

DeKalb Online Academy Credit Recovery (CR)

GENERAL INFORMATION

1. What is a Credit Recovery (CR) course?

A CR course is one that allows students to recover a credit that was lost as a result of failing a course. Because the courses are not a part of a student's regular schedule, students are expected to complete CR courses after the school day.

2. What type of work will I be required to complete in a DOLA Credit Recovery course?

You are expected to complete all of the quizzes. You may take each quiz a total of two times. You may prepare for each quiz by reading course content that correlates to each quiz.

3. Is there a fee?

CR courses are **free**. However, students must meet certain eligibility requirements.

4. Do I have to attend classes?

DOLA courses are offered in a distance learning environment so that students can access their online courses at anytime to read assignments, participate in discussions, and submit completed assignments. Although there is no physical classroom to which students report, DeKalb Online Academy students are expected to attend and participate in their online classroom academic courses in the same way that they would attend and participate in classroom courses of the same type.

5. When and where do I attend classes?

CR classes take place after a student's regular school day. However, students have access to their courses 24 hours a day, 7 days a week.

6. How do I access my classes?

After you are successfully enrolled in your DOLA course/s, use the following directions to log into your course/s:

- Go to the DOLA homepage (<https://www.dekalbonlineacademy.org>).
- Provide your identification information:
 - o Type your username in the **Username** box.
 - This is simply the letter 's' followed by your student number (EXAMPLE: S1234567).
 - o Type your password in the **Password** box.
 - This is the word DEKALB in all capital letters unless you have changed it.
- Press the **Login** button. You should see your name under the **Welcome** box toward the top left of the page. You should also see your name in the blue bar toward the top right of the page.
- Scroll down to the bottom of the page. You should see the subject area, the semester, and the title of the course you are taking. If you see only the semester displayed, click on the **plus sign (+)** next to the semester in order to display your course.

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- Click on the title of the class. You are now on the homepage for your course. Read all of the information.

7. Do I have a teacher?

A course taken through DOLA Credit Recovery is a “**teacherless**” course. You are expected to read the course material and complete all of the quizzes without the aid of a DOLA teacher.

8. May I contact a teacher if I do not understand something in the course?

No. A course taken through DOLA Credit Recovery is a “**teacherless**” course. Be sure to examine the content in your CR course. You may also use the DCSD approved textbook in order to help you understand challenging material.

ELIGIBILITY INFORMATION

9. What are the eligibility requirements?

Only **seniors** are allowed to participate in the DOLA Credit Recovery program in **Fall Semester**. Students must be identified as seniors in Infinite Campus.

Seniors and **juniors** are allowed to participate in the DOLA Credit Recovery program in **Spring Semester**. Students must be identified as either seniors or juniors in Infinite Campus

Seniors and juniors must meet the following eligibility requirements:

1. have previously taken and failed the course;
2. have failed the course with a minimum grade of **50 (seniors)** or **60 (juniors)**.

10. What if I have a **49.4 (senior)** or a **59.4 (junior)**?

Unfortunately, you do not meet the eligibility requirements to participate in DOLA Credit Recovery. You must have previously failed the course with a minimum of **50 (senior)** or **60 (junior)**. There are no exceptions.

ENROLLMENT/REGISTRATION INFORMATION

11. How do I get enrolled in a DOLA Credit Recovery course?

To enroll in a DOLA course, you and your parent must complete two important steps:

1. See your home school counselor as soon as possible. Counselors may register students for CR courses from **August 11th** through **September 12th** for Fall Semester and **December 1st** through **February 6th** for Spring Semester. Your counselor will determine your eligibility.
2. Sign the DOLA Credit Recovery contract.

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After you complete both steps, your counselor will complete the requisite steps to ensure that you are enrolled in DOLA Credit Recovery.

12. How many DOLA Credit Recovery courses may I take?

Students are allowed to take a maximum of **two (2) units** through DOLA Credit Recovery.

13. When will the DOLA Credit Recovery courses begin and end?

The courses will begin on **September 15th** for Fall Semester and **February 13th** for Spring Semester. They will end on **November 10th** for Fall Semester and **April 13th** for Spring Semester at 11:59 p.m.

14. If I have already paid for a DOLA Beyond the Day (a.k.a. Tuition) course but am eligible for DOLA Credit Recovery, may I receive a refund for the Beyond the Day course and register for the Credit Recovery course?

Yes, contact the DOLA Office (678-676-1106) in order to request a refund.

Please note that the work you have completed through DOLA Beyond the Day (a.k.a. Tuition) will not transfer to DOLA Credit Recovery. You will have to complete ALL of the quizzes in your DOLA Credit Recovery course.

15. I am currently taking a Credit Recovery course through Georgia Virtual? May I switch to DOLA Credit Recovery?

Yes, contact your counselor and/or GA Virtual personnel in order to withdraw from the course as soon as possible. GA Virtual will issue a credit if a student withdraws from the course within 13 school days of getting access to the course.

Please note that the work that you have completed through Georgia Virtual School will not transfer to DOLA Credit Recovery. You will have to complete ALL of the quizzes in your DOLA Credit Recovery course.

TECHNICAL INFORMATION

16. What if I forget my password?

You should call (678) 676-1106 to have your password reset to DEKALB (in all capital letters). You can also go to your counselor. He/she will send an email to DOLA personnel so that your password can be reset.

17. May I get technical support?

Yes, you may receive technical support Monday through Friday between 8:30 a.m. and 4:30 p.m. by calling 678-676-1106.

18. Is there any support available after hours?


No, you may receive technical support Monday through Friday between 8:30 a.m. and 4:30 p.m. by calling 678-676-1106.

MONITORING YOUR PROGRESS

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19. How do I check my progress?

Complete the following steps in order to check your progress as often as you desire:

1. go into your DOLA course;
2. click on **CLASSLIST** in the gray bar near the top of the page;
3. scroll to your name and click on the  symbol across from your name;
4. click on the down arrow next to the **TOOL** box and choose **QUIZZES**;
5. click **APPLY**;
6. scroll down and examine the box labeled **QUIZZES SUMMARY**.

IMPORTANT NOTE!!!!

The computer will average only the quizzes that have been completed. It does not factor in zeroes for quizzes that have not been completed. Given this limitation, an ACCURATE quiz average is not given until **EVERY** attempt (i.e., two out of two possible attempts) for **EACH** quiz (e.g., 8 out of 8 quizzes; 16 out of 16 quizzes; 10 out of 10 quizzes, etc.) is **completed**.

You can also manually determine your final grade by averaging all of the quizzes.

20. When will my grades be reported in the parent portal?

DOLA Credit Recovery grades will be reported only TWO times during the semester: **October 10th** and **November 13th** for Fall Semester; **March 13th** and **April 16th** for Spring Semester. The **November 13th** and **April 16th** reports will be your FINAL GRADES unless your CR course requires you to take the EOCT.

EOCT INFORMATION

21. Do I have to take an EOCT for this course?

Possibly! Students taking the full unit or B Semester of the courses listed below MUST take an EOCT. The following EOCTs will be administered at students' home schools:

- **Mathematics**
 - CCGPS Coordinate Algebra
 - CCGPS Analytic Geometry
- **Social Studies**
 - United States History
 - Economics/Business/Free Enterprise

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- **Science**
 - Biology
 - Physical Science
- **English Language Arts**
 - Ninth Grade Literature and Composition
 - American Literature and Composition

22. How does the EOCT affect my final grade?

The EOCT is worth 15% or 20% of your final grade according to your 9th grade entry date. See your counselor regarding the EOCT percentage of your grade.

23. When will the EOCT exam(s) be administered?

EOCTs will be administered at students' home schools. Please see personnel at your home school for test dates.

24. What if I have already taken the EOCT for this course?

In order to receive credit, a student must take the EOCT upon completion of the EOCT course. A student **CANNOT** apply a previously taken EOCT to an EOCT course that he/she takes after completing the EOCT.

RECEIVING "INCOMPLETES"

25. I have completed this course. Why do I see an "I" on my report card?

In order to receive credit, a student must take the EOCT upon completion of the EOCT course. If a student does not meet this requirement, he/she will receive an Incomplete for the course. If the student does not take the EOCT for the course by the end of the subsequent semester within the regular school year, the EOCT score will convert to "0".

26. I have completed this course and taken the EOCT. Why do I see an "I" on my report card?

Final grades for CR courses will be reported on **November 13th** for Fall Semester and **April 16th** for Spring Semester. However, students will not take EOCTs until December (Fall Semester) and May (Spring Semester). Given the gap between the final grade reportings and the EOCT administrations, students who take EOCT courses are likely to see an Incomplete on their report cards. This is temporary. As long as you have taken the EOCT within the specified time, the "I" will be converted to a grade.

NCAA INFORMATION

27. Will DOLA Credit Recovery courses jeopardize my NCAA eligibility?

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Yes! CR courses DO NOT meet NCAA Eligibility requirements. NCAA's general guidelines for credit recovery, online courses, and other non-traditional educational opportunities emphasize the need for consistent interaction between students and teachers. **Student athletes should NOT take DOLA Credit Recovery courses.**