

# 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://hac31.eschoolplus.k12.ar.us>

OR

<http://hac31.eschoolplus.k12.ar.us/HomeAccess>

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

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.

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.

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

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

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

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

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.

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

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

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

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.

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.

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

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.