

A Parent's Guide to Schoology

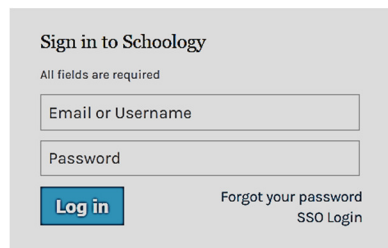
Welcome to Schoology! Below you will find an explanation of the different areas of your Schoology account. This guide is intended to help you learn how to navigate around Schoology.

Login

Your account was set up using your email address provided to the school. (If the email address is an email associated with any school then your account was set up using a username rather than that email address.) If you do not currently have an email on file and would like to share one, please contact your child's school. See below for instructions:

Email Login

1. Go to app.schoology.com
2. Click the Login button on the top right.
3. Enter your Email Address and Password
4. Click Log in.



Sign in to Schoology

All fields are required

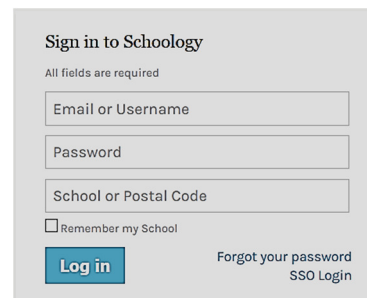
Email or Username

Password

Log in [Forgot your password](#)
SSO Login

Username Login

1. Go to app.schoology.com
2. Click the Login button on the top right.
3. Enter your Username, Password, and the name of your school (As you type, a menu will open below that will allow you to select your school).
4. Select your school.
5. Click Log in.



Sign in to Schoology

All fields are required

Email or Username

Password

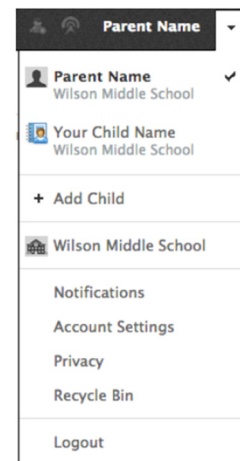
School or Postal Code

Remember my School

Log in [Forgot your password](#)
SSO Login

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 having two accounts in one. One is your own personal account, with your own information. This is connected to your child's account as well. You have the ability to see Schoology from child's perspective 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.

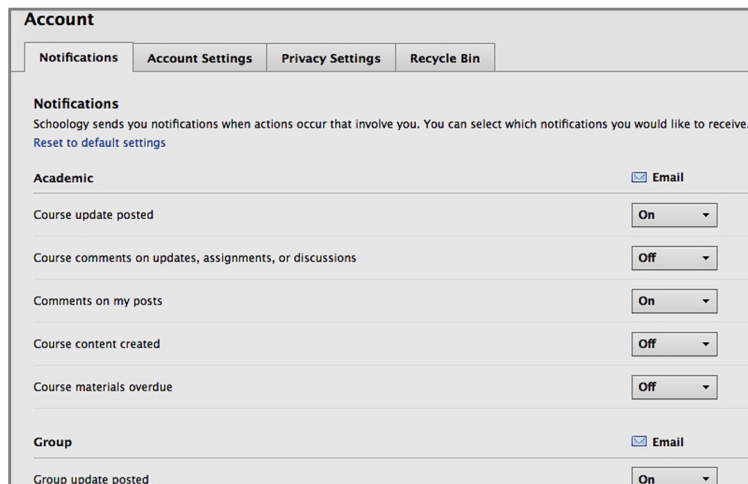


Notifications

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.

Account Settings

The Account Settings page is where you can do things like change your password and share your Schoology calendar. You can also determine your landing page when you log into Schoology. See directions below.



Set Default Account

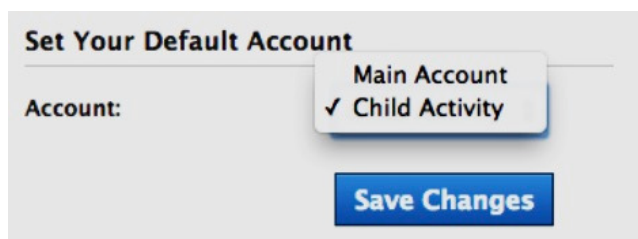
This determines the first page you see when you log in to your Schoology account. Having a Parent account in Schoology is actually like having two accounts:

- 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.



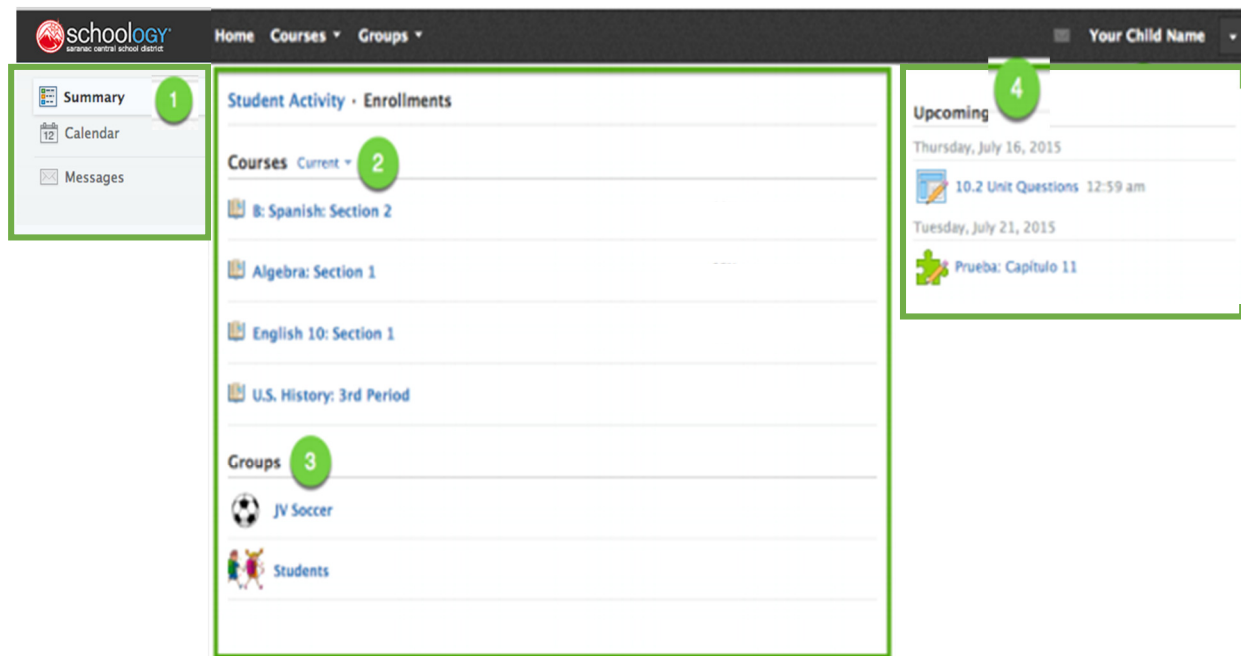
Clicking **Home** always brings you back to your home page, the landing page you see when you log in. This is where you see your **Recent Activity** feed.

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.

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. **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.
 - b. **Messages:** View your own messages on Schoology. Messages to your child are private and are not viewable from this area.

The screenshot displays the Schoolology user interface. At the top, there is a navigation bar with the Schoolology logo, a home button, and dropdown menus for 'Courses' and 'Groups'. On the right side of the navigation bar, there is a user profile icon labeled 'Your Child Name'. Below the navigation bar, the interface is divided into three main sections. On the left is a navigation menu with three items: 'Summary' (marked with a green circle containing the number 1), 'Calendar', and 'Messages'. The central section is titled 'Student Activity - Enrollments' and contains three sub-sections: 'Courses' (marked with a green circle containing the number 2) listing '8: Spanish: Section 2', 'Algebra: Section 1', 'English 10: Section 1', and 'U.S. History: 3rd Period'; 'Groups' (marked with a green circle containing the number 3) listing 'JV Soccer' and 'Students'; and 'Upcoming' (marked with a green circle containing the number 4) listing '10.2 Unit Questions 12:59 am' on Thursday, July 16, 2015, and 'Prueba: Capitulo 11' on Tuesday, July 21, 2015.

2. **Enrollments** are located in the center column where you can see a list of the courses your child is currently enrolled in. Click on an individual course to see updates, assignments, tests, and discussions from that course.
3. Here, you can see a list of your child's Schoolology **Groups**. Groups can be used for a variety of activities, from school projects to extracurricular teams and clubs.
4. The **Upcoming** section displays a list of your child's upcoming assignments and events.