

# HOW TO SIGN UP FOR PARENT ALERTS

Log into your parent access account for ProgressBook.

ProgressBook  
by Software Answers, Inc.

Classroom Access for  
Parents & Students!

Help

Enter your login information below

User Name:

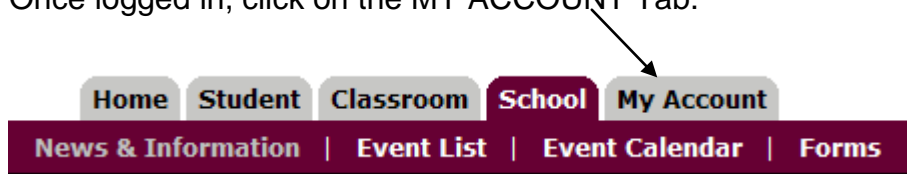
Password:

Login

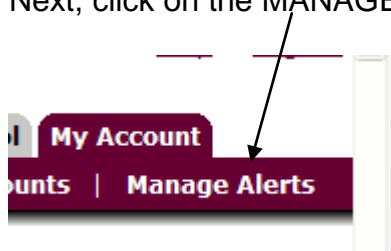
Forgot your password? [Click here](#)

Forgot your user name? [Click here](#)

Once logged in, click on the MY ACCOUNT Tab.








Next, click on the MANAGE ALERTS Tab.

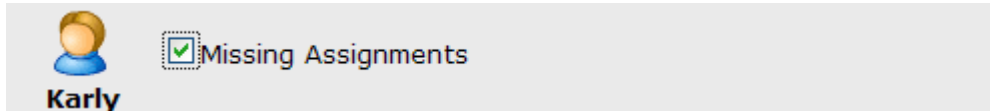


If an alert has been set up for your student's building, it will be listed here:

**Please check the alerts you wish to receive**

 <b>BRETT</b>	Alerts have not been set up for the attending school
 <b>CHRIS</b>	Alerts have not been set up for the attending school
 <b>JAMIE</b>	Alerts have not been set up for the attending school
 <b>Karly</b>	<input type="checkbox"/> Missing Assignments
 <b>KENNEDY</b>	Alerts have not been set up for the attending school

Click in the box next to 'Missing Assignments' if you'd like to sign up for that alert.



You can enter up to 4 different email addresses that you would like the alert(s) to go to.

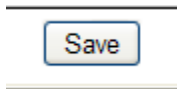
Enter the email addresses that should receive the alerts

Email 1:

Email 2:

Email 3:

Email 4:



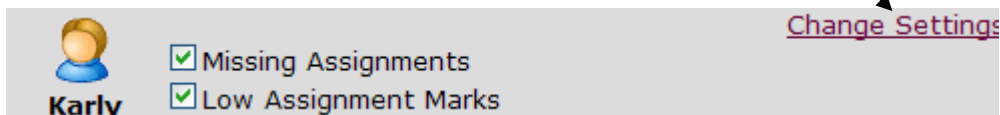
Click

That's it! Based on the settings the school has set for the frequency (daily or weekly) you will start to receive a parent alert to the email address(es) specified.

**IF YOU SIGN UP FOR A LOW ASSIGNMENT MARK:**


You will have some additional set up as follows.

You will need to click on the link that says CHANGE SETTINGS



This link will appear AFTER you click to check the Low Assignment Marks and SAVE.

Clicking on the Change Settings link will open a new window


 **Low Mark Alerts for Karly Wisnyai** [Close](#)

Send Alerts for Marks Equal to or Less Than...

Class	Grade
ACTING 1	▼
BASIC COMPUTER SCIENCE 1	▼
Case Management	N/A
DISCRETE MATH	▼
ENGLISH 10	▼
HEALTH	▼
INTEGRATED BIOL 9 DB	▼
PHOTOGRAPHY 1	▼
PHYS EDUC 2	▼
YEARBOOK	▼

Here you need to select the grade you want to get an alert on if it is Equal to or Less Than ....(whatever grade you select from the drop down)

Example:

 **Low Mark Alerts for Karly Wisnyai** [Close](#)

Send Alerts for Marks Equal to or Less Than...

Class	Grade
ACTING 1	▼
BASIC COMPUTER SCIENCE 1	▼
Case Management	N/A
DISCRETE MATH	B ▼
ENGLISH 10	C ▼
HEALTH	C ▼
INTEGRATED BIOL 9 DB	C ▼
PHOTOGRAPHY 1	▼
PHYS EDUC 2	▼
YEARBOOK	▼

A  
B  
C  
D  
F

then Click on

After you save, you are all set! 😊