

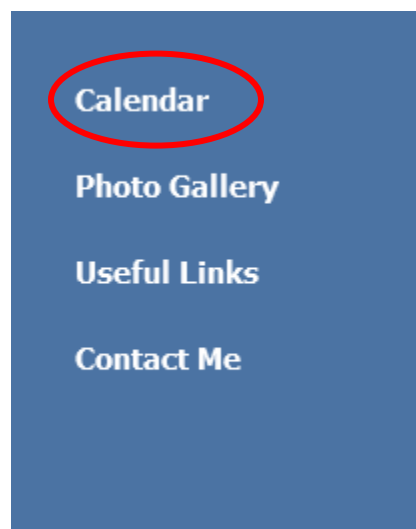
PARENT GUIDE

SUBSCRIBING TO A TEACHER'S CALENDAR

The school has added a new subscription feature which allows you to be constantly up to date with the activities going on in your child's class. Once you have subscribed to a teacher's calendar you will receive email notifications for each new activity which goes on in that teacher's class.

STEPS FOR SUBSCRIBING TO A TEACHER'S CALENDAR

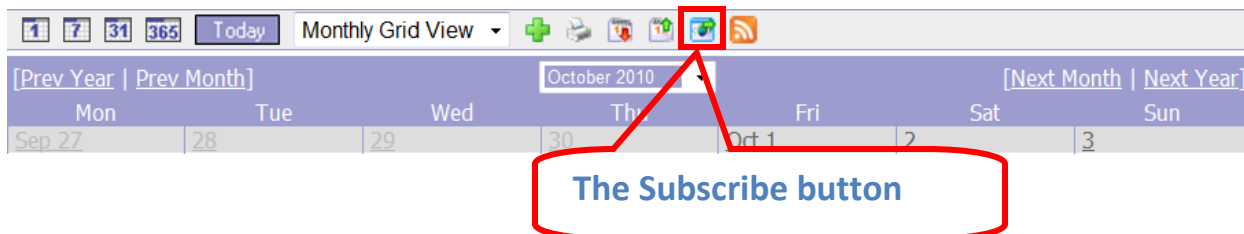
STEP A: Go to the teacher's page and click the **Calendar** link located within navigation bar.



(Note: This menu may be located on the right or left hand side of the page)

You will now be looking at the teacher's classroom calendar.

STEP B: Click the **Subscribe** button as shown in the figure below:



STEP C: You will be taken to the following screen where you need to fill out certain information.

Alert Details	
Title	<input type="text"/>
<input type="checkbox"/> My Alerts Online	
<input type="checkbox"/> Email Alerts	
Email Address	<input type="text"/>
<input type="radio"/> Send alert results immediately	
<input checked="" type="radio"/> Send an alert summary daily	
<input type="radio"/> Send an alert summary weekly	
Email Type	<input type="text" value="Html"/>
<input type="button" value="Add Alert"/> <input type="button" value="Cancel"/>	

STEP D: Type in the **Title** for your notification. This becomes the title of the email which gets sent to your email address.

Example: You could enter a title like the one shown below. In this example the child's name is Jason.

Alert Details	
Title	<input type="text" value="Jason's Classroom Event"/>
<input type="checkbox"/> My Alerts Online	
<input type="checkbox"/> Email Alerts	

STEP E: Select the **Email Alerts** option and type in your email address in the space provided.

Example: In this case, Sarah Williams is the parent subscribing to a teacher's calendar.

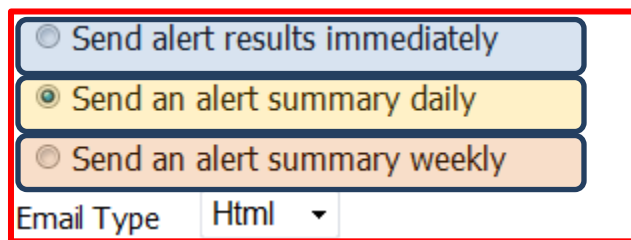
Alert Details	
Title	Jason's Classroom Event
<input type="checkbox"/>	My Alerts Online
<input checked="" type="checkbox"/>	Email Alerts
Email Address	swilliams@aol.com

STEP F: Select when you would like to receive classroom notifications.

Alert Details	
Title	Jason's Classroom Event
<input type="checkbox"/>	My Alerts Online
<input checked="" type="checkbox"/>	Email Alerts
Email Address	swilliams@aol.com
<input type="radio"/>	Send alert results immediately
<input checked="" type="radio"/>	Send an alert summary daily
<input type="radio"/>	Send an alert summary weekly
Email Type	Html
<input type="button" value="Add Alert"/> <input type="button" value="Cancel"/>	

An explanation of the different notification options is found on the next page:

Explanation:

A screenshot of a web form showing three radio button options for alert frequency. The first option is 'Send alert results immediately' with an unselected radio button. The second option is 'Send an alert summary daily' with a selected radio button and a yellow background. The third option is 'Send an alert summary weekly' with an unselected radio button and an orange background. Below the options is a dropdown menu labeled 'Email Type' with 'Html' selected and a downward arrow.

Send alert results immediately

Send an alert summary daily

Send an alert summary weekly

Email Type Html ▾

You will receive an email the moment the teacher posts an upcoming classroom activity on the calendar

You will receive an email at the end of each day for any new activities added

You will receive an email at the end of every week for any new activities added

STEP G: Click the **Add Alert** button to complete the subscription process.

Congratulations!! You have successfully subscribed to a teacher's classroom calendar.

UNSUBSCRIBING:

You can choose to unsubscribe to a teacher's calendar any time you wish. Simply click the **unsubscribe** link located at the bottom of the email.