fueleducation™

GETTING STARTED CHECKLIST

Use the checklist below when you are enrolled into your first course.

Select *here* to view the Student Code of Conduct.

Log in to *PEAK Dashboard*, using the username and password you received when your account was created. If you do not know your credentials, reach out to your mentor.

View this *video* to learn about your Dashboard.

Update your password, if it is difficult to remember. Select **Profile Name** > **Account Settings** > **Change Password**. Some programs may not allow students to update their password. If this is the case for your program, reach out to your mentor to have your password updated if needed.

Access your course by selecting the center of your course card.

Access Profile Menu

- Add Profile Photo – **Profile Name** > **Profile** > **Add or Change Photo**

- Set Timezone – **Profile Name** > **Account Settings** > **scroll to Time Zone section**

Review Content Area

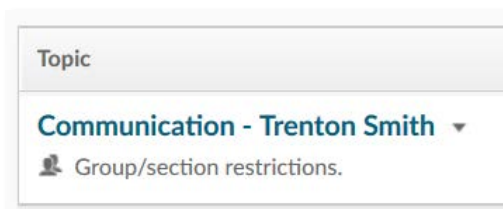|	Item	Description
A	*Table of Contents*	All modules–units are accessed through the table of contents. The number to the right (76) represents the number of links still to be accessed within the course.
B	*Course Materials*	This topic will always be the first module within a course. It contains basic support, contact information, and scheduling information. It should be the first place you access.
C	*Teacher Contact Information*	The teacher's contact information including email is located within this link.
D	*90 Day Schedule*	This schedule can be saved or printed and used as a checklist to help you keep pace. Some mentors or instructors may opt to provide you a customized schedule.
E	*#Fuel4You Live Recordings*	This module will only be visible to students whose instructor is a **FuelEd** instructor. Within this module, you can access recordings of live lessons.
F	*Unit modules*	Selecting a unit module will open the unit and make content links and assessments visible.
G	*Progress Bar*	This bar will represent how many links within the course have been accessed.
H	*Bookmarks*	You have the ability to bookmark quizzes or content links by selecting the flag atop any link page. Locate the bookmarked links within this link. Deselect the flag to remove the bookmark.

Review information within Course Materials.

Print and place either the cutomized schedule provided or the 90 day schedule in the front of your notebook. Remember to check items off as you complete them.

STUDENTS WITH A FUELED INSTRUCTOR

Send and introductory note to your instructor through the Student Teacher Communication forum within the discussion tool.

Attend **#Fuel4You Live** sessions and instructor class connect hours. Links will be located within your course home My Plan widget.

Ready to get started? Review any class announcements and access your first subject unit to begin. Take notes, practice and always remember to ask your instructor for help when needed.