

PARENTS: We highly encourage:

Setting up Alerts/Notifications in Gradelink



On the Computer

1. When logged in as a parent, click on the **Alerts** tab.
2. Make sure the correct class is selected at the top.
3. Apply the various alerts you would like to receive.
4. If you would like the settings to apply to all classes, click the "Apply these settings to all of 'Student' classes."
5. Click **Submit Changes**.

On the App

1. When logged in as a parent, click on the 3 horizontal lines at the top left.
2. You will see a list of options with "Alerts" at the bottom of the list.
3. After tapping on the "Alerts" option, you will be able to access Grade Alerts, Attendance Alerts, and Discipline Alerts.
4. There is an option to select "Apply to all classes"

If you do not have your login information, please ask in the office.