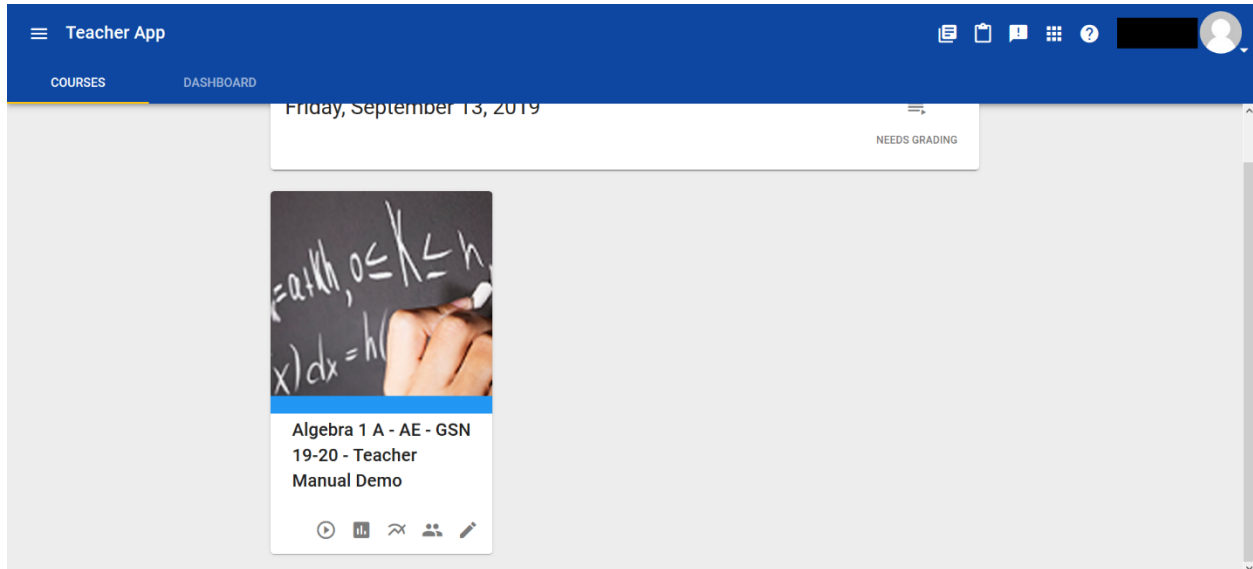



Accelerate Teacher Guide

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

Upon Signing in you will land on the homepage where all your current courses are listed.



- “Needs Grading”** shows all activities students have submitted across all courses. This can be filtered by course by clicking on the filter course icon 
- “Announcements”** (marked by the Exclamation Point icon) part of the “Communication” tab lets you send messages to students and set class wide announcements.
- “Activities”** marked by the play icon on a course card shows you a student view of the course.
- “Gradebook”** marked by the bar graph icon on a course card takes you the gradebook for that course where you can enter in or change scores for submitted assignments.
- “Reports”** marked by the line graph icon on a course card leads to an area to pull and print various reports.
- “People”** marked by the two-person icon on a course card leads you to all students within that course. The “people” option in the menu sidebar will allow access to all students assigned to you without having to go through the course card.

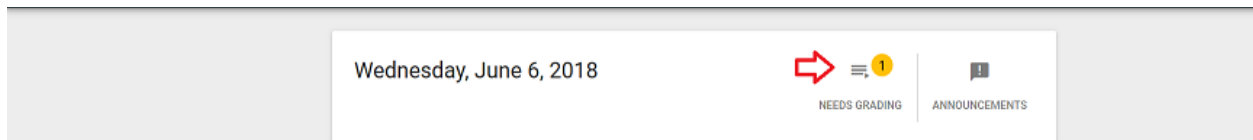
- **“Editor”** marked by the pencil icon on a course card allows you to view the syllabus of a course, edit the syllabus, and change the start and end dates of a course.

A “menu” marked by the three lined icon will open a sidebar where you can view many of these same features. From here you will also have access to the Calendar and Clipboard options.

- 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.
- The “Clipboard” feature allows you to award badges to students.

Grading Work

Grading work in Accelerate is easy. When you log in you will see the “Needs Grading” icon marked with a number value indicating how many assignments across all courses need your attention.



- Click on “Needs Grading”.
- Click on an assignment you wish to grade.
- Review the assignment and enter a grade in the form of a percentage or points possible. (Some lessons will show the suggested answer for the questions. Essay or short answer assignments will not show an answer as student responses may vary.)
- Click “Submit Score”.

Viewing Test/Quiz Answers

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

- Click on the “gradebook” icon in the course your student is in
- Find the quiz or test
- 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 the student makes and maintains a record of who reset it. The score from the most recent attempt is what is recorded in the gradebook.

- Click on the “gradebook” icon in the course your student is in
- Find the quiz or test
- Click on the score in the box under the assignment name
- To the left of the assignment click “Allow Retry” (see below)

Grade Editor

The screenshot shows the Grade Editor interface for a quiz titled "Quiz: The Graph of a Relation". The question asks to determine if the relation $x = -y^2 - 0.1$ is symmetrical with respect to the x-axis, y-axis, or the origin. The correct answer is "x-axis symmetry". The feedback panel is visible to the student, showing a score of 80% and buttons for "Excuse", "Allow Retry", and "Override Complete". A red arrow points to the "Allow Retry" button.

Permit Progress

To accept a score and allow progress

- Click on the “gradebook” icon in the course your student is in
- Find the assignment
- Click on the score in the box under the assignment name
- To the left of the assignment click “Override Complete” (see below)

Grade Editor


The screenshot shows the Grade Editor interface for a quiz titled "Quiz: The Graph of a Relation". The question asks to determine if the relation $x = -y^2 - 0.1$ is symmetrical with respect to the x-axis, y-axis, or the origin. The correct answer is "x-axis symmetry". The feedback panel is visible to the student, showing a score of 80% and buttons for "Excuse", "Allow Retry", and "Override Complete". A red arrow points to the "Override Complete" button.

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 keep record of all excused assignments. Please note: some states do not allow assignments to be excused. Please be aware of your states homeschooling requirements before excusing any work.

- Click on the “gradebook” icon in the course your student is in
- Find the assignment
- Click on the score in the box under the assignment name
- To the left of the assignment click “Excuse” (see below)

Grade Editor



The screenshot shows the 'Grade Editor' interface for a quiz. On the left, there is a sidebar with a user profile icon and activity details: '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)', and 'Active time: 10m 57s'. Below this are tabs for 'Content', 'Score/Activity History', 'Submission History', 'Analytics', and 'Objectives'. The main area shows a question: 'Algebraically determine if the relation $x = -y^2 - 0.1$ is symmetrical with respect to the x-axis, y-axis, or the origin.' There are four radio button options: 'y-axis symmetry', 'no symmetry', 'origin symmetry', and 'x-axis symmetry' (which is selected). On the right, a score box shows 'Score: 80 %' with buttons for 'Full Credit', 'No Credit', and 'Clear'. Below the score box are buttons for 'Save Draft', 'SUBMIT SCORE', 'Excuse', 'Allow Retry', and 'Override Complete'. A red arrow points to the 'Excuse' button. At the bottom, there is a 'Feedback (Visible to Student)' section with a rich text editor toolbar.

View Assignment Performance Details

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

- Click on the “People” icon in either your course cards or your “Menu” bar in the upper left-hand corner. (Tip: It’s easier to view all your students by using the “People” icon under the “Menu” whereas the course cards will only show you those students who are enrolled in that course).
- Click on the name of the student
- You will see all the details for the course under “Grades” (see below)

View Student Activity

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

- Click on the “People” icon in either your course cards or your “Menu” bar in the upper left-hand corner.
- Click on the name of the student
- You will see all the details for the course under “Activity (see below)

Score:
Schedule: Sep 13, 2019 - Sep 11, 2020 (a year remaining)
 0% of gradable activities completed (0 of 91)
 0% of all activities completed (0 of 170)

Quizzes

Activity	Location	Score	Status	Submitted date	Target due date
Using Variables to Create Models of the Real World Quiz	Tools Of The Trade				Oct 1, 2019
Classify and Compare Numbers Quiz	Tools Of The Trade				Oct 3, 2019
Evaluating Algebraic Expressions Containing Exponents Quiz	Tools Of The Trade				Oct 8, 2019
Exponential Powers and Quotients Quiz	Tools Of The Trade				Oct 10, 2019
How are Subtraction and Division Related to Addition and					

Calendar

The Calendar displays due date notifications. Select a date or view for a list of activities.

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Tue Sep 17, 2019	● Getting Started	Algebra 1 A - AE - GSN 19-20 - Teacher Manual Demo/Resources
Mon Sep 23, 2019	● About Me	Algebra 1 A - AE - GSN 19-20 - Teacher Manual Demo/Resources
Wed Sep 25, 2019	● Online Learning Tools - What do I need?	Algebra 1 A - AE - GSN 19-20 - Teacher Manual Demo/Resources
Tue Oct 1, 2019	● Using Variables to Create Models of the Real World Quiz	Algebra 1 A - AE - GSN 19-20 - Teacher Manual Demo/Tools Of The Trade
Thu Oct 3, 2019	● Classify and Compare Numbers Quiz	Algebra 1 A - AE - GSN 19-20 - Teacher Manual Demo/Tools Of The Trade
Tue Oct 8, 2019	● Evaluating Algebraic Expressions Containing Exponents Quiz	Algebra 1 A - AE - GSN 19-20 - Teacher Manual Demo/Tools Of The Trade
Thu Oct 10, 2019	● Exponential Powers and Quotients Quiz	Algebra 1 A - AE - GSN 19-20 - Teacher Manual Demo/Tools Of The Trade
Mon Oct 14, 2019	● How are Subtraction and Division Related to Addition and Multiplication? Quiz	Algebra 1 A - AE - GSN 19-20 - Teacher Manual Demo/Tools Of The Trade
Thu Oct 17, 2019	● Evaluating Expressions by Adding, Subtracting, Multiplying, and Dividing Real Numbers Quiz	Algebra 1 A - AE - GSN 19-20 - Teacher Manual Demo/Tools Of ...
Mon		

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" on any course on your dash
- Click "Settings" on the top toolbar marked as a wrench icon and click "Course Settings"
- Change the dates to the desired dates
- Click "Save"

Finding Answer Keys

- From your dashboard choose a course and click on the “Activities Icon” marked as a play button.
- Click on the blue outlined Resources folder
- It will open to show the teacher guide for the course. Ex: Algebra 1 Teachers Guide
- Click on the “teacher guide”
- Click through the pages until you find the title Assessments, Answer Keys & Rubrics
- Read through this page carefully as it guides you on how to access the answer keys for anything the system can’t grade itself.

Accessing Virtual Labs

- Login
- Click on Course that has the virtual lab option
- Click on Resources Folder
- Click Virtual Lab Information (if you cannot open this step, you must complete all steps before it) There is a request access form link (This form has to be completed as a new teacher)
- When it gets to the dropdown menu and asks, "Who is your Online Instructor?" scroll to the very bottom and choose I am a New Teacher
- Make sure to have your teacher username and password ready

**This can take 1-2 business days to create

Show inactive Learners in Gradebook

- Login to Accelerate as teacher
- Click the name of the course you want to see
- Click the 3 bars in upper left corner (Blue Bar), select “Gradebook”
- Click the gear after the name of the course (Blue Bar)
- Scroll down to “Other View Options” and select “Show Inactive Enrollments”
- Click Save