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:

Account							
Notifications	Account Settings						
Parent Email Dige	est						
Receive weekly or da	ily email reports of you	r children's activ	ity				
Email Summary:	On		\$	ħ		5	
Repeat:	Daily		\$				
Time:	02:00PM	02:00PM					
Overdue Submiss	ions Email						
Receive an email whe	en an item's due date h	as passed without	ut a submissio	n from yo	our child.	1	6

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