

Changing Your Settings in Schoology

Using the Internet browser on your device, NOT the app:

1. Go to Schoology.com.
2. Click on the three horizontal lines in the upper-right hand corner.
3. At the bottom, click on "Log In."
 - a. If you don't see "Log In" as an option, turn your device so it is landscape.
4. Type in your email and password then click on the button "Log In."
5. Along the top is a banner saying, "You are viewing as _ _" with your child's name in place of the blanks.
6. In the upper right-hand corner, click on the downward caret.
7. Click on YOUR (parent) name.
8. Click on the downward caret AGAIN.
9. Click on "Settings," which is toward the bottom.
10. Under "Account Info," make sure you have a "Primary Email" included so you are definitely going to receive all of the messages from your child's teacher.
11. Click "Save Changes" if you needed to add an email.
12. Now click on the next tab "Notifications" along the top.
13. Scroll all the way to the bottom, where it says "Personal."
14. Turn ON "Receive a private message" for Email.
 - a. Ensures you get all messages from your child's teacher.
15. Click "Save Changes."

Using the Schoology app:

1. Open the Schoology app.
2. In the upper left-hand corner, click on the three horizontal lines.
3. Click on "Settings," which is toward the bottom.
4. Want to make sure your:
 - a. Notifications are ON/Enabled
5. Click on "Account Info."
6. Be sure you have a "Primary Email" included so you are definitely going to receive all of the messages from your child's teacher.
7. Along the top, click on the next tab "Notifications."

8. Scroll all the way to the bottom, where it says "Personal."
9. Turn ON "Receive a private message" for Email & Mobile.
 - a. Ensures you get all messages from your child's teacher.
10. Click "Save Changes."