

Parent Guide to Schoology



Welcome to Schoology! This guide is intended to help parents and guardians understand what Schoology is and how to navigate throughout their student's courses.

What is Schoology?

Schoology is an online Learning Management System (LMS) that helps you stay informed about your student's classes. A Schoology Parent Account gives you access to:

- Your child's courses
- Your child's upcoming, current and overdue assignments, and assessments
- School and class announcements

How to Access Schoology

- Go to <https://www.schoology.com/>
- Click SIGN UP in the top right hand corner. Then click PARENT. (see picture below)



- Enter your parent access code. This is a 12-digit code in **xxxx-xxxx-xxxx** format that you receive from one of your child's instructors. Fill out the form with your information. Click **Register** to complete.
- When you use a Parent Access Code to create an account, you are automatically associated with your child. You can add additional children to your account using the [Add Child](#) button.
- If you have issues logging into your account, please contact the local school.
- [Need help? See this video for step by step guidance.](#)

PARENT ACCESS CODE: _____

STUDENT NAME: _____

Parent Access Codes are unique to each student, but can be used to make multiple parent accounts.

If your Parent Access Code does not allow you to register, or if the code does not have 12 digits, please contact your child's instructor or school for more information.

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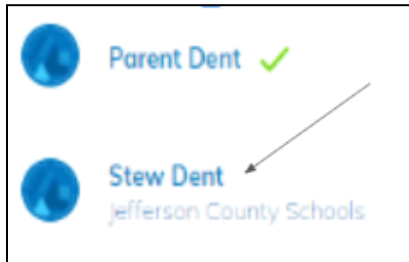
Using Your Parent/Guardian Schoology Account

After logging in to your account, you can see the top navigation bar from anywhere in Schoology. On the left side of the bar, you can navigate to the two main areas of Schoology: **Courses** and **Grade Report**.



Viewing your child's activity

Click on the dropdown menu arrow in the upper-right corner of your account next to your name. Select your child's name to view account activity.



Courses

Here you will find all your child's academic courses listed. Click on a course to see more information, details and/or assignments.

Example:

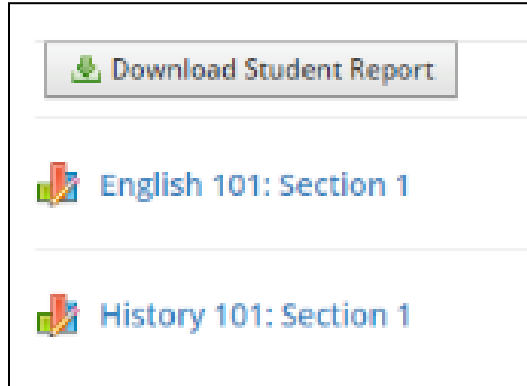


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Student Report on Course Progress

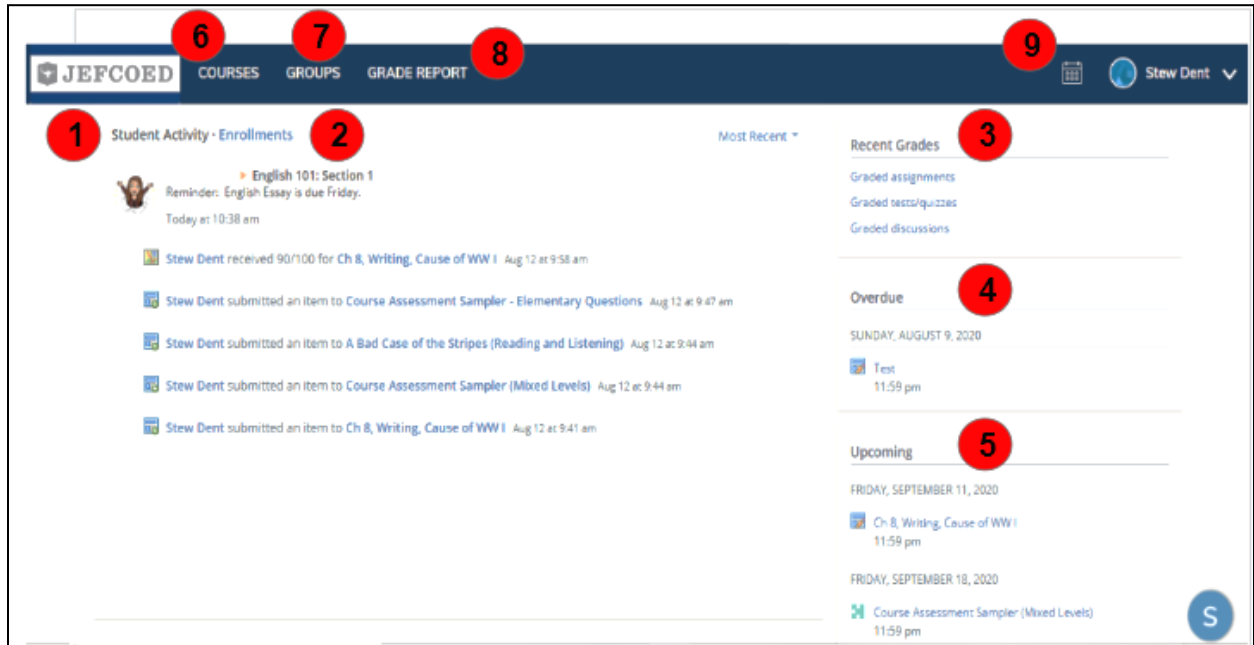
Review your child's progress for all courses.

*Reminder: all grades are listed in INow rather than Schoology.



Navigating Your Parent/Guardian Schoology Account

Use the corresponding numbers below to match the numbered description.



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1. The **Student Activity** area in the center of the page displays your child's recent submission and assessment.
2. Toggle into **Enrollments** in the same area to see a list of the courses your child is currently enrolled in, along with his or her progress. If the teacher or administrator has chosen not to display feedback while the course is in progress, you will see a blank value (as in the grade column above). Click on an individual course to see feedback received on assignments, tests, and discussions from that course. 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.
3. The **Recent Grades** area lists any results from assignments, tests/quizzes, and discussions. To view these items, click the item you'd like to view. Reminder that all official grades are recorded in INow.
4. The **Overdue** section displays a list of course materials your child did not turn in by the due date.
5. The **Upcoming** section displays a list of your child's upcoming assignments and events.
6. **Courses:** You can see a list of your child's current courses. Click the course name to navigate to the course profile 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.
7. **Groups:** You can see a list of your child's Schoology Groups. However, we will not be using the Group option at this time.
8. **Grade Report:** Review your child's assessment feedback for all courses.
9. **Calendar:** Click to view a calendar of past and upcoming events and assignments.

Changing Your Settings

At the top right hand corner, **click the student's name**. A drop down menu will open up. Click on the word "Settings" to open a new window. Here you can change "Account Settings" and "Notifications." Note: If you have multiple students in JEFCOED, you will need to update the settings for each child.

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Notice the green checkmark next to the name of the student.

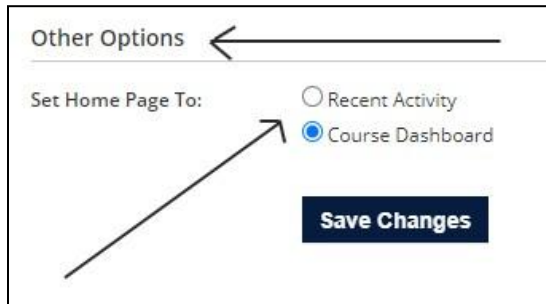
Account Settings

There are two things to do here. Scroll down to “Set Your Default Account.” To view your child’s dashboard instead of the blank dashboard as a parent/guardian, click on the box that says “Main Account.” Change it to “Child Activity.” Press “Save Changes” when finished.



Scroll down to “Other Options.” Here you can change the view of the homepage as you want it. You can either select “Recent Activity” to see the course work your child has been working on or select “Course Dashboard” to see the separate course icons for your child.

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Other Options ←

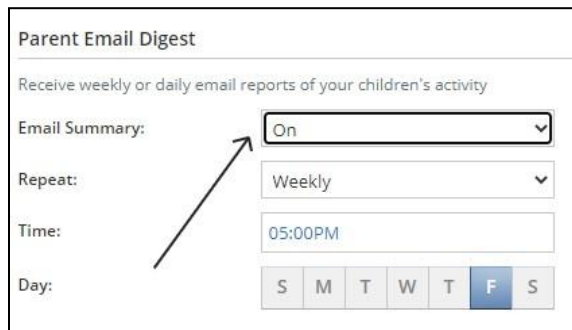
Set Home Page To: Recent Activity Course Dashboard

Save Changes

Press “Save Changes” when finished.

Notifications

Here you will change two options for student notifications. First, turn on parent digests at the “Email Summary” box. A parent digest is an email summary of your child’s progress. You can select how often you receive these and at what time.



Parent Email Digest

Receive weekly or daily email reports of your children’s activity

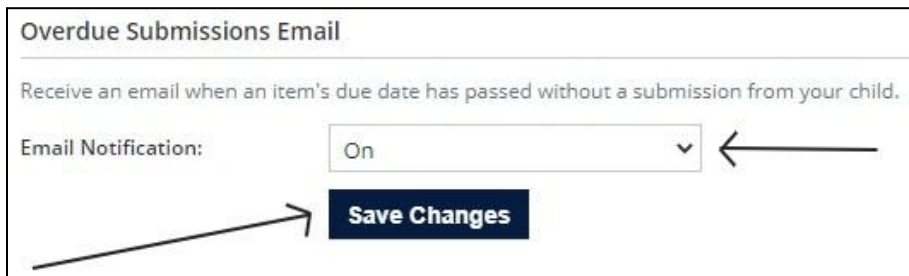
Email Summary: On

Repeat: Weekly

Time: 05:00PM

Day: S M T W T **F** S

Secondly, turn on overdue notifications. Schoology will then automatically send you an email if your child misses coursework.



Overdue Submissions Email

Receive an email when an item’s due date has passed without a submission from your child.

Email Notification: On

Save Changes

Be sure to press “Save Changes” after you have selected these options.