Classes	
Classwork	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. 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 However, unpublished assignments may be included in the student's averages for a course.
Schedule	Displays the student's schedule for the entire year. Dropped courses may also be displayed. Links are provided for viewing detailed course information and sending emails to teachers.

Grades	
Interim Progress Report	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.
Report Cards	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. 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.
Test Scores	Displays all standardized test scores stored for the student in the eSchoolPLUS Test Center.

Registration	
Demographic	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.
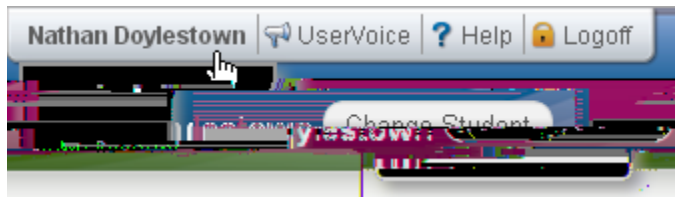
User Options	
My Account	Allows guardians and students to change their HAC passwords and modify the challenge questions that are asked when users forget their passwords.

Classwork Page

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

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, langu, cxnĩÁÚZÃ%E€

UpdTⅡ∎euiⅈ2

Interim Progress Report Page

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.

Subscribe to IPR alerts

To subscribe to IPR email alerts, check the "Alert me..." box above the course listing. The emails include courses, interim progress marks, teachers' names and comments, and other information from the student's IPR.

Report Card Page

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**.

Subscribe to report card alerts.

To subscribe to report card email alerts, check the "Alert me..." box above the course listing. The alerts include courses, grades, c6(b)-8(ox)-3(ab)-7(ov)b85BT TÆTBT1 0 0 1 226.13 472.75 Tm5,4(r)-15(s)-5(s)-2(I

Test Scores Page

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

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

Scheduling

Assignments

Course Averages

Attendance

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.

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.

Update Registration Page

You can use this page to access Enrollment Online to update your student's registration information. The page can display the following links for displaying a form:

New - Clicking the link displays a new form for updating your student's information. Use this link if you have never submitted an Enrollment Online form for the current school year or the last form you submitted has been processed by the school's Registrar.

Edit - Clicking the link displays a form that you previously started or submitted, but has not been processed by the school's Registrar. In this case, you can add to or change the form's information.

View - Clicking the link displays a form that you previously submitted and has been processed by the school's Registrar. In this case, you can only view the form's information.

Start a new update form

To start a new form, click the link in the Update Registration page relative to the school year you are updating data for. For example, *Update Student Registration 2015-16* for the 2015-16 school year.

Update an existing form

To update a form that has not been submitted or processed, click Edit in the Update Registration page. If you are still working on a form, its status will be SETBTi..ding on 8ETBT.

10/23/2015

1.

My Alerts

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.

Attendance - Allows email alerts to be sent when absence, tardy, and attendance codes are entered for your student. You can limit the alerts to certain codes. When the Attendance box is checked, its description becomes a link. Click the link to display a window listing the available codes. To receive all alerts, leave the Any box checked. To select individual codes, uncheck the Any box, check the boxes for the codes you want, then click **Save**.

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.

Interim Progress - Allows you to receive alerts when Interim Progress Reports become available.

Report Card - Allows you to receive alerts when Report Cards become available.

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