

Directions

Parent/guardians now have the ability to choose to receive an email when new Gradebook assignment scores have been published to the Parent Portal. Only parent/guardians that 'opt in' to subscribe will receive the emails. By default parent/guardians are 'unsubscribed'

To OPT IN and begin receiving email notifications when new Gradebook assignment scores have been published to the Parent Portal :



1. Click My Account icon in the right corner 'person'
2. Click Messaging Preferences

It's the icon that looks like a



3. Click 'Subscribe' AND Update

Subscribe	Alert	Delivery	Rules
<input checked="" type="checkbox"/>	New Assignment Score Published Sends and e-mail notice whenever an assignment score is posted	Individual E-Mails ▼	

I recommend NOT changing the Messaging Preferences

Format:	HTML ▼
Delivery:	Individual E-mails ▼

NOTE: the email will be sent to the email address associated with the Parent Portal account (located on the Update Account Information tab)