## S bcps.schoology

## **Schoology Parent Email Digests**

**Schoology** has two email digests available to communicate student activity in **Schoology** – the **Parent Email Digest** and the **Overdue Notifications Email**. To receive these emails, you must turn these notifications on in your Schoology parent account.

- The **Parent Email Digest** can be scheduled to be sent daily or weekly at a specific time and includes:
  - the current marking period grade for each course
  - recent posts and/or submissions by your student in each course
  - $\circ$  overdue submission information for each course
- The **Overdue Notifications Email** will be sent only once each time your student does not submit an item on time.



Office of Library Media Programs & Educational Technology Baltimore County Public Schools Last Updated: 8/22/2023

S bcps.school	oqv
	-37
Enable Parent Email Digest	Account
<ol> <li>Select the Notifications tab. In the Parent Email Digest section, select On from the drop-down menu to enable an Email Summary.</li> </ol>	Notifications       Account Settings         Parent Email Digest       Receive weekly or daily email reports of your children's activity         Email Summary:       Off         Overdue Submissions Email On       Off         Receive an email when an item's due date has passed without a submission from your child.       Email Notification:         Off       ✓         Save Changes       Save Changes
2. Select the delivery options for the digest. Click <b>Save Changes</b> when finished.	Account           Notifications         Account Settings           Parent Email Digest
• Depart: Chaosa Weekly or Deily	Receive weekly or daily email reports of your children's activity
• Repeat. Choose weekly of Daily	Email Summary: On 🗸
• Time: Time of day report will be	Repeat: Veekly ~
emailed	Time: 05:00PM
• Day: Choose the day of the week to receive the Weekly report	Day: S M T W T F S
	Overdue Submissions Email
	Receive an email when an item's due date has passed without a submission from your child.
	Email Notification: Off 🗸
	Save Changes
<b>Enable Overdue Submissions Email</b>	Account
1 Salast the Natifications tak In the	Notifications Account Settings
1. Select the Notifications tab. In the Overdue Submissions Email section	Parent Email Digest
select <b>On</b> from the drop-down menu to	Receive weekly or daily email reports of your children's activity
enable Email Notifications. Click Save	Email Summary: On 🗸
Changes.	Repeat: Weekly ~
	Time: 05:00PM
	Day: S M T W T F S
	Overdue Submissions Email
	Receive an email when an item's due date has passed without a submission from your child.
	Email Notification: On 🗸
	Save Changes