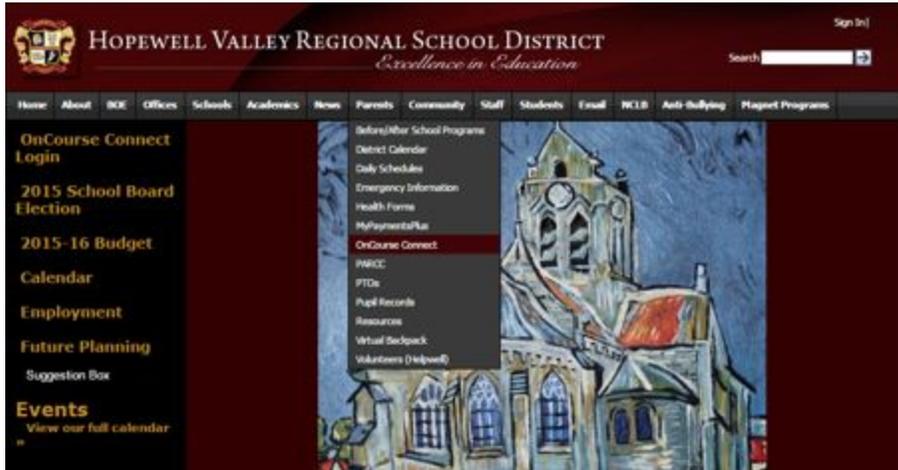


## 6 - 12 GUIDE TO ONCOURSE CONNECT

Parents and students can log into OnCourse Connect in two ways:

1. By visiting [www.oncourseconnect.com](http://www.oncourseconnect.com)
2. By visiting [www.hvrtd.org](http://www.hvrtd.org) and clicking on OnCourse Connect from the drop-down menu under “Parents” or “Students”:



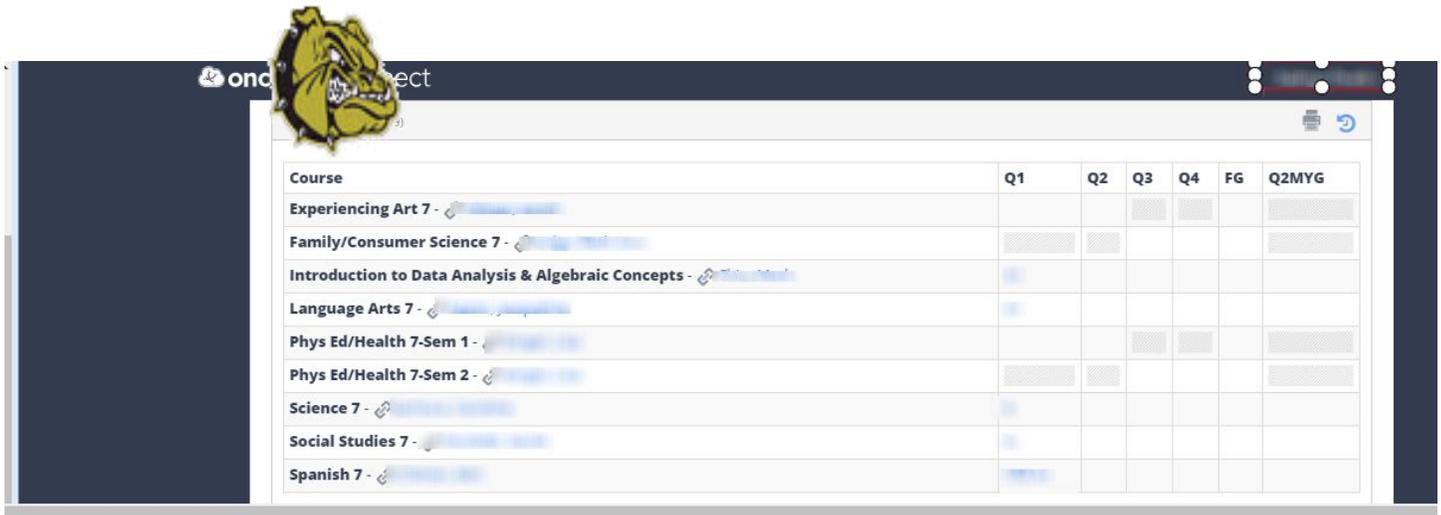
Parents and students should log in to OnCourse Connect. Please remember that usernames are auto-generated and cannot be changed, and that usernames and passwords are case sensitive. Forgotten passwords can be retrieved by clicking “Forgot Password” at the bottom of the screen. If you have forgotten your username you can email our helpdesk at [helpdesk@hvrtd.org](mailto:helpdesk@hvrtd.org).



## DASHBOARD

After logging into OnCourse Connect, the first screen that appears is the dashboard. The dashboard serves as your main window into OnCourse Connect. It gives you a quick snapshot of your student's status at school. You will see the student's basic information, attendance, To Do list, and current assignment grades, as well as running averages and teacher websites.

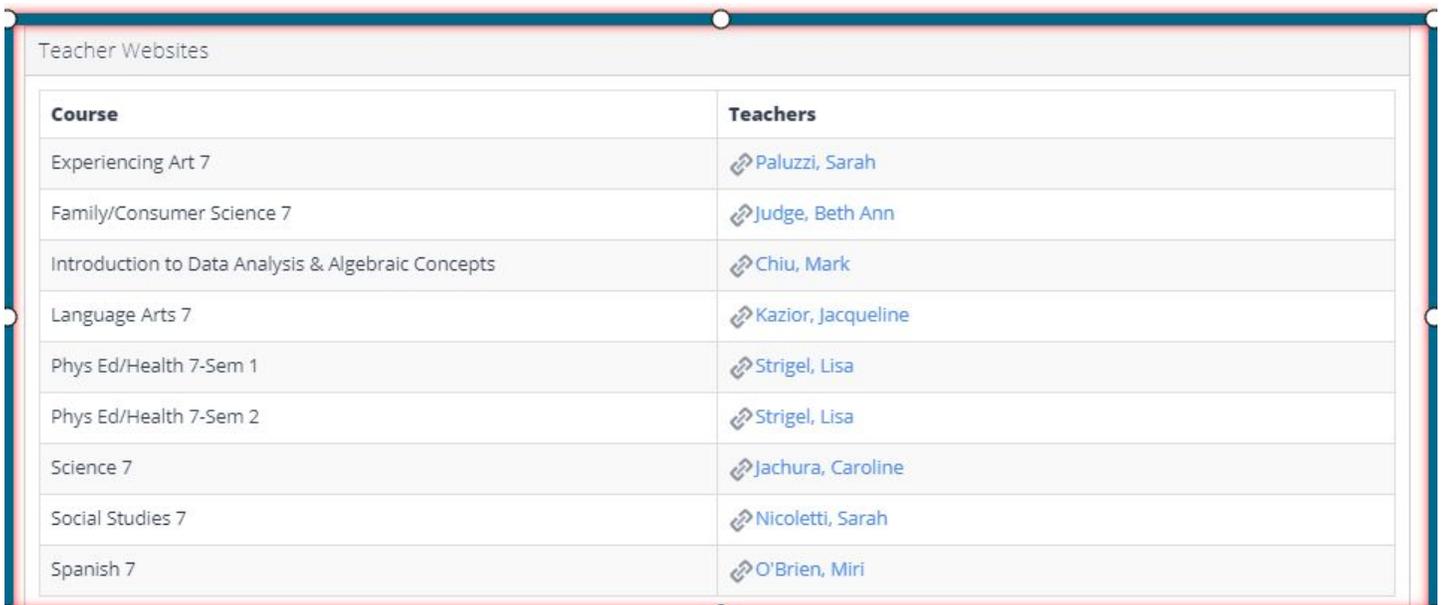
### Running Averages



The screenshot shows the OnCourse Connect dashboard with a bulldog logo in the top left. A table displays running averages for various courses. The columns are labeled Q1, Q2, Q3, Q4, FG, and Q2MYG. The rows list courses with corresponding grade indicators in the table cells.

Course	Q1	Q2	Q3	Q4	FG	Q2MYG
Experiencing Art 7 - <a href="#">View Website</a>						
Family/Consumer Science 7 - <a href="#">View Website</a>						
Introduction to Data Analysis & Algebraic Concepts - <a href="#">View Website</a>						
Language Arts 7 - <a href="#">View Website</a>						
Phys Ed/Health 7-Sem 1 - <a href="#">View Website</a>						
Phys Ed/Health 7-Sem 2 - <a href="#">View Website</a>						
Science 7 - <a href="#">View Website</a>						
Social Studies 7 - <a href="#">View Website</a>						
Spanish 7 - <a href="#">View Website</a>						

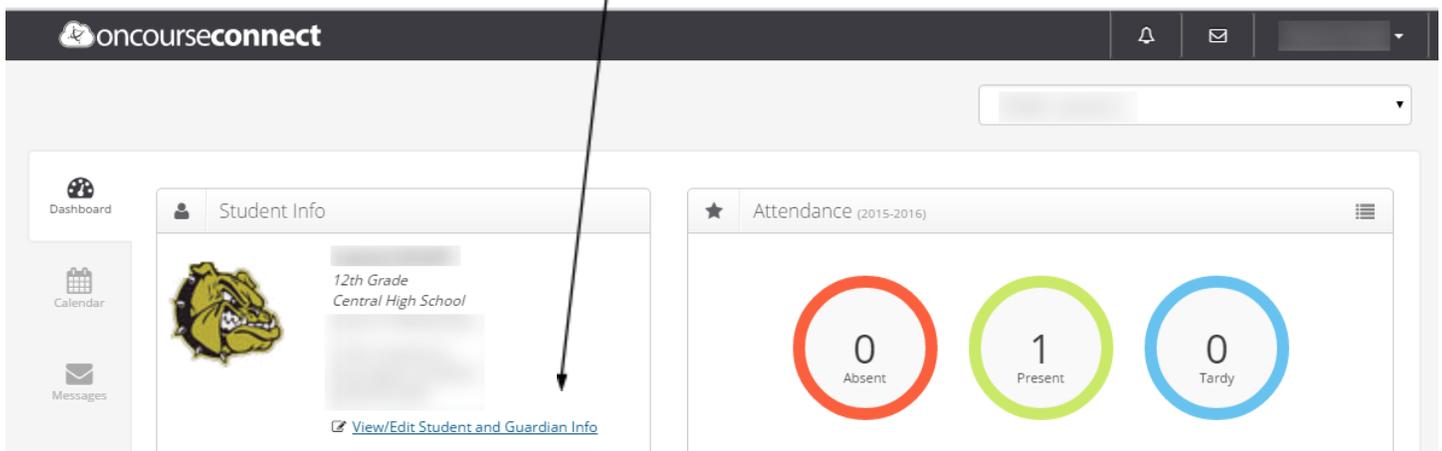
### Teacher Websites



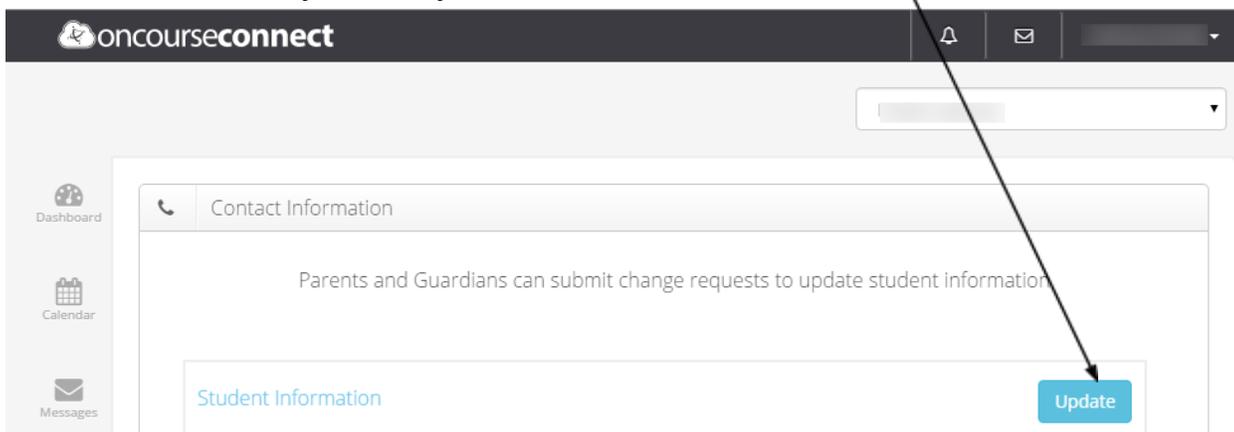
The screenshot shows the 'Teacher Websites' section of the dashboard. It contains a table with two columns: 'Course' and 'Teachers'. Each row lists a course and the name of the teacher, with a link icon next to the name.

Course	Teachers
Experiencing Art 7	<a href="#">Paluzzi, Sarah</a>
Family/Consumer Science 7	<a href="#">Judge, Beth Ann</a>
Introduction to Data Analysis & Algebraic Concepts	<a href="#">Chiu, Mark</a>
Language Arts 7	<a href="#">Kazior, Jacqueline</a>
Phys Ed/Health 7-Sem 1	<a href="#">Strigel, Lisa</a>
Phys Ed/Health 7-Sem 2	<a href="#">Strigel, Lisa</a>
Science 7	<a href="#">Jachura, Caroline</a>
Social Studies 7	<a href="#">Nicoletti, Sarah</a>
Spanish 7	<a href="#">O'Brien, Miri</a>

Requests for changes to demographic information can also be made through the dashboard by clicking on “View/Edit Student and Guardian Info”.



Requests can be made through this screen by clicking “Update” and making alterations to the information currently in the system.



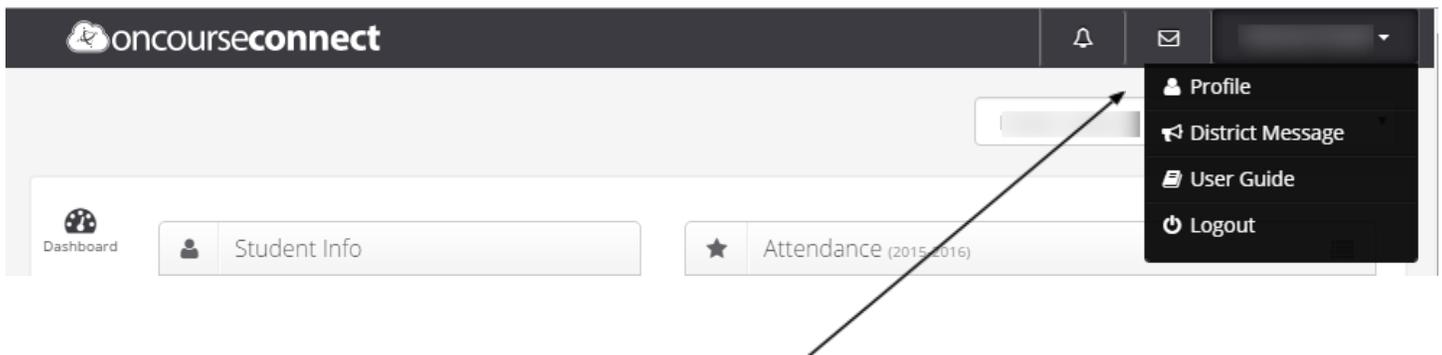
 = Green marker indicates a change has been previously made for a field and will display the requested edit awaiting submission/approval.

## Make Change Requests Below:

All changes need to be approved by the District Registrar. Please allow at least 72 hours for these changes to be reflected in the system.

### TOOLBAR

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



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

**Edit Profile**

**General**

**Email:**

**Theme:**

**Viewed Site Tour:**

**Change Password**

**Current Password:**

**New Password:**

**Confirm New Password:**

**Save**

## CALENDAR

The calendar tab is located on the left side of the screen. Currently, the primary building calendars are located on the district webpage and the OnCourse calendar will not provide updated building information.

**Calendars**

September 2015

My Calendars (click to toggle visibility)

Central High School Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3



## SCHEDULE

This tab provides basic information about your student's schedule, with an option to print.

Period	Class	Instructor	Term	Day	Room
HR	Homeroom/Advisory 8 - [REDACTED]	[REDACTED]	All Year	A Day, B Day	[REDACTED]
1	Algebra Part B 8 - 21	[REDACTED]	All Year	A Day, B Day	[REDACTED]
2	Phys Ed/Health 8-Sem 1 - 24	[REDACTED]	Semester 1	A Day, B Day	[REDACTED]
2	Phys Ed/Health 8-Sem 2 - 24	[REDACTED]	Semester 2	A Day, B Day	[REDACTED]
3	Language Arts 8 - 21 CC	[REDACTED]	All Year	A Day, B Day	[REDACTED]
4	Social Studies 8 - 23	[REDACTED]	All Year	A Day, B Day	[REDACTED]
5	Spanish 8 - 03	[REDACTED]	All Year	A Day, B Day	[REDACTED]
6	Science 8 - 24 Para	[REDACTED]	All Year	A Day, B Day	[REDACTED]
7	3-D Art 8 A/B - 01	[REDACTED]	All Year	A Day	[REDACTED]
7	Performing Arts - Advanced A/B - 02	[REDACTED]	All Year	B Day	[REDACTED]

## ATTENDANCE

The attendance tab is also located on the left side of the screen. This tab will show a more detailed attendance history for your student. It is color-coded for easy viewing, showing total attendance values at the top with a calendar view underneath.

Attendance (2015-2016)

0 Absent    4 Present    0 Tardy

Attendance Details

Jul 2015							Aug 2015							Sep 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	01	02	03	04	26	27	28	29	30	31	01	30	31	01	02	03	04	05
05	06	07	08	09	10	11	02	03	04	05	06	07	08	06	07	08	09	10	11	12
12	13	14	15	16	17	18	09	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31	01	23	24	25	26	27	28	29	27	28	29	30	01	02	03
							30	31	01	02	03	04	05							

## OTHER STUDENT DATA

The Other Student Data tab is also listed on the left side of the screen. This tab provides important information about transportation, lunch program details, and other topics.

The screenshot shows the 'Other Student Data' tab selected in the sidebar. The main content area contains the following data fields:

<b>Homeroom Teacher</b>	<b>Horizon: Lunch Pin</b>	<b>Local ID</b>
<b>Transportation: AM Stop</b>	<b>Transportation: AM Bus #</b>	<b>Transportation: AM Bus Time</b>
<b>Transportation: PM Stop</b>	<b>Transportation: PM Bus #</b>	<b>Transportation: PM Bus Time</b>
<b>Locker #</b>	<b>Locker Combination</b>	