xello

Set up transcript notifications

Use this guide to help educators by turning on transcript request notifications.

By default, these notifications are turned off and educators view requests by logging into their account and going to the **College Planning** page. Once transcript email notifications are enabled, they'll get an email listing all the student transcript requests they received that day. They'll also receive an email notification the week that the transcript is due to be sent to the college. These emails are sent every Monday.

> ✏️ **Note:** Only those with administrator access can turn on these notifications. If you don't have administrator access, you won't see the option to edit the notifications.

There are four notification options to choose from. You can choose depending on the educator's role and the students assigned to them. The four options are:

- No notifications (default)
- Notification for any transcript request
- Notification for a request from a student assigned to them
- Notification for a request from a student in the selected groups. You'll be prompted to enter or select groups.

To turn on transcript email notifications:

1. Log in to Xello and from the left menu, click **Educators**.

2. Find the educator and click their name to open their profile.

3. Scroll to bottom of their profile, and next to **Transcript email notifications**, click the pencil icon.

4. Choose one of the options and click **Save**.
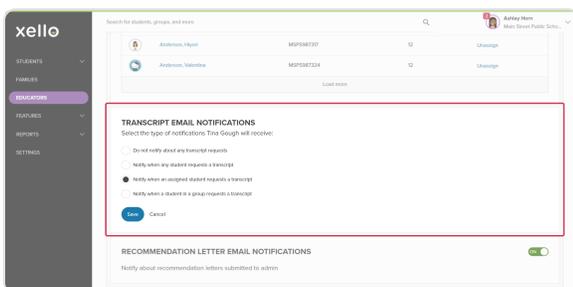
From the educator list, you can quickly review which educators have which transcript email notifications set up.

To view who has notifications enabled:

1. From the left menu, click **Educators**.

2. Click **Data options**.

3. Tick **Transcript notifications**, then **Apply**.
   - A new column will be added to the educator list with the notification type.