

AE Orientation - K-5

Speaker Hi! Let's learn how to use our Accelerate Education course. First, make sure you have your learning coach with you. Your learning coach is your parent, guardian or teacher who will be helping you with your course. Today, you and your learning coach will learn how to launch your course, communicate, understand your dashboard, navigate and submit your work, view your gradebook and finally how to get help in your course. First, we will need to launch our course from our genius dashboard. It is important to note that your icon card in genius will take twenty four hours to update after completing coursework. When you first launch your course, you will be brought to the message center. It is important to check your messages daily. In the message center, you can view your messages, reply to a message, or you can write a new message. If you need help using the message center, let your learning coach know to check out the Student Portal Guide. To access your course, click go to class. Before we get started, we need to verify our email address. This is important to do right away because if we do not, we will not receive messages from our teacher. First you'll click Settings, Send code, and then you will have your learning coach check your email and enter the code back here to verify. Once you've done that, click save. Great. Now that we've verified our email, let's explore our dashboard. The main page of your dashboard contains your course icon cards. The to do list will show assignments with due dates in the next seven days. The activity stream will show you your recent activity in your courses. Start here will take you to the Accelerate Education Knowledge Base, where you can access tip sheets to help you navigate your course. Your course icon card contains several pieces of important information such as your start and end date, your current grade and your progress. Using the hamburger icon and clicking on calendar will bring you to your calendar. You can view suggested pacing and due dates by using this function. This may be helpful to help keep you on pace. However, always follow what your school requires for pacing. To get back to your main dashboard, click the hamburger icon again and then click Student App. Now that you understand your dashboard, it's time to navigate to your course. Make sure that you take your time and you read each lesson carefully. To access your course, click on the course icon card. All courses will begin with a resources folder. This contains important information on how to use your course, so make sure that you read thoroughly and carefully. Your teacher will connect with you and your learning coach for live sessions. These may be small group or one on one with your teacher, depending on your grade level. To navigate in your course, click the first lesson. You can move from page to page using either the arrow keys or the topic dropdown at the top left. Learning coaches, each lesson will have this LC button. Clicking this will bring up some Learning Coach resources for you to help your learner understand the content and concepts within the lesson. You can also change how your course looks using the color buttons at the top right. Each lesson will have an audio button that will read your lesson aloud to you. However, you can also use the Speech Stream toolbar, which will be available on all lessons. You'll click the arrow to expand this, and then you'll have many options to help you with your coursework. Clicking the pointer icon and then clicking a word will begin text-to-speech. You'll use the play button, the stop button, and the pause button to adjust your text to speech. You can highlight a word and then click the translate button to see a translation of the word that you've highlighted. You can do the same thing for the dictionary and for the picture dictionary. This will give you a visual

representation of the word. Screen Masking will adjust the contrast so that you can help keep your place within your lesson. Finally, the magnifying glass will enlarge the text as it's read aloud along the top of the screen. You can turn this on by clicking the magnifying glass and then clicking on the first word. To turn this off, you can first click the magnifying glass and then the pointer icon. You can adjust the settings of the Speech Stream toolbar by clicking the gear icon in the far right. This will allow you to change the translation into many different languages. Any of the languages that have the audio icon are able to be translated for text-to-speech. Under general, you can adjust how fast or slow the text to speech voice is, and under screen tools you can adjust the screen masking function. Always make sure to click save before you exit out. Please note the Speech Stream toolbar is available during lessons and content, but it is not available during quizzes or assessments. Once you've completed all of your lessons, it's time to submit your work. You'll do this by navigating to the drop box and then making sure that you're submitting the right assignments. They will be linked within the dropbox so that you can download them from here and complete the blank assignment. They're also going to be linked within your lesson. To complete the assignment, you'll print this off, follow the directions to complete, and then you or your learning coach will take a picture and come back to the dropbox to submit this. Your school district may have provided you with a workbook for your course. If they did, this workbook will contain your assignments that need to be submitted. That will allow you to skip the printing step and just complete the work in the workbook, take a picture and then come back here to submit your work. To submit your work, click the Add File button, click choose, find your assignment, click open and then click upload. Make sure that you do this for all assignments that belong in that Dropbox. From there, click submit or resubmit my work. Once you've submitted your work successfully, you can move on to your next activity by using the Next Activity button or to access the modules for your course, you can use the back arrow at the top left. Now that we've submitted our homework, it's time to monitor our grades using the gradebook. You're able to access your gradebook here by clicking the bar graph, or you can go to the hamburger icon and select grades on the left hand side. You can also access your gradebook by clicking the home icon to return to your dashboard. Then you can click the bar graph in the bottom right. From here, you can see a total of all of your assignments that will be submitted for grade. The target due date is just that it is there to help you with your pacing. However, it will not impact your grade if you submit it after this date. A completed paper icon means that your assignment has been completed and submitted, but it is still waiting for a teacher grade. A green check mark means that it was submitted and graded. And then under the score, you will see the grade that you received on that assignment. You will also see two progress bars at the top of your grade book. One is for gradable activities, which is assignments that are submitted to your teacher for a grade and are used for pacing and attendance purposes. The other progress bar is for all activities, which counts things like videos and lesson content as you're working through. Congratulations! You now know how to be successful in your Accelerate Education course. Some days things won't work perfectly, and that's okay as long as you know how to get help. If you're having trouble understanding your lesson or your assignment, let your teacher and your learning coach know. Learning coaches for course content that's not loading or working, you'll want to submit a ticket to your CAOLA support team. If you don't know who this is or how to do so, ask your students advisor or guidance counselor at their school. Finally, have fun and do your best!