## 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"** from the left menu will enable the guardian to subscribe to alerts to go straight to their mailbox. ***Remember to update email notifications every new semester.***
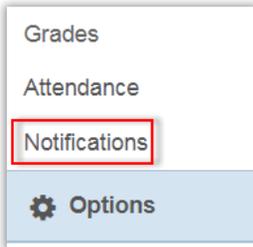
Select a day of the week to have automated emails sent regarding student class reports. Click on "Save" button when done to keep your changes.
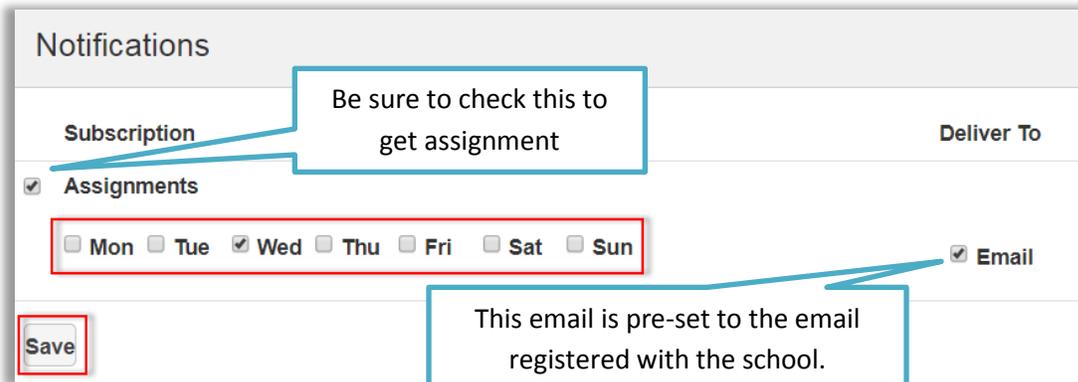
Select criteria in each class at what point do you want an alert about a particular class grade. Example: If you want to know when the math grade becomes a C-; check Math and then select C- from the pull down menu.