

Parent's HomeLogic User's Reference

This guide is meant to be a reference to some of the most common questions and tasks surrounding the HomeLogic system. There is also a full online help system available from within the HomeLogic system. It can be accessed by clicking the ? in the upper right corner of any HomeLogic screen.

This guide is broken into two parts – FAQs and Procedures.

FAQs will cover many common questions and the Procedures will step you through how to complete many of the most common tasks.

FAQs

Q: How do I access HomeLogic?

A: From the Big Hollow website (www.bighollow.us) select HomeLogic from the Parents menu. This link is also available from the Middle School's main page, parent menu. Please refer to the Procedures section of this document for step-by-step instructions for logging in.

Q: How often can I check HomeLogic?

A: You can log into HomeLogic as often as you like.

Q: How often will my student's grade be updated?

A: Some teachers may update their grades more frequently but grades will be updated for all subjects on the second and fourth Friday of each month.

Q: Do I need a special code to access HomeLogic?

A: Yes, an ID and Password have been mailed to the homes of each 6, 7 & 8th grade student. If you did not receive an ID and password please contact homelogicsupport@bighollow.us

Q: Can I only access HomeLogic from my home computer?

A: No, you can access HomeLogic from any internet connected computer as long as you have your ID and Password.

Q: I have more than one student in the Middle School; do I need an Access ID for each student?

A: No, when you log into HomeLogic your students will be listed in the column on the left of the HomeLogic screen. You can switch between each student's information by clicking their name.

Q: What other information can I see for my student?

A: You can also see their immunizations records, schedule, attendance and fees. Please note that lunch fee information is not available at this time.

Q: Can I change my HomeLogic password?

A: Not at this time but it is a function we will be making available in the near future.

Q: Why does HomeLogic make me re-login during a session?

A: HomeLogic does have an inactivity timer. If your session is not used (meaning the system does not sense any key strokes or mouse clicks) for approximately 15 minutes it will drop the session.

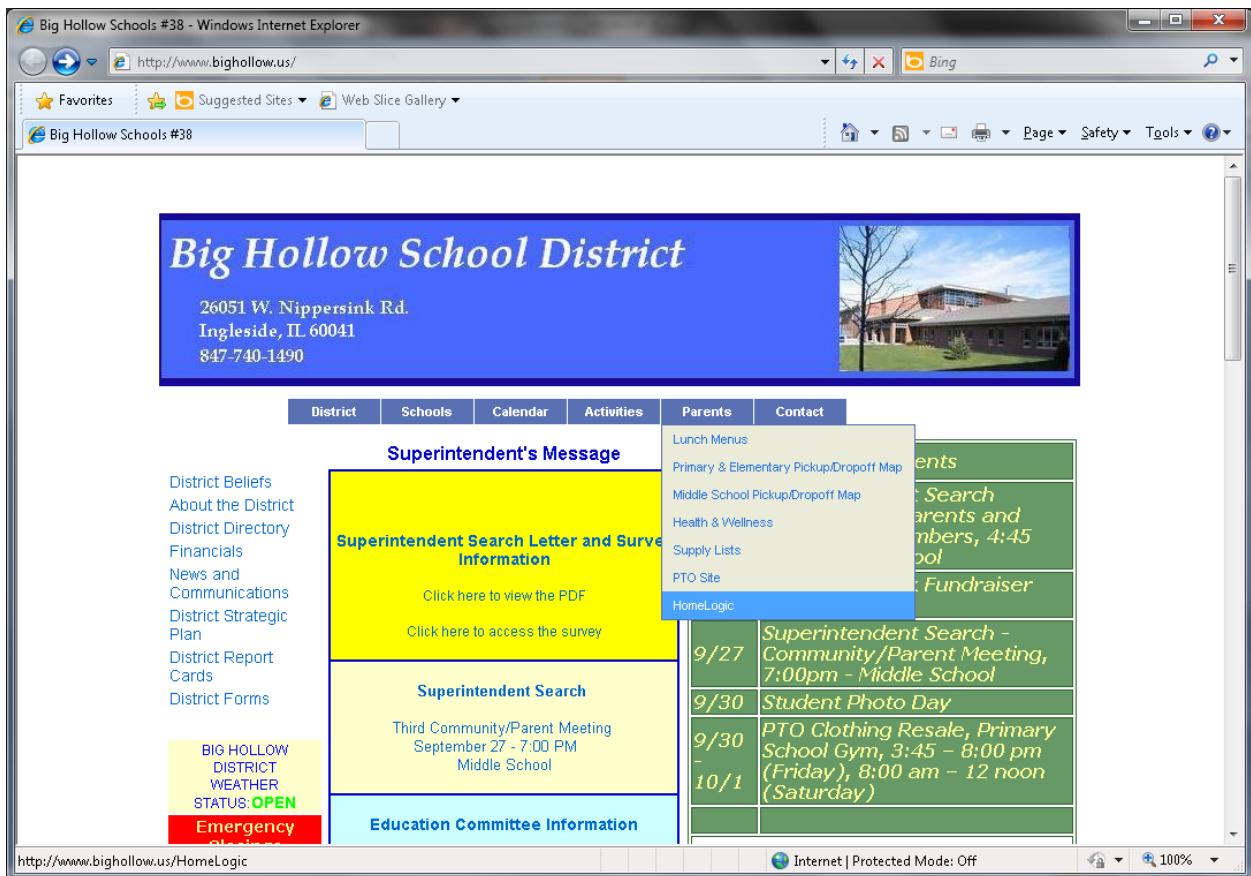
Procedures

Logging into HomeLogic:

Go to the Big Hollow website www.bighollow.us

Point to Parents and the dropdown menu appears – show in picture below

Click on HomeLogic at the end of that dropdown menu



The HomeLogic Login screen (shown below) should now be displayed.

Enter your ID/Login Name and Password

Click the Login button



HomeLogic Basic Navigation:

When you initially access HomeLogic the display will show any current announcements from the school and your student's most recent attendance items – absences or tardies.

On the left will be each student's name and the links to the various sets of information that is available. This navigation column is displayed at all times while logged into HomeLogic.

Simply click on the information type – Schedule, Attendance, Grades, Fees, ect. – to display that information.

You can change from any information screen to any other information screen just by clicking the desired link from the Navigation column.

The screenshot shows a web browser window displaying the HomeLogic interface. The browser's address bar shows the URL <http://homelogic.bighollow.us/homelogic/spta.asp>. The page header includes the HomeLogic logo and the user's name, JoAnne Achtor, associated with Big Hollow Middle School. A navigation menu on the left lists options for Kaylee Achtor: Schedule, Attendance, + Grades, Fees, Immunizations, + Demographics, Family Fee Summary, and Preferences. The main content area is titled "Week of September 18 - 24, 2011" and features a large blue banner for "Big Hollow Middle School". Below this, a section for "Attendance records for this week" displays the message "There are no attendance records for this week." The browser's status bar at the bottom indicates "Internet | Protected Mode: Off" and a zoom level of 100%.

The Schedule Display:

The schedule display is an electronic version of your student's daily schedule. Shown are the class names, periods, Teacher's name and room number.

You can print a copy of this schedule by clicking the Print button at the bottom center of the display.

HomeLogic [Version:3.4.31] - Windows Internet Explorer
 http://homelogic.bighollow.us/homelogic/spta.asp

HomeLogic
 JoAnne Achtor - Big Hollow Middle School

Kaylee Achtor
 Schedule
 Attendance
 + Grades
 Fees
 Immunizations
 + Demographics
 Family Fee Summary
 Preferences

Schedule for the week of **Sep 19, 2011** for Kaylee Achtor

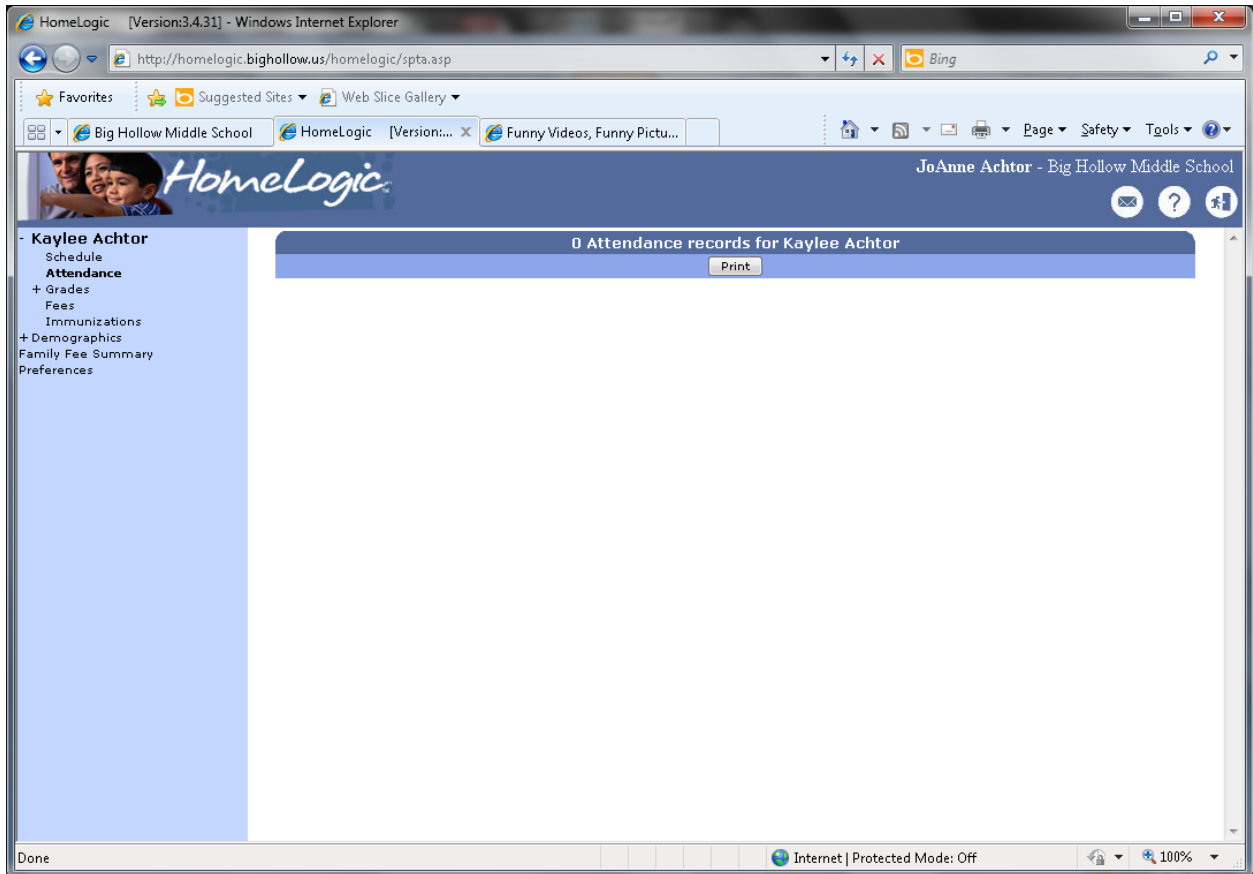
Period	19. Monday	20. Tuesday	21. Wednesday	22. Thursday	23. Friday
8:00 AM 8:45 AM	Grant Math - 1 (Grant High School)	Grant Math - 1 (Grant High School)	Grant Math - 1 (Grant High School)	Grant Math - 1 (Grant High School)	Grant Math - 1 (Grant High School)
8:48 AM 9:28 AM	8th Study Hall - 2 (Mr. Millar- G110)	8th Study Hall - 2 (Mr. Millar- G110)	8th Study Hall - 2 (Mr. Millar- G110)	8th Study Hall - 2 (Mr. Millar- G110)	8th Study Hall - 2 (Mr. Millar- G110)
9:31 AM 10:11 AM	8th High Reading - 3 (Mrs. Briesemeister- G114)	8th High Reading - 3 (Mrs. Briesemeister- G114)	8th High Reading - 3 (Mrs. Briesemeister- G114)	8th High Reading - 3 (Mrs. Briesemeister- G114)	8th High Reading - 3 (Mrs. Briesemeister- G114)
10:14 AM 10:54 AM	8th-Student Everyday Life - 4 (Cronin- G107)	8th-Student Everyday Life - 4 (Cronin- G107)	8th-Student Everyday Life - 4 (Cronin- G107)	8th-Student Everyday Life - 4 (Cronin- G107)	8th-Student Everyday Life - 4 (Cronin- G107)
10:57 AM 11:37 AM	8th Science - 5 (Dr. Burns- G102)	8th Science - 5 (Dr. Burns- G102)	8th Science - 5 (Dr. Burns- G102)	8th Science - 5 (Dr. Burns- G102)	8th Science - 5 (Dr. Burns- G102)
11:40 AM 12:20 PM	8th PE - 6 (Mr. Jackowiak- D118)	8th PE - 6 (Mr. Jackowiak- D118)	8th PE - 6 (Mr. Jackowiak- D118)	8th PE - 6 (Mr. Jackowiak- D118)	8th PE - 6 (Mr. Jackowiak- D118)
12:23 PM 1:03 PM	8th LSSR - W (Mrs. Wittum- G101)	8th LSSR - W (Mrs. Wittum- G101)	8th LSSR - W (Mrs. Wittum- G101)	8th LSSR - W (Mrs. Wittum- G101)	8th LSSR - W (Mrs. Wittum- G101)
1:06 PM 1:46 PM	8th Social Studies - 8 (Mr. Jesmer- G112)	8th Social Studies - 8 (Mr. Jesmer- G112)	8th Social Studies - 8 (Mr. Jesmer- G112)	8th Social Studies - 8 (Mr. Jesmer- G112)	8th Social Studies - 8 (Mr. Jesmer- G112)
1:49 PM 2:29 PM	8th LA - 9 (Mr. Millar- G110)	8th LA - 9 (Mr. Millar- G110)	8th LA - 9 (Mr. Millar- G110)	8th LA - 9 (Mr. Millar- G110)	8th LA - 9 (Mr. Millar- G110)

Print

Internet | Protected Mode: Off | 100%

Attendance Display:

The attendance display will show any instances where your student has been marked tardy or absent, even if excused.



Grades Display:

By clicking Grades from the Navigation column the Grades display will be opened.

The initial display will show all of your student's classes in the navigation column as well as in the main display area – Shown Below.

The screenshot shows a web browser window displaying the HomeLogic website. The page title is "HomeLogic [Version:3.4.31] - Windows Internet Explorer". The address bar shows the URL "http://homelogic.bighollow.us/homelogic/spta.asp". The page header includes the HomeLogic logo and the name "JoAnne Achtor - Big Hollow Middle School".

The main content area is titled "Report Card Grades For Kaylee Achtor". It features a table with the following columns: Class, Instructor, Report Period, Mark, Alpha, Exam, Final, Effort, and Credit. The table lists 18 rows of data, showing various classes and their corresponding report periods.

On the left side of the page, there is a navigation menu for "Kaylee Achtor" with the following items: Schedule, Attendance, Grades, 8th Art - 4, 8th Computer - 4, 8th High Reading - 3, 8th LA - 9, 8th LSSR - W, 8th Music - 4, 8th PE - 6, 8th Science - 5, 8th Social Studies - 8, 8th Study Hall - 2, 8th-Student Everyday Life - 4, Grant Math - 1, Fees, Immunizations, + Demographics, Family Fee Summary, and Preferences.

A note at the top of the table states: "Note: If a class listed has an asterisk (*), then it is a module of a course".

Class	Instructor	Report Period	Mark	Alpha	Exam	Final	Effort	Credit
8th High Reading - 3	Mrs. Briesemeister	Quarter 4						
8th LA - 9	Mr. Millar	Quarter 4						
8th Music - 4	Ms. Dee	Quarter 4						
8th PE - 6	Mr. Jackowiak	Quarter 4						
8th Science - 5	Dr. Burns	Quarter 4						
8th Social Studies - 8	Mr. Jesmer	Quarter 4						
Grant Math - 1	Grant High School	Quarter 4						
8th Computer - 4	Mr. Schneider	Quarter 3						
8th High Reading - 3	Mrs. Briesemeister	Quarter 3						
8th LA - 9	Mr. Millar	Quarter 3						
8th PE - 6	Mr. Jackowiak	Quarter 3						
8th Science - 5	Dr. Burns	Quarter 3						
8th Social Studies - 8	Mr. Jesmer	Quarter 3						
Grant Math - 1	Grant High School	Quarter 3						
8th Art - 4	Ms. Arias	Quarter 2						
8th High Reading - 3	Mrs. Briesemeister	Quarter 2						
8th LA - 9	Mr. Millar	Quarter 2						

Click on the class name – either in the Navigation column of the center section – to display the detailed grade information for that specific class. In the display (shown below) we can see detailed grades for Quarter 1 - 8th LA (Language Arts). The specific detail of the display can vary slightly from teacher to teacher. This particular teacher has grouped the tasks/assignments into three groups – Classwork, Homework and Quiz/Test. The details for each task is listed – date, name points earned, etc.

The grade earned so far in the current term (Quarter 1) is shown in the upper right.

The grade to date – which is the cumulative grade accrued as the year progresses – is shown in the bottom right.

The grade details for any class can be printed by clicking the Print button at the bottom of the display which the desired classes grades are being displayed.

The screenshot shows a web browser window with the URL <http://homelogic.bighollow.us/homelogic/spta.asp>. The page header includes the 'HomeLogic' logo and the name 'JoAnne Achtor - Big Hollow Middle School'. The main content area is for 'Kaylee Achtor' and displays a table of grade details for '8th LA (9)'. The table is organized into sections: Quarter 1, Language Arts, and Classwork. A 'Print' button is visible at the bottom of the table.

Caption	Task Date	Weight	Points Earned	Out Of	Percent
Quarter 1 (Quarter 1)					
Language Arts		2			98.65 (A)
Classwork		2			97.30 (A)
Paper Outline	Sep 13, 2011		3.00	3	100.00 (A)
Weekly Grammar Work	Sep 9, 2011		20.00	20	100.00 (A)
Autobiography	Sep 6, 2011		27.00	32	84.38 (B)
Persuasive group work	Sep 6, 2011		12.00	12	100.00 (A)
Nouns 311,312	Aug 26, 2011		10.00	10	100.00 (A)
Homework		1			100.00 (A)
Modifiers Worksheet	Sep 16, 2011			20	
Pronouns homework	Sep 6, 2011		20.00	20	100.00 (A)
Nouns Worksheet	Aug 30, 2011		20.00	20	100.00 (A)
Quiz/Test		1			100.00 (A)
Nouns	Aug 30, 2011		8.00	8	100.00 (A)
Grade to date:					98.65 (A)

Exiting HomeLogic:

To exit HomeLogic click the icon which looks like a person going through a door - in the upper right of any display screen. If you are not sure which icon it is just point your mouse at each of the icons and a text label will popup telling you its name.