Guardian Tutorial on Grade Notifications

To enable automatic grade notifications, first log into Skyward (https://skyward.iscorp.com/HinckleyBR429ILStuSTS/)

Click on “My Messages” then on “Settings” as shown below:

![Settings Menu](image)

When you scroll down, you will find this section of the settings menu:

### GRADEBOOK

#### LOW SCORE NOTIFICATIONS

- **Low Assignment Score Threshold** 70
- **Low Current Grade Threshold** 70

- **Send Me Low Assignment Score Notifications**
- **Send A Copy To My Email**

#### HIGH SCORE NOTIFICATIONS

- **High Assignment Score Threshold** 95
- **High Current Grade Threshold** 95

- **Send Me High Assignment Score Notifications**
- **Send A Copy To My Email**

#### MISSING ASSIGNMENT NOTIFICATION

- **Send Me Missing Assignment Notifications**
- **Send A Copy To My Email**

This is where you can enable automatic notifications regarding grades.
The “low assignment threshold” will automatically notify you if your student receives a grade below the percentage written in the box (currently 70%) when you check the “send me low assignment score notifications” check box. You can also elect to receive the notification in the email listed for your account if you check the box below that.

The “low current grade threshold” works the same, except instead of for a single assignment, it sends a notification if the overall grade in a class drops below the number listed.

The “high assignment score” and “High current grade” notification work the opposite way, when an assignment or grade is received that is above the threshold, an automatic notification is received.

Finally, the missing assignment notification will notify you if any assignment for any of your student’s classes is marked missing.

Note that these settings apply for all classes.

If you have any other questions or problems setting up your grade notifications, please let me know.

Regards,

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