

# Subscribing to Alerts

Alerts are messages notifying you that your student has grades or attendance information of which you should be aware, such as an absence or a low grade. If the student has alerts, the number of alerts is displayed below the student's name on the left side of the page.

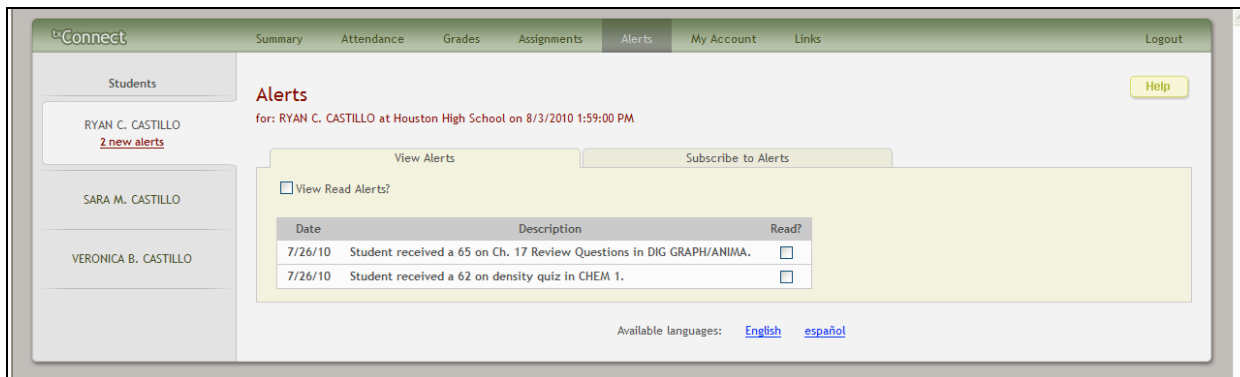
When you create a <sup>bx</sup>Connect account, you are **automatically** subscribed to two alerts:

- Unexcused absence alerts, first occurrence of the day
- Failing grade alerts

An alerts subscription can be changed at any time.

## How to Read Alerts

To go directly to the Alerts page to read the message(s), you click the alert notification below the student's name. You can also click **Alerts** in the main menu at the top of the page and select the student for whom you want to see alerts.

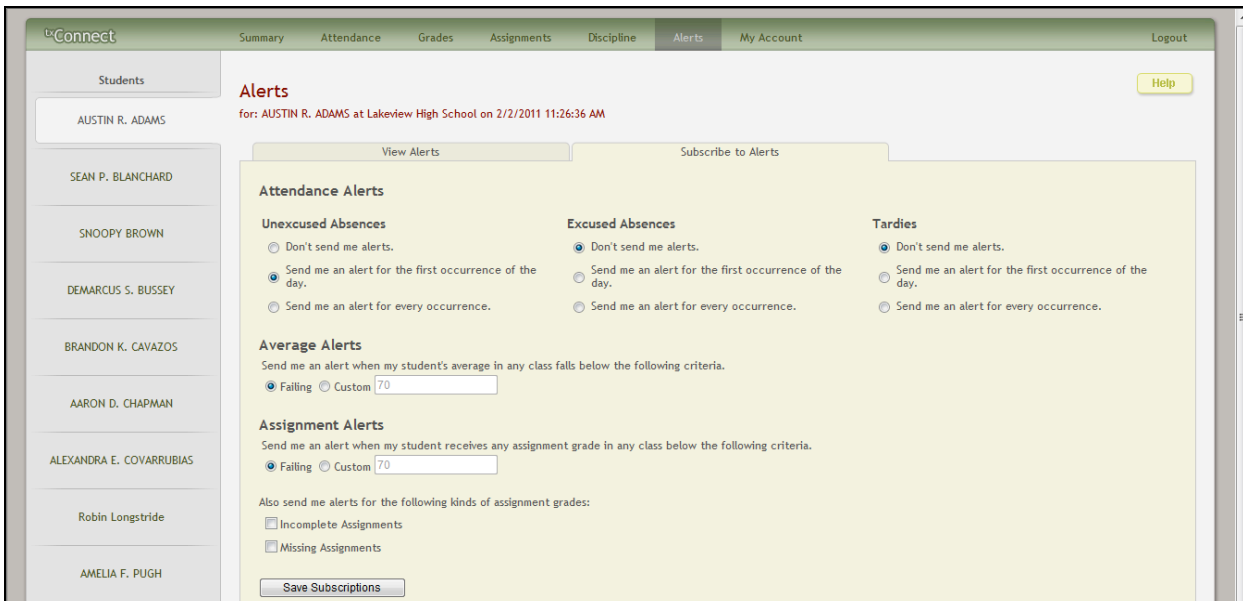


The complete alert message is displayed on the Alerts page under **Description**. If the student has more than one alert, the alerts are displayed in the order received, with the most recent alert at the top of the list.

- New alerts that have not been read are bolded.
- Once you have read an alert, you can select the **Read** check box to indicate that you have read the alert. The alert will be shaded gray.
- If you select the **Read** check box accidentally, you can clear it to change the alert back to unread.
- You can adjust the page to display or hide the alerts you have already read.
  - To see only new, unread alerts, the **View Read Alerts** check box should be blank.
  - To see all alerts, the **View Read Alerts** check box should be selected.

# How to Change an Alerts Subscription

From the Alerts page, you can change your alerts subscription by clicking the **Subscribe to Alerts** tab.



An alerts subscription must be set for each student on your account.

There are three categories of alerts: attendance, grade average, and assignment grades.

## Attendance Alerts

The attendance alerts allow you to indicate if you want to receive alerts for absences and tardies.

1. Under **Unexcused Absences**, select one of the following:

- **By automatic default**, the **Send me an alert for the first occurrence of the day** is checked
- If you do not want to be notified of your student's unexcused absences, select **Don't send me alerts**.
- If you want to be notified of every unexcused absence throughout the day, select **Send me an alert for every occurrence**.

2. Under **Excused Absences**, select one of the following:

- If you do not want to be notified of your student's excused absences, select **Don't send me alerts**.
- If you only want to be notified of an excused absence for the first occurrence of the day, select **Send me an alert for the first occurrence of the day**.
- If you want to be notified of every excused absence throughout the day, select **Send me an alert for every occurrence**.

3. Under **Tardies**, you can select one of the following:

- If you do not want to be notified of your student's tardies, select **Don't send me alerts**.
- If you only want to be notified of a tardy for the first occurrence of the day, select **Send me an alert for the first occurrence of the day**.
- If you want to be notified of every tardy throughout the day, select **Send me an alert for every occurrence**.

## ***Average Alerts***

The average alert allows you to be notified if your student's grade average in a class falls below a specified grade. **By automatic default**, you will receive an alert any time your student's grade average in a class falls below failing. You may change the alert by specifying another grade.

To specify another grade, select **Custom**. In the custom field, type a numeric grade (0-100). Any time the student's average falls below this grade, you will receive an alert.

## ***Assignment Alerts***

The assignment alert allows you to be notified if the student receives an assignment grade below a specified grade in any class. **By automatic default**, you will receive an alert any time the student receives a failing assignment grade in any class. You can change the alert by specifying another grade.

To specify another grade, select **Custom**. In the custom field, type a numeric grade (0-100). Any time the student receives an assignment grade below this grade in any class, you will receive an alert.

You may also choose to be notified if the student has an assignment marked as missing or incomplete. Select **Incomplete Assignments** to be notified of incomplete assignments. Select **Missing Assignments** to be notified of missing assignments.

## **How to Receive Alert Notices by E-Mail**

**By automatic default**, the **Send me an email when an alert is generated** is checked. When you created your account, you needed to have entered your email address to receive email notifications. If you did not provide an email when creating your account, you can go to **My Account** and enter an email address. If you do not want to receive an email when an alert is generated, click on the **Send me an email when an alert is generated** to take off the check mark.

**Note:** E-mail alert notices do not contain the information specific to the alert. The notice simply informs you that you have one or more unread alerts in your account.

**You must click **Save Subscriptions** before leaving the page. Otherwise, the changes will not be saved.**