



High School Supplemental Program

Beginning of Term Instructions

Dear Student,

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

Orientation

- All new and returning students should complete a self-paced [Virtual Orientation](#) on or before the first day of class. It is located on the [GOC Supplemental Webpage](#).

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

- Students and parents will receive an email with specific login instructions and links to the virtual orientation materials before the first day of class.
- All email correspondence from GOC teachers will be sent to your GCPS issued email address. Directions for accessing and logging into the email can be found through the "Logins" section of our website located [HERE](#)
- Students are expected to check their email daily for important information.

Course Login

- Students can access their online courses two days before classes are scheduled to begin.
- To log in to your course, please visit the [GCPS portal](#) and log in using your student number as your User ID and your password. If this is your first time logging in, use your 8-digit birthdate as your portal password (i.e. January 7, 2001 = 01072001).
- Click on the button on the right that says Gwinnett Online Campus (the one with the black GOC logo). This should take you directly into Brightspace. Click the 3x3 waffle at the top right to find your courses.
- 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 may require an in-person final exam or EOC 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.
**On-site Final Exam administration may be adjusted based on CDC guidance and GCPS policy.*
- 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 for students 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.
 - 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 does not provide 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 courses require materials pickup on the first day of class between 8:30am-3:30pm.
- **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@gcpsk12.org.