

# MS. STOOPS & MR. BOYLES

## Credit Retrieval Lab Polices & Guidelines

### Log-on & Log-out Process

#### LOG IN PROCESS:

USERNAME: 1alpha@vcs2go.net  
RESET PASSWORD: Birthday (mmddyyyy)

Click on V-Portal Icon – Find and Click the “Edgenuity Student”  
(White with Blue & Orange “X”)

#### LOG OUT PROCESS

Click on the sign out (top right)  
IF not – another student can get into your information

#### Working from Home

- Website = <https://www.vcsedu.org>
- 5<sup>th</sup> Tab from the Top Left Corner “VPortal”
- Then follow the above procedures as in class – see above
- Be sure you log out / sign out of the computer when you are finished

#### V-PORTAL Not Working:

<https://www.edgenuity.com>  
1<sup>st</sup> line = 1 \_ \_ \_ \_ @vcs2go.net  
2<sup>nd</sup> = 1 \_ \_ \_ \_

#### Basic Attendance Policy

**BE HERE** on time, every day, go to your assigned seat & stay on task to complete the course on time.  
Lunch Detentions are assigned for 3 or more unexcused Tardies (SRC Policy)

### District County Policy & Class Rules

- 1 **Chapter Tests & Unit Tests** All tests are done in this Lab. You must notify us before taking a Test. You must score a 70% or higher on the Test Review in order to proceed to the test. You are required to surrender all electronic devices to us. You may use our charging stations.
- 2 **NO Electronics** - caught using or charging electronics during class will receive a ZERO for that assignment or assessment. SRC and Administration wants us to write you up (Electronics are forbidden) To avoid discipline action, please use our charging stations.
- 3 **Time Management** - Quizzes and Tests must be completed in one period or you have to come back during lunch – the results may lower your overall grade.
- 4 70% or Above is considered a passing grade in Edgenuity
- 5 **NOTES MUST BE TURNED IN FOR A “FINAL GRADE”** (This is a District Policy) (enotes, Composition Notebook, Spiral Notebook, 3-Prong Folder) We don't care how you organize your notes as long as you HAVE THEM to turn in at the end of your Course Completion