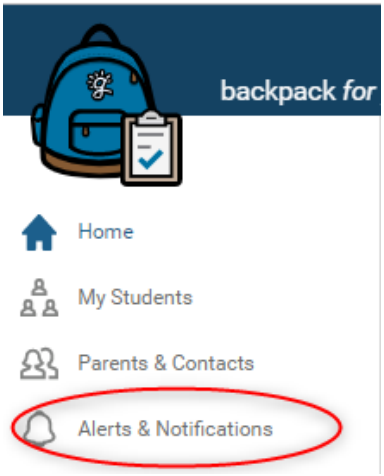
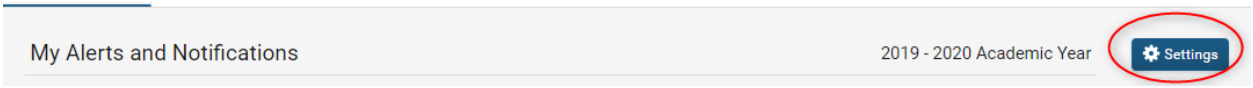
Alerts

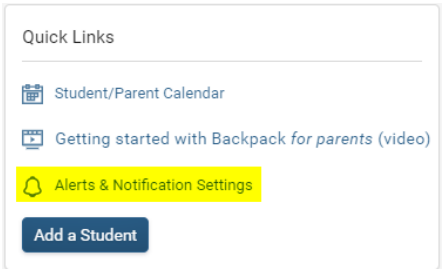
Sign into Backpack *for Parents* using https://parents.gcsbackpack.com

Once in, click on the **Alerts & Notifications** in the left-hand Navigation Bar if on a desktop or laptop computer. If on a mobile device, choose **Notifications** in the top menu.



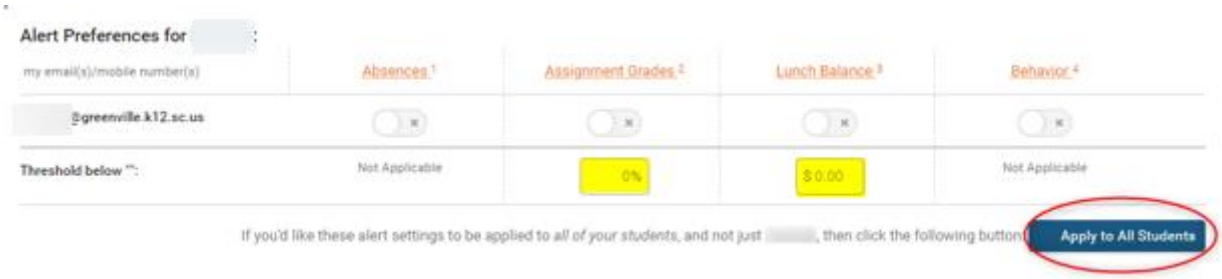
This will take you to **My Alerts and Notifications**. To access your alert settings, click on the **Settings** button in the upper right-hand corner on a desktop or laptop computer. If on a mobile device, the **Settings** button with have a gear and looks like this: . Alerts & Notification Settings are also available on the Home Page under Quick Links.





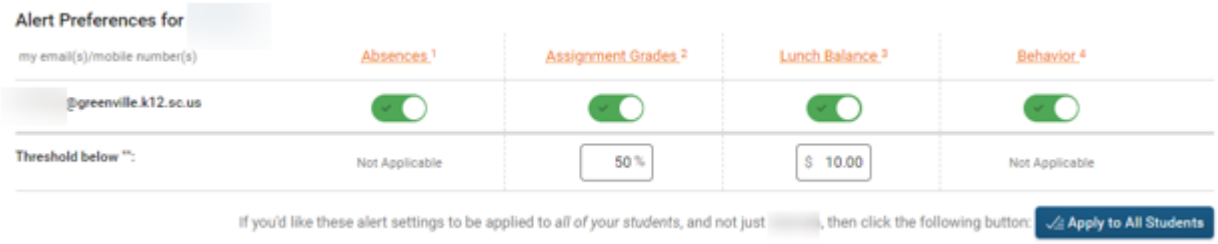
How to Setup Alerts in Backpack *for Parents*

You are now at **Alerts, Notifications, & Progress Report Settings** page. In the middle of the page you will see **Alert Preferences for *[Your Student].*** This is the location where you will select what type of Notifications that you wish to receive for your selected student. You can receive alerts on daily Absences, Assignment Grades, Lunch Balance and Behavior. You can set a threshold on Assignment Grades and a dollar amount on Lunch Balance (highlighted in yellow). Also, please be aware that there are footnotes describing the Alert Types.



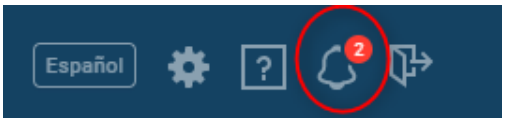
If you wish to use the same Alert set up for another student, please click on **Apply to All Students** (in red circle.

This is how the Alerts look once they have been filled out.

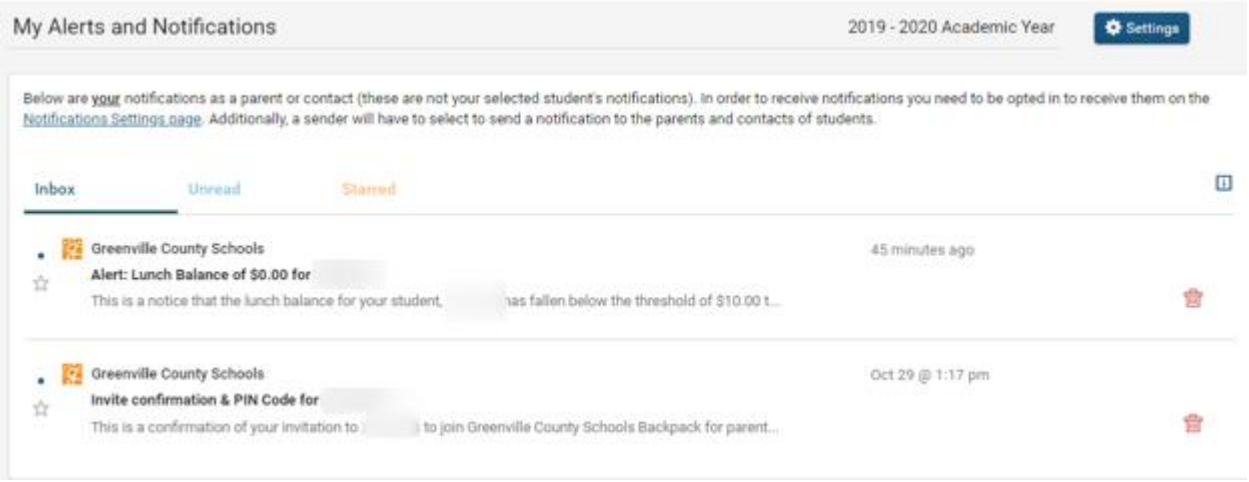


You will receive alerts in Backpack for Parents and to any email addresses or mobile phone numbers you have elected to opt in to.

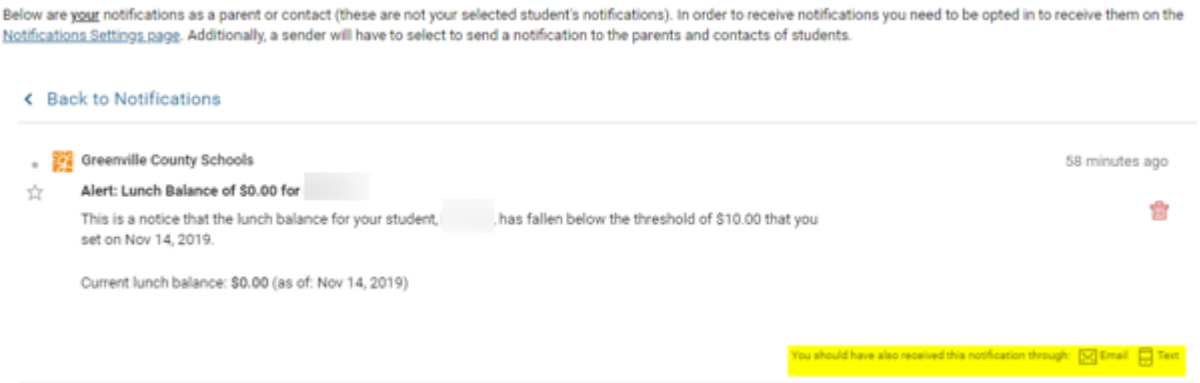
In Backpack, you will see a bell, in the upper right hand of the screen. The number in the red circle shows how many **unread/new** Alerts/Notifications that you have.



Click on the bell and it will take you to **My Alerts and Notifications** screen. Here you can see any Alerts and Notifications that have been sent to you.



Click on the title, **Alert: Lunch Balance** and your Alert Message will open up to show you the complete message.



At the bottom of the Message you will find information that tells you how else you will receive the message. In this case it is by email and Text.

If you wish to delete the message, once you have read it, please click on the red garbage can .