

Parent HM Online Quick Reference

How do I log in to HeadMaster Online?

- Go to school website and click the HM Online link
 - Enter your username and password
 - Click Login

OR

- Go to secure.headmasteronline.com
 - Enter the school's 6-digit site number
 - Enter your username and password
 - Click Login

What can I look at?

- View and update your information
- Email a teacher with your comments/concerns
- View homework
- View/print behavior
- View assignments and grades
- View the school calendar and student schedules
- View/print your Billing Inquiry
- View/print Skills and Progress Reports
- View/print Report Cards

How can I make changes to my information?

- After you have logged in, click the **My Profile** tab
- To change your current information, click **Edit** next to the item you want to change
- To add a new item, click **Add** next to the item you want to change
- Your changes/additions will be posted by the school administration and the changes will be reflected online the next time the school uploads to HeadMaster Online
- Until the school posts your changes and uploads to HeadMaster Online, you will see this message:
"This person currently has a change request pending"

How can I update my child's information?

- After you have logged in, click the **My Profile** tab
- In the top right corner, under **Family Members**, click your child's name.
- On the **Profile** tab, click **Add** or **Edit** to make changes
- To make changes to Emergency/Medical/Pick up information, click the **Contact Information** tab
- Until the school posts your changes and uploads to HeadMaster Online, you will see this message:
"This person currently has a change request pending"

How can I email a teacher?

- On the **Overview** tab, locate **Class Activity**
- Locate the subject that the teacher teaches
- To email the teacher, click the **Envelope** beside the subject

How do I view teacher Announcements?

- On the **Overview** tab, locate **Class Activity**
- Locate the subject that the teacher teaches
- To the right, in the **Announcements** column, if there is a number other than zero, click the **Subject** name
- On **Class View**, announcements are located under **Class Announcements**

How do I check attendance?

- Once you have logged in, go to **Attendance**
- Select **School** or **Class**
- To view attendance for a specific class, on the right, click **Details**

How do I print something?

- If you need to print a report card, billing inquiry or your child's schedule, in the upper-right corner of each screen click the Print button

How do I look at my child's Homework?

- Once you have logged in, click the **Homework** tab
- Choose to view last week, current week or next week
- Choose to view by week or subject
- Select the child

How do I look at my child's Grades?

- Once you have logged in, click the **Academics** tab
- Click a child and you see the child's subjects and current average
- To see the assignments and grades click, on the right, click **Details**
- To view Assignment Notes, under **Notes**, click **View**
- If a grade is marked as **Omitted**, that grade is not included in the average for the class

How do I look at Reports?

- Once you have logged in, go to the **Reports** tab
- Choose a report
- For grade reports, once the report is displayed, you can select previous grading periods from the **Grading Period** drop-down menu
- The Billing Report** displays all invoices/payments year to date.