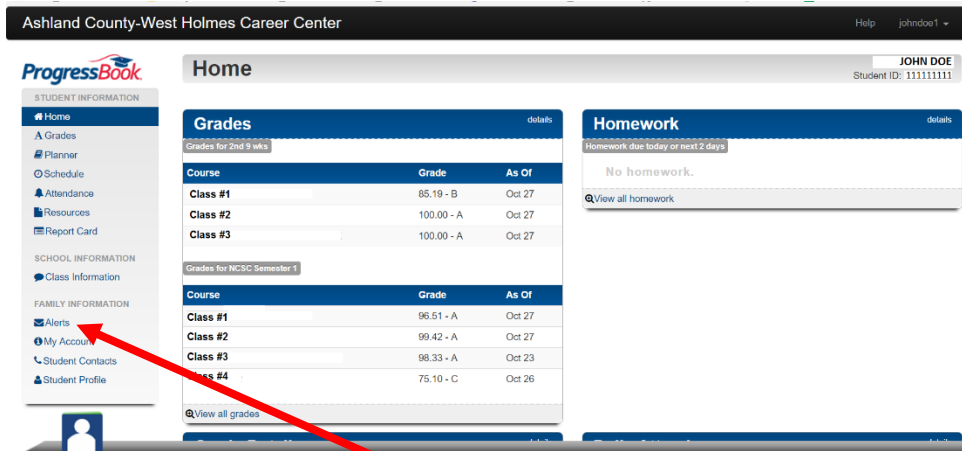
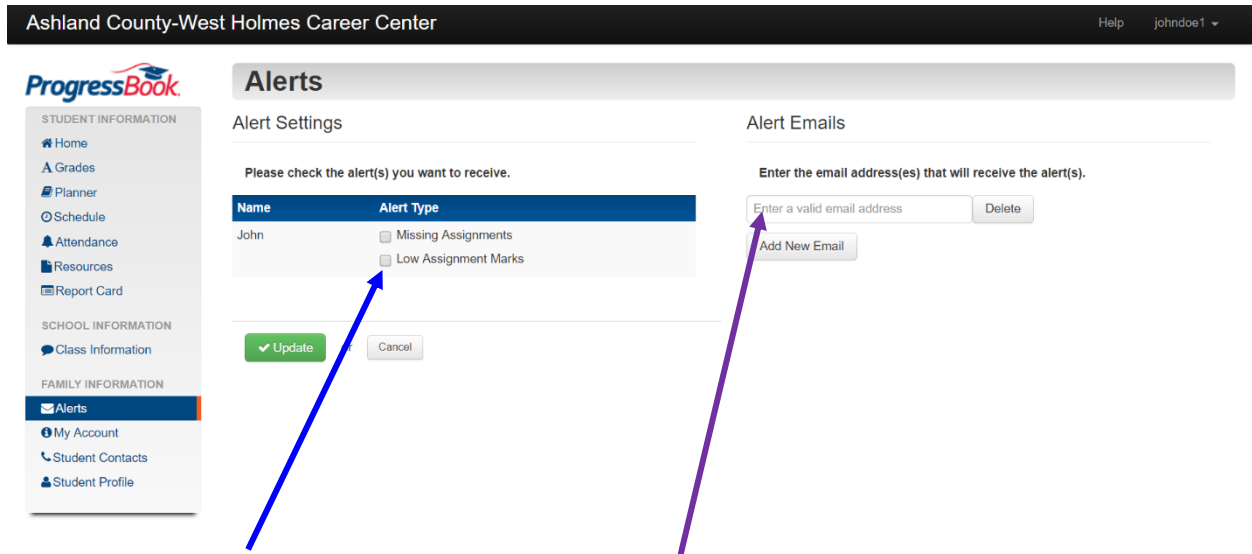


Setting Up Progress Book Parent Alerts

1. Log in to your Parent account to view your student's grades. You should see a screen similar to the one below.



2. On the lower right side, click "Alerts" (right here).
3. You should then see a screen like the one below.



4. Click each box [here](#) and enter your email address [here](#). You can have the alerts sent to more than one address if you would like by clicking "Add New Email". If you would like to receive the alerts in the form of a text, you should enter your information as shown below:

Carrier	Email to SMS gateway
Alltel	[insert 10-digit number] @message.alltel.com
AT&T	[insert 10-digit number] @txt.att.net
Boost Mobile	[insert 10-digit number] @myboostmobile.com
Sprint	[insert 10-digit number] @messaging.sprintpcs.com
T-Mobile	[insert 10-digit number] @tmomail.net
US Cellular	[insert 10-digit number] @email.uscc.net
Verizon	[insert 10-digit number] @vtext.com
Virgin Mobile	[insert 10-digit number] @vmobl.com

5. Once you have completed Step 4, click the green “Update” button and you will see a screen like the one below:

Class	Grade
Class #1	<input type="text"/>
Class #2	<input type="text"/>
Class #3	<input type="text"/>
Class #4	<input type="text"/>
Class #5	<input type="text"/>
Class #6	<input type="text"/>

or

6. Click on the drop-down menu to right of each course name to determine for what grades you want to be notified. The directions say “Send alerts for marks equal to or less than:”. That means that, if you want to be notified any time your student earns below a “B-” in *Class #1*, you should actually click “C+”. You then repeat this process for each course though you can leave “Lunch”, “Study Hall” & “Virtual Learning” classes blank. When you have the grades set where you want them, click the green “Update” button.
7. And now you’ve completed the set-up process. Alerts are set to run daily at 3:00 PM. Any grades entered after 3:00 PM will not be subject to the alerts setting until the following day.