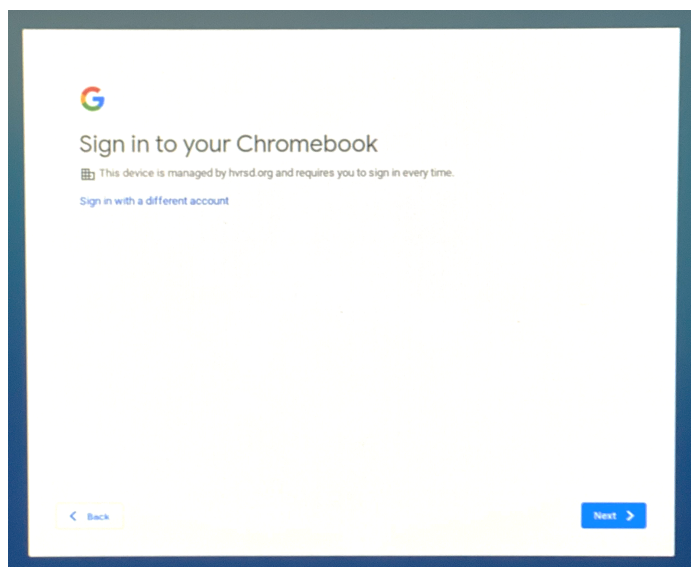


Technology Elementary Family How-Tos

When your child logs into OnCourse, it is a different view than when you log in. Below, you will find directions for both options. Please read each section carefully to assist you.

To help your child log onto their HVRSD Chromebook

Upon opening the Chromebook, you will be presented with this screen:



Click Next.

On the following screen, enter your child's username (first name last name *without* @hvrsd.org -- for example, janedoe) and password, as highlighted in yellow in the figure. **Do not use the 'Sign in with Google' button.** Contact helpdesk@hvrsd.org if you have forgotten your password.

[Click here to see how to help grades 3-5 log into ClassLink and OnCourse](#)

For grades PK-2 see below.

ClassLink

ClassLink is the homepage within your Chrome browser. ClassLink is the central location for all HVRSD-approved applications and provides one click sign-on into the applications, virtually eliminating passwords. Teachers will often assign work to do in other applications, so this is where students will go to find them.

****Very important: Please assist your child in linking ClassLink to their Google account by [watching this video](#) and following the directions within.**

OnCourse Classroom

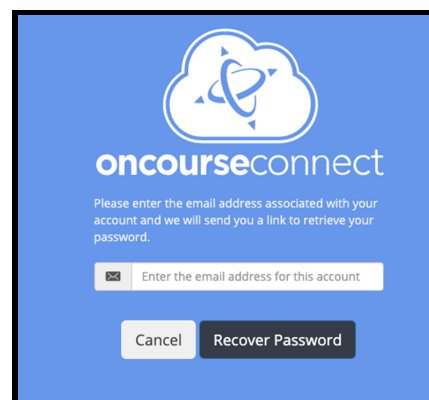
This is how teachers will communicate with students about assignments and will post their Zoom links for meetings, should remote instruction be necessary. **The OnCourse Classroom tab is for STUDENTS ONLY.** Parents will be able to see their child's assignments on the "To Do" list in the Dashboard tab, when logged in to their OnCourse Connect.

To help YOU as the parent/guardian to access OnCourse

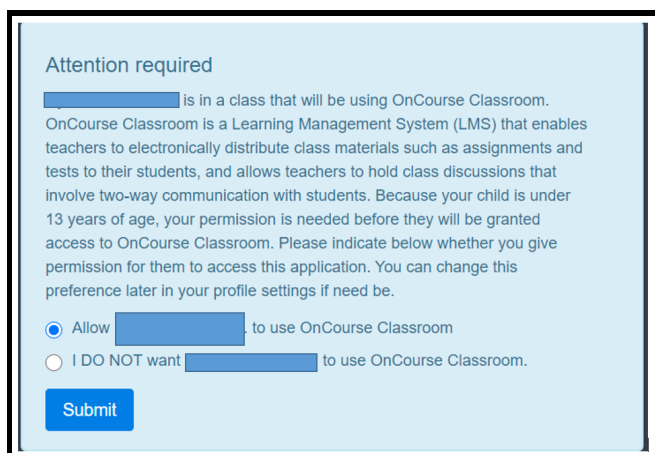
Log In to OnCourse Connect

If you are a new family to the district OR if you have forgotten your password to OnCourse Connect, please use the following link to obtain your account credentials for OnCourseConnect. Enter the email address that you provided to the district. Your username will be provided by an email with a reset password link.

<https://www.oncourseconnect.com/sso/forgotpassword/hopewell>

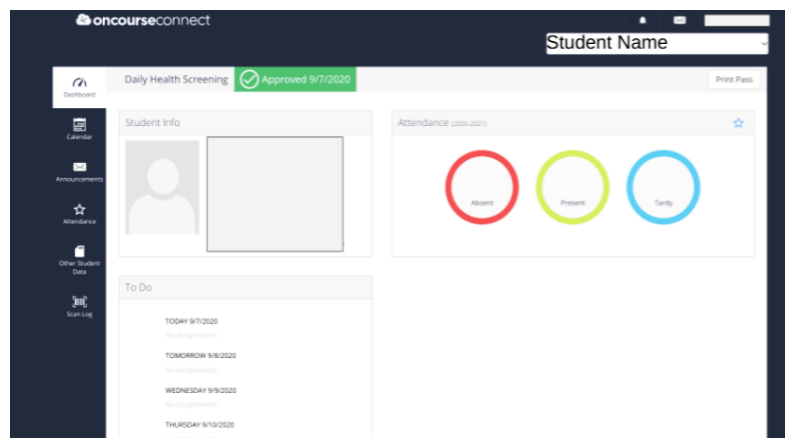
The image shows the OnCourse Connect login interface. At the top is a blue cloud logo with a white stylized 'e' inside. Below the logo, the text 'oncourseconnect' is displayed in white. Underneath, a message reads: 'Please enter the email address associated with your account and we will send you a link to retrieve your password.' There is a text input field with a placeholder 'Enter the email address for this account'. Below the field are two buttons: 'Cancel' and 'Recover Password'.

[Click here](#) for a quick video on how to log in to OnCourse Connect.

The image shows a light blue pop-up window titled 'Attention required'. The text inside explains that the student is in a class using OnCourse Classroom and that teachers will use it to distribute materials and hold discussions. It states that because the child is under 13, parental permission is needed. The user is asked to indicate if they give permission. There are two radio buttons: the first is selected and labeled 'Allow [redacted] to use OnCourse Classroom', and the second is labeled 'I DO NOT want [redacted] to use OnCourse Classroom.' At the bottom left is a blue 'Submit' button.

For new families and for families of students who are under the age of 13: Once you have logged into OnCourse Connect, please make sure to click on the pop-up that shows at the top of your screen, to allow your child to use OnCourse Classroom. **This is how the student will be able to access their assignments from their teachers.**

Parent View of OnCourse Connect



It is important to note the tabs on the left side that allow parents/guardians to view the student's schedule, attendance, and other important student data, along with the "to-do" list on the Dashboard tab.

Health Screening

Each morning, you are asked to complete the **Daily Health Screening form** for all in-person students every day until further notice.

In OnCourse Connect from your home computer or laptop, you will see a large pop up screen:

If your child is not exhibiting any of the symptoms nor has had exposure, simply click on the last checkbox.

****If you have multiple children, you will need to complete this for each of them.**

You can also access the Daily Health Screening form from the HVRSD app:

- 1) HVRSD App - [Download the HVRSD App](#) on your phone (available for Apple or Google)
➤ [Click here](#) for directions on how to complete the form on the HVRSD app
- 2) Paper form printed from our hvrsl.org website

Zoom links

A screenshot of the OnCourse Connect Health Screening form. The form has a blue header with the 'oncourseconnect' logo and the text 'Hopewell Valley Regional School District'. Below the header, it says 'Health Screening - Bear Tavern'. The form asks parents/guardians to complete the screening each morning before their child leaves for school. It includes sections for 'Symptoms' and 'Exposure' with checkboxes for various conditions. At the bottom, there is a 'Submit' button and a link to 'Skip this for now and take me directly to OnCourse Connect'.

Should there be a need for remote instruction, teachers have been instructed to post their Zoom links in OnCourse Resources. Students will find the Zoom links on OnCourse Connect > Classroom > Choose Class > Classroom Resources.

Please note: You **DO** not need to set up a Zoom account for your child to access the teacher's class. All you need to do is click on the link they provide in OnCourse. The student will be prompted to install Zoom from the Chrome browser if the application does not exist on the device. However, all district Chromebooks will already have the application installed.

Here is a brief [slideshow](#) explaining how to use Zoom.

Here is a brief [video](#) to help your child log into Zoom.

Zoom Best Practices

If attending remote classes on Zoom, students will:

- Use a district-issued device (Chromebook)
- Keep the camera on throughout the class meeting showing their face
- Stay muted until the teacher requests that you unmute
- Make sure it is bright enough so that your face can be seen
- Select a location with minimal distractions
- Find a location where there is an appropriate background
- Be in a sitting position
- Wear appropriate clothing
- Be on time and be prepared for class
- Turn off all other electronic devices while in a Zoom meeting
- Close all unnecessary tabs for better connectivity

Resource Center

If you have any further questions, please check out the **District Technology Academy** resource page (<https://sites.google.com/hvrsd.org/technology-academy/>). You can also email helpdesk@hvrsd.org for assistance.