

# A Parent's Guide to Schoology

Welcome to Schoology! Below you will find an explanation of the different areas of your Schoology account. This guide is intended to help you learn how to navigate around Schoology.

## What Is Schoology?

Schoology is our school's learning management system, designed to streamline communication, collaboration, and coursework management. Teachers use Schoology to post their classroom materials online, attendance, and grades, and provide a safe forum for students to discuss their ideas and collaborate on projects.

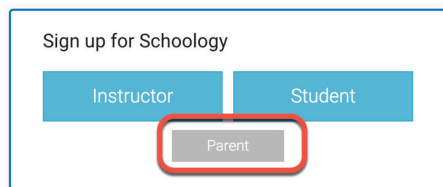
As a parent or guardian, you will be able to use Schoology to view:

- your child's courses.
- your child's assignments and participation.
- your child's calendar and the school calendar.
- teacher comments, scores, and feedback.

## How do I log in?

Go to <https://app.schoology.com/register.php>.

Click on Parent.



Enter your access code:

Then follow the prompts to create your account.

Once you have created and set up your account the link will be:

<https://arlingtondiocese.schoology.com/login?school=2584948373>

Enter your login credentials and click Log in.

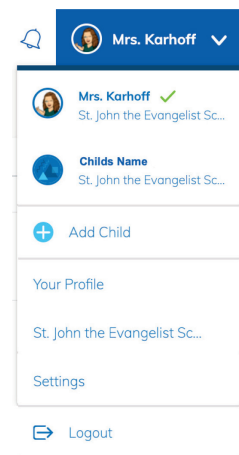
## Setting Up Your Account

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

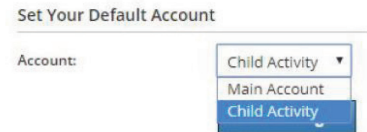
1. Your personal account, with your own name and information.
2. Your Child Activity view. From here, you can view Schoology from your child's perspective, see what he or she sees, and receive updates about his or her activity.

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

### Add children to your Account:



If you already have a parent account in Schoology for one child, you can add additional children to your account. To add additional children, click Add Child and enter the access code provided by their school.



**To set up your notifications:** Click Settings from the drop-down menu in the upper right-hand corner. From the account settings area, click on the Notifications tab.

Follow these steps in your own account to configure your own settings. Follow these steps in your child's view to control how Schoology contacts you about your child's school activities.

**The Account Settings** page is where you can do things like change your password or update your email address. You can also determine your landing page when you log in to Schoology. To go to the Account Settings page, click the arrow in the upper-right corner and select "Settings" from the menu. Scroll down to Set Your Default Account. This determines the first page you see when you log in to your Schoology account. You can toggle into your child's account at any time, to stay updated on his or her schoolwork and activity. From the Default Account menu:

- Select Main Account if you would like to see your own personal account when you log in.
- Select Child's Activity if you want to automatically start in your child's account when you log in.

## Navigating Schoology

### Your Account

After logging in, you 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 the "Office of Catholic Schools" logo in the left corner. Note: these links will display your courses, groups, and resources. Not your students.



### Messages & Notifications

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.

## 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 home page, you can quickly view specific information about your child's Schoology activity:

| 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 | 80%   | -          |
| 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)   |

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. The course overall grades will not be displayed, 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.
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. Note: Displays up to eight courses. To see a full list of all courses, click the My Courses link on the top right of the Course menu.
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.
8. Grades: Depending on the settings in place at your child's school, this menu provides access to view the following:
  - a. Grade Report: Review your child's grades for all courses.
  - b. Attendance: Review your child's attendance for all courses.
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's name. Click the event to display profile information in a pop-up window.

**Gradebook:** Please note that student grades are recorded in Schoology and transferred into PowerSchool. PowerSchool is the official report source for grades.

Questions regarding Schoology can be emailed to Ms. Karhoff at [lkarhoff@sjesva.org](mailto:lkarhoff@sjesva.org).