schoolOGY®

How does a parent register for Schoology?

1. Using any Web Browser go to www.schoology.com
2. Click **SIGN UP** in the upper right corner
3. Click **PARENT** in the window that pops up
4. Enter your Access Code. Your student's access code is:

5.Click **Continue**
6.You will enter identification information and select a Username and Password, make sure that you enter an email address as well

     √Uncheck, Receive periodic Schoology updates

7.Click **REGISTER**
8.Click on **MY CHILDREN** tab to the left to view your student(s) activity. If you have more than 1 student using Schoology, you can add your other child(ren) to the account you created by following the steps below:

For **additional children** please follow these steps:

1. Log into your Schoology account using your username or email address and password.
2. Click on the downfacing arrow on the top right
3. Select the option to **+Add Child**.
4. Enter the Child Code (Parent Access Code - distributed to you by the student's teacher)for the child you'd like to add to your account.
5.The code should look similar to 1A2-BC3-4KD5. If your code does not look like this code, you may have to ask your child's teacher for another code.
6.Click on the **Use Code** button to complete.

What should a parent look for in Schoology?

· In the upper right corner, you'll see your child's name.
· To switch between enrolled children, use the triangle in the upper right.
· Summary-shows an overview of updates posted by all the teachers of courses in which the student is enrolled in Schoology.
· You can see more detailed information from each course the student is enrolled in Schoology by selecting courses at the top. Depending on the course, this is where you might find notes, handouts, video clips, and links to other resources.

How does a parent receive an email from Schoology about their child's grades?
1. Click on the upper far right arrow beside your child's name.
2. Select a child from the list that appears in the dropdown.
3. Click on the downfacing arrow and select the Notifications option in the dropdown menu.
4. Where it says Email Summary, change this to On
5. Select the options (Daily, Weekly and time you want it sent)
6. Click Save Changes

Note: If there are no updates for the given time period, you will receive an email stating that there are no new updates.

You can find more information in the Parent Guide located here:
https://support.schoology.com/hc/en-us/articles/201000873-Parent-Guide