

# schoolology®

Click on this icon to go to the Schoolology homepage.



Click on the home button for a table of contents.

## Parent Handbook

Click on the topic tab you need support with.

Sign up for a parent account

My child's assignments

Parent Email Notifications

Adding multiple children

My child's grades

Parent Text Notifications

Updates and Announcements

My child's classes

# Table of Contents

1. [Sign up for a parent account](#)

2. [Adding multiple children](#)

3. [My child's classes](#)

4. [My child's assignments](#)

5. [My child's grades](#)

6. [Updates and Announcements](#)

7. [Parent Email Notifications](#)

8. [Parent TEXT notifications](#)



Sign up for a parent account

My child's assignments

Parent Email Notifications

Adding multiple children

My child's grades

Parent Text Notifications

My child's classes

Updates and Announcements

# Sign up for a parent account

1. Go to [www.schoolology.com](http://www.schoolology.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-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.



Sign up for a parent account

My child's assignments

Parent Email Notifications

Adding multiple children

My child's grades

Parent Text Notifications

My child's classes

Updates and Announcements

# 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-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.



A screenshot of the Schoology dashboard. The top navigation bar includes "schoolology", "COURSES", "GROUPS", "RESOURCES", and a user profile for "Gale Lo...". Below the navigation bar, there are tabs for "RECENT ACTIVITY" and "COURSE DASHBOARD". The "RECENT ACTIVITY" section shows a list of events: "Mr. Thomas joined Digital Citizenship.", "Mr. Thomas joined Professional Development.", "Mr. Thomas joined Blended Learning.", and "Mr. Thomas joined Schoology Educators.", each with a timestamp. To the right, there is an "Upcoming" calendar section showing "MONDAY, JULY 16, 2018" with "School Wide Fire Drill" and "FRIDAY, JULY 27, 2018" with "Half Day".

My child's assignments  
Sign up for a parent account

Parent Email Notifications

Adding multiple children

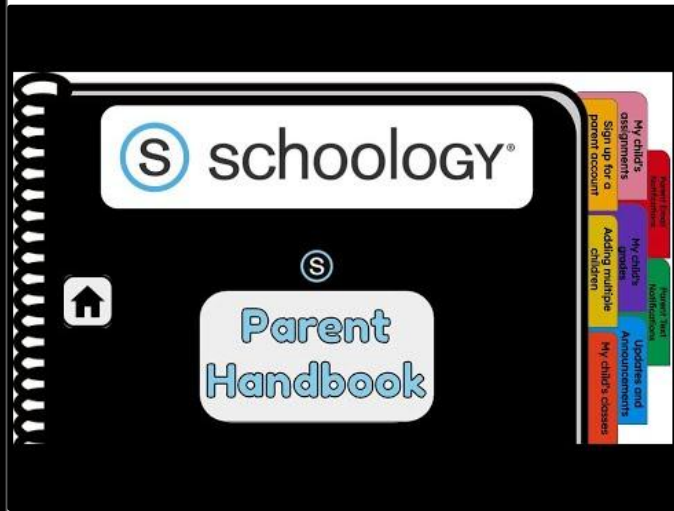
My child's grades

Parent Text Notifications

Updates and Announcements

My child's classes

# My child's classes



1. 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. .

My child's assignments  
Sign up for a parent account

Adding multiple children

My child's classes  
Updates and Announcements

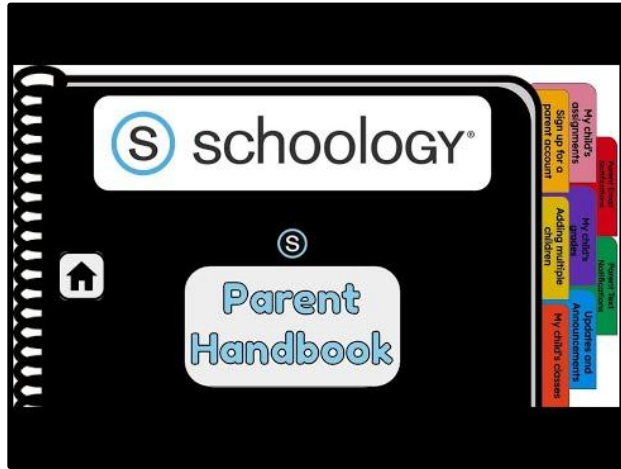
Parent Email Notifications

Parent Text Notifications

My child's grades

My child's classes

# My child's assignments



1. 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 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 assignments  
Sign up for a parent account

My child's grades  
Adding multiple children

Updates and Announcements  
My child's classes

Parent Email Notifications

Parent Text Notifications

# My child's grades

INOW will be the official gradebook for Madison City Schools. Please use the INOW Parent Portal to view your child's grades.

<https://sis.madisoncity.k12.al.us/InformationNow/Login.aspx>



Should you not know your username and password, please contact your school for assistance.

Sign up for a parent account

My child's assignments

Parent Email Notifications

Adding multiple children

My child's grades

Parent Text Notifications

My child's classes

Updates and Announcements

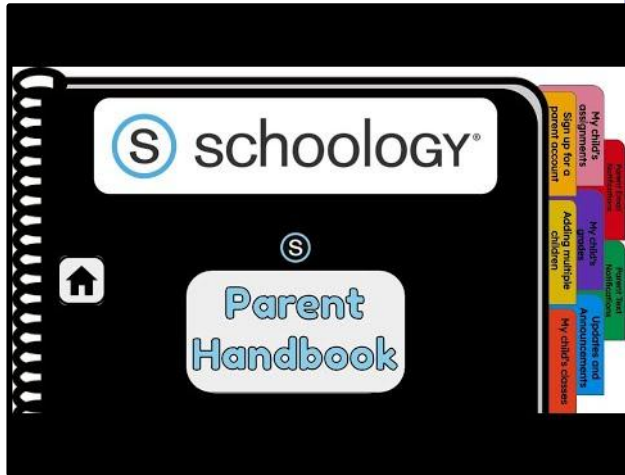


# Updates and Announcements

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



1. On the left side:
  - a. Updates/Announcements from buildings or courses you are enrolled in.
  - b. A list of courses you are enrolled in
  - c. A list of Groups you are enrolled in.
  - d. Resources (Personal or Group)
2. On the right side:
  - a. Search
  - b. Calendar of events/Assignments
  - c. Email
  - d. Notifications
  - e. Profile picture, name, and more options.



Sign up for a parent account

My child's assignments

Parent Email Notifications

Adding multiple children

My child's grades

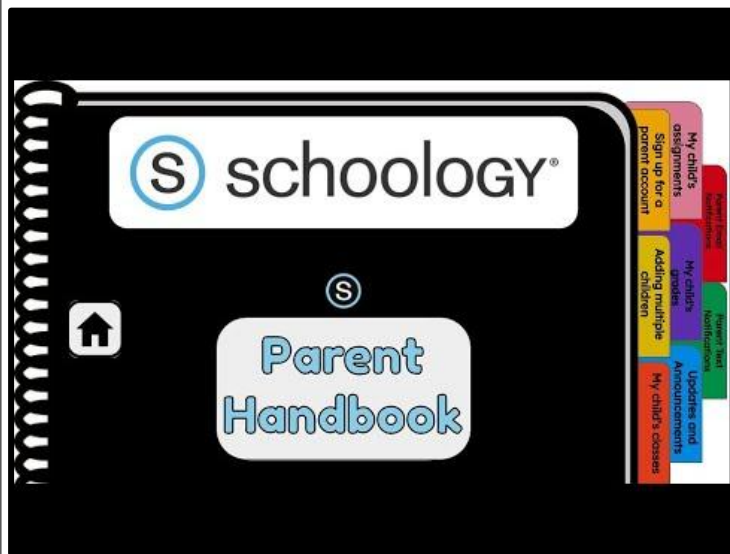
Parent Text Notifications

My child's classes

Updates and Announcements



# Parent Email Notifications



1. 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, 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).

My child's assignments  
Sign up for a parent account

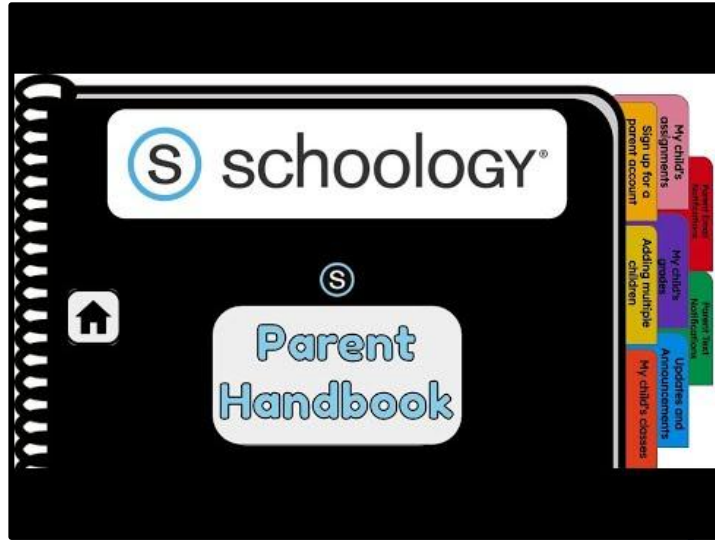
My child's grades  
Adding multiple children

Updates and Announcements  
My child's classes

Parent Email Notifications

Parent Text Notifications

# Parent Text Notifications



1. 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.
4. Choose from the list what notifications you want sent to you by email or by text.

Sign up for a parent account

My child's assignments

Parent Email Notifications

Adding multiple children

My child's grades

Parent Text Notifications

My child's classes

Updates and Announcements