

Instructions for Parents for the OC Parent Portal (2019)

Please note that if a document or report does not open, you may have to alter your pop-up blocker to trust OC Portal pop-ups.

Logging in	User name: use the one provided (it is not case sensitive) Password: It is case sensitive!
Student Portal	Students have their own login based on their intranet ID and password. Don't give your login details to your child
Feedback	Let us know if there are details to change, things that you can't get to work, or if you are locked out, by using the email address: WebPortal@onslow.school.nz

Click once on any hyperlink (blue text) to open the **Control**

Quick Links

These are hyperlinks to information that we hope will be helpful for caregivers, like:

- A-Z of life at Onslow College
- Daily Messages
- OC Parent Portal Help sheet 2019
- OnLine Subject Selection (OLSS)
- Weekly Sports Draw



The **Calendar** shows trips, events for students and parents, as well as upcoming NCEA internal assessments (customised to your child's timetable). Assessment dates are indicative of the week the assessment occurs or due date for handing in.



Use this control to pay for sports fees, trips, workbooks, class materials, school magazine, parent donation, etc. You can select what fee/donation you need to pay at any given time or pay a portion or all of the fees still to be paid.



When you open this function, there will be a dropdown to select the conference. This is customized for your child(ren). At the top of the grid your child's name, teachers and subjects (if applicable) will display.

This control is not always viewable. It is added to your view several days before the first Parent-Teacher Conference in a Term. You will be notified of this by the school. Dates that the booking facility is available are also notified in the Onslow College Calendar

To make an appointment with a teacher click on any green cell – your details will appear in the cell. Remember to leave a space between appointments so you can move to your next one without rushing! You cannot book an appointment in a cell that is already coloured cream or pink.

Once you select an interview and the colour of the box changes, the selection is saved. There is no need to use the "Complete and Send Confirmation" button.

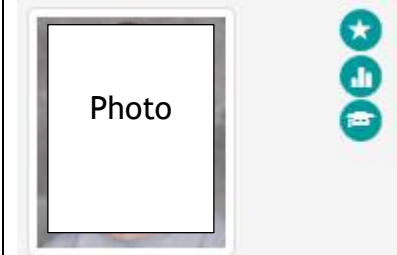
Before you come to the Conference, screenshot or print out your so that you know who you are meeting with and when!



Teachers will regularly update the Learning Programme. There are several signposted dates (via the Bulletin) for you to check on-going comments.



Features of Student information - the name(s) of your child(ren) who currently attend Onslow College will appear as buttons with their name and current ID Photo. If you have more than one child at Onslow you can toggle between them.



- **Shortcut to interview function**
- **Shortcut to Attendance Analysis**
- **Shortcut to Assessment Analysis**
 - NCEA (senior students) – click on links for more info
 - Summaries of credits
 - Information about qualifications
 - e-asTTle and PAT data

Under the photo you will see **Student Details** like NSN, DOB, Home Teacher, Dean. On the left hand side under the heading **Student Info** there is a list of categories you can view. Click on any category to view it.

Category	What you should be able to see
Care Giver(s)	Parent contact details like email and phone numbers
Address(es)	Postal and residential address
Subjects	List of subjects, teachers with links
Timetable	Teachers, Subject Codes and Rooms for each spell of the week shown
Documents	These are mainly PDFs of your child's School Reports (now superseded by the Learning Program) and other documents from their time at school. Click on the name of a PDF to open and view it. For multiple pages, scroll down or use the up/down arrows. Documents that have a .doc or .docx extension will need to be downloaded to view
Absences	A list of student absences for the year – includes explained absences and school events
Reports	<p>Reports are database queries for your child. They are live reports so can change during the year. You can open or save a report using either of the two action buttons.</p> <p>Reports permanently loaded in the Parent Portal are:</p> <ul style="list-style-type: none"> ➤ Individual NZQA credits (for current year only) ➤ Period Absence by Student ➤ Tracking Individual Report (a longitudinal report for years at Onslow) ➤ Career Planning Report (updated after interviews with Careers Adviser) ➤ Student Photo (current year)
Medical	Details as supplied by parents
Ethnicities	Details as supplied by parents on enrolment