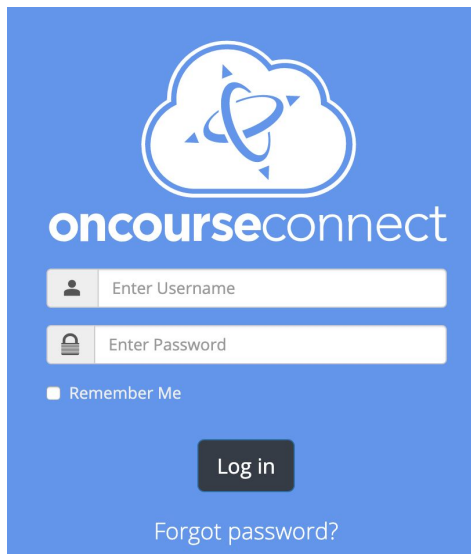


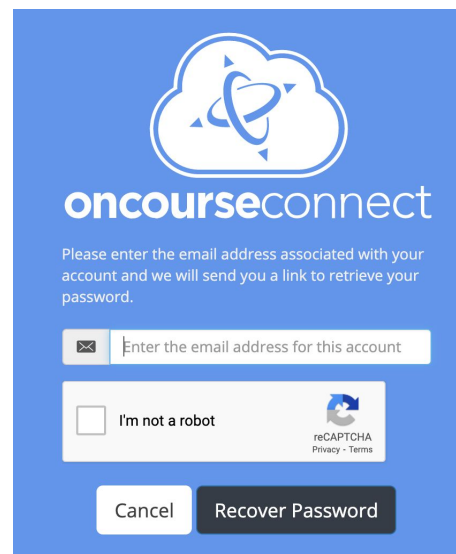
## ONCOURSE CONNECT PARENT/GUARDIAN USER GUIDE

OnCourse Connect is a secure web-based application that provides parents/guardians with real time student information, including student schedules, attendance, transportation information, and academic progress. You can also update your child's information, parent/guardian addresses, and contact information. Additionally, you can enter, add, change, and update emergency contact information, which is available for you to complete at any time.

- Parents/Guardians can log into OnCourse Connect by visiting [www.onscourseconnect.com](http://www.onscourseconnect.com). A link is also available on the district's website ([www.hainesport.k12.nj.us](http://www.hainesport.k12.nj.us)).
- A username and password is required. OnCourse Connect creates all usernames and auto-generated passwords. Usernames begin with the first three letters of your last name followed by numbers. Students have their own usernames and passwords, which are different from the username and password given to parents/guardians.
- The first time you login using the auto-generated password, you will receive a prompt to create a new password of your choice. Your new password is private, and Hainesport Township School will not be able to view your new password.
- If you do not have a username and password, the Main Office can help. To request your OnCourse Connect parent/guardian and/or student login credentials, please contact the Main Office at 609-267-1316 ext. 201.
- If you know your username, but have forgotten your password, the login screen has a "Forgot Password?" option. You will be asked to enter the email address associated with your account in order to receive a retrieval link. If you do not receive a retrieval link from OnCourse, it could mean that your email address has not been added to your OnCourse Connect Guardian Information page or an incorrect email address was entered. Contact the Main Office for assistance.



The login screen features the OnCourse Connect logo at the top. Below the logo are two input fields: "Enter Username" and "Enter Password". A "Remember Me" checkbox is located below the password field. A "Log in" button is positioned at the bottom center, and a "Forgot password?" link is at the bottom right.



The forgot password screen displays the OnCourse Connect logo and the text: "Please enter the email address associated with your account and we will send you a link to retrieve your password." Below this is an input field for the email address. A reCAPTCHA "I'm not a robot" checkbox is present, along with a "reCAPTCHA Privacy - Terms" link. At the bottom, there are "Cancel" and "Recover Password" buttons.

**Please make note of your username and password as you will need this to login to OnCourse Connect in the future. If you forget your username or password in the future, please use the recover password feature again to recover the information.**

If you have more than one child attending Hainesport Township School, you will see a drop-down menu at the top-right of the screen. From the drop-down menu, you can toggle between which child you are viewing. Please login to verify that you are associated with all of the students for which you are the parent/guardian. If you find any errors, or if you are missing students from your OnCourse Connect account, please contact the Main Office.

**Please note:** the updates you make for one child do not automatically apply to your other child(ren). For example, if you have a new home phone number and update your contact information for one child, you will also need to update the home phone number for your other child(ren).

**It is extremely important to maintain updated contact information, demographic information, and emergency contacts. All updates and/or changes are reviewed by the Main Office for approval.**

## ONCOURSE CONNECT FEATURES

### 1. Dashboard

The dashboard serves as your main window into OnCourse Connect, which provides a quick snapshot of your child's status at school. You will see your child's basic information, attendance, grades, homework, and recent assignment grades.

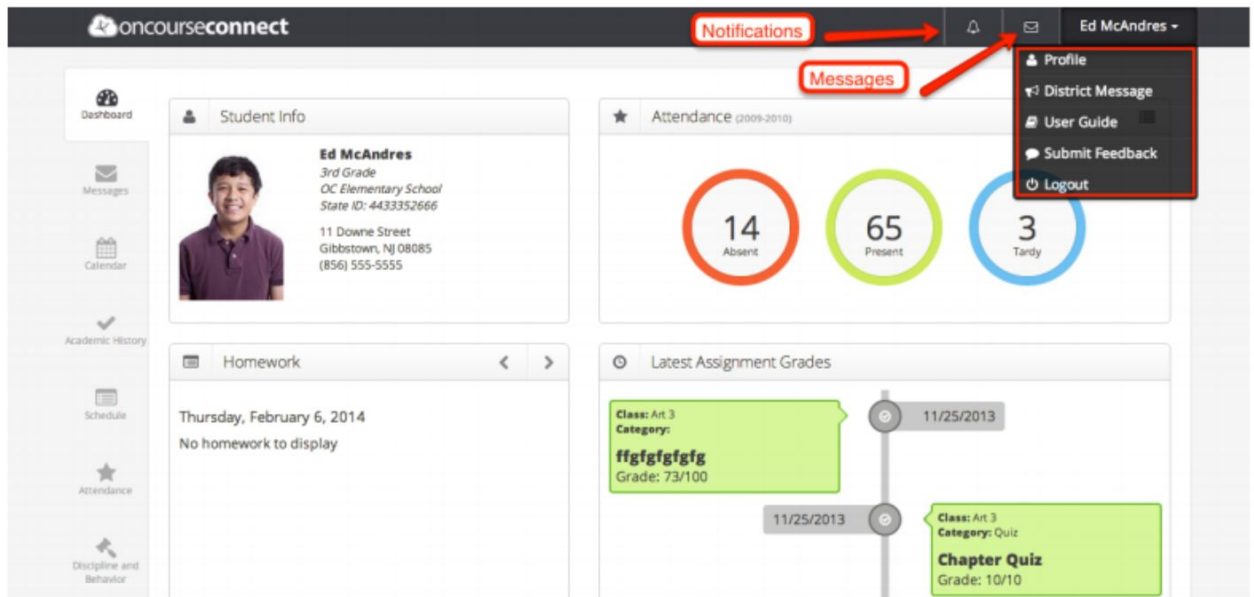
The screenshot shows the OnCourse Connect dashboard for a user named Ed McAndres. The dashboard is divided into several sections:

- Student Info:** Displays a profile picture of Ed McAndres, a 3rd Grade student at OC Elementary School. Contact information includes State ID: 4433352666, address: 11 Downe Street, Gibbstown, NJ 08085, and phone: (856) 555-5555.
- Attendance (2009-2010):** Shows three circular gauges: 14 Absent (red), 65 Present (green), and 3 Tardy (blue).
- Homework:** Shows the date Thursday, February 6, 2014, and the message "No homework to display".
- Latest Assignment Grades:** A vertical timeline showing three assignments for Class: Art 3 on 11/25/2013:
  - Category: Tests, Grade: 73/100
  - Category: Quiz, Chapter Quiz, Grade: 10/10
  - Category: Tests, Chapter Test

A sidebar on the left contains navigation icons for Dashboard, Messages, Calendar, Academic History, Schedule, Attendance, Discipline and Behavior, and Other Student Data. The top right of the dashboard shows the user's name, Ed McAndres, and notification icons.

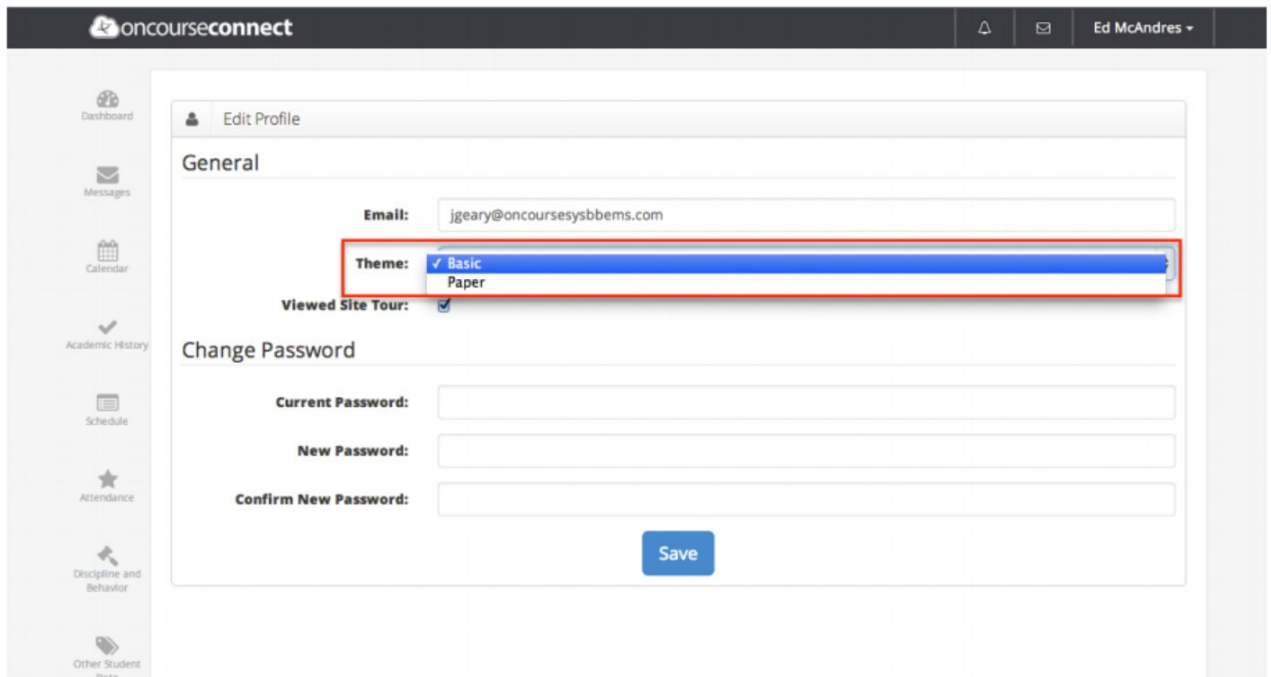
## 2. Toolbar

The toolbar that runs along the top of the portal provides fast access to account notifications, new messages, and your profile. By clicking your child's name under the toolbar, you are able to easily switch between the profiles of any student to which you are connected.



## 3. Profile

From the toolbar, you have access to your account profile. Here you can change your current email address, password, and portal theme.



## 4. Messages

This is your central message hub. You have the ability to filter out read or unread messages, as well as a searching function. Your unread messages will appear in bold.

The screenshot shows a 'Messages' interface with a sidebar on the left containing navigation icons for Dashboard, Messages, Calendar, Academic History, Schedule, Attendance, and Discipline and Behavior. The main area displays a list of messages with the following columns: Sender, Subject, Regarding, and Date. A search bar labeled 'Search Here' is highlighted with a red box.

| Sender            | Subject                                 | Regarding           | Date          |
|-------------------|---|---------------------|---------------|
| Culbertson, Nancy | Test Friday                             | McAndres, Ed Andrew | 2 months ago  |
| Culbertson, Nancy | Test Friday                             | McAndres, Ed Andrew | 2 months ago  |
| Rey, Nic          | Hey guys                                | McAndres, Ed Andrew | 5 months ago  |
| Hunter, Myra      | Welcome Back                            | McAndres, Ed        | 6 months ago  |
| Hunter, Myra      | Welcome Back                            | McAndres, Ed Andrew | 6 months ago  |
| Rey, Nic          | Chapter Test on Friday                  | McAndres, Ed Andrew | 10 months ago |
| Rey, Nic          | School closed for snow.                 | McAndres, Ed Andrew | a year ago    |
| Rey, Nic          | Test is on Friday!                      | McAndres, Ed Andrew | a year ago    |
| Hunter, Myra      | Reminder: Parent Teacher Conference     | McAndres, Ed        | 2 years ago   |
| Hunter, Myra      | Reminder: Parent Teacher Conference     | McAndres, Ed Andrew | 2 years ago   |
| Hunter, Myra      | Parent-Teacher Conference, 4/31, 5:30PM | McAndres, Ed        | 2 years ago   |

## 5. Calendars

Here, you have access to all of the calendars pertinent to your child. Multiple calendars can be tagged on or off, and you can choose a monthly, weekly, or daily view.

The screenshot shows a 'Calendars' interface with a sidebar on the left containing navigation icons for Dashboard, Messages, Calendar, Academic History, Schedule, Attendance, Discipline and Behavior, and Other Student Data. The main area displays a monthly calendar view for February 2014. The view is set to 'Month' (highlighted with a red box). The calendar shows various events for each day of the month.

| Sun | Mon                         | Tue                              | Wed            | Thu          | Fri  | Sat |
|-----|-----------------------------|----------------------------------|----------------|--------------|--|-----|
| 26  | 27                          | 28                               | 29             | 30           | 31   | 1   |
|     | 11a Hamburgers + Tater Tots | 11a Chicken Salad + Apple Slices | 11a Pizza Day! | Garden Salad | 9:15a Wev Staff Meeting<br>11a Roast Beast with Greens |     |
| 2   | 3                           | 4                                | 5              | 6            | 7  | 8   |
|     | 11a Hamburgers + Tater Tots | 11a Chicken Salad + Apple Slices | 11a Pizza Day! | Garden Salad | 9:15a Wev Staff Meeting<br>11a Roast Beast with Greens |     |
| 9   | 10                          | 11                               | 12             | 13           | 14   | 15  |
|     | 11a Hamburgers + Tater Tots | 11a Chicken Salad + Apple Slices | 11a Pizza Day! | Garden Salad | 9:15a Wev Staff Meeting<br>11a Roast Beast with Greens |     |
| 16  | 17                          | 18                               | 19             | 20           | 21   | 22  |
|     | 11a Hamburgers + Tater Tots | 11a Chicken Salad + Apple Slices | 11a Pizza Day! | Garden Salad | 9:15a Wev Staff Meeting<br>11a Roast Beast with Greens |     |

## 6. Academic History

This is a collection of your child's grades, separated by year, along with any comments the teacher has entered into the Grade Book. You can click on any grade to view class assignments.

|   |   |  |  |  |  |   |   |   |   |
|---|---|--|--|--|--|---|---|---|---|
| <ul style="list-style-type: none"> <li>✓ Academic History</li> <li>Schedule</li> <li>★ Attendance</li> <li>🔧 Discipline and Behavior</li> <li>📄 Other Student Data</li> </ul> | <b>Effort</b>   | Is prompt and attentive                          |  |  |  | 3 |   |   |   |
|   | Makes a sincere effort  |  |  |  |  | 2 |   |   |   |
|   | Turns in work on time   |  |  |  |  | 4 |   |   |   |
|   | <b>Language Arts 1 - Culbertson, Nancy</b>  |  |  |  |  |   |   |   |   |
|   | <b>Conduct</b>  | Attentiveness                                    |  |  |  |   |   |   |   |
|   | Follows directions  |  |  |  |  |   |   |   |   |
|   | Works well in groups  |  |  |  |  |   | N |   |   |
|   | <b>Standards</b>  | Conventions - grammar, punctuation, and spelling |  |  |  |   |   |   |   |
|   | Ideas - message is clear and informative  |  |  |  |  |   |   |   |   |
|   | Organizational - sequential, beginning, middle, and end   |  |  |  |  |   |   |   |   |
|   | Sentence Fluency- sentence variations and clear focus   |  |  |  |  |   |   | N |   |
|   | Uses a variety of expressive forms  |  |  |  |  |   |   |   |   |
|   | Voice - reader understands message  |  |  |  |  |   |   |   |   |
|   | <b>Mathematics 1</b>  |  |  |  |  |   |   | A | B |
|   | <b>Mathematics 1 Comments (Hide):</b><br><span style="border: 1px solid red; padding: 2px;">2nd Marking Period - Takes pride in work. Very cooperative student. Hard-working student.</span> <span style="border: 1px solid red; padding: 2px; float: right;">Comments from Grade Book</span> |  |  |  |  |   |   |   |   |
| <b>8th Grade Math - Doga (Teacher), Jill</b>  |   |  |  |  |  |   |   |   |   |

|   |  |                               |                |                 |              |   |                |      |  |
|---|--|-------------------------------|----------------|-----------------|--------------|---|----------------|------|--|
| <ul style="list-style-type: none"> <li>📅 Calendar</li> <li>✓ Academic History</li> <li>Schedule</li> <li>★ Attendance</li> <li>🔧 Discipline and Behavior</li> <li>📄 Other Student Data</li> </ul> | <b>8th Grade Math</b>  | Doga (Teacher), Jill          |                |                 |              |   |                |      |  |
|   | <b>Art 3</b>   | Culbertson, Nancy<br>Rey, Nic | 83 C           |                 | 88 B         |   | 93 A           |      |  |
|   | <b>Art 3 - Culbertson</b><br>Culbertson, Nancy; Rey, Nic<br>1st Marking Period<br>Current Class Grade: 83 C<br>Grade Scale: 93+= A, 85+= B, 75+= C, 60+= U, 0+= F<br>General comments: |                               |                |                 |              |   |                |      |  |
|   | <b>Quiz</b>  |                               |                |                 |              |   |                |      |  |
|   |  | <b>Assignment Name</b>        | <b>Weight*</b> | <b>Due Date</b> | <b>Score</b> | <b>Comments</b>   | <b>Grade %</b> |      |  |
|   |  | Chapter Quiz                  | 2%             | 07/06/2010      | 10/10        | Assignment Comment: Student was very well-prepared for this test. | 100%           |      |  |
|   |  | <b>Category Grade</b>         |                |                 |              |   |                | 100% |  |
|   | <b>Tests</b>   |                               |                |                 |              |   |                |      |  |
|   |  | <b>Assignment Name</b>        | <b>Weight*</b> | <b>Due Date</b> | <b>Score</b> | <b>Comments</b>   | <b>Grade %</b> |      |  |
|   |  | Chapter                       | 19.6%          | 12/22/2009      | 88/100       |   | 88%            |      |  |
|   | Chapter Test   | 0%                            | 01/15/2010     | 99/100          |              | 99%   |                |      |  |
|   | <b>Category Grade</b>  |                               |                |                 |              |   | 88%            |      |  |
|   | <b>Homework</b>  |                               |                |                 |              |   |                |      |  |

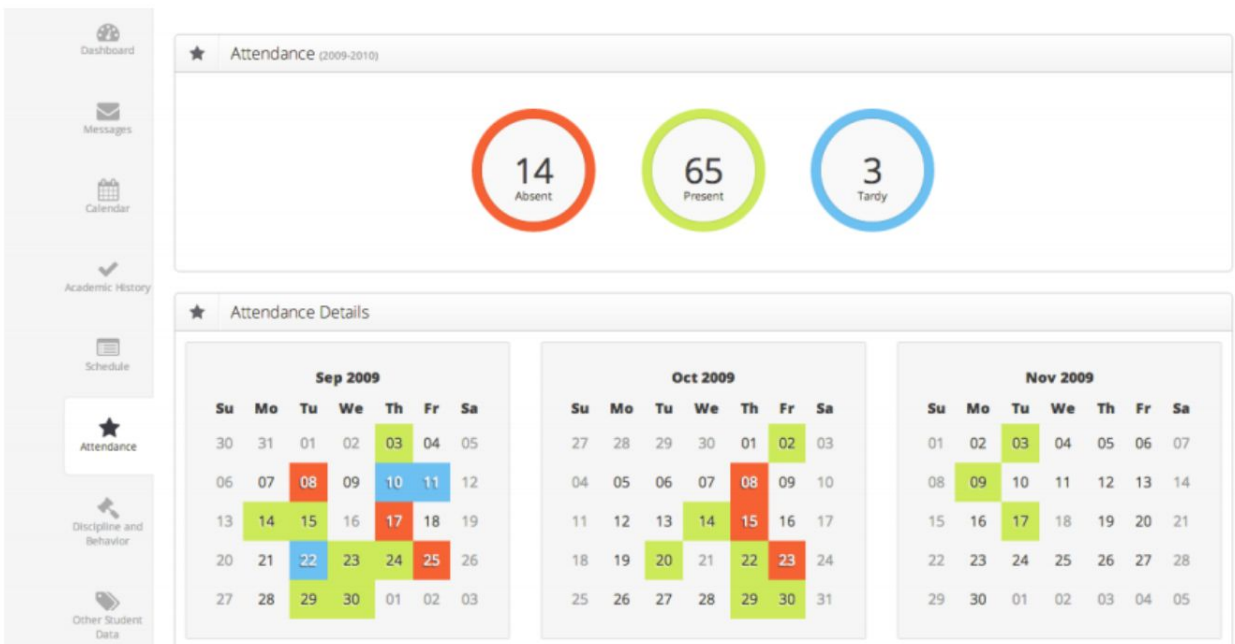
## 7. Schedule

This tab provides a view of your child's current schedule, with an option to print.

| Period   | Class                        | Instructor                             | Term         | Day  | Room |
|----------|------------------------------|--|--------------|--|------|
| Period 0 | Homeroom 3 - Culbertson      | Bertulis (Teacher), A., Culbertson, N. | All Year     | Mon  | B201 |
| Period 0 | Homeroom 3 - Culbertson      | Bertulis (Teacher), A., Culbertson, N. | All Year     | Tues   | C301 |
| Period 1 | Language Arts 3 - Culbertson | Culbertson, N.                         | All Year     | Green Day  | A101 |
| Period 1 | Social Studies 3 - 103       |  | All Year     | Green Day  | B201 |
| Period 1 | Astronomy - Doga             | Doga (Teacher), J.                     | All Year     | Mon, Fri   | C301 |
| Period 2 | Mathematics 1 - 101          | Rey, N.                                | All Year     | Mon, Tues, Wed, Thurs, Fri, Green Day, Yellow Day, Blue Day, Red Day | C301 |
| Period 2 | Computers 3 - Dibuoan        | DETEACHER, D.                          | 1st Semester | Mon, Thurs, Fri  | C301 |
| Period 2 | Science 3 - 101              | Culbertson, N.                         | All Year     | Green Day  | D401 |
| Period 2 | Computers 3 - Rey            | Rey, N.                                | MP1 ONLY     | Mon, Tues, Wed, Thurs, Fri   | B201 |

## 8. Attendance

This tab will show a more detailed attendance history for your child. It is color-coded for easy viewing, showing total attendance values at the top with a calendar view underneath.





## 9. Discipline and Behavior

This tab will allow you to see any discipline incidents in which your child was involved. You also have a searching function.

| Offense:                           | Date:       | Location:  | Created By:              | Referred By:     |
|------------------------------------|-------------|------------|--------------------------|------------------|
| Fighting (spontaneous)             | 4 years ago | Library    | Hunter, Myra             | Bob Jones        |
| Cafeteria misbehavior              | 4 years ago | Classroom  | Rodriguez, Sandra        | Bob Jones        |
| Fighting (spontaneous)             | 4 years ago | Classroom  | Hunter, Myra             | Bob Jones        |
| Fighting (spontaneous)             | 4 years ago | Classroom  | Bertulis (admin), Andrea | Bob Jones        |
| Harassment, intimidation, bullying | 4 years ago | Playground | Bertulis (admin), Andrea | Jon James        |
| Cafeteria misbehavior              | 4 years ago | Bus        | Hunter, Myra             |                  |
| Fighting (spontaneous)             | 4 years ago | Bus        | Hunter, Myra             |                  |
| Gross defiance Insubordination     | 4 years ago | Playground | Bertulis (admin), Andrea | Andrea           |
| Constant classroom disruption      | 4 years ago | Library    | Culbertson, Nancy        |                  |
| Bullying                           | 4 years ago | Bathroom   | Hunter, Myra             |                  |
| Profanity                          | 4 years ago | Classroom  | Hunter, Myra             |                  |
| Arson                              | 4 years ago | Bathroom   | Hunter, Myra             |                  |
| Bullying                           | 4 years ago | Bus        | Culbertson, Nancy        | DDDDDDDDDDDDDDDD |

## 10. Other Student Data

This final tab provides any miscellaneous information about your child such as transportation information.

| Other Student Data   |                        |                        |
|--|------------------------|------------------------|
| <table border="1"> <tr> <td><b>Gender</b><br/>M</td> <td><b>Counselor</b><br/>NA</td> </tr> </table> | <b>Gender</b><br>M     | <b>Counselor</b><br>NA |
| <b>Gender</b><br>M   | <b>Counselor</b><br>NA |                        |