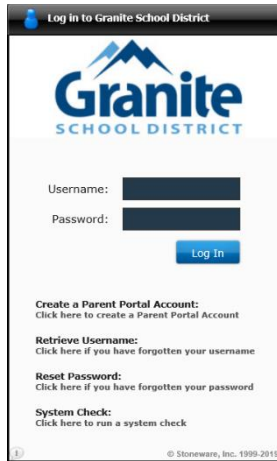

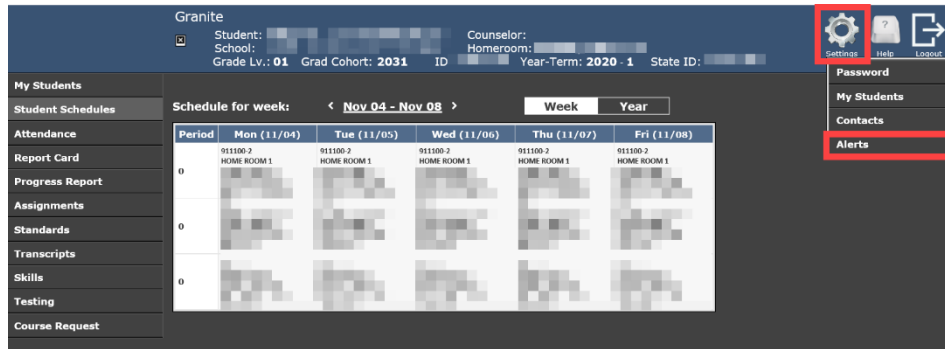


Parent Notification Emails

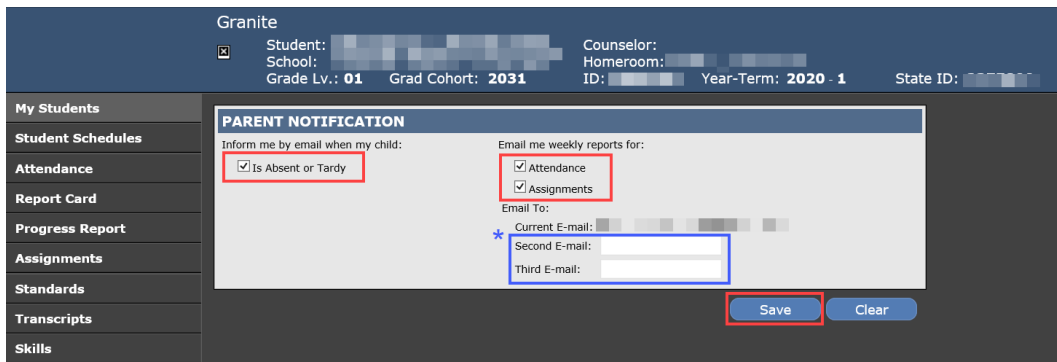
- Go to <https://portal.graniteschools.org> and login with your parent portal credential information.



- Click on the Gradebook icon  in the portal. After clicking the Gradebook icon, below is the initial view a parent will see (if a parent has more than one student, they will need to select one of their students to see this view). Click on the **'Settings'** icon at the top right of the screen and select **'Alerts.'**



- After selecting **'Alerts'**, a Parent Notification box will display. You can choose to select the below notifications, by clicking in each box. After entering in your notification(s), click **Save**. *OPTIONAL - You have the ability to add up to 3 emails to receive these types of messages.



- If you select the **'Is Absent or Tardy'** box, you will see daily emails of your child's attendance. Below is a preview of what the email will look like.

Daily Attendance Summary

School	Class	Period	Attendance
COTTONWOOD SENIOR HIGH	CHEERLEADING (607570-5)	1-B	PRESENT
COTTONWOOD SENIOR HIGH	COMPARATIVE WORLD CULTURES (586061-16)	2-B	PRESENT
COTTONWOOD SENIOR HIGH	ENGLISH 12 CORE (569020-7)	3-B	PRESENT
COTTONWOOD SENIOR HIGH	US GOVERNMT & CITIZENSHIP (585201-18)	4-B	PRESENT

5. If you select the weekly **'Attendance'** box, you will receive emails informing you of your child's attendance for the week. Below is a preview of what that email will look like.

Weekly Attendance Summary

School	Class	Period	Oct-28	Oct-29	Oct-30	Oct-31	Nov-01
COTTONWOOD SENIOR HIGH	INTRO MARKETING CE (MKTG1030) (612661-11)	1-A		PRESENT		PRESENT	
COTTONWOOD SENIOR HIGH	ADV ACCOUNT 2 CE(ACCT1120)(AF) (613021-12)	2-A		PRESENT		PRESENT	
COTTONWOOD SENIOR HIGH	COLLEGE ALG CE (MATH1050) (580101-13)	3-A		PRESENT		PRESENT	
COTTONWOOD SENIOR HIGH	CONCERT ORCHESTRA (509800-4)	4-A		PRESENT		PRESENT	
COTTONWOOD SENIOR HIGH	CHEERLEADING (607570-5)	1-B	TARDY		PRESENT		PRESENT
COTTONWOOD SENIOR HIGH	COMPARATIVE WORLD CULTURES (586061-16)	2-B	PRESENT		PRESENT		PRESENT
COTTONWOOD SENIOR HIGH	ENGLISH 12 CORE (569020-7)	3-B	PRESENT		PRESENT		PRESENT
COTTONWOOD SENIOR HIGH	US GOVERNMT & CITIZENSHIP (585201-18)	4-B	PRESENT		PRESENT		PRESENT

6. If you select the weekly **'Assignments'** box, you will receive emails informing you of any assignments/assessments scored during that week. Below is a preview of what that email will look like.

NOTE: Proficiency Based Grading and Percentage Based Grading will display two different summaries. See below.

Weekly Proficiency Based Grading Assessments Summary

HN ENGLISH 10 (568600-3)

Calculated Grade: B

L4 - Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grades 9-10 reading and content, choosing flexibly from a range of strategies.		
29-Oct-2019	CNV Annotations	0
SL1 - Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9-10 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.		
04-Oct-2019	CNV Part 1 Parallel Plots Timeline & Dis	3
08-Oct-2019	Code Name Verity Part 1 Socratic Seminar	4
22-Oct-2019	Code Name Verity Part 2 Socratic Seminar	4
29-Oct-2019	Voice of Democracy Essay Review	4
W4 - Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.		
09-Sep-2019	Assessment #1: Writing 10.5 Strengthen w	4
17-Sep-2019	Formal Summary Assessment #1	4
25-Sep-2019	Formal Summary Assessment #2: CNV Pages	4

Weekly Assignment Summary

AP ART HISTORY (501650-1)

Calculated Grade: A

Assignments		
31-Dec-2017	*Unit 4 Faith Around the World ID Test	/27
Tests		
30-Nov-2017	Unit 3 MC Final	/13
30-Nov-2017	Unit 3 Essay Test	/10
30-Nov-2017	Unit 3 ID Test	/22
11-Jan-2018	MC Winter sampler	/8
11-Jan-2018	ID Test Winter Sampler	/10