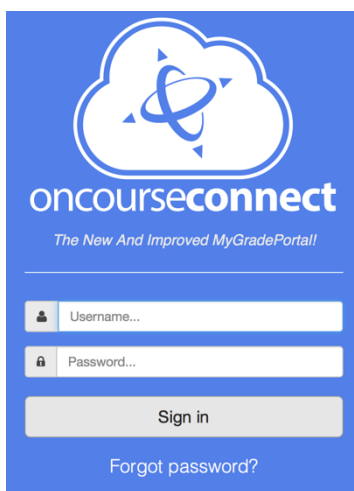# Canfield Avenue School Parent Portal Instructions

Canfield Avenue School is proud to offer parents and students the opportunity to get actively involved in monitoring students' learning. Please use these instructions as a guide to help you navigate and explore all of the features the parent portal has to offer.

To log into the Parent Portal please type in www.oncourseconnect.com into any web browser.

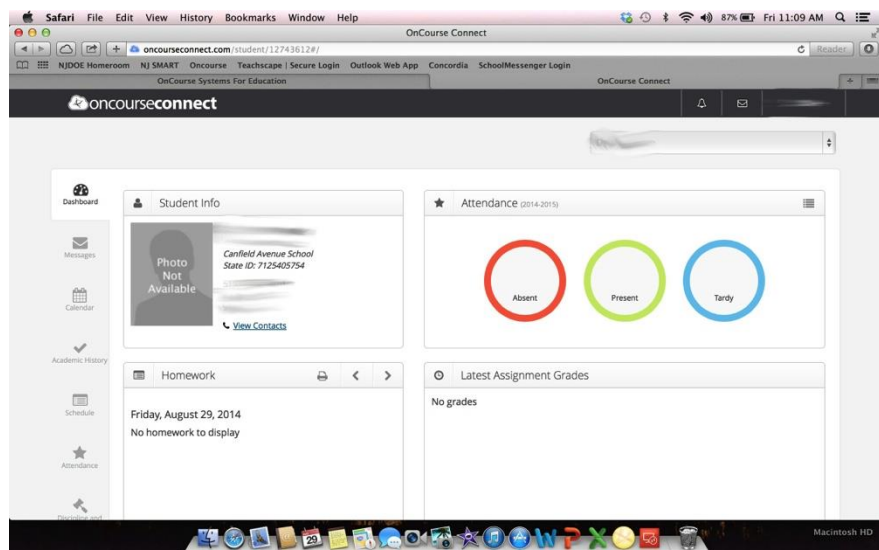***FOR EXISTING USERS, USER NAMES AND PASSWORDS HAVE NOT CHANGED.**

For NEW USERS, on the initial login screen, please enter the username and the temporary password exactly as they appear on the letter you received, and click sign in.
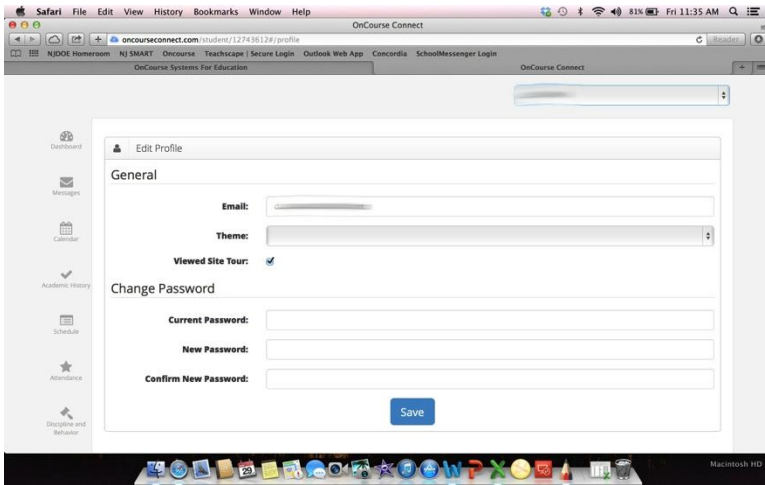

Once you enter the site you will see the district welcome message. Scroll to the bottom and click continue and you will now be prompted to change your password.

On the dashboard screen, you will see your name in the top right corner, your child's name just below yours in the top right (If you have more than one child in CAS, they will all appear in the drop down menu.), and all of the search features that the portal offers.
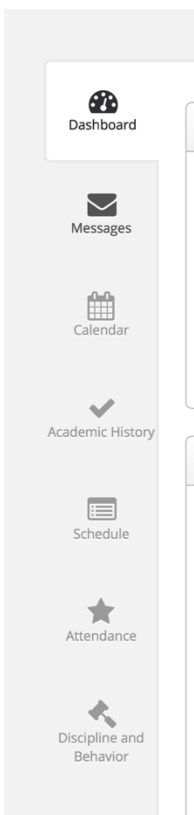
To Edit your Profile information: change your email address or password – simply click on your name in the top right corner and select "Profile". In the window that opens, you can change the information. Please remember to click "Save" after you've finished. Below is a screen shot of the Edit Profile Page:

You can return to the dashboard screen by clicking on the "dashboard" icon on the left side of the screen. Beneath the dashboard icon on the left hand side of the page, you will find a variety of labeled icons that lead to additional areas to explore. Simply clicking on these tabs will open each feature and its contents. Below is a picture and brief description of those areas.

Dashboard: Displays student picture and contact information, attendance quick view, homework, upcoming grades, and detailed grade listing.

Messages: Parents and students can view general announcements sent by the teacher and/or district.

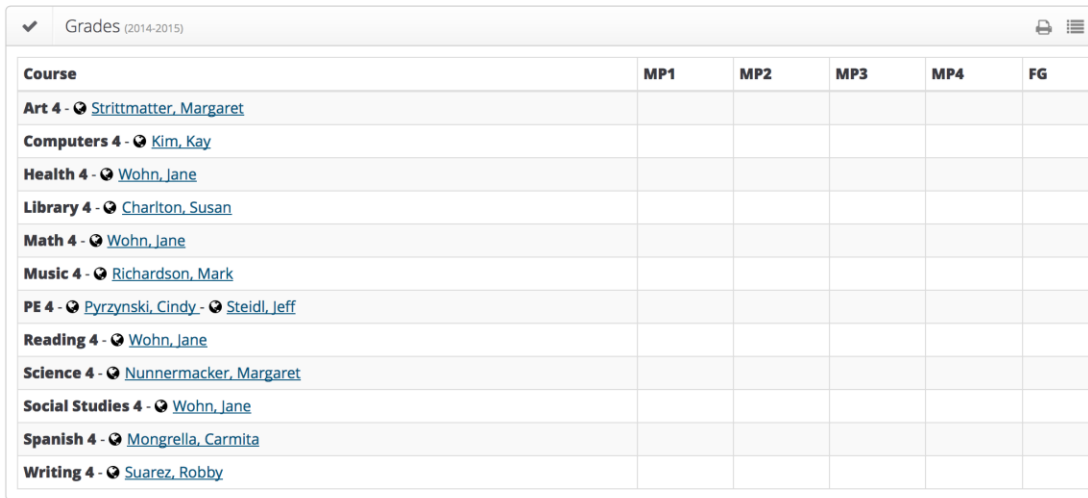**Calendar:** Displays information placed by the district and/or teacher.

Academic History: Displays previous marking period grades.

Schedule: Display of the student schedule. Lists the courses, teachers, days the class meets, and the room number.

Attendance: Displays the student's attendance status. Shows calendar and the number of days absent, present, and tardy.

Discipline and Behavior: Displays incidents, dates, and locations of any incidents of behavior.

Viewing Grades: Scrolling down to the bottom of the <u>dashboard</u> page allows you to quickly check your child's grades. Listed are the courses, teachers, and marking periods. Clicking on the teacher's name will take you to their websites where you can find additional information. A sample picture is shown below.

Course	MP1	MP2	MP3	MP4	FG
Art 4 - ⊘ Strittmatter, Margaret					
Computers 4 - ⊘ Kim, Kay					
Health 4 - ⊘ Wohn, Jane					
Library 4 - ⊘ Charlton, Susan					
Math 4 - ⊘ Wohn, Jane					
Music 4 - ⊘ Richardson, Mark					
PE 4 - ⊘ Pyrzynski, Cindy - ⊘ Steidl, Jeff					
Reading 4 - ⊘ Wohn, Jane					
Science 4 - ⊘ Nunnermacker, Margaret					
Social Studies 4 - ⊘ Wohn, Jane					
Spanish 4 - ⊘ Mongrella, Carmita					
Writing 4 - ⊘ Suarez, Robby					

Grades (2014-2015)

Again, we encourage you to explore this portal with your children and also allow them to access it themselves often to monitor their own progress. If you have any questions regarding the portal, please don't hesitate to contact the school.