

# WHAT'S NEXT?



As a Part-Time student! Let's get you set up!

Now that you are ready to take courses with us at DCA, you might be asking...  
"What do I do now?"  
No worries! Here is a helpful guide to get you set up and ready to go!  
Please follow the steps below in order.

## STEP 1: Create Your Login



Learning Coaches will receive an email from **K12** with a registration key. This will be sent to the email address provided during enrollment.

1. Log into <https://dcawi.k12.com>
2. Click on **OLS LOGIN** in the upper right hand corner.
3. Click on **Set Up Your Account**
4. Enter your **Registration Key** into the box
5. Create a username and password - **Save your username and password!**
6. Click on **Set Up Student Account**
7. Repeat the previous steps above - **Make sure your student knows the username and password that is set up for them.**

[Link](https://help.k12.com/s/article/OLS-Account-Learning-Coach-Account-Set-Up) for more help:  
[help.k12.com/s/article/OLS-Account-Learning-Coach-Account-Set-Up](https://help.k12.com/s/article/OLS-Account-Learning-Coach-Account-Set-Up)

## STEP 2: Set Up Your K12 Computer



Students are encouraged to request a K12 computer. Chromebooks will not fully function with our online platform.

Once you receive your computer, please follow the set-up instructions.

\*NOTE: You will have to sign for your computer upon delivery.

Contact Tech Support at **866.512.2273** or <https://www.help.k12.com/s/> if you have any questions.

**Make sure to check the TIMEZONE! To do so...**

1. Check the time and date on the bottom right side of your screen
2. In the bottom left search bar type "change the time zone"
3. Make sure your time zone is set to Central Standard Time (CST)

## STEP 3: Complete Orientation Course



In order to learn how to navigate our online platform, students will engage in an **Orientation Course** which includes online modules to practice using the OLS.

Completion of the Orientation course is essential to be successful in navigating their learning.

## STEP 4: Once Classes Start, Students are Expected to...



### 4a: Attend Class Connects & Login to OLS to Make Progress in Courses



**Class Connects** are live, synchronous learning sessions. If students are not able to join the course's Class Connect, they are expected to watch the recording of each session. Class Connect sessions range from 2-3 times per week.

The **OLS** is our learning management system that houses our courses. Students should be logging into their course(s) daily and making positive progress.

### 4b: Check Email Weekly



Once students set up their K12 account, they will also be given a DCA email. Their DCA email will end in **@wivcs.org**

DCA is a Microsoft school, therefore the email platform used is Outlook.

Students will learn to check their email in the **Orientation Course**. It is important that students check their email weekly for important information from their DCA teachers.

## OTHER HELPFUL INFORMATION:

### LINKS TO BOOKMARK:

DCA Website - <https://dcawi.k12.com>

OLS Login - <https://login-learn.k12.com/#login>

Tech Support - <https://www.help.k12.com/s/>

Getting Started Video Resources:  
<https://dcawi.k12.com/resources/strong-start.html>

### KEY TERMS:

**OLS** - Online Learning System

**Learning Coach** - Caring person who will support the student's educational journey. Could be resident district staff member for Part-Time students.

**Class Connect** - Live, synchronous class. Class Connects are hosted via Newrow.

**Newrow** - Learning Platform. Similar to other live platforms like Zoom.

**Pathway** - An interest area in which students have the opportunity to explore talents and gain experience that will set them on a path to being Opportunity Ready!



## CONTACT US!

**Stuck? Need help?  
Reach out!**



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# Defining My Path