

Welcome to your new online access as an OBSERVER! We're glad you're here, and we want to make sure you have all the skills and support you need to do your best. This quick start guide will give you some information to get you started.



Make sure you're browsing the internet with Chrome or Firefox

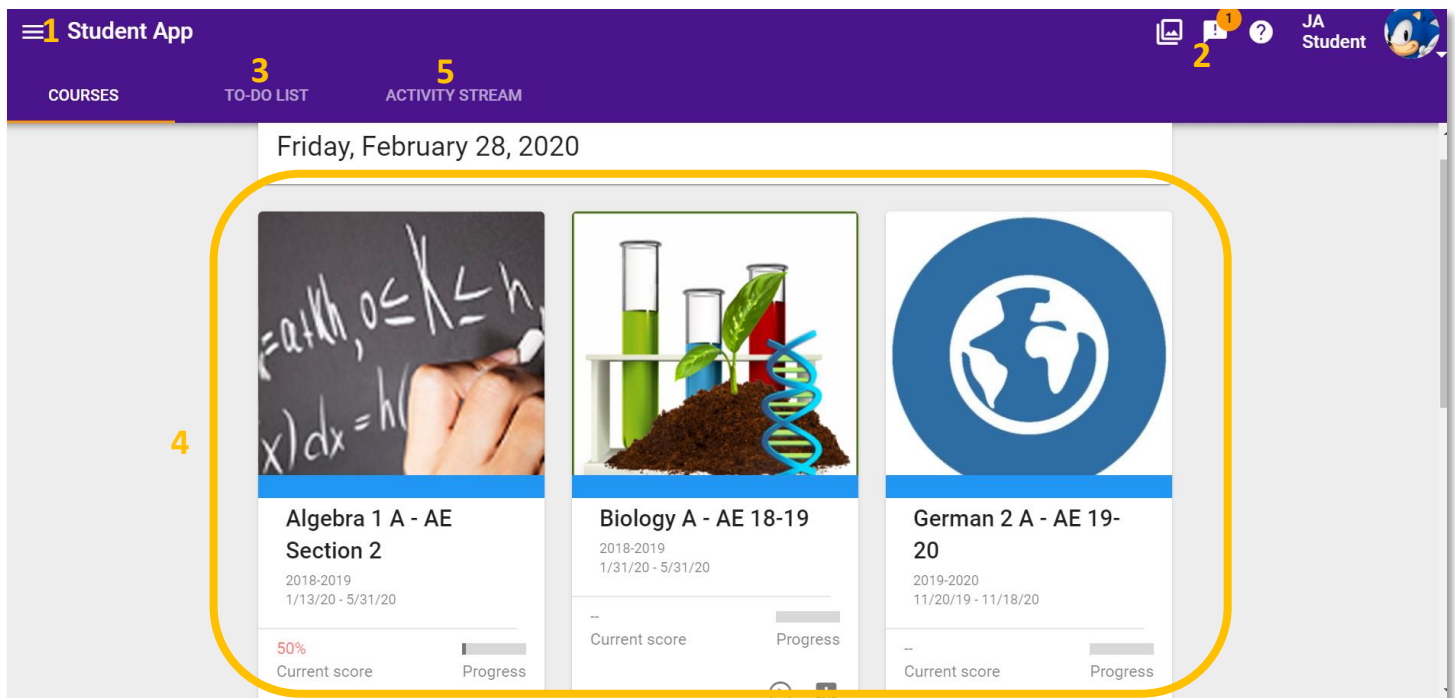
Visit this link: <https://accelerate-demo.agilixbuzz.com/login>

Username: RedClay

Password: RedClay

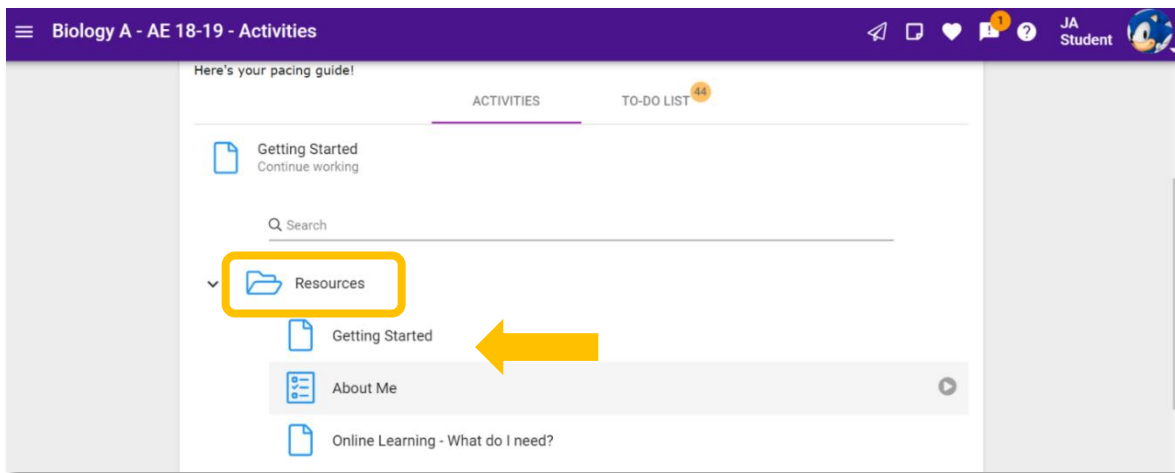
You will see your student's home page, which is a quick overview of the most important information about their courses. It's divided into several parts:

1. Main Menu
2. Announcements
3. To-Do
4. Course Cards
5. Activity Stream

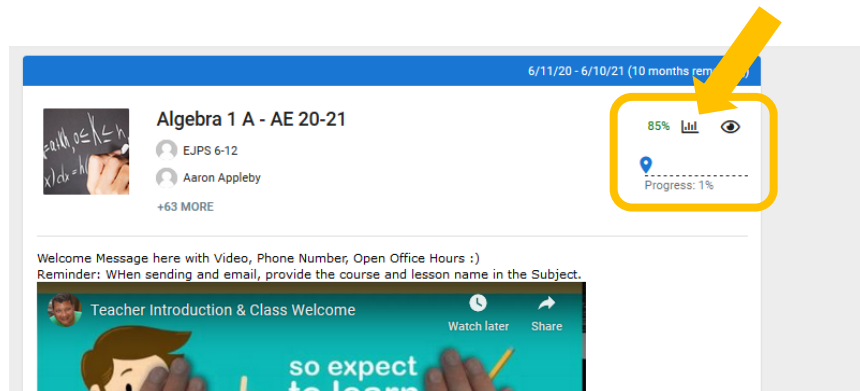


The screenshot shows the Student App interface. At the top, there is a purple navigation bar with a hamburger menu icon, the text "1 Student App", and icons for a calendar, a notification bell with a "2" badge, a question mark, and a profile icon labeled "JA Student" with a Sonic the Hedgehog avatar. Below the navigation bar, there are three tabs: "COURSES" (selected), "3 TO-DO LIST", and "5 ACTIVITY STREAM". The main content area displays the date "Friday, February 28, 2020" and a grid of three course cards. A yellow rounded rectangle highlights these cards, with a yellow "4" next to it. The first card is for "Algebra 1 A - AE Section 2" (2018-2019, 1/13/20 - 5/31/20) with a 50% current score and a progress bar. The second card is for "Biology A - AE 18-19" (2018-2019, 1/31/20 - 5/31/20) with a current score and progress bar. The third card is for "German 2 A - AE 19-20" (2019-2020, 11/20/19 - 11/18/20) with a current score and progress bar.

Click on your course card to access a specific course for your student. Each of their courses will have a "Resources" module at the beginning. Be sure to go through each page and watch the how-to videos to learn how to use the system. You can refer to this module at any time if you forget how to do something while you are supporting your students!



Observers can check on the student's progress and click on the “bar graph” grades images in the upper right corner of the course. This will show specific grades on assignments submitted.



Here is a bit more information about your student's courses!

Assessment Categories

Below are the different types of assessments your student will come across in your courses.

Discussions– Require students to construct a written response to course topics. Other students and/or the teacher will provide response feedback.

Quizzes – Designed to give students feedback on their understanding of lesson content.

Projects – Are designed as authentic assessments. Projects often require the student to create something on or off the computer and hand it in as an attachment.

Exams – Each module contains an exam that covers material for the previous lessons. Be sure you are comfortable with all the material in the module before beginning your attempt.

Semester Exam– Each course has a semester exam that covers material from the entire course.

Participation – Students will be given points for interacting and communicating with the teacher throughout the course. Completion of the course survey is also included in this category.

Submitting Projects

Assignment File Names: Files your student will submit should have a filename that indicates which assignment it is, followed by your first initial and last name. They may wish to use L to indicate which Lesson it is, or simply shorten the actual title of the assignment.

Lots of your assignments are in Portable Document Format, or PDF. You can think of PDFs like digital worksheets that you fill out using your computer. But unlike online quizzes or cloud-based documents, PDFs don't automatically save your changes. It's up to you to save the PDF worksheet to your computer first, then open it in an app like Adobe Reader for editing. Follow the assignment directions, fill in your answers, then save your work again. Now you can submit your finished assignment to your teacher.



Working with PDFs varies depending on your computer. There are videos for each operating system in the “Resource” module under “Getting Started.” Be sure to select the one you are using.

Due Dates & Grades

The **Course Calendar** will list which lessons and assignments your student(s) need to complete to stay on pace. Calendar dates may include weekends, remember this is a pacing guide not “DUE DATES” so your student can hand the assignments in ANY TIME before the end of the course. Staying “On Pace” allows your student to learn at a steady pace and not feel overwhelmed. Assignments will appear in RED in the grade book when you are behind the suggested pace. However, all assignments can be handed until the last day of the course.

Your student’s **Current Grade** in the course will reflect the work that has been submitted and exclude the work that has not been submitted. All work that is not submitted by the last day of the course will be given a score of zero. The Buzz grade book has a tool called the “what-if” calculator that students/observers can use to calculate their grade under different scenarios.

Assignments will be graded and returned to students in three school days. **Grades are clickable within the Gradebook to review instructional feedback and comments.**

Getting Help

It is your student’s responsibility to contact their teacher if they have any questions or need extra support. Please do not wait until the last minute or assignment Due Date before asking – please be sure contact is made with them early. Their teachers will provide the student with their e-mail, phone, and/or IM. Communication will be returned within one school day.

If technical difficulties arise please contact the student’s mentor first and then reach out to the helpdesk they provide you with.

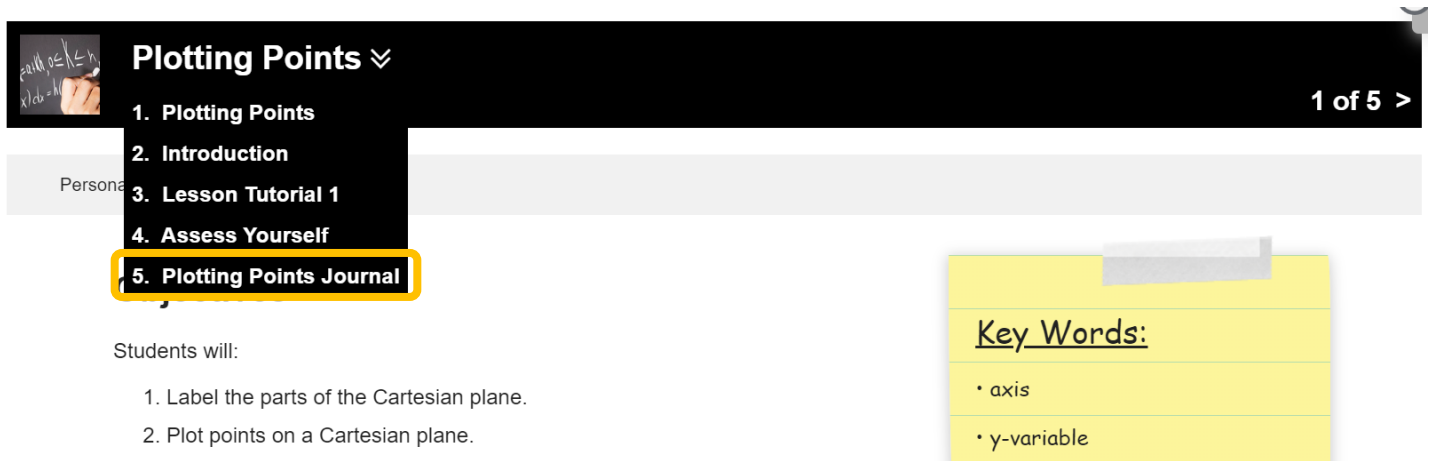
Participation

Students must participate and communicate to be successful in an online course. The last 2 items in every course are a survey and participation assignment. Students should NOT complete these items unless you are satisfied with their grade and are ready to receive a final grade.

Journal Entries

If your student's course requires Journal Entries to be made, here is some helpful information:

1. Within each Module you will find approximately 4-5 Journal Entries. Here is an example of where to find one within your lesson...



The screenshot shows a navigation menu for a module titled "Plotting Points". The menu items are: 1. Plotting Points, 2. Introduction, 3. Lesson Tutorial 1, 4. Assess Yourself, and 5. Plotting Points Journal. The fifth item is highlighted with a yellow border. To the right of the menu, there is a "Key Words:" section with a yellow background, listing "axis" and "y-variable".

2. Once you open that Journal the prompt is given for you. You will then go back to the original Journal Entry submission page at the beginning of the module to write your entry. More entries will be found in the module as you continue with your lessons.



The screenshot shows a journal entry page titled "Plotting Points Journal". The page contains the following text: "It's time to reflect on this lesson's topic." followed by "Journal activities allow you to practice your new skills. Using the prompt shown below, create an entry in this module's journal." Below this is a horizontal line with a blue folder icon and the word "JOURNAL" in blue. Underneath, the prompt reads: "Describe how you would plot the point (-4, 3)." with a yellow arrow pointing to the text. At the bottom, there is an image of an open notebook.

3. At the beginning of each Module you will see the Journal Entry submission page. This is where you will type in all the journal entries for that Module. When prompted in your lesson, return to this page and click new post. Here is an example of the screens...

The screenshot displays a user interface for a journal submission page. On the left, a navigation menu is visible with the following items: 'Resources' (with a calendar icon), 'Getting Started', 'About Me', 'Online Learning - What do I need?', 'Module 1 - Personal Finance' (with a folder icon), 'Module Study Guide', 'Module 1 Journal' (highlighted with a yellow border and a checkmark icon), and 'Module 1 Pretest'. The main content area features a blue header for 'Module 1 Journal' with a close button (X) and a checkmark icon. Below the header, there are navigation links for 'SUBMISSION' and 'COURSE LINKS', and a 'Target due: Monday' indicator. The main text reads: 'Use this journal to complete journal activities within this module.' Below this, the user's profile 'JA Student' is shown with a yellow arrow pointing to a 'NEW POST' button. A journal entry titled 'Lesson 1 journal' is displayed, with a post date of 'Mar 3, 2020, 4:18:17 PM' and the text 'I think the'. An 'ADD COMMENT' button is located at the bottom right of the entry. On the right side, there is a filter menu for 'All posts' with options for 'Mar 2020' (1 post) and 'Mar 3, 2020' (1 post).