

PURPOSE

Use this procedure to set up a Parent Email Digest. Setting up the Parent Email Digest for one of your children will activate this digest for all your children; you only need to do this once.

WHAT IS THE ADVANTAGE OF THE PARENT EMAIL DIGEST?

Use this procedure to set up a daily or weekly digest of your child's activity in Schoology and receive an update on your child's status in each class, course updates posted by teachers, and overdue assignments. This will also give you the freedom to turn off the live notifications you receive and give you this information when you want it instead if in real-time.

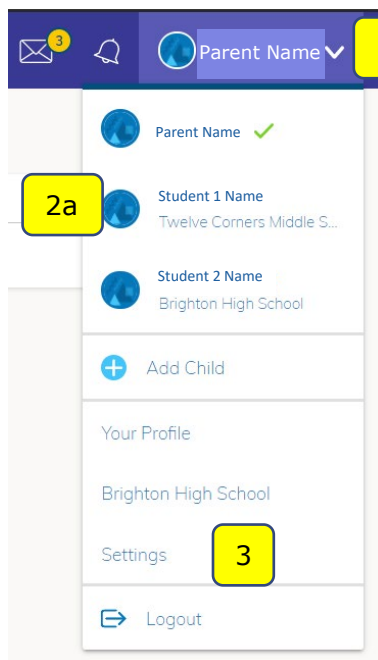
TO GET STARTED

- First create a Parent Portal account at www.schoology.com

LOG IN

- Go to www.schoology.com and log in with your Parent Portal account.

PROCEDURE



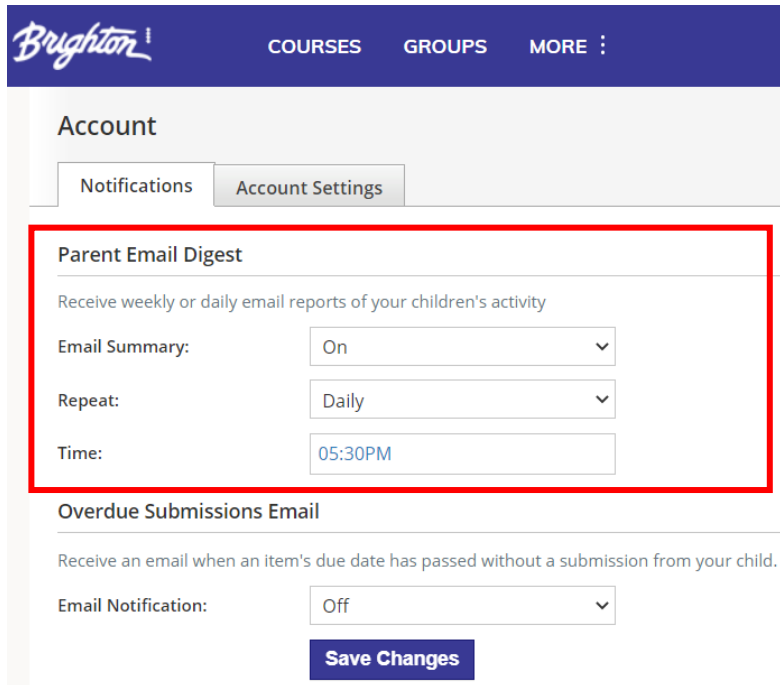
Step 1 Click on the **drop-down arrow** next to your name located in the upper right-hand corner.

Step 2a Select the student's name. The menu will close and will now display the student's name instead of the parent name.

Step 2b Click on the drop-down arrow again in the upper righthand corner. A checkmark will now appear next to your child's name.

Step 3 Click on the **Settings** link.

The **Notification** window will open. Parents can choose to have a digest report sent to their email address daily or weekly. Parents may also choose to have an email notification of their child's overdue assignments.



Brighton COURSES GROUPS MORE

Account

Notifications Account Settings

Parent Email Digest

Receive weekly or daily email reports of your children's activity

Email Summary: On

Repeat: Daily

Time: 05:30PM

Overdue Submissions Email

Receive an email when an item's due date has passed without a submission from your child.

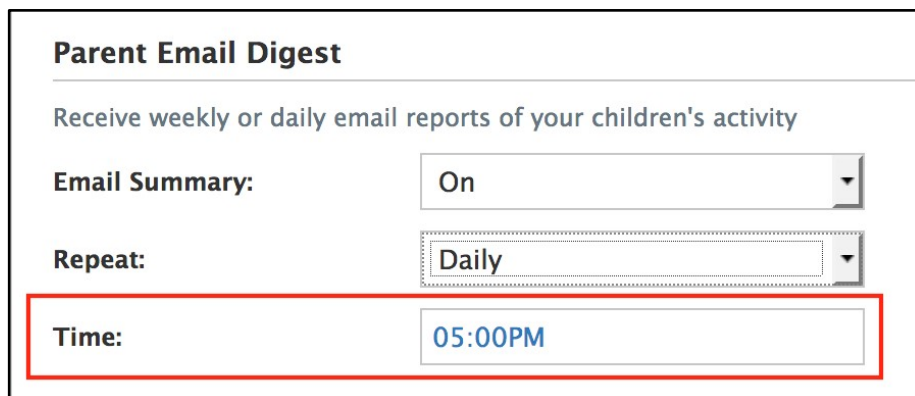
Email Notification: Off

Save Changes

Step 4 Click **Email Summary** to turn this feature on or off.

Step 5 Click on the **Repeat** drop-down menu and select **Daily** or **Weekly**.

If Daily is selected, set the **Time** for the email to be delivery.



Parent Email Digest

Receive weekly or daily email reports of your children's activity

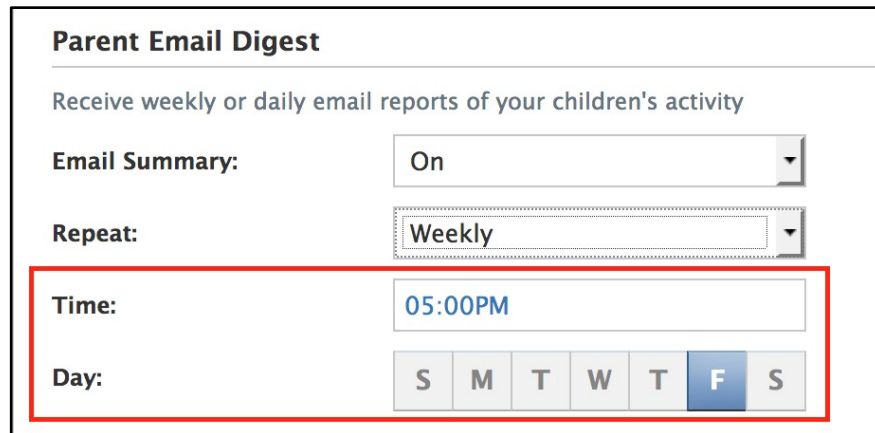
Email Summary: On

Repeat: Daily

Time: 05:00PM

Schoology: Setting up a Parent Email Digest

If Weekly is selected, set the **Time** for the email to be delivery and select the **Day** of the week you would like to receive the email summary.



Parent Email Digest

Receive weekly or daily email reports of your children's activity

Email Summary:

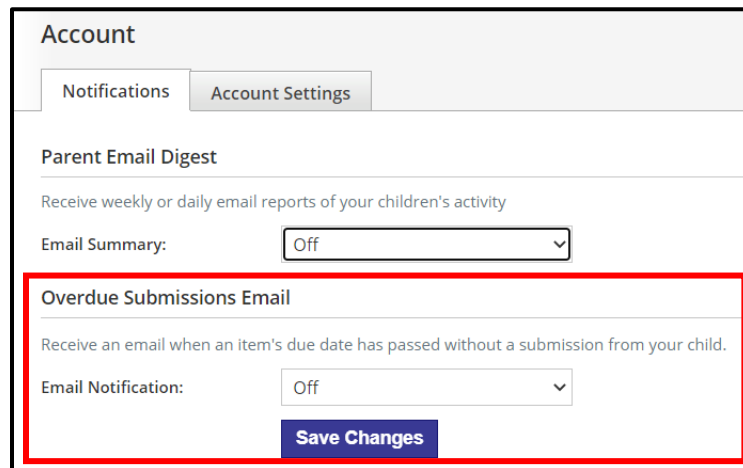
Repeat:

Time:

Day:

Step 6 Click **Email Notification** to turn this feature on or off.

NOTE: Be advised that while the assignment may have been turned in, if the mark is not in the gradebook on the due date, you may receive an email that states that the assignment is overdue. If in doubt, please contact your child's teacher.



Account

Notifications Account Settings

Parent Email Digest

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Email Summary:

Overdue Submissions Email

Receive an email when an item's due date has passed without a submission from your child.

Email Notification:

Save Changes