Schoology for Parents:
Navigating Schoology

KCSD
Kenton County School District | *It's about ALL kids.*

Setting your notifications.

Get notifications by email or mobile on updates

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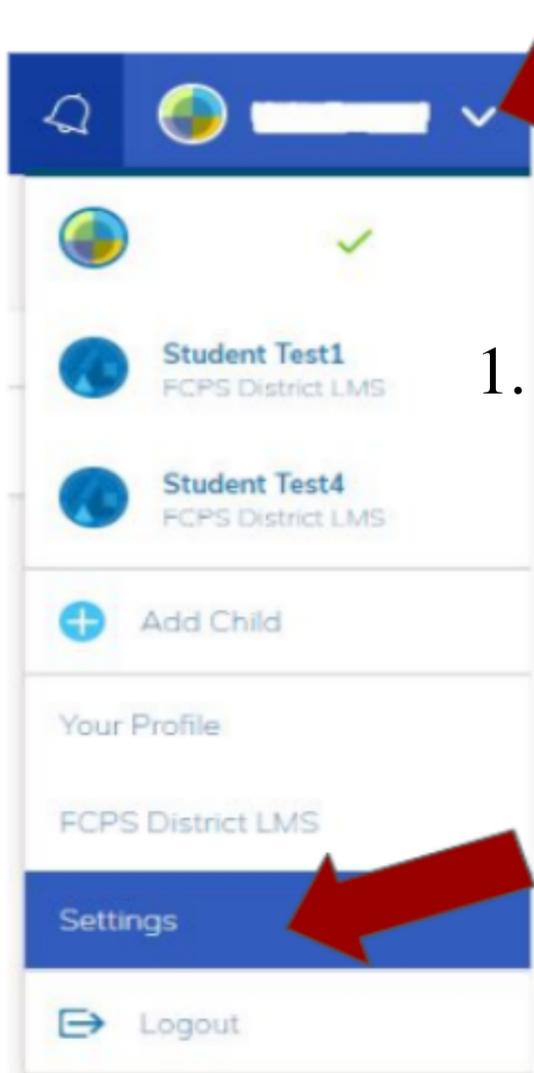
1. To access your **personal account** notification, click the down arrow in the upper right corner of your Schoology account, then select **Settings.**

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.

Need further support? Call your school.

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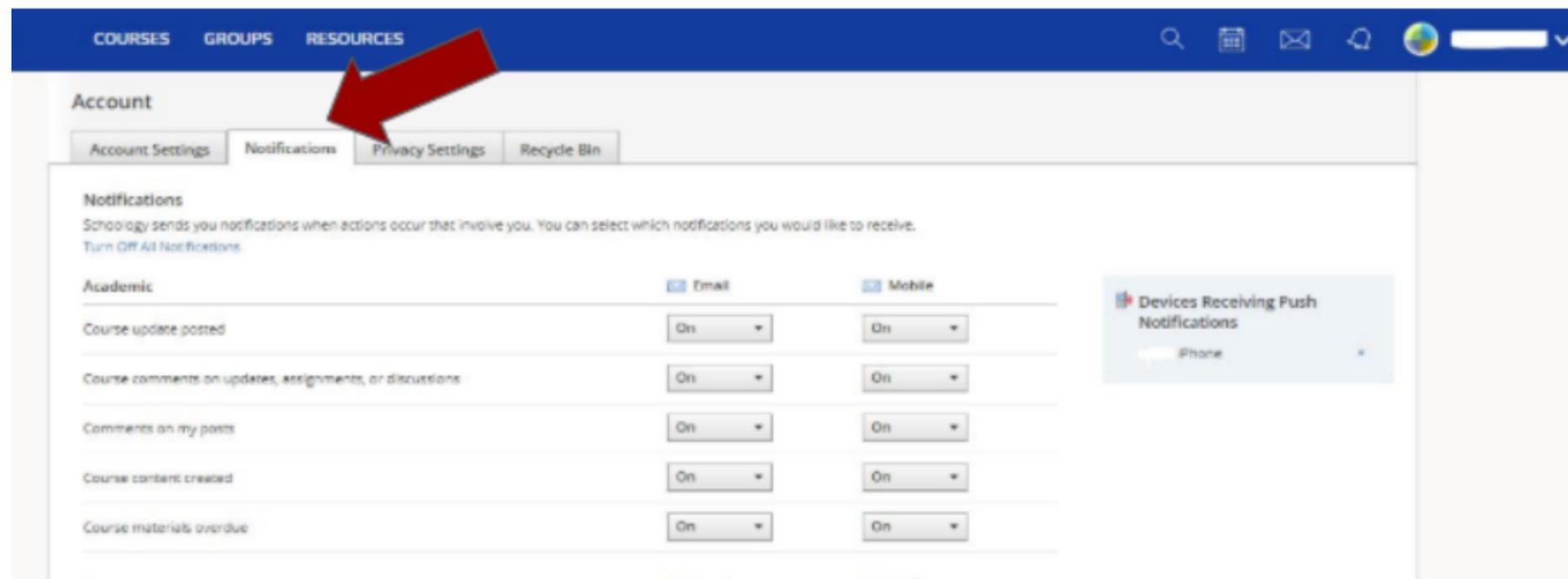
Email Digest Settings.

To change the frequency of email notifications from your child's Schoology page.
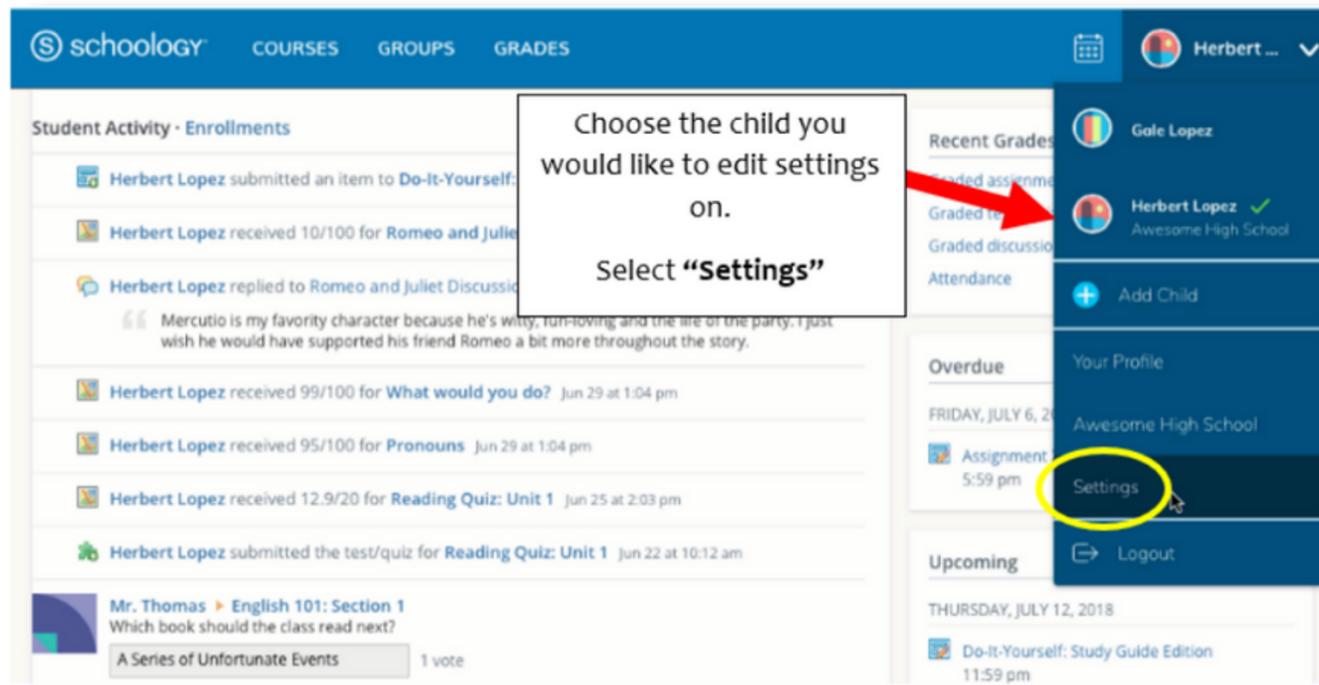
1. **Highlight the student you would like to receive notifications. Go to "Settings".**
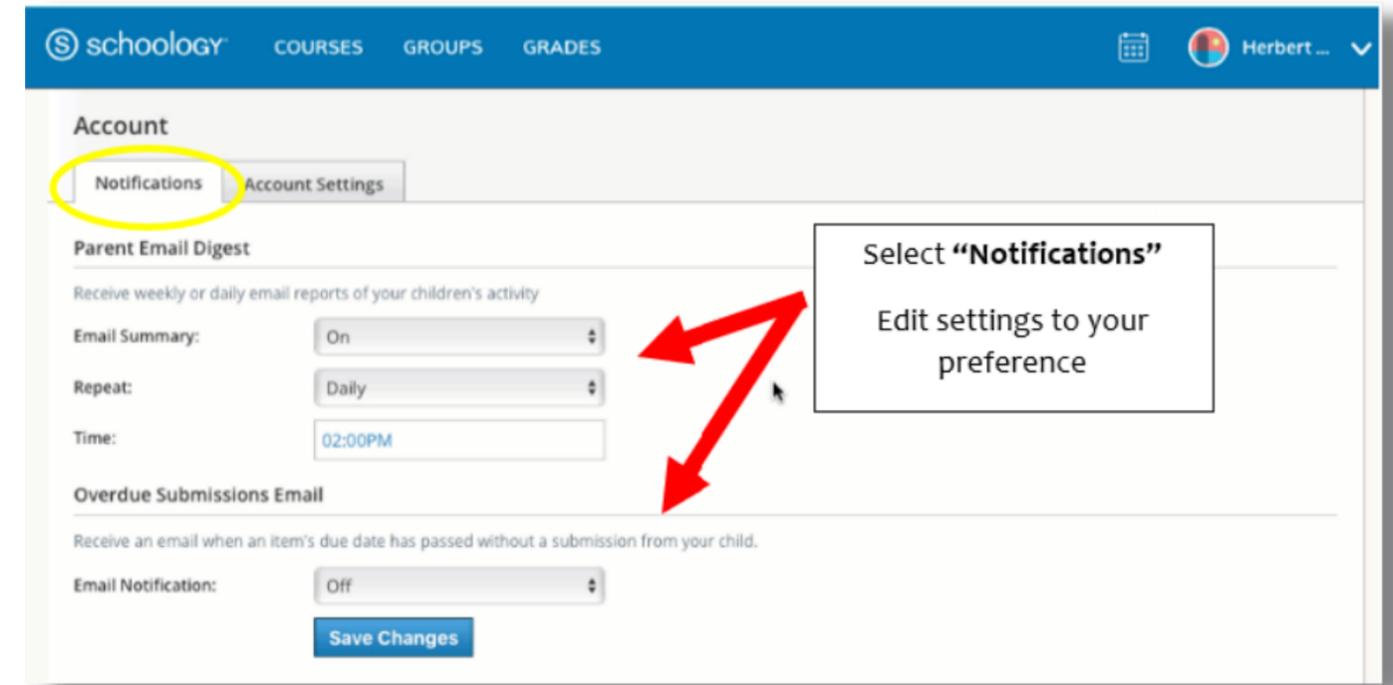
2. Select "Notifications".
Edit settings to your preference.

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

Checking grades/assignments.

Gradebook Breakdown

Select the student you would like to view.

-On the left hand side, select "Grades".

-Choose the course/subject you would like to view.
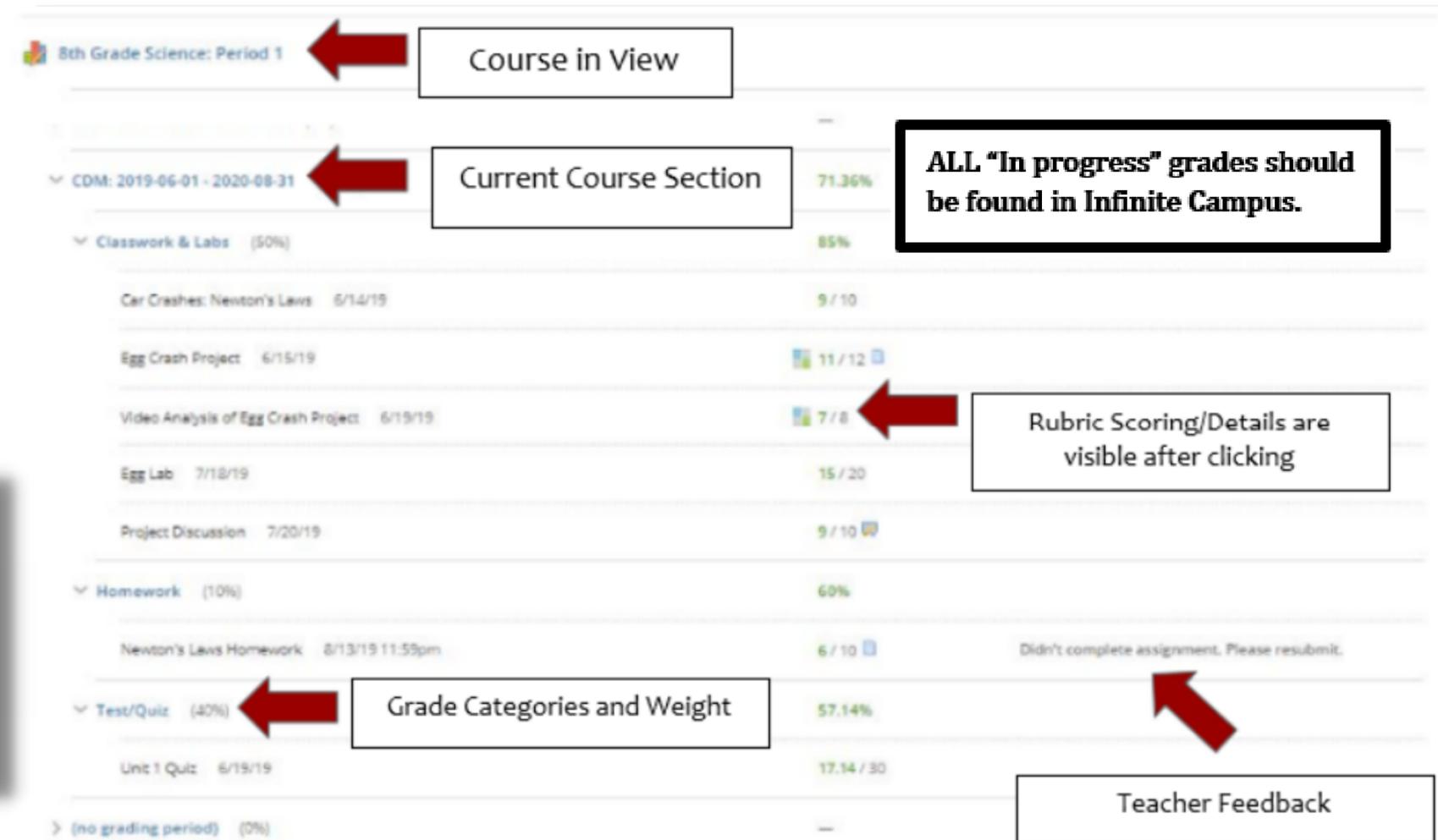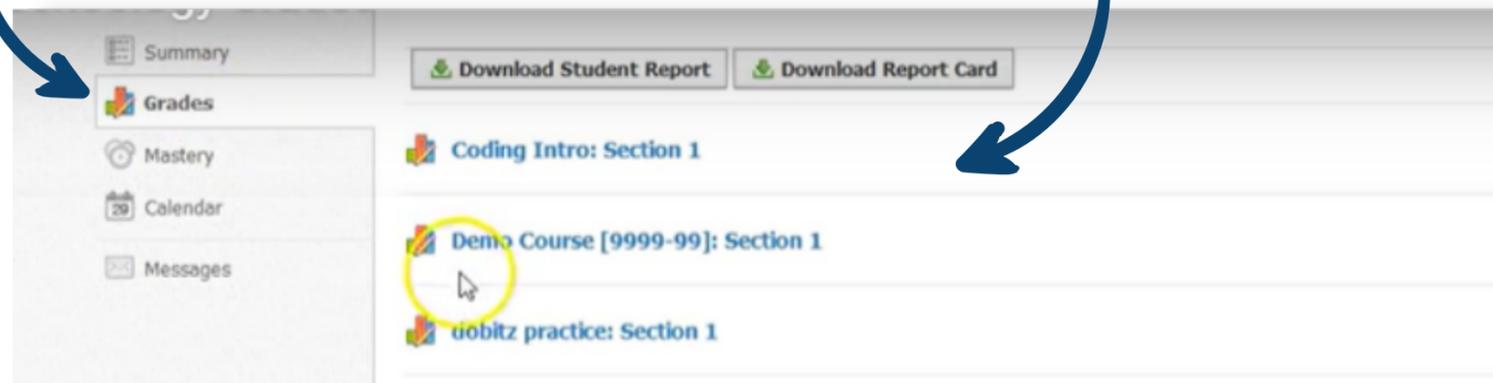
**All course grades, attendance and credit information will ONLY be housed in Infinite Campus.

I forgot my password.

To reset your password:

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

1. Click Login from https://app.schoology.com/login
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.

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