

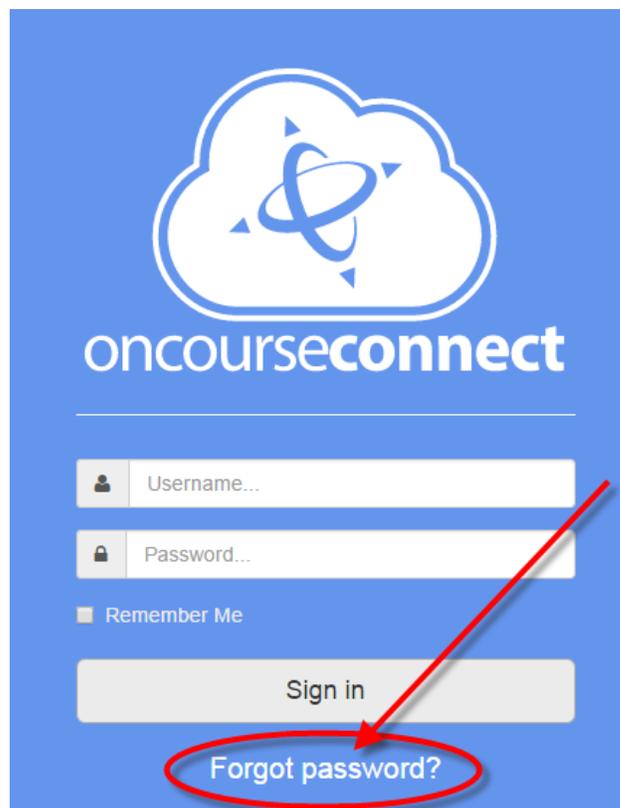
## **K – 5 GUIDE TO ONCOURSE CONNECT**

Parents can log into OnCourse Connect in two ways:

1. By visiting [www.onsourceconnect.com](http://www.onsourceconnect.com)
2. By visiting [www.hvrsd.org](http://www.hvrsd.org) and clicking on OnCourse Connect in the *Quick Links* (diamonds) area:



Parents should log in to OnCourse Connect using the credentials that were provided by the district. 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 the “Forgot password?” link at the bottom of the screen.



# DASHBOARD

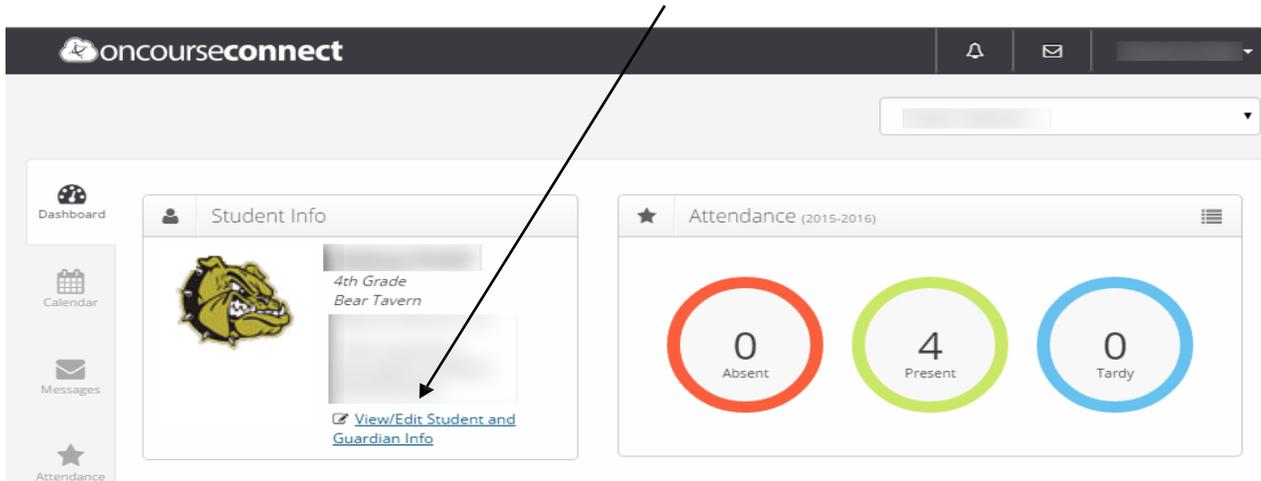
After logging into OnCourse Connect, the first screen that appears is the dashboard. The dashboard serves as your main window into OnCourse Connect. It gives you a quick snapshot of your student's status at school. You will see the student's basic information (1), attendance (2), and homework (3), as well as teacher websites (4).

The screenshot displays the OnCourse Connect dashboard interface. At the top, the 'oncourseconnect' logo is visible on the left, and notification, email, and user profile icons are on the right. A search bar is located below the header. On the left side, there is a vertical navigation menu with icons for Dashboard, Calendar, Messages, Attendance, and Other Student Data. The main content area is divided into four sections:

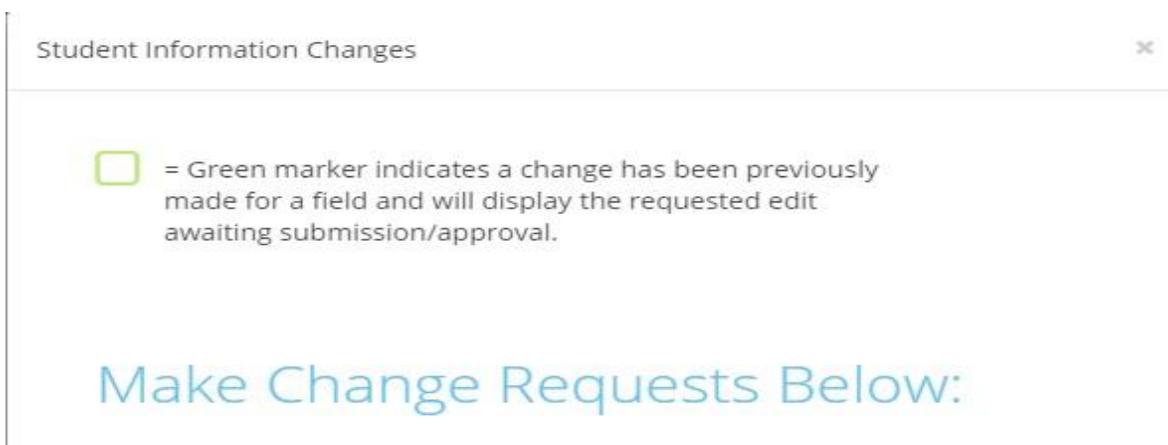
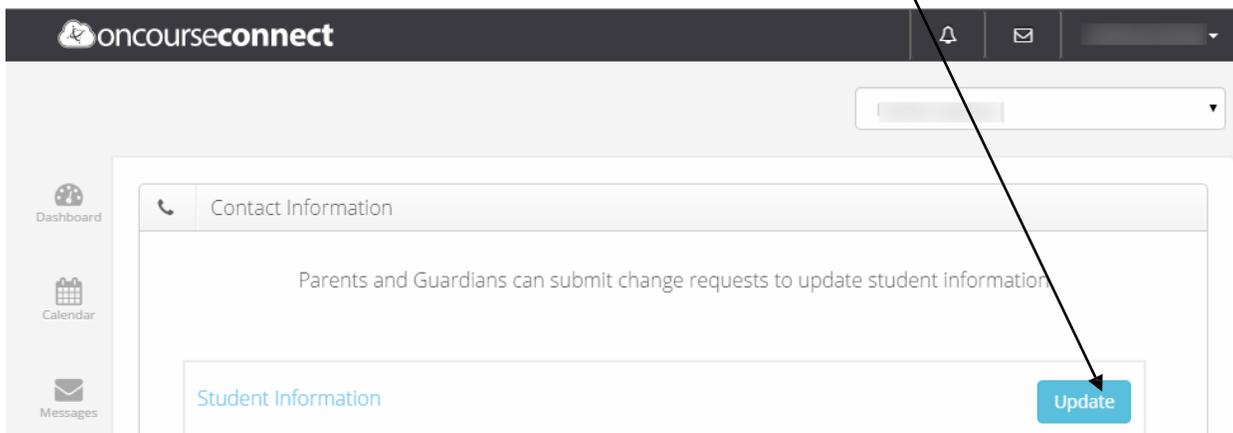
- Student Info (1):** Features a bulldog mascot logo, the text '4th Grade Bear Tavern', and a link to 'View/Edit Student and Guardian Info'.
- Attendance (2):** Shows three circular gauges for the 2015-2016 school year: Absent (0), Present (4), and Tardy (0).
- Homework (3):** Lists assignments for Monday, September 14, 2015, including '4th Grade Reading - 1' (DEAR 20 Mins and Complete LOG) and '4th Grade Math - 1' (SL).
- Teacher Websites (4):** A table listing courses and their respective teachers.

Course	Teachers
4th Grade Art	[Teacher Name]
4th Grade General Music	[Teacher Name]
4th Grade Math	[Teacher Name]
4th Grade Orchestra Lessons	[Teacher Name]
4th Grade Physical Education	[Teacher Name]
4th Grade Reading	[Teacher Name]
4th Grade Science	[Teacher Name]
4th Grade Social Studies	[Teacher Name]
4th Grade Spanish	[Teacher Name]

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



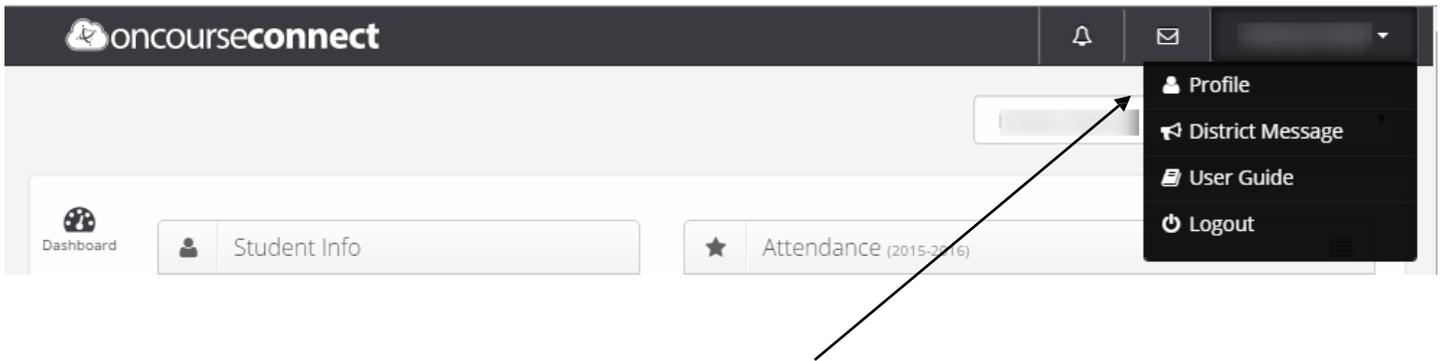
Requests can be made through this screen by clicking “Update” and making alterations to the information currently in the system.



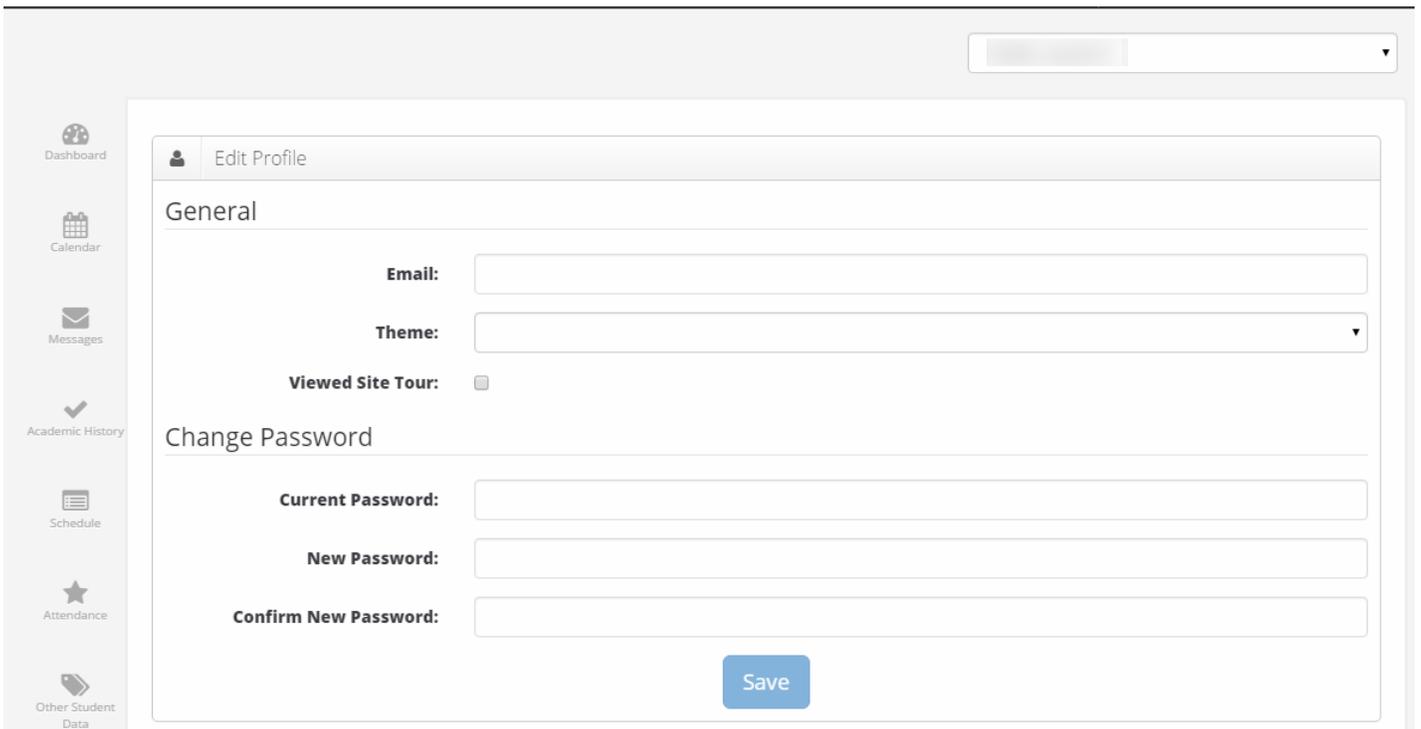
All changes need to be approved by the District Registrar. Please allow at least 72 hours for these changes to be reflected in the system.

## 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.



## 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

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

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

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

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

## 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 displays the 'oncourseconnect' interface. At the top, the logo 'oncourseconnect' is on the left, and the user name 'Ima Student' is on the right. A sidebar on the left contains navigation icons for Dashboard, Calendar, Announcements, Academic History, and Other Student Data. The main content area is titled 'Other Student Data' and contains a grid of nine data cards:

<b>Homeroom Teacher</b> [Redacted]	<b>Local ID</b> [Redacted]	<b>PayForIt: Current Balance</b> [Redacted]
<b>Transportation: AM Stop</b> [Redacted]	<b>Transportation: AM Bus #</b> [Redacted]	<b>Transportation: AM Bus Time</b> [Redacted]
<b>Transportation: PM Stop</b> [Redacted]	<b>Transportation: PM Bus #</b> [Redacted]	<b>Transportation: PM Bus Time</b> [Redacted]