



Parent/Student Email Subscriptions Registration Guide

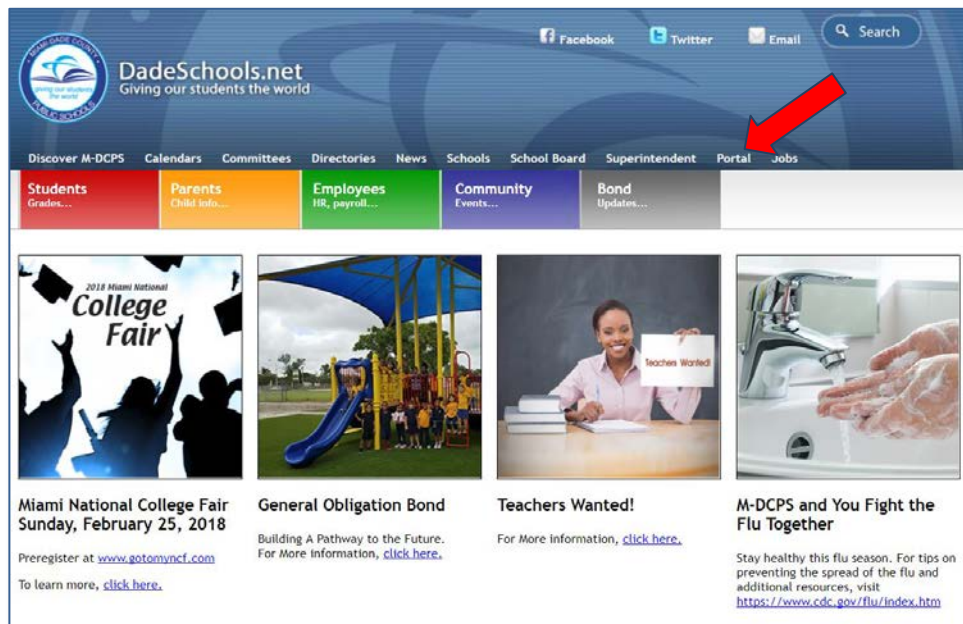
Parents and students can use the **Parent Internet Viewer (PIV)** to have automated grade, attendance and discipline alerts sent directly to an email address of their choice.

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

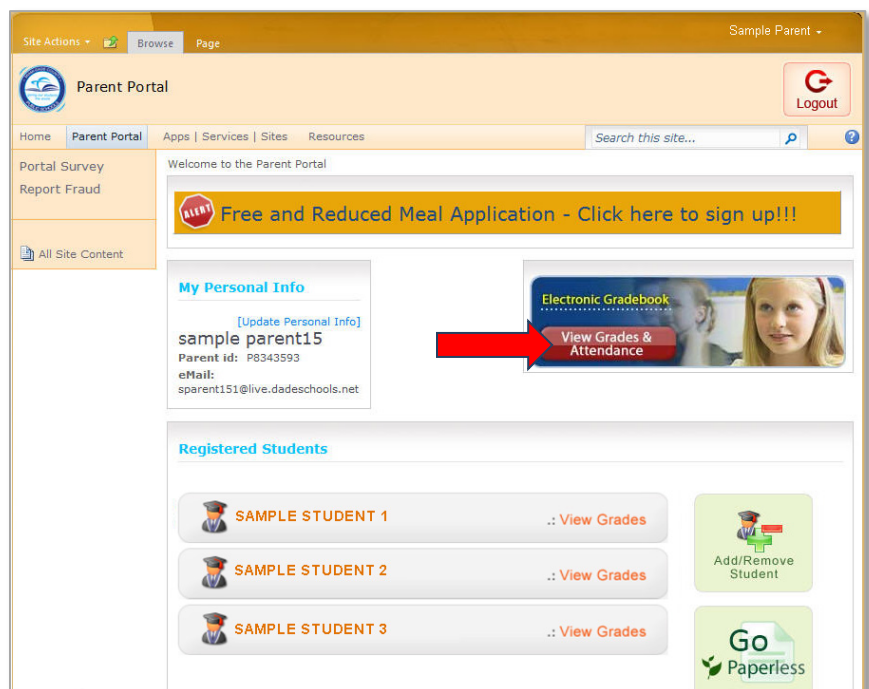
The **Login** page will display.

- ▼ **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.





Parent/Student Email Subscriptions Registration Guide

Setup/Verify Email Addresses

From the **Internet Grade Viewer** page,

Sample Parent [Sign out](#)

Sample Student 1
9

Grades
Sample Student 1

STUDENTS

- Sample Student 1
- Sample Student 2
- Sample Student 3

SUMMARY

- Attendance
- Grades
- Schedule
- Activity

REPORTS

Miami-Dade Paperless Interim (Participating Schools Only - Ask your school to participate!)

OPTIONS

- Profile
- Email Subscriptions

3rd 9-Weeks 2015-2016

01	World History Honors, Gifted Lamb	
02	Biology 1 Honors, Gifted Grant	
03	Creative Photography 1 Adams	
04	Technical Theatre: Design & Product Spielberg	
05	English Honors 1 Gifted Higgins	
06	Early Childhood Education 1 NEW/Lev Lee	A 4.00
07	Geometry Honors, Gifted Perez	
08	Individual and Dual Sports 1 Marino	A 4.00
09	DA MAGNET Alvarez	

2nd 9-Weeks 2015-2016

01	World History Honors, Gifted Lamb	A 3.55
02	Biology 1 Honors, Gifted Grant	B 2.86

▼ **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.



Parent/Student Email Subscriptions Registration Guide

From the **Personal Information** page,

The screenshot shows the 'Personal Information' form in a web application. At the top right, it says 'Sample Parent' and 'Sign out'. On the left, there is a 'Home' button with a red arrow pointing to it. The form has a 'General' tab. Under 'Personal Information', there are fields for Name (Sample Parent's Name), Time Zone (dropdown), Preferred Culture (English), and Phone (with an 'Add Phone' button). There are also Email fields (one with 'sample@yahoo.com' and an 'Add Email' button). To the right of the email fields are dropdowns for 'Home' and 'Other' addresses, and a 'Primary' radio button. A red arrow points to the 'Save' button at the bottom left. Numbered callouts (1-4) point to the email input boxes, the address dropdowns, the Primary radio button, and the Save button respectively.

- ▼ 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.




Parent/Student Email Subscriptions Registration Guide

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**,

Sample Parent [Sign out](#)



Sample Student 1
9

STUDENTS
Sample Student 1
Sample Student 2
Sample Student 3

SUMMARY
Attendance
Grades
Schedule
Activity

REPORTS
Miami-Dade Paperless Interim
(Participating Schools Only -
Ask your school to
participate!)

OPTIONS
Profile
Email Subscriptions

Grades
Sample Student 1

3rd 9-Weeks2015-2016

01 World History Honors, Gifted
Lamb

02 Biology 1 Honors, Gifted
Grant

03 Creative Photography 1
Adams

04 Technical Theatre: Design & Product
Spielberg

05 English Honors 1 Gifted
Higgins

06 Early Childhood Education 1 NEW/Lev
Lee

07 Geometry Honors, Gifted
Perez

08 Individual and Dual Sports 1
Marino

09 DA MAGNET
Alvarez

2nd 9-Weeks2015-2016

01 World History Honors, Gifted
Lamb

02 Biology 1 Honors, Gifted
Grant

▼ Click **Email Subscriptions** link

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

Miami-Dade County Public Schools

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Information Technology Services
May 2016



Parent/Student Email Subscriptions Registration Guide

Setup Email Subscriptions

On the **Email Subscriptions** page,

Students' names. Click to select another student.

Choose Classes

Save

Subscription	Home	Work	Other
<input checked="" type="checkbox"/> Unexcused Absence Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Excused Absence Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Discipline Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Attendance Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Grade Summary & Detail Report	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Class	Home	Work	Other
<input checked="" type="checkbox"/> World History Honors, Gifted(01) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Biology 1 Honors, Gifted(02) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Creative Photography 1(03) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Technical Theatre: Design & Product (04) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> English Honors 1 Gifted(05) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Early Childhood Education 1 NEW/Lev (06) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Geometry Honors, Gifted(07) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Individual and Dual Sports 1(08) A / 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> DA MAGNET(09) A / 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▼ **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**

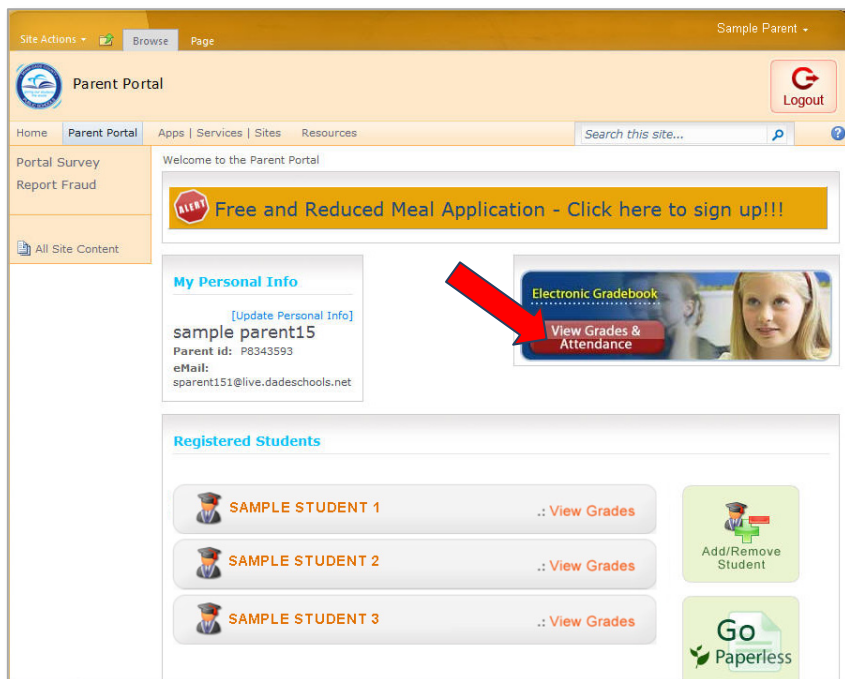
To receive alerts for multiple students, select another student's name and repeat the process.



Parent/Student Email Subscriptions Registration Guide

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.

The screenshot shows the 'Grades' page for 'Sample Student 1'. The page is divided into two main sections: 'STUDENTS' and 'SUMMARY'. The 'STUDENTS' section lists 'Sample Student 1', 'Sample Student 2', and 'Sample Student 3'. The 'SUMMARY' section includes links for 'Attendance', 'Grades', 'Schedule', and 'Activity'. A red arrow points to the 'Email Subscriptions' link in the 'OPTIONS' section. The main content area displays a list of courses and their corresponding grades for the 2015-2016 school year. The courses are grouped by '3rd 9-Weeks' and '2nd 9-Weeks'. The grades are displayed in a green box with a white letter and a numerical value.

STUDENTS	Grades
Sample Student 1	Sample Student 1
Sample Student 2	
Sample Student 3	
	3rd 9-Weeks 2015-2016
	01 World History Honors, Gifted Lamb
	02 Biology 1 Honors, Gifted Grant
	03 Creative Photography 1 Adams
	04 Technical Theatre: Design & Product Spielberg
	05 English Honors 1 Gifted Higgins
	06 Early Childhood Education 1 NEW/Lev Lee A 4.00
	07 Geometry Honors, Gifted Perez
	08 Individual and Dual Sports 1 Marino A 4.00
	09 DA MAGNET Alvarez
	2nd 9-Weeks 2015-2016
	01 World History Honors, Gifted Lamb A 3.55
	02 Biology 1 Honors, Gifted Grant B 2.88



Changing or Cancelling Alerts - Continued

On the **Email Subscriptions** page,

Sample Parent [Sign out](#)

Email Subscriptions

Subscription	Home	Work	Other
<input checked="" type="checkbox"/> Unexcused Absence Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Excused Absence Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Discipline Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Attendance Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Grade Summary & Detail Report	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Choose Classes

	Home	Work	Other
<input checked="" type="checkbox"/> World History Honors, Gifted(01) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Biology 1 Honors, Gifted(02) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Creative Photography 1(03) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Technical Theatre: Design & Product (04) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> English Honors 1 Gifted(05) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Early Childhood Education 1 NEW/Lev (06) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Geometry Honors, Gifted(07) B / 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Individual and Dual Sports 1(08) A / 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> DA MAGNET(09) A / 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

▼ 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.