

# HOW TO CREATE A PARENT SCHOOLGY ACCOUNT

If you are new to Schoology and do not have students in the district with a schoology account, then you will need to create a Parent Schoology Account. Student accounts are auto-created when they enroll.

Welcome to Schoology! The Troy School District uses Schoology (pronounced: Skool'uh-jee), an award-winning Learning Management System that offers course management, mobile learning, and a communications hub, all in one integrated platform.

## Step 1: Locate Access Code in PowerSchool

Locate the **Schoology Parent Access Code** for your student by logging into your **PowerSchool Parent Portal** <https://ps.troy.k12.mi.us/>. Reminder that you will need to select each students in PowerSchool for their unique access code.

The screenshot shows the PowerSchool SIS Parent Portal. The 'Student' tab is selected in the top navigation bar. The 'Grades and Attendance' section displays the following information:

- Student ID number: 0000000
- Student log-in account name: student34
- Password: 0000000
- Grades K-5: the password is the student ID number as shown above.
- Grade 6-12: students set their own passwords (for students NEW to Troy, the default password is the student ID number)
- Schoology Parent Code: 000-000-000

## Step 2: Create Schoology Parent Account

With your access code, open a web browser and go to <https://www.schoology.com>. Click the **Sign up** button and select **Parent**. Enter the **Parent Access Code** that you found in PowerSchool and click **Continue**. Fill out the form with your information and click **Register** to complete.

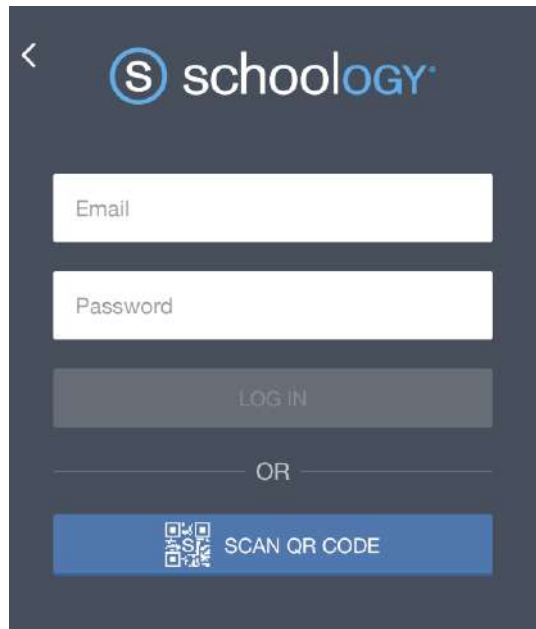
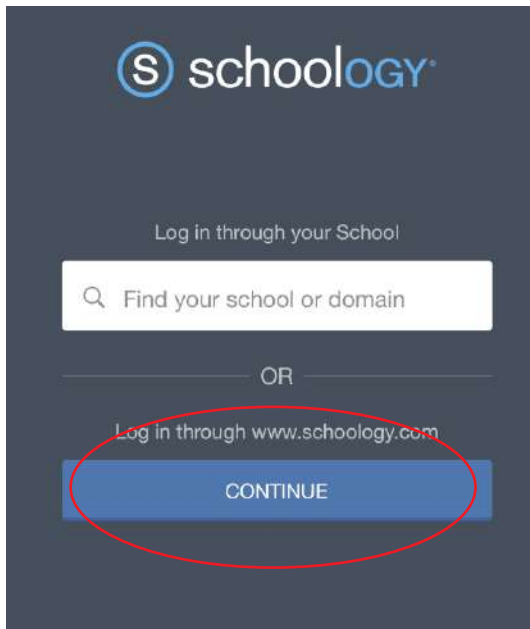
The screenshot shows the Schoology website. The 'SIGN UP' button is highlighted in the top navigation bar. The dropdown menu is open, showing the 'Parent' option selected.

The screenshot shows the 'Sign up for Schoology' form. The 'Access' field is filled with the code 000-000-000, and the 'Continue' button is visible.

## Step 3: Sign in to your Parent Schoology

There are two ways to log into Schoology as a parent - mobile app or URL. Remember, students access Schoology differently than parents.

### Schoology Mobile App



1. Install App
2. Click Continue
3. Sign in with the Email and password you associates with your Parent Schoology account
4. Click LOG IN

### Web Browser URL

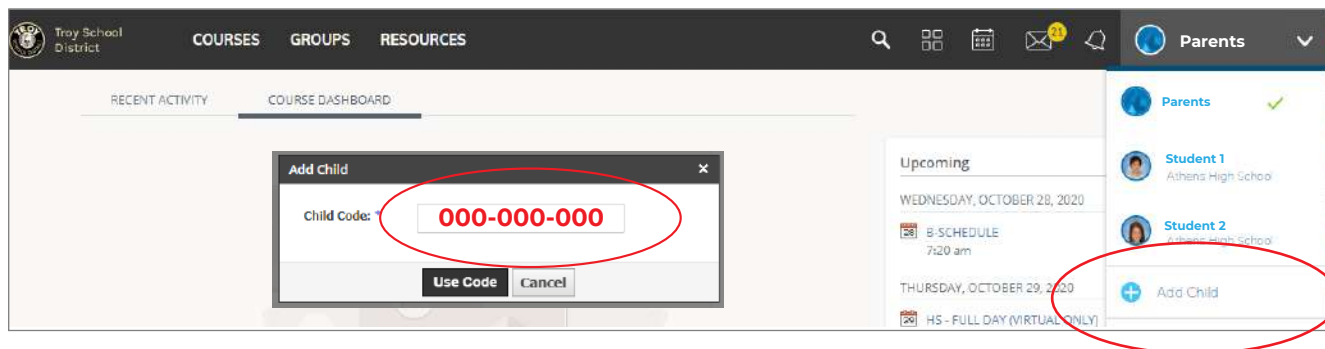


<https://app.schoology.com/login>

1. Open a web browser (Chrome, Safari, Firefox, Edge, etc)
2. Search <https://app.schoology.com/login>
3. Sign in with the Email and password you associates with your Parent Schoology account
4. Click LOG IN

## Step 4: Associate Other Students with Your Account

Now that your account is associated with your student, you can add other students to your account. Remember that each student has a unique code. Find your other student's code in PowerSchool.



## FAQ's & Other Information

**Q: I can't create an account, it says my email is already associated with Schoology?**

**A:** You may have a Basic account associated with your email account. You will need to delete the basic account to use your email with the Licensed account or you can use a different email address.

**Instructions:** <https://support.schoology.com/hc/en-us/articles/201001673-How-do-I-delete-my-account->

**Q: My older student has an account, but I never set a parent account up, can I set one up now?**

**A:** Yes, look for your parent codes for each student in the PowerSchool Parent Portal.

**Q: I don't have a PowerSchool Parent Portal account, where do I get one?**

**A:** You should have received an email when you enrolled your students, if not, contact PowerSchool Support for information: [pssupport@troy.k12.mi.us](mailto:pssupport@troy.k12.mi.us)

**Q: I have a Schoology parent account, but can't remember the password or username?**

**A:** No need to worry, click the Forgot Password link <https://app.schoology.com/login/forgot>

**Q: I need tech or login support, who do I contact?**

**A:** You can email [schoology@troy.k12.mi.us](mailto:schoology@troy.k12.mi.us), **TSD Help Desk (248) 823-5092** / [helpdesk@troy.k12.mi.us](mailto:helpdesk@troy.k12.mi.us) or [pssupport@troy.k12.mi.us](mailto:pssupport@troy.k12.mi.us) for PowerSchool issues.

**Q: What's the difference between student and parent Schoology accounts?**

**A:** Students have the ability to submit assignments in their accounts and parents do not. Teachers can correspond directly to the student, as well. Students login using their district email and password and do not have to create an account.

**Review the Schoology Overview Video at this link:** <https://youtu.be/kk0rFSbUBr0>

# PARENT AND STUDENT SCHOOLGY LOGIN INFORMATION

## STUDENT LOGIN INFORMATION:

**STUDENTS CAN USE THIS LINK TO LOG STUDENT INTO SCHOOLGY OR THE APP ON THEIR IPAD:**

If logging in through the app make sure to type Troy School District in the school box, then select Troy School District with the green dot to the right. Type the student's district email address \_\_\_\_\_@troyschools.org and password. You can find this information in the PowerSchool Parent Portal at the top, if needed or by calling the Help Desk at 248-823-5092.

Student can access Schoology through the app or a web browser. Click Pink Button - Staff/Student Schoology from this link: <https://www.troy.k12.mi.us/> or login directly with your email/password at <https://troyschools.schoology.com/>

When you click the link above it should take you to a Microsoft login page. - Enter your district email address and when prompted the password. If you do not see the Microsoft login window, you may be in the parent account or did not set the school as Troy School District.

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## PARENT LOGIN INFORMATION:

### **IF YOU HAVE A PARENT SCHOOLGY ACCOUNT:**

- Parent Access Link (once account has been created): <https://app.schoology.com/login>
- If you find that you are unable to login with the link above with these credentials, click <https://app.schoology.com/login/forgot> and enter your email address to reset your password.

### **IF YOU NEED TO CREATE A PARENT SCHOOLGY ACCOUNT:**

- Go to <https://www.schoology.com>
- Click Sign Up, then Parent
- Enter the Access Codes, click Continue
- Fill in the required information and click Register
- If you have additional children, click Add Child and enter the Access code(s) provided.

With your parent account you can view your child's:

- Activities / Courses / Calendars
- Grades / Groups / Updates
- Your access code will be delivered to you later today through School Messenger.

If you did not receive the Access Codes, please email [schoology@troy.k12.mi.us](mailto:schoology@troy.k12.mi.us) and we will provide them for you. To get more information on your parent account and the features within it, go to <https://support.schoology.com/hc/en-us/articles/201000873-Parent-Guide>

# 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.

## What Is Schoology?

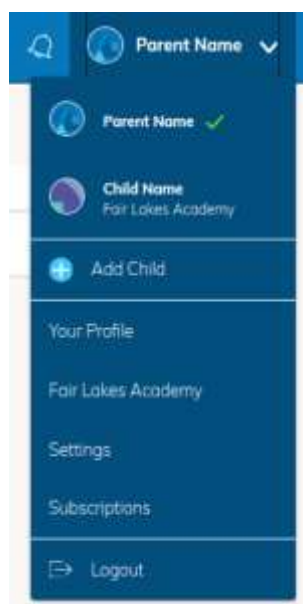
Teachers use Schoology to post their classroom materials online; provide a safe forum for students to discuss their ideas and collaborate on projects; and to assign and collect homework electronically. It helps students stay organized and it keeps the class connected.

A Schoology Parent Account gives you access to:

- The classes your child is enrolled in.
- Your child's upcoming assignments.
- School and class announcements.

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

## Schoology Home Page: Your Parent account compared to your child's Schoology information



Having a Parent account in Schoology is like having two accounts:

1. Your personal account, with your own name and information;
2. Your Child Activity view. From here, you can view Schoology from your child's perspective, and see what he or she sees, and receive updates about his or her activity.

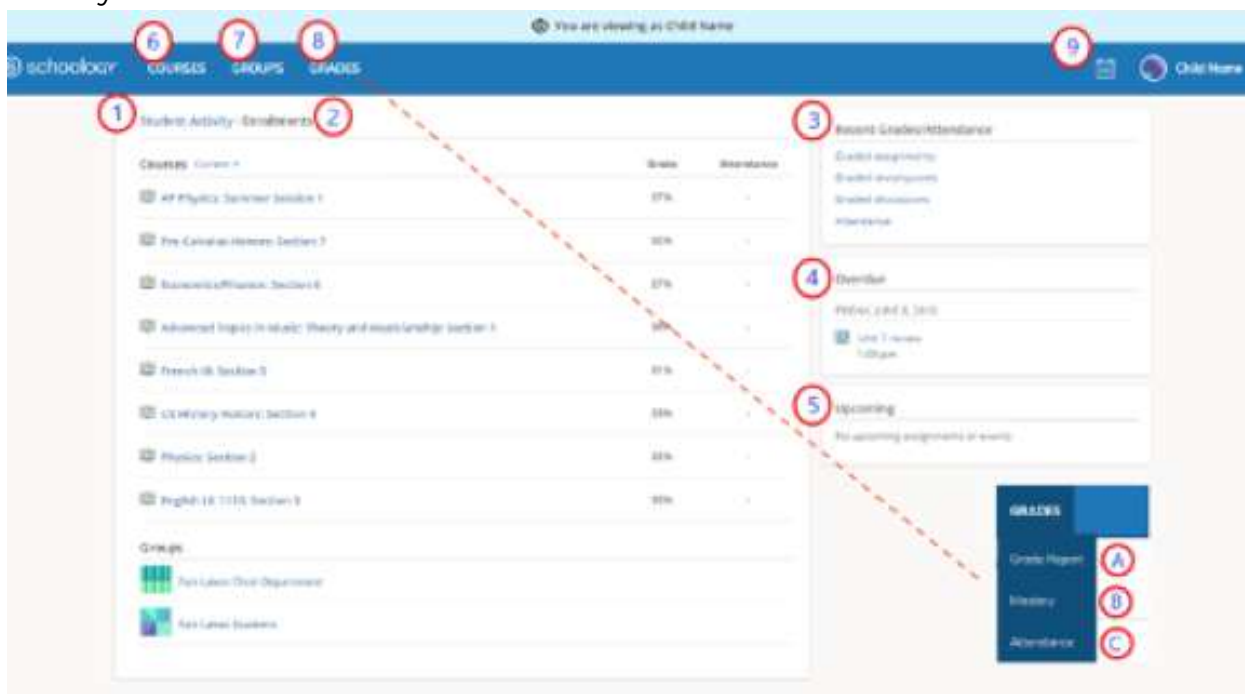
Start by clicking the arrow in the upper-right corner, next to your name, and then select your child's name to switch into their account. If you have multiple children associated with your account, all will be displayed in this area. The checkmark in this drop-down menu indicates which account you are currently viewing.

# Student Activity View

## Viewing Your Child's Activity

Click the arrow in the upper-right corner of your account and select your child's name to view their activity.

From the home page, you can quickly view specific information about your child's Schoology activity:



1. The **Student Activity** area in the center of the page displays your child's recent submission, grade, and attendance information.
2. Toggle into **Enrollments** in the same area 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. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course.
3. The **Recent Grades/Attendance** area lists graded assignments, tests/quizzes, discussions, and attendance marks for the student. To view the graded items and attendance marks, click the item you'd like to view.
4. The **Overdue** section displays 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. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course. The Courses drop-down menu displays up to 12 courses. To see a full list of your child's courses, see **Enrollments** on the home page.
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. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the group. The Groups drop-down menu displays up to 12 groups. To see a full list of your child's groups, see **Enrollments** on the home page.
8. **Grades:** Depending on the settings in place at your child's school, this menu provides access to view the following:
  1. **Grade Report:** Review your child's grades for all courses.
  2. **Mastery:** If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.
  3. **Attendance:** Review your child's attendance for all courses.

**Note:** On smaller devices (for example, iPhones), the **Grades** area is accessed by tapping **More** in the header.

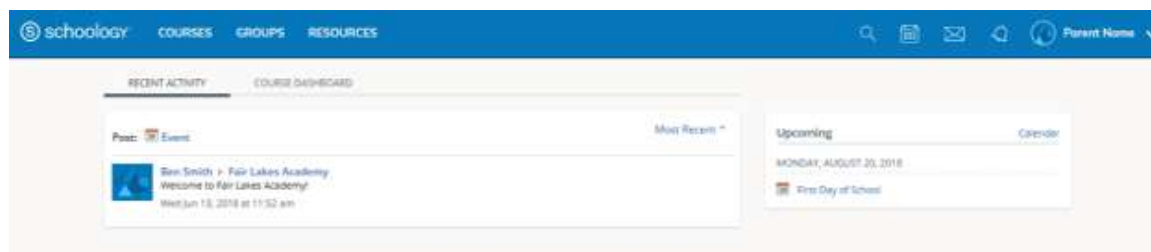
1. **Calendar:** Click to view a calendar of past and upcoming events and assignments. To find out more information regarding a particular event, place your cursor over the title. A clue tip displays with the event type (assignment, test/quiz, event), the event's course or group, and the student's name. Click the event to display profile information in a pop-up window.

**Note:** There is no Messages icon in the Child Activity view. Messages to your child are private and are not viewable from a parent account.

## Your Account Activity

To return to your Schoology account, click the down-facing arrow and select your account. If you have linked accounts in Schoology, you will see the school associated with each account under your name.

While toggled into your personal account, you'll see your own name in the top right corner. Your personal account home page displays activity related to any courses and groups in which you are enrolled, as well as school information from the school with which you are associated.





## Recent Activity

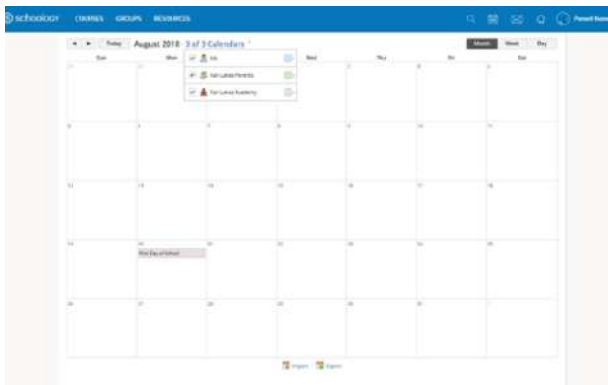
Similar to your child's **Activity Summary**, your **Recent Activity** area displays updates from the school, courses, and groups in which you participate. You can filter the **Recent Activity** feed by clicking the drop-down menu (labeled **Most Recent**) to the right of the **Recent Activity** heading.

## Upcoming

On the right column of the **Recent Activity** page, the **Upcoming** area displays a list of impending events and due dates for graded items in the school, courses, and groups in which you're enrolled. To view more details about the item, click the item name from the list.

## Calendar

Access your personal calendar by clicking the calendar icon in the top navigation of your personal account. Your personal calendar displays personal events you've created for your account, as well as events and assessments for the school, courses, and groups in which you're enrolled.

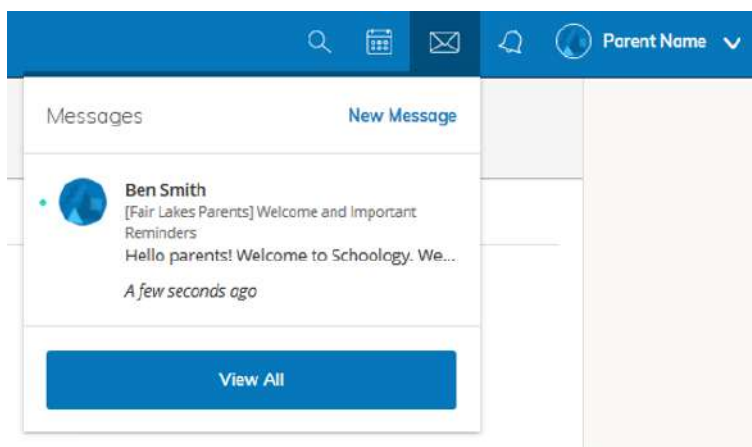


## Messages

Depending on the settings in place at your school, you may be able to exchange messages with teachers at your school. The right side of the header displays to **Messages** icon (envelope icon).

**Note:** There is no Messages icon in the Child Activity view. Messages to your child are private and are not viewable from a parent account.





## Check New Messages

When you have a new message in your inbox, the **Messages** icon on the top menu displays a new number.

1. **Navigate to your Messages area by clicking on the icon in the top menu.**
2. **New messages are indicated with a blue dot. Click the message you'd like to read.**
3. **To reply to a message, write in the Message area, then click Send.**

## Check Sent Messages

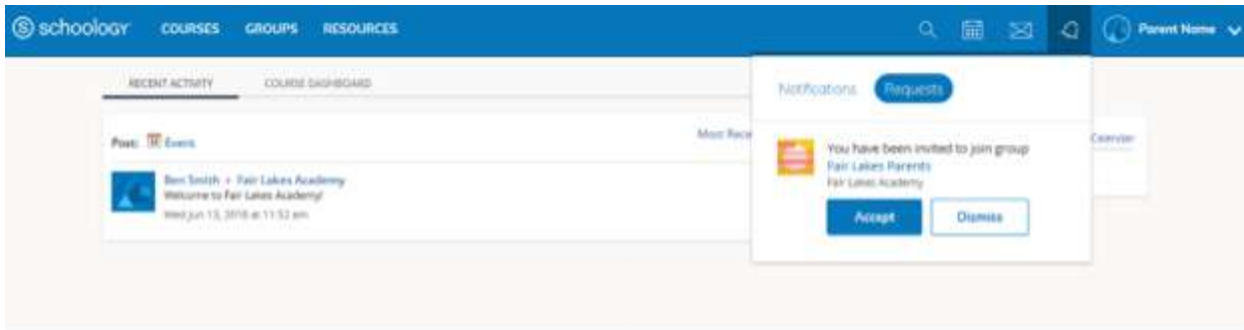
1. **Navigate to your Messages area by clicking the icon in the top menu and clicking View All.**
2. **Click the Sent Messages tab.**
3. **To read a message, click a message you've sent in the past.**
4. **To send a message, click the +New Message button.**
5. **Fill out the form, and click Send to complete.**

A recipient name automatically populates when you enter a teacher's name in the **To** field. If you're not able to send a message to certain users, talk to your teacher for further guidance.

## Notifications & Requests

On the right side of the header, you have the bell icon that displays **Notifications** and **Requests**. Any time someone sends you a message, wants to connect, or does something that pertains to you or your affiliations, it will be made easily accessible in the top right corner of your screen. Everything is chronologically ordered and clickable to make managing them simple. To change your notifications click "Settings" underneath your name and then check notifications. There you can change what and how you receive notifications on your device. You can also sign up for a weekly or daily email summary about your child.

Below, a parent receives an invitation to a join group:



## Site Footer

At the bottom of every Schoology page, the new footer includes the following:

- **Language Selector** — Use this menu to set the language of your Schoology experience.
- **Support Center** — Access the Support Center to view your Support Contacts and/or support options, as well as links to the Schoology Help Center and Community forums.