

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)

WELCOME TO ACCELERATEU!



Please reach out to us anytime you need assistance

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Administrator of Online Instruction

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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.

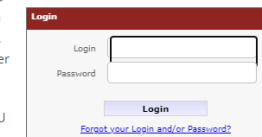
Each one-semester course costs \$754 per student, which is aidable. 0 to 7 days no charge for enrollments dropped in this time frame. 8 to 28 days charge of \$50 for enrollments dropped in this time frame.

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

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

Student / Staff Login



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?

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 many 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.

The screenshot shows the AccelerateU.org Genius Dashboard. A pink arrow points to the 'AccelerateU.org' logo at the top left. Another pink arrow points to the 'Announcements' and 'Messages' links at the top right. A third pink arrow points to the 'LAUNCH' button on the course card. A fourth pink arrow points to the 'Activity' section header. The course card for 'Physics, semester 1 of 2 (requires labs)' by Mark Pellegrino shows a 94.59% grade, a progress bar for 35 of 48 actual minutes, and a 'LAUNCH' button. The activity table below lists recent activities.

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

Dashboard

Upload files

Mentor Information

Course Information

View Transcript

Messages

Contacts

Edit Account

MFA

Contact School

External Links

Announcements

Messages

Dashboard

This student is currently enrolled in 1 course

94.59%

Physics, semester 1 of 2 (requires labs)

Mark Pellegrino

Sep 07, 2022 - Jan 11, 2023

Actual: 35 of 48

Expected: 32 of 48

37d left

LAUNCH

1580 min

Activity

These are the latest activities for this student:

Course	Time	Minutes
Physics, semester 1 of 2 (requires labs)	12/4/2022 10:25:12 AM	10.33
Physics, semester 1 of 2 (requires labs)	12/1/2022 8:11:19 PM	1.67
Physics, semester 1 of 2 (requires labs)	12/1/2022 8:05:46 PM	5.48
Physics, semester 1 of 2 (requires labs)	12/1/2022 8:02:29 PM	3.18
Physics, semester 1 of 2 (requires labs)	12/1/2022 8:01:16 PM	1.20

Course Requests

There are no courses requested by this student.

Dashboard

Upload files

Mentor Information

Course Information

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Contacts

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MFA

Contact School

External Links

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.

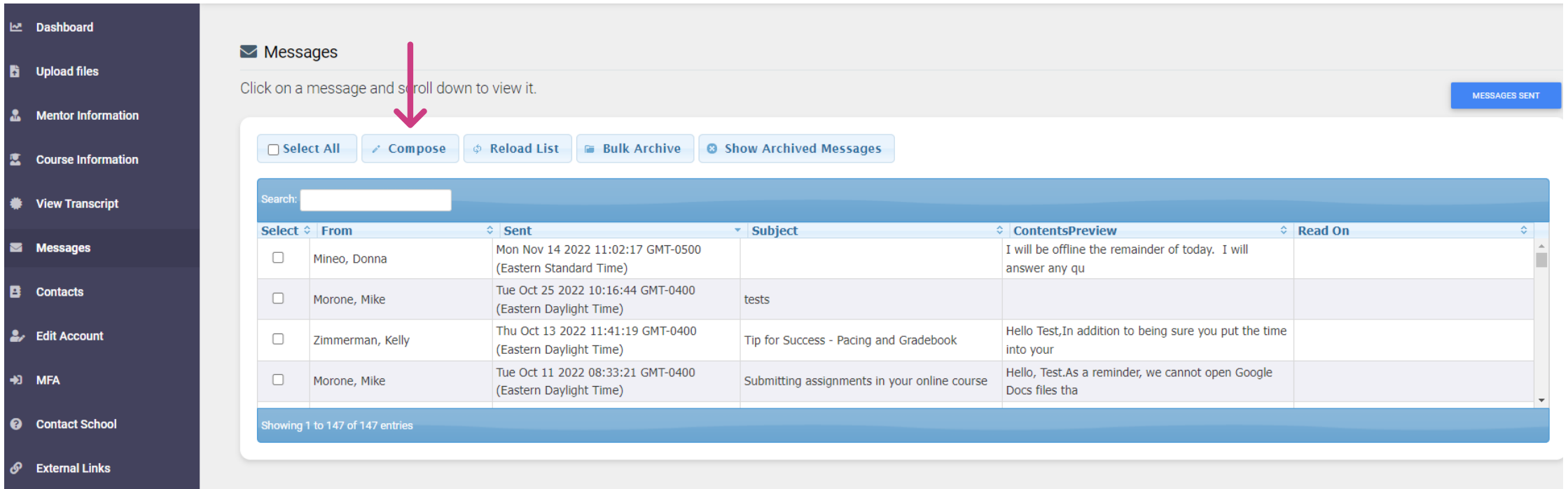
Please contact me for office hours using the link below. Contact Mr. Morone for technical issues.

[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.

MESSAGES ARE SENT IN GENIUS



Messages

Click on a message and scroll down to view it.

☐ Select All

Search:

Select	From	Sent	Subject	ContentsPreview	Read On
<input type="checkbox"/>	Mineo, Donna	Mon Nov 14 2022 11:02:17 GMT-0500 (Eastern Standard Time)		I will be offline the remainder of today. I will answer any qu	
<input type="checkbox"/>	Morone, Mike	Tue Oct 25 2022 10:16:44 GMT-0400 (Eastern Daylight Time)	tests		
<input type="checkbox"/>	Zimmerman, Kelly	Thu Oct 13 2022 11:41:19 GMT-0400 (Eastern Daylight Time)	Tip for Success - Pacing and Gradebook	Hello Test, In addition to being sure you put the time into your	
<input type="checkbox"/>	Morone, Mike	Tue Oct 11 2022 08:33:21 GMT-0400 (Eastern Daylight Time)	Submitting assignments in your online course	Hello, Test. As a reminder, we cannot open Google Docs files tha	

Showing 1 to 147 of 147 entries

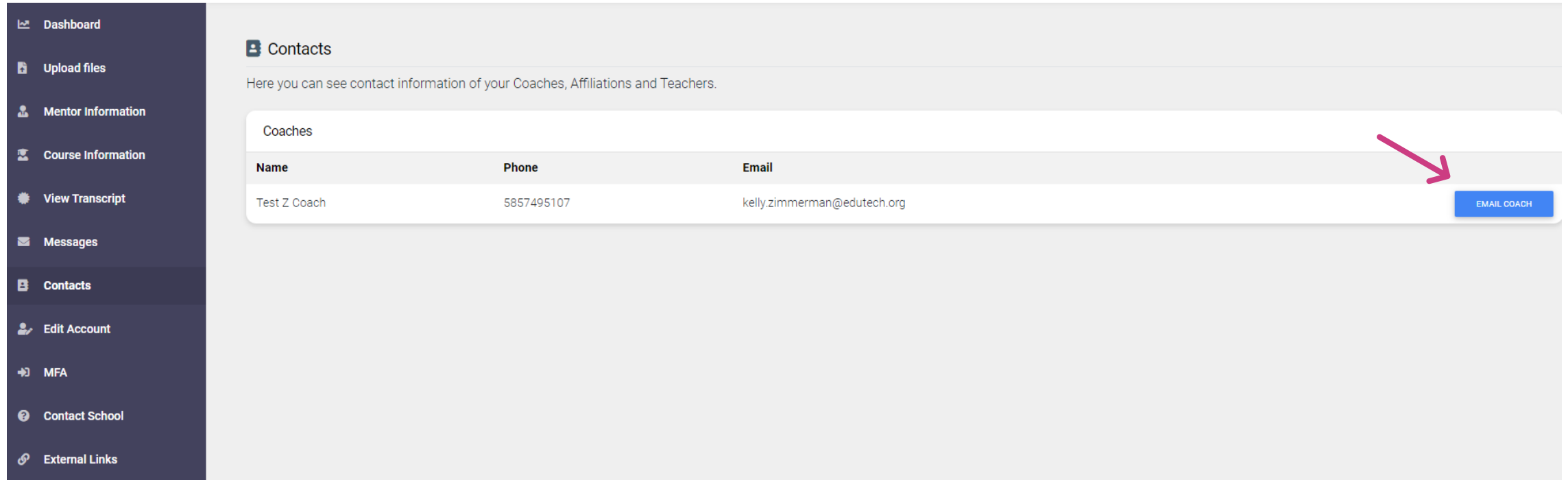
MESSAGES SENT

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

Here you can see contact information of your Coaches, Affiliations and Teachers.

Coaches

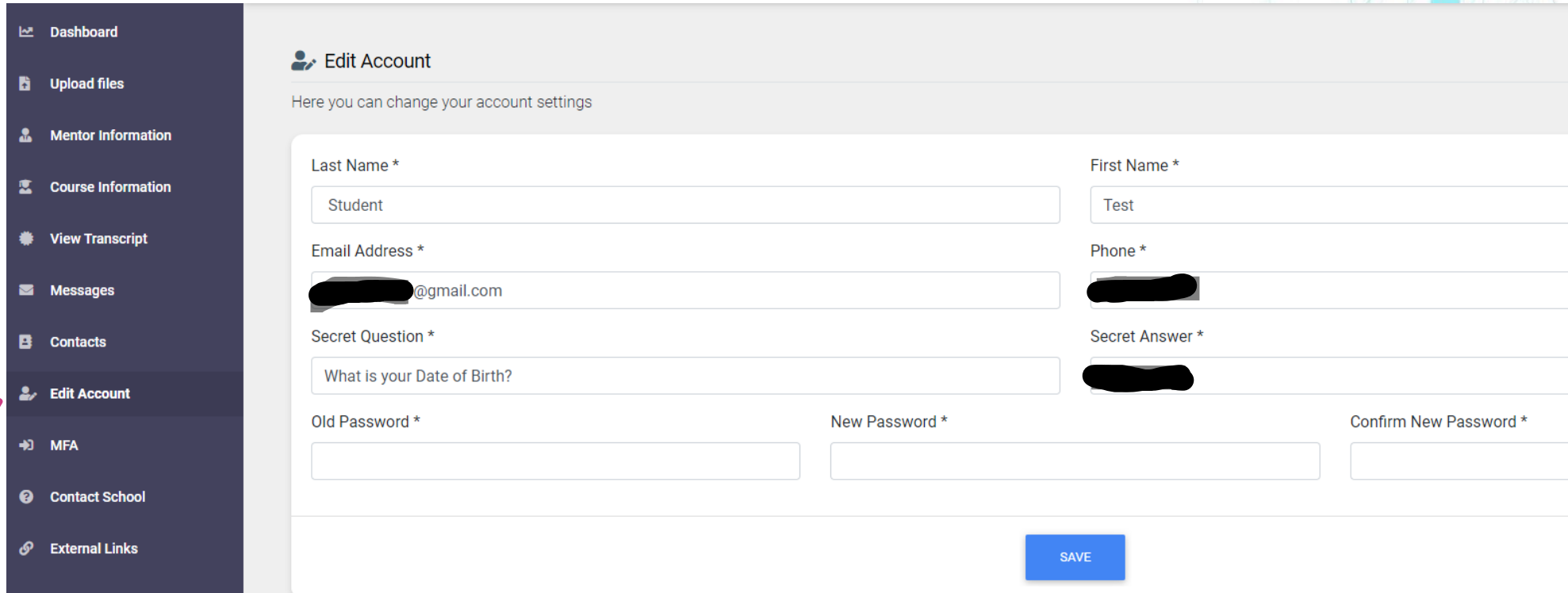
Name	Phone	Email
Test Z Coach	5857495107	kelly.zimmerman@edutech.org

[EMAIL COACH](#)

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)



Edit Account

Here you can change your account settings

Last Name *
Student

First Name *
Test

Email Address *
[REDACTED]@gmail.com

Phone *
[REDACTED]

Secret Question *
What is your Date of Birth?

Secret Answer *
[REDACTED]

Old Password *
[REDACTED]

New Password *
[REDACTED]

Confirm New Password *
[REDACTED]

SAVE

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.



Dashboard

Upload files

Mentor Information

Course Information

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Contacts

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Contact School

External Links

Contact School

Please send us your question or concern and we will reply as soon as possible.

From:
Test Student

Priority:
Select...

Subject:

Message:

Paragraph Font Size Color

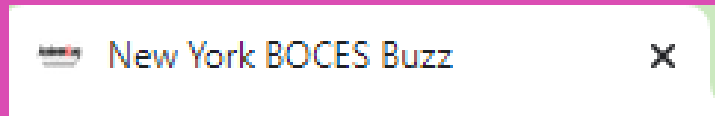
B *I* U abc

SEND

BUZZ LEARNING MANAGEMENT SYSTEM

(Think Google Classroom)

This is what the Buzz window tab looks like -

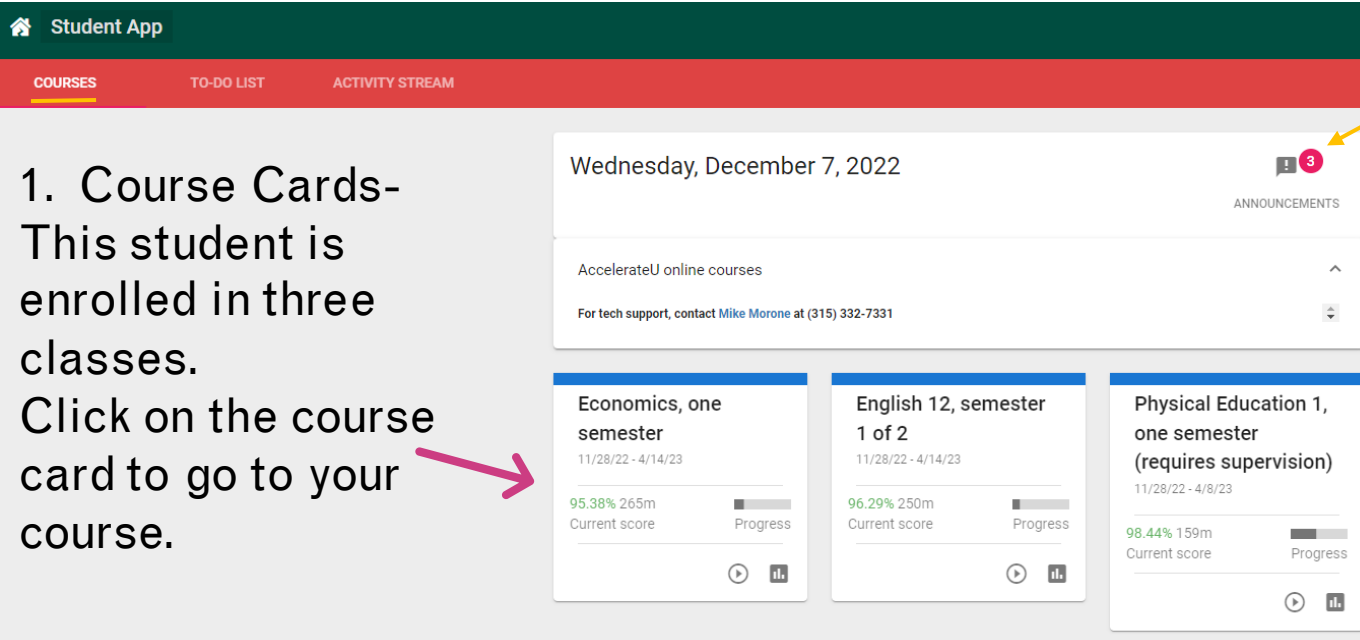


Buzz is where you will-

- 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

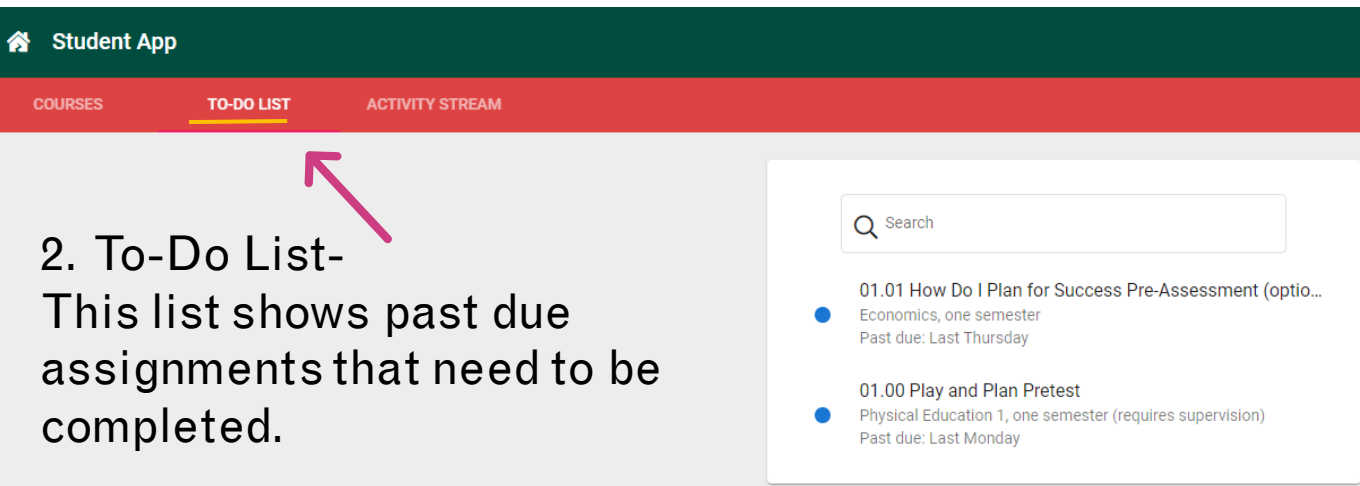
1. Course Cards-
This student is enrolled in three classes.
Click on the course card to go to your course.



The screenshot shows the 'COURSES' tab in the Student App. At the top, there's a green header with 'Student App' and a red navigation bar with 'COURSES', 'TO-DO LIST', and 'ACTIVITY STREAM'. Below the navigation bar, there's a date 'Wednesday, December 7, 2022' and an 'ANNOUNCEMENTS' section with a red notification bubble showing '3'. The main content area displays three course cards: 'Economics, one semester' (95.38% 265m), 'English 12, semester 1 of 2' (96.29% 250m), and 'Physical Education 1, one semester (requires supervision)' (98.44% 159m). Each card includes a progress bar and a play button icon.

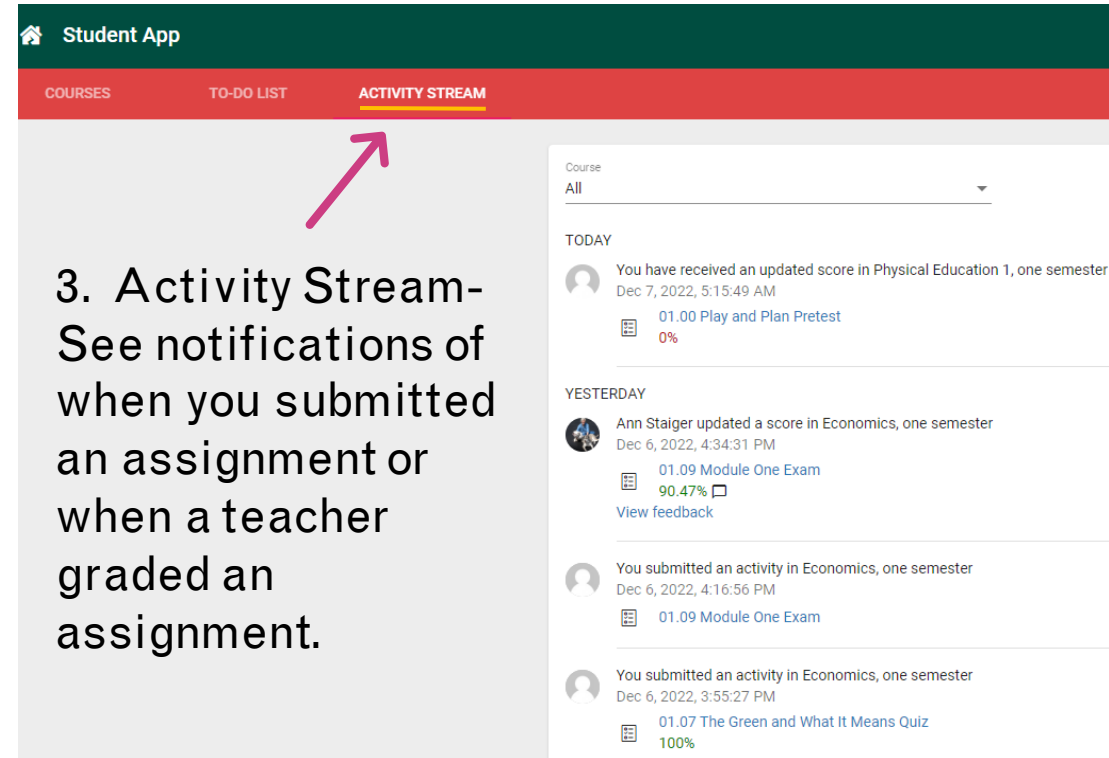
Don't forget to read your announcements

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



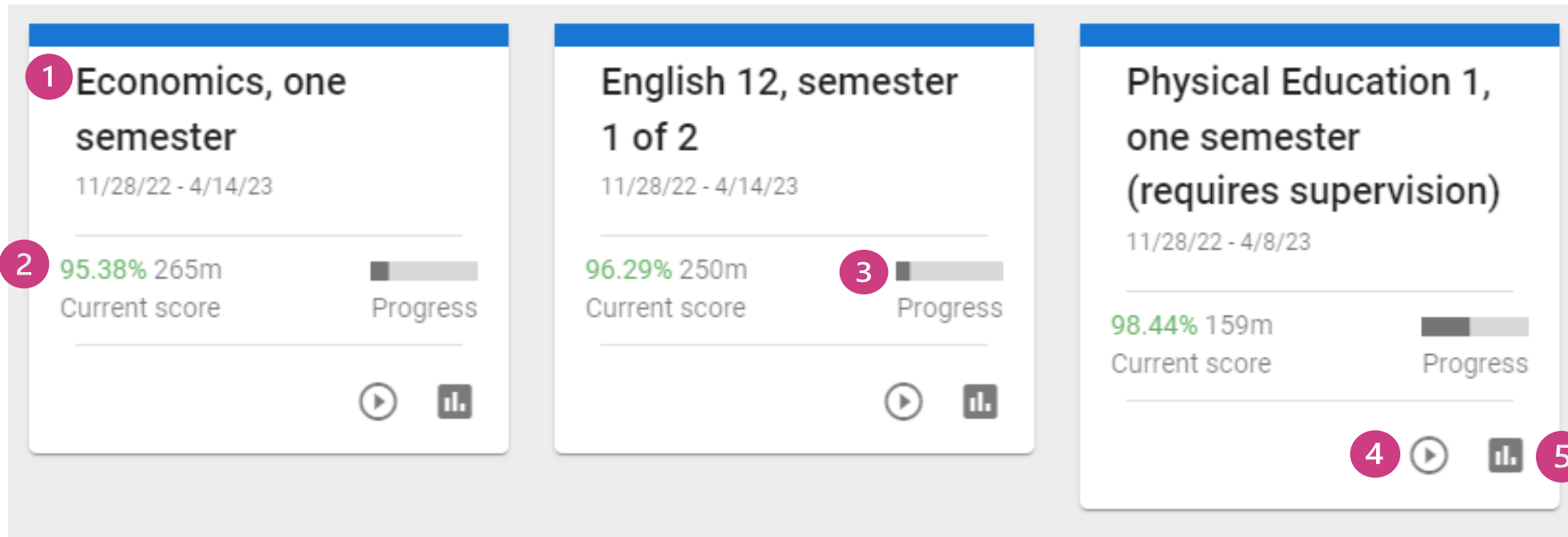
The screenshot shows the 'TO-DO LIST' tab in the Student App. The red navigation bar now highlights 'TO-DO LIST'. Below the navigation bar, there's a search bar with a magnifying glass icon. The main content area displays a list of past due assignments: '01.01 How Do I Plan for Success Pre-Assessment (optio... Economics, one semester Past due: Last Thursday)' and '01.00 Play and Plan Pretest Physical Education 1, one semester (requires supervision) Past due: Last Monday'. Each item is preceded by a blue dot.

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



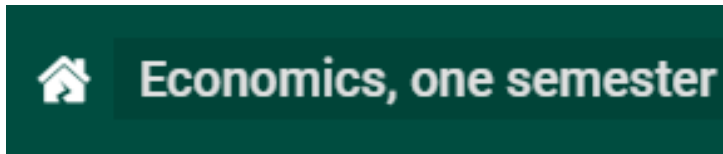
The screenshot shows the 'ACTIVITY STREAM' tab in the Student App. The red navigation bar now highlights 'ACTIVITY STREAM'. Below the navigation bar, there's a dropdown menu for 'Course' set to 'All'. The main content area displays a list of activity notifications: 'TODAY' (You have received an updated score in Physical Education 1, one semester Dec 7, 2022, 5:15:49 AM) and 'YESTERDAY' (Ann Staiger updated a score in Economics, one semester Dec 6, 2022, 4:34:31 PM; You submitted an activity in Economics, one semester Dec 6, 2022, 4:16:56 PM; You submitted an activity in Economics, one semester Dec 6, 2022, 3:55:27 PM). Each notification includes a play button icon and a progress bar.

COURSE CARDS

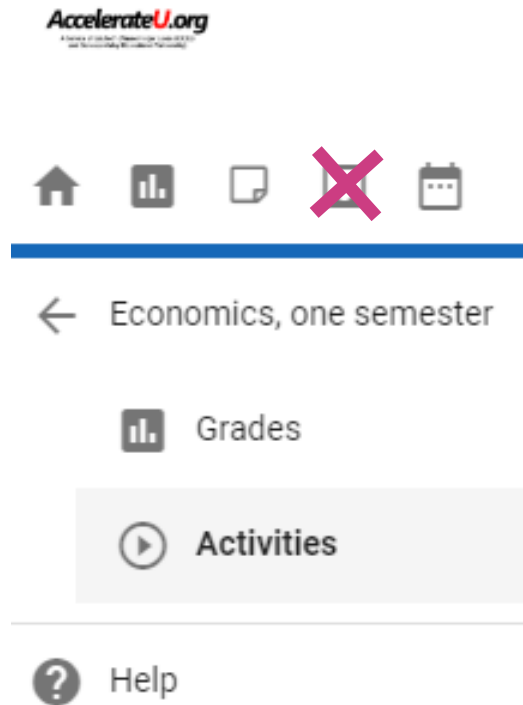


1. Course title. Clicking anywhere takes you to your class.
2. Current grade and minutes spent logged in course.
3. Course progress. Percent of gradable activities that have been completed.
(Don't get behind. Zeroes will count as completed until you do the activity)
4. Course activity button. This will 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	→	 Exploring Themes and Ideas
EXPAND FILE TO SEE CONTENTS	→	 The Art and Craft of Writing
 LEARNING LESSON	→	 Novel Guide Reminder #2
		 The Art and Craft of Writing: Are You Ready?
		 Figures of Speech
 ASSESSMENT- QUIZ OR TEST	→	 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	→	 Planning Fiction Assignment

NAVIGATING WITHIN A LESSON

Back – goes to activities

Next/previous activity
Takes you out of lesson

IMPORTANT!!!
There are 5 pages in this lesson
Click the arrows or the down arrow to view all pages

Course home
Helpful tips on getting started and navigation

For you to take notes

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

The screenshot shows a lesson interface with a blue header bar. The header contains a back arrow, a document icon, the title '06.01 The Weight Epidemic', and a breadcrumb trail 'Health, one semester / Module 06: Play For Life'. On the right side of the header are icons for a window, help, a profile picture, and a dropdown arrow. Below the header is a navigation bar with links for 'MENU', 'NOTES', 'GLOSSARY', 'PRINT', and 'VIDEOS'. To the right of these links is a page indicator '1 of 5' with a dropdown arrow, and navigation arrows for '<', 'HOME', and '>'. The main content area has a title 'HOPE : PLAY FOR LIFE : 06.01 THE WEIGHT EPIDEMIC' and a section titled 'Objectives' with a key icon. The objectives list two points: identifying health-related problems and assessing obesity's susceptibility to injury. Below this is a section titled 'Overweight vs. Obesity' with a paragraph of text. At the bottom, there is a section titled 'Child and Adolescent BMI Ranges' with two charts: 'GIRLS AGE 2-20' and 'BOYS AGE 2-20'. At the very bottom of the page are two buttons: '< PREVIOUS ACTIVITY' and 'NEXT ACTIVITY >'. Red arrows point from the text annotations to these specific UI elements.

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

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.



The screenshot shows a submission interface. At the top left is a cloud icon and the word "Submission". To the right are two buttons: "View rubric" and "View grade details". Below this is the text "Target due: 10/24/23". Under the heading "Attachments", there is a vertical list of five buttons: "+ File", "+ Image", "+ Drawing", "+ Audio", and "+ Video". A pink arrow points from the text "Click on the correct plus sign to attach your submission." to the "+ File" button. At the bottom right of the interface is a green button labeled "Submit my work". A pink arrow points from the text "When you are ready, click SUBMIT MY WORK" to this button.

When you are ready, click SUBMIT MY WORK

Add a Video or Audio Recording

Submission

Target due: 12/20/22

[VIEW RUBRIC](#)

[VIEW GRADE DETAILS](#)

B i U Roboto AA A [icons] [video icon] [audio icon]

1

+

Add your comments here

+

SUBMIT MY WORK

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.

Submission

Target due: 12/20/22

[VIEW RUBRIC](#)

[VIEW GRADE DETAILS](#)

3

X Insert video

☒ Record ☐ Upload

RECORD

CANCEL INSERT

SUBMIT MY WORK

Submission

Target due: 12/20/22

[VIEW RUBRIC](#)

[VIEW GRADE DETAILS](#)

4

X Insert audio

☒ Record ☐ Upload

RECORD

CANCEL INSERT

5

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.

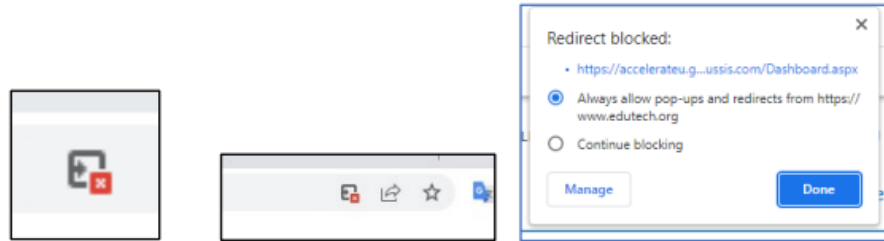
Use Google Chrome as the browser.
If Chrome is not available, use Microsoft Edge.

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

1

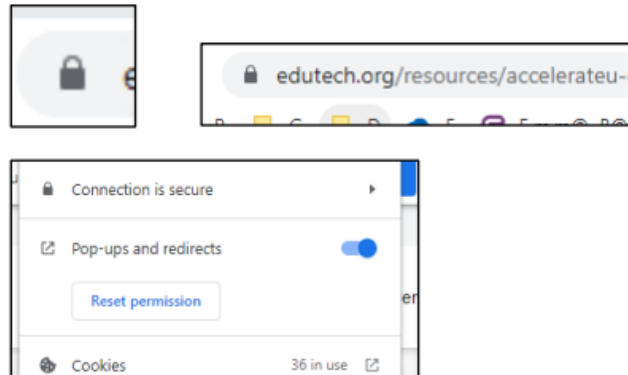
Pop-ups and Redirects

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



OR:

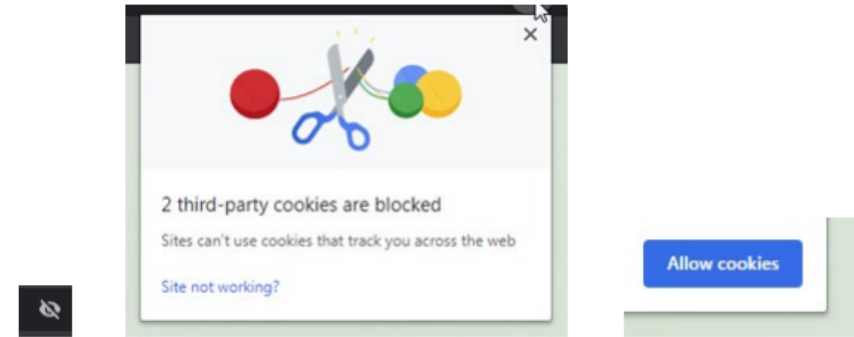
- Click on the lock icon in the top left corner of the URL line
- Move the slider to allow pop-ups and redirects



2

You may also need to allow cookies

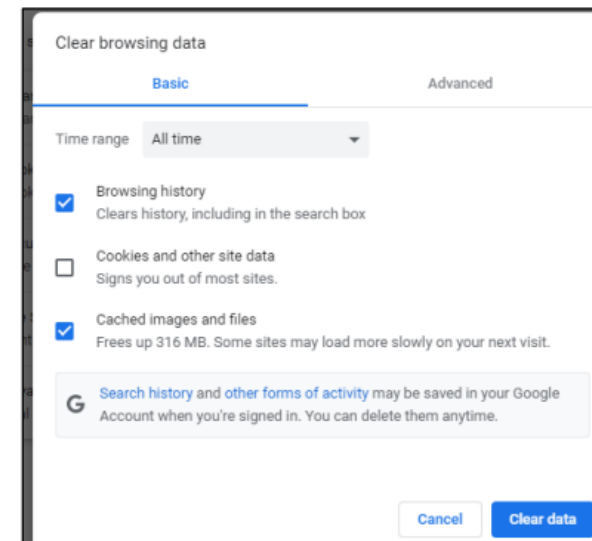
- Click eye icon in the top right corner of the URL line
- Click on "Site not working"?
- Click on "Allow cookies"
- Refresh your page



3

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

Ctrl-Shift-Delete is the shortcut






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**

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 AccelerateU.
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