**Students and Parents:**

Welcome to the Catoosa Online Academy for Fall Semester!  We are excited to have you! Each of you are still “attached” to your home schools, but will receive instruction with our online teachers. Due to the current situation we face with COVID-19, we have posted an online orientation for all online students with the steps below:

* Students will log on to their school Google account:
	+ **Google Login: your 3 initials and your lunch number@gapps.catoosa.k12.ga.us**
	+ **Google Password: your birthday in this format: mmddyyyy**
* Using chrome as your browser, click on the Google waffle (the little 9-square icon at the top right beside your login image)
* Choose Classroom, and add your school’s Online Academy as a class by clicking on the + and using the code for YOUR SCHOOL (please note, only students may log in to the Google Classrooms):
	+ HHS: eslpbhi
	+ HMS: khcaolu
	+ LFO: uditvec
	+ LMS: qy2egml
	+ RHS: lmuswpt
	+ RMS: r2w2eqr
* Under the “**Classwork**” section tab at the top of the page, look for **Orientation Central**.
* The Orientation Fall 2020 video is the first item in this section – start here and follow the steps outlined during the video.
* As you work through the section, you will complete your first two assignments – the Fall Assurances and the APEX Student Guide.
* Parents should review the Assurances, Keys to Success, Coach Guide and other materials with their student.
* **New Update**: Our school system has set up a Single Sign-on for all students! To work in Apex, students will only need to sign in to their school Google account, click on the waffle, find and click on the Apex Learning icon. **Students do NOT use the Apex website or set a new password.**

**Classes open on Monday, August 24**; students should log in to each course that day and notify the guidance department or online learning contact at their school if they have questions about their courses on their Apex Dashboard.  *\*\*Please note: Your dashboard may not be final. Courses (or teachers) may change.*

**Chromebook Distribution** – You should receive a Chromebook from your zoned school.

**Student Progress Reports** - Each week, parents/guardians will receive weekly progress reports on student performance. Reports are received by email on Sundays or early Mondays. The email will come from no.reply@apexlearning.com and will have your child’s name in the subject line. See the Coach Guide in your child’s Google Classroom for help with all aspects of the report. If you do not receive this emailed report, check your spam or junk folder, or contact Dr. Trish Schimpf to correct the problem: tschimpf@catoosa.k12.ga.us.

If you have questions or issues not covered in this email, feel free to email or call Dr. Schimpf at the Catoosa Online Academy, 706-935-0675.

We look forward to working with your student!