

The **Mentor** is a school or district staff member assigned to monitor and support students who are taking online courses with Apex Learning Virtual School (ALVS).

Mentors are a key part of our instruction model but are not expected to be subject matter experts like our certified teachers. A Mentor's primary responsibility is to provide coaching and support throughout the duration of a student's online course. A Mentor's key duties include:

- Conducting student orientations at the beginning of the course.
- Troubleshooting non-academic issues, like logging in or submitting assignments.
- Unlocking proctored tests or final exams on the Enrollment Details page.
  - Whether assessments will be proctored is decided at the time of enrollment.
- Supervising students while taking unit tests and final exams, if taken on-site.
- Monitoring student progress on a regular basis using reports in the Apex Learning platform.
- Maintaining an open line of communication with students and ALVS Teachers.
- Communicating any and all student challenges, needs, or special circumstances to the ALVS teacher.
- Keeping the school informed of student progress & performance.

It is recommended that first-time Mentors attend a virtual training session, though the [Mentor Getting Started Guide](#) is also a good resource.

Email [alvs.implementation@apexlearning.com](mailto:alvs.implementation@apexlearning.com) to schedule a virtual training.

Below is a diagram that illustrates our instruction model and how the Mentor fits into it.

