## **BETA PARENT ACCESS ALERT SETUP FOR PARENTS/STUDENTS**

Below are the steps for Parents and/or Students to set up their students in Beta Parent Access for the <u>Alerts for</u> Low Assignment Marks and/or Missing Assignments:

- 1. Log into the following website: <u>https://pa.woco-k12.org/district</u>
- 2. From this website, you will select your school district
- 3. From the below screen, after you have created your Parent account, you will then enter your username and password and click "Sign On"

ProgressBook Parent	Access
	Not your district?
WOCO School District	
Enter your login information	
User name:	
Password:	
Enter your password	
Sign on Remember me	
	Create an account Can't access your account?

4. This will take you to the Home page for your student/students – on this page under Family Information, click on Alerts on the left side of the page



5. The Alerts screen below displays showing all the students added to your account with the ability to turn on alerts for Missing Assignments and Low Assignment Marks. On the Alerts screen next to the child's name, select the alerts to which you want to subscribe. Click Update. The following message displays: "Your changes have been saved." If you subscribed to the Low Assignment Marks alert, the Set Low Mark Settings button displays. At least ONE email address is required. Additional email addresses can be added.

Student INFORMATION   A lend   A ditendance   A Grades   G Assignments   Homework   S Schedule   Report Card   School INFORMATION   Nawe   Alert Type   Missing Assignments   Sechool INFORMATION   Nawes   Calendar   Class Information   Profile Change Basswort	TUDENT INCODMATION				
Altendance   A Grades   A Grades   A Grades   Please check the alert(s) you want to receive.   Imary@wccc-k12.org   Delete   Christopher   Missing Assignments   Christopher   Missing Assignment Marks   Christopher   Missing Assignment Marks     Add New Email     Calendar     Clainedar     Clainedar     Christopher     Update     Clainedar     Clainedar     Christopher     Clainedar     Clainedar     Christopher     Clainedar     Clainedar     Christopher     Clainedar     Christopher     Clainedar     Clainedar     Christopher     Christopher     Christopher     Christopher     Curve Report Card     Christopher     Christopher <td>Home</td> <td>Alert Settings</td> <td>3</td> <td>Alert Emails</td> <td></td>	Home	Alert Settings	3	Alert Emails	
& Assignments       Name       Alert Type       mary@woco-k12.org       Delete         Wonework       Christopher       Missing Assignments       Set Low Mark Settings       Add New Email         > Schedule       Christopher       Imary@woco-k12.org       Delete         Report Card       Imary@woco-k12.org       Delete         Chool INFORMATION       Imary@woco-k12.org       Delete         News       Imary@woco-k12.org       Delete         Caladar       Imary@woco-k12.org       Delete         Class Information       Imary@woco-k12.org       Delete         AMILY INFORMATION       Imary@woco-k12.org       Delete         Profile       Imary@woco-k12.org       Delete         Imary@woco-k12.org       Delete       Add New Email	Attendance Grades	Please check the	e alert(s) you want to receive.	Enter the email address(es)	that will receive the alert(s).
Homework   O Schedule   Report Card   Christopher   O Low Assignment Marks     Add New Email     Add New Email     Christopher     O Update     Christopher     Christopher     O Update     Christopher     O Update     Christopher     Christopher     O Update     Christopher     Christopher     Christopher     Christopher     Christopher     Christopher     Christopher<	Assignments	Name	Alert Type	mary@woco-k12.org	Delete
Report Card CHOOL INFORMATION News Calendar Class Information AMILY INFORMATION CARTS Profile Channe Bassword	Homework Schedule	Christopher	Missing Assignments Low Assignment Marks	Add New Email	
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AMILY INFORMATION Alerts Profile Channe Password	Class Information				
Collects Profile Channe Password	AMILY INFORMATION				
Profile Channe Password	Alerts				
Change Password	Profile				
Touring L monitor	Change Password				

6. Click Set Low Mark Settings. The Alerts Low Mark Settings screen displays all the student's classes with the ability to select a grade to set a low mark threshold for each class. Next to each Class in the Grade drop down list, select the low mark threshold for each class. Click Update. The following message displays "Your changes have been saved."

<b>Parent</b> Access	Aicits			
TUDENT NFORMATION	Low Mark Alert Settings			
Home				
Attendance	Send alerts for marks equal to or less than:			
Grades	Class			
Assignments	Cluss	Cidue		
Homework	Algebra 2	A+	-	
Schedule				
Report Card	Algebra 2	B+		
CHOOL INFORMATION	Algebra 2			
News				
Calendar	Algebra 2		•	
Class Information				
AMILY INFORMATION	English Gr 11		•	
Alerts				
Profile	English Gr 11			
Change Password	English Gr 11		-	
L Manage Students				
	English Gr 11			
	PE - Physical			
-	Education - WOCO	NOT AVAILABLE TOP THIS CLASS.		

- 7. Perform the above steps for each child for whom you selected the Low Assignment Marks.
- 8. Once you have completed the Alerts setup for each child, you will receive email notifications based on the alerts and threshold setup you entered.