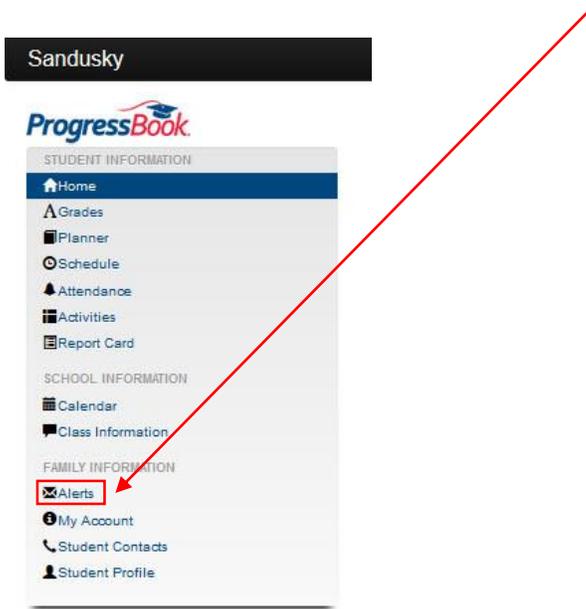


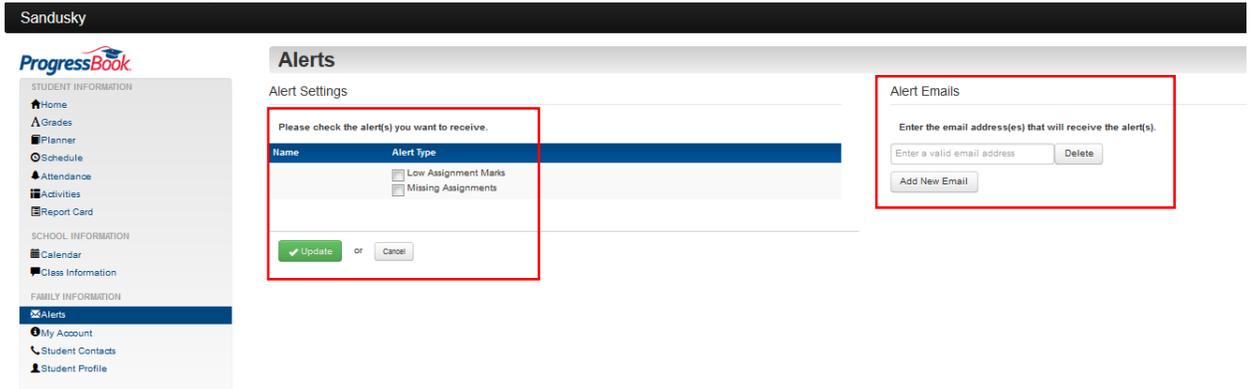
Setting Up Alerts in Progress Book

From A Desktop Computer

1. Login to your Parent Portal Account.
2. Navigate to the 'Alerts' Tab under 'Family information'



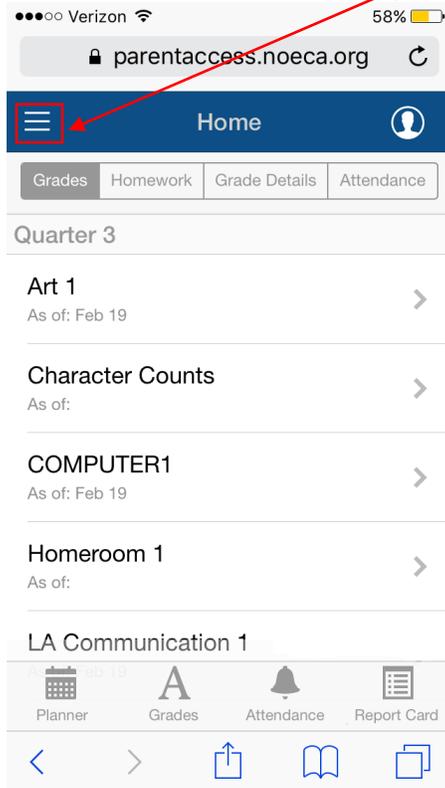
3. Click on the corresponding boxes for “**Low Assignment Marks**” or “**Missing Assignments**”. Add an email address to have alerts sent directly to your email. Finally, click “Update”.



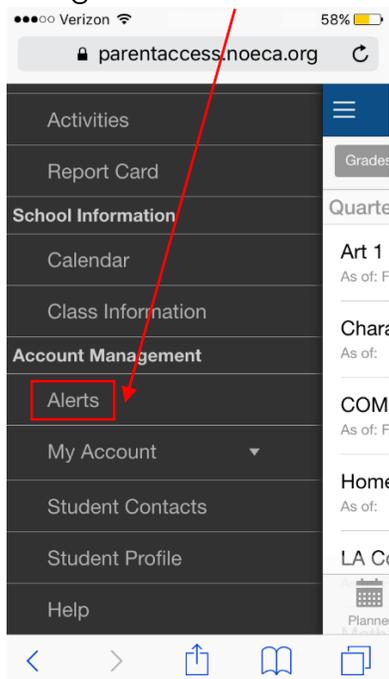
Setting Up Alerts in Progress Book

From A Mobile Device

1. Login to your Parent Portal Account.
2. Click the three lines in the upper left corner.



3. Navigate to "Alerts" in the dropdown menu.



Setting Up Alerts in Progress Book

4. Click the boxes for “**Low Assignment Marks**” or “**Missing Assignments**”. Add an email address to have alerts sent directly to your email. Finally, click “Update” in the top right corner.

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Alerts

+ Add New Email Update

Alert Settings

Please check the alert(s) you want to receive.

Low Assignment Marks	<input type="checkbox"/>
Missing Assignments	<input type="checkbox"/>

Alert Emails

Enter the email address(es) that will receive the alert(s).

Enter a valid email

Planner Grades Attendance Report Card