

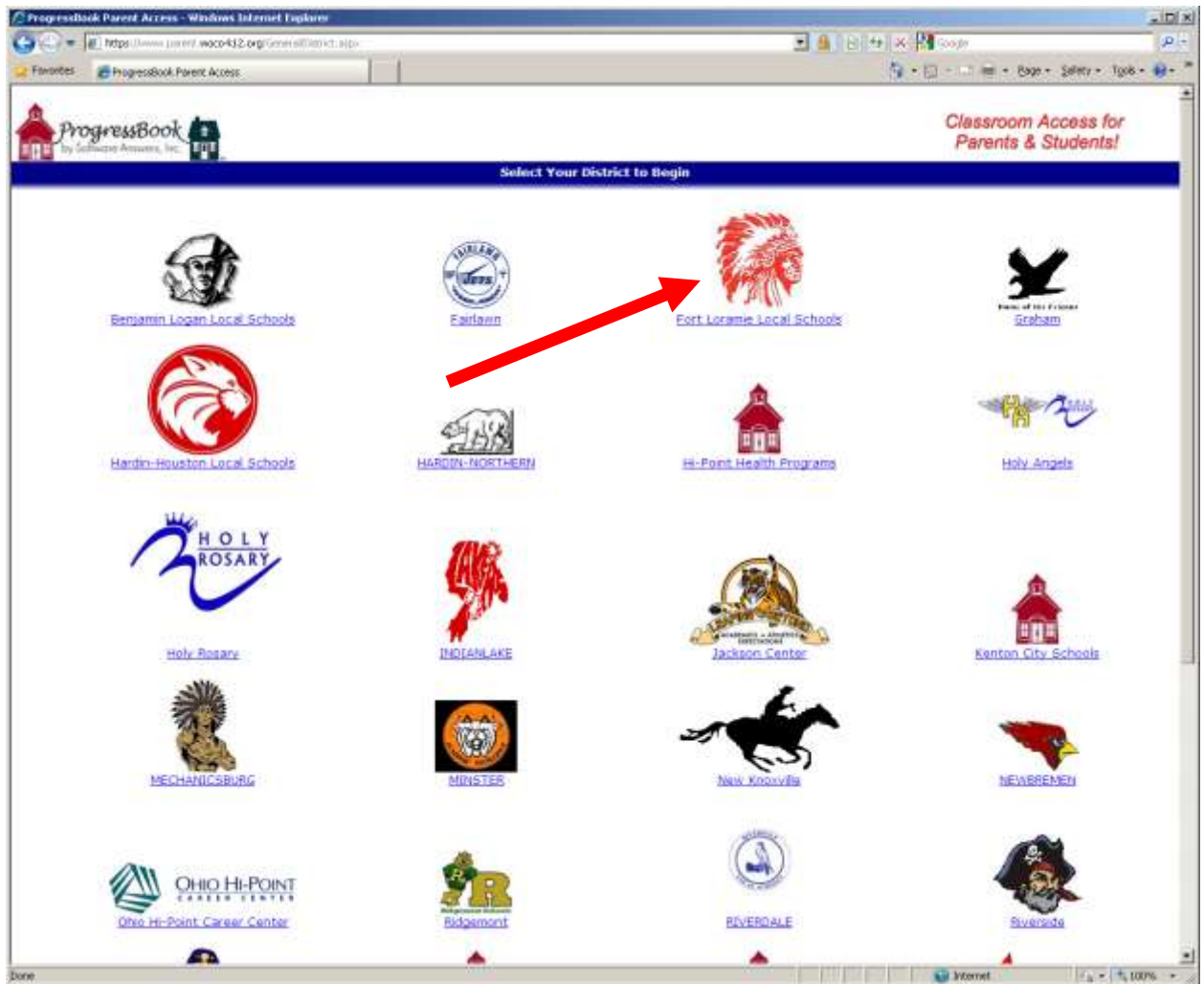
## Progress Book Alerts

To set up alerts for missing assignments and low marks in Progress Book, please follow these directions.

1. Log in to Progress Book Parent/Student Access portal by going to the Fort Loramie Local Schools website at [www.loramie.k12.oh.us](http://www.loramie.k12.oh.us) and clicking the **Progress Book Access** link located under **Parent and Student Links**.



2. Choose Fort Loramie Local Schools from the list of schools.



3. Log in with your username and password. If you do not know your username and password, please contact the school by using the Contact Us link at the top of the web site and selecting the category Progress Book.

The screenshot shows a web browser window titled "ProgressBook Parent Access Login - Windows Internet Explorer". The address bar displays the URL: <https://www.parent.mccob-432.org/ParentalLoginPage.aspx?DistrictID=12>. The browser's Favorites bar shows "ProgressBook Parent Access Login". The page features the ProgressBook logo on the left and the text "Classroom Access for Parents & Students!" on the right. A red horizontal bar separates the header from the main content area. Below the bar, the text "Enter your login information below" is centered. A login form is centered on the page, containing the following fields and buttons:

- User Name:
- Password:
- Login button

Below the login form, there are two links:

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

The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

4. Click the **Manage Alerts** link under the **My Account** category.




**Welcome to the Fort Loramie Local Schools  
Progress Book Website for Students and Parents**

Student	Classroom	My Account
<a href="#">Averages</a> <a href="#">Progress Details</a> <a href="#">Attendance</a> <a href="#">Schedule</a>	<a href="#">Homework</a> <a href="#">Monthly Planner</a> <a href="#">Information</a>	<a href="#">Edit My Profile</a> <a href="#">Change My Login</a> <a href="#">Change my Password</a> <a href="#">Link My Accounts</a> <a href="#">Manage Accounts</a> <a href="#">Manage Alerts</a>



5. Select which alerts you would like to receive. You can choose **Missing Assignments**, **Low Assignment Marks**, or both. Missing Assignments alerts will notify you once each day via e-mail if any of your students having missing assignments in any of their classes. The Low Assignment Marks alert will notify you once each day via e-mail if an assignment grade is posted in any of your students classes that are lower than the level you set for each class. You can also add additional e-mail addresses for the notifications to be e-mailed to. In this example, you see a black bar next to the selection boxes. In your case, you should see your student's name. If you have multiple students connected to your account, you should see multiple selection boxes (1 for each student). Once you select the alerts you want to receive and enter any additional e-mail addresses, click the **Save** button.



☒ Missing Assignments  
☒ Low Assignment Marks

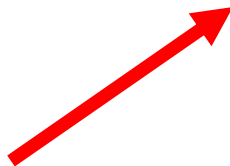
Enter the email addresses that should receive the alerts

Email 1:


Email 2:

Email 3:

Email 4:



6. You should now see an option to **Change Settings**. Click on this link to set options for the Low Assignment Marks alerts if you chose to receive them.



☒ Missing Assignments  
☒ Low Assignment Marks

[Change Settings](#)

Enter the email addresses that should receive the alerts

Email 1:


Email 2:

Email 3:

Email 4:

7. For each class you want to receive alerts for, select a letter grade from the drop-down list. Progress Book will alert you when an assignment in that class is graded and is less than or equal to the letter grade you specify. For instance, if you choose B for Algebra I, when the teacher enters an assignment, it would send an alert for grades, F, D, C, and B. It would not send an alert if the student received an A, A-, or B+. Once you have set alert levels for all classes you wish to receive alerts for, click the **Save** button.

Enter the email addresses that should receive the alerts

**Low Mark Alerts for** [REDACTED] [Close](#)

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

Class	Grade
Algebra I	<input type="text"/>
American History 8	A
Band Junior High	A-
Computer Applications 8	B+
Lunch	B
MISC	B-
Physical Science 8	C+
Reading Language Arts 8	C
STUDY HALL	C-
Work and Family Life 8	D+
	D
	D-
	F
	<input type="text"/>

Save

8. Repeat Step 7 for each of your students to begin receiving alerts.