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Welcome to Schoology!

The Troy School District uses Schoology (pronounced: Skool'uh-jee), an award-winning Learning Management System that offers course management, mobile learning, and a communications hub, all in one integrated platform.

There are two types of accounts—**STUDENT ACCOUNTS** and **PARENT ACCOUNTS**. Please read through this message to make sure you are all set to begin the 2020-21 school year. This will give information on how to set up a PARENT ACCOUNT and how to help your child log in to his/her STUDENT ACCOUNT. We strongly suggest you create a parent account and log in now, if you don't already have one.

Even if they have done it before, **students should definitely log into their STUDENT ACCOUNT before the first day of school**, so that they are familiar with the process, they can make sure they know their password, etc. We suggest having them log in over the weekend so you don't have any frustration on Tuesday morning.

## **PARENT ACCOUNTS**

With your parent account you can view your child's class information (including teacher assignment), classwork, calendar and updates. This is your "one stop shop" for everything you need to monitor all of your children's virtual learning.

**IMPORTANT:** You will receive a copy of this letter for each of your children, except for those who are already connected to you in Schoology (see below--typically, this would only apply for older students.) DO NOT discard the additional copies—each has a unique code for each of your students and you will need that code to connect that student to your parent account.

## **So, what do you need to do? That depends on your situation:**

- **If you have already set up a parent account for an upper elementary, middle or high school student in the Troy School District during a previous school year and do not need to add another student, please disregard the rest of this email. You are all set but we still suggest logging in to be ready for the first day of school.**
- **If you already have an account and need to ADD another student, log in to your account and skip to the final instruction below, "Associating additional students"**

with your account."

- If you have never set up a parent account, please complete the instructions immediately below, "CREATING A NEW PARENT ACCOUNT":

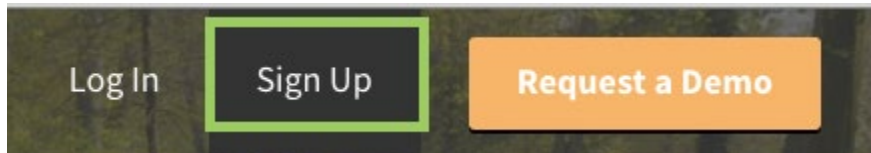
## CREATING A NEW PARENT ACCOUNT

In order to create a parent account OR add additional students, you will need an **ACCESS CODE** to connect to your student(s). Each student has a unique access code, so if you have more than one student in the TSD, you will receive more than one email. As I mentioned, they are not duplicates--each email will have the unique access code for that particular student.

**The access code you will use to connect to your child is:**

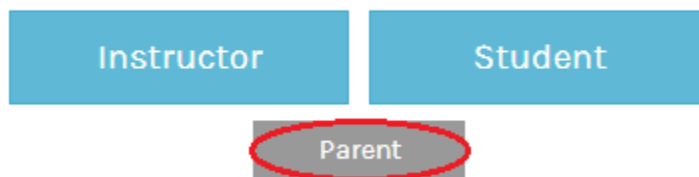
Kasey Verduyn : Parent Code: MJQ-5D6-3JF

Go to <https://www.schoology.com> and click **Sign Up**.



Then, select **Parent**.

Sign up for Schoology



1. Click on the Parent button.
2. Enter your Access Code (again, the access code for your student is above.)
3. Fill out the form with your information.
4. Click **Register** to complete.

## Sign up for Schoology

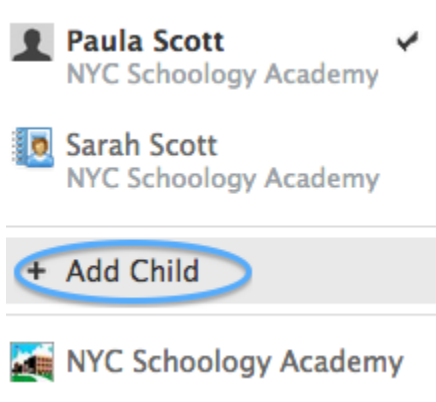
Back

Access Code

Enter the access code provided by your child's instructor

Continue

When you use a Parent Access Code to create an account, you will be automatically associated to the student. To **associate additional students to your account**, click on the down-facing arrow on the top right of your Schoology account, select Add Child, and enter the new Parent Access Code that was sent to you in a separate email for your other child. Repeat as necessary.

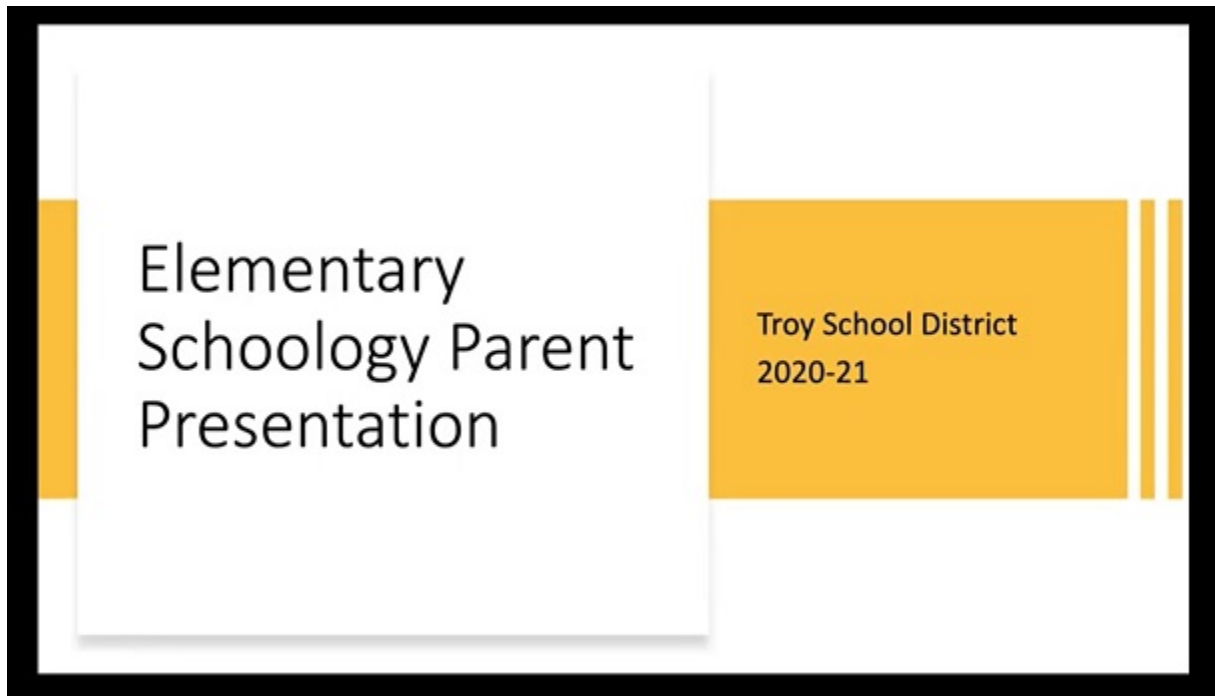


**If you are having trouble adding your student with the access code provided:** You may be using a basic account that we used to use in lower grades in elementary school. If that is the case, you must delete that account and create a new one to access the more robust version of Schoology that we use at the secondary level. Help with deleting your basic elementary account can be found **HERE**.

## SCHOOLY FEATURES, OVERVIEW & PARENT TIPS

Find out what Schoology is all about, it's key features and how your student will use it. Although this video was created for elementary parents new to the system, this introductory video has helpful information for all parents and will guide you to find the classwork, materials, updates and calendars you need:

<https://youtu.be/kk0rFSbUBr0>



## **PARENT TRAINING SESSIONS**

In order to help you learn about Schoology and how you can help your child, we have developed a series of optional Parent Training Sessions. You do not have to attend any of these, but it's a great way to familiarize yourself with this system and ask any questions you might have.

## **TRAINING SESSIONS FOR THOSE NEW TO SCHOOLOGY**

If you have never used Schoology before, join us in one of these identical zoom sessions to learn more:

**Sept 1, 2020 04:00 PM Eastern Time (US and Canada)**

### **NEW TO SCHOOLOGY ZOOM MEETING**

<https://troyk12mi.zoom.us/j/85644886629>

Meeting ID: 856 4488 6629

Passcode: onetroy

**Sept 1, 2020 06:00 PM Eastern Time (US and Canada)  
NEW TO SCHOOLOGY ZOOM MEETING**

<https://troyk12mi.zoom.us/j/82798201738?pwd=QjhDL3ZpODJXZURZamtTQ1A2MzVQZz09>

Meeting ID: 827 9820 1738

Passcode: onetroy

## **TRAINING SESSIONS FOR THOSE WHO HAVE USED SCHOOLOGY BEFORE**

**Sept 3, 2020 03:00 PM Eastern Time (US and Canada)  
SCHOOLOGY TIPS, TRICKS, QUESTIONS & ANSWERS**

<https://troyk12mi.zoom.us/j/82135488565?pwd=MXVxNmgydHdNbDUvYTFvWkVEZWZMQT09>

Meeting ID: 821 3548 8565

Passcode: onetroy

**Sep 3, 2020 06:00 PM Eastern Time (US and Canada)  
SCHOOLOGY TIPS, TRICKS, QUESTIONS & ANSWERS**

<https://troyk12mi.zoom.us/j/81948115905?pwd=aFpCU01xVkrR2UzRtWjZLczZ4aERhQT09>

Meeting ID: 819 4811 5905

Passcode: onetroy

## **STUDENT ACCOUNTS**

Students should ALWAYS log in using their STUDENT ACCOUNT. This is where they will find everything they need for their class every day, including the zoom link to join the class itself. Your students already have a Schoology Account created for them, even if they have never used it before. I have attached some simple, step-by-step instructions to help your student log in here: [Student Directions.pdf](#) Students will need their email address and student ID

number to login. If your student doesn't know that or is a new student, no worries! The last slide in the student instructions shows you (as a parent) where to find email addresses and student ID numbers in Power School.

**PLEASE MAKE SURE YOUR STUDENT LOGS IN TO SCHOOLGY PRIOR TO THE FIRST DAY OF SCHOOL ON TUESDAY, SEPT. 1, EVEN IF THEY HAVE USED IT BEFORE.**

## HAVING TROUBLE?

**NO PROBLEM! We have lots of resources to help.**

To get more information on your parent account and see some frequently asked questions and troubleshooting, click here:

<https://www.troy.k12.mi.us/parents/schoology-account-information>

To see more about the features Schoology offers for parents to connect with student learning, click here

<https://support.schoology.com/hc/en-us/articles/201000873-Parent-Guide>

Finally, if you have trouble setting up your Schoology account or need assistance related to Schoology, please contact the below individual from the school your child attends:

- Baker Middle School: Lindsey Becker / [lbecker@troy.k12.mi.us](mailto:lbecker@troy.k12.mi.us) OR Zach MacIntosh / [zmacintosh@troy.k12.mi.us](mailto:zmacintosh@troy.k12.mi.us)
- Boulan Park Middle School: Phil Lewan / [plewan@troy.k12.mi.us](mailto:plewan@troy.k12.mi.us)
- Larson Middle School: Charlie Tull / [ctull@troy.k12.mi.us](mailto:ctull@troy.k12.mi.us) OR Trevor Potts / [tpotts@troy.k12.mi.us](mailto:tpotts@troy.k12.mi.us)
- Smith Middle School: Pat Koneval / [pkoneval@troy.k12.mi.us](mailto:pkoneval@troy.k12.mi.us) OR Gareth Eve / [geve@troy.k12.mi.us](mailto:geve@troy.k12.mi.us)
- Athens High School: Adam Burns / [aburns@troy.k12.mi.us](mailto:aburns@troy.k12.mi.us)
- Troy High School: Katie Robles / [krobles@troy.k12.mi.us](mailto:krobles@troy.k12.mi.us)
- Troy College & Career High School: [schoology@troy.k12.mi.us](mailto:schoology@troy.k12.mi.us)

Thank you and have a great day!

Kerry Birmingham  
Director of Communications & Strategic Initiatives  
Troy School District