



ASCENDER GUIDES



**alert\_setup\_body**



# Table of Contents



☐ Click or tap **Set Alerts**.

Alert preferences must be set for each student on your account.

## Notification Type

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>How would you like to receive alerts?</b> | <p>Indicate if you want to receive alert notices at your email address, sent as text messages to your cell phone, or not sent. This field is only displayed if the district has set up notification services.</p> <p><b>Email</b> - Receive alert notices by email. This option is only available if you have successfully registered your email address on the <a href="#">My Account</a> page.</p> <p><b>Text</b> - Receive alert notices as text messages. This option is only available if you have successfully registered your cell phone number on the <a href="#">My Account</a> page.</p> <p><b>No alert</b> - Do not receive alert notifications. You will still be able to view alerts once you have logged on to ParentPortal.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"><li>• Text alert notices will not contain the full information contained in the alert. The notice will simply inform you that you have one or more unread alerts in your account. You must log on to ParentPortal to view the alert message.</li><li>• If you were receiving email alert notices, and you removed or changed your email address on the <a href="#">My Account</a> page, you will stop receiving alerts until you reset your <b>Alert Notification Type</b>.</li></ul> |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

There are three categories of alerts: attendance, grade average, and assignment grades.

## Attendance Alerts

Attendance alerts allow you to be notified if your student is marked late or absent.

For each type of absence (Excused, Unexcused, and Tardy), indicate when you want to be notified:

**No alert** - Select if you do not want to be notified of your student's unexcused absences.

**First occurrence only** - Select if you only want to be notified of an unexcused absence for the first period the student is absent.

**All occurrences** - Select if you want to be notified of all unexcused absences for all periods of the day.

## Average Alerts

Average alerts allow you to be notified if the student's grade average in a class falls below a specified grade. By default, you will receive an alert any time the student's grade average in a class falls below failing. You can change the alert by specifying another grade.

|                                      |                                                                                                                                               |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Set Custom Average Threshold?</b> | <b>Yes</b> - Change the grade average that triggers an alert.<br><b>No</b> - Leave the setting as it is ( <b>Current Selection</b> ).         |
| <b>Custom Average Threshold</b>      | If you selected <b>Yes</b> , type a numeric grade (0-110). Any time your student's average falls below this grade, you will receive an alert. |

## Assignment Alerts

Assignment grade alerts allow you to be notified if the student receives an assignment grade below a specified grade in any class. By default, you will receive an alert any time the student receives a failing assignment grade in any class. You can change the alert by specifying another grade.

|                                          |                                                                                                                                                                         |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Set Custom Assignment Threshold</b>   | <b>Yes</b> - Change the assignment grade that triggers an alert.<br><b>No</b> - Leave the setting as it is ( <b>Current Selection</b> ).                                |
| <b>Custom Assignment Grade Threshold</b> | If you selected <b>Yes</b> , type a numeric grade (0-110). Any time your student receives an assignment grade below this grade in any class, you will receive an alert. |
| <b>Incomplete Assignments</b>            | <b>Yes</b> - Receive an alert when the student's assignment is marked as incomplete.<br><b>No</b> - Do not receive an alert for incomplete assignments.                 |
| <b>Missing Assignments</b>               | <b>Yes</b> - Receive an alert when the student's assignment is marked as missing.<br><b>No</b> - Do not receive an alert for missing assignments.                       |



## Back Cover