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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

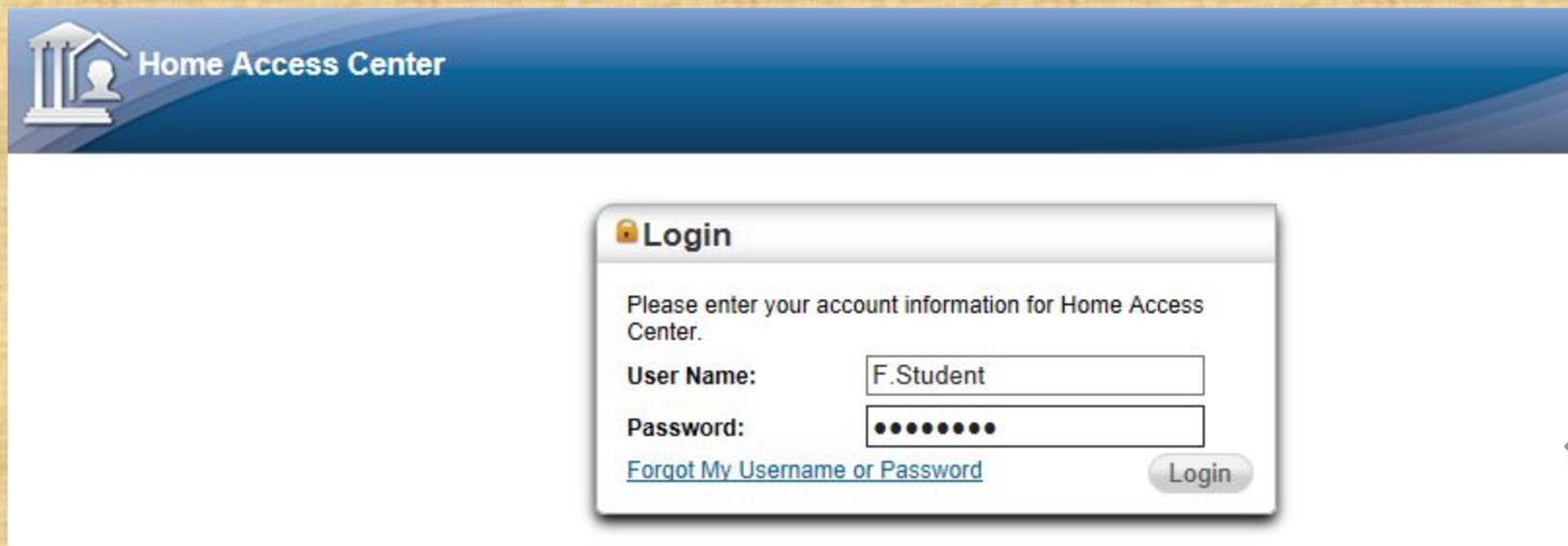
[Click HERE](#)



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[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 left, there is a logo of a classical building with a person silhouette and the text "Home Access Center". Below this, a white login box is centered on a white background. The box has a title "Login" with a lock icon. Inside the box, there is a prompt: "Please enter your account information for Home Access Center." Below the prompt are two input fields: "User Name:" with the text "F.Student" and "Password:" with ten black dots. At the bottom left of the box is a blue link: "Forgot My Username or Password". At the bottom right is a grey "Login" button.

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

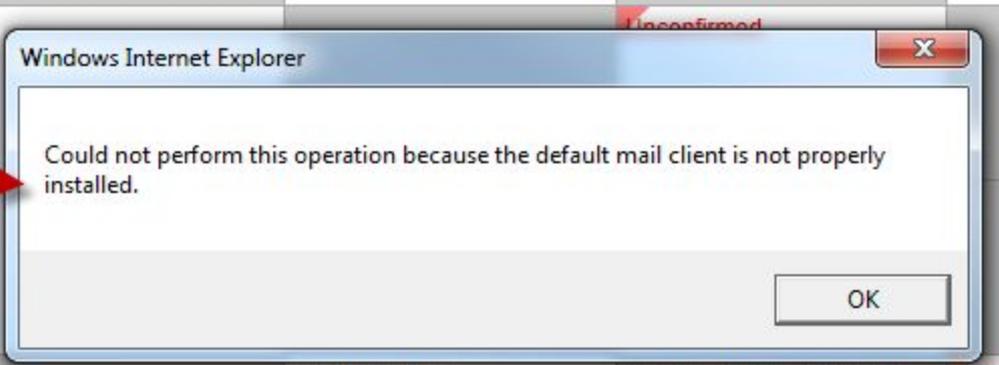
Class	Current Average	Monday 03/31 Day: G	Tuesday 04/01 Day: B	Wednesday 04/02 Day: G	Thursday 04/03 Day: B	Friday 04/04 Day: G
ACP US History (1157 - 4) Per: 1 Ball Dominic	85.14			Schindler's List	Early Dismissal	
Study Hall Band (1329 - 2) Per: 1 Paulson, Christopher				Unconfirmed		Unconfirmed
English 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 89.00 Spicy Chicken Recipe WS 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.

<u>Study Hall Band</u> (1329 - 2) Per: 1 Paulson, Christopher	
<u>English 11 Hon</u> (0319 - 1) Per: 2 Coffee Michael	<u>92.97</u>
	<u>00.60</u>



Windows Internet Explorer

Unconfirmed

Could not perform this operation because the default mail client is not properly installed.

OK

Any Literature Rehearsal with Percussion Excl

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 Spicy Chicken Recipe WS	89.00 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.

The screenshot shows a user interface with a top navigation bar containing 'B', 'Help', and 'Logoff'. Below this is a dropdown menu with 'My Alerts' and 'My Account'. A blue arrow points from the 'My Account' menu item to the 'My Account' page. The page has a header 'My Account' and a grey box containing user information: Name, Address, Logged in as, Email Address, and Last Login. Below this is a 'Change Password' section with three input fields for 'Old Password', 'New Password', and 'Confirm New Password', and a 'Change Password' button. The next section is 'Challenge Questions', with a sub-header 'Compose 2 challenge questions and provide appropriate answers'. It features a table with two columns: 'Questions' and 'Answers'. The first row has a dropdown menu with 'mom's' selected and an input field. The second row has a dropdown menu with 'mom's middle name' selected and an input field. At the bottom is an 'Update challenge questions' button.

Questions	Answers
mom's	<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.

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

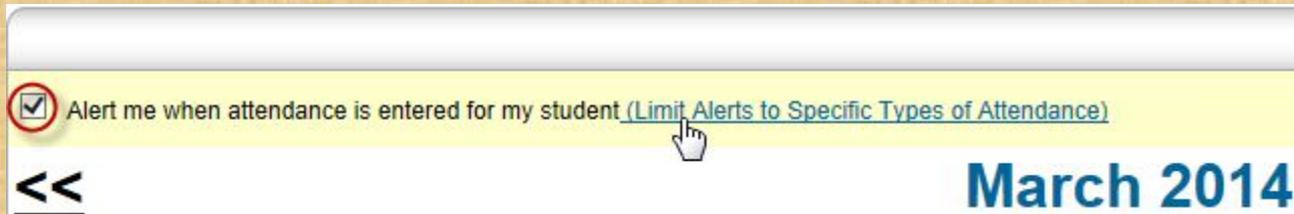
College Visit	Early Dismissal
Excused	Exempt
Expelled	Family Absence
Field Trip	Homebound
Late Arrival	Nurse
Office	Suspension
Tardy	Total to Class
Temporary Disability	Total
Total Tardy's	Truant
Unconfirmed	Unexcused

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.

The screenshot shows a navigation bar with icons for Home, Attendance, Classes (highlighted), Grades, Student Support, and Registration. Below the navigation bar are tabs for "Classwork" and "Schedule". The main content area includes a "Collapse All" button and a "Full View" button (circled in red). A dropdown menu is set to "Report Card Run 2" and "Show (All Classes)" is selected. An alert checkbox is checked with a value of 80. The class name is "0305 - 10 English 9 Honors" with a marking period average of 97.41%. A table lists assignments with columns for Date Due, Date Assigned, Assignment, Category, Score, and Total Points.

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 interface with a navigation bar at the top containing icons for Home, Attendance, Classes, and Grades. Below this is a blue header with 'Classwork' and 'Schedule' tabs. The main content area includes a 'View Classwork for Report Card Run' dropdown set to '2', a 'Show (All Classes)' dropdown, and an 'Order by Class' dropdown. A yellow highlighted section contains a checked checkbox and the text 'Alert me if my student receives an assignment average below 80 % or above %'. Below this is a class entry for '0305 - 10 English 9 Honors' with a last update date of 4/4/2014. At the bottom, there are partial labels for 'Data Assignments' and 'Assignment'.

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%

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

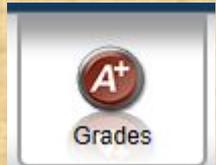
Only at Penn High School

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.

Course Averages	
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](#)
[Logout](#)

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	L. Smith	142	2.0000	1.0000	A		A	01	
0305 - 10	English 9 Honors	2	L. Smith	195	2.0000	1.0000	B		B		
0409 - 4	German I	2	L. Smith	101	2.0000	1.0000	A-	A-	A-		
0817 - 1	Freshmen Band	3A	L. Smith	171	2.0000	1.0000	A	A	A		
1105 - 30	Geography and History of the World	3A	L. Smith	174	2.0000	1.0000	A-		A-		
0713 - 5	Algebra II H	4	L. Smith	221	2.0000	1.0000	A-	A-	A-		
0907 - 10	Biology I Honor	4	L. Smith	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.

The screenshot displays a user interface for a student information system. At the top, there is a navigation bar with icons for Home, Attendance, Classes, Grades (highlighted with a red 'A+' badge), Student Support, and Registration. Below this is a secondary navigation bar with tabs for Report Card, Transcript, and Test Scores (selected). The main content area shows three test score entries, each with a header row and a subtest table.

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: Mala: 3 Mamt: 3 Pamt: Pass+ Math: Pala: Pass+

ISTEP Fall 2008 Test: ISTEP Level: FALL Form: 2008 Date: 9/15/2008	
Grade: 04 Age: Building:	
Subtest	Scores
Istep Scores	Lang: Mala: P Mamt: A Pamt: PASS+ Math: Pala: PASS+

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

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

The screenshot shows the Home Access Center interface for Penn-Harris-Madison School Corp. The top navigation bar includes the school logo, the name "Penn-Harris-Madison School Corp Home Access Center", and links for "Help" and "Logoff". Below this is a secondary navigation bar with "Home Access Center" and a "Change Student" button. A central menu contains icons for "Home", "Attendance", "Classes", "Grades", "Student Support", and "Registration". The "Student Support" icon is highlighted. Below the menu is a blue header for the "Discipline" section. The main content area features a "View Discipline by Year:" label with a dropdown menu set to "All Years". Below the dropdown, a message states: "This student has no discipline incidents to view in Home Access Center."

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!