

# Using Home Access Center (HAC)

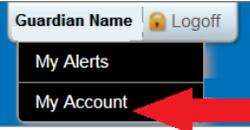
- 1. Open your web browser and navigate to <https://istudent.d303.org/>  
Or go to [www.d303.org](http://www.d303.org) and click on the **FOR PARENTS** option and then **HOME ACCESS CENTER (HAC)** and click the **Begin Using HAC** icon on this page  
\*\*You can also find directions on this page if needed



- 2. Type in your user name and password.  
Guardians can register for their own username and password by providing their First name, Last name, City and zipcode. An email with the password will be sent to the email address we have on file.

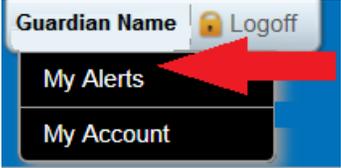
\*\*If this is the first time you are logging in, you will need to setup 2 security questions.

- 3. To change your password, move the cursor over **your name** located at the upper-right corner of the page, and then click on **My Account**. Follow the prompts to change your password. The new password must be at least 8 characters long.



## Email Alerts

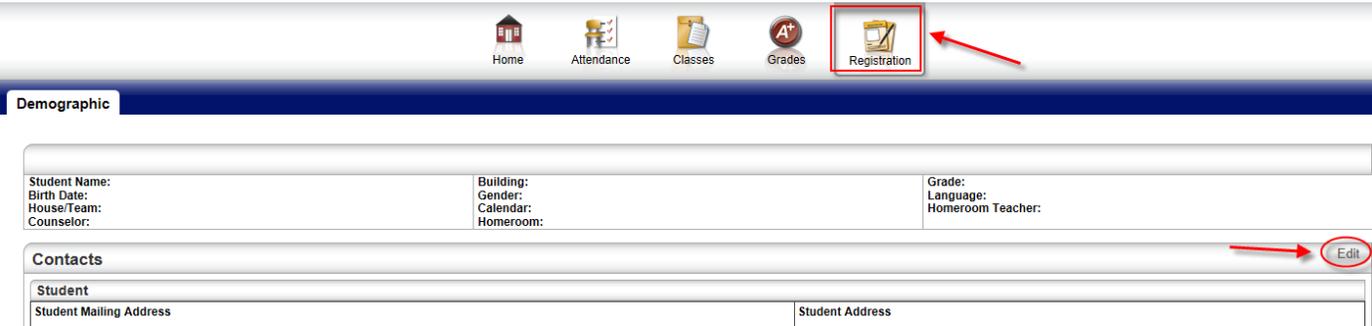
To get your student's Attendance, Progress Reports and Report Cards delivered via email, click the **MY ALERTS** option under your name in the upper-right corner and click the alerts you would like to receive.



My Alerts		
Alerts for	Receive Alert	Alert Details
Alert Type		
Attendance	<input type="checkbox"/>	Limit alerts to specific absence codes.

# Registration

On the Registration screen, you can verify or change your email address and phone numbers. You may only change your phone numbers and your students, if the student lives with you. You may not change emergency contact phone numbers as those may be associated with other students. Please contact the school if you need to make a change to the emergency contact numbers. To change phone or email information, click on the **Edit** button under the **Contacts** area to make any changes.



2. In the pop-up window, scroll down to the section labeled **Guardian** and enter/change your email address and any phone numbers. Make sure you have a Home/Primary number – this is the phone number we will use to make calls from our automated calling system.



# Home page

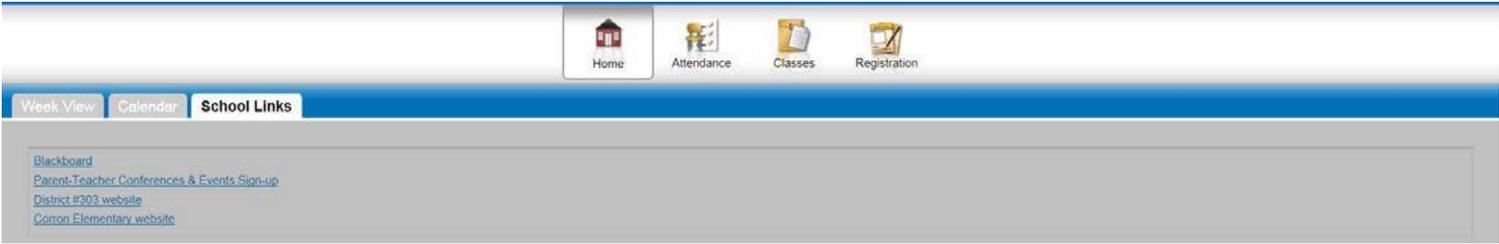
**Week View** - Shows the assignments, activities, and other events occurring during the current week.



**Calendar** - Shows the assignments, activities, and other events occurring during the current month.



**School Links** - Links to other important school related web sites.



### Attendance page

You can view your student's attendance by month.

1. Any absences or tardies are color-coded. Hover your mouse cursor over a date to see the specific information regarding that absence. You will see the periods and reasons for the absence.
2. You can scroll through the months by using the arrows at the top corners of the calendar.



## Classes page

**Classwork** - View a snapshot of the student's assigned classwork.

**Full View/Quick View** - On the right hand side click the FULL VIEW button to display the class average and category totals. Click the QUICK VIEW button to change back to only the assignment view.

The screenshot shows the Classwork page interface. At the top, there are navigation icons for Home, Attendance, Classes, Grades, and Registration. Below these are tabs for Classwork and Schedule. A dropdown menu shows 'View Classwork For for Report Card Run 2'. There are buttons for 'Collapse All' and 'Quick View'. The main table lists assignments with columns for Date Due, Date Assigned, Assignment (with blue hyperlinks), Category, Score, Total Points, Weight, Weighted Score, Weighted Total Points, Average Score, and Percentage. Below the main table is a 'Categories' summary table with columns for Category, Student's Points, / Maximum Points, = Percent, \* Category Weight, and = Category Points. At the bottom, it states 'Student's overall average is: 0.66861 / 0.80 = 83.58%' and a 'Show All Averages' button.

Date Due	Date Assigned	Assignment	Category	Score	Total Points	Weight	Weighted Score	Weighted Total Points	Average Score	Percentage
11/19/2014	11/10/2014	<a href="#">Mock SCOTUS Project</a>	Assessment	48.00	58.00	1.00	48.00	58.00	47.69	82.76%
11/14/2014	11/14/2014	<a href="#">government cafe submission #2</a>	Assessment	24.00	25.00	1.00	24.00	25.00	22.00	96.00%
11/10/2014	11/10/2014	<a href="#">My Turn Essay</a>	Assessment	16.00	19.00	1.00	16.00	19.00	17.21	84.21%
11/07/2014	11/06/2014	<a href="#">Constitution Camp research and video blog</a>	Assessment	20.00	20.00	1.00	20.00	20.00		
11/06/2014	11/06/2014	<a href="#">unit 3 free response test</a>	Assessment	7.50	9.00	1.00	7.50	9.00	6.54	83.33%
11/06/2014	11/06/2014	<a href="#">unit 3 test MC</a>	Assessment	19.00	26.00	1.00	19.00	26.00	18.11	73.08%

Category	Student's Points	/ Maximum Points	= Percent	* Category Weight	= Category Points
Assessment	114.50	137.00	83.57%	0.80	0.66861
Total Points:				0.80	0.66861

Student's overall average is: 0.66861 / 0.80 = 83.58%

**Assignment** – Title of the assignment. The blue hyperlink shows the name of the assignment and may include a course attachment.

**Category** – The category the assignment is in

**Score** – The score the student received on the assignment

**Total Points** – The number of points the assignment was worth

**Percentage** – The percentage the student received on the assignment

The Categories section summarizes the total points earned for each category as well as how the teacher weighted each category to determine the final grade.

Category	Student's Points	/ Maximum Points	= Percent	* Category Weight	= Category Points
Binder	37.00	50.00	74.00%	0.30	0.22200
Classwork/Homework/Packet	181.00	230.00	78.69%	0.30	0.23609
Collaborative Inquiry	179.00	200.00	89.50%	0.40	0.35800
Total Points:				1.00	0.81609

The different Categories that each of the Assignments belongs to.

The number of points earned and overall percentage of each Category.

This shows if the Category is weighted and the overall points earned in each Category.

**Schedule** - This screen shows your student's class schedule for the year.



Home

Attendance

Classes

Registration

**Schedule**

**2014 - 2015 Schedule**

Course	Description	Periods	Teacher	Room	Days	Marking Periods	Status
E1010 - 1	<a href="#">First Grade Language Arts (1MK)</a>	1	Kriz, Marirose	202	M, T, W, R, F	T1, T2, T3	Active
E1010 - 1	<a href="#">First Grade Language Arts (1MK)</a>	2	Kriz, Marirose	202	M, T, W, R, F	T1, T2, T3	Active
E1020 - 1	<a href="#">First Grade Math (1MK)</a>	3	Kriz, Marirose	202	M, T, W, R, F	T1, T2, T3	Active
E1030 - 1	<a href="#">First Grade Science (1MK)</a>	4	Kriz, Marirose	202	M, T, W, R, F	T1, T2, T3	Active
E1040 - 1	<a href="#">First Grade Social Studies (1MK)</a>	5	Kriz, Marirose	202	M, T, W, R, F	T1, T2, T3	Active
E1060 - 1	<a href="#">First Grade Music (1MK)</a>	6	Simon, Ruth E	A8	M	T1, T2, T3	Active
E1050 - 1	<a href="#">First Grade Art (1MK)</a>	7	Carney, Sharon	410	W	T1, T2, T3	Active
E1070 - 1	<a href="#">First Grade Wellness (1MK)</a>	8	Benson, Ryan	Gym	M, T, W, R	T1, T2, T3	Active