

**2024-25**

# **Virtual Orientation**

**Bringing into**

**F**  **OCUS**

**GOC**

# Getting to your courses

Please Open a New Tab

Go To: <https://publish.gwinnett.k12.ga.us/gcps/home/gcpslogin>



Bookmark This!

1. Go to <https://publish.gwinnett.k12.ga.us/gcps/home/gcpslogin> and sign into My eClass Student Portal with your 8 digit birthday (two digits for the month, two digits for the day, and four digits for the year).

Sign in to **GCPS**

Use your existing Portal user ID & password

xxxxxxxxxx

\*\*\*\*\*

**SIGN IN** →

[Forgot your password?](#)      [Create / Activate account](#)

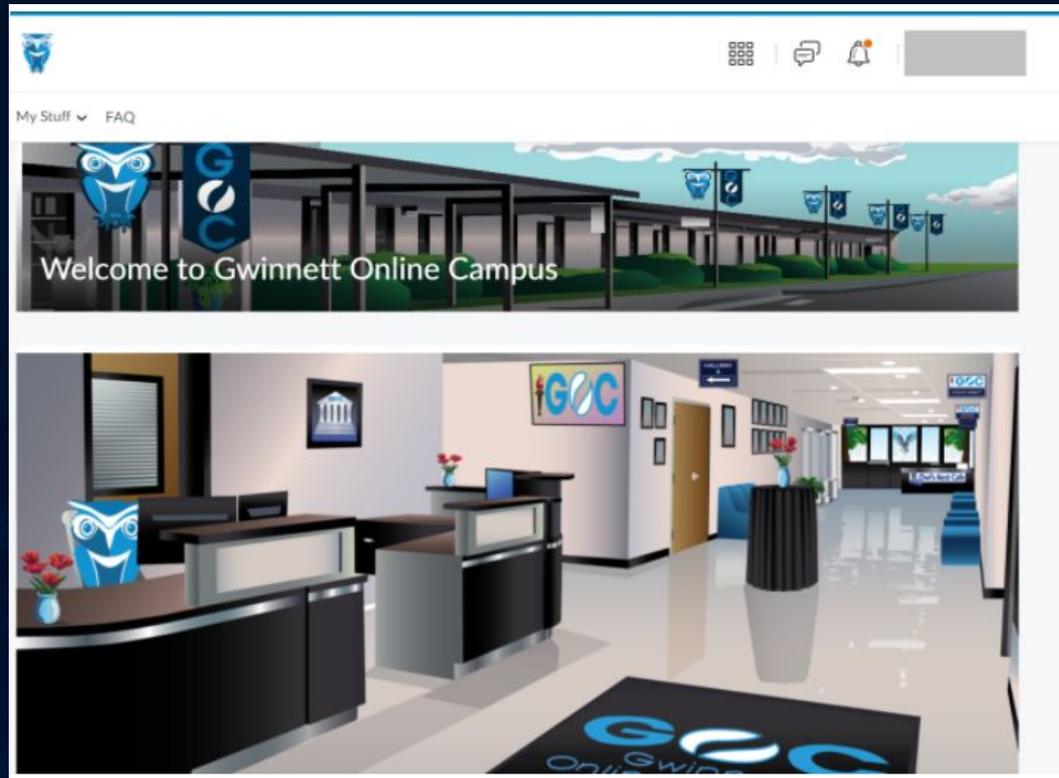


# Getting to your courses

The screenshot displays a user interface with three main sections:

- Digital Textbooks:** A section with a header icon and the text "Not all books are listed here. Contact your teacher for other digital access."
- Additional Resources:** A section with a search bar and a list of resources: "Student/Parent Handbook", "Adobe SPARK", "Google Workspace for Education", "Maps 101", "Microsoft 365" (with a "NEW" badge), and "Social Studies Grade 4 & 5 - Capstone".
- MY eCLASS APPS:** A section with a header and a list of application shortcuts: "My StudentVue", "MY eCLASS Course Pages", "Gwinnett Online Campus" (highlighted with a red border), "Assessment", "Media Catalog", and "Online Research Library" (with a "Passwords" link).

# When you login, this is what you will see...



You can click on different areas to get basic information about the school and your classes



# Navigating to Your Classes

- Click on this icon  to see your list of available courses.
- To go to a course, click on the course title.

*Take a few minutes to look around your course.*

*What do you think so far?*



# Navigating Your Course

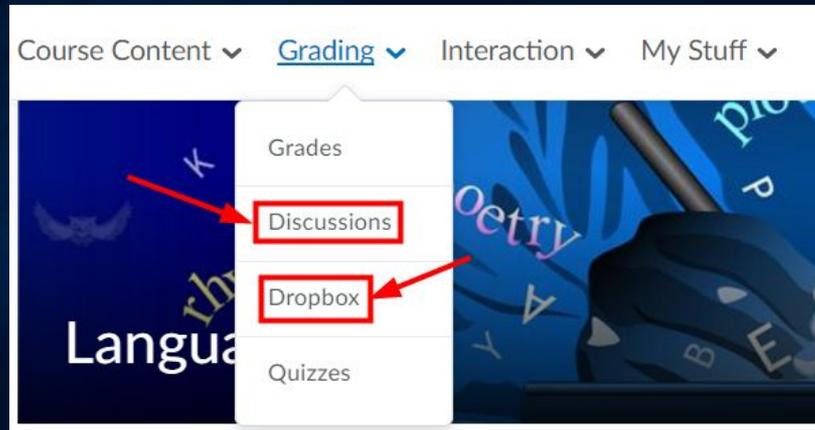
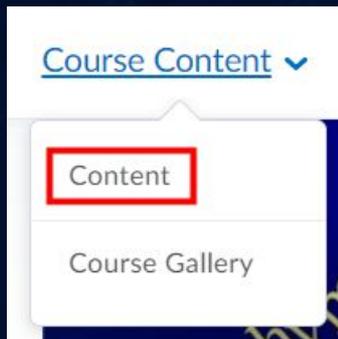
The screenshot shows a course page with several key features highlighted by red arrows and text:

- News:** A yellow dropdown menu labeled "News" with a red arrow pointing to it and the text "Check here frequently for important announcements!". Below it is a post titled "AP Tip of the Week - Decimals" by Kristen Brigmond, dated Jul 30, 2024. The tip states: "When solving open-ended problems with your calculator, you ALWAYS want to go to AT LEAST 3 decimal places with your final answer. More is better, but ALWAYS AT LEAST 3!". It includes three examples of decimal answers: 6.473, 6.4727, 6.47269, 6.472694...; 4/3 = 1.333, 4/3 = 1.3; and 6.472694 = 6.5, 4/3 = 1.3.
- Updates:** A white box on the right says "There are no current updates for 2025 S1 AP CALCULUS AB (S1) 161".
- Course Calendar Widget:** A yellow dropdown menu labeled "Course Calendar Widget" with a red arrow pointing to it and the text "Check here to find your Topic Guide & read feedback!". Below it is a blue calendar icon with the text "Click the Calendar to find your Daily Assignments" and "New to this class? Click [HERE](#) to get started". A red button says "Check Your Grades Here".
- Course Information:** A yellow dropdown menu labeled "Course Information" with a red arrow pointing to it and the text "Check here for information about your teacher & to access live virtual sessions!". Below it is a profile picture and the text "AP Calculus".

At the bottom of the page, a red banner reads "NO WORK = NO CREDIT".

# Navigating Your Course

- Click on different items in the nav bar to navigate to them
  - Submit your assignments to the Dropbox
  - See your scores & read feedback by clicking Grades
  - Find all your Course Content





# GCPS Email

- Everyone at GOC has been assigned a GCPS email
- This email should be used for ALL school-related correspondence
- It is YOUR responsibility to check your email regularly





# Accessing Your GCPS Email

1. Go to <https://publish.gwinnett.k12.ga.us/gcps/home/gcpslogin> and sign into My eClass Student Portal with your 8 digit birthday (two digits for the month, two digits for the day, and four digits for the year).

A screenshot of the GCPS sign-in portal. The page has a dark blue background. In the center, there is a white box with the text "Sign in to GCPS" in blue. Below this, it says "Use your existing Portal user ID & password". There are two input fields: a light blue one with a person icon and the text "xxxxxxxxxx", and a yellow one with a lock icon and "\*\*\*\*\*". Below these is a blue "SIGN IN" button with a right-pointing arrow. At the bottom of the white box, there are two links: "Forgot your password?" and "Create / Activate account".

Sign in to **GCPS**

Use your existing Portal user ID & password

xxxxxxxxxx

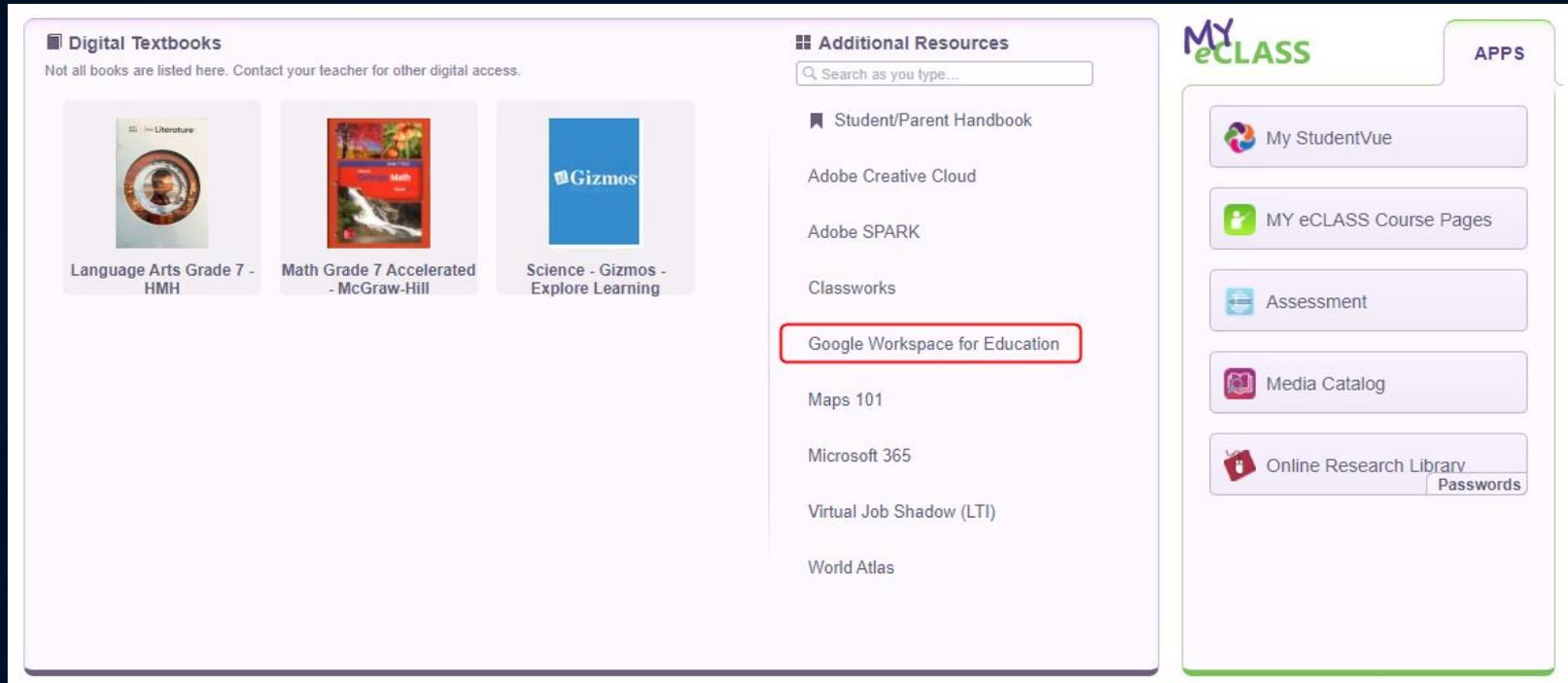
\*\*\*\*\*

**SIGN IN** ↗

*Forgot your password?*      *Create / Activate account*



# Logging into Your GCPS Email



The screenshot shows a digital learning platform interface with three main sections:

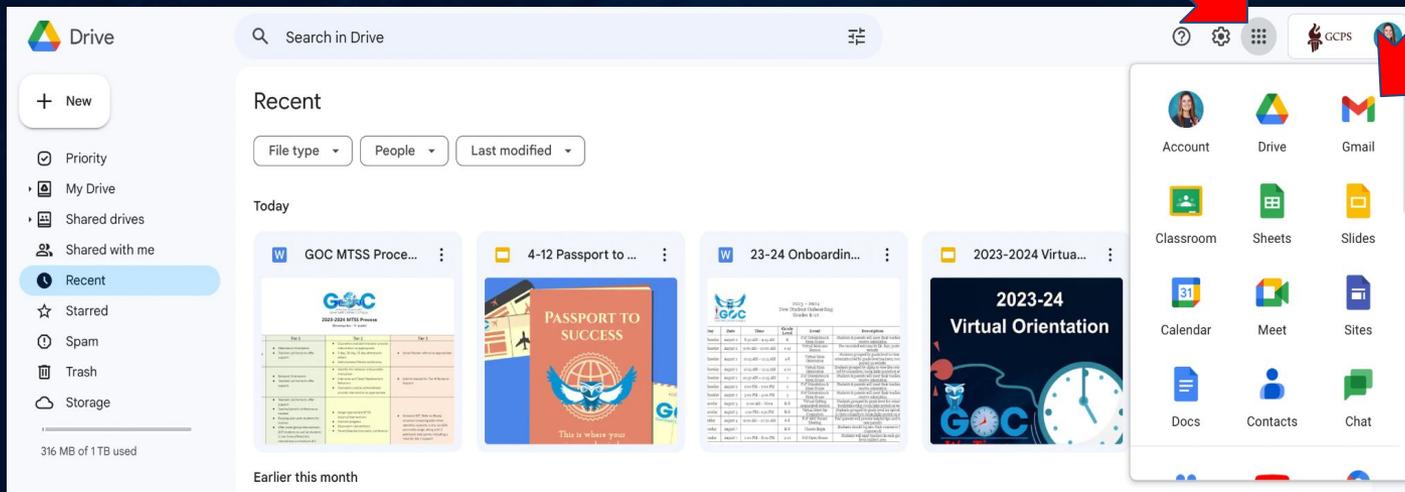
- Digital Textbooks:** A section titled "Digital Textbooks" with a sub-note: "Not all books are listed here. Contact your teacher for other digital access." It features three book covers: "Language Arts Grade 7 - HMH", "Math Grade 7 Accelerated - McGraw-Hill", and "Science - Gizmos - Explore Learning".
- Additional Resources:** A section titled "Additional Resources" with a search bar "Search as you type...". Below the search bar is a list of resources: "Student/Parent Handbook", "Adobe Creative Cloud", "Adobe SPARK", "Classworks", "Google Workspace for Education" (highlighted with a red box), "Maps 101", "Microsoft 365", "Virtual Job Shadow (LTI)", and "World Atlas".
- MY eCLASS APPS:** A section titled "MY eCLASS" with a sub-section "APPS". It contains five app buttons: "My StudentVue", "MY eCLASS Course Pages", "Assessment", "Media Catalog", and "Online Research Library Passwords".

# Logging into Your GCPS Email

- When in your Google Drive, click on the waffle in the top-right corner of the page
- Select the Gmail option to access your email

Click HERE first

Then click HERE



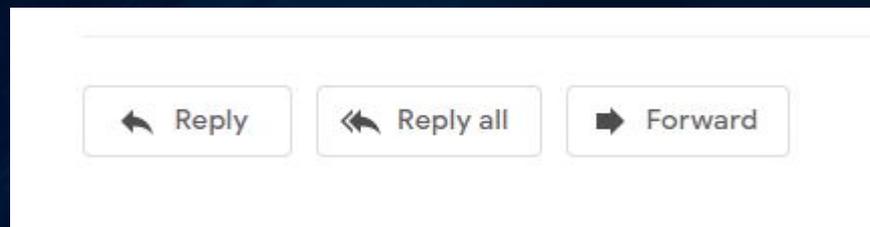
The screenshot shows the Google Drive interface. In the top right corner, the waffle menu is open, displaying various Google services. A red arrow points to the waffle icon, and another red arrow points to the Gmail icon in the waffle menu. The main content area shows a 'Recent' section with several documents, including 'GOC MTSS Proce...', '4-12 Passport to ...', '23-24 Onboardin...', and '2023-2024 Virtua...'. The left sidebar shows navigation options like 'New', 'Priority', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', 'Spam', 'Trash', and 'Storage'.





# Using GOC Email

- To read a message, click it to open it
- Remember, electronic communication is extremely important... be sure to proofread and check your tone!





# Creating a Gmail Signature

- Click the **Gear Shift** icon in the top right hand corner.
- Click **See all Settings**.
- Scroll down to the **Signature** section.
- Create a signature that includes:
  - your name and grade level/team
  - the best phone number to contact you
  - optional: a closing (i.e “Sincerely”)

EXAMPLE



Sincerely,

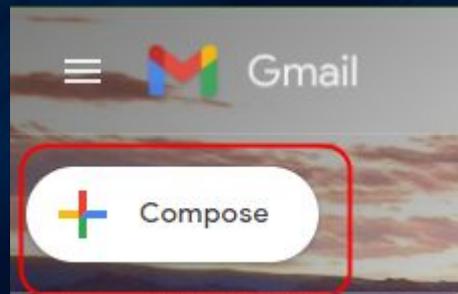
Shamika Student  
Team 7C  
555-703-2948





# Using GOC Email

- **To create a new message**, click **Compose**
- Type in a recipient, subject, and text and then click **Send**
- **Helpful hint...** Put your name and team in the subject line!



# Checking Quizzes

Top Bar →

nt ▾ Grading ▾ Inter  
Discussions  
Dropbox  
Grades  
Quizzes

## Quiz List

Current Quizzes	Attempts
Orientation Quiz 2016-2017 ▾ Always Available	0 unlimited
43 Culture Quiz (1) ▾ Always Available	0 / 1
SampleQuizSokol ▾ Always Available	0 / 1
Algebra Test ▾ Always Available	1
IntTrig 2nd 1A Quiz ▾ Always Available	0 / 1

Number of times you can take it

Number of times you have taken the assessment

Name of assessment

If the assessment has a close date it will be located here.



# Dropboxes

Top Bar →

nt ▾ Grading ▾ Inter

- Discussions
- Dropbox
- Grades
- Quizzes

## Dropbox Folders

Help

View History

Folder	Score	Submissions	Feedback	Due Date
No Category				
Student Information Sheet		1	-	
Sample		0	-	
Parallel Postulate		0	-	
		0	-	
		0	-	Sep 22, 2015 9:43 AM

Number of submissions you have turned in

Name of assignment

If the assignment has a due date it will be located here.



# Feedback

Teachers will post comments about your assignments, quizzes, and tests. This is called **Feedback**. Paying attention to this feedback is an important part of your job as a student. It helps you make corrections to your learning.

You will be able to read your feedback in your gradebook and in the dropbox and quiz tool.

It is very important to read your feedback on **EVERY** assignment!





# Discussions

## Discussions

[Discussions List](#)

Filter by: **Unread**

### 1: River Valley Civilizations ▾

Topic	Threads	Posts
<b>Geography and Cultural Diffusion Discussion</b> ▾	0	0

Name of discussion assignment- just click on the name to access the discussion thread

Moderated.

After looking at Egyptian and Mesopotamian geography, explain how cultural diffusion and geography affected each area's development: (<http://regentsprep.org/Regents/global/themes/movement/erl.cfm>) – i.e. religious beliefs, city structures, safety, farming, etc. Also choose a major contribution from one of the civilizations and explain why you think that it is important to us today.

## Geography and Cultural Diffusion Discussion

Moderated.

After looking at Egyptian and Mesopotamian geography, explain how cultural diffusion and geography affected each area's development: (<http://regentsprep.org/Regents/global/themes/movement/erl.cfm>) – i.e. religious beliefs, city structures, safety, farming, etc. Also choose a major contribution from one of the civilizations and explain why you think that it is important to us today.

Rubrics

[Sample Rubric](#)

Click here to start your discussion post.

**Start a New Thread**

# Online Rooms

- \* Students are expected to be present in the Online Classroom for the weekly Main Sessions.
- \* Watch archived session if not present.
- \* Be prepared with basic materials for Main and Support Sessions (paper, pencil, laptop, etc)
- \* Main Virtual Sessions are not “tutoring” for individual students who need help– contact your teacher for individual help or attend the Support Sessions



# Online Rooms

- \* Once in a GOC course, direct your attention to the right side of your course. Click on the word **HERE** to access your virtual session.

Course Information ▾



Course Teacher  
Laura Herring  
770.326 [REDACTED]

[laura \[REDACTED\]@gcpsk12.org](mailto:laura@[REDACTED]@gcpsk12.org)

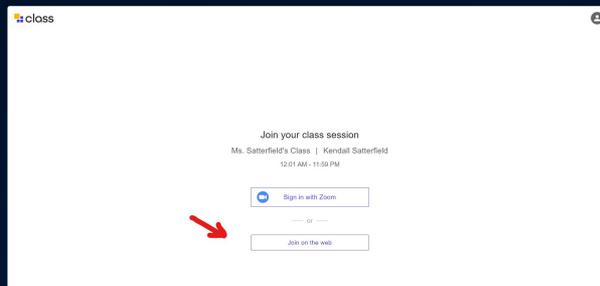
Click [HERE](#) to join our Main Virtual Session Wednesdays at 9:00 a.m.

Click [HERE](#) to join our Live Virtual Session Tuesdays & Thursdays at 9:00 a.m.

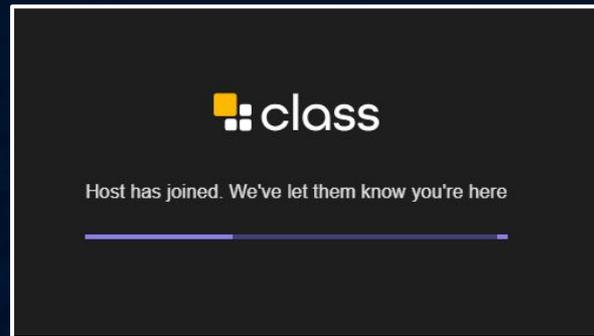


# CLASS zoom Student View

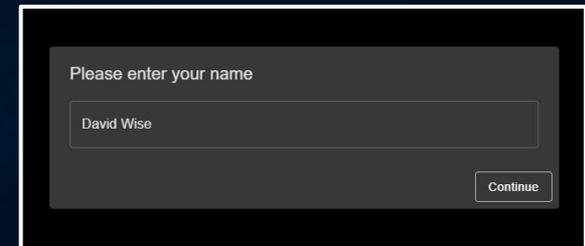
## 1. Join your class session



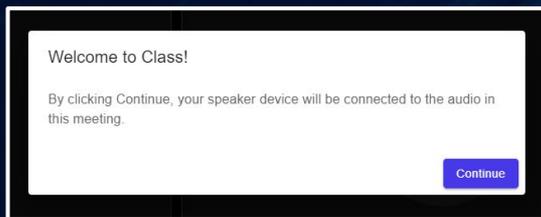
## 2. Waiting Room



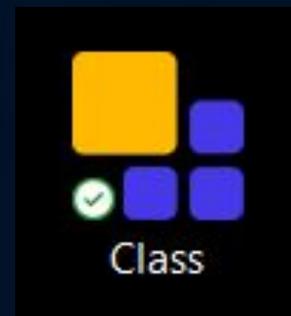
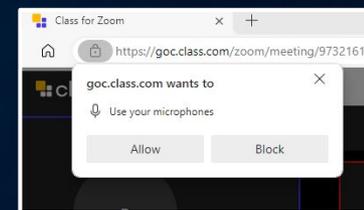
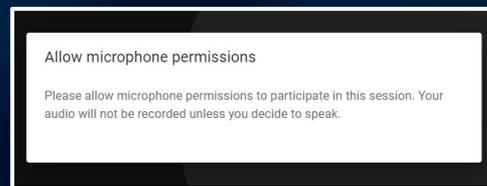
## 3. Enter your name



## 4. Welcome to Class



## 5. Allow Permissions

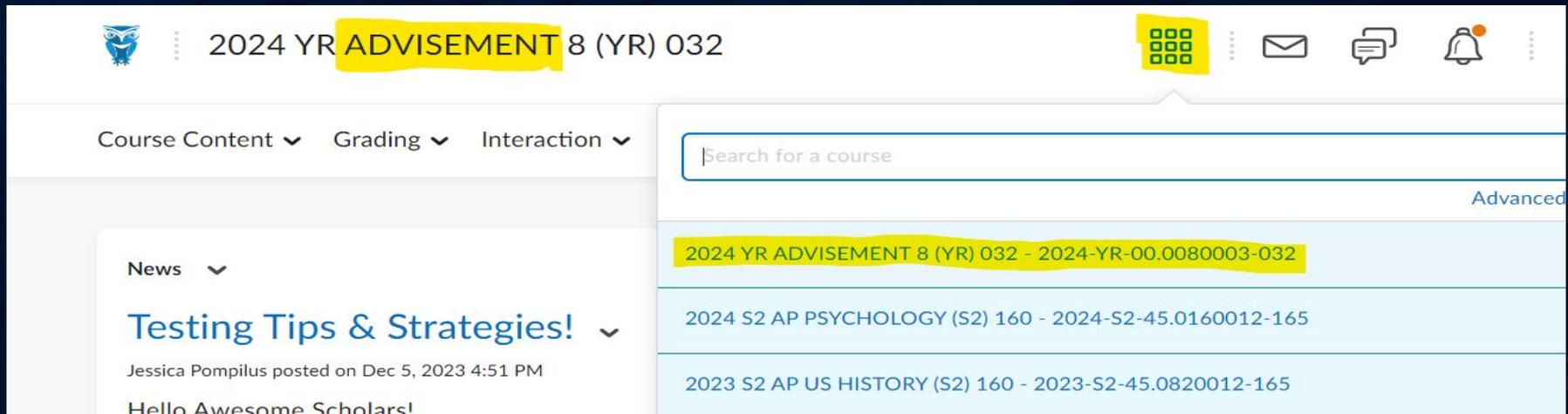


# Your Advisement Class: Your Student Hub

Every student has an advisement class that they should be checking regularly.

Here, you will find helpful information from your counselors as well as information about how to get more engaged at GOC!!

Make sure you check out this class often!!!



The screenshot displays a student hub interface. At the top, the course title "2024 YR ADVISEMENT 8 (YR) 032" is highlighted in yellow. Below the title, there are navigation tabs for "Course Content", "Grading", and "Interaction". A search bar is present with the placeholder text "Search for a course". To the right of the search bar, there are icons for a grid, an envelope, a speech bubble, and a bell. Below the search bar, a list of course results is shown, with the first result "2024 YR ADVISEMENT 8 (YR) 032 - 2024-YR-00.0080003-032" highlighted in yellow. Other results include "2024 S2 AP PSYCHOLOGY (S2) 160 - 2024-S2-45.0160012-165" and "2023 S2 AP US HISTORY (S2) 160 - 2023-S2-45.0820012-165". On the left side, there is a "News" section with a dropdown arrow, featuring a post titled "Testing Tips & Strategies!" by Jessica Pompilus, dated Dec 5, 2023 4:51 PM, with the text "Hello Awesome Scholars!".

# Helpful Tips

Let's talk about things that will help you be successful as you begin your school year at Gwinnett Online Campus.....



# Set up your Computer

- You should be using your GCPS-issued Chromebook
- Be sure to run all Windows or OS updates when notified
- It is always a good practice to keep all technology updated



# Organizing your Computer

- Make sure you know how to:
  - Save files
  - Navigate to folders
  - Create new folders
  - Take a screenshot
  - Use standard tools like cut and paste, click and drag, save AS, and print.
- “Show me!”

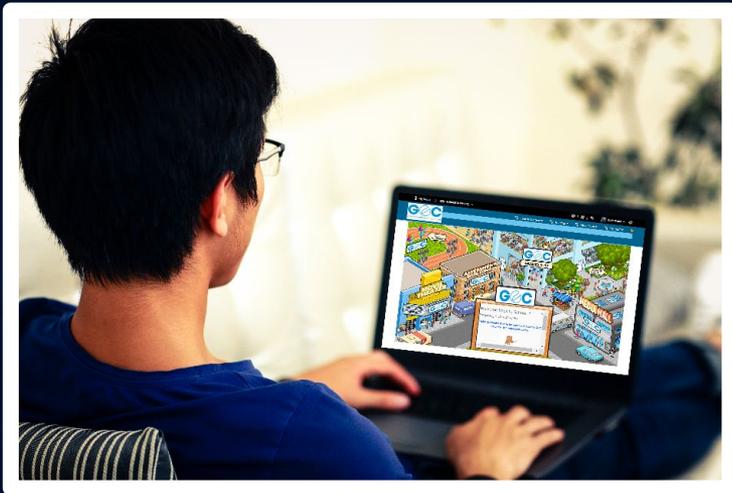


# Basic Supplies

- Microphone
- Web camera
- Speakers
- Pencil, paper, notebooks (digital), etc.
- Backup Internet Source



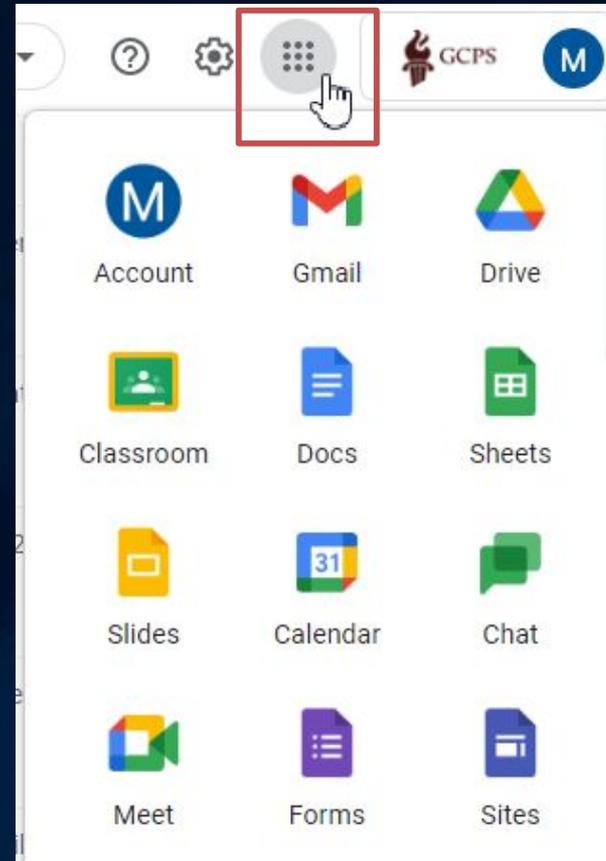
# Set up the Space



- You will be at home, but “at school” at the same time. A space for working is really important.
- A desk or table with your computer and class materials is the best setup.

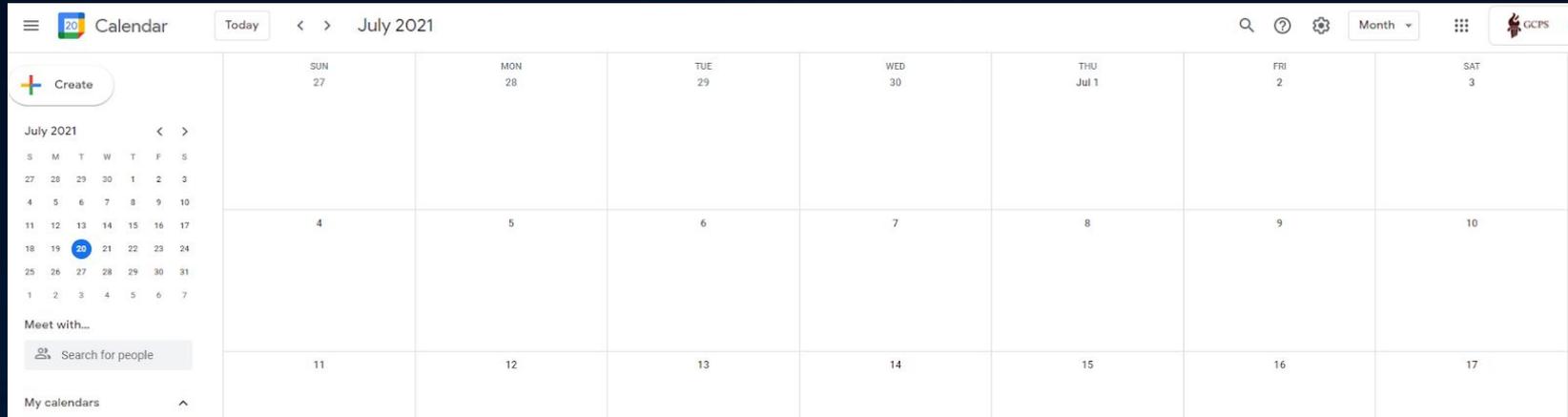
# Establishing a Routine

Use the  
“Waffle”  
to get to your  
apps





# Google Calendar

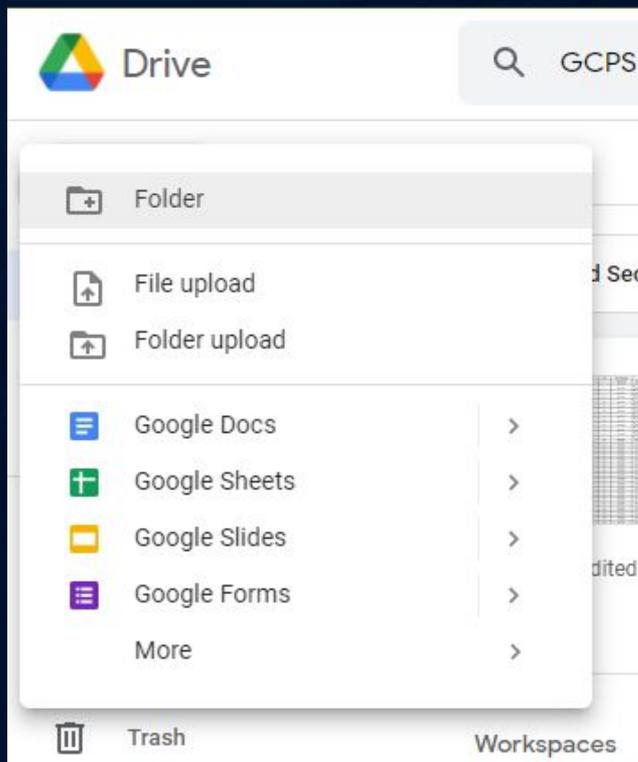
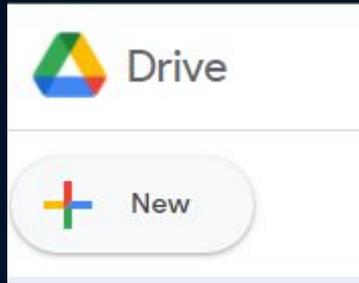


- Google Calendar is a great way to stay informed about school-wide events and testing windows
- Save Important Dates!
- Create Events/Reminders for classes!





# Google Drive



- Web-based productivity suite
- Use for all Dropbox assignments so you can come back to them!
- Select **Drive** and then click **Create** on the left-hand side.
- Type your assignment, then under the **File** menu, select **Download as->PDF**
- You can then submit the document to the dropbox





# Creating a document in Google Docs

The screenshot shows the Google Docs interface for a document titled "Dropbox Assignment". The "File" menu is open, and the "Download" option is selected, which has opened a sub-menu. In this sub-menu, the "PDF Document (.pdf)" option is highlighted. A red box highlights the document title "Dropbox Assignment" with the instruction "Click here to name the assignment." Another red box highlights the "PDF Document (.pdf)" option with the instruction "To download a document to your computer, click File > Download > PDF Document (.pdf). You can now submit the file into the Dropbox". A third red box on the right side of the document contains the text "Type Assignment Here!". The document content area shows the text "This is my work here!".

Dropbox Assignment

File Edit View Insert Format Tools Extensions Help Last edited 37 minutes ago

New Open Make a copy Share Email Download Rename Move Add shortcut to Drive Move to trash Version history Make available offline Details Language Page setup Print

Click here to name the assignment.

This is my work here!

Microsoft Word (.docx)  
OpenDocument Format (.odt)  
Rich Text Format (.rtf)  
PDF Document (.pdf)  
Plain Text (.txt)  
Web Page (.html, zipped)  
EPUB Publication (.epub)

Type Assignment Here!

To download a document to your computer, click **File > Download > PDF Document (.pdf)**  
You can now submit the file into the Dropbox



# Editing an Assignment in Google Docs/Slides

The screenshot shows the Google Docs interface for a document titled "Radians vs Degrees Guided Notes". The "File" menu is open, and the "Make a copy" option is highlighted with a red rectangle. Below the menu, a red text warning reads: "Please do not click the button for Request edit access!!!". At the bottom, a button labeled "Request edit access" is crossed out with a large red 'X'.

Radians vs Degrees Guided Notes

File Edit View Tools Help

Share

New ▶

Open Ctrl+O

**Make a copy**

Please do not click the button for Request edit access!!!

~~Request edit access~~



# Uploading Handwritten Work

1. Take a clear picture of your work using a cell phone.
  1. Email the picture to your email account.
  2. Save the image to your computer.
  3. Go to “grading” then “dropboxes” and upload your image to the dropbox.
2. Scan your work on a scanner.
  1. Save the image to your computer.
  2. Go to “grading” then “dropboxes” and upload your image to the dropbox

# Uploading Images Best Practices

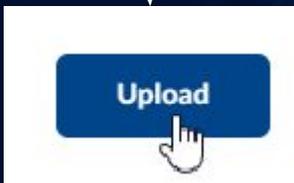
DO



Insert Stuff

My Computer

Select the file to upload from your computer:



This is decorative.

Size

Lock aspect ratio

Insert

Back



# Apple Device Files

When using an Apple device you will need to save your work in a format that teachers can view such as JPEG or JPG instead of the default HEIC.

Here are the instructions to change the .heic setting on your iPhone.

1. Go to **Settings** on your **iPhone**
2. Tap **Camera**
3. Tap **Formats**
4. Tap **Most Compatible**



# Basic Troubleshooting

- Logout of D2L and restart your browser (Chrome works best)
- Clear your browser's cache
- Try a different browser or computer
- Reboot your computer
- Check any filtering software (Norton, MacAfee, Etc...)



# Technical Difficulties

If you experience any technical difficulties with the course or items in the course, email or call your *teacher* right away. Your teachers will help you solve the problem. If your internet or computer is acting up, let your parents know so they can help you solve the internet issue at home.

**Always contact your teacher first!**



# Plagiarism

- Plagiarism is taking someone else's words or creation and presenting it as your own. Plagiarism is the stealing of ideas from an old source and passing those ideas off as new and original. **This Includes Copy/Paste from websites and using AI to assist you!**
- At GOC you must do your own work. Teachers use technology to see if you have copied something from another source or student and turned it in as your work. This is ***not*** acceptable at GOC.



# Assessments

- Many courses are Personalized Learning courses; these courses have formative assessments built into the course to determine appropriate content for students
- Students will have the option to complete reassessments throughout the school year
- Some exams will be required to be completed at Gwinnett Online Campus; students will be informed via email and the #GOCOWLS newsletter



# Remember...

- GOC classes are about helping YOU learn
- Watch your due dates – never fall behind
- YOUR daily choices determine YOUR level of success
- Everyone here wants YOU to achieve your goals
- YOUR school is unlike any in the country



**It's Going to be  
an Owlsome Year!**



*Questions?*

**gwinnett**online campus

# Do you need tech support?

If so, stay logged in and we will help you with any technical or navigational issues that you are experiencing.

