

Onslow College Parent Portal help sheet

Your view of the Portal has changed! Here is a help sheet to walk you through the data that you can access in the portal.

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. The Portal works best on Chrome.	
Logging in	User name: use the one provided (it is not case sensitive) Your password 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**

Controls	You should be able to see and use these controls
Notifications	Available eForms <ul style="list-style-type: none"> Loan Laptop Application v1 – use if your child's laptop is not able to be used for things like repair
Quicklinks	Quicklinks include: <ul style="list-style-type: none"> A-Z of life at Onslow College Daily Messages Instructions for the OC Parent Portal (this document) OnLine Subject Selection (OLSS) – link to information (happens in Term 3) Weekly Sport Draw
Calendar	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.
Account Information	View your account information
Online Fee Payment	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.
Interviews	<p>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.</p> <p>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.</p> <p>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.</p> <p>Before you come to the Conference, screenshot or print out your interview list so that you know who you are meeting with and when!</p>
Learning Program	<p>Teachers will regularly update the Learning Programme. There are several signposted dates (via the Bulletin) for you to check ongoing comments.</p> <p>More detailed information can be found here: https://www.onslow.school.nz/learning-teaching/learning-program</p>

Student Information

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

For each child there is a statement about their attendance linked to attendance data. All absences (justified or unjustified) are included in this statistic for the year. The colours indicators:

Green (90-100%)	attendance for the year is reasonable and not a cause for concern
Orange (80-90%)	attendance is causing concern (<i>remember that justified absences are time out of class</i>)
Red (less than 80%)	attendance is causing critical concern (<i>remember that justified absences are time out of class</i>)

Under the student details there is a shortcut to the interview function.

To access further information about your child and family details, there is a list of categories in the left margin. The categories are:

Subjects:	List of subjects and teachers with links to assessment programmes. You can look at past years by changing the subject period.
Timetable:	Teachers, Subject Codes and Rooms for each spell of the week shown
Documents:	mainly superseded – has school reports for older students
Absences:	a list of all absences for the year – including explained and justified
Reports:	useful reports downloadable as pdf
Caregiver(s):	Caregiver details – please email the school to update
Address(es):	home address(es) – update as necessary
Emergency:	as provided from enrolment documents
Medical:	as provided from enrolment documents
Ethnicities:	as provided from enrolment documents
User defined:	for office use
These ones are really useful – they were previously links next to the photo. We recommend checking them regularly	
Attendance:	<i>will show you attendance information for the year to date</i>
Results Analysis:	<i>For senior students this will give you analysis of NCEA. Click on links for more info like summaries of credits, information about qualifications and subjects. For junior students there is e-asTTle and PAT data. We are working on how to display subjects related assessment for you</i>

The Onslow College App

Provided by the Onslow College PTA to make it easier for you to access school data on your mobile device. Please download from the AppStore or Google Play. Search for Onslow College.

Once you have downloaded the App, use your user name and password to login to the secure area.