

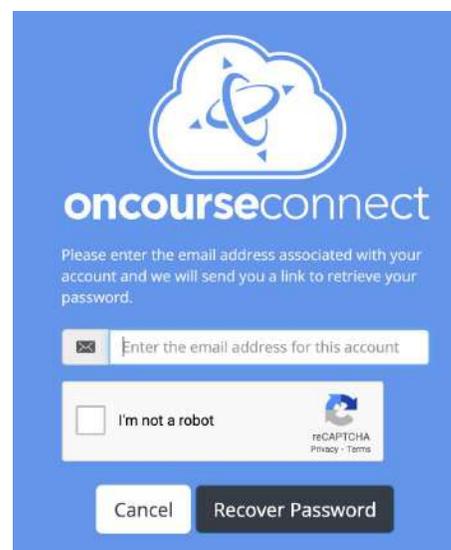
ONCOURSE CONNECT PARENT/GUARDIAN USER GUIDE

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. A link is also available on the district's website (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 password recovery screen features the OnCourse Connect logo at the top. Below the logo is a text prompt: "Please enter the email address associated with your account and we will send you a link to retrieve your password." This is followed by an input field for the email address. Below the input field is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. 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.

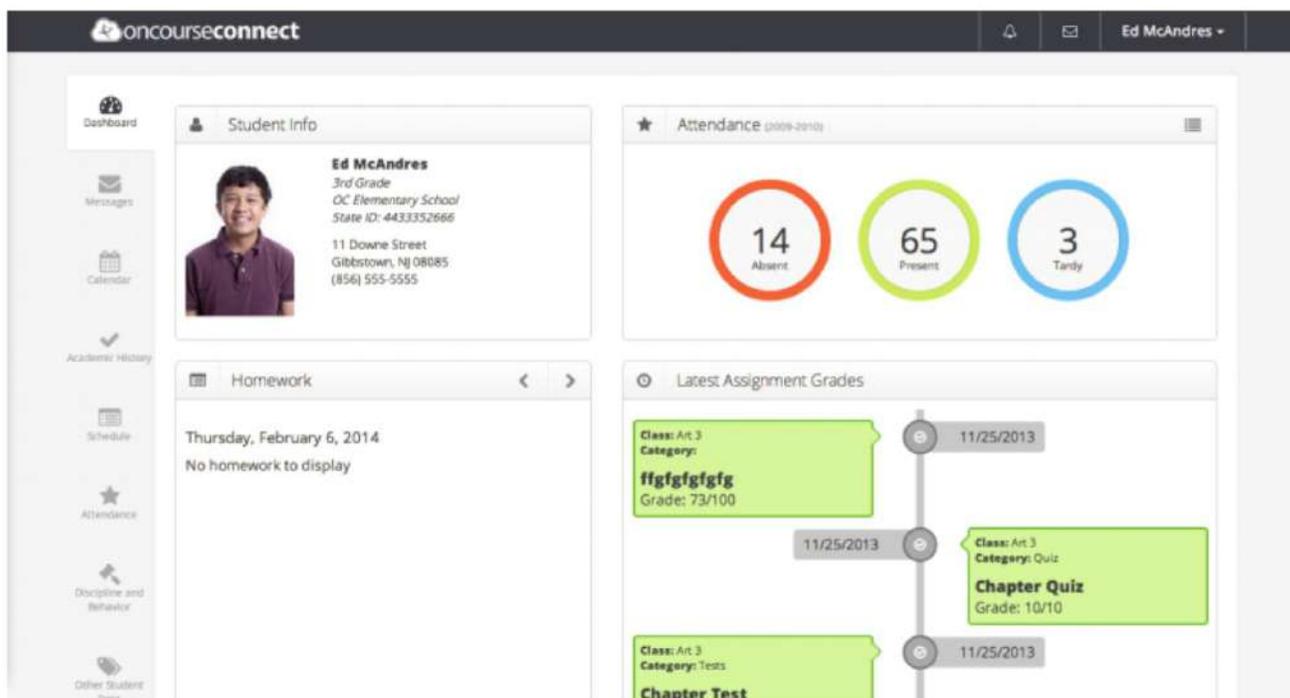
Please note: the updates you make for one child do not automatically apply to your other child(ren). For example, if you have a new home phone number and update your contact information for one child, you will also need to update the home phone number for your other child(ren).

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

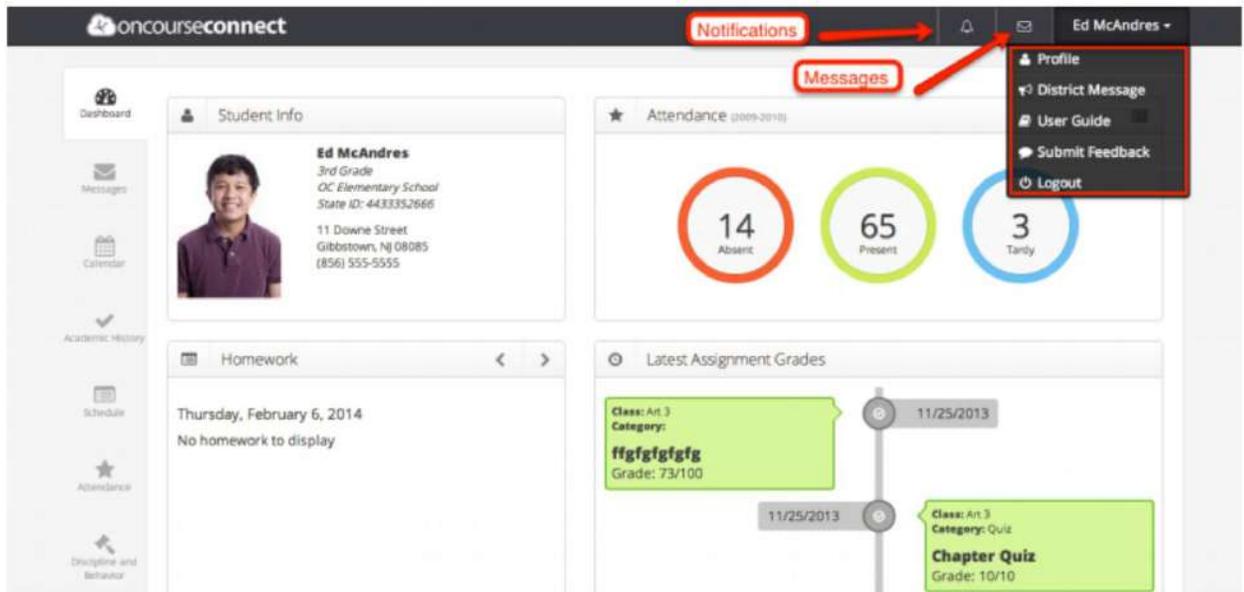
1. Dashboard

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.



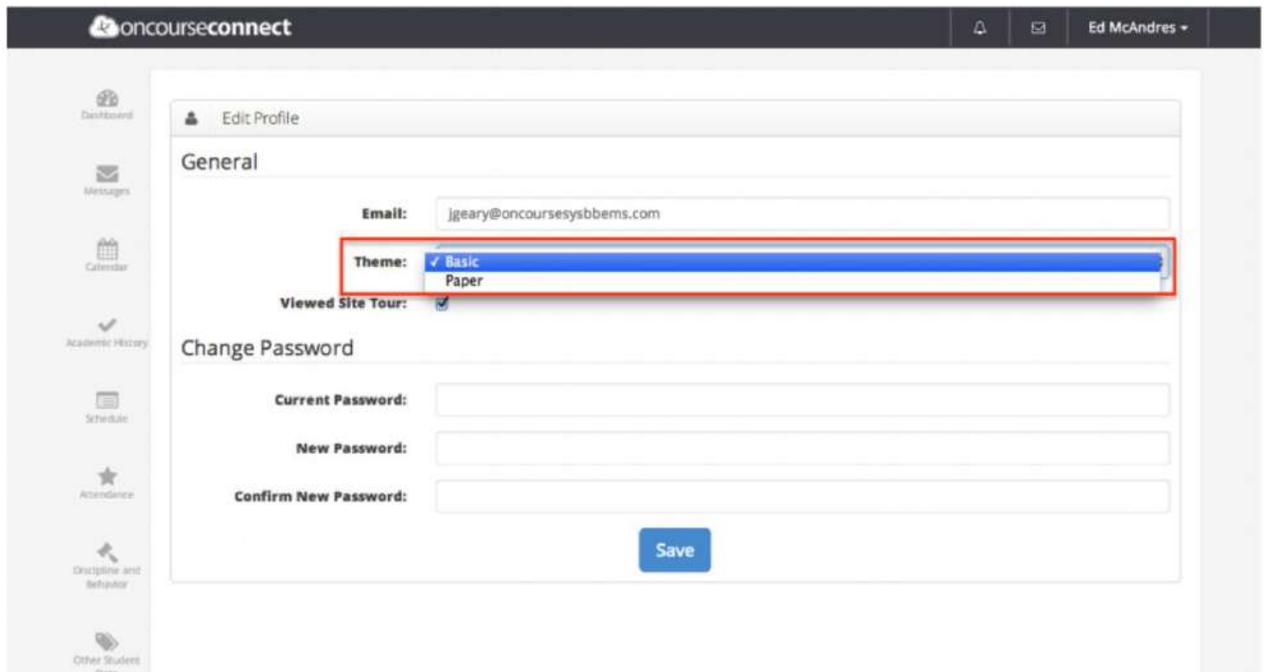
2. Toolbar

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.



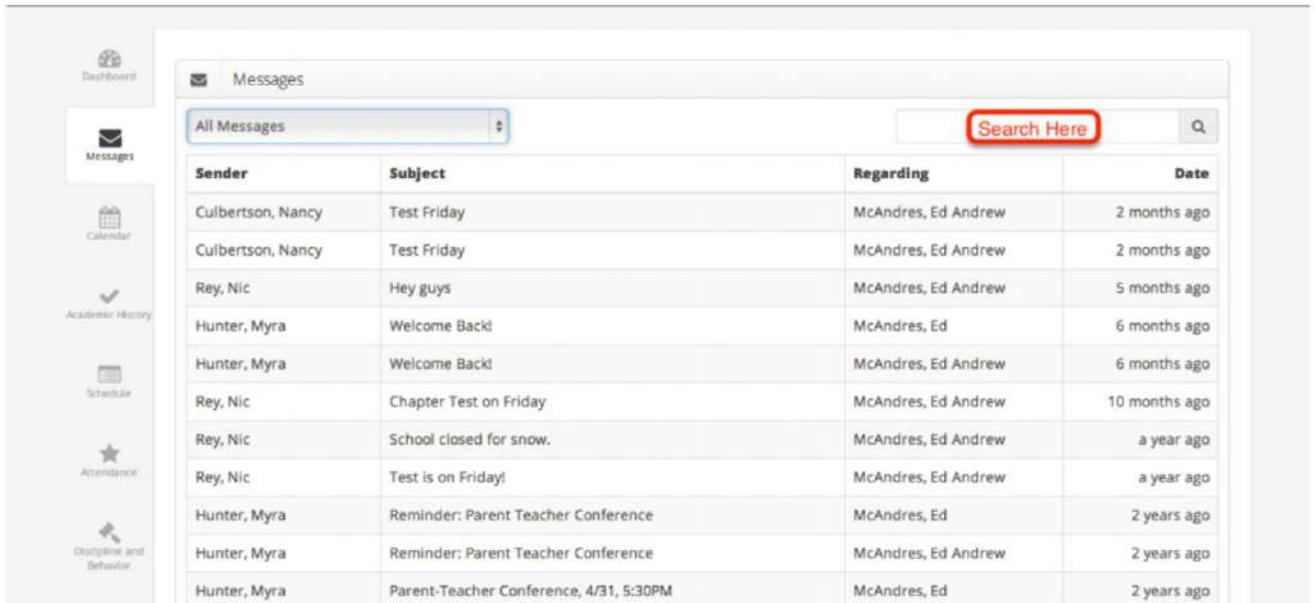
3. Profile

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.

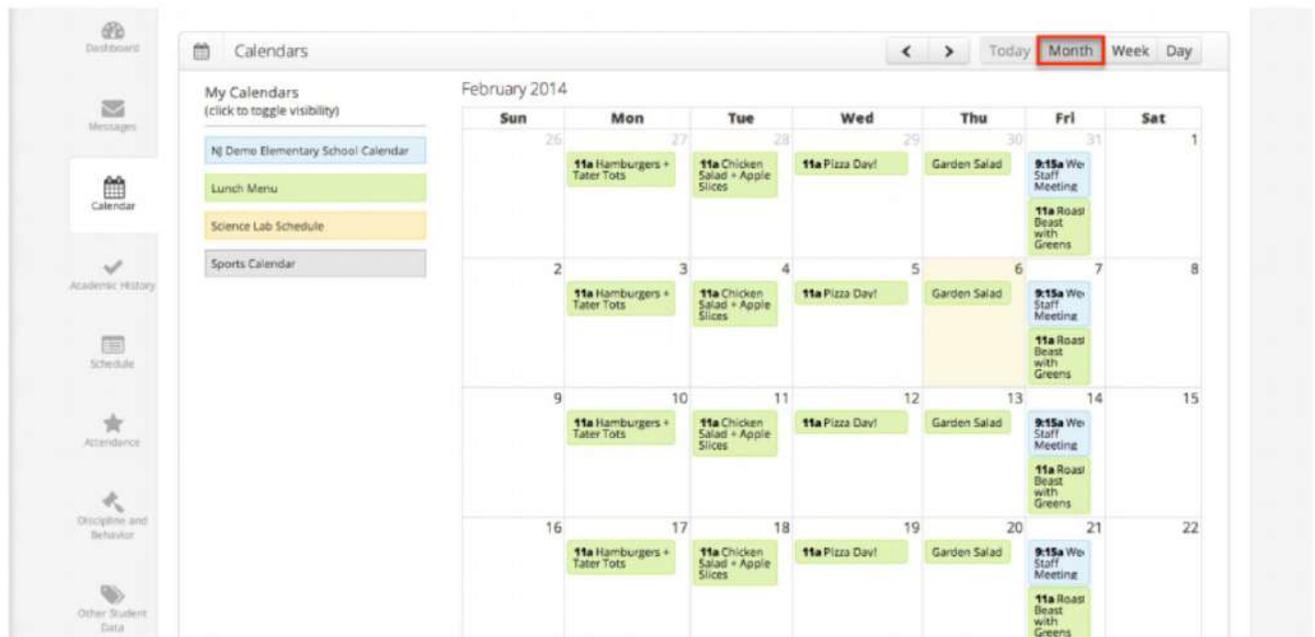


The screenshot shows a web interface for viewing messages. On the left is a sidebar with navigation icons for Dashboard, Messages, Calendar, Academic History, Schedule, Attendance, and Discipline and Behavior. The main area is titled 'Messages' and features a search bar with the text 'Search Here' highlighted in a red box. Below the search bar is a table of messages.

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 web interface for viewing calendars. On the left is a sidebar with navigation icons for Dashboard, Messages, Calendar, Academic History, Schedule, Attendance, Discipline and Behavior, and Other Student Data. The main area is titled 'Calendars' and features a view selector with 'Month' highlighted in a red box. Below the view selector is a calendar grid for February 2014.

My Calendars (click to toggle visibility)

- NJ Demo Elementary School Calendar
- Lunch Menu
- Science Lab Schedule
- Sports Calendar

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 We Staff Meeting 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 We Staff Meeting 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 We Staff Meeting 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 We Staff Meeting 11a Roast Beast with Greens	

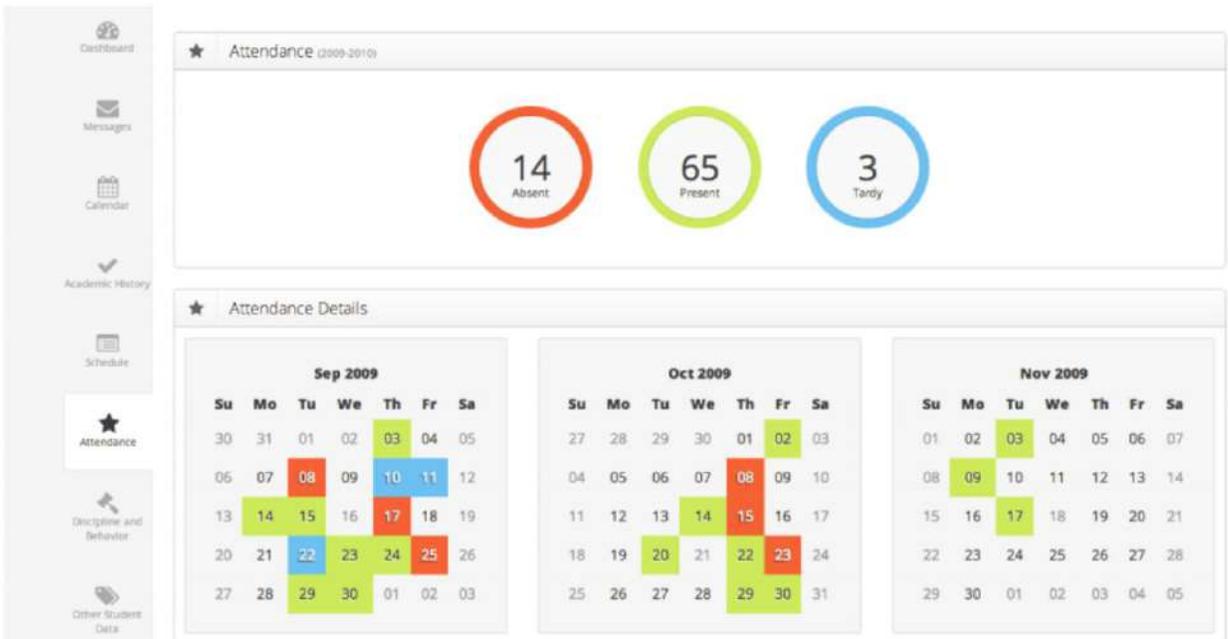
7. Schedule

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 - Dibuon	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.

Gender	Counselor
M	NA