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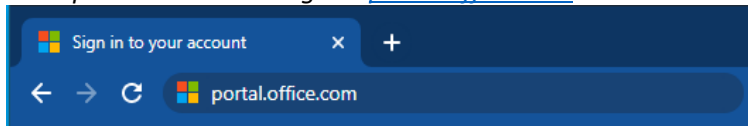




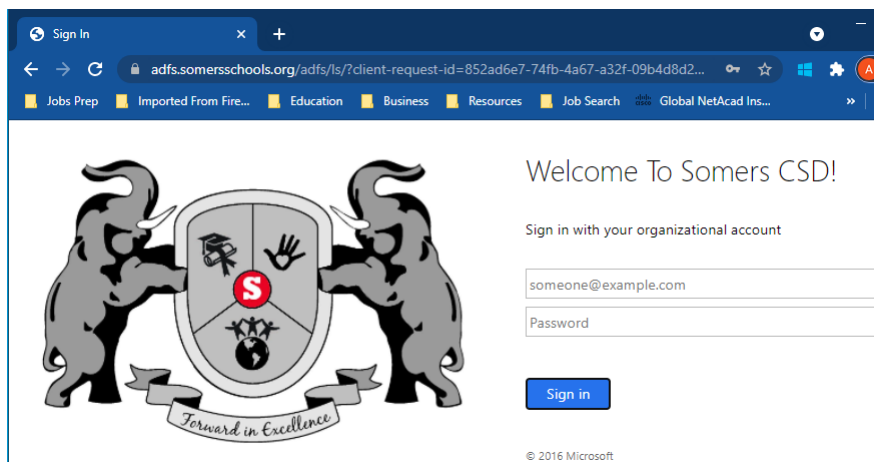
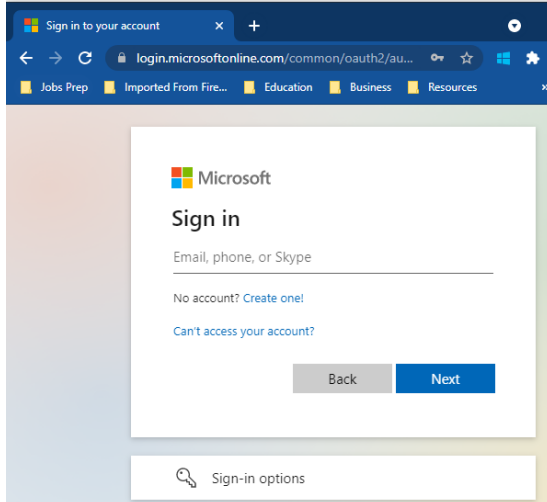
Getting Started

Office 365- How to log in

1. Open a browser and go to portal.office.com

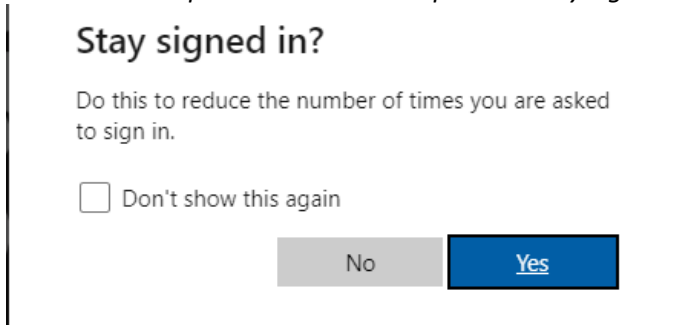


2. Enter your Somers credentials to continue

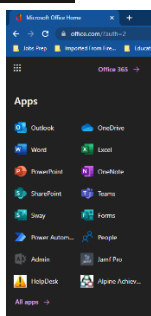
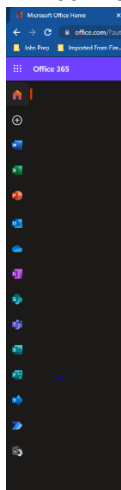




3. You will be presented with the option to stay signed in



4. From the Office 365 Portal, you will be able to select the applications you want to use from the left banner



5. Clicking the waffle icon to the left of "Office 365" will expand the applications menu



Create a file in OneDrive

1. Select **New** and choose the type of file you want.
2. To rename the file, click the file name in the title bar, for example **Document**, and then type a name.

All changes are automatically saved in the Office online apps, so when you go back to OneDrive, your new file is already saved.

Create a File in an Office Desktop App

1. Open a desktop app, like a Word, Excel, or PowerPoint.
2. Select **File > Save As**.
3. Select your **OneDrive – Somers Central School District** account.
4. Type a name for the file and select **Save**.


Create Folders

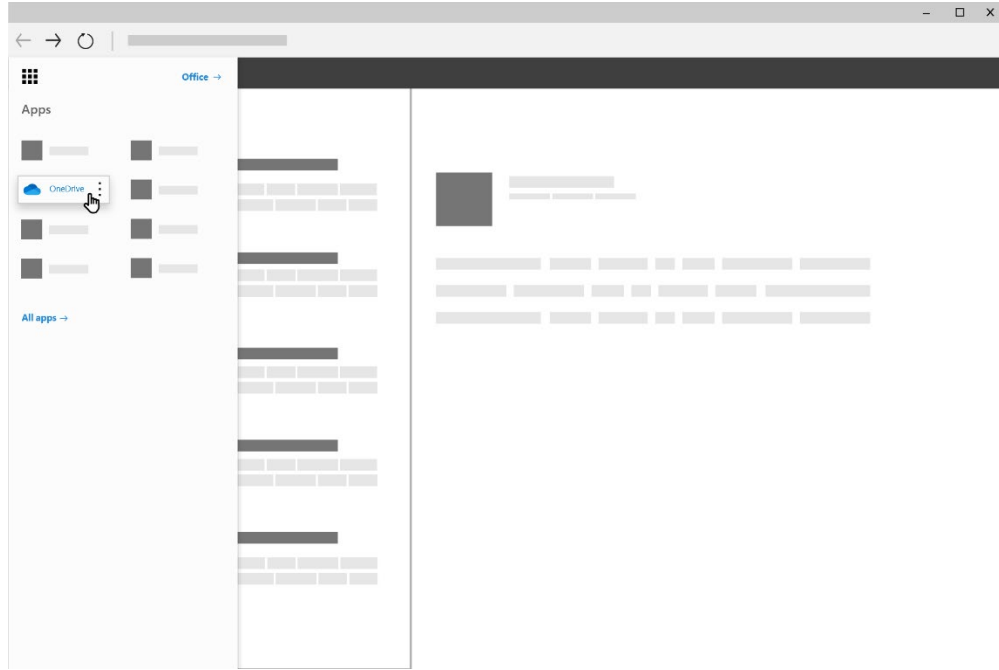
1. Select **New > Folder**.
2. Type a name for the folder and select **Create**.
3. Select the files you want and drag them into the folder.

How to Save a File in OneDrive

Note: Requires Microsoft 365, Office 2019, or Office 2016.

Use OneDrive in your browser

1. Sign in to office.com, then select the app launcher  > **OneDrive**.
2. Pick a file or folder by selecting the circle in the upper corner of the item, and then select a command at the top of the page.

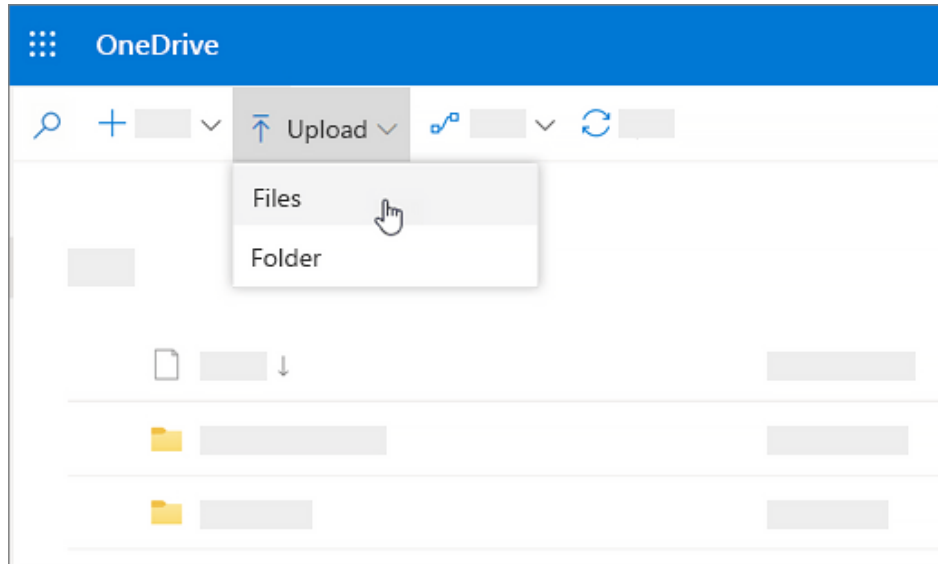


You can store over 300 types of files on OneDrive. With Microsoft Edge or Google Chrome:

1. Select **Upload > Files** or **Upload > Folder**.
2. Select the files or folder you want to upload.
3. Select **Open** or **Select Folder**.

With other browsers:

- Select **Upload**, select the files you want to upload, and select **Open**.
- If you don't see **Upload > Folder**, create a folder, and then upload the files to that folder.



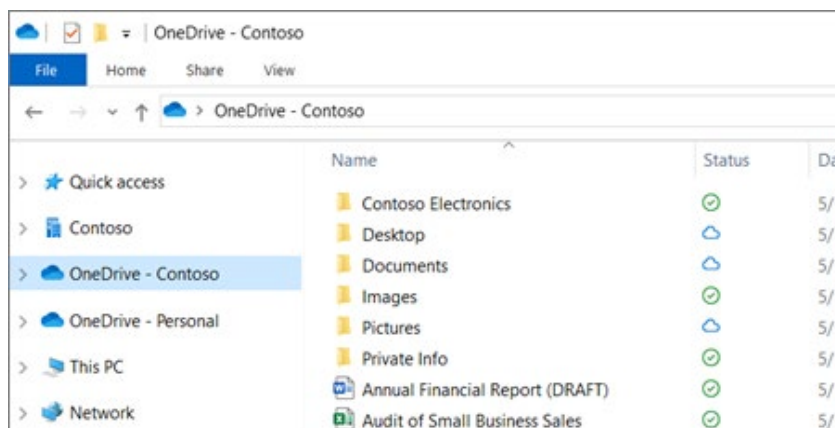
Use OneDrive on your desktop

If you use Windows 10, OneDrive may have already asked you to sign in to sync your files.

In File Explorer, select: **OneDrive – [your company]**.

If OneDrive isn't setup, see:

- [Sync files with OneDrive in Windows](#)
- [Sync files with OneDrive on Mac OS X](#)



Save and open files in your Office apps

- Select **File > Save a Copy > OneDrive - [company name]** to save a work file to OneDrive.
- Select **File > Open** and then select **OneDrive**, to open a file saved to OneDrive.



Best Practices

At Home

- *This is a school issued device, only schoolwork should be completed on this device, it is not for personal use.*
- *Charge your tablet every night.*
- *Keep your charger and tablet labeled and in a safe place.*
- *Students can get their login information by contacting Tech Support. Please use this [link](#) or call (914) 277-3998*

At School

- *Never have food or drink out while using your tablet.*
- *Do not let your friends log in or use your tablet.*
- *Only go to websites and programs that your teachers has directed you to use.*
- *If you have tech issues, set up an appointment with the Gear Shack at your school.*



Digital Tools and Applications

Instructional Design + Digital Tools

Remote learning and hybrid models require us to consider our instructional framework with the added of lens of digital tools . This chart will help you determine which tools will best help to serve a given instructional purpose.



Adapted from Catlin Tucker

<https://catlintucker.com/2020/05/building-blocks-of-an-online-lesson/>



Parent Square



ParentSquare

[Getting Started](#)  – ParentSquare (zendesk.com)

[How to Confirm Your Contact Information](#) – ParentSquare (zendesk.com)

[Download the Mobile App](#)  – ParentSquare (zendesk.com)



How to Log in

- 1) Go to www.schoolology.com
- 2) Click "sign up" on the top right of the page
- 3) Select "Parent"
- 4) Input an [access code](#) for one of your students. (This code can be found via Campus Backpack on Infinite Campus)
- 5) Input your email address and create a password
- 6) Click "Register"

A Parent's Guide to Schoolology

A Parent's Guide to Schoolology

Welcome to Schoolology! This guide is intended to help you learn how to navigate around Schoolology. For more in-depth guidance on specific Schoolology features, check out our Help Center at support.schoolology.com. You can find our online Parent Guide [here](#).

What Is Schoolology?

Teachers use Schoolology to:

- Post classroom materials online
- Provide a safe forum for students to discuss their ideas and collaborate on projects
- Assign and collect homework electronically.

Schoolology helps students stay organized and connected. A

Schoolology Parent Account gives you access to:

- Your child's classes
- Your child's upcoming assignments.
- School and class announcements.

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

Page Break

Navigating Your Schoolology Account

After logging in, you can see the top navigation bar from anywhere in Schoolology.

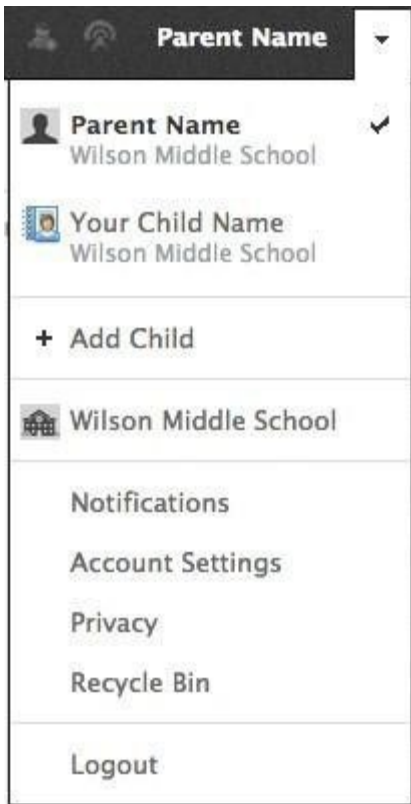
On the left side of the bar, you can navigate to the four main areas of Schoolology: **Home**, **Courses**, **Groups**, and **Resources**.



Clicking **Home** always brings you back to your home page, the landing page you see when you login. This is where you see your **Recent Activity** feed.

Messages & Reminders

When you are in your own Schoology account (not your child's), icons for messages, connections, and notifications display in the top navigation bar, on the right; you can also click your name to go to your own Personal Profile. 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.



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.



The screenshot shows the Schoology interface with the following components:

- Navigation Menu (Left):** Summary (1), Grades/Attendance, Mastery, Calendar, Messages.
- Student Activity - Enrollments (Center):**

Courses	Current	Grade	Attendance
B: Spanish: Section 2	2	88%	-
Algebra: Section 1		95%	-
English 10: Section 1		92%	-
U.S. History: 3rd Period		-	-

Groups (3): JV Soccer, Students
- Recent Grades/Attendance (Right):** 4. Graded assignments, Graded tests/quizzes (2), Graded discussions (3), Attendance.
- Overdue (Right):** 5. Due: Friday, June 26, 2015. Great Gatsby Essays Due 12:59 am.
- Upcoming (Right):** 6. Thursday, July 16, 2015. 10.2 Unit Questions 12:59 am. Tuesday, July 21, 2015. Prueba: Capitulo 11.

- Use the left menu to quickly view specific information about your child's Schoology activity:
 - Summary:** Click to see an overview of your child's courses and grades (**Enrollments** in the center column), or notifications about grades on individual assignments (**Student Activity** in the middle column).
 - Grades/Attendance:** Review your child's grades and attendance for all courses.
 - Mastery:** If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.
 - Calendar:** Click to view a calendar of past and upcoming events and assignments. Events and assignments in the near future are also listed in the **Upcoming** column on the right.
 - Messages:** View your own messages on Schoology. Messages to your child are private and are not viewable from this area.
- Select **Enrollments** in the center column 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 for U.S. History, above). Click on an individual course to see grades received on assignments, tests, and discussions from that course.
- Here, 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.
- The **Recent Grades/Attendance** section displays your child's recent grade and attendance information.
- The **Overdue** section displays a list of course materials your child did not turn in by the due date. 6. The **Upcoming** section displays a list of your child's upcoming assignments and events.



Customizing Your Account Settings

You may want to update your **Account Settings** to make sure you get the most out of Schoology. [Setting Up Your Parent Email Digest](#)

The Schoology Parent Email Digest is a brief summary of your child's activities delivered to your email inbox. 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:

Repeat:

Time:

A Parent Email Digest contains information regarding your child's grades, attendance, and overdue/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:



 schoolology

7/08/15 - 7/09/15

 **Apple Paltrow**

Course Summary	Grade Attendance	
B: Spanish: Section 2	88%	-
Algebra: Section 1	95%	-
English 10: Section 1	92%	-

Overdue (1)

Due Date Friday, 06/26/2015 Assignment. [Great Gatsby Essays Due](#) 12:59 am

Upcoming (2)

Thursday, July 16, 2015

Assignment. [10.2 Unit Questions](#) 12:59 am

Tuesday, July 21, 2015

Assessment. [Prueba: Capítulo 11](#)

Recent Activity (0)

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**.

Page Break

Notifications

Set up your Notifications to control how Schoology contacts you about your child's school activities. To set up notifications, select **Notifications** from the dropdown menu in the upper-right corner. You can enable notifications to be sent to you as an email or push notification message depending on preference. Pushing notifications to your smartphone or tablet requires the Schoology mobile app.

Mobile Message/Push Notifications

Text message or Push notifications are also available for certain actions. You can link your mobile phone to your Schoology account by following these directions: Select the arrow next to your name in the top right corner and click Notifications.

1. Select the Send Notifications to Your Phone via Text Message box to the right.
2. Enter your Cell Phone Number (your number remains hidden from other members).
3. Choose your Country.
4. Select your wireless Carrier.
5. Click Set Mobile to complete.

Note: Email and cell phone notifications differ from the Notifications Icon located on the top menu, which provides a running list of academic actions. If you live outside of the U.S. or Canada, text message notifications are not yet supported at this time.



Account

Notifications | Account Settings | Privacy Settings | Recycle Bin

Notifications
Schoolology sends you notifications when actions occur that involve you. You can select which notifications you would like to receive.
[Reset to default settings](#)

Academic	Email
Course update posted	On
Course comments on updates, assignments, or discussions	Off
Comments on my posts	On
Assignment submissions	On
Test/Quiz submissions	Off
User joins your course	On
Course content created	Custom
Course materials overdue	On

Send notifications to your phone via text message

Receive text notifications for selection Schoolology actions by adding your U.S./Canadian phone number.

Enabling Push notifications on your Schoolology app will automatically sync with this area.

Turn on/off email notifications for all courses and groups or customize the courses and groups for which you'd like to receive emails

You can change your password or update your email address on the **Account Settings** page. You can also determine your landing page when you log into Schoolology. To go to the **Account Settings** page, click the **Account Settings** tab in your notifications screen, or click the arrow in the upper-right corner again and select **Account Settings** from the menu. Scroll down to **Set Default Account**.

Set Your Default Account

Account:

Main Account
✓ Child Activity

Save Changes

You have the ability to choose which account you **first** see when you login to Schoolology:

1. Select **Main Account** to see your personal account, with your own name and information
2. Select **Child's Account** to see your child's account from his or her perspective.



Communicating with Families

Schoology provides several different ways to communicate with families:

- Calendars (District, School, Courses, and Groups)
- Updates (School, Courses and Groups)
- Announcements (Courses and Groups)
- Media Albums (Courses and Groups)
- Courses- Create a Parent Resource Folder or Parent Education Course
- Groups-Parent/Teacher Groups, Extracurricular, Graduation Year Groups, School Parent Groups, Volunteer Opportunities

Navigating the Schoology Parent Portal PowerPoint

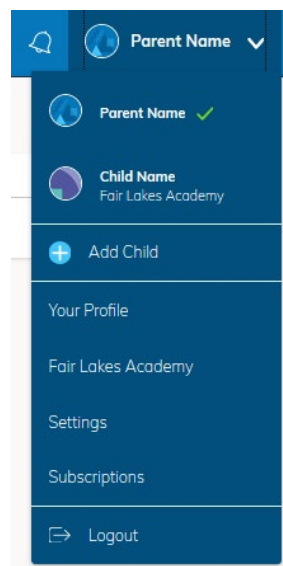


Parent Account vs Student Account- What can you see?

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, and see what he or she sees, and receive updates about his or her activity.

Start by clicking the arrow in the upper-right corner, next to your name, and then select your child's name to switch into their account. If you have multiple children associated with your account, all will be displayed in this area. The checkmark in this drop-down menu indicates which account you are currently viewing.





How to view your child's grades, upcoming and overdue assignments.

Click on the arrow in the upper-right corner of your account and select your child's name to view their activity.

From the home page, you can quickly view specific information about your child's Schoology activity:

1 Student Activity - Enrollments

Courses	Grade	Attendance
AP Physics: Summer Session 1	97%	-
Pre-Calculus Honors: Section 7	92%	-
Economics/Finance: Section 6	87%	-
Advanced Topics in Music: Theory and Musicianship: Section 1	86%	-
French III: Section 5	91%	-
US History Honors: Section 4	89%	-
Physics: Section 2	85%	-
English Lit 1110: Section 3	93%	-

2

3 Recent Grades/Attendance

- Graded assignments
- Graded tests/quizzes
- Graded discussions
- Attendance

4 Overdue

FRIDAY, JUNE 8, 2018

- Unit 7 review
- 1:00 pm

5 Upcoming

No upcoming assignments or events

GRADES

- Grade Report (A)
- Mastery (B)
- Attendance (C)



Tech Support Information

If you are experiencing any technical difficulties, please fill out this form and one of our technicians will get back to you via email. If your question is related to the curriculum or a classroom tool, please contact the teacher directly.

Please use this [link](#) for questions or support, or call (914) 277-3998 | M-F | 7:30am-4:30pm

[SCSD Family Technology Support Form](#)