



Technology Division

Home Access Center Parent's Manual

August 23, 2015

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Introduction

What is the Home Access Center?

Welcome to the Home Access Center or HAC, for short. We hope you will find this training manual useful both during your education and afterwards as a reference to specific functions.

The Home Access Center is tightly integrated with the Teacher Access Center and the Electronic Gradebook system used by the teachers. It is designed to be easy to use and equally as easy in sharing information between teachers, school officials and parents.

The Home Access Center website is provided for the express use of the parents of Brandywine School District students to assist in the communication of important educational information.

We have broken this training manual up into a "Step" based approach that will assist in using the module. We have provided a glossary of terms, FAQ's and many screen shots so you have both a procedural guideline and a useful manual beyond the education process.

We hope this document will assist you in effectively communicating with the teachers, staff, and more importantly, your children.

What Will I Be Able to do In the Home Access Center?

You are able to view your child's Schedule, Class Work, Teacher/Staff Comments, Attendance History, Discipline Incidents, Interim Progress Reports, Report Cards, Registration (Demographic) and Transportation information.

You are also able to email your child's teachers, in addition to viewing and printing your child's data. However, you will not be able to update or edit the information within the Home Access Center (HAC). **If you find incorrect or incomplete data, please contact the school to have the information entered or corrected.**

NOTE: On some occasions, the information you are viewing will pop up in small windows. If you have pop-up blocking software installed or use Google or Yahoo! Toolbar please disable or allow pop-ups to be viewed for this site.

Please be advised that the Home Access Center automatically logs you off after approximately 20 minutes.

Will Other People Be Able to See My Child's Information?

Your child's information is secure and only those individuals who have a username and password can access the HAC and your child's information. Your username and password allow you access to your child's data. We urge you to keep your username and password in a secure, safe place.

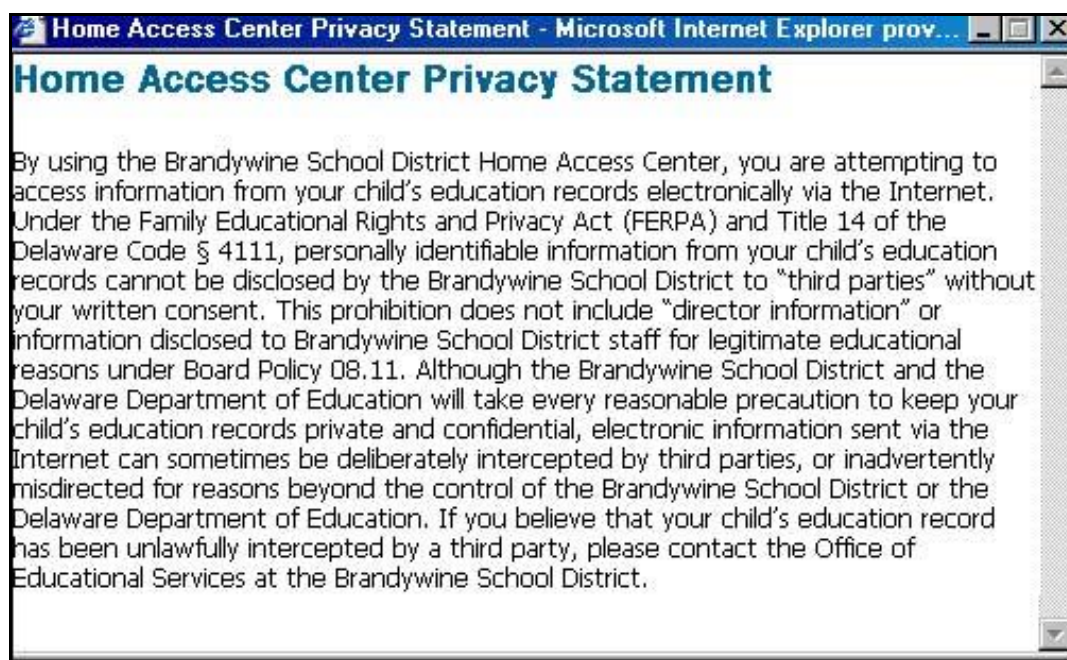
Figure 1 shows the Privacy Statement and the Terms of Use links at the bottom of the Home Access Center web page.

Figure 1

Powered by [SunGard Pentamotion Inc.](#) Copyright 2003 - 2005. / [Privacy Statement](#) / [Terms of Use](#)

By clicking on the Privacy Information link the following box will pop-up:

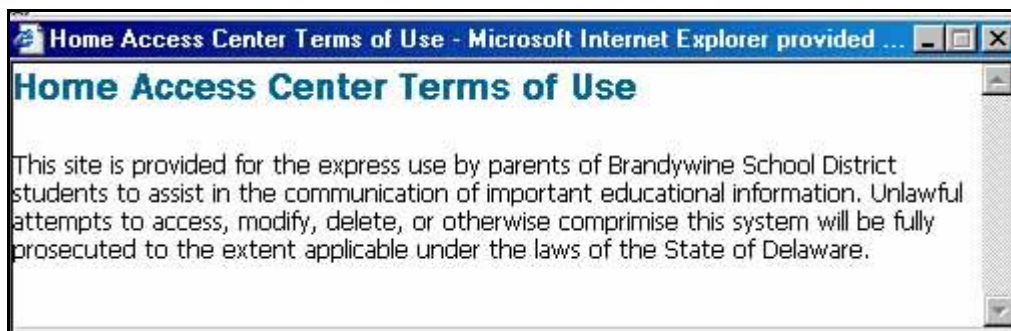
Figure 2



The above statement reflects Brandywine School District's policy regarding disclosure of your child's private information. It explains the FERPA Act and what it encompasses.

By clicking on the Terms Of Use link at the bottom of the page, as shown in Figure 3, a small box will pop-up displaying the following message:

Figure 3



The above statement discloses the Brandywine School District's policy regarding access and misuse of the Home Access Center. Basically, it states that anyone attempting to access, modify, delete or misuse this system will be prosecuted.

What is my Username and Password?

The school supplies a letter stating your username and password for the Home Access Center and the will contact you when to pick it up. Brandywine School District is requesting that you personally pick up your letter due to security and privacy issues. If you should lose or forget your username and password, please contact the school secretary and she will be able to change or reset either one.

Your username will be in the following format:

Firstname.Lastname
i.e. Scott.Finn or Michael. Fitzpatrick

The password is set for you initially, but you have the ability change it to something easier for you to remember.

If you believe your password has been compromised or simply wish to change it, click the "My Profile" link [My Profile | Exit](#) in the top right hand corner of the page. A pop-up box will open, as shown in Figure 4. You will be prompted to put in your old password, to select a new password and then to confirm your new password.

NOTE: Please make sure that your pop up blocking software or toolbars have been disabled or allowed for this site.

Figure 4

My Profile - Microsoft Internet Explorer provided by Brandywine School Di...

Name: Josephine Test
Address: 1 WINDSOR RD
WILMINGTON, DE 19809

Logged in as: joetest
Last successful login: 4/18/2005 9:36:49 AM

Change Password

Old Password:*
New Password:*
Confirm New Password:*

What are the Minimum Software & Hardware Requirements for the Home Access Center?

The minimum requirements for a home PC to connect to the Home Access Center (HAC) are:

Pentium II 400 processor or higher

Windows 2000, XP or ME

Internet Explorer 6.0 Web Browser

128 MB RAM or higher

Internet Access – preferably DSL or Cable but Dial-up Access will work

- Viewing the HAC on a Dial-up connection will be slow so please be patient

Printer – if you wish to print the information displayed on the screen

How Do I Print The Information That Is Displayed in the Home Access Center?

By clicking the printer icon at the top of the Internet Explorer browser window, as shown in Figure 5, you are able to print the information on the screen.

Figure 5



You also have the option of clicking File and then Print, as shown below in Figure 6. If you wish to print more than one copy, change the Number of copies and click the Print button, as shown in Figures 7.

Either of these methods works for printing the different views displayed in the Home Access Center.



Figure 6

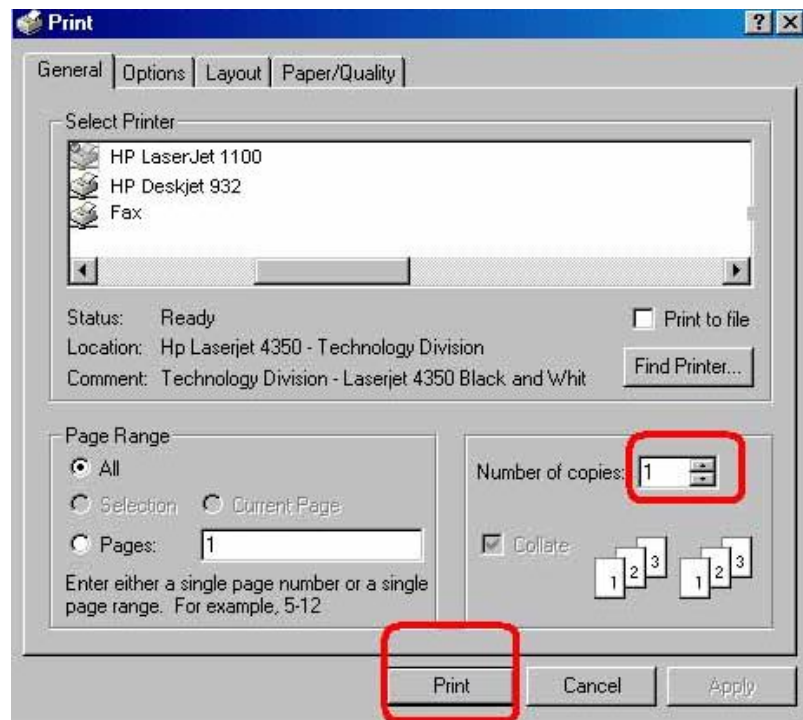


Figure 7

Accessing the Home Access Center

The Brandywine School District Technology Department has completed the district and school set-up for usage of the Home Access Center. You will be able to immediately access the Home Access Center (HAC) to view your child's information once you receive your username and password.

Springer Middle School is our test pilot and at this time is the only school implementing the Home Access Center. District-wide usage of the Home Access Center will be forth coming.

Logging Into the System

Open an Internet Explorer web browser window and type in the following URL:
<https://hac.doe.k12.de.us/HomeAccess/> as seen in Figure 8. The “s” after http refers to this site as a secure site.

NOTE: When typing this address, there is no WWW.

Figure 8

The screenshot shows the SunGard Home Access Center Login page. At the top left is the SunGard Pentamation Inc. logo. The main heading is "Home Access Center Login". Below this, there is a form with the following elements:

- A dropdown menu labeled "Select a District:" with "Brandywine School District" selected.
- A text input field labeled "Username: *" with a red asterisk.
- A text input field labeled "Password: *" with a red asterisk.
- A "Log In" button.
- A welcome message: "Welcome to the Home Access Center. To begin, please enter your **username** and **password**."
- A paragraph of text: "Home Access Center allows parents and students to view student registration, scheduling, attendance, assignment, and grade information. Home Access Center is available for the districts listed in the dropdown to the right. Please make sure to select the correct district when logging in to Home Access Center."
- A red-bordered box containing the text: "If you do not have a username and password for Home Access Center, you can register by clicking [here](#)."

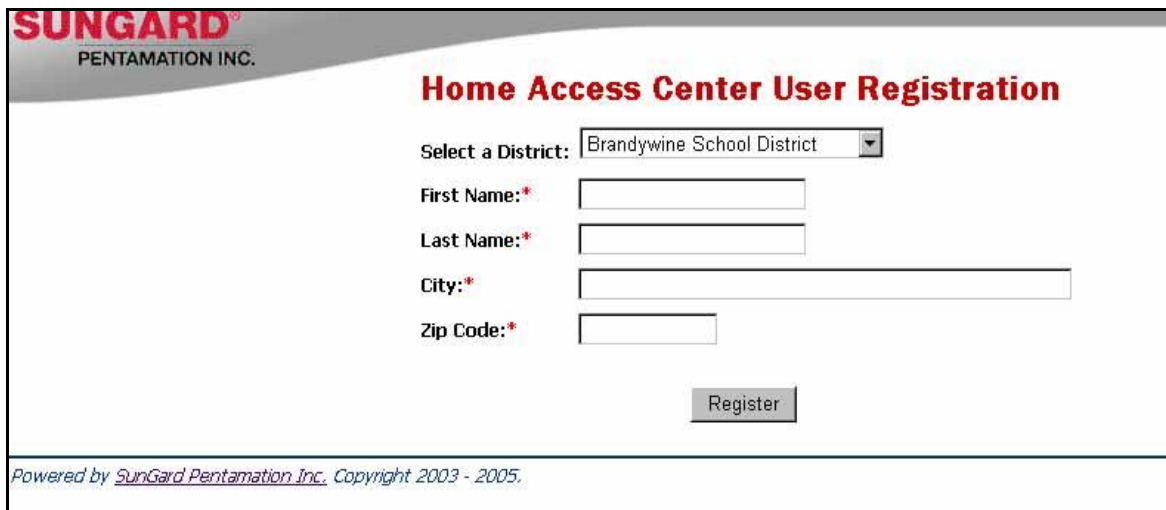
At the bottom of the page, it says "Powered by SunGard Pentamation Inc. Copyright 2003 - 2005."

Enter the Username and Password as stated in your letter into the appropriate fields and click the Log In button.

You are also able to register for a username on the Home Access Center Login page. Figure 8 above shows you the link to click to register for a username.

A pop-up box, as shown in Figure 9, will open requesting your First and Last Name, your City and Zip Code.

Figure 9



After you have filled in your the requested information, another page will open regarding your username registration process, as shown in Figures 10 and 11.

Figure 10 indicates that no email address is on file for this parent. Please contact the school secretary and she can set up your username and password and add your email address.

Figure 10

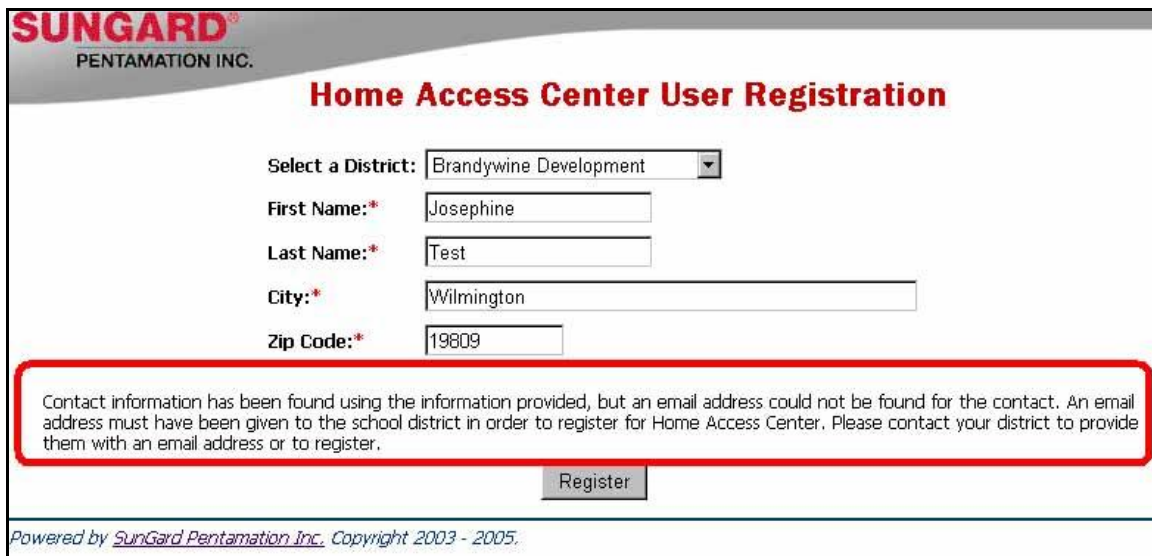


Figure 11 indicates an email address is on file with the school and the information requested has been sent.

Figure 11

The screenshot shows the 'Home Access Center User Registration' page from SunGard Pentamation Inc. The form includes fields for 'Select a District' (Brandywine School District), 'First Name' (Josephine), 'Last Name' (Test), 'City' (Wilmington), and 'Zip Code' (19809). A red-bordered box highlights a message: 'Contact information has been found and the information you requested will be sent to the email on file.' Below the message is a 'Register' button. The footer text reads: 'Powered by SunGard Pentamation Inc. Copyright 2003 - 2005.'

Figure 12 indicates you have already registered to use the Home Access Center.

If you have forgotten your username or password or need to change your email account, please contact the school secretary.

Figure 12

The screenshot shows the same 'Home Access Center User Registration' page. The red-bordered box now contains a different message: 'Contact information has been found using the information provided, but the contact has already been registered for Home Access Center. Please contact your district for assistance.' The 'Register' button is still present. The footer text remains: 'Powered by SunGard Pentamation Inc. Copyright 2003 - 2005.'

If you have two or more children in Brandywine School District, when you log into the Home Access Center you will see both of their names and schools. This allows you to log in only once and access all of your children's information at once.

NOTE: At this time, Springer Middle School is our test pilot. The Home Access Center will be available for the other schools in Brandywine School District by January 1st, 2006.

Home Access Center Views

The first screen after you log into the system will be the **Daily Summary** page, shown in Figure 13. The Daily Summary page is the equivalent of a home page for the HAC (Home Access Center); it shows you a representation of the different types of information that you may view in the Home Access Center.

If the student has not been reported absent or tardy then under the Attendance column on the Daily Summary page it will state, "No attendance information has been entered for this student." Please be advised that Teachers only mark students absent or tardy they do not mark them present. Therefore, no information entered means that your child was in class and not marked as absent.

In addition, if teachers have not published Classwork for the HAC, then the Classwork column of the Daily Summary page will state "There is no Classwork due." This does not mean that the student does not have homework – only that the teacher(s) have not published it for the HAC view. You also have the option of view details about an published assignment by clicking on the assignment link in the Daily Summary. However, if a teacher has not entered any details the link will go nowhere.



Thirdly, your child's schedule will be listed. Since the Middle and High Schools are on a rotating schedule, this will allow you to know what day it is. For example, "It is a C Day" meaning period C is the 1st period of the day or "It is a 6 Day" meaning period 6 meets first. On the Daily Summary page the class times are given in the Schedule column beside the Course Name. The classes are listed by Period in numeric order but the times beside the Period number reflect when the class meets for that day.

Finally, under the Discipline column on the Daily Summary page if there have been no disciplinary incidents reported to the school administrators then the page will read, "The student was not involved in any discipline incident's this week." This does not mean that the teacher did not have any behavioral or academic problems with the student.

Disciplinary Incidents tend to be detentions, excessive tardiness etc., not infractions such as talking in class or turning in homework in late or not at all.

Daily Summary

Figure 13

Joe Test
Springer Middle School

Daily Summary
Schedule
Attendance
Discipline
Classwork
Interim Progress
Report Cards
Test Scores
Registration

Daily Summary for Thursday, March 24, 2005

Today's Attendance		Today's Schedule				
No attendance information has been entered for this student today.		Period	Course	Description	Teacher	Room
		1 (07:35 AM - 08:46 AM)	8212 - 1	Language Arts	Kathleen A Gilbert	201
		2 (08:50 AM - 09:32 AM)	8622 - 2	DSTP Enrichment	Rosenblatt, Faith	110
		3 (09:36 AM - 10:18 AM)	8222 - 2	US History	Brian P McGuire	200
		4 (10:22 AM - 11:04 AM)	8232 - 1	Earth Science	Jonathan W Sypher	204
		5 (11:04 AM - 12:42 PM)	8413 - 3	Language Arts Enrichment	Daniel Patric Bradley	216
		6 (12:46 PM - 01:26 PM)	8242 - 3	Pre-Algebra 8	Kay W Hossler	203
		7 (01:30 PM - 02:10 PM)	8480 - 10	Technology Systems	Robert W Bilson	161
Classwork For This Week		Incidents During This Week				
There is no classwork due this week.		This student was not involved in any discipline incidents this week.				

The Daily Summary page takes a snapshot of the vital information included in the Home Access Center and makes it readily available on one page.

Figure 14

Springer Middle School

Joe Test
Springer Middle School - Brandywine Development

Daily Summary | Schedule | Attendance | Discipline | Classwork | Interim Progress | Report Cards | Registration

Daily Summary for Monday, April 18, 2005

Today's Attendance

Attendance Period	Attendance Code	Dismiss Time	Arrive Time
1	Principal Approved Parental Field Trip		
2	Principal Approved Parental Field Trip		
3	Principal Approved Parental Field Trip		
4	Principal Approved Parental Field Trip		
5	Principal Approved Parental Field Trip		
6	Principal Approved Parental Field Trip		
7	Principal Approved Parental Field Trip		

Today's Schedule

Period	Course	Description	Teacher	Room
1 (11:04 AM - 12:42 PM)	8212 - 1	Language Arts	Kathleen A Gilbert	201
2 (12:46 PM - 01:26 PM)	8622 - 2	DSTP Enrichment	Rosenblatt, Faith	110
3 (01:30 PM - 02:10 PM)	8222 - 2	US History	Brian P McGuire	200
4 (07:35 AM - 08:46 AM)	8232 - 1	Earth Science	Jonathan W Synpher	204
5 (08:50 AM - 09:32 AM)	8413 - 3	Language Arts Enrichment	Daniel Patric Bradley	216
6 (09:36 AM - 10:18 AM)	8242 - 3	Pre-Algebra 8	Kay W Hossler	203
7 (10:22 AM - 11:04 AM)	8480 - 10	Technology Systems	Robert W Wilson	161

Classwork For This Week

Course	Description	Teacher	Date Assigned	Date Due	Assignment
8212 - 1	Language Arts	Kathleen A Gilbert		04/20/2005	Chapter 7 - Shakespeare



Incidents During This Week

Incident	Category	Building	Location	Incident Date/Time	Incident Role
Dress code violation	School Violation Code	Springer Middle School	Administrative Office	4/18/2005 7:45:00 AM	Offender

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When information has been entered for Attendance, Classwork and Disciplinary Incidents the Daily Summary page will look like Figure 14 above.

When you click on the link in the Assignment column under Classwork For This Week the details of the assignment are displayed, as shown in Figure 15. Please be advised if the teacher did not enter any details then the link will not be active.

Joe Test
Springer Middle School - Brandywine Development

Daily Summary | **Schedule** | Attendance | Discipline | Classwork | Interim Progress | Report Cards | Registration

Daily Summary for Monday, April 18, 2005

Today's Attendance

Attendance Period	Attendance Code	Dismiss Time	Arrive Time
1	Principal Approved Parental Field Trip		
2	Principal Approved Parental Field Trip		
3	Principal Approved Parental Field Trip		
4	Principal Approved Parental Field Trip		
5	Principal Approved Parental Field Trip		
6	Principal Approved Parental Field Trip		
7	Principal Approved Parental Field Trip		

Today's Schedule

Period	Course	Description	Teacher	Room
1 (11:04 AM - 12:42 PM)	8212 - 1	Language Arts	Kathleen A. Gilbert	201
2 (12:46 PM - 01:26 PM)	8622 - 2	DSTP Enrichment	Rosenblatt, Faith	110
3 (01:30 PM - 02:10 PM)	8222 - 2	US History	Brian P. McGuire	200
4 (07:35 AM - 08:46 AM)	8232 - 1	Earth Science	Jonathan W. Snyder	204
5 (08:50 AM - 09:32 AM)	8413 - 3	Language Arts Enrichment	Daniel Patric Bradley	216
6 (09:36 AM - 10:18 AM)	8242 - 3	Pre-Algebra 8	Kay W. Hessler	203
7 (10:22 AM - 11:04 AM)	8480 - 10	Technology Systems	Robert W. Bilson	161

Classwork For This Week

Course	Description	Teacher	Date Assigned	Date Due	Assignment
8212 - 1	Language Arts	Kathleen A. Gilbert		04/20/2005	Chapter 7 - Shakespeare Covers Midsummers Night Dream Acts 1-2

Incidents During This Week

Incident	Category	Building	Location	Incident Date/Time	Incident Role
Dress code violation	School Violation Code	Springer Middle School	Administrative Office	4/18/2005 7:45:00 AM	Offender

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Figure 15

Schedule

The next tab is the **Schedule** tab. This page displays your child's class schedule for the year. This page shows you the Course number, Course Description, Period the class is held, Teacher, Room Number, Days the class meets and Marking Periods the class is offered, along with the Building Name and class Status.

The Status column indicates whether your child has dropped the course or whether he/she is currently enrolled.

Figure 16



Springer Middle School

Joe Test
Springer Middle School - Brandywine


My Profile | Exit

Daily Summary **Schedule** Attendance Discipline Classwork Interim Progress Report Cards Test Scores Registration

Schedule

Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status
 8212 - 1	Language Arts	1	Kathleen A. Gilbert	201	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	Springer Middle School	Active
0440 - 3	Physical Education	2	Margaret F. Nortz	120	1, 2, 3, 4, 5, 6, 7	M1, M2	Springer Middle School	Active
8622 - 2	DSTP Enrichment	2	Rosenblatt, Faith	110	1, 2, 3, 4, 5, 6, 7	M3, M4	Springer Middle School	Active
 8222 - 2	US History	3	Brian P. McGuire	200	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	Springer Middle School	Active
8232 - 1	Earth Science	4	Jonathan W. Sypher	204	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	Springer Middle School	Active
8413 - 3	Language Arts Enrichment	5	Daniel Patric Bradley	216	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	Springer Middle School	Active
8242 - 3	Pre-Algebra 8	6	Kay W. Hossler	203	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	Springer Middle School	Active
0470 - 9	Family & Consumer Science	7	Francine K. Wilson	114	1, 2, 3, 4, 5, 6, 7	M1, M2	Springer Middle School	Active
8480 - 10	Technology Systems	7	Robert W. Bilson	161	1, 2, 3, 4, 5, 6, 7	M3, M4	Springer Middle School	Active
8223 - 1	US History	1	Brian P. McGuire	200	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	Springer Middle School	Dropped
8233 - 1	Earth Science	3	Jonathan W. Sypher	204	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	Springer Middle School	Dropped
8213 - 1	Language Arts	4	Kathleen A. Gilbert	201	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	Springer Middle School	Dropped
8410 - 3	Reading	5	Daniel Patric Bradley	216	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	Springer Middle School	Dropped

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The “sticky note” beside the Course number  indicates that the teacher has written a note. Click once on the Notes “sticky note” to read the teachers comments. A pop-up window will open displaying all the notes that the teacher has written.

Please make sure all pop-up blockers are disabled in order to view the window.

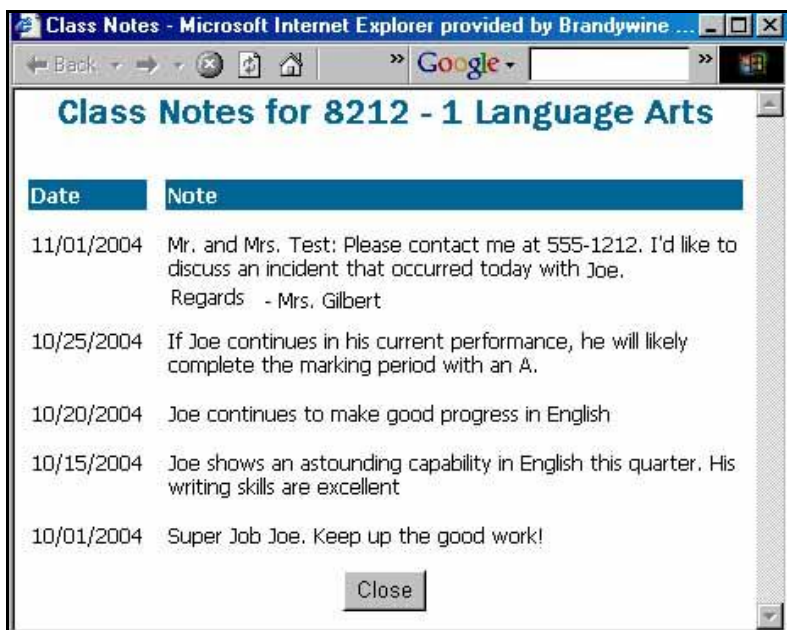


Figure 17

Attendance

The next page in the Home Access Center is the Attendance page. This page allows you to view your child's attendance for the year.

If your child has been absent, tardy or released from school through an early dismissal or field trip, then there will be a colored box for the date. If your child has been present in all classes then there will not be a colored box.

A grey colored box indicates that there is no school on that date, as seen in Figure 18 for April 13th.



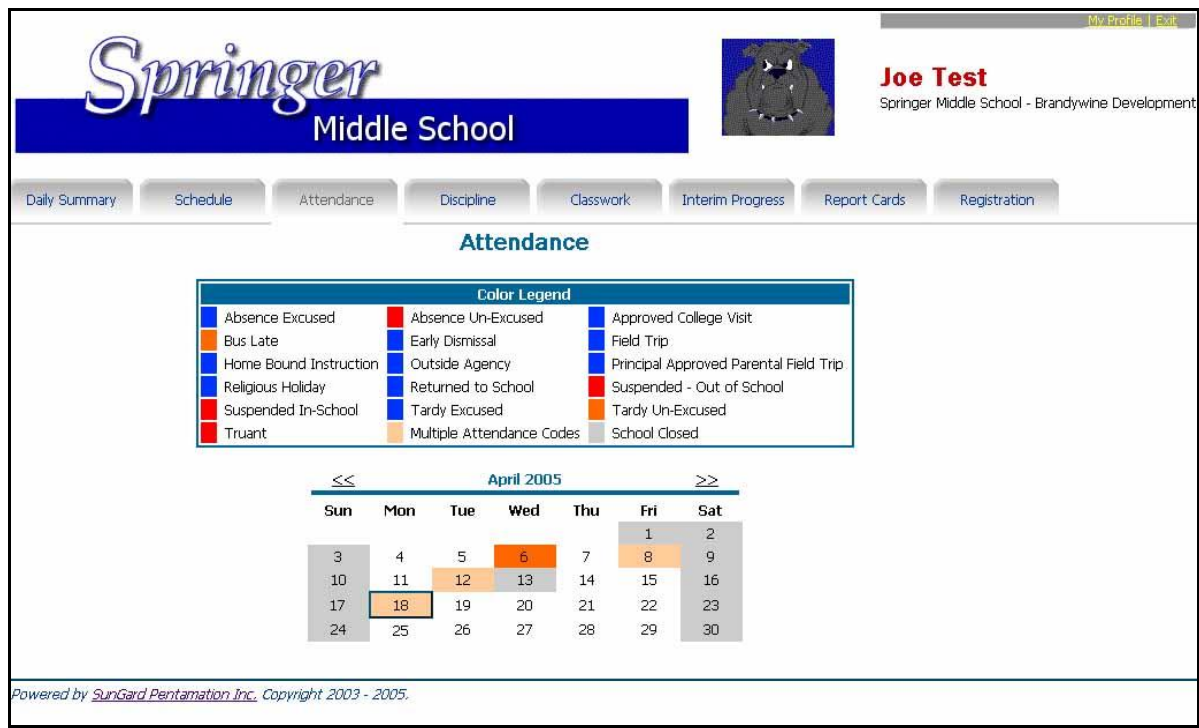
Click on  or  to maneuver through the calendar months. The legend above the calendar indicates the description of your child's absence.

Figure 18



By hovering over a colored date you are able to view the absence description, as shown below in Figure 19. The information displayed indicates what periods your child was absent. Using the legend above the calendar, you can determine the reason for the absence. For example on April 8th, Joe was absent periods 1,2,3 4, 5, 6 and 7. The code given for these absences are: Absent-Excused. This reflects that Joe was out all day. If your child was absent for only one or two periods the box will indicate what period was missed and the explanation, for example Tardy, Absent-Unexcused or Early Dismissal etc.

Figure 19

Springer Middle School

Joe Test
Springer Middle School - Demo District (Brandywine dev)

My Profile | Exit

[Daily Summary](#)
[Schedule](#)
[Attendance](#)
[Discipline](#)
[Classwork](#)
[Interim Progress](#)
[Report Cards](#)
[Test Scores](#)
[Registration](#)

Attendance

Color Legend					
Absence Excused	Absence Un-Excused	Approved College Visit			
Bus Late	Early Dismissal	Field Trip			
Home Bound Instruction	Outside Agency	Principal Approved Parental Field Trip			
Religious Holiday	Returned to School	Suspended - Out of School			
Suspended In-School	Tardy Excused	Tardy Un-Excused			
Truant	Multiple Attendance Codes	School Closed			

<< September 2004 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	Period: 2 Attendance: Absence Un-Excused Period: 3 Attendance: Absence Un-Excused Period: 4 Attendance: Absence Un-Excused Period: 6 Attendance: Absence Un-Excused Period: 7 Attendance: Absence Un-Excused	
19	20	21	22	23		
26	27	28	29	30		

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Discipline

Discipline is the fourth tab in the Home Access Center. This screen shows any reported disciplinary actions taken against your child.

Figure 20

Springer Middle School

Joe Test
Springer Middle School - Brandywine

My Profile | Exit

[Daily Summary](#)
[Schedule](#)
[Attendance](#)
[Discipline](#)
[Classwork](#)
[Interim Progress](#)
[Report Cards](#)
[Registration](#)

Discipline Incidents

School Year	Incident	Category	Building	Location	Incident Date/Time	Incident Role
2005	Dress code violation	School Violation Code	Springer Middle School	Administrative Office	4/18/2005 7:45:00 AM	Offender
2005	Inappropriate Behavior	School Violation Code	Springer Middle School	Hall / Stairway	4/13/2005 9:45:00 AM	Offender
2005	Tardiness	School Violation Code	Springer Middle School	Classroom	4/6/2005 8:35:00 AM	Offender

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Click on the link in the Incident column to view the details of the infraction, as shown in Figure 21.

Figure 21

Discipline Incident Detail - Microsoft Internet Explorer provided by Brandy...

Discipline Incident Detail

Number: 1380 **Incident:** Dress code violation
Date: 4/18/2005 **Time:** 7:45:00 AM
Building: Springer Middle School **Category:** School Violation Code

Location: Administrative Office
Reported To: Discipline Staff
Gang Related: No
Reported To Police: No
Date Reported: N/A
Police Department: N/A
Officer: N/A
Complaint Number: N/A

Close

Figure 22

Discipline Incident Offender Detail - Microsoft Internet Explorer provided ...

Discipline Incident Offender Detail

Number: 1380 **Incident:** Dress code violation
Date: 4/18/2005 **Time:** 7:45:00 AM
Building: Springer Middle School **Category:** School Violation Code

Guardian Notified: Yes **Notify Date:** 4/18/2005 12:00:00 AM
Notified By: Phone
Referred To: Discipline Staff
Police Action: None
Offenses: None
Actions Taken: Detention
Weapons Involved: None
Drugs Involved: None

Close

Figure 22 shows Offender information. Names or personal information are never displayed in this box. What is shown is the Action Taken, how and when the parent/guardian was contacted, if weapons or drugs were involved and the date and time of the incident.

Please be advised that the above information opens in a small pop up window, so please make sure that if you have disabled or configured your pop-up blocking software to allow you to view these windows.

Classwork

Under the Classwork tab, the course assignments are listed chronologically in the Date Assigned column.

The date an assignment was given and the date due is shown on the Classwork page, along with the Category and Description of the assignment. The number of points the child received and the total number of points are shown in the Points and Scores columns, respectively.

The Classwork page displays the student's average for each class beneath the Course Name and Number. The page also shows the Class Average for each assignment in each class.

Figure 23

Springer Middle School

Joe Test
Springer Middle School - Brandywine District

Navigation tabs: Daily Summary, Schedule, Attendance, Discipline, **Classwork**, Interim Progress, Report Cards, Test Scores, Registration

Classwork

View Classwork For: (All Classes) for Report Card Run: 1 Order by: Class Refresh View

8212 - 1 Language Arts

Student Average: 96.88%

Date Due	Date Assigned	Category	Description	Points	Score	Class Average
11/01/2004	10/01/2004	Class Participation	Class Participation	10	10.00	10.00
10/29/2004	10/20/2004	Mid-Term	Mid-Term Chaps 1-8	100	100.00	80.55
10/27/2004	10/13/2004	Written Paper	5 Paragraph Paper #1	100	95.00	84.68
10/15/2004	10/12/2004	Test	Test - Chaps 1-4	100	95.00	74.95
09/17/2004	09/16/2004	Class Participation	Class Participation	1	1.00	0.86
09/16/2004	09/16/2004	Quiz	Quiz - Lesson 1	10	10.00	7.82

8213 - 1 Language Arts

Classwork could not be found for this class for the selected report card run.

8222 - 2 US History

Student Average: 83.47%

Date Due	Date Assigned	Category	Description	Points	Score	Class Average
11/01/2004	11/01/2004	Test	Test CHPS 1-3	100	82.00	82.00
11/01/2004	09/20/2004	Project	Early American History Test	100	92.00	92.00
10/25/2004	10/21/2004	Quiz	Quiz CHP 1	30	25.00	25.00
10/21/2004	10/05/2004	Homework	Homework CHP 1	10	8.00	8.00
09/20/2004	09/20/2004	Class Participation	Class Participation	10	8.00	8.00

By using the drop-down boxes at the top of the Classwork page you can change how the information is displayed. The default screen shows All Classes for RC Run 1 (Report Card Run 1) Ordered by Class.

Figure 24 shows the drop-down boxes and the categories that you can select to change the criteria displayed.

Figure 24

Springer Middle School

Joe Test
Springer Middle School - Brandywine

Daily Summary Schedule Attendance Discipline **Classwork** Interim Progress Report Cards Registration

Classwork

View Classwork For (All Classes) for Report Card Run 1 Order by Class Refresh View

0440 - 3 Physical Education
0470 - 9 Family & Consumer Science
8212 - 1 Language Arts
8213 - 1 Language Arts
8222 - 2 US History
8223 - 1 US History
8232 - 1 Earth Science
8233 - 1 Earth Science
8242 - 3 Pre-Algebra 8
8410 - 3 Reading

nd for this class for the se4 card run.

nd for this class for the selected report card run.

8212 - 1 Language Arts

Student Average: 96.88%

Date Due	Date Assigned	Category	Description	Points	Score	Class Average
11/01/2004	10/01/2004	Class Participation	Class Participation	10	10.00	10.00
10/29/2004	10/20/2004	Mid-Term	Mid-Term Chaps 1-8	100	100.00	80.55
10/27/2004	10/13/2004	Written Paper	5 Paragraph Paper #1	100	95.00	84.68
10/15/2004	10/12/2004	Test	Test - Chaps 1-4	100	95.00	74.95
09/17/2004	09/16/2004	Class Participation	Class Participation	1	1.00	0.86
09/16/2004	09/16/2004	Quiz	Quiz - Lesson 1	10	10.00	7.82

For example of a different view, click in the “View Classwork For” (1) drop-down box choose “All Classes” and “All Runs” from the Report Card Run (2) drop-down and the select Class from the “Order by” (3) drop-down box. Click the “Refresh View” (4) button to refresh the page.

Please make sure you click the Refresh View button to reflect your changes.

Your choices to view the Classwork page are:

View Classwork By	For Report Card Run	Order by
All Classes	All Runs	Date Due
All Classes	Run 1	Date Due
All Classes	Run 2	Date Due
All Classes	Run 3	Date Due
All Classes	Run 4	Date Due
All Classes	All Runs	Class
All Classes	Run 1	Class
All Classes	Run 2	Class
All Classes	Run 3	Class
All Classes	Run 4	Class
Select Specific Class	All Runs	Date Due *
Select Specific Class	Run 1	Date Due *
Select Specific Class	Run 2	Date Due *
Select Specific Class	Run 3	Date Due *
Select Specific Class	Run 4	Date Due *

Remember to click the Refresh View button to view your selections.

- Note: You will not be able to choose Order by Class due to the fact that you have already selected a class.

Interim Progress

You are also able to view your child's Interim Progress Report online by clicking the Interim Progress tab.

Simply click the black arrow beside the "View Interim Report for" and choose the Interim date you wish to display, as shown in Figure 24. Interim data will be kept in the Home Access Center for the entire school year allowing you to access it anytime you need.

By clicking on the Teacher's name you are able to send emails to that teacher using the email program installed on your computer, such as Outlook Express or Outlook. If you access your mail online - for example: AOL Web Access or Yahoo! - You will be unable to use this feature.

The Comment Legend explains the two digit codes under the PROG (Progress) and CM (Comment) columns, as seen in Figure 25.

Figure 25

Springer Middle School

Joe Test
Springer Middle School - Brandywine

My Profile | Exit

Daily Summary | Schedule | Attendance | Discipline | Classwork | Interim Progress | Report Cards | Registration

Interim Progress Report For Tuesday, March 01, 2005

View the Interim Progress Report for 03/01/2005

Course	Description	Period	Teacher	Room	PROG	CM1	CM2	CM3	ABS
1500A - 1	DSTP Review	1	Tursi	113	03	08			
7906 - 2	Sports & Entertainment Marketi	2	Thompson	207	29				1
2111 - 2	U.S. Studies	3	Needs	221	C	19			
7101 - 3	Keyboarding	4	King	213		03			
1112 - 1	CP English 11	5	Walker	114	BP	17			1
3201 - 1	Informal Geometry	6	Sutton	118	BP	23	17	24	1
4112 - 2	CP Chemistry	7	Smith	117	DF	14	17		

Comment Legend

Comment	Description
03	Demonstrates Satisfactory Effort
08	Shows Improvement
14	Demonstrates Little Effort
17	Does not complete Assignments/Homework
19	Is Frequently Tardy to Class
23	Does not Work Independently/Wastes Time
24	Has not Worked up to Potential
29	Excessive Talking
BP	Below Potential
C	Commendation
DF	Danger of Failing

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Report Cards

Report Card data may also be viewed online by selecting the Report Cards Tab. By clicking in the drop-down box, you may select different Report Card Runs to view, as shown in Figure 25. This allows you to access Report Card data from the one marking period and compare it with data from other marking periods on the same screen. Report card data is kept through out the school year in the Home Access Center.

By clicking on the Teacher's last name you are able to send an email to that teacher using the email program installed on your computer, as shown in Figure 26. If you access your email online then this feature will not work. Your email must be configured and set up on your computer with a program similar to Outlook Express or Microsoft Outlook.

Figure 26

Springer Middle School

Joe Test
Springer Middle School - Brandywine

My Profile | Exit

Report Card For Run 2

View the Report Card for Run

Course	Description	Period	Teacher	Room	Att. Credit	Ern. Credit	MP1	MP2	ABS2	EXM2	MP3	MP4	FNL	CM1	CM2	CM3
2122 - 1	Psychology	1	Limina	222	0.5000	0.5000	D	B	0	D			C			
2111 - 2	U.S. Studies	3	Needs	221	1.0000	0	C	B	3	B						
7101 - 3	Keyboarding	4	King	213	1.0000	0	A	C	2	B						
1112 - 1	CP English 11	5	Walker	114	1.0000	0	D	D	0	D					17	
3201 - 1	Informal Geometry	6	Sutton	118	1.0000	0	D	F	3	F				27	32	22
4112 - 2	CP Chemistry	7	Smith	117	1.0000	0	C	D	0	F					24	

Total Earned Credit: 0.5000
Rank in Class: /

	Credit	GPA
Current	0	1.6670
Semester		
Cumulative		

Comment Legend

Comment Description
17 Does not complete Assignments/Homework
22 Danger of Failing for the Year
24 Has not Worked up to Potential
27 Behavior Interferes with Learning
32 Needs Academic Help After School

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The credits listed in the Att. (Attempted) Credit column refer to the credit assigned to that course. When the credit has been earned the number in the Att. Credit column will be reflected in the Ern. Credit column.

If a class has been completed and the credit has been earned there will be a value in the Ern. (Earned) Credit column. This column is related to $\frac{1}{4}$ and $\frac{1}{2}$ credit courses that are finished within a specific marking period(s) and to the 4th Marking Period's final grades.

Since Report Card Run 2 has been selected you have the score for both the 1st and 2nd Marking Periods. If you choose RC Run 3 you will be able to view all three Marking Period grades for each course. The same view applies to RC Run 4.

The ABS2 column indicates how many absences that the student has in a specific class for Marking Period 2.

The EXM2 column indicates the score given on the 2nd Marking Period Exam.


The final grade for the course is given in the FNL column; again this applies to $\frac{1}{4}$ and $\frac{1}{2}$ credit courses.

Registration


A student's Demographic, Personal, Emergency, Transportation and Contact Information are displayed under the Registration tab.

If the information displayed is incorrect, please contact the school secretary and she can update or enter the data.

Figure 27



Springer
Middle School



Joe Test
Springer Middle School - Brandywine

Daily Summary

Schedule

Attendance

Discipline

Classwork

Interim Progress

Report Cards

Registration

Registration Information

Student Name: Test, Joe

Birth Date: 6/26/1989

House/Team: Springer Middle - Dolphins

Counselor:

Building: Springer Middle School

Gender: Male

Calendar: Regular

Homeroom: 200

Grade: 08

Language: SPANISH

Residency:

Homeroom Teacher: [Brian P. McGuire](#)

Personal Information

Social Security Number:

Ethnicity: Hispanic

Meal Status: Free

Classification:

Emergency Information

Doctor:

Hospital:

Insurance Information

Company:

ID:

Group:

Subscriber:

School Transportation

To School

Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Eligible	63		6	06:55 AM	CORNER OF WINDSOR RD AND WASHINGTON ST EXT	

From School

Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Eligible	63		10	02:46 PM	CORNER OF WINDSOR RD AND WASHINGTON ST EXT	

Contact Information

Guardian

Joe Test
1 Windsor RD
Wilmington, DE 19809

Student Mailing Address

Joe Test
1 Windsor RD
Wilmington, DE 19809

Student Address

Joe Test
1 Windsor RD
Wilmington, DE 19809

Guardian

Josephine Test
1 WINDSOR RD
WILMINGTON, DE 19809

Logging Out Of the System

When you are finished viewing and/or printing your child's information; please log off the Home Access Center System.

To log off the system you must click Exit in the top right hand corner. Click OK when the next dialog box asks you if you are sure you wish to exit the Home Access Center.



Figure 28



Figure 29

The Home Access Center will automatically log you off after approximately 20 minutes of inactivity.

The next screenshot shows that you have successfully logged off of the HAC system.

Figure 30



Frequently Asked Questions

How do I get a username and password to the Home Access Center?

Springer Middle School will generate a letter with your username and password to the Home Access Center. You will be asked to come to the school to pick up your letter at the school for security and privacy reasons.

What is the address for the Home Access Center?

Please type <https://hac.doe.k12.de.us/HomeAccess/> into the Address line of your web browser. Please remember there is no WWW and to add the "s" after http.

Where can I access the Home Access Center?

You may access the HAC on any computer that has an Internet connection.

Do I have to have a high-speed Internet connection to use the Home Access Center?

No, a Dial-Up connection will work fine but the pages will load slower. Please be patient and the information will be displayed.

How do I contact the teacher if I have questions regarding grades or comments?

Simply click on the teachers name and the email program installed on your computer will create a new message to the teacher.

What if I access my email on the web and not through Outlook or Outlook Express can I still email my child's teachers?

If you access your email through AOL Web Access or your Yahoo! Mail account online then you will not be able to send an email automatically by clicking on the teacher's name. You will need to copy the teacher's email and add the address to your online address book and send messages through your online account and not through the Home Access Center.

The average on the Classwork page does not accurately reflect the information posted. Why does my child have an average of 80% when she received 100% in both of the assignments posted?

The teacher has the option of not posting all assignments to the Home Access Center but the average displayed is for ALL assignments given.

What if the demographic information regarding my child is incorrect or not available?

If your child's information is not correct or is not entered, please feel free to call the school secretary and she can update the information to reflect your changes.

What if the Home Access Center states, "No attendance data has been entered", does this mean my child was not at school?

Attendance data is only entered if a child is absent, tardy or other not in school/class. If no attendance data has been entered then your child WAS in school/class.

What if the Home Access Center states, “No Classwork due this week”?

This does not mean that your child does not have homework! This only means that the teacher has not published the assignments to the Home Access Center.

What if the Home Access Center states, “No incidents have been reported this week”?

This indicates that no incidents have been reported to school officials but the teacher may have had behavioral or academic problems related to your child.

Why did the Home Access Center “kick” me out?

You are automatically logged out of the Home Access Center after 20 minutes of inactivity. After you are taken back to the logon screen, please log back in and continue reviewing your child's information.

Is my child's information safe and who has access to it?

Yes, your child's information is safe and only those individuals that have a username and password to the Home Access Center can view your child's information.

What do I do if I cannot remember my username or password?

Please contact the school secretary if you cannot remember your username or password and she can reset them for you.

Can I change my password or must I keep the one I was assigned?

Yes, you may change your password at any time. Click the Profile button in the top right hand corner and a small window opens instructing you to enter your old password and to select and confirm your new password.

Why can't I see the additional information when I click on the links? For example, when I click the notes link nothing happens.

Please make sure that if you are using pop-up blocking software or utilities such as Google or Yahoo! Toolbar, that they allow pop-ups within the Home Access Center.

When will I be able to see my other child's information that is enrolled in another Brandywine School District school?

Springer Middle School is our test pilot at the moment but we would like to implement the Home Access Center for the rest of the schools in the district by next school year.

Will I have to log in twice if I have two students in Brandywine School District?


No, if you have more than one student in Brandywine School District you will not need to log in more than once to access your children's information. After you log in, your children will be listed in alphabetical order. Click on the name of the child to view their information. Please remember that at this time only Springer Middle School is participating in the Home Access Pilot so your children in other schools will not appear.


Will I have more than one username if I have two children in Brandywine School District?

No, your username and password for the Home Access Center will be the same for each child.

Glossary

The following terms are used often in the Home Access Center, Electronic Gradebook and Home Access Center.

Term	Definition
Browser-based	A browser-based software application is an application that uses a web browser. Browser-based applications can be used without having to install additional software (besides the web browser) onto your computer.
Checkbox	A checkbox is a small, square box, which, when clicked, contains a checkmark. A checkbox is used to mark an option or set a flag. Typically, a checkmark is equivalent to "yes," while a blank checkbox is equivalent to "no." For example, the A checkbox on the Class and Daily Attendance pages is used to mark a student absent.
CTRL + click	To CTRL + click is to hold down the Control (CTRL) button while clicking your left mouse button. Note: This is assuming that you are using the standard right-handed mouse.
Column	A column is a vertical slot in a table. For example, the Student ID column is a column in the table on the Attendance Bulletin page.
Cookie	A cookie is a small piece of data (about 1 kilobyte) saved to your local hard drive by a web page. Cookies are used to remember various types of information, including preferences set for a web page. The Teacher Access Center uses cookies to store your default teacher list, photo attendance arrangement, and attendance calendar colors.
Database	A database is a collection of tables stored together as a unit. For example, all of the information viewed and entered through the Teacher Workstation System is stored in tables in a single database.
Default	A default is a value or property supplied by the system.
Double-click	To double-click is to click the same icon or row of a table twice in rapid succession.
Drop-down box	A drop-down box is a text box with a  down arrow next to it. If the down arrow is clicked, a list of valid values that can be entered into the text box will display.
Field	Synonymous with column, a field is a slot in a table. A field can also be defined as a text box used for storing data.

Internet	The Internet is a worldwide network of computers used to exchange information.
Intranet	An intranet is a private, secured network of computers within an organization. Users outside this network are usually unable to contact computers within an intranet.
Logging (on/off)	To log on to a network is to use a user name and password to connect to a server that controls the network. Once you have logged on to a network, you can access any part of the network for which you have security access. To end the connection to your network, you must log off of the network.
Password	A password is a special string of characters used to determine if a user attempting to access a network is really that particular user. Since the user names of network users are generally known throughout a particular network, passwords are used to ensure that a person trying to access a network with a user name is that user.
Pop-up window	A pop-up window is a smaller, secondary browser window, which displays when you click a certain button. For instance, when you click on the Notice banner button, the View Notice page displays in a pop-up window.
Radio button set	A radio button is a set of two or more radio buttons,  which are used in data entry procedures to select an option or set a flag. In a set of radio buttons, only one button in the set can be selected.
Record	Synonymous with row, a record is one horizontal line of information in a table.
Right-click	To right-click is to click with the right button of your mouse. Note: This help system assumes that you are using the standard right-hand mouse.
Row	Synonymous with record, a row is one horizontal line of information in a table.
Server	A server is a computer or computer program that provides services to other computers or computer programs. For example, a program that controls the printers within a network is a server.

SHIFT + Click	To SHIFT + Click is to hold down the Shift key while clicking your left mouse button. Note: This is assuming that you are using the standard right-hand mouse.
Table	A table is a collection of related records stored together as a unit.
User name	A user name is a name given to each person who uses a network. Your user name is used to distinguish you from other users of your network. Each user name has specific levels of security, which specify what parts of your network you are able to access.
Web browser	A web browser is a software application used to view web documents on the Internet or on your intranet. Microsoft Internet Explorer and Netscape Navigator are examples of web browsers. The Teacher Access Center only runs on Microsoft Internet Explorer 5.0 and higher for Windows, and Microsoft Internet Explorer 5.0 and higher for Macintosh.