

NUCLEUS

Learning Coach Guide



Nucleus Tutorial Video

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LOG INTO NUCLEUS



GEORGIA CYBER ACADEMY

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

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UPLOAD AN EXCUSE

If your student is absent, you can submit a note using the uploads tab in Nucleus. Save and submit. This will go directly to your Attendance Specialist.



Dashboard

Comments

Timekeeper

Uploads

3

REVIEW ATTENDANCE

Once you are in Nucleus, click on your student. Then, click the drop down arrow to view missed classes.

4

LOG TIME

To add time, click on the timekeeper and add an activity!

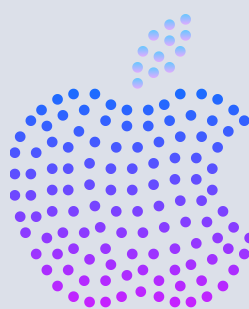


Timekeeper

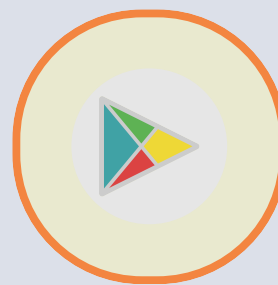
5

GCA APP

[GCA App Tutorial](#)



Apple



Android

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ATTENDANCE HOURS

Attendance must be checked in the Nucleus attendance program by the Learning Coach daily in accordance with GCA procedures and guidelines. If necessary, attendance must be logged promptly. Students who are required to attend 'live' class sessions will be counted absent if not in attendance, regardless of parent-entered attendance.

Per SBOE Rule 160-5-1-.02, the minimum number of hours required per school day are as follows:

- Kindergarten 4.5 hours per day
- 1st through 3rd grade 4.5 hours per day
- 4th through 5th grade 5.0 hours per day
- 6th through 12th grade 5.5 hours per day