



# schoolology®

Click on this icon to go to the Schoolology homepage.



Click on the home button for a table of contents.

## Parent Handbook

Click on the topic tab you need support with.



Schoolology Support

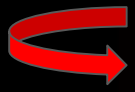
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# Sign up for a parent account

1. Go to [www.schoology.com](http://www.schoology.com).
2. Click **Sign Up** at the top of the page and choose **Parent**.
3. Enter your Parent Access Code. This is a 12-digit code in **xxxx-xxxx-xxxx** format that you receive from one of your child's instructors.
4. Fill out the form with your information.
5. Click **Register** to complete.



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# Adding multiple children

1. Log in to your Schoology account using your username or email address and password.
2. Click the arrow next to your name in the top-right corner.
3. Click the **Add Child** button.
4. Enter the **Child Code** for the child you're adding. This is the same as your Parent Access Code, the 12-digit code in **xxxx-xxxx-xxxx** format that you receive from one of your child's instructors.
5. If your code does not look like this code, contact your child's instructor or school.
6. Click the **Use Code** button to complete.



A screenshot of the Schoology dashboard. The top navigation bar is blue and contains the Schoology logo, "COURSES", "GROUPS", "RESOURCES", a search icon, a grid icon, a calendar icon, an envelope icon, a bell icon, and a user profile for "Gale Lo...". Below the navigation bar, there are two tabs: "RECENT ACTIVITY" (selected) and "COURSE DASHBOARD". The "RECENT ACTIVITY" section shows a list of posts under the heading "Event". Each post includes a profile picture, the name "Mr. Thomas", and the text "joined [Course Name]". The courses listed are "Digital Citizenship", "Professional Development", "Blended Learning", and "Schoology Educators". Each post is dated "Wednesday, June 27, 2018 at 1:47 pm" or "1:46 pm". To the right of the activity feed is a "Calendar" section titled "Upcoming" which shows dates for "MONDAY, JULY 16, 2018" (School Wide Fire Drill) and "FRIDAY, JULY 27, 2018" (Half Day).

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# My child's classes



1. Once signed on, click your profile picture to get access to your students' account. (Message one of your student's teachers if you need the parent sign-in code.)
2. Click on your student (or student's) name.
3. Once in your students' account, you will land on their activity page. You will see a list classes they are currently enrolled in on the left side of the page. Click on the course name to access the course.
4. You can also view your child's classes by clicking on "Courses" at the top of their activity page. This will show you a tiled list of all the courses your child is currently enrolled in. Click on the tile to access the course you would like to view.

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# What Can Families View in Schoology?



1. Once signed on, click your profile picture to get access to your students' account.
2. Click on your student (or student's) name.
3. Once in your students' account, you will land on their activity page. You will see a list of overdue and upcoming assignments on the right side of this page. Click on the assignments for specific details.
4. You can also click on the calendar icon to see assignments using a monthly, weekly, or daily view. Place your cursor over the title. A clue tip displays with the event type (assignment, test/quiz), the event's course or group, and the student name. Click the event to display profile information in a pop-up window.



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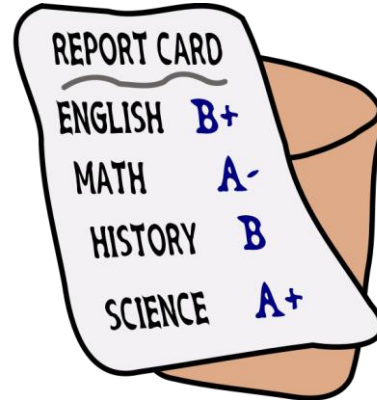
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1. Accessing the grade report is very easy. Schoolology has a tab on the top toolbar labeled *Grade Report*. Select *Grade Report* to access grades for all your child's classes.
2. You'll need to select a class to drop-down the course gradebook.



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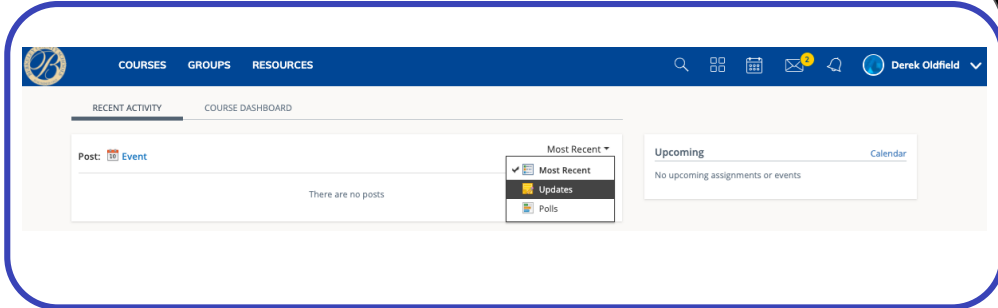
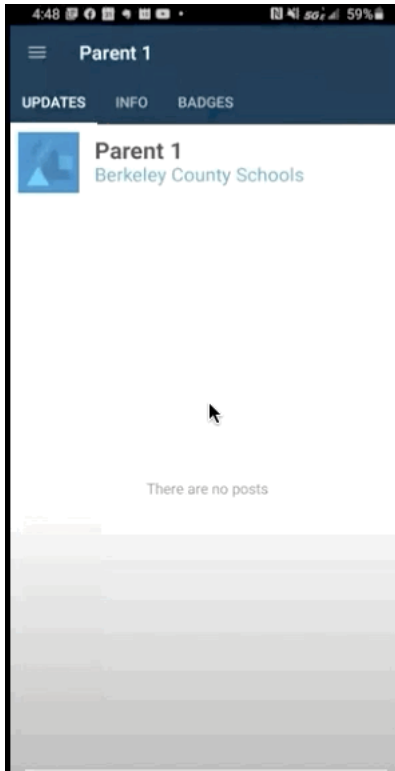
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# How Do I Enable Notifications?



1. Once signed on, click your profile picture and select settings.
2. Then click the "notifications" tab on the left.
3. You can then turn on/off a variety of different notifications. You can also set up text notifications to your phone as well.



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# Daily or Weekly Email Update



1. Once signed in, click your profile picture to access your child's name/profile. Select your child's name.
2. Click your profile photo again. Select settings.
3. Select notifications
4. You can select to receive weekly or daily email reports. You can also select to receive an email each time an assignment is overdue.

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