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

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.
Schoology: Setting up a Parent Email Digest

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.

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.
Schoology: Setting up a Parent Email Digest

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

![Parent Email Digest](image)

**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.

![Overdue Submissions Email](image)