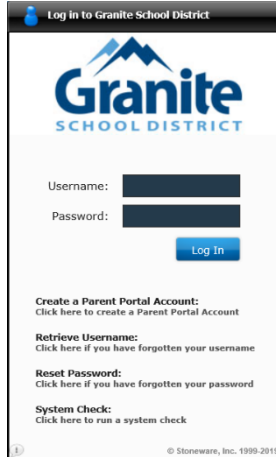



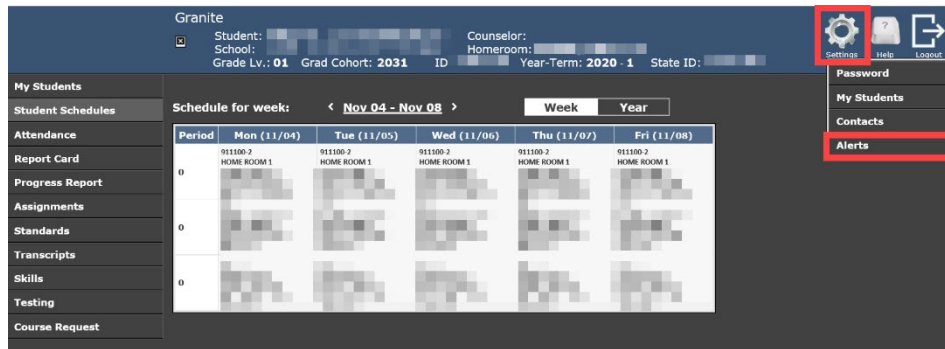
Parent Notification Emails in Gradebook

As a parent with a portal account, you are automatically opted-in to receive weekly notification emails. You have the ability to receive daily attendance notification emails, if you would like. Below are the instructions on how to opt-in/out of each type of notification.

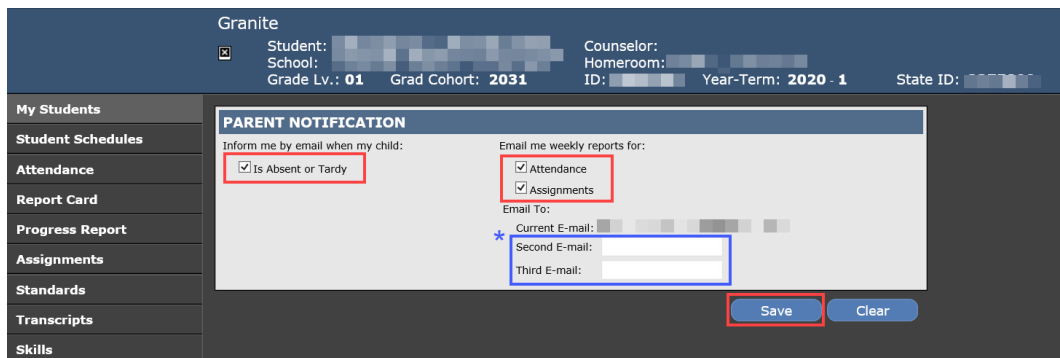
1. Go to <https://portal.graniteschools.org> and login with your parent portal credential information.



2. Click on the Gradebook icon  in the portal. After clicking the Gradebook icon, below is the initial view a parent will see (If a parent has more than one student, they will need to select one of their students to see this view). Click on the **'Settings'** icon at the top right of the screen and select **'Alerts.'**



3. After selecting **'Alerts'**, a Parent Notification box will display. You can choose to select the below notifications, by clicking in each box. If you do not want to receive notifications, simply uncheck the box. After updating your notification(s), click **Save**. *OPTIONAL - You can add up to 3 emails to receive these types of notifications.



4. If you select the **'Is Absent or Tardy'** box, you will receive daily emails of your child's attendance. Below is a preview of what the email will look like.

Daily Attendance Summary

School	Class	Period	Attendance
COTTONWOOD SENIOR HIGH	CHEERLEADING (607570-5)	1-B	PRESENT
COTTONWOOD SENIOR HIGH	COMPARATIVE WORLD CULTURES (586061-16)	2-B	PRESENT
COTTONWOOD SENIOR HIGH	ENGLISH 12 CORE (569020-7)	3-B	PRESENT
COTTONWOOD SENIOR HIGH	US GOVERNMT & CITIZENSHIP (585201-18)	4-B	PRESENT

5. If you select the weekly **'Attendance'** box, you will receive emails informing you of your child's attendance for the week. Below is a preview of what that email will look like.

Weekly Attendance Summary

School	Class	Period	Oct-28	Oct-29	Oct-30	Oct-31	Nov-01
COTTONWOOD SENIOR HIGH	INTRO MARKETING CE (MKTG1030) (612661-11)	1-A		PRESENT		PRESENT	
COTTONWOOD SENIOR HIGH	ADV ACCOUNT 2 CE(ACCT1120)(AF) (613021-12)	2-A		PRESENT		PRESENT	
COTTONWOOD SENIOR HIGH	COLLEGE ALG CE (MATH1050) (580101-13)	3-A		PRESENT		PRESENT	
COTTONWOOD SENIOR HIGH	CONCERT ORCHESTRA (509800-4)	4-A		PRESENT		PRESENT	
COTTONWOOD SENIOR HIGH	CHEERLEADING (607570-5)	1-B	TARDY		PRESENT		PRESENT
COTTONWOOD SENIOR HIGH	COMPARATIVE WORLD CULTURES (586061-16)	2-B	PRESENT		PRESENT		PRESENT
COTTONWOOD SENIOR HIGH	ENGLISH 12 CORE (569020-7)	3-B	PRESENT		PRESENT		PRESENT
COTTONWOOD SENIOR HIGH	US GOVERNMT & CITIZENSHIP (585201-18)	4-B	PRESENT		PRESENT		PRESENT

6. If you select the weekly **'Assignments'** box, you will receive emails informing you of any assignments/assessments scored during that week. Below is a preview of what that email will look like.

NOTE: Proficiency Based Learning (Assessments) and Percentage Based Learning (Assignments) will display two different summaries. See below.

Weekly Proficiency Based Grading Assessments Summary

HN ENGLISH 10 (568600-3)

Calculated Grade: B

L4 - Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grades 9-10 reading and content, choosing flexibly from a range of strategies.		
29-Oct-2019	CNV Annotations	0
SL1 - Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9-10 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.		
04-Oct-2019	CNV Part 1 Parallel Plots Timeline & Dis	3
08-Oct-2019	Code Name Verity Part 1 Socratic Seminar	4
22-Oct-2019	Code Name Verity Part 2 Socratic Seminar	4
29-Oct-2019	Voice of Democracy Essay Review	4
W4 - Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.		
09-Sep-2019	Assessment #1: Writing 10.5 Strengthen w	4
17-Sep-2019	Formal Summary Assessment #1	4
25-Sep-2019	Formal Summary Assessment #2: CNV Pages	4

Weekly Assignment Summary

AP ART HISTORY (501650-1)

Calculated Grade: A

Assignments		
31-Dec-2017	*Unit 4 Faith Around the World ID Test	/27
Tests		
30-Nov-2017	Unit 3 MC Final	/13
30-Nov-2017	Unit 3 Essay Test	/10
30-Nov-2017	Unit 3 ID Test	/22
11-Jan-2018	MC Winter sampler	/8
11-Jan-2018	ID Test Winter Sampler	/10