



## Calvert County Public Schools

1305 Dares Beach Road  
Prince Frederick, MD 20678  
[www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us)



Calvert County Public Schools uses Home Access Center (HAC) for you to securely monitor your child's grades and assignment information from your Internet browser at home. This secured access requires an Internet connection and a confidential login and password.

Students will use their Office365 credentials to access HAC.

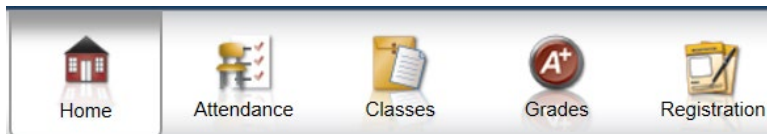
Parents who need a username and password will use the self-registration link on the HAC login page to create account credentials.

Please note:

- CCPS reserves the right to disable accounts for misuse/abuse of this site. Misuse and abuse include but are not limited to sharing login credentials with unauthorized users, attempting to bypass site security, and distributing information obtained on this site inappropriately.
- CCPS can only support HAC and is not responsible for problems you may encounter with your computer, your web browser, or your Internet service provider.
- If you have any trouble or have questions about HAC, please contact the main office of your child's school.

### Navigating the HAC website

Once logged in, you'll notice the five HAC areas across the top of the screen: Home, Attendance, Classes, Grades, and Registration.



- Home: The default tab is the "Week View," where you will see a weekly view of your child's classes, including current marking period averages, assignments, and events. The second tab is "Calendar," a calendar where you can view by day, week, or month and apply filtering options. The third tab is "School Links," where you can navigate to other CCPS-related sites.
- Attendance: Here you will see a monthly attendance view. Hovering over any of the days with color will show you the attendance code entered by each period's teacher.
- Classes: The default tab is the "Classwork" tab, where you will see current assignments and grades for the current (or past) quarters. Under the second tab, "Schedule," you can view your child's schedule. Teacher names on this page are links that you can click to open up an email in your default mail application.
- Grades: The default tab is "IPR" for interim progress reports. Here you will see the interim (IPR) grades and comments provided by quarter. The second tab is "Report Card," where you can view report card information. The third tab, "Test Scores," shows all test scores on record for your child in eSchoolPLUS, CCPS' student management system.
- Registration: Here you will see demographic information for your child. You may edit emergency information, you and your child's contact information (email addresses and phone numbers only), and FERPA information. If any other information you see on this page is incorrect, please contact your child's school.

If you are the guardian of multiple students in CCPS, you will notice a button on the top right called, "Change Student." You may use this button to select a different student to view. Just select the student and click Submit.

If you want to sign up for Gradebook alerts via email, you may do so in either of two places: you can go to “Classes” and check the “Alert me…” box then select the threshold values for which you wish to receive alerts or you can do the same thing by hovering over your name in the top right corner and selecting My Alerts. If you wish to receive a daily email with all your child’s grades, please check the box, but leave both values blank. The GB Alerts will go to the email address you see on the Registration>Demographic screen (you may change this, if needed).

### **Frequently Asked Questions (FAQs)**

#### *What if I am new to Calvert County Public Schools?*

If you are a parent or guardian and have never logged into HAC before, you will need to use the “Click Here to Register for HAC” link and follow the instructions. If you encounter any difficulty, please contact your child’s school.

#### *What if I lose my username or password?*

Please navigate to the HAC login page and click “Forgot My Username or Password.” You will be prompted to answer the challenge questions that you created when you logged into HAC for the first time. If you encounter any difficulty, please contact your child’s school.

#### *What if I have a question about the grades I see in HAC?*

HAC is not meant to replace communication between parents, teachers, and students. If you have a question about your student’s grades, please first speak with your son or daughter. If questions remain, contact your child’s teacher.

#### *When can I expect new grades to be posted?*

Grades will typically be visible in HAC within two weeks of the assignment due date. Additional time should be provided in the case of research papers and other special projects, which may take longer for teachers to grade.

#### *What do X and Z represent?*

The codes of X and Z may be used in place of a numeric grade:

- An X indicates that the student has been excused from the assignment. The X calculates just like a blank grade; it does not count towards the student’s grade in any way.
- A Z indicates that the student has not yet completed the assignment but still may turn it in for credit. The Z calculates in the same way as a zero (0).

Missing assignments may be calculated by teachers in a variety of ways. Please check with your child or the teacher for the policy specific to each class.

#### *Some of my child’s classes don’t have grades—is this okay?*

That depends. Media Center and Homeroom classes at the elementary level may appear in HAC but will not receive grades. At the high school level, Early Release, AP Seminar, and certain other courses will not be graded. In some cases, two-period classes will receive one grade for both periods. If you have a question, contact your child’s teacher.