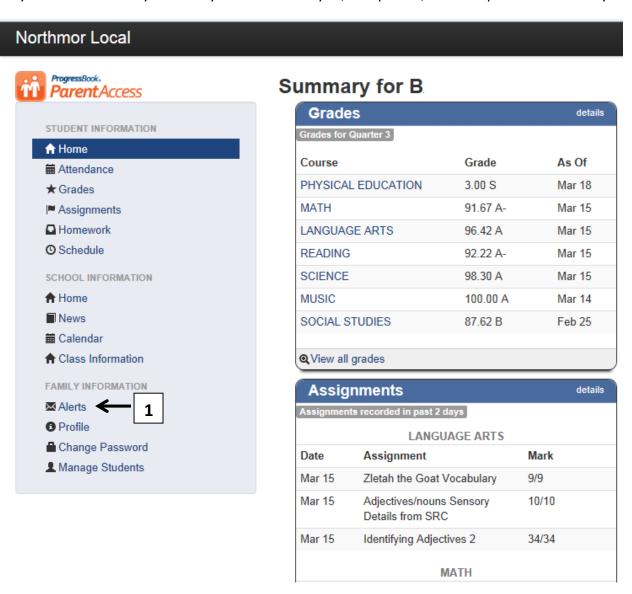
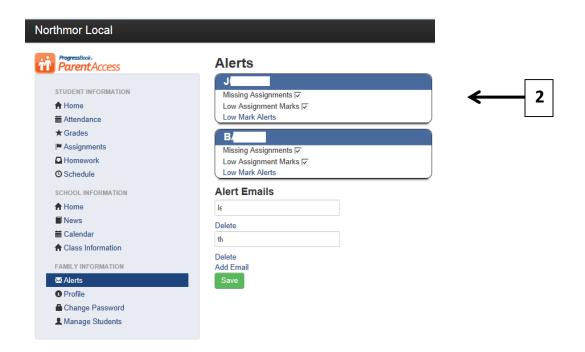
Setting Up ParentAccess Email Alerts for Parents

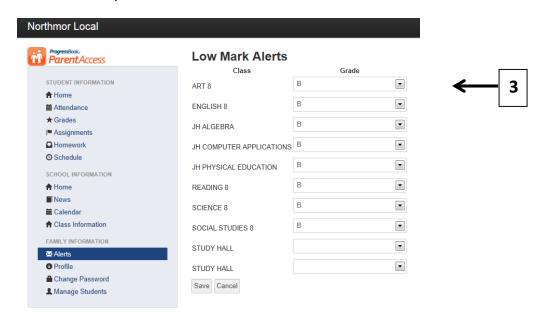
Your building has set up alerts in ParentAccess. Depending on how your building has integrated alerts, you may receive them daily or weekly. Below is how you, as a parent, can set up email alerts for your child(ren).



Step 1: After logging in to Parent Access, click on Alerts on the far left.

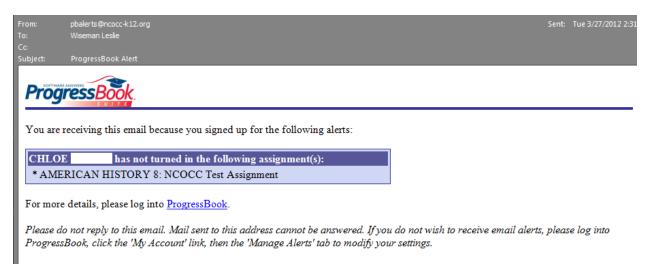


Checkmark the available alerts you would like to receive for each of your child(ren) and click on the Add Email link to add the email address(s) you would like the alerts to be emailed to when they occur and click save. *PLEASE NOTE:* If your elementary building has Standards Based Report cards for your child, you will not be able to set up the Low Assignment Mark alert. If you select Low Assignment Marks, make sure you click the blue Low Mark Alerts link to setup your defaults. See screen shot below.

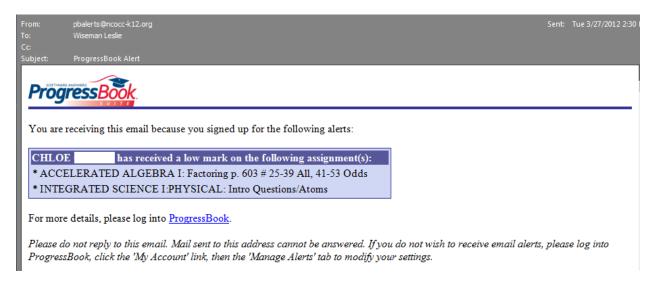


Depending on the grading scale tied to the class, you will see letter grade options of that particular grading scale. You will then select the letter grade that is your "low mark". Meaning, if you look at the example above, this parent will want notified anytime their average drops below a B for any class. You can only select classes you want. For instance, if you aren't concerned with Physical Education or Study Hall for example, you can leave those blank and you will not be notified for those classes. Also, maybe you want notified if the grade is less than a C for JH Algebra, but an A for Art 8. This allows the parent to control what the Low Mark is for each class. Click Save to save changes.

Below are sample email alerts showing what the alert will look like when it comes to your email box. It will come from the email address pbalerts@ncocc-k12.org



Missing Assignment Alert



Low Assignment Mark Alert