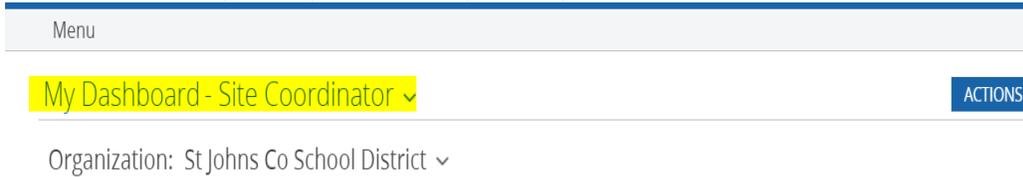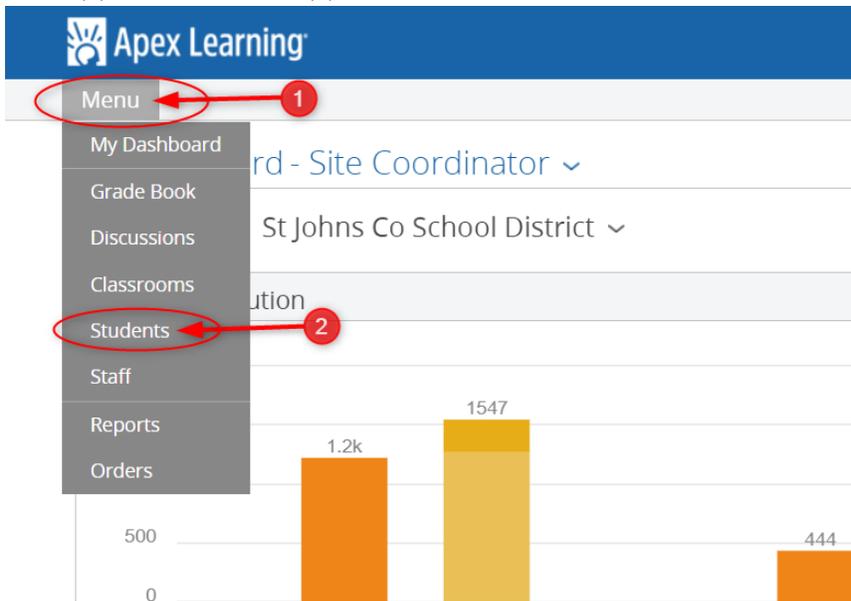# How to Monitor Individual Student Progress in APEX

1. Login to APEX: www.apexvs.com



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



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

# How to Monitor Individual Student Progress in APEX

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 | Transfer | | | | | 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    d.  **4)** Filter Button: This button allows you to see ALL enrollments (Active, Withdrawn, Completed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.

**1** Student:

| | | |
|---|---|---|
| Username: | Email: | External ID: 465254 |
| | Organization: Multiple - View Profile | Status: Active |

**2** Summary

| 7/27/18 | 2 |
|---------|---|
| Last Login | Active Enrollments |

**3** Enrollments

10 Enrollments - A  **4** FILTER

## Courses

| Course Name | Classroom Name | Quality of Work | Grade to Date | Overdue Activities | Progress | Total Session Time **6** | Last Access **7** | |
|-------------|----------------|-----------------|---------------|--------------------|----------|--------------------------|-------------------|---|
| 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 | |