



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 **Settings** link.

