

# Schoology for Parents: Navigating Schoology







### Setting your notifications. Get notifications by email or mobile on updates on your child's progress.



1. To access your **personal account** notification, click the down arrow in the upper right corner of your Schoology account, then select Settings.

COURSES GROUPS RESOURCES			오 菌 🖂	ୟ 🍥 💳
Account				
Account Settings Notifications Privacy Settings Recycle Bin				
Notifications				
Schoology sends you notifications when actions occur that involve you. You can se Turn Off All Notifications	elect which notifications you would	d like to receive.		
Academic	🖂 Email	S Mobile	Devices Receiving Purch	
Course update posted	On +	On •	Notifications	
Course comments on updates, assignments, or discussions	On +	On +	Phone	
Comments on my posts	On +	On +		
Course content created	On +	On *		
Course materials overdue	On *	On *		

### Need further support? Call your school.

### 2. Then click the **Notifications tab**. Choose **On** (receive from all sources), **Off** (the default setting), or **Custom** (pick and choose your sources). Click **Save** Changes at the bottom.



# Email Digest Settings.

# To change the frequency of email notifications from your child's Schoology page.

S schoology courses groups gr	ADES		🛅 🔮 Herbert 🗸
Student Activity · Enrollments	Choose the child you would like to edit settings	Recent Grades	Gale Lopez
Herbert Lopez submitted an item to Do-It-Yourself:	on.	Graded assignme Graded te Graded discussio	Herbert Lopez 🗸 Awesome High School
Herbert Lopez replied to Romeo and Juliet Discussion Mercutio is my favority character because he's w wish he would have supported his friend Romeo	Select <b>"Settings"</b>	Attendance	🕀 Add Child
Herbert Lopez received 99/100 for What would you	do? Jun 29 at 1:04 pm	Overdue FRIDAY, JULY 6, 20	Your Profile
Herbert Lopez received 95/100 for Pronouns Jun 25	at 1:04 pm	Assignment 5	Settings
Herbert Lopez submitted the test/quiz for Reading	Quiz: Unit 1 Jun 22 at 10:12 am	Upcoming	E→ Logout
Mr. Thomas     English 101: Section 1       Which book should the class read next?     A Series of Unfortunate Events     1 vote		THURSDAY, JULY 12, Do-It-Yourself: 11:59 pm	2, 2018 Study Guide Edition

1. Highlight the student you would like to receive notifications. Go to "Settings".

**\*\*NOTE\*\*** If there are no updates for the given time period, you will still receive an email stating that there are no new updates.

Need further support? Call your school.

### 2. Select "Notifications". **Edit settings to your preference.**



## Checking grades/assignments.

-On the left hand side, select "Grades". -Choose the course/subject you would like to view.



\*\*All course grades, attendance and credit information will ONLY be housed in Infinite Campus.

Need further support? Call your school.

### **Gradebook Breakdown**



## I forgot my password.

### To reset your password:

- 1. Click Login from <u>https://app.schoology.com/login</u>
- 2. Click Forgot your password.
- 3. Enter the email address associated with your Schoology account. 4. Click Send My Login Info.
- 5. Log into you email account. This may take a few minutes for the email to reach your mailbox.
- 6. Open the email to reset your Schoology password.
- 7. Click the link in the email message and change your password.

**\*\*Note:** The email from Schoology may be directed to your Spam/Trash folders.**\*\*** 

If your account is associated to another district due to transfer, contact your previous school district to have them deactivate your Schoology account. You can also use a different email address to create your account for KCSD.

Need further support? Call your school.

Error: All highlighted fields are required The username, password and school combination you entered is not recognized or does not exist. Please try again.

