Parent/Student Email Subscriptions Registration Guide
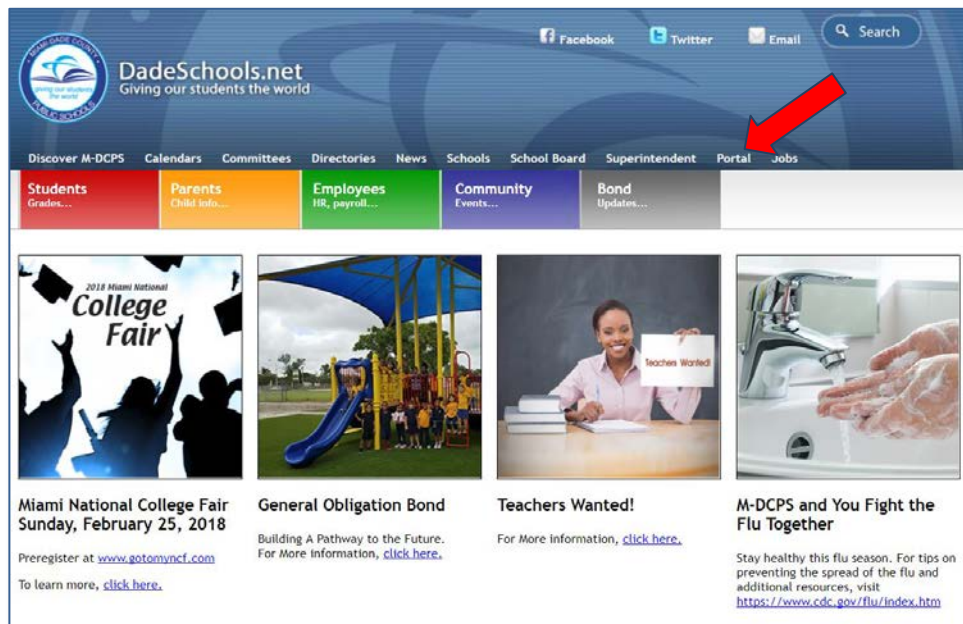
Parents and students can use the **Parent Internet Viewer** (**PIV**) to have automated grade, attendance and discipline alerts sent directly to an email address of their choice.

Registering for Email Subscriptions

▼ **Open**   the Internet browser
▼ **Type**   **www.dadeschools.net**

The **DadeSchools.net** page will display.

> Each year you must re-register for email subscriptions.
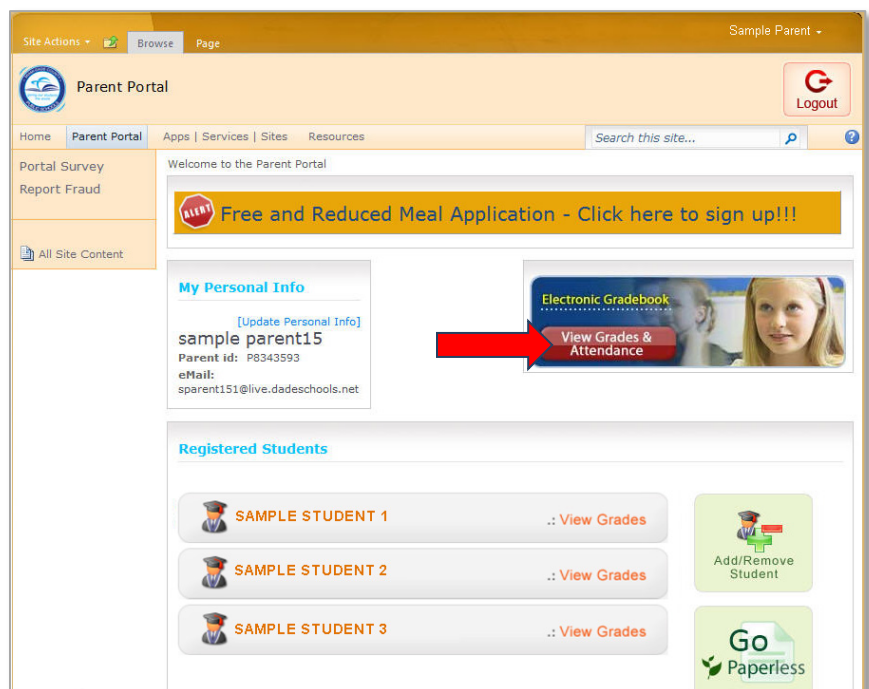

▼ **Click**   the **Portal** tab

The **Login** page will display.

▼ **Type**   your user name

▼ **Type**   your password

▼ **Click**   **Login**

The **Parent Portal** page will display.

▼ **Click**   **View Grades & Attendance**

The **Internet Grade Viewer** summary page for one of the students will open.

Setup/Verify Email Addresses

From the **Internet Grade Viewer** page,

▼ **Click** the name of the student for whom you would like to receive alerts

Under **OPTIONS,**

▼ **Click** Profile

The **Personal Information** page will be displayed.

From the **Personal Information** page,

- ▼ 1. Verify or Enter an email address in the boxes provided
- ▼ 2. Set each address as either Home, Work, or Other
- ▼ 3. Select 1 email address as your primary address
- ▼ Click   *Save*

- ▼ Click   **Home** button in the upper left of the page

If you have more than 1 child linked to your account, repeat these steps for all other children.

Once your email addresses have been added or verified and you are back in the Internet Viewer main page, a summary of the student's grades will be displayed.

On the bottom left side of the page, under **Options**,

▼ **Click   Email Subscriptions** link

The **Email Subscriptions** page with the available alerts (report) types will be displayed.

Setup Email Subscriptions

On the **Email Subscriptions** page,

▼ **Click**   to select each report type you wish to receive

The options **Home, Work** and **Other** will be available depending on the information entered in your profile. If only one email was entered and it was work, the other options will be gray out.

▼ **Click**   **Home, Work** and/or **Other** if necessary to tell the system where to email the report

Under **Choose Classes**,

▼ **Click**   the grade threshold drop-down list for the subject
▼ **Select**   the grade threshold when an alert will be sent (B/3, C/2, etc.)
▼ **Click**   **Home, Work** and/or **Other** if necessary to tell the system where to email the report.
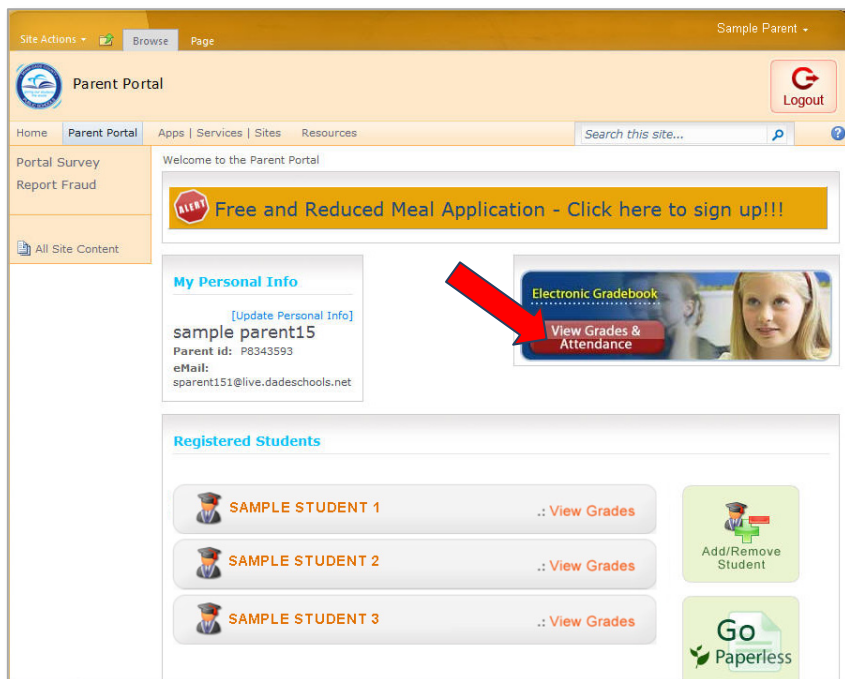▼ **Click**   **Save**

To receive alerts for multiple students, select another student's name and repeat the process.

Changing or Cancelling Alerts

▼ **Log into**   the **Parent** or **Student Portal**

▼ **Click**   **View Grades & Attendance**

From the **Grades** page,

▼ **Click**   **Email Subscriptions** link

The **Email Subscriptions** page will display.

Changing or Cancelling Alerts - Continued

On the **Email Subscriptions** page,

▼ **Click**   the alert to uncheck it

Unchecking all alerts will cancel all alert emails for this student. You can always reactivate alerts later if you choose. When finished,

▼ **Click**   Save

If you change your email address, update your information in the portal as well as your Gradebook profile.

Support

Contact your school for any issues related to this application.