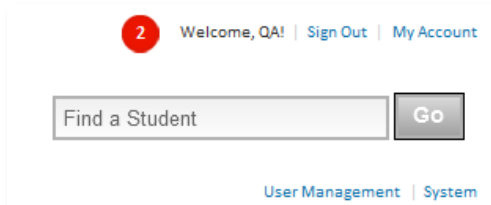




Schoolnet: Understanding Alerts

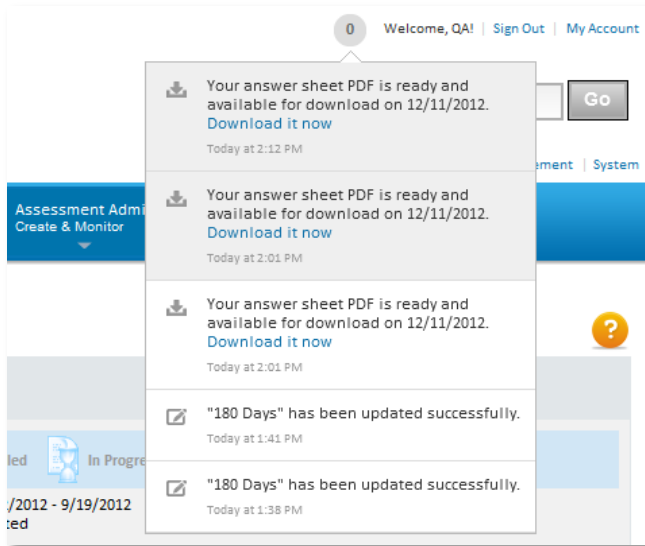
Schoolnet: Understanding Alerts

Schoolnet's alerts indicate that there are tasks that require your attention. When the icon to the left of "Welcome" is red, you have new alerts. The number in the icon is the number of unread alerts in the list. Schoolnet displays up to 10 alerts. When the icon is grey, you have no unread alerts.

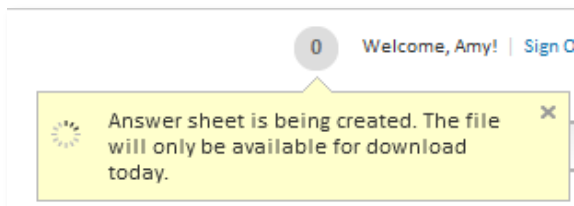


To see the list of alerts, click the circle. The most recent alert is listed at the top.

An alert will appear in a grey box until it is read, and will revert to white once you have opened it. Click the circle again to hide the alerts.



When you initiate a process, such as generating test answer sheets, continue to work in Schoolnet while the process is running. A background activity alert appears in yellow so you know the task is in progress. Close the alert by clicking **X** in the upper right of the activity alert. It will close automatically when you change pages. You'll receive another alert when the file is ready.



Schoolnet: Understanding Alerts

Available Alert Types by Module

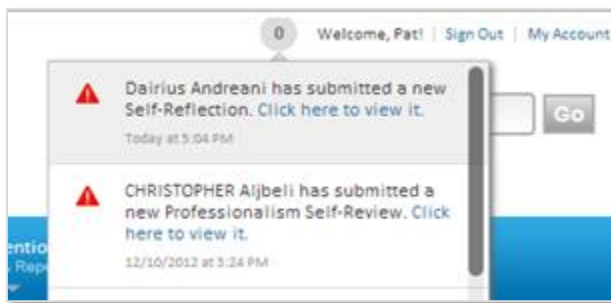
Below are the types of alerts you may see for each module.

Assessment Admin

When you generate a PDF file of answer sheets, you will receive an alert that the file is being created. It may take a few minutes, depending on the number of pages in the file. When the file is ready, another alert indicates that you can download it.

Educator Development

As a principal, you'll receive alerts when teachers submit areas of focus, professional growth plans, self-reflections, or professionalism self-reviews.



As a teacher, you'll receive alerts when an observer submits a draft or final version of an observation, when your areas of focus and professional growth plans are approved (or when more information is needed), and when the principal sets, updates, or changes the school area of focus.

Educator Development: PD Planner

When you create a school-based activity and enroll eligible users in a district in the sections of the activity, you will receive an alert to:

- Indicate that the activity is being created
- Notify you when all users have been registered
- Warn you if any scheduling conflicts arose during auto-registration

You will see a link to view those conflicts.

