

Schoology Parent Email Digest

SMCPS has enabled the automatic Parent Email Digest. Parents will now be receiving an email digest from Schoology on Wednesday around 5 pm.

Here's information about what Parents can expect:

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.
 - Please keep in mind for **ELEMENTARY**, standards based grading denotes for that assignment only, and **may not be reflective** of the full Report Card Statement.
- 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

Important things to note:

- ★ Overdue items marked as **Excused or Missing** are *not included* in Overdue Submissions.
- ★ Overdue notifications cannot be removed by parents. Overdue notifications are only removed when:
 - The student makes a submission.
 - The instructor manually enters a grade into the gradebook.
 - The instructor adds an Excused or Missing exception to the gradebook.
 - The course has become archived.
 - Instructors disable the Enable Submission setting from the

assignment, which will prevent overdue notifications from appearing.

- 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 view the Summary and Recent Activity for additional children.

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.

How do I make sure I receive emails?

To make sure you receive emails, check that your email address is verified to receive emails from Schoology.

1. Click the arrow on the top right of Schoology.
2. Select your account from the list that appears in the dropdown.
3. Once you're in your account, click the arrow again and select Account Settings.
4. If you haven't yet verified your primary email address, you'll see a message to **Resend verification email**. Check the box next to the message and **Save Changes**.

5. Once you receive the verification email, click the link provided in the email to verify your email address.