



Schoolnet: Setting Up Approval Alerts

Quick Reference Card

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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, find the approval alert web part on the left side of the screen
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 alerts](#)

2. Check the box for each content area for which you want to receive alerts, and remove the check beside content areas for which you do not want to receive alerts

You see only options applicable to your role.

Please show me alerts when ...

- Web Pages
- Classroom Pages
- Align Materials
- PD Plans
- Activity Proposals
- Activity Credit Request
- New Users
- Section Assignments

...need approval.

Checking an item will make a prompt appear in the Alerts window whenever there is a corresponding submission or registration to be approved.

[Done](#)

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