# schoology®

Parent Handbook

Click on this icon to go to the Schoology homepage.

Click on the home button for a table of contents.

Click on the topic tab you need support with.

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# Sign up for a parent account

1. Go to www.schoology.com.
2. Click **Sign Up** at the top of the page and choose **Parent**.
3. 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.
4. Fill out the form with your information.
5. Click **Register** to complete.

# Adding multiple children

1. Log in to your Schoology account 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 same as your Parent Access Code, the 12-digit code in **xxxx-xxxx-xxxx** format that you receive from one of your child's instructors.
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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Parent Support Center



schoology    COURSES    GROUPS    RESOURCES                    Gale Lo... ⌄

RECENT ACTIVITY        COURSE DASHBOARD

Post: 🗓 Event                                          Most Recent ▾

Mr. Thomas joined Digital Citizenship.
🗓 Wednesday, June 27, 2018 at 1:47 pm

Mr. Thomas joined Professional Development.
🗓 Wednesday, June 27, 2018 at 1:47 pm

Mr. Thomas joined Blended Learning.
🗓 Wednesday, June 27, 2018 at 1:46 pm

Mr. Thomas joined Schoology Educators.
🗓 Wednesday, June 27, 2018 at 1:46 pm

Upcoming                                        Calendar

MONDAY, JULY 16, 2018

16  School Wide Fire Drill

FRIDAY, JULY 27, 2018

27  Half Day

# My child's classes

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1. Once signed on, click your profile picture to get access to your students' account. (Message one of your student's teachers if you need the parent sign-in code.)
2. Click on your student (or student's) name.
3. Once in your students' account, you will land on their activity page. You will see a list classes they are currently enrolled in on the left side of the page. Click on the course name to access the course.
4. You can also view your child's classes by clicking on "Courses" at the top of their activity page. This will show you a tiled list of all the courses your child is currently enrolled in. Click on the tile to access the course you would like to view. .
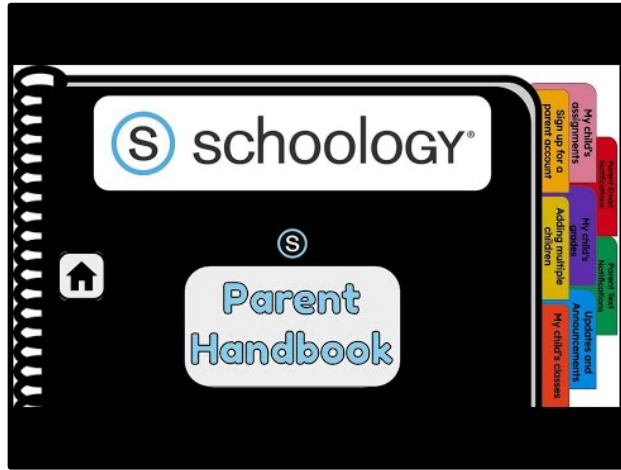
# My child's assignments



1. Once signed on, click your profile picture to get access to your students' account. (Message one of your student's teachers if you need the parent sign-in code.)
2. Click on your student (or student's) name.
3. Once in your students' account, you will land on their activity page. You will see a list of overdue and upcoming assignments on the right side of this page. Click on the assignments for specific details.
4. You can also click on the calendar icon to see assignments using a monthly, weekly, or daily view. Place your cursor over the title. A clue tip displays with the event type (assignment, test/quiz), the event's course or group, and the student name. Click the event to display profile information in a pop-up window.

# My child's grades
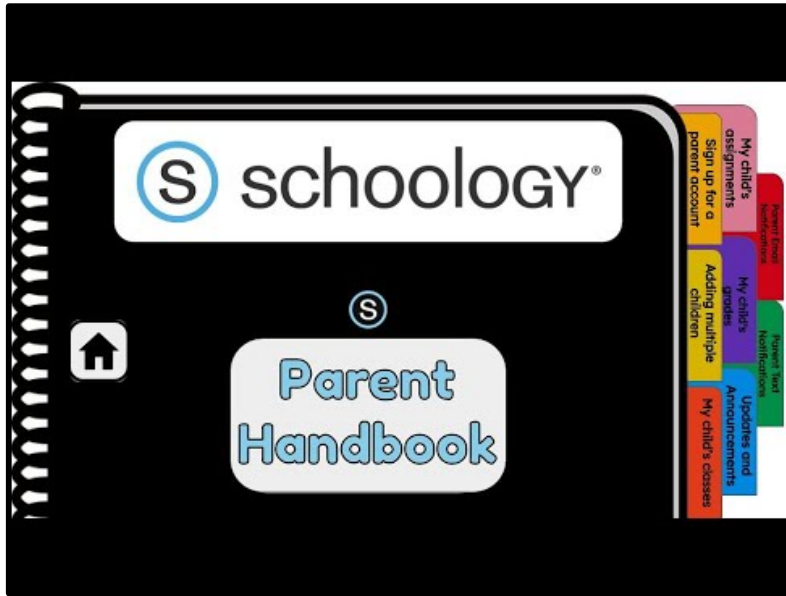


1. Once signed on, click your profile picture to get access to your students' account. (Message one of your student's teachers if you need the parent sign-in code.)
2. Click on your student (or student's) name.
3. Once in your students' account, you will land on their activity page. Click on grade report at the top.
4. You can now review your child's grades for all courses. Click the course you would like to view grades in. Click on it again to close that course.
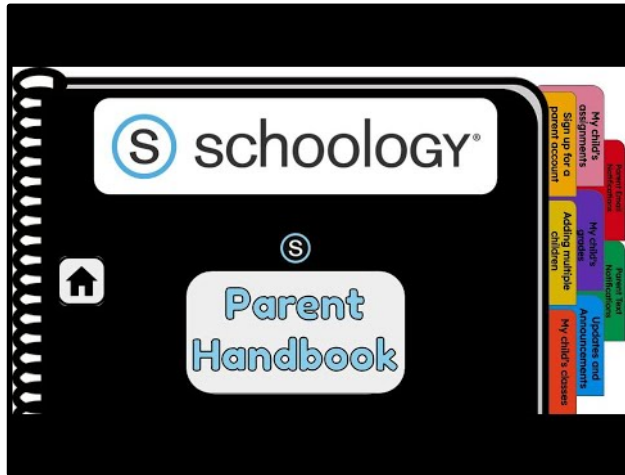
# Updates and Announcements

Once signed on, you will land on the homepage which is where you will find :



1. On the left side:
   a. Updates/Announcements from buildings or courses you are enrolled in.
   b. A list of courses you are enrolled in
   c. A list of Groups you are enrolled in.
   d. Resources (Personal or Group)



2. On the right side:
   a. Search
   b. Calendar of events/Assignments
   c. Email
   d. Notifications
   e. Profile picture, name, and more options.

# Parent Email Notifications

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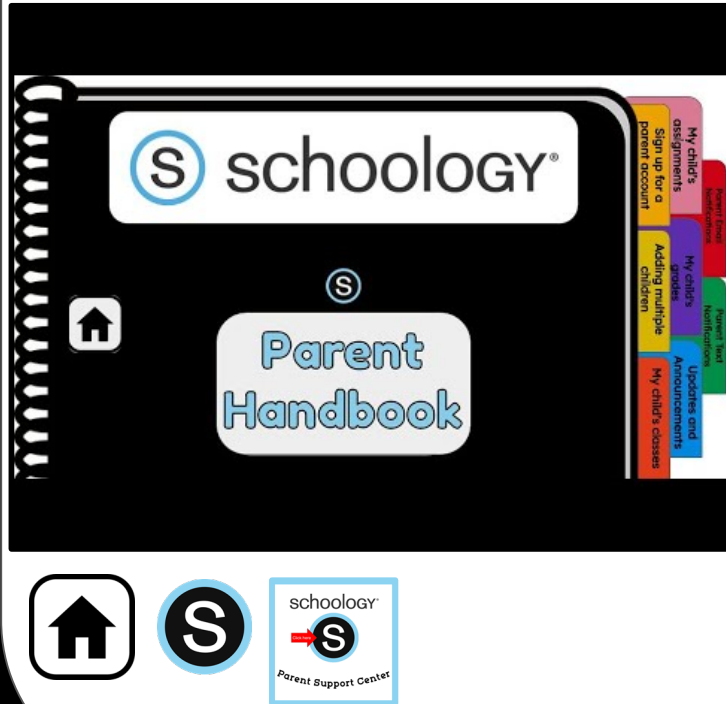
1. Once signed on, click your profile picture to get access to your students' account. (Message one of your student's teachers if you need the parent sign-in code.)
2. Click on your student (or student's) name.
3. Once in your students' account, click their profile picture again and click "settings" at the bottom.
4. Then click the "notifications" tab on the left.
5. You can then pick either daily or weekly email summaries. You can also get an email when an item has not been submitted through Schoology by your student.

(NOTE: This only works for assignments that need submissions).

# Parent Text Notifications
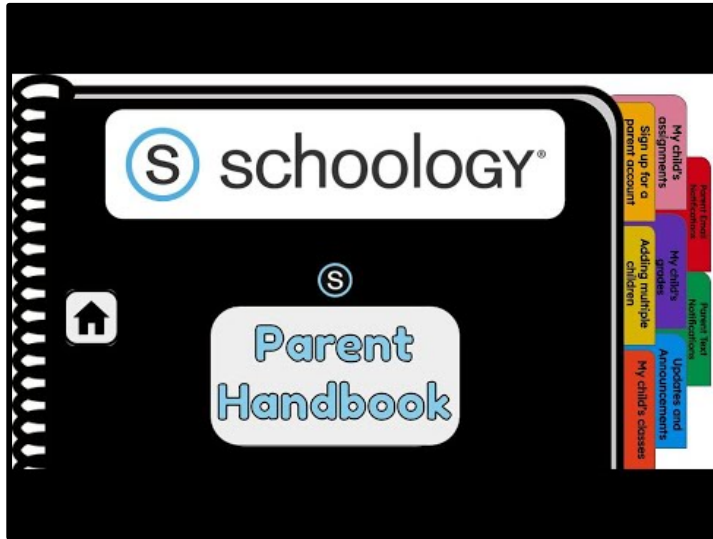


1. Once signed in, click your profile picture to get access to the "settings" link. (Message one of your student's teachers if you need the parent sign-in code.)
2. Once in "settings" click the "notifications" tab.
3. On the right will be a blue box to add your mobile number.
4. Choose from the list what notifications you want sent to you by email or by text.