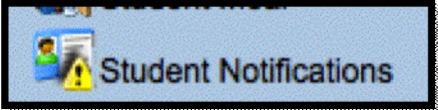

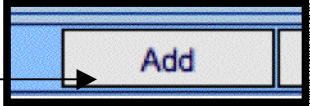
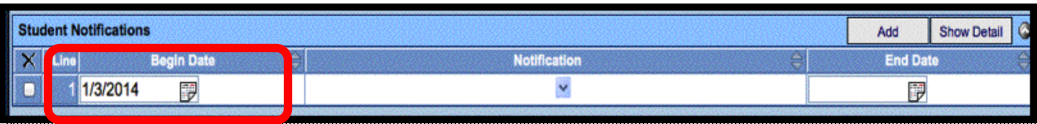
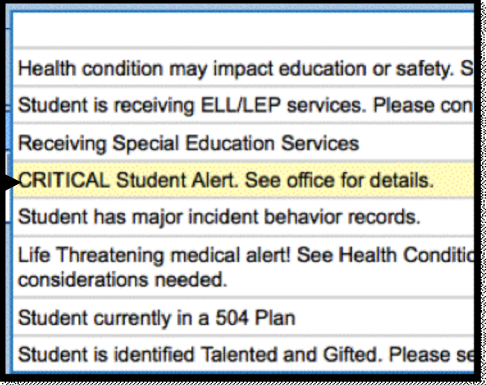

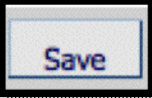
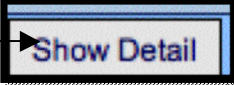
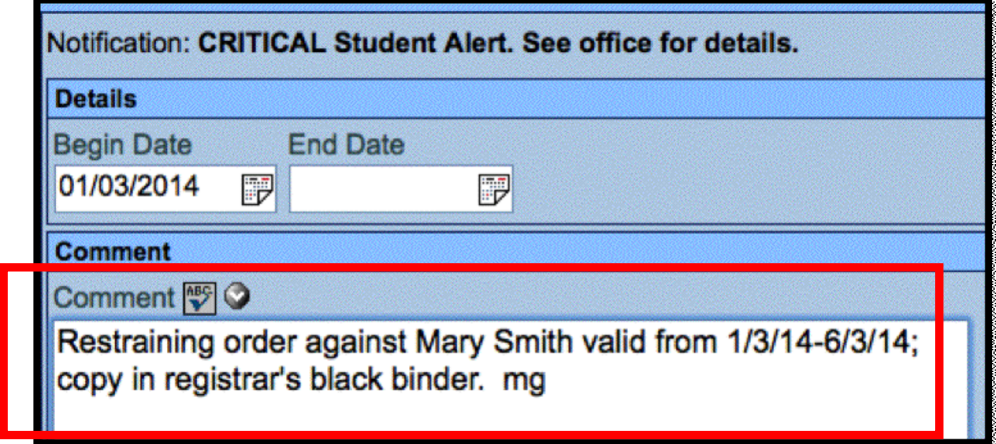


Setting a Critical Alert for a Student

A critical Alert is an icon that displays at the top right of a student's screen and indicates there is confidential information which may affect the health and/or safety of that child. The Alert can be seen by front office viewers and teachers with Notifications checked on their preferences tab. Follow this path to set alerts;

1	Navigate to SIS>Student folder>Student Notifications screen	 A screenshot of the 'Student Notifications' screen header. It features a blue background with a yellow warning triangle icon on the left and the text 'Student Notifications' on the right.
2	Query for the correct student.	 A screenshot of the 'Student Notifications' table. The table has columns for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', and 'Grade'. The 'Last Name' column contains the value 'smith'. A red box highlights the 'Last Name' field. Below the table is a 'Student Notifications' section with a table header including 'Line', 'Begin Date', and 'Notification'. <p>Query for the correct student.</p>
3	Click on the Add button on the far right of the Student Notifications area.	 A close-up screenshot of the 'Add' button, which is a blue rectangular button with the word 'Add' in white text.
4	Today's date will auto populate in the Begin Date field. Enter the correct date if not today's date.	 A screenshot of the 'Student Notifications' table. The 'Begin Date' field in the first row is highlighted with a red box and contains the date '1/3/2014'. The table header includes 'Line', 'Begin Date', 'Notification', and 'End Date'. <p>Today's date will auto populate in the Begin Date field. Enter the correct date if not today's date.</p>

<p>5</p>	<p>Use the blue down arrow in the Notifications column to choose CRITICAL Student Alert: See office for details.</p> <p>Double click on this alert title.</p>	
<p>6</p>	<p>If this is a temporary alert please enter the last date the alert is valid into the End Date field. If no end date is known, leave this field blank.</p>	
<p>7</p>		<p>Save. </p>
<p>8</p>	<p>While on the line just entered, click on the Show Detail button.</p>	
<p>9</p>	<p>Enter the important details of this alert in the Comments field. Add your initials. Save.</p>	
<p>10</p>	<p>Click the Hide Details button on the far right to return to the Student Notification screen.</p>	