



OnCampus is Gaston Day School's Learning Management System, and provides an online platform for students and parents to communicate and participate with *all* aspects of Gaston Day life, not just academics. Furthermore, through OnCampus, you will also be able to access a number of informational items, including calendars, supply lists, and helpful links. Below are some frequently asked questions to help you have a better understanding of OnCampus and how to access your parent account.

### **What features will I be able to access on the OnCampus program?**

- Classes assigned to your student
- Descriptions of assignments and due dates
- Published grades
- A calendar for all school events, athletics, and performing arts
- News and announcements
- Your student's daily schedule, including classes, group activities, and athletic games/practices
- Your student's attendance summary and conduct reports
- Your student's report cards and transcripts
- Scores for athletic competitions
- School documents, including technology agreements, general student information, and permission forms
- Notifications from teachers, administrators, coaches, and arts programs
- Emergency alerts
- Family and faculty directories
- Your student's medical information
- Resources, including helpful links, the GDS Family Handbook, food service, and supply lists

### **How do I access OnCampus?**

OnCampus can be accessed via any internet browser, such as Safari or Chrome, using any mobile tablet, smartphone or computer with access to the internet by going to:

<https://gastonday.myschoolapp.com>

### **How do I log on to OnCampus?**

Parent usernames are first name and last name, all lowercase, no spaces (ex.  **johndoe**), unless you set a different username when you applied electronically to the school. If you applied electronically through the school, then you will need to use the username and password that you set during the application process. All students in grades 5-12 have active OnCampus accounts. Student usernames are first name and last name, all lowercase, no spaces, with graduation year (ex.  **johndoe18**). Enter your username and then choose "Forgot password or first time logging in" in the bottom right corner of the box to set your password. This is also where you will go if you forget your password in the future. Students will need access to their Gaston Day email address to login their first time. If your student is in fifth grade, or new to the school, they will receive their Gaston Day email address on the first day of school. If your student needs access to their Gaston Day email address before the school year begins, please contact Lindsie Chapman at [lchapman@gastonday.org](mailto:lchapman@gastonday.org) for access to their email account.

### **When should I log on to OnCampus?**

Parents and students should sign in to their accounts before the first day of school to complete required school forms. In the past, these forms have been included in the back-to-school mailing. Now, with OnCampus, everything is done online!



### **What do I need to do the first time I log on to OnCampus?**

You will first want to make sure your contact information is correct. If you ever need to change how you are contacted from the school, you can click on your name in the top right corner and then select profile. Here you are able to update your phone number, email, and address. You no longer need to contact the school to make changes. By simply updating your information on OnCampus, it will be updated in all of our systems. Please be sure that we have your complete contact information. OnCampus helps us with emergency communication if we ever need to get ahold of you quickly.

### **How do I complete all of the mandatory forms using OnCampus?**

After you login you will be taken to your homepage and will see a yellow banner at the top with a notification for the number of forms to complete. Simply click on the blue words in the notification and it will take you to the files and forms page where you can see all of the active forms for the year. If you have multiple children, it may seem like a lot of forms. However, most of the forms are just verifying current information and making updates as needed. We ask that you complete all forms assigned to your account by Thursday, August 12th. Please note that some forms will require both a student and parent signature. Until both parties have completed the form, usually with a signature, the form will view as incomplete. Please have your student log into their account to sign forms for you as needed. If you ever need to view a form once they are all completed, you can access the files and forms page from the dropdown box that appears by clicking on your name in the top right corner.

### **How do I set up my account to send me text and email notifications from the school?**

OnCampus will allow you to set up text and email notifications for school closings, or if there is a change to your OnCampus account. To set up notifications, click on your name in the top right corner and then on settings. Select the notifications tab on the left of the page. Here you will set up your cell phone for notifications by supplying your wireless number, provider, and a code that will be sent through text during setup. Once complete, you can determine what types of notifications you receive to your cell phone or email by selecting various check boxes to the right. At the least, Gaston Day recommends that you sign up for notifications from Dr. Rankin, as well as our Emergency Notifications and School Closings account. To set this up, please select email and text for the "Announcement Posted" category. Next you will click "Edit Options" for that category, and then select "Notes from Dr. Rankin" and "Emergency Notifications and School Closings", and then select save in the bottom left corner. If you would like to add notifications from your student's classes, communities, or athletics, you can select those boxes as well before clicking save.

### **How do I access the student, parent and faculty directories?**

If you would like to access contact information for a Gaston Day family or teacher, you can do so by going to the "Directories" tab at the top of the page and selecting the desired directory. Once you are in a directory, you can search for a specific name, or view the entire directory.

### **What do I do if I don't want my contact information to be listed in the OnCampus directories?**

To protect everyone's privacy there are filters in place to control what types of information from an individual's profile can be seen by each type of persona (student, parent, faculty), and the ability to print a directory has been disabled. It is of the utmost important that you keep all of your contact information documented on your profile so we can send you mailings or contact you in an emergency situation, but if you would like to opt out of being included in the OnCampus directory it is your choice. To opt out of directories, please click on your name in the top right corner of the screen, select settings from the



dropdown box, and then navigate to the privacy tab on the left of the screen. By clicking the top option on the page you will remove yourself from the directories while allowing faculty to view your contact information for school communications.

**Where do I go on OnCampus to find parent resources such as supply lists, Flik Dining information, and helpful links?**

By clicking on the “Resources” tab, you will find access to the Gaston Day Family Handbook, a topic page for Flik Dining, a file of student resources such as the Pre-Arranged Absence Form, supply lists, and summer reading lists, and links to other Gaston Day resources.

**How can I see my student’s classroom progress, report cards, or transcripts?**

At the top left corner of your screen you will see your student’s name, or if you have multiple students at Gaston Day the word “Children”, which will provide you with a drop down box of your students’ names. By clicking on a name it will take you to their progress page where you can view any posted report cards or transcripts, see any violations they have earned, check their classroom attendance, and see their current grades in each class. Report cards and transcripts that have been uploaded to OnCampus will appear in the “Performance” box. When looking for report cards, be sure that you are looking at the correct year by adjusting the grade level above the performance box. Report cards will appear in the school year that the grades were completed. Transcripts will be uploaded for viewing from August 1st through August 30th. If report cards or transcripts appear in the performance box, but you are unable to open them, you need to contact Sandra Stewart in the business office, [sstewart@gastonday.org](mailto:sstewart@gastonday.org), to inquire about any holds on your account. Once a hold is removed you will be able to access the links to report cards and transcripts that are provided on OnCampus. When following your student’s grades online it is important to know that teachers are not required to post grades for the first four weeks of the school year. At this time grades aren’t established and can change rapidly. For this reason teachers may restrict the viewing of grades until a student establishes a good baseline of feedback on their habits and performance.

**How can I see my student’s schedule?**

When looking at your student’s progress page you will see a list of all the classes they are registered for at the bottom along with any current grades that have been uploaded from their classes. The next tab at the top is labeled “Schedule”. By clicking on the schedule page you will have access to your students schedule for the current week. If you click on “View Full Schedule” at the top of the page, you will be able to view their schedule in a month or week at-a-glance style format and you will also be able to navigate through different months and weeks using the directional arrow on the top left of the page. The class rotation has already been loaded to OnCampus, so if you navigate to the month of August, you can see your student’s class rotations should you need to know when they have openings in their schedule for doctor or orthodontic appointments. If you would like to view multiple student schedules at the same time or have access to a calendar that can be adjusted, you may also use the “Calendar” tab next to “Directories” at the top of the page.

**When should I be able to see information for my student’s classes?**

Teachers are busy creating class pages and will publish pages by the first day of school, August 17th. After this date, you will be able to access assignment calendars and grades and your student will be able to turn in assignments, participate in class discussions, complete assessments, and communicate with teachers all from the OnCampus platform.

**What are groups?**

To locate information dedicated to your student's grade level, but doesn't belong to a class, click on the "Groups" tab at the top of your page. Group pages will provide you with announcements for any field trips, class functions, and other resources that will help you navigate your student's grade level.

**How often should I check OnCampus?**

Since OnCampus offers so much, we recommend that you log on to OnCampus *at least* once a week. OnCampus will provide so many details about your student's experience at Gaston Day, and we don't want you to miss out on anything!

**Lower School On Campus support contact-**

Summer Fulghum

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