

Schoology: Setting up a Parent Email Digest

PURPOSE

Use this procedure to set up a Parent Email Digest.

WHY MUST I DO THIS?

Use this procedure to set up a daily or weekly digest of your child's activity in Schoology and/or be notified of your child's overdue assignments.

BEFORE YOU GET STARTED

- Parents must first create a Parent Portal account at <https://passport.lausd.net>
- Parent must access Schoology through Parent Portal to activate Schoology account

LOG IN

1. Log in to the LMS/Schoology through <https://passport.lausd.net>, using your Parent Portal account.
2. **OR** go to <https://app.schoology.com> and log in with your Parent Portal account.

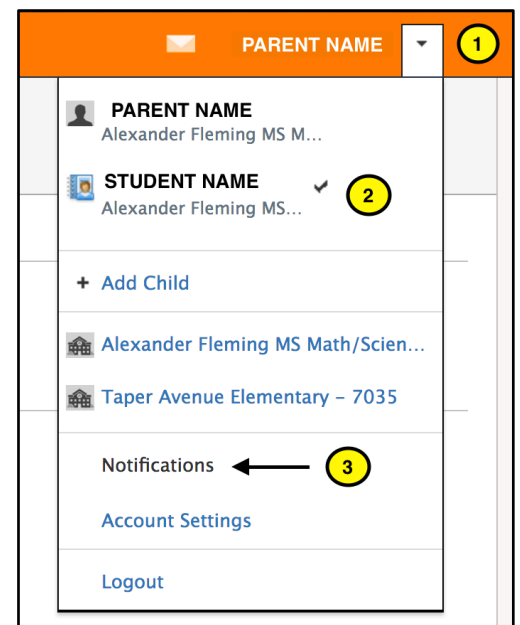
PROCEDURE

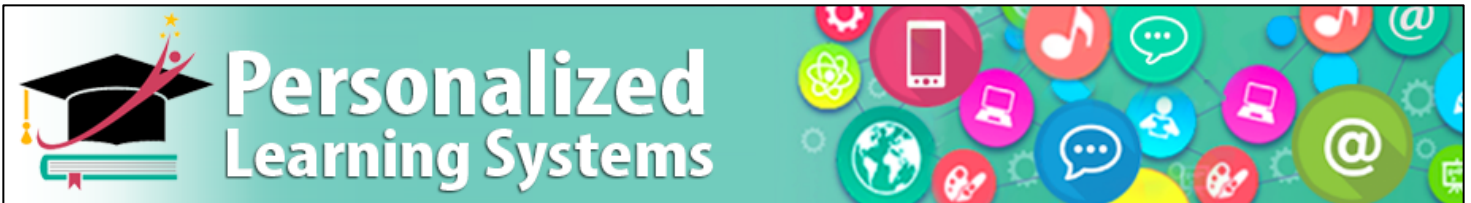
Step 1 Click on the **drop-down arrow** next to your name located in the upper right-hand corner.

Step 2a Select the student's name. The menu will close and will now display the student's name instead of the parent name.

Step 2b Click on the drop-down arrow again in the upper right-hand corner. A checkmark will now appear next to your child's name.

Step 3 Click on the **Notifications** link.





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The **Notification** window will open. Parents can choose to have a digest report sent to their email address daily or weekly. Parents may also choose to have an email notification of their child's overdue assignments.

A screenshot of the LAUSD Schoology 'Account Settings' page. The 'Parent Email Digest' section is highlighted with a red box. It includes a description: 'Receive weekly or daily email reports of your children's activity' and a dropdown menu for 'Email Summary' currently set to 'Off'. Below it is the 'Overdue Submissions Email' section with a description: 'Receive an email when an item's due date has passed without a submission from your child.' and a dropdown menu for 'Email Notification' also set to 'Off'. A 'Save Changes' button is at the bottom.

Step 4 Click **Email Summary** to turn this feature on or off.

Step 5 Click on the **Repeat** drop-down menu and select **Daily** or **Weekly**.

If Daily is selected, set the **Time** for the email to be delivery.

A close-up screenshot of the 'Parent Email Digest' settings. The 'Email Summary' dropdown is set to 'On'. The 'Repeat' dropdown is set to 'Daily'. The 'Time' field is highlighted with a red box and contains the text '05:00PM'.



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If Weekly is selected, set the **Time** for the email to be delivery and select the **Day** of the week you would like to receive the email summary.

Parent Email Digest

Receive weekly or daily email reports of your children's activity

Email Summary:

Repeat:

Time:

Day:

Step 6 Click **Email Notification** to turn this feature on or off.

NOTE: Be advised that while the assignment may have been turned in, if the mark is not in the gradebook on the due date, you may receive an email that states that the assignment is overdue. If in doubt, please contact your child's teacher.

LAUSD Home Courses Groups

Account

Notifications Account Settings

Parent Email Digest

Receive weekly or daily email reports of your children's activity

Email Summary:

Overdue Submissions Email

Receive an email when an item's due date has passed without a submission from your child.

Email Notification:

Save Changes