## **Monitor Student Progress in APEX:**

- 1. Login to APEX: <u>www.apexvs.com</u>
- 2. Make sure you are showing as Site Coordinator (Not Teacher)



3. Click on Menu and then Reports



4. Pick your Organization. Active Classrooms (if you want all or more specific you can pick 18-19) *\*If you leave at ALL Active Classrooms it will capture everything* 

| Reports - Site Coordinator   | ~ 0  |  | 2        |
|--|--|--|----------|
| St Augustine High School   | ▼ A  | II Active Classrooms   | <b>v</b> |
| OUTSES (includes ALVS, AP Exam Review a  | and Exam Prep)   |  |          |
| Student Progress<br>View Student progress and performance<br>in Admation for course enrollments across<br>your organization. | Student Session<br>See when students are accessing their courses<br>and how much time they are spending on<br>course activities. | Teacher Metrics<br>View aggregated progress information by<br>teacher or course. |          |
|  |  |  |          |
| General  |  |  |          |

5. Then click under Courses and select Student Progress

6. A new window will open and you can filter via Status Filter for: Withdrawn, Active, and Complete (*Apply Filters*). The Run the EXCEL Download

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| secure   nups          | s//reports-pro.ape         | exvs.com/Apex0                     | /Reports/SiteCoordina             | tor/student      | Progresskept | maspxrse   | lecteakepon      | l=student | Progressi | Reportat | reportib=5&orgi      | D=520550            | xselectionina      |
| udent Prog             | ess                        |                                    |                                   |                  |              |            |                  |           |           |          |                      |                     |                    |
| Augustine High         | School                     |                                    |                                   |                  |              |            |                  |           |           | _        |                      |                     |                    |
| mary Student Progre    | ess information for the se | elected organization a             | nd time period. For best print re | esults use lands | scape mode.  |            |                  |           |           | Exce     | el Download Iab Down | nioad <u>Heip</u> j | Deadlines Grad     |
|                        |                            |                                    |                                   |                  | 1            | _          |                  | _         |           |          |                      |                     |                    |
| ution Filter: No Filte | r Selected                 | <ul> <li>Status Filter:</li> </ul> | Filter Selected                   | Apply Filters    |              | -0         |                  | 9         |           |          |                      |                     |                    |
| roup By:               |                            |                                    | Active                            |                  |              | Search:    |                  |           |           |          |                      |                     |                    |
|                        | C                          | -                                  | Withdraw                          | Charles          | 1            | Overdue    | On-Schedule      | On        | Quality   | Grade    | Overall Middane      | Carol               |                    |
| assroom                | Course                     | 1 ener                             |                                   | Status           | Last Access  | Activities | Indicator        | Schedule  | of Work   | to Date  | % Materia            | rinai               |                    |
| -19-Sem 1 Biology      | Biology 1 Sem 1            | Mary Maddox                        | Allen, Caleb                      | Active           |              | 4          | red              | 0%        | 0%        | 0%       | 0%                   |                     |                    |
| -19 Physical Scien     | Physical Science for       | Parker Raimann                     | Allen, Caleb                      | Active           | 30 Aug 2018  | <u>0</u>   | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| -18 CR Physical Sc     | Physical Science Pre       | Jill Lee                           | Allen, Caleb                      | Withdraw         |              | 0          | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| 19 Geometry for        | Geometry for CR Se         | Parker Raimann                     | Anderson, Collin                  | Active           | 07 Sep 2018  | 0          | green            | 100%      | 86.7%     | 86.7%    | 6.1%                 |                     |                    |
| -19 English 1 for      | English 1 for CR Sem       | Vistoria Cuttinan                  | Arnoid, Edain                     | Active           | 29 Aur 2010  | <u>U</u>   | green            | 100%      | 100%      | 0%       | 0%                   |                     |                    |
| -19-56M 1 U.S. G       | Cost Government an         | Parker Paimans                     | Asserta, Dominic                  | Active           | 29 Aug 2018  | 11         | rea              | 8.3%      | 100%6     | 4%       | 0.5%                 |                     |                    |
| -19 English 1 töf      | English 9 Prescription     | Facker Kaimann                     | Baird, Robert                     | Withdraw         | 18 May 2018  | <u>v</u>   | green            | 100%      | 79.294    | 79 294   | 21 596               |                     |                    |
| 17-2018 HODE /2        | Health Opportunition       | Emily Mccullouch                   | Baker la'Kavla                    | Withdraw         | 05 Oct 2017  | 25         | red              | 2 8%      | 10096     | 2.7%     | 1.9%                 |                     |                    |
| -18 CR English 9 D     | English 9 Prescriptiv      | Earl Brown                         | Baker Janiya                      | Withdraw         | 05 000 2017  | 0          | Creen            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| -18 CR English 9 P.    | English 9 Prescriptiv      | Till Lee                           | Banks, Autumn                     | Withdraw         |              | 0          | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| -18 CR English 9 P     | English 9 Prescriptiv      | Jill Lee                           | Banks, Autumn                     | Withdraw         |              | 0          | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| -18 CR English 9 P     | English 9 Prescriptiv      | Earl Brown                         | Barber, Noah                      | Withdraw         | 27 Nov 2017  | 0          | green            | 100%      | 70%       | 70%      | 1.8%                 |                     |                    |
| -19-Sem 1 HOPE (       | HOPE - Physical Edu        | Patricia Iisager                   | Barlow, Brooke                    | Active           | 06 Sep 2018  | 3          | red              | 40%       | 100%      | 37.5%    | 5.1%                 |                     |                    |
| -19 Physical Scien     | Physical Science for       | Parker Raimann                     | Beckman, Jade                     | Active           | 07 Sep 2018  | 0          | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| -19 Biology 1 for      | Biology 1 for CR Se        | Marjorie Bennett                   | Beltran Villalta, Viviana         | Active           | 29 Aug 2018  | 0          | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| -18 CR English 9 P     | English 9 Prescriptiv      | Jill Lee                           | Beltran Villalta, Viviana         | Withdraw         | 07 Feb 2018  | 0          | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| -19 Geometry for       | Geometry for CR Se         | Parker Raimann                     | Beltran Villalta, Viviana         | Active           | 23 Aug 2018  | <u>0</u>   | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| 18 English 10 Pre      | English 10 Prescripti      | Nicholas Vasiliades                | Bergery, Daniel                   | Withdraw         |              | <u>0</u>   | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| -18 CR Florida Biol    | Florida Biology Presc      | Jill Lee                           | Bergery, Daniel                   | Active           | 24 Jul 2018  | <u>0</u>   | green            | 100%      | 75%       | 75%      | 3%                   |                     |                    |
| -18 - CR - (HH) W      | World History Prescri      | Lindsay Livingood                  | Block, William                    | Active           | 04 Sep 2018  | 5          | green            | 88.9%     | 65.8%     | 53.8%    | 53.8%                |                     |                    |
| -19 Biology 1 for      | Biology 1 for CR Se        | Marjorie Bennett                   | Blount, Keelen                    | Active           | 31 Aug 2018  | <u>0</u>   | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| -18 CR English 9 P     | English 9 Prescriptiv      | Earl Brown                         | Blount, Keelen                    | Withdraw         | 19 Jan 2018  | <u>0</u>   | green            | 100%      | 73.6%     | 73.6%    | 73.6%                |                     |                    |
| -19 English 1 for      | English 1 for CR Sem       | Parker Raimann                     | Boutin, Jeremy                    | Active           |              | 1          | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| -18 CR English 9 P     | English 9 Prescriptiv      | <u>Jill Lee</u>                    | Boutin, Jeremy                    | Withdraw         |              | <u>0</u>   | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| -19 English 2 for      | English 2 for CR Sem       | Parker Raimann                     | Brandhoff, Jonathan               | Active           | 27 Aug 2018  | 0          | green            | 100%      | 100%      | 100%     | 0.7%                 |                     |                    |
| -19 Physical Scien     | Physical Science for       | Parker Raimann                     | Brandhoff, Jonathan               | Active           | 27 Aug 2018  | <u>0</u>   | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| -18 CR Florida Biol    | Florida Biology Presc      | Jill Lee                           | Brill, Caleb                      | Withdraw         | 08 Jan 2018  | Q          | green            | 100%      | 76.2%     | 76.2%    | 76.2%                |                     |                    |
| -18 CR Physical Sc     | Physical Science Pre       | Jill Lee                           | Brill, Caleb                      | Withdraw         | 11 May 2018  | <u>0</u>   | green            | 100%      | 70.9%     | 70.9%    | 70.9%                | ×                   |                    |
| -19 Algebra 2 for      | Algebra 2 for CR Se        | Marjorie Bennett                   | Brisk, William                    | Active           |              | <u>0</u>   | green            | 100%      | 0%        | 0%       | 0%                   |                     |                    |
| 2 3 4 5 > Last         | *                          |                                    |                                   |                  |              |            |                  |           |           |          | Page 1 of 15         | (427 items)         |                    |

7. When you run the report you will get the following message, click YES

| rosoft Excel                                       |   | ×                                      |
|--|---|--|
| The file format and extension of 'report (18).xls' | s' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't o | pen it. Do you want to open it anyway? |
|  | Yes No Help   |  |
|  | Yes No Help   |  |

8. Begin editing and pick what you need. The columns you should be looking at are (AA) and (AB). (AA) are activities completed and (AB) are the total activities for the course.