

Online School Student Getting Started Checklist

Overview

Welcome to your Online School (OLS)! The Online School is a web-based system, so it is not installed on your computer. However, you should make sure your computer and browser can run the Online School by checking the technical requirements. Follow this checklist to ensure you're ready to start your learning journey. For an in-depth look at the Online School, view our [Online School Student Getting Started Guide](#).

Checklist

1. Check Technical Requirements

- Ensure your computer meets the technical requirements for optimal performance.
- Technical Requirements:
 - For the best performance, the Online School should be used on the current or previous major releases of Chrome®, Firefox®, Edge®, or Safari®. The Online School runs on Windows®, Mac®, Linux®, iOS®, Android®, or any other device with a modern web browser.
 - The Online School requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades. For the best performance, access the Online School with a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM.
 - It is recommended to have a minimum internet speed of 512 kbps.

2. Retrieve Your Login Information

- Contact your Learning Coach to obtain your username and password.

3. Log In to the Online School

- Go to the **Login Page**.
- Enter your **Username** and **Password**.
- Select **Log In**.



Login

Username

Password

LOG IN

[Need help logging in?](#)

Don't have a K12 account? [Sign Up](#)

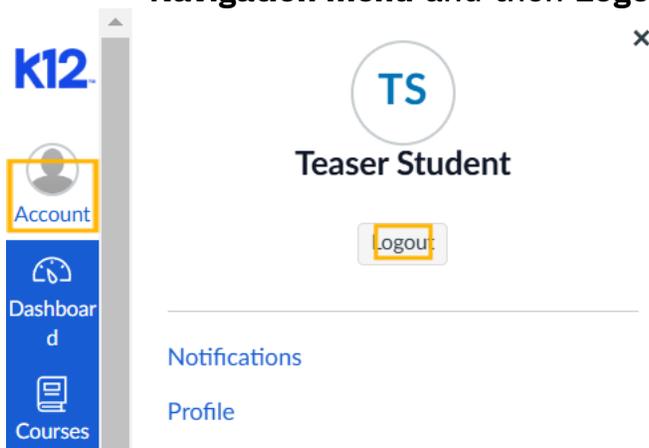
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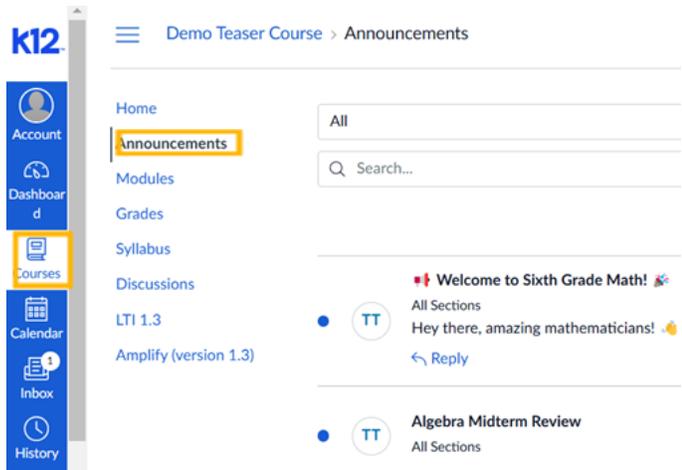
4. Familiarize Yourself With Logging Out

- When you're finished, log out by selecting **Account** in the **Global Navigation menu** and then **Logout**.

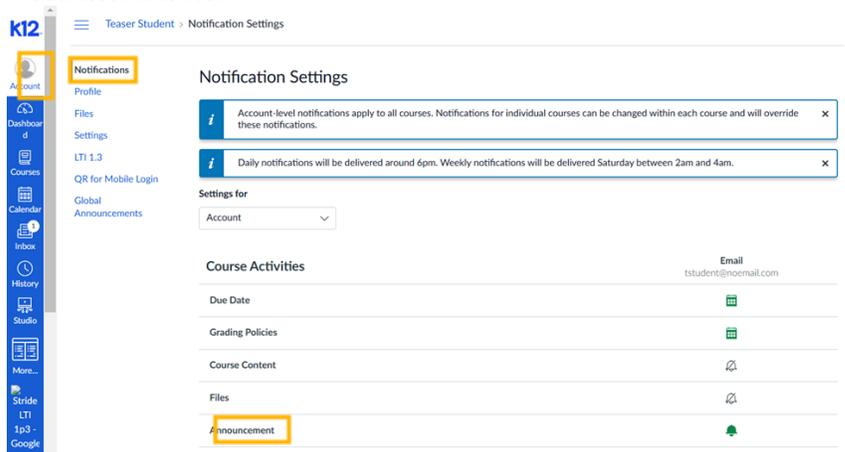


5. Check for Announcements

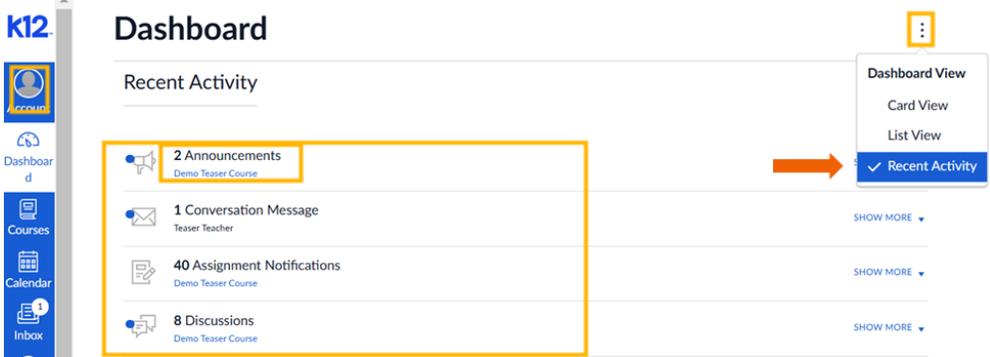
- Regularly view announcements to stay updated on important course information. Announcements can be found in many areas of the Online School. Locate all locations:
 - Announcements link in the Course Navigation menu



○ Notifications



○ Recent Activity Dashboard



○ To Do List



6. Explore Assignments

- Find your assignments in the **Modules, Syllabus, Calendar, or To Do** areas.
- Select an assignment to view assignment details and if it has a rubric.
- View the available assignment submission types for the selected assignment.

7. Use the Calendar

- Access the **Calendar** to see all your course due dates, activities, and Class Connect sessions.
- Select **Calendar** in the **Global Navigation menu** and choose your preferred view (Week, Month, Agenda).

8. Navigate Your Course

- Select **Courses** in the **Global Navigation menu** and choose your course.
- Select each option from the **Course Navigation menu** to explore the contents.

9. Participate in Discussions

- View discussions by selecting **Discussions** in the **Course Navigation menu**.
- Engage in course discussions as required.

10. Check Your Grades

- Access grades by selecting the **Grades** link in the **Course Navigation menu** to track your progress.

11. Explore Modules

- Access the **Modules** link to see the course content organization.

12. Set Up Notification Preferences

- Go to **Account > Settings** to add contact methods and configure your notification settings.

13. Take Quizzes

- Find available quizzes in your course by selecting **Modules** or **Syllabus** in the **Course Navigation** menu.

If you have any questions, don't hesitate to contact your teacher or Learning Coach for assistance. Happy learning in the Online School!