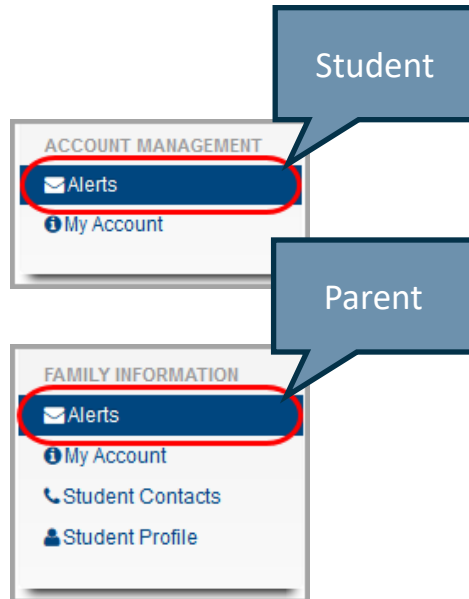
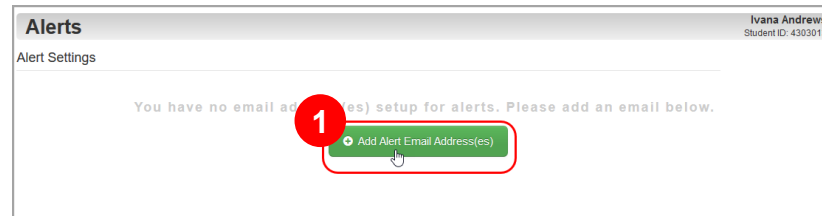


# Assignment Alerts

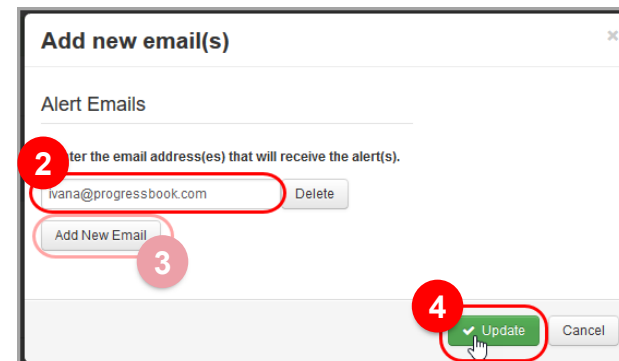
## Add Alert Email Addresses



- 1 Click **Add Alert Email Address(es)**.



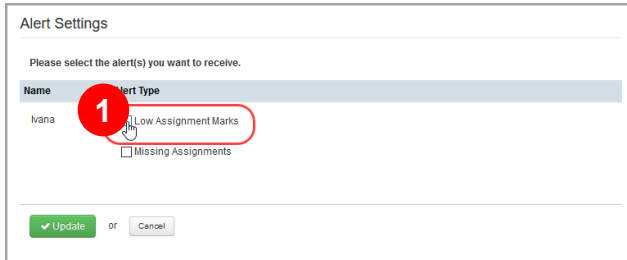
- 2 On the **Add new email(s)** window, in the **Enter a valid email address** field, enter the email address to which you want assignment alerts sent.
- 3 (Optional) To add more email addresses, click **Add New Email** and enter as many email addresses as desired.
- 4 Click **Update**.



*\*See reverse side of this sheet for setting up your low-mark and missing assignment alerts*

## Low-Mark Assignment Alerts

- 1 Select the **Low Assignment Marks** checkbox.



Alert Settings

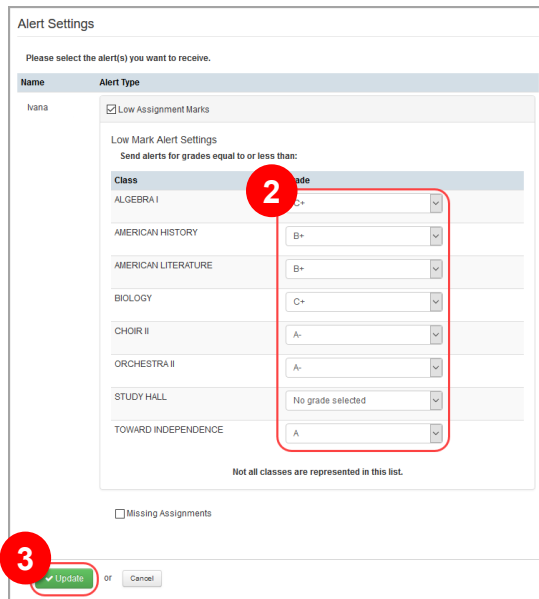
Please select the alert(s) you want to receive.

Name	Alert Type
Ivana	<input checked="" type="checkbox"/> Low Assignment Marks <input type="checkbox"/> Missing Assignments

or

- 2 For each class for which you want to receive alerts, in the **Grade** column, select the desired mark. You will receive an alert for any assignment with this mark or below.

- 3 Click **Update**.



Alert Settings

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

Name	Alert Type
Ivana	<input checked="" type="checkbox"/> Low Assignment Marks <input type="checkbox"/> Missing Assignments

Low Mark Alert Settings

Send alerts for grades equal to or less than:

Class	Grade
ALGEBRA I	C+
AMERICAN HISTORY	B+
AMERICAN LITERATURE	B+
BIOLOGY	C+
CHOIR II	A-
ORCHESTRA II	A-
STUDY HALL	No grade selected
TOWARD INDEPENDENCE	A

Not all classes are represented in this list.

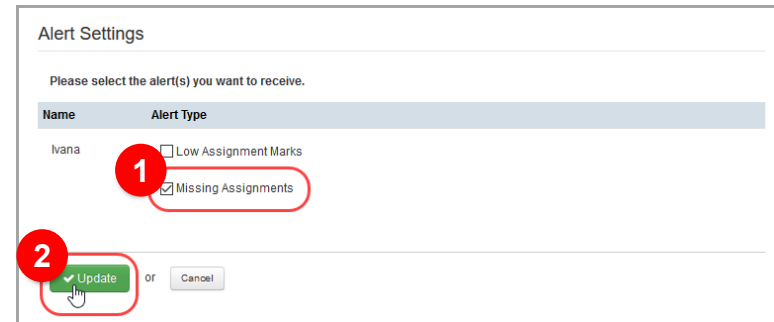
Missing Assignments

or

## Missing Assignment Alerts

- 1 Select the **Missing Assignments** checkbox.

- 2 Click **Update**.



Alert Settings

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

Name	Alert Type
Ivana	<input type="checkbox"/> Low Assignment Marks <input checked="" type="checkbox"/> Missing Assignments

or

*If you want to receive alerts for ALL of your grades, select the highest grade possible for the classes for which you want to receive alerts.*