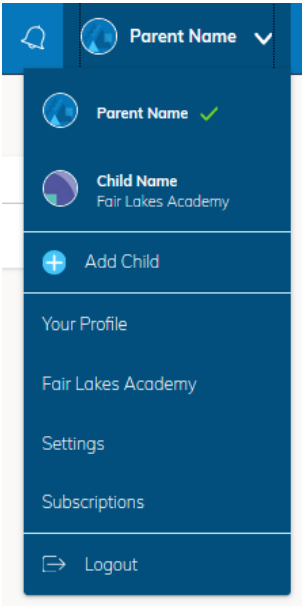


Schoology Parent Account Overview

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 on the arrow in the upper-right corner, next to your name, and then select your child's name to switch into his or her 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.

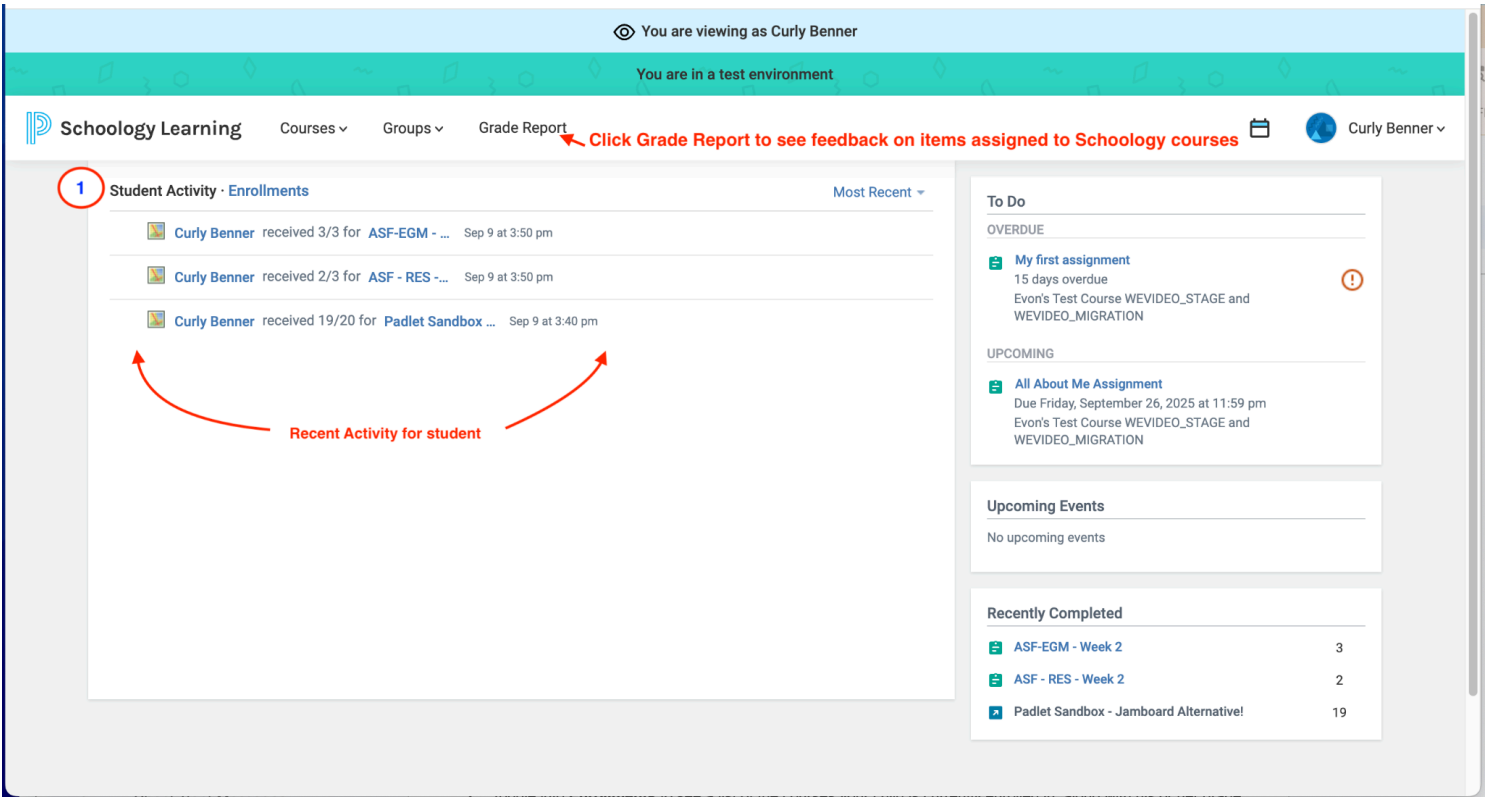


Student Activity View

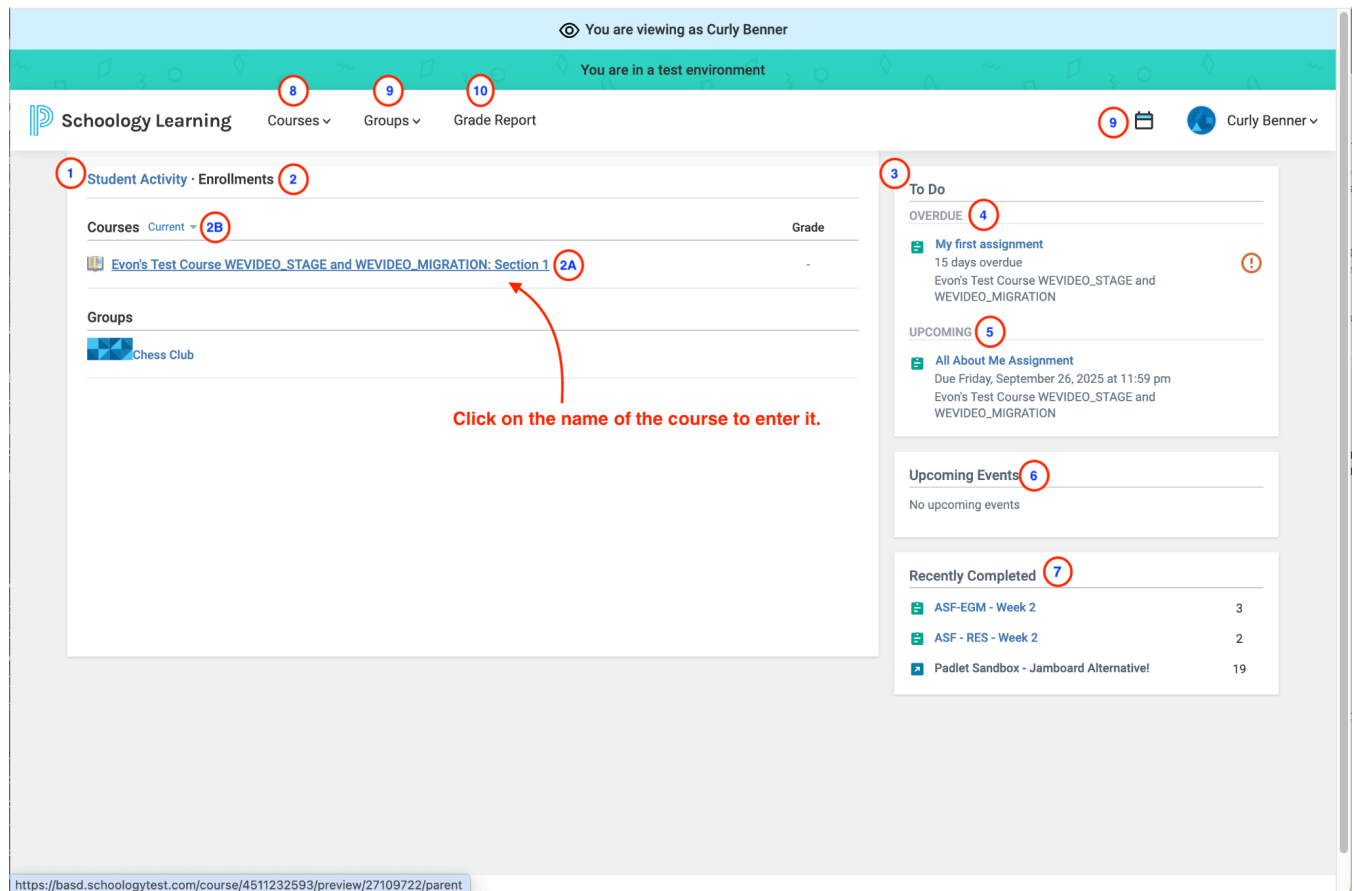
Viewing Your Child's Activity

Click on the arrow in the upper-right corner of your account and select your child's name to view his or her activity. From the homepage, you can quickly view specific information about your child's Schoology activity:

- 1. The **Student Activity** area in the center of the page displays your child's recent submissions and grade information.



2. Toggle into **Enrollments** to see a list of the courses your child is currently enrolled in. Final achievement scores(grades) for each course are located in *Synergy ParentVUE*. However, you can check on feedback on assignments, and Academic Support Factors in Schoology.



- a. Click on an individual course to see grades received on assignments, tests, and discussions from that course. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course.
- b. Toggle between current and past (archived) courses with the **Current/Past** filter next to Courses.
3. The **To Do** section of your child's home page displays events, assignments, tests/quizzes, and discussions that have an associated due date. Hover over each item to display the course or group associated with the item, or hover over the clock or exclamation point icons to display when the material is due. If a student has more than three overdue items, an option will display to allow the user to access the additional overdue work.
4. The **Overdue** section displays a list of course materials your child did not turn in by the due date.
5. The **Upcoming** section displays a list of your child's upcoming assignments and events.
6. The **Upcoming Events** section displays a list of impending events for your school. To access additional details about the event, click on the event name.
7. The **Recently Completed** section displays grade-able materials that have been submitted. Hover over the icons associated with each material to display if the assignment has been graded, and what the percentage grade is for that assignment.
8. **Courses (along top):** You can see a list of your child's current courses. Click the course name to navigate to the course profile as your child views it. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course. The Courses drop-down displays up to 12 courses. *To view a full list of your child's courses, click Enrollments on the home page.*
9. **Groups (along top):** 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. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the group. The Groups drop-down displays up to 12 courses. *To view a full list of your child's groups, click Enrollments on the home page.*
10. **Grade Report (along top):** Review your child's grades for all courses.

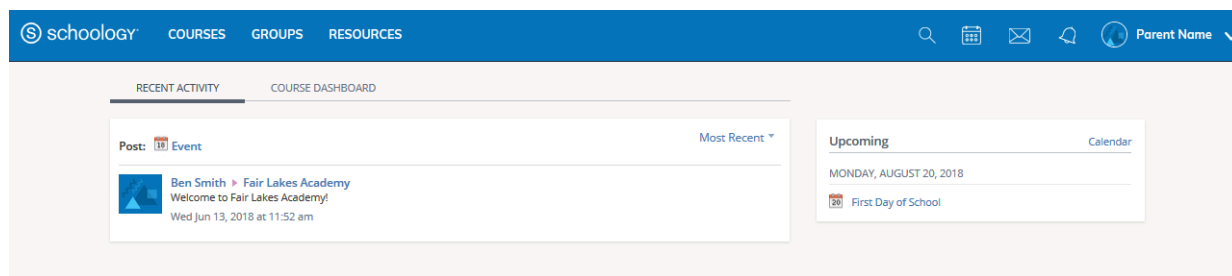
9. **Calendar:** Click to view a calendar of past and upcoming events and assignments. To find out more information regarding a particular event, place your cursor over the title. A clue tip displays with the event type (assignment, test/quiz, event), the event's course or group, and the student name. Click the event to display profile information in the dialog window.

Note: There is no Messages icon in the Child Activity view. Messages to your child are private and are not viewable from a parent account.

Your Account Activity

To return to your Schoology account, click the down-facing arrow and select *your account*. If you have linked accounts in Schoology, you will see the school associated with each account under your name.

While toggled into your personal account, you'll see your own name in the top right corner. Your personal account homepage displays activity related to any courses and groups in which you are enrolled, as well as school information from the school with which you are associated.



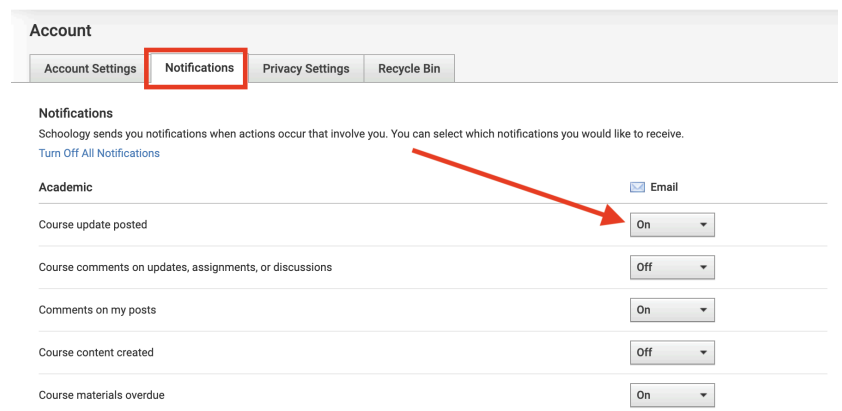
Notifications

To set up notification preferences, go to the Settings while in your parent account.

From the account settings area, choose Notifications tab.

Make your adjustments and then click Save Changes at the bottom.

Save Changes



Parent Email Digest

The Schoology Parent Email Digest is currently unavailable for parents.

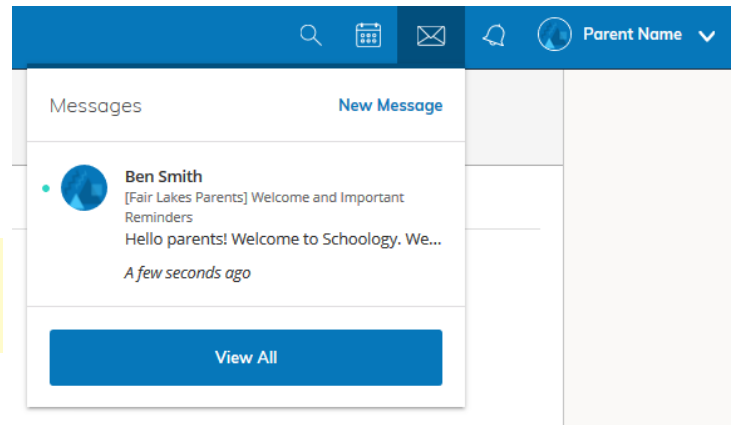
Recent Activity

Similar to your child's **Activity Summary**, your **Recent Activity** area displays updates from the school, courses, and groups in which you participate. You can filter the **Recent Activity** feed by clicking the drop-down menu (labeled **Most Recent**) to the right of the **Recent Activity** heading.

Messages

The right side of the header displays the **Messages** icon (envelope icon). You may receive messages here from time to time, especially if the teacher messages the entire class and includes parents.

Note: There is no Messages icon in the Child Activity view. Messages to your child are private and are not viewable from a parent account.



Check New Messages

When you have a new message in your inbox, the **Messages** icon on the top menu displays a new number.

1. Navigate to your **Messages** area by clicking on the icon in the top menu.
2. New messages are indicated with a blue dot. Click the message you'd like to read.
3. To reply to a message, write in the **Message** area, then click **Send**.

Check Sent Messages

1. Navigate to your **Messages** area by clicking the icon in the top menu and clicking **View All**.
2. Click the **Sent Messages** tab.
3. To read a message, click a message you've sent in the past.
4. To send a message, click the **+New Message** button.
5. Fill out the form, and click **Send** to complete.

Source: Schoology Parent Guide, <https://support.schoology.com/hc/en-us/articles/201000833-Home-Page-Parents->