



Schoology Parent Portal Instructions



While PowerSchool Parent Portal remains the best place to view grades and attendance, parents/guardians can get a deeper view into their children's learning through Schoology. Teachers use Schoology to post their classroom materials online; provide a safe forum for students to discuss their ideas and collaborate on projects; and to assign and collect homework electronically. It helps students stay organized and it keeps the class connected.

A Schoology Parent Account gives you access to:

- Materials, resources, and announcements from your child's classes.
- Your child's upcoming assignments and due dates.
- View the work your child submits, and the feedback they get from teachers
- A messaging platform to connect with teachers
- An iOS/Android app that makes it a breeze to get notifications on your mobile device.

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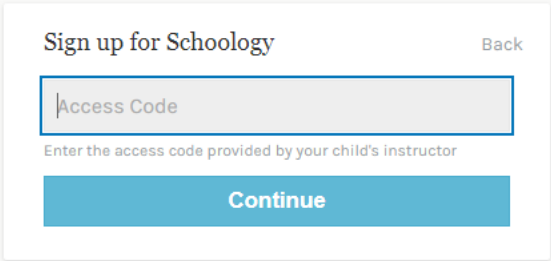
Optional: [Schoology Course for Families](#)

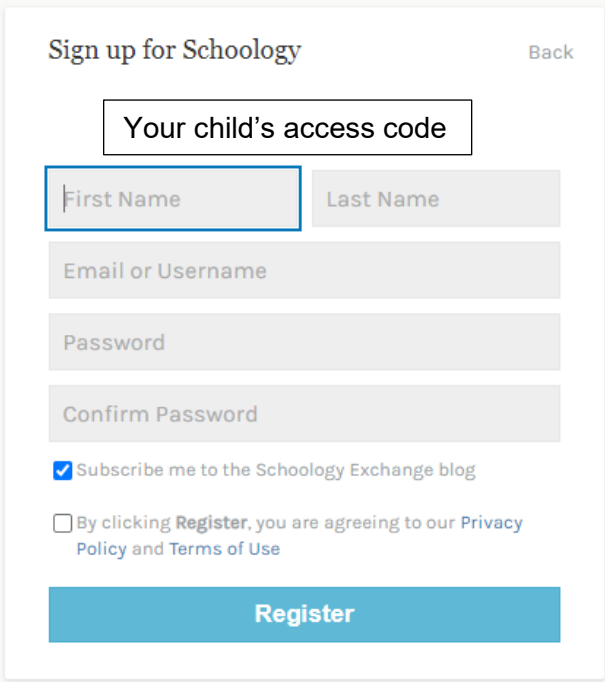
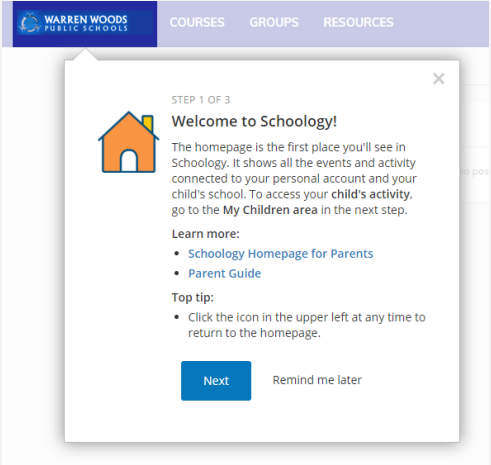


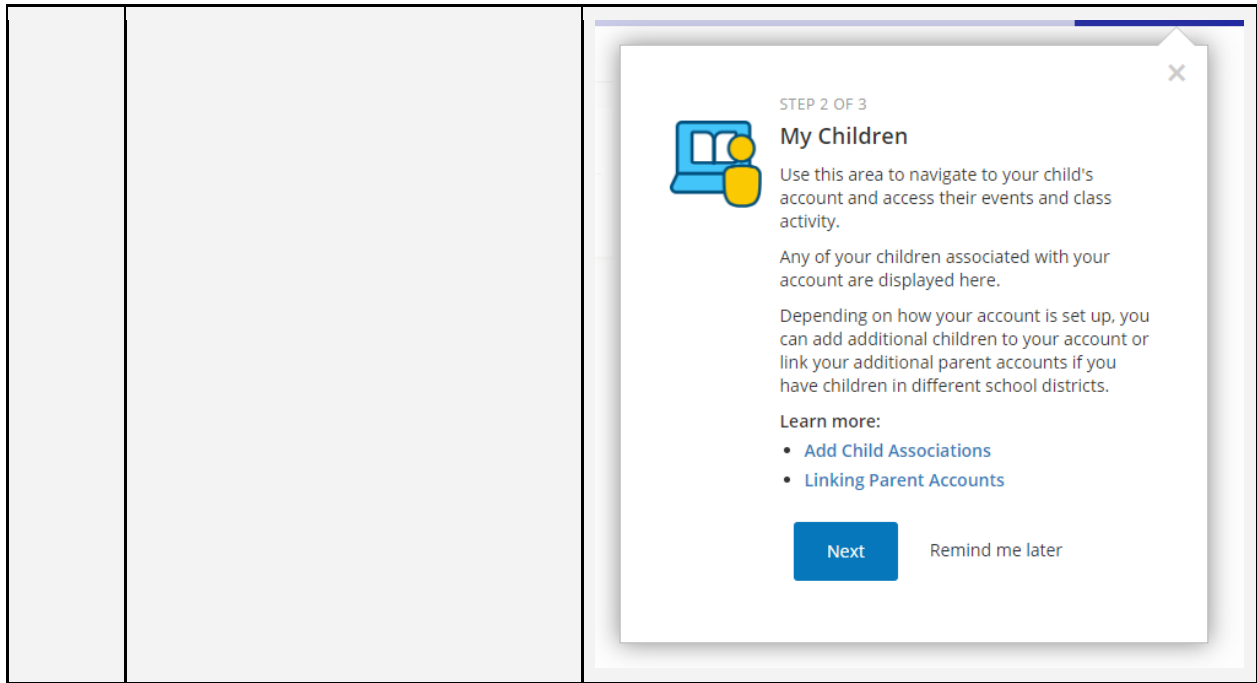
Step 1: Retrieve Schoology Parent Portal Credentials

Retrieving Schoology Access Code		
3.	<p>You've recently received an email that contains your parent portal login access credentials for Schoology. This is the information you will need to set-up a parent account in Schoology. This is a 12-digit code in xxxx-xxxx-xxxx format.</p> <p>Copy the code (select the code and Right click > Copy or CTRL + C) and go to www.schoology.com.</p>	

Step 2: Create a Schoology Account

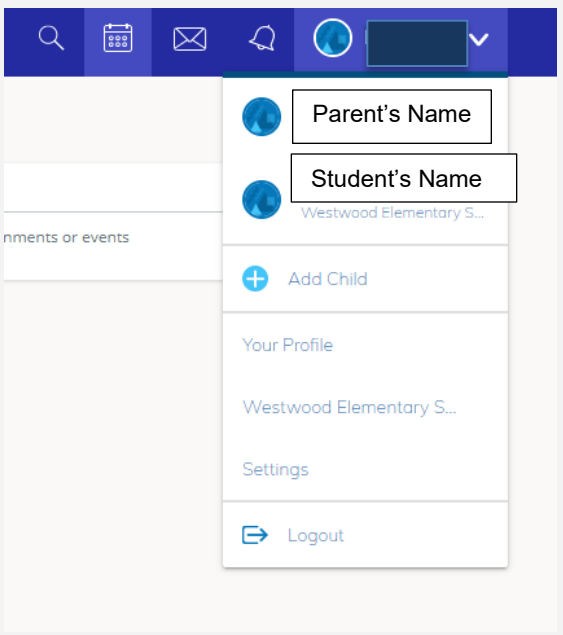
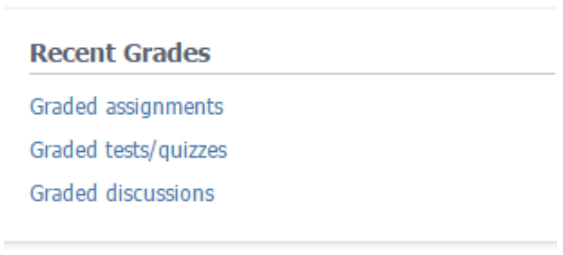
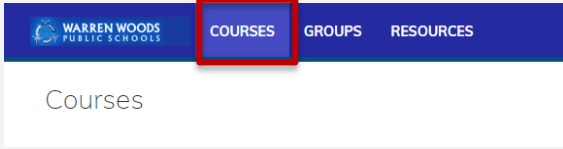

Creating a Parent Account in Schoology		
1.	<p>Go to www.schoology.com and click "Sign Up" at the top right side of the window.</p>	
2.	<p>Select "Parent"</p>	
3.	<p>Enter the Access Code from PowerSchool (Right click > Paste or CTRL + V)</p>	

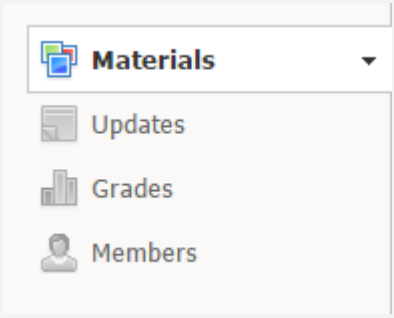
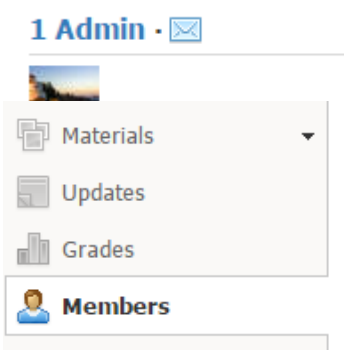
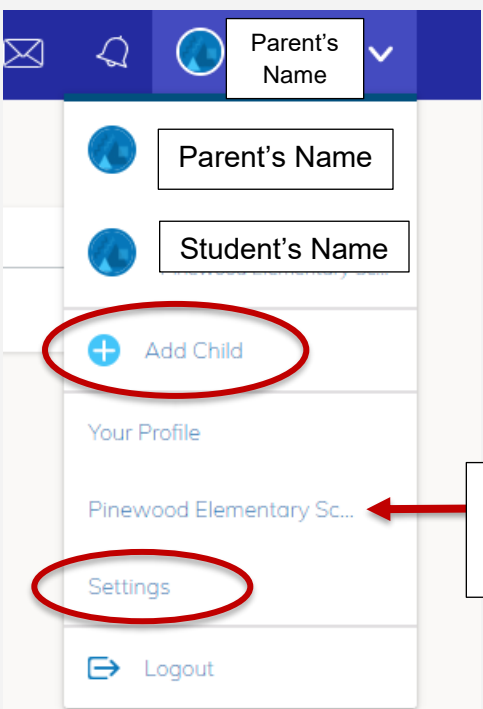
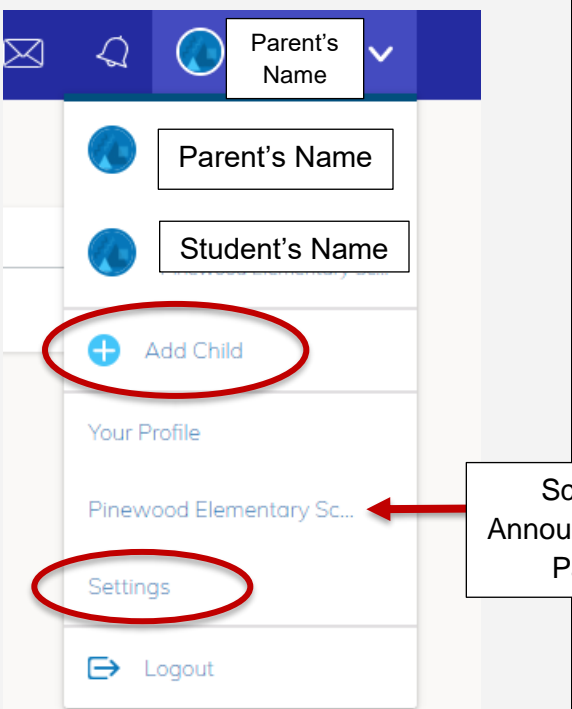
<p>4.</p>	<p>Complete the account information and click "Register".</p> <p>You will be able to add an additional child later in these directions. You will have a unique Access Code for each child.</p>	
		 <p>Schoology Homepage: Your Parent account compared to your child's Schoology information</p> <p>Parent Guide</p>

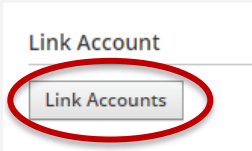
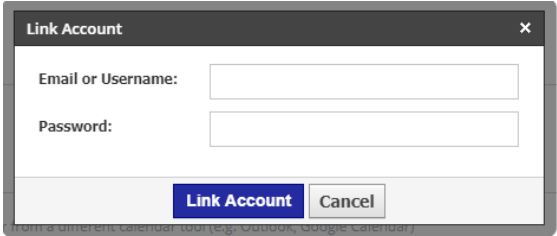
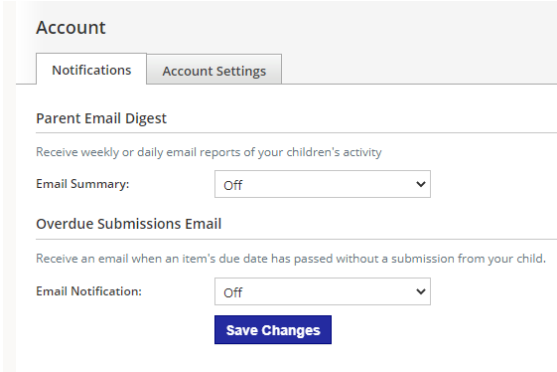
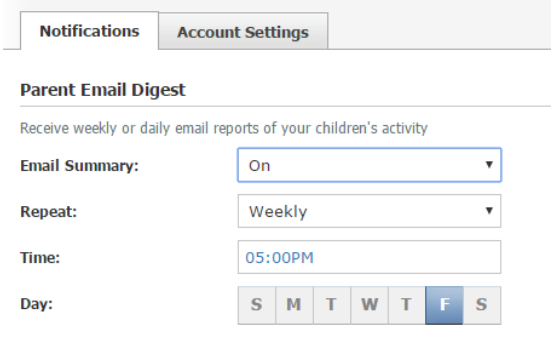


Step 3: Navigating Schoology & Updating Your Preferences

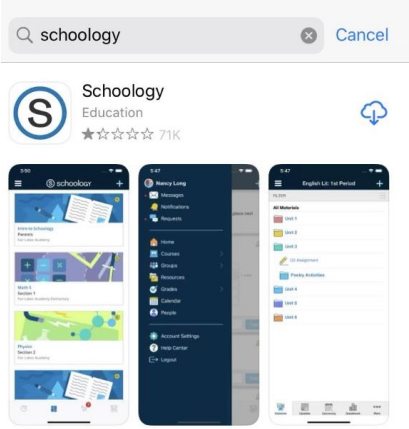
Navigating the Parent Account in Schoology	
<p>1. School's Announcement Page: When the parent's name is displayed, you are on the school's announcement page.</p>	

<p>2.</p>	<p>Looking at Student's Information: To see the student's information, click on the dropdown menu next to your name at the top right side of the window and select the <u>student's name</u>.</p>	
<p>3.</p>	<p>Viewing Recently Graded Assignments: The top right column contains "Recent Grades". Below Recent Grades, click on any of the graded categories for more information on materials graded within Schoology.</p>	
<p>4.</p>	<p>Viewing Courses: Click on the courses drop down menu and select a course you'd like to see.</p>	
<p>5.</p>	<p>Upcoming Assignments in a Course: While in a course you can see upcoming assignments/assessments listed on the calendar on the right side of the window. If you click on the assignment you will get more information.</p> <p>There is another calendar view available when clicking on Home at the top and then Calendar on the left side of the window.</p>	

<p>6.</p>	<p>Viewing Course Materials: In the Course view, you can see course materials, including graded Schoology assignments. You can also see any posted updates and email an instructor.</p> <p><i>**Note: The grades section should only be used to view graded Schoology assignments. It is NOT an accurate reflection of student's' overall grade averages (not all assignments will be in Schoology). For averages, be sure to use PowerSchool for the official course grade of record**</i></p>	
<p>7.</p>	<p>Emailing an Instructor: While in the course view, to email an instructor, click on the "Admin" image on the right side under the calendar.</p>	
<p>8.</p>	<p>Updating Account Settings: Updating account settings, account notifications and adding a student can be found in the drop down menu on the right side of the screen.</p> <p>To add an additional child</p> <ol style="list-style-type: none"> 1. Refer to the recent communication from the district to retrieve login in credentials for additional children. 2. Copy the code (select the code and Right click > Copy or CTRL + C). 3. Go back to Schoology, click the drop-down menu next to your name, select Add Child and Paste the code (Right click > Paste or CTRL + V) <p>When you have added a second student you will notice a second, smaller drop down menu. Use this to toggle between students.</p>	
<p>9.</p>	<p>Linking Accounts: For parents who use Schoology for work, professional and personal Schoology accounts can easily be linked.</p>	

<p>10.</p>	<p>Scroll down to Link Account and click the Link Accounts button</p>	
<p>11.</p>	<p>Enter the Email and Password for the Schoology Parent Portal account you just created and select Link Account.</p> <p>Now you can toggle between your professional and parent accounts easily</p>	
<p>13.</p>	<p>Parent Email Digest: You may want to receive daily or weekly email reports with your child(ren's) Schoology activity. This is called the Parent Email Digest. To set up the parent email digest, go to the drop-down menu on the top right side of the window and select a child to make sure you are using the student view. Then select Notifications.</p>	
<p>14.</p>	<p>The default for email summary is Off. Click on the Off drop-down to select and change the email summer to On. Then select how often you'd like to receive the update (weekly or daily). Customize the time and day in which you'd like to receive the update.</p>	

Logging into the Schoology App from a Mobile Device

<p>1.</p>	<p>First, download the Schoology App onto your mobile device.</p> <ul style="list-style-type: none">• Android: Tap on Play Store > Search for Schoology > Install the app.• iOS: Tap on App Store > Search for Schoology > Download the app. <p>Then use the following instructions to log in.</p>	
<p>2.</p>	<p>Tap on Select School and enter "Warren Woods Public School District"</p>	