

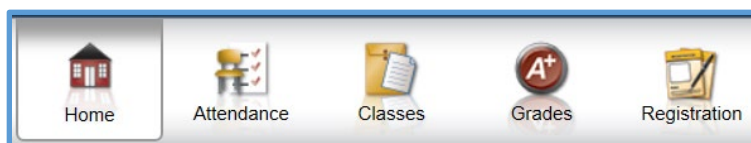


Home Access Center Information and Frequently Asked Questions

Calvert County Public Schools uses Home Access Center (HAC) so that students in grades 5 – 12 and all guardians may monitor grades and assignment information online.

Navigating the HAC website

There are five 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 classes, including current marking period averages, assignments, and events. The second tab is “Calendar,” where you can view assignments and events by day, week, or month. 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 quarter (or past quarters by changing the Report Card Run and clicking “Refresh View”). Under the second tab, “Schedule,” you can view the schedule. Teacher names on this page are links that you can click to open an email. You may also view student course requests in this tab for the next school year depending on the student’s grade level and the time of year.
- **Grades:** The default tab is “IPR” for interim progress reports (MS/HS only). 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.
- **Registration:** The default “Demographic” tab shows student information. You may edit emergency information and your contact information (email address and phone numbers only). If you are a guardian, you will not be able to view any other guardians. The second tab, “Update Enrollment,” is where guardians 1 and 2 who live with the child will be able to complete the Annual Student Updates and Impact Aid Surveys.

If you are the guardian of multiple children in CCPS, you will notice a small drop-down arrow next to your child’s name in the top right corner of the screen. You may use this button to select a different child to view. Just select the child and click Submit.

Gradebook Email Alerts

There are two types of Gradebook email alerts that students and guardians may choose to sign up for: **Course Average**—to see the overall marking period averages, and **Classwork**—to see individual assignment scores. The Gradebook alerts will go to the email address you see on the **Registration>Demographic** screen (you may change this, if needed). If you want to sign up for Gradebook alerts via email, you may do so in two different places.

1. You can go to “Classes” and check the “Alert me...” box for the email(s) you want, then select the threshold values for which you wish to receive alerts (guardians—these alerts will only apply to the child you have selected):

2. Guardians can do the same thing for all their children by hovering over their name in the top right corner and selecting **My Alerts**:

Leaving both % fields blank on either alert will trigger a daily email with all course averages or all classwork assignments.

Example 1: You wish to receive a daily email with all current course averages, but only receive classwork emails if an assignment is below a C*.

Alert Type	Email	Mobile Push	Alert Details
Course Average	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If my student receives a course average below <input type="text"/> % or above <input type="text"/> %.
Classwork	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If my student receives an assignment average below <input type="text"/> 70 <input type="text"/> % or above <input type="text"/> %.

*If a student earns an assignment score less than 70%, you will receive an email every day with this same assignment until the marking period is over, since it satisfies the alert criteria.

Example 2: You wish to receive an email anytime a course average drops below an A, but do not wish to receive classwork emails.

Alert Type	Email	Mobile Push	Alert Details
Course Average	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If my student receives a course average below <input type="text"/> 90 <input type="text"/> % or above <input type="text"/> %.
Classwork	<input type="checkbox"/>	<input type="checkbox"/>	If my student receives an assignment average below <input type="text"/> % or above <input type="text"/> %.

Frequently Asked Questions (FAQs)

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 child's grades, please first speak with your child. If questions remain, contact your child's teacher.

What do X, Z, NTI, and LT50 represent?

These codes may be used in place of a numeric grade.

- 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.
- 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).
- NTI (ES only) stands for "Never Turned In" to indicate that the teacher never received the work. This code calculates as 50% of the points possible of the assignment.
- LT50 (ES only) stands for "Less Than 50%" to indicate that the child completed the work but earned a grade of less than 50%. This code calculates as 50% of the points possible of the assignment and should be accompanied by a comment from the teacher with the actual score earned.
- 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.

I can also see grades in Schoology. What if the grades in Schoology and HAC are different?

Although Schoology may house some grades for students, official grades reside only in HAC. More information regarding Schoology may be found here: [Schoology for Parents - Calvert County Public School District \(calvertnet.k12.md.us\)](https://www.calvertnet.k12.md.us/schoology)

Please note:

- CCPS reserves the right to disable accounts for misuse/abuse of this site.
- 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 questions about HAC, please contact the main office of the school.