

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 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: 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

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 this report and will only be displayed if the student resumes the course.

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

Some teachers assign activity due dates. When this is true, 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 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.

When the student has finished the course, this column displays the word "Completed." If due dates are not used, then this column remains green.

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. 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 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.

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 a Single Course

The Weekly Progress report has two 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 dropdown 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.

Apex Learning®		Weekly Progress Report	
Student	Kinney, Sean	Stoplight	red
Classroom	9th Grade Math	Quality of Work	88.6%
Course	Algebra I Sem 1	Grade to Date	62.1%
Teacher	Mr. Holden (MrTimHolden@gmail.com)	Midterm Grade	
		Final Grade	
		Last Access	12 Nov 2010

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 a date picker (calendar icon) for selecting and viewing previous weeks.

Course Activity in the Week 17 Oct 2010 - 23 Oct 2010

Activities Completed

Activity	Due Date	Date Scored	Score	Time Spent
4.1.2 - Quiz: Assess Your Understa...		18 Oct 2010	8 (80%)	11.0 mins
4.1.4 - Quiz: Assess Your Understa...		18 Oct 2010	8 (80%)	3.7 mins
4.1.4 - Quiz: Assess Your Understanding		18 Oct 2010	5 (50%)	5.4 mins
4.2.2 - Quiz: Assess Your Understa...		19 Oct 2010	7 (70%)	N/A
4.2.2 - Quiz: Assess Your Understanding		18 Oct 2010	5 (50%)	4.0 mins

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Course Access Log

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Session Time		1h:59m	2h:21m	1h:59m	3h:1m	1h:57m	

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

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 computer-scored activities and is the total time the student spent completing the activity.

Course Access Log

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

- **Duration** (horizontal axis) is the amount of time the course window was active for the given course and day.
- **Hours** (vertical axis) describes the cumulative amount of time spent viewing and interacting with unique instructional (dark blue) and assessment (light blue) pages.

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			Activities Due This Week		
Activity	Points	Due Date ↘	Activity	Points	Due Date
2.6.3 - Discuss: Real-World...	30	26 Oct 2010	3.6.2 - Quiz: Complex Numbers...	28	8 Nov 2010
2.6.5: Test (TST): Functions,	50	28 Oct 2010	3.6.3 - Quiz: The Quadratic...	30	12 Nov 2010
3.1.2 - Quiz: Binomial Factoring	30	1 Nov 2010			
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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 > Course Average

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 his or her 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 Access Log

The Course Access Log shows which days a student accessed a given course and the length of the student's session for a given day. The blue bars indicate the number of instructional and assessment pages a student viewed during a session.

Is my student submitting their work on time?

Details > Activities Due This Week

Not all teachers assign due dates. To tell if a teacher has assigned due dates, look at the Activities Due This Week area. If this area shows a list of activities, then the teacher is using due dates. If no activities are listed, then the teacher is not using due dates and the Weekly Progress report cannot be used to answer this question.

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 > Overdue or Not Yet Scored Activities

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 > Duration).
- Have short session durations (Detail > Course Access Log > X axis).

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.

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 9:00 AM 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.