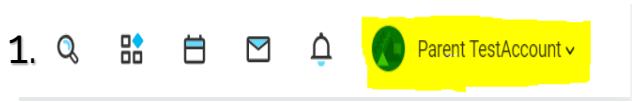
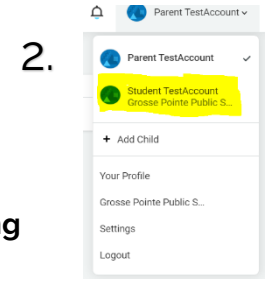
Parent Email Digest & Overdue Notifications Email

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

1. Click on your **name** on **the top right** of your Schoology account.



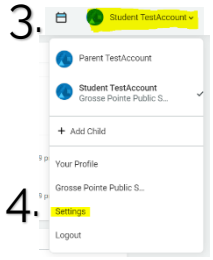
2. Select a **child** from the list that appears in the dropdown menu.

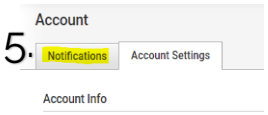


3. Once you're viewing the child's account, **click on the down-facing arrow again.**

4. Select the **Settings** option in the dropdown menu

5. Select **Notifications**.





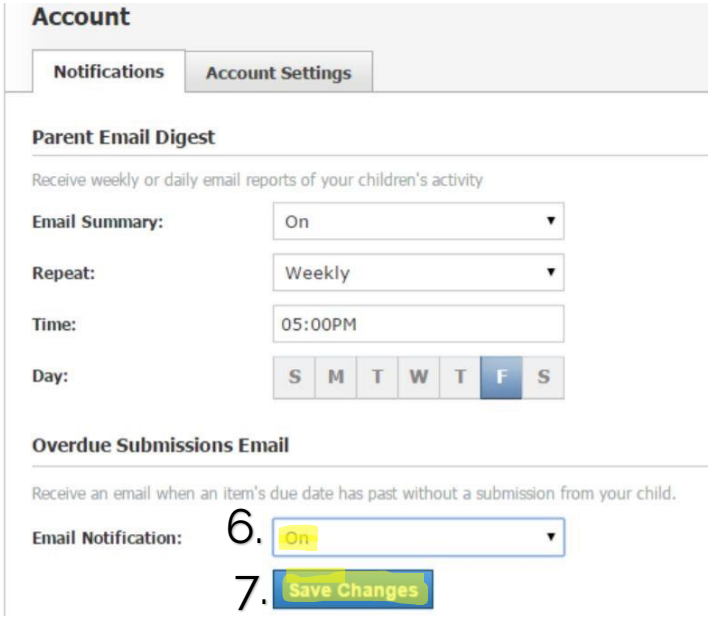
- To receive the **Parent Email Digest**, select **On** in your **Email Summary** menu.
- You can receive emails on a **Daily or Weekly** basis. If you choose **Daily**, you may set a time at which the notification will be sent to your inbox.

  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.

6. To receive the **Overdue Submissions Email**, select **On** in the **Email Notification** menu.

7. Click **Save Changes** to update your settings.

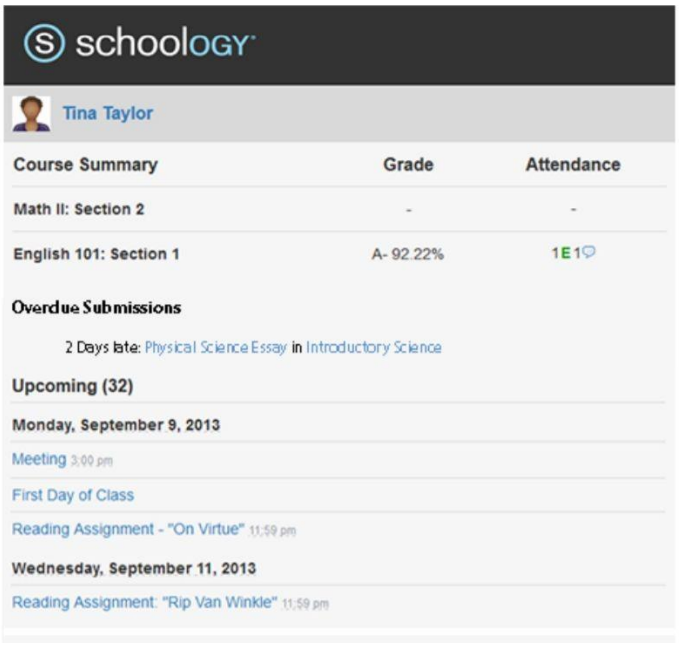


What do the emails look like?

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:
    - Newly received grades
- 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, test/quizzes, and discussions
    - Recent submissions for assignments and test/quizzes

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

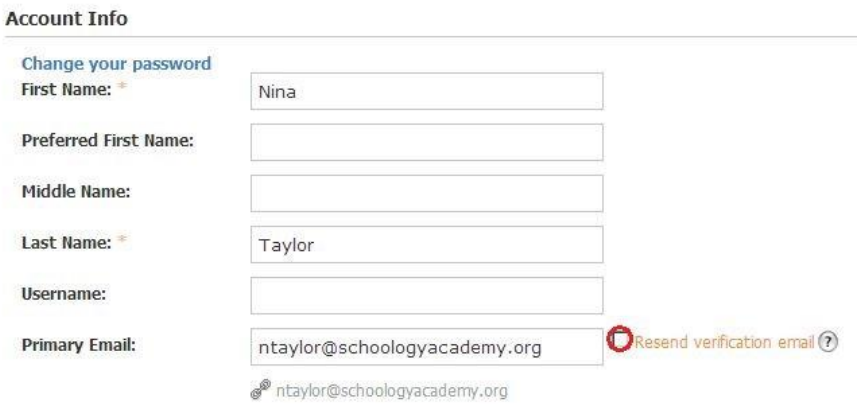


You will receive one Overdue Notifications email for each time that your child fails to submit an item on time. You receive only one notification per late material regardless of how long it remains unsubmitted.

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 Schoology.

1. Click on the down-facing 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 down-facing 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 message 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 by going into your Account Settings (click the down-facing arrow by your name in Schoology). If you don't receive any email notifications on a daily or weekly basis after having completed these steps, contact the building secretary.