

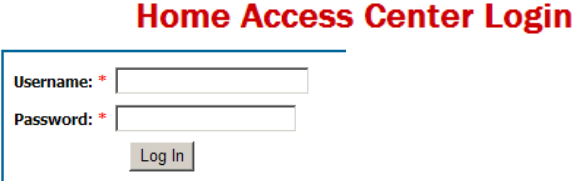

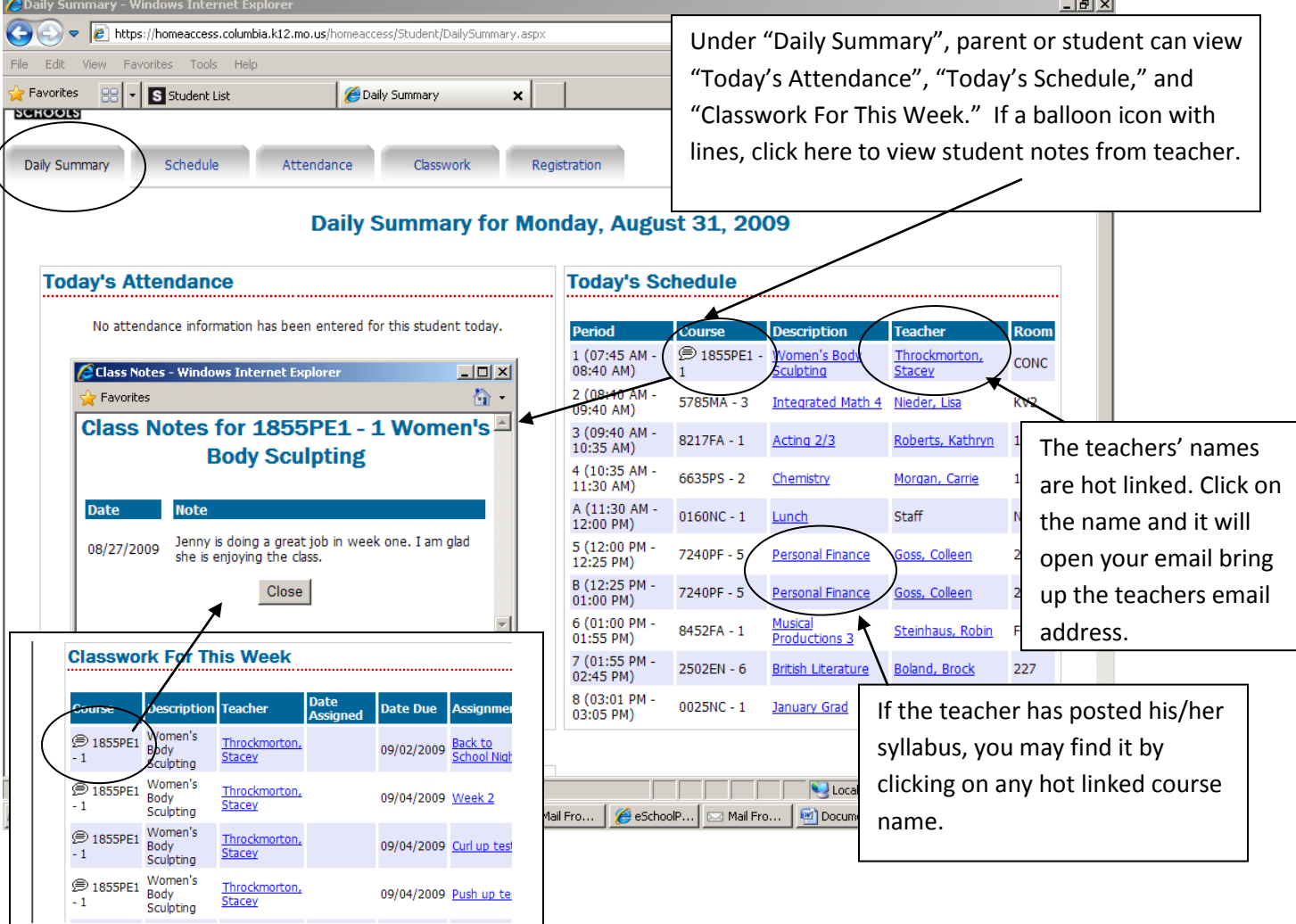


How to use Home Access Center (HAC)

Go to: www.homeaccess.columbia.k12.mo.us

If you see a warning about the website security certificate (see picture at right)....	 There is a problem with this website's security certificate.
Click on the choice that says "Continue to website"	
You will bring up the "User Login" screen. Type in your user login and the temporary password that you have been assigned by the guidance department.	
After logging in, go to the upper right hand corner and click on "My Profile". This will open up a box that will allow you to change your temporary password to one that you will be more likely to remember.	
If you are having problems logging on or need a temporary password assigned to you, contact Lisa Jenkins in the main office at Career Center. You can call her at 214-3800, e-mail her ljenkins@columbia.k12.mo.us , or stop by the office.	



Under "Daily Summary", parent or student can view "Today's Attendance", "Today's Schedule," and "Classwork For This Week." If a balloon icon with lines, click here to view student notes from teacher.

The teachers' names are hot linked. Click on the name and it will open your email bring up the teachers email address.

If the teacher has posted his/her syllabus, you may find it by clicking on any hot linked course name.

Today's Attendance

No attendance information has been entered for this student today.

Today's Schedule

Period	Course	Description	Teacher	Room
1 (07:45 AM - 08:40 AM)	1855PE1 - 1	Women's Body Sculpting	Throckmorton, Stacey	CONC
2 (08:40 AM - 09:40 AM)	5785MA - 3	Integrated Math 4	Nieder, Lisa	KV2
3 (09:40 AM - 10:35 AM)	8217FA - 1	Acting 2/3	Roberts, Kathryn	1
4 (10:35 AM - 11:30 AM)	6635PS - 2	Chemistry	Morgan, Carrie	1
A (11:30 AM - 12:00 PM)	0160NC - 1	Lunch	Staff	M
5 (12:00 PM - 12:25 PM)	7240PF - 5	Personal Finance	Goss, Colleen	2
B (12:25 PM - 01:00 PM)	7240PF - 5	Personal Finance	Goss, Colleen	2
6 (01:00 PM - 01:55 PM)	8452FA - 1	Musical Productions 3	Steinhaus, Robin	F
7 (01:55 PM - 02:45 PM)	2502EN - 6	British Literature	Boland, Brock	227
8 (03:01 PM - 03:05 PM)	0025NC - 1	January Grad		

Classwork For This Week

Course	Description	Teacher	Date Assigned	Date Due	Assignment
1855PE1 - 1	Women's Body Sculpting	Throckmorton, Stacey		09/02/2009	Back to School Night
1855PE1 - 1	Women's Body Sculpting	Throckmorton, Stacey		09/04/2009	Week 2
1855PE1 - 1	Women's Body Sculpting	Throckmorton, Stacey		09/04/2009	Curl up test
1855PE1 - 1	Women's Body Sculpting	Throckmorton, Stacey		09/04/2009	Push up te

The “**Schedule**” tab shows the student’s schedule for the entire school year.

The “**Attendance**” tab shows the attendance for the month. Use the color code guide for description of the absence.

Navigation tabs: Daily Summary | Schedule | **Attendance** | Classwork | Registration

Attendance

Color Legend

<ul style="list-style-type: none"> Out of School Suspension Office/Guidance Field Trip Recovery Room No Reason - Skip, Truant Absent-for State Reporting Use Only No Reason - Skip, Truant Medical Multiple Attendance Codes 	<ul style="list-style-type: none"> Present - for State Reporting Use Only Verified Office/Guidance Verified Parent Excused In School Suspension Unexcused Tardy Excused School Closed 	<ul style="list-style-type: none"> Excused Homebound - Special Services Only School unable to send students In School Suspension Absent for State Reporting Truant-for State Reporting Use Only Tardy Unexcused Tardy (Teachers Only)
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August 2009 >>

Sun Mon Tue Wed Thu Fri Sat

Period: 6
Attendance: Field Trip
Dismiss Time: 1:45:00 PM
Period: 7
Attendance: Field Trip

By placing your mouse on the date, a box will pop up with the hour(s) absent and the type of absence.

Navigation tabs: Daily Summary | Schedule | Attendance | **Classwork** | Registration

<< September 2009 >>

Sun Mon Tue Wed Thu Fri Sat

Use these arrows to change from month-to-month.

The “**Classwork**” tab shows the student’s classwork for the semester.

First semester is Report Card Run 2, (RC2). **Second semester** is RC3. **Summer School** is RC1. You can change RC runs by using the drop down box and “Refresh View”.

Classwork

View Classwork For (All Classes) for Report Card Run 2 Order by Class Refresh View

1855PE1 - 1 Women's Body Sculpting									
Date Due	Date Assigned	Assignment	Category	Score	Weight	Weighted Score	Total Points	Weighted Total Points	Percentage
12/18/2009		Yoga	Semester Exam		1.00		50	50.00	
12/14/2009		Project	Semester Exam		1.00		100	100.00	
12/11/2009		Week 16	Participation		1.00		50	50.00	
12/04/2009		Week 15	Participation		1.00		50	50.00	
11/24/2009		Week 14	Participation		1.00		20	20.00	
11/20/2009		Week 13	Participation		1.00		50	50.00	
11/13/2009		Week 12	Participation		1.00		50	50.00	
11/06/2009		Week 11	Participation		1.00		40	40.00	
10/30/2009		Week 10	Participation		1.00		50	50.00	
10/23/2009		Week 9	Participation		1.00		50	50.00	
10/16/2009		Week 8	Participation		1.00		50	50.00	

Classwork screen continued.

10/02/2009	Week 6	Participation	1.00		50	50.00	
09/24/2009	Week 5	Participation	1.00		40	40.00	
09/18/2009	Week 4	Participation	1.00		50	50.00	
09/18/2009	Mile Run	Participation	1.00		10	10.00	
09/11/2009	Week 3	Participation	1.00		40	40.00	
09/04/2009	Week 2	Participation	1.00		50	50.00	
09/04/2009	Curl up test	Participation	1.00		10	10.00	
09/04/2009	Push up test	Participation	1.00		10	10.00	
09/04/2009	Muscle Quiz	Participation	1.00		12	12.00	
09/02/2009	Back to School Night	Participation	N/A	N/A	N/A	0.00	
08/28/2009	Pacer Test	Participation	1.00		10	10.00	
08/28/2009	Info Sheet	Participation	10.00	1.00	10.00	10.00	100.00%
08/28/2009	Week 1	Participation	50.00	1.00	50.00	50.00	100.00%
08/24/2009	Sit-N-Reach	Participation	1.00		10	10.00	
08/24/2009	Make Up	Participation	N/A	N/A	N/A	0.00	
08/24/2009	CD Workout Mix	Participation	N/A	N/A	N/A	10.00	

Category	Student's Points	/ Maximum Points	= Percent	* Category Weight	= Category Points
Participation	60.00	60.00	100.00%	90.00	90.00000
Totals:				90.00	90.00000

Student's overall average is: $90.00000 / 90.00 = 100.00\%$

Show All Averages

If the teacher has attached an electronic copy of the assignment, by clicking on the hot linked name of the assignment you can bring up a box with more information. Look at "files" for any attachments. If files are attached, click on the name of the file to open. Many of our teachers also use "Angel" software for their students to access assignments.

Close

Course: 1855PE1 - 1 Women's Body Scu

Assignment: Info Sheet

Category: Participation

Date Assigned:

Date Due: 8/28/2009

Points: 10

Weight: 1.00

Extra Credit: No

Files

File	Size
student info sheet.doc	23553 bytes
student info sheet.pdf	8720 bytes

The Student's overall average is the "Term Grade", the grade **without** the final exam(s). Even if the teacher publishes the semester exam to the gradebook, the semester exam will show on "Classwork" but **not** be figured into the "Term" percent.

The "Show All Averages" button is **extremely** important. At the end of the semester, click the "Show All Averages" button to see the "Semester Grade". A pop up box will appear with "T" for Term Grade, "SEMEX" for semester exam percent, and the "SM" for the semester grade. The **semester grade** is what goes on the official transcript.

Course Averages - Windows Internet Explorer

Close

Course: 1855PE1 - 1 Women's Body Sculpting Report Card Run: 2

T: 100.00%

SEMEX: 100.00%

SM: 0.00%

Close

Please note: The Interim Progress Report (IPR) and the Report Card tab are currently turned off. About one week after an IPR or at the end of the semester, guidance will activate these tabs for parents and students to view.

The last tab is the "Registration" tab. Use this tab to check your contact information. The student's counselor is also on this screen. You can email the counselor by clicking on the guidance counselor's name. If your contact information has changed, please notify guidance. The Registration page does not show your email. Please always keep your email up-to-date for communication with teachers.

Key to Codes for eSchool Assessments (i.e. assignments, tests, etc.)

Below are the keys to the codes used in the teacher's grade book. Exceptions such as 'AB', 'HIL', 'MKP', 'NHI' are counted as missing assessments (a score of zero) and **will** be included in the calculation of the grade report. **Exceptions of "Exempt, Excused, and Omit" will not count as missing scores.**

Exception Codes counting as '0':

AB (Absent)
HIL (Handed in Late)
MKP (Make Up)
NHI (Not Handed In)
INC (Incomplete)
ND (No Dress)

Exception Codes excluded from average:

XMT (Exempt)
EXC (Excused)
OMT (Omit)
Y (Yes)
N (No)
GP (Grade Pending-Assignment turned in, will be graded)

Below is an example of how the NHI code appears on Home Access.

09/02/2009	Back to School Night	Participation	N/A	N/A	N/A	0.00	
08/28/2009	Info Sheet	Participation	NHI	1.00	0.00	10	10.00 0.00%
08/28/2009	Week 1	Participation	20.00	1.00	20.00	50	50.00 40.00%
08/24/2009	Make Up	Participation		N/A	N/A	N/A	0.00

Categories

Category	Student's Points	/ Maximum Points	= Percent	* Category Weight	= Category Points
Participation	20.00	60.00	33.33%	90.00	29.99997
Totals:				90.00	29.99997

Student's overall average is: $29.99997 / 90.00 = 33.33\%$

Show All Averages