

HomeLogic - Print Copy

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About MIG

Management Information Group is a software development firm with a long-term commitment to the education market. MIG has been creating integrated application and information management software since 1977. A proven leader in educational and financial software, MIG has supplied complete computer solutions for schools, school boards and municipalities across North America.

Your HomeLogic software support contract allows you to communicate with MIG's experienced trouble-shooters. Should you have any questions or experience any problems beyond the information provided in this help file, you can contact our Customer Service Center at:

Phone: (780) 418 - 2800

Fax: (780) 418 - 3003

Home Page: www.schoollogic.com

An Introduction to HomeLogic

Welcome to HomeLogic, the software application developed to allow students and their parents access to student information via the Internet. You will have the ability to see attendance information, grades, assignments (who they are from and when they are due), and discipline records. You will also be able to submit requests for future courses.

The data entered into HomeLogic is submitted directly to SIRS or SchoolLogic.

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

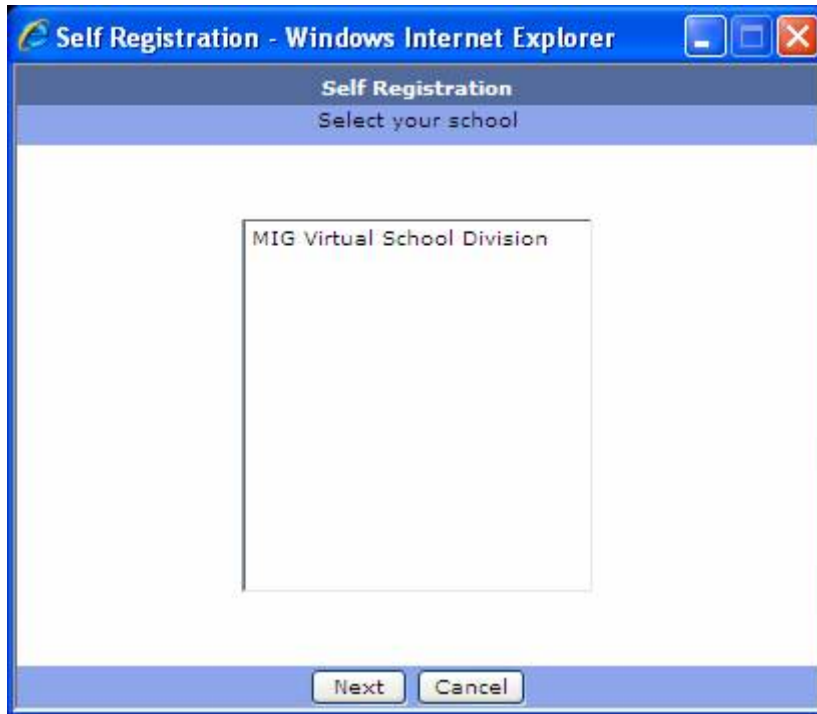
Self Registration

If Self-Registration has been enabled by the school or school district in *Logic Admin*, parents and students can log in to HomeLogic and receive their usernames and passwords via email.

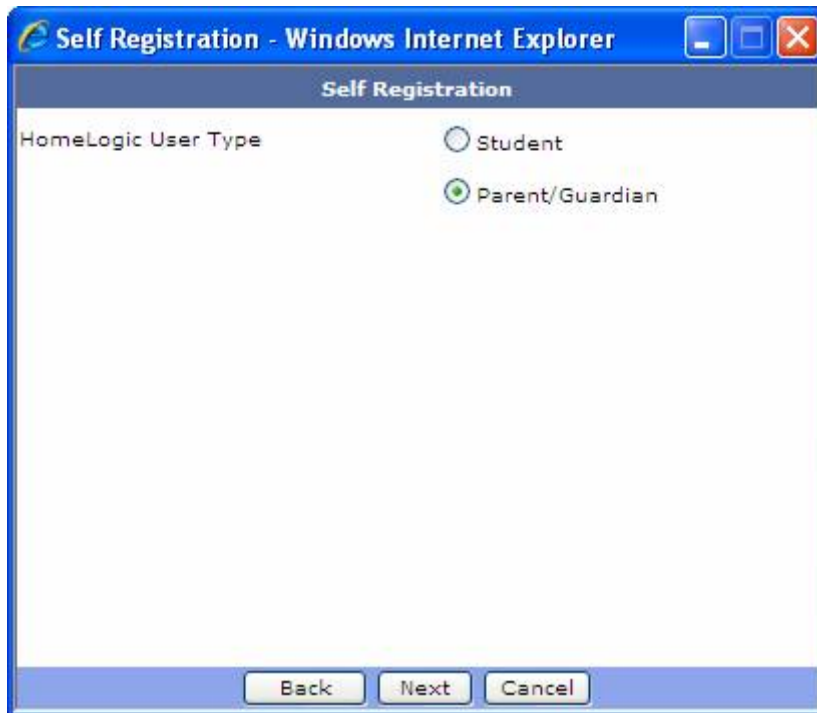
1. Launch your Internet browser.
2. Access HomeLogic through a Link or Favorites or by entering the URL, similar to `<http://yourwebserver/homelogic>`.



3. Click on the [New User?](#) link.



4. Select your school and click [Next](#).



5. Select the required user type by clicking the appropriate . Click [Next](#).

Self Registration

Parent/Guardian Information

Last Name

Student Information - for one of your children

Legal Last Name

Birthdate

Back Register Cancel

or if you selected student:

Self Registration

Student Information

Birthdate (MM/DD/YYYY)

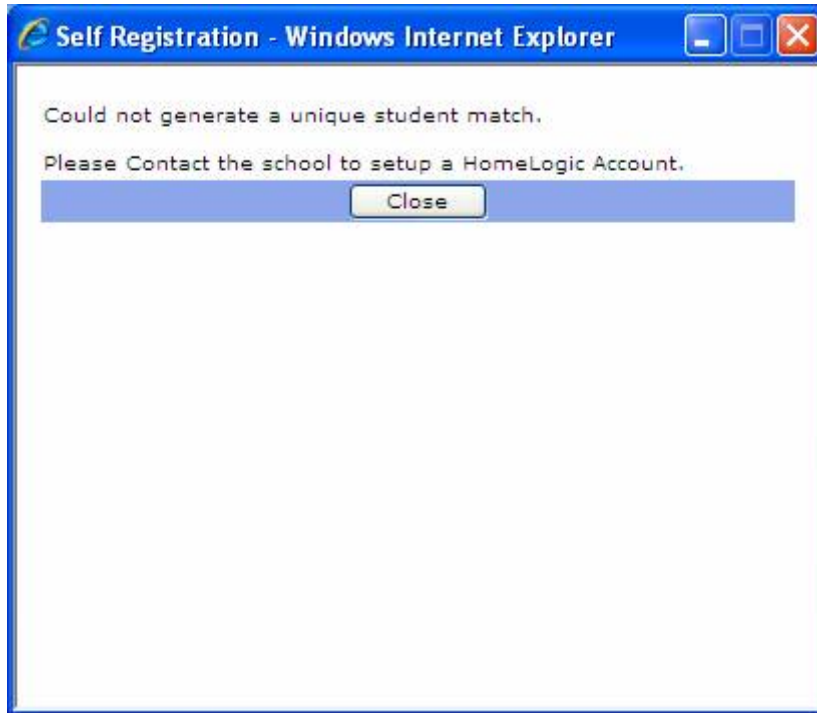
Gender

Student Number

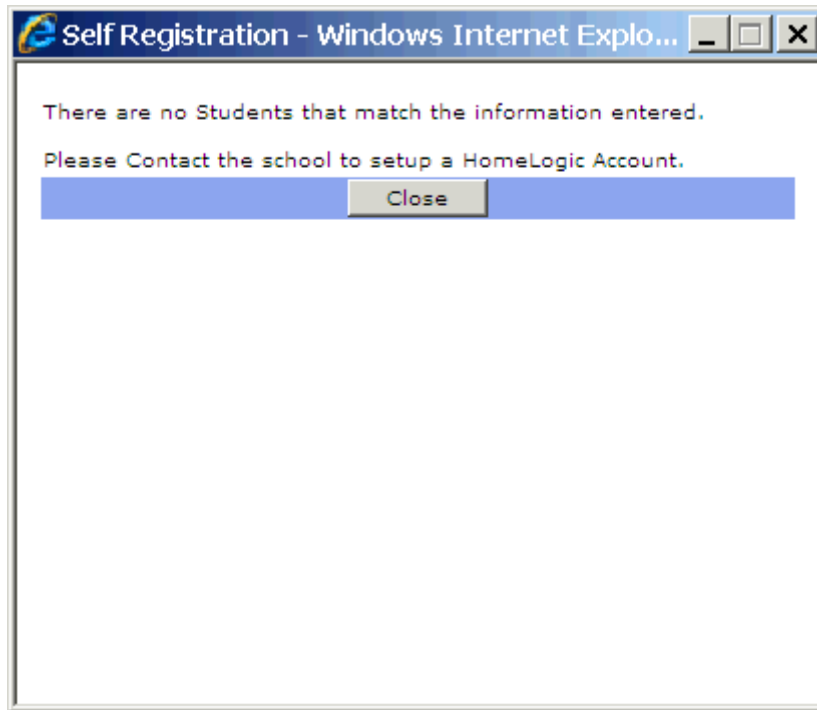
Back Register Cancel

6. Enter the required information in the fields and click .

Note: The fields required for this form are determined by the school or school district and may or may not be exactly as pictured above.
7. If the self registration can not be completed, the following window will display:



or if you have entered your ID number incorrectly, you may receive one like this:



8. Click the to contact the school or you can try again with a correct ID number.
9. If the information matches what the school has on file, the following window will display:



10. The email address the school has on file will display. If the option is enabled by the school in *Logic Admin*, you may correct the displayed email address if it is incorrect. If the option is not enabled, call the school.

11. Click .



12. Click the button to close the form.

13. Check your personal email address for your new login and password and use this information to log into HomeLogic.

Login to HomeLogic

1. Launch your internet browser.
2. Access HomeLogic through a Link or Favorites or by entering the URL, similar to <http://yourwebserver/homelogic>.



3. Enter your **LOGIN NAME**.
4. Enter the **PASSWORD**.
5. Select **LOGIN**.
6. If the incorrect user name or password is entered, you will receive the following error.



7. Click **OK** and you will be returned to the HomeLogic Login page and re-enter the correct login name and password.

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

HomeLogic Homepage

Once you have successfully logged into HomeLogic, the home page will display.



1. Your name will appear on the top right corner of the HomeLogic screen and in the header directly above the date.
2. 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.
3. 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 or SchoolLogic software and have chosen to allow parents and students to view the data. The possible HomeLogic menu options are:
 - Schedule
 - Attendance
 - Grades
 - Progress Reports
 - Achievement Tests
 - Assignments
 - Class Events
 - Discipline
 - Fees
 - Graduation Requirements
 - Transcript
 - Immunizations
 - Course Requests
 - Demographics
 - Family Fee Summary
 - Preferences

4. Use the [Previous Week](#) and [Next Week](#) links located near the top of the form to scroll backward and forward, week-by-week through the student information.
5. Located in the upper right corner of the Schedule screen are the following button options that are available on every page of HomeLogic (except Grades Details and Course Requests).



- **Contacts** - If the school has set up the option, teachers' names will become a link within HomeLogic that will open an email window with the teacher's email address already filled in. A teacher that can be emailed will have his/her name displayed in a purple font color and a teacher without an email link will have his/her name displayed in a black font color.



- **Help** - Choose this icon to access the most recent HomeLogic User Guide. You can print all or particular pages of the User Guide by right clicking within the guide and choosing the [Print...](#) option. Within the Print dialog box, you can choose to print the entire guide (All) or you can highlight the information needed within the guide and click the Selection radio button (with a Windows operating system) to print a portion of the guide.



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


Using the HomeLogic Help Contents and Search File

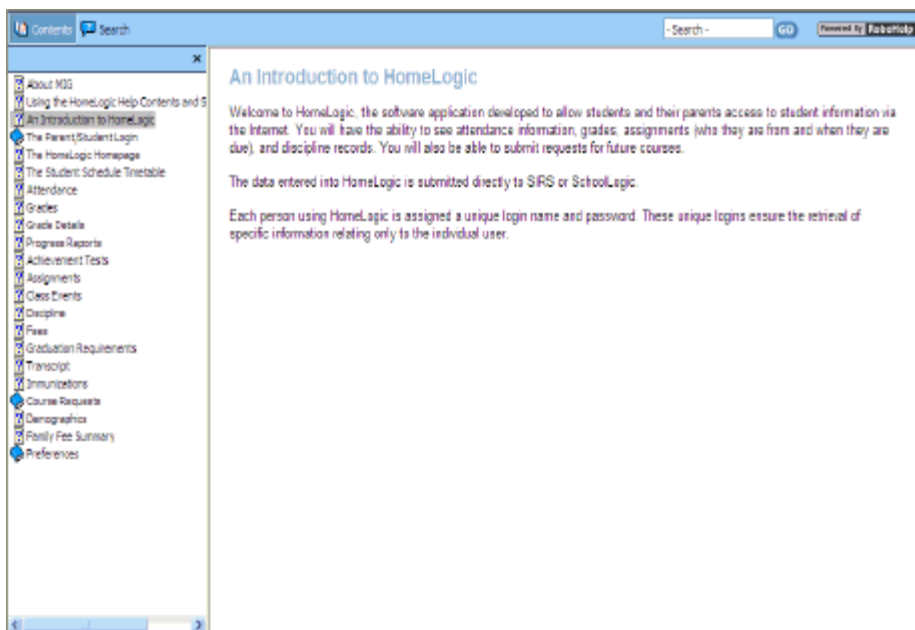
Although you can call the MIG Customer Service Center, HomeLogic has a built-in help feature. Help allows you to select specific features or functions and find detailed instructions on what the feature does and how to perform it. The HomeLogic Help file has procedures linked to relevant pages and user guides attached to pages that require more explanation. The Help file has been installed directly in the software, you can access it from any page in HomeLogic by clicking on





Contents Menu Help

There are different ways of finding information using the Help file. You can search for help topics using the Contents menu.



1. Click on  **Contents**, this is found in the upper left hand corner.

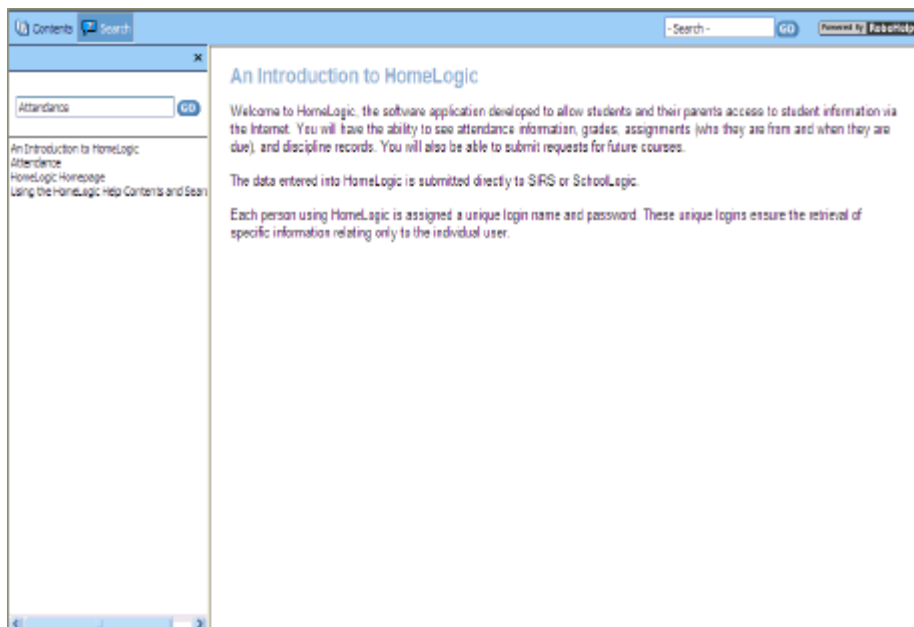


2. Click on an area to see specific help issues for the selected area. The  icons signify further areas inside (like chapters). The  icons signify specific help topics.

Search Help

You can search for help using the index of help topics arranged in alphabetical order.

1. Click on , this is found in the upper left hand corner.
2. Enter a key word or set of words, e.g., Attendance. Then click .



3. A list of the help topics will appear.
4. Click on the topic from the list to display the page in the window on the right.

Attendance

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.

- Select the **Attendance** link from the menu bar on the left hand side of the form. You will be presented with the attendance of the selected student.

Date	Bus	Abs	Late	Absence
Apr 20 2019	05/Gen Serv 44 - 15	0	Absent	Excused (Medical)
Apr 21 2019	05/Gen Serv 44 - 15	0	Late	0
Apr 22 2019	05/Gen Serv 44 - 15	0	Absent	
Apr 23 2019	05/Gen Serv 44 - 15	0	Late	0
Apr 24 2019	05/Gen Serv 44 - 15	0	Absent	

- The student's name appears above the attendance list. Attendance is listed in a column view with the following:

The Student Scheduled Timetable

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

- For an Elementary School without scheduled classes
 - no Student Schedule is available after login
 - all other HomeLogic menu options are available
- For an Elementary School with scheduled classes
 - the Student Schedule is available after login
 - all other HomeLogic menu options are available
- For a Junior High and High School
 - the Student Schedule is available after login
 - all other enabled HomeLogic menu options are available

- Click on the **Schedule** link from the menu bar on the left hand side of the form. If you don't see the Schedule page, it is possible that the page has been temporarily hidden from view by a program administrator.

The screenshot shows the HomeLogic interface for a student named Morris Belbas. The main content area displays a schedule for the week of May 18, 2009. The schedule is organized into columns for each day of the week (19. Tuesday, 20. Wednesday, 21. Thursday, 22. Friday) and rows for different time periods. The classes listed include Physical Ed 40P - 2A, SDL Master Social Sciences - 2B, Eng Core Comp 444 - 2C, and Math Core 305 - 2E. A 'Print' button is located at the bottom of the schedule table.

Period	19. Tuesday	20. Wednesday	21. Thursday	22. Friday
8:00 AM - 10:00 AM	Physical Ed 40P - 2A (E. Hale - 33)	Physical Ed 40P - 2A (E. Hale - 33)	Physical Ed 40P - 2A (E. Hale - 33)	Physical Ed 40P - 2A (E. Hale - 33)
10:04 AM - 11:09 AM	SDL Master Social Sciences - 2B (B. Delight - 30)	SDL Master Social Sciences - 2B (B. Delight - 30)	SDL Master Social Sciences - 2B (B. Delight - 30)	SDL Master Social Sciences - 2B (B. Delight - 30)
11:13 AM - 12:18 PM	Eng Core Comp 444 - 2C (R. West - 10)	Eng Core Comp 444 - 2C (R. West - 10)	Eng Core Comp 444 - 2C (R. West - 10)	Eng Core Comp 444 - 2C (R. West - 10)
2:05 PM - 3:01 PM	Math Core 305 - 2E (B. Woodrass - 34)	Math Core 305 - 2E (B. Woodrass - 34)	Math Core 305 - 2E (B. Woodrass - 34)	Math Core 305 - 2E (B. Woodrass - 34)

Non Scheduled Classes
Geography 200P - 2B

Print

2. You are presented with the student scheduled timetable (unless the student is in an elementary school according to the above listing). The timetable will consist of scheduled classes for the current week.
3. Use the [<](#), [>](#), [MONTH](#), or [WEEK](#) links located at the top right and left hand sides of the form to scroll backward and forward, week-by-week or month-by-month through the student schedule.
4. The schedule can be printed by selecting the [Print](#) button.

Attendance

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](#) link from the menu bar on the left hand side of the form. You will be presented with the attendance of the selected student.

HomeLogic
Wanda Belbas - MIG Virtual High School

Morris Belbas

318 Attendance records for Morris Belbas

Date	Class	Block	Status	Minutes Late	Reason
May 22, 2009	Eng Core Comp 444 - 2C	C	Absent		Excused - Admin (Excused)
May 21, 2009	Eng Core Comp 444 - 2C	C	Late	0	
May 20, 2009	Eng Core Comp 444 - 2C	C	Absent		
May 19, 2009	Eng Core Comp 444 - 2C	C	Late	15	Bus Delay (Excused)
May 8, 2009	Math Core 305 - 2E	E	Absent		
	SDI Master Social Science - 2B	B	Absent		
May 7, 2009	Eng Core Comp 444 - 2C	C	Absent		Excused Other - Parent/Gua (Exc)
	Math Core 305 - 2E	E	Absent		
	Physical Ed 40F - 2A	A	Absent		Excused Other - Parent/Gua (Exc)
	SDI Master Social Science - 2B	B	Absent		Excused Other - Parent/Gua (Exc)
May 6, 2009	Eng Core Comp 444 - 2C	C	Absent		
	Math Core 305 - 2E	E	Absent		
	SDI Master Social Science - 2B	B	Absent		
May 5, 2009	Eng Core Comp 444 - 2C	C	Absent		Excused Illness - Parent/Gua (Exc)
	Math Core 305 - 2E	E	Absent		
	Physical Ed 40F - 2A	A	Absent		Excused Illness - Parent/Gua (Exc)
	SDI Master Social Science - 2B	B	Absent		Excused Illness - Parent/Gua (Exc)
May 4, 2009	Eng Core Comp 444 - 2C	C	Absent		
	Math Core 305 - 2E	E	Absent		

2. The student's name appears above the attendance list. Attendance is listed in a column view with the following:

- **Date** - This is the date of the attendance entry.
- **Class** - This is the name of the class.
- **Block** (or Period) - The time of day the attendance entry occurred (e.g., Morning or Afternoon) is next.
- **Status** - This is the attendance status (e.g., Absent, Late, or School Absent).
- **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 is the last item. An "Excused" in the column indicates what has been deemed by the school to be an excusable reason for an absence.

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

Totals			
14 School	253 Absences	0 Left Early	51 Lates
	96 Unexcused	0 Unexcused	48 Unexcused
	157.00 Excused	0 Excused	3 Excused

[Print](#)

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.

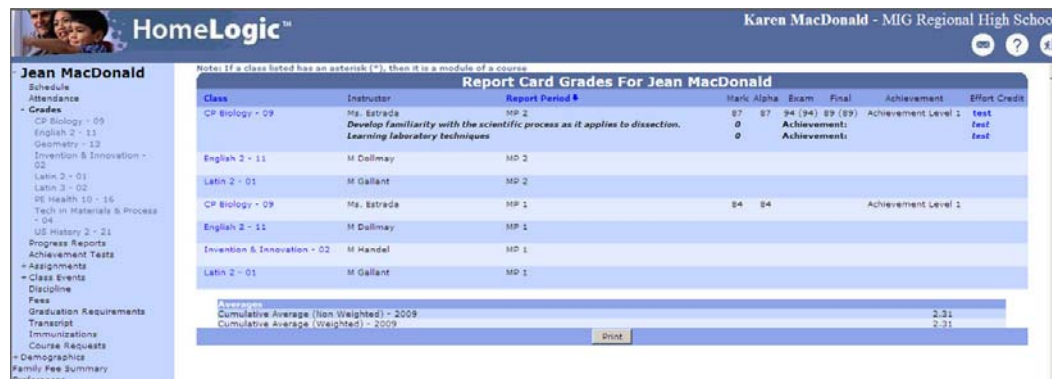
4. The attendance information can be printed by selecting the [Print](#) button.

Grades

HomeLogic offers parents and students up-to-date information on a student's progress. The most current yearly and cumulative average grades will be displayed at the bottom of the Grade Details page.

1. Select the [+ Grades](#) link from the menu bar on the left hand side of the form. You are presented with the reporting period grades information that has been entered or

submitted into SIRS, SchoolLogic, or Teacherlogic for the selected student for the current and previous reporting periods from the current school year. If no grades have been entered for a particular reporting period, the grade fields will be blank.



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

- The **Class** or **Report Period** column headers can be clicked to determine the sorting order for the page. Click the Class column header to sort by class and the Report Period column header to sort by reporting period.
- **Class** - This is the name of the class. Click on the name of the class to see a student's progress grades (marks) for that particular class only. (This will be task detail information that has been entered by the staff member if the school has enabled Grade Book. See *Grade Details* for more information.) Click on a different class to see details for another class. To return to only the Report Card Grades information, click - **Grades**.
- **Instructor** - This is the name of the class instructor/teacher/staff member.
- Course objectives will be displayed under the instructor's name if any have been entered for the class by the teacher/school. If a grade value has been entered for the objective and/or an achievement value, they will also be displayed accordingly. **Note:** For Alberta schools, rather than an Achievement value, a Grade Level of Achievement (GLA) value may be displayed.
- **Report Period** - This is the reporting period the grade is for.
- **Mark** (or Grade) - This is the school mark or grade entered for the student for the reporting period for the class.
- **Alpha** - This is the alpha equivalent of the grade (if it has been chosen by the school to display alpha grades).
- **Exam** - This is the grade attained on the school exam (if applicable). In some cases, there will be exams with multiple parts that will be displayed as well.
- **Final** - The final grade (if applicable) is displayed as well.
- **Achievement** - If an achievement value has been entered for a course, that value will be displayed. **Note:** For Alberta schools, rather than an Achievement value, a Grade Level of Achievement (GLA) value may be displayed.
- **Effort** - This is the effort entered for the student (if the school is recording student effort and the relevant staff member has actually made an entry).
- **Credit** - This last item is the number of credits earned to date (if the school is using credit accumulation).

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

Grade Details

Details relating to each task assigned to the student for each class (if set up by the teacher) can be viewed two ways. If the class is set up with cumulative averaging, this page will display all of the previous and current categories and tasks under the current reporting period. The most current yearly and cumulative average grades will be displayed at the bottom of the page.

1. Click on the **+ Grades** menu option to display student classes and grades.

Report Card Grades For Morris Belbas

Class	Instructor	Report Period	Mark	Alpha	Exam	Final	Start	Credit
Eng Core Comp 444 - 2C	Roseana West	April	54					
Math Core 305 - 2E	Ethan Woodruff	April	76					
Physical Ed 40P - 2A	Evans Nale	April						
EDU. Master Social Science - 2E	Nancy Delight	April	88					
* Geography 200P - 2B	Nancy Delight	April						

2. From the main form, click on a **Class** from the column on the left hand side of the Report Card Grades form.

Grade Details For Eng Core Comp 444 (2C)

Section	Task Date	Weight	Points Earned	Out Of	Percent	Class Average
Learn (December 20)		1			76.17	76.17
Civilians		1			76.17	76.17
Pauline Gedge		1			76.17	76.17
Child of the Mer...	4/30/2009	1	98.00	100	98.00	
Child of the Mer... [A]	5/19/2009	1	49.00	100	49.00	
Scroll of Sazers...	5/13/2009	1	87.00	100	87.00	
The Eagle and The...	4/27/2009	1	78.00	100	78.00	
The Eagle and The... [A]	4/12/2009	1	89.00	100	89.00	
Scroll of Sazers... [A]	3/5/2009	1	56.00	100	56.00	
Grade to date					76.17	76.17

3. Details for the selected class will display directly beneath the main Grades form.

- Alternatively, a class can be selected from the menu bar on the left. Selecting to view the Grade Details this way will only display the details on the page.

- If the teacher/school is using cumulative averaging, all the previous and current categories and tasks will be displayed for the current reporting period. If multi-part exams are being used by the teacher/school, you will notice sections of an exam grade as well as a combined average.
- This information can be printed by selecting the **Print** button.

Progress Reports

Progress reports allow a school to provide a report for parents with details for specific activities or skills for each class the student is enrolled in. Each activity or skill can be given a grade.

- Click on **Progress Reports** from the menu bar on the left.

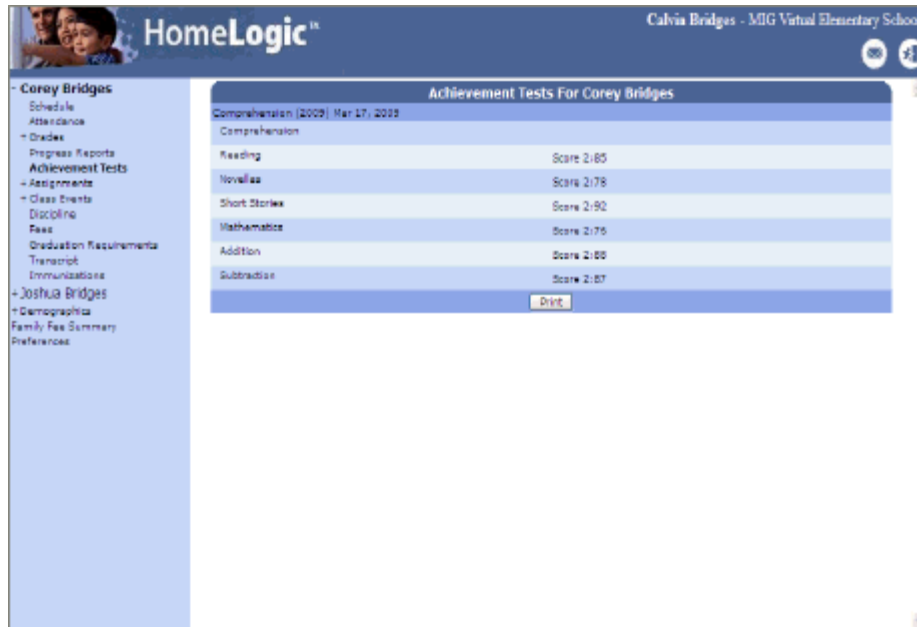
- If the school or school district uses Progress Reports, student grades (or marks) will display under each class name and adjacent to the skills or activities the school is monitoring and testing.

3. This information can be printed by selecting the [Print](#) button.

Achievement Tests

If the school or school district uses Achievement Tests to monitor SAT or ACT tests, the results of these tests can be viewed in HomeLogic if the preference is set up in *Logic Admin*.

1. Click on [Achievement Tests](#) from the menu bar on the left.



The screenshot shows the HomeLogic interface for Calvia Bridges - MIG Virtual Elementary School. The left sidebar menu is expanded to show 'Achievement Tests' under the 'Corey Bridges' section. The main content area displays a table titled 'Achievement Tests For Corey Bridges' with the following data:

Comprehension (2009) Mar 17, 2010	
Comprehension	
Reading	Score 2:85
Novellas	Score 2:78
Short Stories	Score 2:92
Mathematics	Score 2:76
Addition	Score 2:88
Subtraction	Score 2:87

A [Print](#) button is located at the bottom right of the table.

2. A list of tests taken by the student will display along with the score given for each test.
3. This information can be printed by selecting the [Print](#) button.

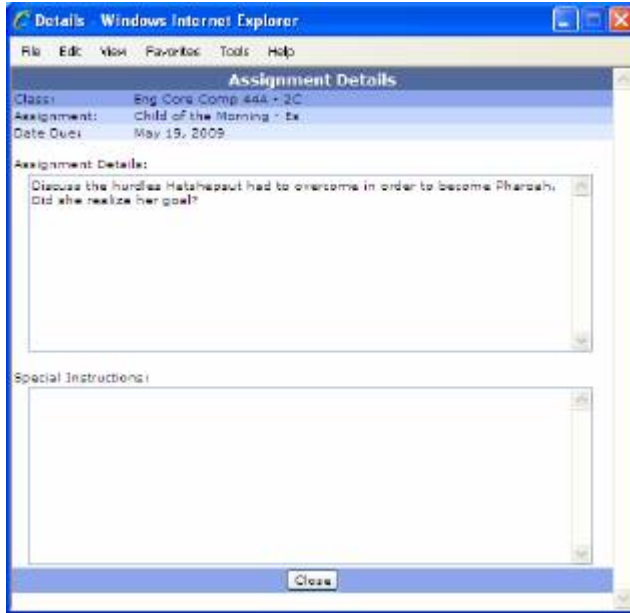
Assignments

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 or GradeLogic.

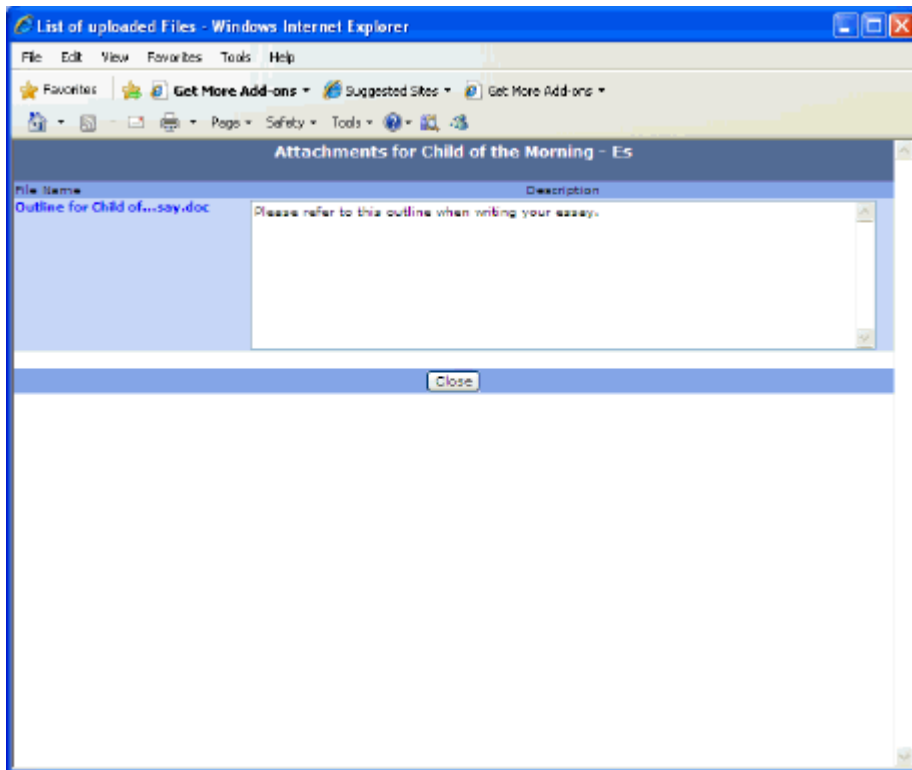
1. Select the [+ Assignments](#) menu option.



2. The following information will display:
 - **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** - if a grade (or mark) has been entered for the student for a specific assignment, the grade will be displayed in this column.
3. As with the **+ Grades** module above, you can select to view assignments for a selected class by either clicking on the assignment name in the main form or in the menu bar on the left.
4. Clicking on the Assignment Name will open a form with detailed instructions (If entered by the teacher) for the selected assignment.



5. This form can be printed by selecting **File - Print**.
6. If attachments have been added to the assignment by the teacher, click on the number to display the **List of uploaded Files** page.



7. The attachment can be opened by clicking on the **File Name**.
8. Click the **Close** button to close the form.

Class Events

HomeLogic offers Parents and Students up-to-date information on class events posted for specific classes.

1. Select the **+ Class Events** menu option.

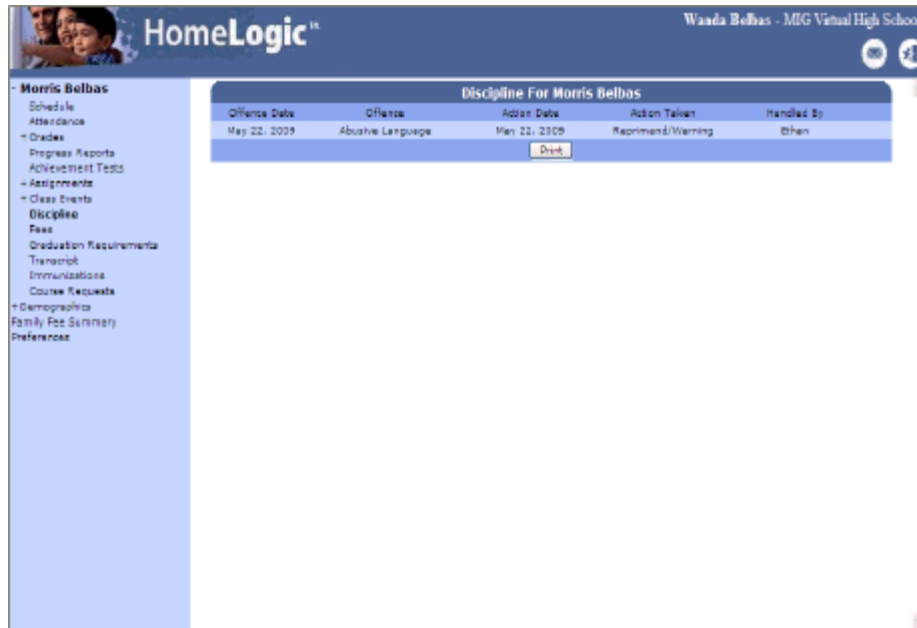


2. The following information will display:
 - **Class** - This is the name of the class the event has been posted for.
 - **Class Event** - This is the name of the posted event.
 - **Attachments** - Click the number (unless a 0 or zero is displayed, which means that there are no attachments linked to this event) to view a List of uploaded Files page where you will select the attachment file you want to view or print.
 - **Start Date** - The date the event is posted.
 - **Completion Date** - The date when the event will be over.
 - **Instructor** - This is the name of the instructor posting the event.
 - A red asterisk (*****) indicates an event that is mandatory.
3. As with the Grades module, you can select to view events for a selected class by either clicking on the assignment name in the main form or in the menu bar on the left.

Discipline

If the school has set up the software to allow you to do so, HomeLogic can allow you to see a read-only summary record of any disciplinary issues related to your currently enrolled or pre-registered child.

1. Click on the **Discipline** menu option.



- The following information will display:
 - Offence Date** - This is the date that the student committed the offence that required the discipline.
 - Offence** - Next is the name of the offence.
 - Action Date** - This is the date that something was done (i.e., a penalty decided upon if any) regarding the offence.
 - Action Taken** - This describes what was decided about the offence.
 - Handled By** - The last column lists the name of the staff member who dealt with the consequences of the offence.
- This information can be printed by selecting the **Print** button.

Fees

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

- Click the **Fees** option from the menu bar on the left.

HomeLogic Wanda Belbas - MIG Virtual High School

Morris Belbas

- Schedule
- Attendance
- + Grades
- Progress Reports
- Achievement Tests
- + Assignments
- + Class Events
- Discipline
- Fees
- Graduation Requirements
- Transcript
- Immunizations
- Course Requests
- + Demographics
- Family Fee Summary
- Preferences

Student Fees for Morris Belbas

Fee Name	Year	Date	Charges	Payments	Receipt Date	Receipt
Art Fee	2008	Jan 6, 2009	25.00	0.00		
LUNCH FEES YEARLY	2008	Sep 2, 2008	100.00	175.00	Sep 18, 2008	2387
Totals:			125.00	175.00		

Currently owe \$30.09 in outstanding fees

[Print](#)

- 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.
 - Date** - Next is the date that the fee was assigned to the student.
 - Charges** - This field is the fee amount.
 - Payments** - Then any payment made by the student towards any of the fees is listed.
 - Receipt Date** - This is the date the payment was made by the student.
 - Receipt** - The final column is for the number of the receipt that was given to the student.
- Totals are given for the **Charges** and the **Payments** columns.
- Unattached Payment** - Payments made without specifying to which fee it should be applied, are considered unattached.

HomeLogic Waanda Belbas - MIG Virtual High School

Student Fees for Morris Belbas

Fee Name	Year	Date	Charges	Payments	Receipt Date	Receipt
Art Fees	2008	Jan 6, 2009	25.00	0.00		
LUNCH FEES YEARLY	2008	Sep 2, 2008	100.00	175.00	Sep 18, 2008	2387
Unattached Payment				15.00	Sep 9, 2009	2392
Totals:			125.00	190.00		

Currently owe \$35.09 in outstanding fees

Print

5. **over payment** - If a student has paid in excess of what was owed, it will be displayed as an over payment in HomeLogic.

HomeLogic Waanda Belbas - MIG Virtual High School

Student Fees for Morris Belbas

Fee Name	Year	Date	Charges	Payments	Receipt Date	Receipt
Art Fees	2008	Jan 6, 2009	25.00	25.00	Sep 9, 2009	2389
LUNCH FEES YEARLY	2008	Sep 2, 2008	100.00	175.00	Sep 18, 2008	2387
Unattached Payment				25.00	Sep 9, 2009	2392
Unattached Payment				15.00	Sep 9, 2009	2388
Unattached Payment				5.00	Sep 9, 2009	2389
Totals:			125.00	245.00		

Currently have \$30.00 in over payment

Print

6. **outstanding fees** - The amount displayed is for the total of the fees that the student still needs to pay. An amount in a red font would indicate that the student has overpaid.

HomeLogic Waada Belbas - MIG Vinal High School

Student Fees for Morris Belbas

Fee Name	Year	Date	Charges	Payments	Receipt Date	Receipt
Art Fees	2008	Jan 6, 2009	25.00	0.00		
LUNCH FEES YEARLY	2008	Sep 2, 2008	200.00	175.00	Sep 18, 2008	2387
Unattached Payment				15.00	Sep 9, 2009	2398
Totals:			225.00	190.00		

Currently owe \$35.00 in outstanding fees

[Print](#)

7. This information can be printed by selecting the [Print](#) button.

Graduation Requirements

If you're not sure whether the requirements for graduation will be met by the courses taken, take a look at the [Graduation Requirements](#). If graduation requirements are not available, the school has decided not to display them in HomeLogic.

HomeLogic Waada Belbas - MIG Vinal High School

Graduation Requirements for Morris Belbas

Course Area	Required	Completed	In Progress	Needed	
S4 English	1.00	0.00	1.00	0.00	
S4 Math	1.00	0.00	0.00	1.00	
S4 options	4.00	0.00	0.00	4.00	
Required	4.00	Completed/In Progress	1.00	Need	3.00

[Print](#)

The school will have set up in SIRS/SchoolLogic 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. This information can be printed by selecting the **Print** button.

Transcript

A quick look at Transcript will help you to check that all of 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.

1. Click the **Transcript** option from the menu bar on the left.

Unofficial Transcript for Jean MacDonald								
Year	School Name	End Date	Course (code)	Credit Earned	Credit Possible	School	Exam	Final
2009	MIG Regional High School	06/2010	Algebra 2 (Gr 9 (3329))	5.00	5.00			71.00 (71)
2009	MIG Regional High School	06/2010	Digital Multime (653)	2.50	2.50			76.00 (76)
2009	MIG Regional High School	06/2010	Latin 1 (210)	5.00	5.00			78.00 (78)
2009	MIG Regional High School	06/2010	US History 1 (101)	5.00	5.00			75.00 (75)
2009	MIG Regional High School	04/2010	Introduction to (807)	2.50	2.50			89.00 (89)
2009	MIG Regional High School	01/2010	English 1 (012)	5.00	5.00			80.00 (80)
2009	MIG Regional High School	01/2010	Enviro & Earth (401)	5.00	5.00			78.00 (78)
2009	MIG Regional High School	01/2010	PE Health 9 (510)	5.00	5.00			90.00 (90)
2009	MIG Regional High School	01/2010	Principles of P (752)	5.00	5.00			94.00 (94)
Jean MacDonald has earned 40 credits out of a possible 40								
Averages								
Cumulative Average (Non Weighted) - 2009								2.31
Cumulative Average (Weighted) - 2009								2.31

2. The following will display according to what has been selected to display by the teacher/school:
 - **Year** - This refers to the year the course was taken.
 - **School Name** - The school the course was taken at.
 - **End Date** - This is when the course ended.
 - **Course (code)** - 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 could potentially be earned by the student considering the courses the student enrolled in.
 - **School** - This is the final mark that has been calculated for the student that doesn't include a departmental exam.
 - **Exam** - This refers to a mark for a state or provincial exam.
 - **Final** - The last item is the overall grade for the course considering the school and exam grades.
 - Total credits earned will be displayed towards the bottom of the page.
 - Under **Averages**, the most current yearly and cumulative average grades will be displayed at the bottom of the page according to what has been set up in Logic Admin by the school for HomeLogic.

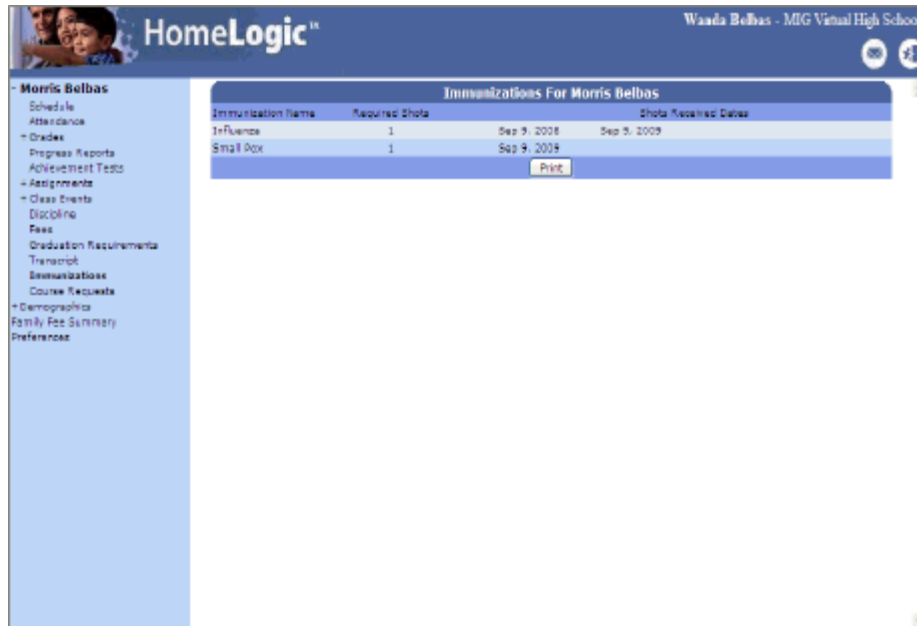
Note: Customers using both SIRS 4 and SchoolLogic will find that the average will be combined from the SIRS and SchoolLogic tables, i.e., HomeLogic will look at both tables and use the most current table. If both SIRS 4 and SchoolLogic have averages from the same year, the SIRS 4 average will be used.

3. Transcript information can be printed by selecting the **Print** button.

Immunizations

HomeLogic will display immunization history on file for each student.

1. Click on **Immunizations** from the menu bar on the left. If immunizations are not available, the school has decided not to display them in HomeLogic.



2. The following will display:
 - **Immunization Name** - the name of the immunization shot.
 - **Required Shots** - how many shots are required to be fully immunized.
 - **Shots Received Dates** - how many shots the student has received for the immunization.
3. This information can be printed by selecting the **Print** button.

Course Requests

Course Requests

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

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.

1. Select the **Course Requests** menu option. You are presented with the Course Request form.

Step 1: Selecting Your Primary Requests	Step 2: Assigning Alternates, Term and Staff Preferences	Step 3: Selecting and Ranking your Best of Requests	Step 4: Verifying your Requests																																																																																																																																																															
<p>A minimum of 0 requests must be selected up to a maximum of 559.</p> <p><input type="text" value="0"/> Requests</p> <p>A minimum of 0 credits must be selected up to a maximum of 600.</p> <p><input type="text" value="5"/> Credits</p> <p>Saved Requests</p> <p>427 MAC405 (1) 427 LAW405 (2) 462 CDV325/405 (2) 406 ANT410 (1)</p>		<table border="1"> <thead> <tr> <th>Request</th> <th>Credit</th> <th>Course Unit</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> 413 DRA405</td><td>1</td><td>0</td></tr> <tr><td><input type="checkbox"/> 415 ERL405</td><td>1</td><td>0</td></tr> <tr><td><input type="checkbox"/> 416 ERL456A</td><td>1</td><td>0</td></tr> <tr><td><input type="checkbox"/> 417 EEI405</td><td>1</td><td>0</td></tr> <tr><td><input type="checkbox"/> 418 EIC435/EEI405</td><td>2</td><td>0</td></tr> <tr><td><input type="checkbox"/> 419 EIC435</td><td>1</td><td>0</td></tr> <tr><td><input type="checkbox"/> 420 ERL425</td><td>1</td><td>0</td></tr> <tr><td><input type="checkbox"/> 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2. There are 4 steps:

- **Step 1:**
Selecting Your Primary Requests
- **Step 2:**
Assigning Alternates, Term and Staff Preferences
- **Step 3:**
Selecting and Ranking your Best of Requests
- **Step 4:**
Verifying your Requests

Note: The order of the above four steps will depend on what has been selected as preferences by your school. Therefore, if the school has not selected to allow the Selecting and Ranking your Best of Requests, Verifying your Requests will be Step 3. If the school has not selected to allow Assigning Alternates, Terms and Staff Preferences and Selecting and Ranking your Best of Requests Verifying your Requests will be Step 2 in the Course Requests window.

Step 1 - Selecting your Primary Requests

1. From this form, students can select from a list of requests for next year.

Note: Depending on what has been selected by the school, any of the following may occur:

If requests are validated on the **Requests** field, the checkboxes will be disabled when the maximum is reached.

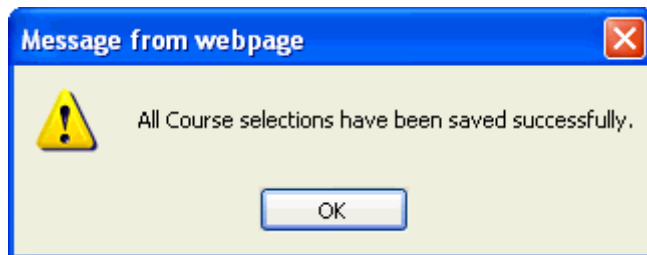
If requests are validated on the **Credit** field, the application will check if the credits will be exceeded (for example, if a student has 6.5 out of a possible 7 credits and a class worth 1 or more credits is selected). If the credits are exceeded, as in the example, a message will inform you to select a different course.

If requests are validated on **both course requests and credits**, every time a checkbox is selected, the application will verify that the count and/or credits are not exceeded. A message will be displayed if the count is exceeded. When either the maximum request count or credit count is reached, the rest of the fields will be disabled.

The options available to you are the following if you are in the Selecting Your Primary Requests form:

- **Request** - These are the requests/courses available to students.
- **Credit** - The total credits associated with the adjacent Request.
- **Course Unit** - If used by the school, the Course Unit weight will display in this column.
- **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. If there is no credit validation set up on the *Web* tab of SIRS Preferences, the statement and Credit field will not be displayed.
 - **Saved Requests** - Once students have selected the allowable amount of requests and have clicked **Submit**, requests will be listed in the selected request section.
2. Select the courses/classes you would like requested for the next school year by placing a in the appropriate checkboxes.
Note: The full class name will display when rolling the mouse over the course name.
 3. Once the student has selected the maximum allowed requests, click to save your course selections and move to the next step. The following window will display:



4. Click to move to the next step.
5. To revert back to the last saved/submitted changes. Click the button.
6. To close the form without saving, click .

Step 2 - Assigning Alternates, Term and Staff Preferences

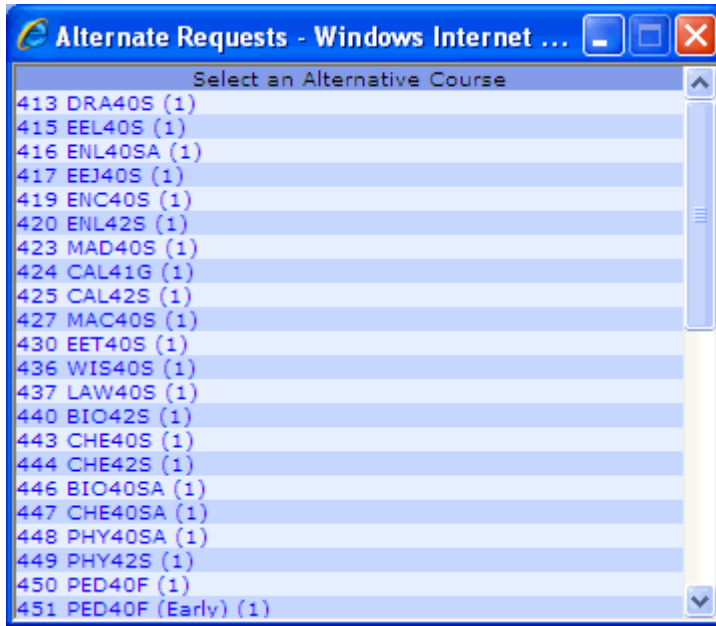
Note: Steps 2 and 3 may not be available if this information is not set up in SIRS or SchoolLogic at the school level.

Once Requests have been entered, students have the opportunity to select alternative requests. Alternate Requests allows the student to select an alternative course in case the student does not get the requested course.

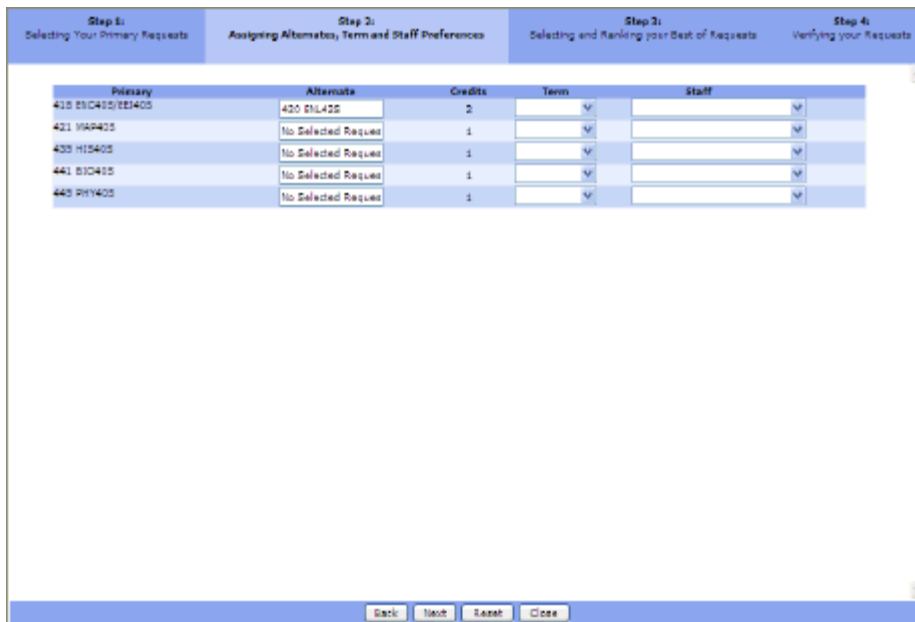
1. From the Course Request form, click . The following form will be displayed:

Step 1: Selecting Your Primary Requests		Step 2: Assigning Alternates, Term and Staff Preferences		Step 3: Selecting and Ranking your Best of Requests		Step 4: Verifying your Requests	
Primary	Alternate	Credits	Term	Staff			
415 BIC415/EE1405	No Selected Request	2	▼	▼			
421 WAP405	No Selected Request	1	▼	▼			
435 HIS405	No Selected Request	1	▼	▼			
441 BIC415	No Selected Request	1	▼	▼			
445 PH1405	No Selected Request	1	▼	▼			

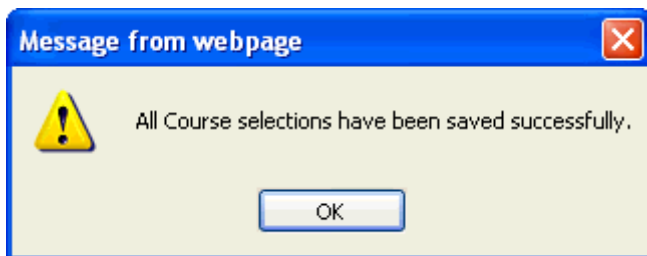
2. The following options are available:
 - **Primary** - This is the list of requests that have been entered with Step 1.
 - **Alternate** - This displays an alternative request that has been selected, if any have been selected yet.
 - **Credits** - Indicates the amount of credit earned upon completion of the selected course request.
 - **Term** - From the drop-down list, select in which term you would like to have the selected course request occurring.
 - **Staff** - From the drop-down list, select preferred staff members for the selected course requests.
3. If any changes need to be made to requests selected in step one, click the button to make any necessary/required changes.
4. To add an alternate request, click the mouse in the **Alternate** field area. The Alternate Requests form will display.



5. Click on a request to select it as an alternative course.



6. If the student has a **Term** or **Staff** preference for the selected Alternate request, use the button to display a list of available terms/staff members.
7. Repeat the above steps to select other alternative requests.
8. When all selections have been made, click to save your selections and move to the next step. The following window will display:



9. Click to move to the next step.
10. To revert back to the last saved/submitted changes. Click the button.
11. To close the form without saving, click .

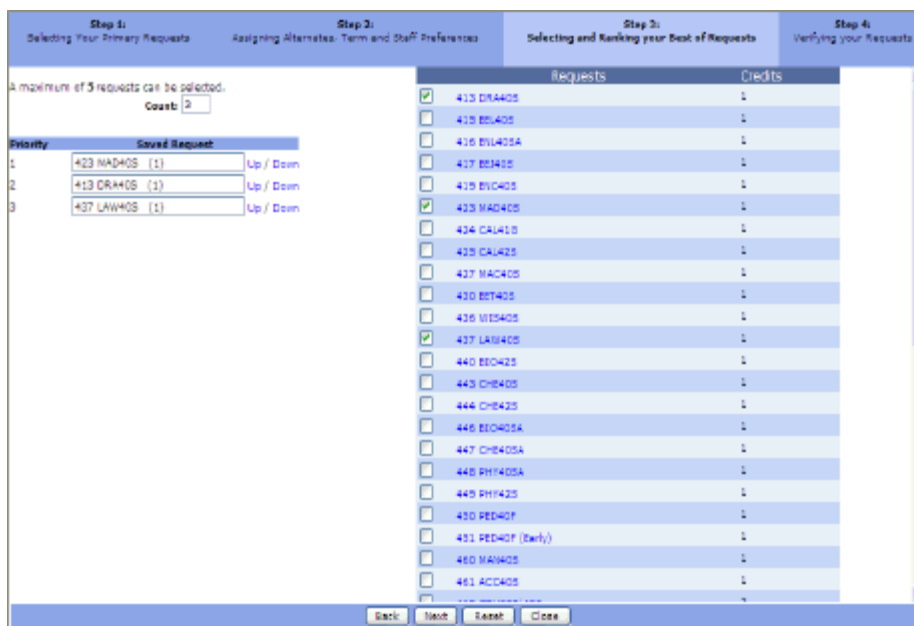
Step 3 - Selecting and Rank Your Best of Requests

Note: Steps 2 and 3 may not be available if this information is not set up in SIRS/SchoolLogic at the school level.

Once requests and alternative requests have been entered, parents and students have the opportunity to select their best of requests options. Best of Requests allows the parent and student access to a selection of courses needed to fill the student timetable.

For example, a student is to take two electives out of a choice of three. Once you have submitted the listing of the requests according to priorities, the program will attempt to schedule the first two listed. If this is not possible, the computer will drop one of the first two and give the third choice.

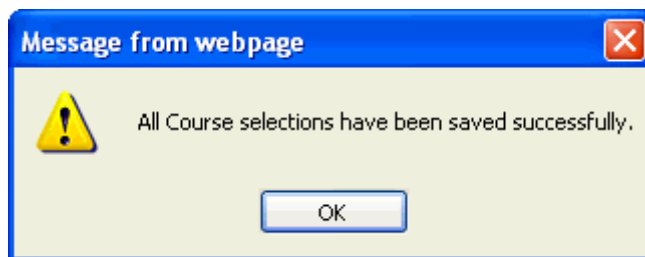
1. From the Course Request form, select **Step 3: Selecting and Ranking your Best of Requests**.
2. The Best of Request selection form will display:



3. If any changes need to be made to requests selected in step two, click the button to make any necessary/required changes.
4. The following options are available to you:

- **Requests** - A list of all the requests available to you are available to the parents and students.
A maximum of _ requests can be selected.
- **Count:** - This is a number set by the school indicating that the school has set a specific number of Best of Requests a student is allowed. Once the value entered has been reached, the request options will become inactive and parents or students will not be able to make, i.e., submit, more course selections.
- **Priority** - This list can be arranged in the order by which the student wishes to receive Best of Request. Using the **Up / Down** links, arrange the Best of Request list in the order required.

5. When all selections have been made, click to save your selections and move to the next step. The following window will display:



6. Click to move to the next step.
7. To revert back to the last saved/submitted changes. Click the button.
8. To close the form without saving, click .

Step 4 - Verifying Your Requests

Once the requests, alternative requests and best of request 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 **Step 4: Verifying your Requests**.

Course Requests Verification for Morris Belbas (MIG Virtual High School)

PRIMARY	ALTERNATE	CREDITS	TERM	STAFF
418 BVC405/BD405	420 ENL425	2		
421 WAP405		1		
433 HIS405		1		
441 EIO405		1		
445 PHV405		1		
3 Requests		6 Credits		

Your Best Of Requests

Selected Request	Rank
423 MAD415	1
412 DRA405	2
437 LAR405	3

Buttons: Back, Print, Close

- Review the entries. If changes are needed simply select the **Back** button and make the required changes.
- Remember to click **Next** after each change to save your selections.

Demographics

This form can be used to check the demographic information the school or school district has on file for the parent and each student.

- Click on **Demographics** from the menu bar on the left. The first form that opens will display the current user's demographic information.

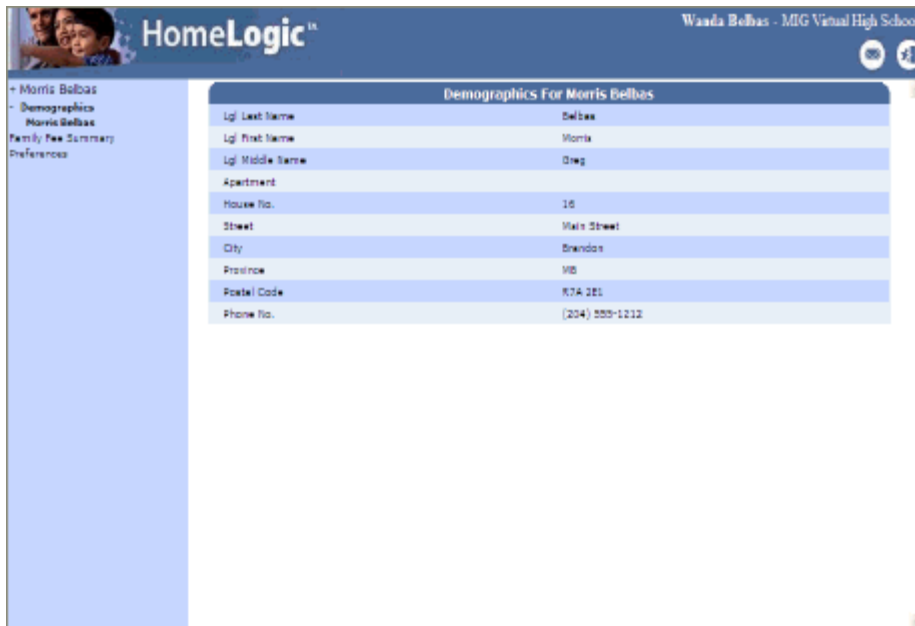
HomeLogic Wanda Belbas - MIG Virtual High School

Demographics For Wanda Belbas

Last Name	Belbas
First Name	Wanda
User with Student	No
Relationship	Emergency
Email Address	
Call Phone	
Business Ph.	
Bus. Phone	
Additional Phone	
House No.	16
Street	Illis Street
City	Brandon
Postal Code	R7A 2E1

Left Sidebar: Morris Belbas, Demographics, Home Belbas, Family Fee Summary, Preferences

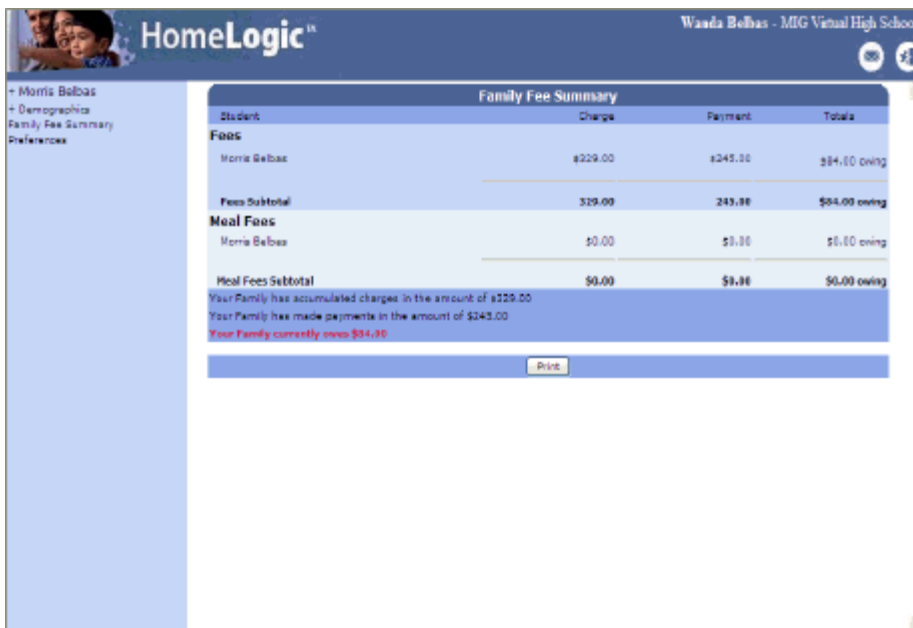
- From the menu bar on the left, the student's name will display below the **Demographics** heading. Click on the student's name to see the demographic information on file for the student.



- If the school has set up fields that allow editing and you have logged in as the relevant parent/guardian, those fields will be accessible, for example, with a drop-down list or as a memo field that can be entered into.

Family Fee Summary

A summary statement of fees for the whole family can be quickly viewed by clicking on the **Family Fee Summary** link from the menu bar on the left.



The report is split between **Fees** (school fees) and **Meal Fees**. Fee information for each student in the family is separated under each area. The report will display a total of fees charged under the **Charge** column, a total of payments under the **Payment** column and the net total will display under the **Totals** column. This report can be printed by clicking the **Print** button.

Preferences

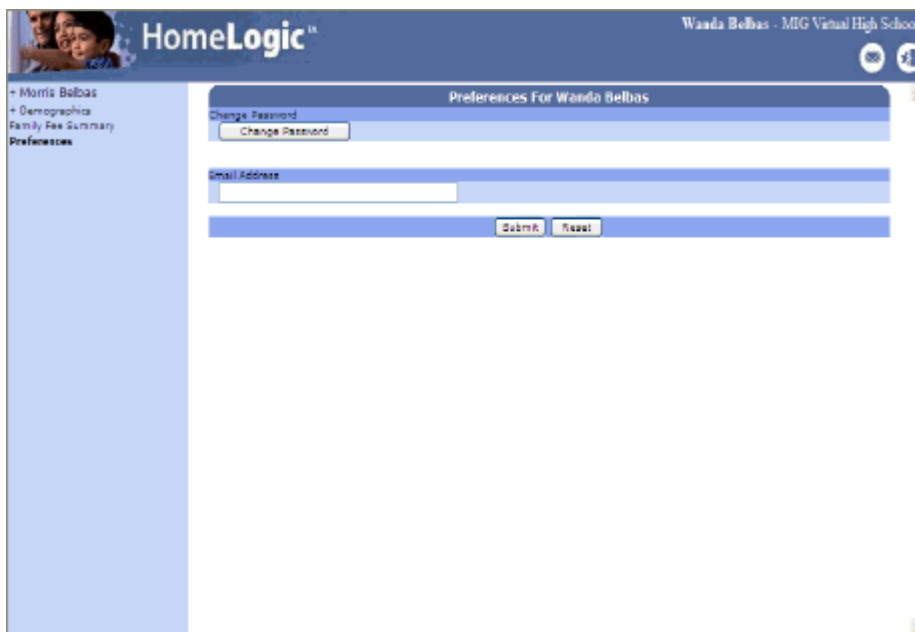
Preferences

If the school has enabled the options, users can change their email address and password in HomeLogic without having to contact the school. (Schools can see the *Logic Admin Utilities User Guide* for more information on enabling password changes in a Logic product.)

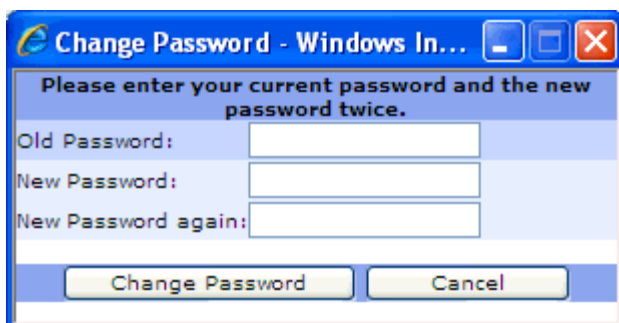
If relevant options have been enabled by the school, it is possible to receive email notifications about attendance, discipline issues, assignments, class events, and task grades.

Change Password

1. Click **Preferences** from the menu bar on the left.



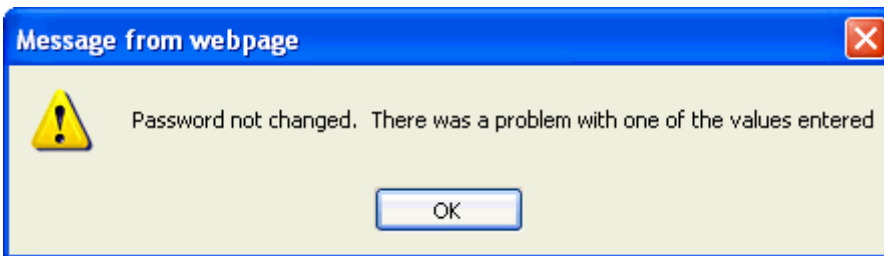
2. Click the **Change Password** button.



3. Enter the current Password in the **Old Password:** field.
4. Enter your choice of a new password in the **New Password:** field.
5. Confirm your new password in the **New Password again:** field.
6. Click .
7. If the password change was successful, you will see the following confirmation message.



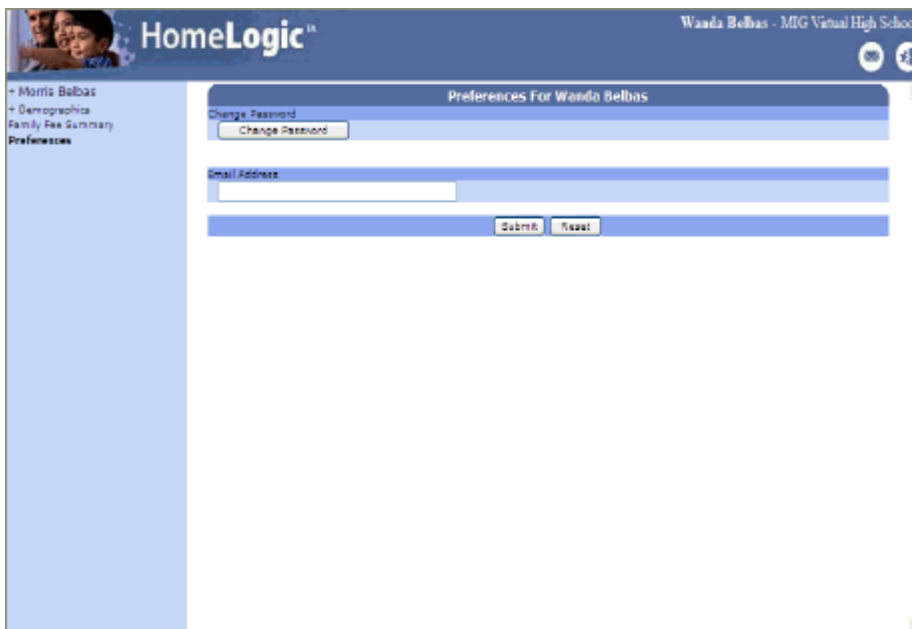
8. If the change was not successful, you will see the following message



9. Re-enter the values in the password fields or click if you have decided not to change your password.

Change Email Address

1. Click **Preferences** from the menu bar on the left.



2. Enter your new email address in the **Email Address** field.

- Click **Submit**. The following window will display:



- If you want to check to ensure the correct email address was saved, click on **Demographics** from the menu bar. Your newly entered email address will display on the demographics form.

Demographics For Wanda Belbas	
Last Name	Belbas
First Name	Wanda
Lives with Student	No
Relationship	Emergency
Email Address	newaddress@server.com
Cell Phone	
Business Ph.	
Bus_Phone	
Additional Phone	
House No.	15
Street	Main Street
City	Brandon
Postal Code	R7A 2E1

Setting Up Email Notifications

A HomeLogic user (usually a student contact) can subscribe to HomeLogic events that pertain to the student that user is attached to. Once you have been notified, the information could then be viewed in HomeLogic.

- Go to **Preferences** and click the student name that you want to be notified about. [The students that you are attached to will be listed under **Preferences**.]



- Select from the following options:

To get notified about "today's" absence issues, choose one of the following:

Select the **Absences** . You can then select to receive notifications for all absences or only unexcused absences recorded for the selected student using the relevant .

To get notified about a late arrival to class/homeroom, select the **Late** . You can then select to receive notifications for all late arrivals or only unexcused late arrivals using the relevant .

To get notified about "today's" discipline issues, choose one of the following:

To be notified that an issue has been recorded indicating that the selected student has committed an offence, select the **Offence Entered** .

Select the **Action Taken** for when a decision has been made to issue discipline regarding an offence committed by the selected student.

Select the **New Assignment** to be notified when a teacher / staff member has added a new assignment to a class that the selected student is in.

Select the **New Class Event** to be notified when a teacher / staff member has added a new event for a class that the selected student is in.

Under Task Grades, select one of the following:

Select the "Grades less than or equal to..." to be able to indicate a percentage value below which you want to be notified if the selected student receives it.

Select the "Grades greater than or equal to..." to be able to indicate a percentage value that is equal to or less than a grade/mark you want to be notified for if the selected student is given it.

Select the **Grade Status that affects student's average** to be notified if a grade status (such as for an incomplete class) is changed that will affect the average grade/mark of the selected student.

Note: With the exception of attendance, when your notification preference is first set up, HomeLogic will check if there is any data that meets the criteria and send a standardized email notice accordingly. Otherwise, data is analyzed at set intervals to determine if the standardized email(s) need to be sent.

2. Click to save your email notification preferences. Clicking will return the form to previous settings if you have not yet submitted.