How to Monitor Individual Student Progress in APEX

1. Login to APEX: <u>www.apexvs.com</u>



2. Make sure next to your My Dashboard you see yourself listed as Site Coordinator

Menu	
My Dashboard - Site Coordinator 🗸	ACTIONS

Organization: St Johns Co School District ~

3. Click (1) Menu and then (2) Students

Students



4. A list of all the students attached to your school will appear. You can search by student in the search bar to the right.

Organi	zation						_			
Duine			lantar	Show Archived Only						Add Student
								Search:		
Edit	Transfer	Last Name	First Name	Email	Username	Password	External ID	Enrollments	Coaches	Archive
Edit	Transfer	the rest	Company	p_nomup@carrcast	0.000	Reset	418171	0		
Edit	Transfer	And an other		1298786.gatjohou 112.	Justices - clisits	Reset	100700	0		
Edit	Transfer	discount in a		5398317gatphos.812.	also arisy 1023	Reset	1998117	0	v	
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5. Once you see your student click on either their first or last name

Edit	Transfer	Last Name	First Name	Email	Username	Password	External ID	Enrollments	Coaches	Archive
Edit	Transrer	-	- 4			Reset		0		

- 6. Now you get to your student. Here are some keep things to look for.
 - a. 1) Student name
 - b. 2) Summary: Look for last login and how many Active Enrollments
 - c. 3) The Enrollments: You can see Courses in Progress (progress tab will be either Green, Yellow or Red (Red will have the number of Overdue Enrollments).
 - d. 4) Filter Button: This button allows you to see ALL enrollments (Active, Withdrawn, Completed
 - e. 5) Course Completion will have under the Progress Tab a Final Grade
 - f. 6) Total Session Time tells you exactly how long that student spent in that course
 - g. 7) Last access tells you exactly the last time the student accessed that specific course.

Student:										
Username:	0 0	2 9	2 Summary							
Email: External ID: 4002 Organization: Mult Status: Activ	Email: the tribuidy the com External ID: 40224 Organization: Multiple - View Profile Status: Active				<mark>/18</mark> bgin	2 Active Enrollments				
Enrollments 10 Enrollments - Ar FILTER										
Courses 6 7										
Course Name	Classroom Name	Quality of Work	Grade to Date	Overdue Activities	Progress	Total Session Time	Last Access			
English 10 Honors Sem 1	17-18 (1001350) English 10 Honors-Sem 1 Mr. Va	92%	92%			55 hr 16 min	07/02/18			
English 10 Honors Sem 2	17-18 (1001350) English 10 Honors-Sem 2 Mr. Va	93%	93%			66 hr 55 min	07/27/18			
Algebra II Honors Sem 1	17-18 Algebra 2 (1200340) Honors Sem 1 Mrs. St	92%	92%	5	Final Grade: 92	57 hr 18 min	11/17/17			