

Schoology Parent Portal Instructions



While PowerSchool Parent Portal remains the best place to view grades and attendance, parents/guardians can get a deeper view into their children's learning through 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:

- Materials, resources, and announcements from your child's classes.
- Your child's upcoming assignments and due dates.
- View the work your child submits, and the feedback they get from teachers
- A messaging platform to connect with teachers
- An iOS/Android app that makes it a breeze to get notifications on your mobile device.

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Step 1: Retrieve Schoology Parent Portal Credentials

Retriev	ving Schoology Access Code	
3.	You've recently received an email that contains your parent portal login access credentials for Schoology. This is the information you will need to set-up a parent account in Schoology. This is a 12-digit code in xxxx-xxxx format. Copy the code (select the code and Right click > Copy or CTRL + C) and go to www.schoology.com.	

Step 2: Create a Schoology Account

Creating	g a Parent Account in Schoology	
1.	Go to <u>www.schoology.com</u> and click "Sign Up" at the top right side of the window.	LOG IN SIGN UP REQUEST A DEMO
2.	Select "Parent"	LOG IN SIGN UP REQUEST
3.	Enter the Access Code from PowerSchool (Right click > Paste or CTRL + V)	Sign up for Schoology Back Access Code Enter the access code provided by your child's instructor Continue

4.	Complete the account information and click "Register".	Sign up for Schoology Back			
	You will be able to <u>add an additional</u> <u>child</u> later in these directions. You will have a unique Access Code for each child.	Your child's access code			
		First Name Last Name			
		Email or Username			
		Password			
		Confirm Password			
		Subscribe me to the Schoology Exchange blog			
		By clicking Register , you are agreeing to our Privacy Policy and Terms of Use			
		Register			
		WARREN WOODS COURSES GROUPS RESOURCES			
		STEP 1 OF 3 Welcome to Schoology! The homepage is the first place you'll see in schoology, it shows all the events and activity, one ted to your personal account and your child's school. To access your child's activity, go to the My children area in the next step. Learn more: • Schoology Homepage for Parents • Parent Guide Top tip: • Click the icon in the upper left at any time to return to the homepage.			
		Next Remind me later Schoology Homepage: Your Parent account compared to your child's Schoology information Parent Guide			



Step 3: Navigating Schoology & Updating Your Preferences

Navigating the Parent Account in Schoology							
1.	School's Announcement Page: When the parent's name is displayed, you are on the school's announcement page.	sign	Q ments or	events		Calent	Parent Name Here

2.	Looking at Student's Information: To see the student's information, click on the dropdown menu next to your name at the top right side of the window and select the <u>student's</u> <u>name</u> .	Image: Constraint of the second state of the second sta
3.	Viewing Recently Graded Assignments: The top right column contains "Recent Grades". Below Recent Grades, click on any of the graded categories for more information on materials graded within Schoology.	Recent Grades Graded assignments Graded tests/quizzes Graded discussions
4.	Viewing Courses: Click on the courses drop down menu and select a course you'd like to see.	COURSES GROUPS RESOURCES
5.	Upcoming Assignments in a Course: While in a course you can see upcoming assignments/assessments listed on the calendar on the right side of the window. If you click on the assignment you will get more information. There is another calendar view available when clicking on Home at the top and then Calendar on the left side of the window.	Upcoming - 1 Thursday, February 16, 2017 16 Vocabulario y gramática en contexto Friday, February 17, 2017 17 New study guide for commands - I will give you a hard copy on Friday 17 Schoology practice of "mandatos" for your test on Wednesday in class on Friday Tuesday, February 21, 2017

6.	Viewing Course Materials: In the Course view, you can see course materials, including graded Schoology assignments. You can also see any posted updates and email an instructor. **Note: The grades section should only be used to view graded Schoology assignments. It is NOT an accurate reflection of student's' overall grade averages (not all assignments will be in Schoology). For averages, be sure to use PowerSchool for the official course grade of record**	 Materials Updates Grades Members 	
7.	Emailing an Instructor: While in the course view, to email an instructor, click on the "Admin" image on the right side under the calendar.	1 Admin · ⊠ Materials Updates Grades Members	
8.	 Updating Account Settings: Updating account settings, account notifications and adding a student can be found in the drop down menu on the right side of the screen. To add an additional child Refer to the recent communication from the district to retrieve login in credentials for additional children. Copy the code (select the code and Right click > Copy or CTRL + C). Go back to Schoology, click the drop- down menu next to your name, select Add Child and Paste the code (Right click > Paste or CTRL + V) When you have added a second student you will notice a second, smaller drop down menu. Use this to toggle between students. 	Pinewood Elementary Sc.,	chool
9.	Linking Accounts: For parents who use Schoology for work, professional and personal Schoology accounts can easily be linked.	Annoi	uncement Page

10.	Scroll down to Link Account and click the Link Accounts button	Link Accounts
11.	Enter the Email and Password for the Schoology Parent Portal account you just created and select Link Account. Now you can toggle between your professional and parent accounts easily	Link Account X Email or Username:
13.	Parent Email Digest: You may want to receive daily or weekly email reports with your child(ren's) Schoology activity. This is called the Parent Email Digest. To set up the parent email digest, go to the drop-down menu on the top right side of the window and select a child to make sure you are using the student view. Then select Notifications.	Account Notifications Account Settings Parent Email Digest Receive weekly or daily email reports of your children's activity Email Summary: Off Overdue Submissions Email Receive an email when an item's due date has passed without a submission from your child. Email Notification: Off Save Changes
14.	The default for email summary is Off. Click on the Off drop-down to select and change the email summer to On. Then select how often you'd like to receive the update (weekly or daily). Customize the time and day in which you'd like to receive the update.	Notifications Account Settings Parent Email Digest Parent Email Digest Receive weekly or daily email reports of your children's activity Email Summary: On Repeat: Weekly Time: 05:00PM Day: S M T F S

Logging into the Schoology App from a Mobile Device

1.	 First, download the Schoology App onto your mobile device. Android: Tap on Play Store > Search for Schoology > Install the app. iOS: Tap on App Store > Search for Schoology > Download the app. Then use the following instructions to log in. 	
2.	Tap on Select School and enter "Warren Woods Public School District"	Sign Up for Schoology