




What do you have to do on the first day of school?

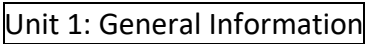



- Your first day of school is **Thursday, January 9, 2020.**
- At **9:00am**, you need to login to your VLA account.
 - If you have a GOVS Chromebook, login using your @mygovs.com email address.
 - A browser window will automatically open to our website www.mygovs.com.
 - Take a moment and read the daily announcements that pop up. When you are finished reading, click the box to continue.
 - On the top right corner, of the webpage, you should see a  button. Click there, and that will take you to VLA – Virtual Learning Academy – the place all of your classes are located.
 - If you are using your own computer, open a browser window and go to our website www.mygovs.com, and follow the same steps as above.
- Once you are on VLA, you will see  on the right side.
- Enter your unique User Name & Password and hit 
- Your VLA page will open. The information on top tells you both your accrued time and your unit completion.
- Next you will see your VLA Emails. Read any messages that are there!
- Scroll down and you will find Your Courses. This is where you complete your studies.

Your Courses

There will be some unlocked courses on top, then some locked classes underneath.

- Every GOVS student will see a new course titled **“GOVS Success – START HERE!”** that you need to complete. This class will tell you everything you have to know about GOVS. You should take your time completing this course – do not skim through it.
- If you are in grades 9, 10, 11, or 12, you will also see a MAP Testing class.

Complete the “GOVS Success” class first.

- Click on the course. It will bring up the 10 units you have to complete.
- Start with .
- The notes will come up automatically.
- Read through the notes.
- Once you finish reading the notes, click on the  button on the left side.
- Complete the eight questions, click on , read over everything you have entered, enter any comments you would like to send to your teacher, then click on 
- This submits the lesson!

- Once you submit Unit 1, hit the Home Button on the top of the screen. This takes you back to your home screen. Scroll down until you see Your Courses again. Go back to the Intro to GOVS course and continue with Unit 2.
- Once the notes come up, the first thing you will see are the ANSWERS to the previous unit questions! Review these if you need to.
- Read through the notes, answer the questions, and submit the lesson.
- Continue with the remaining eight units.
 - In Unit 8, you have to send us a current picture for your file. **You have to do this!**
 - In Unit 9, you have to send us an email from your VLA account. **You have to do this!**
 - In Unit 10, you have to send us an email from your @mygovs.com email address. **You have to do this!**
- Once you complete the “Intro to GOVS” class, and you are a 7th or 8th grader, you are all finished for today! Log out, then come back tomorrow, and your regular classes will be unlocked. Start with whichever class you want.

IF YOU ARE A 9th-12th GRADER, you are not finished yet.

You have to take your first *two* MAP tests. There is a reading test and a math test. Don't worry, these aren't graded like a regular class. They are designed to make sure you have some basic skills.

Here's how to take the MAP tests:

- Back on the www.mygovs.com homepage, just to the right of where the VLA Login button was, there is a button that says MAP Testing. Click there.
- That will open up the MAP Testing info page. On that page there is a Session Name and Password. One for reading, one for math. **Write these down somewhere.**
- Just under the session name and password you will see a link to Test Site. Click there. The MAP testing site will open in a new browser window.
 - **NOTE: if you get an error message about the popup blocker blocking the site, you will have to turn that off.**
 - There's a good chance that the testing window is open somewhere on your screen. Minimize any windows you have open and you should find it.
- Once you are on the MAP site, complete reading first. Enter the session name and password.
- That should open a window where you can type your name in the box. Click on your name, and you are ready to go!
- **After you finish the Reading MAP**, go back into your VLA account (where the GOVS Success class was). You will find a class called GOVS MAP Testing. Click on there. Find Unit #1, Measures of Academic Progress – Reading – First Administration. Click on there.
 - Click on the blue Add a Log Entry button.
 - In the window that pops up, enter today's date, the time you started the reading MAP, and the time you completed the reading MAP. It's OK to estimate. You can skip the Description box.
 - Hit Save

Since you just finished the Reading MAP, it's time to take the Math MAP.

- Open a new browser window, and go back to www.mygovs.com.
- Click on the MAP Testing button under the scrolling header picture.
- Click on the link to Test Site. Follow the same steps as above, but make sure you put in the session name for math and that password.
- **After you finish the Math MAP**, go back into your VLA account (where the GOVS Success class was). You will find a class called GOVS MAP Testing. Click on there. Find Unit #2, Measures of Academic Progress – Math – First Administration. Click on there.
 - Click on the blue Add a Log Entry button.
 - In the window that pops up, enter today's date, the time you started the reading MAP, and the time you completed the reading MAP. It's OK to estimate. You can skip the Description box.
 - Hit Save

After you have completed GOVS Success course, and taken both your MAP tests, you are finished for today! Log out, then come back tomorrow, and your regular classes should be unlocked. Start with whichever class you want.

Please call us if you are having any questions – if you get our voicemail, leave a message. We ask that you be patient in waiting for our reply. Happy start to your school year!