

Sign In & Resources

Sign In	Most users sign in at either: alvs.apexvs.com or www.apexvs.com
System Check-Up	System Recommendations Run System Check-Up
Your Account	Your name > My Profile
My Dashboard: Announcements	View important information posted by Apex Learning
24/7 Online Help	Sign In > Help menu
Getting Started Resources	Help > Getting Started > Site Coordinator
Program Planning Resources	Help > Educator Academy > Program Resources > Implementation Strategy
Contact ALVS Services	1-855-550-2547 alvs.support@apexlearning.com Create Support ticket

Staff Accounts

Add Staff Account	Menu > Staff > Add Staff button
Add Mentor to Student/Course	Menu > Staff > Mentor name link > Add Enrollment button
Edit Staff Account	Menu > Staff > Edit link
Edit Staff Roles	Menu > Staff > Edit link > Roles tab
Reset Password	Menu > Staff > Reset link
Help Resources	Help > How To > Staff Accounts

Student Accounts

Edit Coaches	Menu > Students > Edit Link > Coaches tab
Reset Password	Menu > Students > Reset link
Help Resources	Help > How To > Student Accounts

Monitoring Students & Staff

Student Overview	Menu > Students > Select Org > Click Student's name
Student Progress Report	Menu > Reports > Select Org > Student Progress link
Course Activity Scores Report	Menu > Reports > Select Org > Student Progress link > Student name link
Student Session Report	Help > Reports > Select Org > Student Session link