September, 2013

Dear Upper School Families

Welcome to *NetClassroom*! The Hathaway Brown Upper School is excited to offer you online access to your students’ schedule, attendance, daily assignments, grades, report cards and bills. Before you use *NetClassroom*, we recommend you review the basic features including how to keep your information secure.

# Getting Started in NetClassroom

We respect you and your family’s privacy. With your unique *NetClassroom* user ID and password, you can view the academic records for your child(ren) only. Other users cannot access your family’s information.

## How Do I Log In?

Open one of the preferred Internet browsers compatible with *NetClassroom*, such as Microsoft *Internet Explorer* or Mozilla *Firefox*. Navigate to:

<http://ncweb.hb.edu/NetClassroom7/>

The *NetClassroom* login screen appears. Enter your **User ID** and **Password**. If you do not know or have forgotten your username/password follow the link “Change Your Password or Forgot your Password”. For security purposes, do not share your password with anyone.

# Customize Your Home Page

On your Home page, you can view important daily information such as your students latest grades, class assignments and schedule. If you have multiple students at HB, you can switch between them via the left Navigation bar.

To change your Home page settings, from the navigation bar, under **My settings**, click **Customize home**. On this page, you can customize the following:

* The marking column to use for the latest grade averages.
* You can show or hide the latest assignment grades. Then, you can decide for what timeframe you want to see, such as today’s grades, this week, last month, and more.
* You can show or hide the class schedule and choose the time frame you would like to view.
* You can show or hide assignments due and then select how many days to show.
* Then, select which events you want to see on your calendar.

Make sure you save!

# What Can I Do in NetClassroom?

The navigation bar at the top of every page is how you access all your student information and tasks in *NetClassroom*. In the following tables, review what you can do and where you can find important school information.

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| **Classes** |  |
| **Class Details** | For each of the classes, you can see class assignments and class marking column grades. You can also see the teacher’s contact information. To contact the teacher, on the Class details page, click the teacher’s name. |
| **Assignments List** | View all the current class assignments. |
| **Assignments Calendar** | View all the assignments on a calendar. You can select day view, week view, or month view. Also, you can filter your calendar by class or by category.  |
| **Attendance** | Review the attendance information by day or by class.  |

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| **Grades** |  |
| **Graded student work** | For each marking column, you can see the assignment grades and category averages for each class.  |
| **Averages** | For each class, you can see the marking column grade average. |
| **Report** **card** | When ready, you can review the most recent report card. |

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| **Registration** |  |
| **Schedule** | View your student’s class schedule. In the left navigation bar, you can choose between list, grid or calendar view. |

**Billing –** Review the most recent billing statement.

**School Calendar –** View the school calendar which can include classes, letter days and school holidays based on your individual settings (see Customize your Home Page – pg 1). In the left navigation bar, you can choose between daily, weekly or monthly view. Note: HB uses Dynacal for its official calendar. Please go to <http://www.dynacal.com/hathaway/> for all school events.

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| **My Settings** |  |
| **Customize home** | Change your Home page settings. (see Customize your Home Page – pg 1) |
| **FAQ** | Learn the answers to frequently asked questions about *NetClassroom*.  |

# Upper School Terms and Marking Columns

Throughout NetClassroom, you have many options on how to view your information. Upper School information is located under the following terms & marking columns.

**Upper School Terms:** Semester 1, Semester 2

**Upper School Marking Columns:** Sem1Int, Sem1Crsewrk (course work), Sem1Ex, Sem1, Sem2Int, Sem2Crsewrk, Sem2Ex, Sem2.

# Questions?

If you have questions about *NetClassroom*, please contact the Upper School Office.