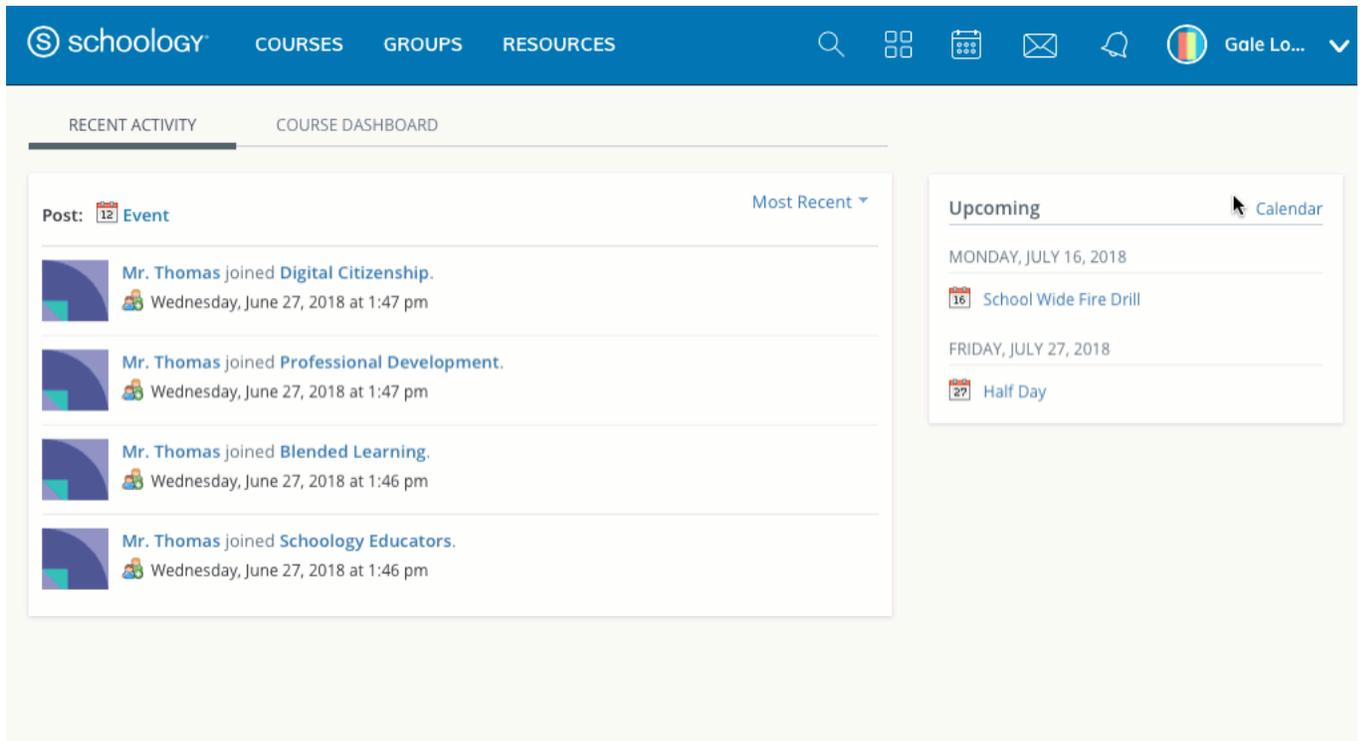


## Email Settings

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:



The screenshot displays the Schoology user interface. At the top is a blue navigation bar with the Schoology logo, menu items for COURSES, GROUPS, and RESOURCES, and icons for search, grid, calendar, email, and notifications. The user's name 'Gale Lo...' is visible in the top right. Below the navigation bar, there are two tabs: 'RECENT ACTIVITY' (selected) and 'COURSE DASHBOARD'. The main content area is divided into two columns. The left column, under 'RECENT ACTIVITY', shows a 'Post: Event' section with a 'Most Recent' dropdown. It lists four events where 'Mr. Thomas' joined various courses: 'Digital Citizenship', 'Professional Development', 'Blended Learning', and 'Schoology Educators', all dated Wednesday, June 27, 2018, at 1:47 pm. The right column, under 'Upcoming', shows a 'Calendar' link and lists three upcoming events: 'MONDAY, JULY 16, 2018' with 'School Wide Fire Drill', 'FRIDAY, JULY 27, 2018' with 'Half Day', and another event on '27'.

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'll have an additional option to select the day of the week you'd like to receive the email.
- Note:** If there are no updates for the given time period, you will receive an email stating that there are no new updates.
- To receive the **Overdue Submissions Email**, select **On** in the **Email Notification** menu.
  6. Click **Save Changes** to update your settings.

## What Do the Emails Look Like?

The **Parent Email Digest** contains:

- 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:
  - The child's current grading period grade for each course.
  - A summary of marked attendance (late, absent, excused).
- Overdue Submissions, including:
  - How many days the item is past due.
  - The assignment, test/quiz, or discussion title.
  - The course in which the item is due.

**Note:** Overdue items marked as **Excused** or **Missing** are not included in Overdue Submissions.

- Recent activity, including:
  - The student's posts and updates in courses, assignments, tests/quizzes, and discussions.
  - Recent submissions for assignments and tests/quizzes.

The digest includes up to five Summary items and up to ten Recent Activity items. To view more items than appears in the list, click the **More** option at the bottom of each area. If you have more than one child association, scroll down to can view the Summary and Recent Activity for additional children.



Tina Taylor

Course Summary	Grade	Attendance
Math II: Section 2	-	-
English 101: Section 1	A- 92.22%	1E1

#### Overdue Submissions

2 Days late: [Physical Science Essay](#) in [Introductory Science](#)

#### Upcoming (32)

Monday, September 9, 2013

[Meeting](#) 3:00 pm

[First Day of Class](#)

[Reading Assignment - "On Virtue"](#) 11:59 pm

Wednesday, September 11, 2013

[Reading Assignment: "Rip Van Winkle"](#) 11:59 pm

You will receive one **Overdue Notifications** email for each time that your child fails to submit an item on time. You receive only one notification per late material regardless of how long it remains unsubmitted.

## How do I make sure I receive emails?

To make sure you receive emails, check that your email address is verified to receive emails from Schoolology.

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

**Note:** If you don't receive the email at the correct time of day, check the timezone associated with your account from your [Account Settings](#). If you don't receive any email notifications on a daily or weekly basis after having completed these steps, you can [create a ticket](#) with the Support Team for assistance.

## Account Info

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First Name: Gale

Preferred First Name:

Middle Name:

Last Name: Lopez

Username: \*\* glopez

Primary Email: \*\*

 Resend verification email 

Alternate Email:

Timezone: