

Setting Classwork Course Average

After you log into HAC – Home Access Center - navigate to the Classes icon and select it.

The screenshot shows the Home Access Center (HAC) interface for the Springfield Township School District. The top navigation bar includes a 'Logout' button. Below this is a menu with icons for Home, Attendance, Classes, Grades, Student Support, and Registration. The 'Classes' icon is highlighted. The main content area has two tabs: 'Classwork' and 'Schedule'. The 'Classwork' tab is active, displaying a 'View Classwork for Report Card Run' section. This section includes a dropdown for 'Show (All Classes)' and a dropdown for 'Order by Class'. Below these are checkboxes for 'Email' and 'Push Mobile - Alert me if my student receives a course average below 70 % or above %'. The '70' is highlighted with a blue arrow. Below the checkboxes is a list of courses: '1010 - 1 Art II', '1760 - 7 Team Sports', '1865 - 1 Anatomy', and '1977 - 1 Global Studies Ac'. The bottom of the page features a footer with the Home Access Center logo, copyright information '© 2009-2021 PowerSchool. All Rights Reserved.', and links for 'Privacy Policy' and 'Terms of Use'.

- Make sure you are on the Classwork tab.

Once selected you can set the Classwork Average to 70% here. It will save it automatically. Anytime the course average goes below 70% when the process runs each Monday you will get an email advising you that the course average is below 70%. While there is a selection for Push Mobile texts we do not use that function.