## ProgressBook - Parent Access

## **Email Alert Setup Guide**

- 1) Login to ProgressBook Parent Access (<u>http://parentaccess.chclc.org</u>) with your Username and Password
- 2) Click "Manage Alerts" under My Account

## CHERRY HILL PUBLIC SCHOOLS



3) Select the Alerts you would like to receive for each student, and enter the email addresses that you would like to receive the alerts. Then Click **Save** 

ProgressBook	Home Student Classroom School My Account
	Edit My Profile   Change My Login   Change my Password   Manage Alerts
	Please check the alerts you wish to receive
[	Change Settings Wissing Assignments Kevin V Low Assignment Marks
	Enter the email addresses that should receive the alerts
	Email 1: test@test.com
	Email 2:
	Email 3:
	Email 4:
L	Save

Help Logout

4) After clicking Save, a link to "Change Settings" should appear for each student. Click this link to select the alert threshold for "Low Assignment Marks" for each class.

	Help Logout
ProgressBook	
by Software Answers, Inc. 111	Home Student Classroom School My Account
	Edit My Profile   Change My Login   Change my Password   Manage Alerts
	Please check the alerts you wish to receive
	Of Missing Assignments     Change Settings     Clarge Settings
	Kevin Clow Abagiment marks
	Enter the email addresses that should receive the alerts
	Low Mark Alerts for Kevin Henderson
	E Send Alerts for Marks Equal to or Less Than
	Class Grade
	Algebra 2 A+ -
	Algebra 2 A+ +
	Algebra 2 F 👻
	English Gr 11 A+ •
	Math - Gr 02 N/A
	Save