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 :



It's the icon that looks like a

2. Click Messaging Preferences

'person'

Home	Update Account Information	Personal Information	Messaging Preferences
\			

3. Click 'Subscribe' AND Update

Subscribe	Alert	Delivery	Rules
	New Assignment Score Published		
<	Sends and e-mail notice whenever an assignment score is	Individual E-Mails 🗙	
	posted		

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)