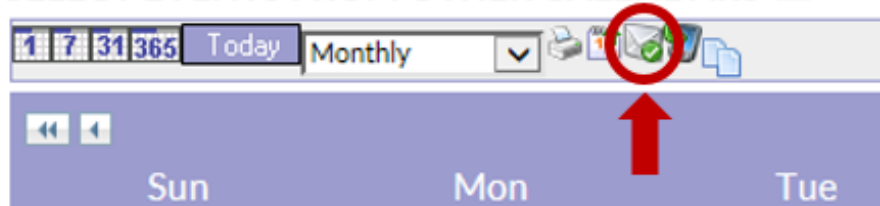


How to Subscribe to Calendar Alerts via Email

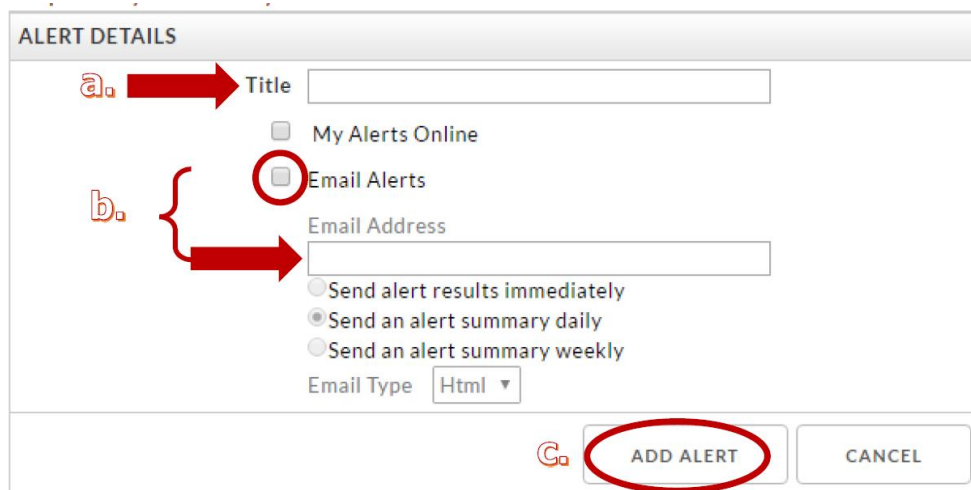
1. If your child is in one of my classes, and you would like to receive email alerts for items posted to the calendar for this class, click on the Calendar for the class that you wish to subscribe to from the left navigation menu on my Teacher page.
2. On the page that loads, click on the "**Subscribe to email alerts**" icon and create a new alert.

CALENDAR

SELECT EVENTS FROM OTHER CALENDARS



3. On the page that loads, complete the following tasks:
 - a. Enter a **Title** for your alert. You may wish to include your child's first name & the course name as you will receive a separate email alert for each class you choose to subscribe to.
 - b. Click the check box next to **Email Alerts** and then enter your **email address** (if it does not populate automatically).
 - c. Click **Add Alert** to save your changes.

A screenshot of the "ALERT DETAILS" form. It has a title field with a red arrow pointing to it labeled "a.". Below the title field are two checkboxes: "My Alerts Online" and "Email Alerts". The "Email Alerts" checkbox is circled in red, and a red arrow points to it labeled "b.". Below the "Email Alerts" checkbox is an "Email Address" field. Below the email address field are three radio buttons: "Send alert results immediately", "Send an alert summary daily" (which is selected), and "Send an alert summary weekly". Below the radio buttons is an "Email Type" dropdown menu set to "Html". At the bottom right of the form, there are two buttons: "ADD ALERT" (circled in red) and "CANCEL".

