

How to Set Up Alerts in Parent Portal

1. Log-in to your Parent Portal Account.

2. Click **Today** on the left-hand side.

3. Make sure you select the student you want notifications for.

Today Tuesday, November 2, 2021

Assignments Due Today

No assignments.

Assignments Due Tomorrow

No assignments.

Documents Need Attention

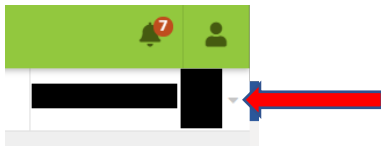
No documents.

Q2 (10/13 - 12/17)

DAY: A

1	Sci/Phy World Lv A 8:55 AM - 10:15 AM	RILEY, CATHY J Rm: 104
2	Beg Band I 10:16 AM - 11:40 AM	CHANG, EVELYN C Rm: BAND
3	8th Gr Homeroom 11:41 AM - 1:15 PM	CRIBB, JOHN L. Rm: 53
4	Spanish 1 1:16 PM - 2:40 PM	SAUCEDO, ARELI A Rm: 67
5	Flex/Student Success Skills 2:41 PM - 4:05 PM	ROBINSON, JOSHUA G Rm: 39
5	Study Skills 8 2:41 PM - 4:05 PM	ROBINSON, JOSHUA G Rm: 39

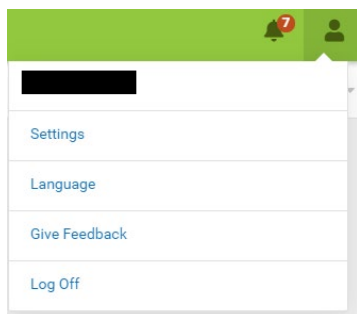
4. If not, use the drop arrow on the right-hand side to select the correct student.



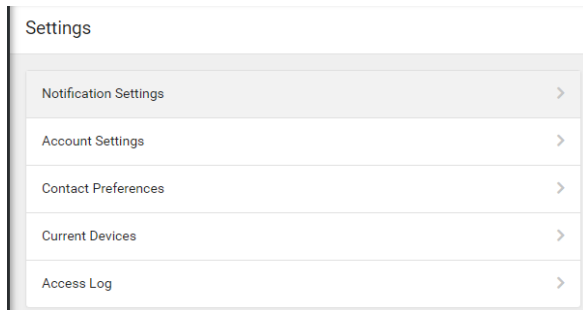
5. Click on the person icon on the green ribbon.



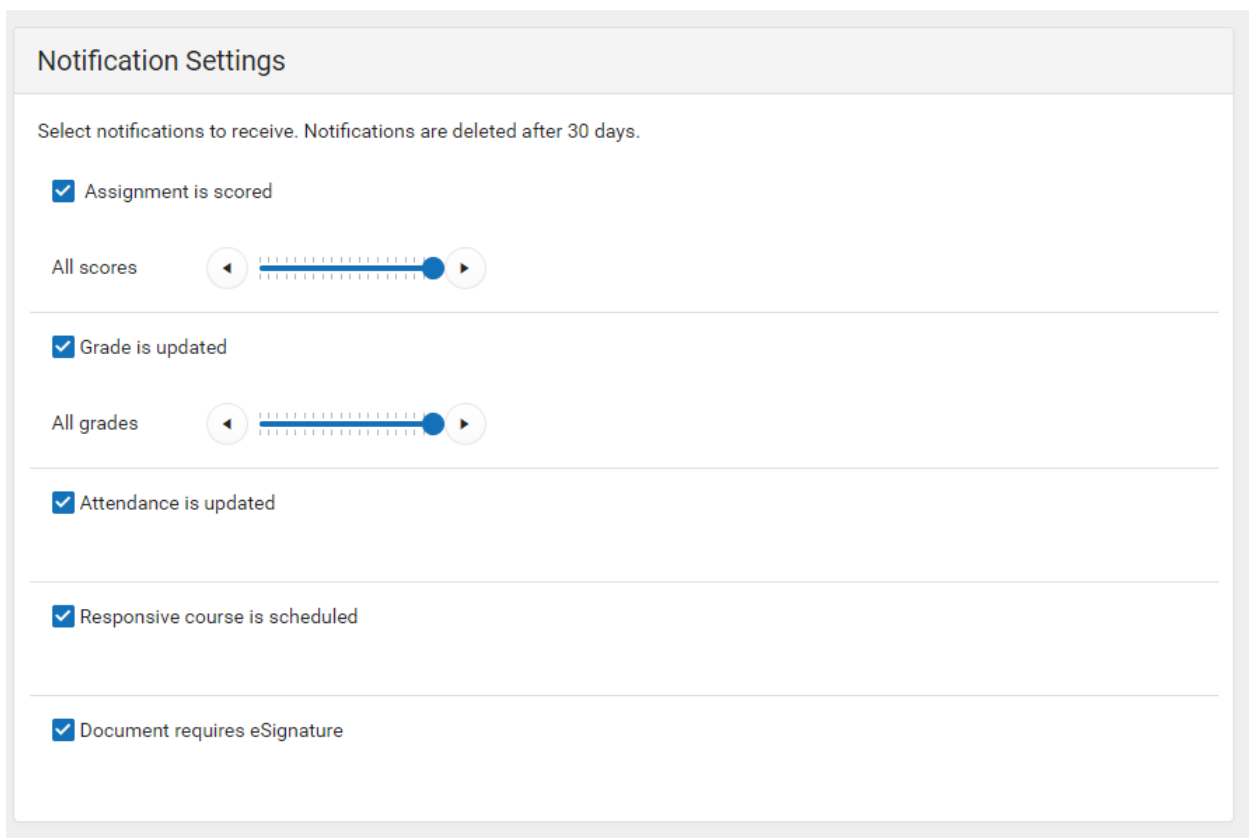
6. Select **Settings**.



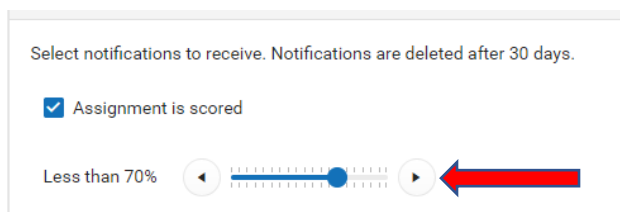
7. Select **Notification Settings**.



8. You can now adjust your settings to your preference.




9. Use the arrows beside **Assignment is scored** to set when you will be notified if an assignment is under your desired percentage.



10. Set **Grade is updated** to know when the overall grade dips below a certain percentage.


Grade is updated

Less than 70% 

11. Press the **Save** button to save to save your changes.

[Save](#)

12. Click **Back** above Notifications to go back to your settings.

[< Back](#) 

[Notification Settings](#)

13. You will now get notifications via email according to the preferences you indicated.