

Welcome to Apex Learning Virtual School!

Thank you for being a mentor for students who are taking online courses with ALVS!

You are integral in driving student progress and promoting student success. As a mentor, you will motivate and monitor students, hold them accountable, and frequently communicate with parents and ALVS teachers. In some cases, you may provide daily supervision, maintain attendance records, and proctor assessments.

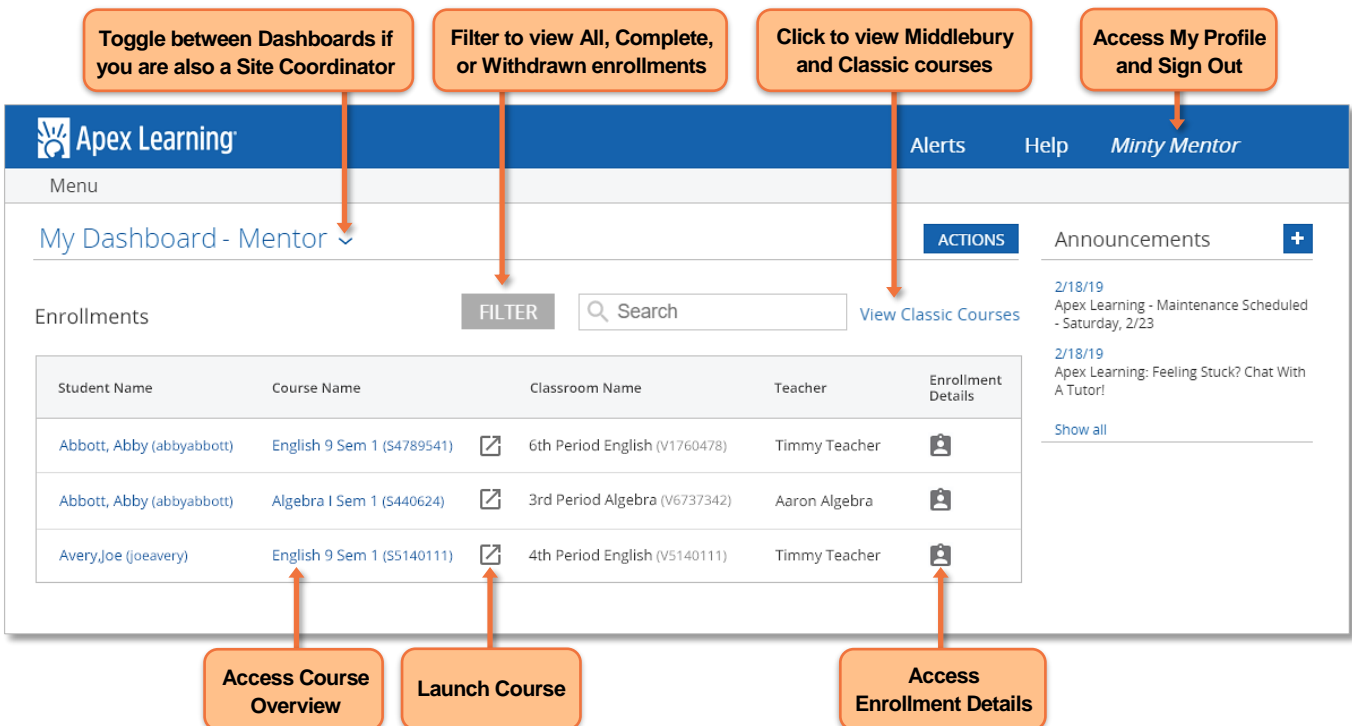
Getting Started Checklist

- Watch the [Mentor Training Video Series](#).
- Sign in to your Apex Learning account using the information included in your welcome email from us.
- Confirm that the email address and phone number in your Profile are accurate. ALVS teachers and Student Services Specialists may need to contact you about your student(s).
- Make sure students will have access to a computer, reliable internet access, and necessary [course materials](#) (printer, paper, ear buds, microphone, binder, calculator, required textbooks, lab kits, etc.).
- Conduct a Student Orientation: (1) review the [ALVS Student Getting Started Guide](#), (2) watch the [Student Guided Tour](#) video, and (3) model how students will complete and [submit](#) assignments.

My Dashboard

Once signed in, you are taken to My Dashboard for Mentors. From this page you can launch the Course Overview and Enrollment Details page as well as see important announcements from Apex Learning. You can also launch the course and then print out study guides and assignment sheets for your students.

If you are mentoring students taking a Middlebury Interactive course, refer to the [Middlebury Mentor Guide](#).



The screenshot shows the 'My Dashboard - Mentor' interface. Callouts point to various features:

- Toggle between Dashboards if you are also a Site Coordinator:** Points to the 'My Dashboard - Mentor' dropdown menu.
- Filter to view All, Complete, or Withdrawn enrollments:** Points to the 'FILTER' button.
- Click to view Middlebury and Classic courses:** Points to the 'View Classic Courses' link.
- Access My Profile and Sign Out:** Points to the 'Minty Mentor' link in the top right.
- Access Course Overview:** Points to the course name 'English 9 Sem 1 (S5140111)' in the table.
- Launch Course:** Points to the 'Launch Course' icon in the table.
- Access Enrollment Details:** Points to the 'Enrollment Details' icon in the table.

Student Name	Course Name	Classroom Name	Teacher	Enrollment Details
Abbott, Abby (abbyabbott)	English 9 Sem 1 (S4789541)	6th Period English (V1760478)	Timmy Teacher	
Abbott, Abby (abbyabbott)	Algebra I Sem 1 (S440624)	3rd Period Algebra (V6737342)	Aaron Algebra	
Avery, Joe (joeavery)	English 9 Sem 1 (S5140111)	4th Period English (V5140111)	Timmy Teacher	

Enrollment Details Page and Proctoring Students

The Mentor Grade Book has been replaced by the Mentor **Enrollment Details** page. This page shows a table of information related to an individual student's performance across all scored activities in a course.

On the Mentor Enrollment Details page, you can:

- See highlighted activities that are overdue or may require action
- Launch the Student Activity Details Report to view individual activity attempts and submissions
- Unlock and lock tests if your school chose to have students take tests in a proctored environment

Apex Learning Alerts Help Minty Mentor

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Enrollment Details - Mentor **ACTIONS**

Student: Abby Abbott
Classroom: 6th Period English
Course: English I Sem I

Teacher	Emails
Timmy Teacher	✉ Teacher
🔗 Teacher Notes	✉ Student

Toggle between units All Units **REFRESH** **Download as spreadsheet** Course end date

Activities	Score	Possible	%	Status	Date Recorded	Due Date	Proctoring
1.1.3 Quiz: Understand the Shape of a Story	16	20	80%	Completed	10/07/18	10/08/18	🔒
1.1.5 Quiz: "The Monkey's Paw" by W. W. Jacobs	17	20	85%	Completed	10/07/18	10/08/18	🔒
1.1.6 Discuss: Creating Tension	7	10	70%	Teacher Entered	10/08/18	10/08/18	🔒
1.1.8 Quiz: Analyze the Shape of a Story	15	20	75%	Completed	10/08/18	10/08/18	🔒
1.1.10 Practice: Complete Your Assignment		40		Submitted	10/08/18	10/08/18	🔒
🚫 1.2.3 Quiz: Understand Setting, Character, and Dialogue	2	20	10%	Blocked		10/13/18	🔒
🕒 1.2.5 Quiz: "The Chrysanthemums" by John Steinbeck		20		Overdue		10/13/18	🔒
🕒 1.2.7 Quiz: Analyze Setting, Character, and Dialogue		20		Overdue		10/13/18	🔒
🕒 1.2.9 Practice: Complete Your Assignment		30		Overdue		10/13/18	🔒
1.3.3 Quiz: Understand Theme and Point of View		20		In Progress		10/18/18	🔒

Overdue activities are highlighted **Click to view Student Activity Details Report** **Assignment completion status** **Click to unlock proctored activities**

Additional Testing Information:

- Students will be able to access tests **three days before they are due**. If students are working ahead of schedule and will be ready to take a test early, they should contact their teacher and request to have the due date changed so that they may gain early access to the test.
- If tests are proctored, do not unlock tests for students until they have completed all previous coursework. This will deter students from skipping assignments and will ensure that they are getting enough practice before attempting end of unit assessments.

Monitor and Respond to Student Progress

The simplest way to monitor student progress is from the **Course Overview** page. From your Mentor Dashboard, click on a course name for a student. You will see a summary of student progress and be able to launch detailed reports. On this page, you can:

- See grade calculations on all submitted assignments (**Quality of Work**).
- Click an **Overdue Activities** value to see that student's list of overdue activities.
- Use the Student **Progress Bar** to see how much of the course the student has completed so far. If a final grade has been entered, the **Final Grade Letter Report** will be linked here.
- View the **Total Session Time** to see how much time a student has spent working online in their course.

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Course Overview - Mentor

Course: English 9 Sem 1

Students Search

First Name	Last Name	Classroom Name	Teacher Name	Teacher Email	Quality of Work	Grade to Date	Overdue Activities	Progress	Total Session Time	Last Access
Abby	Abbott	6th Period English	Timmy Teacher	✉	32%	32%	2	<div style="width: 32%;"></div>	58 min	09/07/18
Joe	Avery	4th Period English	Timmy Teacher	✉	87%	87%	Final Grade: B+	<div style="width: 87%;"></div>	22 hr 12 min	10/01/18

Send email to ALVS Teacher

Link to Student Enrollment Details

Access Overdue Activities Report

Access Final Grade Letter Report

Access Weekly Activity Report

What to do with information on the Course Overview page:

Indicator	What it means	What you can do
Quality of Work less than 70%	Student is struggling with the course content and/or is not spending enough time on the course.	Refer to the Weekly Activity Report to see how the student is spending their time. Direct the student to our Online Tutors. Encourage them to reach out to their online teacher if more academic support is needed.
More than 5 Overdue Activities	Student is not spending enough time on the course and/or is skipping assignments.	Review how to complete and submit assignments with the student. Use the Overdue Activities Report to see which assignments need to be completed.
Progress Bar is red	Student has completed less than 3 out of 5 assignments due to date.	Print out the assignment sheets for the student if they will be completed by hand. Help the student make a plan to catch up.

Last Access was more than 7 days ago	Student is not accessing their course regularly and is at risk of falling extremely behind schedule.	Make sure the student has access to a computer with internet access. If the student needs to have their password reset, call ALVS Student Services. Help the student make a plan to catch up. Email the ALVS teacher with any updates.
Grade to Date is greater than 70%	Student is on track to pass the course.	Let the student know they are doing great and encourage the student to keep it up.
Final Grade is posted	Student has completed the course and the teacher has posted a final grade.	Click the Grade Letter Report icon and print it out for your school's records.

ALVS Policies and Procedures

Please review the Apex Learning Virtual School's [Standard Policies and Procedures](#). It is especially important for you and your students to be aware of the policies related to ALVS teacher response times, grading, attendance, and academic integrity.

For clarification on any of our policies or to schedule a meeting where these policies can be discussed in relation to your own program, please email alvs.implementation@apexlearning.com.

Getting Help

Encourage your students to read through and complete the tasks on the [Student Getting Started Guide](#).

Teachers are the best resource to contact for questions related to coursework and grades. Teachers will respond to questions within one school day.

Live Help allows students to get homework help in real-time from a certified teacher. [Live Help](#) is available Monday – Thursday from 8am – 5pm and Friday from 8am – 3pm (Central Time) for Math, Science, English, Social Studies, French, or Spanish courses.

Student Services Specialists are available Monday through Friday to help you and your students with your technical and enrollment-related questions. They can be reached by phone at 1-855-550-2547 and via email at alvs.support@apexlearning.com.

Online support is also available 24/7 by signing in and accessing the **Help** section from your Dashboard. There are numerous resources, including guides and videos, that contain useful information for staff and students.

Resource Links

Courses	Mentor Resources	Student Resources	Forms & Policy Docs
Course Start Dates	Mentor Job Description	Student Getting Started Guide	ALVS Standard Policies & Procedures
Course Catalog	Mentor Video Series	Student Guided Tour Video	Student Support Form
Course Materials List	Middlebury Mentor Guide	Middlebury Student Guide	Plagiarism Policy
Apex Learning	NCAA Best Practices	Assignment Submission Guide	Grading Scale