

Welcome!

Hello and welcome to Apex Learning! You have been designated as an academic coach for a student who is using Apex Learning digital curriculum in one or more of their classes.

As a coach, you will receive **weekly emails** on Sundays that give you an overview of how your student is doing in their Apex Learning courses. Use this information to keep an eye on your student's performance and as a conversation starter if they appear to be struggling.

Weekly Progress Email

Here are a few pointers for understanding the Weekly Progress email.

Student: Kinney, Sean (Detail Report)						
Classroom: 2011-2012 Social Studies						
Teacher: Mr. Holden (MrTimHolden@gmail.com)						
Course Name	Stoplight	Quality Of Work	Grade to Date	Midterm	Final	Last Access
Geography and World Cultures	yellow	86.7%	50.7%			18 Jan 2012

- Stoplight:** *Is my student falling behind in their work?* This color represents the On Schedule Percent, the number of graded activities a student has completed due through today divided by the total number of activities due through today.
 - Green: 80% or more
 - Yellow: 60% to 79%
 - Red: 59% or less
- Quality of Work:** *Is my student on track to pass the course?* This is the points the student has earned on completed activities divided by the points possible for completed activities.
- Grade to Date:** *What is my student's grade right now?* This is the points the student has earned on activities due divided by the points possible on activities due.
- Midterm & Final:** Grades that have been entered by the teacher.
- Last Access:** The date your student has last accessed their course.
- Detail Report:** Click the Detail Report link next to the student's name for detailed information about how your student is spending their time in their course.

Questions?

For more information about being a coach, ask your student or the teacher to sign into Apex Learning to get you a copy of the **Getting Started Guide for Coaches** (Support link > Getting Started > Coach or <http://www.brainshark.com/apexlearning/coach-email>).

If you have questions about your student's performance, contact the teacher at the email address listed in your Weekly Progress email.