

## HAC Alerts

Set up HAC alerts from either the My Alerts or Classwork page.

- **Course Average** - Allows email/push mobile alerts to be sent based on your student's course averages.
- **Classwork** - Allows email/push mobile alerts to be sent based on your student's individual assignment grades.

### Set Up Alert from Classwork Page

To subscribe to an email alert based on course average, check the appropriate “Alert me” box above the Classwork detail.



- To receive alerts for averages **BELOW a certain percentage**, enter the number (1-100) next to “below”. For example, if you want alerts for averages below 70% enter 70.
- To receive alerts for averages **ABOVE a certain percentage**, enter the number (1-100) next to “above”. For example, if you want alerts for average above 90%, enter 90.
- Enter whole numbers; decimals are not allowed.
- To enable alerts for **all averages** regardless of their level, **leave the two fields blank**.

### Set Up Alerts from My Alerts Option

Use the My Alerts option to access and change alert settings you would like to receive for your student(s). To display this page, move your pointer over your user name in the Home Access Center banner then select **My Alerts**.



### Subscribe to HAC Alerts

The My Alerts page includes checkboxes for Course Average and Classwork alerts. If you are a guardian who can access multiple students in HAC, a separate set of boxes displays for each student. Checking a box enables the type of alert indicated. Not all campus levels may have this option available.

My Alerts			
Alerts for Student Name	Email	Mobile Push	Alert Details
Course Average	<input checked="" type="checkbox"/>	<input type="checkbox"/>	if my student receives a course average below [ ] % or above [ ] %.
Classwork	<input checked="" type="checkbox"/>	<input type="checkbox"/>	if my student receives an assignment average below [ ] % or above [ ] %.

- To receive alerts for averages **BELOW a certain percentage**, enter the number (1-100) next to “below”. For example, if you want alerts for averages below 70% enter 70.
- To receive alerts for averages **ABOVE a certain percentage**, enter the number (1-100) next to “above”. For example, if you want alerts for average above 90%, enter 90.
- Enter whole numbers; decimals are not allowed.
- To enable alerts for **all averages** regardless of their level, **leave the two fields blank**.

**Note: When you leave the My Alerts page, all of your entries are saved automatically.**