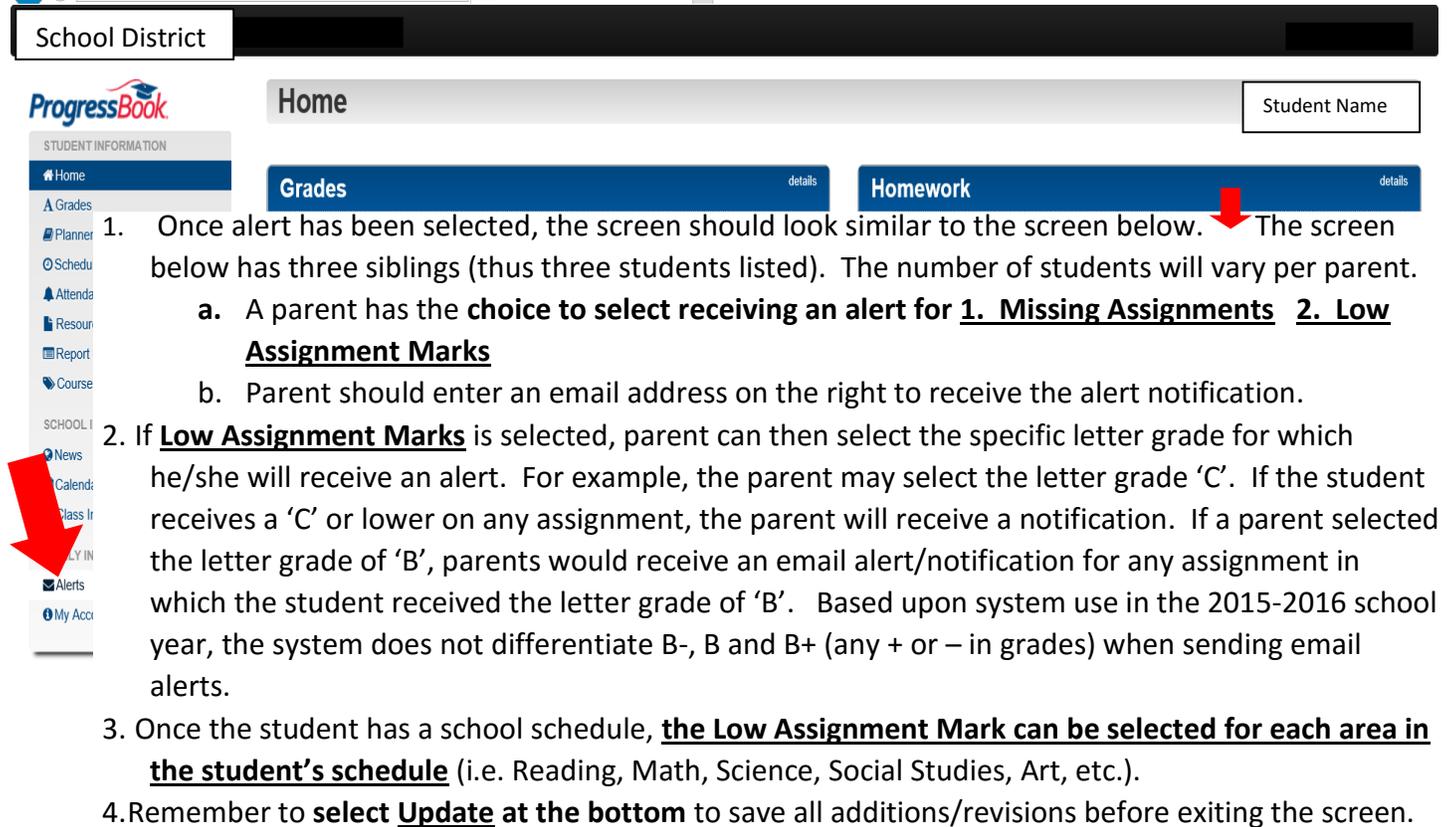


## How to set alerts in Parent Progress Book and receive emails:

- Desktop View
- Apple / Android SMARTPHONE View

### DESKTOP Parent PROGRESSBOOK View:

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



School District [Redacted]

ProgressBook Home [Student Name]

STUDENT INFORMATION

- Home
- Grades
- Homework

1. Once alert has been selected, the screen should look similar to the screen below. The screen below has three siblings (thus three students listed). The number of students will vary per parent.

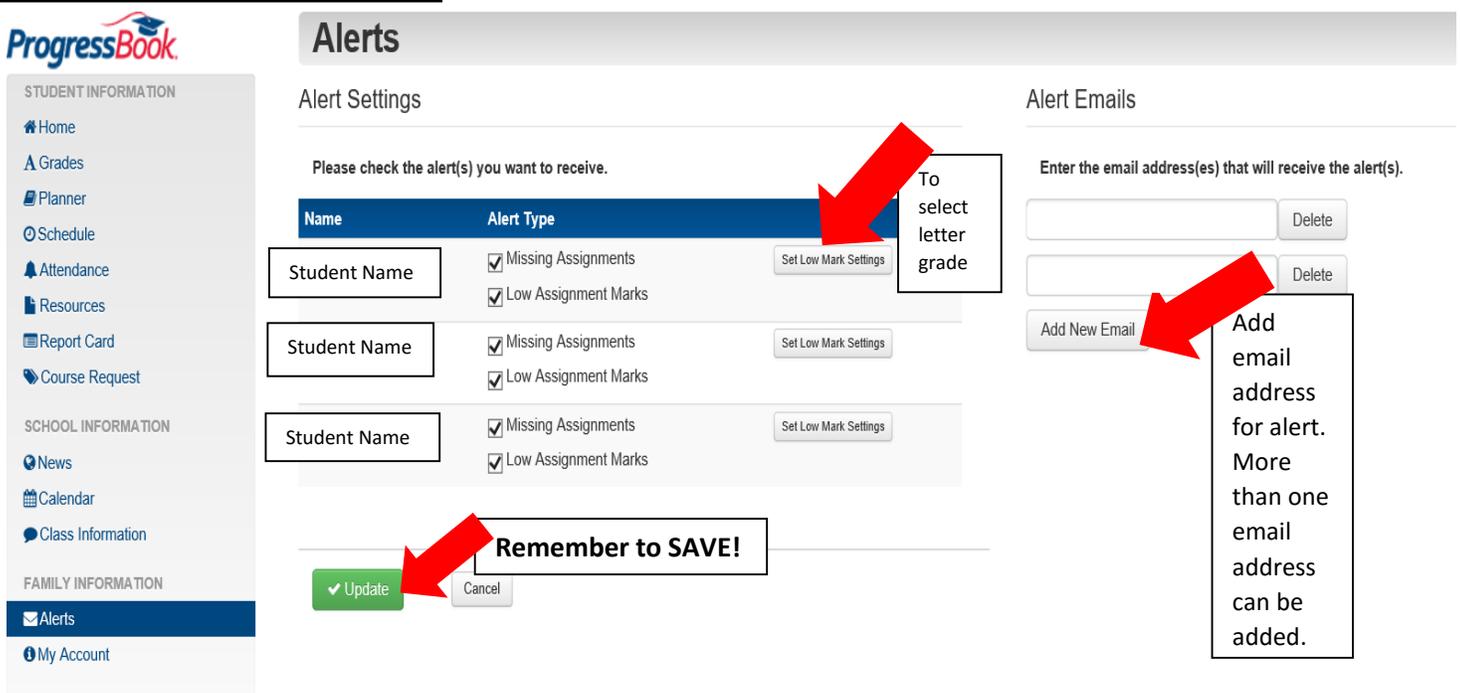
- a. A parent has the **choice to select receiving an alert for 1. Missing Assignments 2. Low Assignment Marks**
- b. Parent should enter an email address on the right to receive the alert notification.

2. If **Low Assignment Marks** is selected, parent can then select the specific letter grade for which he/she will receive an alert. For example, the parent may select the letter grade 'C'. If the student receives a 'C' or lower on any assignment, the parent will receive a notification. If a parent selected the letter grade of 'B', parents would receive an email alert/notification for any assignment in which the student received the letter grade of 'B'. Based upon system use in the 2015-2016 school year, the system does not differentiate B-, B and B+ (any + or - in grades) when sending email alerts.

3. Once the student has a school schedule, **the Low Assignment Mark can be selected for each area in the student's schedule** (i.e. Reading, Math, Science, Social Studies, Art, etc.).

4. Remember to **select Update at the bottom** to save all additions/revisions before exiting the screen.

School District Name



ProgressBook Alerts

Alert Settings

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

Name	Alert Type	
Student Name	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks	<input type="button" value="Set Low Mark Settings"/>
Student Name	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks	<input type="button" value="Set Low Mark Settings"/>
Student Name	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks	<input type="button" value="Set Low Mark Settings"/>

Alert Emails

Enter the email address(es) that will receive the alert(s).

Add email address for alert. More than one email address can be added.

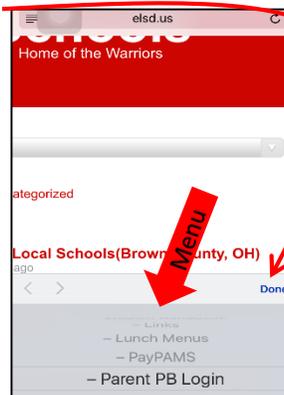
**Remember to SAVE!**

## APPLE / ANDROID SMARTPHONE Parent PROGRESSBOOK View:

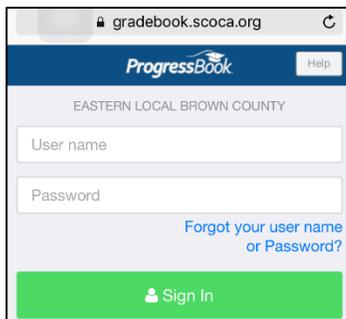
1. In Safari, go to [elsd.us](http://elsd.us)  
You will see the screen below.



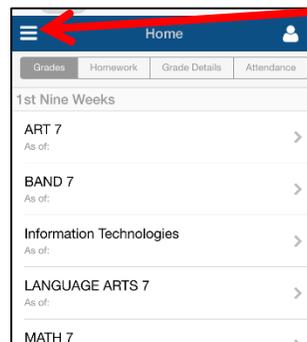
2. Go to the menu and scroll to –Parent PB Login.  
Select 'Done'



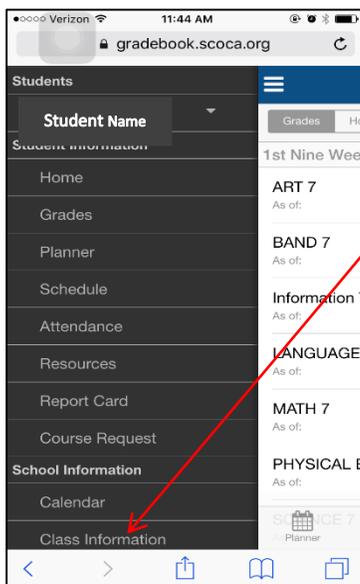
3. After selecting 'Done', log into the main the main menu.



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



5. Once you select the icon, scroll until Alerts



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

