

3. Email Notification:

The screenshot shows the 'Email Notifications: Brown, Charlie' page. On the left is a navigation sidebar with 'Email Notification' highlighted. The main content area is divided into three sections: 'Contact Information', 'What Information Would You Like to Receive?', and 'Frequency'. Red callout boxes provide instructions for each field.

Contact Information

- Email Address:** motherbrown@gmail.com
- Additional Email Addresses:** (separate multiple email addresses with commas)

What Information Would You Like to Receive?

- Summary of Current Grades and Attendance.
- Detail Report Showing Assignment Scores for Each Class.
- Detail Report of Attendance.
- School Announcements.
- Balance Alert (Note: will only be sent when student is low on funds).

Frequency

- How Often?** Never (dropdown menu open showing: Never, Weekly, Every Two Weeks, Monthly, Daily)
- Apply These Settings to All Your Students?**
- Send Now For Charlie?**

Submit button

Callout Boxes:

- You are here:** Points to the 'Email Notification' menu item.
- Enter an additional or alternate email here if you would like to receive notifications at that address.** Points to the 'Additional Email Addresses' field.
- Check this box if you would like to receive grades via email when they are posted.** Points to the checkbox for 'Summary of Current Grades and Attendance'.
- DO NOT check any of these boxes. These services are currently unavailable.** Points to the checkboxes for 'Detail Report Showing Assignment Scores for Each Class', 'Detail Report of Attendance', and 'School Announcements'.
- Check this box to apply these settings for all your students. Or choose different settings for each student.** Points to the 'Apply These Settings to All Your Students?' checkbox.
- Choose how often you want to receive email notifications.** Points to the 'How Often?' dropdown menu.
- To save your changes, hit the submit button when finished.** Points to the 'Submit' button.

yfTeacher Comments: This feature is currently not being used.

zfSchool Bulletin: This feature is currently not being used.