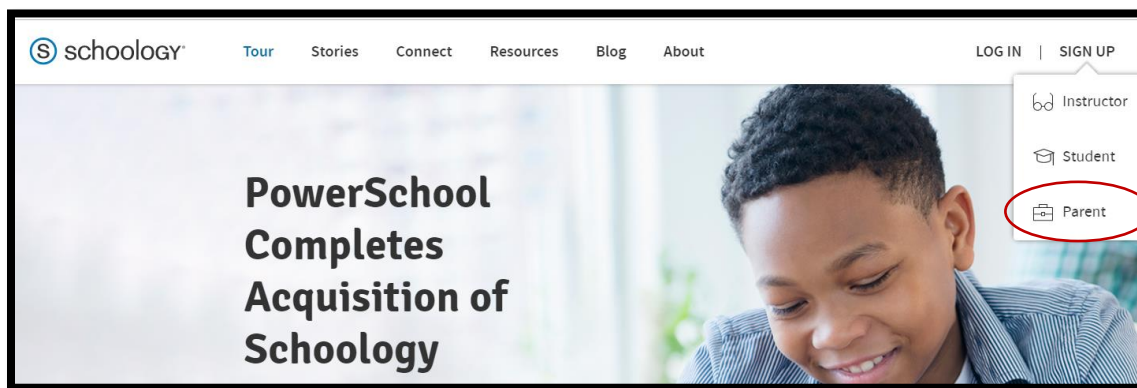


Setting up Your Schoology Parent Account



Schoology serves as our primary tool for communicating classroom information to students and parents in grades 3 and above. Our goal is to give families access to information, providing students the opportunity to take responsibility for assignments and providing parents with a means to support academic achievement.

1. Go to www.Schoology.com
2. In upper right hand corner, click **SIGN UP** and then select **Parent** from the drop down.



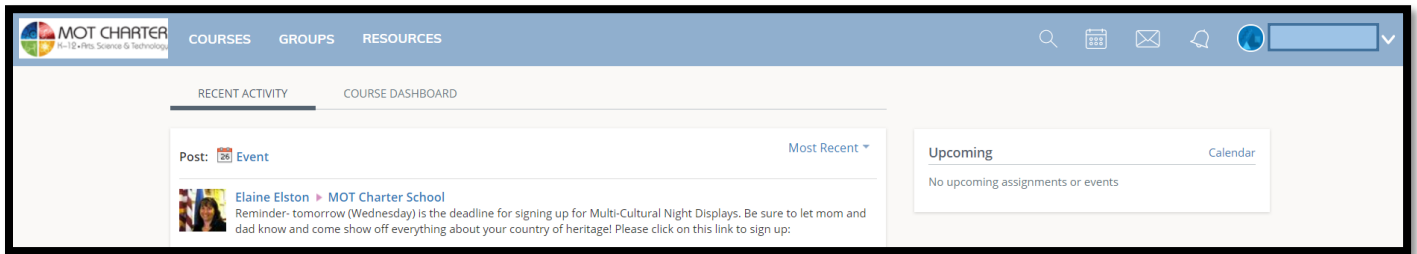
3. Type in your **Parent Access Code**, including the dashes, and click on the blue CONTINUE button. If your child did not bring home a code, please contact the front office for assistance.
If you have more than one child, other children can be added once your account is set up.

4. Fill in your information. If you do not want emails from Schoology, unclick the box at the bottom.

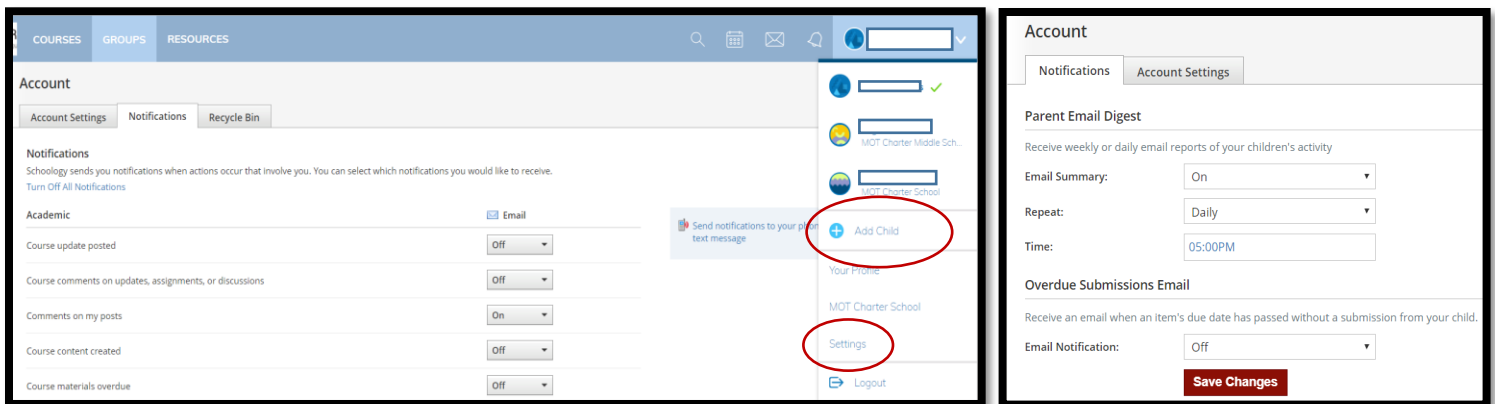
5. **Save your login and password!** MOT can help students with their logins and passwords, but we do not have access to what you create as a parent. If you forget your password, you will need to reset it.

Navigating Schoology

YOUR ACCOUNT: You will find school wide updates are posted to a feed on your home page.

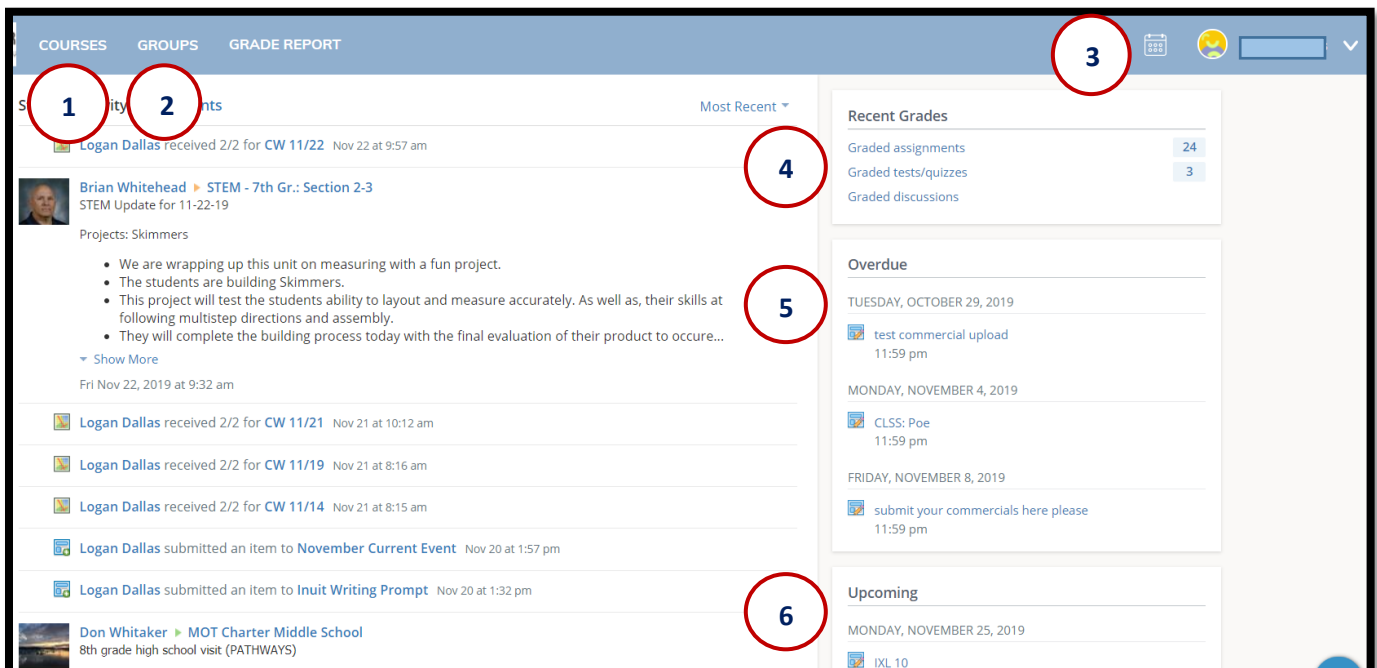


Choose which **Notifications** you would like to receive in your settings. To receive a daily email with your child's assignments, events, etc., you must go to settings while viewing your child's account and turn email summary on.



Add another Child in the drop down. You will need the unique access code for each child you wish to add.

YOUR CHILD'S ACCOUNT: View Schoology from your child's perspective by selecting their name from the drop down. Updates from teachers and staff are posted to a feed on your child's home page. You can access their courses, groups, assignments, calendar, and some grades.



- 1 **Courses** - See a list of your child's current courses. Click the course name to navigate to the course profile as your child views it. Each course has a materials folder with resources and assignments. Grades posted are NOT comprehensive. Please check Home Access for grades.

The screenshot shows the Schoology interface with the 'COURSES' tab selected. The header includes the MOT Charter logo and navigation links for COURSES, GROUPS, and GRADE REPORT. A user profile icon is in the top right. The main content area is titled 'Courses' and lists four courses: Algebra 1 Section 1-1, Algebra 1 Section 1-5, Business Ed - 7th Gr. Section 5-1, and Gym / Wellness - 7/8 Section 1-5. Each course card features a representative image and the school name, MOT Charter Middle School.

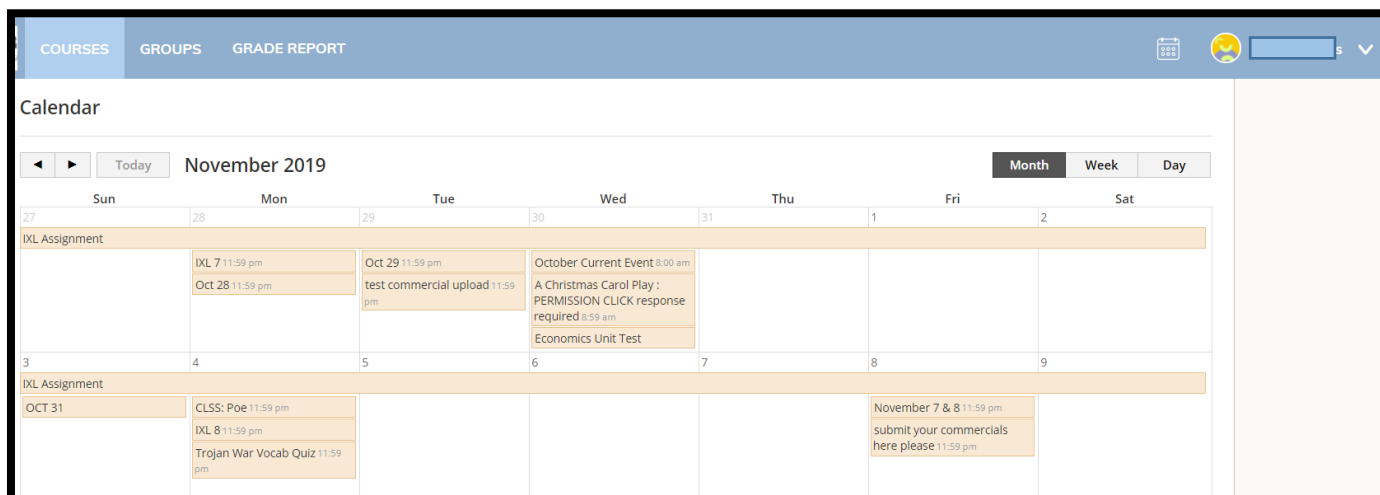
This screenshot displays the course profile for 'Writing - 7th Gr.: Section 2-2' by MOT Charter Middle School. On the left is a sidebar with a teacher's profile picture and links to Materials, Updates, Grades, Analytics, and Information. The main area shows a list of materials including 'Grade 7 Homework & Assessment Schedule', 'Major Writing Assignments', 'Quizzes', 'Classwork', 'Homework', and 'Unit 1: Descriptive Writing'. On the right, an 'Upcoming' section indicates no upcoming assignments or events.

- 2 **Groups** - 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.

The screenshot shows the Schoology interface with the 'GROUPS' tab selected. The header is consistent with the previous page. The main content area is titled 'Groups' and lists a single group: 'MOT Charter Middle School' with a 'Middle School Group' icon. The school name is displayed below the group card.

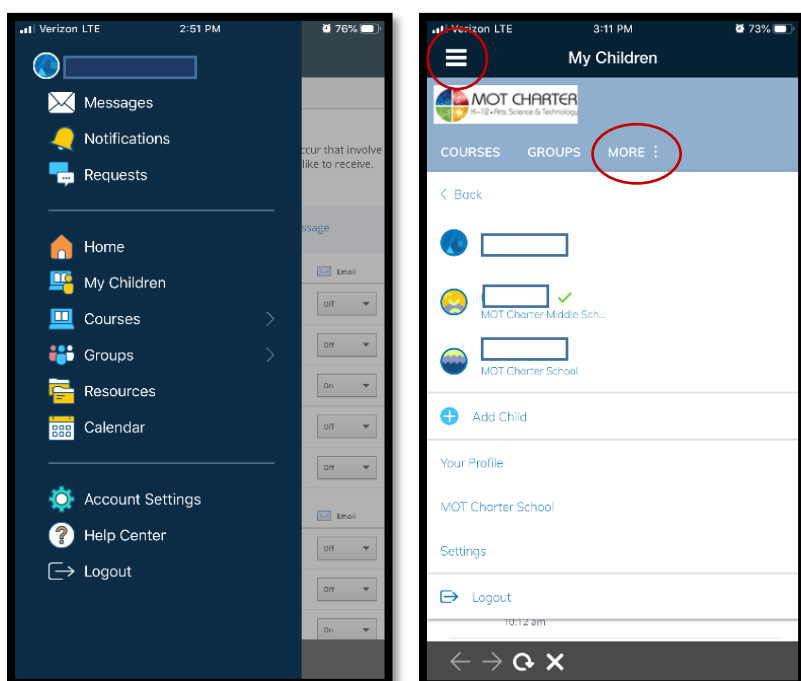
This screenshot shows the group profile for 'MOT Charter Middle School'. The left sidebar includes links to Updates, Discussions, Albums, Members (245), Resources, and Information. The main content area shows a post by 'Don Whitaker' about an 8th grade high school visit (PATHWAYS) on November 18th. The post includes a photo and text about the opportunity. On the right, an 'Upcoming' section shows no upcoming assignments or events, and a '10 Admins' section displays avatars of the group administrators.

- 3** **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.



- 4** **Recent Grades**
This section lists graded assignments, tests/quizzes, discussions. Click any of the categories listed to see grades on recent assignments.
- 5** **Overdue Submissions**
This section displays a list of course materials your child did not turn in by the due date or materials that sometimes have not been graded yet. Click to find details about the assignment.
- 6** **Upcoming Assignments**
Click to find details about upcoming assignments and/or events.

The IOS App: Navigating the app is slightly different. Instead of the drop down to the right, the menu is on the left.



To see your child's account in the app or change children, select "My children", "More", and their name.

Your child's calendar can also be accessed through the "More" tab

Course listings do not scroll in the app so to see all courses, click on any course and then the courses tab. You will then see a full list.