Gradebook Email Notifications
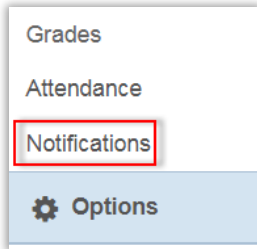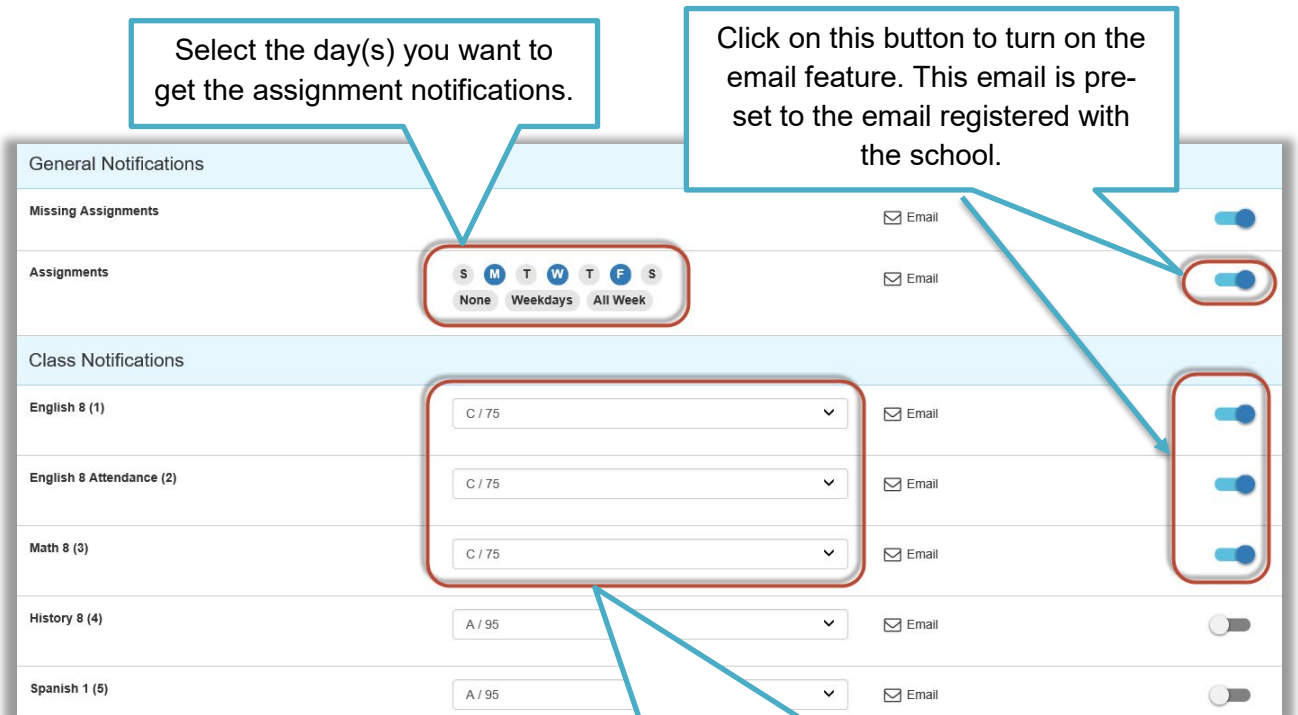
Parents can sign up for Email Notifications – which will allow them to select a day of the week to have automated emails sent of students class reports. The email address used is automatically set to the email address within our Student Information System to send out these notices. Updates to email addresses 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.

Select the day(s) you want to get the assignment notifications.

Click on this button to turn on the email feature. This email is pre-set to the email registered with the school.

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.