Managing Schoology Alerts

Guide for Parents

Gungahlin College staff use Schoology to communicate with students.

Parents and Carers are also able to gain access to Schoology and keep up to date with upcoming deadlines and due dates for their children.

Unfortunately, the default notification settings for Schoology result in an individual email notification for almost everything that your child can see.

We recommend that you switch off all of the default notification settings and instead sign up for Schoology's weekly email digest.

The weekly digest is a single email which summarises your child's activity over the last week. It can be sent to you at a time nominated by you. The instructions below detail how to disable notifications and turn on the weekly digest.
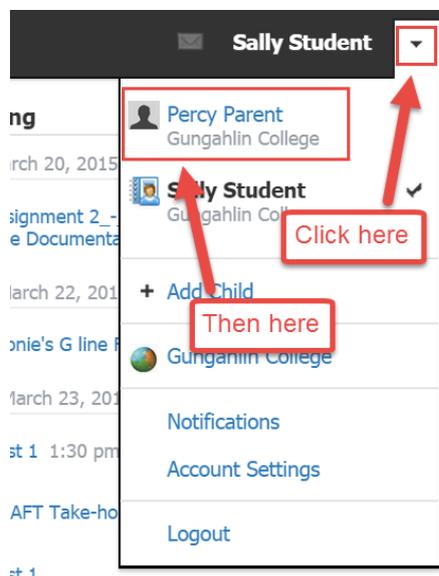
Changing Email and Mobile Alert Settings

By default, Schoology sends you emails about activity related to your student.
It is recommended that you disable this activity through the following steps:
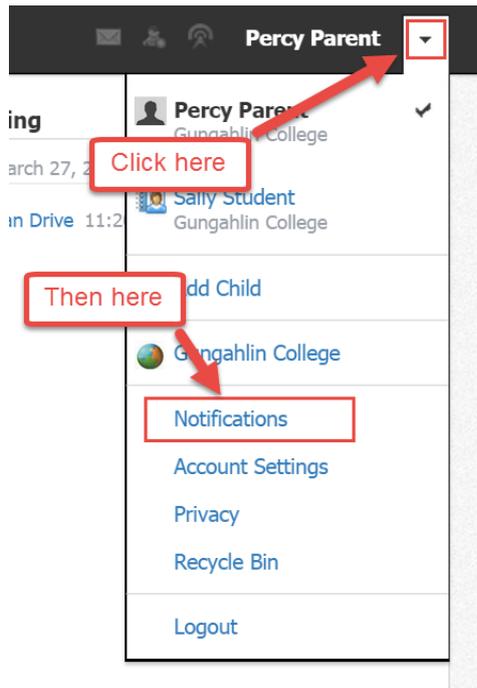
1. Log in to Schoology.
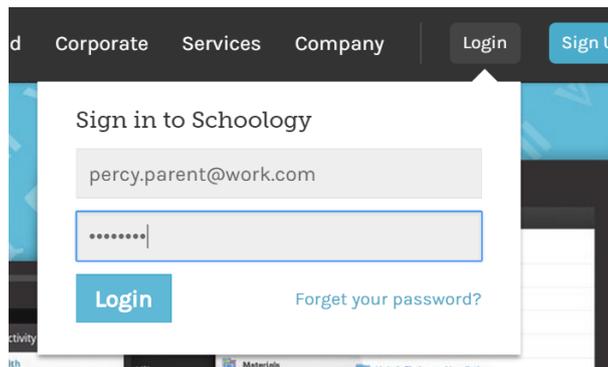
2. Click the drop-down arrow in the top right corner of the screen and ensure that your account, and not your child's is selected.
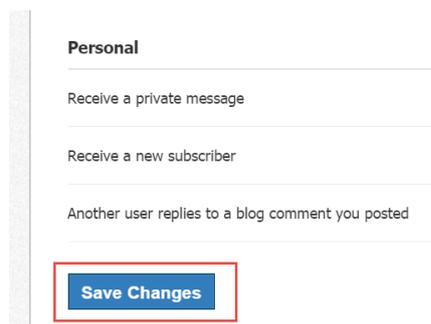
3. Click the drop-down arrow again and choose "Notifications".

4. The page that appears allows you to choose what types of notifications you would like to receive as individual emails. **We recommend that you switch all of these off.**
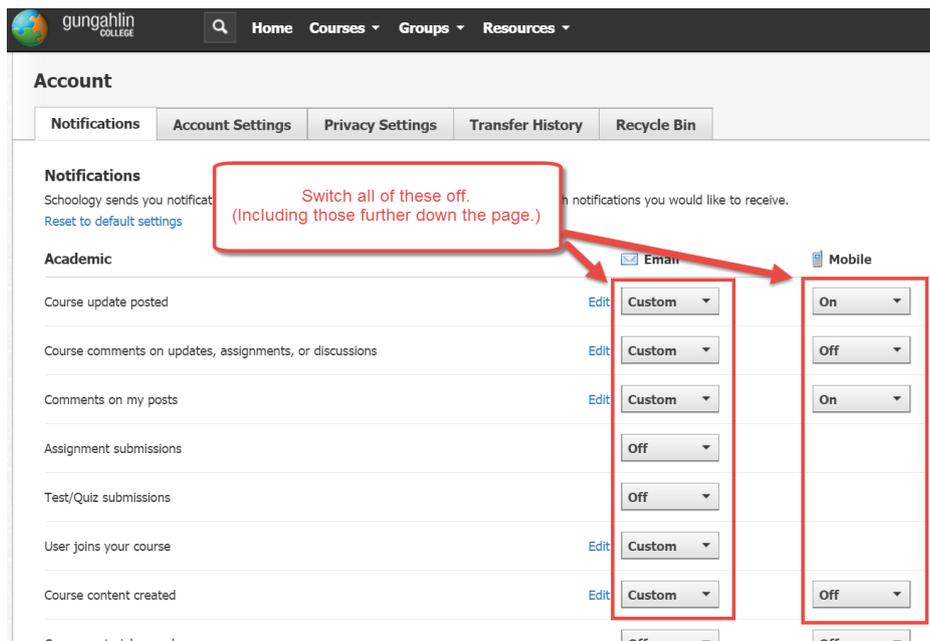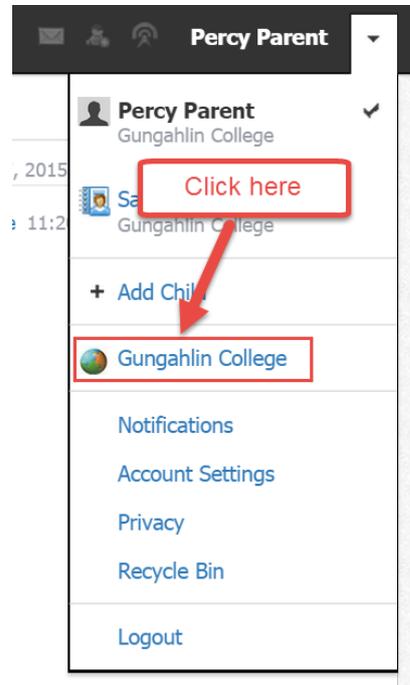

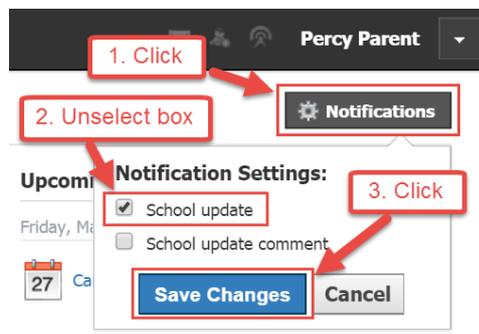5. Click "Save Changes" at the bottom of the page.

Disabling Gungahlin College Notifications

It is also recommended that you switch off notifications for messages posted to the Gungahlin College page.

1. Click the dropdown arrow and select "Gungahlin College".

2. Click the "Notifications" icon, uncheck all boxes and click "Save Changes".

Parent Email Digest

Schoology offers a weekly email digest of all activity related to your child in a given week. **We recommend that you turn this on.** You can configure the settings for this to suit your needs.

1. Select your student from the drop-down menu.
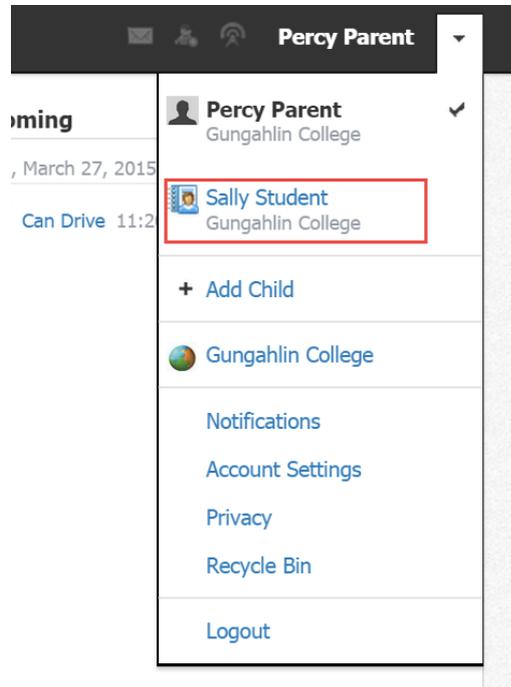
2. This page allows you to configure how often, and when you will receive a summary of your child's activity. You can also opt out of receiving notifications at all.
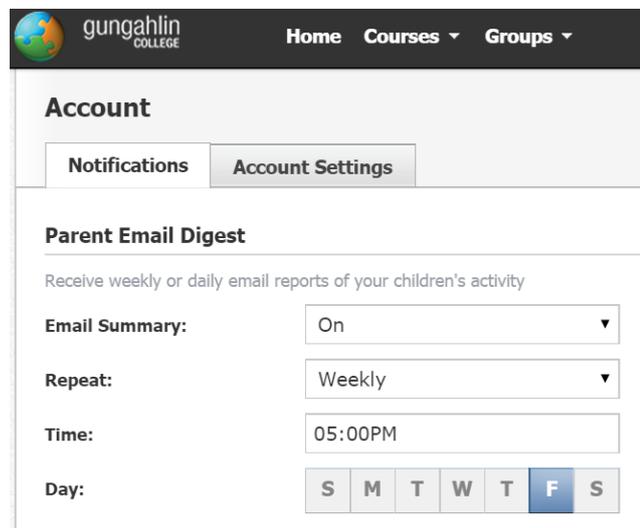
3. The bottom section allows you to opt in to receiving notifications if your child fails to submit assigned tasks via Schoology.