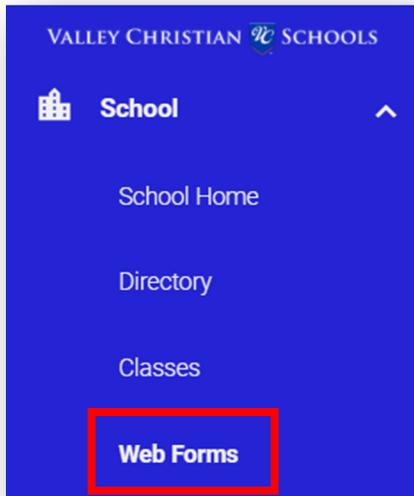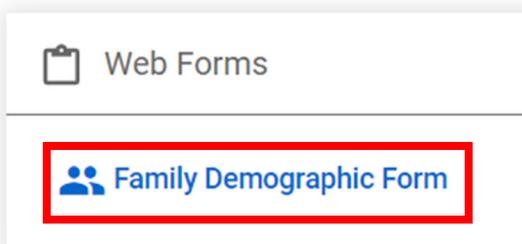# How to Update Family Information & RenWeb Preferences

In Renweb, you can set your preferences to turn on gradebook notifications. You can choose daily or weekly, and as soon as these notifications are turned on you will also receive missing assignments and "0" grade reports.

1. **Log into RenWeb and click "Web Forms".**

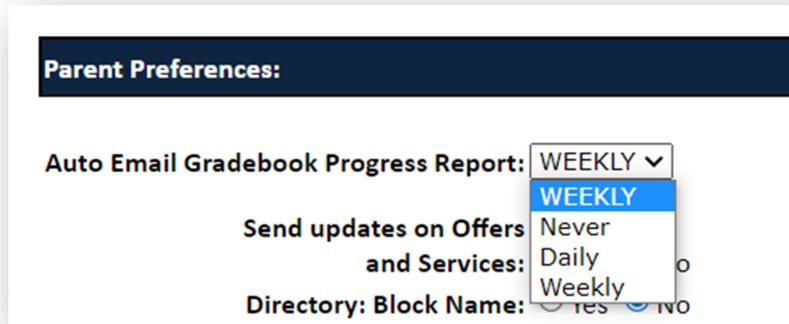2. **In the "Web Forms" section select "Family Demographic Form".**

3. **Choose the custodial parent form under the parent who would like to receive gradebook notifications.**

4. **Change settings to**
   a. Daily or Weekly to receive a daily or weekly report of your student's grades in each class.
   b. Once you have signed up for daily or weekly gradebook notifications you will also receive automatic emails when a student has missing assignments or a "0" entered in the gradebook.

5. Click Save. **All changes must go to an administrator for approval so you will not see the updates immediately.**