



# ParentAccess Adding ParentAccess Alerts

On the **Parent Access Alerts** screen accessed from the **ParentAccess Administration** screen, administrators can set up school- and district-wide email alerts for missing assignments and low marks.

- 1 On the **Parent Access** alerts screen, click **Add an Alert**.

Alert Name	School(s)	Schedule	Next Run	Last Run	Result	Active?	Action
▶ Low Assignment Marks	WOJH, WOHS	Daily 4:00 PM	8/12 4:00 PM	8/14 4:01 PM	Submitted	✓	
▶ Missing Assignments	WOCO, WOJH ...	Daily 4:00 PM	8/12 4:00 PM	8/14 4:01 PM	Submitted	✓	

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- 2 On the **Add Alert** window that opens, enter an **Alert Name** (related to missing assignments or low marks).
- 3 In the **Alert Types** area, select the checkbox(es) beside **Missing Assignments** and/or **Low Assignment Marks** as desired.
- 4 In the **Run Frequency** drop-down list, select **Daily**, **Weekly**, or **Manual**. If you select **Daily**, enter the desired **Run Time**. If you select **Weekly**, enter the desired **Run Time** and select the desired **Run Day**.
- 5 Select the **Active?** checkbox to make the alert active.
- 6 In the **Select the schools that will use this alert** area, select the checkbox(es) beside the school(s) that you want to use the alert. Or, select **All Schools** to use the alert for all schools.
- 7 Click **Save**.

**Add Alert**

2 Alert Name: Missing Assignments

3 Alert Type(s):  Missing Assignments  
 Low Assignment Marks

4 Run Frequency: Weekly  
Run Time: 12:00 AM  
Run Day: Wednesday

5 Active?:

6 Select the schools that will use this alert:  All Schools

7 Save

If you select a **Run Frequency** of **Manual**, you must manually submit the alert from the **Parent Access Alerts** screen in the **Action** column.



## Alert Requirements

<b>All Alerts</b>	GradeBook sends out each alert type (missing assignment alert or low assignment mark alert) only once for a specific assignment. You must have the alert type selected for a specific school, and it must be active.
<b>Missing Assignment Alerts</b>	GradeBook sends out a missing assignment alert only after a teacher marks the assignment as missing in GradeBook.
<b>Low Mark Alerts</b>	<p>Only assignments that meet the following criteria are able to generate alerts:</p> <ul style="list-style-type: none"> <li>• Used in a class that does not use the Custom Setup 2 grading scale</li> <li>• Possible points are more than 0</li> <li>• Included in the student’s average</li> <li>• Marks are posted to ParentAccess</li> <li>• Due date is on or after the date the parent or student subscribed to alerts</li> </ul> <p>GradeBook sends low assignment mark alerts for assignments with a grade equal to or lower than a specific threshold set by the parent.</p>

## Alert Statuses

Event	Status	Description
User clicks	Submitted	The Alert Service has received the request to run.
The previously scheduled time has already occurred or user clicks	In Progress	The alert is being processed for each school building. This could take several minutes depending on the number of buildings.
The alert has processed.	Completed	The alert has processed successfully for all school buildings.
The alert has not processed.	Failed	The alert has not processed successfully for all school buildings.

*You can update or delete alerts by clicking in the row of the desired alert and then making necessary updates or clicking **DELETE**, respectively.*