

Getting Started Checklist

- Create a Learning Space**

Designate a specific area that will provide a consistent, comfortable place for your student to learn. Think about the details such as workspace, lighting, and organization. Anticipate developing a daily schedule with student and Learning Coach expectations.
- Set Up Your Computer & Internet Connection**

Follow the instructions to set up the computer hardware and printer. If you do not yet have Internet access in your home, establish an account with an Internet Service Provider (ISP).
- Explore the Learning Coach Help website: It's your success tool!**

Access this helpful video to see all that this site has to offer. You'll find steps for getting acquainted with K¹² tools and resources, along with school information for you, and supports for you, the Learning Coach. Visit today and all year long: <http://ohva.k12start.com/>
- Navigate the Online School (OLS)**

Log in to the *OLS* using your username and password. Although courses will not be listed until closer to the start of school, you can explore helpful resources found in the Help and Quick Links sections. Familiarize yourself with *My Info*. Don't miss the OLS Overview, which provides a helpful tutorial of the features and tools in the Online School.
- Begin the Introduction to Online Learning Course**

Your Introduction to Online Learning Course will be found in your Online School once your K-8 child's courses are available. Start your journey with helpful online lessons, an overview of courses, how-to instructions, getting started tasks, and helpful contacts that will help you get oriented to Ohio Virtual Academy and the K¹² curriculum.
- Connect with the Community**

We're glad you've joined OHVA! We utilize a variety of parent forums, an [online calendar](#) and more to help you get and stay connected all year long. You'll find that veteran OHVA parents are there to help and support you. Contact the OHVA Parent Advisory Council at pac@ohva.org if you need support as you start with OHVA. OHVA is a great place to belong!
- Communication & Information**

Communication is vital to your success this year. Make sure to check your K-Mail daily. K-Mail is your internal messaging tool, accessed through the Online School. Keep informed about materials shipments through *My Info* at myInfo.k12.com. Once materials are delivered, unpack and familiarize yourself with the contents. Keep in mind that the supplies may not all come at the same time. If any item is damaged or missing after all shipments have been received, contact K¹² at <http://webform.k12.com/webform/> or call Customer Care at 1-866-512-2273.
- Read the OHVA Parent Handbook**

The *OHVA Parent Handbook* is an important tool for you. Study the school handbook to review policies, procedures, and expectations. Talk with your child about the attendance requirements and goals for learning. Your OHVA Parent Handbook will be sent to you via K-Mail and is available at the [Learning Coach Help Site](#).
- Make the Most of Your Year!**

The first days and weeks of a new school year always bring new routines and challenges. It will take some time to get used to the Online School, and to integrate OHVA school life into your home. On those days that try your patience, remember what made you choose this program in the first place! Stay focused on your goals, seek support, and make the most of the unique opportunity to be part of the Ohio Virtual Academy family.