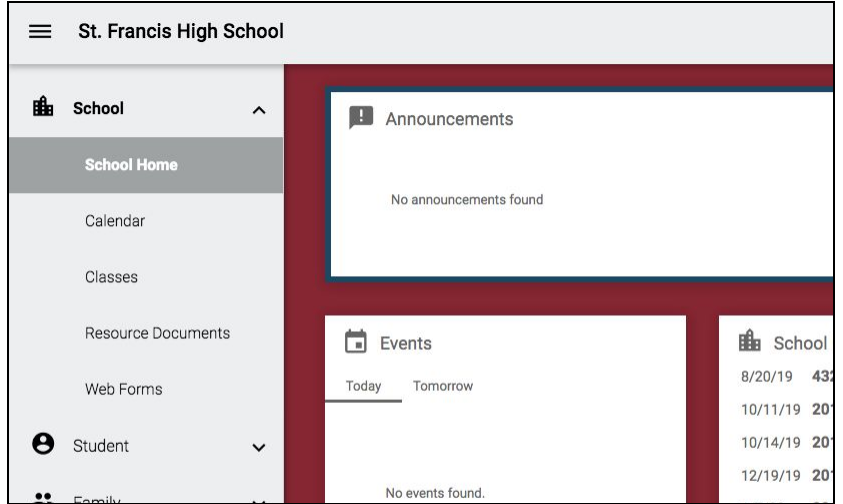


# How to Set Gradebook Preferences

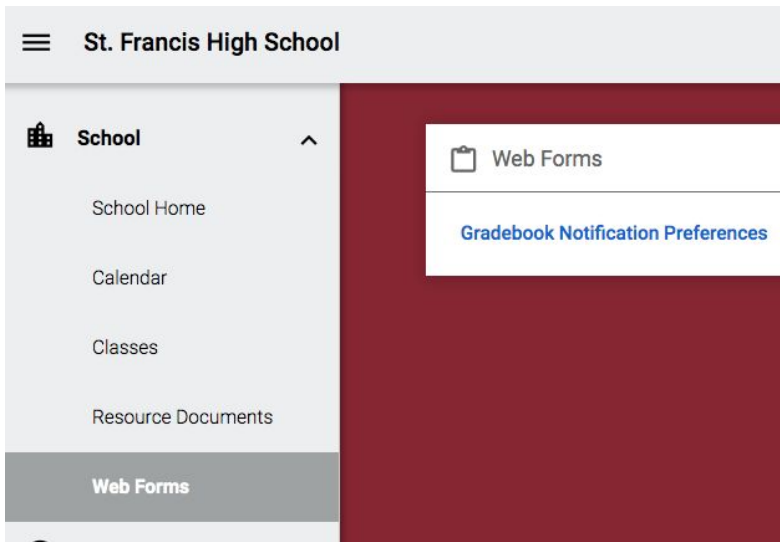
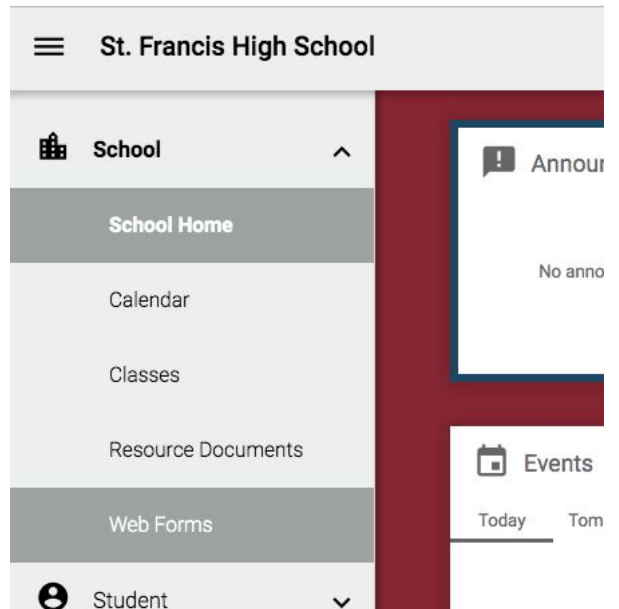
1) Go to your **ParentsWeb** page on a desktop computer.

*(You must be logged in as a parent. These settings cannot be changed from the students' ParentsWeb page.)*

2) Make sure you are in the **School** page



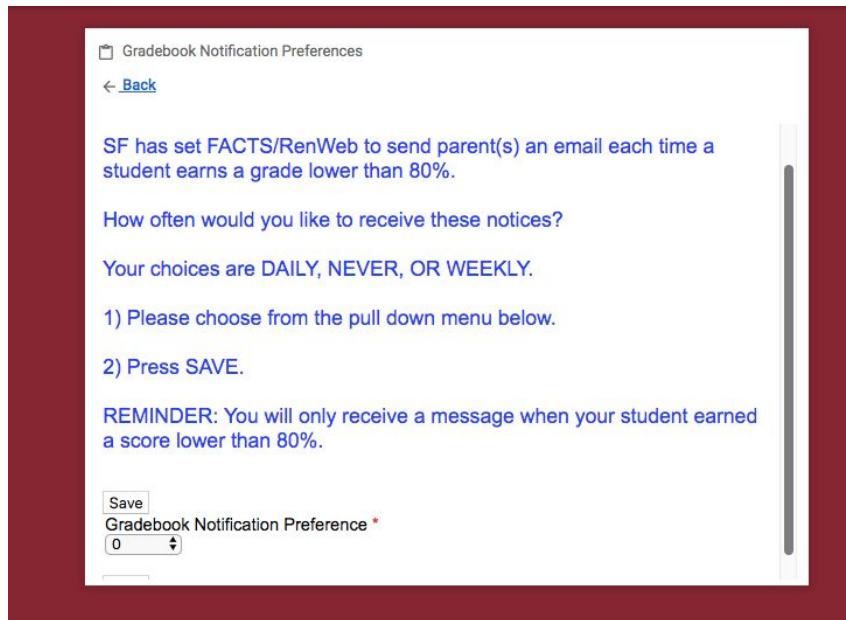
3) Click on **Web Forms** at the bottom of the School page



4) Click on the blue **Gradebook Notification Preferences**

# How to Set Gradebook Preferences

5) Read the information



Gradebook Notification Preferences

[← Back](#)

SF has set FACTS/RenWeb to send parent(s) an email each time a student earns a grade lower than 80%.

How often would you like to receive these notices?

Your choices are DAILY, NEVER, OR WEEKLY.

1) Please choose from the pull down menu below.

2) Press SAVE.

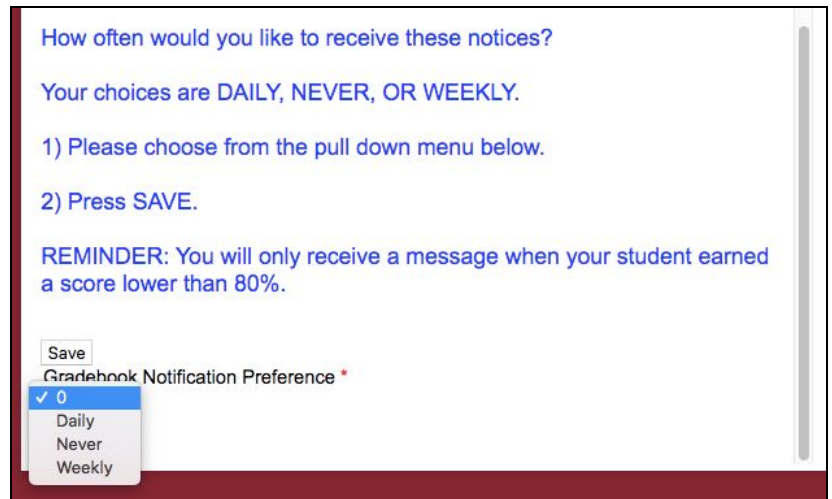
REMINDER: You will only receive a message when your student earned a score lower than 80%.

Save

Gradebook Notification Preference \*

0

6) Use the pull down menu to determine if you want to receive daily or weekly emails regarding individual assignments with a grade lower than 80%. You may choose to never receive individual grade notification emails.



How often would you like to receive these notices?

Your choices are DAILY, NEVER, OR WEEKLY.

1) Please choose from the pull down menu below.

2) Press SAVE.

REMINDER: You will only receive a message when your student earned a score lower than 80%.

Save

Gradebook Notification Preference \*

✓ 0

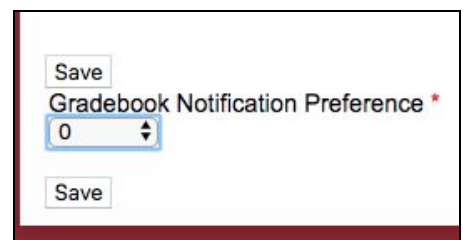
Daily

Never

Weekly

7) Click **SAVE**

(Yes, there are two places to click save and either should work.)



Save

Gradebook Notification Preference \*

0

Save