

HOMESCHOOL REPORTING ONLINE (HSRO) INSTRUCTIONS (Homeschoolreporting.com)

How to Sign Up

Click “Sign Up” at top of page

Fill out applicable information on the form provided

HOPE does not have a discount code, so leave blank

For School, click the down arrow and choose Hope Christian PSP in Yorba Linda

(There is another school called Hope Academy – this is NOT us)

Leave School Account blank

Leave Hour in Attendance blank

Once completed, click “submit” at the bottom of the page. You will then get a notification that says you are signed up and an email will be coming shortly with your username and password.

**Please note: An alert will go to the administrator of the site (myself and Melissa Ritchie) letting us know that your family account is pending. You will not be able to access the site until we change the status to “Active”. Please give us 48 hours to make this change.*

How to Log In

Once you have received your username and password, you can go to the home page and log in

Under “Login Type”, select “Family” and add username and password

You can now set up your school year

How to Set Up School Year

Click “Set Up School Year”

In the “Semester Setup”* section, enter dates for semesters 1 and 2

Once this is filled out, click on the gray box to the right and the number of days will change automatically.

**HOPE uses semesters, NOT quarters*

How to Add Student

Click “Add Student”

Enter name, gender, and birthdate (the remaining information is optional)

Click “Submit” at bottom of the page

You will now see the student’s name. Under their name, click “Add Grade”

Fill in all the courses being taken for the school year

Please see comments below for helpful information about course descriptions and when to use the “Elective” option.

Click “Save”

Go “Home” and click “Edit” on each course to fill in the course descriptions, and whether or not the course is Honors, College Placement, or AP (*please see comments below for specific guidelines on what constitutes each one*)

Be sure to click “Save” after each course and its description is filled in

How to Report Attendance

Click “Attendance” and fill out the form (you may choose the shortcut which fills in the year’s attendance, and then you can delete any days needed, making it easier to fill the form out).

Click “Save”

Immunization Record

Click Immunization and fill in the form so we have it on record
If you do not immunize, then check the religious waiver
Click "Save"

How to Add Letter Grades

Click on "EZ Form"
Use the drop down arrows to input letter grades and number of credits for each course
Click "Save"

And there it is!
Feel free to contact Melissa Ritchie or me if you have questions. There are helpful video tutorials on the right-hand side of the Home page as well. =)

IMPORTANT NOTES

When and how to use the "ELECTIVE": Use "Elective" for every course that does not "exactly match" the HSRO list. For example: Torrey Classes (Inklings, etc), and other unique courses (such as Spanish Literature, Tap Dance and more). **Don't be shy to use the Elective feature;** it's there for you to use liberally and it is better to have a well-titled course on your transcript that accurately describes your student's body of study.

State of CA has adjusted their requirement for Health and Geography. You may now include Health as a component of Biology if the course materials (textbook) includes Health. You would then report (using Elective) as Biology w/Lab including Health.

Similarly, Geography does not need to be a separate course but can be included in US or World History if the materials includes Geography/Map work. Again using Elective, you'd report US History incl Geography so there is no question that your student has done Geography.

In both cases the courses are still one year (10 credits), not increased with the extra subject matter.

Are Community Service and Work Experience "Courses"? Why are they listed on the HSRO as such? Typically neither is considered a formal course and we recommend you do not list them on your transcript as a course.* List special accomplishments, like Eagle Scout, Honors and Awards, # numbers of volunteer hours, etc. etc. in the Legends/Notes Section of the transcript.

*Exception: Community Service and/or *Unpaid* Work Experience can sometimes be used as course work in unique situations. Please see your Academic Advisor for specifics if you desire to do this.

Course Descriptions:-

For those taking classes from BYA, Spirit Prep Academy in Tustin, HSFM, PA Homeschoolers, Potters School, community college, etc the course descriptions are found on the website. Copy and paste.

For mom-made courses, you can create your own or copy from the textbook's description. You can peruse high school website sites (i.e., Calvary Chapel High School and your local public or private schools. Foothill High School, Tustin has an especially full and complete list of hundreds of courses offered, including the notation whether "UC-approved, CSU-approved"; it is highly recommended your titles/descriptions are a-g UC-level.) (Tip: type in words such as Curriculum; Courses; Class Catalog, etc. (For Foothill High School, click on "Academics" on the Menu, and click "Course Catalog" from the drop-down.)

Notes/Comments Section--How to Use:

Use this area to report **where the course was taken** such as BYA, Potters School, PA Homeschoolers, HSFM, Spirit Academy, community college, on-line, etc. and include the "Instructor Name". (Recommend: type tutor "bio's" in the Comments section to save you time later when preparing documents for college application.)

Is this a College Placement, Honors Course or AP?

College Placement = accredited community college (or online college)

Honors Course = includes Torrey and other formal programs, and those honors you create yourself. (Please see Honors Courses Handout under College Resources on the HOPE website.)

AP = Advanced Placement. APs can be only those approved by Collegeboard and must be taken through an accredited institution such as PA Homeschoolers Online. APs can also be taken at the local public or private high school. AP's cannot be "mom-made". AT (Advanced Track) at BYA are not yet APs.

If you have a question, ask HOPE Academic Counselor or Transcript Preparer.

ASSIGNING EARNED GRADES. There is no GPA-boost to adding a "+" to a grade of A in the high school transcript. Whether an A has a "+" or not, it is counted as 4.0. Most public and private schools omit the "+" on A's after 8th grade. (There is however a GPA-boost to adding + to B, C, etc.)

Naming Courses.

One way of naming courses is to check how other high schools name theirs. Below is a partial list of a-g approved . Each of these (and more) are UC- and CSU-approved for credit.

Ancient Civilizations	Algebra 1, 2
Global Studies	Geometry
Cultural Geography	PreCalculus/Trigonometry
Economics	Calculus
History of the Americas	Applied Calculus
Human (or Cultural or Global) Geography	Finite Math
Sociology	Biology w/Health and Lab
English 1, 2, 3, 4 or 9, 10, 11, 12	Earth Science
English Expository Reading and Writing	Environmental Science
Literature and Composition	Forensic Science
Human Anatomy & Physiology	Drawing & Painting & Advanced D&P
Human Body Systems	Art History
Marine Ecology	Band, Advanced
Oceanography	Chorale
Principals of Biomedical Science	Chamber Orchestra
Latin 1, 2, 3, 4	Digital Filmmaking
Spanish 1, 2, 3, 4	Digital Film Production
Drama	Film Analysis
Drama Workshop	Graphic Design 1, 2, 3
Dramatic Production	Guitar 1, 2, 3, 4
Media Arts & Technology	Orchestra
Robotics 1, 2, 3	Stagecraft
Studio Drawing & Painting	Symphonic Orchestra
Theater Arts Advanced	Treble Choir Advanced
Visual Imagery	Computer Science 1, 2
Computer Integrated Manufacturing	Computer Science A, B
Computer Science & Software Engineering	Engineering Design & Development
Intro to Engineering Design	Journalism 1, 2, 3, 4
US Foreign Policy	

For more info on A-G and what it means, please see attached "A-G Subject Requirements" on the UC website. Some local high schools (such as Foothill) has a notation of whether a class is UC/CSU approved. (rev. 5/2018)