Every Sunday you will receive an automated email from Apex Learning Support with a progress update for your student. This document is to provide explanation of the Apex email with screen shots.

The **Quality of Work** grade reflects only work that has been graded. If you are on schedule (no overdue assignments), the Quality of Work grade is representative of your actual performance. However, the calculation can be misleading if you have overdue activities. The Quality of Work calculation ignores extra credit points.

**Quality of Work Calculation**: points earned on completed activities/points possible for completed activities.
Example: a student earns 325 out of 400 points for several activities. The student’s Quality of Work is 81.3%.

The **Grade to Date** is a student’s average for points earned on graded activities due through the current date relative to all possible points for activities due through the current date. If a student is working ahead of schedule, the Grade to Date may be inflated.

**Grade to Date Calculation**: Points earned on activities due through today/points possible for activities due through today. Example: a student earns 360 out of 425 points on activities with due dates through today. The student’s Grade to Date is 84.7%

### Students:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Spotlight</th>
<th>Quality Of Work</th>
<th>Grade to Date</th>
<th>Midterm</th>
<th>Final</th>
<th>Last Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geometry Sem 2</td>
<td>yellow</td>
<td>92.9%</td>
<td>58.3%</td>
<td></td>
<td></td>
<td>17 Sep 2018</td>
</tr>
</tbody>
</table>

Clicking ‘Detail Report’ will open a new window and give you detailed information such as:

- ‘Activities Completed’
- ‘Course Access Log’
- ‘Activities Overdue or Not Yet Scored’
- ‘Activities Due This Week’
This email is sent every Sunday with updated information but you also have the option to click the calendar to view weeks other than the one listed. Also, if your student is enrolled in more than one course or has completed an Apex course in a prior semester, **be sure the ‘Classroom’ and ‘Course’ selection is for the current course**. Screen shot here:

You can view the current week or prior weeks by choosing the date range on the calendar icon.
An important grade to view is a student’s **Cumulative Grade** (points earned/total points in the course) which can be found on the course activity scores report (this information is not included in the weekly emails from Apex). This grade is calculated with 0’s for all incomplete work. This is an important grade to watch as a student approaches course completion as it will represent the final grade in the course. We demonstrated at the orientation how to access this screen. [Click here](#) for a tip sheet on Apex grades.

Please encourage your student to visit the Issaquah [Online Learning Student Resources Page](#) for helpful documents for Apex courses including [Apex Viewing Grades](#).