

Guardian HAC Navigation

Navigating the HAC website

You'll notice the five HAC areas across the top of the screen: Home, Attendance, Classes, Grades, and Registration.



- **Home:** The default tab is the “Week View,” where you will see a weekly view of your child’s classes, including current marking period averages, assignments, and events. The second tab is “Calendar,” a calendar where you can view by day, week, or month and apply filtering options. The third tab is “School Links,” where you can navigate to other CCPS-related sites.
- **Attendance:** Here you will see a monthly attendance view. Hovering over any of the days with color will show you the attendance code entered by each period’s teacher.
- **Classes:** The default tab is the “Classwork” tab, where you will see current assignments and grades for the current (or past) quarters. Under the second tab, “Schedule,” you can view your child’s schedule. Teacher names on this page are links that you can click to open up an email in your default mail application.
- **Grades:** The default tab is “IPR” for interim progress reports. Here you will see the interim (IPR) grades and comments provided by quarter. The second tab is “Report Card,” where you can view report card information. The third tab, “Test Scores,” shows all test scores on record for your child in eSchoolPLUS, CCPS’ student management system.
- **Registration:** Here you will see demographic information for your child. You may edit emergency information, you and your child’s contact information (email addresses and phone numbers only), and FERPA information. If any other information you see on this page is incorrect, please contact your child’s school.

If you are the guardian of multiple students in CCPS, you will notice a button on the top right called, “Change Student.” You may use this button to select a different student to view. Just select the student and click Submit.

If you want to sign up for Gradebook alerts via email, you may do so in either of two places: you can go to “Classes” and check the “Alert me...” box then select the threshold values for which you wish to receive alerts or you can do the same thing by hovering over your name in the top right corner and selecting My Alerts. If you wish to receive a daily email with all of your child’s grades, please check the box, but leave both values blank. The GB Alerts will go to the email address you see on the Registration>Demographic screen (you may change this, if needed).

Frequently Asked Questions (FAQs)

What if I lose my username or password?

Please navigate to the HAC login page and click *Forgot my Username or Password*. **If you’ve never logged into HAC before, please use the [Click Here to Register for HAC](#).**

What if I am new to Calvert County Public Schools?

New guardians without HAC credentials or existing guardians who have never logged into HAC previously must self-register to receive a HAC account. Please navigate to the HAC login page and [Click Here to Register for HAC](#).

- Self-registration will require an email address in eSchool.
- Guardians will be prompted to enter their First Name, Last Name, City, and Zip. eSchool will attempt to find a matching contact and email the guardian an access code, which can be used to get the guardian in for the first time. Guardians will then generate their own username and password for HAC.
- If the First Name, Last Name, City, and Zip entered match multiple contacts, the guardian will also be prompted to enter their email address for matching.
- If no match can be found or the guardian has no email address in eSchool, they will be prompted to contact their school. In this case, the HAC School Contact can go to the guardian’s Contact page, create a username and generic password, and provide that to the guardian for them to login for the first time. We know that no matches will be found for:
 - Guardians with no email address.

- Guardians with no address. The City and Zip must match for self-registration to work. Please note, guardians will not receive a Schoology account unless/until they register for a HAC account.

What if I have a question about the grades I see in HAC?

HAC is not meant to replace communication between guardians, teachers, and students. If you have a question about your child's grades, please first speak with your son or daughter. If questions remain, contact your child's teacher.

When can I expect new grades to be posted?

Grades will typically be visible in HAC within two weeks of the assignment due date. Additional time should be provided in the case of research papers and other special projects, which may take longer for teachers to grade.

What do X and Z represent?

Two codes may be used in place of a numeric grade: X and Z.

- An X indicates that the student has been excused from the assignment. The X calculates just like a blank grade; it does not count towards the student's grade in any way.
- A Z indicates that the student has not yet completed the assignment but still may turn it in for credit. The Z calculates in the same way as a zero (0).

Missing assignments may be calculated by teachers in a variety of ways. Please check with your child or the teacher for the policy specific to each class.

Some of my child's classes don't have grades—is this okay?

That depends. Media Center and Homeroom classes at the elementary level may appear in HAC but will not receive grades. At the high school level, Early Release, AP Seminar, and certain other courses will not be graded. In some cases, two-period classes will receive one grade for both periods. If you have a question, contact your child's teacher.