

# Schoology Email Settings

You may elect to receive two email digests of your child(ren)'s activity in Schoology.

1. Click on the downfacing arrow on the top right of your Schoology account.
2. Select a child from the list that appears in the dropdown menu.
3. Once you're viewing the child's account, click on the downfacing arrow again.
4. Select the **Notifications** option in the dropdown menu.
5. From the **Notifications** area, 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'll have an additional option to select the day of the week you'd like to receive the email.

The screenshot shows the 'Account' settings page with two tabs: 'Notifications' and 'Account Settings'. The 'Account Settings' tab is active. Under 'Parent Email Digest', there is a sub-header 'Receive weekly or daily email reports of your children's activity'. Below this are three dropdown menus: 'Email Summary' set to 'On', 'Repeat' set to 'Weekly', and 'Time' set to '05:00PM'. A 'Day' selector shows a grid of days from Sunday to Sunday, with 'Friday' selected. Below this is the 'Overdue Submissions Email' section with a sub-header 'Receive an email when an item's due date has past without a submission from your child.' and an 'Email Notification' dropdown set to 'On'. A blue 'Save Changes' button is at the bottom right.

To get the Overdue Submissions Email, select On in the Email Notification menu.

1. Click Save Changes to update your settings.

## What Do the Emails Look Like?

- The date range for which information is displayed.
- Each of your children's names at the top of the email summary.
- **A summary of each course for the child, including:**
  - **Newly received grades.**
  - A summary of marked attendance (late, absent, excused).
- **Overdue Submissions, including:**
  - **How many days the item is past due.**
  - **The assignment title.**
  - **The Course in which the item is due.**
- **Recent activity, including:**
  - **The student's posts and updates in courses, assignments, tests/quizzes, and discussions.**
  - **Recent submissions for assignments and tests/quizzes.**

## How do I make sure I receive emails?

1. Click on the downfacing arrow on the top right of your Schoology account.
2. Select your account from the list that appears in the dropdown.
3. Once you're in your account, click on the downfacing arrow and select Account Settings.
4. If you haven't yet verified your primary email address, you'll see an orange message to Resend verification email. Check the box next to the message and Save Changes.
5. Once you receive the verification email, click on the link provided in the email to verify your email address.