

Auto Email Gradebook Progress Reports for 3rd through 8th Grade Students

Parents, please follow the steps below to set your Auto Email Gradebook Progress Report preferences in RenWeb:

1. Login to [RenWeb](#).
2. On the left, click on **Family Information**.

The screenshot shows the RenWeb home page with a navigation menu on the left. The 'Family Information' menu item is highlighted with a red border. The main content area is divided into four columns: 'Announcements', 'Today's / Tomorrow's Events', and 'School Calendar: Dates to Note'. The 'Announcements' column lists various school-related items like 'Family School Directory Now Online', 'Cat Shack Hours', 'School Media Gallery', 'Typing Pal Online', 'Traffic Guidelines', 'School Forms', 'Ikeepbookmarks', and 'AR BookFinder'. The 'Today's / Tomorrow's Events' column shows a list of events for 9/16/2013, including 'Football Practice', 'Khaki with SAA T-Shirt', 'Experiencing Music: Kinder through 2nd', 'Tennis Lesson Kinder through 2nd', and 'Young Astronauts'. The 'School Calendar: Dates to Note' column shows a list of dates from 10/4/2013 to 5/30/2014, with corresponding school year and event markers like '2013-2014: T1 End', '2013-2014: T2 Begin', etc.

3. At the Family Information window, click on the **Family Demographic Form** under Online Filing Cabinet/Web Forms.

The screenshot shows the RenWeb Family Information page. The 'Family Information' menu item is highlighted in the left navigation menu. The main content area is divided into two sections: 'Family Information' and 'Online Filing Cabinet'. The 'Family Information' section has a 'Contact Info' tab selected, showing fields for Name, Address, Home, Cell, Work, and Email. The 'Online Filing Cabinet' section has a 'Web Forms' tab selected, showing a list of forms including 'Parent Permission Forms' and 'Family Demographic Form'. The 'Family Demographic Form' is highlighted with a red border.

- At the **Family Demographic Form** Window, click on the Custodial Form for the individual who wants the preferences changed.

- Towards the bottom of the form, you will see a **Preferences** category. Click on the **down arrow** button next to the Auto Email Gradebook Progress Report to see the options. You have three options on how you want to receive the report: Never, Daily and Weekly, then click **Save**. The preference is defaulted to Never or blank. Remember that each custodial parent can have their own preferences set.

Preferences:

Auto Email Gradebook Progress Report:

Block Name from School Directory: Yes No

Block Address from School Directory: Yes No

Block Phone from School Directory: Yes No

Block Cell Phone from School Directory: Yes No

Block Email Address from School Directory: Yes No

Parent Alert Home Phone: Yes No

Parent Alert Cell Phone: Yes No

Parent Alert Work Phone: Yes No

Parent Alert Do Not Want Text: Yes No

Save