

Instructions to set up summary email messages in Schoology

A new feature is available that allows parents to get weekly or daily updates about their student(s). This allows you to receive a weekly or daily email of the progress of your students on the day and time that you choose.

- Log on to BCPSOne and Choose Schoology Learning Management System
- Click the drop down next to the student name
- Select the "Settings" feature at the bottom of the list
- Choose the Notifications tab at the top
- Change Email Summary to "On"
- Choose Weekly or Daily
- Choose the Time
- Choose the Day of the Week
- Set Email Notifications to "On"
- Click Save Changes

This only needs to be done one time regardless of how many students you have and will send a summary of all students to your inbox.