

# Schoology Help Guide for Parents



*Parent involvement is a critical component to academic success. Thanks for signing up for an account! Schoology enables students and parents to stay up to date on K-12 events, information & course content.*

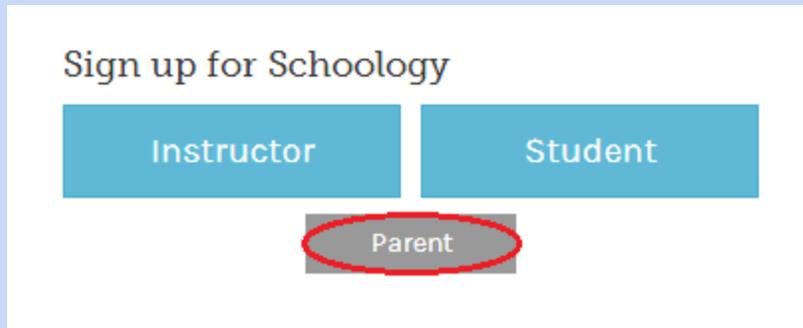
**Curricular Information** in [Schoology](#): Course Calendars, Announcements, Docs & Media, Assignments

**Student Information** in Campus Portal: Schedules, Grades, Attendance, Food Services, Health Information

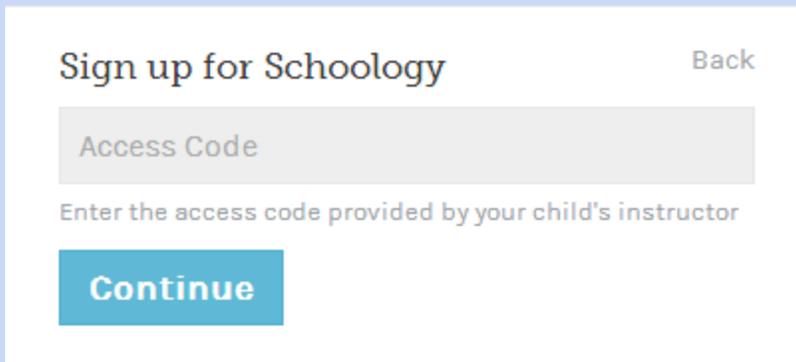
## Schoology Parent Guide - Table of Contents

Setting up your parent account (web version)	2
Adding additional children to your account (web version)	3
Parent account notifications	4
Home Page & Schoology Navigation	6-7
Installing the Schoology app	8
Navigating the Schoology app	9

# Create a new Parent account



1. Click on the Parent button.
2. Enter your Access Code. This code is given to you by one of your instructors, and it should look similar to this: 1A2-BC3-4KD5.
3. Fill out the form with your information.
4. Click Register to complete.

A screenshot of the 'Sign up for Schoology' page. At the top, the text 'Sign up for Schoology' is displayed, with a 'Back' link to its right. Below the text is a grey input field labeled 'Access Code'. Underneath the input field is the instruction 'Enter the access code provided by your child's instructor'. At the bottom of the form is a teal button labeled 'Continue'.

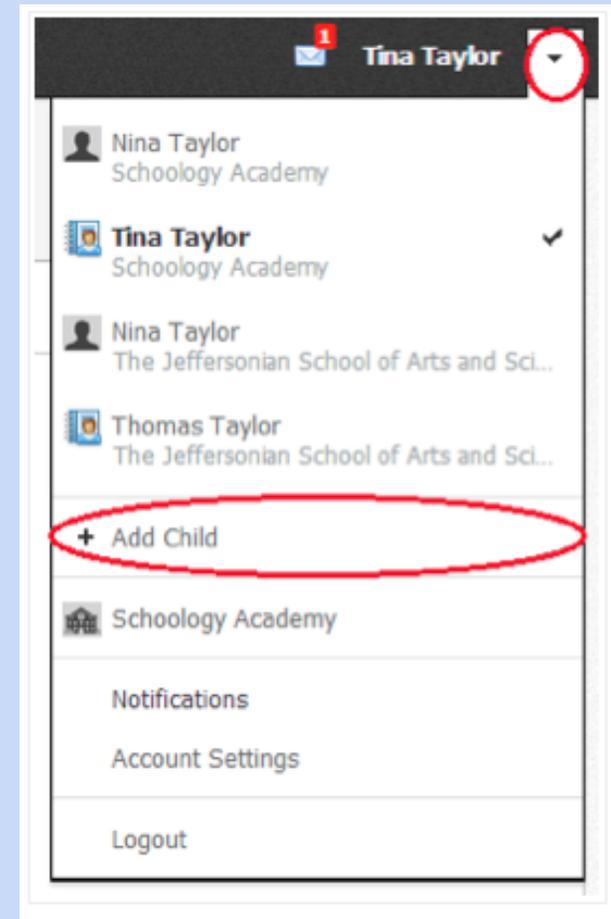
When you use a Parent Access Code to create an account, you will be automatically associated to the student. To associate additional students to your account, click on the [Add Child](#) button in your Schoology account.

Parent Account Information & Navigation Video: <http://youtu.be/88b0Zcy-Mjw>

# Add children associations to your account

If you already have a parent account in Schoology for one child, you can add additional children to your account. *Student access codes can also be used repeatedly for multiple parents to create accounts.* To add additional children, please follow these steps:

1. Log into your Schoology account using your username or email address and password.
2. Click on the downfacing arrow on the top right of the Schoology account.
3. Select the option to +Add Child.
4. Enter the Child Code for the child you'd like to add to your account. The Child Code is another term for Parent Access Code, which is distributed to you by the building's main office or during a parent information meeting.
5. The code should look similar to 1A2-BC3-4KD5. If your code does not look like this code, you may have to ask your child's teacher for another code.
6. Click on the Use Code button to complete.



# Personal Account (Parent): Notifications

Schoology sends you email notifications for Social, Academic, Group, and School activity that occurs in your account. These notifications pertain to the school, courses, and groups in which you participate. To view information related to student activity, please navigate to the [My Children](#) area.

To access your personal account notifications, click on the downfacing arrow in the right corner of your page, and select “Notifications”.

## Email Notifications

You can select which notifications you would like to receive from courses and groups in which you're enrolled. To customize your notifications, follow these directions:

1. Select the arrow next to your name on the top right side of the page.
2. Click Notifications from the dropdown menu.
3. Select the button next to the notifications you want to change.
4. Choose On (receive from all sources), Off (no notifications), or Custom (pick and choose the sources).
5. Click Save Changes at the bottom.

## Mobile Message Notifications

Text message or Push notifications are also available for certain actions.

You can link your phone to your Schoology account by following these steps:

1. Select the arrow next to your name in the right corner. Click Notifications.
2. Select the “Send Notifications to Your Phone via Text Message” box.
3. Enter your Cell Phone Number (hidden from other members).
4. Choose your Country.
5. Select your wireless Carrier.
6. Click Set Mobile to complete.

**Account**

**Notifications** Account Settings Privacy Settings Recycle Bin

**Notifications**  
Schoology sends you notifications when actions occur that involve you. You can select which notifications you would like to receive.  
[Reset to default settings](#)

**Academic**  Email

Course update posted	On	<input checked="" type="checkbox"/> Send notifications to your phone via text message
Course comments on updates, assignments, or discussions	Off	Receive generic text messages by adding your phone number and U.S./Canadian carrier information to your account.
Comments on my posts	On	Enabling Push notifications on your Schoology app will automatically sync with this area.
Dropbox item received	On	
User joins your course	On	
Course content created	Custom	Turn on/off email notifications for all courses and groups, or customize the courses and groups for which you'd like to receive emails.

**Note:** Email and cell phone notifications differ from the Notifications Icon located on the top menu, which provides a running list of academic actions.

# I can't find these Notification Settings

If your Notifications area does not display these options, it's possible that you may be accessing Notifications while viewing a child's account. To view these notification options, please make sure your account is set to your personal account.

The screenshot shows a user profile page with the following elements and annotations:

- Top Bar:** A dark bar at the top contains a notification icon with a red '1', a profile icon, and the name 'Nina Taylor' circled in red.
- Account List:** A list of accounts is shown, each with a profile picture and name:
  - Nina Taylor (Schoology Academy):** This account is selected, indicated by a checkmark in a red circle to its right. A text annotation says: "This check mark indicates the account you're viewing".
  - Tina Taylor (Schoology Academy):** A child's account.
  - Nina Taylor (The Jeffersonian School of Arts and Sci...):** Another account.
  - Thomas Taylor (The Jeffersonian School of Arts and Sci...):** Another account.
- Annotations:** Red dashed lines point from text on the left to specific elements:
  - "This is your account" points to the 'Nina Taylor (Schoology Academy)' entry.
  - "This is your child's account activity" points to the 'Tina Taylor' entry.
  - "If you have multiple accounts for children in different schools, you'll see linked accounts here" points to the 'Nina Taylor' and 'Thomas Taylor' entries.
  - "This is the school associated with your account" points to the 'Schoology Academy' school name below the account list.
- Navigation Menu:** Below the account list is a menu with the following options:
  - + Add Child
  - Schoology Academy
  - Notifications
  - Account Settings
  - Privacy
  - Recycle Bin
  - Logout

# Home Page & Schoology Navigation

## Your Schoology Account vs. Your Child's Schoology Information

When you log into Schoology, you'll land on your Home Page. This home page displays a Recent Activity feed of updates and Upcoming events at the school. This area only displays information pertinent to your account, and **does not** show any of your child's content.

To view a Summary of your child's activity in Schoology and upcoming items associated with their school, courses, and groups, you may toggle between your account and your child's account.

1. Click on the downfacing arrow on the top right of your Schoology account.
2. Below your name, you'll see the name of the child associated with your account. If you have [linked](#) accounts in Schoology, you'll see your linked account and associated children in this dropdown as well.
3. To view the activity of a particular child, click the child's name from the dropdown menu.
  - Clicking on the Student name will display their Summary page (see below).
  - When you have multiple children in the same school, clicking the icon to the right of their name will take you to their [profile](#).

## Student Activity View

### Summary (Left Menu)

The child's Summary area displays the following information for your child's school, courses, and groups:

- Student Activity
- Enrollments
- Upcoming
- **Grades/Attendance - Log onto the Campus Portal for this information.**

The screenshot displays the Schoology interface for a student's activity. The top navigation bar includes 'Home', 'Courses', and 'Groups'. The user's name, 'Tina Taylor', is visible in the top right. The left sidebar contains a 'Summary' menu with options for 'Grades/Attendance', 'Calendar', and 'Messages'. The main content area features two tabs: 'Student Activity' (highlighted with a red circle) and 'Enrollments'. A red arrow points from the 'Student Activity' tab to the 'Most Recent' toggle. The activity feed shows a post from Tina Taylor about a Flashcard game and a post from Jane Smith about a shortened class. The right sidebar shows 'Recent Grades/Attendance' and 'Upcoming' events for Monday, September 9, 2013.

### Student Activity

The Student Activity area displays the most recent updates, submissions, comments, and grades for a student account. To filter these items, click on the Most Recent toggle to the right of the Student Activity heading.

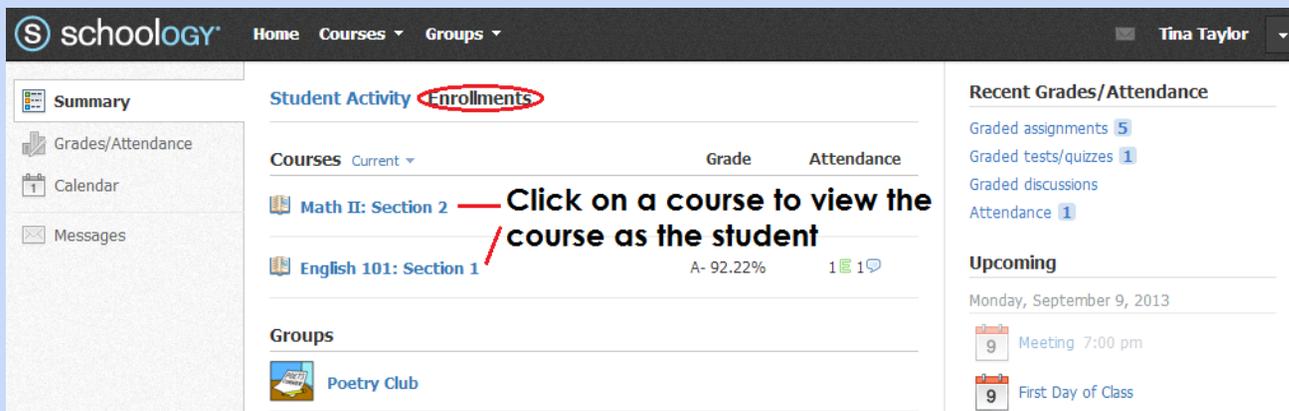
## Enrollments

The Enrollments area displays a list of all of the child's courses and groups. Students may see some informal grading information in Schoology, depending on the course. For current grades, please visit the portal.

- View course as the student / View group as the student - Clicking on the course/group name allows you to view the group as your child views it. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course/group.
- To return to the Enrollments area of the student, click on Home on the top menu.

## Upcoming

On the right column of the Summary page, the Upcoming area displays a list of approaching events and graded items in the child's school, courses, and groups. To view more details about the item, click on the name of the item from the list.



The screenshot shows the Schoology interface. At the top, there is a navigation bar with 'Home', 'Courses', and 'Groups' menus. The user's name 'Tina Taylor' is in the top right. The main content area is divided into three columns. The left column contains a 'Summary' menu with options for 'Grades/Attendance', 'Calendar', and 'Messages'. The middle column is titled 'Student Activity' and has 'Enrollments' circled in red. Below this, there is a table of courses with columns for 'Courses', 'Grade', and 'Attendance'. The first course listed is 'Math II: Section 2' with a grade of 'A- 92.22%' and '1' message icon. A red arrow points to the course name with the text 'Click on a course to view the course as the student'. Below the courses, there is a 'Groups' section with a 'Poetry Club' group. The right column is titled 'Recent Grades/Attendance' and lists 'Graded assignments 5', 'Graded tests/quizzes 1', 'Graded discussions', and 'Attendance 1'. Below this is an 'Upcoming' section for 'Monday, September 9, 2013' with events like 'Meeting 7:00 pm' and 'First Day of Class'.

## Grades/Attendance - CHECK INFINITE CAMPUS

The Grades/Attendance area is not currently used for formal grades. Some grades and/or attendance data may appear in Schoology, but you will need to log into the parent portal find complete details on grades and daily attendance.

## Calendar (Left Menu)

- This calendar displays events and items with due dates in the child's school, courses, and groups.
- To find out more information regarding a particular event, place your cursor over the title. A cluetip will appear with the event type (assignment, test/quiz, event), the course or group that the event is associated with, and the child's name that is associated with that event. Clicking on the event will display profile information in a popup window.

## Messages (Left Menu)

Messaging limited to teachers and students. Parents may message the teacher at his/her Eden Prairie Schools email or leave a voicemail.

# Schoology App Installation

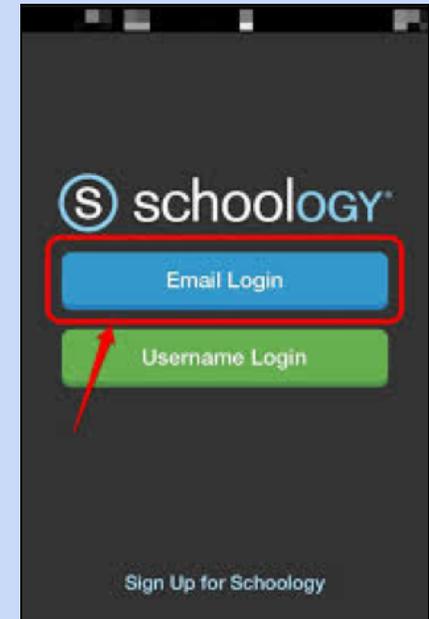
The Schoology App is available and free to download in both the iTunes and Google Play store. Whether your device runs on a Mac or Android operating system, you should be able to download the application.

The application icon is pictured at right.

*It is a web-based application that will need WIFI access to see content.*



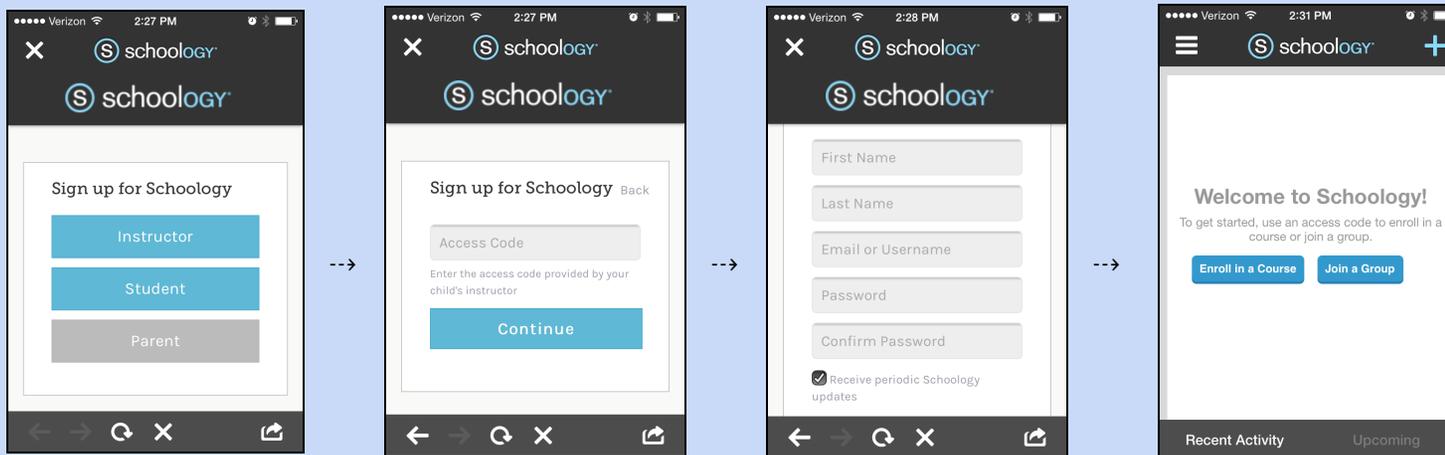
Use the “Email Login” button to sign in if you already have an existing parent account, or click the “Sign Up For Schoology” link at the bottom to get started with an access code.



First-time users signing up for an account, follow these directions:

1. Click “Sign Up for Schoology”.
2. Select “Parent” from the sign up options.
3. Enter your child’s access code and click “Continue”.
4. Enter your personal information, email and password.
5. You will be taken to the “Welcome to Schoology” screen.

**\*\*Please Note:** You *cannot* add additional children through the Schoology app. Follow the directions on page 3 to add additional children through a computer or web browser.



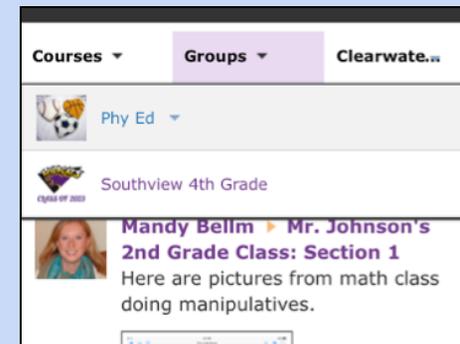
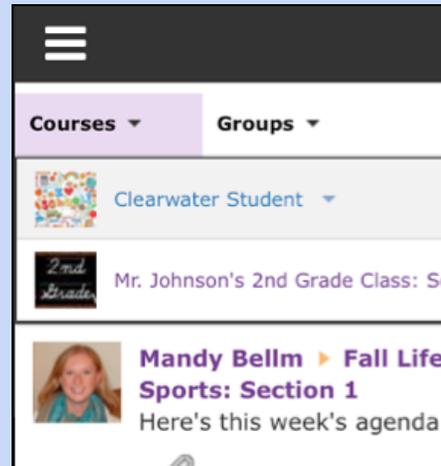
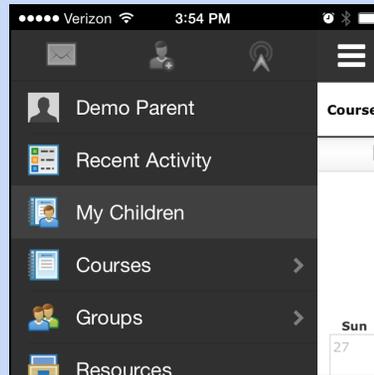
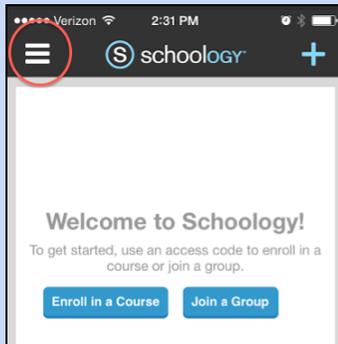
# Schoology App Navigation

Once you are logged into the app, your screen will remain on the “Welcome to Schoology!” page until updates are posted. You as the parent likely will not have any of *your own* courses or groups. You will access your children’s courses through the main menu button in the top left-hand corner, under the “My Children” option.

Click the menu icon ↓

Then select “My Children” ↓

Then click the top links to view your child(ren)’s Courses or Groups ↓



## Recent Activity & Upcoming Dates

Click the menu button in the upper left corner and select “Recent Activity”. On the bottom of the screen, you can toggle between Recent Activity posts and “Upcoming” to see important dates. Click the event to see further details and attachments if applicable. -->

## Course & Group Navigation in the App

In the “My Children” menu, select a child and then toggle from “Student Activity” to “Enrollments”. Click the link of the course or group you want to view. You can then navigate to any calendars, updates, materials and links just like you do on the computer. (See pages 6-7 for instructions)

