



SNOQUALMIE VALLEY SCHOOL DISTRICT

Parent Tip Sheet

This tip sheet includes instructions for:

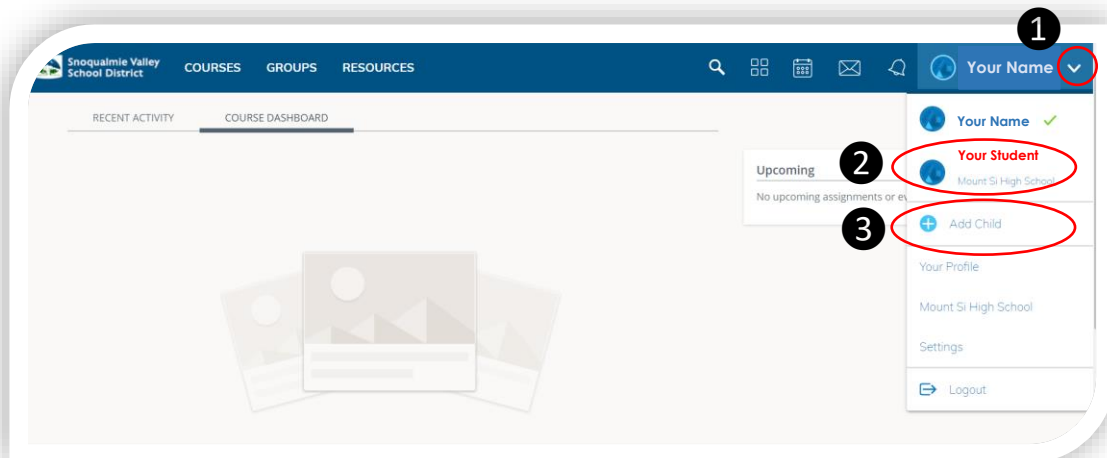
- Creating A Parent Schoolology Account
- Viewing Student Schoolology Account(s) & Adding Additional Students
- Navigating Schoolology
- Signing Up for Parent Notifications About Student Activity & Assignments

Creating A Parent Schoolology Account

1. Each student has one unique access code that you need to create your parent account. Email **one teacher** for each of your students to request their unique student access code.
NOTE: You may also email the building secretary or your student's counselor to get the code.
2. Go to www.schoolology.com and choose 'Sign Up' in the upper right-hand corner.
3. Select 'Parent'.
4. Enter your **student's access code**. If you have more than one student, you will be able to add access codes for your other student(s) at a later point.
5. Complete the information on the 'Sign up for Schoolology' screen, then click 'Register'.

Viewing Your Student Schoolology Account(s) & Adding Additional Students

- 1 Click on the arrow down symbol.
- 2 Click on Your Student's name to access their account, or
- 3 Click on ' + Add Child' to add additional student(s).

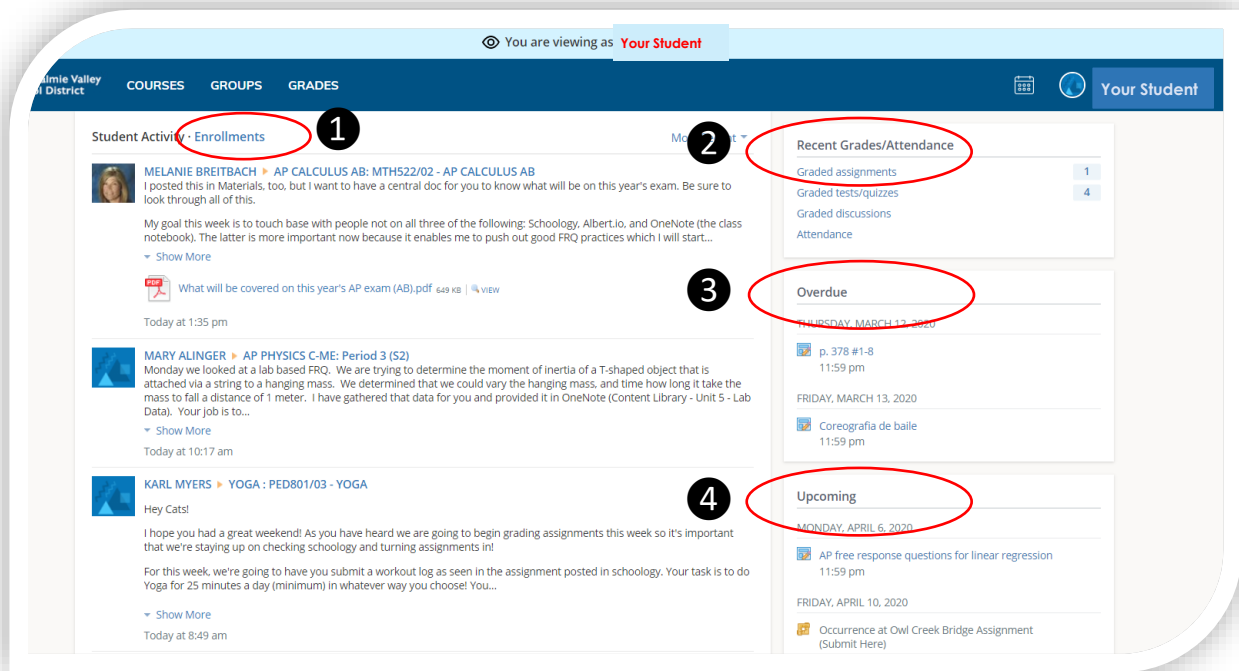


Navigating Your Student's Schoology Account

You now have view-only access to your student's account.

Student Activity Screen

The below 'Student Activity Screen' shows all comments and updates for to your student's courses, groups, and school.



Navigating To Other Information Sources

The below table references the above illustration to help you explore your student's Schoology account.

Click here:	To Access:
1 Enrollments	A list of your student's courses – click on a course to access all information related to that course <ul style="list-style-type: none"> • Materials • Resources • Notes • Class updates • Grades
2 Recent Grades/Attendance *	Grade information for all courses
3 Overdue	Overdue homework assignments
4 Upcoming	Upcoming homework assignments

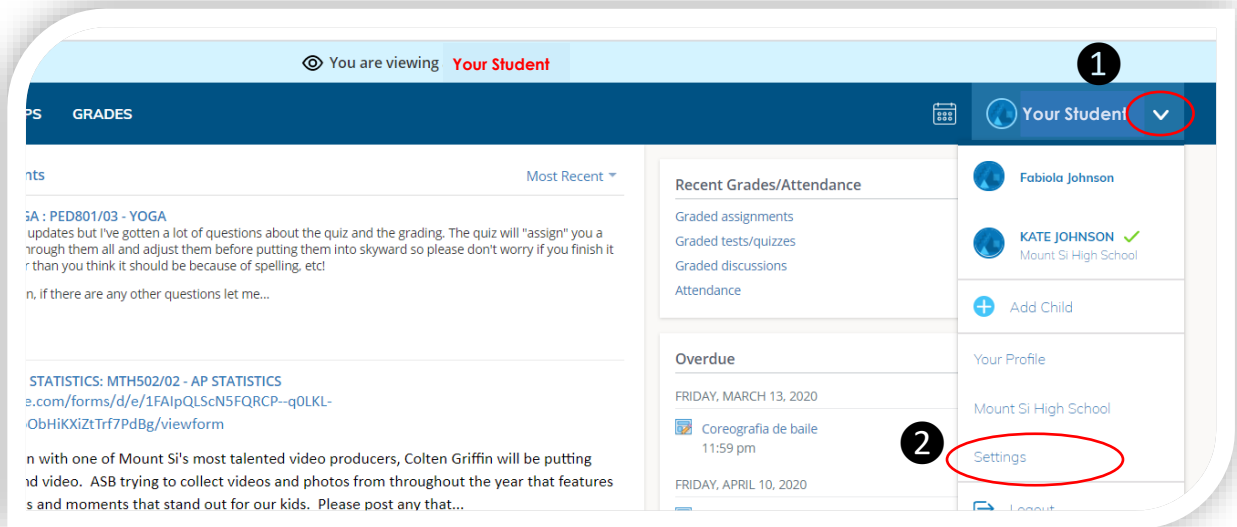
* **NOTE:** Attendance is not captured in Schoology.

Signing Up for Parent Notifications About Student Activity & Assignments

Stay up to date with student activity and late assignments by subscribing to automatic email updates from Schoology: **a) Parent Email Digest**, a weekly or daily email report of your children's activity, and/or **b) Overdue Submissions Email**, an email notification when your student misses an assignment due date.

Follow these steps for **one time for one of your students** to receive updates for all your children:

- 1 While you are viewing your student's account (your student's name will be visible in the upper right corner), click on the arrow down symbol next to your student's name.
- 2 Click 'Settings'.



- 3 Click on 'Notifications' in the upper left corner.
- 4 Select your preferred notification type(s) and frequency.

