

## Help Documentation

### **Logon**

---

The Member Logon area is where you enter your username (email address) and password in order to access your records.

1. Select the correct option from the **Logon Type** drop down box (either Family or School)
2. Enter your username (email address) and password
3. Click the **Logon** button

MEMBER LOGON

Select One

Username:

Password:

Logon

[Forgot your password?](#)

### **Getting Started**

---

Getting started is as easy as 1, 2, 3...

1. Once you've logged on, click the **Setup School Year** link at the top of the page
2. Read the instructions on the Setup School Year page and then click the **Add School Year** link. When you're done setting up your school year, click the **Add Student** link to add your student(s)
3. Once you're done adding your student(s), click the **Add Grade** link below your student's name to add subject and grade related information

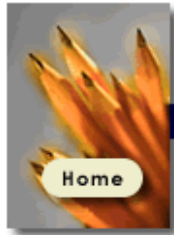
Note: Additional detailed information regarding Setup School Year, Add Student and Add Grade can be referenced later in this document

### **Forgot your password?**

---

The Forgot your password feature, on the Member Logon page, can remind you of your password when you have forgotten it. By entering your username (email address), the system will send your password to the email address on file.

1. On the Member Logon page, enter your username (email address)
2. Click the **Remind Me** button
3. Your password will be sent to your email address on file



# Homeschool Reporting Online

Automating Your Record Keeping Needs

Home

Add Student

Edit Family Info

Change Password

Setup School Year

Logout

## Doe Family Records

c/o [SAMPLE ACADEMY](#)

John & Mary Doe

123 Somestreet

Sometown, TN 55555

Phone: (888) 555 - 1212

Email: [suggestions@homeschoolreporting.com](mailto:suggestions@homeschoolreporting.com)

[Lesson Plans](#)

## Add a Student

---

The Add Student page allows you to add the name, gender and birthday of your student(s).

1. Click the **Add Student** link at the top of the page
2. Complete the student information
3. Click **Submit**

## Edit a Student's Name or Birthday Information

---

The Edit Student page allows you to make corrections to a student's name or birthday.

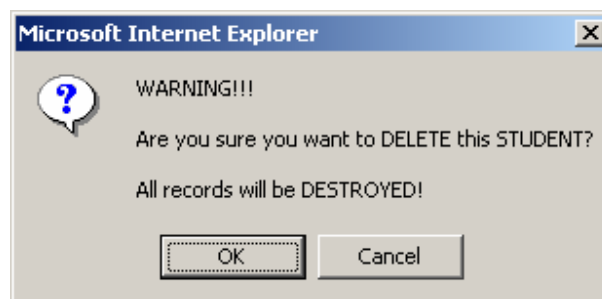
1. Click the **Edit Student** link to the right of the student's name
2. Make the necessary corrections
3. Click the **Submit** button

## Delete a Student

---

The Delete Student link allows you to completely remove all of the information related to a particular student. All student records will be deleted and cannot be recovered.

1. Click the **Delete Student** link under the student's name
2. Confirm the delete by clicking the **OK** button. If you do not wish to delete the student, click the **Cancel** button.



## ***Edit Family Information***

---

The Edit Family Information page allows you to change parent names, address, telephone, email and the school with which you are associated. It is important to remember that if you change your email address, your login username will also change.

1. Click the **Edit Family Info** link at the top of the page
2. Make the necessary corrections to your information
3. Click **Save**

## ***Change Password***

---

The Change Password page allows you to change your login password. It is a good security practice to change your password on a regular basis. Passwords that contain alpha characters and numbers are more difficult for others to guess.

1. Click the **Change Password** link at the top of the page
2. Enter the same new password in both blanks
3. Click **Save**

## ***Setup School Year***

---

The Setup School Year page allows you to set up the date ranges in which you will conduct your school year (either by semesters or quarters).

1. Click the **Setup School Year** link at the top of the Home page
2. Read the instructions and then click the **Add School Year** link on the Setup School Year page
3. Read the instructions and then complete either the Semester Setup or the Quarter Setup
4. Click the corresponding **Save** button

## ***Edit School Year***

---

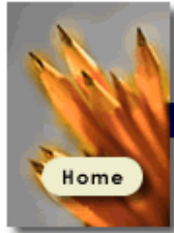
The Update School Year page allows you to modify the date ranges in which you will conduct your school year.

1. Click the **Edit** link to the right of the school year you wish to edit
2. Read the instructions at the top of the page
3. Make the necessary modifications
4. Click the corresponding **Save** button

## ***Logout***

---

1. To logout, click the **Logout** link at the top of the page. You will be taken to the Member Logon page.



# Homeschool Reporting Online

Automating Your Record Keeping Needs

[Home](#)

[Add Student](#)

[Edit Family Info](#)

[Change Password](#)

[Setup School Year](#)

[Logout](#)

## Doe Family Records

c/o [SAMPLE ACADEMY](#)

John & Mary Doe

123 Somestreet

Sometown, TN 55555

Phone: (888) 555 - 1212

Email: [suggestions@homeschoolreporting.com](mailto:suggestions@homeschoolreporting.com)

[Lesson Plans](#)

View records for:

2002 / 2003

Suzy Q Doe		<a href="#">Edit Student</a>   <a href="#">Delete Student</a>						Age: 16	
<a href="#">Add Grade</a>   <a href="#">EZ Form</a>   <a href="#">Attendance</a>   <a href="#">Portfolio</a>   <a href="#">Quick View</a>   <a href="#">Transcript</a>   <a href="#">Test Scores</a>   <a href="#">Immunizations</a>									
Subject	Grade Level	Period	Grade	GPA	Hours	Credits	Last Update	Action	
Accounting	10	S1	A	4.00	5		Jan 28, 2008	<a href="#">Edit</a>   <a href="#">Delete</a>	
Computing - Graphic Design	12	S1	A+	4.00	42	.5	Jan 15, 2003	<a href="#">Edit</a>   <a href="#">Delete</a>	
English - Grammar	12	S2	A-	3.67	15	1	Jan 15, 2003	<a href="#">Edit</a>   <a href="#">Delete</a>	
Math - Algebra	12	S1	B+	3.33	45	1	Jan 15, 2003	<a href="#">Edit</a>   <a href="#">Delete</a>	
<b>Calculated Hours:</b>					<b>107</b>				
<b>Total Credits:</b>					<b>2.5</b>				

## Add a Student Subject and Grade Record

The Add Student Subject and Grade Record page allows you to enter school year specific information for your student(s) such as grade level, subject, elective title, textbook, grade/GPA, credits, hours spent and comments.

1. Click the **Add Grade** link under the student's name
2. Complete the desired information (be sure to link the grade with a School Year, Year Period and Grade Level by selecting the appropriate values)
  - When selecting **Elective** from the **Subject** drop down menu, the specific Elective title may be entered in the field directly below the Subject drop down
  - When selecting a **Grade**, the **GPA** will be calculated automatically and entered for you. If this does not happen, see the Troubleshooting section at the end of this document
3. Click the **Save** button

## ***EZ Form***

---

The EZ Form is designed to make recording grades for subsequent semesters or quarters a very simple process. Once subject and grade records have been entered for either the first Semester or first Quarter of a given school year...

1. Click the **EZ Form** link under your student's name
2. Ensure the correct student and school year are selected
3. Complete the grade related information as desired
4. Click the **Save** button

## ***Enter Attendance***

---

The attendance area allows you to record day-by-day attendance for your student(s). The months available for recording attendance is directly linked to the dates you entered in the Setup School Year area.

1. Click the **Attendance** link under the student's name and be sure to read the information at the top of the page.
2. Ensure the correct student and school year are selected
3. If all of the students in your family will have exactly the same attendance recorded for each, you may check the "Apply the attendance recorded below to all of the students in my family" checkbox which will apply the attendance that you enter to all of your students. Be careful as this feature will overwrite any existing attendance you may have previously recorded for the given school year.
4. Place a "Y" in each block for which your student attended school. As each "Y" is entered, tab to the next field. The **Total Days in Attendance** will be incremented automatically as your cursor moves to the next field. If this does not happen, see the Troubleshooting section at the end of this document.  
If desired, an "E" may be placed for excused absence, an "N" for non-attended days, an "H" for holidays, an "S" for sick days and a "V" for vacation days.
5. Click the **Save Attendance** button when you are finished adding attendance

## ***Add a Portfolio Record***

---

The Student Portfolio area allows you to record a history of projects, field trips, books and other items that your student has completed. It is possible to add an activity that has not yet been completed.

1. Click the **Portfolio** link under the student's name
2. Read the information available on the Student Portfolio page
3. Click the **Add Activity** link
4. Complete the desired information
5. Click the **Save** button

## ***Edit a Portfolio Record***

---

The Student Portfolio page allows you to update the information on an activity that was previously entered. By default, the Student Portfolio page displays activities that have

been entered within the past 6 months. This date range can be modified to display or historical or future activities.

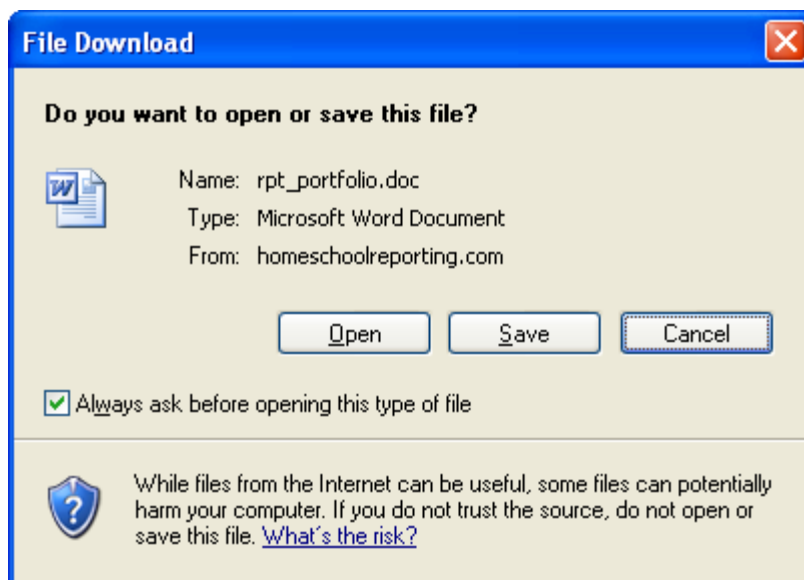
1. Adjust the date range beneath the **Display Activities** area and click the **Show Activities** button in order to display the desired portfolio records that you wish to edit.
2. Click the **Edit** link to the right of the activity you desire to modify
3. Make the necessary modifications
4. Click the **Save** button

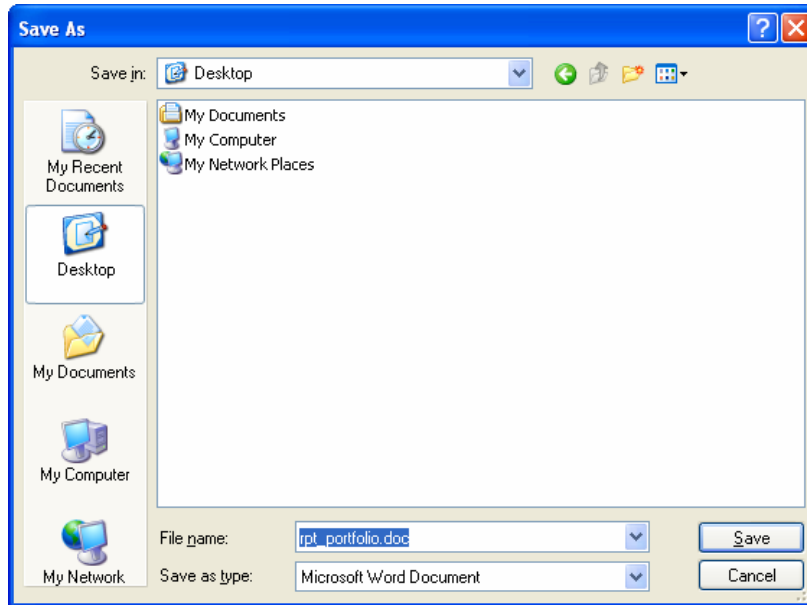
## ***Print a Portfolio***

---

The Student Portfolio page allows you to print your portfolio.

1. Adjust the date range beneath the **Printable Portfolio** area and click the **Generate Portfolio** button.
2. A dialog box will be displayed allowing you to decide whether to **Open** or **Save** the Portfolio document. If you select **Open**, the portfolio document will be displayed in the browser. If you select **Save**, a dialog box will be displayed allowing you to decide where you would like to save the portfolio document.
3. Whether you decide to Open or Save the document, once the document is visible, use the File > Print option to print the Portfolio document.



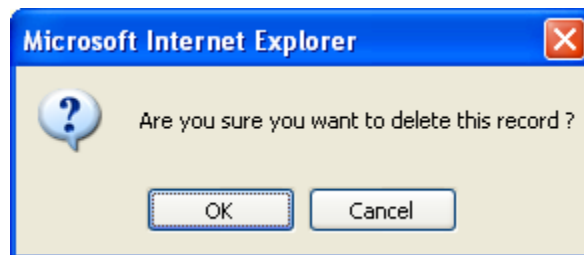


## **Delete a Portfolio Record**

---

The Delete Portfolio Activities feature allows you to delete portfolio entries that are no longer desired or were entered in error.

1. Adjust the date range beneath the **Display Activities** area and click the **Show Activities** button in order to display the desired activities that you wish to delete.
2. Click the **Delete** link to the right of the portfolio you desire to remove.
3. Confirm the delete by clicking the **OK** button. If you do not wish to delete the student, click the **Cancel** button.



## **Quick View**

---

The Quick View page allows you to view a large portion of your student's information on one screen including your comments and when the records were created and last updated.

1. Click the **Quick View** link under the student's name

## ***Add a Test Score***

---

The Test Scores area allows you to record standardized test scores as well as SAT and ACT test scores.

1. Click the **Test Scores** link under the student's name
2. Read the information available on the Test Scores page
3. If you are entering an SAT or ACT score, click the **Edit** link next to the corresponding test, otherwise click the **Add Test Score** link
4. Complete the desired information
5. Click the **Submit** button

## ***Add an Immunization Record***

---

The Immunization Record area allows you to maintain your student(s) immunization records.

1. Click the **Immunization** link under the student's name
2. Ensure the correct student is selected
3. Read the information available on the Immunization Record page
4. Make the necessary modifications
5. Click the **Save** button

## ***Add a Lesson Plan***

---

The Family Lesson Plans area allows you to record and print your family's lesson plans.

1. Click the **Lesson Plans** link
2. Read the additional instructions contained on the Family Lesson Plans page
3. Click the **Add Lesson Plan** link
4. Enter the date of the lesson plan and the information for that day
5. Click the **Save Lesson Plan** button

## ***Edit a Lesson Plan***

---

The Edit Lesson Plan page allows you to modify the date or detail of a previously recorded lesson plan. By default, the Family Lesson Plans page displays lesson plans that have been entered for the next 30 days. This date range can be modified to display or print historical or future lesson plans.

1. Adjust the date range beneath the **Display Lesson Plans** area and click the **Show Lesson Plans** button in order to display the desired lesson plan that you wish to edit.
2. Click the **Edit** link to the right of the lesson plan you desire to modify
3. Make the necessary modifications
4. Click the **Save Lesson Plan** button

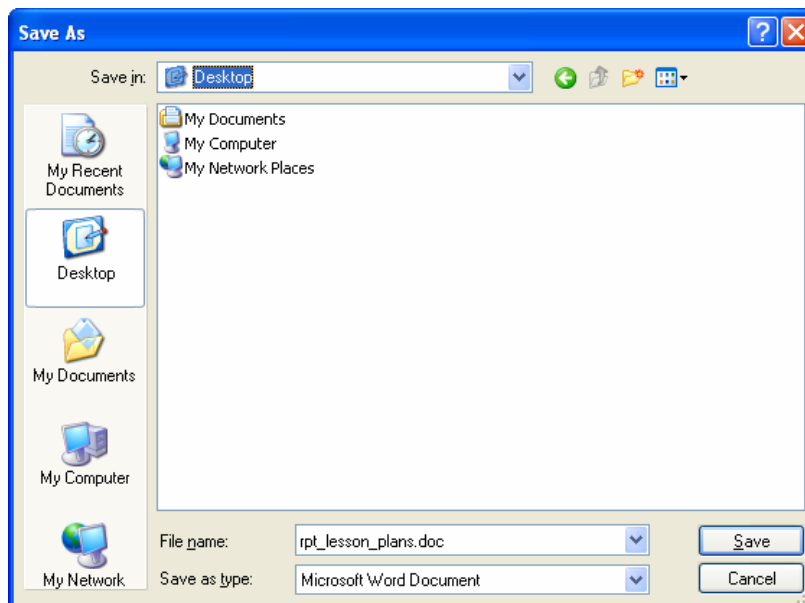
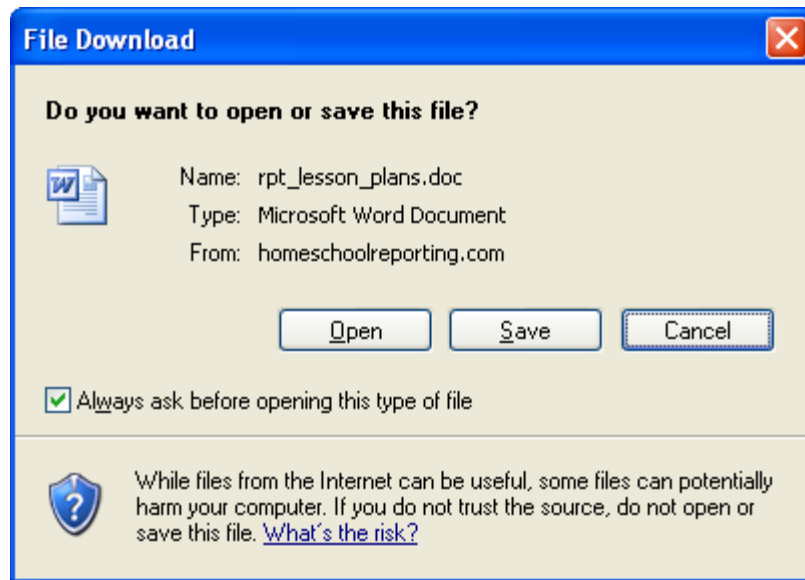
## ***Print Lesson Plans***

---

The Family Lesson Plans page allows you to print your lesson plans.



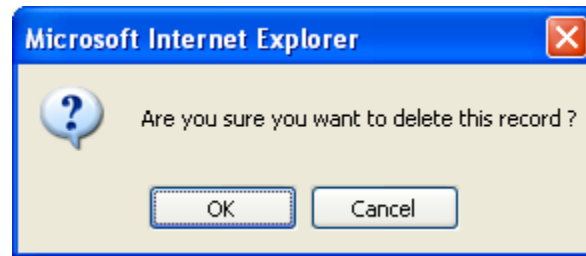
1. Adjust the date range beneath the **Printable Lesson Plans** area and click the **Generate Lesson Plans** button.
2. A dialog box will be displayed allowing you to decide whether to **Open** or **Save** the Lesson Plan document. If you select **Open**, the lesson plan document will be displayed in the browser. If you select **Save**, a dialog box will be displayed allowing you to decide where you would like to save the lesson plan document.
3. Whether you decide to Open or Save the document, once the document is visible, use the File > Print option to print the Lesson Plans document.



## Delete a Lesson Plan

The Delete Lesson Plan feature allows you to delete lesson plan entries that are no longer desired or were entered in error.

1. Adjust the date range beneath the **Display Lesson Plans** area and click the **Show Lesson Plans** button in order to display the desired lesson plan that you wish to delete.
2. Click the **Delete** link to the right of the lesson plan you desire to remove.
3. Confirm the delete by clicking the **OK** button. If you do not wish to delete the student, click the **Cancel** button.

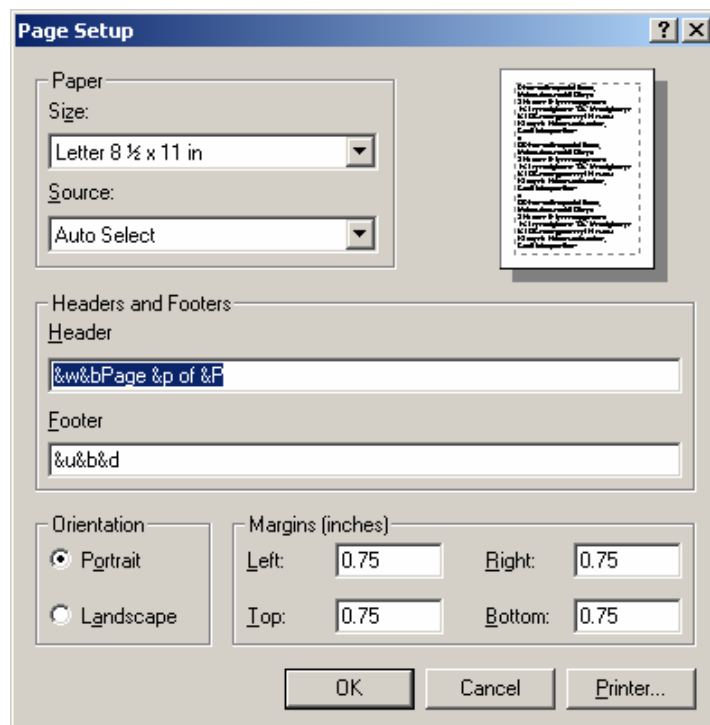


## Generate a Transcript or Report Card

The Transcript area allows you to generate and print your student's information based on various criteria such as Grade Level, School Year or Date Range.

1. Click the **Transcript** link under the student's name
2. Decide which transcript option will best suite your needs and complete the options within the desired category
3. Click the **Generate Transcript** button to the right of the category

NOTE: When generating a transcript, some web browsers print the web site information at the top or bottom of the page. To remove this information, in Microsoft Internet Explorer for example, go to menu **File > Page Setup...** and remove the information contained in the Header and Footer option fields. You may want to copy these codes in case you need them in the future.



## ***Edit a Student Grade Record***

---

The Edit Student Grade Record page allows you to modify grade related information for a previously recorded subject such as grade level, subject, elective title, textbook, grade/GPA, credits, hours spent and comments.

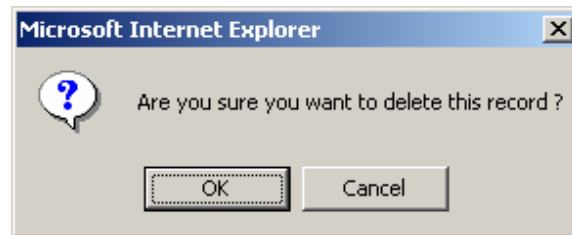
1. Click the **Edit** link to the right of the desired record
2. Make the necessary modifications
3. Click the **Save** button

## ***Delete a Student Grade Record***

---

The Delete Student Grade Record feature allows you to remove subject and grade records that have been previously entered in error.

1. Click the **Delete** link to the right of the desired record
2. Confirm the delete by click the **OK** button. If you do not wish to delete the record, click the **Cancel** button



## ***Edit a Test Score***

---

The Edit Test Score area allows you to edit standardized test scores as well as edit SAT and ACT test scores.

1. Click the **Test Scores** link under the student's name
2. Read the information available on the Test Scores page
3. Click the **Edit** link next to the test you desire to edit
4. Make the necessary modifications
5. Click the **Submit** button

## ***Quick Student Navigation Links***

---

The Quick Student Navigation Links are useful if more than one student is listed. You can quickly navigate to a specific student's records without having to scroll down the page by clicking a student's name on the right hand side of the screen, slightly above each blue bar.

## ***Troubleshooting***

---

1. Homeschool Reporting Online is optimized for Microsoft Internet Explorer.
2. Ensure the your browser has JavaScript enabled.

3. Some browsers do not fully support newer technologies. If some features of Homeschool Reporting Online do not seem to function as described, such as auto-calculating attendance days (on the Setup School Year page), GPA (on the Add Grade page), Total Days in Attendance (on the Attendance page), then try upgrading your browser to a more recent version. Generally, these can be downloaded at no cost from their vendors' web sites.
4. If you use AOL (America Online), you may want to use another browser. Simply connect to AOL, minimize the AOL browser and launch a more recent version of Microsoft Internet Explorer.



**[www.HomeschoolReporting.com](http://www.HomeschoolReporting.com)**

Copyright © 2002 - 2008 Homeschool Reporting Online