
Parent Access Web Site v10.0 User Guide for Parents



September 2010

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Welcome to Parent Access Web Site

ProgressBook is a classroom management solution that integrates grade book, lesson plan development, attendance, special education, and parent communication into one comprehensive, web-based system. ProgressBook provides a user-friendly interface for teachers and school administrators to track and maintain student information. The Parent Access Web Site is a component of ProgressBook that enables parents and students to view select ProgressBook information.

The Parent Access Web Site displays student's averages, progress details, report cards, attendance, schedule, homework, classroom information, events; and other school information in read-only format. Teachers have access to the same information for all of their students so they can see exactly what parents see for each student.

Log in to Parent Access Web Site

Use the login or user name and password your school provided to log in to the Parent Access Web Site. You can even bookmark the Login screen in your browser's Favorites, if you desire. Once you have logged in with that information, you may change your login name and password, as you desire. See "*Login*" on page 17.

1. On the Login screen, type your user name in the User Name field.
2. Type your **password** in the Password field.
3. Click **Login**.

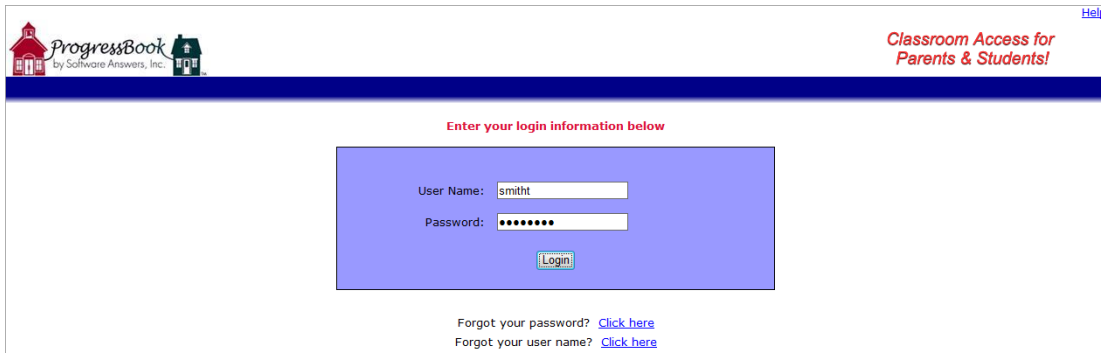


 Figure 1. Parent Access Web Site Login Screen

If you lose your user name or password and have already entered your e-mail address in the Parent Access Web Site, you can request that your login information be sent to you.

If you have not entered your e-mail address in the Parent Access Web Site, you must contact your child's school and request your login information. *Software Answers ProgressBook Support CANNOT provide login and password information.*

Navigate Parent Access Web Site

The opening screen of the Parent Access Web Site provides two ways to access the same information. Links display under the Student, Classroom, School and My Account column headings that are also represented on the tabs located across the top of the screen.

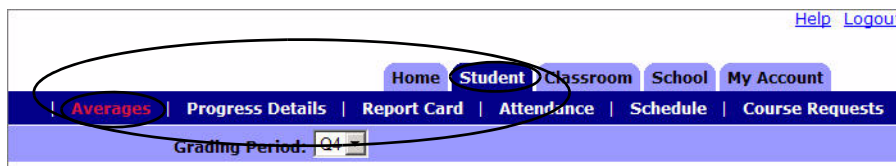
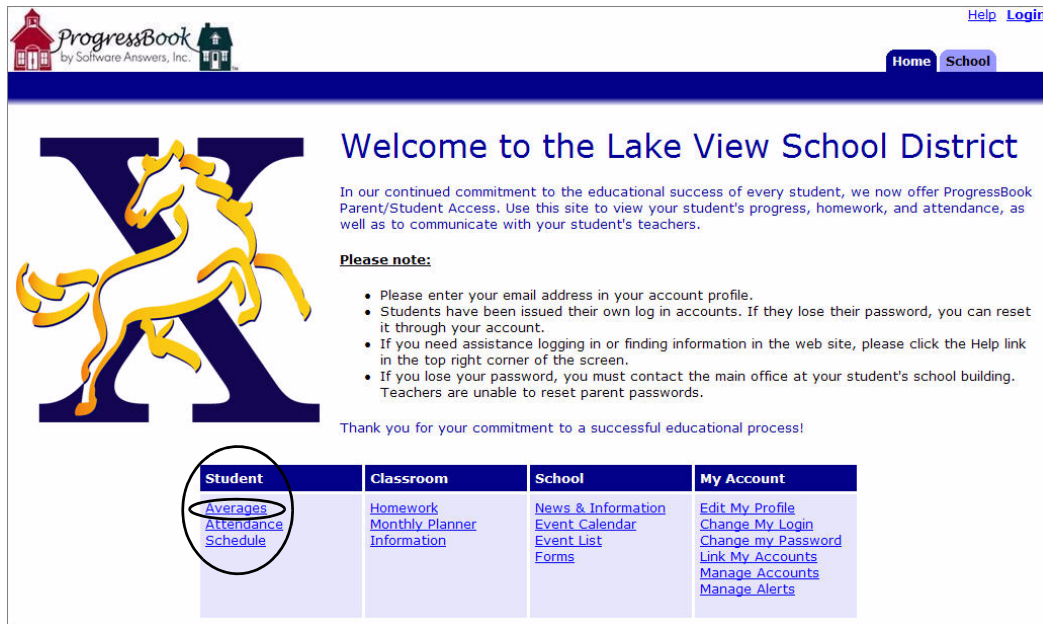


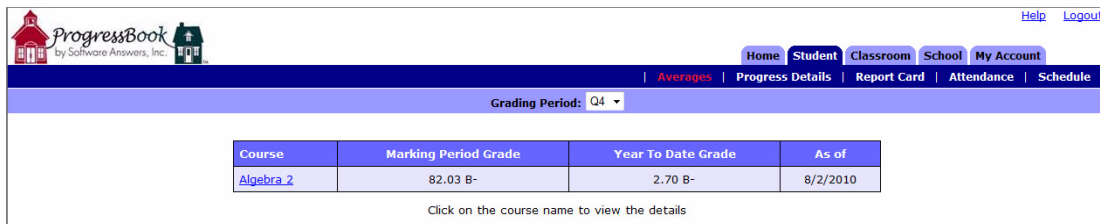
Figure 2. Clicking on the Averages link in the Student column accesses the same information as clicking the Student tab, where the Averages section displays in the banner directly under the row of tabs.

Student

The Student tab includes the information parents will view most frequently. Parents and students can view grades for classes, individual assignments, report card grades, attendance records, and class schedule.

Averages

The Averages section of the Student tab displays a student's grades by class for each grading period. You can click on the class name link to navigate to the Progress Details screen and view more information for that class.



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Help Logout

Home Student Classroom School My Account

Averages Progress Details Report Card Attendance Schedule

Grading Period: Q4

Course	Marking Period Grade	Year To Date Grade	As of
Algebra 2	82.03 B-	2.70 B-	8/2/2010

Click on the course name to view the details

Figure 3. The Year to Date Grade column displays on the Averages section of the Student tab, if Year to Date grade calculations are used in the school district.

Progress Details

The Progress Details section of the Student tab displays assignments accompanied by weight, mark, and comments, if any, for the selected class and grading period. Daily comments display under the assignments. Class attendance, if entered by the teacher, displays below the daily comments. In addition to viewing the assignments in order by date, you can also view them grouped by assignment type or by assessment type. However, the assignments by assessment view is only available if the class uses standards-based report cards. Links to print the student's Progress Report and view the class grading scale are also available at the bottom of this screen.

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Help Logout

Home Student Classroom School My Account

Averages Progress Details Report Card Attendance Schedule

Grading Period: Q1 Course: Algebra 2

Mark: 93.06 A

Date	Assignment	Weight	Mark	Late?	Comments
9/9/2009	Page 101 - odd problems	1	10/10 (100%)		
9/23/2009	Chapter 1 Quiz	1	36/50 (72%)		
9/30/2009	Chapter 1 Worksheet	1	20/25 (80%)	✓	
10/7/2009	Page 110 - odd problems	1	10/10 (100%)		
10/13/2009	Chapter 2 Worksheet	1	25/25 (100%)		
10/21/2009	Chapter 2 Quiz	1	48/50 (96%)		
10/26/2009	Chapter 2 Extra Credit	1	3/0		
10/28/2009	Chapter 1 & 2 Quiz	1	76/75 (101%)		

Date	Comments
10/12/2009	Excellent class participation
10/5/2009	Talked during the whole class
8/31/2009	Excellent class participation
8/24/2009	Talked during the whole class

Date	Class Attendance
10/28/2009	Excused Absent
10/26/2009	Tardy
9/21/2009	Excused Absent

*** Averages may include grades from additional assignments and may have been calculated using weights.

[View by Assignment Type](#) [Print Report](#) [View Grading Scale](#)

Figure 4. Assignment marks, comments and class attendance display for the class being viewed on the Progress Details section of the Student tab.

5/27/2006	Chapter 11 Quiz	1	Excluded/50
6/3/2006	Chapter 10 & 11 Quiz	1	62/75

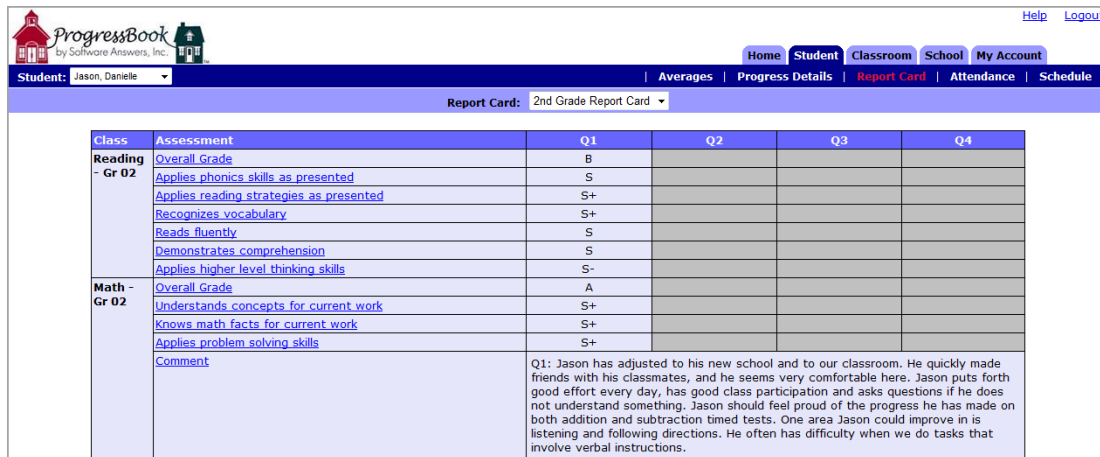
Figure 5. Assignments excluded from an individual student's grade display on the Progress Details section of the Student tab. The number represents the total possible points for the assignment. If the teacher excluded an assignment for the entire class, the assignment does not display on the Parent Access Web Site.

11/17/2006	Chapter 4 Worksheet	1	Missing/25
11/27/2006	Chapter 4 Quiz	1	44/50

Figure 6. Missing assignments display on the Progress Details section of the Student tab indicated by Missing and the total possible points for the assignment. The assignment counts as zero (0) in the student's class average, if it is marked as missing.

Report Card

The Report Card section of the Student tab displays the student's report card grades once the school district has published them including any long comments the teacher may have entered. Click an assessment in the Assessment column to see what the marks and codes mean.

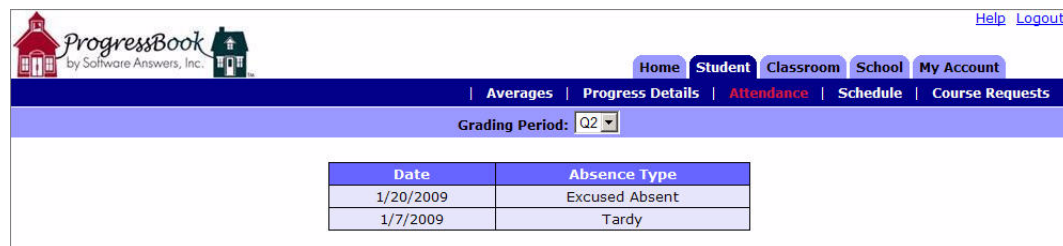


Class	Assessment	Q1	Q2	Q3	Q4
Reading - Gr 02	Overall Grade	B			
	Applies phonics skills as presented	S			
	Applies reading strategies as presented	S+			
	Recognizes vocabulary	S+			
	Reads fluently	S			
	Demonstrates comprehension	S			
	Applies higher level thinking skills	S-			
Math - Gr 02	Overall Grade	A			
	Understands concepts for current work	S+			
	Knows math facts for current work	S+			
	Applies problem solving skills	S+			
Comment		Q1: Jason has adjusted to his new school and to our classroom. He quickly made friends with his classmates, and he seems very comfortable here. Jason puts forth good effort every day, has good class participation and asks questions if he does not understand something. Jason should feel proud of the progress he has made on both addition and subtraction timed tests. One area Jason could improve in is listening and following directions. He often has difficulty when we do tasks that involve verbal instructions.			

Figure 7. The Report Card section on the Student tab.

Attendance

The Attendance section of the Student tab displays a student's daily school attendance.

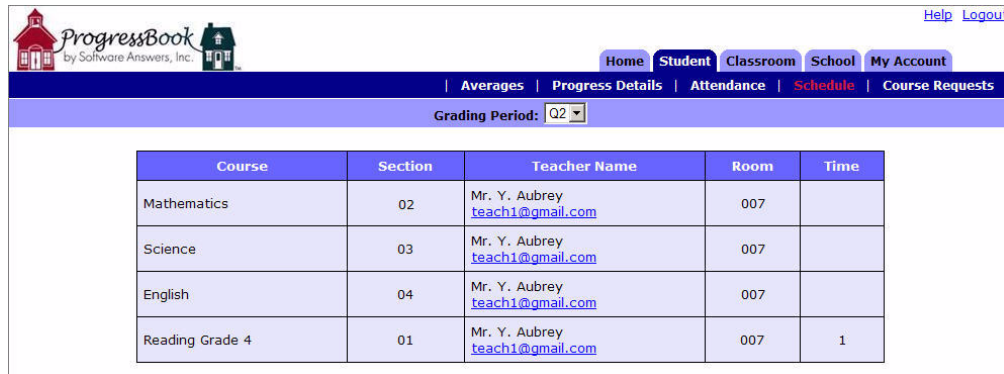


Date	Absence Type
1/20/2009	Excused Absent
1/7/2009	Tardy

Figure 8. Daily or Homeroom attendance displays on the Attendance section on the Student tab.

Schedule

The Schedule section of the Student tab displays a student's class schedule by grading period with links to the teacher's e-mail address, if the teacher has provided it.



Course	Section	Teacher Name	Room	Time
Mathematics	02	Mr. Y. Aubrey teach1@gmail.com	007	
Science	03	Mr. Y. Aubrey teach1@gmail.com	007	
English	04	Mr. Y. Aubrey teach1@gmail.com	007	
Reading Grade 4	01	Mr. Y. Aubrey teach1@gmail.com	007	1

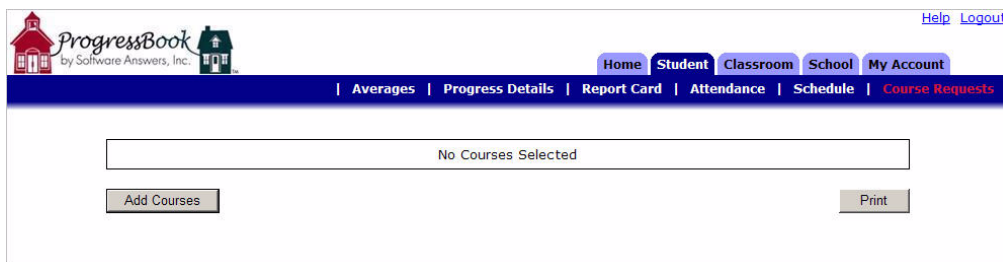
Figure 9. The Schedule section of the Student tab.

Course Requests

If your school district allows you to request courses for the next school year online, the Course Requests section displays in the banner under the Student tab. You can only select and submit courses during the date range specified by your school district. Once you submit your course request list or the deadline for course requests has passed, you cannot add courses to or remove courses from the list.

When the Course Request feature is enabled, you can:

- Add courses to your course request list.
- Drop courses from your course request list.
- Submit your course request list to finalize your selection.
- Print your course request list.



No Courses Selected

Add Courses Print

Figure 10. Course Requests section of the Student tab.

Add Courses

You can select the courses you would like to request for the next school year only between the dates specified by your school. The courses you select appear in a grid in the Course Request section of the Student tab. You can add courses to the list as long as you have not submitted your course requests.

1. On the Course Requests section of the Student tab, click **Add Courses**.
2. On the Add Courses window, click the **check box** in the Select column for each of the courses you want to request.



*Note: You can search for a specific course by course number or course name by entering a value in the field above the course list, and then clicking the **Search** button. Click **Show All** to return to the full list of courses from a list of searched courses.*

Select	Course #	Course Name	Grade Level(s)	Credits
<input type="checkbox"/>	0209	AP WORLD HISTORY 10	10-11-12	1.000
<input type="checkbox"/>	0211	HONORS WORLD HISTORY	10-11-12	1.000
<input type="checkbox"/>	0212	WORLD HISTORY	10-11-12	1.000
<input type="checkbox"/>	0213	WORLD HISTORY (L.M)	10-11-12	1.000
<input type="checkbox"/>	0226	AP US HISTORY	10-11-12	1.000
<input checked="" type="checkbox"/>	0227	AP EUROPEAN HISTORY	10-11-12	1.000
<input type="checkbox"/>	0230	CONTEMPORARY HISTORY	10-11-12	0.500
<input type="checkbox"/>	0709	AP ART HISTORY	10-11-12	1.000
<input type="checkbox"/>	A212	WORLD HISTORY	10-11-12	1.000


Figure 11. Select the courses you want to request on the Add Courses window.

3. When you are finished selecting courses, click **Save**.

A grid containing the course or courses you selected in the previous step displays on the Course Requests section of the Student tab. The grid displays the course number, name, school at which the course is offered, grade level(s), and credit value. Additionally, the total credits for all the selected courses displays to help ensure you have selected an appropriate amount of courses.



Note: Once courses are added to your request list, they will no longer display in the course list on the Add Courses window.



[Help](#)
[Logout](#)

[Home](#)
[Student](#)
[Classroom](#)
[School](#)
[My Account](#)

[Averages](#) |
 [Progress Details](#) |
 [Report Card](#) |
 [Attendance](#) |
 [Schedule](#) |
 [Course Requests](#)

Course #	Course Name	School	Grade Level(s)	Credits	Actions
0421	AP BIOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0223	PSYCHOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
Total Credits				8.0	

Add Courses

Submit My Course Requests

Print

Figure 12. The courses you selected display on the Course Requests section of the Student tab.

- Review the courses listed in the grid to ensure these are the classes you want to request. Then, perform any of the following tasks as necessary:
 - Add additional courses by repeating Steps 2 and 3 above.
 - Drop any courses you do not want to request, as described in “Drop Courses” on page 9.
 - Finalize your course request selection, as described in “Submit Course Requests” on page 9.
 - Print a copy of the course request list, as described in “Print Course Request List” on page 10.

Drop Courses

If you have not submitted your course request, and the current date is still within the date range specified by your school for course request selection, you can remove a course from the list of selected courses by clicking **Drop** under the Actions column in the row of the course you want to remove. Once you drop the course, it is removed from the grid.

Course #	Course Name	School	Grade Level(s)	Credits	Actions
0421	AP BIOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0223	PSYCHOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
Total Credits				8.0	

Figure 13. Click the Drop link to remove a course from your list of selected courses.

Submit Course Requests

When you have selected all of the courses you want to request, you can submit the finalized course request list to your school administration.



Note: Once the course request list has been submitted, you are no longer able to add courses to or drop courses from the course list.

1. On the Course Requests section of the Student tab, verify that all of the courses displayed in the grid are the ones you want to submit.
2. Click **Submit My Course Requests**.

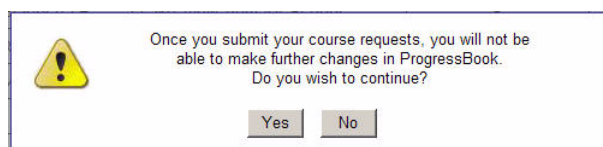
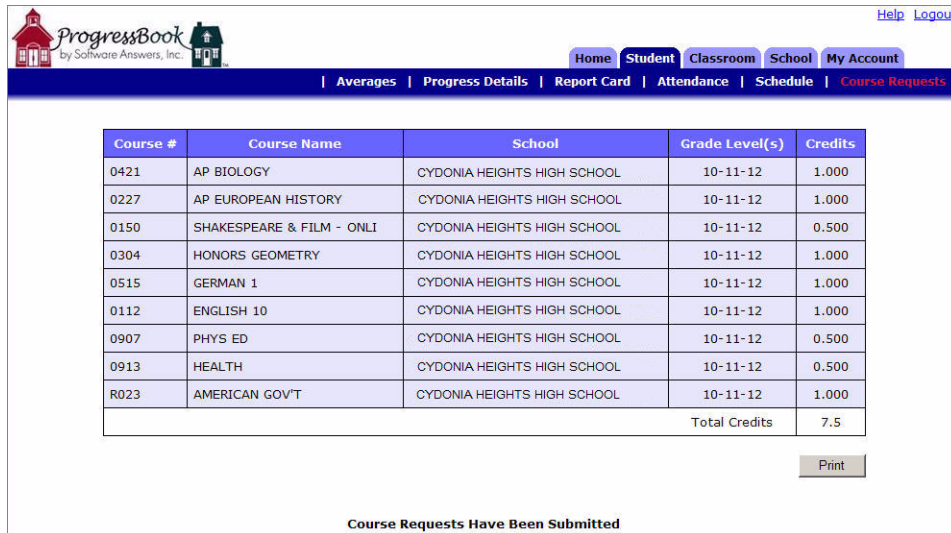


Figure 14. A message displays confirming that you want to submit your course requests.

3. On the warning dialog box, click **Yes** to confirm that you want to submit your course requests.

The following message displays under the grid: “Course Requests Have Been Submitted.”



The screenshot shows the ProgressBook Student interface. At the top, there is a navigation bar with links: Home, Student, Classroom, School, and My Account. Below this is a sub-navigation bar with links: Averages, Progress Details, Report Card, Attendance, Schedule, and Course Requests. The main content area displays a table of course requests. Below the table, there is a 'Print' button and a message: 'Course Requests Have Been Submitted'.

Course #	Course Name	School	Grade Level(s)	Credits
0421	AP BIOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
Total Credits				7.5

Print

Course Requests Have Been Submitted

Figure 15. You can no longer make changes to the course request list once you have submitted the course requests. If you want to make a change to the course requests after submitting, please contact your school district.

Print Course Request List

1. On the Course Requests section of the Student tab, click **Print**.
2. On the Print window, verify that the printer to which you want to print the course list is selected, and then click **Print**.

Course #	Course Name	School	Grade Level(s)	Credits
0421	AP BIOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
Total Credits				7.5

Figure 16. Printed course request list.

Classroom

The Classroom tab provides important information to students. Students and parents can check for homework assignments, view homework and activities for the month at a glance, and download any attachments the teacher may have posted to the class home page.

If you have more than one student linked to your login account, you can select the appropriate student in the Student list on the Web site banner. See “*Link Accounts*” on page 19.

Homework

If the teacher posted homework assignments, they display on the Homework section of the Classroom tab. Attachments and links to other web sites may also be available. You may use the date fields under the web site banner to search for homework assignments in a specific date range.

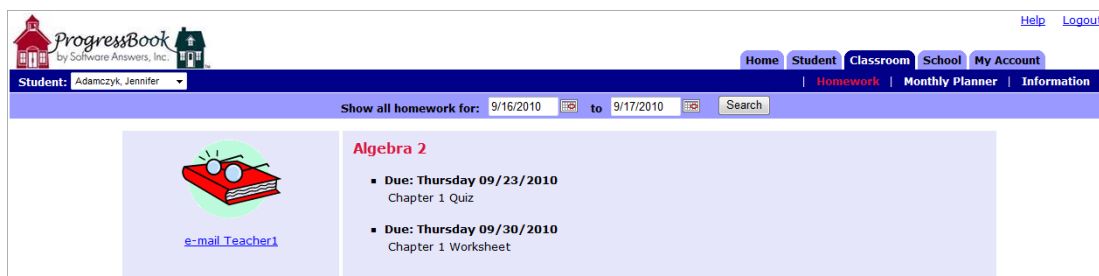


Figure 17. Homework assignments display on the Homework section of the Classroom tab.

Monthly Planner

The Monthly Planner section of the Classroom tab allows students to view homework and school events in a calendar format. Hover over an event or homework icon to view a description. Click on the homework icon to see the details.

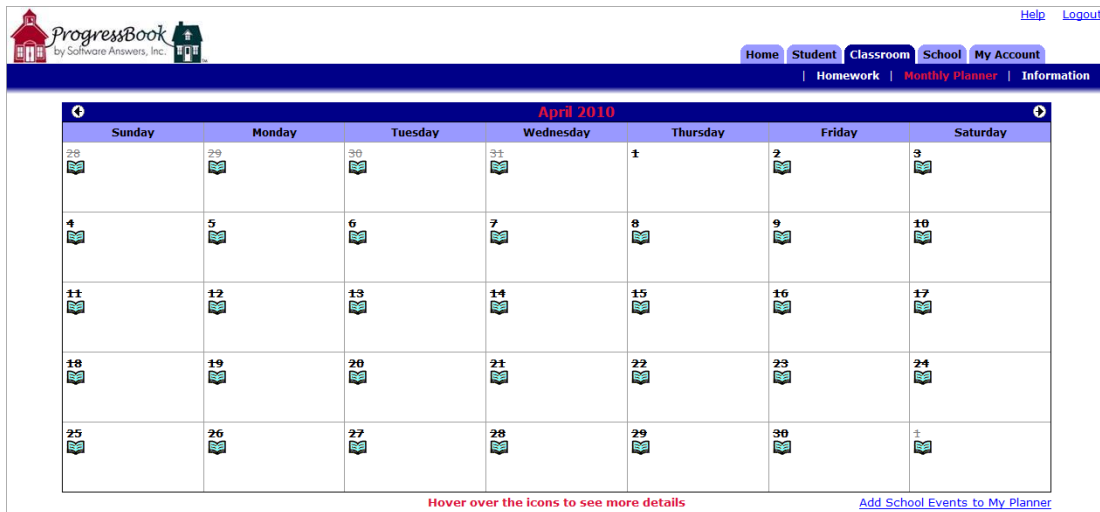


Figure 18. Icons representing homework assignments display on the Monthly Planner section of the Classroom tab.

If the school has entered activities, such as sporting events or club meetings, in ProgressBook, students have the option to add the events they are involved in to their Monthly Planner.

Add School Events

1. On the Monthly Planner section of the Classroom tab, click the **Add School Events to my Planner** link at the bottom of the screen.
2. On the Add School Events window, select the appropriate **school** for your student.
3. Select the **activities** you want to appear on your Monthly Planner.
4. Click **Save Changes**.
5. Close the Add School Events window.

Information

If the teacher created a class home page, it displays on the Information section of the Classroom tab. Teachers may post attachments to be downloaded or links to relevant web sites. You can click the teacher's name link on the left side of the screen to send an e-mail message to your student's teacher.

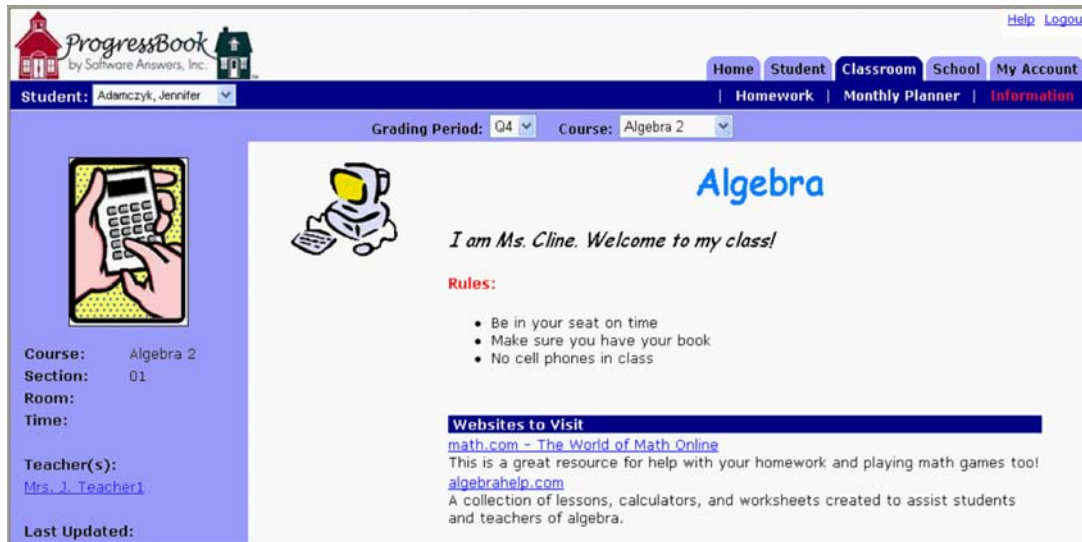


Figure 19. A teacher's class home page displays on the Information section of the Classroom tab.

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School

Each school district has the option of building and managing its entire web site through the ProgressBook interface. If they use this option, they can create News & Information, Event Lists, Event Calendar and Forms sections to display on the ProgressBook Parent Access Web Site. Many schools post this information on their main web site. If the School tab is not available, the school does not post this information through ProgressBook.

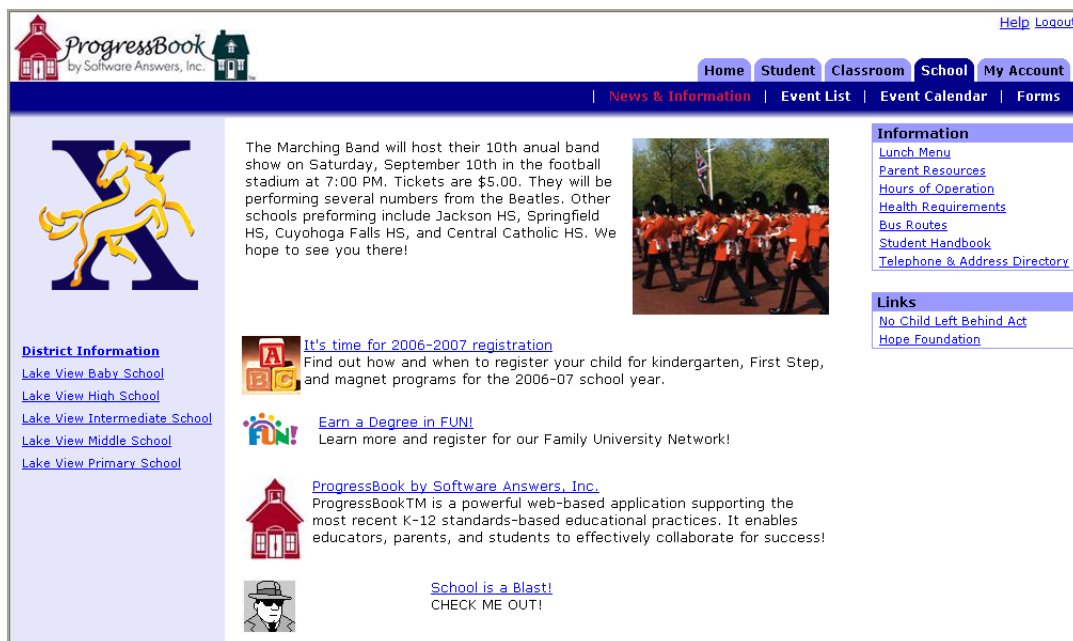


Figure 20. If your school uses this option, you can view school information on the News & Information section of the School tab.

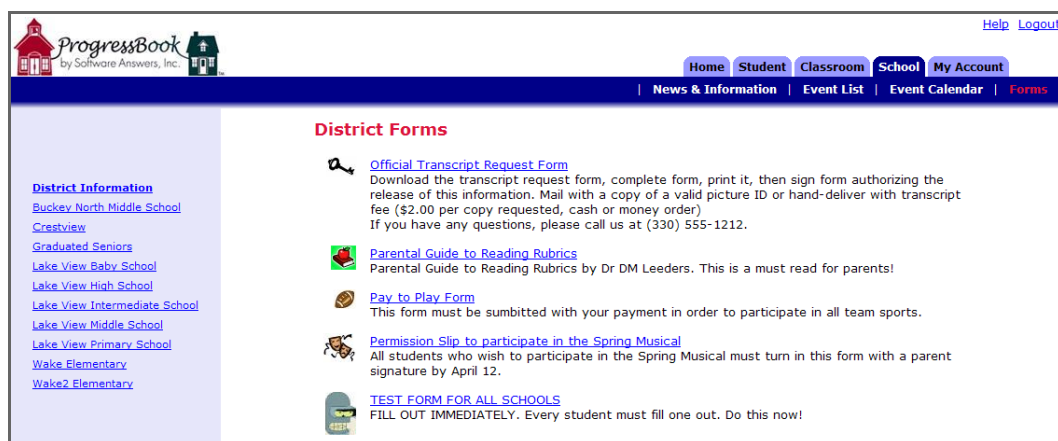


Figure 21. If your school uses this option, you can view and download a variety of forms such as registration forms, school calendar and permission slips, on the Forms section of the School tab.

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My Account

Profile

After you have logged in to the Parent Access Web Site for the first time, you should enter your e-mail address. Then if you lose your login information, you can request that it be sent to you. In addition, your student's teachers will have your e-mail address for communication purposes.

Edit your Profile

1. On the My Account tab, click **Edit My Profile**.
2. Change the **first name** and/or **last name**, if necessary.
3. Type your full **e-mail address** in the Email Address field.
4. Click **Save**.

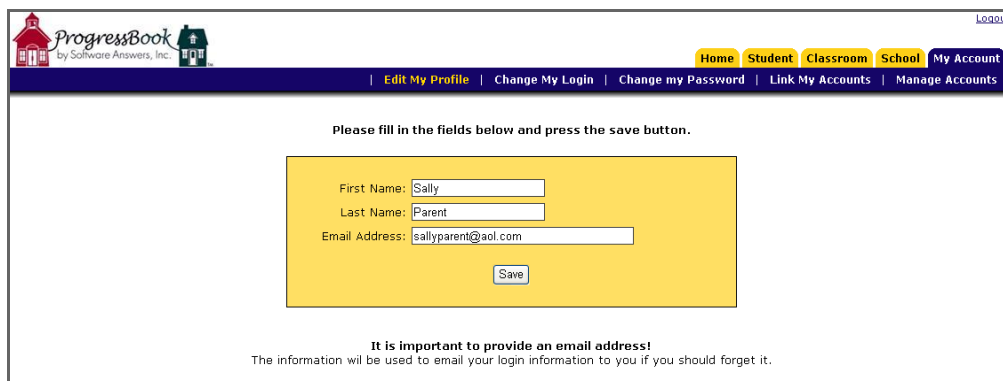


Figure 22. Enter your name and email address on the Edit My Profile section of the My Account tab.

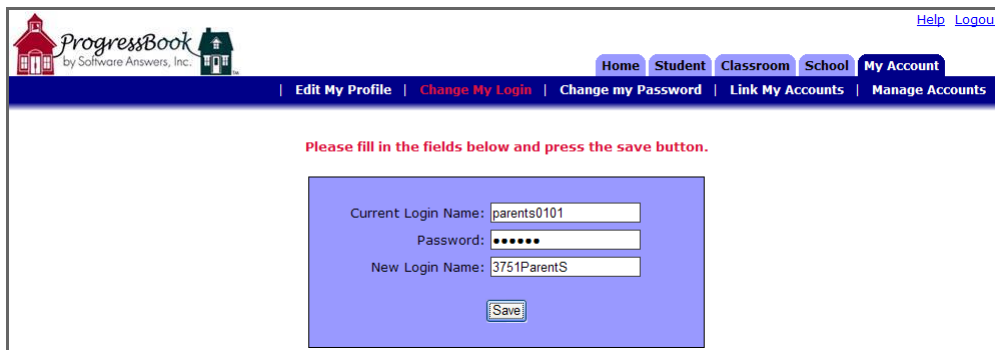
Login

You may change your login name, if desired.

Change your Login

1. On the My Account tab, click **Change My Login**.
2. Type the **login name** the school provided you in the Current Login Name field.
3. Type the **password** the school provided you in the Password field.
4. Type your **new login name** in the New Login Name field.

5. Click **Save**.



The screenshot shows the ProgressBook website interface. At the top, there is a navigation bar with links: Home, Student, Classroom, School, and My Account. Below this, a sub-navigation bar contains links: Edit My Profile, Change My Login (highlighted), Change my Password, Link My Accounts, and Manage Accounts. The main content area has a red instruction: "Please fill in the fields below and press the save button." Below this is a blue-bordered form box containing three input fields: "Current Login Name" with the value "parents0101", "Password" with masked characters "*****", and "New Login Name" with the value "3751ParentS". A "Save" button is located at the bottom of the form box.

Figure 23. You can change your login name and password on the Change My Login section of the My Account tab.



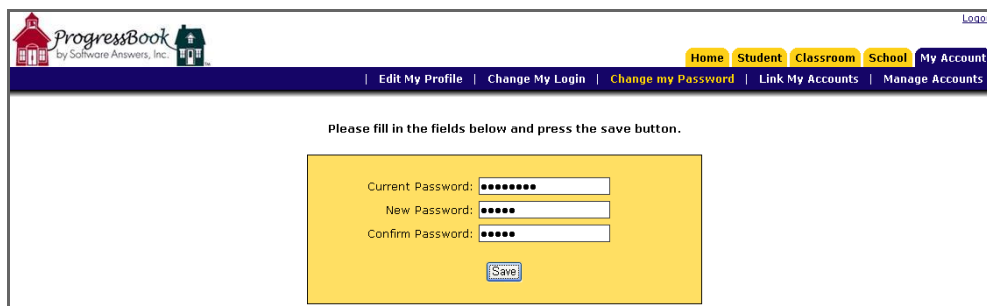
Note: Login names must use alphanumeric characters only and be 5 to 20 characters long. Do not use spaces or symbols in your login name.

Password

You may change your password, if desired.

Change your Password

1. On the My Account tab, click **Change my Password**.
2. Type your **current password** in the Current Password field.
3. Type your **new password** in the New Password field.
4. Type the **new password** again in the Confirm Password field.
5. Click **Save**.



The screenshot shows the ProgressBook website interface. At the top, there is a navigation bar with links: Home, Student, Classroom, School, and My Account. Below this, a sub-navigation bar contains links: Edit My Profile, Change My Login, Change my Password (highlighted), Link My Accounts, and Manage Accounts. The main content area has a red instruction: "Please fill in the fields below and press the save button." Below this is a yellow-bordered form box containing three input fields: "Current Password" with masked characters "*****", "New Password" with masked characters "*****", and "Confirm Password" with masked characters "*****". A "Save" button is located at the bottom of the form box.

Figure 24. Passwords must use alphanumeric characters only, be 5 to 20 characters long and are case sensitive. Do not use spaces or symbols in your password.

Accounts

Link Accounts

You can use one login name and password to access multiple student accounts in a school district by linking them.

1. On the My Account tab, click **Link my Accounts**.
2. Type the **login name** of one of the student accounts, other than the one you are currently logged in as, in the Login Name field.
3. Type the **password** for that student account in the Password field.
4. Click **Link**.

The names of the students linked to your account display under the login box.

Figure 25. You can link one or more student accounts to your account on the Link My Accounts section of the My Account tab.

Manage Accounts

You may reset your student's password to the Parent Access Web Site in case the student forgot it or shared it with other students.

1. On the My Account tab, click **Manage Accounts**.
2. On the Manage Accounts section of the My Account tab, select the appropriate student and click the **Click here to reset [student's name] password** link.
3. On the Reset password confirmation window, click **OK**.

The student's new password displays.

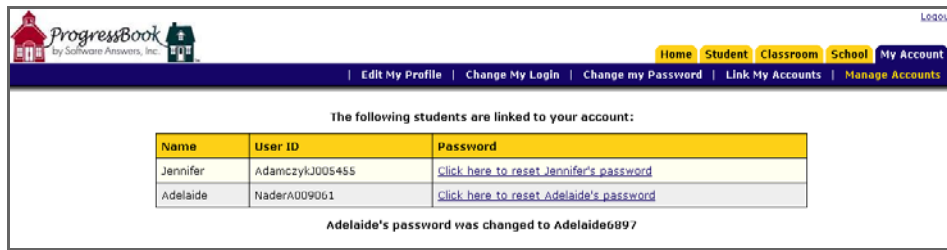


Figure 26. Reset student passwords on the Manage Accounts section of the My Account tab.

Alerts

If your school district supports alerts regarding students' progress, the Manage Alerts section displays in the banner under the My Account tab. Even if alerts are supported by your school district, your student's school may or may not send alerts. If you have several students attending different schools in the same district, one school may send alerts and one may not or one school may send a type of alert that another does not.

Alerts come in the form of an email message which does not provide details about the assignment(s) in question. See the sample alert below.

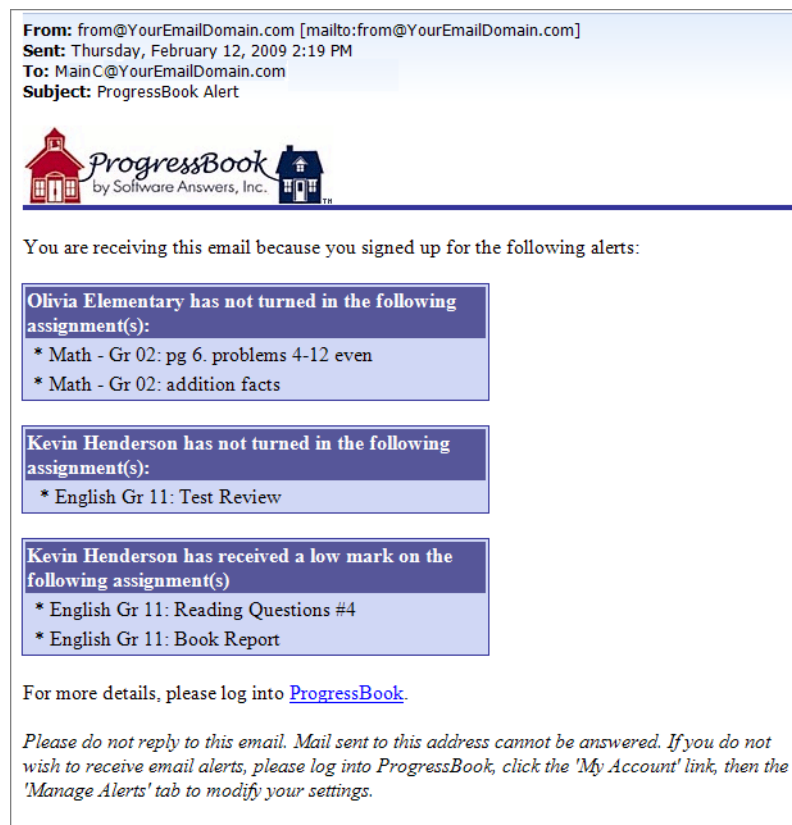


Figure 27. Sample Parent Access alert in email format.

You cannot reply to this email message so you must log in to your Parent Access account to view assignment details.

School buildings may generate alerts daily or weekly depending on their schedule. Contact your school for their schedule of alerts. One alert for each type should be sent only once for each assignment in a reporting period.

Manage Alerts

You must log in to your account on the Parent Access Web Site to subscribe to the available alerts. You will receive an alert at the email address(es) you specify after the school has sent the alert on the specified day and time.

1. On the Manage Alerts section of the My Account tab, select the **check box next to the alert** you want to receive for each student that is associated with your account.



Note: If your student's school does not support alerts, the following message displays next to your student's name, "Alerts have not been set up for the attending school."



Note: If you have not previously saved an email address for alerts, the email address you use for your Parent Access Web Site account displays in the first Email address field.

2. Type the **email address** to which you want the alerts sent in the Email address fields.



Note: You may enter up to four email addresses and can update them at any time.

3. Click **Save**.

If you have not entered at least one email address, the following message displays "Alerts cannot be sent without an email address. Please enter your email address."

Figure 28. Select the alerts you want to subscribe to and enter the email address to which they should be sent on the Manage Alerts section of the My Account tab.

Change Settings for Low Assignment Marks Alert

1. If you subscribe to the Low Assignment Marks alert, click the **Change Settings** link.
2. On the Low Mark Alerts window, select the appropriate **mark** in the Grade column for each class listed.



Note: NA displays in the Grade column of a class that uses standards-based report cards because the low mark alert is not available at this time for these classes.

3. Click **Save**.
4. Close the Low Mark Alerts window.

Please check the alerts you wish to receive

[Change Settings](#)

Low Mark Alerts for Kevin Henderson [Close](#)

Send Alerts for Marks Equal to or Less Than...

Class	Grade
Algebra 2	C
English Gr 11	N/A

[Save](#)

Figure 29. Select the mark in each class that represents the threshold that if assignment marks fall below you want to receive low mark alerts.