

How to – Schoology Email Digest

Email Settings

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

1. Click the down arrow on the top right of your Schoology account.
2. Select a child from the list that appears in the drop-down menu.
3. Once you are viewing the child's account, click the down arrow again.
4. Select the **Setting** option in the drop-down 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.

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.

Account

Notifications Account Settings

Parent Email Digest

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

Email Summary:

Repeat:

Time:

Day:

Overdue Submissions Email

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

Email Notification:

What Do the Emails Look Like?

The **Parent Email Digest** contains:

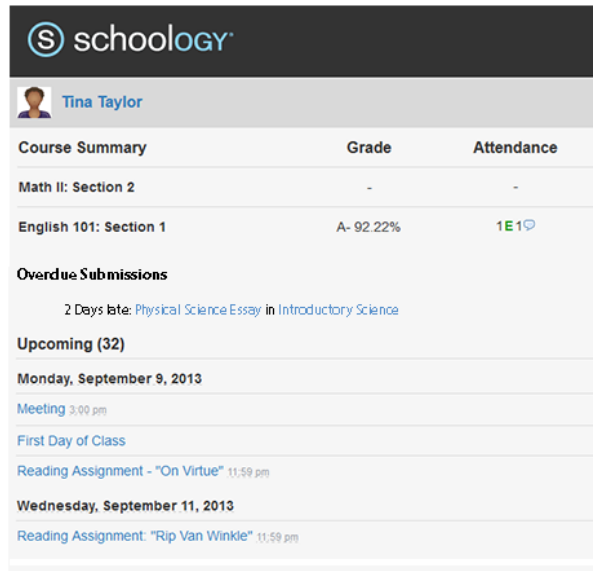
- The date range for which information is displayed.
- Each of your children's names at the top of the email summary.
- A summary of each course for the child, including:
 - Grades taken in Schoology (**Remember that Skyward is the official record for grades and attendance**)
 - Overdue Submissions, 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.



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 Schoology.

1. Click the down arrow on the top right of your Schoology account.
2. Select your account from the list that appears in the dropdown.
3. Once you are in your account, click the down 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 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

[Change your password](#)

First Name: *

Preferred First Name:

Middle Name:

Last Name: *

Username:

Primary Email:

 Resend verification email [?](#)

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