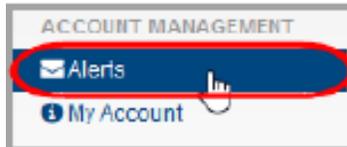


Parent Access - Subscribe to Alerts

To view a video of this procedure, go to: <http://www.progressbook.com/Videos/PA/Alerts>

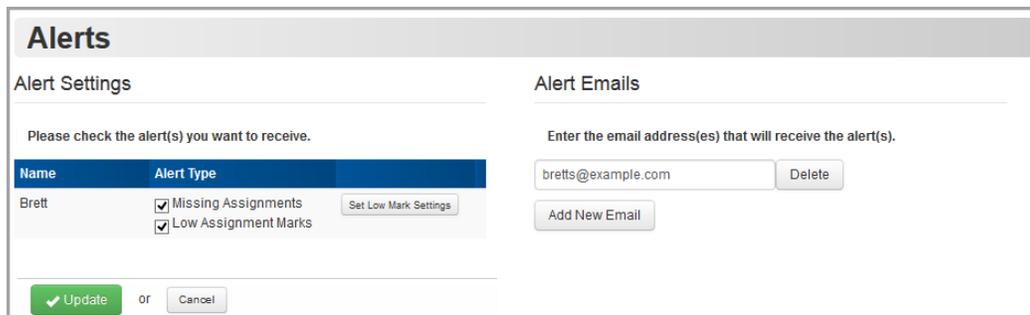
You can subscribe to Parent Access **Alerts** if you want to be notified when your student has not completed an assignment or when they have received a low grade (mark). You can choose the types of alerts you want to receive by following the directions below:

1. To subscribe to alerts, on the navigation bar (left side), click **Alerts**.



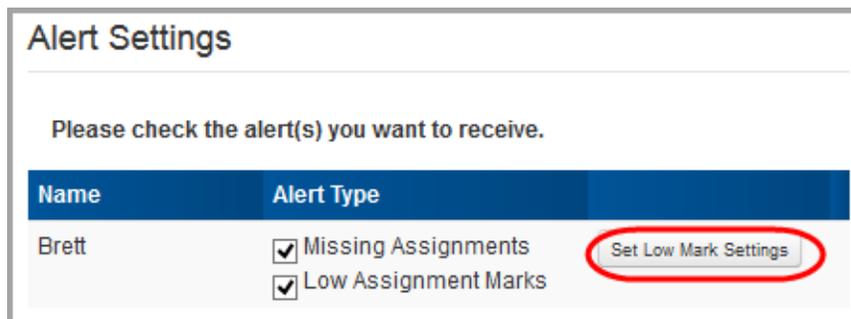
2. On the **Alerts** screen, under **Alert Settings**, next to your name, select the alerts you want to receive. *The **Alert Emails** section defaults to the email address associated with your ProgressBook account.*
 - a. *Optional: To change alert email addresses, do the following:*
 - i. Click **Add New Email**.
 - ii. Enter the email address.
 - iii. Next to the address you want to delete, click **Delete**.

3. Click **Update**.

A screenshot of the 'Alerts' screen. The 'Alert Settings' section on the left has a table with columns 'Name' and 'Alert Type'. The 'Alert Emails' section on the right has a text input field with 'bretts@example.com' and a 'Delete' button. At the bottom, there are 'Update' and 'Cancel' buttons.

Name	Alert Type
Brett	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks

4. If you selected the **Low Assignment Marks** alert check box, select threshold grades as follows:
 - a. Click **Set Low Mark Settings**.

A screenshot of the 'Alert Settings' section. The 'Set Low Mark Settings' button is highlighted with a red oval. The table below shows the 'Low Assignment Marks' alert type selected for Brett.

Name	Alert Type
Brett	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks

- b. Under Low Mark Alert Settings, for each class for which you want to set a low mark alert, in the Grade drop-down list, select a threshold grade. (For example, if you want to be notified if you receive a grade of “B” or lower, select “B.”)

5. Click **Update**.

Alerts

Home > Alerts > Low Mark Alert Settings

Low Mark Alert Settings

Send alerts for marks equal to or less than:

Class	Grade
ALGEBRA 2	B
BIOLOGY HONORS	B
CREATIVE WRITING	A-
ENGLISH 9 HONORS	A-
GERMAN 2	B+
HEALTH	A-
WORLD HISTORY	B

or

Please note: All notifications are generated at midnight after each workday. At that time, the parent will receive an email notification.