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.

   ![Image of Progress Book Home screen](image)

2. On the lower right side, click “Alerts” (right here).

3. You should then see a screen like the one below.

   ![Image of Progress Book Alerts screen](image)

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:

   ![Image of email carrier options](image)
5. Once you have completed Step 4, click the green “Update” button and you will see a screen like the one below:

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.