



## **ClassTools Achieve Weekly Activity Report**

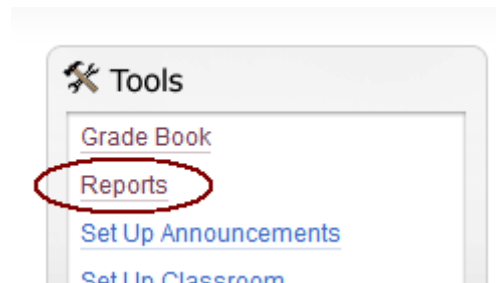
Navigating to the Weekly Activity Report

What Information Will I See

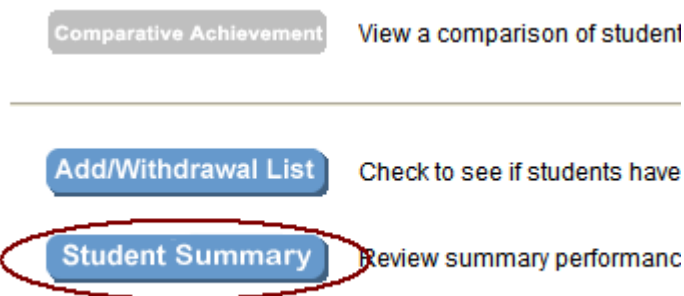
The Coach Report

## Weekly Activity Report

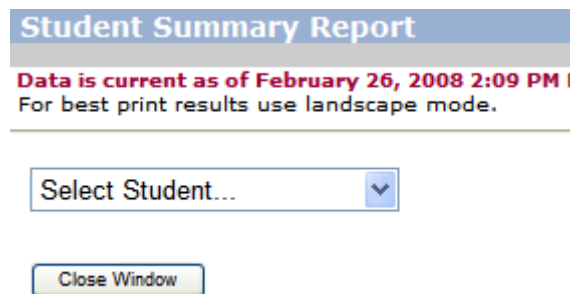
The Weekly Activity Report is located in the **Reports** section of the Teacher Tools.



Click on Reports and then navigate to the bottom of the Reports page. Click on **Student Summary**.



Click on the Pull down and **Select a Student**.



The **Student Summary** information is presented as follows, with Quality of Work, Overall Grade and the Student Activity Report (click on the Class Name) available.

By clicking on the Last Access Date the Apex Learning instructor is now able to see the following:


1. When the student is logging in during the week
2. Any computer scored activities that have been completed during that week, including time and score for each occurrence of that activity
3. The amount of activity (page turns) that the student has shown over the past week, including indication by color of activity in both Assessment and Instruction

[Redacted] ▾

[Student Credentials](#)

Courses	Status	Started	Last Access	Over Act
<a href="#">Algebra I Sem 2</a>	Active	02 Jul 2007	<a href="#">19 Feb 2008</a>	
<a href="#">Critical Reading and Effective Writ...</a>	Active	02 Jul 2007	<a href="#">26 Feb 2008</a>	
<a href="#">Physical Science Sem 2</a>	Active	02 Jul 2007	<a href="#">21 Feb 2008</a>	

Clicking on the **Last Access Date** will give the following report:

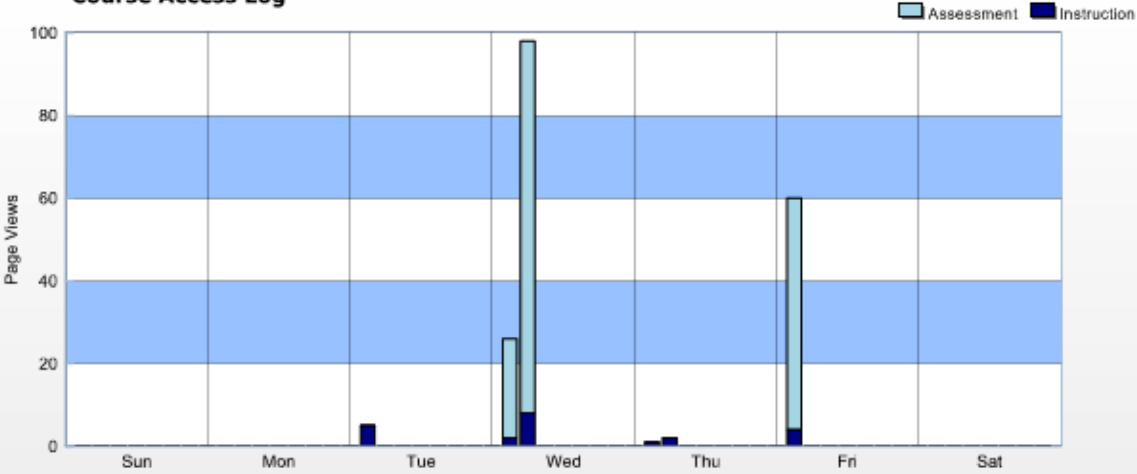
**Course Activity in the Week** 20 Jan 2008 - 26 Jan 2008 

**Activities Completed**

Activity	Due Date	Date Scored	Score	Time Spent
1.5.3 - Test (TST): Continuity and ...		22 Jan 2008	40 (80%)	N/A
<input type="checkbox"/> 2.2.2 - Quiz: Comprehending the S...		23 Jan 2008	10 (100%)	3.9 mins

1 Page 1 of 1 (2 items)

**Course Access Log**



Day	Assessment (Page Views)	Instruction (Page Views)
Sun	0	0
Mon	0	0
Tue	0	5
Wed	25	10
Thu	0	2
Fri	55	5
Sat	0	0

The '+' next to the Quiz indicates that this assessment was taken multiple times. Clicking on the '+' sign will expand that quiz and show every attempt that was taken.

Time of log in is roughly indicated by the position that the peaks occur on that day. For example, Fridays log in was early morning...probably around 8am, while the second log in on Wednesday occurred around 10am in morning. Logons later in the day will be skewed further to the right.

The different colors indicate where the student is spending their 'time'. This is not an indication of time but a representation of how many pages the student has touched in assessment and/or instruction. This student touched on very few 'study' pages on Wednesday but appears to have taken the Assessment multiple times. If this is a trend, this would be a place the instructor could use as a resource prior to resetting an assessment. "Have you been studying/taking notes/reviewing the information?" In this case it appears not.

## Coaching Reports

This information appears in the Weekly Progress Report section of the new Coaching Reports.

One of the key ingredients to success as an online student is the support of the adults around them. A Coach can play a key role in reviewing performance, motivating students, and encouraging them to succeed. If you identify a Coach from the **student account**, Apex Learning will send the Coach a weekly email summarizing the progress the student has made in their courses.

### **To Add a Coach, please follow the steps below:**

1. Log in to the students account. You can find the students log on information in the Student Summary page under Student Credentials.
2. Click on the "Change Personal Info" link of the Tools menu
3. Click "Add/Edit" Coach
4. Enter the email address of the coach. To enter multiple email addresses, separate the addresses with commas.

Apex Learning generates the Weekly Activity information every Sunday and will send an email that the Coach can link to. This report will allow the Coach to determine:

- When the student is on the system
- How the student is progressing overall
- How the student is progressing on individual activities
- Where the student is spending their 'time'
- How much time/effort is being spent in each of their assigned subjects.