



ALVS-Middlebury Mentor Guide

World Language Courses

Contents

Summary.....	3
Middlebury (MIL) Course Basics	3
Logging In	4
Students.....	4
Mentors.....	5
Navigating Middlebury.....	6
Gradebook	7
Calendar and Proctoring	8
Conclusion	11

Summary

Apex Learning Virtual School (ALVS) provides **high school Latin, German, Mandarin Chinese, AP French, and middle school world language courses** in partnership with Middlebury Interactive Languages (MIL).

This guide will help mentors understand how to support students in Apex-Middlebury courses.

Middlebury (MIL) Course Basics

There are a few main differences between ALVS courses and MIL courses:

1. **Logging in:** Students and mentors access MIL courses through the [MIL login page](#). If a student opens the course from their Apex account, they will be re-directed to log into the MIL platform. These unique login instructions are also covered in the Welcome Email we send to students and mentors.
2. **Course work:** Middlebury courses are pre-portioned into daily lessons called playlists. Students are recommended to spend at least 35 to 50 minutes per playlist. In other terms, students will have about 7-10 assignments per week (over an 18-week course duration).
3. **Progress reports:** ALVS reporting systems such as the coach report emails (weekly progress emails), and the Apex Mentor Dashboard are not compatible with MIL. This means that the coach emails and the Apex Mentor Dashboard will not report accurate information for MIL courses. Instead, the mentor should use their MIL account to monitor progress.

Logging In

Students

Students will receive a Welcome Email that contains their MIL login information.

If a student opens the MIL course in their ALVS account, they will be re-directed to login into MIL instead:

Welcome



Sign into your course [here](#)

Enter your Apex username and the password "Middlebury1" to access your World Language course.

- Sign in with the **username** provided in the Apex Learning "Welcome Email".
- Be sure to **change your password** right away.
- Click the [Student Getting Started Guide](#) for more detailed instructions on course navigation, teacher communication and submitting written and verbal assignments.

Need Help?

Call 1.855.550.2547 to reach the Apex Learning Virtual School Student Services Team.

Mentors

Mentors will also receive a Welcome Email containing their MIL login information.

If a mentor opens the MIL course in their ALVS account, the student's MIL progress will **not** be reported accurately:

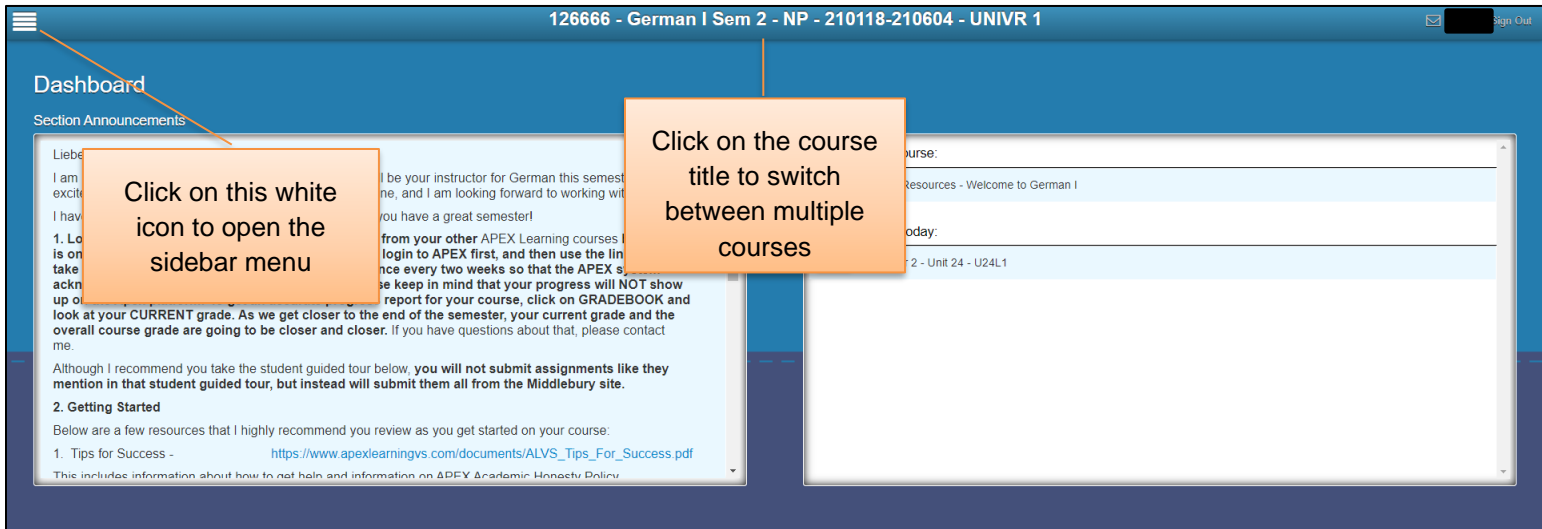
The screenshot displays the Apex Learning interface for a student's enrollment details. The header includes the Apex Learning logo, navigation links (Menu, Back), and user options (Alerts, Help). The main content area shows the student's name (redacted), classroom (German I Sem 2 - NP - 210111-210305 - UNIVR 16), and course (German I Sem 2). There are buttons for 'Print' and 'ACTIONS'. A table shows 'Teacher Notes' and 'Emails' for both Teacher and Student. Below this is a table for 'Midterm', 'Final', 'Last Due Date', and 'Extension'. The 'All Units' section includes a 'REFRESH' button and a search bar. The main table has columns for 'Activities', 'Score', 'Possible', '%', 'Status', 'Date Recorded', 'Due Date', and 'Proctoring'. The 'Course Total' row shows a score of 0, a possible score of 0, and a percentage of NaN%.

Activities	Score	Possible	%	Status	Date Recorded	Due Date	Proctoring
Course Total	0	0	NaN%				

This is because ALVS reporting systems (such as the mentor's ALVS account) are not compatible with MIL. Thus, the only way mentors can monitor MIL progress is by logging into their MIL account.

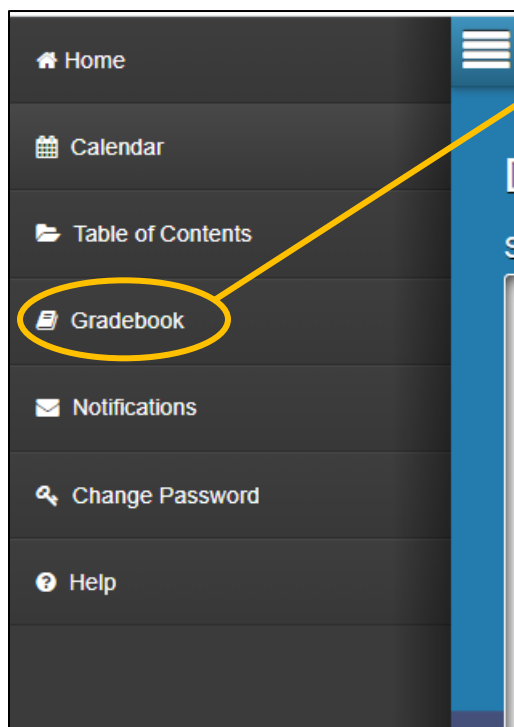
Navigating Middlebury

When a mentor logs into their MIL account, they will see their MIL dashboard:



If a mentor is assigned to multiple MIL courses, they can switch between them by clicking on the course title at the top of the page.

Click on the white menu icon in the top-left corner of the page to open the sidebar menu:



The Gradebook is where mentors will spend most of their time. It shows the students' progress and grades for each course the mentor is assigned to.

Gradebook

This is what mentors see when they open the gradebook:

The screenshot shows the ALVS Gradebook interface for German I Sem 2. The top navigation bar includes the course ID "126666 - German I Sem 2 - NP - 210118-210604 - UNIVR 1". Below the navigation bar, there are options to "Download Section Overview", "Show Course Work", and "Awaiting Grade Only". The main content area displays the student's current grade (57%) and past due activities (23). A search bar is available for finding students. The "Grade Report" button is highlighted with a yellow circle and an orange callout box that says "Click this to open the Grade Report". The table below shows activities with columns for Activity, Grading Category, Grade, Date Due, Submitted, and Day List. The "Submitted" column is highlighted with a yellow circle, and the "View" button in the Day List column is also highlighted with a yellow circle.

Activity	Grading Category	Grade	Date Due	Submitted	Day List
Academic Integrity Statement	Quizzes	10. / 10 100%	01/19/2021	02/11/2021	Student Resources View
Unit 19 Pop Quiz	Quizzes	9.0 / 10 90%	01/22/2021	02/11/2021	U19L3 View
Unit 19 Quiz: Reading Comprehension	Quizzes	10. / 10 100%	01/22/2021	02/11/2021	U19L3 View
Unit 19 Quiz: Listening Comprehension	Quizzes	6.0 / 10 60%	01/25/2021	02/23/2021	U19L4 View

From here, click on the student's name in the left-hand column to see the student's grades listed at the top of the page (see the screenshot above).

This page provides mentors with a lot of information. Here are the 3 main points of interest:

1. **Grade Report:** This is the quickest way to check a student's status. Click on this button to open a new window that shows the student's current grade, assignment average, and overall course grade (i.e., projected final grade). Note that overdue assignments are given temporary zeroes until they are submitted and graded. Once they are graded, they will be reflected in the current grade.

Please note that the final grade for a MIL course will be reflected on the student and mentor's ALVS dashboard at the end of the course.

2. **Submitted:** This column records when the student submitted the assignments.

Dates highlighted in blue represent upcoming assignments.

Dates highlighted in red mean that they were submitted after their due date.

Dates highlighted in red with "Past Due" mean that they are overdue and not submitted yet.

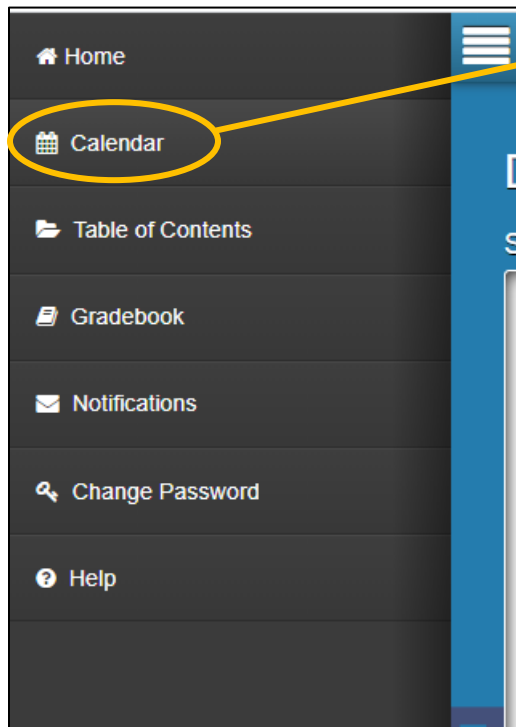
3. **View:** This button opens the student's submission for the assignment. It is helpful if the mentor needs to review the work the student sends to the ALVS teacher.

Calendar and Proctoring

By default, MIL courses are **un-proctored**, even if the school requests proctored courses through ALVS. This is because MIL proctoring works differently—it requires a manual process.

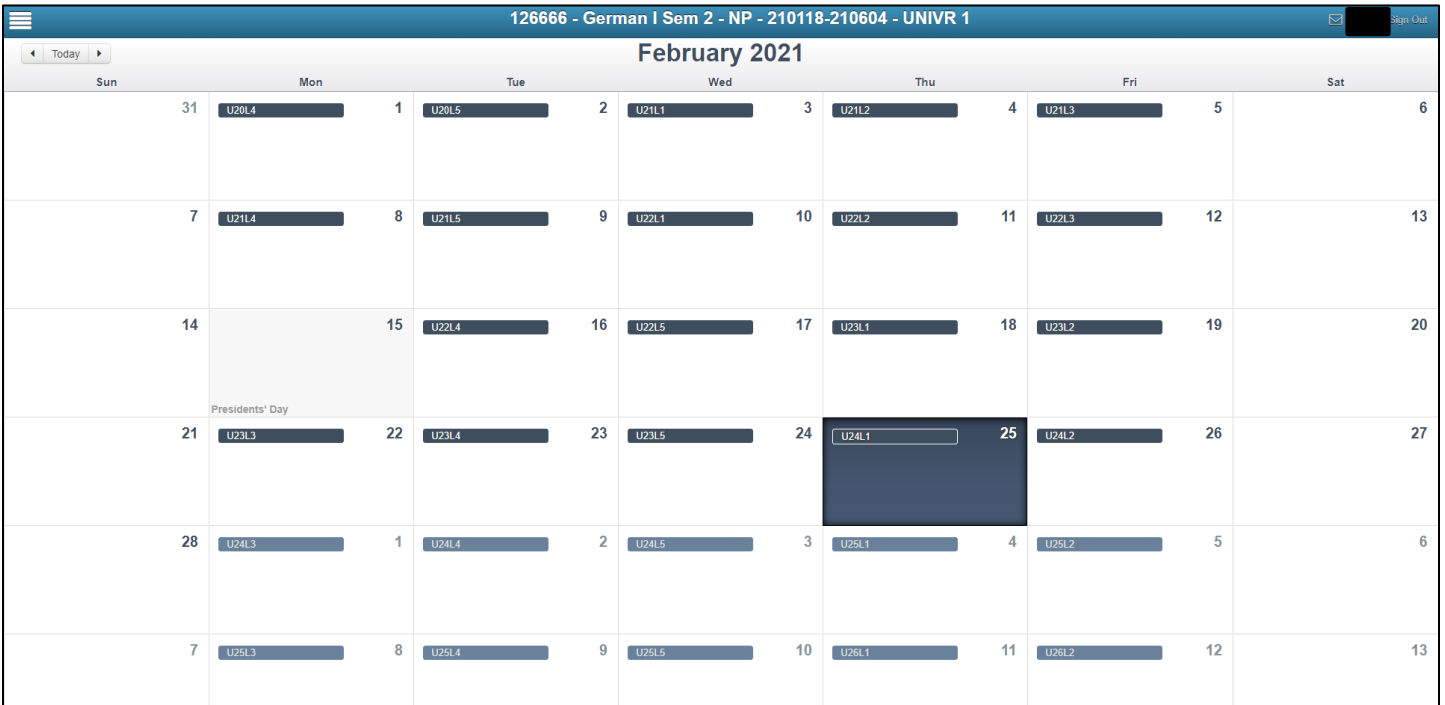
So, by default students can access any of the unit tests and the semester exams freely because the course is un-proctored at the start.

If the mentor needs to “lock” a test for proctoring, they can do so through the Calendar page:

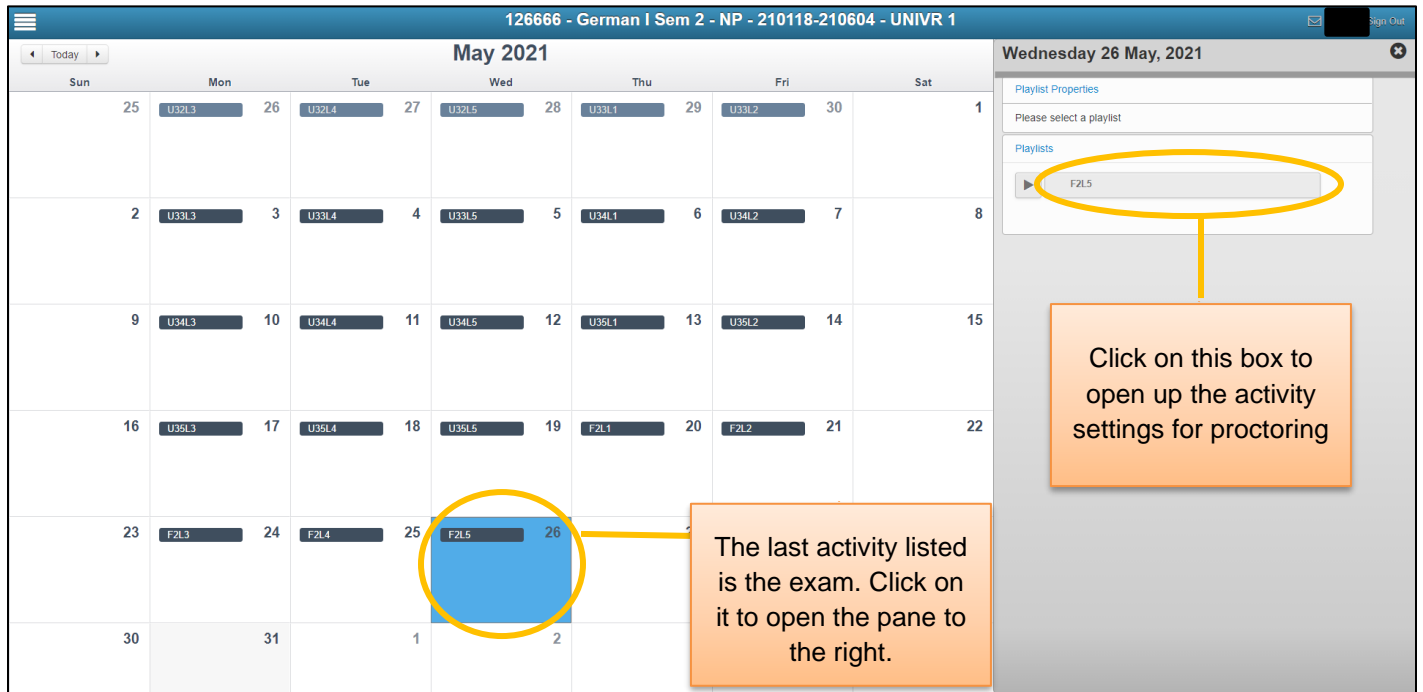


The Calendar is where mentors can manually proctor (“lock”) tests in MIL.

When mentors open the calendar, they will see something like this:



From here, the mentor can proctor any assignment or test as needed. To do so, click on the appropriate activity, such as the semester exam, to open a pane on the right of the page:



Click on the activity box in the right pane to see the activity settings:

126666 - German I Sem 2 - NP - 210118-210604 - UNIVR 1

Wednesday 26 May, 2021

Playlist Properties

Play

Name: F2L5

Action: Lock, Hide

Activities

Back

Sem. 2 Final: Reading and Listen...

Sem. 2 Final: Speaking (part 1)

Sem. 2 Final: Speaking (part 2)

Click on "Action" and then click "Lock" to lock the assignment

F2L5

Sem. 2 Final: Reading and Listening Co...
MCH - 4440186 MS 2 Semester 2 Final G...

Sem. 2 Final: Speaking (part 1)
HMT - 4292565 Semester 2 Speaking Fin...

Sem. 2 Final: Speaking (part 2)
HMT - 4292566 Semester 2 Speaking Fin...

Once the mentor clicks on "Action" and then "Lock," another window will appear:

Playlist Lockout

Default
 By Playlist
 By Password
 By Date

This will only lock this playlist. This can only be undone by a teacher, a mentor or an administrator.

The mentor will see multiple lock options. We recommend using the default lock option. This means that the assignment will be locked until the mentor unlocks it. Locked Playlists will appear in **red** on the calendar.

Conclusion

The most important factor in student success in Middlebury courses is staying up-to-date on assignments.

Due to the sequential nature of language learning, it is extremely difficult for students to catch up if they are more than a week behind.

We recommend that mentors check their MIL account regularly to stay up-to-date with student progress.

Mentors are always welcome to reach out to ALVS teachers and ALVS Student Services with questions and concerns about Middlebury courses.

Mentors can contact the ALVS Student Services staff at 855-550-2547 or at our email ALVS.support@apexlearning.com.