

Family Access Email Notifications

If you are receiving too many grade notification emails, you can follow these directions to stop the daily emails, and just receive a weekly update that will still contain all the information you need. Regardless of your notification settings, you are always able to login and check the student's grades.

First log into Skyward Family Access, then click on the Email Notifications option on the left, this will bring up the screen below. These are the default notification settings. To reduce the notifications, you will first want to click on the Change My Notifications button in the top right hand corner of that window. This will allow you to make changes to these options.

FAMILY ACCESS

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My Email Notifications

Attendance:

- Receive Daily Attendance Notifications For My Student(s)

Grading:

- Receive Daily Grading Notifications For My Student(s) if one of the following happened:
 - Low Assignment/Class Grade Percent
 - High Assignment/Class Grade Percent
- Student has missing assignments in the current term.
- Student received an assignment score less than the Low Assignment Percent in the last week.
- Student's current Progress Report grade is less than the Low Class Grade Percent in a class.
- Student received an assignment score more than the High Assignment Percent in the last week.
- Student's current Progress Report grade is more than the High Class Grade Percent in a class.
- Student's grade mark has changed for a past term.

Progress Report:

- Receive Progress Reports For My Student(s)
 - Receive on the first of each month (Monthly)
 - Receive every Saturday (Weekly)
 - Receive every day (Daily)

Change My Notifications

Having clicked on Change My Notifications, you can now make changes to these boxes. You will want to uncheck the box under Grading that says "Receive Daily Grading Notifications For My Student(s)". Then you will want to check the box under Progress Report that says "Receive Progress Reports For My Student(s)" and then click on the "Receive every Saturday (Weekly)" button. Your screen will look similar to the one below.

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Online Assignments

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My Email Notifications Change My Notifications

Attendance:

Receive Daily Attendance Notifications For My Student(s)

Grading:

Receive Daily Grading Notifications For My Student(s) if one of the following happened:

70.00 Low Assignment/Class Grade Percent

90.00 High Assignment/Class Grade Percent

- Student has missing assignments in the current term.
- Student received an assignment score less than the Low Assignment Percent in the last week.
- Student's current Progress Report grade is less than the Low Class Grade Percent in a class.
- Student received an assignment score more than the High Assignment Percent in the last week.
- Student's current Progress Report grade is more than the High Class Grade Percent in a class.
- Student's grade mark has changed for a past term.

Progress Report:

Receive Progress Reports For My Student(s)

Receive on the first of each month (Monthly)

Receive every Saturday (Weekly)

Receive every day (Daily)

Now you will only receive one email a week with a progress report for the student that will inform you about low or high grades for all courses. You can always go back and change these settings at any time.