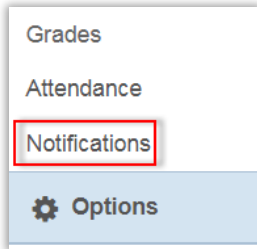


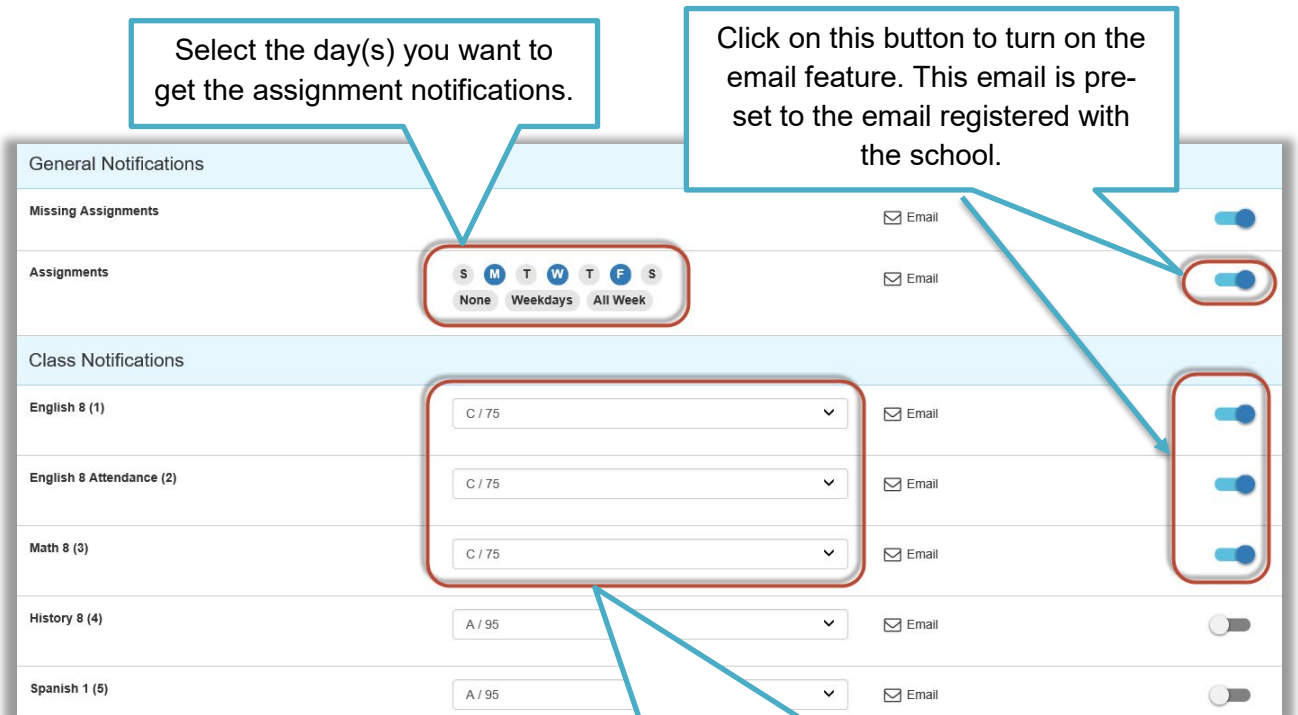
## Gradebook Email Notifications

Parents can sign up for Email Notifications – which will allow them to select a day of the week to have automated emails sent of students class reports. The email address used is automatically set to the email address within our Student Information System to send out these notices. Updates to email addresses need to be made through the main office or through logging into [INFO](#) button (Home Access Center), found at Grades & More on [LMS website](#).

Selecting the “**Notifications**” will enable the guardian to subscribe to alerts to go straight to their mailbox. **Remember to update email notifications every new semester.**



TIP: Set-up a calendar reminder every new semester to set-up the email alerts.



The screenshot shows the 'General Notifications' and 'Class Notifications' sections. Callouts provide instructions:

- General Notifications:** A callout points to the 'Assignments' row, which has a day selector (S, M, T, W, T, F, S) and a 'None Weekdays All Week' dropdown. Another callout points to the 'Email' toggle switch on the right, which is turned on.
- Class Notifications:** A callout points to the grade threshold dropdown menus for 'English 8 (1)', 'English 8 Attendance (2)', and 'Math 8 (3)', which are all set to 'C / 75'. Another callout points to the 'Email' toggle switches on the right, which are turned on for these three classes.

Select a grade threshold for each class in which you want an alert regarding the class grade. Example: If you want to know when the math grade drops to a C; check Math and then select C from the pull-down menu.

Click on “Save” button when done to keep your changes.