

## TIPS FOR FUEL ED MENTORS

### **Before school starts...**

#### Attend Fuel Ed training

- Acquaint yourself with the PEAK Office
- Set up your account
- Weekly Progress Reports
- Introduce yourself to Fuel Ed Instructor(s)
- Provide contact information and “best time” to contact.
- Set up Chat account for technical assistance

#### Provide the following to the instructor

- Class lists which include
  - email address
  - Hour and time student will be “in class”
- District Calendar (beginning and ending dates of current semester)
- Grading Periods
- Remember that Fuel courses are semester courses. We will be enrolling your students for the spring semester
- Create a schedule for each student (see course introduction)

#### **Every Week**

- Review Progress Report (Monday pm)
- Inform Instructor of special concerns

#### **Every Day**

- Assist students in log-in
- Monitor activity, especially during quizzes and exams
- Communicate, communicate, communicate

## Grades and the World Language Curriculum

Both Spanish and French are set up as semester courses.

- Spanish 1a, 1b, 2a, 2b
- French 1a,1b and 2a, 2b
- It is critical that we know the final day of your semesters in December and May.

We will enroll your students again in January for the “b” course.

Each of these courses consists of 18 units each unit has 5 lessons. A lesson, a day; a unit a week.

Unit 9 – Mid-Term exams

Unit 18 – Final Exams

Units are to be completed by Friday of each week, so I can have everything graded for the weekly progress report.

Grading terms to know:

Grade Average: This is the “average” of the work completed and graded.

Cumulative Grade: This is the “actual” grade as computed for the entire semester. (Approximately 2,000 points)

If students and parents are only looking at the grade average, they may be in for an unpleasant surprise.