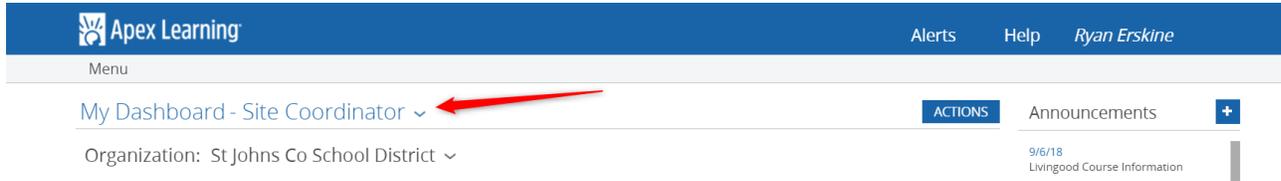


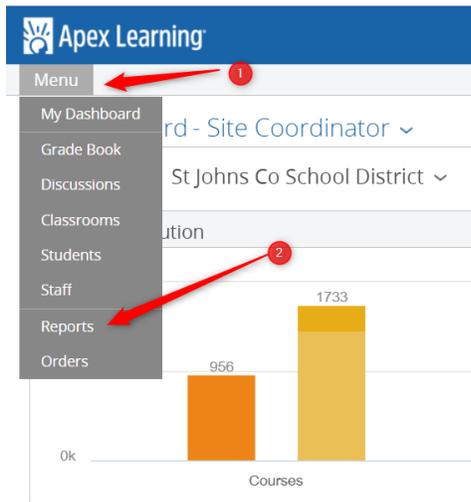
Monitor Student Progress in APEX:

1. Login to APEX: www.apexvs.com

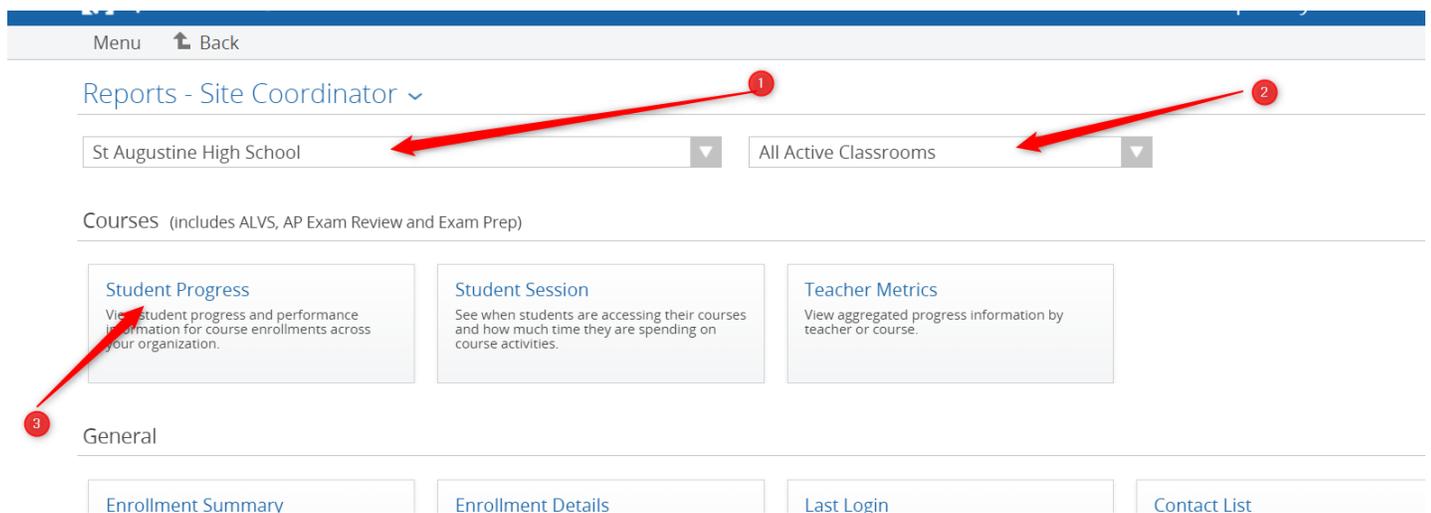
2. Make sure you are showing as Site Coordinator (Not Teacher)



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*

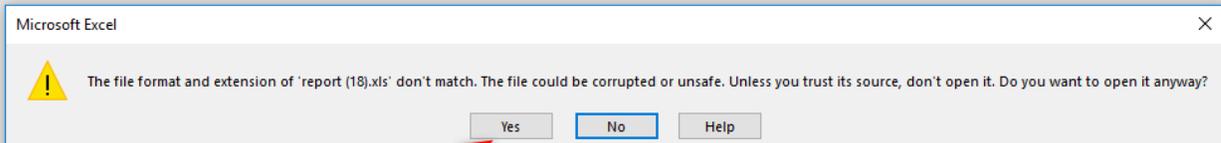


5. Then click under Courses and select Student Progress

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 A new window will open and you can filter via Status Filter for: **Withdrawn, Active, and Complete (Apply Filters)**.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

The screenshot shows the 'Student Progress' report for St Augustine High School. The interface includes a navigation bar with links for 'Excel Download', 'Tab Download', 'Help', 'Deadlines', and 'Grading Scales'. Below the navigation bar, there are filters for 'Solution Filter' and 'Status Filter'. The 'Status Filter' dropdown is open, showing options for 'Active', 'Complete', and 'Withdraw'. A red arrow labeled '1' points to the 'Status Filter' dropdown. A red arrow labeled '2' points to the 'Apply Filters' button. A red arrow labeled '3' points to the 'Excel Download' link. A red arrow labeled '4' points to the 'report (18).xls' file icon in the download bar at the bottom. The main table displays student progress data with columns for Classroom, Course, Teacher, Status, Last Access, Overdue Activities, On-Schedule Indicator, On Schedule, Quality of Work, Grade to Date, Overall %, Midterm, and Final. The table is paginated, showing 'Page 1 of 15 (427 items)'.

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



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.