Georgia Virtual Credit Recovery Program
www.gacreditrecovery.org

This is your guide to enrolling and completing a course through The Georgia Credit Recovery Program. There is important information in this document to help you be successful.

The purpose of the Georgia Credit Recovery Program is to provide GA public high school students with an opportunity to recover credit for selected courses previously attempted and failed. It is a free online course and participants should have access to the internet away from school.

Name _____

Course _____My completion date is _____

Username _____

Password _____

Security Question 1 _____

Answer_____

Security Question 2 _____

Answer_____

Security Question 3 _____

Answer_____

Steps to success in credit recovery:
1. Create an account.
2. A Credit Recovery coordinator will enroll you in your class.
3. Complete all course work and posttests by the completion date.

To Create a Georgia Credit Recovery Account:
1. Go to: www.gacreditrecovery.org
2. Follow the step-by-step directions for creating a new student account.
3. Keep this form, which is a record of your username and password!
4. Notify a Credit Recovery coordinator when you create your account.

Now that you have created an account and have been enrolled in class, follow these steps to begin your class:

1. Log in to www.gacreditrecovery.org. You must log into your course within 10 days of being enrolled in a course. You will gain access to your course within 24 hours of your initial log in to the system.
2. Click on "My Classes" in the center of the screen.
3. Your course will be in the upper right corner of the screen.
4. Click on your course.
5. Click on the "content" link.
6. You can now see your table of contents for the course.
7. Review the course welcome and course overview.
8. You are now ready to take the pretest for unit one.
9. Click on the pretest link.

If you score less than 85% on the pretest, you MUST complete the entire unit BEFORE the posttest link will be available.

STOP before you take the posttest. **ALL posttests MUST be proctored by your Credit Recovery monitor.**

Credit Recovery Post Test Procedures

You must pass each unit posttest with a 70% or better.

The post test is currently set up to allow you three attempts at the post test. After three attempts, you will be temporarily stopped from attempting the test again. If this happens, follow the procedure below:

- Contact your credit recovery monitor and ask him to reset your posttest.
- Once the unit posttest has been reset, you will have three additional attempts to score 70% or better.

When the course is completed, your final grade will be added to your transcript. You can then begin another course if needed.