# Parent/Guardian Guide to Access Progress Reports Grades K-5 Only

- While using an internet connected device, go to https://www.oncourseconnect.com/
- Please enter your username and password for OnCourse Connect
  - If you do not know your username and/or password, please use the Forgot Password Link located on the login page
  - If you experience any problems logging in or recovering a password, please email parent.portal@sayrevillek12.net
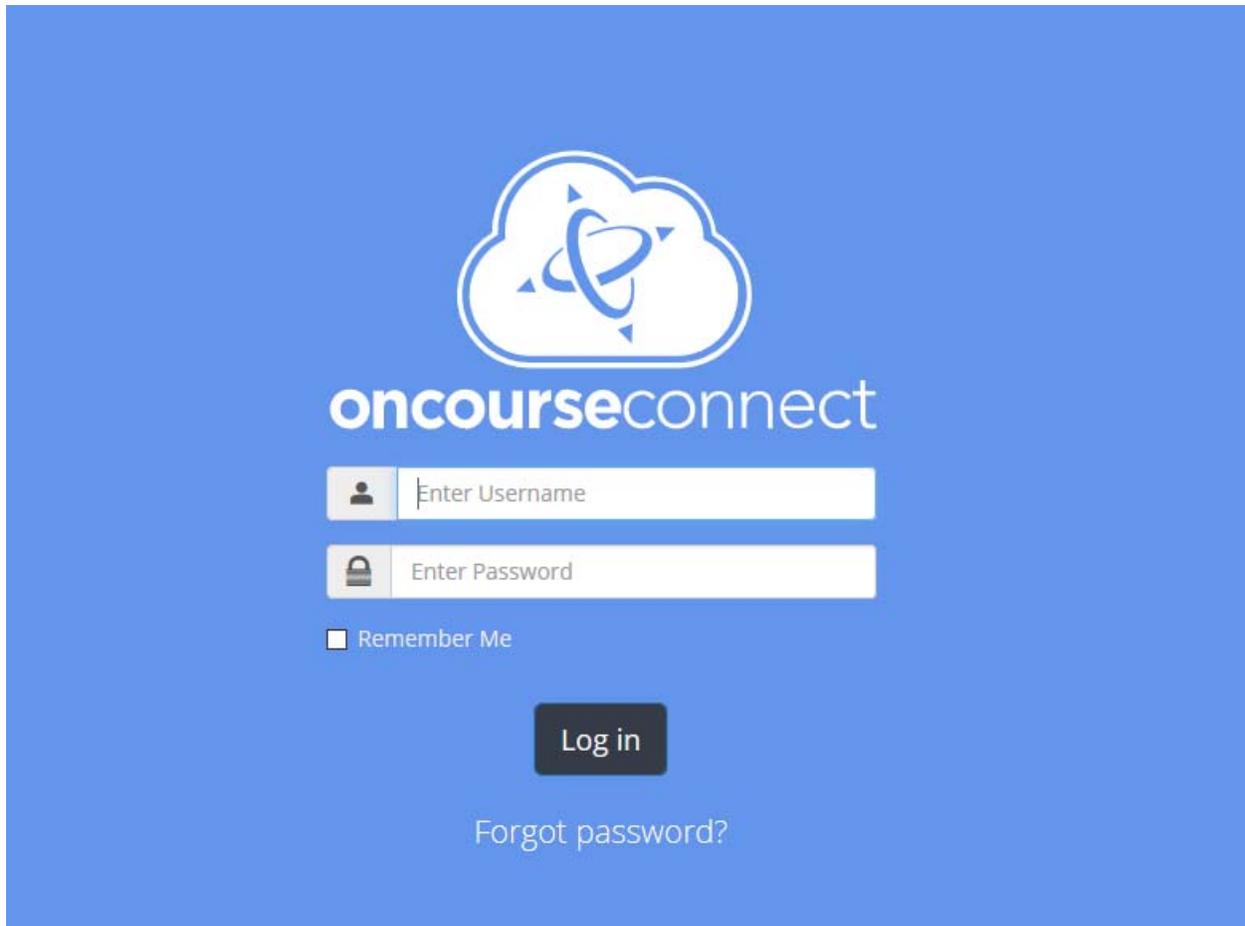
- Once you have logged in to OnCourse Connect you will be presented with the Dashboard view
  - If you have not completed the annual enrollment or a new student registration, you will be prompted to do so before being presented with the Dashboard
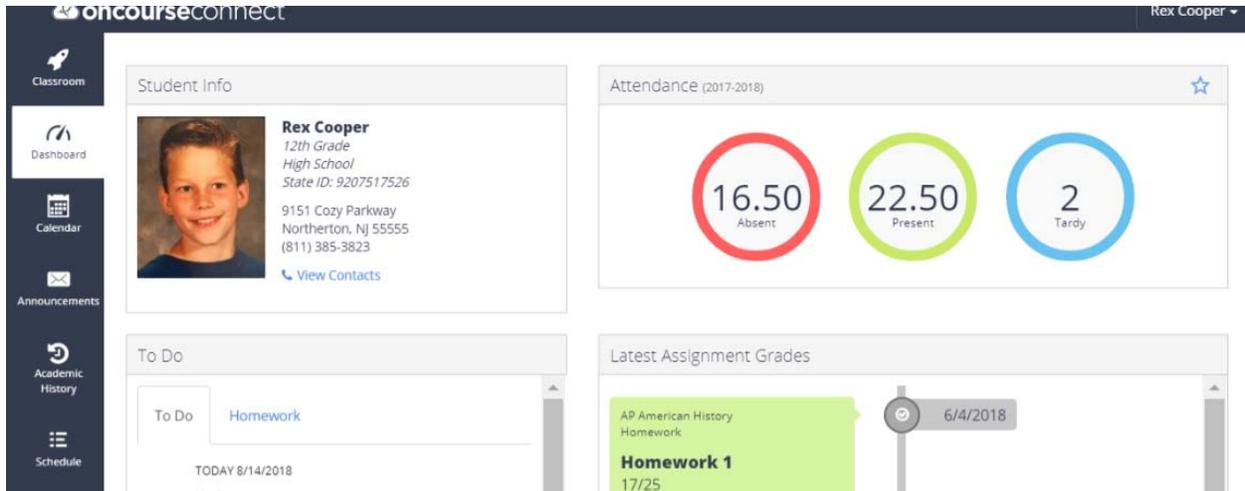
- On the left hand side of the dashboard, you will see a series of icons that will allow you to navigate to different pages within OnCourse Connect. These icons will differ depending on the settings that your district/school have enabled
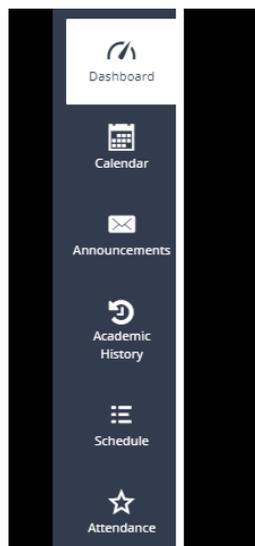
- Students and parents can view progress reports from their respective OnCourse Connect Accounts.
- For the current year's progress reports, OnCourse connect users can view or print these documents from the "Grades" section of the Dashboard tab.
  - To view the current progress for a class scroll through the Grades section of the dashboard and look for the word view or letter grades (ES, MS, AS, or NS).

T1	T2	T3
view		
40		
	view	
	AS	
	MS	
	AS	
	MS	
	MS	
	MS	

  - Click on the word/number/code to display a detailed view of the information related to that standard. Please note standards based grades are **NOT** an average score. Below is an example of a detailed view screen for a language arts class

Reading - Reads at grade level with sufficient accuracy and fluency to support comprehension			
Assignment Name	Weight*	Due Date	Score
September 11 Passage/Questions	0%	09/13/2018	MS
Rope Burn Questions	0%	09/26/2018	MS
cold read on Declaration of Independence	0%	10/08/2018	MS
Category Grade			
Reading - Quotes accurately from text to support ideas			
Assignment Name	Weight*	Due Date	Score
September 11 Passage/Questions	0%	09/13/2018	MS
Rope Burn Written Response	0%	09/26/2018	MS
Category Grade			
Reading - Determines meanings of words/phrases used in a text			
Assignment Name	Weight*	Due Date	Score
September 11 Passage/Questions	0%	09/13/2018	AS
Rope burn vocab quiz	0%	09/18/2018	MS
Story Works articles on dogs	0%	10/03/2018	MS
Category Grade			

  - Progress reports will not be archived on OnCourse Connect and will continue to update as teachers provide new grade information. If you would like to keep an archive of the progress report please use the print button for the grade tab or for the individual classes to generate a printable or downloadable record of the report. Please note to download progress report data your device will need the ability to generate a PDF or other such file.

Many modern computers, web browsers, and mobile devices have this ability. Please consult documentation for your device on how to generate a PDF. The district cannot provide support directions for specific devices.