

## **Schoolnet: Setting Up Approval Alerts**

If an approval alert "web part" is available on your home page, you can configure it to display any needed approvals, such as lesson plans, requests for access, or staff development activities.

## **Configure the Web Part**

Designate what alerts appear on your page.



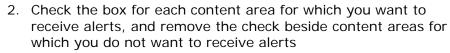
- 1. On the Schoolnet home page, web part on the left side of the screen
- find the approval alert
- 2. Click Configure your alerts

Alerts notify you when there is new web page content, classroom materials, or new user registrations to review.

The alerts appear in this window, and are available to you based on your permissions. If you have no permissions, no alerts will appear.

Please check with the application administrator if you are interested in being an approver for web pages, classroom materials, or new users.

Configure your aler



You see only options applicable to your role.

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PI	lease show me alerts when	()
	✓ Web Pages	
V	Classroom Pages	
V	Z Align Materials	
	PD Plans	
	Activity Proposals	
V	Activity Credit Request	
	🛛 New Users	
	Section Assignments	
	need approval.	
ap th	hecking an item will make a prompt ppear in the Alerts window whenever nere is a corresponding submission of printming to be avaged.	r
re	gistration to be approved.	
D	one	

**3.** Click **Done** and return to your Schoolnet home page to view your alerts.