

PROGRESS BOOK – MANAGING EMAIL ALERTS

Login to your Progress Book account.

Go to the My Account tab.

Select Manage Alerts from the menu.

Input at least one email address to receive the alert.

Checkmark the Missing Assignments if you wish to receive an email when an assignment is marked as missing. Missing assignments are worth zero points and lower the final grade for the class.

Checkmark the Low Assignment Marks to receive an email for low marks.

Click the Save button.

In the Missing Assignments/Low Assignment Marks box, click Change Settings.

For each class in the student's schedule, a threshold can be set so the parent or student receives an email if an assignment mark is equal or less than the specified threshold.

Click Save .

Alerts are emailed each day at 1:00 am.