

SCHOOLGY

A Parent's Guide to Schoology

Welcome to Schoology! In this guide you will find information about the different areas of your Schoology Parent account. For more in-depth guidance on specific Schoology features, check out the Schoology Help Center at support.schoology.com or contact your child's teacher.

What is Schoology?

Park Hill School District teachers have access to Schoology, an integrated learning management solution that serves as a "digital hub" to keep things organized and easily accessible. Some teachers use Schoology to post their classroom materials online. Schoology provides a safe forum for students to discuss their ideas and collaborate on projects and for teachers to assign and collect assignments electronically. It helps students stay organized and it keeps the class connected.

A Schoology Parent Account gives you read-only access to:

- The classes your child is enrolled in
- Any upcoming assignments the teacher may assign
- School and class announcements

Schoology makes it easy for parents to stay involved in their children's education.

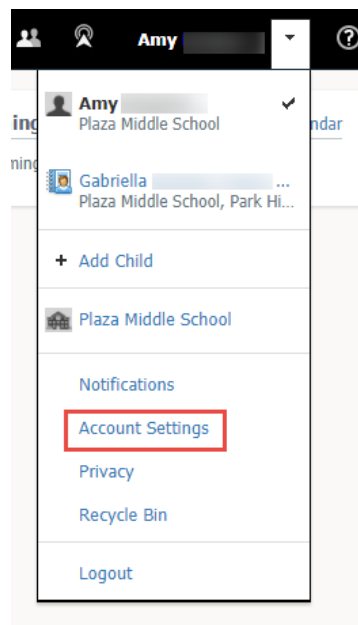
Setting Up Your Account

If you have not yet set up your Schoology Parent Account, please see our *Set Up Your Schoology Parent Account Guide* to get your activation code and get started.

Account Settings

The Account Settings page is where you can change your password and update your email address.

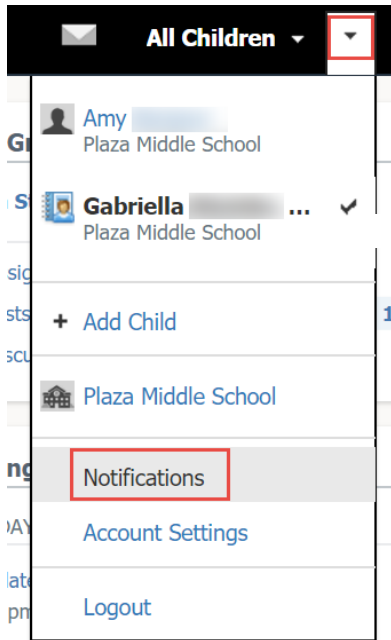
To access your Account Settings, click the arrow in the upper-right corner and select **Account Settings** from the menu.



Notifications

Set up your Notifications to control how Schoology contacts you about your child's activity in Schoology.

To set up notifications, select **Notifications** from the dropdown menu in the upper right hand corner.



This will bring you to the Notifications area of your Account Menu. From this area, you can select which notifications you would like to receive and opt in to receive text message notifications, if desired. Be sure to click **Save Changes** when you are finished.

Personal	Email	Mobile
Receive a private message	On	On
Receive a new subscriber	On	
Another user replies to a blog comment you posted	On	

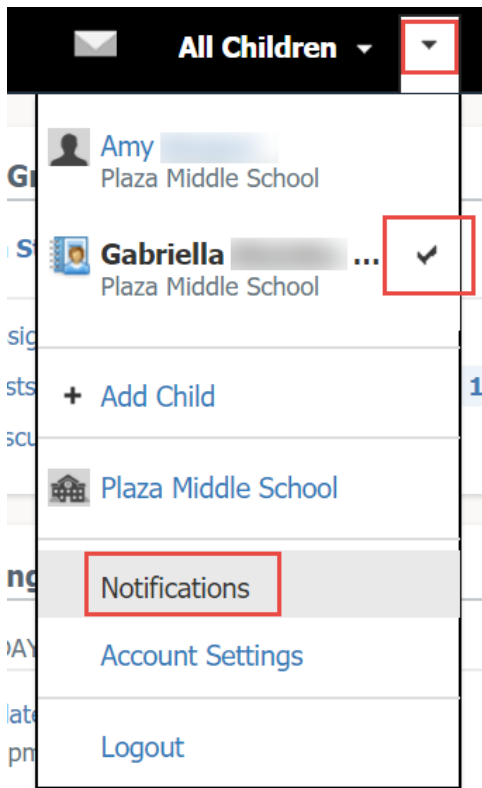
Save Changes

Parent Email Digest

The Parent Email Digest is a brief summary of your child's activities delivered right to your inbox. You can opt to receive it on a daily or weekly basis.

*Please Note: The Digest may contain attendance and/or grades information. However, not all teachers use these features daily. **Please refer to the Infinite Campus Parent Portal for the most up-to-date and accurate attendance and grade information.**

To receive the Parent Digest, you must first select from the dropdown menu in the upper right hand corner, the individual student you wish to receive a digest for. You will know you have selected a student because a black checkmark will appear next to his/her name. Then click **Notifications**.



This will bring you to the Parent Email Digest selections. Choose how often, and what day/time you would like to receive the email. You can also choose to be notified when your child has an overdue assignment. After setting your preferences, click **Save Changes**.

Parent Email Digest

Receive weekly or daily email reports of your children's activity

Email Summary:

Repeat:

Time:

Day:

Overdue Submissions Email

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

Email Notification:

Save Changes

Navigating Schoology

Once you are logged in, the top navigation bar will help you access the four main areas of Schoology: Home, Courses, Groups, and Resources.



Clicking **Home** will always bring you back to your home page, or your main parent account. This is where you see your **Recent Activity** feed.

When you are in your main Schoology Parent Account (not your child's), icons for **messages**, **connections** and **notifications** display in the top navigation bar. You can also click your name to go to your own **Personal Profile**. 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.

Viewing Your Child's Activity

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

1. Use the left menu to quickly view specific information about your child's Schoology activity:
 - a. **Summary:** Click to see an overview of your child's courses and grades (if applicable), or notifications about individual assignments.
 - b. **Grades:** Review your child's grades for any courses in which the teacher assigns grades within Schoology. For the most accurate grades for all courses, please visit the Infinite Campus Parent Portal.
 - c. **Calendar:** Click to view a calendar of past and upcoming events and assignments. Events and assignments in the near future are also listed in the **Upcoming** column on the right.
 - d. **Messages:** View your own messages on Schoology. Messages to your child are private and not viewable from this area.

2. Select **Enrollments** in the center column to see a list of courses your child is currently enrolled in, along with his/her grade (if applicable). If the teacher is not grading inside Schoology, you will see a blank value. Click on an individual course to see details of the content, assignments, tests, and discussions in that course.
3. Here you can see a list of your child's Schoology **Groups**, if they are a member of any. Groups can be used for a variety of activities, from school projects to extra-curricular teams and clubs.
4. The **Recent Grades** section displays your child's recent grade information (if applicable).
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.

Need Help?

Your child is the best expert when it comes to using Schoology and are a great resource when it comes to learning how things work inside the program. If you aren't sure about something, ask your child first!

If you have questions about the content or grading in a specific course, please contact your child's teacher. If you are experiencing technical difficulties, please call the Park Hill School District Technology Help Desk at 816-359-5000 Monday – Friday 7 a.m. – 5 p.m.