

# WCS Parent and Student Technology Guide



- All links within this presentation will be in **yellow** text that is underlined.

# Why Schoology?



Schoology is a learning management system that incorporates the aspects of face to face learning into a digital space! Schoology is used for accessing course materials, communication from buildings, courses, and teachers, connecting our students, staff and parents!



# Setting Up a Parent Account

These links will give you step-by-step directions to get your Schoology account up and running.

[PDF Directions: Parent Schoology Accounts](#)

[Video: Parent Schoology Accounts](#)



# Parent Dashboard

If you would like to receive notifications about classwork and assignments, you can make choices in “Notifications.”

This page is similar to Settings page. Use the tabs to locate Notifications, and you can choose any that might help you.

The screenshot shows the Westerville City Schools Parent Dashboard. The top navigation bar includes 'WESTERVILLE CITY SCHOOL DISTRICT', 'COURSES', 'GROUPS', 'RESOURCES', and 'TOOLS'. The user's name 'JANICE HILL' is in the top right. The 'Account' section has tabs for 'Account Settings', 'Notifications', 'Privacy Settings', 'Transfer History', and 'Recycle Bin'. The 'Notifications' tab is circled in red. Below the tabs, the 'Notifications' section is titled 'Notifications' and includes the text 'Schoolology sends you notifications when actions occur that involve you. You can select which notifications you would like to receive. Turn Off All Notifications'. There are two columns of notification settings: 'Academic' and 'Personal'. Each row has an 'Edit' button and dropdown menus for 'Email' and 'Mobile' notification preferences. A dropdown menu is open from the user's name, showing 'Your Profile', 'Walnut Springs Middle S...', 'Westerville City Schools', 'Settings' (highlighted with a red arrow), and 'Subscriptions'. A 'Logout' button is also visible. A 'Devices & Notifications' section is partially visible at the bottom right, listing devices like 'iPhone', 'iPad', and 'SCH-I905'.

1. Click the arrow after your name.

2. Select “Settings” and you can choose to get specific notifications about assignments

# Parent Dashboard

This is your parent dashboard. Since you are not enrolled in any courses, you will need to go to your child's dashboard to see classes and assignments.

This page is similar to your newsfeed in Facebook. You will see posts from the district, the school, or any groups you have joined.

The screenshot shows the Westerville City School District Parent Dashboard. The top navigation bar includes 'COURSES', 'GROUPS', and 'RESOURCES'. The main content area is divided into 'RECENT ACTIVITY' and 'COURSE DASHBOARD'. The 'RECENT ACTIVITY' section displays a newsfeed with posts from 'Westerville City Schools' and 'Mrs. Carlson'. A dropdown menu is open, showing the user's name 'Frank Asparagus' and a list of children: 'Frank Asparagus' (checked), 'Test Student' (Westerville City Schools), and 'Add Child'. The user's profile is also visible at the bottom of the dropdown.

1. Click the arrow after your name.

2 Select your child's name to get to that dashboard.

3. All of your students will be here so you can toggle back and forth between them.

# Student Dashboard

The student dashboard will allow you to access all courses that your child is enrolled in for the current grading period. It also has quick access to several helpful pieces of information.

Click here to get to course pages.

WESTERVILLE CITY SCHOOLS

COURSES GROUPS GRADES

You are viewing as Test Student

Test Student

Student Activity - Enrollments Most Recent

Drew Farrell (admin) » Farrell Test Course: Section 1  
what is better?  
ice cream 1 vote  
pizza  
Refresh  
Thu Jun 25, 2020 at 9:24 am

Test Student received 10/10 for Community of Practice and Video Assignment Jun 23 at 3:23 pm

Dr. Knapp » From Surviving to Thriving in a Digital Learning Environment: Supporting parents, students, and each other: Summer 2020  
Hi all! Just a few updates in terms of feedback, grading, CEUs, and Ashland credit. Thank you all for your great contributions and feedback!  
9bc7e557475788aa17f44dcb62d5521.webm 11:59 pm  
Tue Jun 23, 2020 at 12:48 pm

Anonymous  
I love that built-in desk and bookcase!

Recent Grades/Attendance

Graded assignments	5
Graded tests/quizzes	1
Graded discussions	1
Attendance	

Overdue

THURSDAY, JUNE 25, 2020

- Creating a Sense of Community: Action Item 11:59 pm

MONDAY, JUNE 29, 2020

- Supporting the Modern Learner - Action Item 11:59 pm

Upcoming

THURSDAY, JULY 2, 2020

- LMS 102 Final Exam

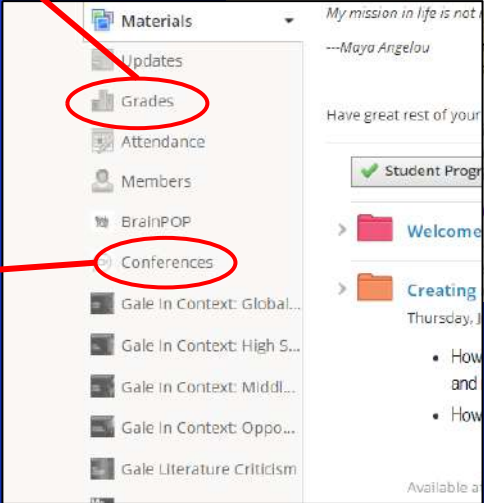
Click here to see all upcoming assignments in calendar format.

Here, you will see recent grades, overdue work, and upcoming assignments for all classes.

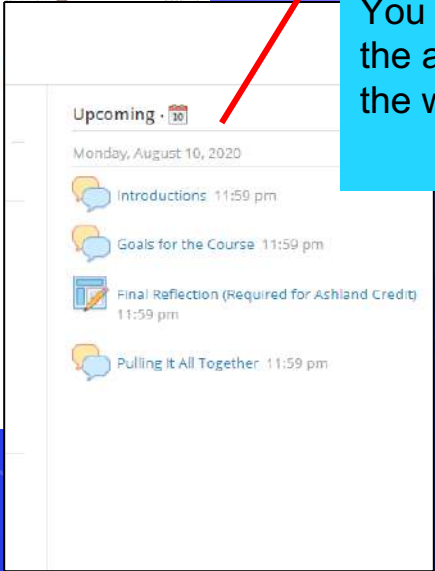
# Course Page

This will show you all graded assignments for this particular course.

Click here to get to live Schoology Conference meetings or view recordings of completed conferences.



Upcoming assignments will appear on the right side of the course page. These links will take you directly to the assignments. You can also find the assignments in the weekly folders.



# Schoology Conferences

Teachers will be using Schoology Conferences for live (synchronous) instruction.

Video: [Using Schoology Conferences](#)


Document: [Joining and Viewing a Schoology Conference](#)



# Send Messages (as a parent)

Send messages to teachers from within the Schoology Course!

Click here to  
compose a  
message.

7th GRADE ENGINEERING AND DESIGN: Section 11   
Walnut Springs Middle School

All Materials ▾


Upcoming  13

No upcoming assignments or events

1 Admin 






COURSES GROUPS GRADES

Compose Message 

To: \*

Subject: \*

Message: \*

Messages go  
directly to the  
teacher!

# Send Messages (as a student)

Send messages to teachers from within the Schoology Course!



Library Information: Section 1

Library Information : Section 1

All Members Admins

Teacher

Send message

Compose Message

To: \* Teacher x

Subject: \*

Message: \*

Send Cancel

Messages go directly to the teacher!

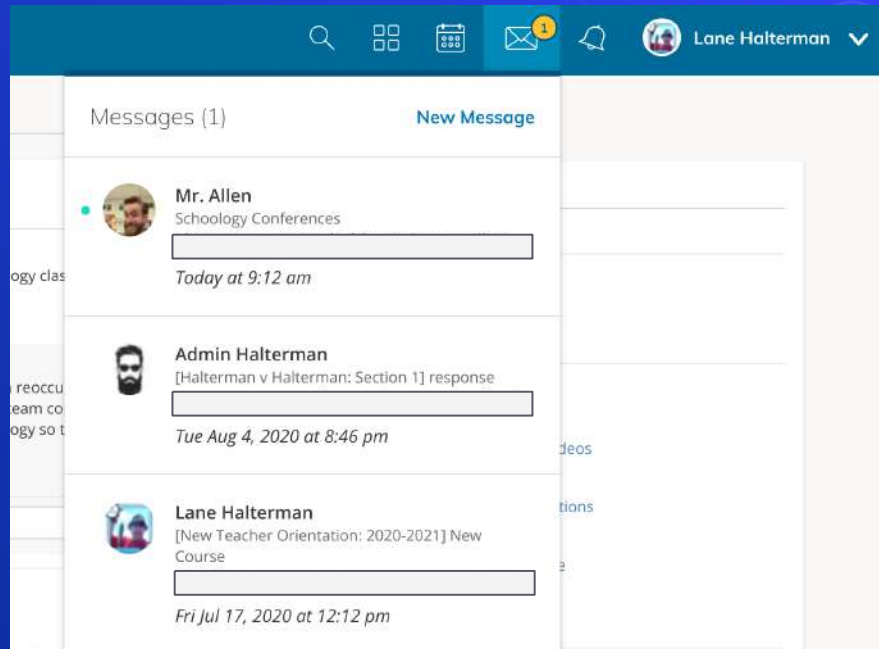
Click here to compose a message.

- Materials
- Updates
- Grades
- Mastery
- Attendance
- Members
- BrainPOP
- Conferences

# Receive Messages

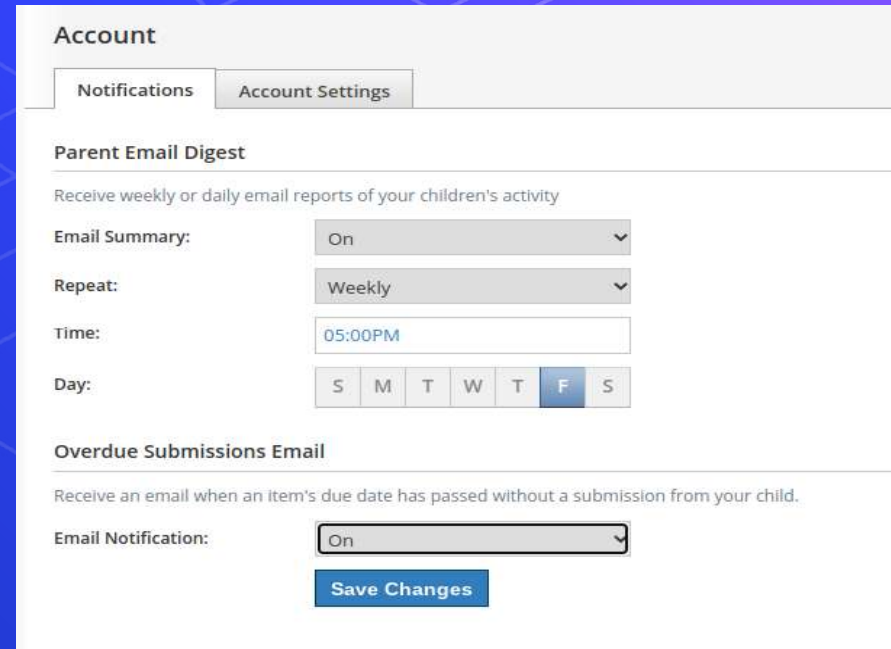
Receive messages from within  
Schoolology!

Or get email notification sent directly to  
your email inbox!



The screenshot shows the Schoolology Messages interface. At the top, there is a navigation bar with icons for search, home, calendar, messages (with a notification badge), and a user profile for Lane Halterman. Below the navigation bar, the page is titled "Messages (1)" with a "New Message" button. The message list contains three entries:

- Mr. Allen** (Schoolology Conferences): A message received "Today at 9:12 am".
- Admin Halterman** ([Halterman v Halterman: Section 1] response): A message received "Tue Aug 4, 2020 at 8:46 pm".
- Lane Halterman** ([New Teacher Orientation: 2020-2021] New Course): A message received "Fri Jul 17, 2020 at 12:12 pm".



The screenshot shows the "Account" settings page, specifically the "Notifications" tab. The page is divided into two sections:

- Parent Email Digest**: A section for receiving weekly or daily email reports of children's activity. It includes a dropdown for "Email Summary" (set to "On"), a dropdown for "Repeat" (set to "Weekly"), a text input for "Time" (set to "05:00PM"), and a row of buttons for "Day" (S, M, T, W, T, F, S) with "F" selected.
- Overdue Submissions Email**: A section for receiving an email when an item's due date has passed without a submission. It includes a dropdown for "Email Notification" (set to "On") and a "Save Changes" button.

# Schoology App

## [Download the Schoology Mobile App](#)

\*Note - some functions in mobile apps are limited. If some features are not available, try accessing Schoology via the Chrome Browser



# Other Helpful Schoology Links

Video: [Using the Schoology Calendar](#)

Video: [How do students submit assignments?](#)

Video: [Materials not loading correctly in Schoology?](#)

Video: [How do students view grades on Schoology?](#)

Slide Show: [Complete Student Guide to Schoology Courses](#)

# PowerSchool

PowerSchool offers parents real-time access to grades, attendance, homework assignments, and other class information.

[Filling out Forms on PowerSchool \(parents\)](#)

[Parent PowerSchool App Navigation](#)

# Logging in to PowerSchool

Step 1: Click on the PowerSchool Link on the Westerville City Schools Website



Step 2 Click the Parent Portal button

**ATTENTION PARENTS AND GUARDIANS!**  
Westerville City Schools requires that parents begin using the portal by creating a "Single-Sign-On" account, allowing you to view all students with one login. Once you've created the account, the login information remains unless you make changes through Account Preferences in the portal.  
A **Parent Guide to "Single-Sign-On"** is available for your use by downloading the document from the District Website, or obtaining a copy from any of our schools.

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

Step 3. Login with your login information or create an account if it is your first time using PowerSchool in WCS

# Parent Home Screen

The screenshot shows the PowerSchool Parent Home Screen. On the left is a navigation menu with icons for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Schedule, School Information, and Account Preferences. Below these are buttons for 'Return Code', 'DIPA', 'Download on the App Store', and 'Get it on Google play'. An orange arrow points to the 'Return Code' button. The main content area displays 'Grade History: Anderson, Cody N' for '14-15 - ADIST'. It contains three tables for quarters Q1, Q2, and Q3. Each table has columns for Course, Grade, %, CR, and PRS. The data is as follows:

Course	Grade	%	CR	PRS
Biology	A	100	H	0.0
English Survey	A	92	H	0.0
Home Ec	A	98	H	0.0
Individual Sports	A	92	H	0.0
Music	A	93	H	0.0
Phys Ed 9	A	93	H	0.0
U.S. History	A	94	H	0.0

Course	Grade	%	CR	PRS
Biology	A	92	H	0.0
English Survey	A	97	H	0.0
Home Ec	A	98	H	0.0
Individual Sports	B+	98	H	0.0
Music	A	97	H	0.0
Phys Ed 9	A	97	H	0.0
U.S. History	A	100	H	0.0

Course	Grade	%	CR	PRS
Biology	A	97	H	1.0
English Survey	A	94	H	0.0

Use the menu at left to choose the options you need

The red arrow points to the School code which is needed to access the PS mobile app

Below the red arrow will be a code used to create a parent account on Schoology



# PowerSchool

Additional Links:

Video:[Filling out Forms on PowerSchool \(parents\)](#)

Video:[Parent PowerSchool App Navigation](#)

# Logging into Chrome

By logging into Chrome, students have access to their bookmarks and overall simpler access to WCS resources. This happens automatically on a Chromebook. When not using a Chromebook, please see the directions below.

Video: <https://www.wevideo.com/view/1628761577>

[Logging in from home](#)

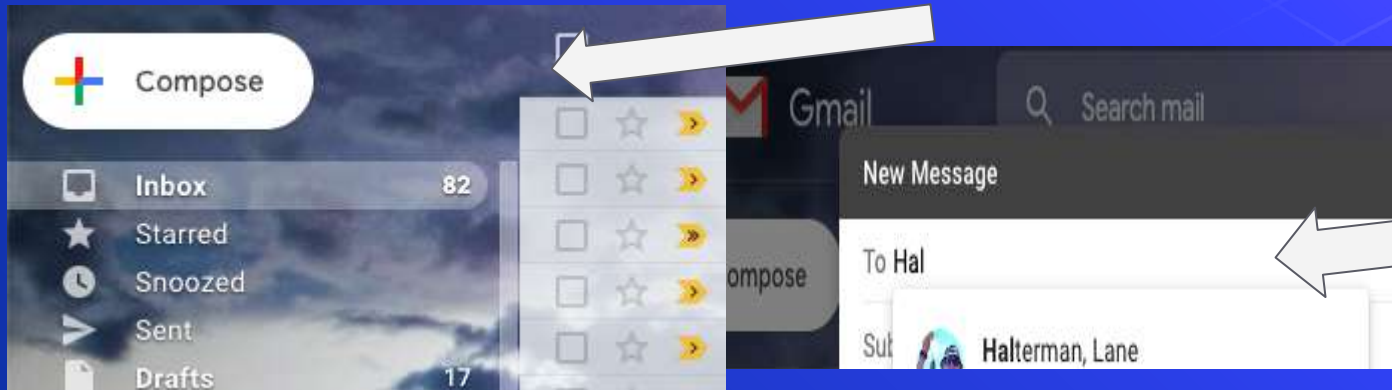
# Google

All of our Westerville students have a Google Account (G Suite) that is used to access all of the digital products used in the district. These accounts can also be used outside of school anywhere the internet is available. Students must be properly signed into Google AS WELL as Google Chrome (this can be confusing) in order to access all of the items associated with their school account. A student login begins with their student number. This information is included on the student's schedule.

Example: 123456@studentswcohs.org

# Gmail

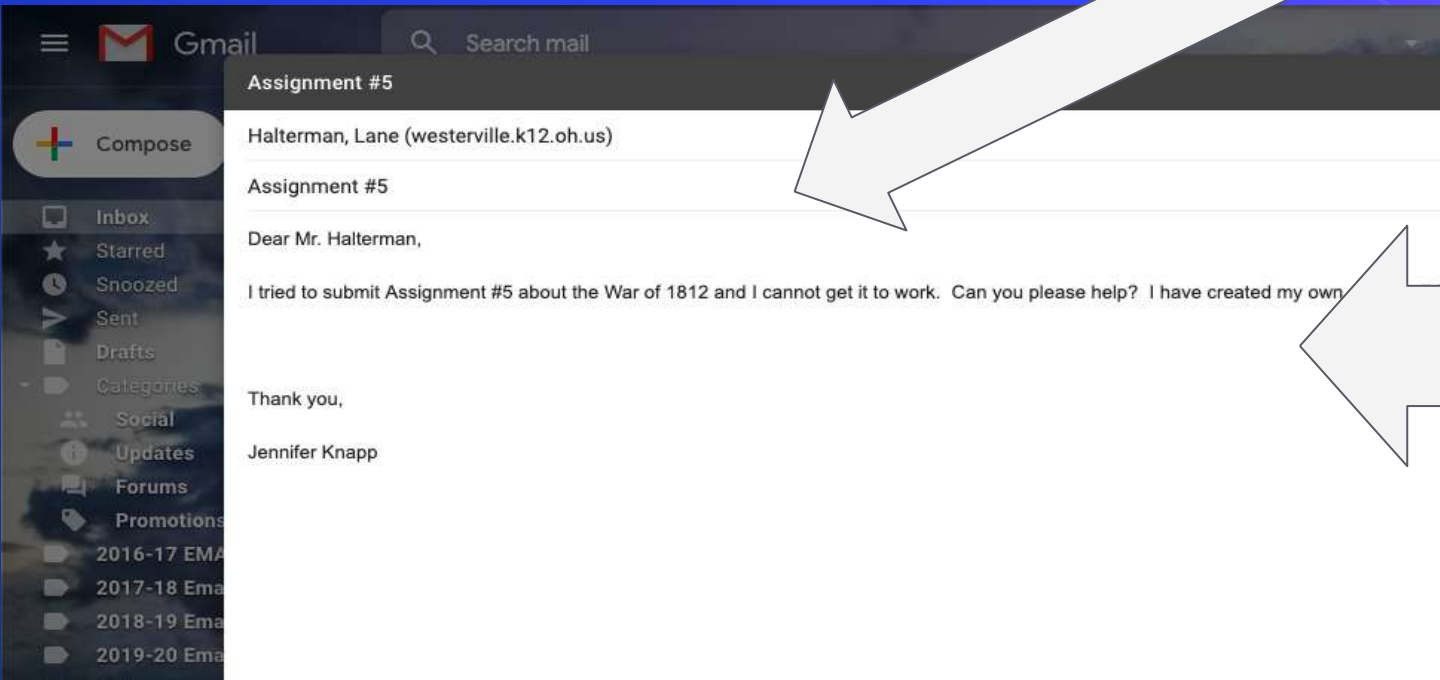
Students and families are encouraged to reach out to building leaders, teachers, and school counselors with questions. Students should use their school-issued gmail account to compose an email. Start by clicking compose:



The WCS employee name will begin to auto-populate once you start typing the first letters of their last name.

# A few tips on writing an email

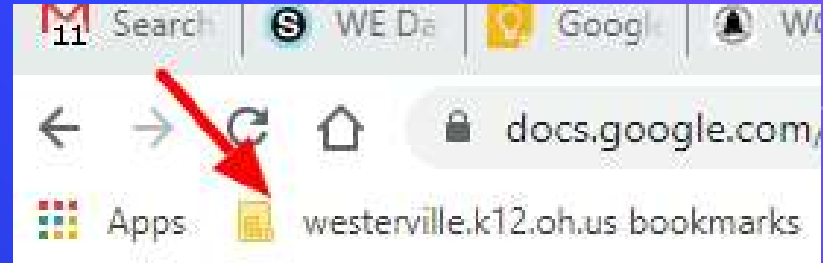
In the subject line,  
write the topic you  
are asking about



- Write "Dear" and your teacher's name.
- Write your message
- Write your first and last name in the closing

# Managed Bookmarks

- Accessible when signed into WCS student account via Chrome
- Will show up in toolbar as (grade level) bookmarks- ex. MS Bookmarks



# Clever

- Clever uses a student's Google account information as a portal to log into district-provided tech tools.
- Students must be logged into Google with their @studentswcohs.org account, and Clever will use that account information to log into the products listed on the site.
- Follow the directions to log into Clever at home. [iOS / Chrome]

# Accessibility Features

## ○ Overview of Google Read & Write

- Video demo student

\* Reads student materials, highlights and organizes student work



## ○ Overview of Equatio (Math and STEM) Equatio and Google Docs demo

\*Note that equatio works with PDFs, tests/exams, and more!



## ○ Need more information about Accessibility?

[Special Education Technology site](#)



# Acceptable Use Policy

- It is important to review the Acceptable Use Policy located on the WCS Board Docs website.
- A copy of this policy can also be found [here](#).

# Student Success Coaches

- Monitors student attendance/engagement
- Serves as a contact point for students and their families for other support
- serves as a contact for students experiencing basic technical issues
- works collaboratively with educators and administrators to support the delivery of educational interventions and supports

# Still Need Help? Try these links.

- Please reach out to your teacher with your questions.  
You can also find additional support below:
  - Click [HERE](#) for common home login issues explained
  - Reach out for tech support by completing our [Student Tech Support Form](#)
  - Call our tech support hotline Monday - Friday from 9:00 am - 4:00 pm at (614) 797-5860
  - [WCS Educational Technology Website](#)

# Credits

Special thanks to all those who helped create this!

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- ⬡