



Schoology: Setting up a Parent Email Digest

PURPOSE

Use this procedure to turn on or off the *Parent Email Digest* in Schoology. This feature is turned on by default for all Parent Portal accounts that are linked to Schoology.

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 their Schoology access

LOG IN

1. Log in to the LMS/Schoology through <https://passport.lausd.net>, using your Parent Portal account.
2. **OR** go to <https://lms.lausd.net> and log in with your Parent Portal account.

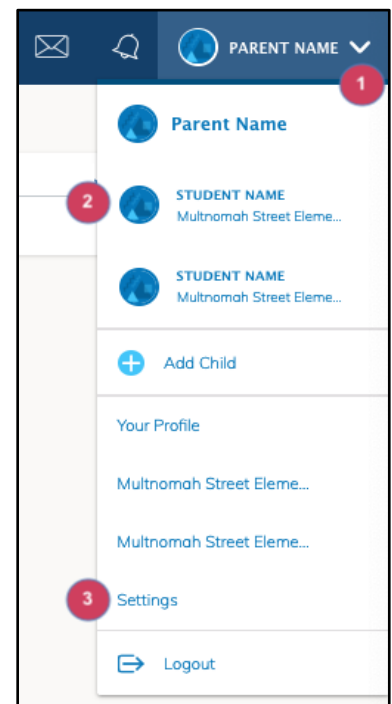
PROCEDURE

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 **Settings** link.





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The **Settings** 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. **By default, parents will receive the Parent Email Digest every Friday by 5:00 p.m.**

PARENT EMAIL DIGEST

Step 4 Click on the **Email Summary** drop-down menu to turn this feature on or off.

By default, this feature is set to “On.” Parents can change it to “Off” if they no longer want to receive this email.

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.

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



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OVERDUE SUBMISSIONS EMAIL

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.

Step 6 Click on the **Email Notification** drop-down menu to turn this feature on or off.

Step 7 Click **Save Changes**.

Account

Notifications | Account Settings

Parent Email Digest

Receive weekly or daily email reports of your children's activity

Email Summary:

Overdue Submissions Email

Receive an email when an item's due date has passed without a submission from your child.

Email Notification:

Save Changes

SAMPLE EMAIL

NOTE: Attendance is not taken through Schoology, therefore, the attendance column will be blank. Parents can view daily attendance via Parent Portal.

The **Email Digest** will contain the name of the assignment(s) completed during the selected time period along with the grade received for each assignment.

If the **Overdue Submissions Email** was enabled, the overdue assignments will be included in the same email.

7/29/21 - 7/30/21

[Student002](#)

Course Summary	Grade (current grading period)	Attendance
Fashion Couture 101: Section 1 Test Period (02 Jul - 30 Jun)	87.5%	-
Fashion Style	3/4	
Fashion Measurements	4/4	
Test Class: PERIOD 1 Test Period (02 Jul - 30 Jun)	-	-

Attendance
↓
Attendance data is in Parent Portal. It is not included in the Email Digest.

Overdue Submissions

No upcoming assignments or events