

## GETTING STARTED CHECKLIST

Use the checklist below after 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 that 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. Select [here](#) to view video.

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



Access Profile Menu.



- Add Profile Photo – **Profile Name** > **Profile** > **Add or Change Photo** (optional)
- Set Time Zone – **Profile Name** > **Account Settings** > scroll to **Time Zone** section (Must do)

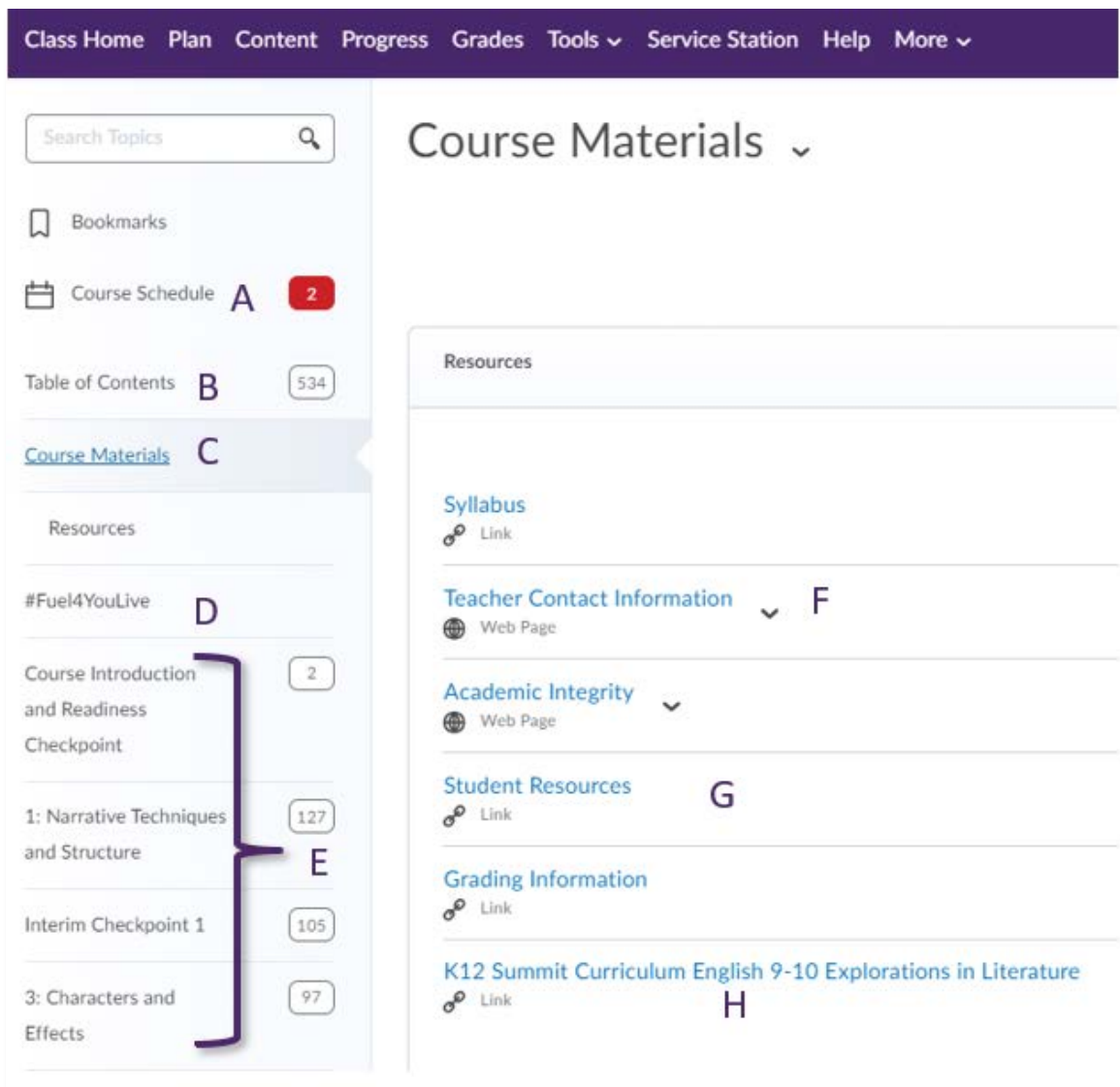
Review Content Area.

- Review information within Course Materials.

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- Access Pacing Guide and create a custom schedule, or use tab two as a checklist. Print and place the schedule in the front of your notebook. Remember to check off items as you complete them. Select [here](#) to view how to use the pacing chart.

See the table below and the following images to identify descriptions of each A-H item listed.



Item	Name	Description
A	<i>Course Schedule</i>	The course schedule only populates in courses where an instructor adds due dates to lessons and assignments. If a red number appears, there is an assignment considered overdue. Select the link to view.
B	<i>Table of Contents</i>	All modules and units are accessed through the table of contents. The number to the right (534) represents the number of pages/links

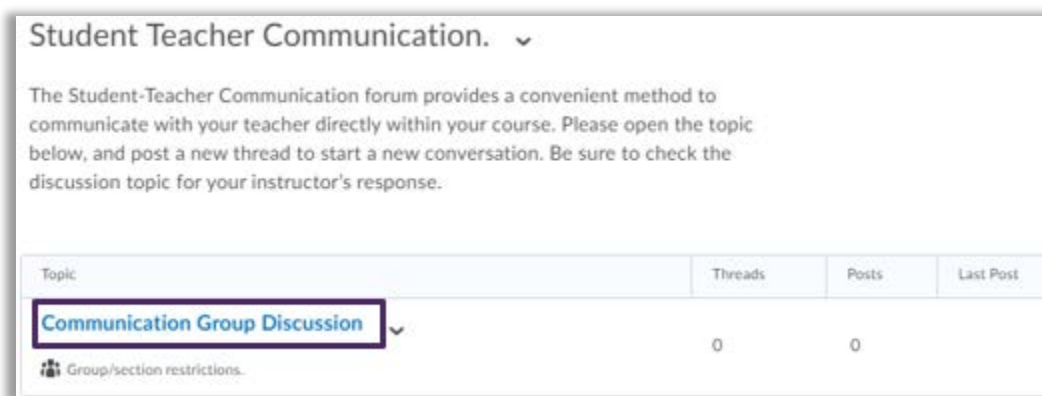
[Back to Top](#)

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Item	Name	Description
		left to access within the course. Don't panic if the number is large. This just means that pages rather than links are being counted and the number will drop quickly.
<b>C</b>	<i>Course Materials</i>	This topic is always the first module within a course. It contains basic support, contact information, and scheduling information. It should be the first place you access.
<b>D</b>	<i>#Fuel4You Live Recordings</i>	This module is only visible to students with a <b>FuelEd</b> instructor. Within this module, you can access recordings of live lessons.
<b>E</b>	<i>Unit modules</i>	Selecting a unit module opens the unit and makes content links and assessments visible.
<b>F</b>	<i>Teacher Contact Information</i>	The teacher's contact information is located within the Course Materials unit. If you see your instructor often, they may opt not to populate this area. If populated, it will contain your instructor's email and possibly their phone number.
<b>G</b>	<i>Student Resources</i>	The Student Resources link is also found within the Course Materials unit and contains a link to a pacing chart that can be customized.
<b>H</b>	<i>Sample Handbook or e-book</i>	Some courses rely on students accessing a course handbook or e-book. If present, they are found within the Course Materials unit.

## STUDENTS WITH A FUELED INSTRUCTOR

Send an 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 are 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.

[Back to Top](#)