## SCHOOLOGY 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 (<u>stfrancishs.schoology.com</u>)



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".

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

Notifications	Account Settings	
Parent Email Dig	est	
leceive weekly or d	aily email reports of your children's ac	tivity
Email Summary:	Off	<b></b>
Email Summary: Overdue Submise	Off sions Email	
Email Summary: Dverdue Submis: Receive an email wi	Off sions Email nen an item's due date has passed wit	hout a submission from your child.

- 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."