



What is JCS Online?

JCS Online is a web-based course management and collaboration portal that helps high school specialists manage course material and communicate quickly, easily, and effectively. With JCS Online, your student will be able to:

- Send and receive course mail & attachments without an internet email account
- Upload assignments in a variety of formats including Word (.doc), PDF (.pdf), Rich Text (.rtf) and others using drop-boxes
- Complete online quizzes and assessments

Parents will also be able to check student progress and grades at any time during the semester.

Is JCS Online mandatory?

While using JCS Online is not a mandatory component of the high school program, we feel that it provides a safe, unified space for teachers, students, parents, and educational facilitators to communicate. We also believe it will aid in the delivery of course content, provide additional means for student support at the high school level, and reduce the amount of work samples that students and parents are expected to provide each learning period. We hope that you will take the time to explore JCS Online and also see it as a great tool to support student learning.

Does this replace textbooks?

Not yet. We are moving in the direction of having completely self-contained online courses that do not require a textbook, but full implementation is quite a ways off. At this time we are using JCS Online primarily as a communication tool and as a way for students to submit assignments to high school specialists in an efficient manner.

Do I have to sign an acceptable use policy for my student to use JCS Online?

We have already included an acceptable use policy as part of the enrollment process for Julian Charter School and you would have signed this document as part of the normal enrollment process for a student.

Access JCS Online at: <http://jcs.oconline.ocde.us>

System Requirements & Recommendations

Below are the system requirements for accessing and utilizing JCS Online.

1. **Access to a computer with internet access and a web browser**
 - If your student has no access at home, then he/she should use their local library to access JCS Online.
2. **A compliant web browser**

While JCS Online appears to function well in most web browsers, the following are formally supported and tested by the software manufacturer:

With PCs running Windows (XP, Vista or Windows 7):

- Internet Explorer 7 or 8
- Firefox

With Macs running OS X:

- Firefox

The use of any other browser (Google Chrome, Safari, AOL, etc.) is unadvised due to the potential for data loss (e.g. lost assignments).

Each of the compliant web browsers mentioned above is available as a free download from the software developers:



<http://www.mozilla.com/en-US/>



<http://www.microsoft.com/windows/products/winfamily/ie/default.mspx>

Additional Software Recommendations:

- **A word processing package**

Students will need to complete typewritten work and research papers throughout their course of study. Therefore, it is required students have some form of a word processing program. Some options are below.

 - JCS issues all students a **Google Apps** account. This provides students with a web-based word processor, spreadsheet, and presentation package that is similar to Microsoft Office or Open Office.
 - **Microsoft Office 2003 or later (PC or Mac)**

Students will find it easier to use Word, Excel and Powerpoint when producing assignments for uploading into course documents.

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- **Adobe Reader**

Many documents on the web are in PDF format. Adobe Reader is a free download.



<http://www.adobe.com/products/reader/>

- **Quicktime movie player**

Another free download from Apple



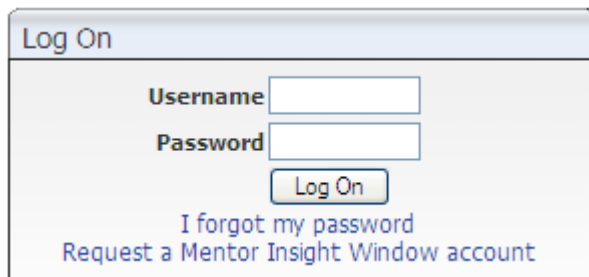
<http://www.apple.com/quicktime/download/>

How to Log In to Your JCS Online Account (Student)


- Go to the website <http://jcs.oconline.ocde.us/> or use the JCS Online hyperlink that is on www.juliancharterschool.org under the High School menu.
- You will see a Log On box. Type your Username and Password in the appropriate fields. You will obtain your user ID and password from your Educational Facilitator. Write it down here so you can reference it if you need to. Your parents can also use this User ID and password to create an account so they can see how you are doing in your courses.

My User ID: _____

My Password: _____

A screenshot of a web form titled 'Log On'. It contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Log On' button. At the bottom of the form, there are two links: 'I forgot my password' and 'Request a Mentor Insight Window account'.

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- It is also recommended that you add an external email address to aid in password recovery. You can add an external email address by visiting the preferences menu icon  on the left side of the site. Once there, you can add the email address by visiting [General Settings > Personal Information](#).
- If you or your parent does not have an email address, then you can get one for free through Google's Gmail service at www.gmail.com.

Request a Lost Password

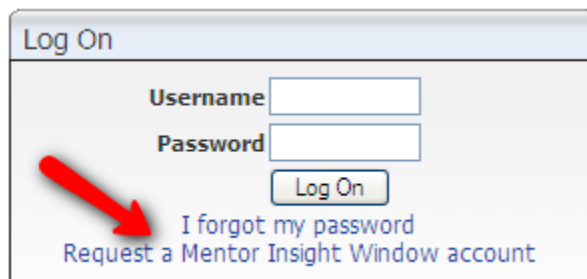
Click "I forgot my password" hyperlink to request a reminder email. **NOTE: This will only work if you have added your email address to your JCS Online account.** Otherwise, please contact your EF or Academy Coordinator.

Request a Parent Mentor Account

The Mentor Account provides parents and guardians a secure view into a student's performance in classes. This view allows parents and guardians to review grades, learner profile reports, lessons and assignments, and course mail for your student from one central location.

To create a parent account for JCS Online and see how your student is doing in their core courses:

1. Go to the website <http://jcs.oconline.ocde.us/> or use the JCS Online link that is on www.juliancharterschool.org under the High School menu.
2. Underneath the Log On field is a hyperlink: **Request a Mentor Insight Window Account**. Please click that and follow the prompts. The First Name and Last Name fields should be completed with your name--not your student's name.



The image shows a screenshot of a web form titled "Log On". It contains two input fields: "Username" and "Password", each followed by a "Log On" button. Below the "Log On" button, there is a blue hyperlink that reads "I forgot my password Request a Mentor Insight Window account". A red arrow points to this hyperlink.

3. You will need an email address to set up a parent account. If you do not have an email address, then you can get one for free through Google's Gmail service at www.gmail.com.
4. Type your student's Username and Password in the appropriate fields.

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Troubleshooting Problems

If you are experiencing technical problems in a course, then please notify your specialist immediately so that he/she may look into the issue.






If you cannot access your JCS Online account or experience problems accessing a course, then please email for support to cbell@juliancharterschool.org and indicate the problem that you are experiencing.

Please include the following information when emailing for support:

- Operating System (Windows or Mac)
- Web Browser (and version if you can find it)
- Description of the problem you are experiencing. Please try and provide as much information as possible.
- A contact number in case we need to reach you by telephone.

Navigation

System navigation is represented by icons along the left frame. These icons are available on your personal Home page and while in a course or group.

Icon	Name - Description
	Home – returns you to your Home page
	Log Off – logs you out of the JCS Online environment
	Help – displays online help, guides and resources
	Preferences – opens access to your user settings such as your personal information, change password, theme selector, and system settings
	IM – opens the online instant messenger