## **Managing Schoology Notifications**

Schoology provides a feature for parents to receive notifications based on activity happening in their student's course(s). Parents are able to turn notifications on or off based on their preferences. Please follow the directions below to manage your Schoology notifications.

1. When logged in to <u>Schoology</u>, click on your name in the upper right-hand corner. From the menu that opens, choose "Settings".

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	➡ Logout	

2. On the Settings page, click the "Notifications" tab.

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3. In the upper left of the Notifications page, there is a blue link to "Turn Off All Notifications". Clicking this link will disable all notifications. To apply this update, please be sure to scroll down to the bottom of the page and click the red "Save Changes" button.

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4. To keep some notifications on and turn others off, use the On/Off dropdown menus located in the "Email" column along the right of each section – e.g. Academic, School, etc.



5. When finished choosing your notification preferences, you MUST scroll down to the bottom of the page and click the red "Save Changes" button.

