HomeLogic

Parent and Student Guide

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An Introduction to HomeLogic

Welcome to HomeLogic, the software application developed to allow students and their parents access to student information (in the school's computer software, SIRS 4) via the Internet. You will have the ability to see attendance information, grades/marks, assignments (who they are from and when they are due).
You will also be able to submit requests for future courses.

Each person using HomeLogic is assigned a unique login name and password. These unique logins ensure the retrieval of specific information relating only to the individual user.

The Parent/Student Login

The Login to HomeLogic

1. Launch your Internet browser.

2. Access *HomeLogic—Y*ou can go to http://www.pvsd.ca and click on Parents and click the View my child's attendance and/or marks - HomeLogic. Click Login to HomeLogic.

3. Enter your **Login Name**.

4. Enter the **Password**.

5. Select **Login**.

If the incorrect user name or password is entered, you will receive an "Incorrect Login" message and will be returned to the HomeLogic Login page.

Note: The login name(s) and password(s) are not case sensitive.

Once you login, you will see the page below. This page includes the name of the school, Assignments due this week, Attendance records for the week and Class Events for the week.
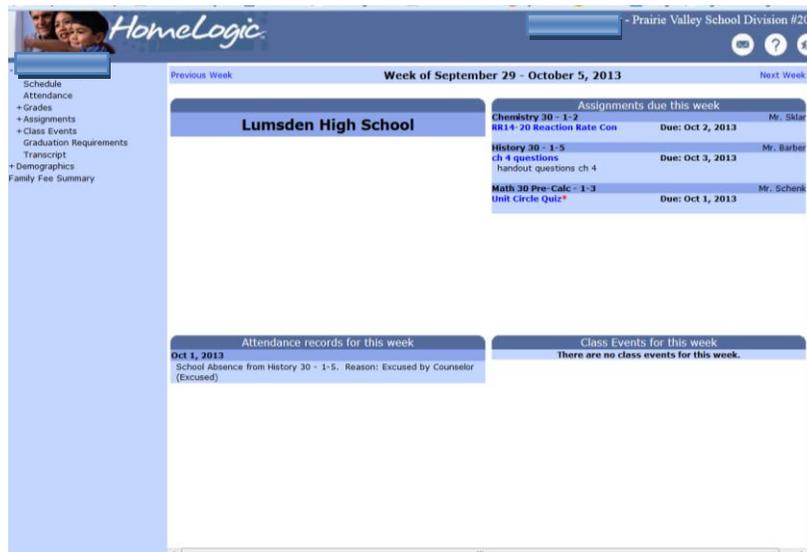
Your name will appear on the top right corner of the HomeLogic Screen.

If you are a parent, and you have more than one student attending the school - the names of the students will appear at the top left of this screen.

Parents can select which student to view by clicking once on the name desired. HomeLogic will have defaulted to the first student in the list.

The HomeLogic menu options are listed down the left side of the page. The possible menu options depend on if the school has enabled the relevant modules of SIRS software and have chosen to allow parents and students to view the data. The possible

HomeLogic menu options are:
- Schedule
- Attendance
- Grades
- Assignments
- Class Events
- Fees
- Grades (or marks) History
- Graduation Requirements
- Course Requests
- Demographics

Course Requests will be available if you are signed on as a *student* or a *parent*.

Located in the upper right corner of the screen are the following button options that are available on every page of HomeLogic (except Grades/Marks Details and Course Requests).

Contacts – When this icon is selected, you will be able to see the school contact information and the names of the instructors for each class.

Help – You can select this icon to access Help with navigating through HomeLogic

**Logout** - When this icon is selected, you will be logged out of HomeLogic.

The Student Scheduled Timetable

Depending on the type of school being accessed, the following options are available:

1. For an Elementary School without scheduled classes

   ▪ no Student Schedule is available after login
   ▪ all other HomeLogic menu options are available

2. For an Elementary School with scheduled classes

   ▪ the Student Schedule is available after login
   ▪ all other HomeLogic menu options are available

3. For a High School
   ▪ the Student Schedule is available after login
   ▪ all other HomeLogic menu options are available

The timetable will consist of scheduled classes for the current week.
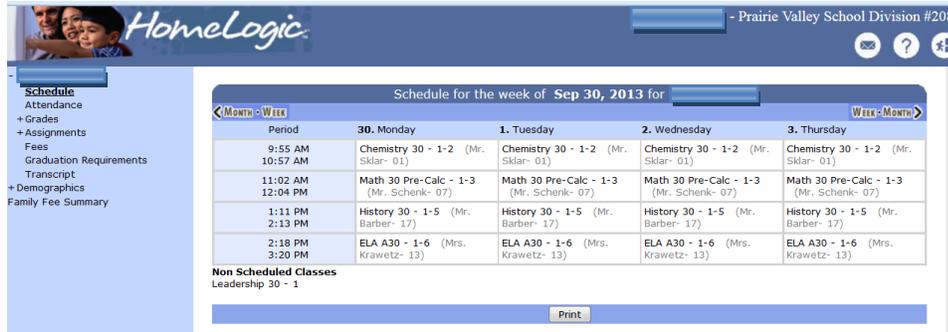
Use the arrowheads or the **WEEK-MONTH** words at the top right and left to scroll backward and forward, week-by-week or month-by-month.

Attendance

NOTE: If you are a parent with more than one student currently enrolled in the school, select the desired student to view his/her records.

Attendance is available for parents and students to view the attendance absence/late information that has been recorded by the school, i.e., it is available as read-only. The days that a student was present will not be displayed on the attendance page but it can be assumed that those were the days without an absence or a late record.
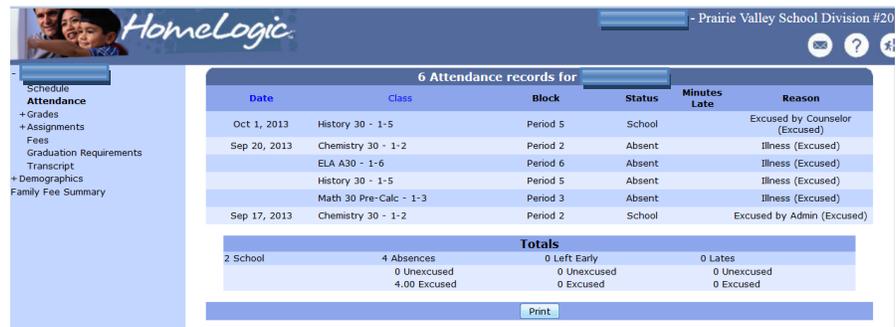
1. Select the **Attendance** menu option.

You are presented with the Attendance of the selected student.

The student's name appears above the attendance list.

2. Attendance is listed in a column view with the following:

   ▪ *Date* - The date of the attendance entry.

   ▪ *Class* - This is the name of the class.

- *Block/Period* - The time of day the attendance entry occurred (e.g., Morning or Afternoon).

- *Status* - The attendance status (e.g., Absent, Late, School Absent or Leave Early).

- *Minutes Late* - If set up to be used by the school, the minutes the student was late for class is displayed.

- *Reason* - The reason obtained by the school for the student's attendance entry.

Attendance count totals are located at the bottom of the attendance column.

Note: School-approved absences are not counted against the student for perfect attendance or other reports. This is the case if the student is attending school but not in class, such as for field trips or in-school suspensions.

Grades/Marks

HomeLogic offers Parents and Students up-to-date information on a student's progress.

NOTE: If you are a parent with more than one student currently enrolled in the school, select the relevant student name to view his/her records.

1. Select the **Grades** (Marks) menu option.

   You are presented with the reporting period grades/marks information that has been submitted into SIRS for the selected student for the current and previous reporting periods from the current school year. If no report period marks have been submitted to SIRS yet, the grade/mark field will be blank.

2. The following information is available within the HomeLogic Grades page:

- **Class** - This is the name of the class.
  Click on the name of the class to see the Student Mark Details Report for that particular class only. (This will be task detail information that has been entered by the staff member.)

  Click on another class on the left to see detail of another class or scroll up back to the overall grades.
- **Instructor** - This is the name of the class instructor/teacher/staff member.
- **Report Period** - This is the reporting period the mark is for.
- **Mark -** This is the overall mark submitted for the student for the reporting period for the class.
- **Alpha -** This is the alpha equivalent of the mark (if it has been chosen by the school to also display alpha marks).
- **Exam -** This is the mark attained on the school exam (if applicable).
- **Final -** The final mark (if applicable) is displayed as well.
- **Effort -** Next is the effort entered for the student (Grade 1 to 9 only).
- **Credit -** This last item is the number of credits earned to date (High school classes only)

Note: Report comments entered by instructors for the reporting period are displayed under the relevant reporting period (if entered).

Assignments

HomeLogic offers Parents and Students up to date information on assignments posted for specific classes. Assignments are displayed in HomeLogic according to dates set up for the particular assignment by the school staff member in TeacherLogic.

NOTE: If you are a parent with more than one student currently enrolled in the school, select the relevant student name to view his/her records.

1. Select the **Assignments** menu option.
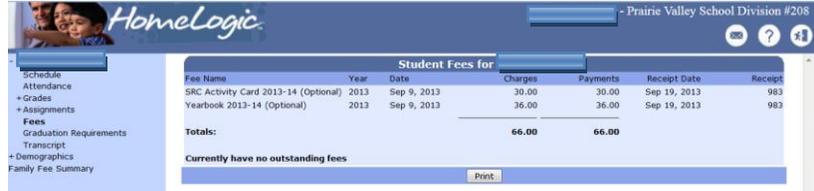
2. You are presented with the assignments page.

3. The following information is available:

- *Class* - This is the name of the class that the assignment has been posted for.
- *Assignment* - This is the name of the posted assignment.
- *Attachments* - The number of attachments linked to each assignment will be listed in the Attachments column. Click on the number to display the "List of uploaded Files" page.
- *Assigned Date* - This is the date that the assignment is given to the students.
- *Due Date* - Then the due date of the posted assignment is displayed.
- *Instructor* - The name of instructor posting the assignment is displayed in the next column.
- *Grade* – This is the grade earned by the student once the assignment is completed. Not all assignments have grades assigned to them.

Fees

If the school has set up SIRS fees and preferences to allow you to view fees, you will see a Fees menu option.

Click the **Fees** option in the menu to view a fee report that contains fee totals.

The following items will be displayed:

Fee Name - This is the name given to the fee by the school.

Year - This is the school year that the fee was assigned to the student. This is the year that the school year began. For example, fees charged or paid in the school year 2013/2014 would show the year 2013.

Date - The date that the fee was assigned to the student.

Charges - This field is the fee amount.

Payments - Any payment made by the student towards any of the fees is listed here.

Receipt Date - This is the date the payment was made by the student.

Receipt - The number of the receipt that was given to the student.

Totals are given for the Charges and the Payments columns.

Outstanding Fees - The total of the fees that the student still needs to pay.

Transcript

A quick look at Transcript, which contains Marks History, will help you to check that all the course prerequisites have been met for the courses you would like to request. You might also check that the required credit counts have been met for graduation requirements.

You will see the following:

Year - This refers to the year the course was taken. This is the year that the school year began. For example, fees charged or paid in the school year 2013/2014 would show the year 2013.

School Name – The school that the offered the course and issued the mark and credit.

End Date - This is when the course ended.

Course (code) - Here is the name of the course and its code.

Credit Earned - This refers to how many credits were earned and then recorded for having taken the course.

Credit Possible – This refers to how many credits can be earned by taking the course.

Final - The final mark for the course.

Graduation Requirements

If you're not sure whether the requirements for graduation will be met by the courses taken by you or your child, take a look at the graduation requirements. If graduation requirements are not available, it is possible that the school has decided not to display them in HomeLogic.

The school will have set up in SIRS the areas/subjects that are needed along with the minimum credits required to be included in the list.

How many of the required courses, and therefore credits, have been completed will be displayed under the *Completed* column. Possible current courses credits are listed in the *In Progress* column.

How many credits are needed according to the particular graduation requirement area is displayed in the *Needed* column.

Demographics

This will show some of the demographic fields that have been entered in SIRS by the school office staff. If you notice any changes that need to be made, please contact the school office.

Clicking on Demographics will show your demographic information as a contact. If you click on the Student's name under Demographics, you will see the information for the student.

Course Requests

HomeLogic offers students the ability to enter student course requests for next year's classes.

NOTE: If you are a parent with more than one student currently enrolled in the school, select the relevant student name you would like to enter requests for and select Course Requests from the HomeLogic menu.

There are two **possible reasons that course requests may NOT be available** to you:

Next year has not been setup by the school and or the school is not allowing the entry of course requests by students.
or
The cut-off date for entering requests has passed and the option is no longer available. However, if you have entered requests already, you will be able to see a display of the courses that were requested.

Course Requests are entered by the student during school hours with the supervision of the teacher/student counselor.

Students can select from a list of requests for next year.

- *Requests* - These are the requests/courses available to students. Hovering your mouse over the request will show a course description
- *All Requests* - Click this to view all the requests available to you.
- *Only Requests for My Grade* - Click here to view only the requests for the student's (or your) next year grade.
- *# Requests* - This is a read-only value, which is set by the school, indicating that the school has set a specific number of requests a student needs to make. Once the student has reached the number of requests, the request options will become inactive and students will not be able to make more course selections.
- *# Credits* - This is a read-only value, which is set by the school, indicating that the school has set a specific number of credits a student needs. Once the student has reached the number of credits, request options will become inactive and students will not be able to make more course selections.
- Selected Requests - Once students have selected the allowable amount of requests and have clicked **Submit**, requests will be listed in the selected request section.

3. **Submit** - Submit the selected course requests to the school database.

   Note: If submit is not selected, the course selection will not be saved.

   Reset - Revert back to the last saved/submitted changes.

Step 4 - Verifying Your Requests

Once the requests have been entered, you have the opportunity to view the selections and then make changes. If the cut-off date has passed, only the Verification Page will be displayed.

1. From the Course Request form, select Verifying your Requests.

2. You are presented with the verification form.

Review the entries.

If changes are needed simply make the required changes; and submit the appropriate selection.