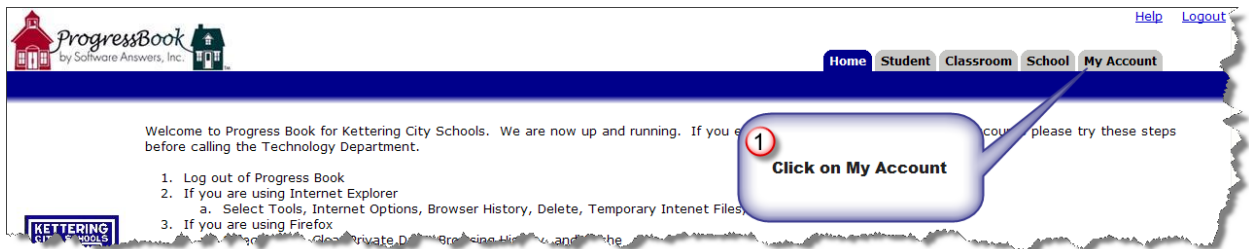


PARENT ACCESS ALERT SETUP

Maximize your screen. (Click upper right hand corner)

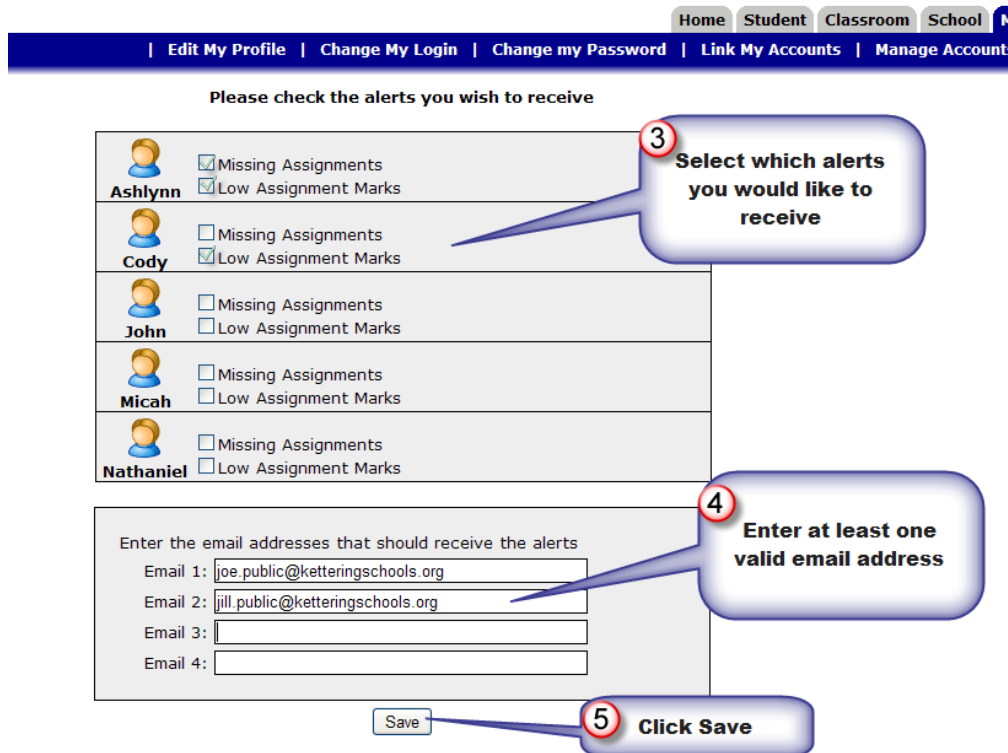
1. Click on “My Account”



2. Then click on “Manage Alerts”



3. Select which Alerts you would like to receive for your student.
 - a. Parents of K-12 students can receive **Missing Assignment** notices; but only parents of 6-12 can receive **Low Assignment** notices.
4. Enter at least one email address
5. Click “Save”.



- If you checked the "Low Assignment Marks" Alert and Selected "Save", you will then see the option to "Change Settings" on this screen. Click on "Change Settings".

Home Student Classroom School

Edit My Profile | Change My Login | Change my Password | Link My Accounts | Manage Account

Please check the alerts you wish to receive

Ashlynn	<input type="checkbox"/> Missing Assignments	<input checked="" type="checkbox"/> Low Assignment Marks	Change Settings
Cody	<input type="checkbox"/> Missing Assignments	<input checked="" type="checkbox"/> Low Assignment Marks	Change Settings
John	<input type="checkbox"/> Missing Assignments	<input type="checkbox"/> Low Assignment Marks	
Micah	<input type="checkbox"/> Missing Assignments	<input type="checkbox"/> Low Assignment Marks	
Nathaniel	<input type="checkbox"/> Missing Assignments	<input type="checkbox"/> Low Assignment Marks	

6 If you checked the "Low Assignment Marks" and selected "Save" you will see "Change Settings". Click on "Change Settings".

- You will now need to select from the dropdown for each class for your student the threshold mark that will determine when you receive an email alert related to the "Low Assignment Marks".
- Click "Save".

Send Alerts for Marks Equal to or Less Than...

Class	Grade
ADV6A ADVISORY 6	▼
AR06 ART 6	▼
BU06 APPTECH 6	▼
EL6A EL6A BLOCK	▼
EN6A ENGLISH 6	▼
HL06 HEALTH 6	▼
LA6A READING 6	▼
MA6A MATHEMATICS 6	F ▼
MU6A EXPLORE BAND/ORCH	N/A
OR6A ORCHESTRA 6	▼
PE06 PHYS ED 6	▼
SC6A SCIENCE 6	▼
SS6 SOCIAL STUDIES-SUB SECTION	▼
SS6A1 SOC. STUDIES 2 1	▼
SS6A2 SOC. STUDIES 2 1	▼
SS6A3 SOC. STUDIES 2 3	▼
SS6A4 SOC. STUDIES 2 4	▼
UA6M UNIFIED ARTS	▼

7 You will now need to select from the dropdown for each class for your student the threshold mark that will determine when you receive an email alert related to the "Low Assignment Marks".

8 Click Save

Grade

Settings

KEY

I = INCOMPLETE
M = MEDICAL
N=NO GRADE
A=90-100%
P=PASSING
B=80-89%
C=70-79%
D=60-69%
F=0-59%

- This will need to be set up for each of your children.