



Assignment Summary Emails for Parents and Guardians

You may be receiving weekly Assignment Summary emails for your student coming from Microsoft. We encourage families to have thoughtful conversations with students about the status of last week's assignments, what assignments are coming up this week and how school is going in general. It is also an opportunity to discuss what "turned in" looks like in a remote learning environment. This new feature is one resource to help foster a healthy dialogue to help your student be successful this year.

Who receives the emails? Parents and family members with educational rights listed in our student information system (Synergy) should receive an email. If you need to change your email address or other information, you may do so in [ParentVUE](#) under the "my account" tab.

Who sends the emails? Microsoft Office 365 (MicrosoftOffice365@email.office.com) is the sender. The subject line is "Assignment Summary for *Student Name*". If you cannot find the email, consider checking your junk mail or spam folder, as well as your "promotions" tab if applicable. Most email providers allow you to add email addresses to your "safe sender list." You may need to add MicrosoftOffice365@email.office.com to this list to ensure you receive these messages in your main Inbox.

I'm not seeing these emails even in a junk mail, spam or promotions folder. What do I do? Send an email to parenthelp@bsd405.org and include your student name and student ID number. Tech Support can help investigate.

When are the emails sent? Microsoft sends the weekly emails on Sunday. It will show assignments from the previous week and provide a peek at upcoming due dates if teachers have already created new assignments. The family receives the email if at least one teacher created any assignment for that week in Microsoft Teams.

What do the emails tell me? The emails show whether the assignments were marked as "turned in" or "not turned in" within Microsoft Teams. This can alert students who have completed work but forgot to mark it as "turned in" within Microsoft Teams, or marked an assignment as "turned in" without completing all elements of an assignment. Group assignments may not accurately reflect student participation.

How do I see the score for an assignment? The weekly emails are intended to help keep parents and guardians in the loop on students' assignments in Microsoft Teams. Continue to check [ParentVUE](#) to see scores on assignments. [Learn more about ParentVUE.](#)

What if a class is missing from the emails? Some teachers may not have assigned work in Microsoft Teams for the particular date range OR they may have opted out of their class being included in the weekly email. You may check with your student's teacher.



Assignment Summary Emails for Parents and Guardians

What does the email look like?

