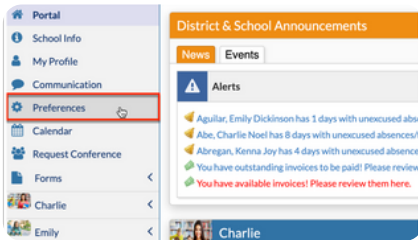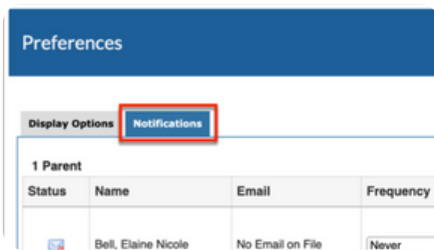## COMMUNICATION SETTINGS - OPT IN OR OUT

Parents can customize how and when they receive updates by adjusting the settings in the Notifications tab—such as choosing how often they get alerts.
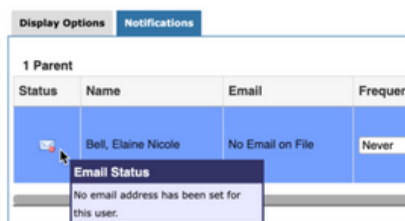
STEP 1

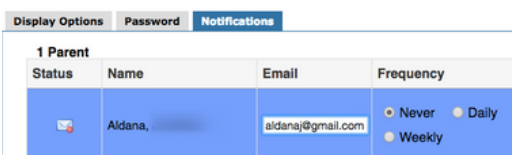**IN THE MENU, CLICK PREFERENCES.**

STEP 2

CLICK THE NOTIFICATIONS TAB.

STEP 3

HOVER OVER THE ICON IN THE STATUS COLUMN FOR INFORMATION REGARDING THE STATUS OF YOUR NOTIFICATIONS.

STEP 4

YOUR NAME WILL BE DISPLAYED IN THE NAME COLUMN. IF YOUR EMAIL HAS BEEN REGISTERED, IT WILL DISPLAY IN THE EMAIL COLUMN.

STEP 5

UPON SETTING UP YOUR NOTIFICATIONS, YOU CAN ALSO SET UP THE FREQUENCY YOU RECEIVE SELECTED NOTIFICATIONS FROM THE PULL-DOWN; OPTIONS INCLUDE: NEVER, DAILY, WEEKLY, OR CUSTOM.

STEP 6

SELECT THE SUMMARIES YOU WOULD LIKE EMAILED TO YOU BY SELECTING THE CORRESPONDING CHECK BOXES, SUCH AS ATTENDANCE, DISCIPLINE, UPCOMING ASSIGNMENTS, GRADES LINK, AND/OR EVENTS AND ANNOUNCEMENTS.

STEP 7

IF YOU SELECTED CUSTOM FROM THE FREQUENCY PULL-DOWN, YOU SET THESE CUSTOMIZED NOTIFICATIONS FROM THE SUMMARIES SECTION.

STEP 8

WHEN ALL SELECTIONS HAVE BEEN MADE AND ALL INFORMATION HAS BEEN ENTERED, CLICK SAVE.