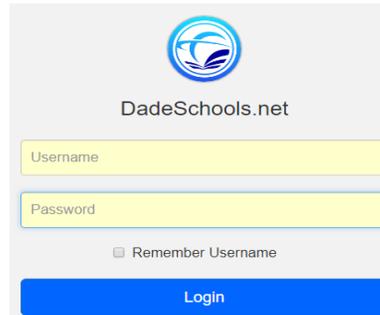


Herbert A. Ammons Middle School

Notification Procedures

Use the following procedures to receive notifications via email when your child falls below a predetermined grade.

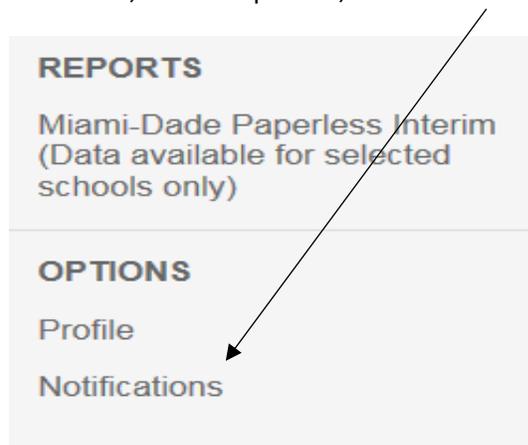
- 1) Log in to the **Parent Portal**.



- 2) Click on the **Electronic Gradebook – View Grades & Attendance**.



- 3) On the left side of dashboard, under “Options”, select “**Notifications**”.



4) Select the class(es) you would like to receive a notification for.

| Choose Classes | | Deliver To |
|--|--------|---|
| <input type="checkbox"/> English Honors 2(01) | A / 90 | <input type="checkbox"/> Email |
| <input checked="" type="checkbox"/> Psychology 1(02) | A / 4 | <input checked="" type="checkbox"/> Email |
| <input type="checkbox"/> Chemistry 1 Honors(03) | D / 1 | <input type="checkbox"/> Email |
| <input type="checkbox"/> Health Science Foundations/Level 3(04) | X / 0 | <input type="checkbox"/> Email |
| <input type="checkbox"/> Advanced Placement Capstone Seminar(04) | NC / 0 | <input type="checkbox"/> Email |
| <input type="checkbox"/> Algebra 2 Honors(06) | A / 4 | <input type="checkbox"/> Email |

Save

5) Using the pull-down menu, when your child reaches this letter grade you will be notified through the email address on file. Click **“Save”** before exiting.

Recommendations

In an effort to have a more favorable outcome, it would be beneficial to set the notification at B or C, rather than D or F. This will allow the student time to recover before the end of the grading period.

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