



# 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](http://www.dadeschools.net)

Each year you must re-register for email subscriptions.

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

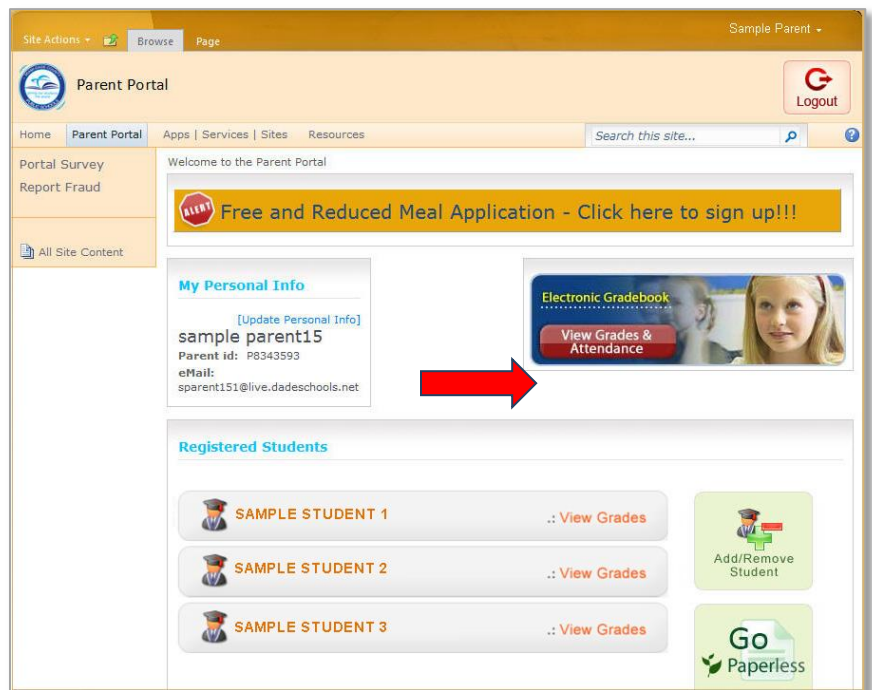


- ▼ **Click** the **Portal** tab
- ▼ **Select** **Parent or Student**

On the main **Portal** page,

- ▼ **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,

Sample Parent [Sign out](#)

Sample Student 1  
9

### Grades

Sample Student 1

STUDENTS	3rd 9-Weeks	2015-2016
Sample Student 1	01 World History Honors, Gifted Lamb	
Sample Student 2	02 Biology 1 Honors, Gifted Grant	
Sample Student 3	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	

REPORTS	2nd 9-Weeks	2015-2016
Miami-Dade Paperless Interim (Participating Schools Only - Ask your school to participate!)	01 World History Honors, Gifted Lamb	A 3.55
	02 Biology 1 Honors, Gifted Grant	B 2.86

**OPTIONS**

- Profile
- Email Subscriptions

▼ **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 a web interface for a 'Sample Parent' account. At the top right, it says 'Sample Parent' and 'Sign out'. On the left, there is a 'Home' button with a globe icon, indicated by a red arrow. Below this is a 'General' tab. The main section is titled 'Personal Information' and contains several fields: 'Name' (filled with 'Sample Parent's Name'), 'Time Zone' (dropdown), 'Preferred Culture' (set to 'English'), and 'Phone' (with an 'Add Phone' button). The 'Phone' field has a callout '1' pointing to the input box and a callout '2' pointing to the 'Other' dropdown. Below the phone fields is the 'Email' section, which has two input boxes. The first box contains 'sample@yahoo.com' and has a callout '3' pointing to the 'Primary' radio button. The second box is empty. There are dropdown menus for 'Home' and 'Other' next to the email boxes. At the bottom left of the form, there is a 'Save' button with a red arrow pointing to it and a callout '4' pointing to the button.

- ▼ 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](#)

 <b>Sample Student 1</b> 9	<b>Grades</b> Sample Student 1
<b>STUDENTS</b> Sample Student 1 Sample Student 2 Sample Student 3	<b>3rd 9-Weeks</b> <span style="float: right;">2015-2016</span> 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 <span style="float: right; background-color: #e0ffe0; padding: 2px;">A 4.00</span>
<b>SUMMARY</b> Attendance Grades Schedule Activity	07 Geometry Honors, Gifted Perez 08 Individual and Dual Sports 1 Marino <span style="float: right; background-color: #e0ffe0; padding: 2px;">A 4.00</span> 09 DA MAGNET Alvarez
<b>REPORTS</b> Miami-Dade Paperless Interim (Participating Schools Only - Ask your school to participate!)	<b>2nd 9-Weeks</b> <span style="float: right;">2015-2016</span> 01 World History Honors, Gifted Lamb <span style="float: right; background-color: #e0ffe0; padding: 2px;">A 3.55</span> 02 Biology 1 Honors, Gifted Grant <span style="float: right; background-color: #e0ffe0; padding: 2px;">B 2.86</span>
<b>OPTIONS</b> Profile Email Subscriptions	

▼ 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,

**Students' names. Click to select another student.**

**Choose Classes**

**Save**

**Home Work Other**

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 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 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 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"/> 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.

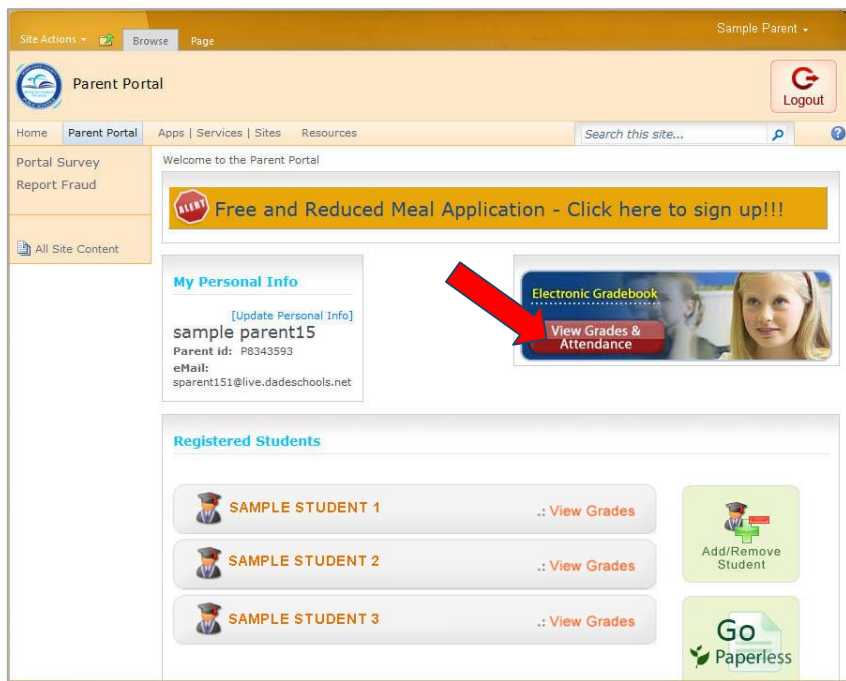
▼ **Click** **Save**

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



## Changing or Cancelling Alerts

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

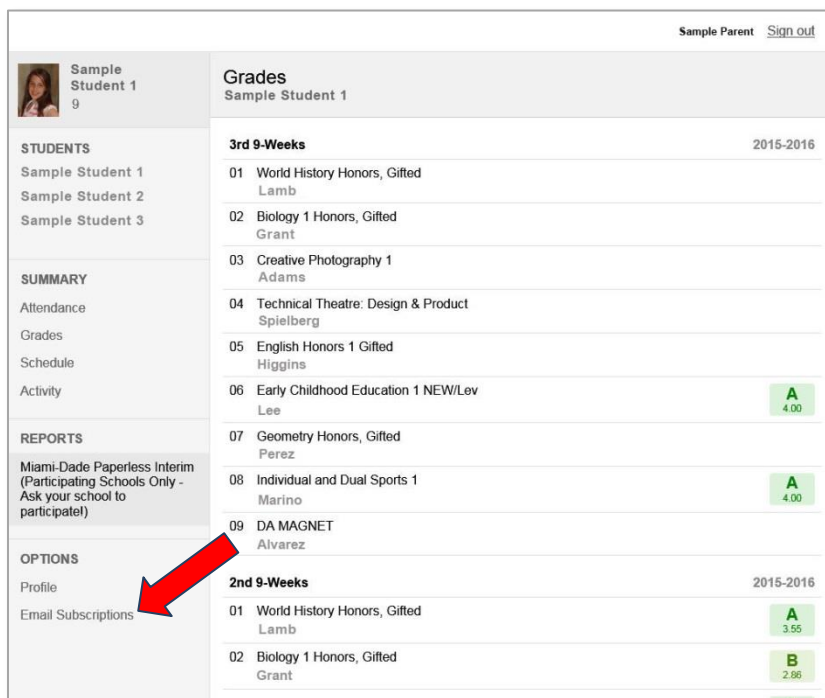


▼ **Click** **View Grades & Attendance**

From the **Grades** page,

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

The **Email Subscriptions** page will display.







## Changing or Cancelling Alerts - Continued

On the **Email Subscriptions** page,

Sample Parent [Sign out](#)

Sample Student 1  
9

### 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 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 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 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"/>

▼ **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.