

# Navigating Through Home Access Center

Logoff

My Alerts

My Account

## SETTINGS

Move your mouse over your name beside the *Logoff* button.

- **My Alerts** – Set your attendance, Course Average, and/or Classwork alerts to send you an email. Email alerts are sent from gradebook.support@visd.net on a daily basis.

Alert Type	Receive Alert	Alert Details
Attendance	<input type="checkbox"/>	Limit alerts to specific absence codes.
Course Average	<input type="checkbox"/>	If my student receives a course average below <input type="text"/> % or above <input type="text"/> %.
Classwork	<input type="checkbox"/>	If my student receives an assignment average below <input type="text"/> % or above <input type="text"/> %.

- **My Account** – Change your password, and/or Challenge Questions/Answers.

Change Password

The password must contain 3 of the following 4 character types (Uppercase, Lowercase, Numbers, Symbols). <p />

Old Password:\*

New Password:\*

Confirm New Password:\*

Change Password

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Challenge Questions

Compose 3 challenge questions and provide appropriate answers

Questions	Answers
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Update challenge questions



## HOME

The *Home* button displays two tabs: Week View and School Links.

- **Week View** – Displays the current weeks' classes, and current average. It also displays the days of the week that provide absences and/or assignments due.

Week View | School Links

		Monday					Friday		Today		View Full Schedule	
Class	Current Average	Monday	Day: M	Tuesday	Day: T	Wednesday	Day: W	Thursday	Day: R	Friday	Day: F	

- **School Links** – Contains links to the Campus website home page and District Calendar.

Week View | **School Links**

[Home Page](#) \*\*New\*\*

[District Calendar](#) \*\*New\*\*

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## ATTENDANCE

The *Attendance* button displays a month view for the student's attendance.

- **Alert** – Alert me when attendance is entered for my student
- **Month View** – If the student is absent, the date will display a color. Moving the mouse over the date will display the absence description. A color legend is available under the calendar month. (None school days will be gray.)

Month View

Alert me when attendance is entered for my student

**September 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12 <sup>s</sup> <small>Unexcused Absence</small>	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Color Legend**

Appear in Court

Bus Tardy



## CLASSES

View classwork for each course for the *Report Card Run* (9 weeks) or schedule.

- **Alert** – Alert me if my student receives a course average below % or above %. Alert me if my student receives an assignment average below % or above %.
- **Classwork** – View classwork for one 9 weeks or for all.

Classwork

Collapse All Full View Refresh View

View Classwork for Report Card Run 1

Show (All Classes) (All Runs) Show All Items

Alert me if my student receives a course average below % or above %

Alert me if my student receives an assignment average below % or above %

**9 Week Average** %

Date Due	Date Assigned	Assignment	Category	Score	Total Points

- **Schedule** – This tab provides the view of the student's schedule.

Schedule

**2014 - 2015 Schedule**

Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status



## GRADES

View the posted grades for Interim Progress Report and Report Card.

IPR Report Card

**Interim Progress Report For**

Course	Description	Period	Teacher	Room	IPR	CM1	CM2

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## REGISTRATION

View student's demographic information and guardian contact.

Demographic [REDACTED]

Student Name:	Building:	Grade:
Birth Date:	Gender:	Language:
House/Team:	Calendar:	Homeroom Teacher:
Counselor:	Homeroom:	

<b>Contacts</b>
<b>Guardian</b>
Guardian
Email: