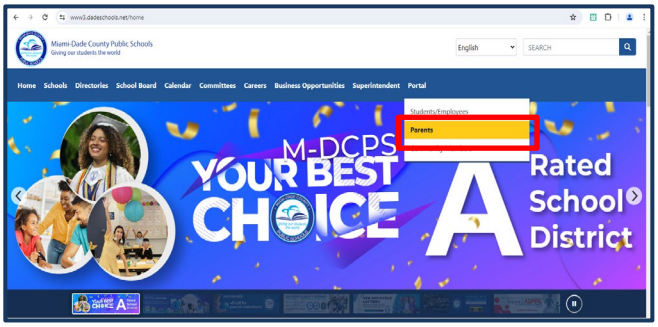
PARENT/STUDENT EMAIL NOTIFICATION SUBSCRIPTION GUIDE

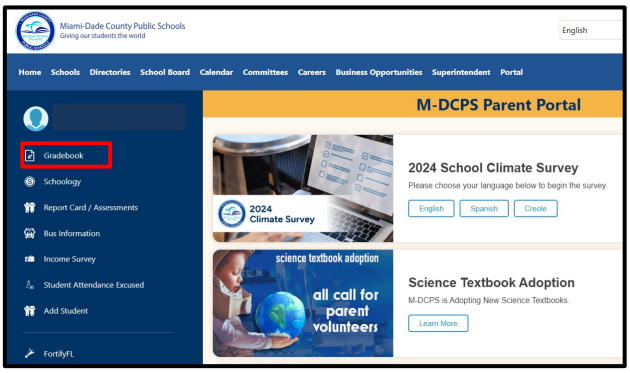
Parents and students can use the Gradebook's **Parent Internet Viewer (PIV)** to have automated grade, attendance and discipline alerts sent directly to an email address of their choice.

Subscribing to Email Notifications

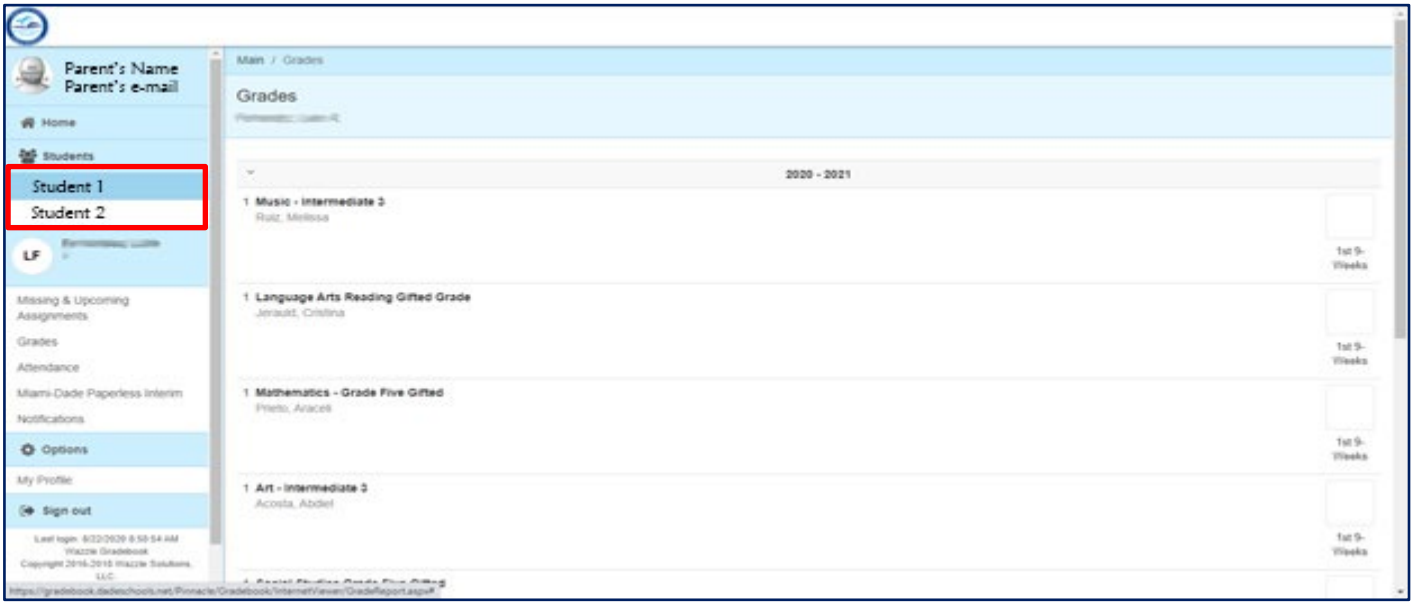
1. Open an Internet browser and type www.dadeschools.net. The Dadeschools.net web page will display. Click the **Portal** tab and click on **Parents.**



2. Log into the Parent Portal. Once inside the Parent Portal homepage, click on the **Gradebook** link on the left.



The Gradebook's **Internet Grade Viewer** summary page for one student will open. If you have multiple students enrolled under your Parent Account, you will be able to toggle between them using the left-hand panel.



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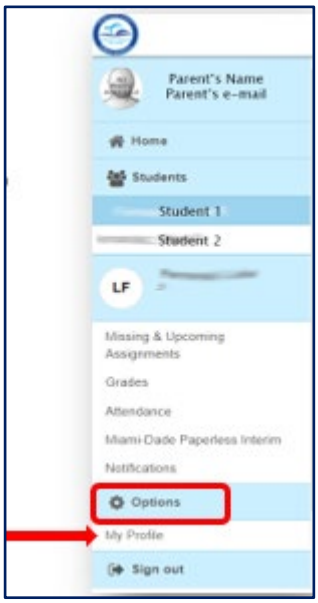
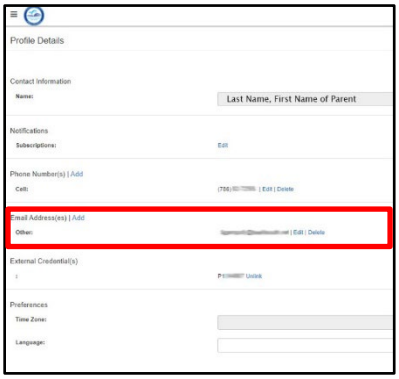
Setting Up/Verifying E-mail Addresses

From the Internet Grade Viewer page:
1. Click on the name of the student for whom you would like to receive alerts. Under **Options**, click on **My Profile**.



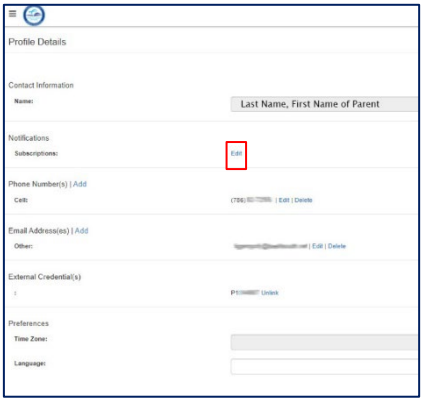
The Personal Information page will display
2. If an email already exists, verify or enter an email address by clicking **Edit/Delete**. If no e-email exists, click on **Add.** Set each address as either Home, Work, or Other.



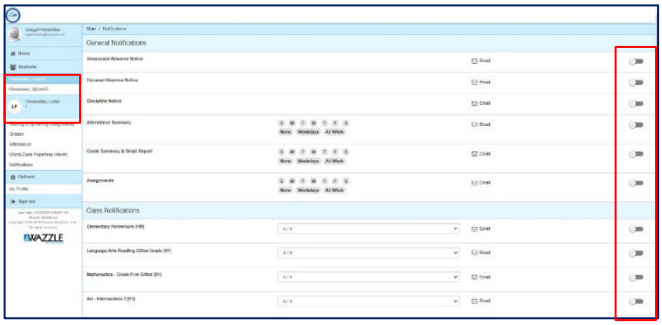
When you are done adding an e-mail address to the first student, repeat these steps for all other students associated with your Parent account.

Set up Email Subscription

1. Inside the **Profile Details**, click on **Edit** under **Notifications**. On that page, select the student for whom you wish to subscribe e-mail notifications.



2. On the right-hand side, all the email subscription options are displayed.



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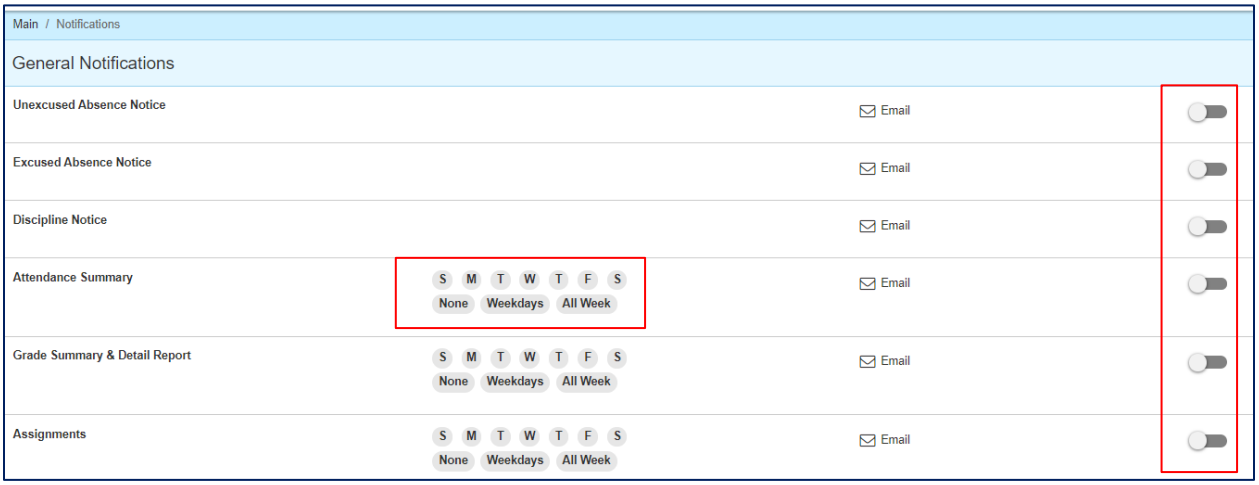
General Notifications

1. Select the toggle icon on the right-hand side to enable that desired notification. The notifications will be delivered to the primary e-mail on file.

2. For the **Attendance Summary, Grade Summary, Detail Report** and **Assignments** select the day of the week for which you wish to receive information. For faster selections, you may use the **Weekdays** option for notifications Monday-Friday or the **All-Week** option for Sunday-Saturday.



Class Notifications

This section will allow you to be able to specify when to receive alerts about grades.

1. Click the **grade threshold** drop- down list for each subject and select the grade threshold for when an alert will be sent (example: when the student receives a C or below). Click **Save** when done.

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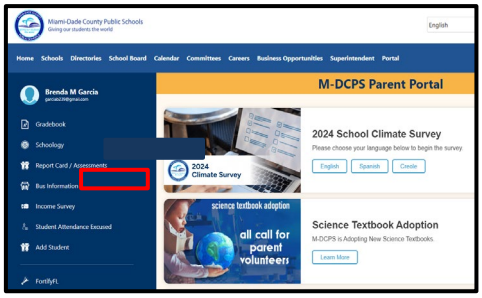
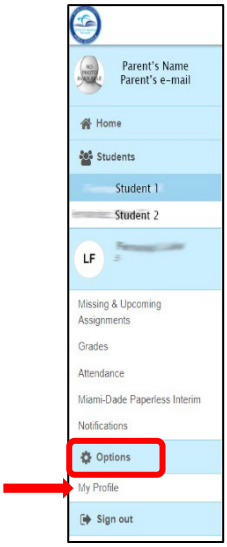
Canceling Alerts

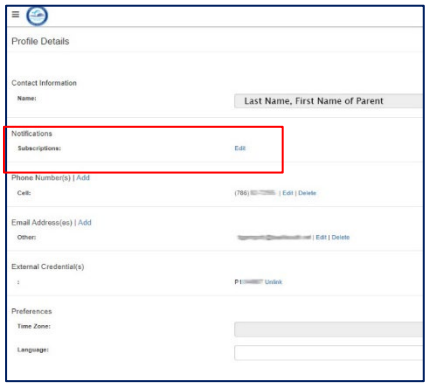
You may cancel alerts at any time.

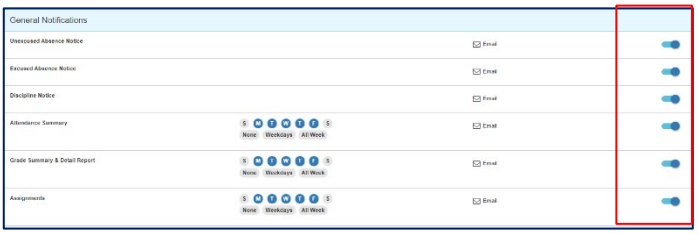
1. From the **Parent Portal** homepage, click on the **Gradebook** button. From the Internet Grade Viewer, click on **Options** under **Profile.**





2. Click **Edit** under **Notifications**. Turn off all the toggle icons for notifications you no longer wish to receive.





Note: Subscribing to email notifications through the Parent Internet Viewer (PIV) does not change the email address for School Messenger notifications.

For Support:

Please contact your child's school for any issues regarding this application.