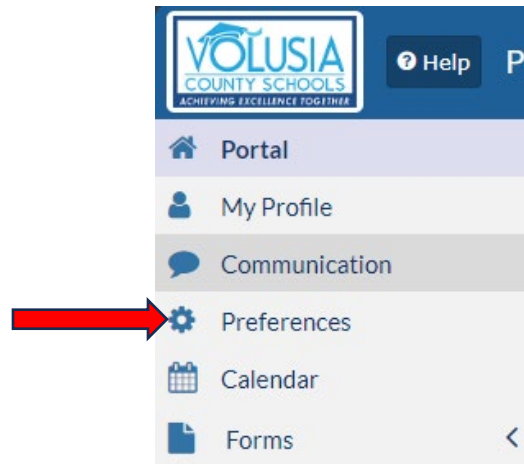


Directions for Parents to set up Notifications in Parent Portal

1. Setting up Notifications can only be done through a browser, not on the VCS Focus App.
2. Log into Parent Portal using your credentials. For assistance: [Portals - Volusia County Schools](#)
3. From the left-hand menu, choose Preferences.



4. In addition to setting up Notifications, in this area, you can update your Display Options and Password. Choose the Notifications tab.

5. Here you can view which email you are using with your Parent Portal account and set up the notifications you want to receive about your child(ren)'s Grades, Absences, Discipline, and Billing. These settings will apply to every child you have an account for in Parent Portal.
6. You can choose the Frequency you want to receive notifications and then set up the Summaries and Thresholds for the 4 categories mentioned in Step 4.



Frequency

Custom

Filter...

Never
Daily
Weekly
Custom

Summaries

Notification	Threshold
<i>i</i> Grades	Course Average drops below _____ OR Course Grade becomes B <input type="button" value="v"/> Assignment scores below a 80 %
<i>i</i> Absences	1 days absent in a 1 day period
<i>i</i> Discipline	<input checked="" type="checkbox"/> Received Referral
<i>i</i> Billing	Owes more than \$ _____

In the example below, the parent has chosen “Custom” frequency so they receive a notification each time (no more than daily):

- a child’s **grade** becomes a B or they have earned a grade less than 80%
- their child is **absent**
- their child receives a **discipline** referral
- they will be notified if their child incurs a **bill** more than \$5.

Display Options Password Notifications

1 Parent

Status	Name	Email	Frequency	Summaries
<input checked="" type="checkbox"/>	Chapple, Christa	chapplewvs@gmail.com	Custom	<p>Notification</p> <p><i>i</i> Grades Course Average drops below _____ OR Course Grade becomes B <input type="button" value="v"/> Assignment scores below a 80 %</p> <p><i>i</i> Absences 1 days absent in a 1 day period</p> <p><i>i</i> Discipline <input checked="" type="checkbox"/> Received Referral</p> <p><i>i</i> Billing Owes more than \$ 5</p>