Transcript: Settings and Notifications

0:00 Hi everyone, in this video I'm going to show you some settings that we think you should have set a certain way to make Schoology easier for you.

0:07 To access your settings, in the top-right corner here, you should see your name and picture. Click on your name.

0:13 Then the fourth one down is settings.

0:18 What it brings you to first is your account settings. If there is something you are usually called besides your first name that they have in there, you can change it here under Preferred First Name.

0:30 Then at the bottom, where I want to draw you attention to, if you scroll all the way down. Under Other Options you have Set Homepage To and you want to set it to Recent Activity. Make sure that one is clicked and then, Save Changes.

0:43 The reason we want to do that is so when you first log into Schoology, on the main page, you see the recent activity and all the updates from your classes instead of the course dashboard, which doesn't really tell you much.

0:56 Another setting we think is important is under notifications, the second one over from Account Settings.

1:05 Click on notifications and it's all the notifications that will email you. If you have your phone set up, you'll have a column here for your phone too.

1:13 You want to turn most of them off, so you're not getting inundated with emails, but ones that are important to turn on.

1:22   Under "School Group" there's "group update posted" so if the whole school has an announcement, you'll get an email about it too, it won't just be on Schoology.

1:30 Then, under Personal, there's Receive a Private Message.

1:34 You want to click over here to the drop down menu and make sure that is turned on. Save the changes.

1:41 That way if a teacher ever emails you through Schoology, you get it on Schoology and in your school email.

0:00 The other ones are up to you, but we thought that was the most important one to make sure you have turned on.

0:00 Again, that is "receive a private message" which is under "personal," almost all the way at the bottom.