

Welcome to Apex Learning!

Mentors play a key role in student success. As a mentor, your responsibilities may include monitoring student progress & keeping students on track, printing activities & proctoring assessments, and facilitating communication between students and teachers. Apex Learning® gives you the tools to do this. This guide will show you how to access and use them.

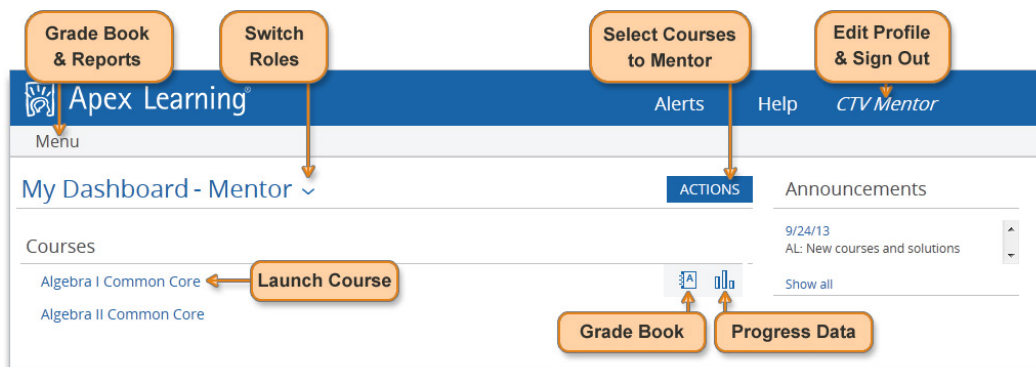
Sign In

- Your program’s site coordinator will provide you with a username and password.
- Sign in to Apex Learning at: <http://www.apexvs.com>, or at the URL provided by your program.
- The first time you sign in, you’ll be asked to update your account profile – this process takes less than 5 minutes.

Your Dashboard

Once you sign in, you’re taken to your dashboard. From here you can quickly:

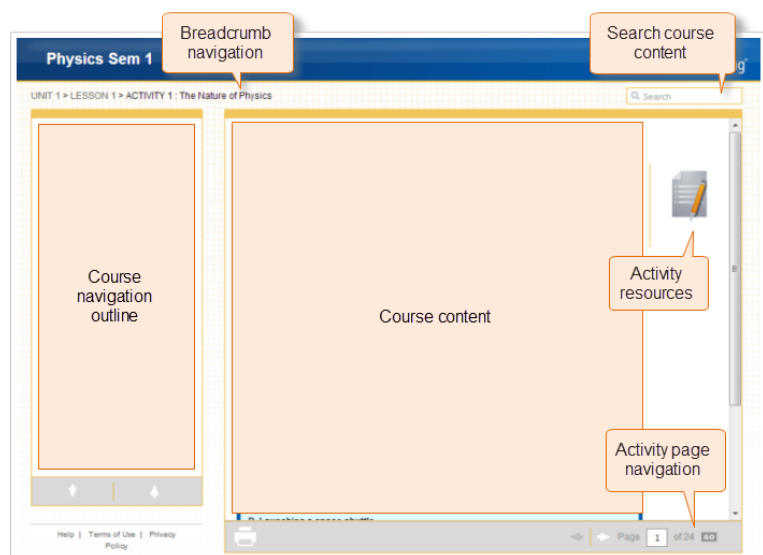
- Select which courses to mentor & view course content.
- Track student progress using classroom progress data, the Grade Book, and reports.
- Access online Help, view announcements, and edit your account profile.




Your Courses

The mentor view of a course allows you to view course content, print activities, and access rubrics and keys for teacher-scored activities.

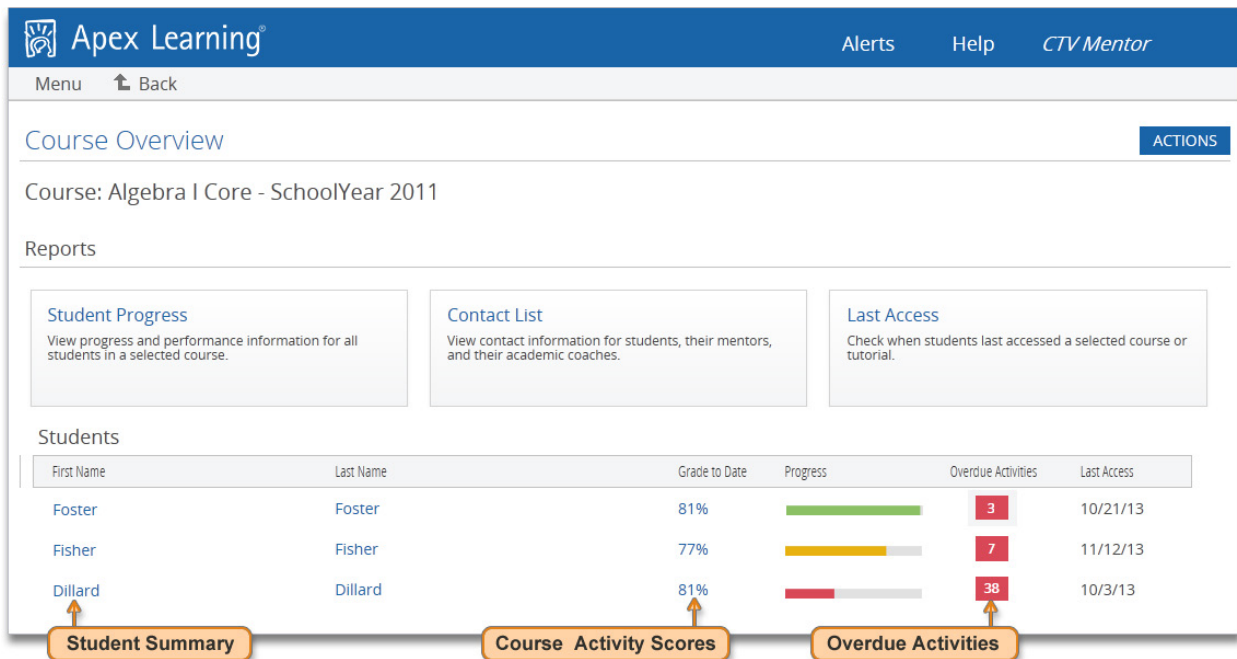
Depending on the settings that have been applied, students may see a truncated version of the course outline where passing computer-scored assessments unlocks the next section of the course. Mentors always see the full course outline.



Monitoring Student Progress

The simplest way to monitor student progress is from the Course Overview page. To access this page, go to your dashboard, expand a course, and click the  icon. From here you can view a summary of student progress and view these additional reports:

- Student Progress – A summary of progress for all students enrolled in the course.
- Student Summary – An individual student's progress across all course enrollments.
- Course Activity Scores – An individual student's activity scores for the course.
- Overdue Activities – An individual student's overdue or not yet scored activities.
- Contact List – If provided, student email addresses and phone numbers.
- Last Access – Dates students last accessed the course.



Apex Learning® Alerts Help CTV Mentor

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Course Overview ACTIONS

Course: Algebra I Core - SchoolYear 2011

Reports

Student Progress

View progress and performance information for all students in a selected course.

Contact List

View contact information for students, their mentors, and their academic coaches.

Last Access

Check when students last accessed a selected course or tutorial.

Students

First Name	Last Name	Grade to Date	Progress	Overdue Activities	Last Access
Foster	Foster	81%	<div style="width: 81%; height: 10px; background-color: green;"></div>	3	10/21/13
Fisher	Fisher	77%	<div style="width: 77%; height: 10px; background-color: yellow;"></div>	7	11/12/13
Dillard	Dillard	81%	<div style="width: 81%; height: 10px; background-color: red;"></div>	38	10/3/13

Student Summary Course Activity Scores Overdue Activities

Help

Sign in to Apex Learning and click the **Help** in the top menu to access online Help resources and videos.

You can also contact Apex Learning Support for further assistance. Apex Learning Support can be reached at 1-800-453-1454 or support@apexlearning.com.