



How to Enable Schoology Reports

Get a Parent Email Daily or Weekly

1. Click the arrow on the top right of Schoology.
2. Select a child from the list that appears in the drop-down menu.
3. Once you're viewing the child's account, click the downfacing arrow again.
4. Select Settings.
5. From the Notifications tab, you can elect to receive one or both of two email summaries:

To receive the Parent Email Digest, select On in your Email Summary menu. Parents can receive emails on a Daily or Weekly basis. If you choose Daily, you may set a time at which the notification will be sent to your inbox. If you choose Weekly, you'll have an additional option to select the day of the week you'd like to receive the email.