

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:

Verify Your Login



Be on the look out for an email from **Mrs. Flood** at aflood@wivcs.org

Afterwards, follow her directions to log into your account!

1. Log into <https://dcawi.k12.com>
2. Click on **OLS LOGIN** in the upper right hand corner.
3. Log in with the username and password that is sent to you. - **Make sure to save your username and password!**

Make sure your student knows the username and password that is set up for them. All schoolwork needs to be accessed and completed from their student account.

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 daily 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 Engagli.

Engagli - 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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Student and learning coach support, onboarding of students, technology support, general questions



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Course registration and changes, invoicing



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Agriculture &
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Business Management
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Construction &
Engineering



Health Sciences



Information
Technology



Law & Criminal
Justice

Defining My Path