

## Helpful Hints to Get Started

### **For Students (Parent Helpful Hints start on page 3):**

#### **Logging In:**

Go to <https://peak.getfueled.com/#login> and then enter your Fuel Ed username (usually the first part of your school district email all in lowercase letters) and the password, until you change it, is usually Welcome123 (notice the capital W).

Here is a link with helpful videos:

<https://getfueledservices.com/client/Brightspace/FuelEdBrightspaceSupport/>

#### **Starting Class:**

Click on the class card, the rectangle in the dashboard with the class name on it. Look at the Home Page of your class to see if your instructor has any important information for you here. If your instructor is a Fuel Education instructor they will have optional tutoring sessions listed here, usually one a week. Again, these are optional, not required. The best way to connect with your teachers is via their email address. After you look over the Home Page, go to the “Content” tab to get started. I strongly recommend that you create a folder in your Google Drive for each class. Then make sure you save all of the work for each class in its folder. This way you won’t lose assignments and if you need to resubmit them they will be there for you. You may even want to create a Unit 1, Unit 2, etc. folder inside the class folder so it is even easier to find assignments as you progress through the class. Make sure you name each assignment with the assignment number: like 1.04 Algebra 1 or 2.07 English 9, etc. Another useful tab is the “Grades” tab, this is where you will see what has been graded, your score, and any comments your instructor left you regarding your submitted assignments.

#### **Textbooks/Reading Materials:**

You will often have **access to readings or other texts** in the Content Tab via a link called “Course Materials” or “Student Resources”. If you need something and can’t find it email your instructor. If you need a physical book or textbook email Ms. Eberhard with what you need and the name of the course. STRIDE Learning often changes their reading material requirements and it is not possible to know what every course requires at all times for all courses. **It is your responsibility to let Ms. Eberhard know that you need an item with enough time to for her to obtain it (typically 4-6 weeks).**

You can also access reading materials via the CCHS online library system or the Crook County Public Library per below:

(1) You can go in-person to the CCHS library. If a book or text is needed that is not available online email Ms. Eberhard and she will ask the librarian to add the item if possible.

(2) With parent permission, you can go in-person or online to the Crook County Public Library: If students do not have library cards, they can sign up online to receive a temporary card number. The online sign up is available at <https://catalog.dpls.lib.or.us/selfreg>. Students can also access eBooks and eAudiobooks from the library. You can have 15 eBooks checked out at any time, and they can be read or listened to on any device, including their Chromebooks. The eBook site can be found at <https://www.crooklib.org/library/page/e-books-and-more>. To request paper books, students can either call the library number during our open hours at 541-447-7978 or email [library@crooklib.org](mailto:library@crooklib.org).

#### **Progress Bar:**

Fuel Education provides a progress bar to track progress in the class on your class card. It is very small up at the top of each class card after you submit your first assignment. To see a larger image and to see a percentage complete number, click the orange arrow in the bottom left corner of the class card to flip it around. The orange bar is where you are (number of points possible that you have turned in)

and the black bar is where you should be to finish on time according to your class end date. However, this is a computer-generated progress bar that is often behind and cannot take out any units or assignments that the course instructor has exempted. It also does not take into account breaks like Thanksgiving, Winter Break and Spring Break. With that in mind, **use the progress bar as a rough guide** to see how much of the entire course you completed from one week to another. Going into the student's content tab is the best way to know for certain how much work is left to complete. As a rough guide you should aim for 7-8% progress on the progress bar each week if you started the class at the start of the Trimester.

A better way to know your progress is to go into the Content tab, see how many units there are and then divide the time you have to complete the course by the number of units that you need to complete so you know how much time you should spend on each unit. For example, if you have 12 weeks to complete the course and there are 6 units, you take the time (12 weeks) and divide it by the number of units (6 units) and you would see that you have 2 weeks to get each unit done. Or you can know that you need to have 3 units completed halfway through the course. I know this is not perfect or streamlined, but the progress bar may cause you undue stress. The same goes for the messages of "struggling" or "behind schedule" these are computer-generated and are not truly accurate. Keeping track yourself is better.

CCOO is concerned about the time that you spend online; that you are making steady progress that will end up with the course being complete by your end date; and that you are being accurate and truthful in reporting your time spent on each class every school day on the Google Form that is emailed to you, the student, weekly.

#### **Opening Documents from the Class:**

**No matter which way you choose to open the document, NEVER type directly into the document you just downloaded, it will NOT save your work.**

You must do one of the two things below:

1. Click on the blue link in the Fuel Education course to open the document, select the pdf version, not the doc version. Then click the download arrow in the upper right-hand corner and tell it to save it as a Google Document to your Google Drive, take note of the name of the file. To open your Google Drive open a new Internet window, then click on the "waffle", the 9 dots that make the square in the upper right-hand corner next to the icon that represents your school gmail account, select Google Drive. Once you are in Google Drive, find the file you just downloaded (recall the name of the file from the step above), right click on the file, select "Open With" and then Select Google Docs. After it opens rename it whatever you want so you remember what it is, like "1.03 English 9" as an example. Now you can type into the document.

#### **Turning in Assignments:**

When it is time to upload assignments know that if you try to attach/download a Google Doc you will get a message that says the file is empty or it will be grayed out and won't let you attach it. Don't panic. What you need to do is: (1) open the Google Doc, (make sure you have named it) and (2) go to File, down to Download, and select as a PDF file. Make sure you know where the PDF saved to (usually your general Google Drive) then you can submit the newly created PDF file. If you need to make changes to an assignment make them in the original Google Doc and then download it again after your changes as a new PDF and submit the new PDF.

---

### **For Parents:**

Here are the instructions for how you can monitor your student's progress. If you need to change your email address or add an additional guardian just email Ms. Eberhard at [natalie.eberhard@crookcountyschools.org](mailto:natalie.eberhard@crookcountyschools.org) and tell her what you need and she will take of it for you.

Go to <https://peak.getfueled.com/#login>

Enter your username

Enter your password, it is usually Welcome123, notice the capital W, until you change it.

Click on your student's name in blue to see a quick snapshot (middle right of the screen).

For more detailed information:

Click on "Peak Office" (middle left of the screen)

Once Peak Office opens, click on the magnifying glass symbol (upper left of the screen)

Click on your student's name in purple

Scroll down to the bottom to see all of their courses

Click on a course

Click "Assessments" to see their assignments—when they were turned in, when they were graded, and their scores

Click "Activity" to see the dates, times, and length of time they were logged into the class (it is a day behind, so you can't see today's time until tomorrow)

Scroll to the bottom and click on "Return to Student" to look at more courses.

Once you are done click Log Out (top, just left of center)

NOTE: You can also log in as your student or have your student log in as themselves while you are with them. Then you can or you can have them go to the Content Tab of each class. The black circled number next to each unit (and at the top of the class outline) shows you how many items the student needs to complete. Keep in mind that this number is NOT ONLY assignments—it can also a page to read, a quiz to take, a final or mid-term exam, etc. It is all that needs to be completed in the course. You can also go the Grades tab and see what assignments have been graded, turned in and are waiting to be graded, and any comments the teacher gave to the assignment that was submitted in case the student earned a low score and wants to redo the assignment or turned in a blank assignment.

### **Progress Bar:**

Fuel Education provides a progress bar to track progress in the class on your student's class card. It is very small up at the top of each class card after they submit their first assignment. To see a larger image and to see a percentage complete number, click the orange arrow in the bottom left corner of the class card to flip it around. The orange bar is where your student is (number of points possible that they have turned in) and the black bar is where they should be to finish on time according to their class end date. However, this is a computer-generated progress bar that is often behind and cannot take out any units or assignments that the course instructor has exempted. It also does not take into account breaks like Thanksgiving, Winter Break and Spring Break. With that in mind, **use the progress bar as a rough**

**guide** to see how much of the entire course they completed from one week to another. Going into the student's content tab is the best way to know for certain how much work is left to complete. As a rough guide your student should aim for 7-8% progress on the progress bar each week if they started the class at the start of the Trimester.

A better way to know your progress is to go into the Content tab, see how many units there are and then divide the time your student has to complete the course by the number of units that they need to complete so you know how much time they should spend on each unit. For example, if they have 12 weeks to complete the course and there are 6 units, you take the time (12 weeks) and divide it by the number of units (6 units) and you would see that they have 2 weeks to get each unit done. Or you can know that they need to have 3 units completed halfway through the course. I know this is not perfect or streamlined, but the progress bar may cause you undue stress. The same goes for the messages of "struggling" or "behind schedule" these are computer-generated and are not truly accurate. Keeping track yourself is better.

CCOO is concerned about the time that your student spends online; that they are making steady progress that will end up with the course being complete by their end date; and that they are being accurate and truthful in reporting their time spent on each class every school day on the Google Form that is emailed to the student, weekly.

**CONTACTS:**

Please reach out to Ms. Eberhard, the CCOO Coordinator and teacher at 541-416-4235, or email her at [natalie.eberhard@crookcountyschools.org](mailto:natalie.eberhard@crookcountyschools.org) if you need any assistance or would like to set up an in-person or virtual or phone conference to discuss your student's progress. You can also reach out to Mrs. Briana Van Roekel, the CCHS Administrator assigned to CCOO, at 541-416-6900, or via email at [briana.vanroekel@crookcountyschools.org](mailto:briana.vanroekel@crookcountyschools.org).