the Classroom and Course dropdown menus to switch to a different Detail Report.

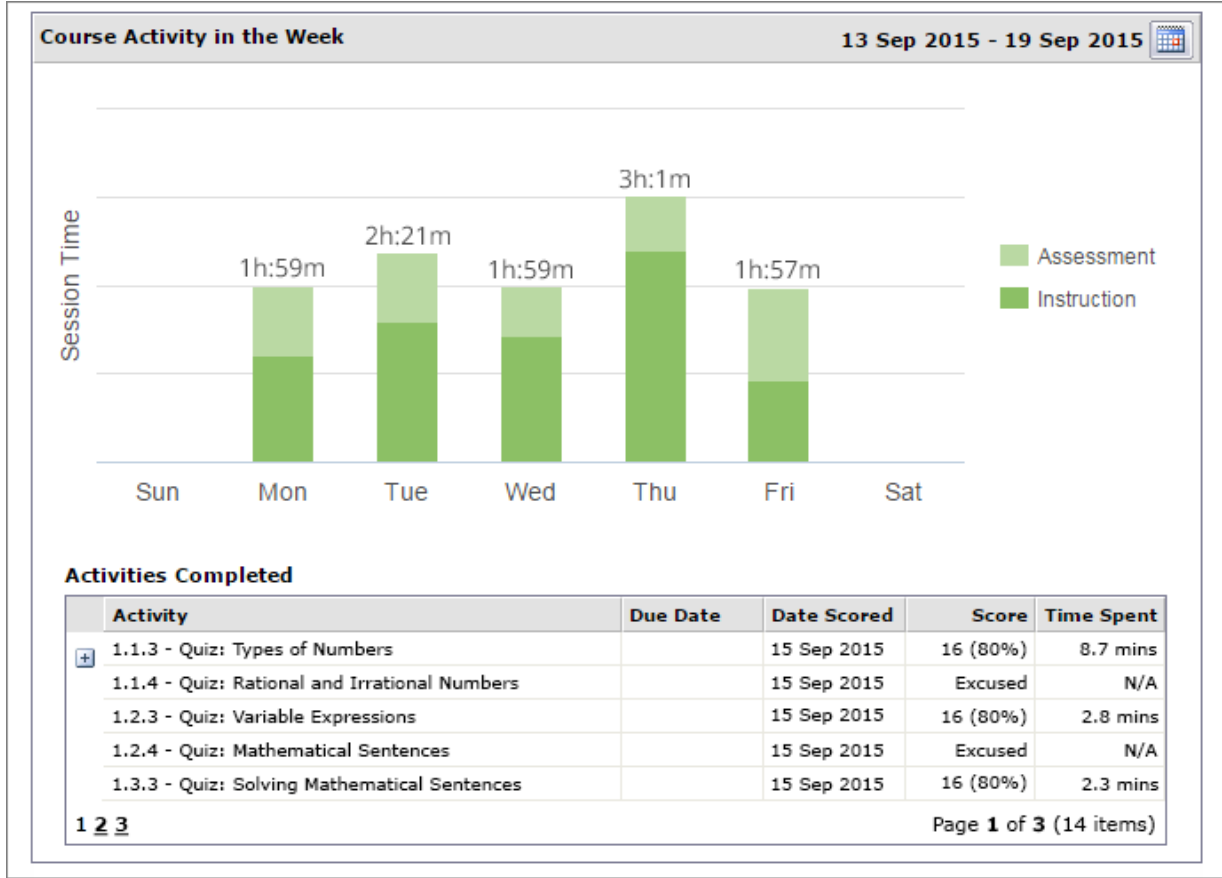


Apex Learning®		Weekly Progress Report	
<b>Student</b>	Apex, Student	<b>Stoplight</b>	green
<b>Classroom</b>	Algebra I	<b>Quality of Work</b>	85.0%
<b>Course</b>	Algebra I	<b>Grade to Date</b>	80.0%
<b>Teacher</b>	Mr. Teacher (mrteacher@apexlearning.com)	<b>Midterm Grade</b>	
		<b>Final Grade</b>	
		<b>Last Access</b>	20 Sep 2015

### Course Activities in the Week & Activities Completed

The Session Time chart shows the amount of time a student has spent on instructional and assessment content during the selected week. Use the Calendar icon to select a different week.

The Activities Completed table lists information about the scored activities the student completed during the selected week and includes: date completed, time spent, and score.



### Overdue Activities

If the teacher has assigned due dates, this section lists information about activities due during the selected report week.

Activities Overdue or Not Yet Scored			Activities Due This Week		
Activity	Points	Due Date	Activity	Points	Due Date
1.4.2 - Quiz: Some Guidelines for...	20	17 Sep 2015	1.5.4 - Quiz: Solving Inequalities...	20	22 Sep 2015
1.5.3 - Quiz: Solving Equations wi...	20	18 Sep 2015	1.6.3 - Quiz: Solving Equations with..	20	24 Sep 2015
1 Page 1 of 1 (2 items)			1 Page 1 of 1 (2 items)		

## FAQs

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### 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 between 9:00 AM and 5:00 PM Pacific Time. There are four 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.

### Where can I get more help with the Weekly Progress report?

For more information you can [view this Help page](#) or contact [Apex Learning Support](#).

*Thank you for taking the time to become familiar with Apex Learning. We look forward to helping you meet and exceed your academic goals!*