

## Parents: Receiving Email Notifications

Parents can opt to receive an automated email that is generated weekly on any day of the week that will send the current grades for each section in which a student is enrolled. They can also elect to receive an email notification when current grades are posted to Synergy at the end of a progress period or term. Finally, parents can opt to receive report cards electronically – if their school is offering this as an option. Some schools are still printing a report card for every student, regardless if the parent checks this box or not.

The parent configures all of these options in the Parent Portal, which is accessed by logging into A-HConnect. Please follow these steps to configure any of the options:

1. Go to the Anoka-Hennepin web site, <http://www.anoka.k12.mn.us>, choose **Parents** at the top, and **My Student** from the options.
2. On the resulting page, choose **Student Information** in the left-hand navigation column. If you haven't already logged in, you will be required to enter your username and password. If you don't know what these are, contact 763-506-HELP.
3. There are two tabs at the top of the page when you get logged in—Home and My Account (see screenshot below). Click on My Account and choose the auto notify options you would like to receive.
  - a. **Grade Book:** An email message will be sent each week, on the chosen day, letting the parent know what the current marks are in the teacher grade book. It is suggested not to enter anything in the percentage threshold.
  - b. **Grades:** An email message will be sent at the end of a progress period or term letting the parent know grades were posted to the ParentVUE portal.
  - c. **Go Paperless:** Choosing this option allows the school to keep track of parents that want only an electronic copy of the report card and manage the printing of paper copies. This will only be used at some schools. Some buildings have decided to go completely online with their report cards and only maintain a short list of students that need a paper copy.

The screenshot shows the 'Account Information' page in the Parent Portal. At the top, there are tabs for 'Home' and 'My Account', and a user greeting: 'Good afternoon, Mom Demo, 9/3/2013'. Below the tabs is a yellow instruction box: 'Instructions: Modify your account information below and press Update Account to apply the changes. To change your password click here: Change Password'. There are 'Update Account' and 'Cancel' buttons. The main content area is titled 'Account Detail and Options' and contains a table of personal information, an 'Auto Notify' section with checkboxes for 'Grades' and 'Grade Book', a dropdown for 'Send Messages Every' (set to Sunday), and a 'Go Paperless!!' section with a checked box for 'I only want to receive my child's report card on-line, do not send me a printed report card'.

Account Detail and Options				
<b>Personal Information:</b> NOTE - This information is changable only by the school office staff. Contact the school directly to change your personal information.				
Name	User ID	Home Address	Mail Address	Phone Numbers
Mom Demo	mom.demo26414	265 105th Ave NE Blaine, MN 55434-1565	Same as Home Address	Home: 763-506-1148 * * Indicates primary contact phone
Adult ID	10264142			
<b>Auto Notify:</b> Check the events below for which ParentVUE will e-mail information to you when an event occurs for any of your children.				
<input checked="" type="checkbox"/> Grades	Notify me when my child's current term grades are posted			
<input checked="" type="checkbox"/> Grade Book	Notify me with my child's gradebook scores			
Send Messages Every <input type="text" value="Sunday"/>				
<input type="checkbox"/> Only Send Messages when Grades are below: <input type="text" value=""/> %				
<input checked="" type="checkbox"/> Go Paperless!!	<input checked="" type="checkbox"/> I only want to receive my child's report card on-line, do not send me a printed report card			