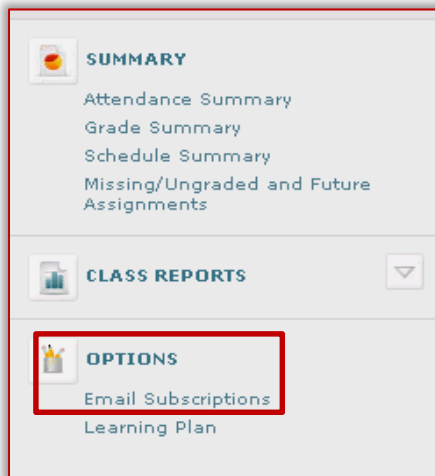


Parent Email Subscriptions within Gradebook

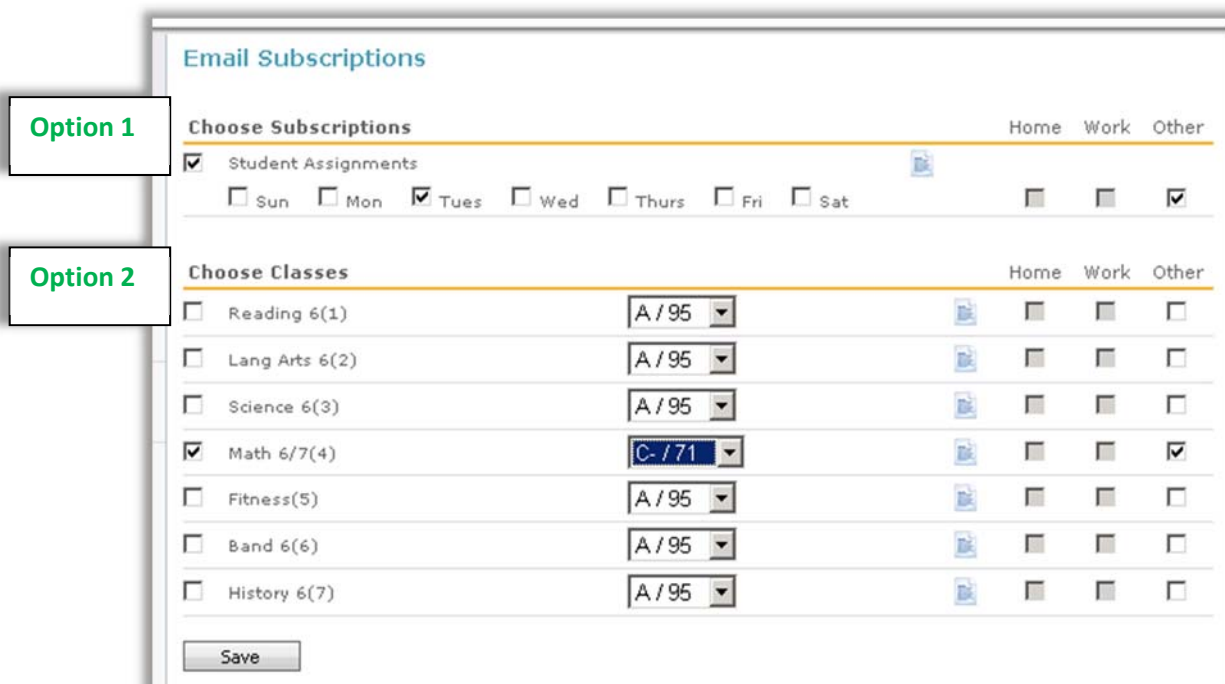
Email Subscriptions: Parents can sign up for email subscriptions – which will allow them to select a day of the week to have automated emails sent regarding student class reports. In addition, an alert can be requested if a student’s grade in a single class drops below a certain threshold. Emails will be sent to the email address listed in our Student Information System.

From the menu in the **Gradebook** viewer simply select **Email Subscriptions** under **Options**.



There are actually two options below. **Remember to update Email Subscriptions every new semester.**

1. Under the segment titled **Choose Subscriptions** – you have the option to select Student Assignments. Once checked then select the day of the week you would like to receive the email. It is sent early evening on that day. That is all you need to do and you will receive an email with all classes included.
2. Under the segment entitled **Choose Classes** – select criteria in each class at what point do you want an alert about a particular class grade. (Example: If you want to know when the math grade becomes a C-; check Math and then select C- from the pull down menu.



A screenshot of the Email Subscriptions form. The form is titled "Email Subscriptions" and has two main sections: "Choose Subscriptions" and "Choose Classes".

Option 1 points to the "Choose Subscriptions" section, which includes a checkbox for "Student Assignments" (checked) and a row of radio buttons for days of the week: Sun, Mon, Tues (checked), Wed, Thurs, Fri, Sat. There are also checkboxes for "Home", "Work", and "Other" (checked).

Option 2 points to the "Choose Classes" section, which includes a table of classes with checkboxes, grade dropdown menus, and checkboxes for "Home", "Work", and "Other".

			Home	Work	Other
<input type="checkbox"/>	Reading 6(1)	A / 95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lang Arts 6(2)	A / 95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Science 6(3)	A / 95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Math 6/7(4)	C- / 71	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Fitness(5)	A / 95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Band 6(6)	A / 95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	History 6(7)	A / 95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the form is a "Save" button.