

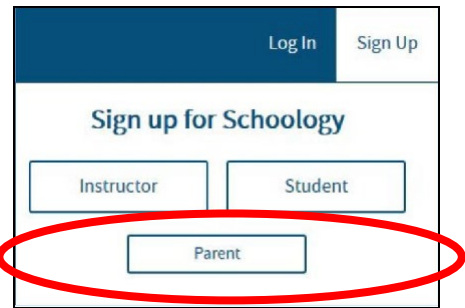
Schoology Parent Guide

(for First-Time Users Only)

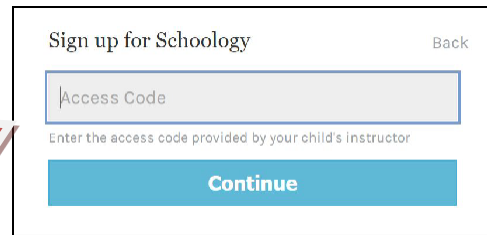
1. In a web-browser, navigate to www.schoology.com.
2. In the top right corner of the screen, hover over **Sign Up**.



3. Select **Parent** from the options in the drop-down menu.

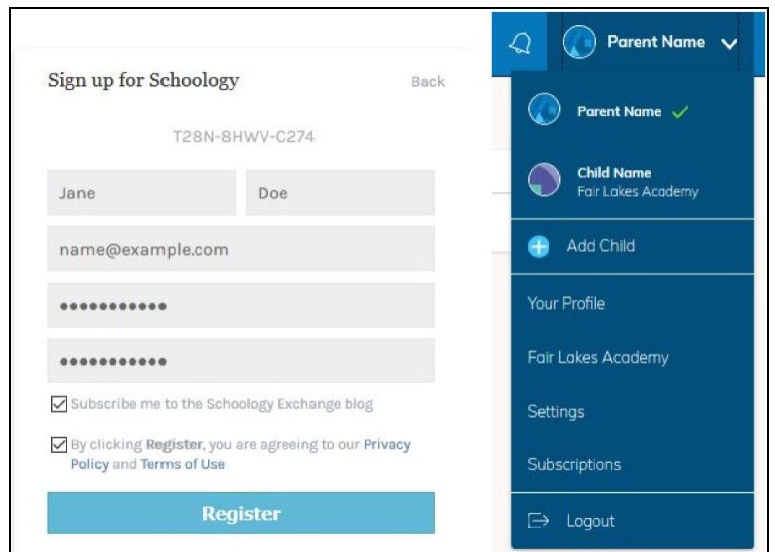


4. **Get the Code:** Your student's school or teacher will need to give you a Parent Access Code. The 12-digit code is in the format XXXX-XXXX-XXXX.



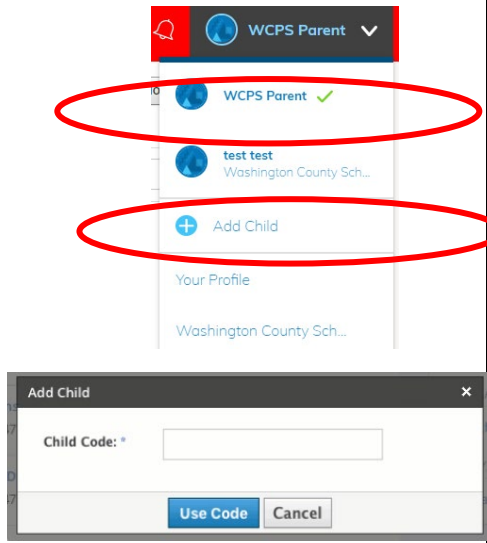
Sign up: Enter that code here.

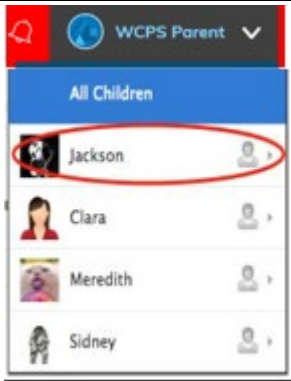
5. **Register:** Enter your name, email address, and create a password. Once you log in, you'll be able to browse your child's activity by clicking the arrow to the right of your name and selecting your child's name from the top right drop-down menu.




6. When you use a Parent Access Code to create an account, you will be automatically associated to the student. Parents do not need a separate parent account for each child. If you have more than one child enrolled in Washington County Schools, you will need to add your other children to your account. ***If a parent has more than one child using***

Schoology, a CHILD CODE will be provided for each child.


<p>HOW TO ADD ADDITIONAL CHILDREN:</p> <ol style="list-style-type: none"> 1. Log in to your Schoology account (if you are not already logged into Schoology) using your username or email address and password. 2. Click the arrow next to your name in the top-right corner. 3. Click the +Add Child button. 4. Enter the Child Code for the child you're adding. This is the 12-digit code in xxxx-xxxx-xxxx format that you receive from your student's teacher or school. 5. If your code does not look like this code, contact your child's instructor or school. 6. Click the Use Code button to complete. 	
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<p>TO SWITCH BETWEEN CHILDREN:</p> <p>In the upper right corner, you will see your name. If you have added multiple children, all you will need to do is click on your name and a drop-down menu will appear. Click on the name of the child you would like to view.</p>	
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NAVIGATING SCHOOLOGY



After logging in, you can see the top navigation bar from anywhere in Schoology. From this navigation bar, you can navigate to the three main areas of Schoology: Courses, Groups, and Resources. You can return home at any time by clicking Schoology in the left corner.



MESSAGES & NOTIFICATIONS

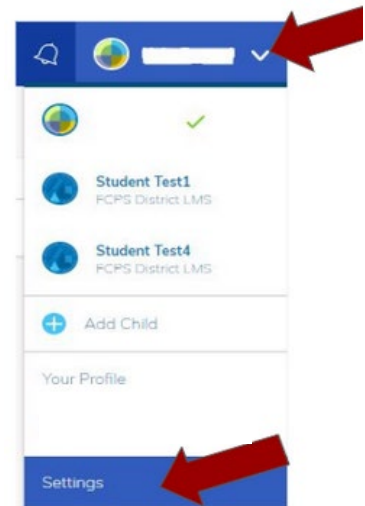


When you are in your own Schoology account (not your child's), icons for your own calendar, messages, connections and notifications display in the top navigation bar, on the right. Any time someone sends you a message or does something that pertains to you or your child's school, it's easily accessible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

HOW TO RECEIVE AN EMAIL ABOUT MY CHILDREN'S GRADES:

1. Click on your name at the upper right and select **Settings**.
2. Click on the **Notifications** tab.
3. Find "Email Summary," and ensure it is set to "On."
4. Under the **Overdue Submissions Email**, change **Email Notification** to **On** to receive an email each time a due date passes without an assignment submission.
5. Click **Save Changes** button.

Note: If there are no updates for the given time period, you will receive an email stating that there are no new updates



PARENT EMAIL DIGEST

You can select which notifications you would like to receive from courses and groups in which you're enrolled. You can select which notifications you would like to receive from courses and groups in which you're enrolled.

1. Click the arrow on the top right of Schoology.
2. Select a child from the list that appears in the drop-down menu.
3. Once you're viewing the child's account, click the downfacing arrow again.
4. Select **Settings**.
5. From the **Notifications** tab, you can elect to receive one or both of two email summaries
6. Click Save Changes to update your settings.

To receive the **Parent Email Digest**, select **On** in your **Email Summary** menu.

To turn off all email notifications for your account, click **Turn Off All Notifications**.

WHAT DO THE EMAILS LOOK LIKE

The Parent Email Digest contains:

1. The date range for which information is displayed.
2. Each of your children's names at the top of the email summary.
3. A summary of each course for the child will include the child's grade for each course, assignments due, and overdue submissions

The **Student Activity** shows an overview of updates posted by all the teachers of courses in which the student is enrolled in Schoology. You can see more detailed information from each course the student is enrolled in Schoology by selecting courses at the top. Depending on the course, this is where you might find notes, handouts, video clips, and links to other resources.

VIEWING YOUR CHILD'S ACTIVITY

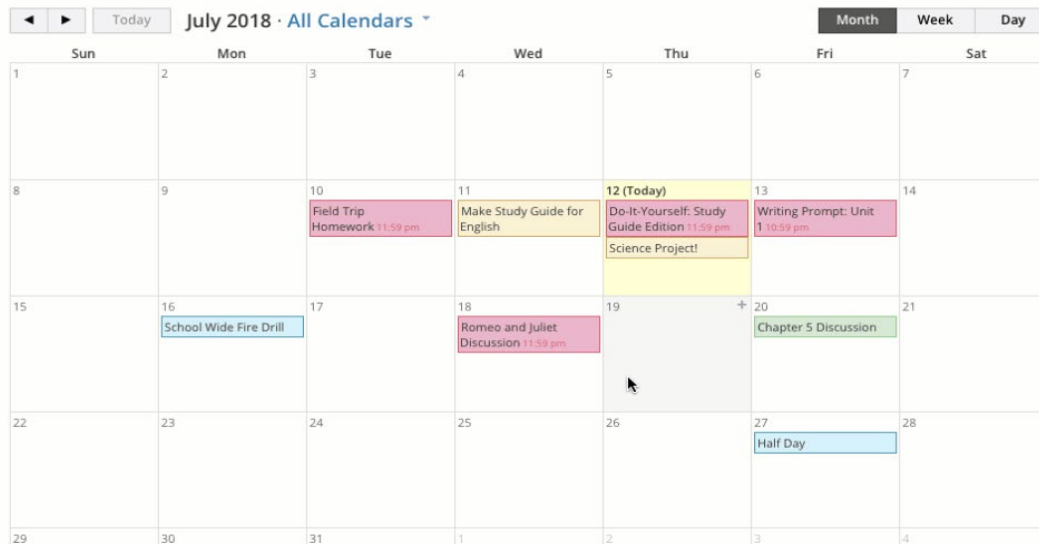
Click on the arrow in the upper-right corner of your account and select your child's name to view his or her activity. You can quickly view specific information about your child's Schoology activity:

Courses	Current	Grade	Attendance
AP Physics: Summer Session 1		97%	-
Pre-Calculus Honors: Section 7		92%	-
Economics/Finance: Section 6		87%	-
Advanced Topics in Music: Theory and Musicianship: Section 1		96%	-
French III: Section 5		91%	-
US History Honors: Section 4		89%	-
Physics: Section 2		85%	-
English LR 1110: Section 3		93%	-

1. The **Student Activity** area displays your child's recent submission, grade, and attendance.
2. Toggle into **Enrollments** 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 above). Click on an individual course to see grades received on assignments, tests, and discussions from that course.
3. The **Recent Grades/Attendance** area lists graded assignments, tests/quizzes, discussions, and attendance for the student. To view the graded items and attendance marks, click the item you'd like to view.
4. The **Overdue** section is 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.
7. **Groups**: 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.
8. **Grades**: Depending on the settings in place at your child's school, this menu provides access to view the following:

9. Calendar: A view of past and upcoming events and assignments.

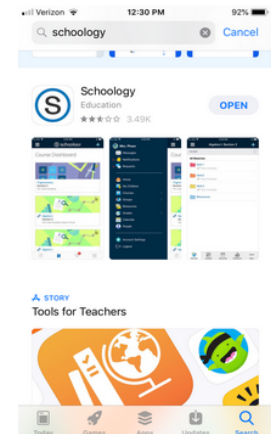
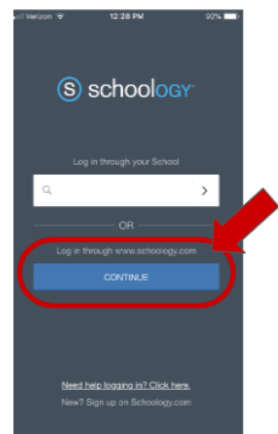
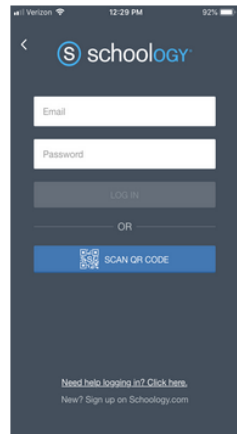
To find out more information regarding an event or assignment, place your cursor over the title. A clue tip displays with the event type (assignment, test/quiz, etc.), the event's course or group, and the student name. Click the event to display profile information in a pop-up window.



Events from all the courses a student is enrolled in will appear on the student's calendar. The events can be color-coded by the teacher or the student. The student can also add events to the calendar to help them keep track of extra-curricular activities.

DOWNLOAD AND SETUP THE SCHOOLY APP FOR CELL PHONES FOR YOUR PARENT ACCOUNT

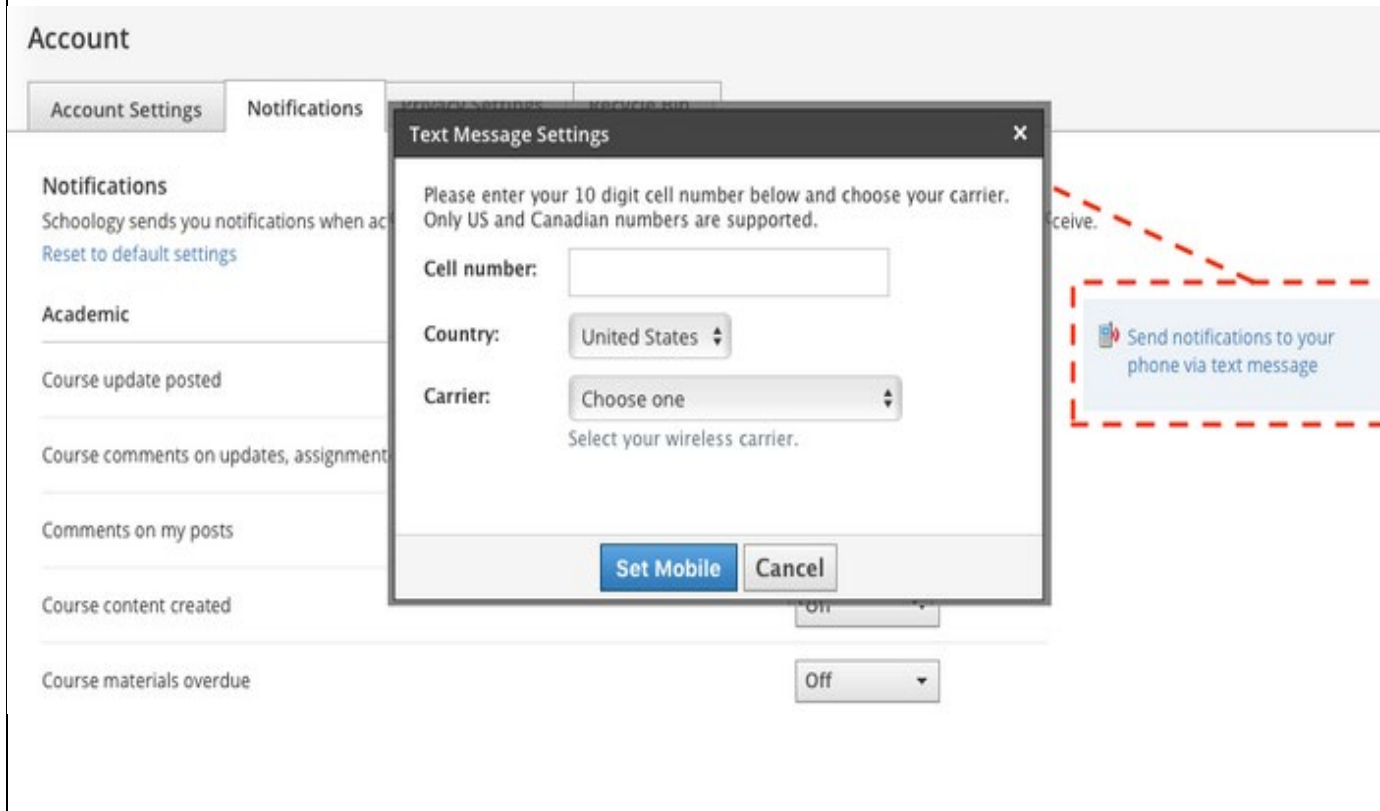
Note: Parents must create Schoology accounts prior to downloading the Schoology APP

Step 1	Step 2	Step 3
<p>Download the Schoology app from your App Store.</p> 	<p>Open and choose “Log in through www.schoology.com” Enter your email and password used to create your Schoology account.</p> 	<p>Enter your email and password used to create your Schoology account.</p> 

MOBILE MESSAGE/PUSH NOTIFICATIONS

Text message or Push Notifications are also available for certain actions. You can link your mobile phone to your Schoology account by following these directions.

1. Click the arrow next to your name on the top right side of Schoology.
2. Select **Settings** from the drop-down menu
3. Click the **Notifications** tab
4. Select the **Send notifications to your phone via text message** box to the right.
5. Enter your Cell Phone Number (your number remains hidden from other members).
6. Choose your Country.
7. Select your wireless Carrier.
8. Click **Set Mobile** to complete.



CLICK ON THE LINKS BELOW FOR ADDITIONAL INFORMATION

- WCPS Schoology Parent Video - <https://bit.ly/3fGPPw3>
- Schoology - Parent Site Navigation - <https://bit.ly/3j8tBVV>
- Schoology - Parent Guide - <https://bit.ly/2DFXI6B>
- YouTube Video outlining Schoology Parent Access - <https://bit.ly/2WyaWsW>
- Schoology - Parents - How to sign up for Schoology - <https://bit.ly/2Wtcapl>
- Schoology - Getting Started on Schoology for Parents - <https://bit.ly/3jfNdqY>