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A Parent's Guide to Schoology

Welcome to Schoology! Below you will find an explanation of the different areas of your Schoology account. This guide is intended to help you learn how to navigate around Schoology. For more in-depth guidance on specific Schoology features, check out our Help Center at support.schoology.com. You can find our online Parents Guide here.

What Is Schoology?

Teachers use Schoology to post their classroom materials online; provide a safe forum for students to discuss their ideas and collaborate on projects; and to assign and collect homework electronically. It helps students stay organized and it keeps the class connected.

A Schoology Parent Account gives you access to:

- The classes your child is enrolled in.
- Your child's upcoming assignments.
- School and class announcements.

Schoology makes it easy for parents to stay involved in their children's education.

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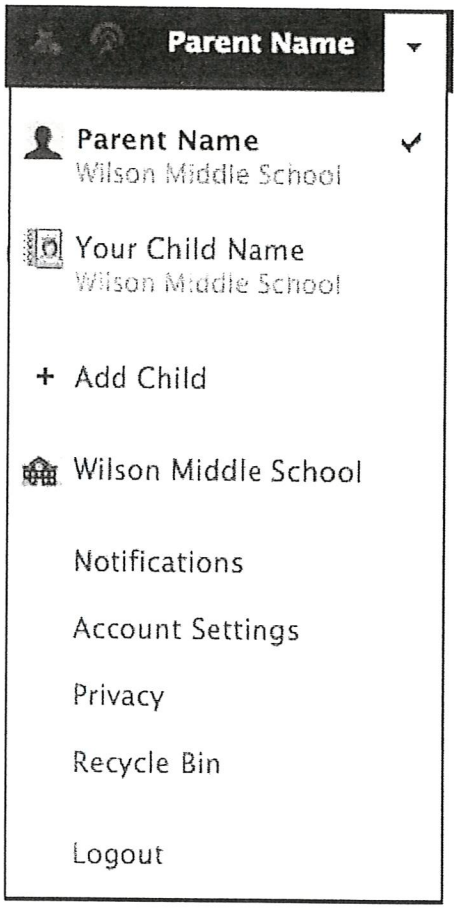
Setting Up Your Account

The first time you log into Schoology, you may want to set up some of your account settings to make sure you get the most out of Schoology.

Parent accounts on Schoology are really like have two accounts in one. One is your own personal account, with your own name and information. This is connected to your child's account, which you can switch into to see Schoology how he or she does, and receive updates about his or her activity.

Start by clicking on the arrow in the upper-right corner, next to your name, and then select your child's name to switch into his or her account. The checkmark in this dropdown menu indicates which account you are currently in.



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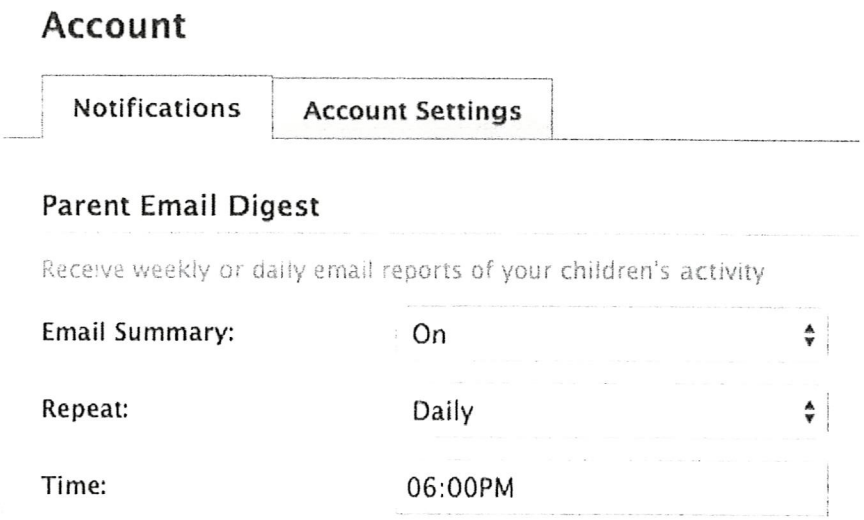
Notifications

Set up your Notifications to control how Schoology contacts you about your child's school activities.

To set up notifications, select **Notifications** from the dropdown menu in the upper right hand corner.

Setting Up Your Parent Email Digest

The Schoology Parent Email Digest is a brief summary of your child's activities delivered right to your inbox. Here, you can opt to receive it on a daily or weekly basis.



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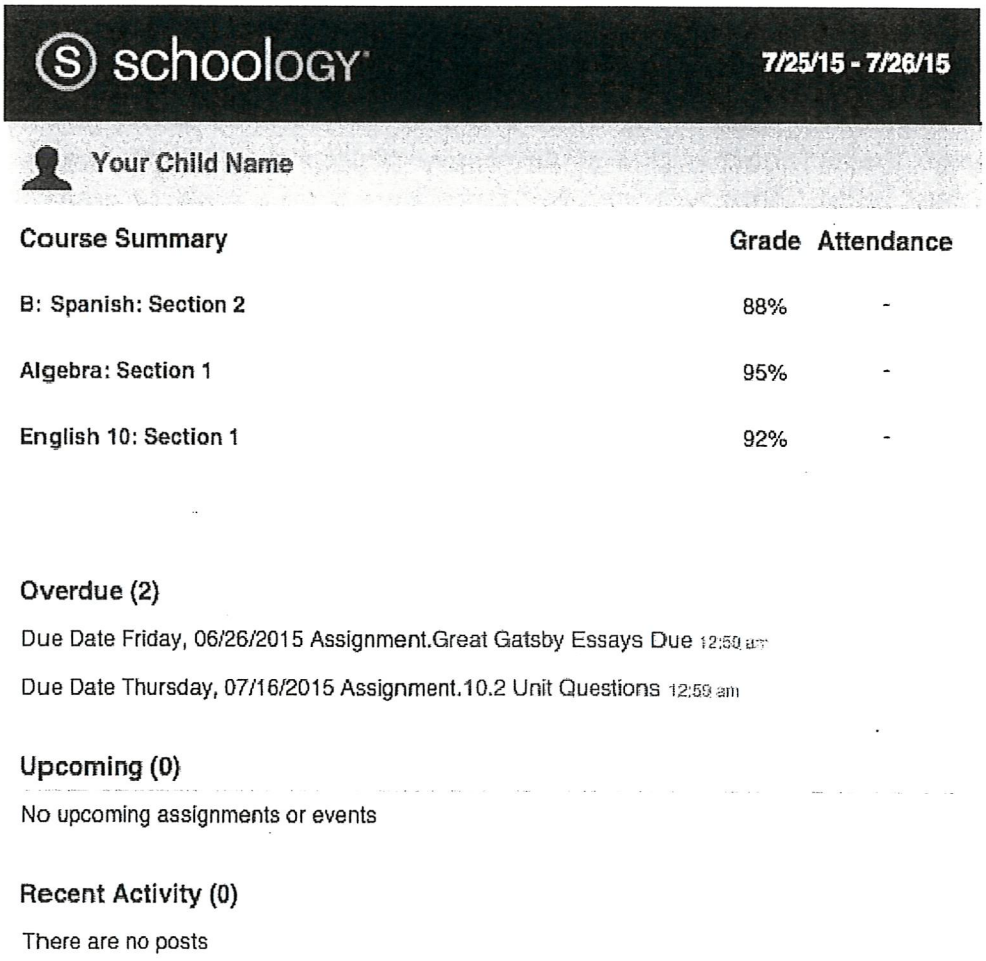
A Parent Email Digest contains information such as courses your child is enrolled in and grade and attendance information, as well as overdue and upcoming assignments. Depending on the settings configured by your child's teachers and school administrators, an example of a Parent Email Digest might look like this:



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Your Child Name

Course Summary	Grade	Attendance
B: Spanish: Section 2	88%	-
Algebra: Section 1	95%	-
English 10: Section 1	92%	-

Overdue (2)

Due Date Friday, 06/26/2015 Assignment.Great Gatsby Essays Due 12:59 am

Due Date Thursday, 07/16/2015 Assignment.10.2 Unit Questions 12:59 am

Upcoming (0)

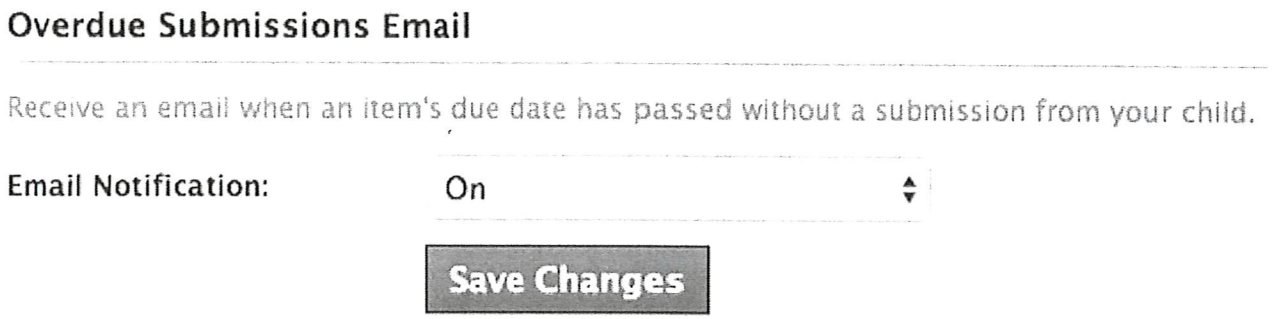
No upcoming assignments or events

Recent Activity (0)

There are no posts

Overdue Submissions Email

In addition to the Parent Email Digest email, you can opt to receive additional email notifications when your child has an overdue assignment:

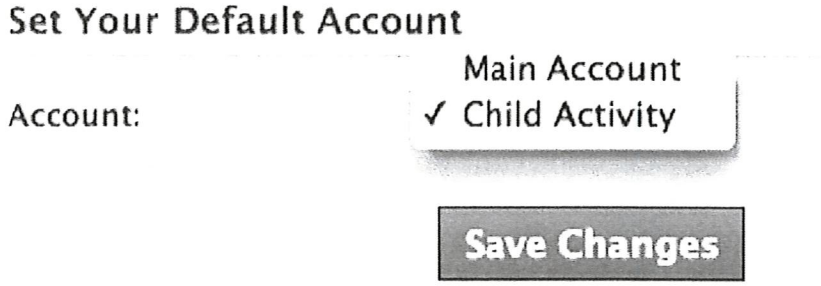


Once you have configured your Parent Email Digest and Overdue Submissions Email settings, click **Save Changes.**

Account Settings

The Account Settings page is where you can do things like change your password or update your email address. You can also determine your landing page when you login to Schoology. To go to the Account Settings page, Click the Account Settings tab in your notifications screen, or click the arrow in the upper-right corner again and select Account Settings from the menu.

Scroll down to **Set Default Account.**



This determines the first page you see when you log in to your Schoology account. Having a Parent account in Schoology is actually like having two accounts:

- your personal account, with your own name and information;
- your child's account. From here, you can view Schoology from your child's perspective, and see what he or she sees.

You can toggle into your child's account at any time, to stay updated on his or her schoolwork and activity.

From the Default Account menu:

- Select **Main Account** if you would like to see your own personal account when you log in.
- Select **Child's Account** if you want to automatically start in your child's account when you log in.

Navigating Schoology

Your Account

After logging in, you can see the top navigation bar from anywhere in Schoology.

On the left side of the bar, you can navigate to the four main areas of Schoology: Home, Courses, Groups, and Resources.

Clicking **Home** always brings you back to your home page, the landing page you see when you log in. This is where you see your **Recent Activity** feed.

Messages & Notifications

When you are in your own Schoology account (not your child's), icons for **messages**, **connections** and **notifications** display in the top navigation bar, on the right; you can also click your name to go to your own **Personal Profile.** Any time someone sends you a message, or does something that pertains to you or your child's school, it's easily accessible in the top-right corner of your screen. Everything is chronologically ordered and clickable to make managing them simple.

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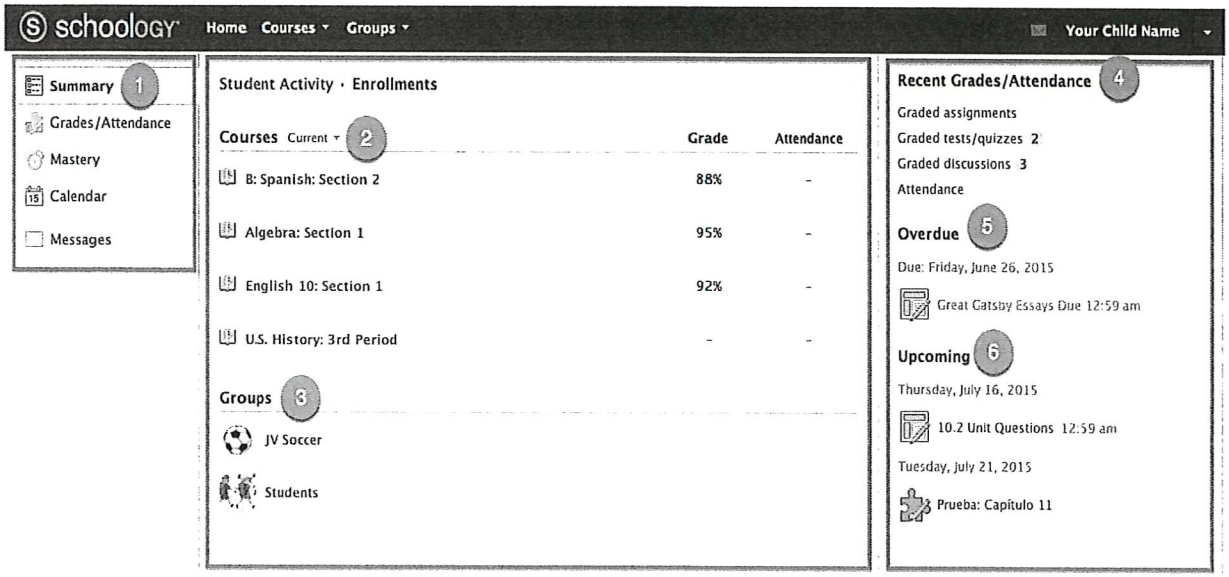
Viewing Your Child's Activity

Click on the arrow in the upper-right corner of your account and select your child's name to view his or her activity.



1. Use the left menu to quickly view specific information about your child's Schoology activity:
    a. **Summary**: Click to see an overview of your child's courses and grades (**Enrollments** in the center column), or notifications about grades on individual assignments (**Student Activity** in the middle column).
    b. **Grades/Attendance:** Review your child's grades and attendance for all courses.
    c. **Mastery**: If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.
    d. **Calendar:** Click to view a calendar of past and upcoming events and assignments. Events and assignments in the near future are also listed in the **Upcoming** column on the right.
    e. **Messages**: View your own messages on Schoology. Messages to your child are private and are not viewable from this area.
2. Select **Enrollments** in the center column to see a list of the courses your child is currently enrolled in, along with his or her grade. If the teacher or

administrator has chosen not to display the grade while the course is in progress, you will see a blank value (as in the grade column for U.S. History, above). Click on an individual course to see grades received on assignments, tests, and discussions from that course.

3. Here, you can see a list of your child's Schoology **Groups.** Groups can be used for a variety of activities, from school projects to extracurricular teams and clubs.
4. The **Recent Grades/Attendance** section displays your child's recent grade and attendance information.
5. The **Overdue** section displays a list of course materials your child did not turn in by the due date.
6. The **Upcoming** section displays a list of your child's upcoming assignments and events.