

Parent Email Digest and Overdue Submissions Notification

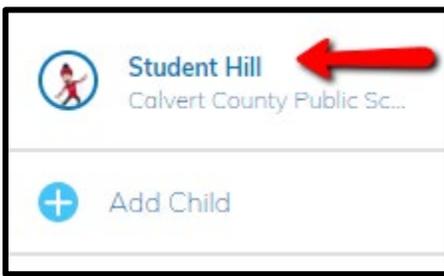
Enabling Email Notifications

You may elect to receive two email notifications (Parent Email Digest and Overdue Submissions Notification) of your child(ren)'s activity in Schoology. To manage the notification settings in your parent account:

1. Log into your Schoology Parent account via <https://app.schoology.com/login>
2. Click the downfacing arrow next to your name.



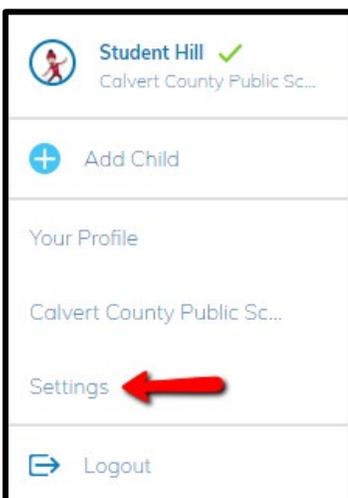
3. Select your child from the list that appears in the drop-down menu.



4. Once you are viewing your child's account, click the downfacing arrow again next to their name.



5. Select Settings.



6. From the Notifications tab, you can elect to receive one or both of two email summaries:

The image shows two side-by-side screenshots of the 'Account' settings page, specifically the 'Notifications' section. The left screenshot shows the 'Notifications' tab selected, with a red arrow pointing to the 'Account Settings' tab. The right screenshot shows the 'Account Settings' tab selected, with a red arrow pointing to the 'Email Summary' dropdown menu in the 'Parent Email Digest' section. The 'Parent Email Digest' section includes options for 'Email Summary' (set to 'Off'), 'Repeat' (set to 'Weekly'), 'Time' (set to '05:00PM'), and 'Day' (set to 'F'). The 'Overdue Submissions Email' section includes an 'Email Notification' dropdown (set to 'Off'). A 'Save Changes' button is visible at the bottom of both screenshots.

- To receive the **Parent Email Digest**, select “**On**” in the **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.

7. Click **Save Changes** to update your settings.

What Do the Emails Look Like?

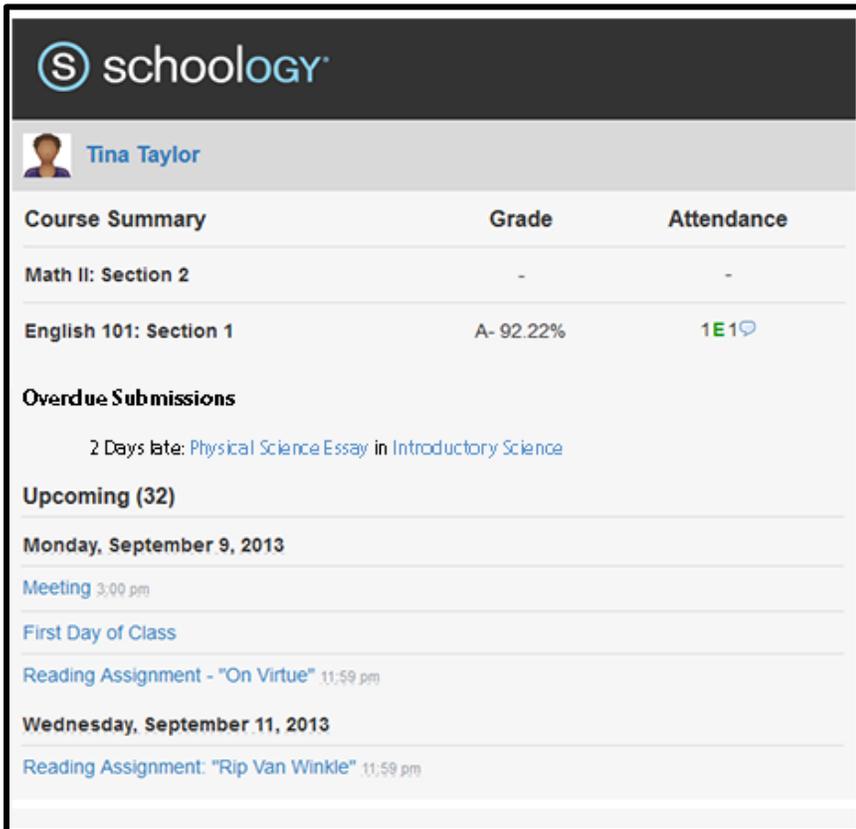
The **Parent Email Digest** contains:

- 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:
 - The child's current grading period grade for each course.
 - 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.



The screenshot shows the Schoology interface for a user named Tina Taylor. At the top, there is a header with the Schoology logo and the user's name. Below this, there is a table with three columns: Course Summary, Grade, and Attendance. The table lists two courses: Math II: Section 2 and English 101: Section 1. Below the table, there is a section for Overdue Submissions, which shows a notification for a Physical Science Essay in Introductory Science that is 2 days late. Finally, there is a section for Upcoming events, which lists several items for Monday, September 9, 2013, and Wednesday, September 11, 2013.

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.