

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”:

The screenshot shows the Schoology account settings page. The 'Account' tab is selected. The 'Notifications' sub-tab is also selected. The 'Parent Email Digest' section is visible, showing 'Email Summary' set to 'On', 'Repeat' set to 'Weekly', and 'Time' set to '05:00PM'. The 'Day' selection shows 'F' (Friday) highlighted. A 'Save Changes' button is at the bottom. A dropdown menu is open on the right side of the page, showing a list of children's names and schools, with 'Settings' highlighted at the bottom. Red arrows point to the 'Notifications' tab, the user profile icon, and the 'Settings' option in the dropdown menu.

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:

The screenshot shows the Schoology account settings page, specifically the 'Parent Email Digest' section. The 'Email Summary' is set to 'On', 'Repeat' is set to 'Weekly', and 'Time' is set to '05:00PM'. The 'Day' selection shows 'F' (Friday) highlighted. A 'Save Changes' button is at the bottom.

- **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.**