pepper

College and Career Readiness Network

User Guide

PEPPER

User Guide

V2

Public Consulting Group
148 State Street
Boston, MA 02109

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Chapter 1

I. Welcome to Pepper

We welcome you to the Pepper community! You are now part of a vibrant and growing network of educators dedicated to effective implementation of the College and Career Readiness Standards.

We invite you to enjoy the convenience of 24/7 online access to an evolving series of relevant College and Career Readiness teacher professional development courses and resources as you learn with the collaborative support from other inspiring educators like you.

Benefits of Pepper

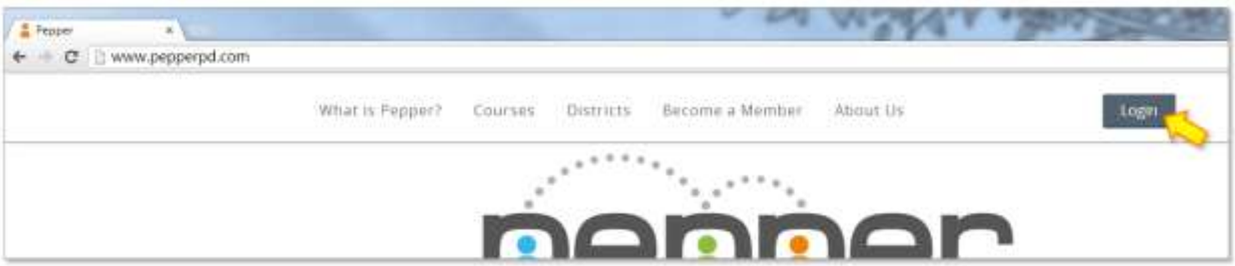
- Evolving series of short, online courses designed to fit into busy schedules and build mastery of College and Career Readiness (CCR) concepts in Mathematics and English Language Arts;
- Collaborative learning with peers through discussion groups and peer/mentor/coach review;
- Online portfolio management to track and share teacher and student work;
- Online journal to collect teacher reflections on CCR ideas and practices;
- Provides an easy way to participate in professional collaboration;
- Tracks and organizes teachers' development of CCR concepts;
- Gives detailed measurement of professional growth for personal or mentor review and accountability.

Chapter 2

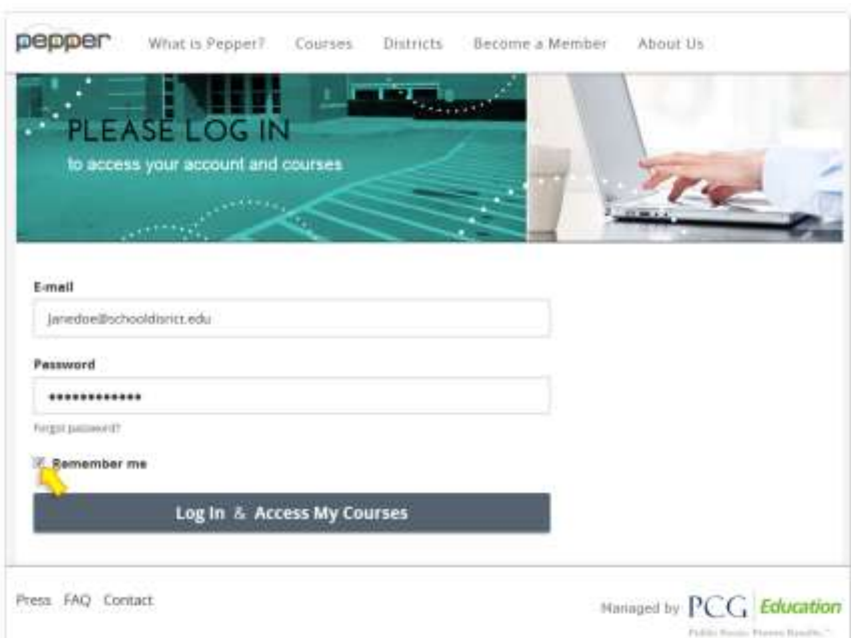
II.Getting Started

Logging into Pepper

Now that you have activated your Pepper account, you will be able to log back into the network anytime by using the Login button found on the top right of the [Pepper home page.](#)

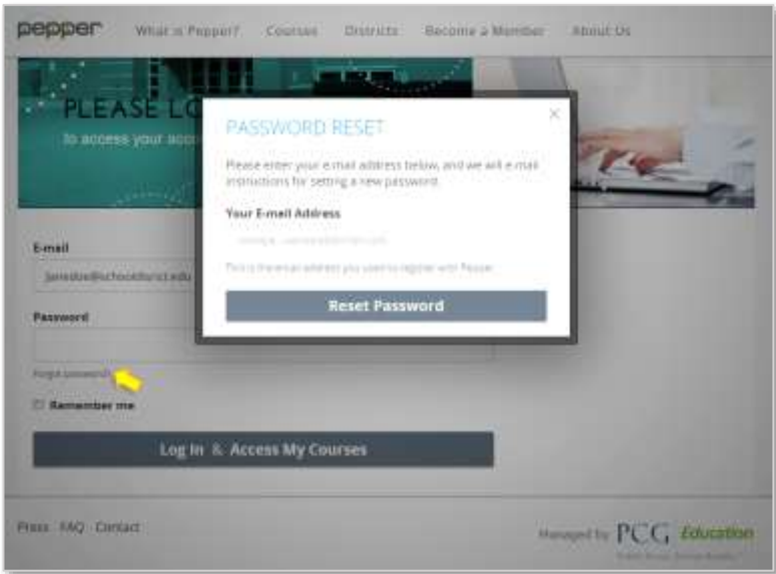


Please use your district email address and the password you designated during registration to log into Pepper. For convenience, you can also check the box next to "Remember me" to auto-fill these fields when logging in again.



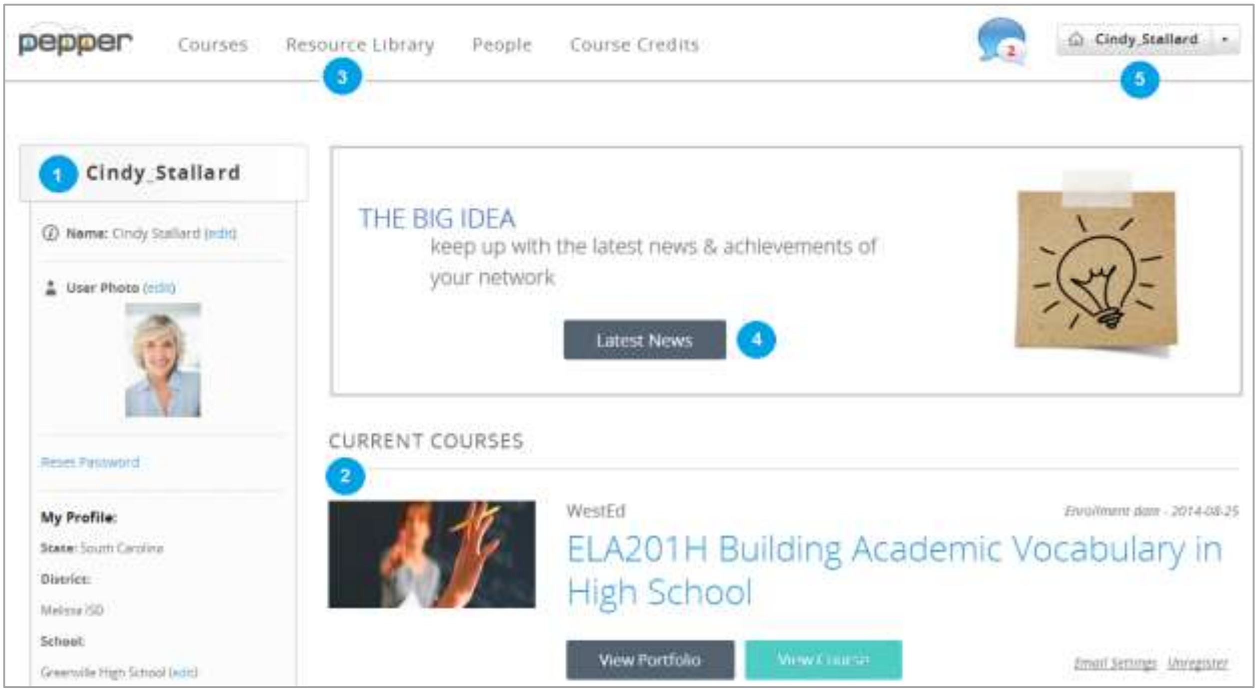
Forgotten Password

If you have forgotten your Pepper password, we would be happy to send you a password reset link and instructions to your registered user email address. To reset your password, click the "Forgot password?" link and provide your e-mail address. If you do not receive the password reset email immediately after submitting, please check your spam or junk folder.



User Dashboard

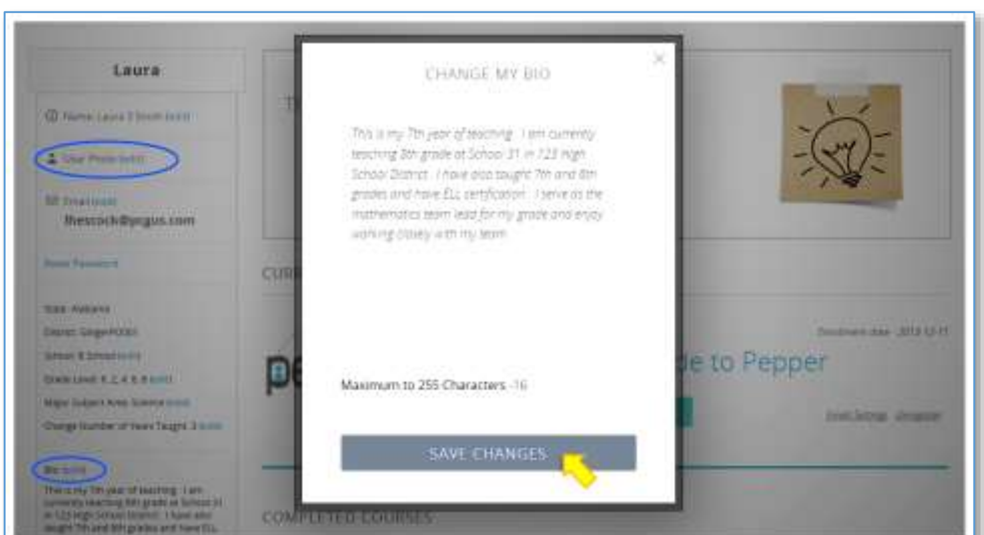
After logging into Pepper you will be taken to your personal dashboard page. (1), in your dashboard you can edit and maintain your profile information (2), access your current and completed PD courses and browse for new courses (3), access to all course resources libraries and (4), stay current with the latest news. You can get back to your dashboard at any time by clicking the home icon button with your username (5) located at the top right of the screen.



1. User Profile

Customizing Your Profile

The information that you provided during registration is already auto-filled in your dashboard's profile for your convenience. In addition to this registration information, you can add a personal photo and professional bio text to your profile by clicking the blue "(edit)" next to User Photo and Bio. We encourage you to use the Bio profile field to promote your specializations, accomplishments, and experience. If you do not wish to upload a personal photo, a default Pepper avatar will appear as your profile photo.

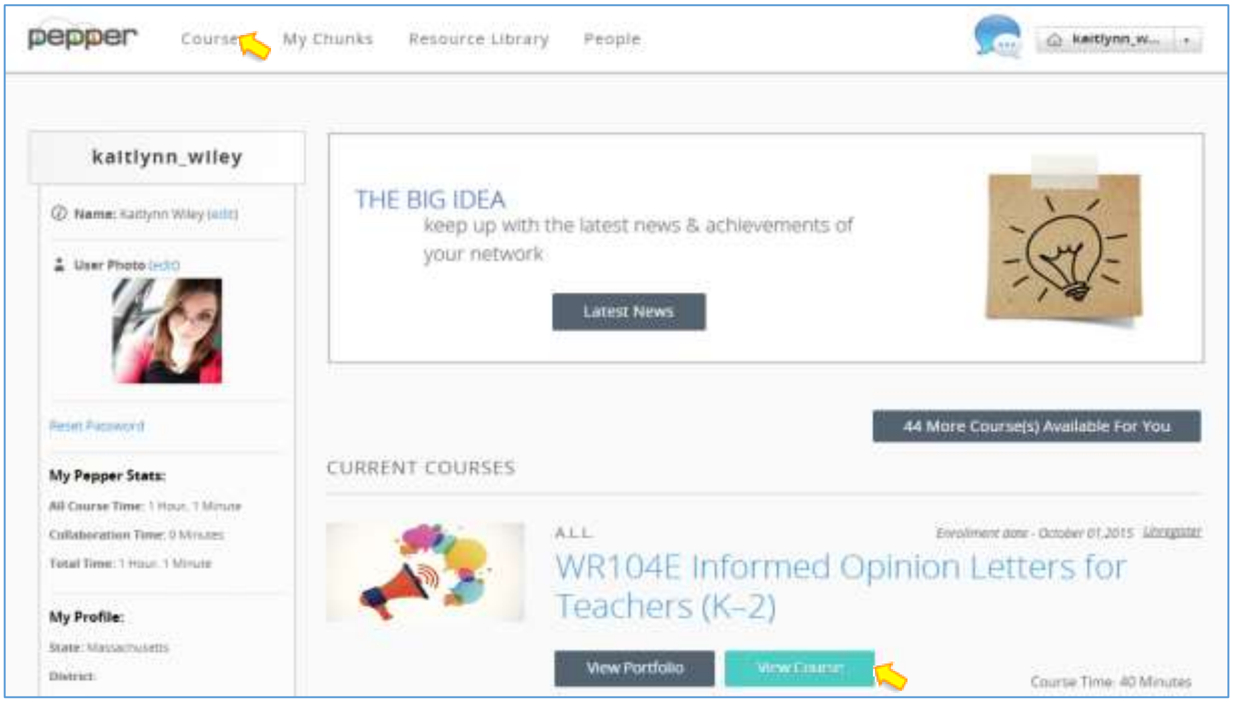


Making changes to your information

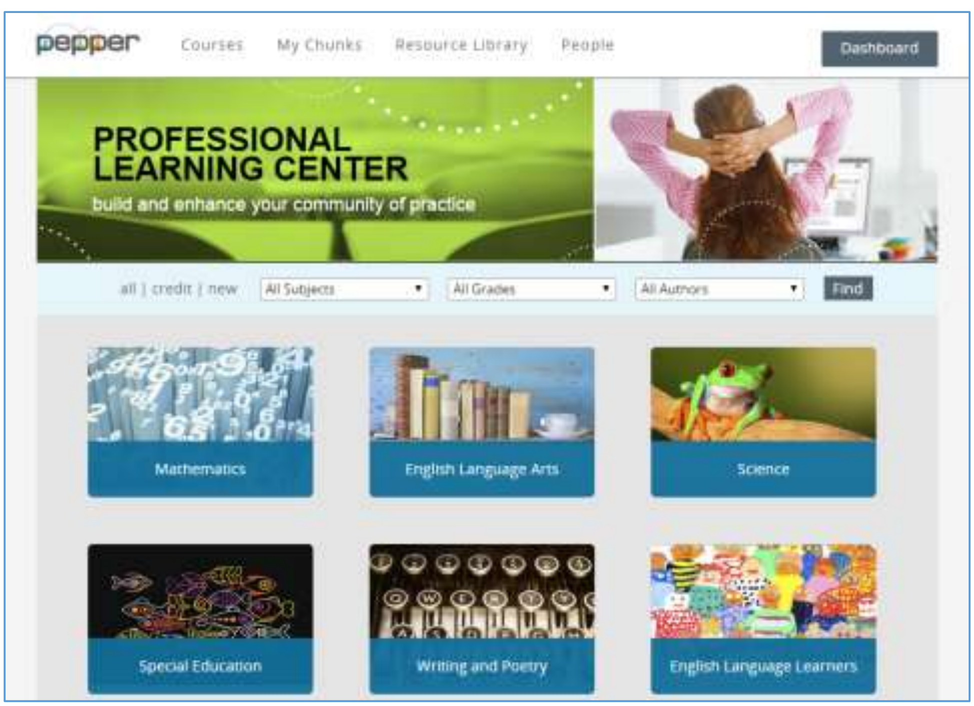
You can modify any of the editable fields by pressing the blue "(edit)" found next to the current information to open an edit pop up window. Once you have made the edits, select "Save Changes," this will close the edit window and the updated information will be shown on the profile. To change your username (shown at the top of your profile) please contact Pepper support.

2. Course Display in Dashboard

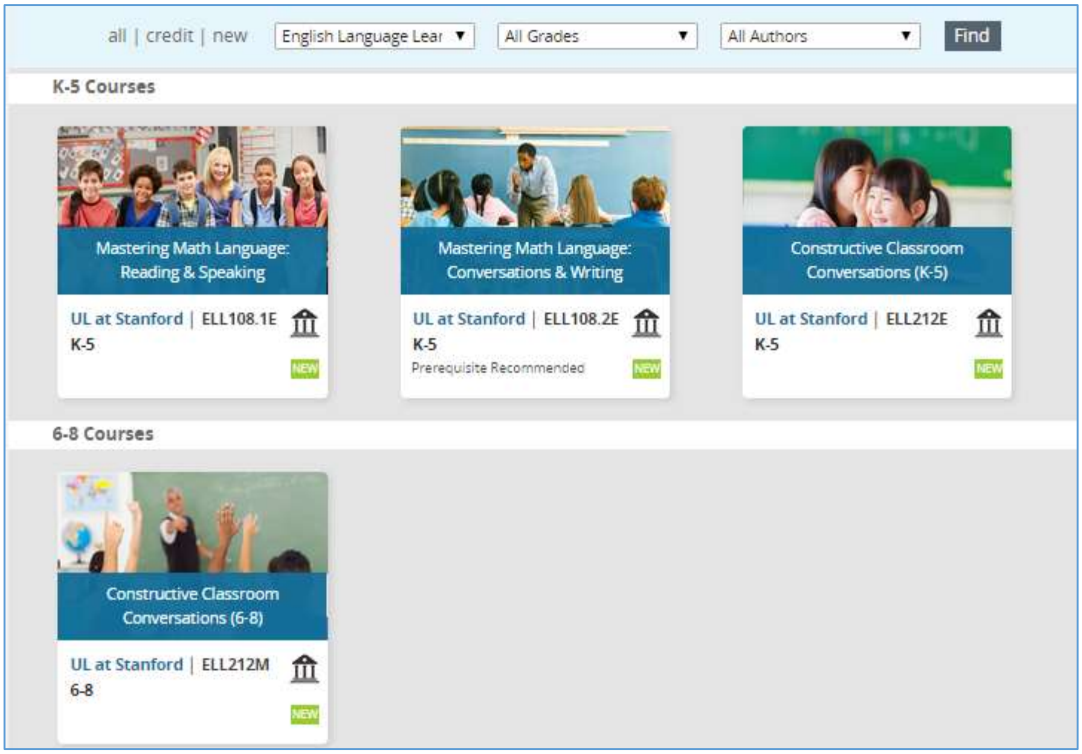
The first time you log into your Pepper dashboard you will see that you have already been registered for our introductory course "User's Guide to Pepper". We strongly encourage you to start take this course prior to beginning other courses in Pepper. To begin the introductory course simply press the turquoise "View Course" button under the course title. The Pepper course will walk you through the basic navigation and introduce you to the various learning tools that you will experience throughout all of the courses.



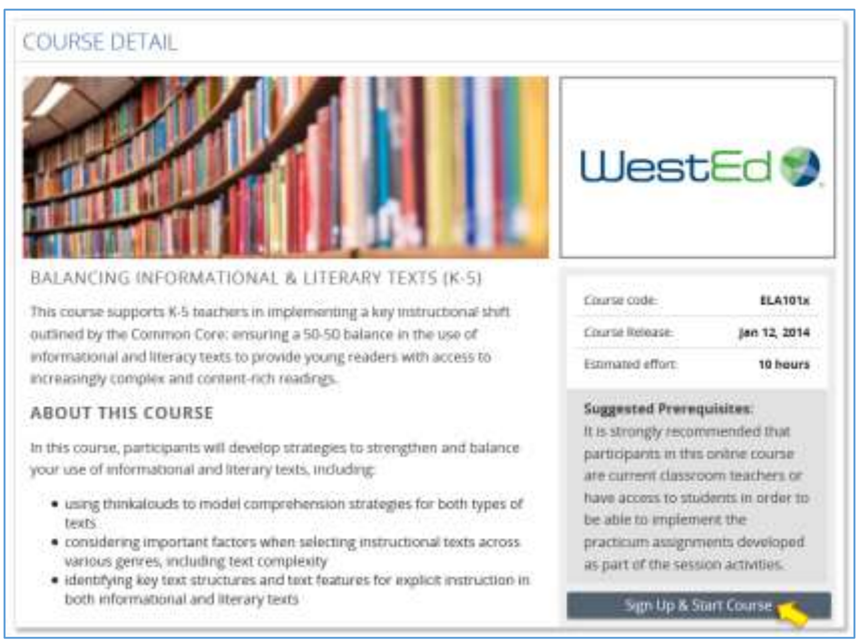
Access the Pepper Course Directory to find a professional development course you would like to start. Pepper offers an evolving series of courses, so you will want to check the course directory often for new releases. The Pepper course directory is always available on your dashboard by clicking "Courses" on the top heading. If your district/organization has its own content collection, you will see a thumbnail to access that content.



Click on any subject area or use the filters to find courses of interest. Search results will show course that match your critera. Click on the thumbnail to view a detailed description of the course.

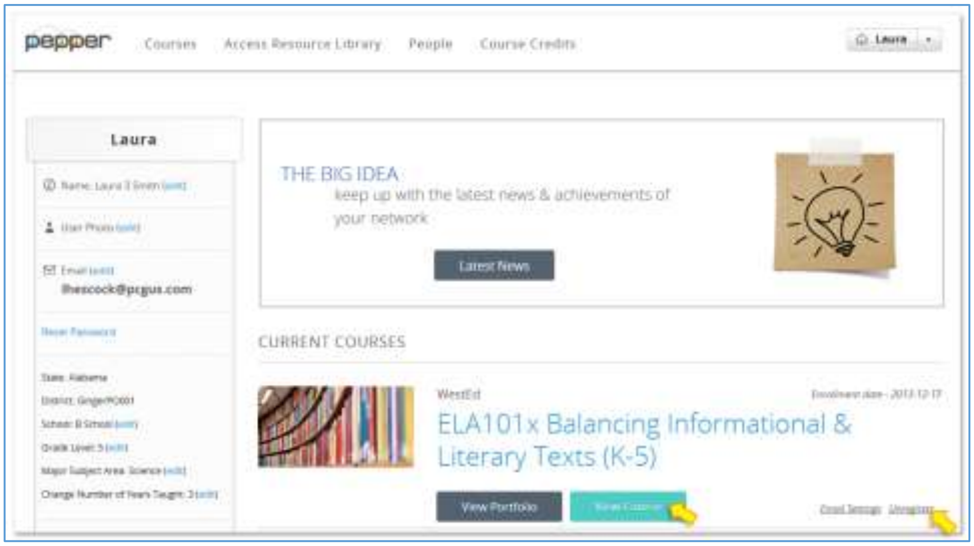


Once you find a course you are interested in taking, simply press the "Sign Up & Start Course" button. If you do not have access to sign up for the course, contact your Administrator or click the "Request Access" button to send your request to the Pepper team.



The course selected will immediately appear in your dashboard. From the dashboard, use the "View Course" button to open the course and begin.

If you wish to remove the course from your dashboard you can unregister by clicking the grey italic "Unregister" link.



* **Please note this action will delete any coursework you have completed in this course. You should only unregister for a course if you mistakenly selected the wrong course.**

Once you have completed a course in its entirety, the course will move down to the "Completed Courses" area of your dashboard. This is a nice way to archive past coursework and accomplishments and for others to see your progress!

As you participate in each course, you will be creating a portfolio of work and reflections. This portfolio will be a valuable and powerful tool for you to use as a reference to and promotion of your accomplishments and content reflections. The portfolio is accessible from the dashboard by selecting the "View Portfolio" button. There is a detailed description and step-by-step user guide for Portfolios in V – Course Portfolios.

3. Access to Resource Library

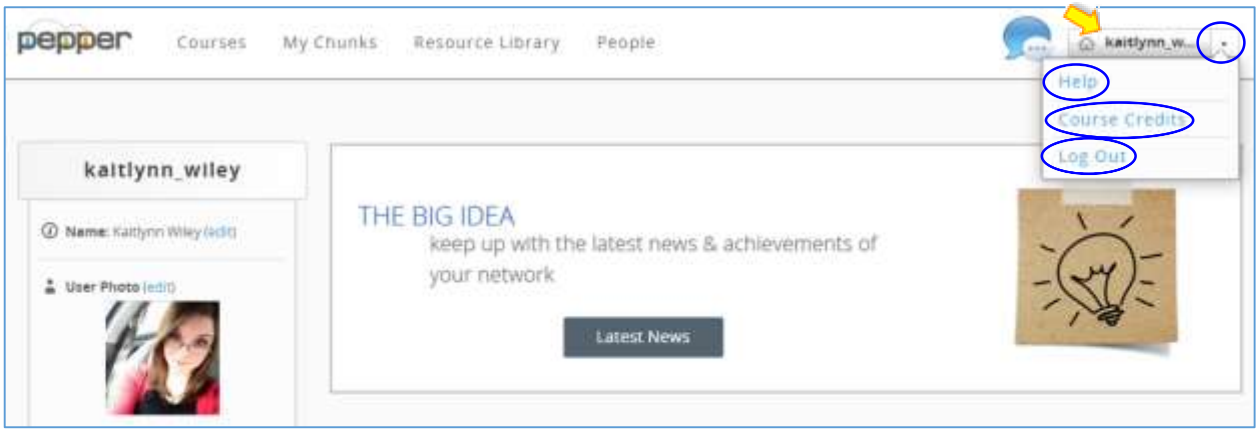
Each course in the Pepper series offers a unique course library of instructional resources for your use. We encourage you to continue to use and reference these resources even after you have completed a course. The Resource Library in your dashboard will link you to **all** of the individual course libraries as well as additional resources for you to explore and utilize in your instruction. If your district/organization has its own resource library, you will see a thumbnail to access this content.

4. The Big Idea – Keeping up with the Latest News

There is always something new going on in the Pepper community! Get inspired with peer success stories, content highlights, and stay informed on upcoming opportunities via our Pepper blog.

5. User Name and Help

The home icon and user name button found on the top right of the screen will allow you to return to your dashboard from any page. Click the triangle to access help, course credit information, and to log out.



Chapter

3

III. Overview of Course Structure

Timelines, Expectations and Grading

We believe the best understanding of what works in the classroom comes from teachers learning together. The self-paced courses in Pepper allow you to work at the speed and schedule that best suits your needs as you apply and collaborate with peers on new strategies to help students meet the College and Career Readiness Standards. The courses are designed to include meaningful online learning activities and practical tasks that support application in the classroom.

You can begin a course at any time, continue at your own pace, and simply log back on to continue where you left off.

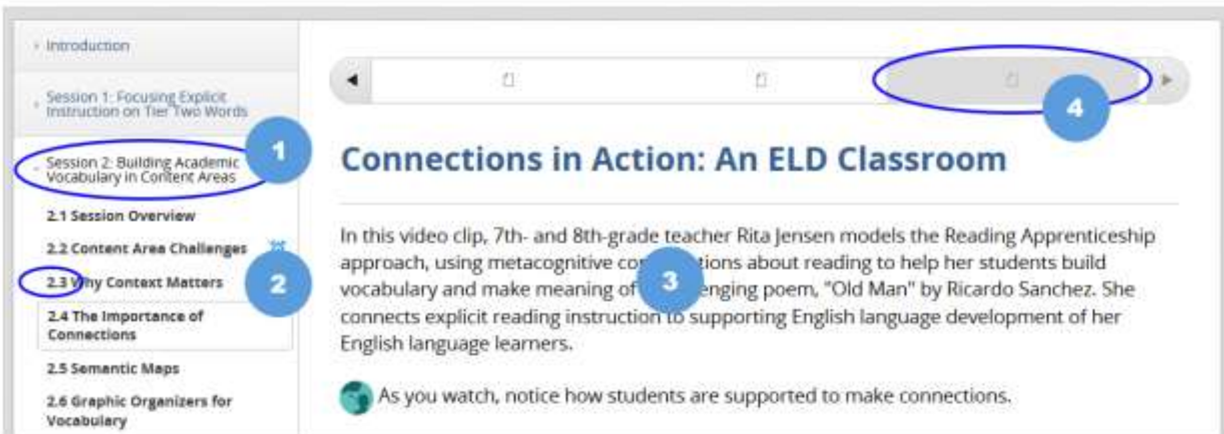
As a participant you must go through the course and carefully review reading materials, videos, and audio content as well as participate in scored activities to promote knowledge acquisition and practical application (including self-assessments, quizzes, reflections, and tasks/practicums).

What you take away from each course depends on your engagement with the content and ability to reflect and apply on your learning to make professional decisions. Users are expected to fully participate in all course activities and contribute to course discussions, and achieve a minimum score of 85% of completed tasks to demonstrate course mastery and obtain a course completion certificate.

Course Organization

The screenshot below shows the course organization. Course content is organized on the left side menu into multiple sessions (1) to help you digest material and promote a self-paced learning approach. These sessions are further broken down into individual sub-sessions (2) with specific pages or units for each (3). The accordion (4) at the top of the screen indicates the page/unit being displayed.

Session → Sub-Session → Section Pages/Units



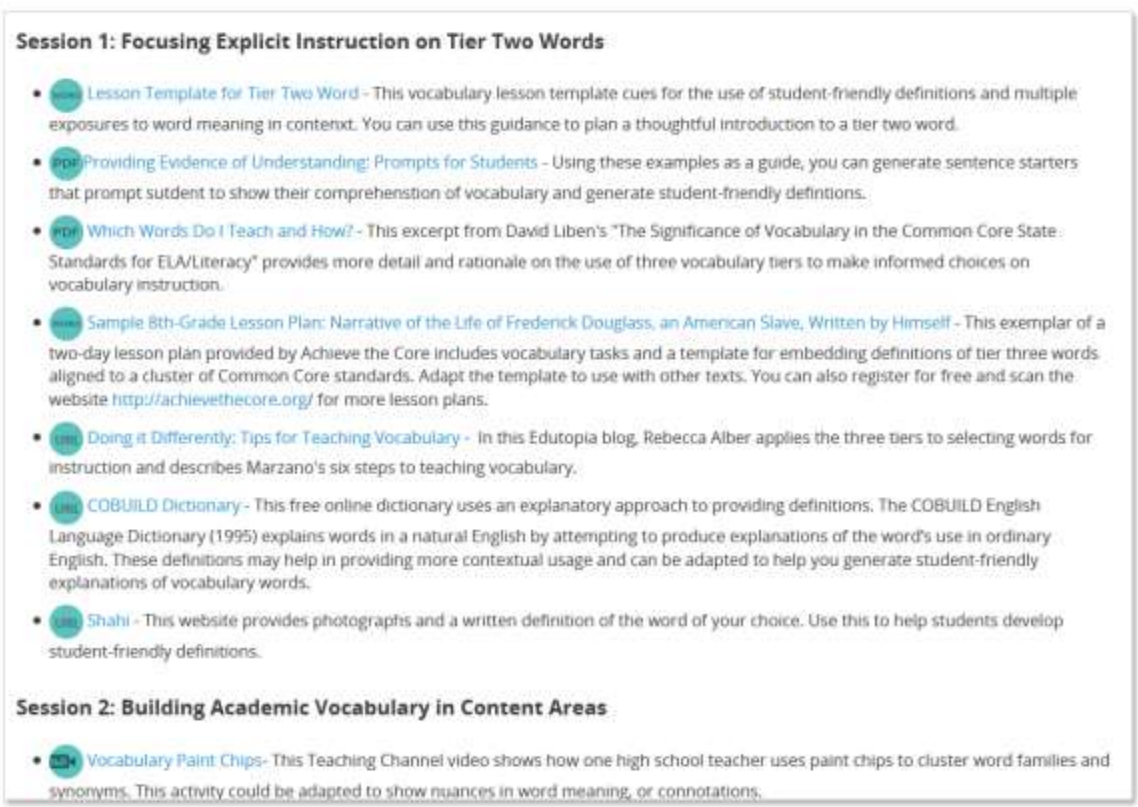
Overview of Key Course Components

Course content includes self-paced reading material, videos, audio, and downloadable templates and documentation. Additionally, courses are made up of several interactive components to facilitate the analysis and practical application of material and support instructional planning. The course elements may include self-assessments/surveys, reflections (journal entries), quizzes, tasks and/or practicum activities.

Sections containing these types of interactive scored activities are required and will be marked with the following alarm clock icon: ⏰ .

All courses include a specific course resource library with relevant and useful reference materials. To access the resource library for the course, click the "Resource Library" tab on the course navigation menu at the top of the page.

The course resource library displays specific resources by session.



Session 1: Focusing Explicit Instruction on Tier Two Words

- Lesson Template for Tier Two Word - This vocabulary lesson template cues for the use of student-friendly definitions and multiple exposures to word meaning in contenxt. You can use this guidance to plan a thoughtful introduction to a tier two word.
- Providing Evidence of Understanding: Prompts for Students - Using these examples as a guide, you can generate sentence starters that prompt sutdent to show their comprehenstion of vocabulary and generate student-friendly defintions.
- Which Words Do I Teach and How? - This excerpt from David Liben's "The Significance of Vocabulary in the Common Core State Standards for ELA/Literacy" provides more detail and rationale on the use of three vocabulary tiers to make informed choices on vocabulary instruction.
- Sample 8th-Grade Lesson Plan: Narrative of the Life of Frederick Douglass, an American Slave, Written by Himself - This exemplar of a two-day lesson plan provided by Achieve the Core includes vocabulary tasks and a template for embedding definitions of tier three words aligned to a cluster of Common Core standards. Adapt the template to use with other texts. You can also register for free and scan the website http://achievethecore.org/ for more lesson plans.
- Doing it Differently: Tips for Teaching Vocabulary - In this Edutopia blog, Rebecca Alber applies the three tiers to selecting words for instruction and describes Marzano's six steps to teaching vocabulary.
- COBUILD Dictionary - This free online dictionary uses an explanatory approach to providing definitions. The COBUILD English Language Dictionary (1995) explains words in a natural English by attempting to produce explanations of the word's use in ordinary English. These definitions may help in providing more contextual usage and can be adapted to help you generate student-friendly explanations of vocabulary words.
- Shahi - This website provides photographs and a written definition of the word of your choice. Use this to help students develop student-friendly definitions.

Session 2: Building Academic Vocabulary in Content Areas

- Vocabulary Paint Chips- This Teaching Channel video shows how one high school teacher uses paint chips to cluster word families and synonyms. This activity could be adapted to show nuances in word meaning, or connotations.

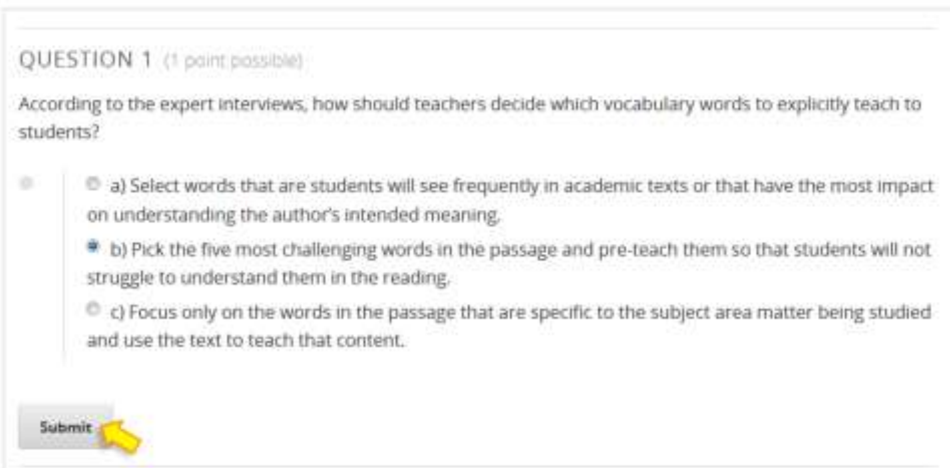
Chapter 4

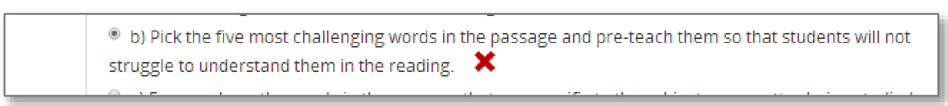
IV. Types of Exercises and Assignments

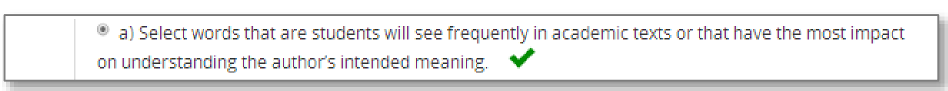
Quizzes

Quizzes emphasize key learning components in the course and allow you to check for understanding. You must get the answer correct to obtain a score of “1” on each question. To see if you answered the question correctly, click the “Submit” button.

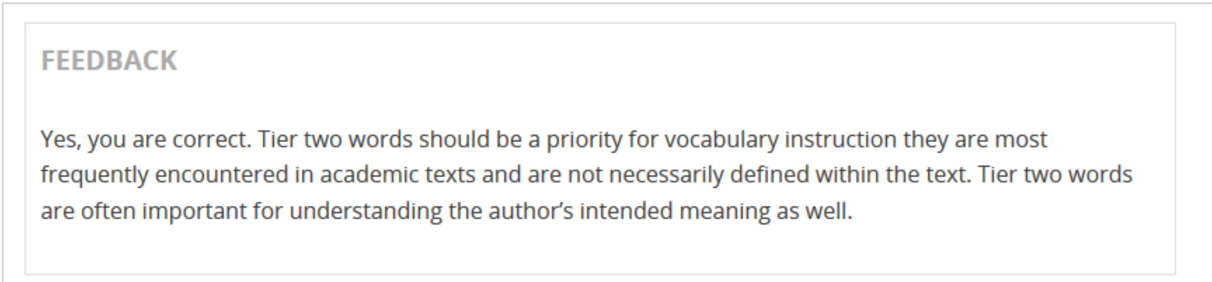
A red “**X**” indicates an incorrect answer; a green checkmark shows that the question has been answered correctly.







After clicking the “Submit” button, additional information may be provided in the form of feedback.

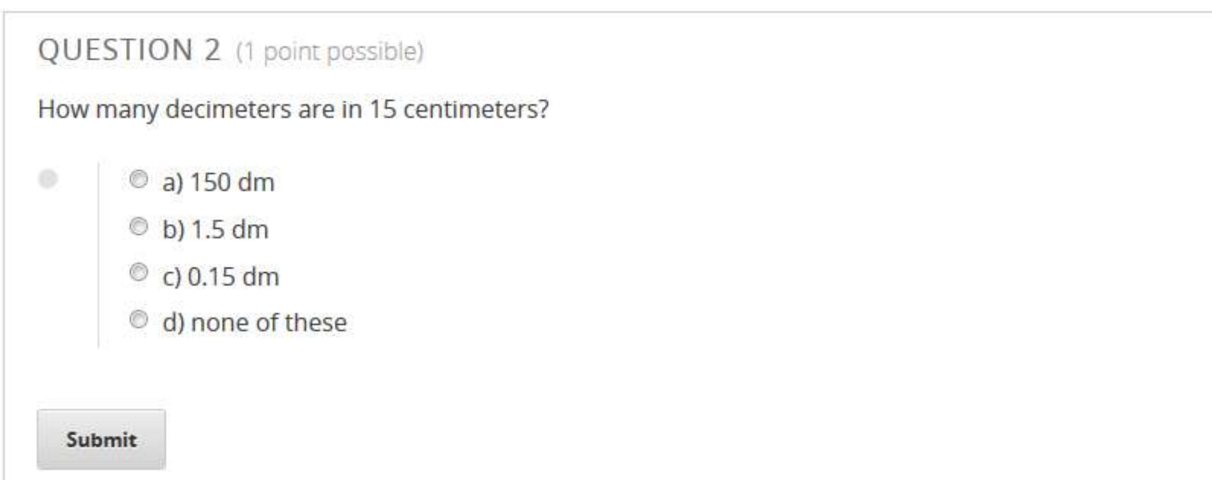


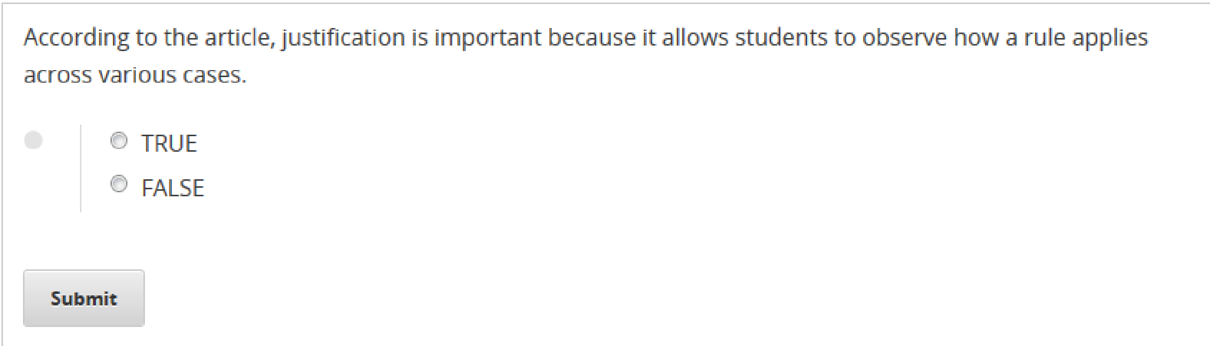
A "Reset" button allows you to clear all selected answer choices and try the question again, a "Show Answer(s)" button shows the correct answer(s). Note: reset and show answer buttons are available where applicable and will not appear until after the "Submit" button has been clicked.

Quizzes may be made up of different question types, including multiple choice with one correct answer choice, multiple choice with more than one correct answer choice (check all that apply), true/false, text response, and/or drag and drop (matching) items. Multiple choice, true/false and text response questions are described below. Matching/drag and drop items are described in the subsection that follows.

Multiple Choice Using Radio Button and True/False: Select Only ONE Choice

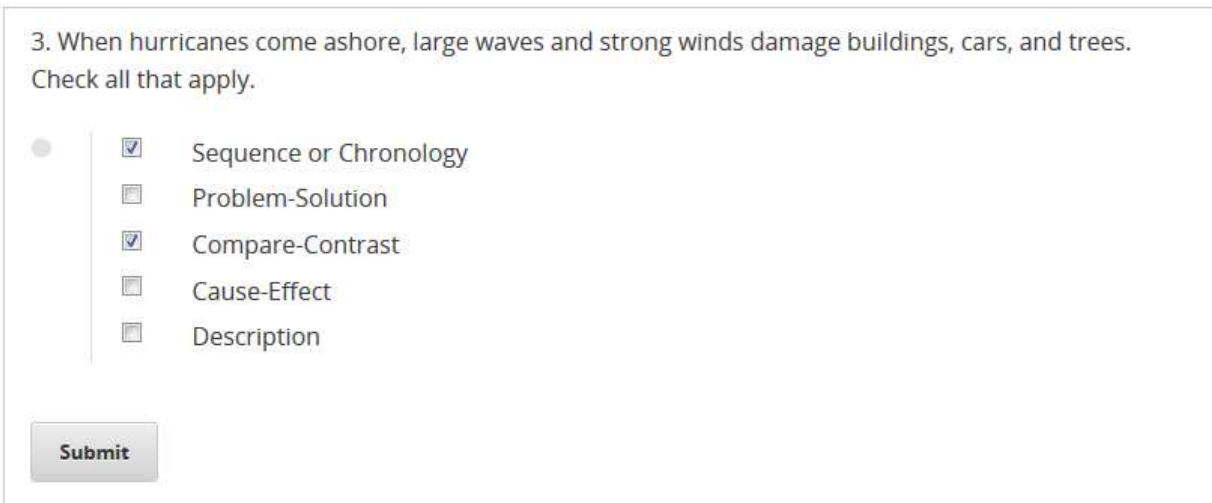
Whether a question used the multiple choice or true/false format, check the one radio button that corresponds to your answer.





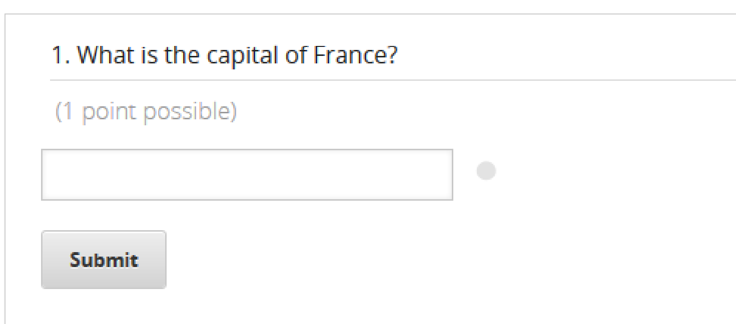
Multiple Choice Using Checkbox: Select MORE than One Choice

Check all that apply.



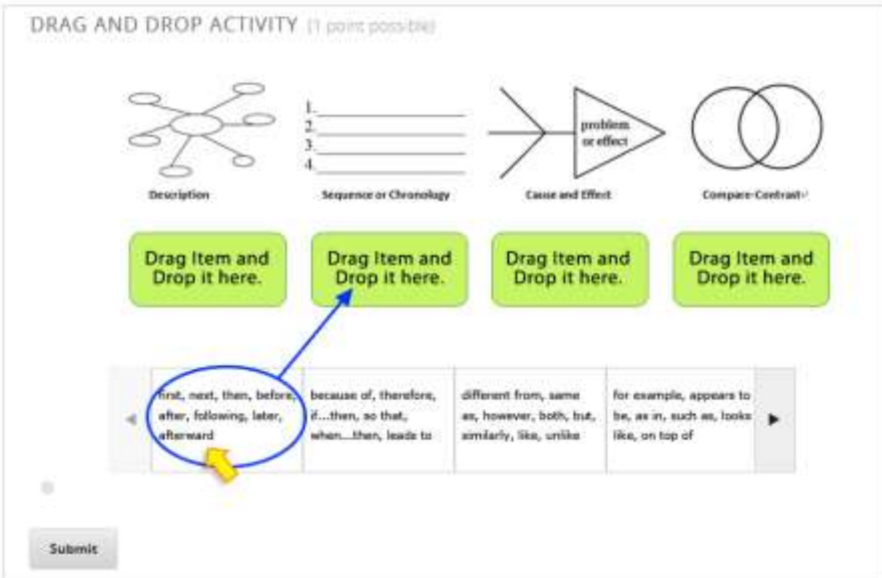
Text Response

Typically used in cases with one correct answer, the text response requires you to type your answer in the provided box.



Matching/Drag and Drop

This feature allows you to drag and drop answers to a corresponding item. Matching/drag and drop questions may be an element within a quiz or may be found as stand-alone activities within a course. To drag each item to the appropriate box, click the item and drag it to the green box, then unclick to release. You may need to scroll to find all possible answer choices.



Self-Assessment/Surveys

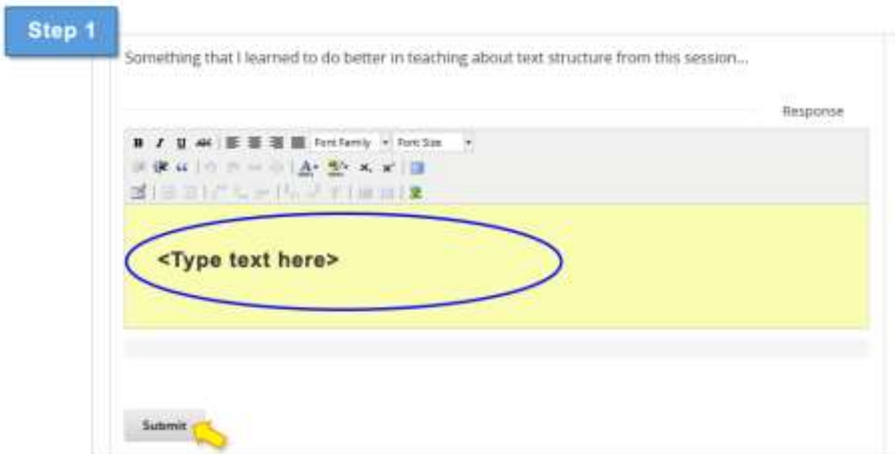
At the beginning of a course you may participate in self-assessments or interactive surveys to gain an understanding of your current comfort level with course content and assess your level of knowledge as it relates to the focus of the course. The surveys will be presented in multiple choice format and will involve a rating scale to help you evaluate yourself on the specified criteria. You will be asked to complete the same self-assessment/survey at the end of a course. A comparison table/graphic may be presented to help you reflect on learning and progress.

Example of Comparison: *How well do you think you understand the meaning of each of the Standards for Mathematical Practice?*

Reflections

Reflections are used throughout a course to provide opportunities for analysis, allowing you to document short, reflective responses to course content, key concepts, and practical exercises. Submitted reflection entries will be compiled in the portfolio and will be shown by session.

1. To submit a reflection, type an answer in the yellow space provided and click the "Submit" button.



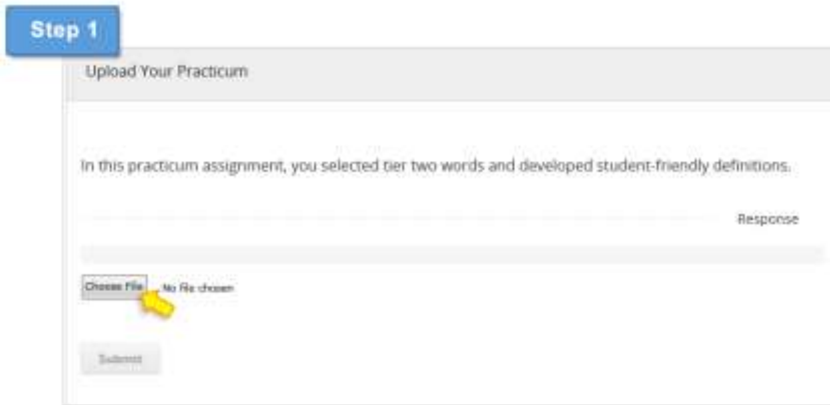
2. You will then be prompted to answer if you are ready to send this entry to your portfolio. A selection of "Yes" and "Enter" will apply a score of one point to your task and promote the submission to your portoflio, "No" and "Enter" will leave the task unscored and the item will remain uncompleted.

Tasks/Practicums and Uploading Documents to Portfolio

Task and Practicum activities are an essential part of each course and provide opportunities for practical application of knowledge. These key course elements usually involve downloading an activity template, reading articles, and/or watching videos and then working on a particular task. Participants will be asked to complete the assignment, document results of the activity in the required template, and upload the file(s) to be stored in their portfolio as a compilation of coursework. Some activities may also involve collaboration with others, student work, and/or acquiring feedback from peers or mentors.

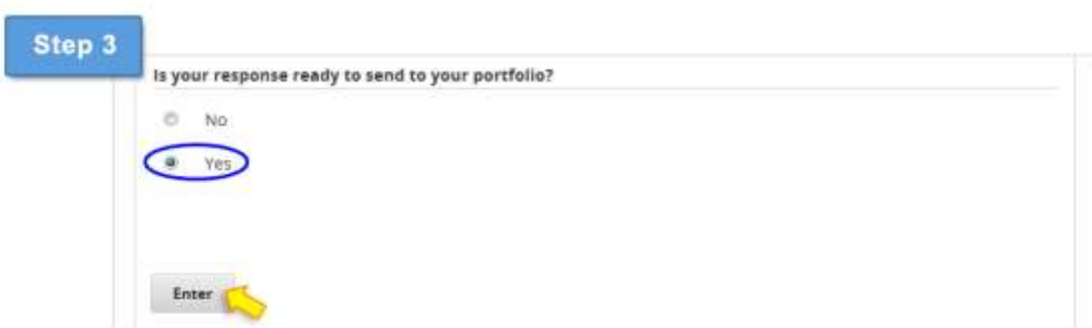
Follow these instructions to submit the required task/practicum activity template:

1. Click "Choose File" and select the file to attach.



2. When a message notifies you that the file has been uploaded successfully, click "OK." The name of the uploaded document will be displayed and will be available for download or removal. **You must click "Submit" to continue the submission process.**

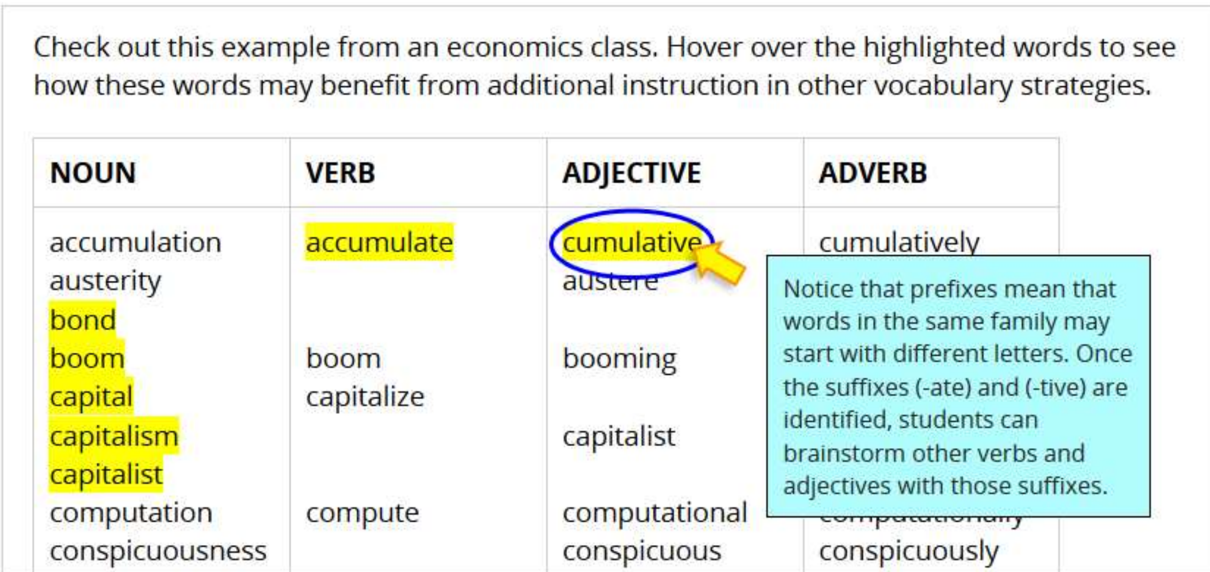
3. When prompted to answer if you are ready to send to your portfolio, click "Yes" and hit "Enter" to submit the assignment to your portfolio and obtain a completed score for this activity.



You can always remove the original document and upload a new file by clicking the "Edit" button and then selecting "Remove." Repeat the process documented above to upload a new file.

Hover

The Hover function allows users to put their mouse on an item that displays a pop-up box with information. In the example shown below, the user has placed the mouse over the word "cumulative" and a text box appears providing additional information.



Chapter 5

V. Course Portfolios

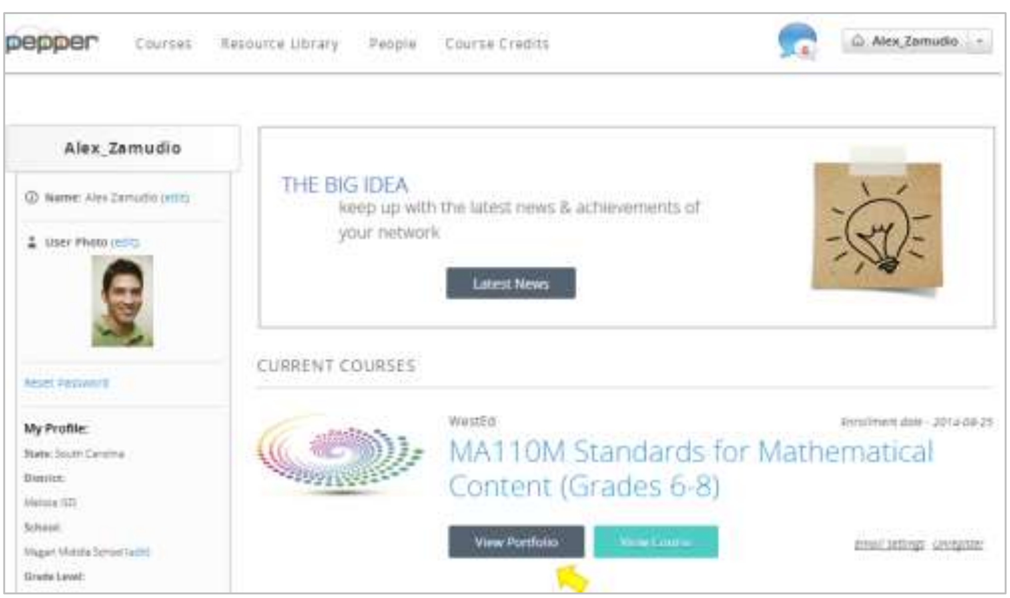
As you participate in Pepper courses and submit your reflection/journal entries, tasks, and assignments, you will be creating a course specific portfolio of key work to share with others. This personal portfolio will be a powerful tool for the organization of all your coursework for future reference and allows you to select portfolio elements you would like to make available for others to view for feedback and collaboration.

We believe that learning is social! Sharing your course portfolio – as well as viewing and collaborating on peers' portfolios – is a great way to support each other, get inspired, share what you are doing, and creating a common conversation around the new standards.

Accessing your Personal Course Portfolios

Portfolio from Your Dashboard

When you choose to sign-up and start a course in the course directory, the course will automatically appear in your dashboard along with two buttons, "View Course" which will take you to the course content bookmarked to the last page that you left, and "View Portfolio" which will take you directly to your course specific portfolio for that you are creating for that course.



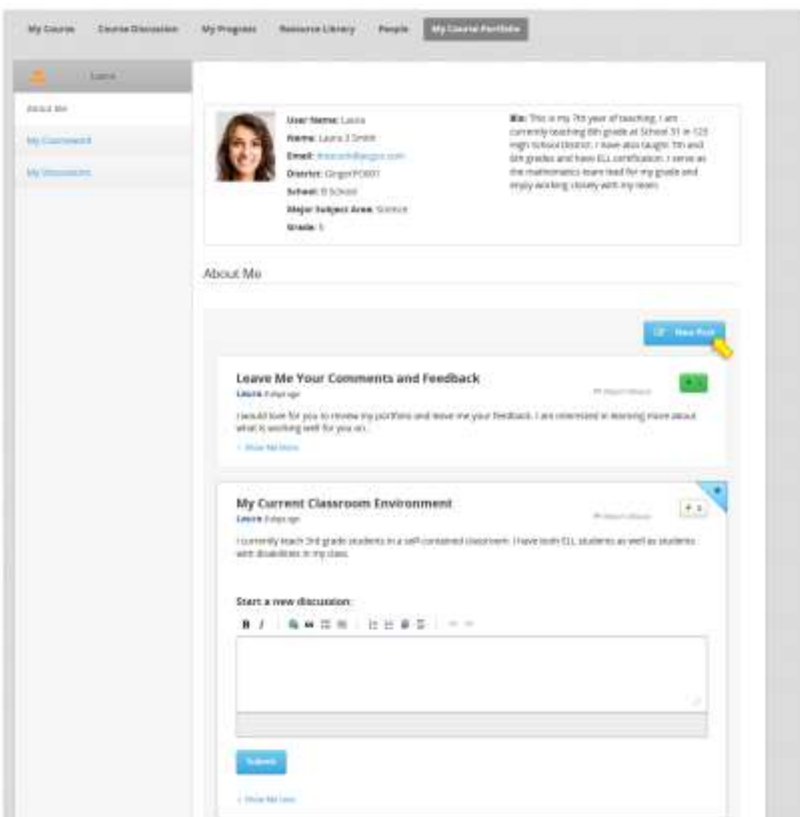
Portfolio From Within a Course

You can also navigate to your portfolio while inside the course itself by using the header "My Course Portfolio."

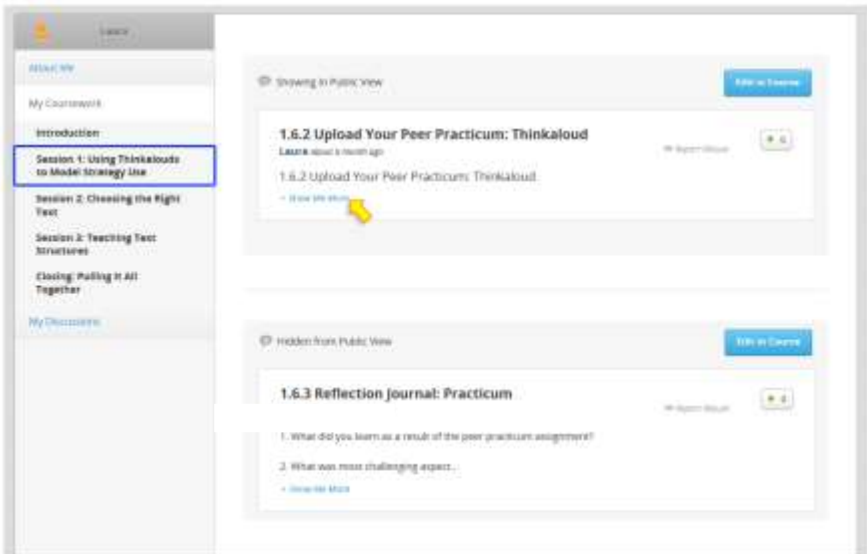
Portfolio Organization

Your portfolio is divided into three categories in the left side menu:

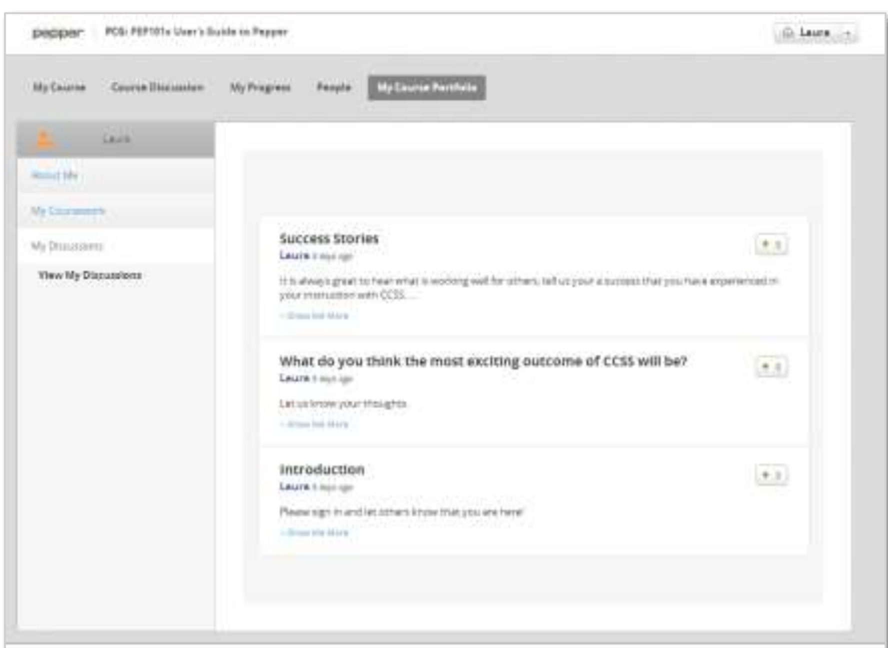
1. About Me - The About Me page serves as the introduction to your course portfolio. Your dashboard profile information and bio appear here and will offer others a snapshot of who you are and your experience. We encourage you to promote and introduce yourself in more detail to peers by using the blue "New Post" button to add a new personal post(s). This is a great way to introduce more course specific goals and details that you want to share with others before viewing your portfolio.



2. My Coursework- This category can be expanded by clicking the category "My Coursework" in the left menu to show a list of all course sessions. All your coursework submissions will be organized by session number and in the order they appear in the course. Please note that all available course sessions will be listed in the left side portfolio menu even if no items have been submitted yet. This section will show any reflections and documents that have been submitted to your portfolio.



3. My Discussions- This category shows all the discussion threads you have created or participated in for this course. This is a great way for you to invite others to the conversation and promote the topics that you are interested and engaged in.

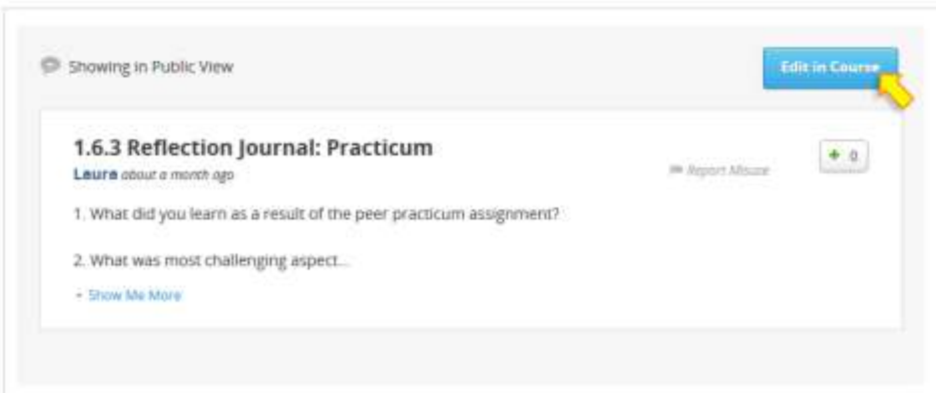


Adding Content in Your Portfolio

As you complete and submit open responses (yellow open response boxes in the courseware) and sample work uploads within the course, these submitted elements will automatically appear in your portfolio under My Coursework**.**

Editing the Content in your Portfolio

If you would like to edit your submitted responses you can do so at any time from the portfolio by selecting the "Edit in Course" button which will direct you back to the course content where you can make revisions. You will also be able to edit your responses directly in the course.



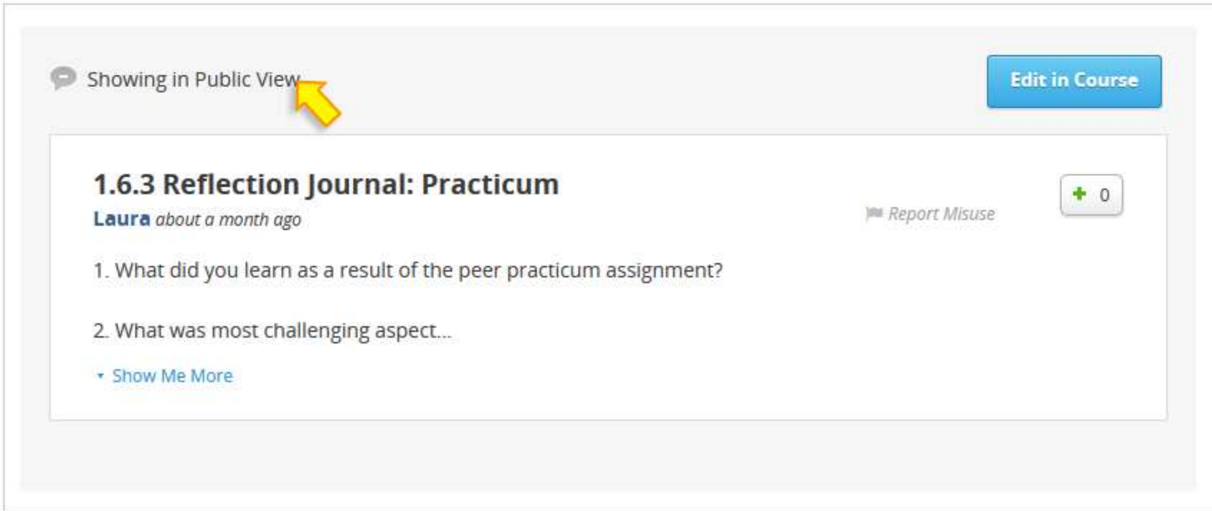
Please note that it will be necessary to re-submit the edited response in the course to replace the existing response shown in the portfolio.

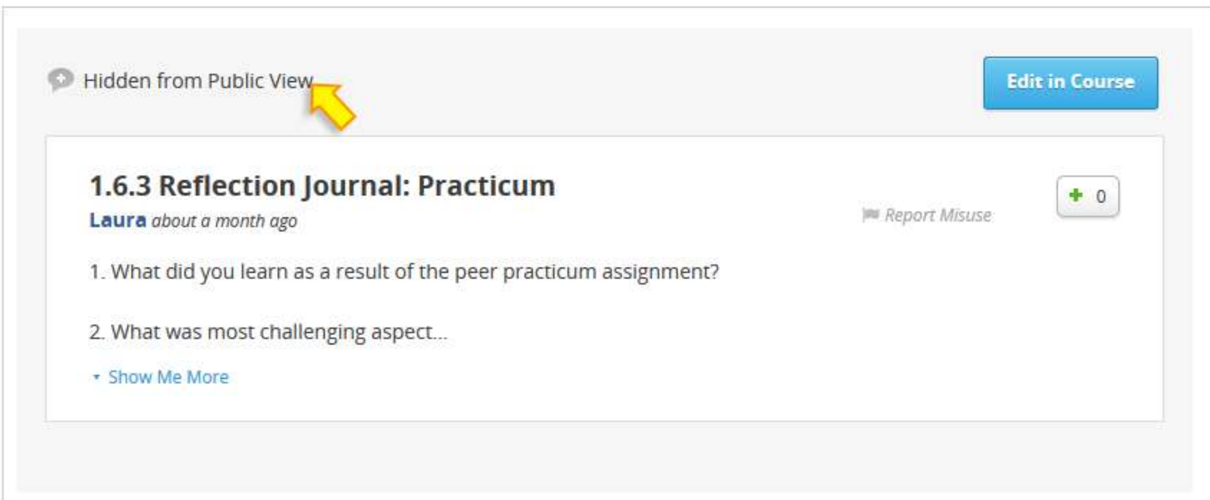
Sharing Your Portfolio with Others

As part of the Pepper network, you are in the company of other inspiring and impressive educators – just like you. All of our experiences, ideas, successes, and questions are valuable components to our own personal learning as well as the learning of others.

We encourage you to utilize your portfolio as a tool for collaboration, professional networking and support, and a platform for sharing your ideas. You have put a great deal of effort into your participation in the Pepper courses and your portfolio is a product of that effort and progression. All your portfolio elements will be accessible and sharable to others in the Pepper network by default until you designate them as "hidden."

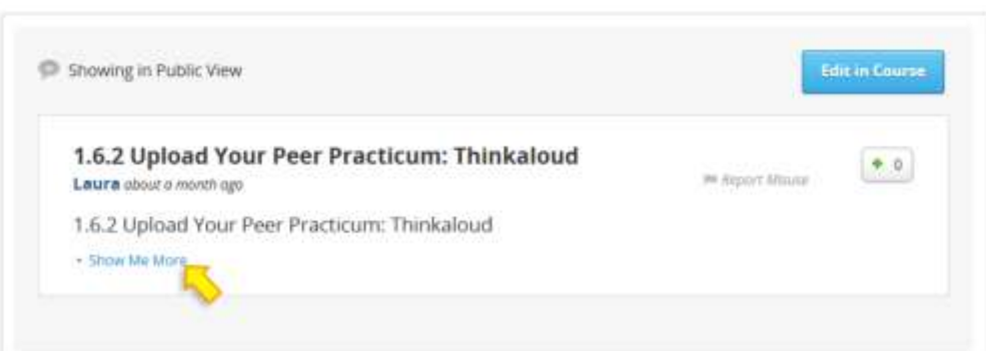
If you wish to make a portfolio element non-viewable to others, click the title "Showing in Public View" in the grey element box to change the status to "Hidden from Public View."



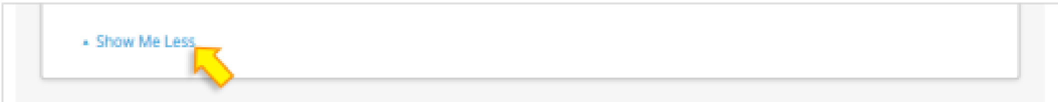


Collaborating with Others in Your Portfolio

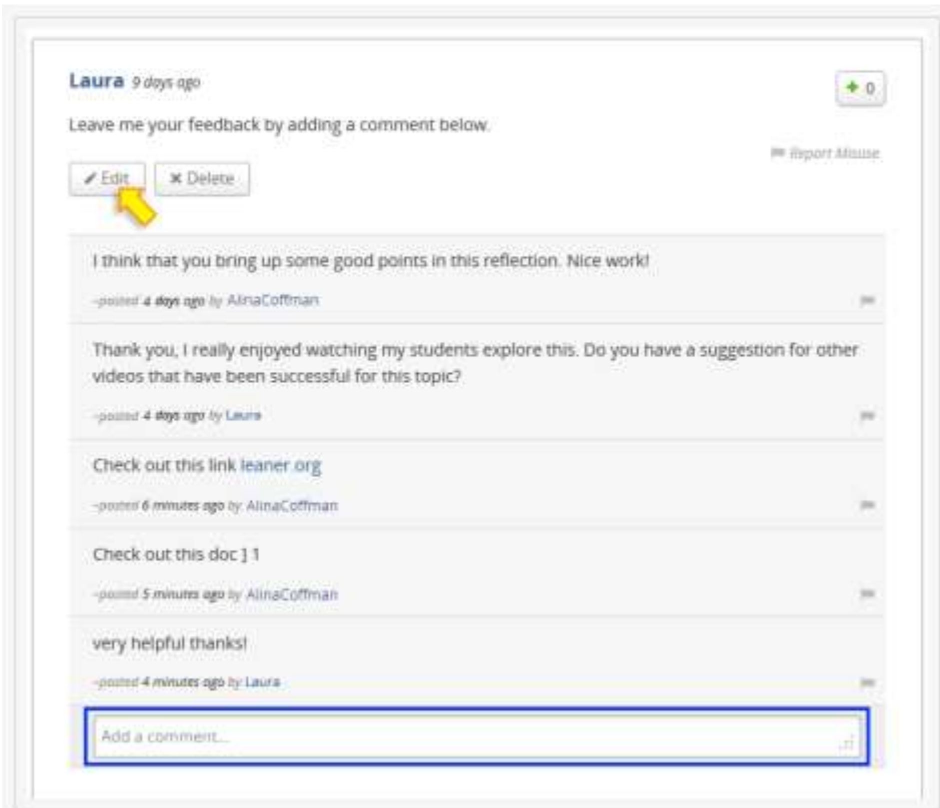
All reflections and uploads you have submitted in the course will appear as a preview box on the page. To expand the preview to full view, click the blue "Show Me More" text.

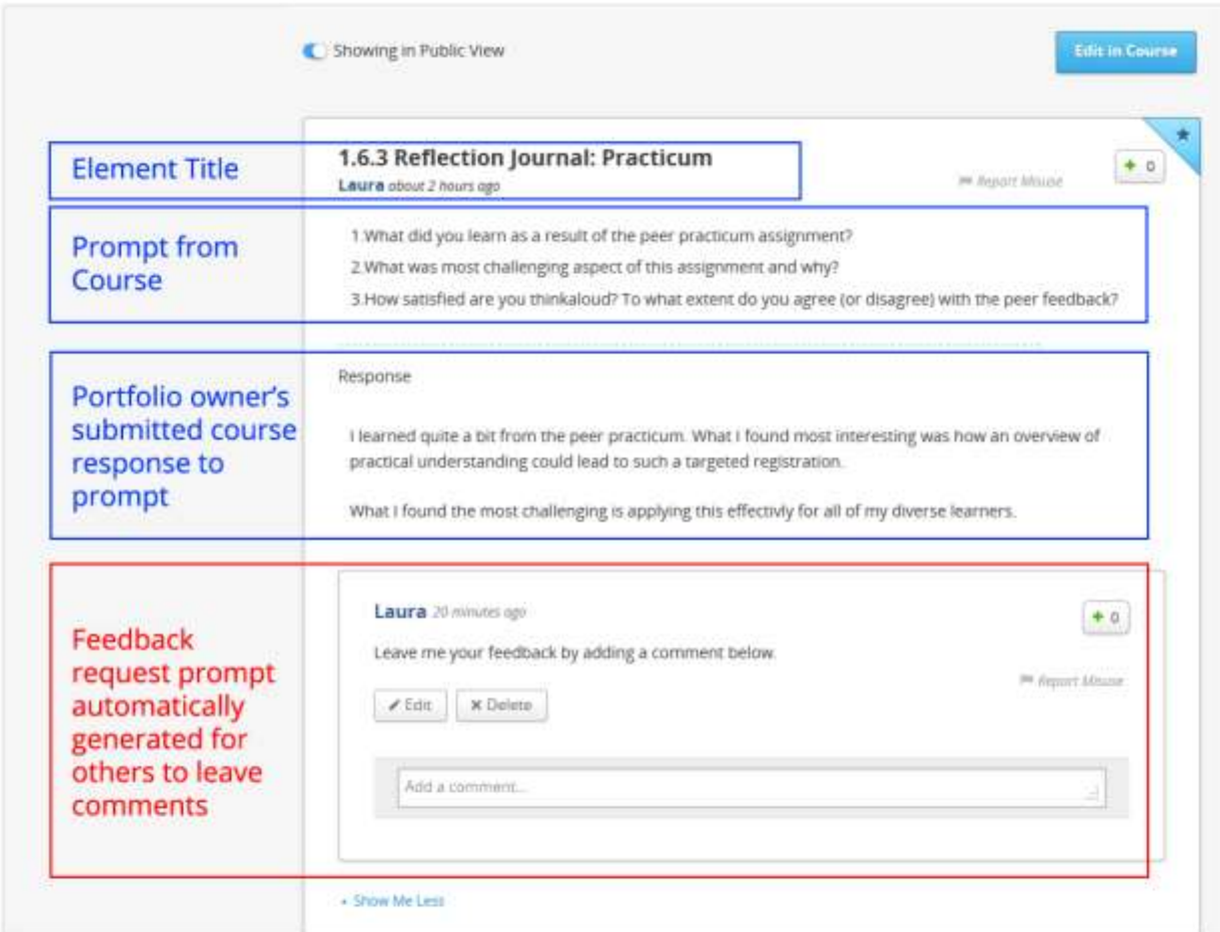


To collapse the expanded element back to preview frame mode, click the blue "Show Me Less" on the bottom left corner.

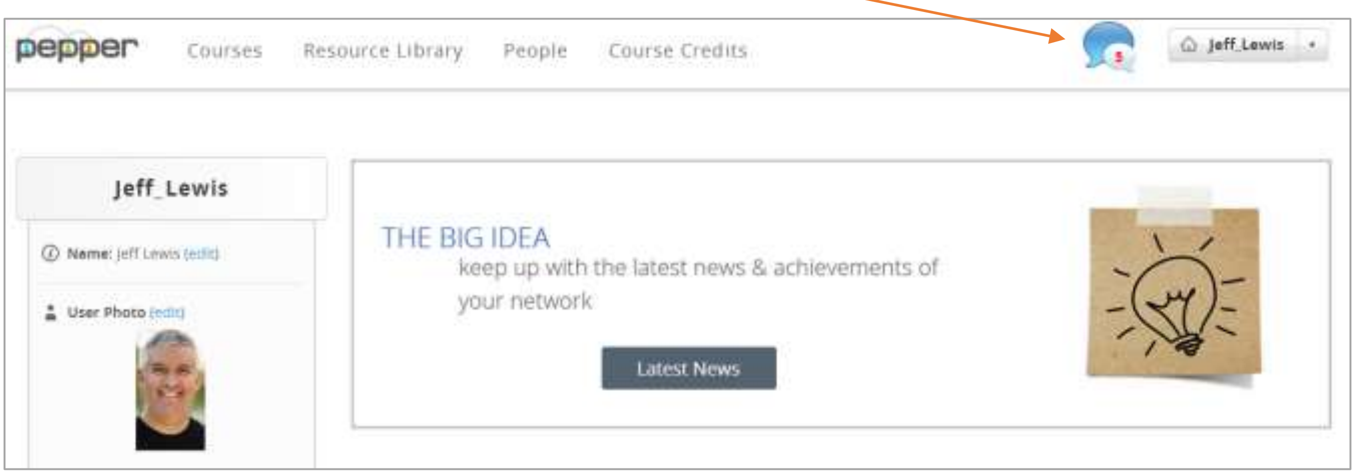


In the expanded view of the portfolio element, the full course prompt and personal response will be viewable. There is also a comment field for visitors to leave feedback. **Each portfolio element will have a pre-populated general discussion prompt asking for feedback, however portfolio owners can click "Edit" to revise the prompt and request specific feedback or obtain answers to questions they might have.**





You will receive notifications as others comment on your portfolio. You will see these in the comments bubble at the top right of your page.



You can find out more about Notifications in Chapter 7 of this guide.

Chapter 6

VI. Get Social - Collaboration and Community

Dashboard

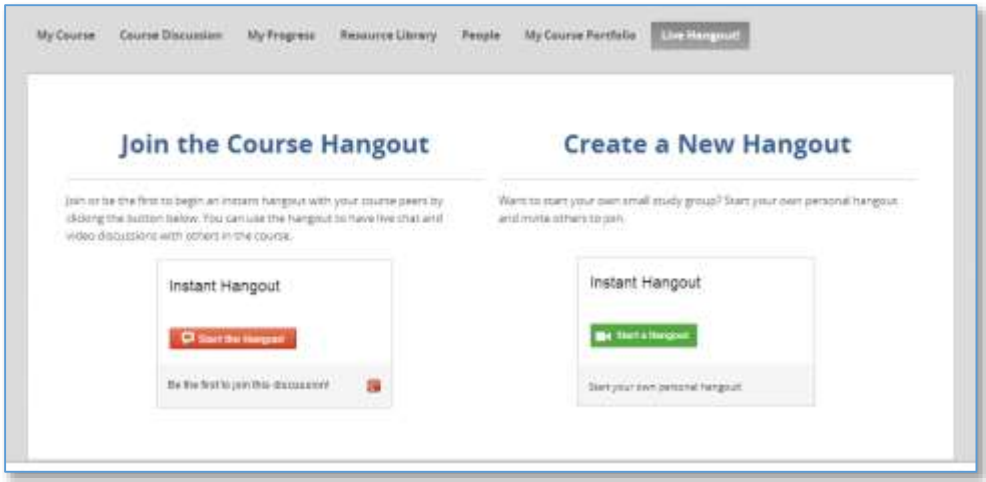
A public view of your dashboard will be accessible to others in the Pepper Network. We encourage you to use your dashboard to promote your experience and course accomplishments. This is where other Pepper users can learn more about you, see what courses you are participating in and access your course portfolio of work and reflections that you allow for sharing and collaboration. The public view of your dashboard will be identical to your personal view with the exception of the following:

- Other users will not be able to edit your information
- Other users will not be able to access your course or coursework directly

Live Hangout

Live Hangouts (Google+ Hangouts) enables both one-on-one chats and group chats with up to ten people at a time using a Google account or email. While somewhat similar to Skype, FaceTime and Facebook Video Chat, Live Hangouts focuses more on "face-to-face-to-face" group interaction as opposed to one-on-one video chats, and utilizes sophisticated technology to seamlessly switch the focus to the person currently chatting.

In addition to video chatting, Live Hangouts users can share documents, scratchpads, and images with other users. Turn any Hangout into a live video call with up to 10 peers and your conversations just flow from text-to-video/voice-and-back, in a matter of clicks.



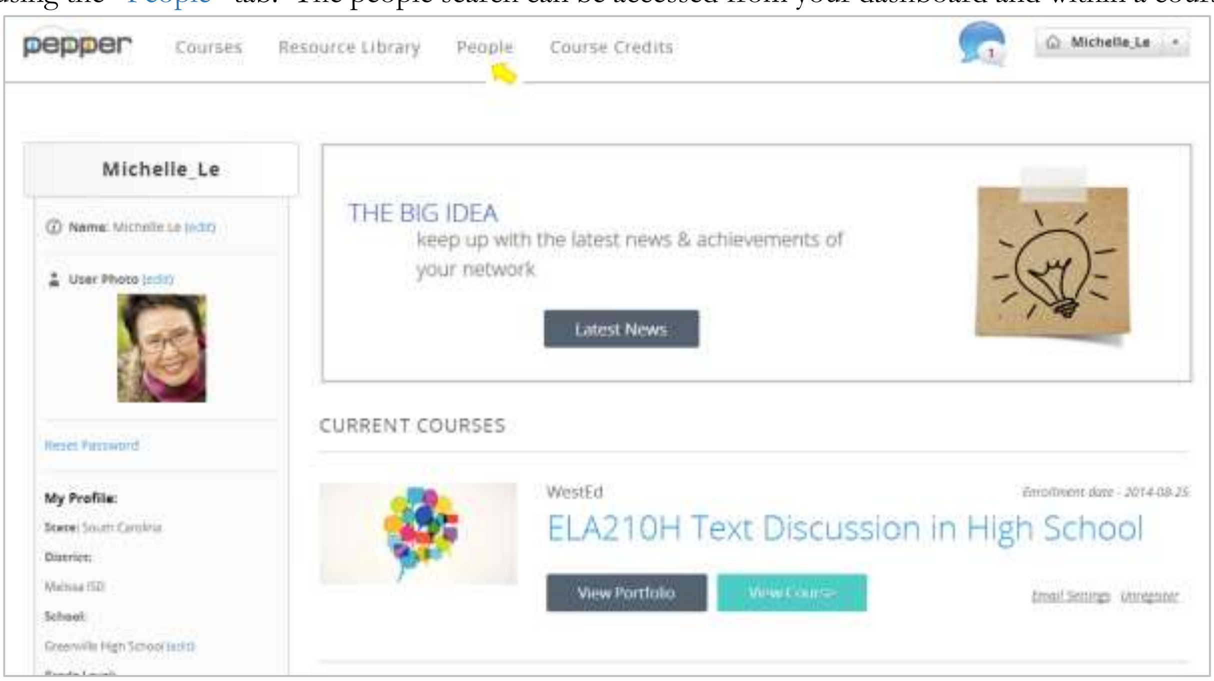
You will find two hangout options for networking and collaborating in small groups:

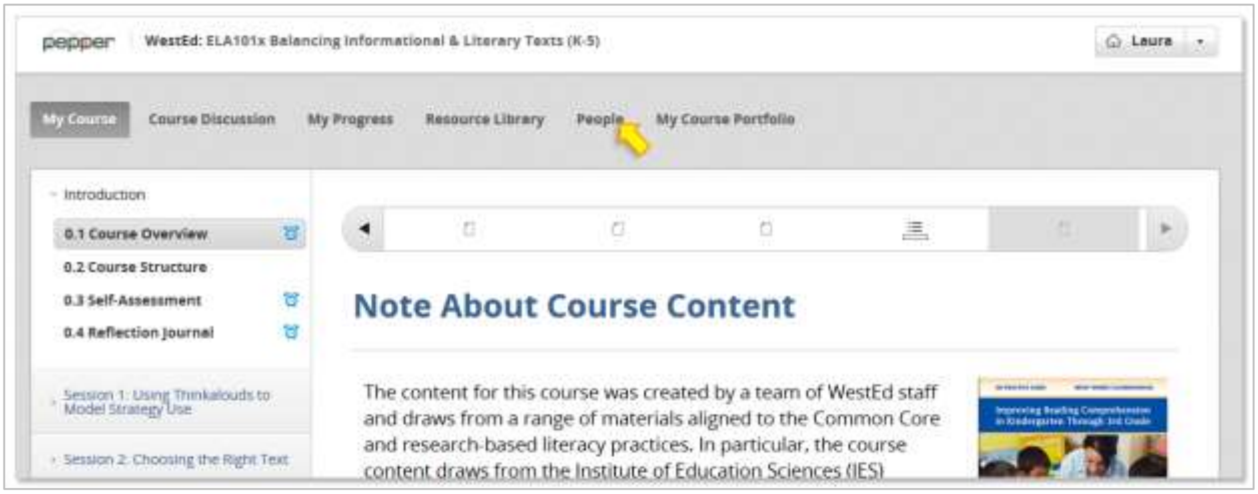
Join the Course Hangout- Press the red button to jump into a study group with other peers in the course that are already chatting.

Create a New Hangout- Press the green button to start your own personal study group and invite others via email to join you.

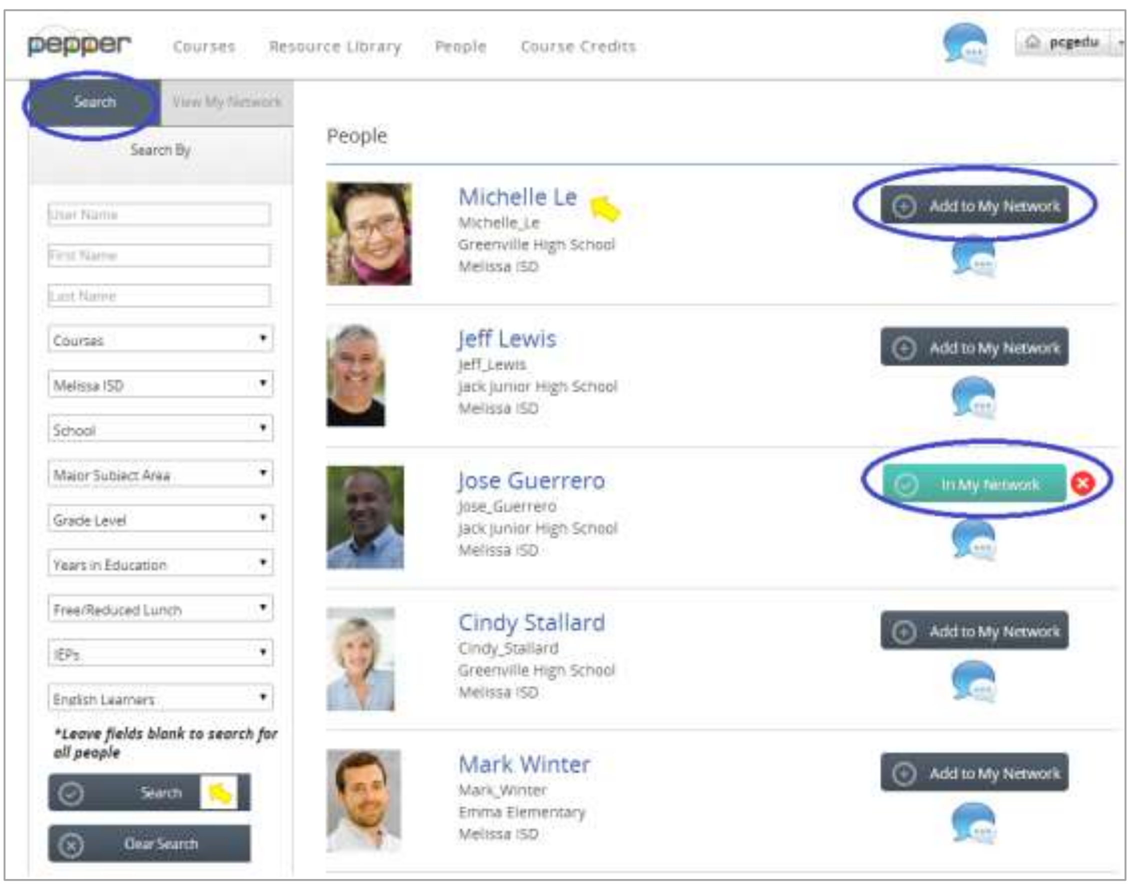
People - Finding Peers to Add to Your Network

Pepper is a community of collaboration and sharing. We encourage you to network within the pepper community and interact with your nationwide peers, learn and share from experiences, and promote and support successes and ideas. You can search and filter for others in the Pepper community by using the "People" tab. The people search can be accessed from your dashboard and within a course.

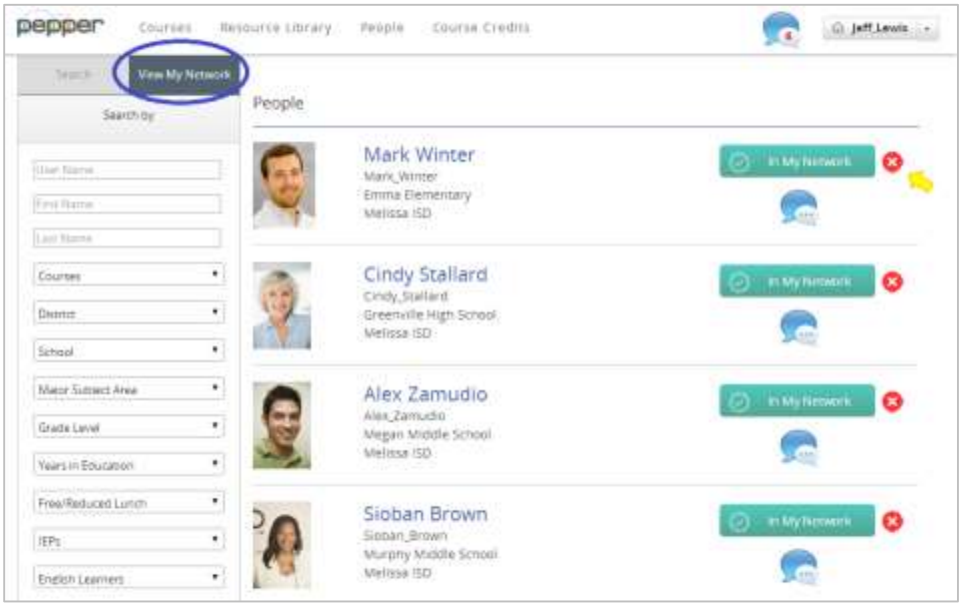




People search allows you to apply filters to narrow your results when searching for peers in specific areas such as grade level or subject matter expertise. You can also search the entire network without filters by clicking the blue "Search" button found at the bottom of the left side menu. The search results from your query will appear on the right side of the screen. Clicking on the user's name will open a new tab in your browser and display their personal dashboard. From that user's personal dashboard you can learn more about their profile, see the courses they are participating in, and review and comment on items in their course portfolio.



You also can add a user to your personal network. This is a good way to place these peers and/or others you are mentoring on a list for quick reference so you do not have to search for them each time.



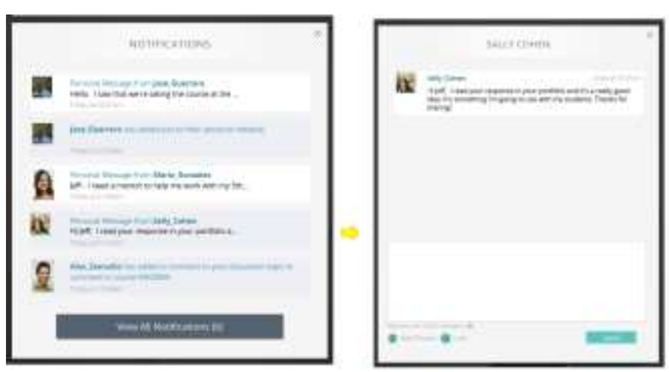
You will find all peers/mentors/coaches that you have added to your network in the "View My Network" tab in People. Users will receive a notification when you add them to your network. If you wish to remove a peer from your network list, simply press the red "**X**" found to the right of the network status, which will change the status of this user on your personal view.

Personal Messages

Communicate and collaborate with other Pepper Participants! Use the People search to send a personal message.

- Find the user you want to send a message to and click on the message bubble icon to send a message.

- You will receive a notification when the recipient responds and will then have an opportunity to write back.



Discussions

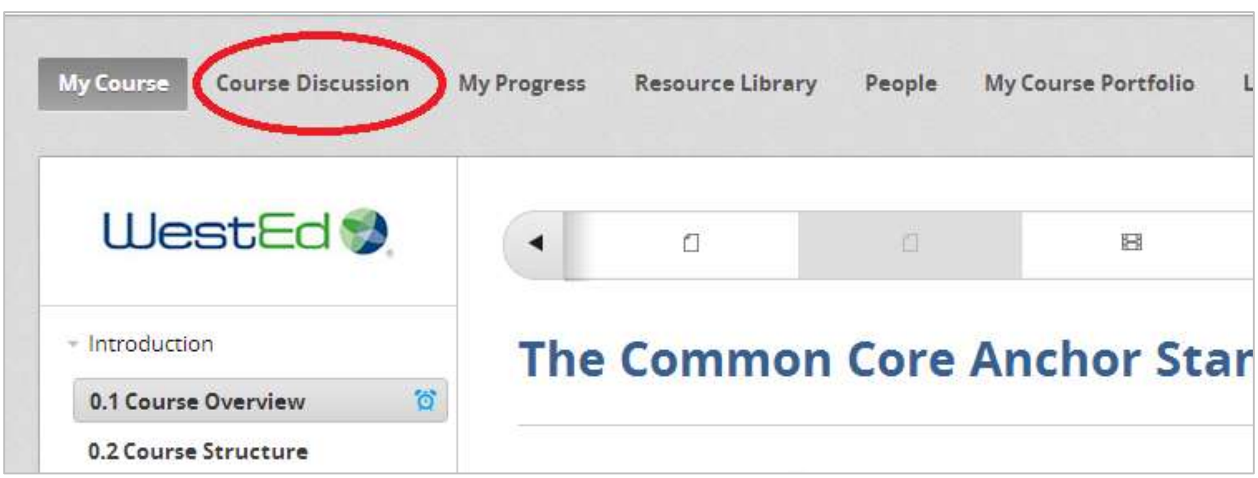
Course Discussion

You can jump into course discussions throughout the course by clicking on the discussion component found at the bottom of the page. Click the "Show Discussion" button to show current discussions for that page. To expand a conversation chain for each discussion, click "Show Me More". You can add a comment on any course discussion at any time.

You can also start your own discussion topic by clicking the blue "New Post" button on the bottom right corner. Please take a moment to explore the discussions on this page.

Find a Discussion

You have access to all Discussions in the course by clicking the "Course Discussions" button at the top of your screen.

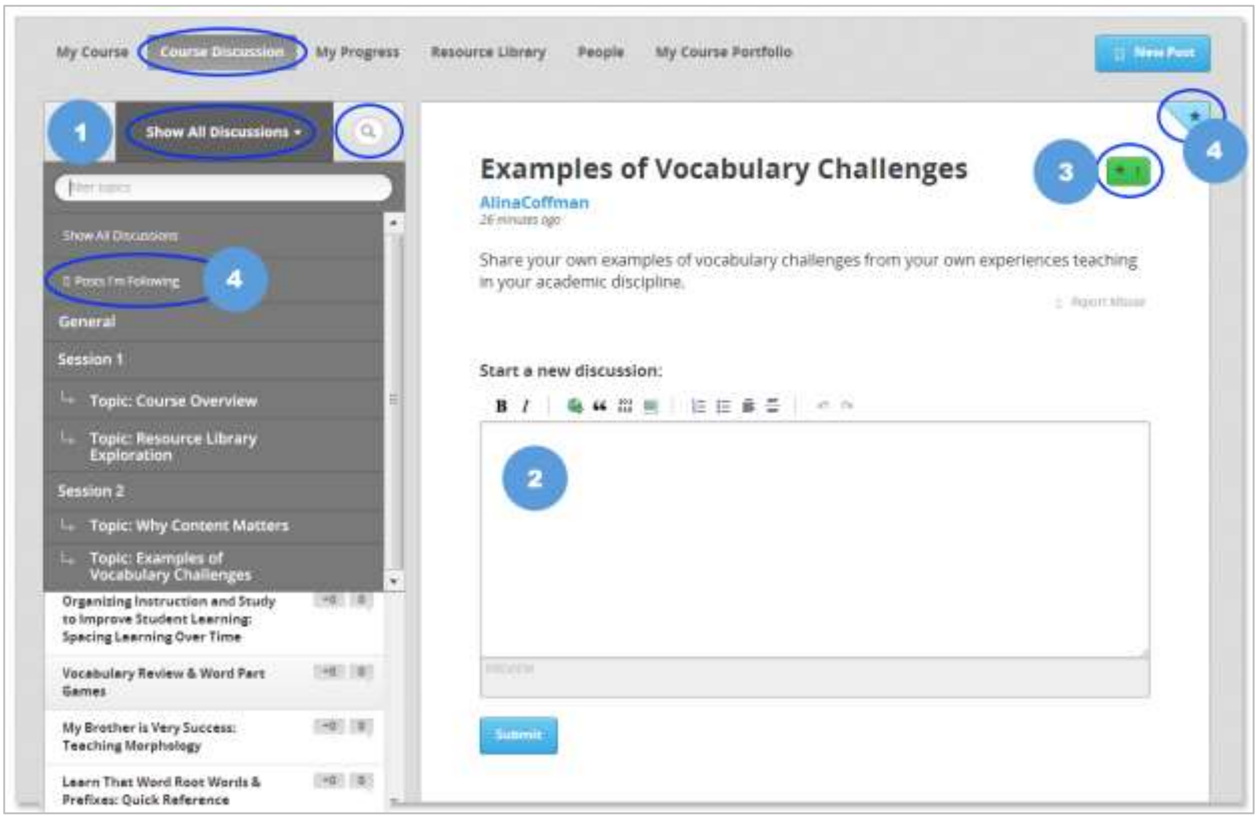


You can search for a specific topic by clicking on the magnifying glass icon. Or, (1) search for discussions by course session or topic type by expanding the "Show  All Discussions" menu.

By clicking on a title of a discussion, the right side screen will show the discussion thread. (2) Comment and contribute to the conversation by adding your thoughts into the text field and clicking the "submit" button.

(3)You can give a post a positive review by clicking your positive vote on the number square. This is a great way to promote conversation and call them out to others' attention.

(4)You can also tag a conversation as one you want to follow and quickly reference. Click the top right triangle with a star to tag. This will change the color to blue letting you know that this conversation is now marked and easily located for you in the "Posts I'm Following" category on discussions.



Chunks

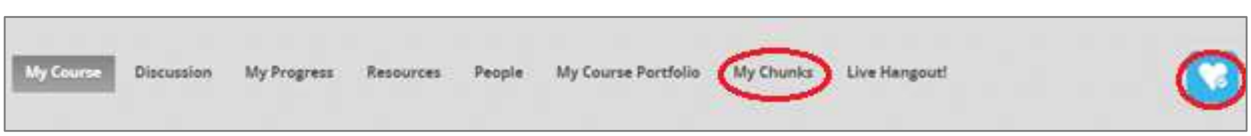
Share and rate interesting Pepper content through the “Chunks” feature. This feature gives users the ability to create a bank of “just-in-time” chunks of learning that can be bookmarked and stored in a single location for easy access and sharing.

Bookmarking Interesting Content

When you find interesting content that you want to bookmark and/or share, click on the orange and white heart icon on the top right of any course page to save the content to “My Chunks.” A pop-up box will then appear and notify you about the successful addition of your Chunk.

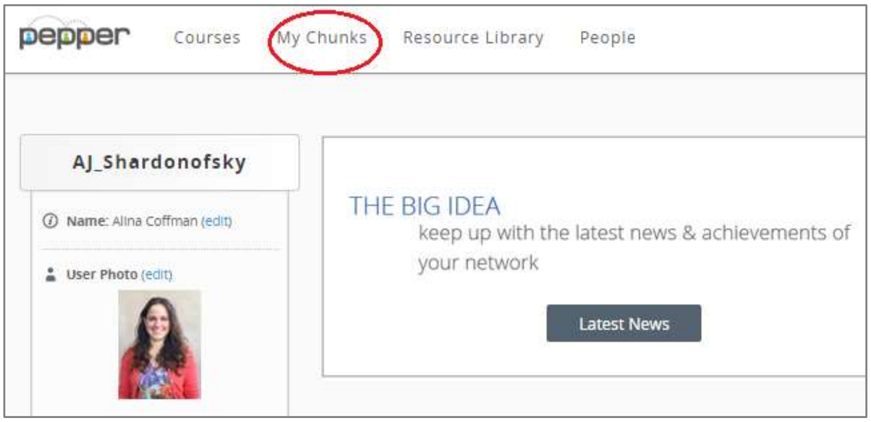
Click “Done” to view the editing feature that allows you to write notes, add photos, or insert links to the bookmarked content. Click the “Edit” to add information to your saved chunk and then click the “Update” button to save. Delete the chunk by clicking the “Delete” button.

The Chunks icon will change to color from orange to blue, showing that the page has been added to “My Chunks” as a favorite. You can access all the chunks bookmarked in a course by clicking the “My Chunks” icon in the course navigation menu at the top of page.

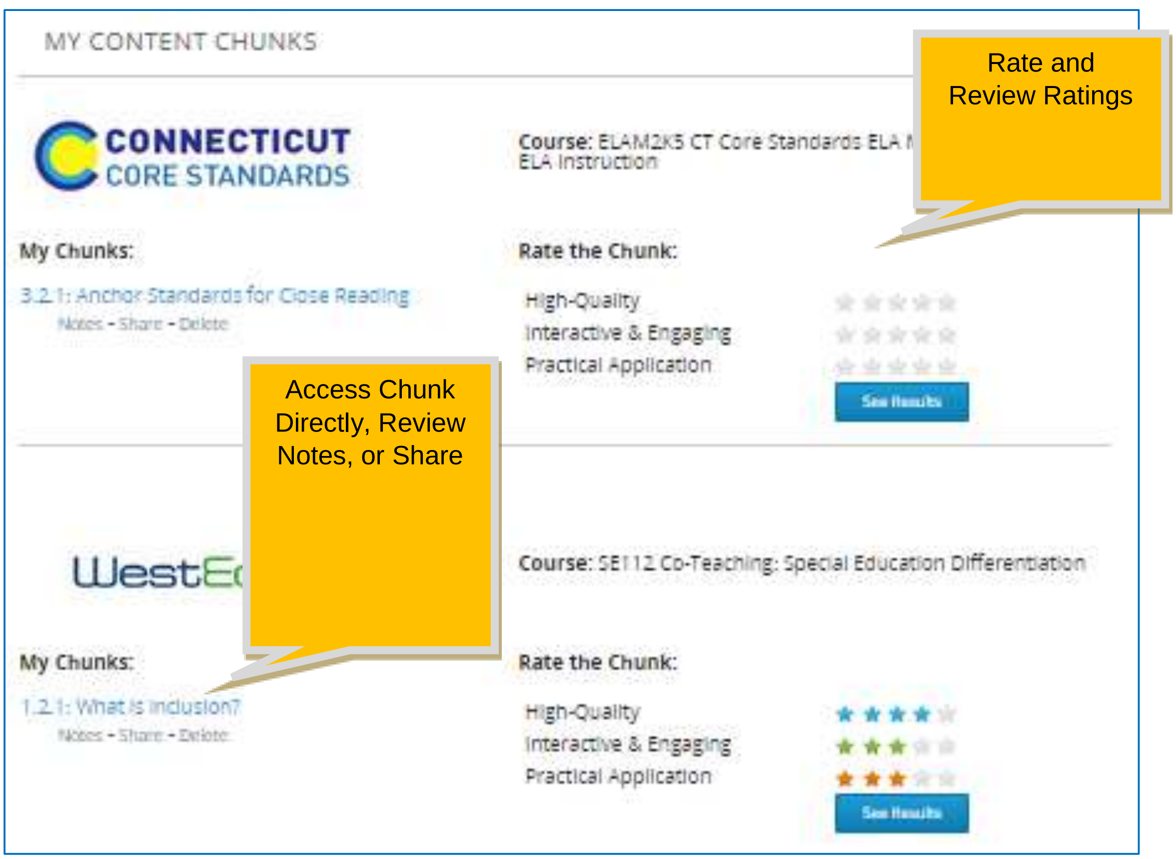


Viewing Bookmarked Content (My Chunks)

All content chunks are stored in the users "My Chunks" library accessible from the dashboard. Users can review/add notes, share the content, and rate each chunk for quality, interactivity and engagement, and practical application in the learning environment or classroom.

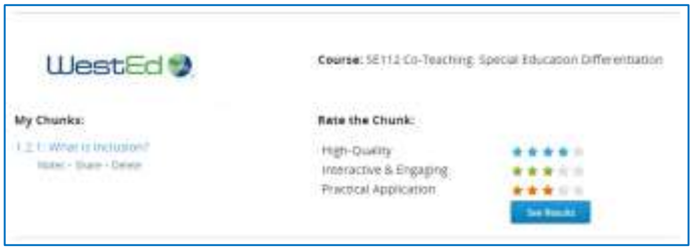


Click "My Chunks" to view all the content that you bookmarked. From here you can add notes, rate the chunk, and share the content with others.



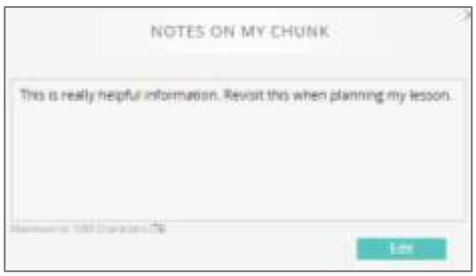
Rate the Chunk!

Rate the Chunk in areas of Quality, Interactivity, and Practical Application.



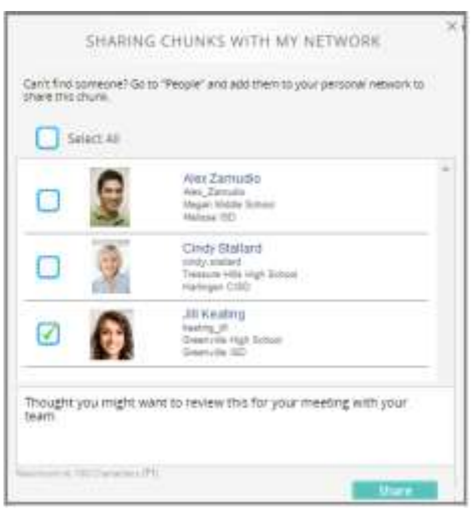
Viewing and Adding Notes

View notes that you added to this chunk of content or add new information.



Sharing Chunks of Content

To share a chunk of content with others, click "Share" button. Select the individual(s) from your network that you want to share the chunk with. You can also add a note.



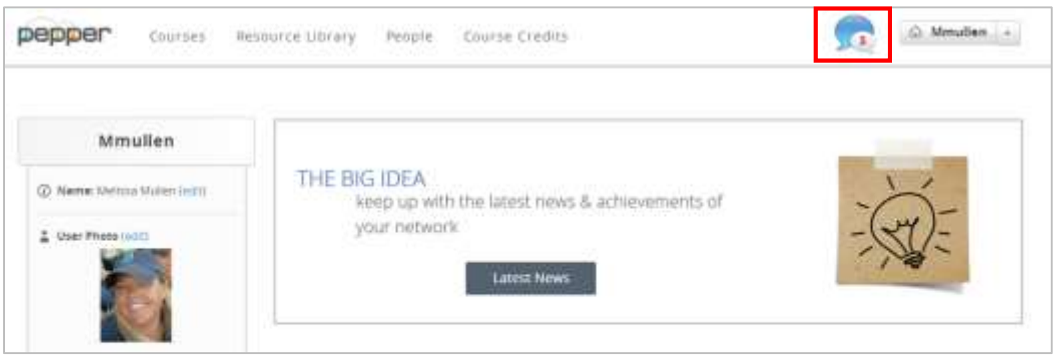
Users will immediately receive notification that a chunk of content has been shared and can click on the notification to view the chunk. For more information on viewing notifications, see Chapter 7.

Chapter 7

VII. Notifications

Viewing Notifications

Access notifications by clicking the “notifications bubble” to the left of your Pepper user name in the upper right corner of the page. The red number indicates the number of new or unread notifications.



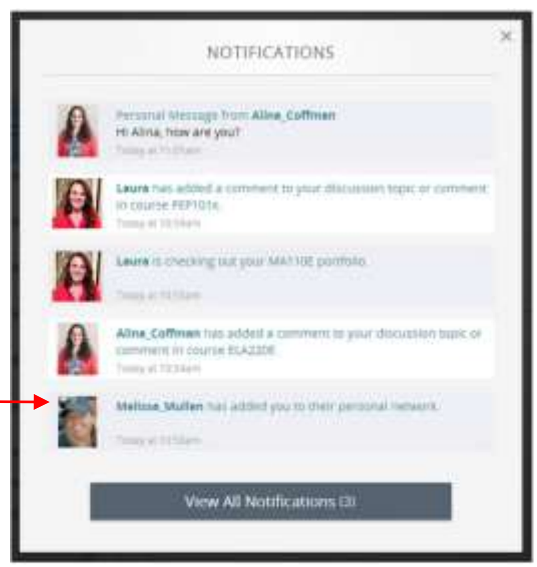
Clicking on the Notifications icon displays a pop-up showing those messages. Each time to click on a notification, you will be taken to the source of that Notification or to an activity related to it.

Receive notifications about:

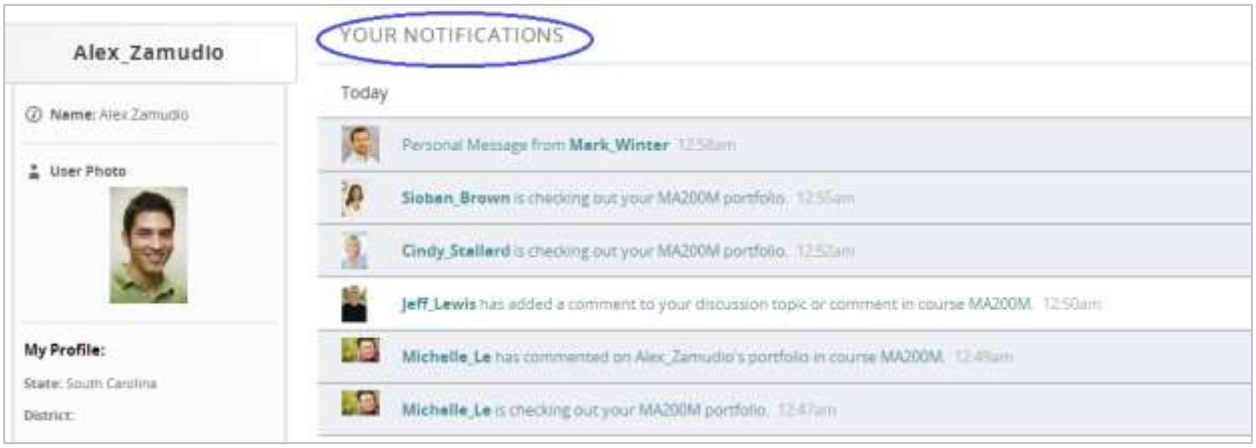
- New personal messages
- Discussion topics you are participating in
- Collaborative activity in your portfolio
- Inclusion into a Pepper participant’s personal network

New messages are shaded in blue, while previously-read messages have no shading.

Clicking on “View All Notifications” will take you to a page where you can see every notification.



Access a history of all your notifications and activity.

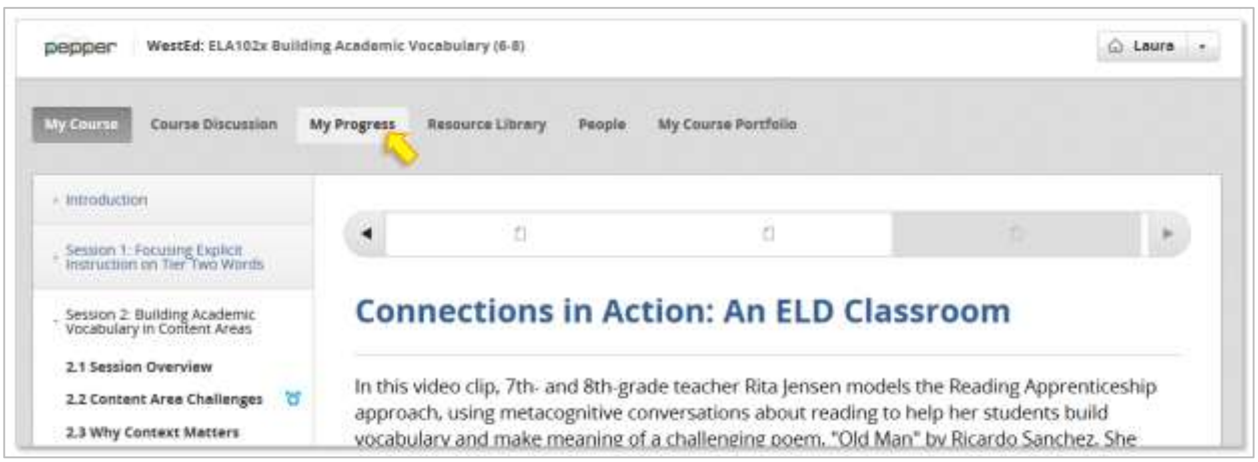


Chapter 8

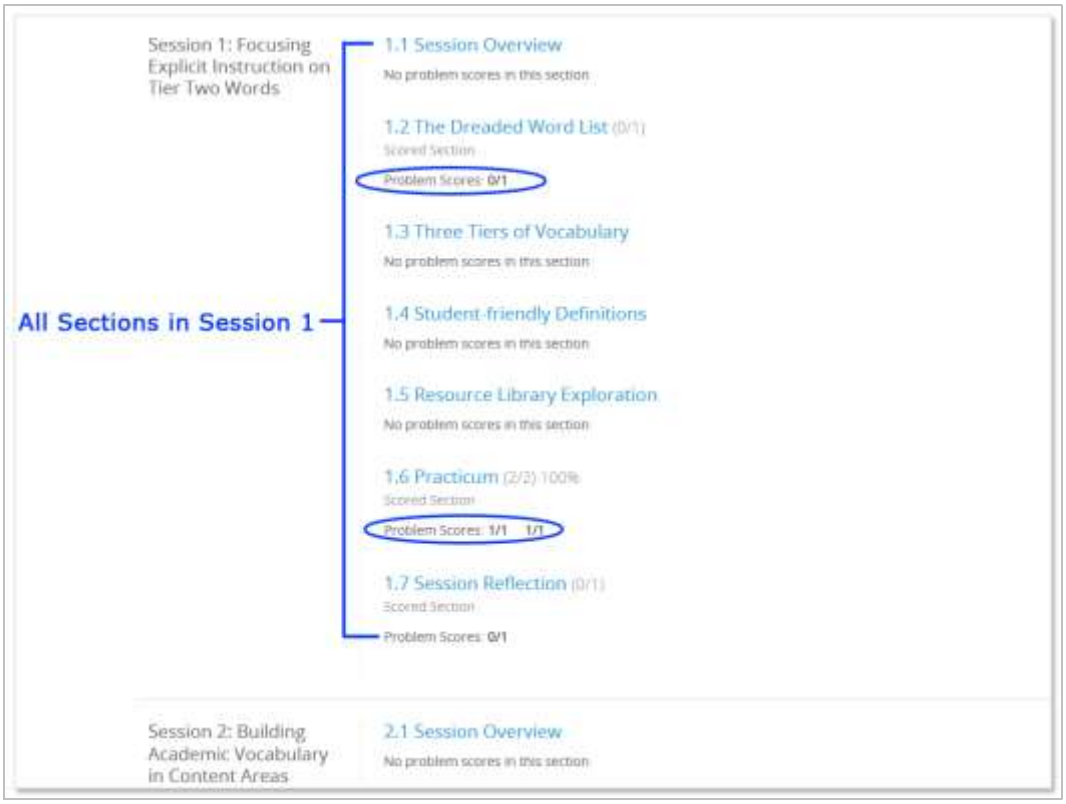
VIII. Tracking Progress and Completing a Course

Course Progress

To review your progress in the course click on the "My Progress" tab found at the top of the course navigation menu.



The "My Progress" page provides an overview of all course content organized by session and outlines **scored and non-scored** activities per section. All of the sessions and sections within a course will appear, though not all sections will have scored tasks.



Scored tasks will be identified as containing "Problem Scores" while sections that do not include scored items will be shown containing "No problem scores in this section."

This page also shows the points applied and scored on each required activity. Each required task is granted a score of 1/1 once submitted and marked as "completed." Any required scored task in a course that has not been submitted and completed or is incorrect will appear as 0/1, until scored or corrected.

Graphical Format

My Progress provides a quick view into course progression by showing the required activities in graphical format. Columns on the graph represent the scored activities for each section. Completing all of the required tasks per section will result in a red bar at 100%. Some sections may have only one scored item while other sections will have multiple scored elements.

For sections that contain more than one scored element, all items must be successfully completed to obtain a pass rate of 100% on that section. A user that completes 3 out of 4 items will receive 75%, 2 out of 4 items will result in 50%, for example.

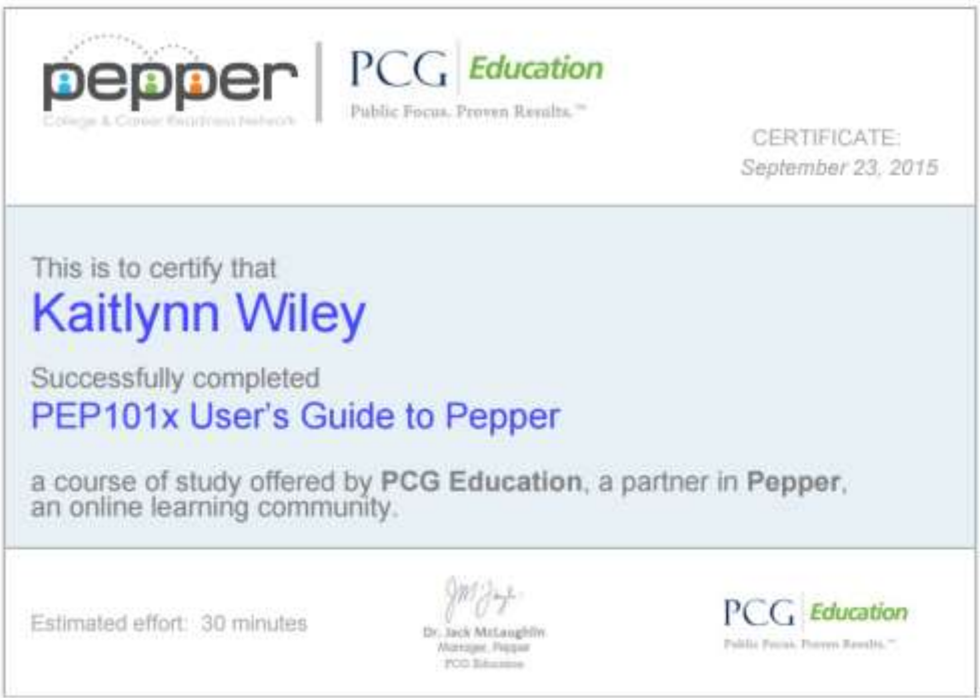
The graph above shows an example of a user's progress on specific scored activities.

1. 0% - No scored tasks have been submitted for this section yet.
2. 10% - The user has correctly answered and/or submitted 1 out of 10 required items and received a score of 1 but the remaining 9 items have not yet been submitted.
3. 100% - One out of one task correct and submitted for score of 100% for this section.
4. 75% - Only 3 out of 4 tasks for this section have been submitted or are correct.

As you work through a course, review your progress to make sure all items have been successfully completed and submitted. You can revisit quizzes and activities and update responses as necessary.

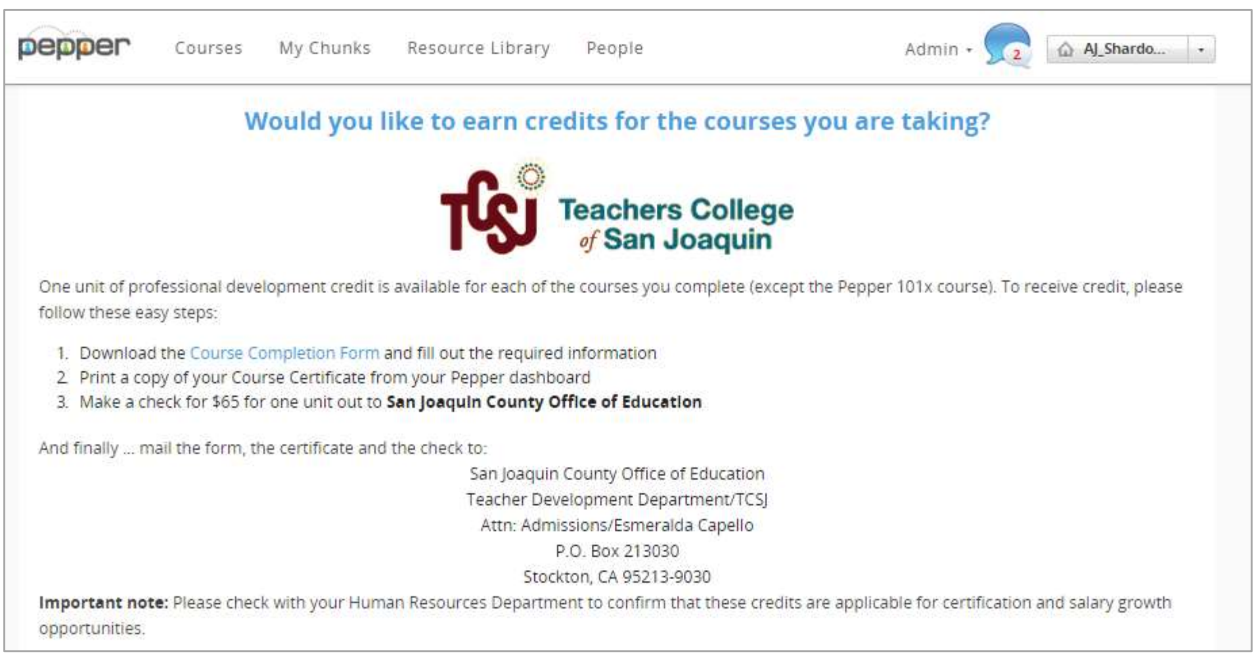
Course Completion

Upon successful course completion users will earn a certificate of completion. Requirements for course completion include review of all course content, participation and completion of tasks and activities, and a pass rate of 85% or higher. The certificate of completion will be available by accessing the completed course from the dashboard.



Course Credit

Some course are available for professional development credit. Check out the Course Credits page (click arrow next to your user name) to view information on obtaining course credit and to download the course completion form.



Please note that each district has its own policies regarding professional development credits. We recommend that you contact your Human Resources Department to understand if credit will be accepted and obtain information on how course credit may be applied towards salary growth opportunities and/or certification.

Tracking Time

The "My Pepper Stats" section of the profile shows time tracked in Pepper:

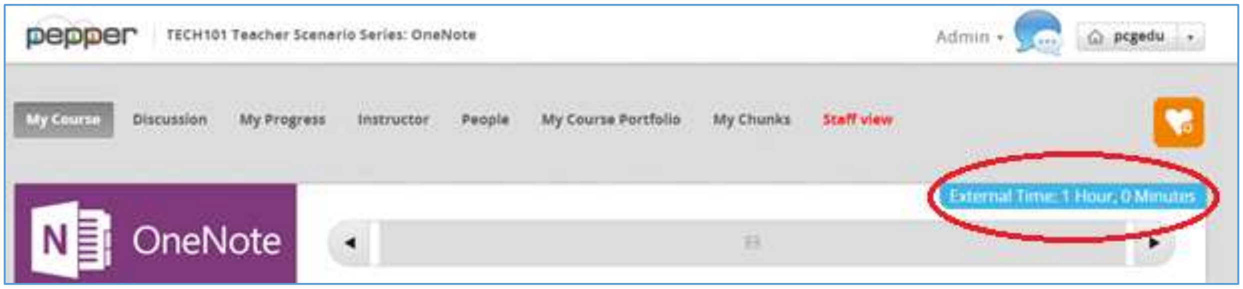
- **All Course Time**: Shows the aggregate time that a user has spent in all courses.
- **Collaboration Time**: Shows the total time that user has spent collaborating with others via course discussions and by reviewing/commenting on some else's portfolio.
- **Total Time**: Shows the sum of all course time and collaboration time.

Course time is tracked in several different ways within a course. You can see the Course Time for each individual course represented right above the course accordion whenever you are in a Course.

The components that make up Course Time include:

Course Unit Time
Time starts when user clicks on specific unit/section within a course. Time stops when the user leaves the unit. If a user goes to an external link, a new tab, or another application, the time will stop. When the user comes back to the unit, the time will start recording again.

External Time
External time reflects when a user goes outside of Pepper to get a document to upload to their portfolio. For example, if a user uploads something to an Open Response Answer (ORA), the time gets added to that course's time (time recorded is identified by the course author). If user deletes the upload, the external time is removed.



Course Time is also shown on the course banner accessible from the dashboard.