

## Contents

Access .....	1
Upon First Access .....	2
Prior to Student Start Checks .....	4
Warnings .....	4
Initial Course Checks and Edits .....	4
Appendix: Basic Terms and Navigation .....	6
Teacher Navbar Features .....	6
Course Card Icons and Tools .....	7
Hamburger Menu .....	7

This combo checklist/guide is designed to help teachers new to the Buzz platform and Accelerate Education curriculum. Use this checklist to support a smooth start to the semester. Select here to access and bookmark a full platform user guide. [coming soon](#)

## ACCESS

School domain URL and individual log in credentials are messaged via your school administrators after they have created your user account and enrolled you into your courses. If you have not yet received this information reach out to your administrator.

I bookmarked the URL provided by my administrator.

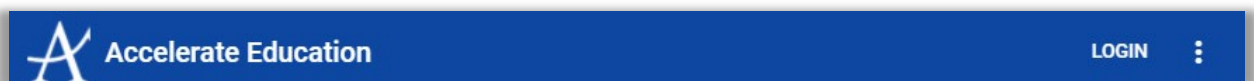
I received my username and password and have logged into the Buzz platform.

Login view if no single sign-on integration is used:



Login view if Google single sign-on (SSO) is configured:

- Select Login and enter your school provided **Google credentials**.

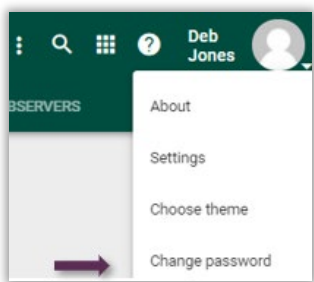


# Initial Checklist/Guide

(Suggested) I updated my login password via the profile menu.

**Important:** When Google SSO users log in, they use their Google username and password. Since administrators may not know your Google password, they likely created a Buzz platform password they should have provided you. Upon first accessed update the platform password immediately to match your Google password. If you update your password in the future, you should always update your Buzz password to match.

**Why:** If the two passwords do not match you are likely to have difficulty accessing Accelerate Reports.

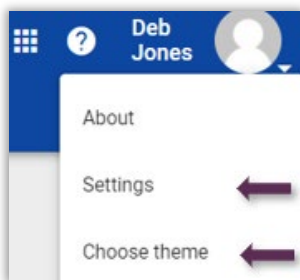


## UPON FIRST ACCESS

Once you have logged into the platform there are certain actions that should be taken by all teachers to assure a smooth start.

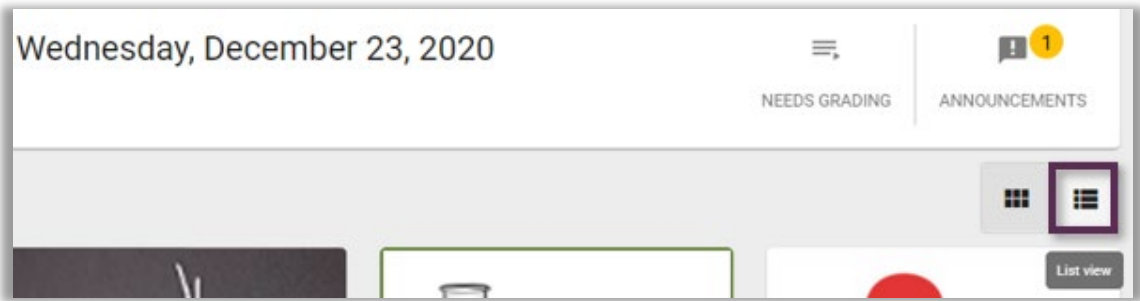
Via the profile menu, adjusted desired settings including:

- Settings:
  - Profile Image – strongly **recommended**
  - Notifications – set any desired notifications
  - Student Name display (impacts people and gradebook views) if switch desired.
- Themes – users can adjust the color of their navbar.



# Initial Checklist/Guide

I toggled my course view from the student card view to the more efficient list view.



It is essential that teachers review items within the initial course content folder. Do not skip to review subject content only. Access the course activities » **Resource** folder

I have reviewed **all items** within the Resource folder. Pay special attention to:

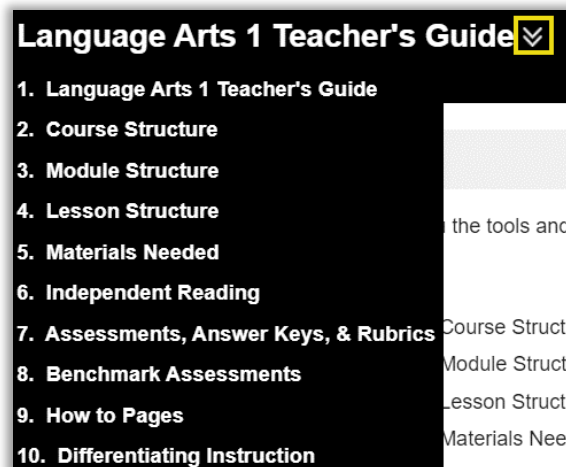
**Materials Needed** – not all courses have materials, but where present review.

**Getting Started** – this area is critical as it includes many of the student how-to resources. You should be as knowledgeable as the students on these tasks.

Some of the how-to instructions are directed toward specific devices be sure to review the appropriate tab. Especially important items here include: Submitting Audio (if relevant), Submitting Assignments, PDF's if documents within the course can be completed online (typically found in grade 3-12).



**Teacher's Guide** – contains course syllabus, answer keys and more. Also realize after reviewing all pages initially when you return you can use the dropdown menu to easily navigate to desired support.



# Initial Checklist/Guide

## PRIOR TO STUDENT START CHECKS

### WARNINGS

Although modifications can occur in-flight it is best to make as many modifications as possible prior to students starting their courses. Making modifications after students begin their course can have a negative impact on a student's calendar. Access the **Editor** to make modifications.

#### Note:

All changes within a course need to adhere to **school policy**. The following edits should not be made without first speaking with your school administrators:

- Changing course type continuous/range
- Passing Score and Grade Category associations
- Enrollment Completion
- Activating Grade Periods
- Assigning O's for late work – this should likely be uniform within the program

#### Edits that should not occur:

- Course Title
- Course Start/End dates – they do not impact student enrollment dates.
- Blackout dates – these are managed at the Domain level.

## INITIAL COURSE CHECKS AND EDITS

It is important for teachers to be aware of basic course settings. To view, access the course editor from the teacher home page (pencil icon associated with the course.) For course settings check select the **Wrench icon » Course Settings** once within the editor view.



Via course settings view I have verified the following:

Course Type:

Continuous Course

Range Course

Course passing score is

Course Completion:

Automatic (based on Participation category) - likely

Manual (less likely)

# Initial Checklist/Guide

## Modifications Desired:

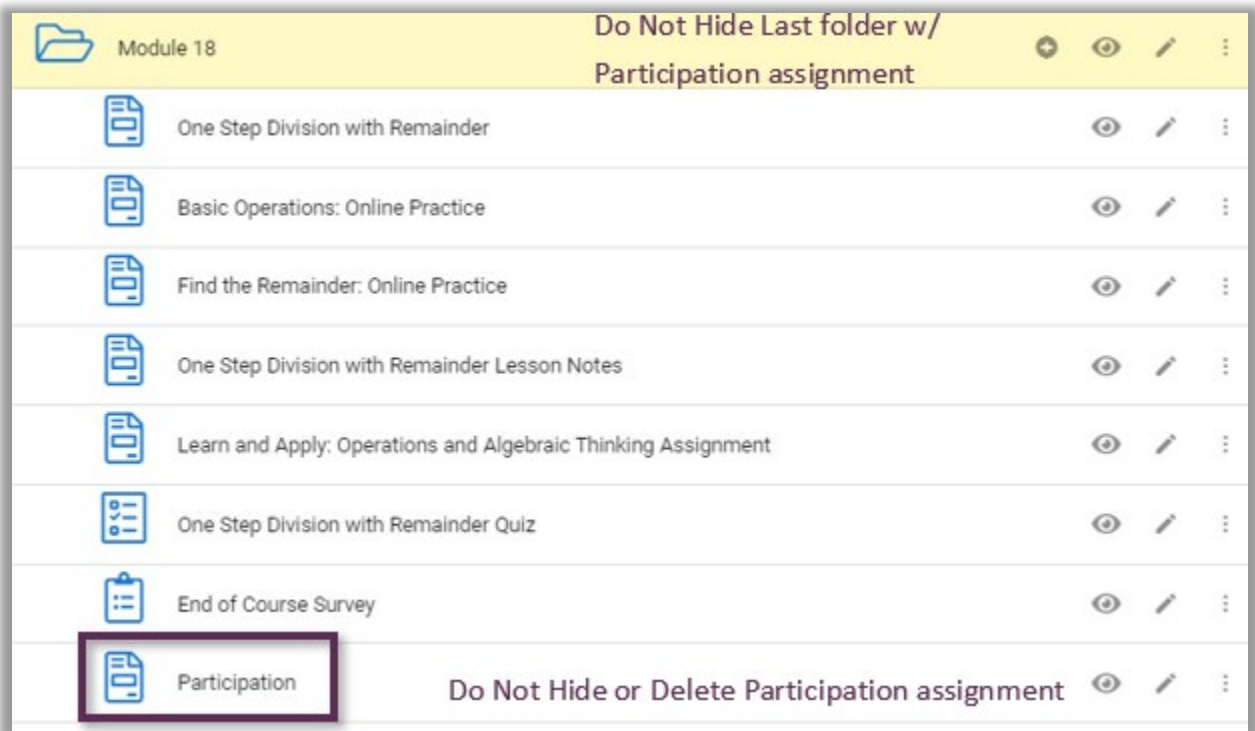
I do not plan to make any modifications.

I plan to make simple modifications.

Below are common basic modifications and warnings. These types of modifications should always be made prior to student start.

### Warning:

Never hide or delete **Participation** assignment or the folder in which it is housed – this action causes students to be marked as completed and dropped from the course.



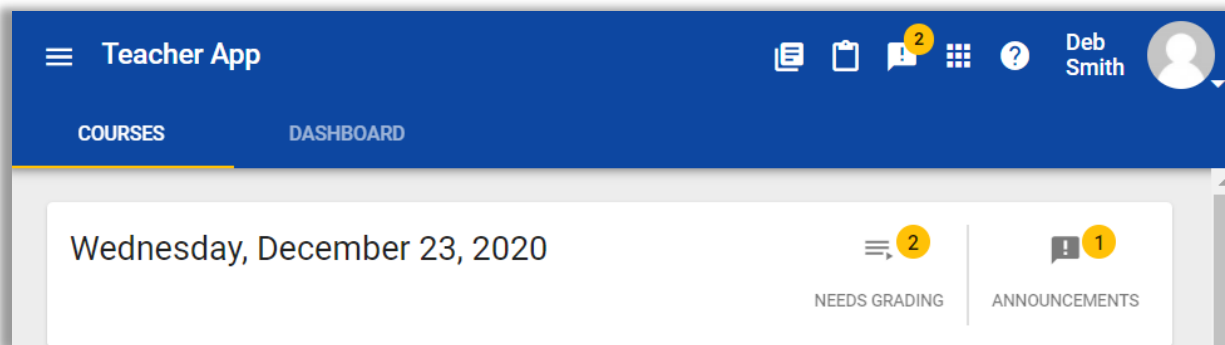
- In K-5 courses it is common to want to hide the **About Me** assignment in all but one subject. This is so the student is not submitting the same assignment to the same teacher multiple times.
- Add password to the **Participation assignment** to prevent students from submitting prior to the end of the semester.
- Teachers wishing to hide the content of the final folder in the course can move the participation assignment into its own folder to manage individually.
- Add teacher content or content from the Library into given module.









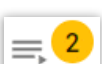
# Initial Checklist/Guide

- Hide individual activities or modules that are never to be used. \*\* Remember do not hide directly or indirectly (via hiding the folder) the Participation assignment.

## APPENDIX: BASIC TERMS AND NAVIGATION

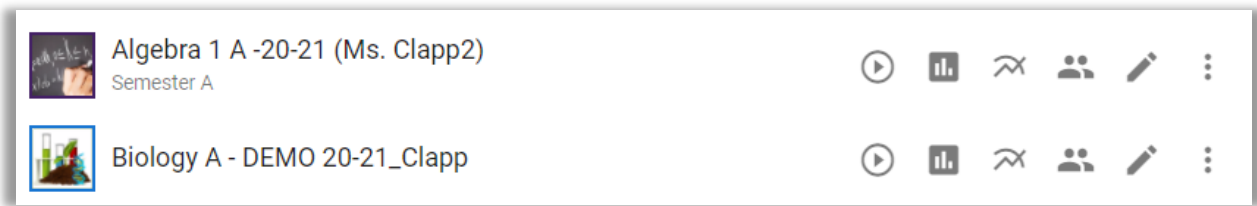
### TEACHER NAVBAR FEATURES









Feature/Icon	Description
	Hamburger Menu – Provides access to grading, a few reporting tools, and several support sites. Select <a href="#">here</a> to view details on what can be accessed via this menu.
	Manage Courses – provides the ability to order course view, hide courses and To-Do List temporarily, and view past courses.
	Clipboard – provides quick access to Platform clipboard tool.
	Announcements – provides indicator and navigation path to announcements posted.
	Choose app – use to navigate between multiple roles. All users view a Student App, but teachers typically are not assigned to a course as a student, so nothing populates in this app. Use to toggle to admin or Observer role is assigned.
	Profile Menu – use to access user settings, theme choice, change password and logout.
	Courses – is the default landing view. Select to return to course view if on teacher dashboard.
	Teacher Dashboard - select to access the dashboard. The teacher dashboard provides a summary of grading and student course level performance and pacing information.
	Needs Grading – provides access to all submitted assignments that need teacher grading across all courses. The # prompt indicates the number of assignments that need grading. <i>Suggestion:</i> submit a grade even if requesting students resubmit or are provided an additional attempt.

# Initial Checklist/Guide

## COURSE CARD ICONS AND TOOLS



The above represents the list view option of courses available to teachers. If still viewing in card view the same icons are visible along the bottom of the course card.

Feature/Icon	Description
	Activities – selecting this icon or the course name provides access to the course content as students view it. It is the location where Landing -Page content can be added.
	Gradebook – provides access to course gradebook
	Reports – Teachers have access to Accelerate Education reports via the hamburger menu. This icon provides access to three types of Buzz reports: Gradebook, Student, and Mastery. Of these 3 platform reports, the <b>Student</b> report is most likely the most valuable.
	People – selecting this icon provides a high-level view of student performance and pacing summary. This view can be a more graphic view and easier to identify struggling students quickly than filtering the through details of the gradebook.
	Editor – select to edit overall course setting, modify curriculum and views, adjust assessment settings, schedule activities if within a range course.
	Ellipsis Menu – provides access to quickly hide a course without accessing the Manage courses view.

## HAMBURGER MENU

The view below are items accessible from the main hamburger menu. The menu becomes more limited when within a course.

- Teacher App – returns users to their landing homepage.
- Notes – platform digital notes access. If a teacher adds a note within a course, it can be re-accessed from this Notes region.
- Calendar – this displays **individual** user activities to be completed each day.

**Note:** In a continuous course model, it is likely the teacher’s calendar does not match their students.

# Initial Checklist/Guide

- People – The people view here provides high level performance and pacing data on students across all course.
- Training and Support – this should be your first go to for training and professional development resources. The site includes a knowledge base of commonly asked questions, teacher specific resources and training/webinar opportunities both live and on-demand.
- Accelerate Reports – provides access to two reports:
  - Enrollment Report – provides enrollment and performance information.
  - Time-Based Performance Report – provides progress information and change over a given time frame.

You will need to login using your domain:

Userspace – accelerate-xxxxxxx (you can locate this within your URL)

Platform username/password

- Learning Coach Resources – this URL is specifically designed to support parents supporting their students, however, can also be a helpful resource for teachers especially in grades K5.
- AE Support – provides a link to our ticketing system when issues need to be reported.

