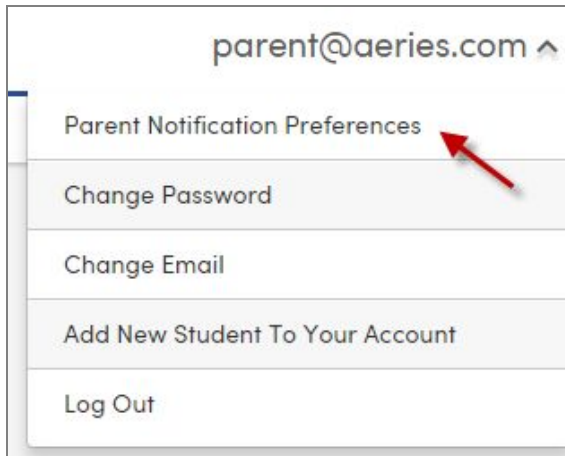# AERIES GRADEBOOK SETTINGS FOR PARENTS -- Email alerts

Weekly progress reports

When parents log into the parent portal, they will see a banner prompting them to sign up for weekly progress emails if they have not already done so.

An option labeled **Parent Notification Preferences** will also display in the drop-down menu when parents click on their username in the upper right-hand corner. This allows them to sign up for weekly

progress report emails for a preferred day and time and adjust their notification preferences at any time.

Each time the parent logs into the parent portal, they will get a message notifying them that they are subscribed.

> You are scheduled to receive Weekly Progress Emails every Friday at 3:00 PM. Modify

To turn on this option in Aeries for your District, go to **School Info | Configurations | Weekly Progress Email Setup**and click Enable to enable, or if it is already enabled you can click Disable to disable the messages from being sent.

Grade Alert Threshold

In addition, a **Grade Alert Threshold** is available for parents to set up a threshold to receive alerts when the grade changes for the student. When a threshold is met, an email will be generated to alert the parent.

Clicking on the **Add New Alert** button will bring up 3 choices for the parent. Currently, the first drop-down only has a selection for Mark. The second drop-down allows the parent to select the criteria of **Falls Below** or **Rises Above**. The third drop-down displays the mark to select for the threshold. Click the **+** symbol to add the threshold.

Alert Options

Add thresholds to receive alerts when data changes for your student(s).

＋ Add New Alert

Alert Options

Add thresholds to receive alerts when data changes for your student(s).

| Mark ▼ | Falls Below ▼ | C ▼ |