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WELCOME

Welcome to 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” – of this toolkit, you can click on 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!

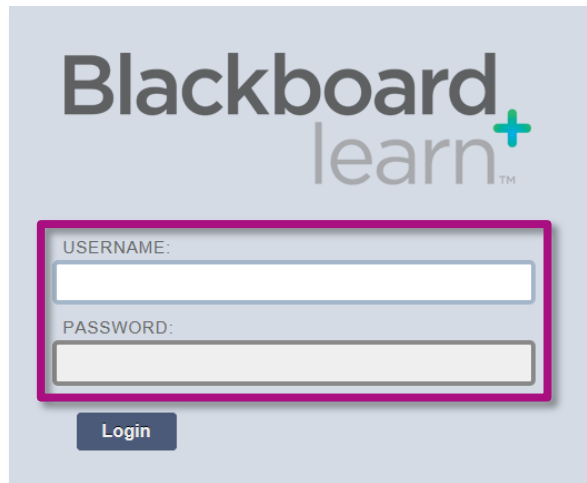
ACCESSING YOUR HOMEROOM

Kick off your FuelEd Online Courses day with an online **Homeroom**. Access your homeroom by visiting:

<http://fueled.blackboard.com>

This link will take you to your login page, which will look just like the page below.

NOTE: Your username and password are case sensitive. Make sure you type them in exactly as they appear.



The image shows a screenshot of the Blackboard Learn login interface. At the top, the text 'Blackboard learn+' is displayed in a grey font. Below this, there is a login form with two input fields. The first field is labeled 'USERNAME:' and the second is labeled 'PASSWORD:'. A red rectangular box highlights both input fields. Below the input fields is a dark blue button with the text 'Login' in white.

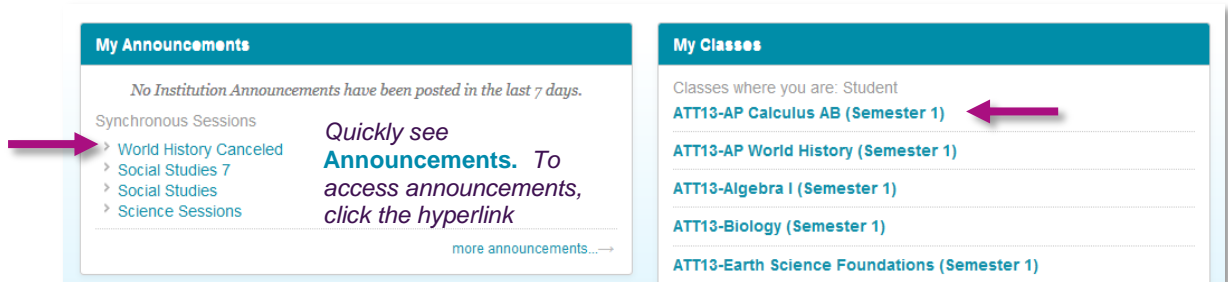
You should have received an automated email from peaksupport@getfueled.com containing your **username** and **password**. Enter these in the appropriate locations highlighted above. If you did not receive a username and password, let your mentor know right away.

After entering your username and password, your **Homeroom** experience begins.

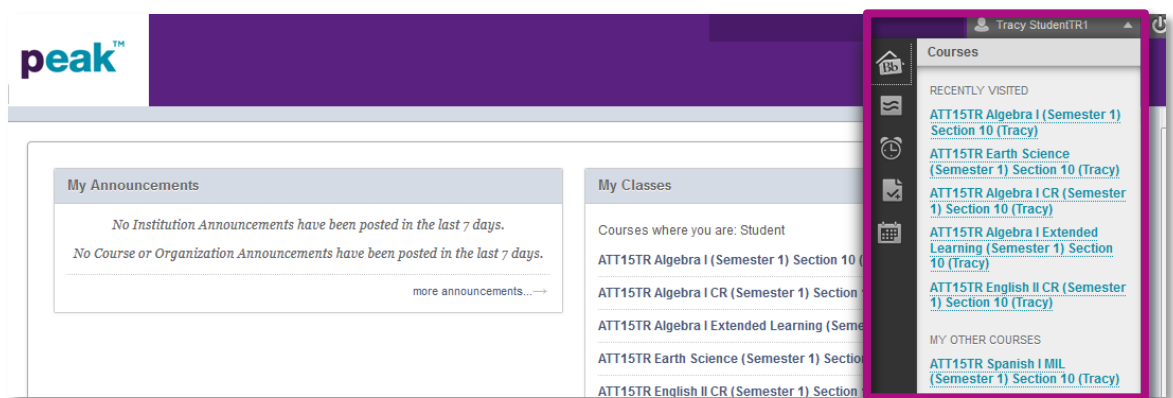
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The most important features of your homeroom screen are:

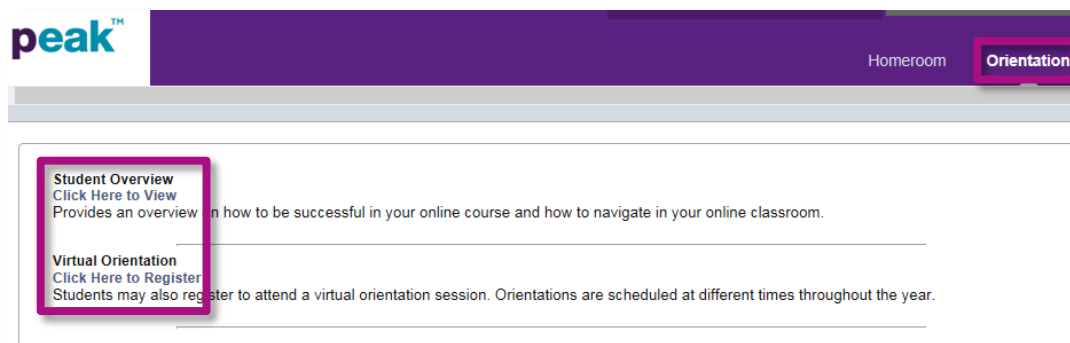
- **My Class(es)** – Select course name to access class.
- **My Announcements**



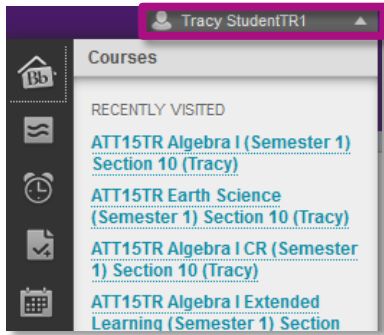
- **Global Navigation Menu** – Can be used to quickly identify new communication and course postings.



- **Orientation** tab – The [Student Overview](#), located in the **Orientation** tab, is a great place to learn how to navigate and perform tasks within the **PEAK Classroom**. You can also register for a live [Virtual Orientation](#) session.



GLOBAL NAVIGATION MENU



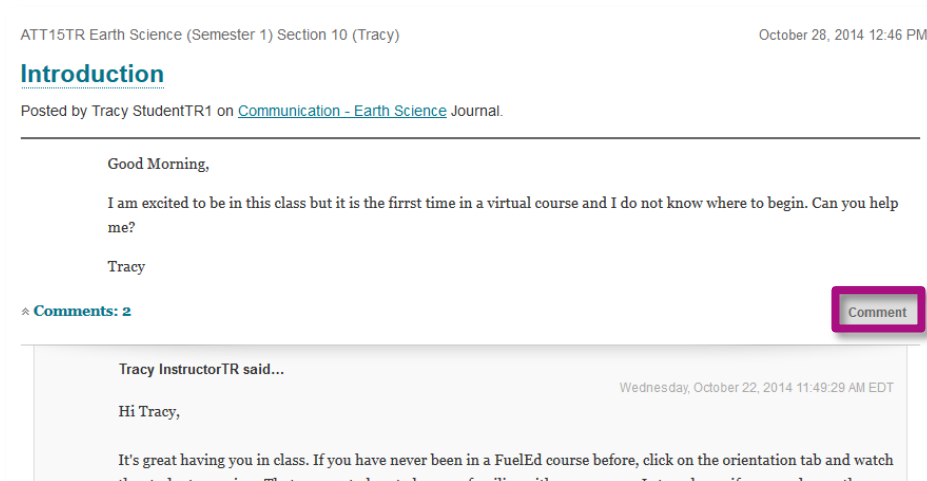
Your **Global Navigation Menu** will provide access to tools that will help you identify new items within your courses in a central location. To access these tools, select the dropdown menu by your name in the upper right of the **Homeroom** page.

POSTS

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

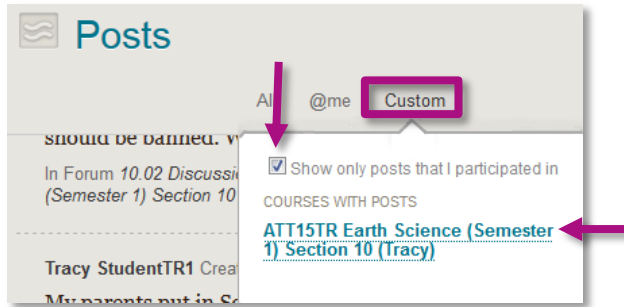


- The left side of the page shows discussion board posts, as well as communication journal entries.
 - Select a post or journal entry to see it in detail on the right side of the page. You will have the ability to reply to posts or send comments back to instructors from this central area.



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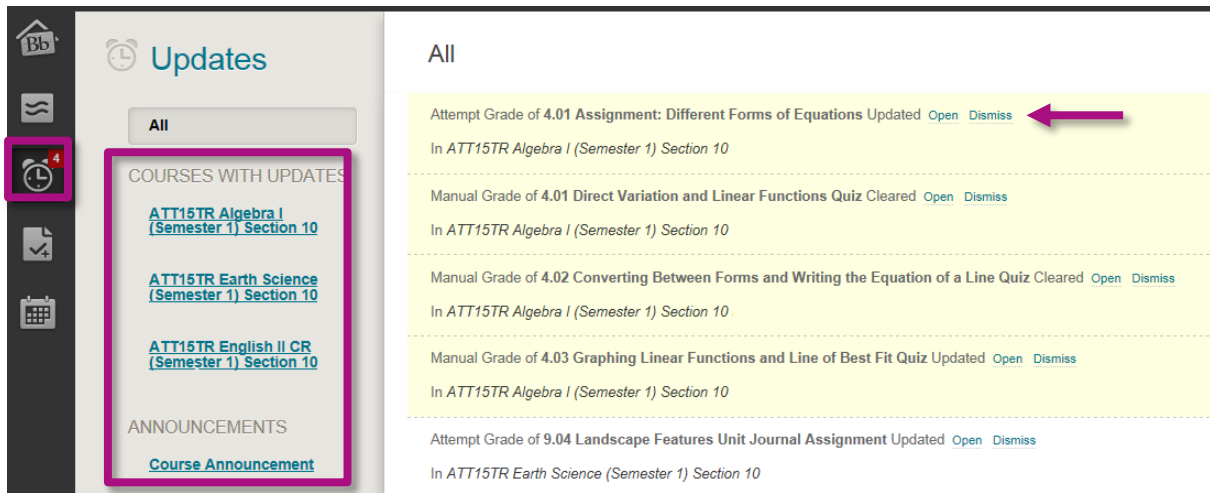
- The default view will show all posts and entries. Students can change the view to show items by course, by selecting the **Custom** tab, checking the **box**, and then selecting the **course**.



- 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.



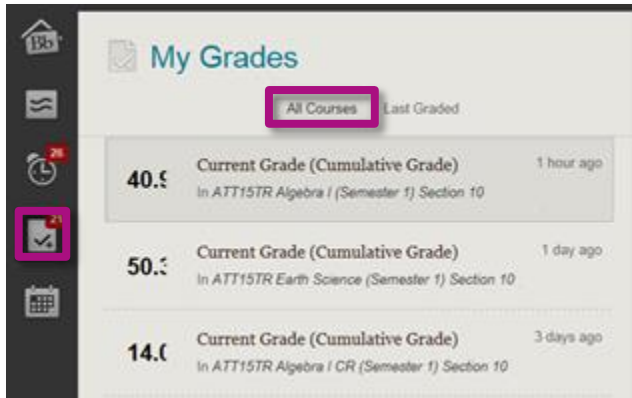
- A list of courses with updates and new announcements appear on the left side of the page. Select a course link to go to the course. Students can opt to view all courses or select one course.
- A list of recently updated assignments and due dates appears on the right side of the page. Select an item 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.

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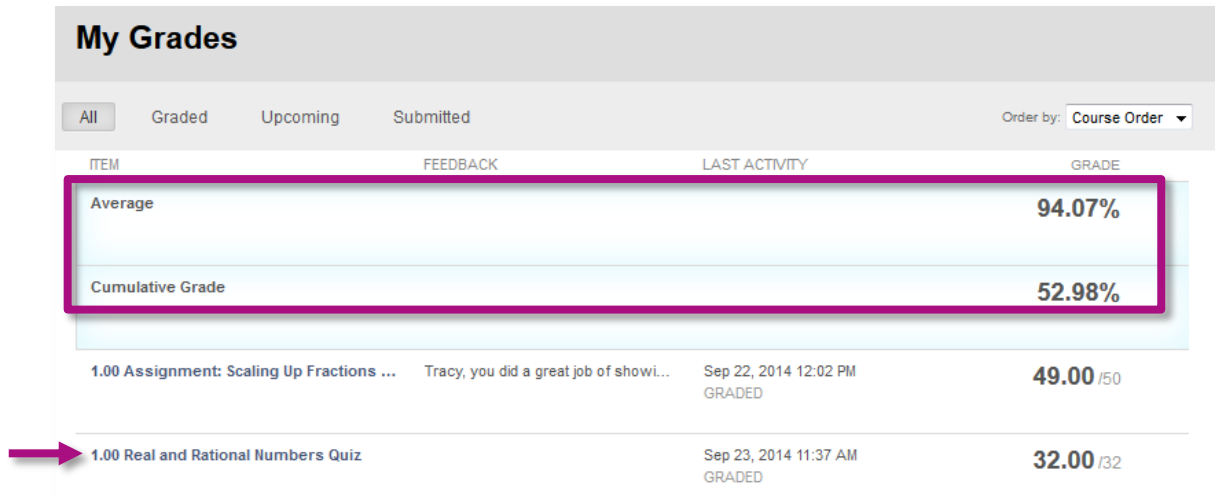
MY GRADES

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.



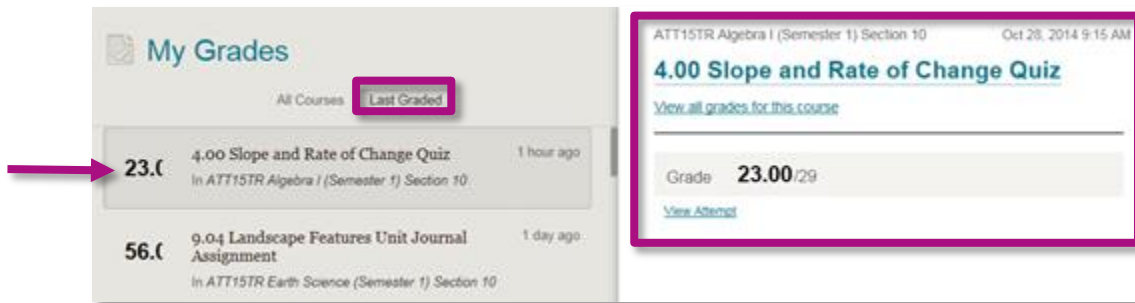
- By selecting a course in the list, you will see a view of your grades in the course, on the right side of the page.



- 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.

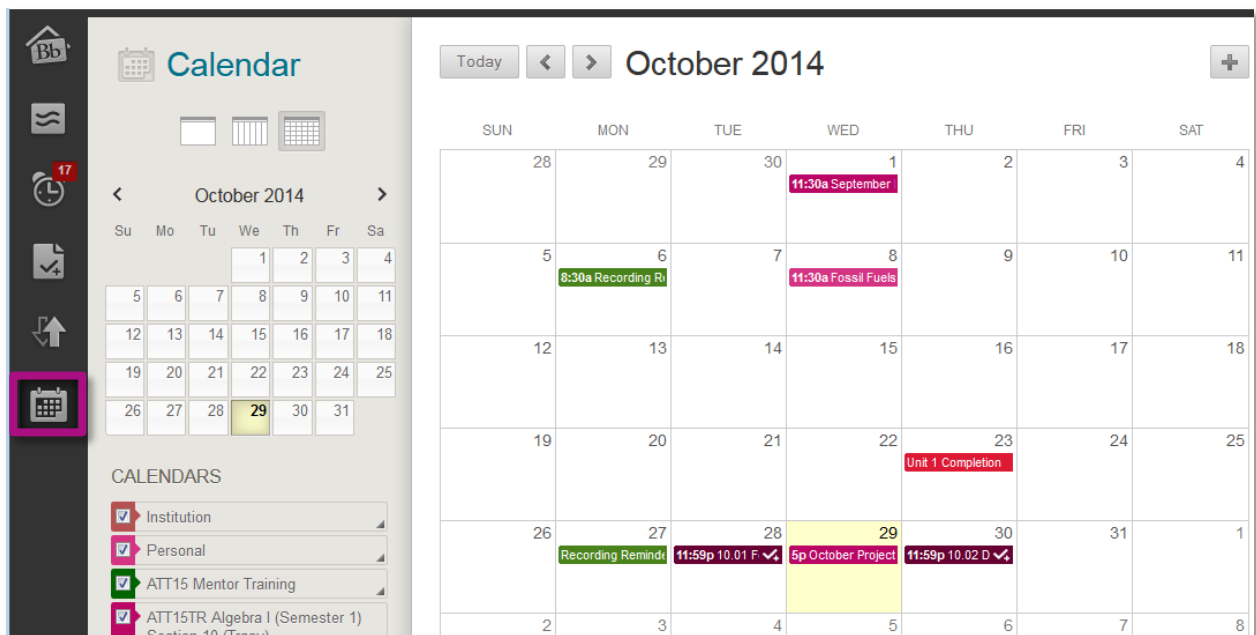
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- If the **Last Graded** tab is selected, you will see a list of items with the most recent grades. By selecting an item, you can view the grade. You can also select a link to **View Attempt** or **View all grades for this course**.

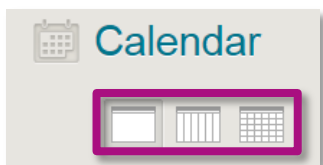


CALENDAR

Select the **Calendar** icon. The **Calendar** is where you can keep track of all personal items and due dates.



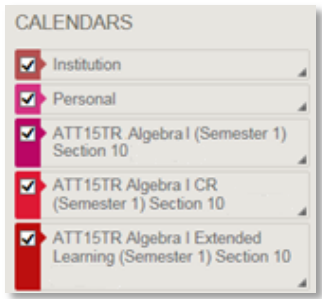
- You can choose a **Daily**, **Weekly**, Or **Monthly** view.



- You can add **Personal** items to your Calendar.

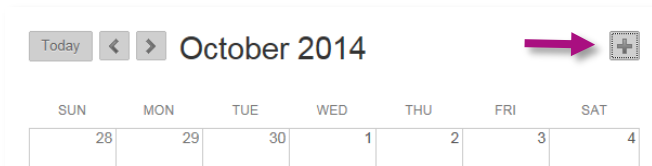
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- Teachers and Institutions may add items, as well. These will be **color coded**.

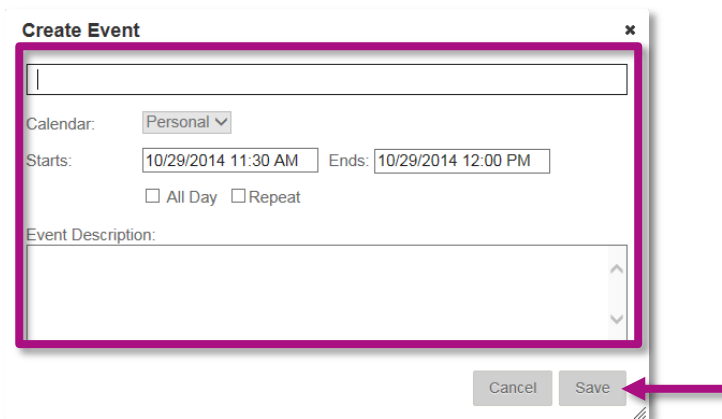


To add your items to the Calendar:

1. Select the **+** button to the right of the month name.



2. A pop-up will appear.

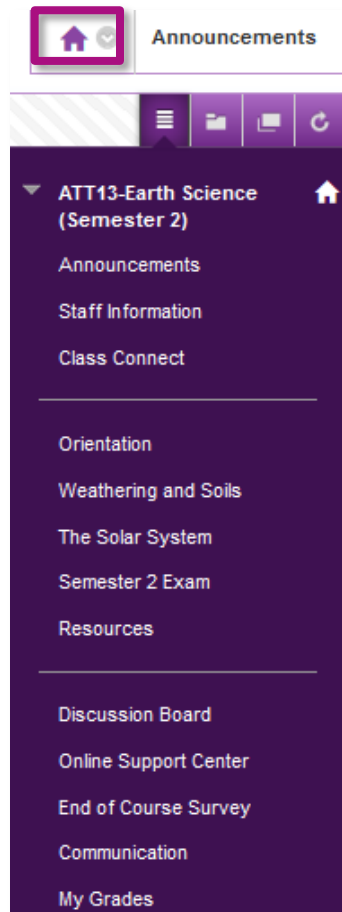


3. Type in the name of the **Event**.
4. The Calendar default is **Personal**.
5. Fill in the **Start** and **End** dates and times.
6. You can select **All Day** and/or **Repeat**, if desired.
7. Add a **Description** of the Event.
8. Select **Save**.

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PEAK CLASSROOM

NAVIGATION MENU



House icon – No matter where a student is within a course, selecting the house icon will return the student to the Announcements page.

Announcements - Announcements are found within each individual course. Reading your announcements is an important way to start your FuelEd online courses 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.

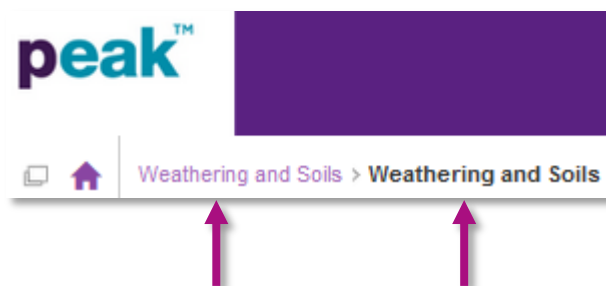
Online Support Center – Can be used to access chat, phone, and ticket support.

Communication – Select to access course communication journal.

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

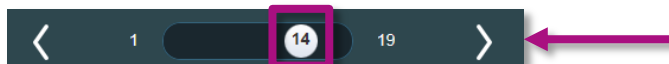
My Grades – Select to access current grades and teacher feedback.

NAVIGATION WITHIN CONTENT



Once a student accesses a content area, the main navigation menu will disappear. Students can return to content area by using the house icon and bread crumb trail located about content page.

Students can navigate from page to page using the bottom navigation bar. Students can select the **next arrow** or slide the **circle** to the desired page.



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DYNAMIC COURSE SCHEDULER

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

To access the **Dynamic Course Scheduler** in most classes, select the following:

1. **Orientation**
2. **Schedule**

Dynamic Course Schedule

Enter a new start date and end date to view your customized course schedule

Start Date: 01 ▾ 22 ▾ 2014 ▾ End Date: 06 ▾ 01 ▾ 2014 ▾

Biology CR - Semester 1

[View Original Schedule](#)

PLEASE PRINT A COPY FOR YOUR RECORDS AND PRINT A COPY FOR YOUR MENTOR

Due Date	TASKS
Friday, 1/24/2014	<ul style="list-style-type: none"> • Orientation. • Unit 1: The Nature of Science and Biology • N-Quiz1 • N-Section 1*
Friday, 1/31/2014	<ul style="list-style-type: none"> • N-Scientific Method Lab Quiz • N-Quiz 2

To set your scheduler, ask your mentor for your start date and end date. Then, enter both of those dates and click **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.

TEACHER COMMUNICATION

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

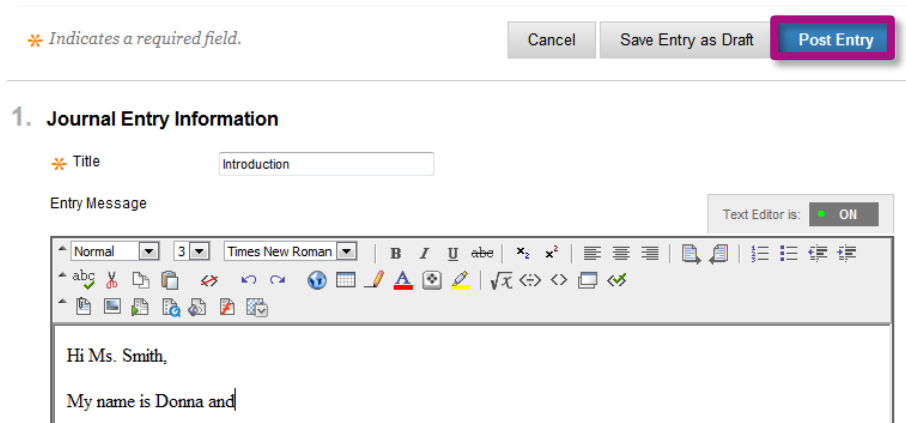
NOTE: In order to successfully use the communication journal, students must initiate the first contact.

Here's how to access the **Communication** link:

1. Select **Communication**.
2. Then select **Course Name – Communication**.
3. Select **Create Journal Entry**.
4. Add a subject and type a message in the text box.

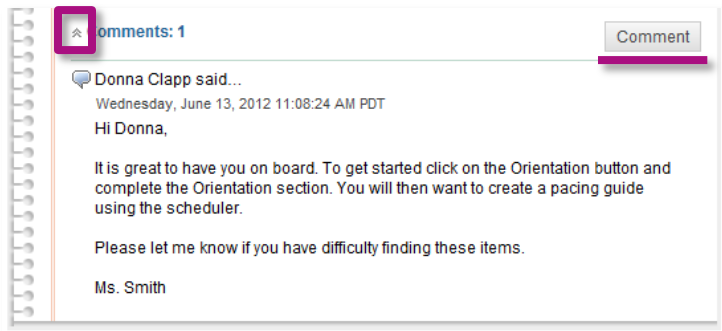
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5. Select **Post Entry**.



RESPONDING TO THE TEACHER

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).

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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**.

The student accesses all units by clicking on the unit name from the main navigation menu. Once within the unit, the student clicks on 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.

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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, students should make sure they have time to complete the assignment.
 - The majority of quizzes and exams do not allow students to access and return to the quiz / exam at a later time to complete.
 - Students who leave an unfinished quiz/exam will have the assignment auto-submitted on their behalf. All questions that have not been answered will automatically be marked as incorrect. Only mentors can request that these assignments be reset.

**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. Students must still click on the **Submit** button before leaving the quiz/exam page.

NOTE: For more information, click [here](#) to view the **Student Code of Conduct**.

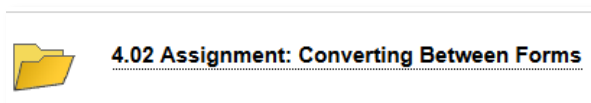
ASSIGNMENTS

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

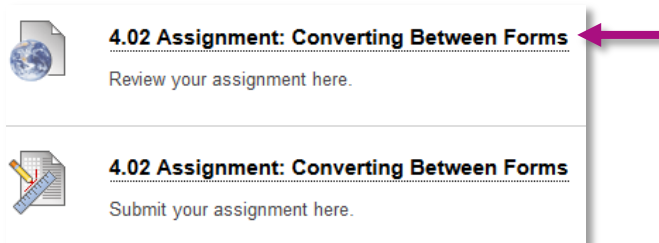
COMPLETING AN ASSIGNMENT

To complete an assignment:

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



3. Select the top link for reviewing the assignment.



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- 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.

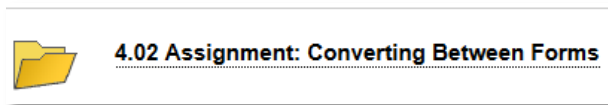
For information on how this assignment will be graded, please view the [grading rubric](#).

- 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.

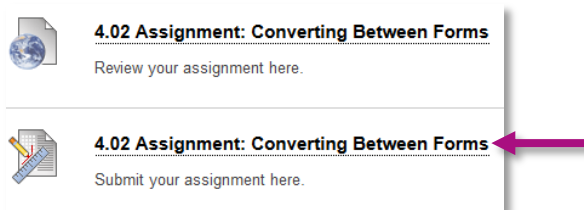
NOTE: When you create a written document for an assignment, be sure to save it as a Word or PDF document.
- 5. Be sure to talk to your mentor if you have any difficulty creating or uploading your assignments.

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.



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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.**

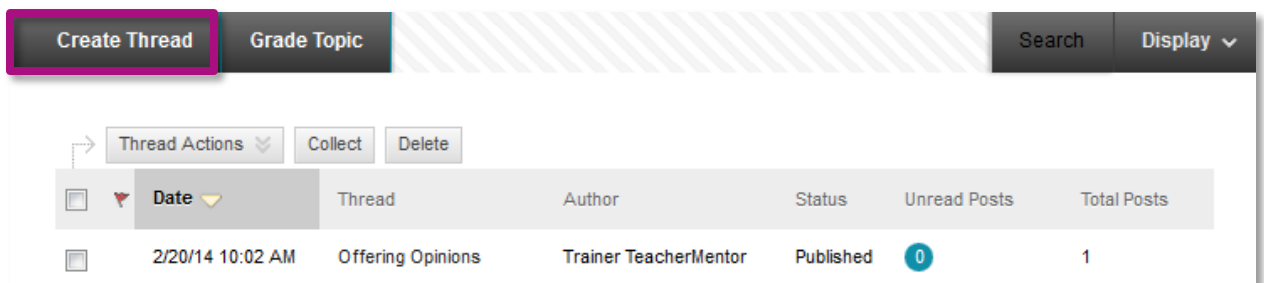
5. If you wish to send a comment to your instructor, use the **Comment** box.
6. Select **Submit**.
7. After you successfully attach and send your document, you will receive a message that says, **This assignment is complete. Review the Submission History.**

DISCUSSION BOARD

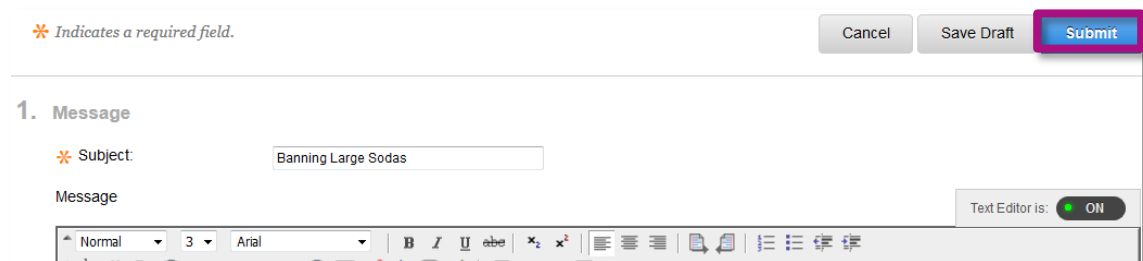
The discussion board is your opportunity to share comments and receive comments from your classmates.

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.



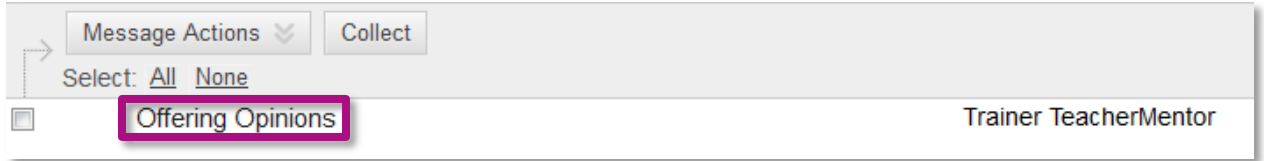
2. Write your post, select **Submit**.



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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.

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

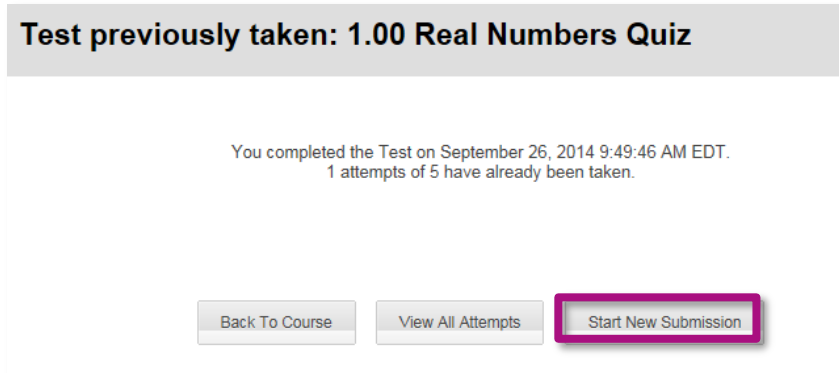
<h3>Numbers and Expressions</h3>  <p>Real Numbers Quiz Click above to begin</p>	<h3>Triangles</h3>  <p>Introduction <input checked="" type="checkbox"/> Reviewed</p>
---	--

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.

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- 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.

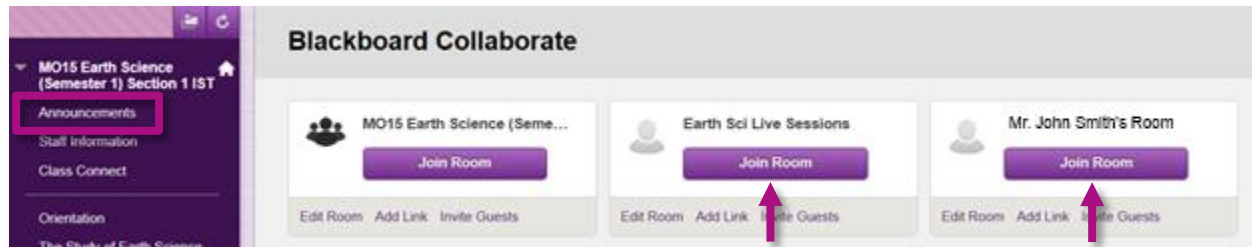
Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
<ul style="list-style-type: none"> • Section 1 • Section 2 • Section 3 • Section 4 • Section 5 • Section 6 	<ul style="list-style-type: none"> • Section 1 • Section 2 • Section 3 • Section 4 • Section 5 	<ul style="list-style-type: none"> • Section 1 • Section 2 • Section 3 	<ul style="list-style-type: none"> • Section 1 • Section 2 • Section 3 	<ul style="list-style-type: none"> • Section 1 • Section 2 • Section 3

- English CR Courses may appear slightly different.
 - English I and English II CR do not use the above **Adaptive Release** feature. Students 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. Click [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.

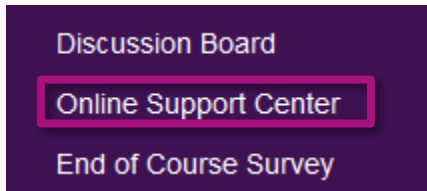
- About 15 minutes before your teacher's office hours, you may login to your session.
- To log in, select the **Class Connect** button on your course menu and then the **Join Room** button for your instructor.

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GETTING HELP

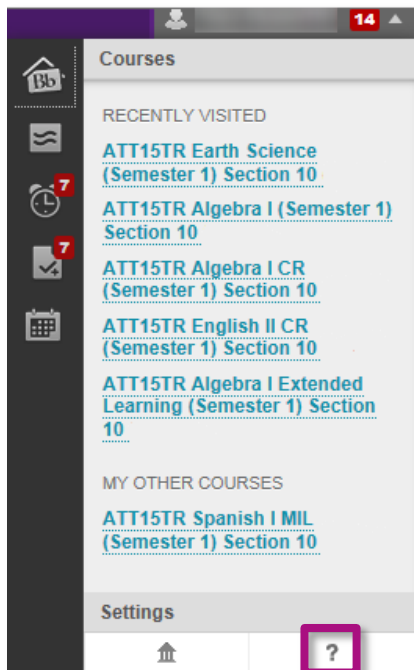
Help is always available. Your first step is to ask your instructor or mentor. Additional support can be accessed through the **Online Support Center** through the link on your course menu.

WITHIN THE PEAK CLASSROOM



The left navigation menu of each course has a link for the **Online Support Center**. This link will allow you to access the **Service Station** for FuelEd.

WITHIN THE GLOBAL NAVIGATION MENU

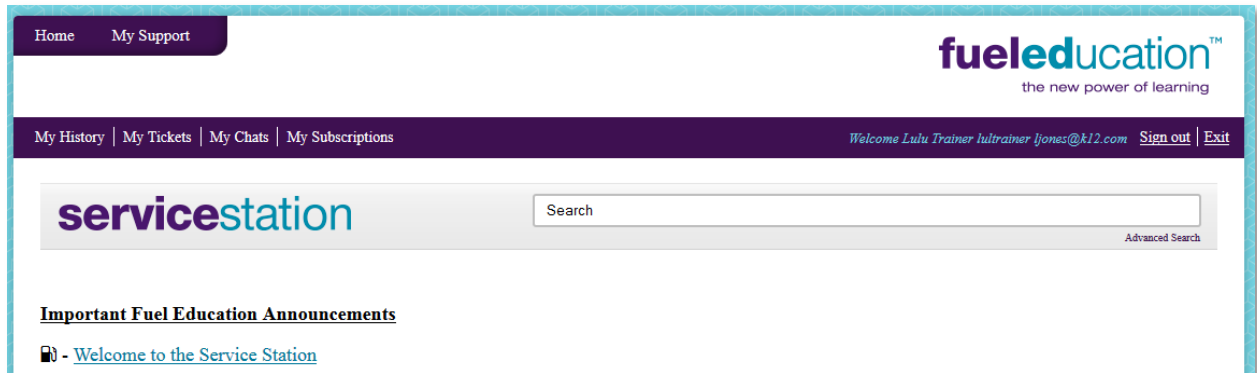


The **Service Station** can also be accessed through a quick navigation link in the **Global Navigation Menu**. Select the **question mark** at the bottom right to access the **Service Station**.

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SERVICE STATION

Students can directly access the **Service Station** by visiting service.getfueled.com

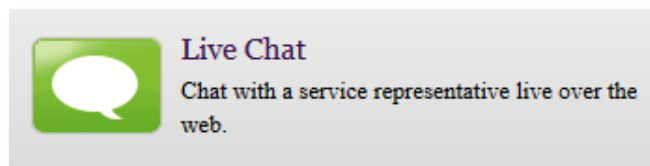


STUDENT CHAT SUPPORT

The **Instructional Chat Support** is available 24 hours a day, seven days a week. The chat support will connect you with a content instructor.

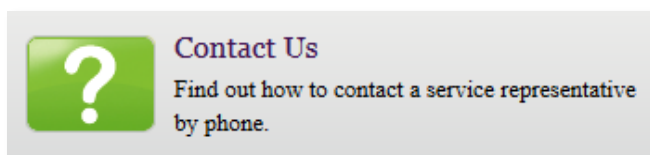
To access the chat support:

1. Select the **Online Support Center** link located near the bottom of your navigation menu.
2. Sign in using your PEAK Classroom student login.
3. Select the **Live Chat** option or visit service.getfueled.com and select the live chat option.



STUDENT PHONE SUPPORT

Support representatives are available Monday through Sunday between 8 am and midnight Eastern Standard Time (EST). To access the chat support call **1-84GoFuelEd (1-844-638-3533)**.



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STUDENT TICKET SUPPORT

The **Ticket System** enables you to directly submit a support ticket to a technical specialist whose expertise matches your inquiry. This online tool provides an alternative to phone and e-mail and helps expedite the resolution of your issue.

To submit a ticket:

1. Select the **Online Support Center** link located near the bottom of your navigation menu.
2. Select **Submit a Ticket** at the bottom of the page.
3. Sign in using your PEAK Classroom student login.
4. Select the **Ticket Description Product Line**.
5. Fill in the **Request Detail** area with as much information as possible.
6. Attach any supporting documents.
7. Select **Finish >>**.

