

Instructions for Parents for the OC Parent Portal (2016)

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. Copy this website address into your exceptions (after 17/03/16):

<https://portal.onslownet.school.nz>

Logging in	User name: use the one provided (it is not case sensitive) Password: It is case sensitive! Parents/Caregivers are given the option to select their own. To change a password click on the dropdown beside your name and select Change Password.
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**

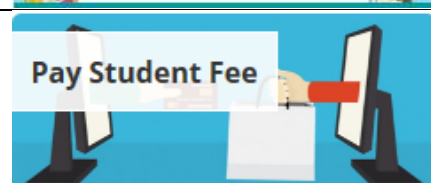
Quick Links

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

- Daily Notices
- Moodle at Onslow College
- Newsletters and Bulletins
- The Senior Curriculum handbook
- 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). Currently the dates are indicative of the day 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.

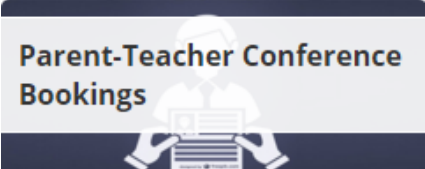


Features of Student information - the name(s) of your child(ren) who currently attend Onslow College will appear as buttons with their name and current ID Photo. If you have more than one child at Onslow you can toggle between them.

On the left hand side under the heading **Student Info** there is a list of categories you can view. On the right hand side you will see **Student Details** like NSN, DOB, Form Teacher, Dean. 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
Emergency	Details as supplied by parents
Absences	A list of student absences for the year – includes explained absences and school events
Medical	Details as supplied by parents

Timetable	Teachers, Subject Codes and Rooms for each spell of the week shown
Documents	These are mainly PDFs of your child's School Reports 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
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) <p><u>Onslow College Reports</u> are added as notified via Bulletins and emails</p> <ul style="list-style-type: none"> ○ Term 1 Attitude Reports (Junior and Senior) ○ Term 2 Reports (Junior and Senior) ○ Term 3 Attitude Reports (Junior and Senior) ○ Term 3 Exam report (Senior only) ○ Term 4 Reports (Junior only) <p>Once the report evening is over the report will be archived to Documents</p>



Parent-Teacher Conference Bookings

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

When you open this function, there will be a dropdown to select either the Junior or Senior Parent –Teacher conference. This is customized for your child(ren). At the top of the grid your child's name, subjects and teachers will display. Scroll across if you have more than one child in the Junior or Senior school.

To make an appointment with a teacher click on any green cell – your details will appear in the cell. Remember to leave at least five minutes between appointments so you can move to your next one without rushing! You cannot book an appointment in a cells 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, print out your Interview Booking Details – INTERVIEW_P.RPT, so that you know who you are meeting with and when!

Repeat for any child in the other level of school if necessary!