How to set alerts in Parent Progress Book and receive emails:

- Desktop View
- > Apple / Android SMARTPHONE View

DESKTOP Parent PROGRESSBOOK View:

1. Log into Progress Book. Select Alerts on lower, right hand side.

School Di	strict						
ProgressBoo	ok.	Home					Student Name
STUDENT INFORMAT	ΠΟΝ	Grades		details	Homework		details
Planner 1.	Once	alert has been select	ted, the screen sho	ould look si	milar to the scr	een below. 🕇	The screen
@ Schedu	below	has three siblings (tl	hus three students	listed). Th	e number of st	udents will v	ary per parent.
Attenda	a.	A parent has the ch	oice to select rece	iving an al	ert for <u>1. Miss</u>	ing Assignme	ents <u>2. Low</u>
Report		Assignment Marks					
S Course	b.	Parent should ente	r an email address	on the righ	nt to receive the	e alert notific	ation.
SCHOOLI 2. If	f <u>Low /</u>	Assignment Marks is	selected, parent c	an then se	lect the specific	: letter grade	for which
Calenda	he/sh	e will receive an aler	t. For example, the	e parent m	ay select the le [.]	tter grade 'C'	. If the student
Class In	receiv	es a 'C' or lower on a	any assignment, the	e parent w	ill receive a not	ification. If a	parent selected
LY IN	the le	tter grade of 'B', pare	ents would receive	an email a	lert/notificatio	n for any assi	gnment in
Alerts	which	the student received	d the letter grade o	of 'B'. Base	ed upon system	, use in the 20	_ 015-2016 school
U My ACCI	year, t	the system does not	differentiate B-, B a	and B+ (an	y + or – in grad	es) when sen	ding email

- Once the student has a school schedule, <u>the Low Assignment Mark can be selected for each area in</u> <u>the student's schedule</u> (i.e. Reading, Math, Science, Social Studies, Art, etc.).
- 4. Remember to select <u>Update</u> at the bottom to save all additions/revisions before exiting the screen.

School District Name

alerts.

ProgressBook	Alerts					
STUDENT INFORMATION	Alert Settings				Alert Emails	
# Home	5					
A Grades	Please check the aler	t(s) you want to receive.		0	Enter the email address(es) that will receive the alert(s)
Planner	Martin	11	s	elect		
Schedule	Name	Alert Type	le	tter		Delete
Attendance	Student Name	Missing Assignments	Set Low Mark Settings	rade		Delete
Resources		Low Assignment Marks	L			
Report Card	Student Name	Missing Assignments	Set Low Mark Settings		Add New Email	Add
Course Request		Low Assignment Marks				email
		Missing Assignments	Sat Low Mark Sattings			for alort
	Student Name	Missing Assignment Marks	Set Low Mark Setanga			More
Calendar						than one
			1			email
Class mornation		Remember to SAVE!				address
AMILY INFORMATION	✓ Update	Cancel	7			can bo
Alerts						
My Account						auueu.

APPLE / ANDROID SMARTPHONE Parent PROGRESSBOOK View:

1. In Safari, go to elsd.us You will see the screen below.



3. After selecting 'Done', log into the main the main menu.

gradebook.scoca.org	ç
Progress Book.	lp.
EASTERN LOCAL BROWN COUNTY	
User name	
Password	
Forgot your user na or Passwo	me rd?
🛎 Sign In	

5. Once you select the icon, scroll until Alerts



2. Go to the menu and scroll to –Parent PB Login.



4. The student's schedule will display on the screen. Select The icon in the upper left hand corner

¥	ł	Home	۵
Grades	Homework	Grade Details	Attendance
st Nine V	Veeks		
ART 7 As of:			>
BAND 7 As of:			>
Informati As of:	on Technolo	ogies	>
LANGUA As of:	GE ARTS 7		>
MATH 7			、 、

6. Turn on Alerts for

- a. Missing Assignments and/or
- b. Low Assignment Marks. (If turning on Low Assignment Marks, set the letter grade for each course.
- c. Add email that will receive notification/alerts.
- d. REMEMBER TO SELECT UPDATE to save

Add New Email	Alerts	
ert Settings aase check the alert(s) you want to receive. Student name Missing Assignment Marks Student Name Missing Assignments Low Assignment Marks ert Emails	Add New Email	✓ Update
Student name Missing Assignments Low Assignment Marks Student Name Missing Assignments Low Assignment Marks ert Emails	rt Settings	
Alissing Assignments ALERTS AL	Student name	
Low Assignment Marks ALERTS Student Name Missing Assignments Low Assignment Marks ort Emails	lissing Assignments	
Student Name Missing Assignments Low Assignment Marks ert Emails	ow Assignment Marks	ALERTS
Missing Assignments	Student Name	
Low Assignment Marks	Aissing Assignments	\bigcirc
rt Emails	ow Assignment Marks	$\overline{\bigcirc}$
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er the email address(es) that will receive the alert(s)	er the email address(es) that will receive	the alert(s)