

A Parent's Guide to Schoology

Welcome to Schoology! 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 Parent Guide [here](#).

What Is Schoology?

Teachers use Schoology to:

- Post classroom materials online
- Provide a safe forum for students to discuss their ideas and collaborate on projects
- Assign and collect homework electronically.

Schoology helps students stay organized and connected.

A Schoology Parent Account gives you access to:

- Your child's classes
- Your child's upcoming assignments.
- School and class announcements.

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

Navigating Your Schoolology Account

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

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



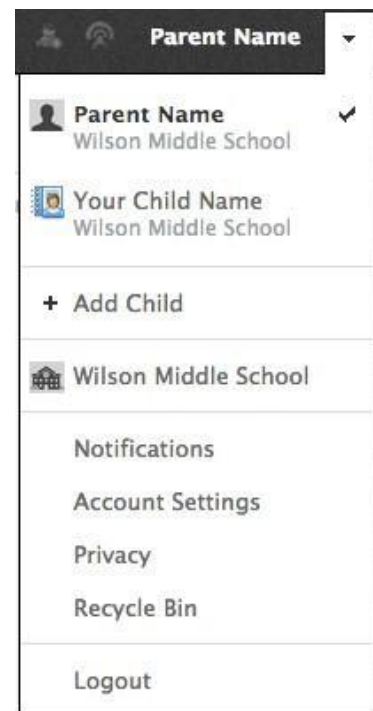
Clicking **Home** always brings you back to your home page, the landing page you see when you login. This is where you see your **Recent Activity** feed.

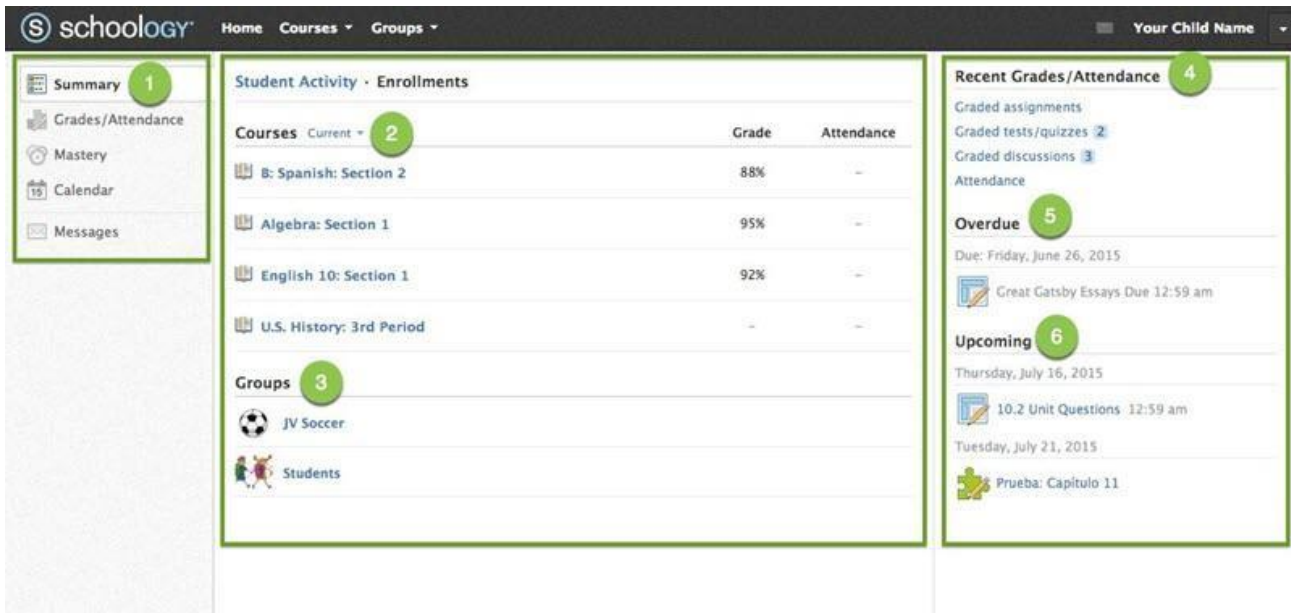
Messages & Reminders

When you are in your own Schoolology 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.

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.





Courses	Grade	Attendance
B: Spanish: Section 2	88%	-
Algebra: Section 1	95%	-
English 10: Section 1	92%	-
U.S. History: 3rd Period	-	-

- Use the left menu to quickly view specific information about your child's Schoolology activity:
 - 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).
 - Grades/Attendance:** Review your child's grades and attendance for all courses.
 - Mastery:** If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.
 - 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.
 - Messages:** View your own messages on Schoolology. Messages to your child are private and are not viewable from this area.
- 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.
- 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.
- The **Recent Grades/Attendance** section displays your child's recent grade and attendance information.
- The **Overdue** section displays a list of course materials your child did not turn in by the due date.
- The **Upcoming** section displays a list of your child's upcoming assignments and events.

Customizing Your Account Settings

You may want to update your **Account Settings** to make sure you get the most out of Schoolology.

Setting Up Your Parent Email Digest

The Schoolology Parent Email Digest is a brief summary of your child's activities delivered to your email inbox. You can opt to receive it on a daily or weekly basis.

Account

Notifications | **Account Settings**

Parent Email Digest


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


Email Summary:

Repeat:

Time:

A Parent Email Digest contains information regarding your child's grades, attendance, and overdue/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:


7/08/15 - 7/09/15

 **Apple Paltrow**

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

Overdue (1)

Due Date Friday, 06/26/2015 Assignment: [Great Gatsby Essays](#) Due 12:59 am

Upcoming (2)

Thursday, July 16, 2015

Assignment: [10.2 Unit Questions](#) 12:59 am

Tuesday, July 21, 2015

Assessment: [Prueba: Capítulo 11](#)

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:

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

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

Notifications

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

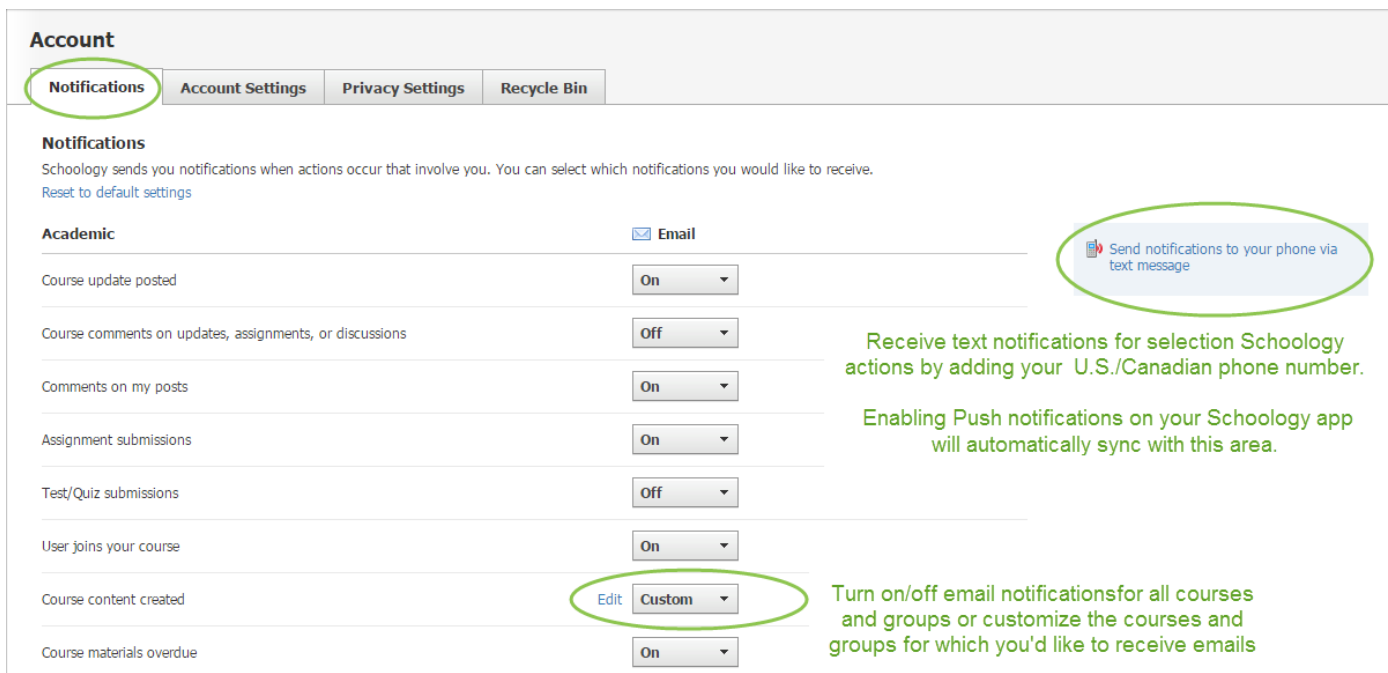
To set up notifications, select **Notifications** from the dropdown menu in the upper-right corner. You can enable notifications to be sent to you as an email or push notification message depending on preference. Pushing notifications to your smartphone or tablet requires the Schoolology mobile app.

Mobile Message/Push Notifications

Text message or Push notifications are also available for certain actions. You can link your mobile phone to your Schoolology account by following these directions: Select the arrow next to your name in the top right corner and click Notifications.

1. Select the Send Notifications to Your Phone via Text Message box to the right.
2. Enter your Cell Phone Number (your number remains hidden from other members).
3. Choose your Country.
4. Select your wireless Carrier.
5. Click Set Mobile to complete.

Note: Email and cell phone notifications differ from the Notifications Icon located on the top menu, which provides a running list of academic actions. If you live outside of the U.S. or Canada, text message notifications are not yet supported at this time.



Account

Notifications | Account Settings | Privacy Settings | Recycle Bin

Notifications
Schoolology sends you notifications when actions occur that involve you. You can select which notifications you would like to receive.
[Reset to default settings](#)

Academic ✉ Email

Course update posted	On
Course comments on updates, assignments, or discussions	Off
Comments on my posts	On
Assignment submissions	On
Test/Quiz submissions	Off
User joins your course	On
Course content created	Edit Custom
Course materials overdue	On

Send notifications to your phone via text message

Receive text notifications for selection Schoolology actions by adding your U.S./Canadian phone number.

Enabling Push notifications on your Schoolology app will automatically sync with this area.

Turn on/off email notifications for all courses and groups or customize the courses and groups for which you'd like to receive emails

You can change your password or update your email address on the **Account Settings** page. You can also determine your landing page when you log into Schoolology. 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**.



Set Your Default Account

Account:

- Main Account
- ✓ Child Activity

Save Changes

You have the ability to choose which account you **first** see when you login to Schoolology:

1. Select **Main Account** to see your personal account, with your own name and information
2. Select **Child's Account** to see your child's account from his or her perspective.