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Hello and welcome to Apex Learning! You have been designated as a coach for a student who is using Apex Learning Comprehensive Courses in one or more of their classes.

As a coach, you will receive **weekly emails** on Sundays that give you an overview of how your student is doing in their Apex Learning courses. Use this information to keep an eye on your student's performance and as a conversation starter if they appear to be struggling.

Weekly Progress Email

Here are a few pointers for understanding the Weekly Progress email.

- **Stoplight:** *Is my student falling behind in their work?* This color represents the On Schedule Percent, the number of graded activities a student has completed due through today divided by the total number of activities due through today.
 - **Green:** 80% or more
 - **Yellow:** 60% to 79%
 - **Red:** 59% or less
- **Quality of Work:** *Is my student on track to pass the course?* This is the points the student has earned on completed activities divided by the points possible for completed activities.
- **Grade to Date:** *What is my student's grade right now?* This is the points the student has earned on activities due divided by the points possible on activities due.
- **Midterm** and **Final:** Grades that have been entered by the teacher.
- **Last Access:** The date your student has last accessed their course.
- **Detail Report:** Select the Detail Report link next to the student's name for detailed information about how your student is spending their time in their course.

Questions?

For more information about being a coach, download the [Getting Started Guide for Coaches](#)¹ and watch the [Guided Tour: Coach Email & Detail Report](#)² video.

If you have questions about your student's performance, contact the teacher at the email address listed in your Weekly Progress email.

¹ https://d4a89egz0iyca.cloudfront.net/sites/default/files/documents/gsg_coach.pdf

² <http://www.brainshark.com/apexlearning/coach-email>