

# Little Rock School District



## Home Access Center (HAC) Instructions

Home Access Center (HAC) is a web-based tool that allows parents/guardians to monitor your child's attendance, schedule, grades, and classwork. This includes access to interim progress and report cards. It does require an Internet connection. To view student information, please follow steps below:

<http://hac40.esp.k12.ar.us>

OR

<http://hac40.esp.k12.ar.us/HomeAccess>

The following screen will be displayed (use the drop-down menu to select Little Rock School District)

A screenshot of a web browser window titled "Login". The window has a white background and a grey border. At the top left, there is a small lock icon followed by the word "Login". Below the title, the text reads "Please enter your account information for Home Access Center." There are three input fields: "Select a District:" with a dropdown menu showing "Little Rock School District", "User Name:" with a text box, and "Password:" with a text box. Below the password field, there are two blue links: "Forgot My Username or Password" and "Click Here to Register for HAC". At the bottom right, there is a grey "Login" button.

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You will need to create two security questions the first time you login.

For example:

Favorite Color

Red

Favorite Pet

Fido

Once you have entered your security questions, press the Continue to Home Access Center

The Home Page allows you to look at the classes and see a week's worth of information that may include assignments made by the teacher and the student's current grades in each class.

The screenshot shows the Sungard Training District Home Access Center interface. At the top, there is a navigation bar with the district name and a user profile for Andrew Bradley. Below this is a menu with icons for Home, Attendance, Classes, Grades, Student Support, and Registration. The main content area displays a weekly schedule for the week of Monday, May 09, 2016, to Friday, May 13, 2016. The schedule table includes columns for Class, Current Average, and days of the week with specific dates and class details.

Class	Current Average	Monday 05/09	Day: M	Tuesday 05/10	Day: T	Wednesday 05/11	Day: W	Thursday 05/12	Day: R	Friday 05/13	Day: F
<b>Photography</b> (830 - 1) Per: 1 Ms. Mitchell	89.00			Nature Pictures	8/10					Test on Nature Pictures	99/100
<b>Calculus</b> (412 - 1) Per: 2 Ms. Davess											
<b>American Government</b> (212 - 1) Per: 3 Mr. Herda											
<b>Marketing</b> (743 - 2) Per: 4 Mr. Makya Ish duah											
<b>Band</b> (900 - 1) Per: 5 Ms. King											

If you have more than one student in the Little Rock School District, you may change students at any time by clicking the Change Student button at the top right just below your name.

This screenshot is similar to the previous one but shows the user profile for Ashleigh Bradley. The 'Change Student' button in the top right corner is highlighted with a red rectangle, indicating where a user can click to switch between multiple students.

Select the student you would like to view. Click the Submit button

**Choose Your Student** ✕

**Andrew Bradley**  
Building: 16 Grade: 12

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**Ashleigh Bradley**  
Building: 16 Grade: 10

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Place a check mark under the Email column to receive email alerts on Attendance, Course Average Classwork (Assignments).

Sungard Training District  
Home Access Center
Melinda Bradley Logout  
Ashleigh L My Alerts My Account

Home   
 Attendance   
 Classes   
 Grades   
 Student Support   
 Registration

**My Alerts**

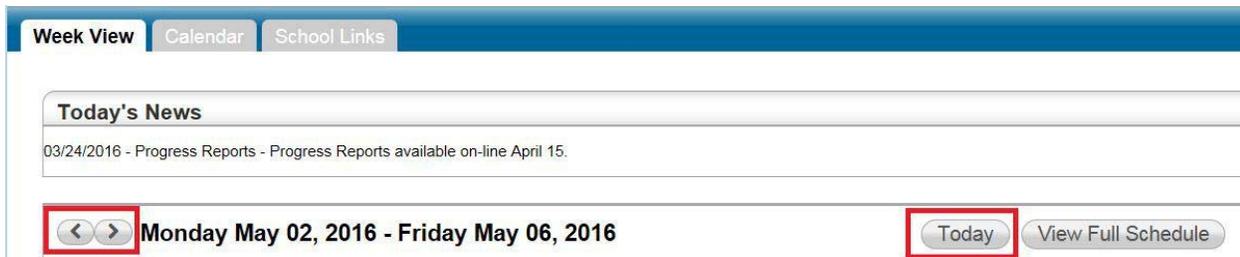
Bradley, Andrew			
Alert Type	Email	Mobile Push	Alert Details
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Limit alerts to specific absence codes.</a>
Course Average	<input type="checkbox"/>	<input type="checkbox"/>	If my student receives a course average below <input type="text"/> % or above <input type="text"/> %.
Discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Limit alerts to specific types of discipline.</a>
Classwork	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If my student receives an assignment average below 70 <input type="text"/> % or above <input type="text"/> %.
Immunization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I would like to receive immunization alerts.

Bradley, Ashleigh			
Alert Type	Email	Mobile Push	Alert Details
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Limit alerts to specific absence codes.</a>
Course Average	<input type="checkbox"/>	<input type="checkbox"/>	If my student receives a course average below <input type="text"/> % or above <input type="text"/> %.
Discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Limit alerts to specific types of discipline.</a>
Classwork	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If my student receives an assignment average below 70 <input type="text"/> % or above <input type="text"/> %.
Immunization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I would like to receive immunization alerts.

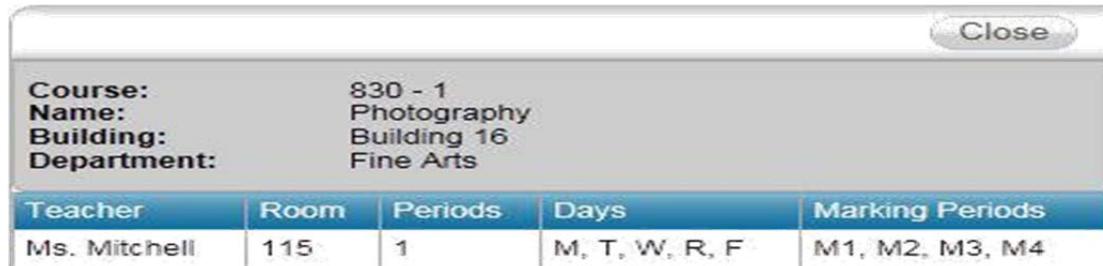
On your homepage, you will see Today's News and Week View. On the Week View screen it will display the classes that your student is in, as well as attendance, assignments, teacher link so that you can email, class averages, etc.

You can toggle back and forth, from week to week, by pressing the left and right arrows next to the week date.



The screenshot shows a navigation bar with three tabs: "Week View", "Calendar", and "School Links". Below the tabs is a "Today's News" section with a message dated 03/24/2016. At the bottom, there is a date range "Monday May 02, 2016 - Friday May 06, 2016" with left and right arrow buttons. To the right of the date range are two buttons: "Today" and "View Full Schedule".

You can always come back to the current week by pressing the Today button.



The screenshot shows a popup window with a "Close" button in the top right corner. The window contains the following information:

<b>Course:</b>	830 - 1			
<b>Name:</b>	Photography			
<b>Building:</b>	Building 16			
<b>Department:</b>	Fine Arts			
Teacher	Room	Periods	Days	Marking Periods
Ms. Mitchell	115	1	M, T, W, R, F	M1, M2, M3, M4

Clicking on the name of the Course gives you more information about the course.

Clicking on the name of the teacher will allow you to email them.

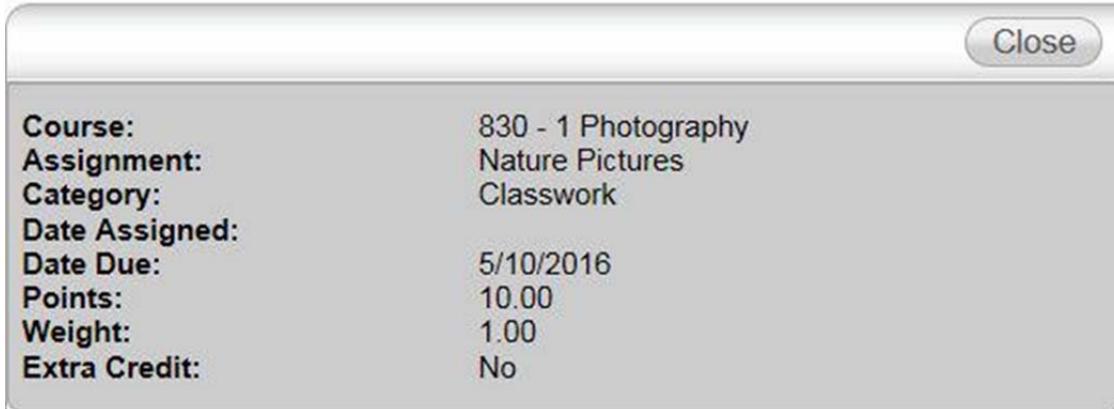
Clicking on a date will show you the schedule for that day.

Schedule for Monday, May 2, 2016					Close
Period	Course	Description	Teacher	Room	
1 (07:45 AM - 08:35 AM)	830 - 1	Photography	Ms. Mitchell	115	
2 (08:40 AM - 09:30 AM)	412 - 1	Calculus	Ms. Dawes	117	
3 (09:35 AM - 10:25 AM)	212 - 1	American Government	Mr. Herda	107	
4 (10:30 AM - 11:20 AM)	743 - 2	Marketing	Mr. Makya Ish-duoh	201	
5 (12:10 PM - 01:00 PM)	900 - 1	Band	Ms. King	BAND	
6 (01:50 PM - 02:40 PM)	312 - 1	Physics	Ms. Jenkins	114	
7 (02:45 PM - 03:35 PM)	112 - 1	English 4	Mr. Christopher	116	

Clicking on the current average for a class will give you information as to how the average was calculated

Classwork for the Course											Show All Averages	Close
<a href="#">830 - 1 Photography</a>			Current 9wk Average 89.00%									
Date Due	Date Assigned	Assignment	Category	Score	Weight	Weighted Score	Average Score	Total Points	Weighted Total Points	Percentage		
05/10/2016		<a href="#">Nature Pictures</a>	Classwork	8.00	1.00	8.00	8.33	10.00	10.00	80.00 %		
05/13/2016		<a href="#">Test on Nature Pictures</a>	Test	98.00	1.00	98.00	82.17	100.00	100.00	98.00 %		
Categories												
Category	Student's Points	/ Maximum Points	= Percent	* Category Weight	= Category Points							
CLS	8.00	10.00	80.00 %	1.00	0.80000							
TST	98.00	100.00	98.00 %	1.00	0.98000							
<b>Totals:</b>				<b>2.00</b>	<b>1.78000</b>							
Course overall average is: $1.78000 / 2.00 = 89.00\%$												

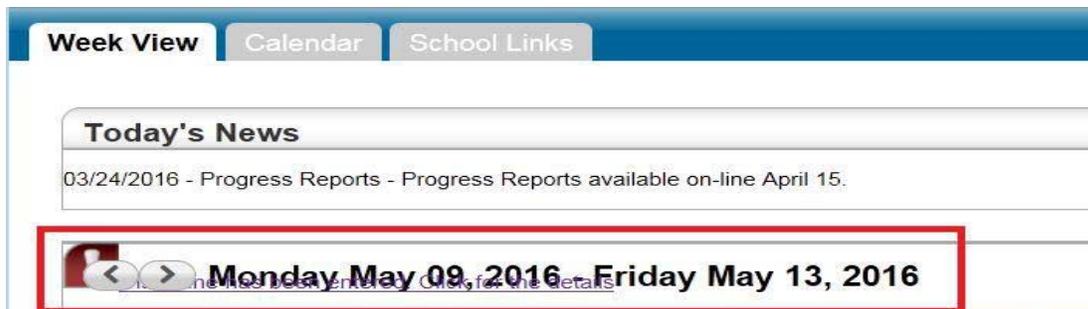
Clicking on an assignment will give you more information about the assignment.



A screenshot of a web application window showing assignment details. The window has a title bar with a 'Close' button. The content is organized into two columns. The left column lists the fields: Course, Assignment, Category, Date Assigned, Date Due, Points, Weight, and Extra Credit. The right column provides the corresponding values for each field.

Course:	830 - 1 Photography
Assignment:	Nature Pictures
Category:	Classwork
Date Assigned:	
Date Due:	5/10/2016
Points:	10.00
Weight:	1.00
Extra Credit:	No

If there was a discipline incident the week that is displayed, you can click on the date to view it.



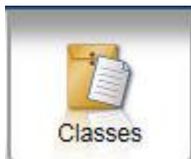
A screenshot of a calendar navigation bar. It features three tabs: 'Week View' (selected), 'Calendar', and 'School Links'. Below the tabs is a section titled 'Today's News' with a news item dated 03/24/2016. At the bottom, a red-bordered box highlights a date range: 'Monday May 09, 2016 - Friday May 13, 2016'. To the left of the date range are navigation arrows and a small icon.



The **Attendance button** at the top of the screen will display a calendar view for attendance. You can also request Alerts for Attendance at the top of the page. You can toggle back and forth between months by pressing the **<<** and the **>>** button. There is a color code at the bottom of the screen.

Sun	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				

Color Legend  
 Out of School Suspension  
 Tardy  
 Nurse Code Absent



The **Classes Button** will display course assignments, including the dates assigned, due dates, categories, potential points, scores and any attachments for the Gradebook assignments available in a class.

There are two buttons at the top right of the screen. The **Quick View/Full View** will allow you to toggle between a Quick View, which is an at-a-glance view, and a Full View, which has additional information related to averaging assignment scores.

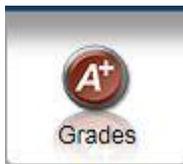
The Expand All/Collapse All will allow you to toggle between Collapse All, which will allow you to view just the classes.

Expand All, which will allow you to see the class assignments and scores for each class. The + and - in the Collapse All will allow you to open and view the class, or collapse the class.

At the top left of the screen are options for selecting the Report Card Run, Classes to view and Order can be changed from Class to Date Due. After making your selection, press the Refresh View.

The Schedule Tab will allow you to see your student's schedule. Links are provided for viewing detailed course information and sending emails to teachers.

Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status
830 - 1	<a href="#">Photography</a>	1	<a href="#">Ms. Mitchell</a>	115	M, T, W, R, F	M1, M2, M3, M4	Building 16	Active
412 - 1	<a href="#">Calculus</a>	2	<a href="#">Ms. Dawes</a>	117	M, T, W, R, F	M1, M2, M3, M4	Building 16	Active
212 - 1	<a href="#">American Government</a>	3	<a href="#">Mr. Herda</a>	107	M, T, W, R, F	M1, M2, M3, M4	Building 16	Active
743 - 2	<a href="#">Marketing</a>	4	<a href="#">Mr. Makya Ish-duoh</a>	201	M, T, W, R, F	M1, M2, M3, M4	Building 16	Active
900 - 1	<a href="#">Band</a>	5	<a href="#">Ms. King</a>	BAND	M, T, W, R, F	M1, M2, M3, M4	Building 16	Active
312 - 1	<a href="#">Physics</a>	6	<a href="#">Ms. Jenkins</a>	114	M, T, W, R, F	M1, M2, M3, M4	Building 16	Active
112 - 1	<a href="#">English 4</a>	7	<a href="#">Mr. Christopher</a>	116	M, T, W, R, F	M1, M2, M3, M4	Building 16	Active



The Grades Button will allow you to see Interim Progress Reports (IPR), Report Cards and in high school the Transcript for your student.

**Interim Progress Report For Friday, September 11, 2015**

Course	Description	Period	Teacher	Room	IPR	ARSE	CM1
830 - 1	<a href="#">Photography</a>	1	<a href="#">Ms. Mitchell</a>	115	100		10
412 - 1	<a href="#">Calculus</a>	2	<a href="#">Ms. Dawes</a>	117	100		11
212 - 1	<a href="#">American Government</a>	3	<a href="#">Mr. Herda</a>	107	100		12
743 - 2	<a href="#">Marketing</a>	4	<a href="#">Mr. Makya Ish-duoh</a>	201	100		13
900 - 1	<a href="#">Band</a>	5	<a href="#">Ms. King</a>	BAND	100		10
312 - 1	<a href="#">Physics</a>	6	<a href="#">Ms. Jenkins</a>	114	100		11
112 - 1	<a href="#">English 4</a>	7	<a href="#">Mr. Christopher</a>	116	100		12

Comment Legend	
Comment	Description
10	GOOD STUDENT
11	PARTICIPATES IN CLASS
12	GOOD ATTITUDE
13	HARD WORKER



The Registration button displays Demographic Information, Transportation Information and Contact Information for your student. If changes need to be made, please contact your student's school or registration hub.

Sungard Training District  
Home Access Center

Melinda Bradley Logoff  
Ashleigh Bradley [Change Student](#)

**Demographic**

<b>Student Name:</b> Bradley, Ashleigh <b>Birth Date:</b> 9/8/2001 <b>House/Team:</b> <b>Counselor:</b> <a href="#">Proud, Make-Me</a>	<b>Building:</b> Building 16 <b>Gender:</b> Female <b>Calendar:</b> 2015-2016 School Year <b>Homeroom:</b> 118	<b>Grade:</b> 10 <b>Language:</b> English <b>Homeroom Teacher:</b> <a href="#">Mr. Moore</a>
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**Transportation**

**To School**  
 Information cannot be found relating to how this student is transported to school.

**From School**  
 Information cannot be found relating to how this student is transported from school.

**Contacts**

**Student**

<b>Student Mailing Address</b> Ashleigh Bradley 1620 Central Ave BETHLEHEM, PA 18015	<b>Student Address</b> Ashleigh Bradley 1620 Central Ave BETHLEHEM, PA 18015
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**Guardian**

<b>Guardian</b> Melinda Bradley 1620 Central Ave BETHLEHEM, PA 18015  Home Phone: (501) 580-4887	<b>Guardian</b> Marshall Bradley 1620 Central Ave BETHLEHEM, PA 18015  Home Phone: (501) 580-4887
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**Other Contacts**

<b>Emergency Contact</b> Joanne & Mark Bradley 1633 Broad St BETHLEHEM, PA 18015	<b>Other Contact</b> Andrew Bradley 1620 Central BETHLEHEM, PA 18015
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