

# AccelerateU

SUPPORTING K-12 EDUCATION IN NEW YORK STATE

Online Courses for NYS Students



# AccelerateU Online Courses, 2017-18

**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 certified teachers.

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

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.**

## What Students Liked About Their Online Courses

We survey all of our students at the end of their courses, and would like to share some of the feedback we have received!

- Those who ran the course were very helpful if you needed anything.
- I liked how assignments were spread out and how easy it was to learn how to do the work.
- I actually ended up learning a lot of useful things, and I use them in daily life.
- The capability of doing it anywhere.
- I liked the flexibility and my ability to pace out my own learning.
- The ease of taking the course and understanding the material from home.
- I was able to manage the course at my own pace and schedule. It made topics easier to understand which helped me perform better.
- Everything, from the course to the teachers to the administrators went above and beyond my expectations. Thank you.

## 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 [mmorone@edutech.org](mailto:mmorone@edutech.org) or (315) 332-7331 or [hpannucci@edutech.org](mailto:hpannucci@edutech.org) or (315) 332-7552.

## AccelerateU Online Course Costs, 2017-18

Each one-semester (.5 credit) online course costs \$706 per student. This includes online content, certified teacher of record, weekly progress reporting, and support. Each course is 20 weeks in length, with a 4-week extension granted at no additional charge, if needed.

**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 about \$282.

**Aid ratios:** [https://stateaid.nysed.gov/boces/pdf\\_docs/boces\\_rwada\\_report-sams1213.pdf](https://stateaid.nysed.gov/boces/pdf_docs/boces_rwada_report-sams1213.pdf)

**Early withdrawal fees:** \$125 (up to 3 weeks) and \$300 (up to 8 weeks).

**Invoicing** is done at the end of each semester.

Local BOCES fees may apply.

Course Cost	Aid Rate	Actual Cost
\$706	0.80	\$141.20
\$706	0.75	\$176.50
\$706	0.70	\$211.80
\$706	0.65	\$247.10
\$706	0.60	\$282.40
\$706	0.50	\$353.00
\$706	0.40	\$423.60
\$706	0.30	\$494.20
\$706	0.20	\$564.80
\$706	0.10	\$635.40

**Late enrollments, after May 5, 2018, will be invoiced at full cost of \$706, 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 [help@accelerateu.org](mailto:help@accelerateu.org).

AccelerateU site: <http://studentmoodle.accelerateu.org/student/portal/studentindex.php>

AccelerateU Administrator ..... Mike Morone, [mmorone@edutech.org](mailto:mmorone@edutech.org)

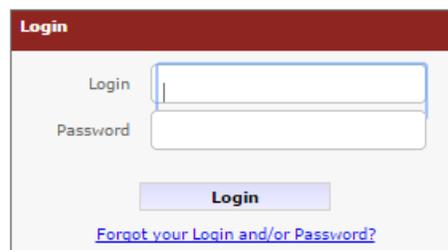
AccelerateU Coordinator ..... Heather Pannucci, [hpannucci@edutech.org](mailto:hpannucci@edutech.org)

Text us for support..... Mike: (315) 359-8355  
Heather: (315) 359-8057

## 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 an uploaded Student Contract signed by the student, parent/guardian, and administrator. If you need a copy, please contact us. Step 4 contains instructions on uploading the Student Contract with each enrollment.



**Genius Site:**

<http://studentmoodle.AccelerateU.org/student/portal/studentindex.php>

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

**Password:** “accelerateu”

**Step 1:** Sign and scan the **Student Contract**. This will be uploaded with each enrollment, in in step 4. Please review it with the student. It must be signed by the student, parent/guardian, and administrator.



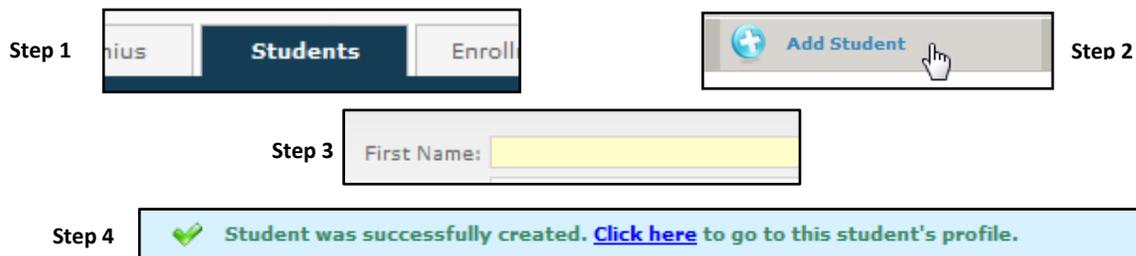
## AccelerateU Student Contract

Please complete one Contract for each student

Students: This contract is designed to help you successfully complete your online course. The signatures below indicate agreement to the following expectations and rules.

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 Advanced Placement (AP) courses require at least 6 or more hours per week.

**Step 2:** 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 **2015-16** as the **Term**, select the **Course**, and select the **Start Date**.



**Course Request**

School: AccelerateU

Term: 2014-15

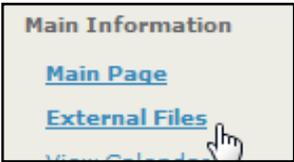
Course: Select...

Start Date: Anatomy & Physiology 2 (semester 2 of 2)  
Anthropology 2 (one semester)

Approved: AP Chemistry 1 (semester 1 of 2)  
AP Microeconomics (one semester)  
AP Statistics 1 (semester 1 of 2)  
AP Statistics 2 (semester 2 of 2)  
Archeology (one semester)

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, attach the **Student Contract**, and when necessary, the **IEP** or **504 document** 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**

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<b>AccelerateU Coordinator</b>	Heather Pannucci, <a href="mailto:hpannucci@edutech.org">hpannucci@edutech.org</a> (315) 332-7552, (315) 359-8057 (cell)
<b>AccelerateU Administrator</b>	Mike Morone, <a href="mailto:mmorone@edutech.org">mmorone@edutech.org</a> (315) 332-7331, (315) 359-8355 (cell)
<b>AccelerateU Helpdesk</b>	<a href="mailto:help@accelerateU.org">help@accelerateU.org</a> (800) 722-5797, option 4 Mon – Fri, 7:30 am to 4:30 pm

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**Live Chat**

We are now offering a Live Chat service that will be accessible daily from 7:00 am- 3:30 pm. Please refer to the AccelerateU home page for the Live Chat link. Be sure to share this feature with your students, as well.

## 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. 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 ([help@accelerateu.org](mailto:help@accelerateu.org)).

Students can also **text message** requests for support at (315) 332-7331 or (315) 359-8057.

## Proctoring Requirement

Starting during the 2017-2018 school year, students will be required to take their exams in a proctored setting. All 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.

## 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 if they need technical help.

**The rest of the course:** Check in frequently to monitor progress. You can log into our system to view progress. 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?
- Do you need any help with anything?

## 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 ([help@accelerateu.org](mailto:help@accelerateu.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 Mozilla Firefox, 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 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. AP exams require assessments also.

### **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 teacher 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



**AccelerateU**  
SUPPORTING K-12 EDUCATION IN NEW YORK STATE

**AccelerateU offers  
150+ aidable  
online courses  
for NYS students**

**Courses feature:**

- Compliance with Commissioner's Regulations for Online Coursework
- Alignment to Common Core Learning Standards
- NYS-certified teachers employed by Wayne-Finger Lakes BOCES
- Flexible course start-ups at any time

To learn more, call  
**(800) 722-5797** or visit  
**<http://accelerateu.org/>**

# AccelerateU

SUPPORTING K-12 EDUCATION IN NEW YORK STATE

## On the Cover

This year we wanted to showcase former/current students and current instructors on our covers to show our appreciation for their hard-work, dedication and perseverance through taking and instructing various AccelerateU courses.

The students on either cover enrolled in courses with us for various reasons:

- to accelerate their education by taking Advanced Placement courses or elective courses that are not offered in their district
- for credit recovery, or they needed specific courses as graduation requirements
- to gain exposure to online content and how online courses work to better prepare them for college and career
- home-bound students, or students who are out of the building/district for various reasons have had the opportunity to continue their education and not fall behind

Our instructors each year go above and beyond the call of duty to provide an excellent online education to our students. The majority of our instructors are full-time teachers in our various component districts or they have retired from teaching but still have the passion and desire to teach!

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) 332-7282  
Email: qmorris@wflbooces.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