

# How to set up “Notifications” in Skyward

From a Desktop/laptop:

#1: Select “My Account” in top right corner



#2: Select Notifications you would like to receive

## Email Notifications

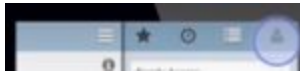
- Receive Daily Attendance Notifications for my student(s) by
  - Email
  - Wall Message
  - Email and Wall Message
- Receive Grading Emails for my student(s) **?**  
Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):  
Low:  High:  for **Student Name**
- Receive Progress Report Emails for my student(s)
  - Daily
  - Weekly (every Saturday)
  - Monthly (1st of each month)
- Receive Notifications when Food Service Balance is under \$5.00
  - Email
  - Wall Message
  - Email and Wall Message

From a mobile device:

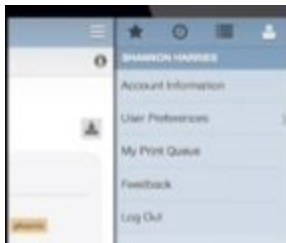
#1: Select the menu in the top right corner (3 lines)



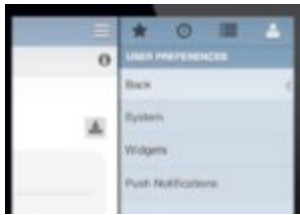
#2: Select the “person” in the top right corner



#3: Select “User Preferences”



#### #4: Select “Push Notifications”



#5: From this page, you can manage which devices notifications are sent to and what kind of notifications you want to receive, including food service and grade alerts.

