



HOMESCHOOL REPORTING ONLINE



AUTOMATING YOUR RECORD KEEPING NEEDS

Help Documentation



Login

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

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

Member Login

Login Type:
Select One

Username:
[Input Field]

Password:
[Input Field]

Login

[How To Login Video](#)

[Forgot your password?](#)

Getting Started

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

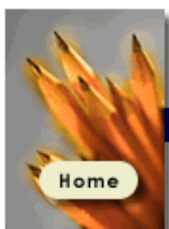
1. Once you've logged on, click the **Setup School Year** link at the top of the page
2. Read the instructions on the Setup School Year page and then click the **Add School Year** link.
3. When you're done setting up your school year, click the **Add Student** link to add your student(s)
4. Once you're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

[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

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

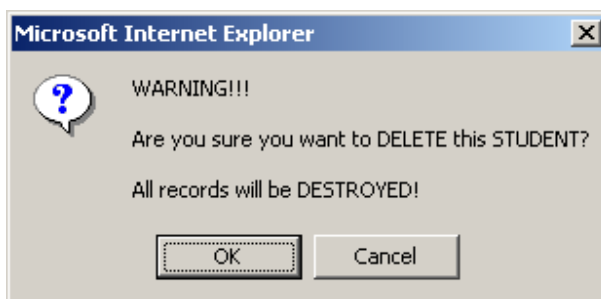
The Edit Student page allows you to make corrections to a student's name or birthday.

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

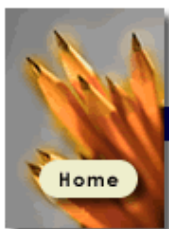
Edit School Year

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 Login page.



Homeschool Reporting Online

Automating Your Record Keeping Needs

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Doe Family Records

c/o [SAMPLE ACADEMY](#)

John & Mary Doe

123 SOMESTREET

SOMETOWN, TN 55555

Phone: (888) 555 - 1212

Email: suggestions@homeschoolreporting.com

View records for:

2002 / 2003 (Semesters) ▾

Suzy Q Doe

Age: 30



Subject	Grade Level	Period	Grade	GPA	Hours	Credits	Last Update	Action
ACCOUNTING	10	S1	A	4.000	5		Jan 28, 2008	Edit Delete
COMPUTER - GRAPHIC DESIGN	12	S1	A+	4.000	42	.5	Jan 15, 2003	Edit Delete
ENGLISH - GRAMMAR	12	S2	A-	3.670	15	1	Jan 15, 2003	Edit Delete
MATH - ALGEBRA 1	12	S1	B+	3.330	45	1	Jan 15, 2003	Edit Delete

Calculated Hours: 107

Total Credits: 2.5

Toolbar

The Toolbar icons can be used to perform various functions for each student. Briefly hover over each toolbar item, in your browser, to display the name of the tool.



Edit Student



Delete Student



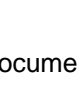
Add Grade



EZ Form



Attendance



Portfolio



Quick View

Transcript

Test Scores

Immunizations



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

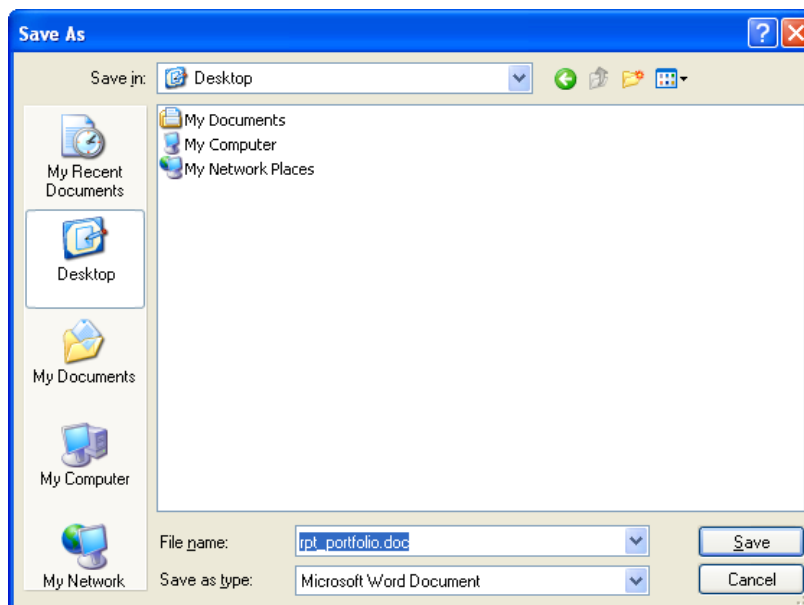
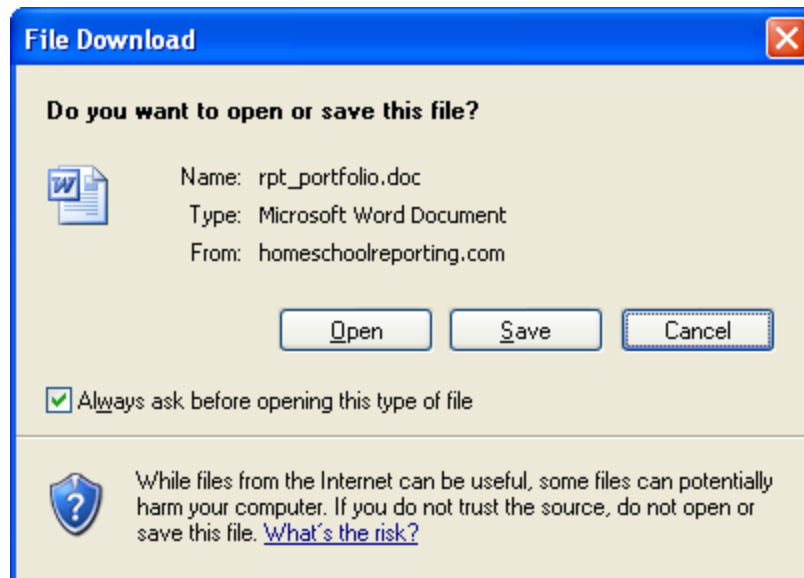
The Student Portfolio page allows you to update the information on an activity that was previously entered. By default, the Student Portfolio page displays activities that have been entered within the past 6 months. This date range can be modified to display or historical or future activities.

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.

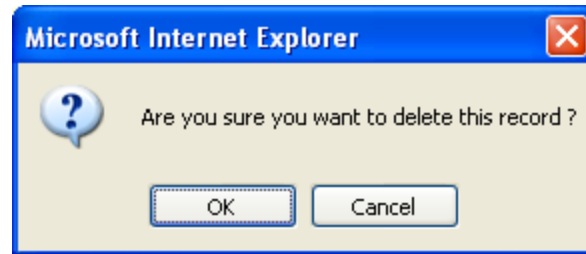
1. Adjust the date range beneath the **Printable Portfolio** area and click the **Generate Portfolio** button.
2. A dialog box will be displayed allowing you to decide whether to **Open** or **Save** the Portfolio document. If you select **Open**, the portfolio document will be displayed in the browser. 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

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

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

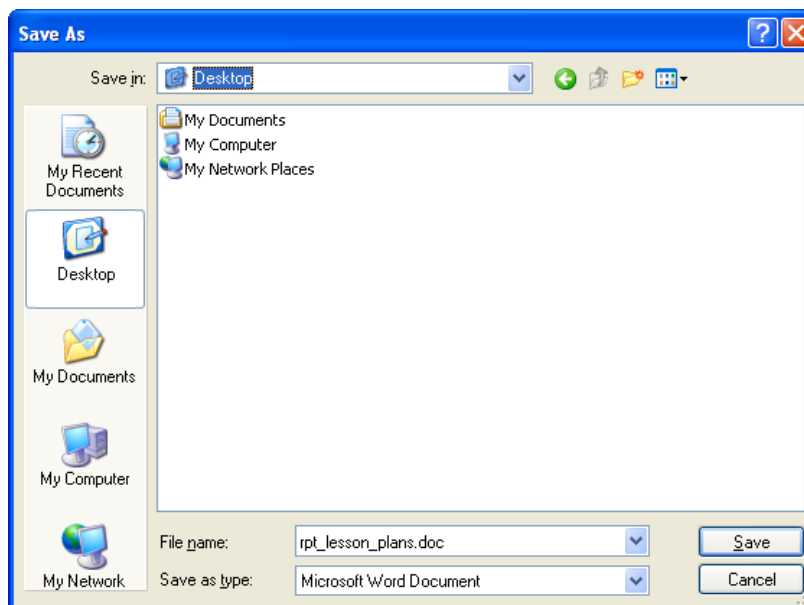
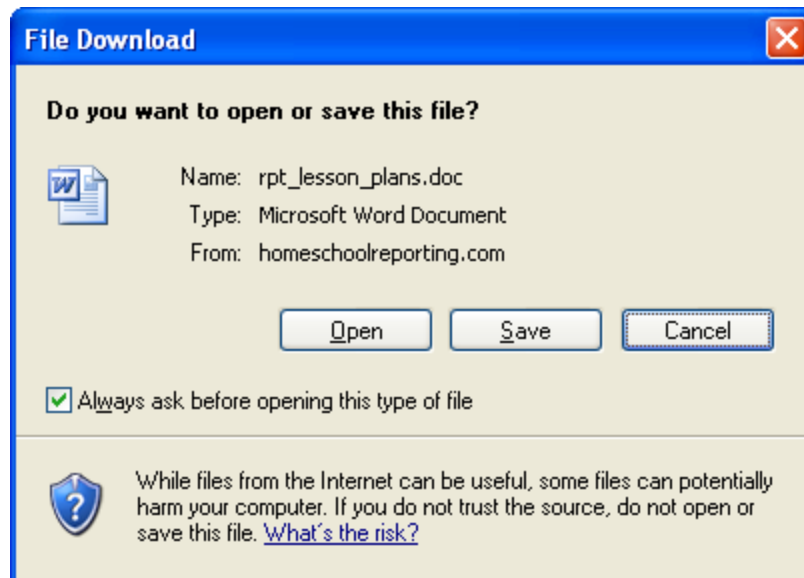
The Edit Lesson Plan page allows you to modify the date or detail of a previously recorded lesson plan. By default, the Family Lesson Plans page displays lesson plans that have been entered for the next 30 days. This date range can be modified to display or print historical or future lesson plans.

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.

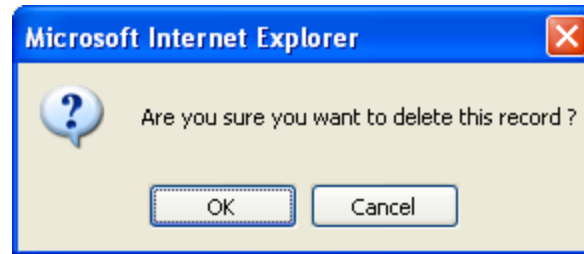
1. Adjust the date range beneath the **Printable Lesson Plans** area and click the **Generate Lesson Plans** button.
2. A dialog box will be displayed allowing you to decide whether to **Open** or **Save** the Lesson Plan document. If you select **Open**, the lesson plan document will be displayed in 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

Edit a Student Grade Record

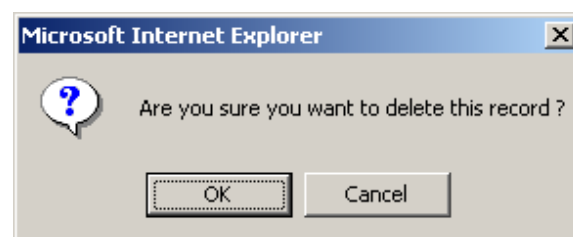
The Edit Student Grade Record page allows you to modify grade related information for a previously recorded subject such as grade level, subject, elective title, textbook, grade/GPA, credits, hours spent and comments.

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





Curriculum Research Tool

To use the Curriculum Research Tool, click on the phrase "What are others teaching?"

Leveraging 20 years of the collective wisdom of our member families, the **Curriculum Research Tool** (subjects and textbooks) will help give you confidence in your curriculum and resource choices as you plan your school year.

1. From the drop down, select the **Grade Level** of your student to see the "**Top 20 Subjects**" taught by other homeschoolers.
2. Select the radio button next to a subject to see the "**Top 10 Textbooks**" used to teach that subject.
3. Click an **Order From** link and we'll help you locate it online.

Family Navigation

[Lesson Plans](#)

[What are others teaching?](#)

[GPA Analytics](#)

Share Updates on Social Media

[Share](#) [Tweet](#)

Grade Level:

Rank	Subject	Rank	Textbook	Order From
1	<input type="radio"/> BIBLE	1	TIME4LEARNING	Amazon
2	<input type="radio"/> PHYSICAL EDUCATION	2	SWITCHED-ON SCHOOLHOUSE	ChristianBook Amazon
3	<input type="radio"/> SCIENCE - GENERAL	3	ALPHA OMEGA LIFEPAK	ChristianBook Amazon
4	<input checked="" type="radio"/> ENGLISH - LANGUAGE ARTS	4	ABEKA	ChristianBook Amazon
5	<input type="radio"/> HISTORY - AMERICAN	5	SPECTRUM LANGUAGE ARTS / READING / WRITING	ChristianBook Amazon
6	<input type="radio"/> MATH - GENERAL	6	ALPHA OMEGA	ChristianBook Amazon
7	<input type="radio"/> ENGLISH - GENERAL	7	ACCELERATED CHRISTIAN EDUCATION	ChristianBook Amazon
8	<input type="radio"/> ENGLISH - GRAMMAR	8	LEARNING LANGUAGE ARTS THROUGH LITERATURE	ChristianBook Amazon
9	<input type="radio"/> HISTORY - GENERAL	9	ALPHA OMEGA MONARCH	ChristianBook Amazon
10	<input type="radio"/> ARTS - GENERAL	10	SONLIGHT	Amazon
11	<input type="radio"/> ENGLISH - READING			
12	<input type="radio"/> LITERATURE - GENERAL			
13	<input type="radio"/> ENGLISH - WRITING			
14	<input type="radio"/> FOREIGN LANGUAGE - SPANISH			
15	<input type="radio"/> HISTORY - WORLD			
16	<input type="radio"/> ENGLISH - VOCABULARY			
17	<input type="radio"/> HISTORY - SOCIAL STUDIES			
18	<input type="radio"/> MATH - PRE ALGEBRA			
19	<input type="radio"/> MATH - ALGEBRA 1			
20	<input type="radio"/> SCIENCE - PHYSICAL SCIENCE			

Disclaimer: The subjects and textbooks list above were generated from HSRO data collected since 2003. The textbook data was entered by our members and may contain duplicates or other anomalies.

Contact your state and/or cover school for your specific curriculum requirements.



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 browsers like Edge or Chrome.
2. Ensure 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.



www.HomeschoolReporting.com

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