



# USER MANUAL



**CALVERT**  
County Public Schools

## **Using Home Access Center**

- Home Access Center Menu
- View another student

## **Attendance Month View Page**

- Change months
- View attendance details

## **Calendar Page**

- Customize calendar information
- Change calendar views

## **Classwork Page**

- Quick View versus Full View
- View assignments by class
- View assignments by due date
- View course detail
- View course attachments
- View assignment score detail
- Subscribe to classwork email alerts

## **Demographic Page**

- Update emergency information
- Update contact information
- Update FERPA settings

## **Interim Progress Report Page**

- View IPR details
- View previous IPRs

## **Report Card Page**

- View report card details
- View previous report cards
- Print report cards

## **Schedule Page**

## **School Links Page**

- Access a linked resource

## **Test Scores Page**

## **Week View Page**

- View class schedules
- View other weeks
- Display course work for the current average
- Display course details
- Display detail for assignments
- Send an email to a course's teacher

## **UserVoice**

## **My Account**

- What are challenge questions?
- Create challenge questions
- Change your challenge questions
- Change your password
- Forgot your user name or password

## **My Alerts**


- Subscribe to HAC Alerts

## **Revisions**



## Using Home Access Center




Home Access Center (HAC) is a browser-based student information system that allows you to view student registration, report card, attendance, discipline, transcript, success plan, course request, classwork, and scheduling information as it is entered in the school district's database.

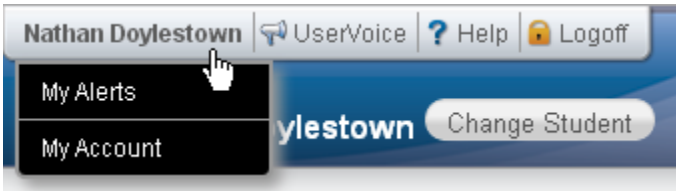
### Home Access Center Menu

The menu options in the Home Access Center banner provide access to HAC's main pages. Clicking an icon displays a page with related tabs, each of which is a self-contained page of information on your student. For example, the  Grades option displays a page with tabs on IPRs, Report Cards, and other subjects associated with grading. Clicking a tab displays the page indicated. Most HAC pages also include links that when clicked, display a window with additional details.

The following pages can be accessed using the menu options in the HAC banner.

	
<b>Home</b>	
Week View	Displays a student's attendance, scheduling, assignment, and discipline information for the current week. Previous and future weeks can also be displayed. Links are provided for viewing scores and other details on individual courses and assignments, accessing student fee information, and emailing teachers.
Calendar	Displays a month-view of the student's attendance, scheduling, assignment, and discipline information, as well as activities and events. Checkboxes are provided for configuring the type of information that displays, while buttons are included for changing the calendar to a daily or week view. Previous and future months can also be displayed.
School Links	Displays links that can be created in the HAC building configuration to enable access to other resources within or outside the district.
	
<b>Attendance</b>	
Month View	Displays a month-view of the student's attendance that can be toggled to access all months within the current school year. A color legend identifies the type of attendance displayed. Place the mouse pointer over a day to view more detailed information on absences and tardies.

	
<b>Classes</b>	
Classwork	<p>Displays course assignments, including the dates assigned, due dates, categories, potential points, and scores for the Gradebook assignments available in a class. When assignments are ordered by class, class average information is shown below the student's list of assignments.</p> <p>Teachers can select whether an assignment and its score should be published for HAC. However, unpublished assignments may be included in the student's averages for a course.</p>
Schedule	<p>Displays the student's schedule for the entire year. Dropped courses may also be displayed. You can also select to display the list of requests for the next school year in a separate section at the bottom of the page. Links are provided for viewing detailed course information and sending emails to teachers.</p>
	
<b>Grades</b>	
Interim Progress Report	<p>Displays the student's most recent interim progress report, including courses, marks, and comments for an IPR run based on information in the IPR data warehouse. If comments were entered for the student, a comment legend displays below the course information. In addition, you can select to view any previous IPR run for the current year for which the data warehouse is available.</p>
Report Cards	<p>Displays information from the student's most recent report card run. The page lists marks, comments, and absences related to the student's courses or competencies.</p> <p>Additional information can include the sum of earned credits for the report card run, class rank, and current, semester, and cumulative credits and GPAs. If comments were entered for the student, a comment legend appears below the report card information. In addition, you can select to view any previous report card run for the current year for which the data warehouse is available.</p>
Test Scores	<p>Displays all standardized test scores stored for the student in the eSchoolPLUS Test Center.</p>
	
<b>Registration</b>	
Demographic	<p>Displays the student's basic demographic information, including date of birth, gender, grade, building, house/team, and counselor. Additional information may also display, such as contact information, student and guardian addresses and phone numbers, medical emergency information, transportation to and from school, and sensitive information from the Personal page.</p>



**User Options**

My Alerts	Allows guardians and students to subscribe to alerts for sending emails on attendance, course averages, classwork, interim progress reports, and report cards.
My Account	Allows guardians and students to change their HAC passwords and modify the challenge questions that are asked when users forget their passwords.
UserVoice	Allows guardians and students to submit suggestions for improving HAC.
Logoff	Closes the current HAC session, and returns you to the Log On page.
Change Student	Allows guardians who have two or more students to display a pop-up window for selecting another student.

### View another student

If you are a guardian for multiple students, you can quickly change the student you are viewing.

1. In the Home Access Center banner, click **Change Student**.
2. On the Choose Your Student pop-up, select the student to display.
3. Click **Submit**.

## Attendance Month View Page

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The Attendance Month View page enables you to view your student's attendance during any month in the current school year. If your student was absent or tardy on a date, the day will display with a colored background. The Color Legend below the month indicates the type of attendance each color represents.

To display the Month View page, click  **Attendance** on the HAC menu.

### Change months

- To navigate from month to month in the current school year, use the **<<** **>>** arrows at the top left and right of the calendar.

### View attendance details


- To view details for a date when your student was absent or tardy, move your pointer over the day. A tooltip displays the type of attendance entered by the office or teacher for the periods affected.

## Calendar Page




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The Calendar page provides a month view of the following information on your student:




- Class Assignments
- Class Events
- Activity Events

To display the Calendar page, click  **Home** on the HAC menu, then click the **Calendar** tab.

### Customize calendar information

- To hide or display the Filter pane, click the  Filter icon.
- To include or exclude information on the calendar, check or uncheck the appropriate boxes in the Filter pane on the left.
- To collapse the pane's Filters, Calendars, or Values section, click the section's  down symbol. To expand a collapsed section, click the section's  up symbol.


### Change calendar views

- To display other months, use the  arrows to navigate forward or backward a month at a time.
- To display the week view for the current week, click **Week**. To display other weeks in the calendar's week view, use the  arrows to navigate forward or backward a week at a time.
- To display the day view for the current day, click **Day**. To display other days, use the  arrows to navigate forward or backward a day at a time.
- To return to the current month, week, or day in the above views, click **Today**.

## Classwork Page

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Use the Classwork page to view your student's assignments as they relate to either courses or competencies, depending on your display settings. This page only includes assignments and scores that teachers have selected to publish.

To display the Classwork page for courses (default view), click  **Classes** on the HAC menu.

### Quick View versus Full View

Two views have been provided for assignments. You can switch your view by clicking the appropriate button:

- **Quick View** - Displays basic assignment information to help you get an at-a-glance view of upcoming assignments and how your student scored on completed assignments.
- **Full View** - Displays additional fields related to averaging assignment scores so you can see more detail about your student's average for the class.

### View assignments by class

1. If you have an option to select Course or Competency Groups, select Course.
2. Enter selections in the following fields: Report Card Run, Show, and Order by.
3. Click **Refresh View**.
4. If needed, select a Marking Period, then click **Continue**.

### View assignments by due date

1. In the Order by field, select Date Due.
2. Click **Refresh View**.

### View course detail

- Click the link in the course header for the course you want to view. The pop-up displays the course code, name, building, department, teacher, room, periods, days, and marking periods. The link only displays if you have selected to order assignments by Class.

### View course attachments

- Click the link in the course header for the course you want to view. The pop-up includes a link to any attachments the teacher may have added for the course.

### View assignment score detail

- Click the assignment link for the assignment you want to view. A window displays the course, assignment description, category, date assigned, due date, points, weight, and extra credit information for the assignment. You can also position the mouse pointer on an assignment to display a summary of this data in a tooltip. If appropriate, the window also displays scores and competency information, including the rubric used to grade the assignment. In addition, you can access any attachments the teacher may have added for the assignment.

## Subscribe to classwork email alerts

- To subscribe to an email alert based on either the assignment average or class average, check the appropriate "Alert me..." box above the classwork detail.
- To receive alerts for averages below a certain percentage, enter the number (1-150) next to "below." For example, if you want alerts for averages below 70%, enter 70.
- To receive alerts for averages above a certain percentage, enter the number (1-150) next to "above." For example, if you want alerts for averages above 90%, enter 90.
- Leaving both fields blank allows you to receive alerts for all courses or assignments, regardless of their averages.



## Demographic Page

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The Demographic page includes the following sections listing information on your student:

- **Demographic** - Basic data, such as the student's name, birth date, counselor, building, gender, grade, language, and homeroom teacher.
- **Emergency** - Information for use in medical emergencies, such as physician's name and phone number, preferred hospital, and health insurance data.
- **Personal** - Sensitive information, including Social Security number, ethnicity, meal status, and classification.
- **Transportation** - Information on the student's transportation arrangements to and from school.
- **Contacts** - Student and guardian information, including addresses and phone numbers.
- **FERPA** - A list showing the student's settings regarding the release of information under the Family Educational Rights and Privacy Act (FERPA).

To display the Demographic page, click  **Registration** on the HAC menu.

### Update emergency information

- To update the Emergency section, click **Edit**. Add to or change the information displayed in the Update Emergency Information window, then click **Save**.

### Update contact information

- To update the Contacts section, click **Edit**. Add to or change the email and phone information displayed in the Update Contact Information window, then click **Save**.


### Update FERPA settings

- To update the FERPA section, click **Edit**. Check or uncheck the boxes in the Update FERPA Information window as needed, then click **Save**. When a FERPA box is checked, the student information indicated cannot be released.

## Interim Progress Report Page

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The Interim Progress Report page displays your student's most recent Interim Progress Report (IPR), if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, interim progress marks, and comment codes. The legend at the bottom of the page provides a key to the comments entered for your student.

To display the Interim Progress Report page, click  **Grades** on the HAC menu.

### View IPR details

- To view additional details on a course, click its description link to display the Home Access Course window.

### View previous IPRs

- To display an IPR from an earlier period, select the period in the View the Interim Progress Report for Reporting Period field. This field displays only if another IPR is available.

## Report Card Page

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The Report Card page displays your student's most recent report card, if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, credits attempted and earned, rank information, attendance, grades, and comment codes. A grading scale is provided to explain certain marks, while the legend at the bottom of the page provides a key to the comments your student has received.

To display the Report Card page, click  **Grades** on the HAC menu, then click the **Report Card** tab.

### View report card details

- To view additional details on a course, click its description link to display the Home Access Course window.
- If a mark displays as a link, click the link to display the Classwork window. The window lists assignment dates, scores, points for classwork, and classwork average information.

### View previous report cards

- To display a report card from an earlier period, select the period in the View the Report Card for Reporting Period field. This field displays only if another report card is available.


### Print report cards

- To print a copy of the student's report card, click **Print**.

## Schedule Page

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The Schedule page displays your student's schedule for the current school year. Classes that your student has dropped display at the bottom of the list with a Dropped status. This page also displays a list of the course requests for the next school year.

To display the Schedule page, click  **Classes** on the HAC menu, then click the **Schedule** tab.

## School Links Page

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The School Links page displays links to other resources offered by your student's building.

To display the School Links page, click  **Home** on the HAC menu, then click the **School Links** tab.

### Access a linked resource

- To access a resource listed on the page, click its link.



## Test Scores Page

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The Test Scores page displays your student's standardized test scores. For each test, the listing includes the test, test date, subtests, and scores, as well as the grade and age of your student at the time the test was taken.

To display the Test Scores page, click  **Grades** on the HAC menu, then click the **Test Scores** tab.


## Week View Page

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The Week View page displays the following information for your student:

- Scheduling
- Assignments
- Course Averages
- Attendance
- Discipline Incidents


You can view information for the current week, as well as previous and future weeks in the current school year. In addition, you can use the page's links to access detailed information on these records.

To display the Week View page, click  **Home** on the HAC menu.

### View class schedules

- To view your student's class schedule for a specific day of the week, click the day's link above its column. For example, to display Monday's classes on the Schedule window, click Monday. The window lists periods, times, courses, teachers, and rooms.
- To view your student's complete schedule, click **View Full Schedule** to display the Schedule page. Besides the schedule of all courses in the current school year, the page lists requests for the next school year. For more information, refer to the Schedule Page topic.

### View other weeks

- To display the week view for other weeks, use the  arrows to navigate forward or backward a week at a time. To return to the current week, click **Today**.

### Display course work for the current average

- To display assignments and scores associated with an average, click the average's link.

### Display course details

- To view additional details on a course, click its description link in the Class column to display the Course window. The window lists the course, building, department, teacher, room, class periods, days, and marking periods.

### Display detail for assignments

- To view additional details on an assignment, click its description link to display the Assignment (untitled) window. The window lists the course, assignment, category, dates assigned and due, total points, weight, extra credit, and description. You can also position the mouse pointer on an assignment to display a summary of this data in a tooltip. If appropriate, the window also displays scores and competency information.

## Send an email to a course's teacher

- To send an email to a teacher, click the teacher's name in the class column, if the name appears as a link. Your email window displays with the teacher's address inserted in the To box.





## UserVoice

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UserVoice enables you to submit ideas to the full community of Home Access Center (HAC) users for developing new software features. You can also vote for proposals submitted by other guardians and students, both in your district and elsewhere. Voting in UserVoice helps prioritize suggestions for improving HAC, which in turn enables SunGard to determine the enhancements users would most like to see.

The rules on voting are simple. Guardians and their students share a total of 10 votes. You may apply up to three votes in favor of any given proposal, or you may spread your support around by using just one vote per idea. The choice is yours.

Once an idea is accepted by SunGard's Product Management, all votes assigned to the proposal will be returned to users for voting on other ideas.

Besides being able to propose and vote for ideas in UserVoice, you can:

- Post comments in response to the ideas submitted.
- Change your votes, either to support new ideas or in response to feedback from other users.
- Update your profile to receive email notifications.
- Connect to the SunGard K-12 Education website to learn more about SunGard's K-12 solutions.

**Prerequisite:** You must have an email address stored in *eSchoolPLUS* to access UserVoice. If not, contact your district.

1. Click the **UserVoice** icon at the top of any HAC page.
2. In the UserVoice page, click the Take me to UserVoice link.
3. In UserVoice, use the links and buttons to post and vote on ideas, enter comments, update your profile, and perform other functions.
4. Click Sign out in the upper right-hand corner of any page to exit UserVoice, then click **OK** to close the browser session.

## My Account

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Use the My Account option to view your account data. Your account data includes your user name, address, email address, and the last date and time that you accessed Home Access Center.

Additionally, you may be able to change your password and enter challenge questions to be used if you forget your username or password.

To display this page, move your pointer over your user name in the Home Access Center banner. Then, select **My Account**.

### What are challenge questions?

Challenge questions are used to verify your account information if you need to reset your password. The Log On page has a Forgot My Username or Password link. When you click the link, an email including a link to reset your password will be sent to the email address provided to the school district. When you click the link in the email, you will be prompted to answer your challenge questions.

### Create challenge questions

The first time you log into HAC, you will be asked to enter challenge questions and answers. You may also be asked to create challenge questions the first time you log in if your school district has just implemented challenge questions.

1. In a Question field, enter the text for the question you want to answer.
2. In the Answer field, enter the text for your answer. If you use any capital letters, they will not be required when you answer a question later, for example, with the name of a pet or school.
3. Repeat steps 1-2 until you have entered all questions and answers.
4. Click **Continue to Home Access Center**.

### Change your challenge questions

1. Log on to Home Access Center.
2. Move the pointer over your user name in the banner. Then, click **My Account**.
3. In the Challenge Questions section of the My Account page, make changes to your questions and answers as needed.
4. Click **Update Challenge Questions**.

### Change your password

The following procedure describes how to change your password in Home Access Center.

1. Log on to Home Access Center.
2. Move the pointer over your user name in the banner. Then, click **My Account**.
3. In the Change Password section of the My Account page, enter your current password in the Old Password field.
4. In the New Password field, enter your desired password. A black dot displays in place of each character you type.

**Recommendation:** Use a mix of character types - upper and lower case letters, numbers, and symbols. To keep your password secure, do not use something easy to guess, such as your child's nickname or birth date.

5. In the Confirm New Password field, enter your new password again. A black dot will display in place of each character you type.
6. Click **Change Password**. Your password will be updated and the following message displays above the password fields: Your password has been changed successfully.

## Forgot your user name or password

The Log On page includes a Forgot My Username or Password link that you can click if you need to reset your password. When you click this link, the Forgot Username or Password page displays, allowing you to request to reset your login information.

To reset your login information, you will be required to answer challenge questions. If you have not previously defined challenge questions for Home Access Center, you need to contact your school district to reset your password.

1. On the Forgot Username or Password page, enter either:
  - Your Home Access Center username.
  - or
  - The email address you supplied to your school district in your contact information.
2. Click **Submit**.
3. Check your email for a "Reset your Home Access Center password" message from the district. If you do not receive an email, contact your school district.
4. In the Reset your Home Access Center password email, click the Reset your Home Access Center password link.
5. On the Challenge Questions page, answer the challenge questions to restore access to Home Access Center.
6. Click **Continue**.
7. If you answered the challenge question(s) correctly, the My Account page displays. If you do not answer the challenge questions correctly, you may try again or contact your school district for assistance.

If you also forgot your username, refer to the Logged in as field on the My Account page.

8. In the Change Passwords section of the My Account page, enter the new password for your Home Access Center account login, confirm the new password, then click **Continue to Home Access Center**.

**Recommendation:** Use a mix of character types - upper and lower case letters, numbers, and symbols. To keep your password secure, do not use something easy to guess, such as your child's nickname or birth date.

## My Alerts

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Use the My Alerts option to access and change settings for the types of email alerts you would like to receive for your student.

To display this page, move your pointer over your user name in the Home Access Center banner, then select **My Alerts**.

### Subscribe to HAC Alerts

The My Alerts page includes checkboxes for the following types of alerts. If you are a guardian who can access multiple students in HAC, a separate set of boxes displays for each student. Checking a box enables the type of alert indicated.

- **Course Average** - Allows email alerts to be sent on your student's course averages. To limit the alerts to averages outside a range, enter the bottom of the range in the *below* field - for example, 75 for averages less than 75 - and the top of the range in the *above* field - for example, 89 for averages of 90 or greater. Enter whole numbers; decimals are not allowed. To enable alerts for all averages regardless of their level, leave the two fields blank.
- **Classwork** - Allows email alerts to be sent on averages for class assignments. To limit the alerts to averages outside a range, enter the bottom of the range in the *below* field - for example, 75 for averages less than 75 - and the top of the range in the *above* field - for example, 89 for averages of 90 or greater. Enter whole numbers; decimals are not allowed. To display averages for all assignments regardless of their level, leave the two fields blank.

**Note:** When you leave the My Alerts page, all of your entries are saved automatically.

## Revisions

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**04/10/2014**

The following revisions were added to document Home Access Center for eSchoolPLUS Version 3.1.

Contents	Changed spacing between items so contents would fit on a single page. Added links for new sections added for the Classwork page.
Home Access Center Menu	Updated Week View to reflect ability to click link for assignment details and My Alerts to indicate that alerts are available for immunizations.
Career Plan Page	Updated procedures because the button for entering requests for a year was simplified. Also, corrected the explanation of teacher recommendations which previously referred to the Alternate Request icon.
Classwork Page	Updated the View assignment score detail section to indicate that the detail window may show competencies and rubric details if applicable. Added procedure for displaying classwork for competencies and for displaying the average detail for a competency.
Course Requests Page	Also, corrected the explanation of teacher recommendations which previously referred to the Alternate Request icon.
Week View Page	Added Display detail for assignments section. Added missing space in Display coursework for an average section heading. Added Send an email to a course's teacher section.