Parent Self-Subscription

By self-subscribing to Schoology parents will have the ability to view their student's courses and information. The document below will explain how to subscribe, connect to your student, and how to navigate the parent view.

<u>Registration</u>

1.   Each student is given a unique code. Your student's teacher has access to this code and can share it with you. (If they are a middle or high schooler, any one of their teachers can share it, the code is the same for all courses since it's just for the specific student).

2. Go to www.schoology.com and choose Sign Up in the top right hand corner. Then choose Parent.
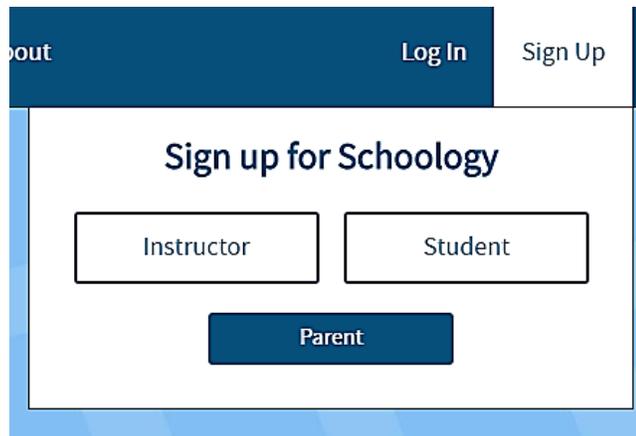
3. You will be prompted to input the access code associated with your student.
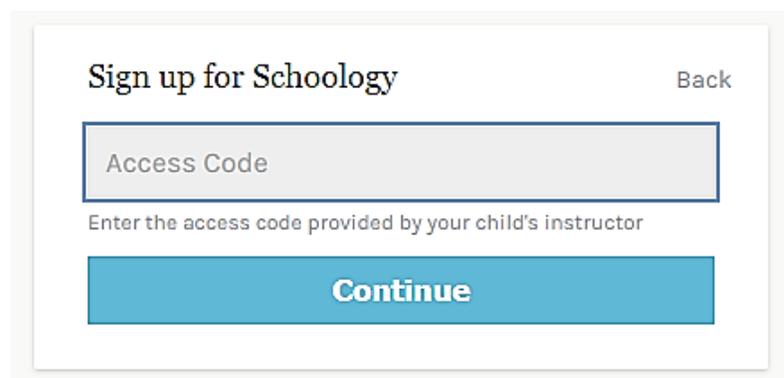

4. Once you enter the code you will be asked to fill out your information. Name, email, password, etc… You may use any email (does not have to be gmail/google) to subscribe.

Student Activity View

1. After all the information is entered you will be taken to the home screen. Having a Parent account in Schoology is actually like having two accounts:
   a. Your personal account, with your own name and information;
   b. Your Child Activity view.

   From here, you can view Schoology from your child's perspective, and see what they see, and receive updates about their 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. The check mark in this drop-down menu indicates which account you are currently viewing.
   If you have more than one child in SVSD – once you register you can choose the "Add Child" option, add their code, and have all of your students in one account.**
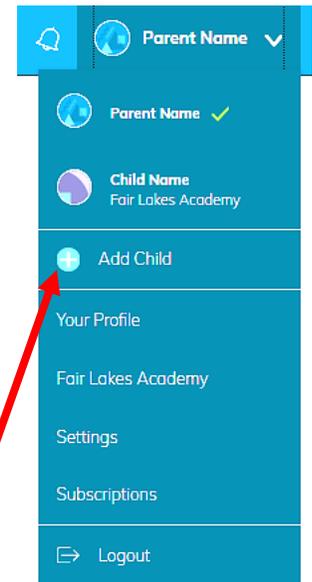
2. Once you have clicked on your students name, you can quickly view specific information about your child's Schoology activity:

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

2. Toggle into **Enrollments** in the same area 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 above). 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.

3. The **Recent Grades/Attendance** area lists graded assignments, tests/quizzes, discussions, and attendance marks for the student. To view the graded items and attendance marks, click the item you'd like to view. ***Attendance for SVSD that is input through Skyward will not sync to Schoology! So in most cases you will not be able to see attendance here unless the teacher is taking attendance <u>both</u> in Schoology and in Skyward***

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. **Courses:** 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.

7. **Groups:** 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.

8. **Grades:** Depending on the settings in place at your child's school, this menu provides access to view the following:

    1. **Grade Report:** Review your child's grades for all courses.

    2. **Mastery:** If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.

    3. **Attendance:** Review your child's attendance for all courses.

9. **Calendar**: All the student's classes will show up on the same 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 a pop-up window. The student can also color code the calendar by course to help view more easily.

<u>Messages</u>

Parents and students can message a teacher through Schoology. To do this you can either click on the teacher's name on the homepage where there are updates. OR you can go into a course, click on Members, click on the wheel to the right of the teacher's name and choose Send Message.

1. When you have a new message in your inbox, the Messages icon on the top menu displays a new number.
   a. Navigate to your Messages area by clicking on the envelope icon in the top menu.
   b. New messages are indicated with a blue dot. Click the message you'd like to read.
   c. To reply to a message, write in the Message area, then click Send.
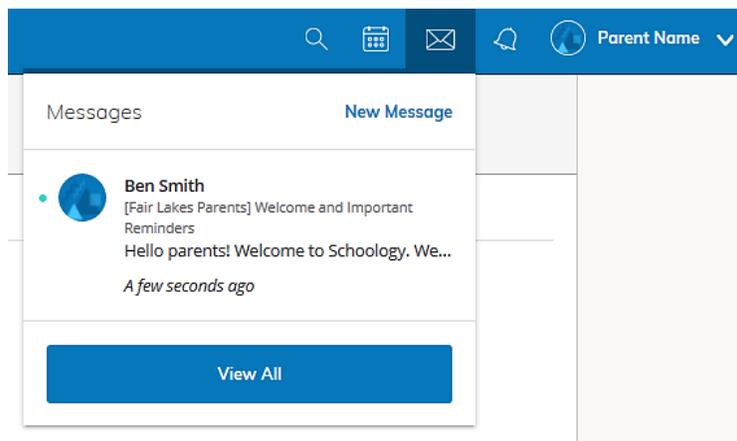
2. Check Sent Messages
   a. Navigate to your Messages area by clicking the icon in the top menu and clicking View All.
   b. Click the Sent Messages tab.
   c. To read a message, click a message you've sent in the past.
   d. To send a message, click the +New Message button.
   e. Fill out the form, and click Send to complete.
   f. A recipient name automatically populates when you enter a teacher's name into the To field. If you're not able to send a message to certain users, talk to your teacher for further guidance.

Notifications & Requests

- On the right side of the navigation bar you have the bell icon displaying Notifications & Requests.

- Any time someone sends you a message, wants to connect, or does something that pertains to you or your affiliations, it will be made easily accessible in the top right corner of your screen. Everything is chronologically ordered and clickable to make managing them simple.

- Parents and students can also download the app and be notified via cell phone app message as well as email.

- There are two places to set Notifications – in your student's homepage (when you click on your name and change it to your student's name so their name appears in the top right hand corner). and in your homepage (your name is displayed in the top right corner)

Student Homepage Options:

Snoqualmie Valley School District   COURSES   GROUPS   GRADES

Account

| Notifications | Account Settings |

Parent Email Digest

Receive weekly or daily email reports of your children's activity

Email Summary: | Off ▼ |

Overdue Submissions Email

Receive an email when an item's due date has passed without a submission from your child.

Email Notification: | On ▼ |

Save Changes

Parent Homepage Options:

Notifications

Schoology sends you notifications when actions occur that involve you. You can select which notifications you would like to receive.
Turn Off All Notifications

Academic	✉ Email
Course update posted	Off ▼
Course comments on updates, assignments, or discussions	Off ▼
Comments on my posts	Off ▼
Course content created	Off ▼
Course materials overdue	Off ▼

Group	✉ Email
Group update posted	Off ▼
Group comments on updates or discussions	Off ▼
Comments on my posts	Off ▼
Group content created	Off ▼

School	✉ Email
School update	Off ▼
School update comment	Off ▼

Personal	✉ Email
Receive a private message	Off ▼
Receive a new subscriber	Off ▼
Another user replies to a blog comment you posted	Off ▼