fueleducation™

CONTENTS (*click to jump to*)

WELCOME

Welcome to **FuelEducation™** (**FuelEd**) Online Courses, and welcome to online learning. Once you begin, you'll find that online learning is easy, fun, and feels familiar. In fact, it's a lot like learning in the regular classroom.

We've created this Student Toolkit to give you the tools for success in your online class. To quickly access the sections, or tools, within this toolkit, you can select the links in the Table of Contents.

You definitely won't be alone as you navigate your online learning journey. For in-person support, look for your mentors who can answer questions right at your school location. You can also rely on your instructor who will be at your virtual side to provide guidance and help steer you to success. Let's get started!

INITIAL ACCESS

The school, or in a few cases a parent, will be responsible for creating your student user account. When the account is created, you will receive a welcome email. Within this email is a link to our *Student Overview*. While waiting for the first course enrollment to come through, we suggest you access this overview to become more familiar with our courses.
After your mentor enrolls you in a course, you will receive a second email. Within this email, you will be provided login credentials and a link to the **PEAK Dashboard** login page through which all course access occurs.

UNDERSTANDING THE PEAK DASHBOARD
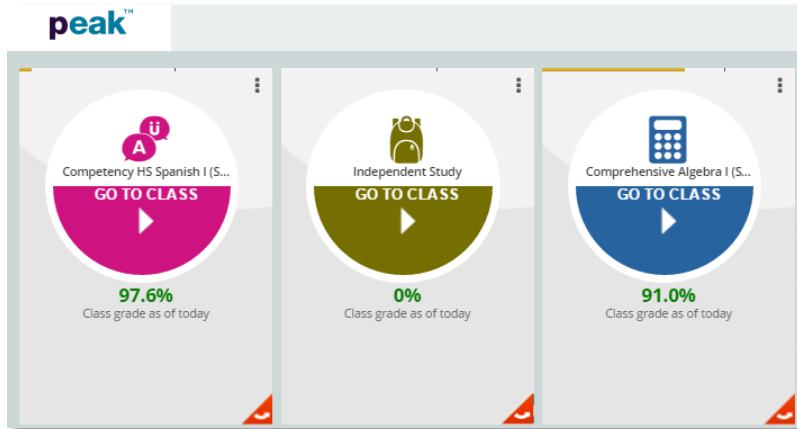
The **PEAK** student dashboard provides students with easy visibility of their progress and performance. Students can view a quick overview of performance, launch online courses, as well as access other applications in which the student is enrolled.

When logged into the dashboard, each online class is displayed on a class card.

Once logged in, you can quickly view a class grade average, email your instructors, as well as access and monitor progress in each class. The class cards can be moved around on the home page to customize the view.
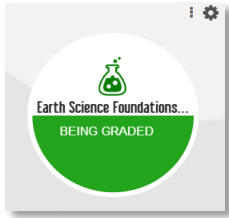
Menu Icon: Located at the top right of the card, this icon will provide a list of options to select. You may email an instructor or download all assignment grades.
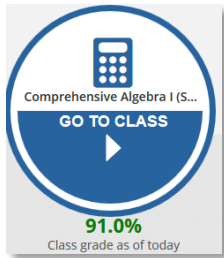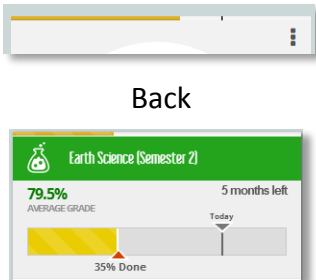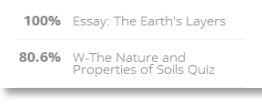
Arrow Icon: Located at the bottom right corner, this icon allows you to flip over a class card and see class progress, progress alerts, current averages, and completed assignments.

NOTE: Students whose class is **On Hold** or **Dropped** will not be allowed to enter the class nor will they be allowed to flip the card to view graded assessments. Students who see either the status **Being Graded** or **Graded** will not be allowed to enter the class.

Card Options	Title	Description
	Start Your Class	This card indicates the class is new. The student will begin class by selecting the arrow in the center face of the card. This will launch **PEAK Classroom** and directly log the student into the platform. **NOTE:** Since the student has not yet started the class, they will not have the option to flip the card over and view grade details.
	Go To Class	This card indicates the student has entered a class and started working. **NOTE:** The student will now be able to access the back of the card because there is no progress to report.

	Being Graded	This card indicates a student has reached his or her end date in the class and is ready to grade. The student will not be allowed to enter a class that is being graded, as the instructor is currently working to grade out the student.
	On Hold	This card indicates a student's mentor or administrator has placed an enrollment on hold.

Card Information	Title	Description
	Average	The average displayed on the front of a course card is often the student's average based only on assignments that have been graded or submitted. Students that are behind pace should understand that the average their instructor would submit as their final grade would be lower than this percent because of missing work. At the end of the semester missing work will count as a zero so stay updated. Schools do have an option to display a student's cumulative grade on the card. In these cases the percentage displayed will start as a zero and as the student approaches the end of the semester will climb to represent their true end of the semester grade.
Front Back 	**Progress Bar**	The progress bar at the top of the card shows the student the progress TO DATE in relation to the progress the student SHOULD BE TO DATE. If students are behind in pacing, they should work to bring themselves back on schedule.

|		
100% Essay: The Earth's Layers 80.6% W-The Nature and Properties of Soils Quiz	**Recently Graded Assessments**	Recently graded assessments will also appear on the back of the card.
Download all grades	**Download**	The student can select the link to **Download All Grades** to view all scores.

VIEWING THE CLASS HISTORY

You will have the option to view and print an unofficial transcript of the entire class history. From the home page of the dashboard, select **Download Class History**.

Once selected, a PDF document will be generated that lists all of the classes taken and the final class grade of each. This document can be printed out, saved, and used by the mentor or administrator to enter final grades into the school's Student Information System (SIS).

ACCOUNT SETTINGS AND THE USERS MENU
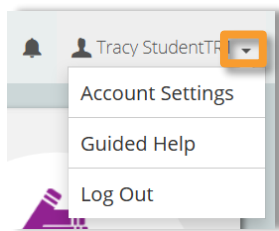
The users menu is located at the top right-hand corner of the dashboard.
Select the arrow next to the username to access the users menu. Here you can access **Account Settings**, **Guided Help**, and **Log Out**.

On the **Account Settings** page, you can view your own personal account settings such as email address, preferred language, and last login activity.
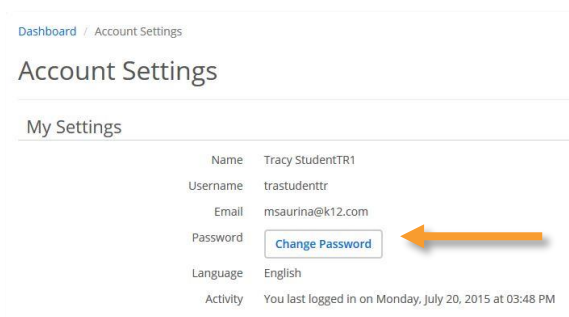
Some programs will allow students to change a personal password. This is a program decision and this privilege will be determined by the account administrator.

Select the **Change Password** button to the right of the password field to change a password.

The following password rules must be followed:
- Create a new password with 8 to 20 characters, both uppercase and lowercase letters, and at least one number.

- Passwords cannot contain spaces or the following characters: ` ~ ! @ # $ % ^ & * ( ) - _ = + [ ] { } \ | ; : ' " < > , . ? /

ACCESSING YOUR COURSE

To access any course select the arrow on the **Go To Class** card.
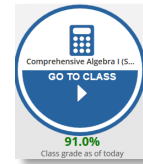
CLASSROOM ENVIRONMENT

Once in the course classroom, you will see several navigation links across the top of the browser page that are not course specific and always available.

Homeroom – Select **Homeroom** to see complete list of active course enrollments. This allows for navigation to the Homeroom page to enter a different course without returning to the dashboard.
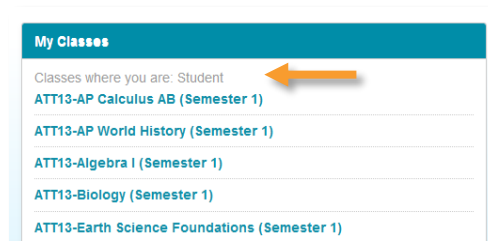
Orientation tab – The *Student Overview,* located in the **Orientation** tab, is a great place to learn how to navigate and perform tasks within the classroom. This is the same overview you have access to upon the creation of your user account, but this will allow access without having to retrieve that initial email. A recording is also available that provides a summary of the main tips and tricks to be a successful online learner.

Global Navigation Menu – This feature can be used to quickly identify new communication and course postings.
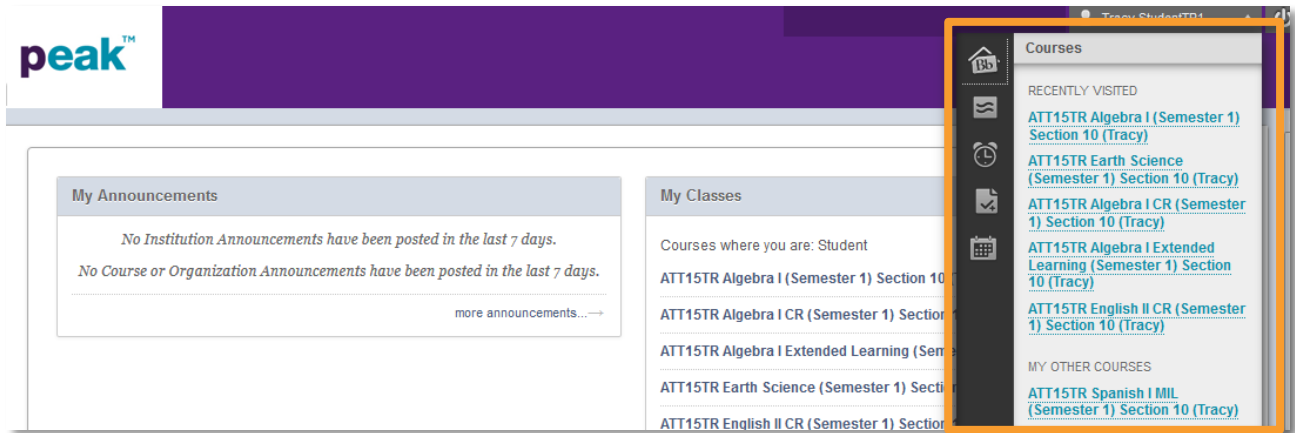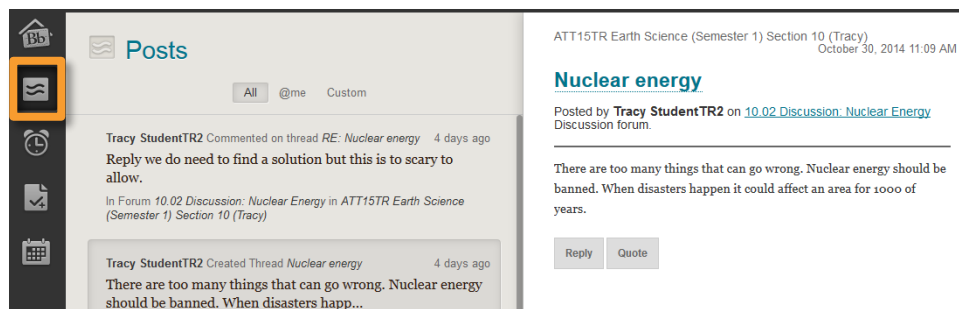
GLOBAL NAVIGATION MENU
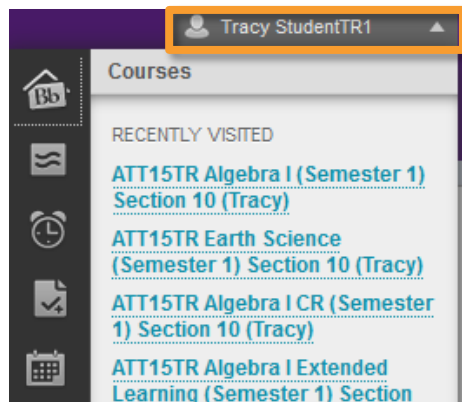
The **Global Navigation Menu** provides access to tools that help students identify new items within courses in a central location. To access these tools, select the dropdown menu by the user's name.

POSTS

By selecting the **Posts** icon, you will have the ability to view and reply to discussion board posts and communication journal entries.

- The left side of the page shows discussion board posts, as well as communication journal entries.
  - Select a post or journal entry to see it in detail on the right side of the page. Here is where you will have the ability to reply to posts or send comments back to instructors from this central area.

- The default view will show all posts and entries. Here you can change the view to show items by course, by selecting the **Custom** tab, checking the **box**, and then selecting the **course**.
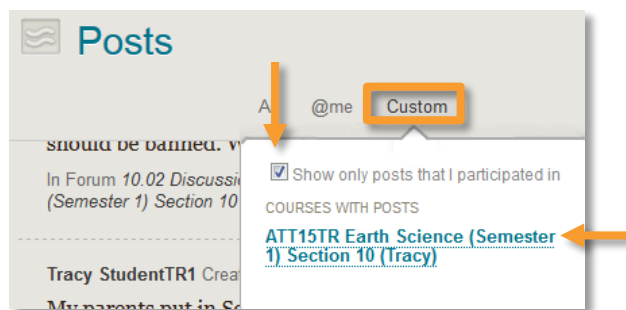
- The posts will remain visible for 7 days. They will not have a red alert number, so they should be checked daily.

UPDATES

Selecting the **Updates** icon allows the ability to quickly see items that have been added and graded items.
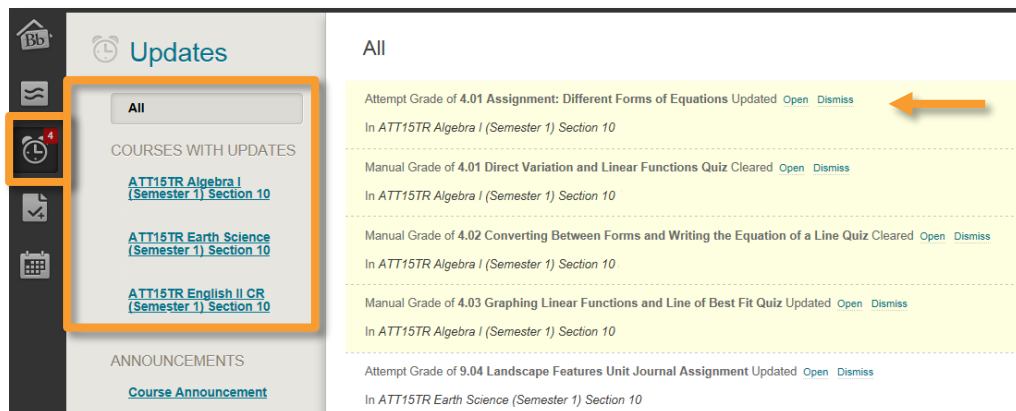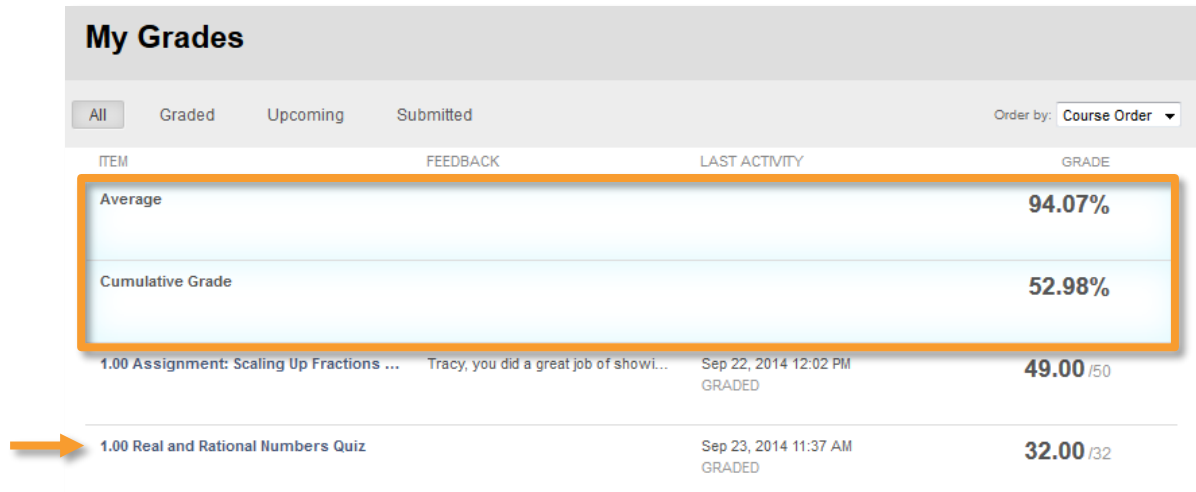
- A list of courses with updates and new announcements appear on the left side of the page. Select a course link to go to the course. You can opt to view all courses or select one course.

- A list of recently updated assignments and due dates appears on the right side of the page. Select an item link to view.

- You will see a red number on the upper right of the alarm clock icon, indicating the number of updates which have not been viewed. These are in the yellow highlighted areas when you first enter the Update section. You can select Dismiss on unwanted updates.

- Select **Open** to drill down to the assignment and view it, along with the grade and feedback.

MY GRADES

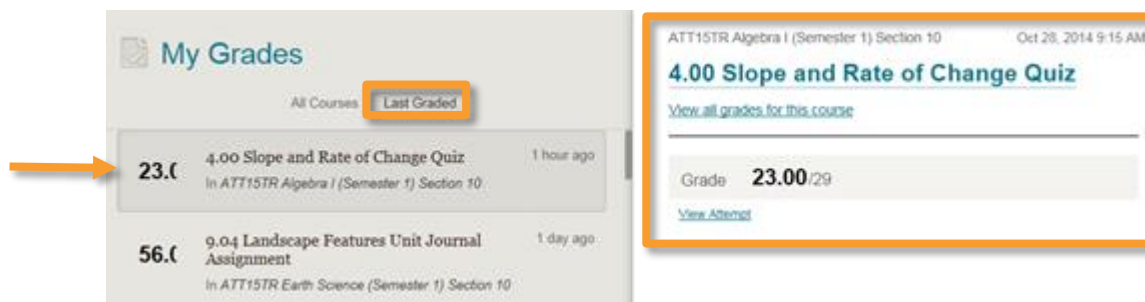Select the **My Grades** icon.
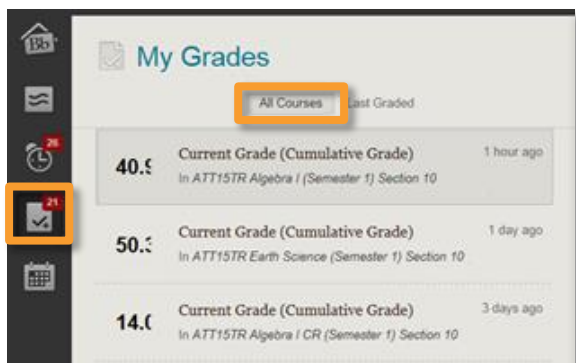
- The default view is for all courses. On the left side of the page, you will see your current cumulative grade in each course. Do not panic, as the cumulative grade starts as a 0 for all students and increases each time an assignment is submitted and scored.

- By selecting a course in the list, you will see a view of your grades in the course, on the right side of the page.

- The **Average** tells you the percentage grade on all assignments you've turned in. This total will not mark incomplete assignments as a zero.

- The **Cumulative Grade** tells you the grade you would receive if your class ended today. Any incomplete assignments will count as a zero in this total.

- When all assignments and assessments are complete, the **Average** and **Cumulative Grade** are the same.

- If you select an assignment link, you can drill down to view it, along with feedback.

- If the **Last Graded** tab is selected, you will see a list of items with the most recent grades. By selecting an item, you can view the grade. You can also select a link to View Attempt or View all grades for this course.

CALENDAR

Select the **Calendar** icon. The calendar is where you can keep track of all personal items and due dates.
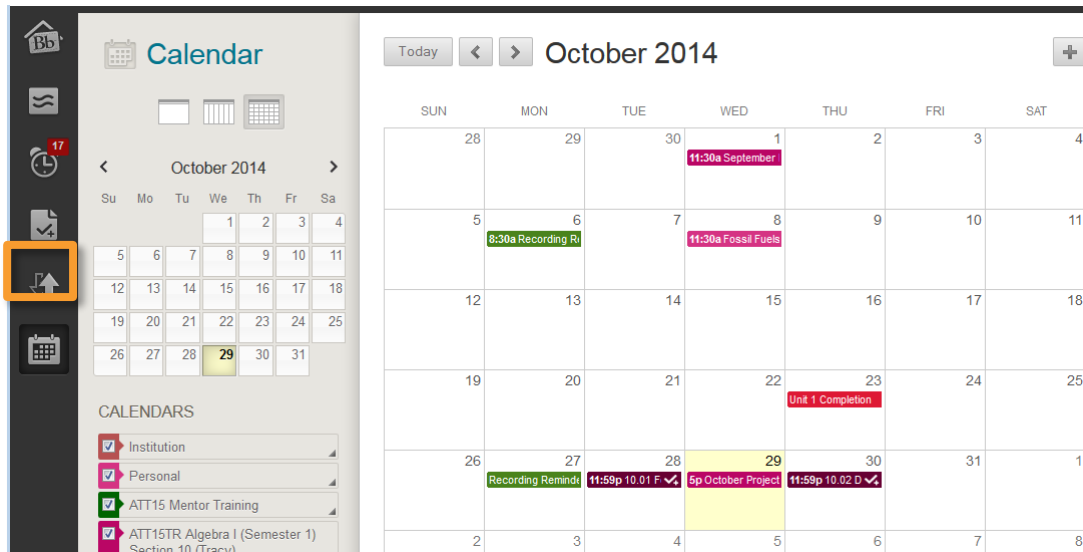
- You can choose a **Daily**, **Weekly**, Or **Monthly** view.
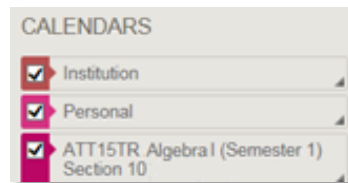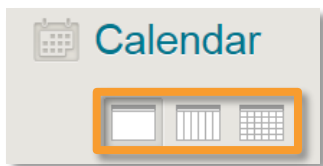
- You can add **Personal** items to your Calendar.

- Teachers and Institutions may add items, as well. These will be color coded.

To add your items to the Calendar:

1. Select the **+** sign to the right of the month name.
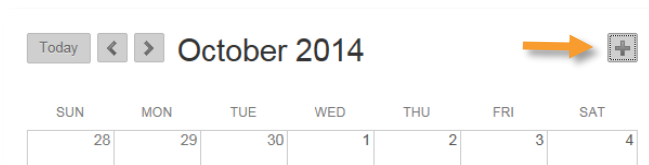
2. A pop-up window will appear.

3. Type in the name of the **Event**.

4. The Calendar default is **Personal**.

5. Fill in the **Start** and **End** dates and times.

6. You can select **All Day** and/or **Repeat**, if desired.

7. Add a **Description** of the Event.

8. Select **Save**.

CLASSROOM BASICS

NAVIGATION MENU

House icon – No matter where you are within a course, selecting the house icon will always return you to the Announcements page.

Announcements - Announcements are found within each individual course. Reading your announcements is an important way to start your online courses for the day. Be sure you read all announcements each time you log into your class, as they will have important information you'll need to know.

Staff Information – Select to access instructor's contact information, background and contact information (email/phone).

Class Connect – Select to access virtual offices. This will be discussed in detail later.

Orientation – Will contain syllabus, class specific information, and the Dynamic Scheduler.

**Content Units** – These units will contain the class content as well as course assessment links.

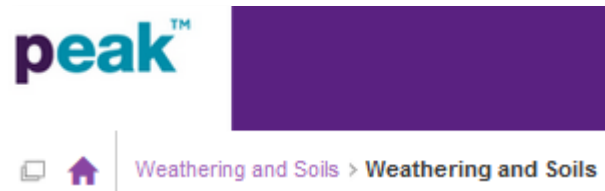**Online Support Center** – Can be used to access chat, phone, and ticket support.

Communication – Select to access course communication journal.

NOTE: Students must send the first journal entry to allow teachers to respond.

My Grades – Select to access current grades and teacher feedback.
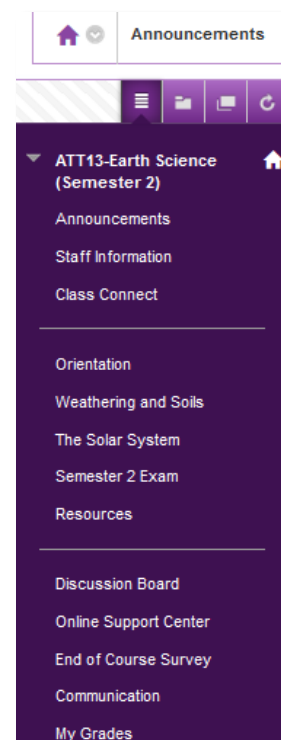
NAVIGATION WITHIN CONTENT

Once you have accessed a content area, the main navigation menu will disappear. However, you can return to the content area by using the house icon and breadcrumb trail located about content page.

To navigate from page to page use the bottom navigation bar and then select the **next arrow** or slide the **circle** to the desired page.

DYNAMIC COURSE SCHEDULER

Every **FuelEd** online course has a Dynamic Course Scheduler. This scheduler will give a personalized weekly pacing guide that will keep you on track.

To access the **Dynamic Course Scheduler** in most classes,

1. Select **Orientation** in the navigation menu.
2. Scroll down to select **Schedule**.

To set your scheduler, ask your mentor for your start date and end date. Then, enter both of those dates and select **Submit**. Make sure you copy and paste a copy of the schedule into a Word document and save it somewhere handy. *The scheduler resets each time you leave the page, so save or print a copy.* It's important that you follow the schedule and complete

assignments in the correct order. Also, don't forget to check off the assignments as you complete them.

INSTRUCTOR COMMUNICATION

We encourage you to stay in frequent contact with your instructor. Staying in touch is easy. You can communicate with the teacher through the Communication link on your navigation bar or through email.

NOTE: In order to successfully use the communication journal, you *must* initiate the first contact. Here's how to access the Communication link:

1. Select **Communication**.

2. Select **Course Name – Communication**.

3. Select **Create Journal Entry**.

4. Add a subject and type a message in the text box.

5. Select **Post Entry**.

RESPONDING TO THE INSTRUCTOR

1. To locate the instructor's response, monitor Student Dashboard or return to the Communication course link and select the arrow next to **Comments**.

2. To reply to the instructor, select **Comment**.
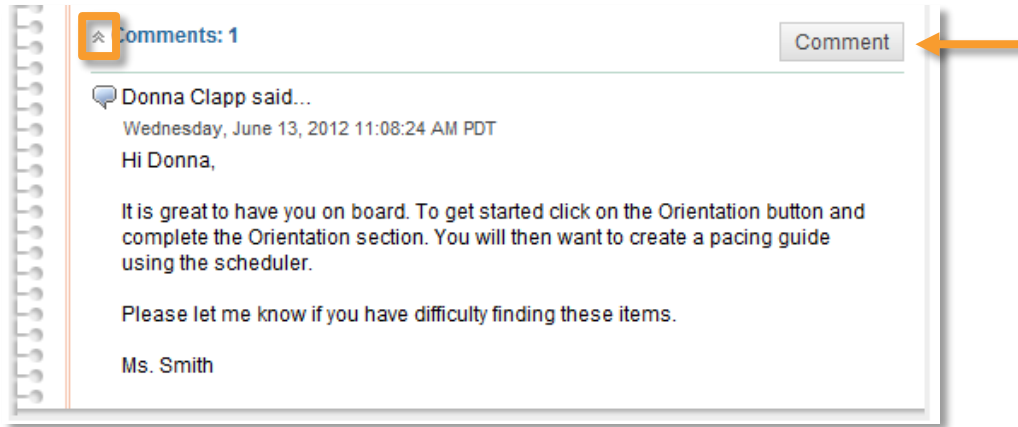
In some sections you may also be able to communicate with your instructor via email. To find the instructor's email, select the **Staff Information** link in the course navigation bar.

REMEMBER:

- Students cannot submit any assignments through email. All course work must be sent through the assignment link within the unit.

- To keep an open line of communication, make sure you write completely and with correct punctuation. Avoid "text speak" (LOL, IDK, BRB, etc.), as this is an educational environment.

- Instructors will respond to all communication within 24 hours (Monday – Friday).

LESSONS AND ASSIGNMENTS

FuelEd online course lessons and assignments are broken down into "bite size" chunks to make learning easier. Each **FuelEd** online course has sections, referred to as units, and each unit has lessons, referred to as sections/modules.

As a student, access all units by selecting the unit name from the main navigation menu. Once within the unit, you will select the content/assignment link desired.
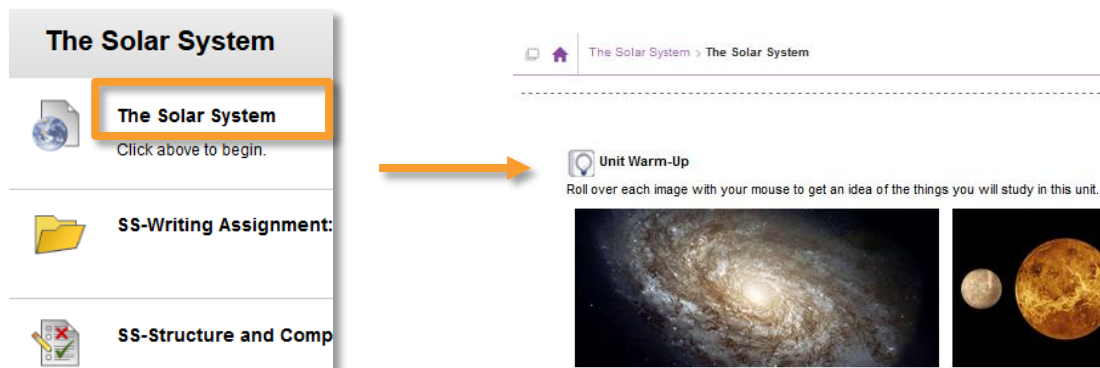
When you select a learning unit, you will be presented with the icons on the left. The following sections will deal with each icon type.

Select this icon to access the content or learning material of the class.

Select this icon to access your class quizzes or exams.

Select this icon to access the classroom discussion board.

Select this icon to access your class assignments.

Select this icon to submit your class assignments.

QUIZZES AND EXAMS

When you have completed a section or a unit, you'll usually have to take a quiz or exam. **FuelEd** online course quizzes and exams will include true/false, matching, multiple choice, short answer, and essay sections.

- Before accessing a quiz or exam, you should make sure you have time to complete the assignment.

  - The majority of quizzes and exams do not allow you to access and return to the quiz/exam at a later time to complete.

  - If you leave an unfinished quiz/exam, the system will auto-submitted the assignment on your behalf. All questions that have not been answered will automatically be marked as incorrect. Only mentors can request that these assignments be reset.

    NOTE: *All work will be lost if an assignment needs to be reset.*

- Unit/semester exams will be password protected. Mentors will provide access/password to student.

- Your answers will automatically save as you move from one question to the next. You must still select the **Submit** button before leaving the quiz/exam page.

NOTE: For more information, select *here* to view the Student Code of Conduct.

ASSIGNMENTS

Written assignments offer the best way to learn and master the lessons and concepts.

COMPLETING AN ASSIGNMENT

To complete an assignment:

1. Select the unit link for the assignment you wish to complete.

2. Select the link for the assignment.

4.02 Assignment: Converting Between Forms

3. Select the top link for reviewing the assignment.

4.02 Assignment: Converting Between Forms
Review your assignment here.

4.02 Assignment: Converting Between Forms
Submit your assignment here.

    a. Review the assignment.

Assignment: Converting Between Forms

Knowing how to convert equations to different forms can be helpful for identifying information about lines and for graphing lines, too. To convert from one form to another, you need to be familiar with the general form for each line.

Point-Slope Form: $y - y_1 = m(x - x_1)$

Slope-Intercept Form: $y = mx + b$

Standard Form: $Ax + By = C$

Follow the directions outlined in the project guide. For this assignment you will practice converting equations of lines to different forms. You will also create your own problem that involves converting equations to different forms.

For information on how this assignment will be graded, please view the grading rubric.

    b. If there is a link for a project guide and/or grading rubric, select each of them, and review the content.

        i. In many cases, the project guide is a writeable PDF which will allow you to type and save your assignment.

        ii. The grading rubric lets you know how points are earned on this assignment and the standards for earning them.

4. Complete the assignment and save it on your computer. Note where you are saving it, so that you can find it when submitting.

NOTE: When you create a written document for an assignment, be sure to save it as a Word or PDF document.

5. Be sure to talk to your mentor if you have any difficulty creating or uploading your assignments.
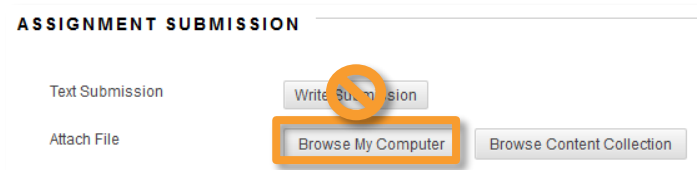
SUBMITTING YOUR ASSIGNMENT

1. Select the unit link for the assignment you wish to complete.

2. Select the link for the assignment.
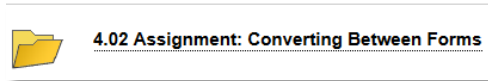
3. Select the second link for submitting the assignment.

4. Select **Browse My Computer**, select the link for your saved assignment, and select **Open**.

NOTE: Students may only send assignments by browsing and submitting them in the assignment submission link, as a Word document or PDF, unless directed to send in a special project form (such as PowerPoint) by their instructor/project directions. **NO ASSIGNMENT SUBMITTED BY EMAIL WILL BE ACCEPTED.**

5. If you wish to send a comment to your instructor, use the **Comment** box.

6. Select **Submit**.

7. After you successfully attach and send your document, you will receive a message that says, **This assignment is complete. Review the Submission History.**

DISCUSSION BOARD

The **Discussion Board** is your opportunity to share comments and recieve comments from your classmates.

CREATING NEW DISCUSSION BOARD

1. First, read the prompt for the discussion assignment. When you are ready to post a comment, select the **Create Thread** button.
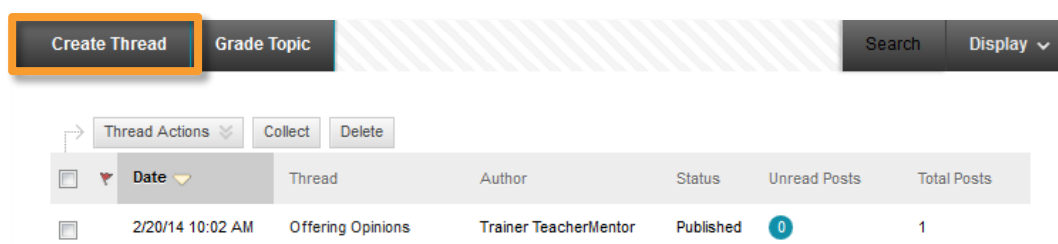
2. Write your post, select **Submit.**

RESPONDING TO DISCUSSION BOARD

1. To respond to another student's post, select the **Thread Name** of that student's post.

2. First read what the other student wrote, then select **Reply** write your reply, and select **Submit**.

MY GRADES

Knowing how you're doing makes a big difference. That's why **FuelEd** makes it easy to see your grades. To access your grades from your homeroom screen, select **My Grades**. Two different grades are reported: **Cumulative Grade** and **Average**.

- The **Cumulative Grade** tells you the grade you would receive if your class ended today. Any incomplete assignments will count as a zero in this total.

- The **Average** tells you the total grade on all assignments you've turned in. This total will not mark incomplete assignments as a zero.

When you view your grade table, the following icons may appear:

This icon indicates an assignment is **in progress**. If this icon is not letting you finish an assignment, let your mentor know. You have locked yourself out of your exam. *To avoid these locks, be sure to Submit before leaving a quiz/exam.* Only your mentor can request that an assignment can be unlocked.

This icon, it means your assignment has been received, but has not been graded yet.

This icon means that your teacher has exempted you from an assignment. When you see this icon, you do NOT have to do the assignment.

You can access teacher feedback and view a completed assignment by selecting the assignment link.

| 1.03 Assignment: Applying Order... | Well done! Good job in e... | Sep 29, 2014 2:46 PM GRADED | 49.00/50 |

CREDIT RECOVERY

Credit Recovery (CR) classes are here to help you catch up and make up for lost ground. When you take a CR class, it's important for us to determine what you know, and what you still need to learn. Our classes are based on an Adaptive Release model that goes step by step to find out what you already know.

FIRST TIME ACCESSING A CREDIT RECOVERY UNIT

When you first enter a unit, you will see either a link to the unit's Quiz or Introduction.

- If Quiz is present, open and complete the quiz. Select **Submit** prior to leaving the quiz.

  NOTE: Do not start the quiz unless you have time to complete the entire quiz.

- If Introduction is present, open and review the brief overview of the unit. Return to **Unit List** and check **Mark Reviewed**.

- As the student, you will access quizzes in CR before the content is visible. This is done to allow you to test out of reviewing section content. *Don't panic if you do not know the material during the first attempt.*

Numbers and Expressions

Real Numbers Quiz
Click above to begin

Triangles

Introduction
☑ Reviewed

UNDERSTANDING THE ADAPTIVE RELEASE PROCESS

- If you achieve 70% or better on a section quiz, the next section quiz will be released immediately. You do not need to review that section's content and can move on.

- If you earn less than 70%, the content in the section will open. You should read, take notes, and complete all activities in this section.

  - Once you have studied and are more comfortable with this section, you should retake the section quiz. You will be allowed to take the section quiz up to five times.

  - The last quiz attempt is the attempt that counts. It is not the highest score or the average score of your five attempts.

- To take the quiz again, select the quiz, select **Begin**, and then select **Start New Submission**.

- If you wish to review material not released before taking a quiz or exam, you can access this information by selecting **Orientation** and then **Table of Contents**. The table of contents should look like the screen below.


- English CR Courses may appear slightly different.

  - English I and English II CR do not use the above Adaptive Release feature. However, you will still be provided five attempts on quizzes and exams.

  - All English CR courses will include teacher graded assignments.

CLASS CONNECT

Class Connect sessions offer a great way to keep the lines of communication open with your instructors. These sessions use a tool called **Blackboard Collaborate** (**BBC**) and use a combination of voice, text, and virtual white board for lessons and tips. We strongly urge you take advantage of these weekly sessions to ask your teacher questions or to get extra help and support.

If you are using **BBC** for the first time, you will need to download the **BBC** Launcher. Select *here* to view the **BBC** Launcher document.
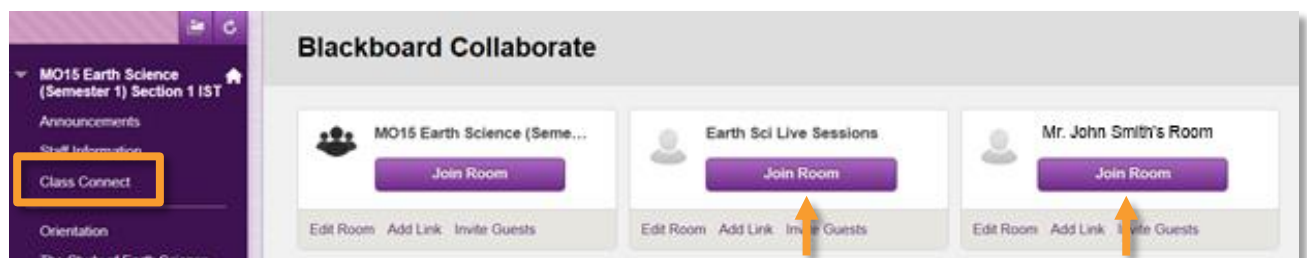
The two rooms used most frequently are the **National Class Connect** room and the **Instructor's Office Hour** room. Both are covered below.

NATIONAL CLASS CONNECT SESSIONS

Some courses offer additional lesson specific synchronous sessions for the students. To access these sessions, find the **Synchronous Session** course link in your Homeroom. If available, a schedule of these sessions will be posted on your Announcements page.

1. About 15 minutes before the session, select the **National Class Connect** link in Class Connect.

2. Select **Join Room**.

3. Choose **Open** with **BBC** Launcher and then **OK**.

4. Select your **Connection Speed** and then **OK**.

5. Your **BBC** Session will begin.

INSTRUCTOR OFFICE HOURS

Find out when your instructor holds office hours by selecting the **Staff Information** button.

- About 15 minutes before your teacher's office hours, you may log into your session.

- To log in, select the **Class Connect** button on your course menu and then the **Join Room** button for your instructor.

GETTING HELP

Help is always available. Your first step is to ask your instructor or mentor. Additional support can be accessed through the **FuelEd Service Station**.

## SERVICE STATION
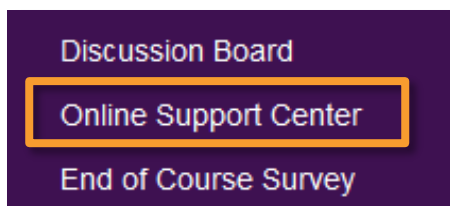
You can directly access the Service Station by visiting *service.getfueled.com* or by selecting **Online Support Center** along your classrom navigation menu.

Once at the Service Station an additional login **WILL NOT** be required.

The **Service Station** allows you to obtain help using three distinct options. The first of these is to search the **Knowledge Base** for commonly asked questions and solutions.
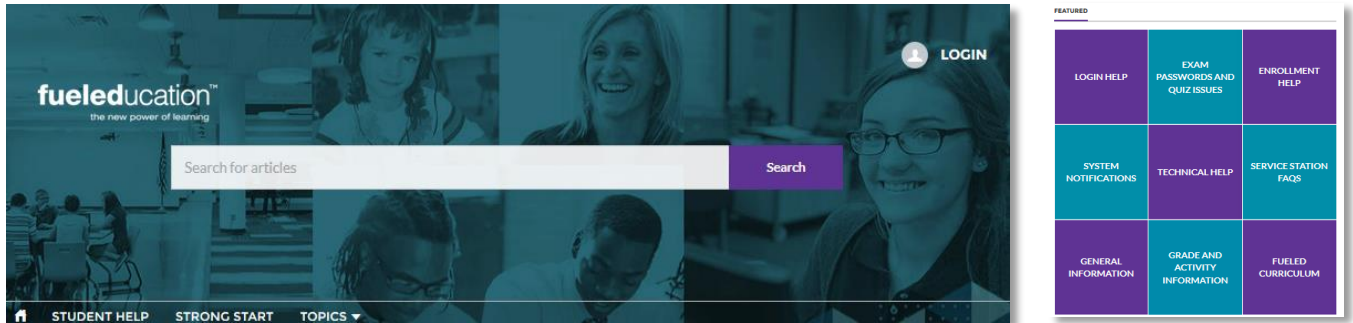

KNOWLEDGE BASE

1. Select any of the nine featured topics to review past articles within each topic.
2. Select **Search**, after entering a related search term within the search field.

STUDENT CHAT SUPPORT

The **Instructional Chat Support** is available 8 am – 12 midnight (ET) Monday thru Friday and 12 noon to 8 pm (ET) on Saturday and Sunday. The chat support will connect you with a content instructor. To access chat support:

1. Select **Student Help** along the _Service Station_ menu bar.

2. Select the **Chat Now** option if a chat agent is available. If a chat agent is not available you may either return during posted hours or submit a support case.

3. Complete pre-chat survey with as many details as possible.

4. Select **Chat Now**, to begin your interaction with a chat agent. It is possible to save transcripts of your chat when you have completed the chat conversation.
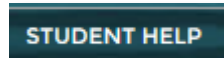
CASE SUPPORT

Sometimes it is best to get support by creating a case and receiving help via email. Creating a case enables you to directly submit a support request to a technical specialist whose expertise matches your inquiry.   This tool provides an alternative to chat and may be more appropriate for issues related to course issues. To submit a case:

1. Select **Student Help** along the _Service Station_ menu bar.

2. Select the **Email Case**.

3. Complete all required fields. Be as detailed as possible within the **Description** field.

   a. Include the exact course section or assignment name.

   b. Avoid general statemsts such as my algebra course. Rather list the section name AZ17 Algebra I (Semester1) Section 2.

4. Select **Submit**.

You will receive an email confirming your case was submitted. All case resolutions will be received via email.