

# Setup Email Notifications

This lesson will show you how to setup email notifications in Illuminate. This will allow you to receive immediate emails about your student's attendance, grades, etc.

## Where to Start

Notify Me When	Percent	Notify Me By
Grade Falls Below %	60	Send an Email
Health Office Visit		Send an Email
Zero on Assignment		Send an Email
Overall Grade Changes		Send an Email
Scored below % on Assignment	80	Send an Email
Received Negative Attendance		Send an Email

**Add Notification**

Event: Scored below % on Assignment

Percent: 65

Submit

Once you've logged into your portal, click on the Account tab at the bottom of the page.

1. Select **Notifications**.

2. To Add a Notification- Select the **Event** from the dropdown menu you would like to be notified about. If applicable, select the **rule** that applies to that event (i.e. Percentage, etc.)

3. Click **Submit**.

4. Your Notification will populate in the list titled 'Notify Me When'.

5. To delete a Notification, select the **Trash Can** icon.

## If Weekly Digest is enabled

Account Settings

Account Settings

Email

Phone

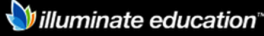
Weekly digest

Password

Confirm Password

If your district has enabled Weekly Digest emails, you can select to receive these on the Contact Settings page. Simply select the **checkbox** and click **Save**.

# Weekly Digest Example:

January 12 - January 15 

## Here's how Guadalupe did this week.

### Attendance

ABSENCES THIS WEEK	TARDIES THIS WEEK	OVERALL ABSENCE %	OVERALL TARDY %
0	0	0%	6%

### Assessments

No assessments were given this week.

### Gradebook Summary

7TH & 8TH PE PERIOD 5 Q2	MISSED	<b>A+</b>	0
8TH ELA PERIOD 4 Q2	MISSED	<b>A</b>	2
8TH GRADE SCIENCE - PERIOD 1 - Q 2	MISSED	<b>B</b>	0
8TH HUMANITIES 14-15 P.3 Q.2	MISSED	<b>B</b>	0
ALGEBRA PERIOD 2 Q2	MISSED	<b>A-</b>	0
MULTIMEDIA 2014-15 2Q	MISSED	<b>A+</b>	0

### Daily Break Down

Mon (1/12)	Tue (1/13)	Wed (1/14)	Thu (1/15)
	M (2)		

Legend:

- A - Absence
- T - Tardy
- X - Taken Assessment
- M - Missing Assignment
- B - Behavior Incident

[Log in to Parent Portal](#)