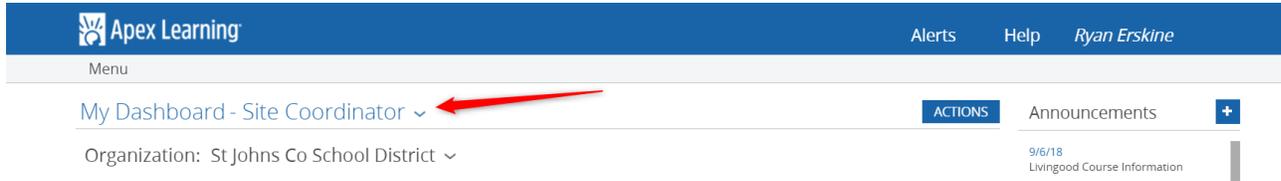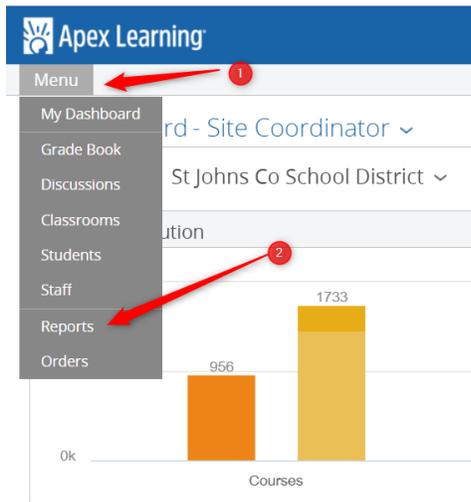# Monitor Student Progress in APEX:

1. Login to APEX: www.apexvs.com
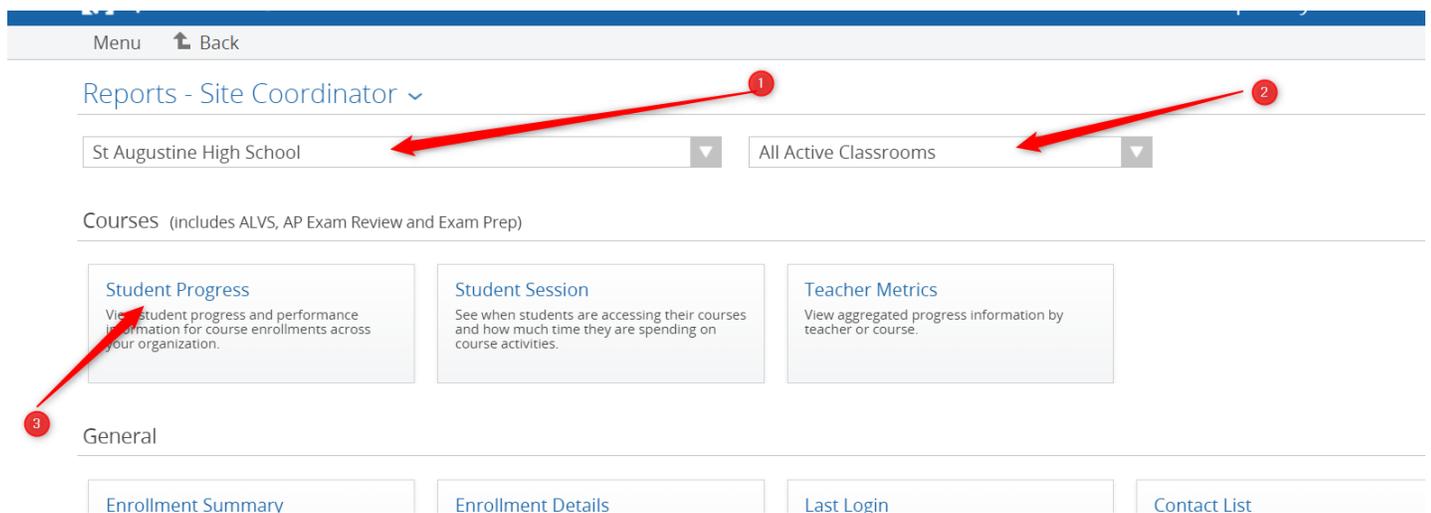
2. **Make sure you are showing as Site Coordinator (Not Teacher)**

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*
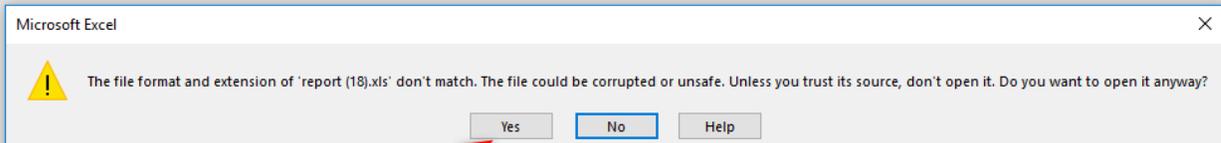

5. Then click under Courses and select Student Progress

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 A new window will open and you can filter via Status Filter for: **Withdrawn, Active, and Complete** *(Apply Filters)*.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

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.