



To view this Presentation as a slideshow,
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in the upper right corner.

To get “out” of presentation mode, click the ESC key on your
keyboard.

Home Access Center (HAC)

Introduction

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For Technical & Password help – contact HAC@phm.k12.in.us

Every Home Page has a link for Home Access Center (HAC)



[GMAIL](#) [LOGIN](#)

AIM High - Attitude, Integrity, Make a Difference

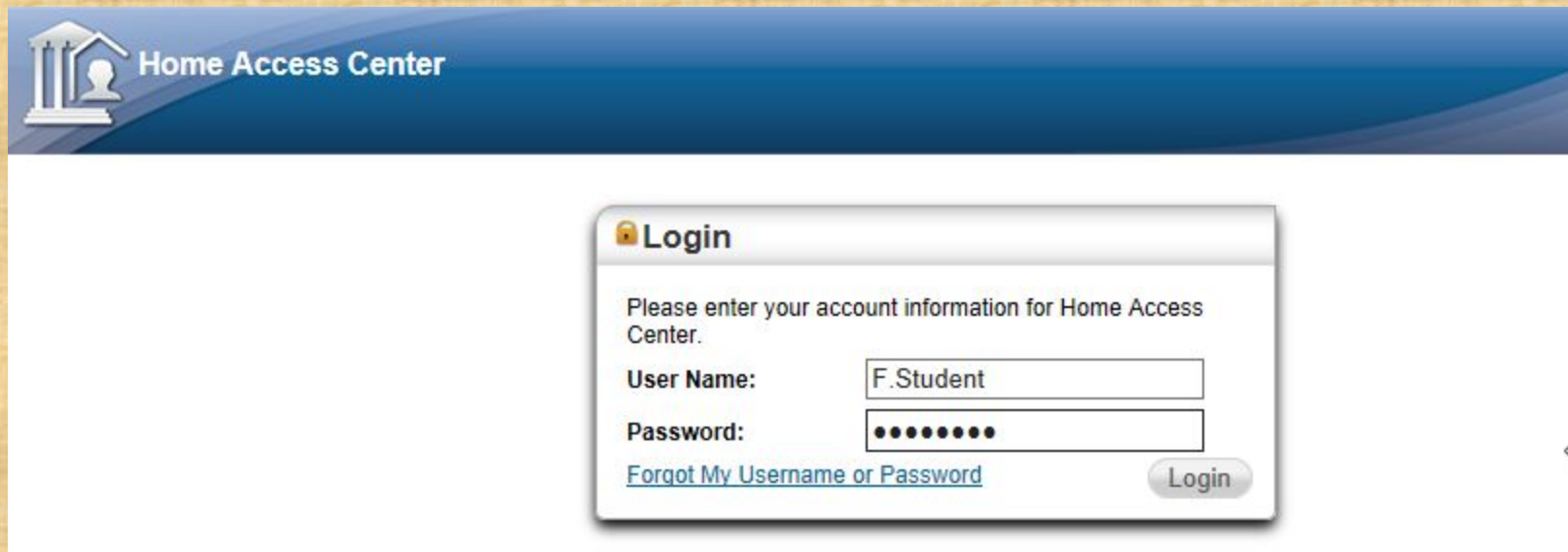
Click **HERE**



[HOME](#) [SCHOOL INFO](#) [ACADEMICS](#) [ATHLETICS](#) [FINE ARTS](#) [GUIDANCE](#) [RESOURCES](#)

[HOME ACCESS CENTER](#) [CLEVER](#)

This is the login screen. Enter your User Name and Password.
Parents and students each have logins of their own.
The User Name typically has a period in it.
The password is case-sensitive.
You can change the password to one of your choice, but it
must have at least 8 characters.



The screenshot shows the 'Home Access Center' login interface. At the top, there is a blue header with a white icon of a house and a person, followed by the text 'Home Access Center'. Below this, a white box with a grey border contains the login form. The form has a title 'Login' with a lock icon. It instructs the user to 'Please enter your account information for Home Access Center.' and provides input fields for 'User Name' (containing 'F.Student') and 'Password' (masked with dots). There is a link for 'Forgot My Username or Password' and a 'Login' button.

Home Access Center

Login

Please enter your account information for Home Access Center.

User Name:

Password:

[Forgot My Username or Password](#)

This is the Home Page and it opens showing the calendar.

In the week view, you can see: links to email teachers, the current Marking Period average for each class, Assignments on the dates they are due, and any attendance marks in the system.

Penn-Harris-Madison School Corp
Home Access Center

Home Attendance Classes Grades Student Support Registration

Week View **Calendar** [View Calendar for month](#)

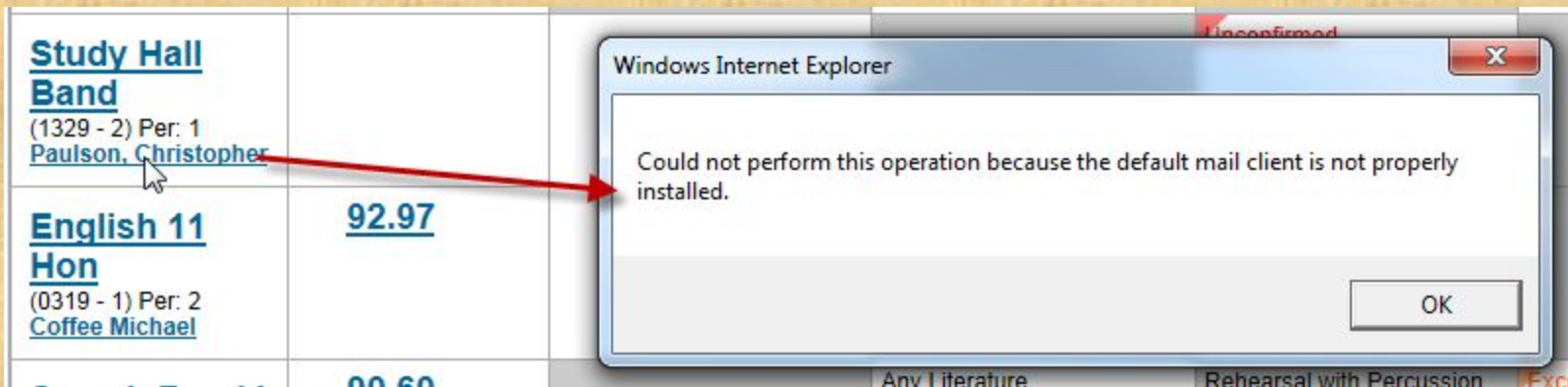
Monday March 31, 2014 - Friday April 04, 2014 Today View Full Schedule

Class	Current Average	Monday 03/31 Day: G	Tuesday 04/01 Day: B	Wednesday 04/02 Day: G	Thursday 04/03 Day: B	Friday 04/04 Day: G
ACP US History (1157 - 4) Per: 1 Ball Dominic	85.14			Schindler's List	Early Dismissal	
Study Hall Band (1329 - 2) Per: 1 Paulson, Christopher				Unconfirmed		Unconfirmed
English 11 Hon (0319 - 1) Per: 2 Coffee Michael	92.97			Unconfirmed		Unconfirmed
Symph Band I (0839 - 1) Per: 2 Paulson, Christopher	90.60		Any Literature	Rehearsal with Percussion	Excused	
French III (0405 - 1) Per: 3A Mitchell Jeanie	87.04					Unconfirmed 4-2 Subjunctive Hearts Activity
Lunch Black A (9998 - 1) Per: 3A STAFF						
Calc-Acp M215 (0765 - 1) Per: 3B Knight Marvellyn	80.72		Test 4-5, 7, 9 Spicy Chicken Recipe WS	89.00 15.00	Excused	
Lunch Gold B						

PLUS 360 Home Access Center a PLUS 360 Application © 2014 SunGard K-12 Education

If you click the link to email a teacher and get this message, you need to set up the default mail on your computer.

You can Google “set up default email client” and find out how to do so.




The attendance marks show the most recent information in the system.

“Unconfirmed” was entered by the teacher. The Attendance Secretary will update it to show the correct code for the situation.



Assignments appear on the Calendar
on the date they're due.
More information about them appears
on the **Classes** screen.



	Any Literature	Rehearsal with Percussion
	Test 4:5,7,9 89.00 Spicy Chicken Recipe WS 15.00	

Under **My Account**, you can change your HAC Password and your Challenge Questions.

Challenge Questions improve security. If someone tries to get into your account, after a number of failed attempts they will be asked to answer one of the questions correctly. If they cannot they will be locked out for a period of time.

My Account

Name: [Redacted]
Address: [Redacted]
Logged in as: [Redacted]
Email Address: [Redacted]
Last Login: [Redacted]

Change Password

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

Challenge Questions

Compose 2 challenge questions and provide appropriate answers

Questions	Answers
[Redacted]	<input type="text"/>
mom's middle name	<input type="text"/>

Attendance

Highlighted dates on the calendar show that there is attendance information available.



- Put your cursor over a date to see a pop-up with details.
- A key to all codes is listed at the bottom. Red ones count as absent for state reporting.
- At the High School, each Period has attendance information.
- Notice the << and >>. Use them to move to other months.

<input type="checkbox"/> Alert me when attendance is entered for my student						
<< March 2014 >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Color Legend

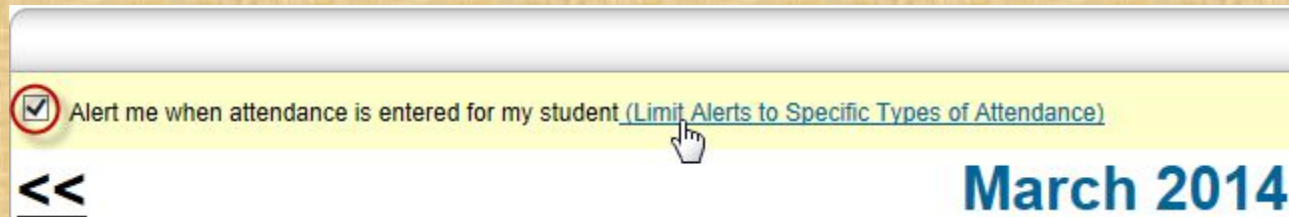
College Visit	Early Dismissal
Excused	Exempt
Expelled	Family Absence
Field Trip	Homebound
Late Arrival	Nurse
Office	Suspension
Tardy	Tardy to Class
Temporary Disability	Total
Total Tardy's	Truant
Unconfirmed	Unexcused

1 Field Trip
2 Field Trip
3A Field Trip
4 Field Trip

Attendance – Alerts

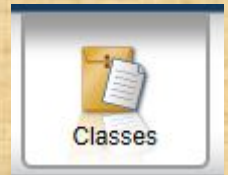
Click the checkmark to turn on Attendance Alerts.

- The alert is sent to your email around 6 PM on days when there are codes in the system.
- If there is an incorrect Attendance mark, please contact the school. If you reply to the Attendance Alert, you are emailing a person who works in the Technology Department and cannot change Attendance Marks.
- You can click on “Limit Alerts to Specific Types of Attendance” if you wish to only receive Alerts for specific codes.



Classes

All Assignments and Grades are shown under Classes.



- Click on the name of an assignment to see more information about it.
- When you change the options under **View Classwork for Report Card Run** and **Show...** be sure to click the **Refresh View** button.
- High School Students need to click the **Full View** button to see the Semester Grade which in some classes is different than the Marking Period grade because it is calculated including a Final Exam.

Home Attendance **Classes** Grades Student Support Registration

Classwork Schedule

View Classwork for Report Card Run 2

Show (All Classes) Order by Class

☒ Alert me if my student receives an assignment average below 80 % or above %.

0305 - 10 English 9 Honors (Last Updated: 4/4/2014) **Marking Period Ave 97.41%**

Date Due	Date Assigned	Assignment	Category	Score	Total Points
04/03/2014	04/03/2014	Personal Narrative Essay	Summative Assessment	50.00	50.00
03/24/2014	03/24/2014	Unit 3 Objective Summative Exam	Summative Assessment	19.00	20.00
03/10/2014	03/10/2014	Career Interview- Primary Source Interview Project	Formative Assessments	20.00	20.00
03/06/2014	03/06/2014	TKAM Business Creation	Formative Assessments	30.00	30.00
02/28/2014	02/28/2014	Rhetorical Devices - Speech	Summative Assessment	48.00	50.00
02/20/2014	02/20/2014	Word Study List 8	Summative Assessment	16.00	17.00
02/13/2014	02/13/2014	Courage Poems	Formative Assessments	10.00	10.00
01/30/2014	01/30/2014	Word Study List 7	Summative Assessment	16.00	16.00
01/24/2014	01/24/2014	Rhetorical Device Slideshow	Formative Assessments	25.00	25.00

Classes – Grade Alert

- Checkmark the box and enter a number in one box OR the other. If you put numbers in both, you will get no Alerts.
- You will receive an Email around 6 PM for any grades that fit the “rule” and have been entered in TAC before the email was sent.
- If a grade is entered after 6 PM and fits your “rule,” that grade will be included in the Grade Alert the following day.

The screenshot shows a web application interface with a navigation bar at the top containing icons for Home, Attendance, Classes, and Grades. Below the navigation bar, there are tabs for 'Classwork' and 'Schedule'. The 'Classwork' tab is active, and the 'Report Card Run' is set to '2'. The 'Show' dropdown is set to '(All Classes)' and the 'Order by' dropdown is set to 'Class'. A red circle highlights the 'Alert me if my student receives an assignment average below 80 % or above %' section. Below this, there is a section for '0305 - 10 English 9 Honors' (Last Updated: 4/4/2014).

Home Attendance Classes Grades

Classwork Schedule

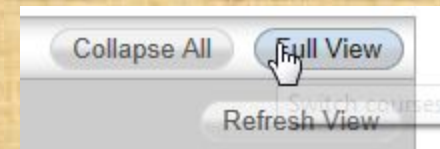
View Classwork for Report Card Run 2

Show (All Classes) Order by Class

☒ Alert me if my student receives an assignment average below 80 % or above %.

0305 - 10 English 9 Honors (Last Updated: 4/4/2014)

Full View & Semester Grades



- Click the **Full View** button to see more information on the Grades screen.
- Additional columns will appear.
- You will also see the Categories for each class at the bottom of the screen.
- High School students should then click **Show All Averages** to see the Semester Grade once the Final Exam has been taken.

02/13/2014	02/13/2014	Courage Points	Assessments	10.00	10.00	1.00	10.00	10.00	10.0000	100.00%
01/30/2014	01/30/2014	Word Study List 7	Summative Assessment	16.00	16.00	1.00	16.00	15.72	16.0000	100.00%
01/24/2014	01/24/2014	Rhetorical Device Slideshow	Formative Assessments	25.00	25.00	1.00	25.00	23.76	25.0000	100.00%

Categories					
Category	Student's Points	/ Maximum Points	= Percent	* Category Weight	= Category Points
Formative Assessments	55.00	55.00	100.00%	1.00	100.0000
Summative Assessment	149.00	153.00	97.38%	99.00	96.41174
Total Points:				100.00	97.41174

Course overall average is: 97.41174 / 100.00 = 97.41 %					
--	--	--	--	--	--

Show All Averages

Full View

[Collapse All](#)
[Full View](#)
[Refresh View](#)

0305 - 10 English 9 Honors (Last Updated: 4/4/2014)										Marking Period Ave 97.41%
Date Due	Date Assigned	Assignment	Category	Score	Total Points	Weight	Weighted Score	Average Score	Weighted Total Points	Percentage
04/03/2014	04/03/2014	Personal Narrative Essay	Summative Assessment	50.00	50.00	1.00	50.00	48.00	50.0000	100.00%
03/24/2014	03/24/2014	Unit 3 Objective Summative Exam	Summative Assessment	19.00	20.00	1.00	19.00	16.90	20.0000	95.00%
03/10/2014	03/10/2014	Career Interview: Primary Source Interview Project	Formative Assessments	20.00	20.00	1.00	20.00	16.00	20.0000	100.00%
03/06/2014	03/06/2014	TKAM Business Creation	Formative Assessments	30.00	30.00	1.00	30.00	30.00	30.0000	100.00%
02/28/2014	02/28/2014	Rhetorical Devices - Speech	Summative Assessment	48.00	50.00	1.00	48.00	43.37	50.0000	96.00%
02/20/2014	02/20/2014	Word Study List 8	Summative Assessment	16.00	17.00	1.00	16.00	16.21	17.0000	94.12%

- **Date Due** - Required. Causes the assignment to show on the calendar on this date.
- **Date Assigned** - Optional. Teacher may leave blank.
- **Assignment** - Name of the assignment. If you click on the name, you will see more details if teacher entered any.
- **Category** - Each assignment is assigned to a category.
- **Score** - The points earned by the student
- **Total Points** - The points that the assignment is worth
- **Weight** - Usually 1.00, but a teacher can make an assignment worth more.
- **Weighted Score** - The score multiplied by the weight.
- **Average Score** - the average score earned by students in the class.
- **Weighted Total Points** - The total points multiplied by the weight
- **Percentage** - The Weighted Score divided by the Weighted Total Points
- **NOTE:** The line through 30.00 for the TKAM assignment means that score has been dropped and doesn't count toward the student's Percentage. The teacher has set TAC to drop the lowest score in that category.
- **X and Z Grades:** If you see grades of X or Z, they mean: X - Excused, Z - Zero usually means the assignment was not turned in. Excused grades do not lower the average. Z counts as a 0 in the average. Contact the teacher with any questions.

Semester Grade

Only at Penn High School

Show All Averages

- The **Semester Grade** is a Weighted Average of the Marking Period Grade and the Exam Grade, if any.
- When you click **Show All Averages**, you see the information.
- If the Exam is 0.00% either the teacher doesn't give an Exam for the class or the grade has not yet been entered.

Notice that the 0.00% is not affecting the Semester grade.
It can't just be blank, so 0.00% is showing.

The screenshot shows a web browser window titled "HomeAccess - My Home". The address bar displays the URL: <http://hac.phmschools.org/HomeAccess/Content/Student/ClassworkAverages.aspx?secti>. The main content area features a "Course Averages" window with a "Close" button. The window displays the following information:

Course: 0305 - 10 English 9 Honors Report Card Run: 1	
MP:	87.02%
EXM:	0.00%
SEM:	87.02%

Grades



The Report Card appears online soon after paper copies are sent home.

Schools are given time to double check accuracy.

The Transcript is also available for Penn Students. It may be unavailable at certain times while calculations are being run and checked.

Penn-Harris-Madison School Corp
Home Access Center

Help Logoff

Change Student

Home

Attendance

Classes

Grades

Student Support

Registration

Report Card

Transcript

Test Scores

Report Card For Reporting Period 1

Course	Description	Period	Teacher	Room	Att.Credit	Em.Credit	M1	EXM1	SEM1	CM1	CM2
0605 - 3	Intro to Engineering Design	1	Lambert, Jon	142	2.0000	1.0000	A		A	01	
0305 - 10	English 9 Honors	2	Barnes, Beth	195	2.0000	1.0000	B		B		
0409 - 4	German I	2	De, Christelle	101	2.0000	1.0000	A-	A-	A-		
0817 - 1	Freshmen Band	3A	Foster, Christopher	171	2.0000	1.0000	A	A	A		
1105 - 30	Geography and History of the World	3A	Gault, Tim	174	2.0000	1.0000	A-		A-		
0713 - 5	Algebra II H	4	De, Bethany	221	2.0000	1.0000	A-	A-	A-		
0907 - 10	Biology I Honor	4	Harris, Chad	227	2.0000	1.0000	A	B-	A		
0723 - 98	Geometry Honors - 8	UNS	STAFF	N/A	2.0000	1.0000			A		







Total Earned Credit: 8.0000
Rank in Class: 124 / 845

Comment Legend

Comment	Description
01	A pleasure to have in class

Test Scores


Standardized Test Scores are also shown on this screen.

 Home  Attendance  Classes  Grades  Student Support  Registration


Report Card Transcript **Test Scores**



ECA **Test:** ECA **Level:** ALG_SPRING **Form:** 2012 **Date:** 4/23/2012

Grade: 07 Age: 12 Building: Discovery Middle School


Subtest	Scores
ECA Algebra I Template	Scale Score:  Proficiency: PASS+



ISTEP Fall 2007 **Test:** ISTEP **Level:** FALL **Form:** 2007 **Date:** 9/18/2007

Grade: 03 Age: Building: 

Subtest	Scores
Istep Scores	Lang:  Math:  Mala: 3 Mamt: 3 Pamt: Pass+ Pala: Pass+

ISTEP Fall 2008 **Test:** ISTEP **Level:** FALL **Form:** 2008 **Date:** 9/15/2008

Grade: 04 Age: Building: 

Subtest	Scores
Istep Scores	Lang:  Math:  Mala: P Mamt: A Pamt: PASS Pala: PASS+

ISTEP Spring 2009 **Test:** ISTEP **Level:** SPRING **Form:** 2009 **Date:** 3/2/2009



Student Support

If there is Discipline information in the system, it appears here.

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Home Access Center

Help | Logoff

Change Student

Home

Attendance

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Discipline

View Discipline by Year: All Years

This student has no discipline incidents to view in Home Access Center.

Registration



This information is in the school's information system.
If you see that anything is incorrect, please notify the School Office.



Penn-Harris-Madison School Corp
Home Access Center



Home



Attendance



Classes



Grades



Student Support



Registration

Demographic

Student Name: [REDACTED]
Birth Date: [REDACTED]/2005
House/Team:
Counselor: [Badur Sandra](#)

Building: Discovery Middle School
Gender: Female
Calendar: 2018 Reg
Homeroom: [REDACTED]

Grade: 07
Language: English (US)
Homeroom Teacher:

Emergency

Doctor: Dr Olivia Tack
Phone: (574)647-2970 **Ext:**
Hospital: Memorial Hospital

Insurance:
Group:
ID:
Subscriber:

Personal

Social Security Number:
Ethnicity: White

Meal Status: Paid
Classification:

Contacts

Student

Student Mailing Address

Student Address

Change your password

In the upper right corner, you'll see your name.

Hover over it and choose **My Account**.

On that screen, you can change your password. (You will need to know your old password and enter it first.)

You can also change your **Security Questions & Answers** there. If you forget your password and use the "Forgot Password" link to change it, you will be asked to answer a Security Question before it will be allowed.

For questions about the technology & for password help

Contact HAC@phm.k12.in.us

For Questions about the grades, contact the teacher, please!