



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

Each year you must re-register for email subscriptions.

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

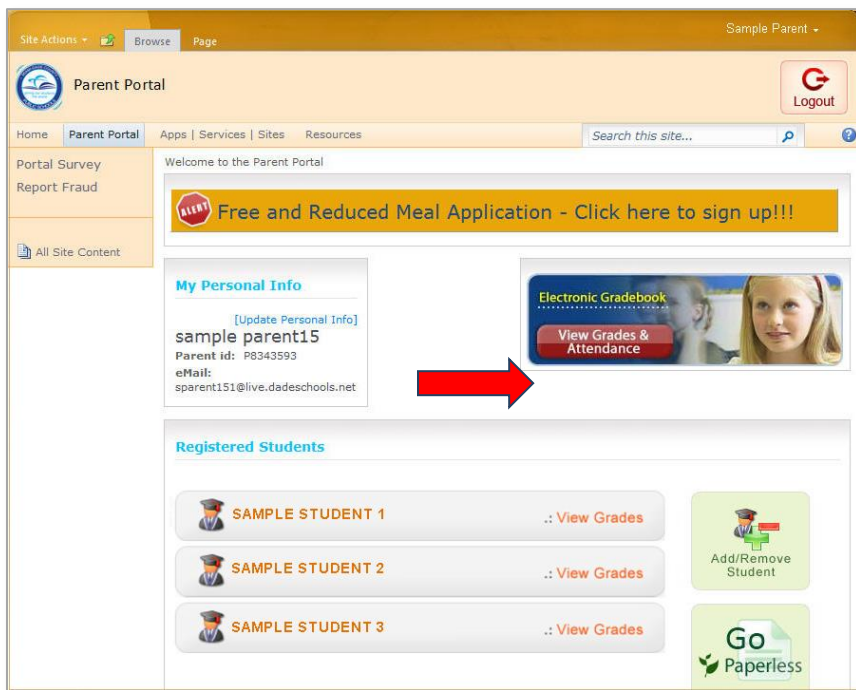


- ▼ **Click** the **Portal** tab
- ▼ **Select** **Parent or Student**

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

- 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.



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From the **Personal Information** page,

The screenshot shows a web interface for a 'Sample Parent' with a 'Sign out' link. A 'Home' button is highlighted with a red arrow. The 'General' tab is active, showing a 'Personal Information' section. The 'Name' field contains 'Sample Parent's Name'. The 'Time Zone' and 'Preferred Culture' (English) are dropdown menus. The 'Phone' section has two input boxes, an 'Add Phone' button, and a dropdown menu set to 'Other', with callout 1 pointing to the first input box and callout 2 pointing to the dropdown. The 'Email' section has two input boxes, one containing 'sample@yahoo.com', dropdown menus set to 'Home' and 'Other', a 'Primary' radio button (selected), and an 'Add Email' button, with callout 3 pointing to the 'Primary' radio button and callout 4 pointing to the 'Save' button at the bottom left.

- ▼ 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	Grades Sample Student 1
STUDENTS 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
SUMMARY Attendance Grades Schedule Activity	07 Geometry Honors, Gifted Perez 08 Individual and Dual Sports 1 Marino A 4.00 09 DA MAGNET Alvarez
REPORTS Miami-Dade Paperless Interim (Participating Schools Only - Ask your school to participate!)	2nd 9-Weeks 2015-2016 01 World History Honors, Gifted Lamb A 3.55 02 Biology 1 Honors, Gifted Grant B 2.86
OPTIONS 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 checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Biology 1 Honors, Gifted(02)	B / 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Creative Photography 1(03)	B / 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Technical Theatre: Design & Product (04)	B / 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> English Honors 1 Gifted(05)	B / 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Early Childhood Education 1 NEW/Lev (06)	B / 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Geometry Honors, Gifted(07)	B / 3	<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"/> DA MAGNET(09)	A / 4	<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.

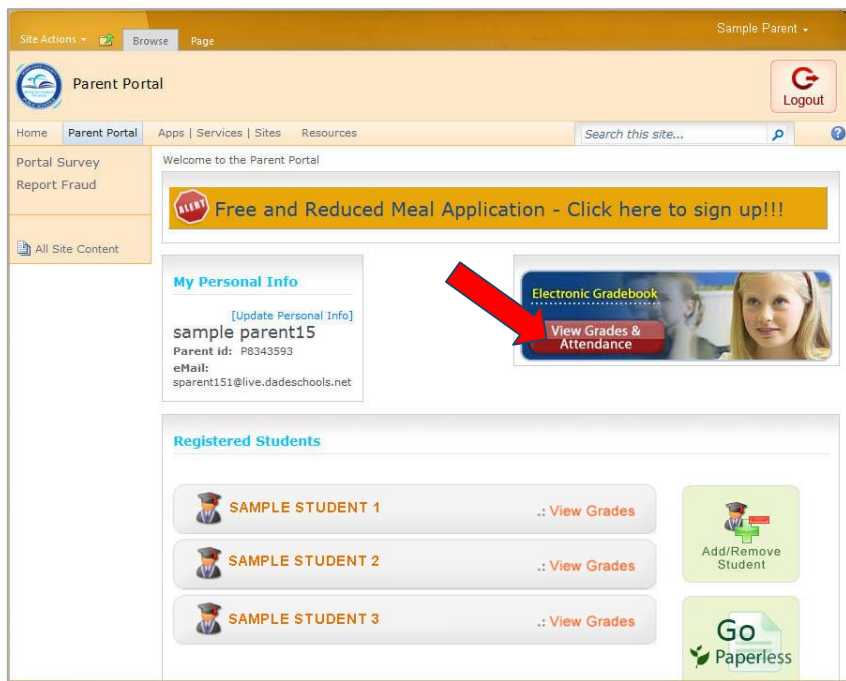
▼ **Click** **Save**

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**

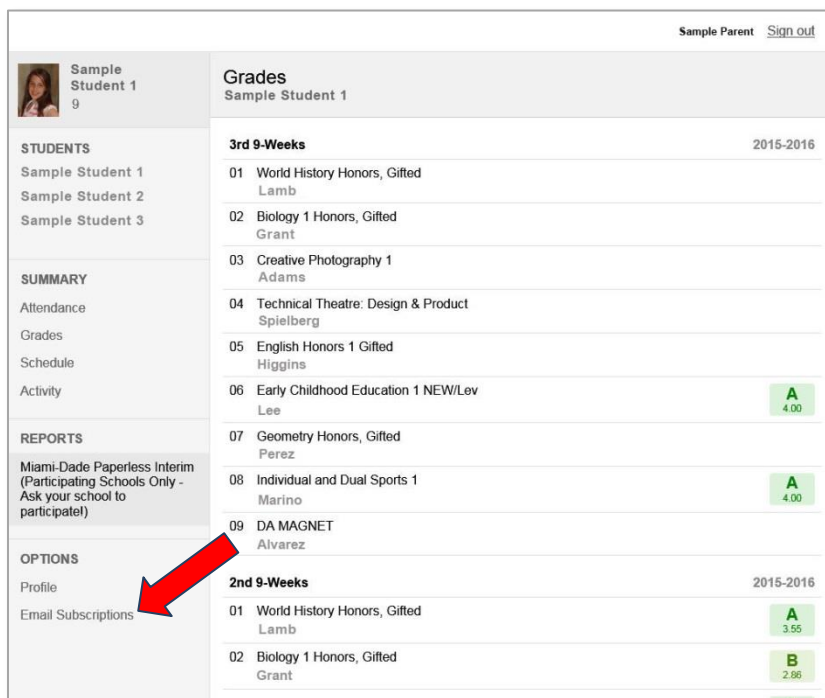


▼ **Click** **View Grades & Attendance**

From the **Grades** page,

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

The **Email Subscriptions** page will display.





Changing or Cancelling Alerts - Continued

On the **Email Subscriptions** page,

The screenshot shows the 'Email Subscriptions' page for 'Sample Student 1'. The page is divided into several sections: 'STUDENTS', 'SUMMARY', 'REPORTS', and 'OPTIONS'. The 'Subscription' section is highlighted with a red circle and contains the following table:

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"/>

At the bottom of the page, there is a 'Save' button, which is highlighted with a red arrow.

▼ **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.