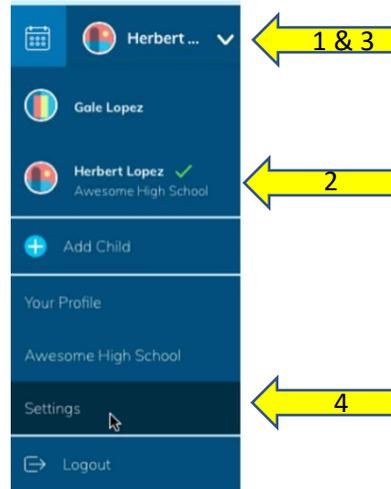


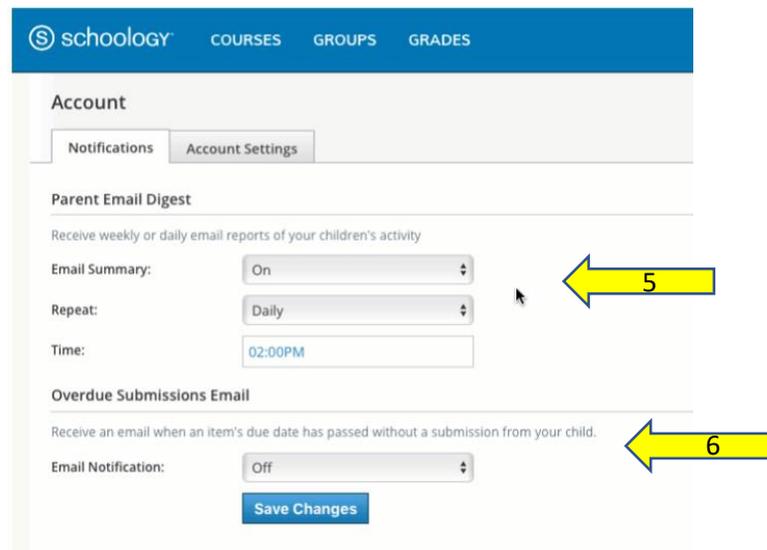
Setting Up Parent Email Digest

You may elect to receive two email digests of your child(ren)'s activity in Schoology. To manage email digest settings in your parent account:

1. Click the arrow on the top right of Schoology.
2. Select a child from the list that appears in the drop-down menu.
3. Once you're viewing the child's account, click the downfacing arrow again.
4. Select **Settings**.



5. From the **Notifications** tab, you can elect to receive one or both of two email summaries:



- To receive the **Parent Email Digest**, select **On** in your **Email Summary** menu. You can receive emails on a **Daily** or **Weekly** basis. If you choose **Daily**, you may set a time at which the notification will be sent to your inbox. If you choose **Weekly**, you will have an additional option to select the day of the week you would like to receive the email.
6. To receive the **Overdue Submissions Email**, select **On** in the **Email Notification** menu.
 7. Click **Save Changes** to update your settings.

* Information from: <https://support.schoology.com/hc/en-us/articles/201000903-Parent-Email-Digest-and-Overdue-Notifications-Email>