



IMPLEMENTATION GUIDE

Hosted Implementations
Summer 2020

GETTING STARTED

Congratulations! You have made an important decision to partner with Accelerate Education. Now what?

The purpose of this guide is to help you understand next steps in launching our online learning programs within your district. Be assured that we will be here to help you every step of the way.

We look forward to working with you!



Phase 1: Technical Setup (Accelerate Education)

- Domain Configuration
- Course Provisioning
- Administrator Access



Phase 2: User Training

- Admin Training
- Teacher Training



Phase 3: Engagement

- Engage with Families
- Provide Course Demos
- Collaborate with Teachers on Implementation Approach



Phase 4: User Provisioning

- Create User Accounts
- Assign Teachers To Courses
- Enroll Students



Phase 5: Learning Begins!

PHASE 1

Technical Setup

IMPLEMENTATION MEETING

A member of our implementation team will reach to schedule an implantation planning meeting.

- 30-60 minutes
- Be prepared to share a high-level program overview so we can guide the correct setup for your desired implementation
- Review training schedule and scope



SETUP AND CONFIGURATION

Accelerate will:

- Configure your domain(s)
- Load applicable course catalogs
- Provide access to one or more primary program administrators

Your team will:

- Coordinate any SIS or third party integrations



PHASE 2

User Training

TRAINING OPTIONS

- We want to be sure your staff have the necessary skills and tools to successfully implement our online curriculum. We have an array of training options to meet your needs.
- Our initial training will emphasize skills needed to get started – how to use our products, navigate our platform, and bridge the transition from classroom-based instruction to online learning.
- Advanced training topics are generally best received after users have become acclimated to the platform and have begun working directly with students.

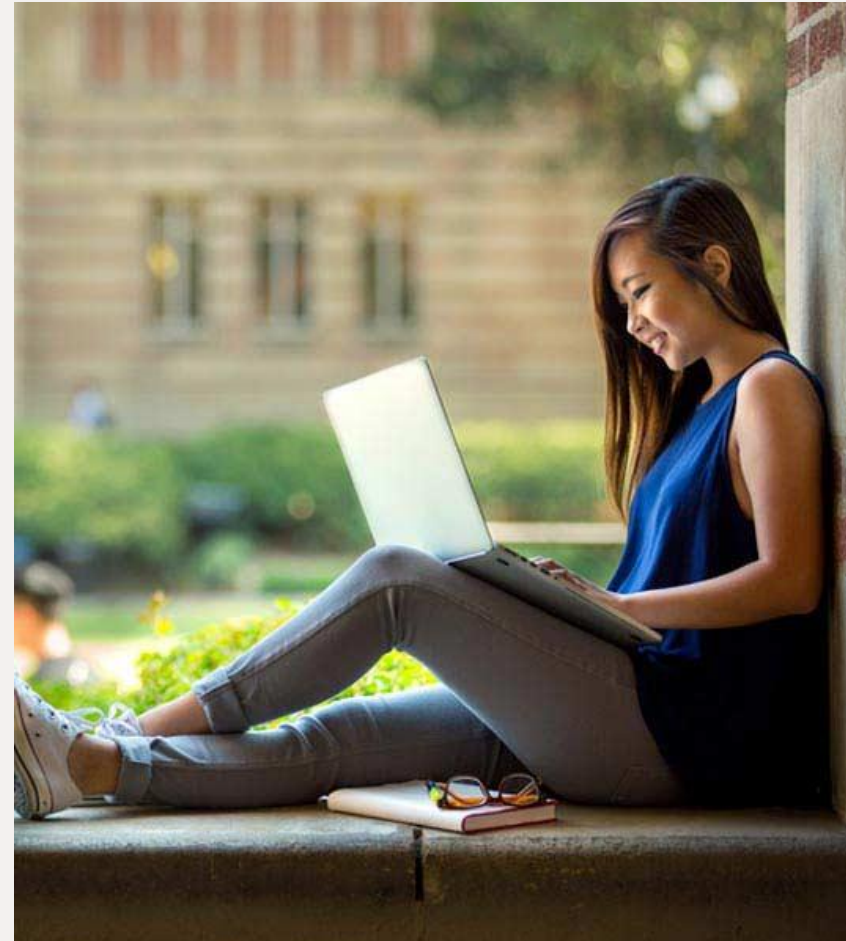
CONSIDERATIONS

- Training should not only address skill development, but also support organizational change management.
 - New curriculum. New platform. New delivery methods. This can be a lot of change, especially when adopted in times of uncertainty. Consider ways to simplify your implementation.
- For large implementations, a train-the-trainer approach is highly recommended because it builds capacity within a district's existing staff.
- Training is most effective when it is delivered in context; having a program administrator co-lead the training to provide context around district policy and expectations is extremely helpful.

ADMINISTRATOR TRAINING

This training will familiarize you with how to administer your program on our LMS and how to navigate the various domain settings that can be adjusted to tailor the implementation for your district.

Who will be your program administrator(s)?



TEACHER TRAINING

Our Teacher Training will ensure that your teachers have the skills needed to effectively navigate their online courses, engage with learners, and utilize the various tools available within the learning management system.

Who are your lead teachers that will attend train-the-trainer sessions?



TEACHER RESOURCES

- Teacher Guides and Course Resources
- Curriculum Maps
- Standards Alignments
- Robust Rubrics
- Answer Keys
- Student Reports
- How-To Videos

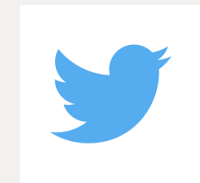
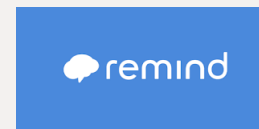
PHASE 3

Engagement

STAKEHOLDER ENGAGEMENT

Most districts have numerous ways to communicate information to their school communities. Families especially will want to know:

- How it works
- About the curriculum
- Who to contact for more information



PARENT AS LEARNING COACH

Be proactive in helping parents understand what will be expected of them in their role as learning coach.

- Share resources from our [Learning Coach Resource](#) site
- Share overview videos from our [You Tube](#) channel
- Consider hosting a parent orientation for [K-5](#) and 6-12 families
- Consider distributing announcements to parents introducing the new online curriculum
 - [Sample K-5 Announcement](#)
 - [Sample 6-12 Announcement](#)
- Let us know where to redirect families who may reach out for additional information.

TEACHERS ARE LEARNERS, TOO

Recognize that the shift to online is disconcerting for educators, too.

- Share information about scheduled training sessions so teachers know when and how they will be trained on the new platform and curriculum
- Identify training leads for each site
- Share overview videos from our [You Tube](#) channel to drive awareness
- Ensure all teachers know where to access on demand training resources

PHASE 4

User Provisioning

CREATING USER ACCOUNTS

There are multiple options available to you in terms of how to roster students and teachers.

- Individual Registration
- Batch Registration
- SIS Integration



USER ROLES

- Students
- Teachers
- Observers
- Admins



INDIVIDUAL REGISTRATION PROCESS

- We provide your district with admin access to a secure domain within our LMS where you have direct access to individually create/modify user and course enrollment records as needed.
- Preferred by most customers because they can control the timing of all activities and make changes in real time.
- Bulk import templates are available [here](#).

BATCH REGISTRATION PROCESS

- We can facilitate automated processing of batch-enrollments.
- Requires district to upload enrollment files to a secure FTP location.
- Once nightly process picks up and processes any new enrollments posted to the SFTP site.
- Student enrollment confirmation emails with log-in credentials are automatically sent to the student and observer via email.
 - District is responsible for following up on any delivery failures due to incorrect email.
- Contact us if you would like access to post enrollment files to our SFTP site.

SIS INTEGRATION

- Some districts elect to directly integrate their SIS with our platform.
- Genius SIS, Maestro/Bocavox, School Pathways, and other SIS companies have successfully built and support integration with our LMS.
- We support Distributed Learning Application Protocol (DLAP) web services API for system integration and can provide extensive documentation of our API for use by the district.
- Let us know if you are planning to integrate your SIS. We can connect you with necessary resources and provide helpful tips and suggestions.

PHASE 5

Learning Begins

LEARNING BEGINS

- ✓ Encourage students to complete their online orientation course.
- ✓ Encourage families to visit our Learning Coach resource site.
- ✓ Solicit regular feedback from students, families, and teachers.
- ✓ Remind users how to get support, and encourage collaboration among key user communities.
- ✓ Don't hesitate to reach out to us if we can answer questions or help guide you on next steps.



REFERENCE

Ordering Workbooks

Supplemental Materials

Technical Support

ORDERING WORKBOOKS

Our K-5 curriculum is supplemented by companion workbooks that students should use when taking each course. Workbook pages are available in .pdf format within the course itself, or a physical copy of each workbook may be purchased for an additional fee.

To order workbooks in bulk, schools may use this [template](#).

Parents can order directly via this [link](#).



K-5 SUPPLEMENTAL MATERIALS

<u>Elementary Supply Kit</u>	<u>Kindergarten</u>
	<u>First Grade</u>
	<u>Second Grade</u>
	<u>Third Grade</u>
	<u>Fourth Grade</u>
	<u>Fifth Grade</u>

TECHNICAL SUPPORT

Users may contact our Help Desk directly by submitting a ticket via our [online support portal](#). Phone support is also available by calling (866) 705-5575.

Help Desk hours are Monday through Friday from 8:00 am – 10:00 pm EST.

Technical requirements can be found [here](#).





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