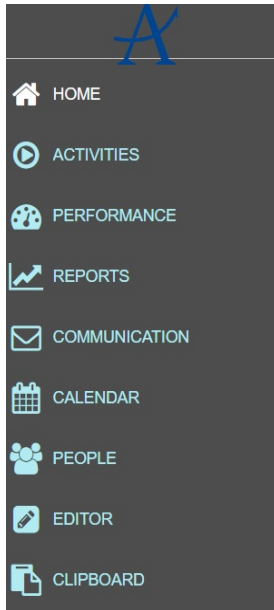


Accelerate Teacher Guide

This guide will give you instructions or direct you to where to find the instructions to complete the teacher tasks you will be responsible for in Accelerate



Activities: This feature allows you to see the student view of a course.

Performance: This feature allows you to see the student’s performance for each course.

Reports: Use this feature to pull and print various reports.

Communication: You can send messages to users in this area.

Calendar: The Calendar tracks and displays all assignments and their due dates. You can choose to view a specific day, week, month, or the entire duration of the course. *Please note: Specific dates cannot be assigned for specific assignments and blackout days cannot be assigned individually per student or course.* The system automatically assigns work based on the start and end dates of the course.

People: This feature provides access to a variety of student data points. You can view progress, pace, and performance in this area.

Editor: This feature allows you to view the syllabus of a course, edit the syllabus, and change the start and end dates of a course.

Clipboard: You can use this feature to award badges to students.

Grading Work

Grading work in Accelerate is easy. When you log in you will see to-dos listed on the left hand side.

- Click one and it will open the assignment.
- Review the assignment and enter a grade in the form of a percentage. (Some lessons will show the suggested answer for the questions. Essay or short answer assignments will not show and answer as student responses may vary.)
- Click “Submit”

Viewing Test/Quiz Answers

To view the answers the student submitted for a quiz and to see the correct answers:

- Click on “Performance”
- Choose the course the assignment is in

- Click on the score in the box under the assignment name

Reset a Quiz/Test/Assignment

You can reset work to allow the student another chance to complete the work. Please note: the system will record the score for each attempt and maintain a record of it as well as who reset it. The score from the most recent attempt is what is recorded in the grade book.

- Click on “Performance”
- Choose the course the assignment is in
- Click on the score in the box under the assignment name
- To the left of the assignment click “Allow Retry” (see below)

Grade Editor

Activity: Quiz: The Graph of a Relation
 Category: Quiz
 Due: Jul 11, 2017
 Submitted: Aug 1, 2017 6:39:19 AM (20d 6h after due date)
 Active time: 10m 57s

Content Score/Activity History Submission History Analytics Objectives

Questions

✓ 1. Algebraically determine if the relation $x = -y^2 - 0.1$ is symmetrical with respect to the x -axis, y -axis, or the origin.

y-axis symmetry

no symmetry

origin symmetry

✓ x-axis symmetry

Score: 80 %

Full Credit No Credit Clear

calculated from item
 ✓ completed

Save Draft SUBMIT SCORE

Excuse Allow Retry Override Complete

Feedback (Visible to Student)

B I U \int $\frac{\square}{\square}$ Δ ∇

Permit Progress

To accept a score and allow progress:

- Click on “Performance”
- Choose the course the assignment is in
- Click on the score in the box under the assignment name
- To the left of the assignment click “Override Complete” (see below)

Grade Editor

Activity: Quiz: The Graph of a Relation
 Category: Quiz
 Due: Jul 11, 2017
 Submitted: Aug 1, 2017 6:39:19 AM (20d 6h after due date)
 Active time: 10m 57s

Content Score/Activity History Submission History Analytics Objectives

Questions

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Full Credit No Credit Clear

calculated from item
 ✓ completed

Save Draft SUBMIT SCORE

Excuse Allow Retry Override Complete

Feedback (Visible to Student)

B I U \int $\frac{\square}{\square}$ Δ ∇

Excuse an Assignment

You can excuse an assignment and the score for this assignment will not be calculated in the final grade for the course. The system will maintain a record of all excused assignments. Some states do not permit assignments to be excused so be sure to know the homeschooling requirements in your state before excusing work.

- Click on “Performance”
- Choose the course the assignment is in
- Click on the score box under the assignment name
- To the left of the assignment click “Excuse” (see below)

The screenshot shows the 'Grade Editor' interface. On the left, a quiz question is displayed: 'Algebraically determine if the relation $x = -y^2 - 0.1$ is symmetrical with respect to the x-axis, y-axis, or the origin.' The question has four radio button options: 'y-axis symmetry', 'no symmetry', 'origin symmetry', and 'x-axis symmetry'. The 'x-axis symmetry' option is selected. On the right, a score management panel is visible. It shows a score of '84%' and buttons for 'Full Credit', 'No Credit', and 'Clear'. Below these are buttons for 'Save Draft', 'SUBMIT SCORE', 'Excuse', 'Allow Retry', and 'Override Complete'. A red arrow points to the 'Excuse' button.

View Assignment Performance Details

You can view the details of when each assignment was completed, was due, and the grade on the each by:

- Click on the “People” icon the left
- Click on the name of the student
- You will see all the detail for the course

View Student Activity

You can view the details of when each assignment was completed, was due, and the grade on the each by:

- Click on the “People” icon the left
- Click on the name of the student
- You will see all the details for the course
- Click on “Activity” in the middle of the screen (see image below)
- You can print this page from you PC by right clicking on it and choosing “Print” or pressing ctrl+p at the same time.

Grades For Me What If **Activity** Objective Mastery Analytics Badges Stream To-Do List

Score: 85.18%

Schedule: Jul 8, 2017 - Feb 17, 2018 (5 months remaining)

100% of gradable activities completed (45 of 45)

98.73% of all activities completed (78 of 79)

Activity Title	Score	Status
1:Relations and Functions		✓
Quiz: The Graph of a Relation	80%	
Quiz: Determining a Function	80%	
Quiz: Analyzing Functions	90%	
01:Protract	82.22%	

Calendar

Please note: The calendar cannot be updated for each individual student or assignment. The blackout dates are universal to all students and set by provider. Assignment dates are scheduled based on the start and end date of the course.

Change Start and End Dates

You can adjust the start end dates for each course you are assigned to. Changing the start date and end date will change the dates for each assignment.

- Click on the “Editor Icon”
- Choose the course you would like to change the dates for
- Click “Settings” on the top toolbar
- Change the dates to the desired dates
- Click “Save”
- You will get a message “Unable To Save Settings” but the dates will be changed.