Schoology Parent Handbook



Link to Schoology



Link to Schoology's Online Parent Support Platform



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Sign up for a parent account

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Parent Email Notifications

- 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** 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** 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.





My child's classes



- 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.

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My child's assignments

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- 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

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- 1. Click the InformationNOW logo below to access the login page.
- 2. Once logged on, click grades on the left hand side.
- 3. Ensure the grading period is correct.
- 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.

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Parent Email

Updates and Announcements



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

WE SCHOOL DISTRICT	COURSES	GROUPS	RESOURCES
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- On the left side:
 - a. Updates/Announcements from buildings or courses you are enrolled in.

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- b. A list of courses you are enrolled in
- c. A list of Groups you are enrolled in.
- d. Resources (Personal or Group)



- a. Search
- b. Calendar of events/Assignments
- c. Email
- d. Notifications
- e. Profile picture, name, and more options.

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Parent Email Notifications



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- 2. Click on your student (or student's) name.
- 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



- 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.
- Choose from the list what notifications you want sent to you by email or by text.

