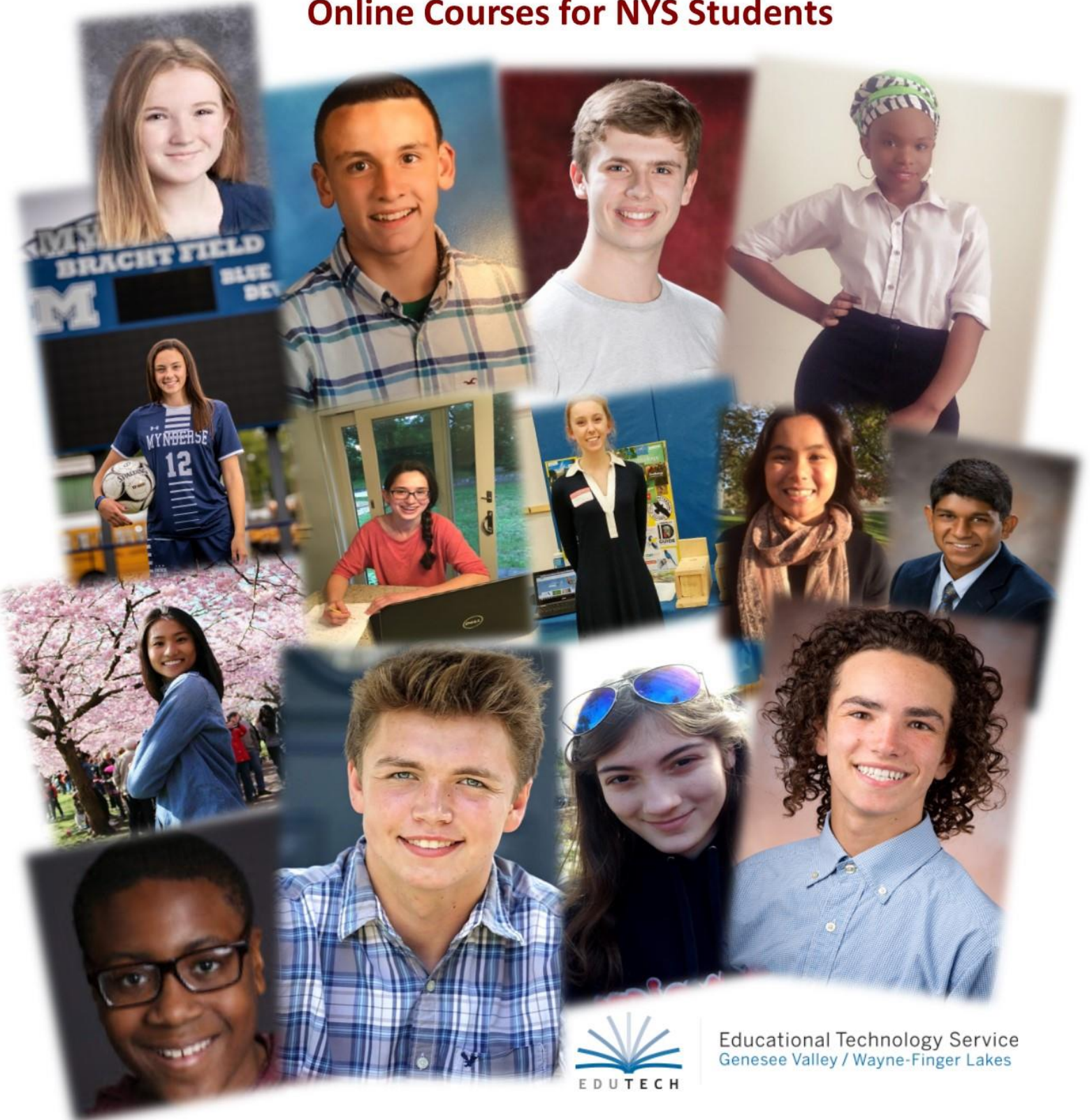


AccelerateU

Supporting K-12 Online Education in New York

Online Courses for NYS Students



Educational Technology Service
Genesee Valley / Wayne-Finger Lakes

AccelerateU Online Courses, 2019-2020

AccelerateU is a service of Edutech, serving Wayne Finger Lakes BOCES / Genesee Valley Educational Partnership that offers **online courses for NYS secondary students**. Our online courses are fully web-based and available to students at any time. They are led by New York State certified teachers who act as the teacher of record.

AccelerateU meets NYSED Part 100.5 (Diploma Requirements) requirements for online courses (<http://www.p12.nysed.gov/part100/pages/1005.html>).

We serve students of all abilities in many situations – kids who are recovering credit, accelerating, traveling, homebound, medically fragile, with special situations, and with IEP's and 504 plans.

Students have **20 weeks to complete** each one-semester course. During this time, students, counselors, and parents/guardians receive **weekly progress reports** on how students are doing in their courses.

Students can be enrolled at any time of the year, with the exception of the two weeks from June 15-July 1. Any students who need to be enrolled during that time, will have a start date of July 1.

List of Online Courses

Course availability changes often, so please visit this site for availability and syllabi.
<http://www.accelerateu.org>

Additionally, we can add courses not currently offered, if given a bit of lead time. For details, contact mike.morone@edutech.org or (315) 332-7331 or heather.pannucci@edutech.org or (315) 332-7552.

2018-2019 Student Feedback

- "It was nice because you could move at your own pace."
- "I loved learning online because I got to go at my own pace, and I did really well."
- "It was good. I learned a lot and furthered my education on the topic."
- "It was a great experience to get before going to college."
- "It taught me time management."
- "It was very fun, and a nice change of pace compared to sitting in a classroom for 40 minutes. I was able to do my work on my own time and it is a lot more flexible with time management which I appreciate."
- "Really helpful, without my online courses I wouldn't be on the path that I am today. I am so thankful I was able to be a part of this. The teachers were so accommodating and flexible which is why I feel like I was as successful as I was."
- "Very smooth. Easy to communicate and independent which I liked very much."
- "I really liked my online course experience, and the knowledge I gained from these courses."
- "It was very nice to be able to work at my own pace. Yet, when I needed help or had questions, they were answered relatively fast."
- "It was great. I got to learn something at my own pace and I could log on whenever and wherever."

AccelerateU Online Course Costs, 2019-2020

Each one-semester (.5 credit) online course costs \$728 per student.

Examples: Health is a one-semester, (0.5 credit course), and costs \$728.

Spanish 1 is a two-semester (1.0 credit course), and costs \$1,456.

AccelerateU is an aidable service. BOCES aid is received on the purchase of each course in the year following purchase. For example, the actual cost for a course for a 60% aid ratio district is \$291.20.

Aid ratios: https://stateaid.nysed.gov/boces/pdf_docs/boces_rwada_report-sams1213.pdf

Early withdrawal fee: \$250 for up to 4-weeks of enrollment.

Invoicing is done at the end of each semester.

Local BOCES fees may apply.

Course Cost	Aid Rate	Actual Cost
\$728	0.80	\$145.60
\$728	0.75	\$182.00
\$728	0.70	\$218.40
\$728	0.65	\$254.80
\$728	0.60	\$291.20
\$728	0.50	\$364.00
\$728	0.40	\$436.80
\$728	0.30	\$509.60
\$728	0.20	\$582.40
\$728	0.10	\$655.20

Late enrollments, after May 3, 2020, will be invoiced at full cost of \$728, regardless of completion/drop status.

Please note: for any district interested in servicing a full class, there will be a 10% coordination fee

For more information, contact us at (800) 722-5797 or helpdesk@edutech.org.

AccelerateU site: <https://www.edutech.org/resources/accelerateu-online-learning>

AccelerateU Administrator Mike Morone, mike.morone@edutech.org

AccelerateU Coordinator Heather Pannucci, heather.pannucci@edutech.org

Text us for support..... Mike: (315) 359-8355

Heather: (315) 359-8057

Blended Learning

AccelerateU Classroom, 2019-2020

In addition to offering 200+ online courses using our teachers, AccelerateU also offer a **blended learning option** – using your teacher as the “teacher of record”.

Using a district teacher and AccelerateU's content, training, system and support, we can partner with you to offer students a turnkey, fully-supported online or blended course.

This option is limited to twelve (12) students per section.

We call this blended learning option the "**AccelerateU Classroom**".

AccelerateU Classroom includes:

- Training in our systems (orientation and follow up sessions)
- Orientation sessions for students
- Guidance and technical support
- Opportunity to network with other online teachers

Cost: \$3,500 per semester course (12 students maximum per section)

- *For a section of 12 students, the per student cost is \$292
- For a section of 10 students, the per student cost is \$350
- For a section of 8 students, the per student cost is \$438

Contact Information

Mike Morone, mike.morone@edutech.org, (315) 332-7331

Heather Pannucci, heather.pannucci@edutech.org, (315) 332-7552

<http://accelerateu.org>



Supporting K-12 Online Education in New York

Online Learning Screening Tool

To determine if your student(s) are ready for the online learning environment and coursework check the following statements that apply to the student you are considering for a virtual course.

- The student is self-motivated.
- The student is self-disciplined.
- The student is good with managing their time.
- The student is self-sufficient.
- The student is comfortable with email and word processing.
- The student is willing to ask for assistance when needed.
- When the student sets their sights on an end result, do they usually achieve it?
- The student is confident in their academic abilities
- The student does not give up easily, even when confronted with obstacles.
- The student believes they are responsible for their own education.
- The student has conflicts with work, athletics or child care and school activities.
- The student has convenient and frequent access to a computer with an internet connection.
- The student is willing to try something new.
- The student is willing to express their thoughts and opinions in writing.
- The student is willing and able to work in a loosely structured environment.

If you have checked 10 or more statements, online learning MAY be the right fit for your student!

**adapted from the Wisconsin Virtual School and Nassau BOCES*

*Please note: the final decision to enroll students in AccelerateU is up to the district, this screening tool is to be used as a resource when talking to students about online learning.

AccelerateU Student Contract

Counselors: Please review this information with your student. Then indicate in their account in Genius SIS that you have done so. This will serve as agreement by everyone.

Name of person who discussed Contract with Student

District certifies that Contract was discussed and given to Student

Students: By taking your online course, you explicitly agree to the following:

1. I will work in my online course at least 3-5 times per week for at least 3-5 hours per week. Upper level and AP courses may require more hours per week.
2. I will communicate with my online teacher on a regular basis and promptly respond to all emails from teachers and AccelerateU administrators.
3. I understand that AccelerateU staff may contact me by texting or calling my cell phone.
4. I understand I will be withdrawn if I fail to log in for three consecutive weeks.
5. I will not copy anyone else's work or violate copyright law. I will cite the works of others if I use other sources in my work. I will not provide answers to anyone. I will NOT use online Spanish or French translation programs.
6. I will follow my school's Acceptable Use Policy (AUP) and abide by my its code of conduct, to keep the course free from discrimination, intimidation, harassment, and bullying.
7. I understand that all my online activity is stored and can be monitored by school officials.

The following will be enforced for students who do not abide by the above expectations:

- **First Offense:** The student will receive an email warning. Parents, guardians and school personnel will be notified of the infraction. For severe misconduct, the student will be removed from the course immediately, regardless of offense number.
- **Second Offense:** The student will be removed from the course.

For more information, contact:

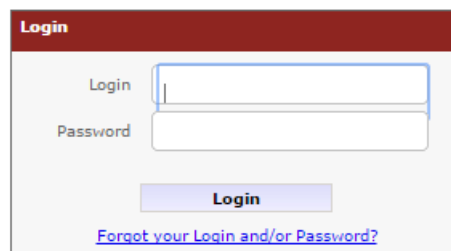
- Mike Morone, mike.morone@edutech.org, (315) 332-7331
- Heather Pannucci, heather.pannucci@edutech.org, (315) 332-7552

Enrolling Students

All AccelerateU enrollments are done online.

It is a 4-step process, once you enter our new Student Information System (“Genius SIS”).

NOTE: Each enrollment requires a confirmation that the Student Contract has been given to and discussed with the student, parent/guardian, and administrator. If you need a copy, please contact us.



Genius Site: <https://www.edutech.org/resources/accelerateu-online-learning>

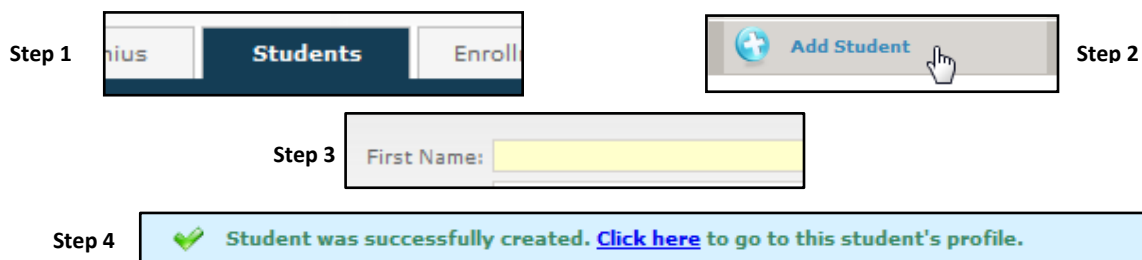
Login: First letter of your first name & entire last name. Example: Bruce Smith’s login would be bsmith.

Password: your password will be “your district” 2019

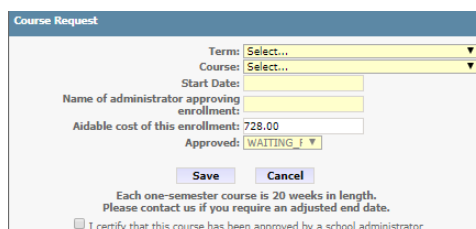
You will also receive an email with your login credentials from our Genius SIS.

Student Enrollment Instructions

Step 1: Go to the **Students** tab and click **Add Student** (left side of screen), filling out the information in yellow. Click **Save**. Then go to student’s profile – by the “**Click here**” link, or by going to the **Students** tab and clicking on the student’s name.

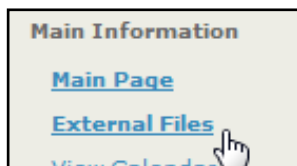


Step 3: After clicking on student’s name, select **Requested Courses** and **Add a new course request**. Select **2019-2020** as the **Term**, select the **Course**, and select the **Start Date**.



AccelerateU staff will then enroll the student within 24 hours and send a **confirmation email** with instructions on accessing Genius and the **AccelerateU** online course.

Step 4: In the student’s account when necessary, upload any **IEP** or **504 document(s)** by clicking **External Files** and **Upload new file**.



Please use this same system (**Genius SIS**) later for viewing student grade and progress information. If so desired, counselors and others can log in as students, to view the course and assessments. Contact us for a training session.

Contact Information

AccelerateU Coordinator	Heather Pannucci, heather.pannucci@edutech.org (315) 332-7552, (315) 359-8057 (cell)
AccelerateU Administrator	Mike Morone, mike.morone@edutech.org (315) 332-7331, (315) 359-8355 (cell)
AccelerateU Helpdesk	helpdesk@edutech.org (800) 722-5797, option 4 Mon – Fri, 7:30 am to 4:30 pm

How Online Courses Work

From the date of enrollment, students have 20 weeks to complete their online course. Upon district request, we can grant students an additional 4 weeks to complete the course.

Courses are online, available 24/7, wherever students have Internet access. Students work in their courses at their own pace, logging in at least 3-6 hours per week. New York State certified teachers monitor progress, clarify concepts, offer help, answer questions, provide grades, and report progress to districts.

When students complete the course, they earn NYS credit, awarded by their districts. All courses are monitored by NYS certified teachers.

Technical Support

The district is responsible to make sure its computers can run the **AccelerateU** Internet-based courses. **AccelerateU** provides second-tier support at (800) 722-5797, Monday to Friday, 7:30 AM to 4:30 PM (helpdesk@edutech.org). Students can also **text message** requests for support at (315) 359-8355 or (315) 359-8057.

Proctoring Requirement

Students will be required to take their midterm and final exams in a proctored setting. All midterm and final exams will be password protected. Coaches and advisors will be provided with this password, and it should not be given to the student at any time, for any reason. This will help protect test integrity for each course.

Plagiarism

It is important that students understand the severity of plagiarism in their online courses. All of our courses have a mini-lesson and graded activity in regards to plagiarism to ensure that all online students are learning the appropriate skills and ethical responsibilities as online learners. Students can ensure their work is not plagiarized by utilizing free plagiarism checkers such as: www.quetext.com.

Helping Students Succeed Online

The first two weeks: Ask them to share what they have done (specifically) in their course so far. Make sure they communicate regularly with their online teacher. Ask them if they need technical help.

Throughout the rest of the course: Check in frequently to monitor progress. You can log into our system to view progress at any time. During the 20-week course, we may email you regarding concerns. Please meet with students quickly to resolve these concerns. Feel free to email the online teacher whenever you have questions.

Our experience shows that students do NOT often ask for help in when they need to. Therefore, it is important to continually reach out to them to ask how the course is going.

In supporting students, here are some good **conversation starters**:

- How much time have you worked on your course this week?
- What is your grade, and how far along in the course are you?
- When is your end date?
- Are you making adequate progress to finish by the end date?
- What conversations have you had with your online teacher?
- Have you been in touch with your counselor?
- Do you have any technical issues?

System Requirements

AccelerateU's online courses have video, sound, and interactive elements. Because technology changes frequently, we recommend running this computer system check regularly and following its recommendations on updating your system: <https://browsercheck.qualys.com/>

Students need access to a modern computer with an Internet connection and updated plug-ins. Headphones with microphones (or smartphones) are required for world language and music courses. All students will need email accounts for communication purposes.

Frequently Asked Questions

Will the course have a teacher?

Yes. All of our courses are led by NYS-certified teachers. They communicate with students on a regular basis, mostly by email. Usually they respond to questions with 24 hours.

What do students do if they need help?

The district is responsible for technical support to make sure its computers can run **AccelerateU** courseware. **AccelerateU** provides second-tier support at (800) 722-5797 (option 4) Monday to Friday, 7:30 AM to 4:30 PM (helpdesk@edutech.org).

For academic support, students contact their online teachers. **For other support**, students contact their school's advisor.

How can districts best support their online students?

Designate a local advisor - someone to meet with online students regularly and monitor their progress. The advisor works with the online teacher and **AccelerateU** staff to support the student's progress.

The more structure a district adds to the online experience, the more successful students will be. This structure can be in the form of scheduled time during the day for online work, an active advisor, peer group, teacher assistant, and possibly a tutor or teacher to assist, if necessary.

What hardware and software are needed to take an online course?

A modern computer or Chromebook with updated plug-ins and Internet access is required. Supported browsers include Google Chrome and Apple Safari.

Will students get high school credit?

Students successfully completing an online course will get credit for the course, awarded by the district.

Is online learning appropriate for all students?

Students who are independent and self-motivated tend to do well. To be successful, students need to work in their courses at least 3+ hours per week. For AP courses, it should be 6+ hours per week.

When do courses start?

AccelerateU accepts course enrollments on a rolling basis all year long. Once enrolled, students have 20 weeks to complete a course. With district approval, a four-week extension is available.

How quickly will the teacher respond to student questions?

Most of our online teachers also teach during the day. They mostly respond to students at night and complete grading over the weekends. In most cases, teachers will respond within 24 hours. Students are encouraged to consult other resources and move on in their course while waiting for answers.

What about hands-on science labs?

Some of our Science courses require hands-on labs, supervised by qualified staff. This must be arranged and implemented locally by the district.

How is test security handled?

AccelerateU now requires that all midterm and final exams and assessments be taken in a proctored setting. In order for students to take an exam, they must make arrangements with their coach/advisor. The coach/advisor will receive a password from the AccelerateU staff in order to grant access to the exam. This password should NOT be shared with the student(s). Once the exam is unlocked, the student should then take the exam in a proctored setting. Please contact us with any questions, comments or concerns.

What about IEP-related modifications?

If a student has modifications, please send us the IEP or 504 plan. If there are local test modifications (such as read directions aloud), the district is responsible for these.

What about state and AP assessment?

Some of our courses require a year-end state assessment. Students in these courses need to take the assessments in your district when other students take them. It is the responsibility of the district to coordinate these exams.

Who is responsible for communicating with parents?

Local school counselors and district staff are responsible for communicating progress and grades to parents. Additionally, parents can log in to our system to check progress on their own.

How do we get students to be more involved with online learning?

Students should be encouraged to reach out their teachers at least 3 times per week, to check on progress, clarify learning, and discuss additional resources.

We find many students are reluctant to initiate contact with their online teachers.

Here are some conversation-starters:

- How am I doing so far?
- Am I on track to finish by the end date?
- What is my grade so far?
- Where shall I be in the course at this point?
- When are my assignments due?
- How much time should I spend in my course each week?
- What are the most important things to take away from this course?
- What additional resources would help me learn the content?
- How can I improve my grade?
- What suggestions do you have for me?
- What's the best way to reach you?
- When do you normally do grading?
- What other online courses should I consider taking?
- Can we talk by phone?

Roles and Responsibilities

AccelerateU will:

- Provide access to online student courses to students registered in accepted courses
- Provide and supervise NYS-certified teachers for the online courses
- Provide program awareness as requested by districts.
- Maintain records of student progress, evaluation, and time spent in courses
- Communicate applicable policies of participation, grading, and administration
- Provide second-tier technical support for course content and instructional platform

The District will:

- Assign an advisor to help and guide the student locally
- Enroll student and upload signed Student Contract
- Ensure student has completed a district Internet Acceptable Use Policy (AUP)
- Retain responsibility for services required in the Individual Educational Plan (IEP)
- Make sure student has access to a computer with Internet access
- Provide first-tier technical support
- Provide a quiet proctored environment for student to take exams
- Make provisions for NYS Assessments and AP Exams, if applicable
- Make arrangements for hands-on Science labs, when necessary
- Grant credit to student's transcript, upon course completion

It is Wayne-Finger Lakes BOCES' policy to provide for and promote equal opportunity in education and employment. Wayne-Finger Lakes BOCES does not discriminate, in its programs and activities, against: (i) any student or any candidate for admission (or parent of any such student or candidate); (ii) any employee or applicant for employment; or (iii) any third party, on the basis of actual or perceived race, color, national origin, sex, disability, or age; and, it provides equal access to its facilities to the Boy Scouts and other designated youth groups. Further, Wayne-Finger Lakes BOCES does not discriminate on the basis of religion or creed, religious practice, ethnic group, weight, sexual orientation, gender, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws, or unless based upon a bona fide occupational qualification or other exception.

Inquiries regarding Wayne-Finger Lakes BOCES' non-discrimination policies and grievance procedures or Title IX should be directed to:

Quinn M. Morris,
Director of Human Resources
Administrative Offices,
Regional Support Center
131 Drumlin Court, Eisenhower Building
Newark, NY 14513-1863
Telephone: (315) 332-7262
Email: qmorris@wflboces.org



U.S. Department of Education
New York Office
Office for Civil Rights
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3800
Email: OCR.NewYork@ed.gov