Schoology Weekly Email Summary Verification

Login to Schoology (mcpss.schoology.com) from a computer. Click on the name in the top right corner (This is also where you switch between children if you have more than one). If the name at the top is one of your children, select "Settings".

If the name at the top is your name, click the name of one of your children in the list (which will select them and close the menu), then click their name at the top again to show the menu again and select "Settings":

From here, click the "Notifications" tab and verify that "Email Summary" is on. The Default date and time for the weekly summary is Friday at 5pm. Your settings should look like this:

- **NOTE -- If this is set to On and you are not receiving the weekly updates, then you may need to check your email's spam folder for the emails.**