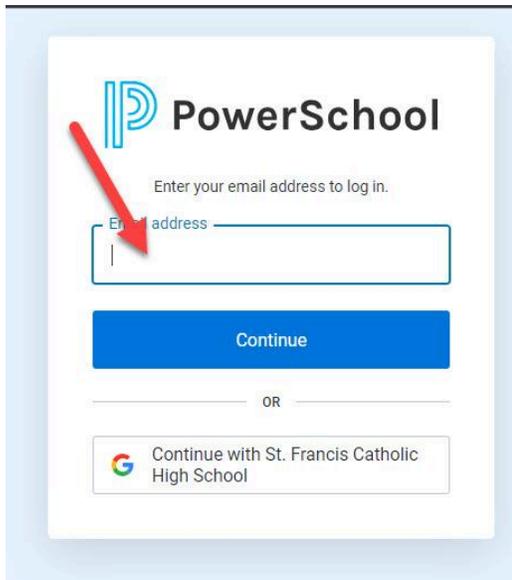


# SCHOOLGY DIRECTIONS FOR PARENTS TO SET EMAIL NOTIFICATIONS

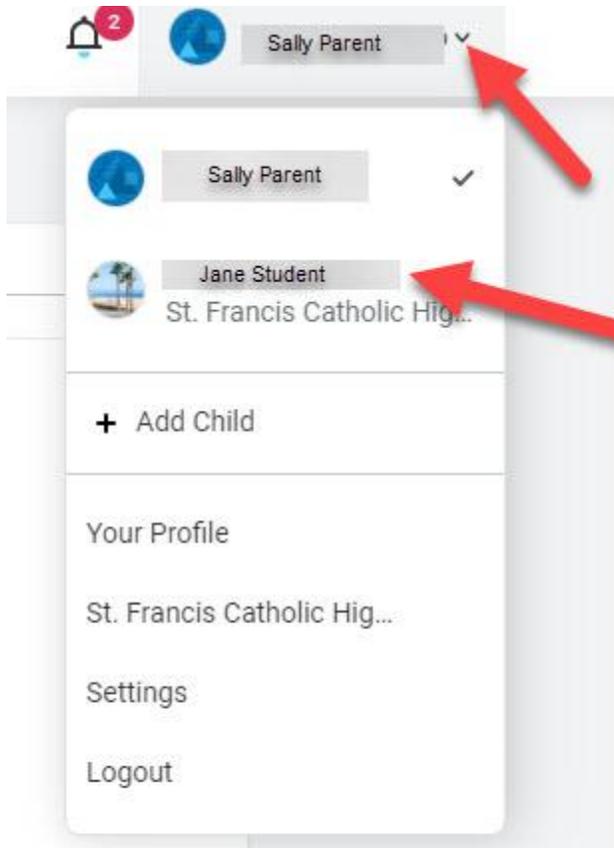
If you have a Schoology parent account, you can choose to receive daily or weekly email reports of your student's Schoology activity.

To subscribe to email reports:

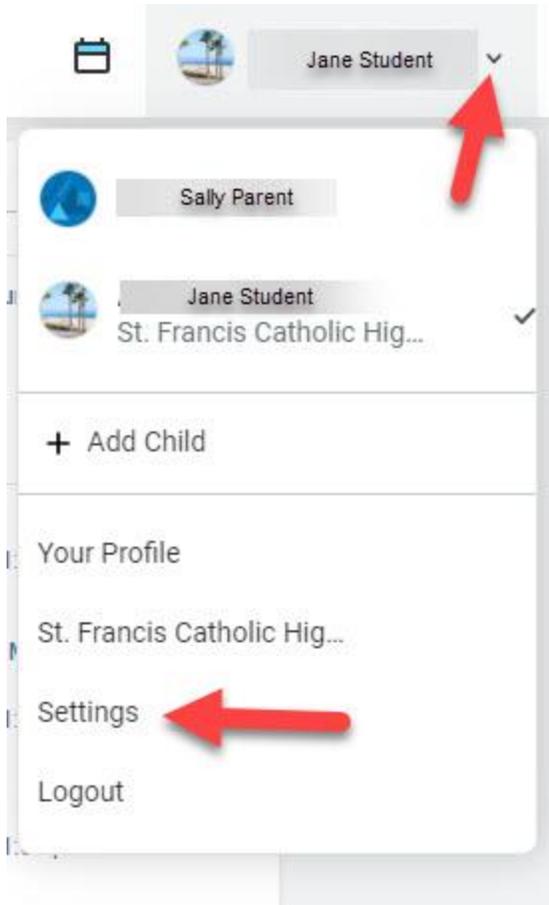
1. Log into your Schoology account as a parent ([stfrancishs.schoology.com](http://stfrancishs.schoology.com))



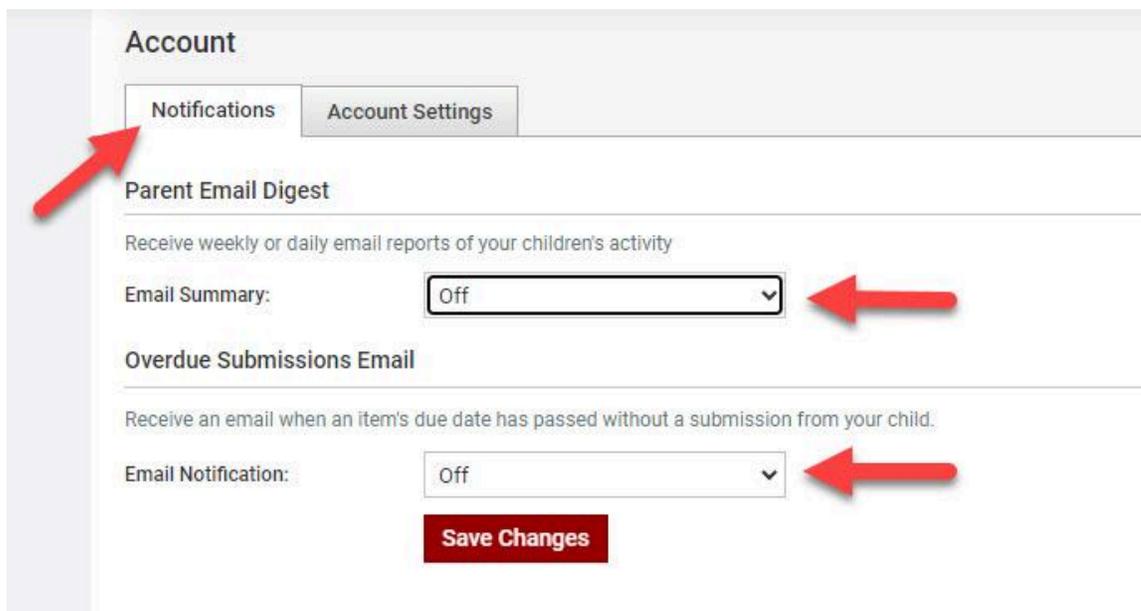
2. Select the pull-down arrow at the upper right corner of your screen and click on your student's name.



3. Select the pull-down arrow at the upper right corner of your screen again, and now select "Settings".



4. To receive email summaries of your child's Schoology activity, set the email summary to "On."



- a. Choose to repeat daily or weekly.
- b. Select the time of day you would like to receive the email.

- c. If you choose weekly, select the day of the week on which you want to receive the email.
  - d. If you would like to receive additional emails if a due date passes without a submission from your child, set the overdue submissions email to "On."
5. Remember to "Save Changes."