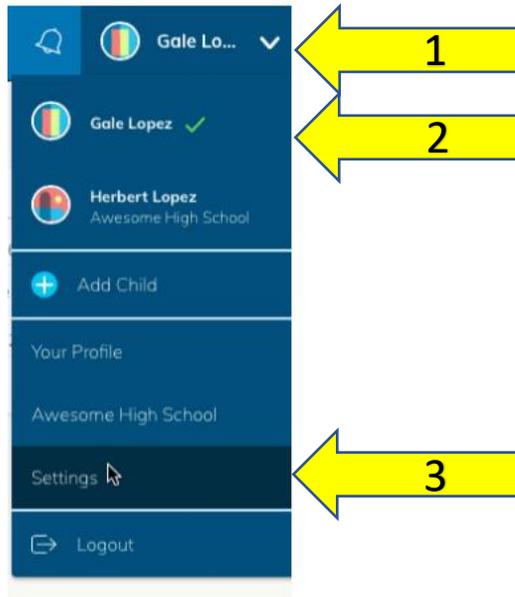


## Adjusting Notifications in Schoology – Parents

Schoology allows you to customize your email settings and personalize your notifications.

1. Login to Schoology and click on your name in the upper right corner.
2. Click on your name in the drop-down menu.
3. Click on “Settings” from the drop-down menu.



4. Choose the “Notifications” tab.



5. If you would like Schoology messages to be received in your email, our recommendation is to turn on the following notification. This allows you to reply to a Schoology message with your email. To do this, scroll down to the “Personal” field, choose “On” for: *Receive a Private Message*.



6. Once your notifications have been customized, scroll down to the bottom of the page, and choose “Save Changes”.

\*Information from <https://support.schoology.com/hc/en-us/articles/201000803-Personal-Account-Parent-Notifications>