

Subscribing to Email Notifications

Subscribe to Email Notifications

When your school uses email notifications, parents and students can subscribe to receive email messages when any of the following conditions occur:

- A new daily attendance record is created.
- A new class attendance record is created.
- A new conduct record is created.
- A new visit to the health office record is recorded.
- A grade below the threshold you define is recorded.

Note that you can also get reminders, announcements, and alerts via text using the free Follett Notifications app.

To subscribe to email notifications:

1. Do one of the following:
 - In the Family portal: Click the **Family** tab.
 - In the Student portal: Click the **My Info** tab.

2. Click the **Notification** side-tab:

The screenshot shows a web interface for a student named KP - Adams, Morgan. The top navigation bar includes 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. Below the navigation, there are buttons for 'Options', 'Reports', and 'Help'. The main content area is titled 'Subscriptions for Email Notifications' and lists several email addresses: davidadams@personalemail.com and ekansaki@eudora.com. A table below lists various notification subscriptions:

Subscribe	Name	Description
<input type="checkbox"/>	Attendance	This subscription will notify you of any attendance entry for this student.
<input type="checkbox"/>	Class Attendance	This subscription will notify you of any class attendance entry for this student.
<input type="checkbox"/>	Conduct	This subscription will notify you of any conduct incident by this student.
<input type="checkbox"/>	Grades	This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address. In the space below, please enter a grade threshold to use for determining what grades to report. This should be a number from 0 to 100. For example, an entry of 75 would trigger a notification for any grade entered that scaled below 75%. Grade Threshold <input type="text"/>
<input type="checkbox"/>	Health Visit	This subscription will notify you of any visit to the school nurse by this student.

3. At the top of the page, any email addresses associated with your account appear. Select the checkbox next to each email address you want to receive notifications.
4. After viewing the description of each email, select the **Subscribe** checkbox if you want to receive that email notification.

Note: For the **Grades** notification, define a **Grade Threshold** between 1 and 100. The system will send an email when the student receives a grade below that percentage.

For each subscription, the system sends the appropriate messages to the designated email account. To view/change this account, click **Set Preferences** on the settings bar at the top of the page, then the **Security** sub-tab.

Note: Your changes to this page are saved automatically. There is no **Save** button.