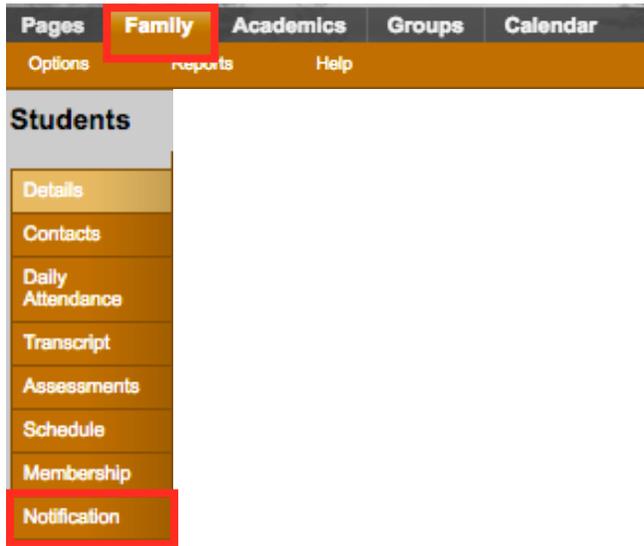


How to Set Parent Notifications in the Family Portal



1. Log into the Family Portal.
2. Select the *Family* top tab, then *Notification* side tab.

1. Check the box with the correct email address (Parents may have multiple listed).
2. Check the box next to *Grades*.
3. Enter the desired *Grade Threshold*.

Subscriptions for Email Notifications

YourName@email.com

Subscribe	Name	Description
<input checked="" type="checkbox"/>	Grades	<p>This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address.</p> <p>In the space below, please enter a grade threshold to use for determining what grades to report. This should be a number from 0 to 100. For example, an entry of 75 would trigger a notification for any grade entered that scaled below 75%.</p> <p>Grade Threshold <input type="text" value="70"/></p>