

ParentVUE: Setting up Email Notifications

Follow the steps below to set up automatic email notifications for attendance and grades.

The screenshot displays the ParentVUE interface. At the top right, there are buttons for 'My Account', 'Help', and 'Close'. The main header includes the COBB SCHOOLS logo and the slogan 'ONE TEAM. ONE GOAL. STUDENT SUCCESS.'. Below the header, there is a 'Home' sidebar with various navigation options. The main content area is titled 'Account Information' and features an 'Update Account' button (highlighted with a red arrow) and a 'Cancel' button. The 'Account Detail and Options' section contains a 'Personal Information' table with fields for Name, User ID, Home Address, Mail Address, and Phone Numbers. Below this, there is an 'Auto Notify' section with a red box highlighting the following options:

- Attendance** *Notify me when my child is tardy or misses a class*
- Grades** *Notify me when my child's current term grades are posted*
- Grade Book** *Notify me with my child's grade book scores*

Additional options include 'Send Messages Every' (a dropdown menu) and 'Only Send Messages when Grades are below: %' (a percentage input field).

- Login to ParentVUE and click **My Account** in the top, right corner of the screen.
- In the **Auto Notify** area, check the box next to Attendance to receive email notifications.
- Grade and Grade Book notifications may be added, if desired.
- Click the **Update Account** button at the top of the screen to save selections.