

Holly Area Schools



A Parent's Guide to Schoology

Parent Guide

Holly Area Schools uses Schoology (pronounced Skool'uh-jee), an award winning Learning Management System that offers our students the opportunity to see assignments and grades, participate in group discussions, interact with teachers and other students, track their progress, turn in assignments, monitor progress and homework due dates, plus much more.

This guide consists of detailed explanations of various features and tools, along with step-by-step walkthroughs that will be helpful in guiding parents through Schoology. Please refer to these documents as you learn to access, login and navigate the learning management system.

CONTENTS

Click on the links below to jump to each section of this guidance document...

[Sign up for a Parent Account in Schoology](#)

[Login](#)

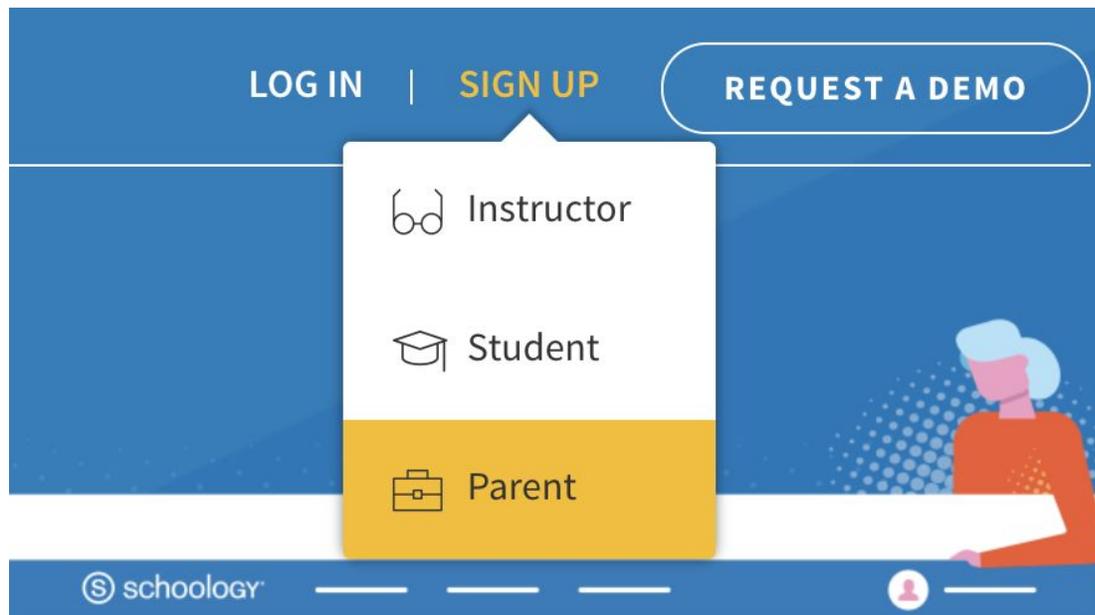
[Schoology Homepage - What's the difference between my account and my students account?](#)

[Parent Email Digest and Overdue Notification Email](#)

[Schoology and Student Gradebooks](#)

[Add section on notifications](#)

Sign up for a Parent Account in Schoology



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-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.

When you use a Parent Access Code to create an account, you are automatically associated with your child. You can add additional children to your account using the [Add Child](#) option. To add another child, start by clicking on the arrow in the upper-right corner, next to your name, and then select Add Child.

Notes:

- Parent Access Codes are unique to each student but can be used to make multiple parent accounts.
- If your Parent Access Code does not allow you to register or, if the code does not have 12 digits, please contact your child's instructor or school for more information.

Login

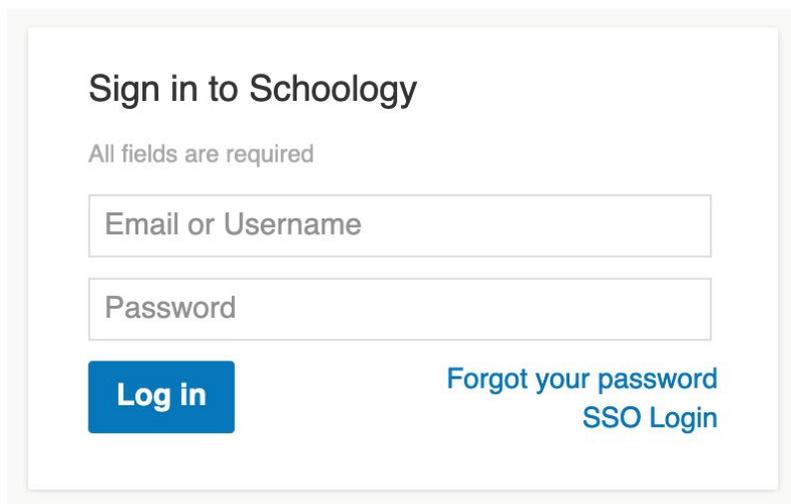
You can use an email address or username to log in, depending on how your account was set up.

Important Note: If you are logging in to the Schoology mobile app, [please use these steps](#).

See below for instructions on logging in to the Schoology website.

Email Login

1. Go to app.schoology.com
2. Enter your **Email** and **Password**.
3. Click **Log in**.

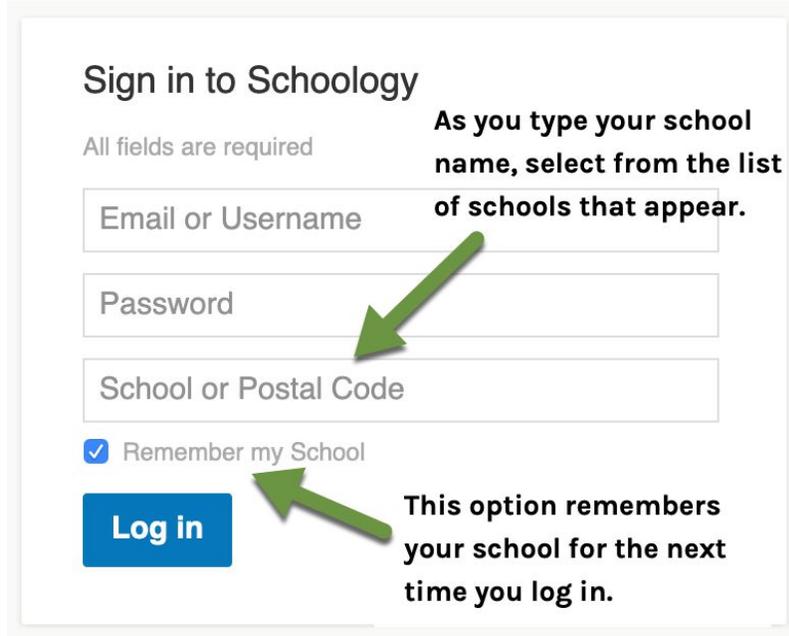


The screenshot shows the 'Sign in to Schoology' login form. It features a title 'Sign in to Schoology' and a note 'All fields are required'. There are two input fields: 'Email or Username' and 'Password'. Below the fields is a blue 'Log in' button. To the right of the button are two links: 'Forgot your password' and 'SSO Login'.

Username Login

1. Go to app.schoology.com
2. Enter your **Username**, **Password**, and the name of your child's school. To find the school, enter the name of the school in the **School or Postal Code** field. As you type, a menu will appear that enables you to select the school.
3. Select the school from the list.
4. Check the box to **Remember my School** (optional). This setting saves your school on the current device and browser.

5. Click **Log in**.



Sign in to Schoology

All fields are required

As you type your school name, select from the list of schools that appear.

Email or Username

Password

School or Postal Code

Remember my School

Log in

This option remembers your school for the next time you log in.

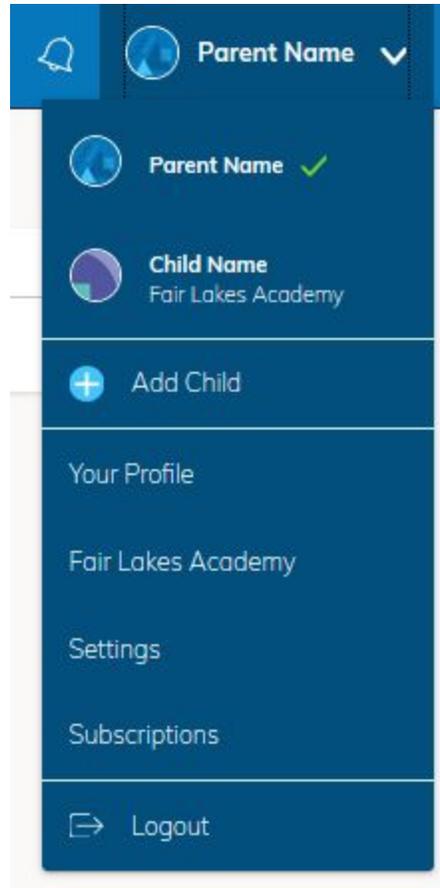
The image shows a login form for Schoology. It includes fields for 'Email or Username', 'Password', and 'School or Postal Code'. There is a 'Remember my School' checkbox which is checked. A blue 'Log in' button is at the bottom left. Two green arrows point to the 'School or Postal Code' field and the 'Remember my School' checkbox, with text explaining their functions.

Schoology Homepage: Your Parent account compared to your child's Schoology information

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

1. Your personal account, with your own name and information;
2. Your Child Activity view. From here, you can view Schoology from your child's perspective, and see what he or she sees, and receive updates about his or her activity.

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 viewing.



Student Activity View

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.

From the homepage, you can quickly view specific information about your child's Schoology activity.

The screenshot shows the Schoology interface for a child's profile. At the top, there is a navigation bar with 'COURSES' (6), 'GROUPS' (7), and 'GRADES' (8) tabs. The main content area is divided into four sections: 'Student Activity - Enrollments' (1) which contains a table of courses; 'Recent Grades/Attendance' (3) which lists graded items; 'Overdue' (4) which shows missed assignments; and 'Upcoming' (5) which shows future assignments. A 'GRADES' menu is located in the bottom right, with options for 'Grade Report' (A), 'Mastery' (B), and 'Attendance' (C). A red dashed line connects the numbered callouts to their respective elements on the page.

| 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 | 96% | - |
| French III: Section 5 | 91% | - |
| US History Honors: Section 4 | 89% | - |
| Physics: Section 2 | 85% | - |
| English Lit 1110: Section 3 | 93% | - |

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, along with his or her grade. If the teacher or administrator has chosen not to display the grade while the course is in progress, you will see a blank value (as in the grade column above). Click on an individual course to see grades received on assignments, tests, and discussions from that course. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course.
3. The **Recent Grades/Attendance** area lists graded assignments, tests/quizzes, discussions, and attendance marks for the student. To view the graded items and attendance marks, 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.
6. **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. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course.
7. **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. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the group.
8. **Grades:** Depending on the settings in place at your child's school, this menu provides access to view the following.
 1. **Grade Report:** Review your child's grades for all courses.

2. **Mastery:** If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.
3. **Attendance:** Review your child's attendance for all courses.

Note: On smaller devices (for example, iPhones), the **Grades** area is accessed by tapping **More** in the header.

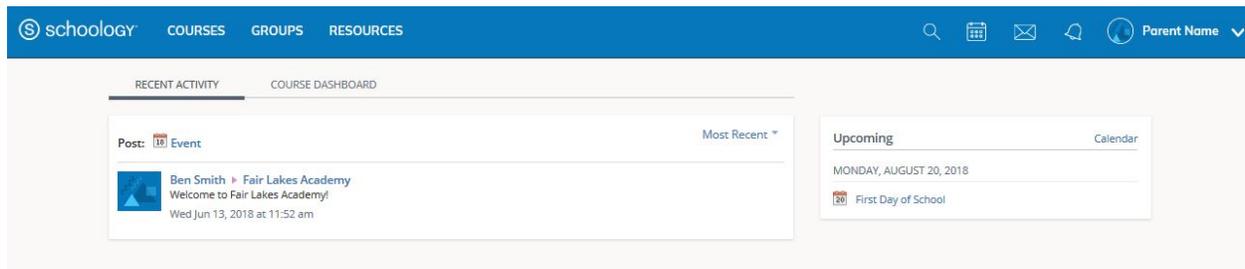
9. **Calendar:** Click to view a calendar of past and upcoming events and assignments. To find out more information regarding a particular event, place your cursor over the title. A clue tip displays with the event type (assignment, test/quiz, event), the event's course or group, and the student name. Click the event to display profile information in a pop-up window.

Note: There is no Messages icon in the Child Activity view. Messages to your child are private and are not viewable from a parent account.

Your Account Activity

To return to your Schoology account, click the down-facing arrow and select your account. If you have linked accounts in Schoology, you will see the school associated with each account under your name.

While toggled into your personal account, you'll see your own name in the top right corner. Your personal account homepage displays activity related to any courses and groups in which you are enrolled, as well as school information from the school with which you are associated.



Recent Activity

Similar to your child's **Activity Summary**, your **Recent Activity** area displays updates from the school, courses, and groups in which you participate. You can filter the **Recent Activity** feed by clicking the drop-down menu (labeled **Most Recent**) to the right of the **Recent Activity** heading.

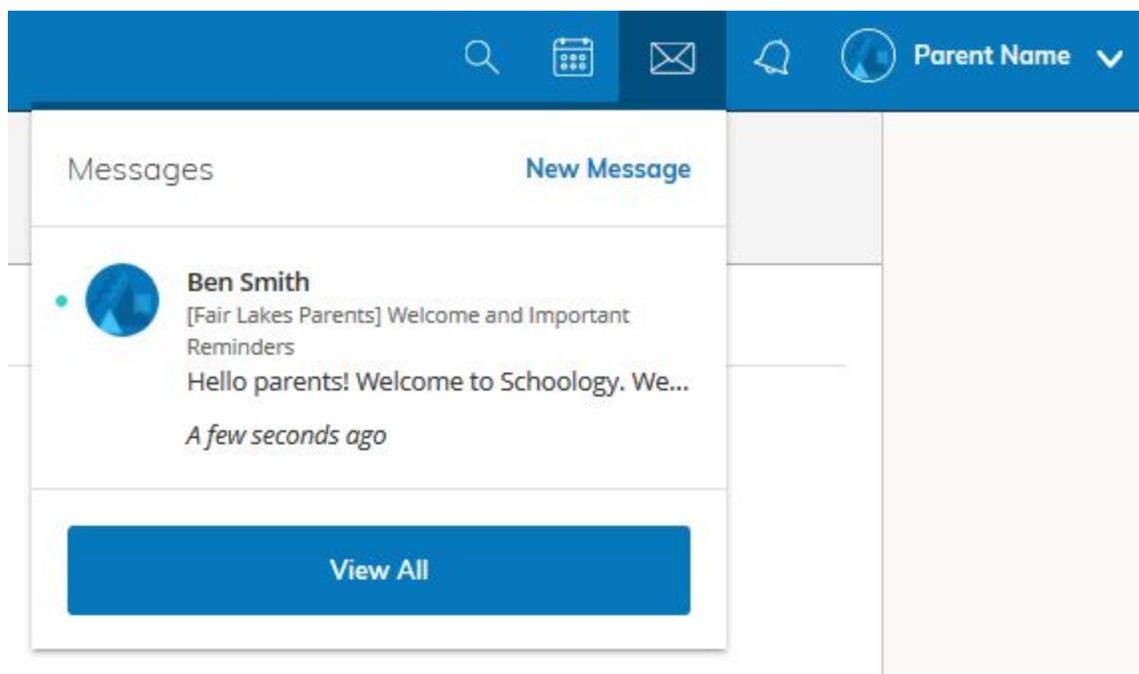
Upcoming

On the right column of the **Recent Activity** page, the **Upcoming** area displays a list of impending events and due dates for graded items in the school, courses, and groups in which you're enrolled. To view more details about the item, click the item name from the list.

Messages

You are able to exchange messages with teachers at your school. The right side of the header displays to **Messages** icon (envelope icon).

Note: There is no Messages icon in the Child Activity view. Messages sent to students are private and are not viewable from a parent account.



Check New Messages

When you have a new message in your inbox, the **Messages** icon on the top menu displays a new number.

1. Navigate to your **Messages** area by clicking on the icon in the top menu.
2. New messages are indicated with a blue dot. Click the message you'd like to read.
3. To reply to a message, write in the **Message** area, then click **Send**.

Check Sent Messages

1. Navigate to your **Messages** area by clicking the icon in the top menu and clicking **View All**.
2. Click the **Sent Messages** tab.
3. To read a message, click a message you've sent in the past.
4. To send a message, click the **+New Message** button.
5. Fill out the form, and click **Send** to complete.

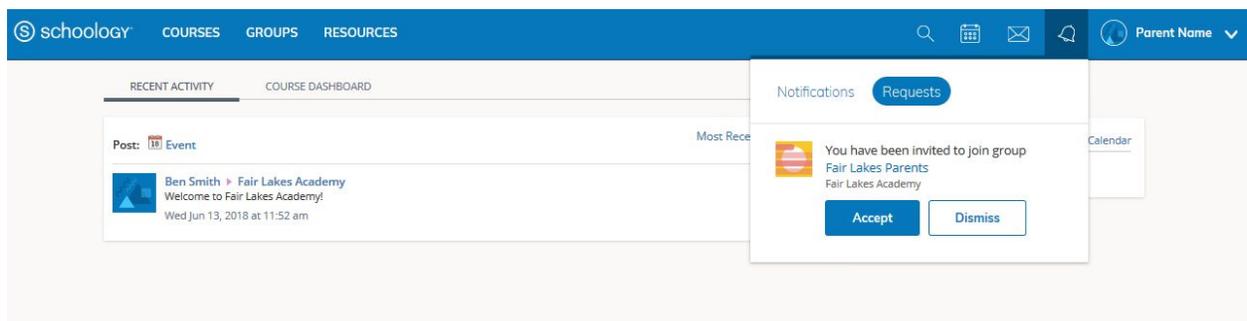
A recipient name automatically populates when you enter a teacher's name in the **To** field. If you're not able to send a message to certain users, talk to your teacher for further guidance.

Note: If you have [linked accounts](#) in Schoology, we recommend that you check for new messages in each of your linked accounts.

Notifications & Requests

On the right side of the header, you have the bell icon that displays **Notifications** and **Requests**. Any time someone sends you a message, wants to connect, or does something that pertains to you or your affiliations, it will be made easily accessible in the top right corner of your screen. Everything is chronologically ordered and clickable to make managing them simple.

Below, a parent receives an invitation to a join group:

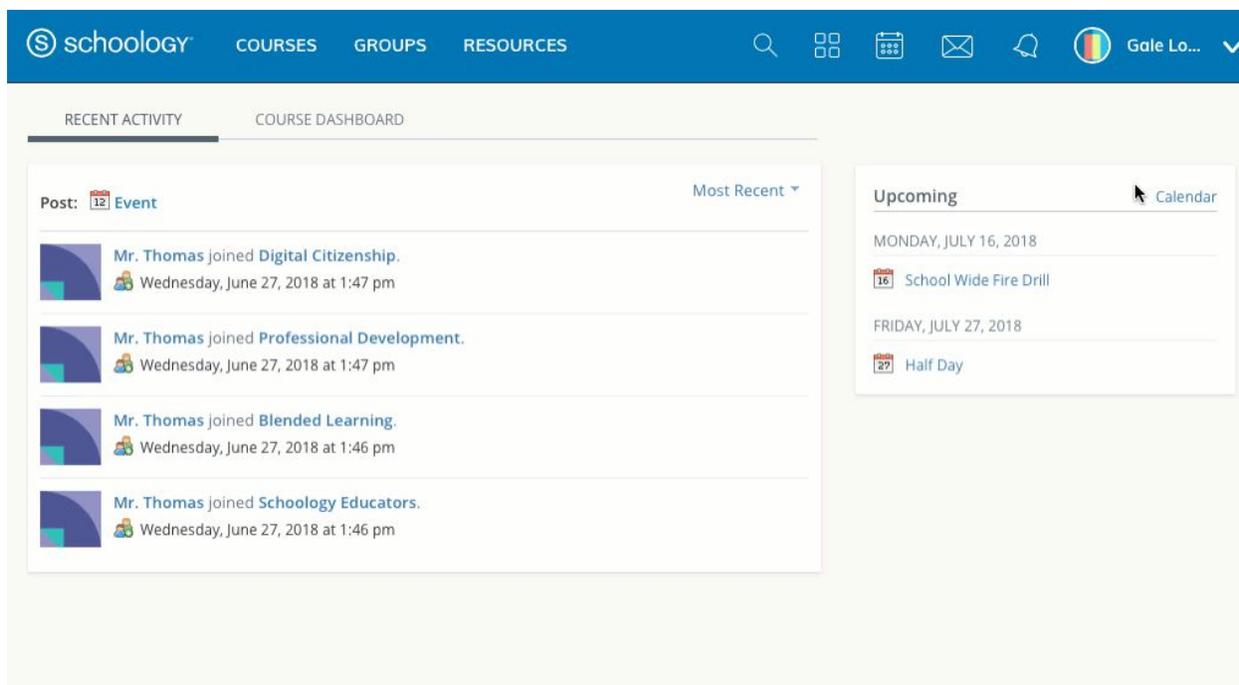


To configure your account settings and default views, [check out our article on account settings for parents](#).

Parent Email Digest and Overdue Notification Email

Email Settings

You may elect to receive two email digests of your child(ren)'s activity in Schoology. An Email Digests, is an automatically generated email, that provides parents a detailed summary of their child's Schoology activity, during a day or a week. To manage email digest settings in your parent account:



The screenshot shows the Schoology user interface. At the top is a blue navigation bar with the Schoology logo, menu items for COURSES, GROUPS, and RESOURCES, and utility icons for search, grid view, calendar, email, and notifications. A user profile icon for 'Gale Lo...' is on the right. Below the navigation bar are two tabs: 'RECENT ACTIVITY' (selected) and 'COURSE DASHBOARD'. The 'RECENT ACTIVITY' section displays a list of posts under the heading 'Post: Event' and a 'Most Recent' sort option. The posts are: 'Mr. Thomas joined Digital Citizenship.' (Wednesday, June 27, 2018 at 1:47 pm), 'Mr. Thomas joined Professional Development.' (Wednesday, June 27, 2018 at 1:47 pm), 'Mr. Thomas joined Blended Learning.' (Wednesday, June 27, 2018 at 1:46 pm), and 'Mr. Thomas joined Schoology Educators.' (Wednesday, June 27, 2018 at 1:46 pm). To the right is an 'Upcoming' section with a 'Calendar' link. It lists 'MONDAY, JULY 16, 2018' with a 'School Wide Fire Drill' event, and 'FRIDAY, JULY 27, 2018' with a 'Half Day' event.

1. Click the arrow on the top right of Schoology.
2. Select a child from the list that appears in the drop-down menu.
3. Once you're viewing the child's account, click the downfacing arrow again.
4. Select **Settings**.
5. From the **Notifications** tab, you can elect to receive one or both of two email summaries:
 - To receive the **Parent Email Digest**, select **On** in your **Email Summary** menu. You can receive emails on a **Daily** or **Weekly** basis. If you choose **Daily**, you may set a time at which the notification will be sent to your inbox. If you choose **Weekly**, you'll have an additional option to select the day of the week you'd like

to receive the email. **Note:** If there are no updates for the given time period, you will receive an email stating that there are no new updates.

- To receive the **Overdue Submissions Email**, select **On** in the **Email Notification** menu.
6. Click **Save Changes** to update your settings.

What Do the Emails Look Like?

The **Parent Email Digest** contains:

- The date range for which information is displayed.
- Each of your children's names at the top of the email summary.
- A summary of each course for the child, including:
 - The child's current grading period grade for each course.
 - A summary of marked attendance (late, absent, excused).
- Overdue Submissions, including:
 - How many days the item is past due.
 - The assignment, test/quiz, or discussion title.
 - The course in which the item is due.

Note: Overdue items marked as **Excused** or **Missing** are not included in Overdue Submissions. Overdue notifications cannot be removed by parents.

- Recent activity, including:
 - The student's posts and updates in courses, assignments, tests/quizzes, and discussions.
 - Recent submissions for assignments and tests/quizzes.

Note: The digest includes up to five Summary items and up to ten Recent Activity items. To view more items than appears in the list, click the **More** option at the bottom of each area. If you have more than one child association, scroll down to view the Summary and Recent Activity for additional children.

schoolology

Tina Taylor

| Course Summary | Grade | Attendance |
|------------------------|-----------|------------|
| Math II: Section 2 | - | - |
| English 101: Section 1 | A- 92.22% | 1E1 |

Overdue Submissions

2 Days late: Physical Science Essay in Introductory Science

Upcoming (32)

Monday, September 9, 2013

- Meeting 3:00 pm
- First Day of Class
- Reading Assignment - "On Virtue" 11:59 pm

Wednesday, September 11, 2013

- Reading Assignment: "Rip Van Winkle" 11:59 pm

You will receive one **Overdue Notifications** email for each time that your child fails to submit an item on time. You receive only one notification per late material regardless of how long it remains unsubmitted.

How do I make sure I receive emails?

To make sure you receive emails, check that your email address is verified to receive emails from Schoolology.

1. Click the arrow on the top right of Schoolology.
2. Select your account from the list that appears in the dropdown.
3. Once you're in your account, click the arrow again and select Account Settings.
4. If you haven't yet verified your primary email address, you'll see a message to **Resend verification email**. Check the box next to the message and **Save Changes**.
5. Once you receive the verification email, click the link provided in the email to verify your email address.

Note: If you don't receive the email at the correct time of day, check the timezone associated with your account from your [Account Settings](#). If you don't receive any email notifications on a daily or weekly basis after having completed these steps, you can [create a ticket](#) with the Support Team for assistance.

Account Info

| | |
|-----------------------|--|
| First Name: | Gale |
| Preferred First Name: | <input type="text"/> |
| Middle Name: | |
| Last Name: | Lopez |
| Username: ** | glopez |
| Primary Email: ** | <input type="text" value="glopez@awesomeschool.org"/> |
| | <input type="checkbox"/> Resend verification email  |
| Alternate Email: | <input type="text"/> |
| Timezone: | America/Denver - 6:42 pm (GMT-6)  |

Schoology and Student Gradebooks

In the past you have used the Skyward Gradebook to monitor your students progress and keep updated on final grade. The Schoology Gradebook will sync and connect to Skyward, however this process is not simultaneous. It is likely that there will be times when the two gradebooks do not look the same. The syncing process is scheduled to run each evening. Teachers will make updates and enter grades in Schoology, until the gradebooks are synced, there will be differences. For this reason, we recommend that you look to the Schoology Gradebook on a daily basis. When looking for your students final grades in a course, Skyward is the place to go. At the end of a grading period (trimester or semester), final syncing will occur and final grades will be housed in Skyward.