Edison Local School District

PROGRESSBOOK: PARENT ACCESS – Setting up Alerts

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

If your school or district has enabled alerts in ProgressBook, you can subscribe to these alerts if you want to be notified when you have not completed an assignment or when you have received a low grade (mark). You can choose the types of alerts you want to receive.

Note: Low assignment mark alerts are not available for standards-based classes.
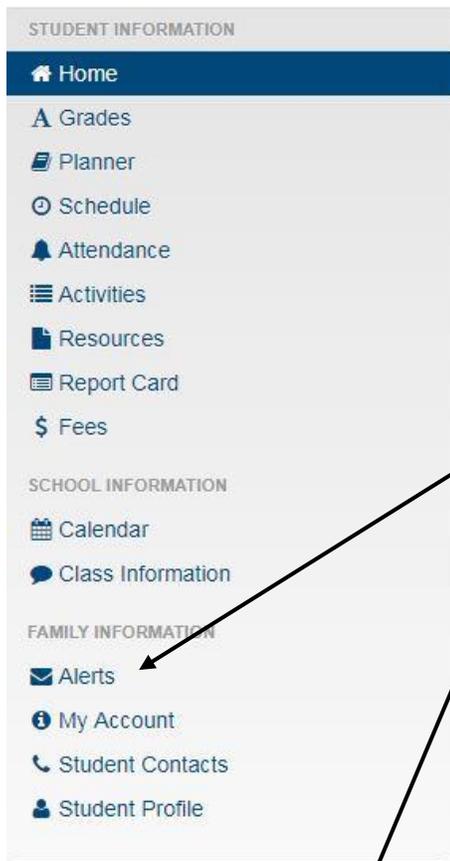
STEP 1: To subscribe to alerts, on the navigation bar, click **Alerts**.

STEP 2: On the **Alerts** screen, under **Alert Settings**, next to your name, select the alerts you want to receive.

STEP 3: Under **Alert Emails** add *"Your Email Address"* in the text box and click **Add New Email**

Figure 1

STEP 4: Click **Update**

STEP 5: If you selected the Low Assignment Marks alert check box, select the threshold grades as follows:

Alert Settings

Please check the alert(s) you want to receive.

a. Click **Set Low Mark Settings**

Name	Alert Type	
Brett	☑ Missing Assignments ☑ Low Assignment Marks	Set Low Mark Settings

☑ Missing Assignments

☑ Low Assignment Marks

Low Mark Alert Settings

Send alerts for grades equal to or less than:

Class	Grade
ART 7	C ▼

STEP 6: 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 "C" or lower, select "C.")

b. Click **Update**

Note: For classes that use standards-based grading, you cannot select a threshold grade.

This completes the tutorial on setting up alerts in Progressbook: Parent Access.