



Beginning of Term Instructions

Dear Student,

Thank you for registering for an online class with Gwinnett Online Campus.

Pacing

- To successfully meet course requirements students should plan to spend 1-2 hours M-F for each course. Courses can be accessed 24 hours a day 7 days a week.

Communication

- All students are required to attend a face to face orientation and pre-testing at 3:30pm the first day of class at our GOC campus. Semester start dates are located on www.gwinnettonlinecampus.com page under the Programs->Supplemental section.
- Students will receive an email at the address associated with your MpP account with specific login instructions and the Friday before the semester start date.
- All email correspondence from GOC teachers will be sent to your GCPS issued email address.
- Students are expected to check their email daily for important information.

Course Login

- Students will access their online course beginning on the Friday before classes are scheduled to begin through the "Logins" box on our website www.gwinnettonlinecampus.com.
- Students will use their GCPS student ID number for both their username and password. Once logged in, students will see their online course listed in the pull-down menu at the top of the page.
- The schedule of virtual CLASS sessions for your specific course can be found on the course home page.
- Course content can be found by clicking on the "Content" link on the course home page. Students should read the Orientation lesson in Content and complete the Student Information Sheet submission before content will appear.

Special Requirements

- All Online classes require a course pretest and a face-to-face EOC or a final exam at our GOC campus. The testing schedule with the specific times for each course will be posted on our website and on the student's course home page.
- Students are required to bring a Photo ID to all face to face testing.
- The Online Personal Fitness (PE) course requires fitness testing at the beginning and end of each semester. Self-test instructions are provided in the course if a student wants to complete these tests on his/her own time (pre-tests are due by the end of the first week of class) with use of a free fitness app on a smartphone or a personal tracking device. An on campus time is provided to complete the required tests face-to-face if preferred. The pre-test date is the first day of school at 3:30pm after an orientation session. The post-test date will occur on the same day as the final exam.
 - This course also requires access to a smartphone to track fitness tests and fitness progress checks throughout the semester. Students will be mapping out regular mile run/walks, and also taking short videos of pushups and curl up max outs. GOC no longer issues any fitness tracking equipment. We rely on smartphone fitness tracking (free app download) and also video footage of certain fitness skills to validate fitness progress.
- All AP and Latin courses require materials pickup on the first day of class between 8:30am-4:30pm.
- **If a student has a 504 plan, it is their responsibility to fax a copy of this plan to the GOC Main Office (770) 326-8064 no later than the week before class begins.**
- Refunds will be issued up until the posted first day of class. To request a refund click on the Request a Refund link under the Supplemental Program area on our website.

If you have any questions or concerns not addressed in this email or on our website, please email us at gwinnettonline@gwinnett.k12.ga.us.