Notifications
Overview

A PaCT notification is a reminder of an upcoming event (e.g. a reporting cycle) or an alert that the data in the PaCT needs to be reviewed (e.g. by an Administrator or a School Leader).

Notifications can be set up so they are emailed to PaCT users and/or display on the home page.

The PaCT will notify:
› Teachers about important dates for judgments.
› School PaCT Administrators when data is different in PaCT to what has been imported from ENROL or SMS.
› School PaCT Administrators (annually) to review the School’s set up in PaCT.
› School Leaders (annually) to check the list of School PaCT Administrators.
What judgment notifications are sent and when? 

Notifications for a reporting cycle (Students Year 4 – 8)

The PaCT reporting cycle precedes the dates your school has set for writing and delivering reports to parents for students in Years 4 - 8.
Notifications for anniversary judgments (Students Year 1–3)

For Year 1–3 Students: if a student’s anniversary date lands in January or February, their anniversary will be moved to the school’s reporting cycle. Otherwise their anniversary will be every 20 schooling weeks from their school start date. The PaCT takes into account holiday breaks and this may affect the 20 week cycle.

Notifications for a judgment made out of cycle

Judgments made out of cycle must be completed within 21 days of starting them (otherwise the information you have entered will be deleted by the PaCT). The PaCT will notify you if you started a judgment 19 days ago, that you only have two days left to confirm or it will be deleted.
Managing notifications

You can set up how you want to be alerted to important events before they occur.

The PaCT will always display notifications on your homepage but you can also receive additional alerts via an email sent directly to your email account.

The default is to have the email alerts enabled but you can select to switch these off.

Home page notifications

The PaCT home page will display all of your current notifications.

1. From the home page you can **Dismiss** one notification at a time.

2. You can also view all current notifications by clicking the **View all** link.

From the Notifications page you can dismiss all current notifications at the same time as well as view Dismissed Notifications and manage how you receive your notifications.

3. To view Dismissed Notifications, click **Dismissed notifications** on the menu bar.
### Email notifications

The PaCT will send email notifications directly to your email account by default. You can switch this function off if you do not want to receive email notifications from the PaCT.

If you do switch the email notifications off, please check your PaCT Home Page regularly so you don’t miss any important notifications.

1. From the PaCT Home Page select the **View all** link.

2. From the Notifications page, click **Edit** on the manage my notifications box.
3. Remove the tick from the Email box and click **Save**.

You can switch this function back on at any time by repeating the same steps.

**Urgent versus ordinary notifications:** Urgent notifications will be sent daily – e.g. which judgments are to be deleted in two days, where as normal notifications are sent weekly – e.g. start your anniversary judgments this week.