



1. To enable alerts go to My Account, Manage Alerts tab then enter in any Emails that should be notified with an alert, then check any alert that you want to use then click save.

[Home](#) | [Student](#) | [Classroom](#) | [School](#) | [My Account](#)

[Profile](#) | [Change My Login](#) | [Change my Password](#) | [Link My Accounts](#) | [Manage Accounts](#) | [Manage Alerts](#)

Please check the alerts you wish to receive

 Benjamin	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks	Change Settings
 Jackson	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks	Change Settings

Enter the email addresses that should receive the alerts


Email 1:

Email 2:

Email 3:

Email 4:

2. For the Missing Assignments Alert you must setup a Grade Range for when to be notified for low grades entered by the teacher. If you would like to be notified when any grade is entered you will need to set the “Grade” to the max value which would be predicated on the default grading scale in the teacher Grade book. In the example below you would receive an alert when any Assignment grade in the applicable classes has a value less then or equal to “C+”

 **Low Mark Alerts for Benjamin Ewing** [Close](#)

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

Class	Grade
Art	C+
Attendance	N/A
Case Management	N/A
End of Year Placement	N/A
Language Arts	C+
Math	C+
Music	C+
Physical Education	C+
Reading	C+
Science	C+
Social Habits	N/A
Social Studies	C+
SPELLING	N/A
Teacher Comments	N/A
Work Skills	N/A
Writing	C+

3. You will then receive an email notification that requires you to login into Parent Access to validate the Data.