

# Montpelier Schools

## Parent Web Applications

### Guide



The Montpelier Exempted Village Schools use various online programs to provide services to parents, students, and staff. Links are provided on the school's webpage to provide access to these programs.

Web Address = [www.montpelier-k12.org](http://www.montpelier-k12.org)



# Montpelier Schools

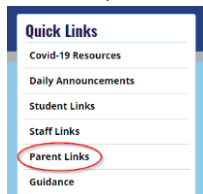
## Parent Web Applications

The Montpelier Exempted Village Schools use various online programs to provide services to parents, students, and staff. Links are provided on the School's Webpage to provide access to these programs.

Web Address = [www.montpelier-k12.org](http://www.montpelier-k12.org)

### To access links to parent applications:

1. Browse to the school's web page – see web address above
2. Under Quick Links, click on Parent Links



After clicking on Parent Links, the following page will appear.

#### Applications - Parent

##### Parent Applications and Links

- **Schoology (New)**
  - [Schoology for Parents - Help and Resources](#)
  - Expanded classroom assignments information
  - Student Grade Details
  - Streamlined communications between parents and teachers/coaches
  - Contact Support
    - Support Link found at the bottom of the Schoology Page
    - Contacts will support all applications, not just Schoology
  - **Access now available**
    - Parent Accounts will be created from parent Email addresses provided in FinalForms.
    - Parents will receive an Email from [notifications@schoology.com](mailto:notifications@schoology.com) with login information when the account is created.
- **Final Forms**
  - [Introduction and Resources for Final Forms](#)
  - Online Forms
  - Update contact information for offices, teachers, and coaches
  - Information in Final Forms is used to help keep child information confidential by verifying parent information when setting up parent accounts such as Schoology or PowerSchool Parent portal
- **PowerSchool Parent Portal**
  - Student Attendance and overview of grades
    - [PowerSchool Parent Portal Help](#)
  - [RevTrak](#) - Online Payments
  - SwiftK12 District Alerts Setup / Update how alerts are received
    - **Parents - To ensure you receive ALL announcements as expected, please keep your Contact information in SwiftK12 up-to-date. This information is not currently updated by Final Forms.**
    - [Access through Parent Portal](#)
    - [Parent Portal/Alert Solutions/SwiftK12 - User Guide](#)
    - [Additional SwiftK12 - Alerts Information](#)
- **Cafeteria Links and Resources**
  - [RevTrak](#) - Meal Payment
  - [Total Access](#) - Account Management
    - [Directions for connecting to the School's Electronic Dining System](#)

## Application Notes:

### Schoology

- **Expanded classroom assignments information**
- **Student Grade Details**
- Streamlined communications between parents and teachers/coaches
- Parent Accounts are created from parent email addresses provided in FinalForms. Parents will receive an email from [notifications@schoology.com](mailto:notifications@schoology.com) with login information when the account is created.
- If you have not received an email, please contact the tech department using the contact information on the back side of this document.

## FinalForms

- Online Forms
  - Emergency Medical Authorization (EMA)
  - Acceptable Use Policy (AUP)
  - Etc....
- Please keep contact information up-to-date. Information provided assists office staff, teachers, and coaches to contact parents/guardians as needed.
- Information in FinalForms is used to help keep child information confidential by verifying parent information when setting up parent accounts such as Schoology or PowerSchool Parent Portal.

## PowerSchool Parent Portal

- Track student attendance and brief overview of grades
- Parent account required to provides access to **RevTrak** - online fees and dining payments
- Provides access to **SwiftK12** - Setup / Update how district alerts are received
  - To ensure you receive ALL announcements as expected, please keep your contact information in SwiftK12 up-to-date.
  - This information is not currently updated by FinalForms.
- If you need an Access ID or an Access Password to add children to your account, please contact the tech department using the contact information below.

## Cafeteria Links and Resources

- **RevTrak** - Meal Payment
- **Total Access** – School's Electronic Dining System
- For assistance, please call
  - 419-485-6715
  - 419-485-6767

For assistance with Schoology, PowerSchool/SwiftK12, or FinalForms, please contact the technology department:

- Phone = 419-485-6717
- Email = techsupport@montpelier-k12.org

# 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. For more in-depth guidance on specific Schoology features, check out the following:

- Schoology Help Center at <https://support.schoology.com>
- Montpelier Schools Web Page - <http://www.montpelier-k12.org/Content/parentapps>

## What Is Schoology?

Teachers use Schoology to post their classroom materials online, provide a safe forum for students to discuss their ideas and collaborate on projects, and assign and collect homework electronically. It helps students stay organized and it keeps the class connected.

A Schoology Parent Account gives you access to:

- The classes your child is enrolled in
- Your child's upcoming assignments
- School and class announcements

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

## Setting up your Parent Account

Your Schoology Parent Account has already been created and your children added to your account for you using information provided by you in FinalForms. Your account information should have been provided to you in an email. If you did not receive this email, please contact the school's technology department.

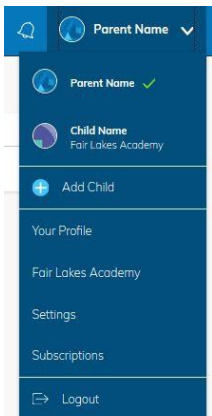
- Phone = 419-485-6717
- Email = [techsupport@montpelier-k12.org](mailto:techsupport@montpelier-k12.org)

Having a parent account in Schoology is actually 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 into his or her account. The check mark in this drop-down menu indicates which account you are currently in.



## Notifications

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

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

### Setting Up Your Parent Email Digest

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

**Account**

Notifications

Account Settings

**Parent Email Digest**

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

Email Summary:

On

Repeat:

Weekly

Time:

03:00PM

Day:

S

M

T

W

T

F

S

A Parent Email Digest contains information such as courses your child is enrolled in and grade and attendance information, as well as overdue and upcoming assignments.

Depending on the settings configured by your child's teachers and school administrators, an example of a Parent Email Digest might look like this:

6/24/18 - 6/25/18		
Rachel Smith		
Course Summary	Grade (Current Grading Period)	Attendance
<b>Pre-Calculus Honors: Section 7</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	A	-
<b>Economics/Finance: Section 6</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	A	-
<b>Advanced Topics in Music: Theory and Musicianship: Section 1</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	A	-
<b>French III: Section 5</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	B	-
<b>US History Honors: Section 4</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	B	-
<b>Physics: Section 2</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	A	-
<b>English Lit 1110: Section 3</b> Quarter 4 (17-18) (01 Apr - 30 Jun)	B	-
<b>Overdue Submissions</b>		
No upcoming assignments or events		
<b>Upcoming</b>		
No upcoming assignments or events		
<b>Recent Activity (0)</b>		
There are no posts		

## Overdue Submissions Email

In addition to the Parent Email Digest email, you can opt to receive additional email notifications when your child has an overdue assignment:

### Overdue Submissions Email

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

Email Notification:

On

Save Changes

Once you have configured your Parent Email Digest and Overdue Submissions Email settings, click Save Changes.

## Account Settings

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 login 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**.

Set Your Default Account

Account:

Child Activity  
Main Account  
Child Activity

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 Schoology in the left corner.

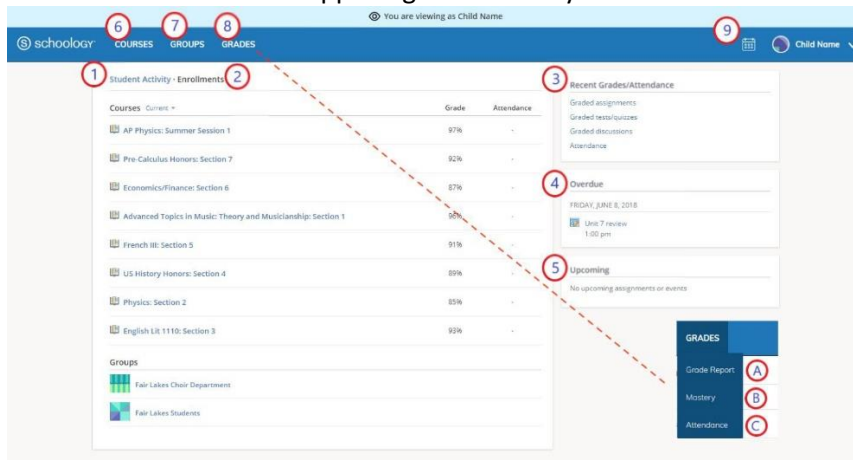


## Messages & Notifications

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:

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. If the teacher or administrator has chosen not to display the grade while the course is in progress, 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.
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. Mastery: If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.
  - c. 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 name. Click the event to display profile information in a pop-up window.

**Note:** A Messages icon is not available in the Child Activity view. Messages to your child are private and are not viewable from a parent account.



# PowerSchool Parent Portal Setup

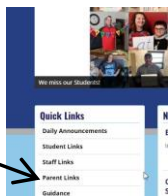
Obtain the following required information to setup your PowerSchool Parent account to access your child's grades:

Access ID:

Access Password:

Creating Your PowerSchool Parent Portal Account:

1. Open the Montpelier Schools Webpage ([www.montpelier-k12.org](http://www.montpelier-k12.org)) and click on Parent Links.



2. Click on the PowerSchool Parent Portal link.

- PowerSchool Parent Portal
  - Student Attendance and overview of grades
    - PowerSchool Parent Portal Help
  - RevTrak - Online Payments
  - SwiftK12 District Alerts Setup / Update how alerts are received
    - Parents - To ensure you receive ALL announcements as expected, please keep your Contact information in SwiftK12 up-to-date. This information is not currently updated by Final Forms.
      - Access through Parent Portal
      - Parent Portal/Alert Solutions/SwiftK12 - User Guide
      - Additional SwiftK12 - Alerts Information

3. Click on Create an Account:



4. Enter your First Name, Last Name, Email, Desired User Name, Password, and Re-enter Password
5. Enter your child's name. Then enter the Access ID and Access Password provided at the top of this page. Select appropriate relationship to your child.  
***If applicable, you may enter multiple children***
6. Click **enter** when finished.
7. You will be directed to the Parent Portal.

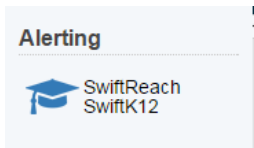
*Use the login information you entered when creating your account to enter the Parent Portal for future logins.*



**SwiftK12** is a notification system loaded with features that will make it easier for the school to keep in contact with your family. To guarantee the notification system is used efficiently and effectively, we will need to confirm your contact information is accurate and up-to-date at all times.

SwiftK12 allows our school to send messages using phone, email and SMS text messaging. Phone calls will be sent with **419-485-6700** as the caller ID number. You may want to add this phone number to your address book to help you recognize incoming calls from the school easily. Text messages will be sent from **95664**. Please note you will not be able to reply to text messages sent from the school.

SwiftK12 is integrated with the existing PowerSchool Parent Portal. If you log-on to the Parent Portal (we suggest you log-on using Chrome or Firefox), you will see a link called **SwiftReach SwiftK12** on the left navigation pane under **Alerting**.



You will be able to see all the contact information our school has listed for you by clicking on the **Contact Information** button in the top navigation.

SwiftK12

Home Contact Information Alert Preferences

Contact Information

Basic Information

Father Cell Phone

Home Phone

Mother Cell Phone

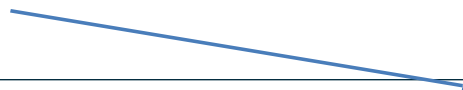
Other Phone


Primary Email

Student Cell Phone

Student Email

Within the Alert Preferences section of the Parent Portal, you will be able to choose your communication preferences based on message category, such as School Closures or Attendance, as well as message type (email, voice and/or text message) by placing a checkmark into the aligned contact fields. You may opt-out of any message category **except for Emergency Messages and Attendance**.





HomeContact InformationAlert Preferences

Alert Preferences

Attendance

This category is for alerts associated with attendance

☒ Father Cell Phone

☒ Home Phone

☒ Mother Cell Phone

☒ Other Phone

☒ Primary Email

☒ Student Cell Phone

☒ Student Email

Emergency

This category is only for emergencies

☒ Father Cell Phone

☒ Home Phone

☒ Mother Cell Phone

☒ Other Phone

☒ Primary Email

☒ Student Cell Phone

☒ Student Email

Fee Alerts

This category is for alerts regarding fees

☒ Father Cell Phone

☒ Home Phone

☒ Mother Cell Phone

☒ Other Phone

☒ Primary Email

☒ Student Cell Phone

☒ Student Email

General Information

These are alerts that are for general information and reminders

☒ Father Cell Phone

☒ Home Phone

☒ Mother Cell Phone

☒ Other Phone

☒ Primary Email

☒ Student Cell Phone

☒ Student Email

Grade Alerts

This category is for alerts regarding grades

☒ Father Cell Phone

☒ Home Phone

☒ Mother Cell Phone

☒ Other Phone

☒ Primary Email

☒ Student Cell Phone

☒ Student Email

HS Athletics

High School Athletics

☒ Father Cell Phone

☒ Home Phone

☒ Mother Cell Phone

☒ Other Phone

☒ Primary Email

☒ Student Cell Phone

☒ Student Email

Teacher Message

This category is for alerts directly from your teacher

☒ Father Cell Phone

☒ Home Phone

☒ Mother Cell Phone

☒ Other Phone

☒ Primary Email

☒ Student Cell Phone

☒ Student Email

Cancel

Save Changes

**Note:** Setting up your parent preferences is your responsibility. You will receive messages to every contact field shown in Alert Preferences until updated in the parent portal. Tolls and charges associated with receipt of messages from the school are your responsibility and not the responsibility of the school. Please be sure to set your unique preferences if there are any numbers or addresses that you do not want to be contacted.

All phone numbers and email addresses must be in a valid format to save properly.

Emergency messages are always sent with all three message types (email, text, and voice calls) and to every contact field shown even if you have opted out. We cannot change this. Emergency messages will be labeled as such so you will know it is an actual emergency.

If you do not have access to log into the Parent Portal, you may contact the school directly to request changes.

If you have any questions, please contact your child's school. We hope you appreciate this SwiftK12 school notification system and the flexibility it will provide for you as a parent.