



# Spring Lake Park Schools Parent Guide to Schoology



Welcome to Schoology! This guide will help parents and guardians understand what Schoology is and how to use it. You can find out more at the Schoology Help Center website at [support.schoology.com](https://support.schoology.com)

## What Is Schoology?

Schoology is an online Learning Management System that helps you stay informed about your student's classes, assignments and grades. You can use Schoology to:

- View your child's courses and groups
- View your child's upcoming, current and overdue assignments, grades and feedback
- Monitor school and course announcements

## How to Access Schoology

- Go to <https://schoology.springlakeparkschools.org>
- Use the username and password that you received from Spring Lake Park Schools
- If you don't have your username and password, contact Spring Lake Park Tech Support at [techsupport@district16.org](mailto:techsupport@district16.org)

## Using Your Parent/Guardian Schoology Account



### Viewing your child's activity

Click on the dropdown menu arrow in the upper-right corner of your account next to your name. Select your child's name to view account activity.



### Home

Both parents and students have separate Home Pages. Similar to Facebook, the Home Page is the first place a user lands after logging in to Schoology. Here, you'll see all events, activities or updates that have taken place.



### Courses

Here you will find all your child's academic courses listed. Click on a course to see more information, details or assignments.



### Groups

Groups are most often used for information, activities, or special interests. For example, your child might belong to an athletic team that maintains a Schoology Group. Groups do not issue grades.

Note: Guardians are only able to see their own student's Schoology account, **Courses and Groups**. They are not able to join other Courses or Groups, or post comments, or see other student information.

## Navigating Student Schoology Accounts:

The screenshot shows the Schoology interface for a student account. At the top, there is a navigation bar with the SLP logo and tabs for COURSES, GROUPS, and GRADES. A user profile icon in the top right corner is labeled 'Ella Ne'. The main content area is titled 'Student Activity · Enrollments' and shows a list of posts from Heidi Rogers at Northpoint Elementary. The posts include information about a Parent Information Night, a PTO meeting, and a picture day. On the right side, there are three sections: 'Recent Grades' with links for graded assignments, tests/quizzes, and discussions; 'Overdue' showing a test grade due on Friday, September 14, 2018; and 'Upcoming' showing events for Tuesday, September 18, 2018 (Parent Information Night) and Wednesday, September 19, 2018 (MAP Testing - Math). Numbered callouts 1 through 6 are placed on the interface to highlight specific features: 1 points to the user profile icon, 2 to the 'Enrollments' tab, 3 to the 'GROUPS' tab, 4 to the 'GRADES' tab, 5 to the 'Overdue' section, and 6 to the 'Upcoming' section.

1 When choosing your child's name from the upper right hand corner, you can quickly view specific information about your student's Schoology activity:

Click **Enrollments** to see an overview of your child's courses and grades, Click on **Student Activity** to see notifications about grades on individual assignments and updates. Clicking on the **SLP logo** in the upper left hand corner will get you back to this screen.

2 Select **Enrollments** in the center column to see a list of your child's current courses, along with their overall grade. Click on an individual course to see grades for assignments, tests, and discussions.

3 Under **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.

4 The **Grades** section displays your child's recent grade summary.

5 The **Overdue** section displays a list of course materials your child did not turn in by the due date.

6 The **Upcoming** section displays a list of your child's upcoming assignments and events.