



# A Parent Guide to Schoolology

A user guide to help navigate remote learning

# What IS Schoology?

## What Is Schoology? /skoo-luh-jee/

Schoology is a learning management platform.

In Shrewsbury (and many other districts) teachers use Schoology to post their classroom materials online because it provides a safe, closed system for students to discuss their ideas and collaborate on projects. In this way Schoology keeps a class connected.

Most importantly, the Schoology platform also helps teachers assign and collect homework electronically. Having one place to find everything helps students stay organized- and it helps parents to monitor their child's participation when learning remotely.

# Why does SPS use it?

## Why does our district use Schoology?

- Having a consistent platform makes things simpler. For students and families, it means learning how to navigate one platform rather than multiple websites or learning systems.
- A shared platform across grade spans also makes things simpler for the district. Our information technology staff can push out resources, professional development efforts can be coordinated, and training can all be coordinated in one place.

# What should parents know about Schoolology?

## What should parents know?

Schoolology makes it easy for parents to stay involved in their child(ren)'s education.

A Schoolology Parent Account gives you access to:

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

# How to access your account

**Please note:** these instructions are for parents only. Students will access Schoology using a different address.

1. Go to the PowerSchool Parent Portal and take note of your child's Schoology Parent Access Code

The screenshot shows the PowerSchool Parent Portal interface. At the top, the PowerSchool logo is visible. Below it, a navigation bar contains tabs for Diane4, Diane5, Diane6, Diane7, and Diane8. The main content area is titled "Welcome to the Shrewsbury Public Schools Parent Portal" and includes a list of instructions. A section titled "Student information on File" contains a table with the following entries:

Home Phone	[REDACTED]
Street Address	[REDACTED]
Student ID Number	[REDACTED]
Student Username	[REDACTED]
Schoology Parent Access Code	[REDACTED]

The "Schoology Parent Access Code" row is highlighted with a red rectangular box. Below this row, there is a link: "Directions for setting up a parent account in Schoology".

# How to access your account

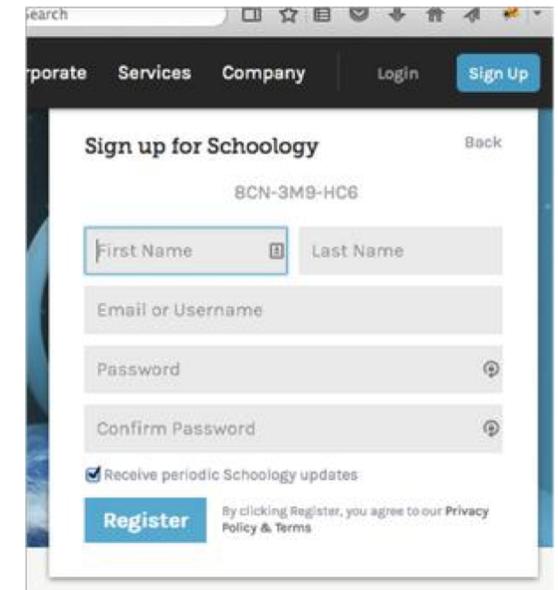
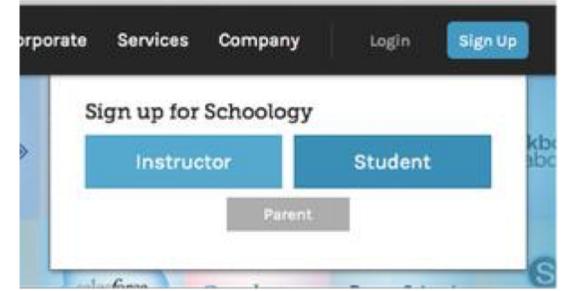
With your access code nearby, direct your favorite browser to [Schoology.com](https://www.schoology.com)

In the upper right hand corner, click “Sign Up” by choosing the “Parent” box. When the box enter your access code, your name and email address and then click ‘Register’.

You’ll need to choose and confirm a password next. Keep track of this password.

Next you will be directed to the [Schoology](https://www.schoology.com) homepage. Your child’s account will be selected automatically. If you have more than one child you should be able to add siblings and toggle between accounts.

- **Need more visuals?** All of these directions can be found in a step by step format [here](#) on our district website.



# Schoology 101

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

- Your personal account, with your own name and information;
- Your Child Activity view.

Parents can view Schoology from your child's perspective, and see what he or she sees, and receive updates about his or her activity.

## Schoology Basics



Start by clicking on the arrow in the upper-right corner, next to your name, and then select your child's name to switch into his or her account. The check mark in this drop-down menu indicates which account you are currently in.

Mr. Jonathan Kelly, Principal at Sherwood Middle School has created a video to guide you that you can see [here](#).

# First Steps

## First Steps

The first time you log into Schoology, you may want to set up some of your account settings to make sure you get the most out of the platform. One way to do that is to configure your settings.

- *To stay on top of teacher communications, set up your notifications:*

Click **Settings** from the drop-down menu in the upper right hand corner. From the account settings area, click into the **Notifications** tab.

Parents can configure their settings to match their needs in Notifications. Follow the steps [in child view](#) to control how Schoology contacts you about your child's school activities.

Click [here](#) for a video tutorial on how to set notifications given by Jonathan Kelly, Principal at Sherwood Middle School.

# Email Alerts

## Setting Up Parent Email Digest

- The Schoology Parent Email Digest is a brief summary of your child's activities delivered right to your inbox. Here, you can opt to receive it on a daily or weekly basis.
- A Parent Email Digest contains information such as courses your child is enrolled in and grade and attendance information, as well as overdue and upcoming assignments.

The screenshot shows a Schoology parent dashboard for Rachel Smith, dated 6/24/18 - 6/25/18. The dashboard is divided into several sections:

- Course Summary:** A table listing courses, current grading periods, and attendance.
- Overdue Submissions:** A section indicating no upcoming assignments or events.
- Upcoming:** A section indicating no upcoming assignments or events.
- Recent Activity (0):** A section indicating there are no posts.

Course Summary	Grade (Current Grading Period)	Attendance
<b>Pre-Calculus Honors: Section 7</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	A	-
<b>Economics/Finance: Section 6</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	A	-
<b>Advanced Topics in Music: Theory and Musicianship: Section 1</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	A	-
<b>French III: Section 5</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	B	-
<b>US History Honors: Section 4</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	B	-
<b>Physics: Section 2</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	A	-
<b>English Lit 1110: Section 3</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	B	-

The screenshot shows the 'Account Settings' page for 'Parent Email Digest'. The settings are as follows:

- Parent Email Digest:** Receive weekly or daily email reports of your children's activity.
- Email Summary:** On
- Repeat:** Weekly
- Time:** 03:00PM
- Day:** S M T W T **F** S

## Overdue Submissions Email

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Receive an email when an item's due date has passed without a submission from your child.

Email Notification:

On

[Save Changes](#)

# Overdue Work Alerts

## Overdue Submissions Email

In addition to the Parent Email Digest email, parents can opt to receive additional email notifications when your child has an overdue assignment:

### Overdue Submissions Email

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Receive an email when an item's due date has passed without a submission from your child.

Email Notification:

On

[Save Changes](#)

Once you have configured email settings, be sure to click 'Save changes'.

# Navigating Schoology

## Your Account

- After logging in, parents can see the top navigation bar from anywhere in Schoology. From this navigation bar, you can navigate to the three main areas of Schoology: Courses, Groups, and Resources. You can return home at any time by clicking Schoology in the left corner



- When you are in your own Schoology account (**NOT** your child's), icons for your own calendar, messages, connections and notifications display in the top navigation bar, on the right. Any time someone sends you a message, or does something that pertains to you or your child's school, it's easily accessible in the top-right corner of your screen. Everything is chronologically ordered and clickable to make managing them simple. You can also click the arrow to the right of your name to view your own user profile.

# Navigating Schoology

## Viewing Your Child's Activity

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

The screenshot displays the Schoology interface for a child's account. The top navigation bar includes 'COURSES', 'GROUPS', and 'GRADES' tabs, with 'GRADES' selected. A red dashed arrow points from the 'GRADES' tab to a 'GRADES' dropdown menu in the bottom right corner. The main content area is divided into three sections: 'Student Activity - Enrollments', 'Recent Grades/Attendance', and 'Overdue'. The 'Student Activity - Enrollments' section contains a table of courses with their respective grades and attendance. The 'Recent Grades/Attendance' section lists graded assignments, tests/quizzes, discussions, and attendance. The 'Overdue' section shows a due date of 'FRIDAY, JUNE 8, 2018' and a 'Unit 7 review' assignment due at 1:00 pm. The 'Upcoming' section indicates no upcoming assignments or events.

Courses	Grade	Attendance
AP Physics: Summer Session 1	97%	-
Pre-Calculus Honors: Section 7	92%	-
Economics/Finance: Section 6	87%	-
Advanced Topics in Music: Theory and Musicianship: Section 1	90%	-
French III: Section 5	91%	-
US History Honors: Section 4	89%	-
Physics: Section 2	85%	-
English Lit 1110: Section 3	93%	-

**GRADES**

- Grade Report (A)
- Mastery (B)
- Attendance (C)

# Navigating Schoology

## Viewing Your Child's Activity

6 COURSES 7 GROUPS 8 GRADES 9 Child Name

1 Student Activity - Enrollments 2

Courses	Grade	Attendance
AP Physics: Summer Session 1	87%	--
Pre-Calculus Honors: Section 7	92%	--
Economics/Finance: Section 6	87%	--
Advanced Topics in Music: Theory and Musicianship: Section 1	96%	--
French III: Section 5	91%	--
US History Honors: Section 4	89%	--
Physics: Section 2	85%	--
English Lit 1110: Section 3	93%	--

3 Recent Grades/Attendance

4 Overdue

5 Upcoming

GRADES

- Grade Report (A)
- Mastery (B)
- Attendance (C)

- #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. Click on an individual course to see grades received on assignments, tests, and discussions from that course.

# Viewing Your Child's Activity

## Navigating Schoology

The screenshot shows the Schoology interface for a student. The top navigation bar includes 'COURSES', 'GROUPS', and 'GRADES' tabs. The main content area is divided into several sections:

- 1 Student Activity - Enrollments**: A table listing courses and their grades/attendance.
- 3 Recent Grades/Attendance**: A section listing graded assignments, tests/quizzes, and discussions.
- 4 Overdue**: A section displaying a list of course materials that are overdue.
- 5 Upcoming**: A section displaying a list of upcoming assignments and events.

A sidebar on the right, titled 'GRADES', contains three items: 'Grade Report' (A), 'Mastery' (B), and 'Attendance' (C). A red dashed line connects the 'GRADES' sidebar to the 'Recent Grades/Attendance' section.

- #3 The **Recent Grades/Attendance** area lists graded assignments, tests/quizzes and discussions for the student. To view the graded items 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.

## Viewing Your Child's Activity

# Navigating Schoology

The screenshot displays the Schoology interface for a child's activity. The top navigation bar includes 'COURSES', 'GROUPS', and 'GRADES' tabs, with 'COURSES' selected. The main content area is divided into three sections: 'Student Activity - Enrollments' (1), 'Recent Grades/Attendance' (3), and 'Overdue' (4). The 'Student Activity - Enrollments' section contains a table of courses with columns for 'Course', 'Grade', and 'Attendance'. The 'Recent Grades/Attendance' section shows a list of graded assignments, tests/quizzes, discussions, and attendance. The 'Overdue' section shows a list of overdue assignments, including 'Unit 7 review' due on Friday, June 8, 2018, at 1:00 pm. The 'Upcoming' section shows no upcoming assignments or events. A 'GRADES' sidebar is visible on the right, with options for 'Grade Report' (A), 'Mastery' (B), and 'Attendance' (C). A red dashed line with numbered callouts (1-9) highlights key navigation points: 1 points to the 'Student Activity - Enrollments' section; 2 points to the 'Enrollments' link; 3 points to the 'Recent Grades/Attendance' section; 4 points to the 'Overdue' section; 5 points to the 'Upcoming' section; 6 points to the 'COURSES' tab; 7 points to the 'GROUPS' tab; 8 points to the 'GRADES' tab; and 9 points to the 'Child Name' dropdown menu.

Course	Grade	Attendance
AP Physics: Summer Session 1	87%	--
Pre-Calculus Honors: Section 7	92%	--
Economics/Finance: Section 6	87%	--
Advanced Topics in Music: Theory and Musicianship: Section 1	96%	--
French III: Section 5	91%	--
US History Honors: Section 4	89%	--
Physics: Section 2	85%	--
English Lit 1110: Section 3	93%	--

- **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.
- **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.

# Viewing Your Child's Activity

## Navigating Schoology

The screenshot displays the Schoology interface for a student. The top navigation bar includes the Schoology logo, tabs for COURSES, GROUPS, and GRADES, and a user profile dropdown. The main content area is divided into three sections: a left sidebar for 'Student Activity - Enrollments', a central table of course enrollments, and a right sidebar for 'Recent Grades/Attendance', 'Overdue', and 'Upcoming'. A red dashed line with numbered callouts (1-9) points to specific elements: 1. Student Activity - Enrollments sidebar, 2. Enrollments table, 3. Recent Grades/Attendance sidebar, 4. Overdue sidebar, 5. Upcoming sidebar, 6. Schoology logo, 7. COURSES tab, 8. GROUPS tab, 9. GRADES tab. The Enrollments table lists courses such as AP Physics, Pre-Calculus, Economics/Finance, French, US History, and Physics with their respective grades and attendance. The right sidebar shows a calendar for Friday, June 8, 2018, with an overdue unit 7 review and no upcoming assignments.

Courses	Current	Grade	Attendance
AP Physics: Summer Session 1		87%	-
Pre-Calculus Honors: Section 7		92%	-
Economics/Finance: Section 6		87%	-
Advanced Topics in Music: Theory and Musicianship: Section 1		96%	-
French III: Section 5		91%	-
US History Honors: Section 4		89%	-
Physics: Section 2		85%	-
English Lit 1110: Section 3		93%	-

- **#9 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 name. Click the event to display profile information in a pop-up window.

Want more?

## Links to Schoology Resources

- To hear and see this information all together in video form click [here](#). (Thanks to Ken Almeida, Interim Director of the Foreign Language Department for this helpful tutorial!)
- To reach the Schoology Help Center, click [here](#) .
- Schoology's Parent Help Page can be found [here](#).
- The SPS Schoology Parent Guide can be found [here](#).