

Home Access Center – Operation Notes

Elementary Schools

Student Information Provided

Home Access Center (HAC) has several configurable settings, which control the operation and the information displayed to the parent, guardian or student. The information available includes:

- Today's Attendance
- Today's Schedule
- Classwork For This Week
- Attendance (current year absences)
- Course Schedule
- Current Year Classwork
- Gradebook averages
- Grade reports
- Scheduled Courses
- Test Scores
- Registration
- Transportation details

Access:

- Access to HAC can be controlled at the building level (some schools active while others are not), but when students transfer to another building, their parent/guardians' access would change accordingly to that school's configuration.
- Access can also be maintained at the parent/guardian level, meaning that each contact can be allowed or restricted individually.
- When the system is used to assign the initial logons, each the Guardian contact of the student will be assigned with a unique Logon ID using the contact's first name, a period, followed by the contact's last name. The Password is a string of 8 letters and/or numbers (see example below):

Login ID:	Firstname.Lastname
Password:	ABCD1234

This is located on the General tab of the Contact Detail page.

- New students' parent/guardians are not automatically assigned an account
- If a parent or guardian has more than one student in the District, but the contact information has been entered differently in eSchoolPLUS, the system will store them as multiple records, which will result in each being assigned with a different Logon ID and Password. In these cases, the system appends a numeric value, starting with the number 1, whenever the parent's name is found more than once. For example, if "John Smith" is found a second time, the second instance of the name will be assigned a Logon ID of "John.Smith1" and so forth.
- Parent and guardians with a student at a secondary school may already have been assigned with a Logon ID and Password.

Information Details:

Daily Summary screen:

- Today's Attendance (shows absences for the current day)

Today's Attendance			
Attendance Period	Attendance Code	Dismiss Time	Arrive Time
1	Medical		10:54 AM

When the student is present, the following message is displayed:

Today's Attendance
No attendance information has been entered for this student today.

- Today's Schedule (classes for the current day)

Today's Schedule				
Period	Course	Description	Teacher	Room
1 (08:50 AM - 03:35 PM)	14000 - 2	Homeroom - 4th Grade		127
2 (04:01 PM - 04:02 PM)	14070 - 2	Reading		127
3 (04:02 PM - 04:03 PM)	14080 - 2	Writing		127
4 (04:03 PM - 04:04 PM)	14050 - 2	Spelling		127
6 (04:05 PM - 04:06 PM)	14090 - 2	Listening and Speaking		127
7 (04:06 PM - 04:07 PM)	14100 - 2	Math		127
8 (04:07 PM - 04:08 PM)	14250 - 2	Science		127
9 (04:08 PM - 04:09 PM)	14300 - 2	Social Studies		127
10 (04:09 PM - 04:10 PM)	14320 - 2	Health		127
11 (04:10 PM - 04:11 PM)	14330 - 2	Personal Development		127
12 (04:11 PM - 04:12 PM)	14340 - 2	Social Development		127
13 (04:12 PM - 04:13 PM)	14350 - 2	P.E. - 4th Grade		N/A
14 (04:13 PM - 04:14 PM)	14400 - 2	Art - 4th Grade		115
15 (04:14 PM - 04:15 PM)	14450 - 2	Music - 4th Grade		N/A

Note: Home Access Center shows the start and end times for the courses, but at the Elementary level, the subject area classes do not take attendance, and since the system requires a different Period value for each course (they cannot conflict or overlap), the times are after the normal school start and end times (i.e.: 4:00 – 4:01 PM). Additionally, the classes, including the specialty courses (i.e.: Art, Music, P.E., etc.), have not been configured to reflect the specific day of the week when the course meets or when the instruction is provided, so all scheduled courses are displayed.

- Classwork For This Week

Any Assignments that have a Due Date for the current week will be listed under this area, including all courses/subjects.

Classwork For This Week					
Course	Description	Teacher	Date Assigned	Date Due	Assignment
15050 - 2	Spelling		12/15/2011	12/15/2011	Wk 16 Test

Attendance:

The Attendance area shows a color-coded calendar indicating the days when the student was marked with an absence. The display defaults to the current month and forward/back directional arrow allow users to advance to a future month or view a previous month. A corresponding legend is provided to help identify the reason for the absence.

Color Legend		
■ Academic Competition	■ Admin Decision	■ Alternative School
■ Athletics	■ College Visit	■ Death in Family
■ Dismiss Early	■ District Exempt	■ Do Not Use - For State Absences
■ Do Not Use - For State Present	■ Elective	■ Head Lice
■ Homebound	■ In School Suspension	■ Late
■ Late Bus	■ Late Excused	■ Medical
■ Medical Non-Compliant	■ Misc. Field Trip	■ Music/Drum Corps
■ No Contact	■ No Contact	■ Office
■ OSS	■ Phelps	■ Phelps In-District
■ Phelps Out-of-District	■ Skip	■ Skip
■ Speech/Debate	■ State Reporting	■ Truant
■ Truant	■ Multiple Attendance Codes	■ School Closed

December 2011						
<<	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

By clicking on a specific date with an absence, a small pop-up window with the details of the absence will display. It will include the Period(s) involved and the absence reason.

Schedule:

2011 - 2012 Schedule								
Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status
14000 - 2	Homeroom - 4th Grade	1		127	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14070 - 2	Reading	2		127	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14080 - 2	Writing	3		127	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14050 - 2	Spelling	4		127	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14090 - 2	Listening and Speaking	6		127	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14100 - 2	Math	7		127	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14250 - 2	Science	8		127	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14300 - 2	Social Studies	9		127	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14320 - 2	Health	10		127	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14330 - 2	Personal Development	11		127	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14340 - 2	Social Development	12		127	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14350 - 2	P.E. - 4th Grade	13		N/A	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14400 - 2	Art - 4th Grade	14		115	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active
14450 - 2	Music - 4th Grade	15		N/A	1, 2, 3, 4, 5	M1, M2, M3, M4	Bingham Elementary School	Active

Classwork:

Below is an example of the Classwork page. It lists the Assignments in chronological order (most recent first), along with the Scores, point details and calculated percentage. The breakout of the points by Category is provided at the bottom, along with the student's overall percentage. Users can select a specific Report Card Run (1 – 4) for each quarter or All Runs.

View Classwork For for Report Card Run <input type="text" value="2"/> Order by <input type="text" value="Class"/> <input type="button" value="Refresh View"/>										
<input type="text" value="(All Classes)"/>										
15050 - 2 Spelling										
Date Due	Date Assigned	Assignment	Category	Score	Weight	Weighted Score	Average Score	Total Points	Weighted Total Points	Percentage
12/08/2011	12/08/2011	Wk 15 Test	Test	12.00	1.00	12.00	9.47	12.00	12.0000	100.00%
12/02/2011	12/02/2011	Wk 14	Test	12.00	1.00	12.00	10.19	12.00	12.0000	100.00%
12/02/2011	12/02/2011	Mid 2nd Quarter Daily Practice	Daily Work	33.00	1.00	33.00	32.00	35.00	35.0000	94.29%
11/18/2011	11/18/2011	Wk 13 Test	Test	12.00	1.00	12.00	10.65	12.00	12.0000	100.00%
11/10/2011	11/10/2011	Wk 12 Test	Test	11.50	1.00	11.50	10.09	12.00	12.0000	95.83%
11/04/2011	11/04/2011	Wk 11 Test	Test	10.00	1.00	10.00	10.43	12.00	12.0000	83.33%
10/28/2011	10/28/2011	Wk 10 Test	Test	33.00	1.00	33.00	31.73	36.00	36.0000	91.67%
Categories										
Category	Student's Points	/	Maximum Points	=	Percent					
Test	90.50		96.00		94.27%					
Daily Work	33.00		35.00		94.29%					
Totals:	123.50		131.00		94.27%					
Student's overall average is: 123.50 / 131.00 = 94.27 %										
<input type="button" value="Show All Averages"/>										

Report Cards:

The Report Card displayed in Home Access Center is a visual listing of the students' courses, the letter grades received (Grades 3 – 5 only), along with the Competencies and their corresponding Marks.

Report Card For Reporting Period 1							
Course	Description	Period	Teacher	Room	Att.Credit	Em. Credit	M1
15070 - 2	Reading	2		201	0.0000	0.0000	A
	- Reading						
	- Reads with fluency and expression						
	- Reads self-selected material independently at school						
	- Participates appropriately in small groups						
	- Applies a variety of reading comprehension strategies before, during, after reading						
	- Completes assignments on time						
15080 - 2	Writing	3		209	0.0000	0.0000	B
	- Writing						
	- Uses writing process (pre-write, draft, revise, edit, publish)						
	- Produces organized writing with well-developed ideas						✓
	- Uses effective language (word choice, sentence fluency, voice)						
	- Demonstrates various genres of writing						
	- Applies grade-level conventions (capitalization, punctuation, grammar/usage)						✓
	- Engages in purposeful conferences and discussion about writing						
	- Demonstrates effort, independence, and productivity						
	- Handwriting is legible in cursive, with correct spacing between words and in margins						

Test Scores:

MAP Testing		Test: MAP	Level: 1	Form: 1	Date: 5/15/2011
Grade: 04 Age: 10 Building:					
Subtest	Scores				
MAP Math	Achievement Level Code:	3	Achievement Level Description: Basic		
	Math Scale Score:	637	Terra Nova National:	71	
	Number and Operations:		Algebraic Relationships:		
	Geometric and Spatial Relationships:		Measurement:		
	Data and Probability:				
MAP Communication Arts	Achievement Level Code:	3	Achievement level Description: Basic		
	Scale Score:	651	Lexile:		
	Terra Nova National Percentile:	56	Speaking/Writing Standard English:		
	Reading Fiction/Poetry/Drama:		Reading Nonfiction:		
	Writing Formally/Informally:		Combined Reading from Standards 2 and 3:		
MAP Science	Achievement Level Code:		Achievement Level Description:		
	Scale Score:		Terra Nova National Percentile:		
MAP Writing	Writing Score:				

Registration:

Registration Information

Student Name:
Birth Date:
House/Team:
Counselor:

Building:
Gender:
Calendar:
Homeroom:

Grade:
Language:
Residency:
Homeroom Teacher:

Emergency Information

Doctor: Phone: Ext: Hospital:

Insurance Information

Company: ID:
Group: Subscriber:

Update Contacts - Windows Internet Explorer
http://spshomeaccess.sps.k12.mo.us/homeaccess/Student/updateContacts.aspx

Update Select Contact Information

Contact the office in case there is other information to be updated.

Guardian: email:

Type	Phone Number	Ext.	Listing Status
Cell:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
Home:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
Home2:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
Pager:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
Primary Phone:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
Work:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
Work2:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>

Done Internet | Protected Mode: On 100%

Transportation:

School Transportation							
To School							
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M	Bus	019			07:07 AM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.A05	
T	Bus	019			07:07 AM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.A05	
W	Bus	019			07:07 AM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.A05	
R	Bus	019			07:07 AM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.A05	
F	Bus	019			07:07 AM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.A05	
From School							
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M	Bus	019			02:57 PM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.P05	
T	Bus	019			02:57 PM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.P05	
W	Bus	019			02:57 PM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.P05	
R	Bus	019			02:57 PM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.P05	
F	Bus	019			02:57 PM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.P05	