

How To: Access Schoology as a Parent

This document will aim to cover:

Creating a Parent Account, Basic Navigation, Features Available and everything in between.



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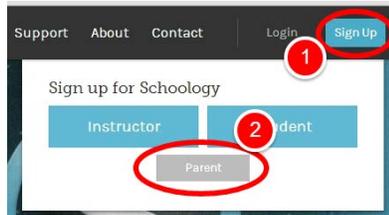
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Creating a Parent Account

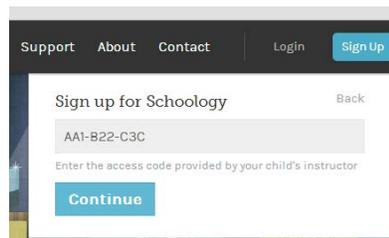
**Important: Before you can register for your Schoology account, you will need the Access Code provided to you.*

Navigate to www.schoology.com

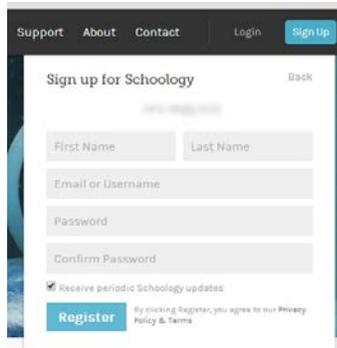


1 - Up in the top right hand corner, click **Sign Up**.

2 - Click on **Parent**.



Enter the **Parent Access Code** provided by the School.

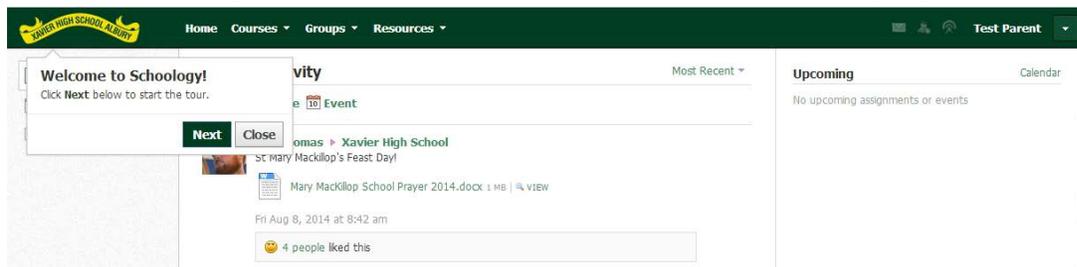


Fill out all of your **information**.

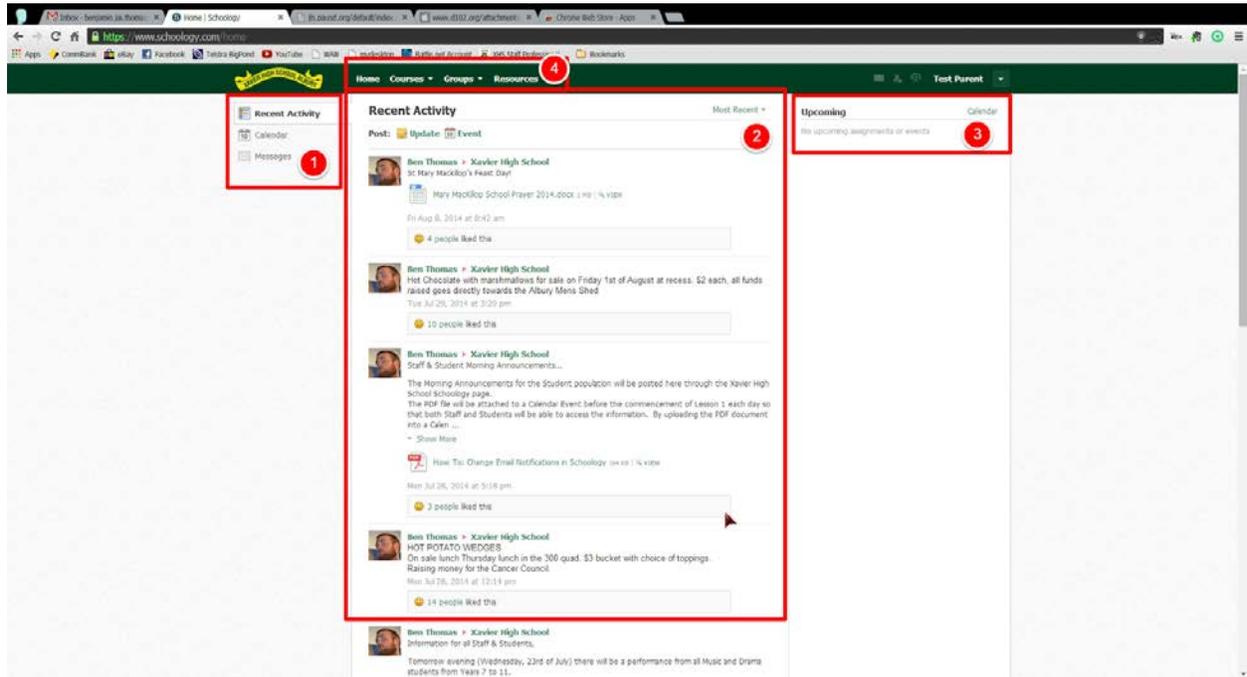
An **email** or username can be used, however, it needs to be unique. Therefore it is recommended that you use an email address to ensure it is unique. This also enables email notifications to be sent and the 'Forgot your password' option.

Click **Register**.

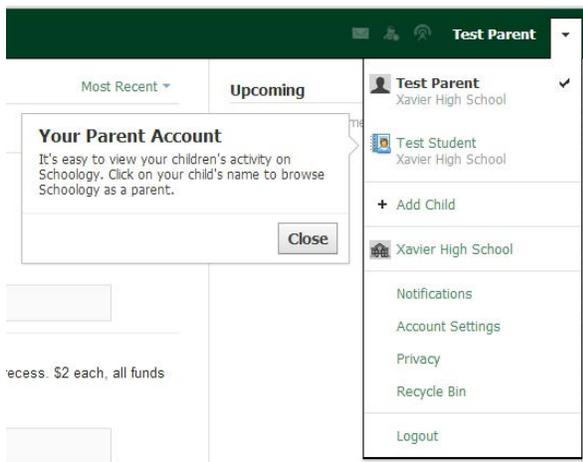
Once you have successfully created your account, you'll be presented with your parent portal screen that'll look similar to the one below. On your first visit, you will be offered a brief tour, in the form of pop-up boxes in various areas of the screen. It is recommended that you read each brief message and click "Next" in each one for a few quick highlights.



Basic Navigation



- 1 - Change the View between Announcements/Recent Activity (Announcements pushed out by the School), Calendar (A Monthly view of School Events) or Messages (Between Staff and Parents).
- 2 - The list of Announcement released by the School.
- 3 - A list of upcoming events.
- 4 - A Navigation bar that exists on each page. Use this to change between Courses/Classes or Groups that you may be a member of.

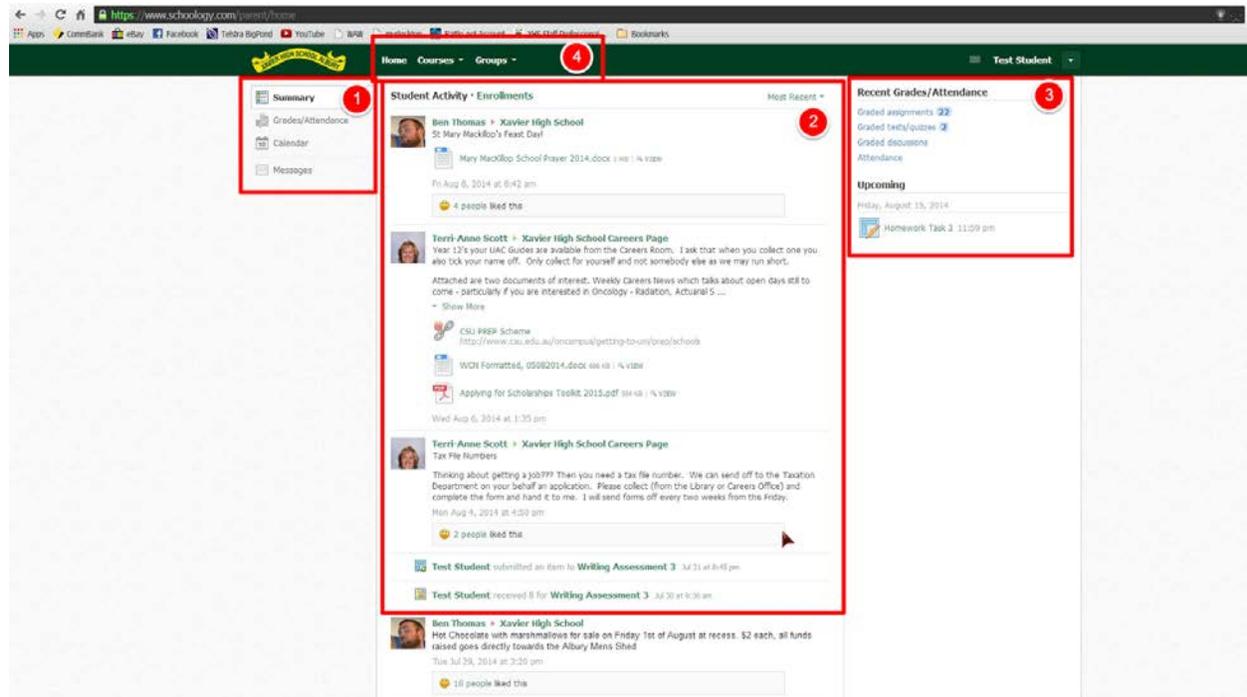


To change between the “Parent Account” and your “Child’s Account”, click on the arrow in the top right corner of the screen and click on your Child’s name.

Here you can also add multiple Children’s Accounts by clicking on “Add Child” and entering their “Access Code”.

Accessing Your Child's Learning

Once you change the Account to be your Child's version, you enter a view very similar to the Parent Account. However, now the information relates to your Child, not yourself.



1 - Ability to change views between Summary (An overview of your child's activity of communication, assessment submissions etc.), Grades/Attendance (A report card view of how your Child is progressing within each Course/Class), Calendar (A Monthly view of your Child's events such as Due Dates or Important Events), Messages (Your Child's messages between Staff and Students).

2 - A list of all Student Activity events that your Child/ren have been engaged in. This could be Course or Group posts, when they submitted an Assignment, completed a Test or posted a question.

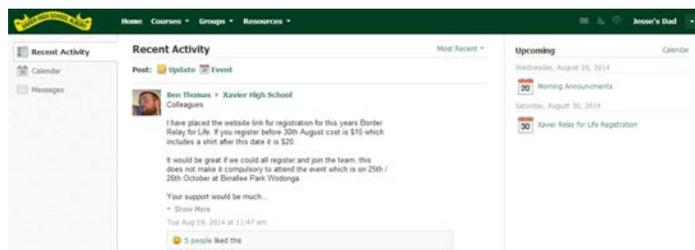
3 - Notifications of Assessments that have received feedback. The number next to each item informs the Parent when new feedback has been offered that they have not seen before. Also a list of upcoming Events or Assessments for the Child.

4 - How to navigate and delve into each Course/Class or Group that this child is a member of to see everything they can see.

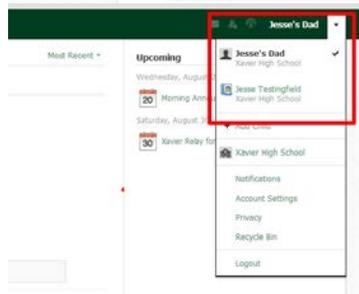
Accessing your Child's Grades/Classroom Feedback

One of the most informative sections on Schoology is the 'Grades' tab. In this one screen, parents and students are able to see their grades and feedback comments on each task, achievement in classroom habits and overall progression in the class. Additionally, with one click, you can navigate to individual assessments to see exactly what was submitted and the specific feedback offered.

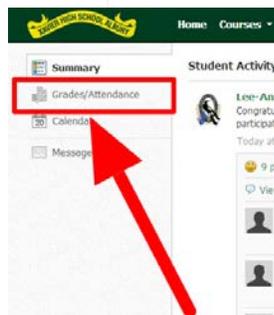
To access this section, follow the steps below:



Log in to your Schoology profile



Click in the top right to change the view to your Child's account



Click on Grades/Attendance on the left

By following the above steps, you will be taken to a page similar to the one below that outlines each of the Classes your child is enrolled in, the assessments/work habits/activities listed with Grades and comments (if applicable).

As soon as a teacher has entered this information, it is available for you to see, so this is a working document that will change regularly!



Jesse Testingfield Grade Report

Year 12: 2013 - 2014	Grade	Max Pts	Comment
Assessments			
Alignment Demonstration 12/31/13 11:59pm	B 85	100	A great demonstration of the effects of aligning Course Outcomes to an assignment.
Classroom Habits			
Diligence	C	100	Consistently applies high levels of sustained effort each lesson
Eagerness and ability to be Collaborative	U	100	Generally keen to work in a team, however there were occasions where Test became withdrawn from the class activities.
Punctuality	R	100	Rarely shows up to class on time.
Test Category			
Test - Upcoming Quiz 12/31/13	90	100	
Test Assignment	99.5	100	Further revision of fundamental concepts is needed.
Test Discussion	99	100	An elementary display of knowledge
Test Quiz	100	100	Overall, taking 3 attempts to complete this to 100% is a poor effort.