AccelerateU Student Guide

(A helpful tool for coaches, counselors and parents too)

Inside:

How to use Genius (student management system)

How to use Buzz (student course system)

AccelerateU.org
Online learning in New York State, from EduTech

WELCOME TO ACCELERATEU!

Please reach out to us anytime you need assistance

Mike Morone:

Administrator of Online Instruction

Mike.Morone@edutech.org

315-332-7331 phone

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Kelly Zimmerman

Coordinator of Online Instruction

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315-332-7552 phone

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HOW TO LOG INTO YOUR ACCELERATEU CLASS

Option 1 – Go to your welcome email

Counselors/Guardians: Print this for Test Student now, so there is no delay in starting

Your school has enrolled you in the online course: Z Test course

Duration: 11/22/2022 to 4/11/2023

Adviser: Test Z Coach, kelly.zimmerman@edutech.org
Teacher: Test Z Teacher

Log in here to start working right away.

Username: teststudent

Password: Test2022!

To change your password, use the "Edit Account" option.

AccelerateU Contract - you MUST agree to:
Follow your school's Code of Conduct and Acceptable Use Policy (AUP)
Work in your course 3-5 times per week for at least 3+ hours per week
Communicate with us regularly and respond to emails within 24 hours
Never copy anyone else's work or provide answers to anyone
Never use online language translation programs
Refrain from intimidation, harassment, bad language, and bullying
Be sure to cite the works of others if you use permitted Internet sources.

Option 2- Log in at ACCELERATEU.ORG

AccelerateU - Online Courses

AccelerateU offers 300+ online, asynchronous courses for NYS students. Our courses are facilitated by our teachers, with tech support provided by our staff. **Students work independently**, guided by due dates and weekly progress reports. We also offer online real-time tutoring for students in our Regents courses.

Whether it's for a **single course** or an **entire class**, AccelerateU staff and teachers are happy to work with your district.
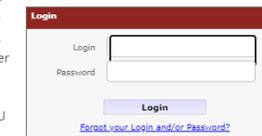
Each one-semester course costs $754 per student, which is aidable. 0 to 7 days no charge for enrollments dropped in this time frame. 8 to 28 days charge of $50 for enrollments dropped in this time frame.

AccelerateU meets NYSED Part 100.5d10 requirements for online and blended learning.

Student / Staff Login

Login
Password
Login
Forgot your Login and/or Password?

What do kids think?
Below is summary data of exit surveys since 2015-16.

- Please rate your online learning experience.
- Would you take another AccelerateU course?
- What was the online learning experience like?

AccelerateU Staff

Mike Morone, Administrator
Kelly Zimmerman, Coordinator
Rich Yeomen, Edutech Data Protection Officer
Dr. Kelli Eckdahl, Director of Edutech
and 34 part-time online teachers

Resources

- AccelerateU Guide
- Registering Students
- Student Contract
- RWADA Projected Aid Ratios
- Sample Cross Contract
- Video- How to Access AccelerateU Courses
- Video- How to Use Genius
- Video- Course Information
- Video- Activities in Buzz
- Video- Navigating Your Course

EduData
Instructional Technology
AccelerateU - Online Courses
   Register a Student
   Contact Us
   Course List
   Course Costs
   How it works
   Supporting Students
   Learning Technology Grant
Data Security
Special Education
Cafeteria
Project Coordination
LAKENet
DocuShare
Joint Technology Coordinators Meetings
Finance Applications

GENIUS DASHBOARD

This is your course dashboard in Genius. When you log in, this is where you will be taken. Click the launch button to go into your course. Click on Messages and Announcements at the top right to see information.

For each class you take, there is a course card. It tells you your current grade, start and end date, actual and expected work completed, how may days are left in your course and how many minutes you have spent in the course. If you click on your teacher's name, you can learn more about your online teacher as well as launch into your class and send your teacher an email.

Course Information

Here you can see information about courses and teachers.

Economics, one semester

Launch

Description

Economic decisions affect us every day of our lives. Understanding economics means thinking about how scarcity, or limited resources, requires us to make choices and evaluate our options. In this course, you will recognize examples of economics in your daily life. You will understand how the economic choices of larger groups, like businesses and governments, affect you and others. As you progress through the course, you will recognize that the costs and benefits of choices connect individuals and groups around the world. In addition, you will learn the practical skills of managing money and making sound personal financial decisions.

Length and Credits

This course is worth 0.5 credits and the suggested duration is 20 weeks.

Upcoming Events

There are no events scheduled for this section.

Teacher Information

Ann Staiger
✉ ann.staiger@wflboces.org
📞 315 332-7331

I grew up in Western Massachusetts and attended U Mass Amherst where I got my BA in History. I worked for Honeywell, Inc. for twelve years and was a manager in the finance and administrative areas. I went back to school for my education degree when my husband and I moved to Central NY with our two sons. Later I returned to get my Masters degree in Reading. I have taught American history in both middle and high school classes. I also taught a couple of history classes at the local community college. I began working with AccelerateU in their first year and have had an opportunity to see how it has been able to help many students with gaining the credits needed to graduate. On a personal note, I enjoy being outside, walking my dogs, gardening, and am a voracious reader. I volunteer at the local SPCA as a Saturday morning dog walker and also maintain the call back records for the dog adoptions and call backs.

ⓘ Please contact me for office hours using the link below. Contact Mr. Morone for technical issues.

EMAIL TEACHER

Course information is where you can see information about courses and your teachers. You can also get here by clicking on your teacher's name in the dashboard. If you are taking multiple classes, click the arrows on the top right to see course information for your other classes.

You can email your teacher by clicking the email teacher box at the bottom of the Teacher Information Bio in addition to the Messages tab.

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MESSAGES ARE SENT IN GENIUS

All communication happens through MESSAGES in Genius.

Check each day for updates or new messages from your teacher, Mr. Morone or any of the AccelerateU staff.

To send a message, click the COMPOSE button at the top of the Messages box and type in part of the person's name.

CONTACTS

Contacts is another place you can see your coach's information just like in the Mentor tab. You can click email coach to send them a message.

Your coach(es) are people at your home school who are supporting you and/or monitoring you in your AccelerateU class.

EDIT ACCOUNT (CHANGE YOUR PASSWORD)

Make it Eight Characters

COPY AND PASTE YOUR OLD PASSWORD

Capital letter.   Lowercase letter.   Number.   Symbol.

Examples: Dog2022#   2022#Dog   #Dog2022

CONTACT SCHOOL

This is a way you can send a message to AccelerateU administrators with questions, issues or concerns.

BUZZ LEARNING MANAGEMENT SYSTEM

(Think Google Classroom)

This is what the Buzz window tab looks like -

New York BOCES Buzz ✕
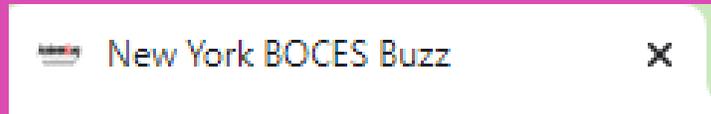
Buzz is where you will-

- Do Units, Lessons, and Activities
- See your gradebook and due dates
- See your to-do list and calendar
- Upload assignments and take exams

COURSE INFORMATION – 3 PARTS

Student App

COURSES   TO-DO LIST   ACTIVITY STREAM

Don't forget to read your announcements

Wednesday, December 7, 2022

ANNOUNCEMENTS

AccelerateU online courses

For tech support, contact Mike Morone at (315) 332-7331

1. Course Cards-
This student is enrolled in three classes.
Click on the course card to go to your course.

Economics, one semester
11/28/22 - 4/14/23

95.38% 265m
Current score   Progress

English 12, semester 1 of 2
11/28/22 - 4/14/23

96.29% 250m
Current score   Progress

Physical Education 1, one semester (requires supervision)
11/28/22 - 4/8/23

98.44% 159m
Current score   Progress

3. Activity Stream-
See notifications of when you submitted an assignment or when a teacher graded an assignment.

Student App

COURSES   TO-DO LIST   ACTIVITY STREAM

Course
All

TODAY

You have received an updated score in Physical Education 1, one semester
Dec 7, 2022, 5:15:49 AM
01.00 Play and Plan Pretest
0%

YESTERDAY

Ann Staiger updated a score in Economics, one semester
Dec 6, 2022, 4:34:31 PM
01.09 Module One Exam
90.47%
View feedback

You submitted an activity in Economics, one semester
Dec 6, 2022, 4:16:56 PM
01.09 Module One Exam

You submitted an activity in Economics, one semester
Dec 6, 2022, 3:55:27 PM
01.07 The Green and What It Means Quiz
100%

Student App

COURSES   TO-DO LIST   ACTIVITY STREAM

2. To-Do List-
This list shows past due assignments that need to be completed.

Search

01.01 How Do I Plan for Success Pre-Assessment (optio...
Economics, one semester
Past due: Last Thursday

01.00 Play and Plan Pretest
Physical Education 1, one semester (requires supervision)
Past due: Last Monday

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COURSE CARDS
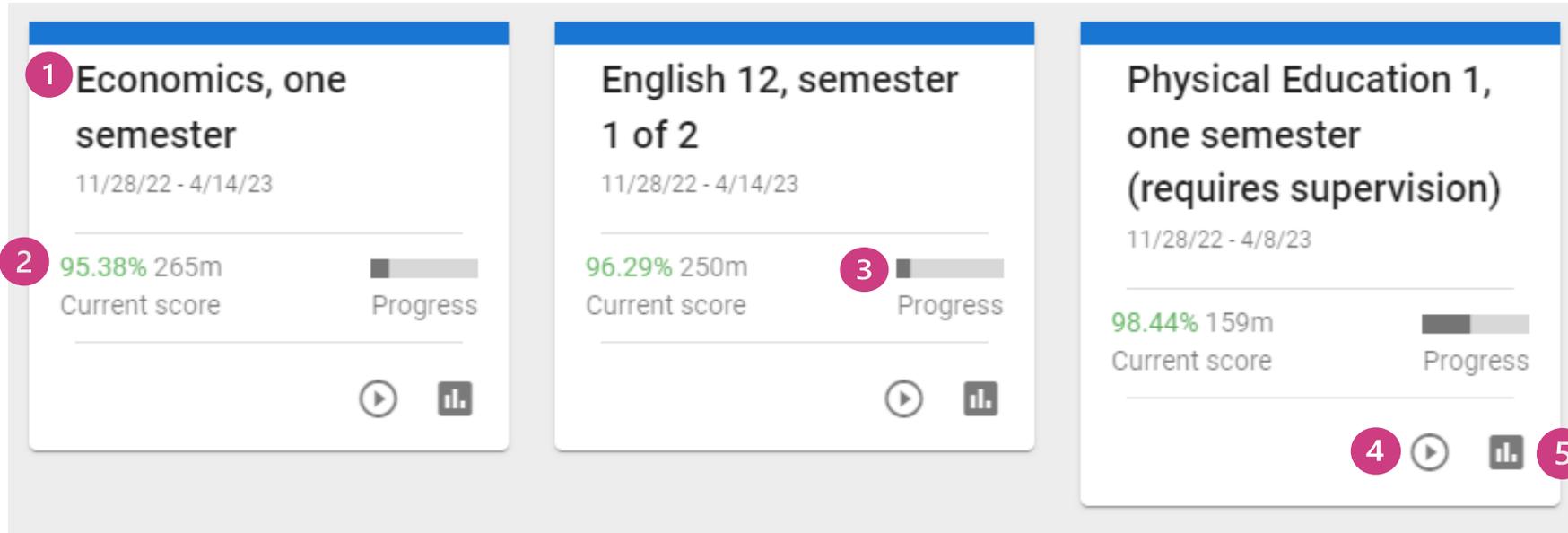
1. Course title. Clicking anywhere takes you to your class.
2. Current grade and minutes spent logged in course.
3. Course progress. Percent of gradable activities that have been completed.
   (Don't get behind. Zeroes will count as completed until you do the activity)
4. Course activity button. This will also take you to your class Activities.
5. Course gradebook button. This will take you to your class gradebook.

NAVIGATING IN BUZZ
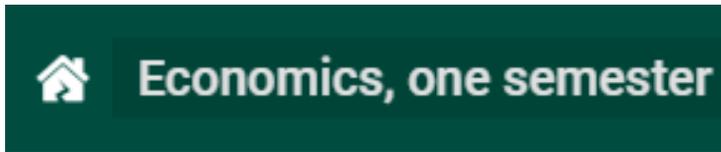
Click on the house icon to Toggle between your Gradebook and Activities
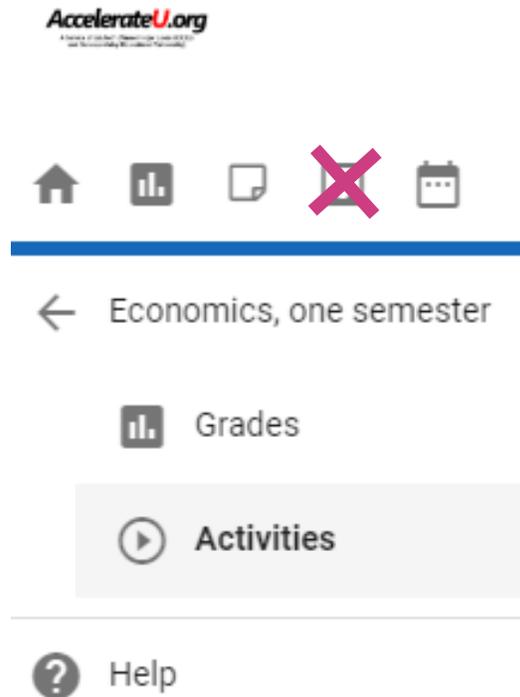
You can also click:

⌂ = STUDENT app
▥ = GRADES
▱ = NOTES
▦ = CALENDAR
⊠ (DON'T USE COMMUNICATION IN BUZZ. ONLY USE MESSAGES IN GENIUS.)

BUZZ GRADEBOOK

Gradebook Summary-

- Current grade and minutes logged into course
- Course start and end date
- Percent of activities completed

Score: 68.14% 857m

Schedule: Sep 23, 2022 - Jan 31, 2023 (2 months remaining)

58.33% of gradable activities completed (56 of 96)
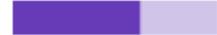
62.25% of all activities completed (94 of 151)

Gradebook-

- Score in Green = passing   Red = failing
- Green checkmark = completed
  (0 in the gradebook is marked as completed. Go back and complete it!!)
- Speech bubble = teacher left comments
- Swirl with arrow = retry allowed
- Submitted date in green = on time   Red = late
- Follow the target due dates to stay on track with your course.

Score	Status	Submitted date	Target due date
100%	✓	Oct 21, 2022	Oct 17, 2022
40%	✓	Oct 24, 2022	Oct 18, 2022
80%	✓💬	Oct 28, 2022	Oct 19, 2022
40%	✓	Oct 28, 2022	Oct 19, 2022
0%	✓↻💬	Oct 31, 2022	Oct 20, 2022
100%	✓	Oct 31, 2022	Oct 21, 2022
100%	✓	Oct 31, 2022	Oct 24, 2022
100%	✓	Nov 2, 2022	Oct 24, 2022
82.5%	✓💬	Nov 2, 2022	Oct 25, 2022

ACTIVITIES WHERE ALL OF YOUR LEARNING HAPPENS

MODULE OR UNIT $\longrightarrow$ 📁 Exploring Themes and Ideas

EXPAND FILE TO SEE CONTENTS $\longrightarrow$ 📂 The Art and Craft of Writing

LEARNING LESSON $\longrightarrow$ 📄 Novel Guide Reminder #2

📄 The Art and Craft of Writing: Are You Ready?

📄 Figures of Speech

ASSESSMENT- QUIZ OR TEST $\longrightarrow$ 📋 Figures of Speech Quiz

📄 Analyzing Figures of Speech

📋 Analyzing Figures of Speech Quiz

📄 Describing Tone

📋 Describing Tone Quiz

📄 Analyzing Tone

📋 Analyzing Tone Quiz

📄 Planning Fiction

📋 Planning Fiction Quiz

ASSIGNMENT OR ACTIVITY $\longrightarrow$ 📄 Planning Fiction Assignment

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NAVIGATING WITHIN A LESSON

06.01 The Weight Epidemic
Health, one semester / Module 06: Play For Life

MENU   NOTES   GLOSSARY   PRINT   VIDEOS

1 of 5 ▼   <   HOME   >

HOPE : PLAY FOR LIFE : 06.01 THE WEIGHT EPIDEMIC

Objectives

When you complete this lesson, you should be able to:

- identify the health-related problems associated with low levels of cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition
- assess how obesity increases the susceptibility to injury and illness

Overweight vs. Obesity

Overweight and obese are defined as having too much or excessive fat that may impair health. The American Medical Association, the largest physician group in the United States, recognizes obesity as a disease. They suggest that physicians closely monitor those at risk, especially young people, because of the associated health risks.

For children and teens, being overweight or obese is defined differently than it is for adults. Children and teens are still growing, and males and females develop at different rates. Doctors use body mass index (BMI) measurements along with other indicators to help determine if a young person is at risk for obesity and other weight-related problems.

Child and Adolescent BMI Ranges

GIRLS AGE 2-20   BOYS AGE 2-20

‹ PREVIOUS ACTIVITY   NEXT ACTIVITY ›

Important!!!

Inner Scroll Bar:
Scroll down all the way to view the entire lesson page

Outer Scroll Bar:
Scroll down all the way to see entire screen and options

Previous Activity – Make sure you have viewed all pages of the lesson before continuing

Next Activity – don't click until you have viewed the entire lesson

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HOW TO DO A DROPBOX SUBMISSION

Click on the correct plus sign to attach your submission.

PDF or Microsoft Word Documents work best for files
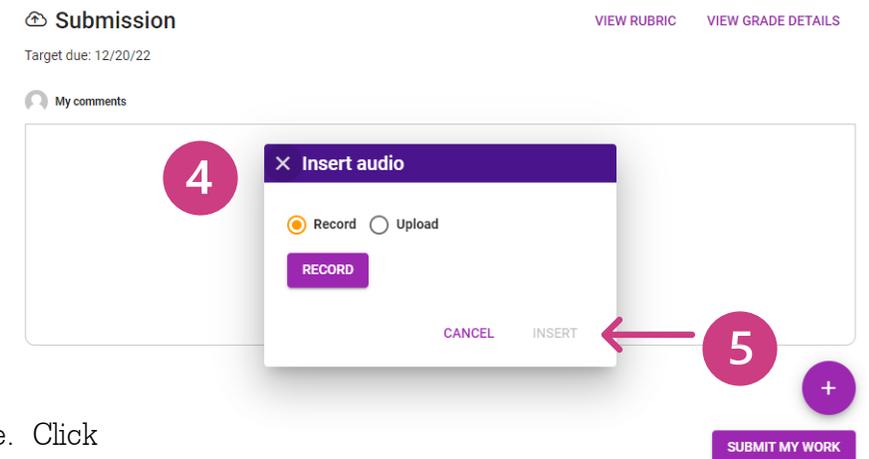
DO. NOT. ATTACH. GOOGLE DOCS or SLIDES.
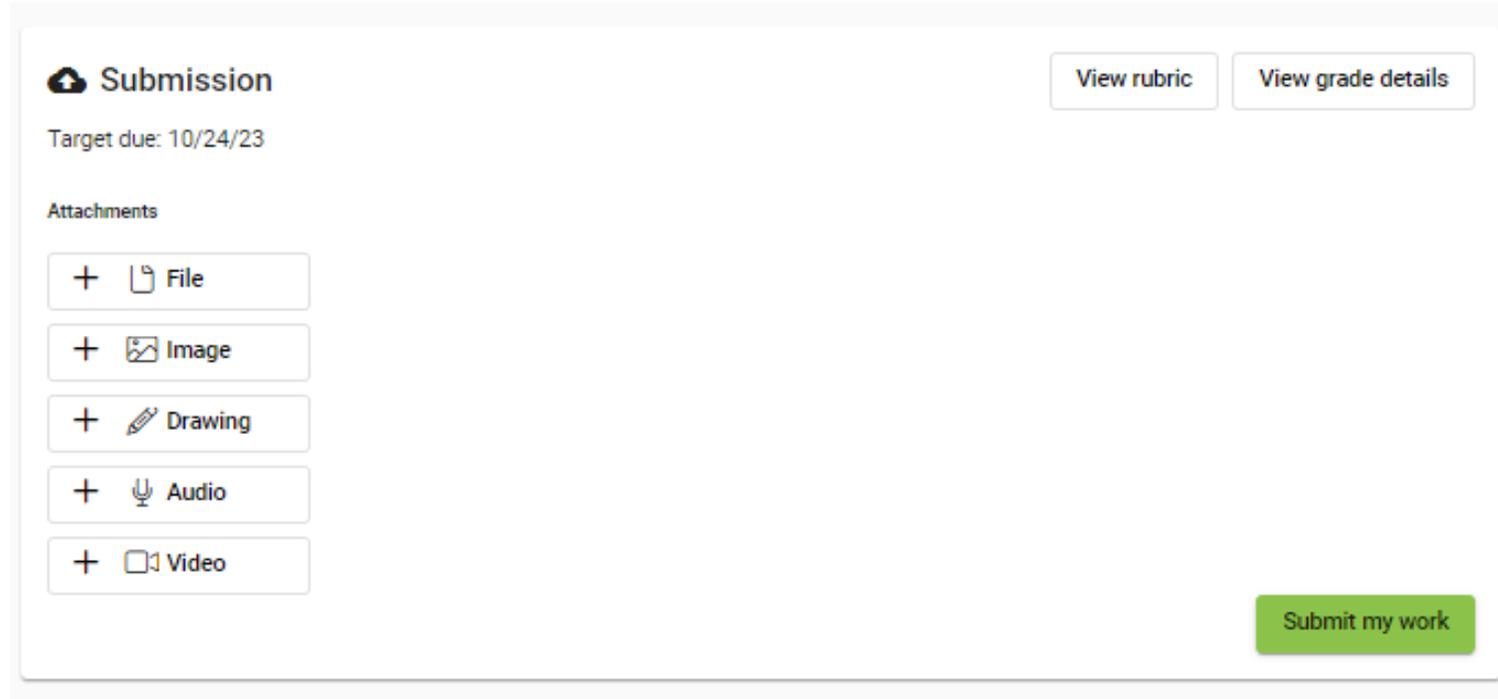
☁ Submission

Target due: 10/24/23

Attachments

+ ▢ File

+ 🖼 Image

+ ✏ Drawing

+ 🎤 Audio

+ ▭ Video

View rubric

View grade details

Submit my work

When you are ready, click SUBMIT MY WORK

Add a Video or Audio Recording

Submission

VIEW RUBRIC   VIEW GRADE DETAILS

Target due: 12/20/22

B *i* <u>U</u>   Roboto

Add your comments here

SUBMIT MY WORK

Submission

VIEW RUBRIC   VIEW GRADE DETAILS

Target due: 12/20/22

B *i* <u>U</u>   Roboto

✕ Insert video

◉ Record   ○ Upload

RECORD

CANCEL   INSERT

SUBMIT MY WORK

Objectives

9.2
Use negotiation, simple sentence, and

Submission

VIEW RUBRIC   VIEW GRADE DETAILS

Target due: 12/20/22

My comments

✕ Insert audio

◉ Record   ○ Upload

RECORD

CANCEL   INSERT

SUBMIT MY WORK

20

1. Click the Grey plus sign to make the task bar appear

2. Click video or audio recording. You can record or upload

3. What Video Recording looks like

4. What Audio Recording looks like

5. You can record for up to 3 minutes. You can have as many attempts as you need. Review it when you are done. Click INSERT and SUBMIT MY WORK.

TROUBLE SHOOTING LOG IN ISSUES

IF YOU ARE HAVING TROUBLE LOGGING INTO YOUR ACCELERATEU CLASS,
THERE IS A VERY GOOD PROBABILITY THAT IT IS A SETTINGS ISSUE THAT IS EASY TO FIX.

Please use a Windows PC, Chromebook, or Macintosh for course work.
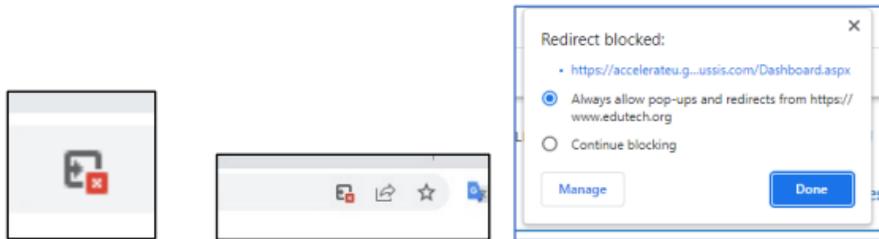Other devices like cell phones and tablets do not always work well.

Use Google Chrome as the browser.
If Chrome is not available, use Microsoft Edge.

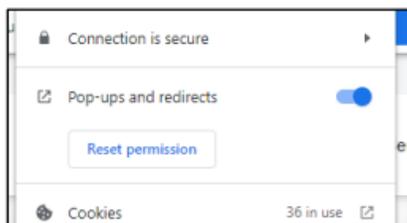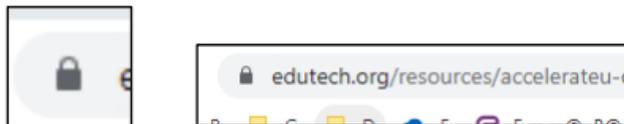You may need to allow pop-ups and redirects, as shown below.

1

Pop-ups and Redirects
- Click on the icon in the top right corner of the URL line
- Select "Always allow pop-ups and redirects from…"

Redirect blocked:
- https://accelerateu.g...ussis.com/Dashboard.aspx
- Always allow pop-ups and redirects from https://www.edutech.org
- Continue blocking

Manage   Done

OR:
- Click on the lock icon in the top left corner of the URL line
- Move the slider to allow pop-ups and redirects

edutech.org/resources/accelerateu-

Connection is secure
Pop-ups and redirects
Reset permission
Cookies   36 in use

2

You may also need to allow cookies
- Click eye icon in the top right corner of the URL line
- Click on "Site not working"?
- Click on "Allow cookies"
- Refresh your page

2 third-party cookies are blocked
Sites can't use cookies that track you across the web
Site not working?

Allow cookies
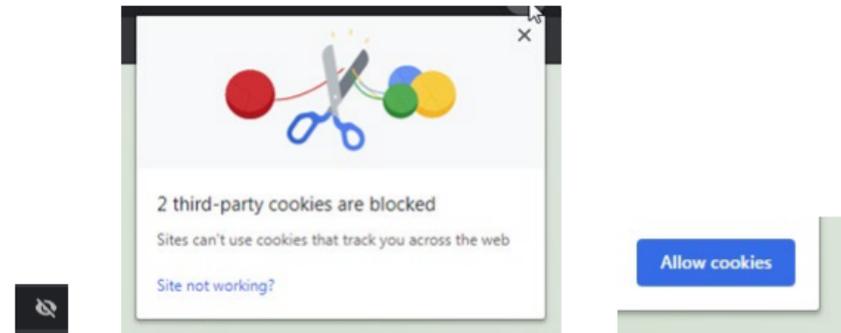
3

Additionally, you may need to delete your cache (browsing history)

Ctrl-Shift-Delete is the shortcut

Clear browsing data

Basic   Advanced

Time range   All time

☑ Browsing history
Clears history, including in the search box

☐ Cookies and other site data
Signs you out of most sites.

☑ Cached images and files
Frees up 316 MB. Some sites may load more slowly on your next visit.

G Search history and other forms of activity may be saved in your Google Account when you're signed in. You can delete them anytime.

Cancel   Clear data

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HOW TO MAKE A SPLIT SCREEN

THIS WILL BE HELPFUL WHEN WANTING TO SEE A PASSAGE OR CHART AT THE SAME TIME AS QUESTIONS IN AN ASSIGNMENT

For Chromebooks

See two windows at the same time

1. On one of the windows you want to see, click and hold Maximize □.
2. Drag to the left or right arrow ‹ › .
3. Repeat for a second window.

Tip: You can also use the shortcut **Alt + [** to move left, or **Alt +]** to move right.

For Laptops or Windows

1. Drag one of the windows by its title bar to the left or right side of the screen. You'll see an outline of the window appear — release your mouse and the window will snap into that outlined position.

2. You should now see all your other open programs appear in thumbnails on the opposite side of the screen. Windows shows you all the open programs you can snap to the other side of the screen.

3. Click one of the other program windows. It will snap to the other side of the screen, so you'll have two windows side by side.

Quick tip: You can adjust the amount of space each window takes up by hovering your mouse between the windows, at which point the cursor will turn into a two-headed arrow that you can click and drag to change the width of each window.

IF THESE METHODS DON'T WORK FOR YOU, YOU CAN DO A SEARCH FOR HOW TO DO A SPLITSCREEN FOR YOUR DEVICE

CHANGING SCREEN SIZE

Sometimes you may want to make a screen smaller so the whole page is on the screen. On small Chromebooks, sometimes you can't see the whole page and you miss important information or links at the bottom.

Sometimes you may want to enlarge a screen to study a map or to zoom in on details in a picture.

It's easy to do!!

To change window size

CTL +   to make bigger
CTL -   to make smaller

THERE ARE SEVERAL DIFFERENT WAYS TO CHANGE SCREEN SIZE. DO A WEB SEARCH FOR CHANGE WINDOW SIZE

Shortcut Key	Function/Action	Common Use
Ctrl + A	Select All	Selects all text or items in a document
Ctrl + C	Copy	Copies of selected text or item
Ctrl + D	Duplicate	Creates a duplicate of the selected item
Ctrl + F	Find	Searches for a specific word or phrase
Ctrl + S	Save	Saves the active document or file
Ctrl + V	Paste	Pastes copied or cut text
Ctrl + X	Cut	Removes and copies selected text or item
Ctrl + Y	Redo	Redoes the last undone action
Ctrl + Z	Undo	Undoes the last action

To Take A Screenshot on Windows

1. Press the Windows key + Print Screen Key together or
2. CTRL/ALT/S or
3. Windows Key + Shift + S or
4. Print Screen (PrtSc)

Take a Screenshot on Chromebook

1. If your Chromebook has it, press the Screenshot key .
   • If your Chromebook doesn't have a Screenshot key , press **Shift + Ctrl +** Show windows .
   • If your external keyboard doesn't have a Show windows key , press **Ctrl + Shift + F5**.
2. In the menu at the bottom, select Screenshot .

Complete the orientation course
You can also look on the AccelerateU.org website for tutorial videos. If you don't know how to do something, ask us. We will send you step by step directions.

Work 3-5 hours per week

Read
Read the lessons.
Read the instructions.

Ask for help when needed
Email or Message AccelertateU.
Go to your Coach and tell them you need help.
They will contact us if they can't assist.

Have local support
Who is your AccelerateU advocate at your home district?
Who can help you get help from AccelerateU when you don't know what to do?
Who is monitoring you and making sure that you are working on your class consistently?
We all need an advocate.

Work sequentially
Go in order and avoid jumping around.

Don't plagiarize

Respond to our messages

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