



Hopatcong Borough Schools

Communication Systems

Learning Today. Leading Tomorrow.



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The Hopatcong Borough Schools is now utilizing Blackboard Connect to send out outreach and emergency notifications.

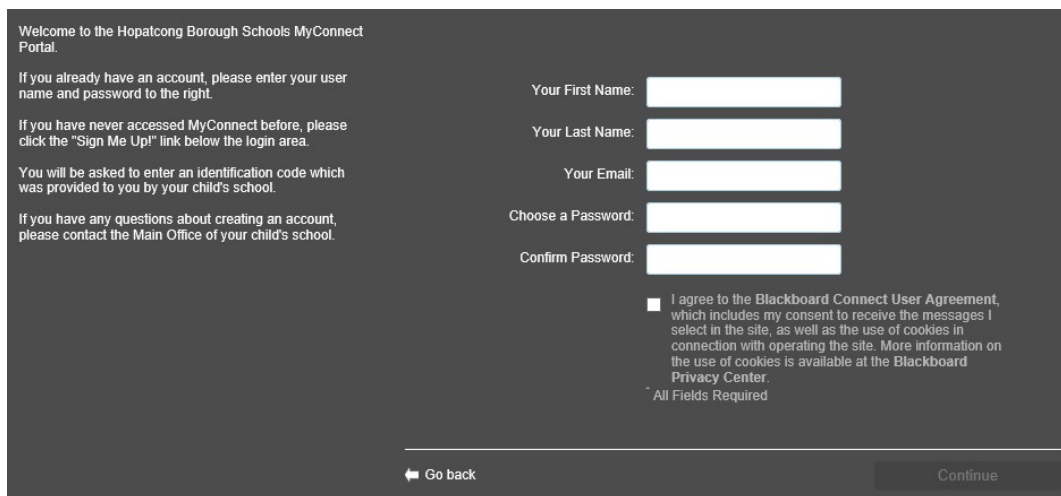
Before you proceed, you should understand the following:

- **Parents only need to create and maintain an account if they wish to modify how they receive notifications and announcements from Hopatcong Borough Schools.**
- **Only one account is needed even if you have multiple children in the district.** You will create your account with one child. Once your account has been set up, you will be able to link additional children to your account – instructions on how to do this are on page 3.
- **Once you create an account, you must maintain your own contact information in Blackboard Connect, even if you notify the school that a phone number has changed.** Once your child is linked to your account, the system will ignore any phone numbers and email addresses changed in PowerSchool by your school. You must maintain your own records.
- **The system will let you customize what numbers receive what messages.** Two types of messages exist – Outreach and Emergency. Outreach messages are sent to inform you of activities, events and general information about your school and the district. Emergency messages are sent for delays, closings and other emergency situations.
- **By default, outreach messages are sent to Home phone numbers and emergency messages are sent to Home, Work and Cell phone numbers.** If you like these settings, you do not need to create a Blackboard Connect account. The phone numbers and email addresses contacted are the ones you specify when you complete your child's emergency card in the fall.

Setting up a new Blackboard Connect Account

Step 1: Create your account

- Go to <http://hbs.bbcportal.com/>
- On the right side of the screen and under the login fields, click **Sign Me Up!**
- Enter your name, email address and a password. Check that you agree with the Blackboard Connect User Agreement. Click **Continue**.



Welcome to the Hopatcong Borough Schools MyConnect Portal.

If you already have an account, please enter your user name and password to the right.

If you have never accessed MyConnect before, please click the "Sign Me Up!" link below the login area.

You will be asked to enter an identification code which was provided to you by your child's school.

If you have any questions about creating an account, please contact the Main Office of your child's school.

Your First Name:

Your Last Name:

Your Email:

Choose a Password:

Confirm Password:

I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I select in the site, as well as the use of cookies in connection with operating the site. More information on the use of cookies is available at the Blackboard Privacy Center.

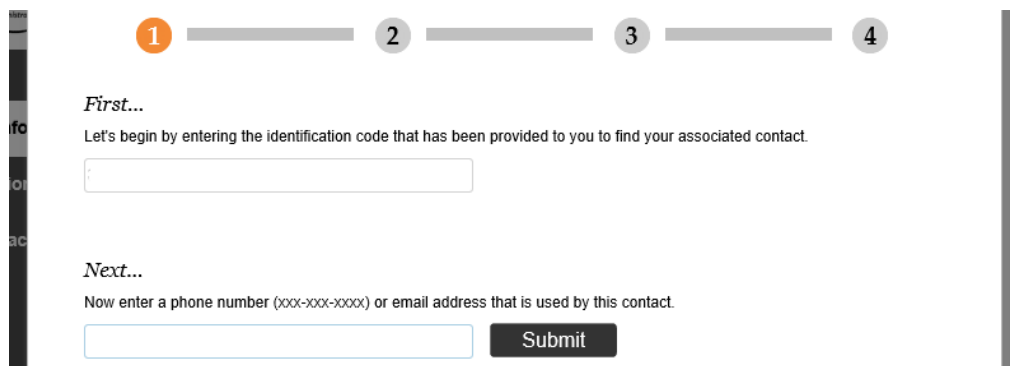
All Fields Required

[Go back](#) [Continue](#)

- An email from Blackboard will be sent to your email address you entered above. Check your email in a few minutes and you should have message with the subject "Blackboard Connect: Account Activation." Open that message and click the link inside.
- You will be brought back to Blackboard Connect where they will ask you for three security questions. Answer the questions, click **Save**.
- You should be presented with a login button. Click **Login**.
- You should be back to the Blackboard Connect login screen. Enter your email address and password and click **Login**.

Step 2: Associate your account to your Information

- Now that you've created your account, you must associate it with the contact information that Blackboard receives from PowerSchool. The first screen will ask for your identification code. You can get this code from your child's main office. You will get one per child. Only enter one now – you can add additional codes for additional children later.
- You will now be asked to enter your phone number or email address. Use a phone number that you originally used on your child's emergency card. You will be able to change these later. Click **Submit**.



1 2 3 4

First...

Let's begin by entering the identification code that has been provided to you to find your associated contact.

Next...

Now enter a phone number (xxx-xxx-xxxx) or email address that is used by this contact.

- If you get an error message, check with your child’s main office and make sure you are using the right information. If you get “Great! We found a contact...” click the **Associate** button.
- You will now see a confirmation screen where they ask you to verify the information matches what is in PowerSchool. Make sure the numbers and email addresses are checked off. Its okay if the numbers are not what you want to use today, you will be able to change these later. Click **Next**.

Step 3: Set up your new contact information

- You should now be looking at a screen with all of the contact information that is being sent to Blackboard Connect from PowerSchool.
- **If you do not want to receive any notifications, delete all contact information here.**
 - **To add a number or email address:** Click on the appropriate button at the top to *Add Phone* or *Add Email*. If entering a phone number, you can specify a label to help identify the number and you can check off what kind of communications you want to receive on the phone, like Voice and/or Text.
 - **To edit a number or email address:** Hover over the entry and click on the Pencil that appears on the right. If editing a phone number, you can specify a label to help identify the number and you can check off what kind of communications you want to receive on the phone, like Voice and/or Text.
 - **To delete a number or email address:** Hover over the entry and click on the Trash can that appears on the right.
- When done adding or editing an entry, be sure to click **Save** on the right. When finished setting up your new contact information, click **Next**.

Step 4: Set up your subscriptions and preferences

- If you do not want to receive Outreach messages, uncheck the box for Outreach. Click **Next** when done.
- Now you can set up how you would like to be reached. **You cannot change Emergency preferences – they are sent to all devices by default.**
- To edit numbers get called for Outreach messages, click **Edit** on the right, and check or uncheck the boxes for each contact entry you provided earlier.
- When done editing, be sure to click **Save** on the right. When finished setting up your preferences, click **Done**.

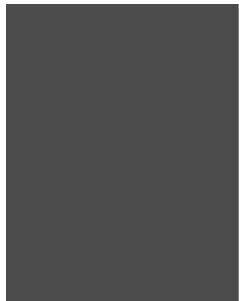
Making Changes in Blackboard Connect

After you have created your Blackboard Connect account, you can make additional changes whenever you want.

- Go to <http://hbs.bbcportal.com/>
- Log in to your Blackboard Connect account using the credentials you provided during the set up process.

To add additional children to your account:

- Click on your name in the top right corner and click **Contact Info**.
- On the left hand side, click the link to **Find Contacts**.
- Enter the Identification Code for the child you are trying to add. You can get this code from your child's main office.
- You will now be asked to enter your phone number or email address. Use a phone number that you originally used on your child's emergency card. Click **Submit**.
- If you get an error message, check with your child's main office and make sure you are using the right information. If you get "Great! We found a contact..." select a relationship and click the **Associate** button.



Great! We found a contact...

How are you related to Kimberly Arico (Hopatcong High School)?

Mother	▼
Mother	
Father	
Guardian	

Associate

- You will now see a confirmation screen where they ask you to verify the information matches what is in PowerSchool. Make sure the numbers and email addresses are checked off. If you would like to use different contact information, click Skip and you will be able to enter different information. Otherwise, click **Next**.

To change your contact phone numbers and email addresses:

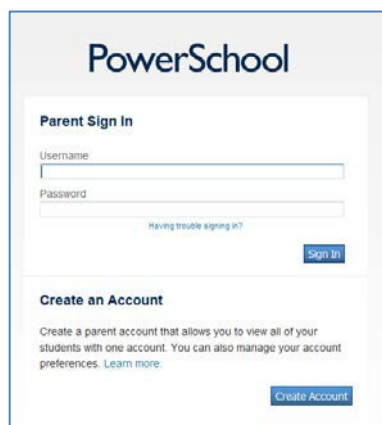
- Click on your name in the top right corner and click **Contact Info**.
- Follow the instructions above for *Step 3: Set up your new contact information*

To change what phone numbers and email addresses receive communications:

- Click on your name in the top right corner and click **Subscriptions**.
- Follow the instructions above for *Step 4: Set up your subscriptions and preferences*

HOPATCONG BOROUGH SCHOOLS

PowerSchool Access

The image shows a screenshot of the PowerSchool website's parent sign-in and account creation interface. At the top, the 'PowerSchool' logo is displayed. Below it, there is a 'Parent Sign In' section with fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'Having trouble signing in?'. Below that is a 'Create an Account' section with a brief description and a 'Create Account' button.

If you have previously created a PowerSchool account, you can continue to use that same account! Do not try to create a new account!

To access PowerSchool, go to <http://powerschool.hopatcongschools.org/>

PowerSchool's Parent Portal allows parents and guardians to view their child's daily attendance, lunch balance and lunch transactions for the entire school year. In addition, Middle School and High School parents will also see grades, assignments and attendance for every class.

Create an Account

1. On the login page, click the Create Account button at the bottom.
2. Enter your Name, Email, a User Name and a Password.
3. On the lower portion of the screen where it says *Link Students to Account*, enter the Name, Access ID and Access Password for your child. If you need this information, contact your child's school. If you have multiple children, enter them all on this screen.
4. Click the *Enter* button at the bottom to create your account.

Login to PowerSchool

- Once you have created your account, you can use your new User Name and Password to log in to your account. Simply visit <http://powerschool.hopatcongschools.org/>

Using PowerSchool's Parent Portal

Once logged in, you will see the Grades and Attendance screen and a series of icons are listed on the left:

- **Grades and Attendance** – Shows current classes with their grades and attendance, as well as the school's daily attendance at the bottom.
- **Grade History** – Shows official grades when a Marking Period has ended.
- **Attendance History** – Shows all attendance records for each class.
- **Email Notification** – Allows you to request an Email message with your child's information.
- **Teacher Comments** – View all comments left by your child's teacher for each term.
- **Balance** – View your child's current lunch balance and all meal transactions.
- **Account Preferences** – Modify your PowerSchool account preferences including changing your email address and password. If you wish to add or remove students to your account, select the *Students* tab at the top. You will be able to add additional students by simply clicking the *Add* button.

If you have more than one child linked to your account, you will see a series of names at the top. The current child you are viewing is in a light blue. Click on any of the other names to jump to that child's information.

If you need any assistance...

Please contact your building's main office. They have information relating to your account and can reset passwords and user names. If you are having a problem beyond that, they will be able to connect you to the Technology Office.

To Sign Up for Digital Backpack Notifications...

1. Visit our website at Hopatcongschools.org
2. Click "Digital Backpack" on the top right hand corner.
3. Enter your email for notifications.

The screenshot shows the Hopatcong Borough Schools website. The header includes the school logo, name, and tagline "Learning Today. Leading Tomorrow." Navigation links for "Parents & Students", "Digital Backpack", and "Staff Access" are in the top right. A secondary navigation bar lists school levels: "Our District", "High School", "Middle School", "Durban Avenue", "Tulsa Trail", and "Hudson Maxim". A "Digital Backpack" section features five blue buttons for each school level and a green backpack icon. A sign-up form titled "Digital Backpack Notifications" is highlighted in green, containing an "Email Address" input field and a "Sign Up" button. A red arrow points from the "Digital Backpack" button in the top right to the sign-up form, and another red arrow points from the "Sign Up" button in the form to the text "Enter your email for notifications."

Secure | <https://www.hopatcongschools.org/home/backpack/>

Hopatcong Borough Schools
Learning Today. Leading Tomorrow.

Parents & Students | Digital Backpack | Staff Access

#chiefnation

Our District | High School | Middle School | Durban Avenue | Tulsa Trail | Hudson Maxim

Home | Board | Calendar | Staff | Curriculum & Technology | Special Services | Facilities | Directions | Day Plus | Community News | Job Opportunities

Digital Backpack

The Hopatcong Borough Schools is excited to provide Digital Backpacks - online and paperless access to your child's newsletters, announcements and forms sent home from school.

High School | Middle School | Durban Avenue | Tulsa Trail | Hudson Maxim

Select a school above and you'll have access to every communication sent out by that school.

Digital Backpack Notifications

Enter your email address below and click the button to sign up for Digital Backpack notifications.

Email Address Sign Up

Notifications will be sent out once a day at around 4:00pm - and only if something new has been added to your school's Digital Backpack. Use the form above to sign up. You can unsubscribe from Digital Backpack notifications at any time by re-entering your email address above, clicking Sign Up, and deselect all of the schools.

Hopatcong Borough Schools
Learning Today. Leading Tomorrow.

Parents & Students | Digital Backpack | Staff Access

#chiefnation

Our District | High School | Middle School | Durban Avenue

Home | Board | Calendar | Staff | Curriculum & Technology | Special Education

Digital Backpack

The Hopatcong Borough Schools is excited to provide you with digital backpack announcements and forms sent home from school.

High School | Middle School | Durban Avenue

Select a school above and you'll have access to digital backpack forms.

Digital Backpack Notifications

Enter your email address below and click the Sign Up button to receive digital backpack notifications.

emelikos@hopatcongschools.org | Sign Up

Notifications will be sent out once a day at around 4:00pm. If you do not want to receive notifications at any time by re-entering your email address above, click the Sign Up button.

You can unsubscribe from Digital Backpack notifications.

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Select your Notification Preferences

Wait! We have one quick question...

What do you want to receive email notifications for? You can select as many as you'd like.

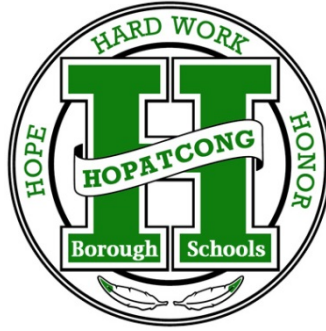
School Events | Athletics

School	Backpack Notifications	Calendar Notifications
Hopatcong High School	<input type="checkbox"/>	<input type="checkbox"/>
Hopatcong Middle School	<input type="checkbox"/>	<input type="checkbox"/>
Durban Avenue Elementary School	<input type="checkbox"/>	<input type="checkbox"/>
Tulsa Trail Elementary School	<input type="checkbox"/>	<input type="checkbox"/>
Hudson Maxim Elementary School	<input type="checkbox"/>	<input type="checkbox"/>

Sign Up | Cancel

4. Sign up to get specific notifications:

- Athletics (you can select any team)
- School Calendar Notifications
- School Events



For the latest news and updates follow the Hopatcong Borough Schools Social Media Pages!



Facebook by liking the “**Hopatcong Borough Schools**” Facebook page or by clicking this link:

<https://www.facebook.com/HopatcongSchoolDistrict/>



Instagram by following the “**Hopatcong Schools**” page or by

clicking this link: <https://www.instagram.com/hopatcongschools/>



Twitter by following the “**HopatcongSchool**” Twitter page or by

clicking this link: <https://twitter.com/HopatcongSchool>



Snapchat by following the “**HopatcongSchool**” snapchat

account or by scanning the snapchat image provided.



Humans of Hopatcong by visiting our website at:

<http://humans.hopatcongschools.org>

Don't forget to tag us in your posts and share and re-tweet ours!

To have news, events or information shared on our district wide social media pages please send any information and pictures to pr@hopatcongschools.org or call (973) 770 -8862.