

## Parents and Guardians,

If you are not seeing the current grading period on Home Access Center, please follow these steps.

1) Click on “Classwork” in the left side menu to load your child’s grades.

2) Click on the box next to “Report Card Run” and select “2” for second quarter.

The screenshot shows the Home Access Center interface. At the top left is the 'Diistrict 2012' logo. The header area displays 'District: Plainfield SD Live', 'Building: Heritage Grove Middle School', and 'Student Name:'. Below this is a blue navigation bar with 'Classwork' and 'Help | Log Out'. On the left is a sidebar menu with options like 'Daily Summary', 'Schedule', 'Attendance', 'Classwork', 'Interim progress', 'Report Card', 'Registration', and 'My Profile'. The main content area has 'View Classwork For' set to '(All Classes)' and 'for Report Card Run' set to '1'. A dropdown menu is open for 'Report Card Run', showing options '1', '2', '3', and '4'. A red 'NOTE' is visible. Below the dropdown is a table for '801 - 3 ALGEBRA' with columns for Date Due, Date Assigned, Assignment, Category, Score, Weight, Weighted Score, Total Points, Weighted Total Points, and Percentage. The table lists several assignments with their respective scores and percentages.

Date Due	Date Assigned	Assignment	Category	Score	Weight	Weighted Score	Total Points	Weighted Total Points	Percentage
10/18/2013	10/17/2013	<a href="#">Holt: pg 409 #11-22</a>	Homework	10.00	1.00	10.00	10.00	10.0000	100.00%
10/18/2013	10/18/2013	<a href="#">Big 25 D</a>	Practice	23.00	1.00	23.00	25.00	25.0000	92.00%
10/17/2013	10/10/2013	<a href="#">The Project Project</a>	Classwork	50.00	1.00	50.00	50.00	50.0000	100.00%
10/17/2013	10/16/2013	<a href="#">Elimination Worksheet</a>	Homework	1.00	1.00	1.00	10.00	10.0000	
10/16/2013	10/15/2013	<a href="#">Holt: pg 394 #8-26 EVENS ONLY</a>	Homework	10.00	1.00	10.00	10.00	10.0000	100.00%
10/15/2013	10/11/2013	<a href="#">Systems by Graphing Worksheet</a>	Homework	5.00	1.00	5.00	10.00	10.0000	50.00%
10/10/2013	10/09/2013	<a href="#">Writing Equations Worksheet</a>	Homework	10.00	1.00	10.00	10.00	10.0000	100.00%
10/10/2013	10/10/2013	<a href="#">Quiz 2: Outcome B</a>	Assessments	20.00	1.00	20.00	20.00	20.0000	100.00%
10/09/2013	10/08/2013	<a href="#">Rate of Change Worksheet</a>	Homework	10.00	1.00	10.00	10.00	10.0000	100.00%

3) Click the “Refresh View” button to load.

The screenshot shows the Home Access Center interface. The 'View Classwork For' is still '(All Classes)'. The 'for Report Card Run' dropdown is now set to '2'. The 'Refresh View' button is visible.

4) On this screen, select the “Marking Period” of M2 and hit continue.

The screenshot shows the Home Access Center interface. A message states: 'The current report card run (2) has multiple Marking Periods. Please select a marking period and press the Continue button.' Below this, there is a 'Select a Marking Period:' dropdown menu with options 'E3', 'E4', and 'M2'. The 'Continue' button is also visible.

You should now see your child’s second quarter assignments and grades.

Please let us know if you have any questions.