




GOVS First Day Procedures!

- The first day of school is **Monday, August 24, 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.
 - Underneath the scrolling header picture, 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.

Next Steps!

Find the Your Courses section of your VLA Homepage. Unlocked courses are on top, while locked courses are underneath. You should finish the unlocked courses first. Once that happens, email us and we will unlock the other classes. **Locked courses will not be available until you finish ALL the first set of classes.**

For your first day, you have three required tasks:


1. Complete GOVS Success (A).
2. Complete GOVS Success (B).
3. Complete an Independent Reading and/or a Documentary & Film unit.

Step 1: Complete GOVS Success (A)

Every GOVS Student has to complete GOVS Success (A). This should only take you 5-10 minutes. GOVS Success (A) will tell you everything you need to know about our school. Even if you are a returning student, it is required to complete this course.

- In your list of courses, click on GOVS Success (A).
- This will bring up the five units you have to complete:

#	Unit
1	Unit 1: General Information
2	Unit 2: Student Responsibilities
3	Unit 3: Scheduling and Coursework
4	Unit 4: Getting Your Hours vs. Truancy
5	Unit 5: Tools for Success

- Start with [Unit 1: General Information](#). Simply click on the blue link.
- 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 all the questions, click on [All Finished! Review My Answers](#), read over everything you have entered, enter any comments you would like to send to your teacher, then click on [Looks OK! Send to my Teacher](#)
- This submits the lesson!
- Once you submit Unit 1, hit the Home Button (the house icon) 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 GOVS Success (A) course and continue with [Unit 2: Unit Responsibilities](#).
- Read through the notes, answer the questions, and submit the lesson.
- Continue with the remaining three units.
- You are now finished with GOVS Success (A)!


Step 2: Complete GOVS Success (B)

Every GOVS Student has to complete GOVS Success (B). This should also only take you 5-10 minutes.

GOVS Success (B) has five tasks you have to complete. Three of these units are the same as last year (sending emails & sending us a picture). Two of the units are new, but also required.

- In your list of courses, click on GOVS Success (B).
- This will bring up the five units you have to complete:

#	Unit
1	Unit 1: Updating Your Picture
2	Unit 2: Sending an Email - Part 1
3	Unit 3: Sending an Email - Part 2
4	Unit 4: Student Success Plan
5	Unit 5: Student Tutorials

- Start with [Unit 1: Updating your Picture](#). Simply click on the blue link.
- The notes will come up automatically.
- Read through the notes.
- **EVERY STUDENT HAS TO COMPLETE THIS. We need an updated picture for your file. In a regular school, you get your picture taken every year. Same with GOVS, except you have to provide the picture to us.**
- Follow the steps in the notes on how to send us your picture.
- Once you have sent the picture, click on the  button on the left side. There are two simple questions to answer.
- Complete all the questions, click on [All Finished! Review My Answers](#), read over everything you have entered, enter any comments you would like to send to your teacher, then click on [Looks OK! Send to my Teacher](#). This submits the lesson!

- Once you submit Unit 1, hit the Home Button (the house icon) 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 GOVS Success (B) course and continue with [Unit 2: Sending an Email – Part 1](#).
- Read through the notes.
- For Unit 2, you are sending us an email from your VLA account. This is super simple. Follow the steps in the notes on how to send the VLA email.
- Click on the Answer Questions button on the left, answer the 1 question, and submit the lesson.
- Continue with [Unit 3: Sending an Email – Part 2](#). For Unit 3, you are sending us an email from your @mygovs.com gmail email account. Follow the steps in the notes on how to send us an email from your @mygovs.com email account.
- Click on the Answer Questions button on the left, answer the 1 question, and submit the lesson.
- Continue with [Unit 4: Student Success Plan](#). **THIS IS NEW!**
- There is a link within the unit notes to get to your own Student Success Plan. Your parent/guardian might've already started this process, but we need student input as well. **Do the best you can while filling out the form.** If you don't know the answer, skip the question(s). As long as you get it started, we can help you finish it.
- Click on the Answer Questions button on the left, answer the 1 question, and submit the lesson.
- Continue with [Unit 5: Student Tutorials](#). **THIS IS NEW!**
- VLA programmers have created some tutorials on how to use the VLA system. We wanted you to have the ability to come back to these video tutorials at any point during this school year. While we encourage you to watch the videos, we understand if you want to watch them later.
- Click on the Answer Questions button on the left, answer the 1 question, and submit the lesson.

Step 3: Complete an Independent Reading and/or a Documentary & Film unit.

Every GOVS Student needs to be work for five hours every day of the school week. Five hours on Monday, five hours on Tuesday, five hours on Wednesday, five hours on Thursday, and five hours on Friday. This will get you the required 25 hours a week MINIMUM.

*Your regular VLA classes **WILL NOT BE UNLOCKED UNTIL YOU COMPLETE ALL THESE FIRST DAY ACTIVITIES.** Therefore, you need to get your other hours today.*

- You have two options:
 - Watch a Documentary/Film.
 - Complete an Independent Reading.
- Click on the Home Button at the top of the screen. Under the Time Credited info on the left side, see how long you've been online today.

[GOVS Documentary and Film \(Coordinator, GOVS Extra Hours\) EXTRA CREDIT](#)

[GOVS Independent Reading \(Coordinator, GOVS Extra Hours\) EXTRA CREDIT](#)

- That number needs to be at least five hours. You need to either watch a Documentary/Film and/or complete an independent reading.

If you choose to watch a Documentary/Film:

- Click in that class.
- Click on Doc 1, which is the first unit.
- There are notes about documentaries. Scroll down until you see the clickable links.
- You can choose whatever link you want and find something to watch.
- **This is important: once you find your video, LOG OUT of VLA. Click the X in the top right corner. Since VLA tracks your time online automatically, you can't be "on VLA" while watching the video.**
- Watch your video! Keep track of how long you watch the video for. You get credit for this time!
- **After you watch the video, you need to Add a Log Entry for your time. This makes sure you get credit for the time.**
- Log back into VLA. Go right back to where you were before (Documentary and Film class, Doc 1, then click Answer Questions.
- Only one question comes up: Add a Log Entry.

- Click the **Add a Log Entry** blue button.
- This brings up the actual Log Your Activity.
- Click on the Date box, and select date in calendar.
- Click on the Start Time box, and select the closest start time.
- Click on the End Time box, and select the closest end time.

- In the Description box, write the Title of the Documentary and Three Things you Learned. Then click SAVE.
- **THIS IS IMPORTANT: You still need to click the All Finished blue button at the bottom, then the Looks OK button to send to teacher to be graded!**

If you choose to complete an Independent Reading:

- Follow the same steps as above, but go into the Independent Reading class. Click on Reading 1, which is the first unit, and read the notes. There is information about acceptable reading material.

- You can read ANYTHING that fits the requirements! Grab your favorite magazine. Find your favorite book. Or click one of the links in the unit notes.
- **This is important: once you find what you are going to read, LOG OUT of VLA. Click the X in the top right corner. Since VLA tracks your time online automatically, you can't be "on VLA" while completing an Independent Reading.**
- Read! Keep track of how long you read for. You get credit for this time!
- **After you complete the reading, you need to Add a Log Entry for your time. This makes sure you get credit for the time.**
- Log back into VLA. Go right back to where you were before (Independent Reading class, Reading 1, then click Answer Questions.
- Only one question comes up: Add a Log Entry.

- Click the **Add a Log Entry** blue button.
- This brings up the actual Log Your Activity.
- Click on the Date box, and select date in calendar.
- Click on the Start Time box, and select the closest start time.
- Click on the End Time box, and select the closest end time.
- In the Description box, write the Name of the book/magazine/novel/newspaper/website, write the Author, and write Three Things you Learned. Then click SAVE.
- **THIS IS IMPORTANT: You still need to click the All Finished blue button at the bottom, then the Looks OK button to send to teacher to be graded!**

NOTE: The Documentary/Film and/or Independent Reading offline time has to be approved by a teacher. It will not show automatically in your time queue at the top of your screen. We will approve anything you submit before the end of the day.

Guess what? You are FINISHED WITH YOUR FIRST DAY OF GOVS! Log out, then come back tomorrow, and your regular classes will be unlocked.

Start with whatever class you want. Just make sure you are online AT LEAST five hours every day, and that you have 25 hours by the end of the week.

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!