# Table of Contents

Getting Started........................................................................................................................................................................................... 2
  Office 365- How to log in....................................................................................................................................................................... 2
  Create a file in OneDrive ........................................................................................................................................................................ 4
  Create a File in an Office Desktop App .................................................................................................................................................. 4
  Create Folders........................................................................................................................................................................................ 4
  How to Save a File in OneDrive .............................................................................................................................................................. 4

Best Practices............................................................................................................................................................................................. 7
  At Home.................................................................................................................................................................................................  7
  At School................................................................................................................................................................................................ 7

Digital Tools and Applications.................................................................................................................................................................... 8

Parent Square ........................................................................................................................................................................................... 9
  Getting Started  – ParentSquare (zendesk.com) .............................................................................................................................. 9
  How to Confirm Your Contact Information – ParentSquare (zendesk.com) .................................................................................. 9
  Download the Mobile App  – ParentSquare (zendesk.com) ............................................................................................................... 9

Schoology................................................................................................................................................................................................. 10
  How to Log in....................................................................................................................................................................................... 10
  A Parent’s Guide to Schoology............................................................................................................................................................. 10
  Communicating with Families ............................................................................................................................................................ 17
  Navigating the Schoology Parent Portal PowerPoint .................................................................................................................... 17
  Parent Account vs Student Account- What can you see? .................................................................................................................... 18
  How to view your child’s grades, upcoming and overdue assignments. ............................................................................................. 19

Tech Support Information......................................................................................................................................................................... 20
**Getting Started**

**Office 365 - How to log in**

1. **Open a browser and go to** [portal.office.com](http://portal.office.com)

   ![Image of portal.office.com](image1.png)

2. **Enter your Somers credentials to continue**

   ![Image of sign-in page](image2.png)

   ![Image of CSD sign-in](image3.png)
3. **You will be presented with the option to stay signed in**

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don’t show this again

[No] [Yes]

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](https://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 lens of digital tools. This chart will help you determine which tools will best help to serve a given instructional purpose.

**Engage**
- Hook students with a thought-provoking stimulus
- Ask questions, access prior knowledge, build relationships, and check in

**Instructional & Modeling**
- Transfer information
- Explain concepts
- Show students how to navigate tasks, apply concepts, use a technology tool

**Discussion**
- Engage higher order thinking via conversation about texts, videos, infographics, podcasts, topics, issues, and current events

**Research & Exploration**
- Use a shared online space to conduct informal online research; crowdsource information with the group; help students learn from one another

**Collaborative Tasks**
- Foster collaboration and creativity by having students work on shared tasks

**Practice & Review**
- Connect students with practice and review activities online
- Reinforce concepts and refine skills

**Assessment**
- Assess student learning and mastery of concepts and skills to guide instruction, scaffolds, and reteaching

**Reflection & Metacognition**
- Provide opportunities for students to reflect on their learning: what did you learn? How did you learn it? What questions do you still have?

*Adapted from Catlin Tucker*
**Parent Square**

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.schoology.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 Schoology

A Parent’s Guide to Schoology
Welcome to Schoology! This guide is intended to help you learn how to navigate around Schoology. For more in-depth guidance on specific Schoology features, check out our Help Center at support.schoology.com. You can find our online Parent Guide here.

What Is Schoology?
Teachers use Schoology to:
- Post classroom materials online
- Provide a safe forum for students to discuss their ideas and collaborate on projects
- Assign and collect homework electronically.

Schoology helps students stay organized and connected. A Schoology Parent Account gives you access to:
- Your child’s classes
- Your child’s upcoming assignments.
- School and class announcements.

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

Navigating Your Schoology Account

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

On the left side of the bar, you can navigate to the four main areas of Schoology: 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.
1. 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.

2. 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.

3. 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.

4. The **Recent Grades/Attendance** section displays your child’s recent grade and attendance information.

5. 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.

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:
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:
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:

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.
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 Schoology. 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.

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 Schoology. 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.

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