SOFTWARE ANSWERS ProgressBook® SUITE

Notifications

Teacher Training Guide

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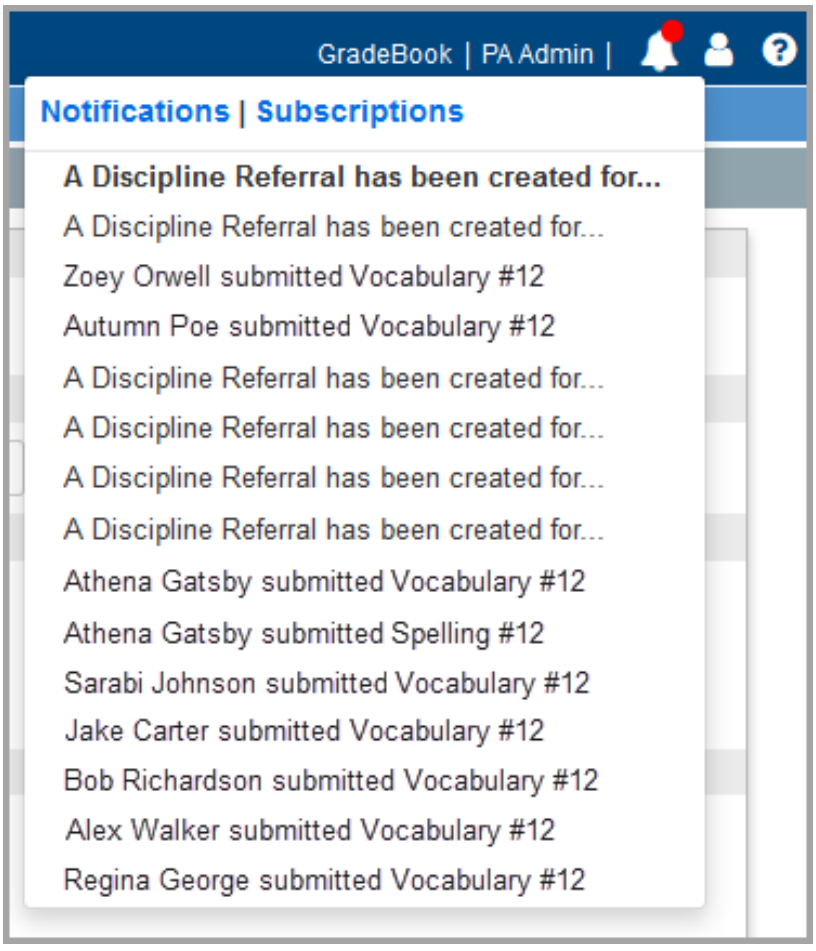
Overview

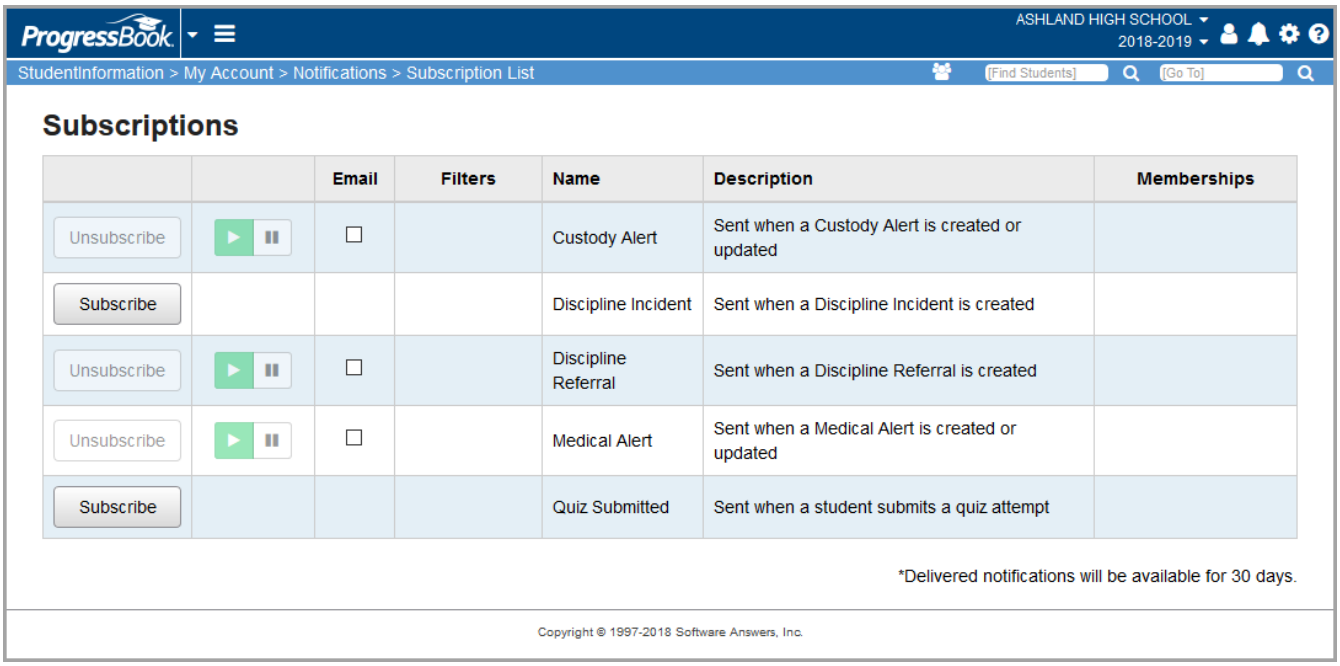
Notifications provide a way for the district to communicate key events to members of the district. As a teacher, depending on your district's and building's settings, you may automatically receive notifications throughout your applications in the ProgressBook Suite. You may also be able to subscribe to notifications you want to receive.

The GradeBook and StudentInformation banners display , which is a clickable icon that shows your 15 most recent notifications. When you receive a new notification, the icon displays as . To view all notifications you received in the last 30 days, click **Notifications**. To subscribe or unsubscribe to notifications, click **Subscriptions**. For more information about subscriptions, see *Subscriptions*.



Subscriptions

If your district and/or building have configured notifications so that you can subscribe to them (i.e., they haven't been made required or disabled), you can navigate to the **Subscriptions** screen in order to subscribe to available notifications as you wish.



- To subscribe to a particular notification, click **Subscribe** in its row.
- To also receive an email notification, select the **Email** check box in the row of the notification.
- If a **Filters** button displays in the **Filters** column after you subscribe to a particular notification, you can click it to configure filters for the notification. See *Filters*.

If an UNSUBSCRIBE button is grayed out and unclickable, the notification has been required by your district and/or school.

If some notifications pictured above do not display, your district and/or building may have disabled them.

Notification Types

The table below describes the types of notifications you may be able to receive if your district has required them or allowed you to subscribe to them. Additionally, you only receive these notifications if they pertain to a student in one of your classes.

Custody Alert	A custody alert was created or modified
Discipline Incident	A discipline incident was created with a disciplinary action added in StudentInformation or the MobileApp
Discipline Referral	A discipline referral was created in StudentInformation or GradeBook
Medical Alert	A medical alert was created or modified
Quiz Submitted	A student submitted a quiz attempt

If a notification is not required, you can also select filters related to that particular notification. If the notification has been required by your district, you do not have this option. See *Filters*.

Filters

The table below describes the filters that are available for a particular notification if your district has allowed you to subscribe to the notification. If your district requires a particular notification, you cannot configure filters for it, but a **Filters** link may display that you can click to see filters set at the building or district level.

Notifications	Available Filters
Custody Alert	• **Grade Level** – Select grade level(s) for which you want to receive custody alert notifications • **Critical** – Receive only critical custody alert notifications
Discipline Incident	• **Grade Level** – Select grade level(s) for which you want to receive discipline incident notifications
Discipline Referral	• **Grade Level** – Select grade level(s) for which you want to receive discipline incident referral notifications
Medical Alert	• **Grade Level** – Select grade level(s) for which you want to receive medical alert notifications • **Life Threatening** – Receive only life-threatening medical alert notifications
Quiz Submitted	• **Scoring Method** – Receive notifications only for quizzes that require manual grading (no auto-scored quizzes)