Parent's How-To Guide:

Creating an Account in Schoology

❖ Go to https://www.schoology.com/ and click on SIGN UP in the top right corner
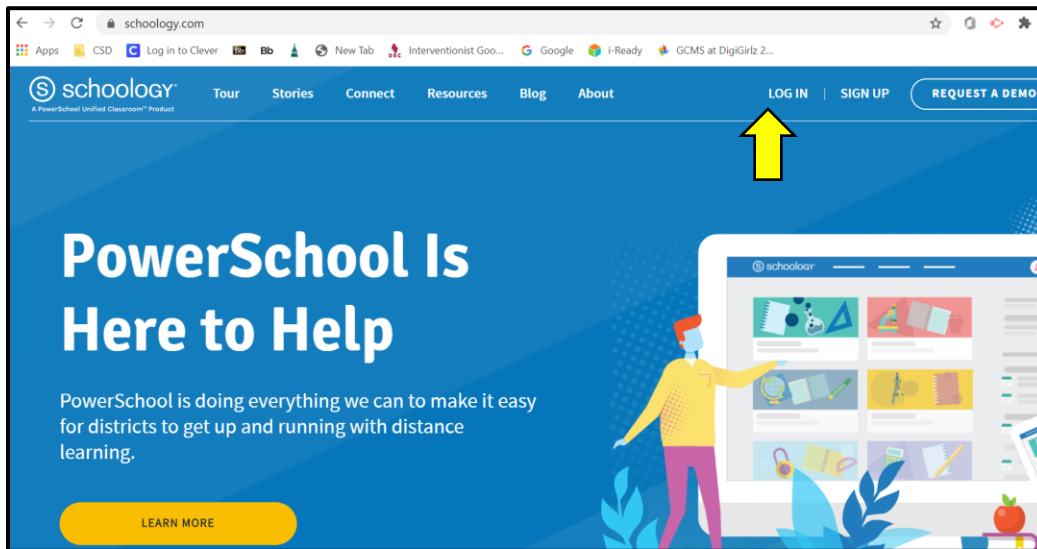
❖ Click Parent under the SIGN UP tab
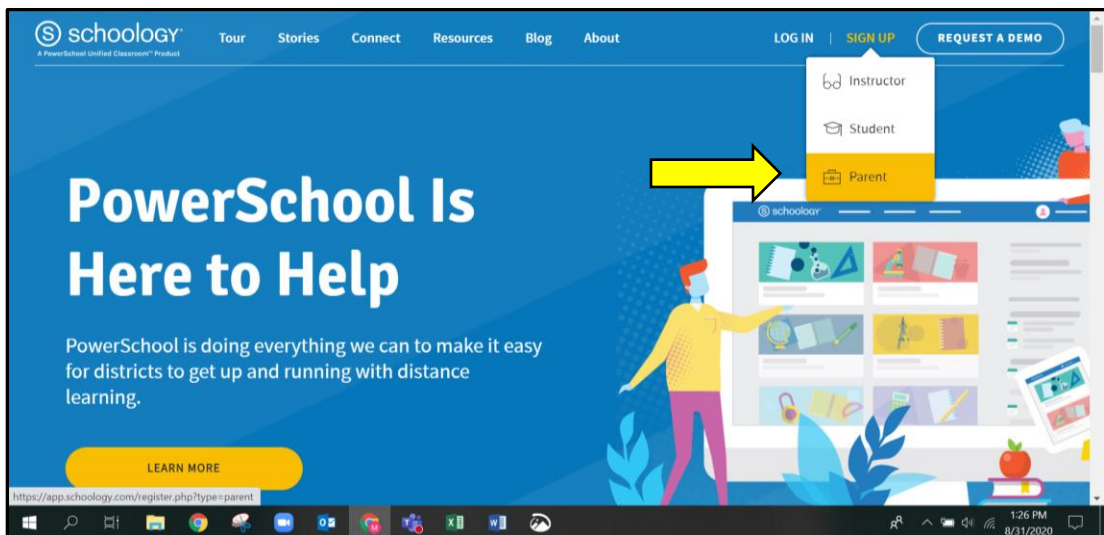
❖ Enter the Parent Access Code that you get from your child's teacher –

❖ Enter your information and you can uncheck the Subscribe me to the Schoology Exchange blog however, please check "By clicking **Register**, you are agreeing to our **Privacy Policy** and **Terms of Use**"

❖ You will automatically see your Schoology homepage. Your name should appear in the top right. When you click the drop down arrow next to your name, you should see your children listed.
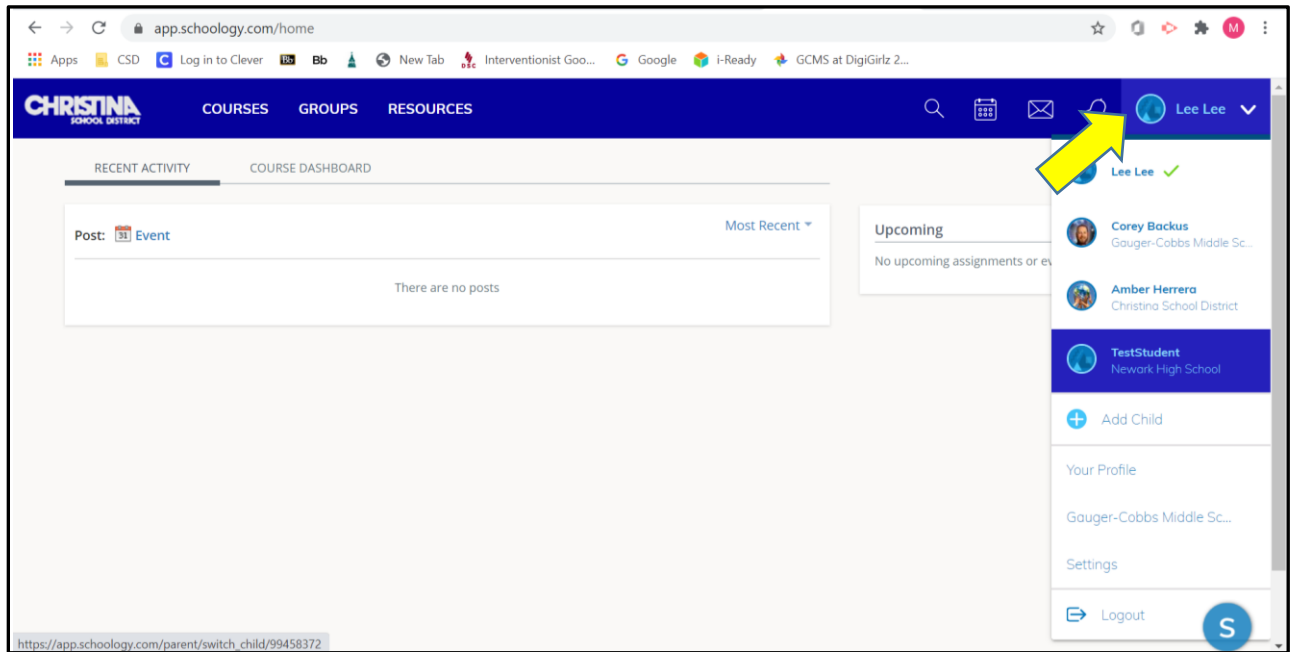
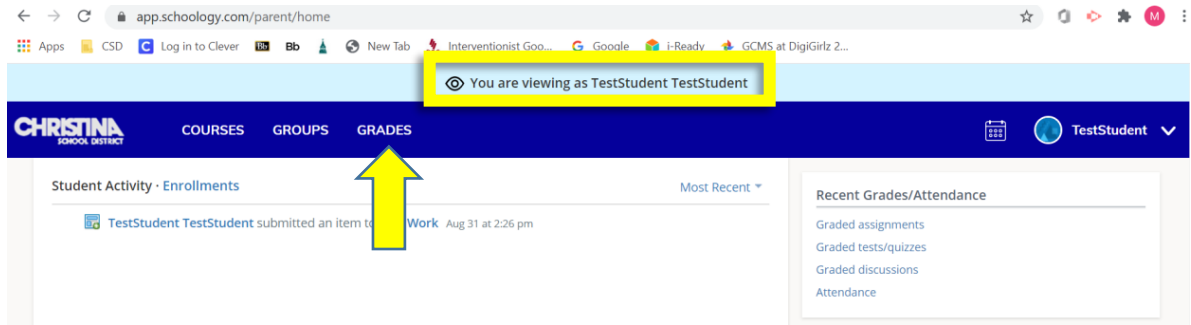❖ **When you click on your child's name, you have view only access to your child's account.**
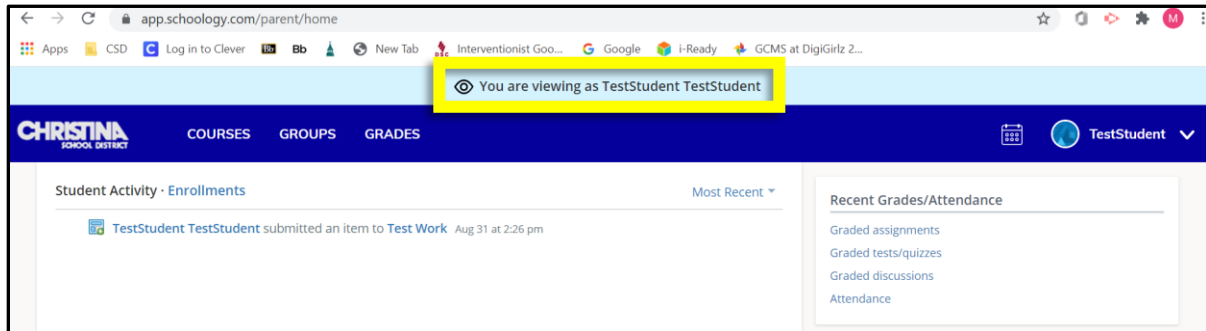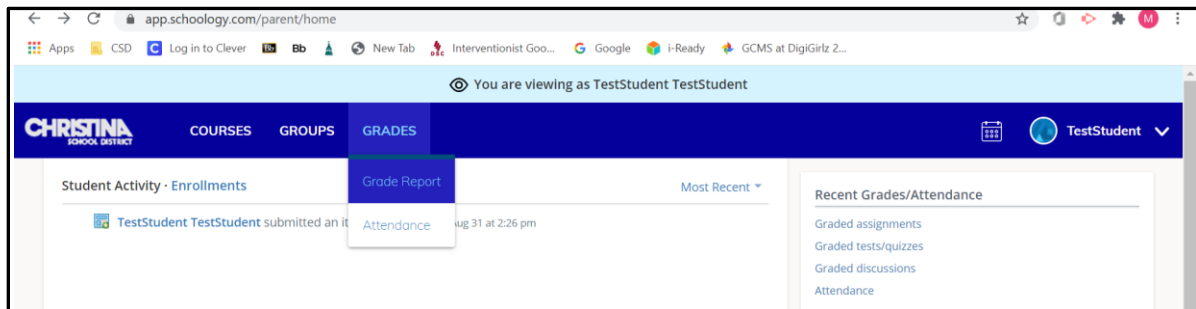
Parent's How-To Guide:

Navigating a Parent Account in Schoology

❖ **How to check grades:**
   o When you are viewing Schoology as your child, in the top left corner of the screen, click on Grades.
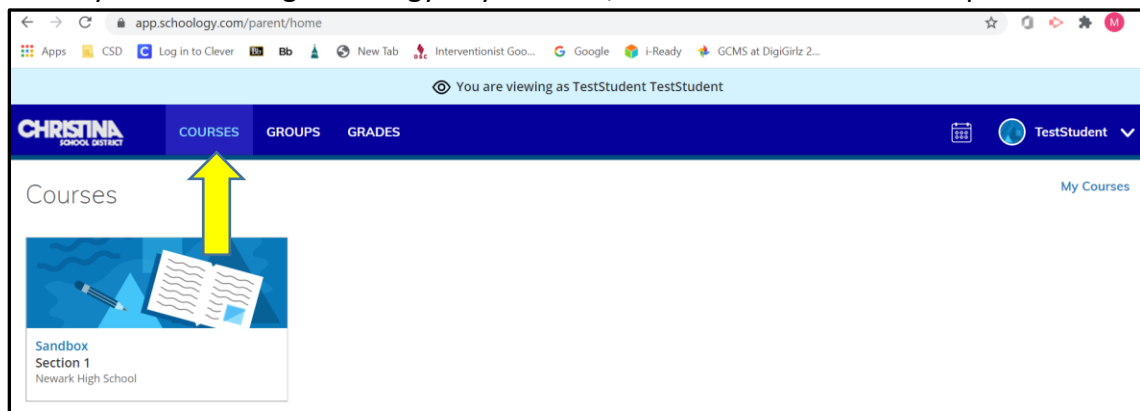

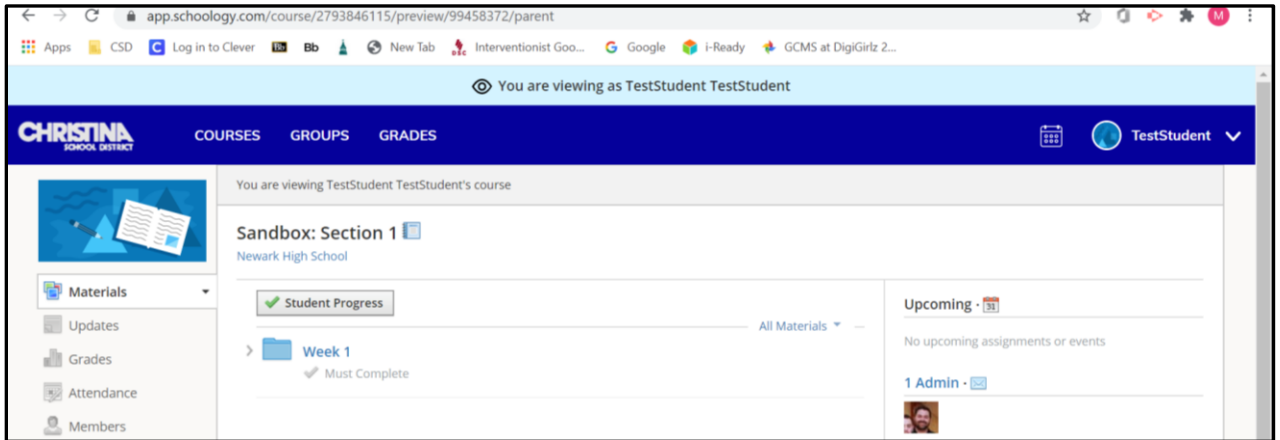   o This will allow you to check his/her grades for each course and attendance.
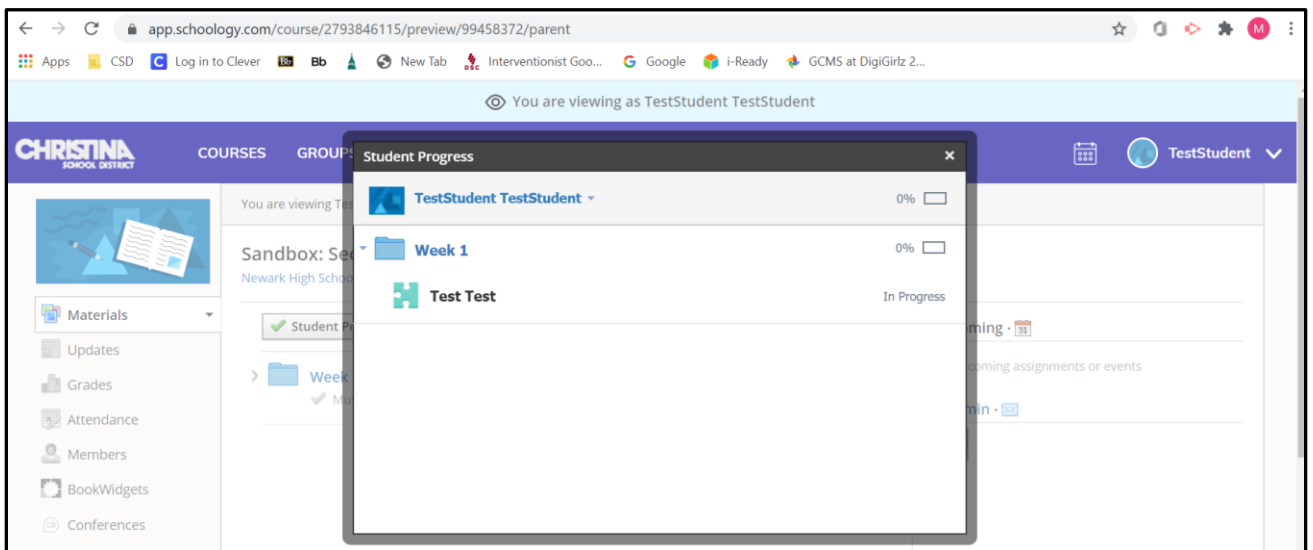

❖ **How to check assignments for your child:**
   o When you are viewing Schoology as your child, click on COURSES in the top left corner.

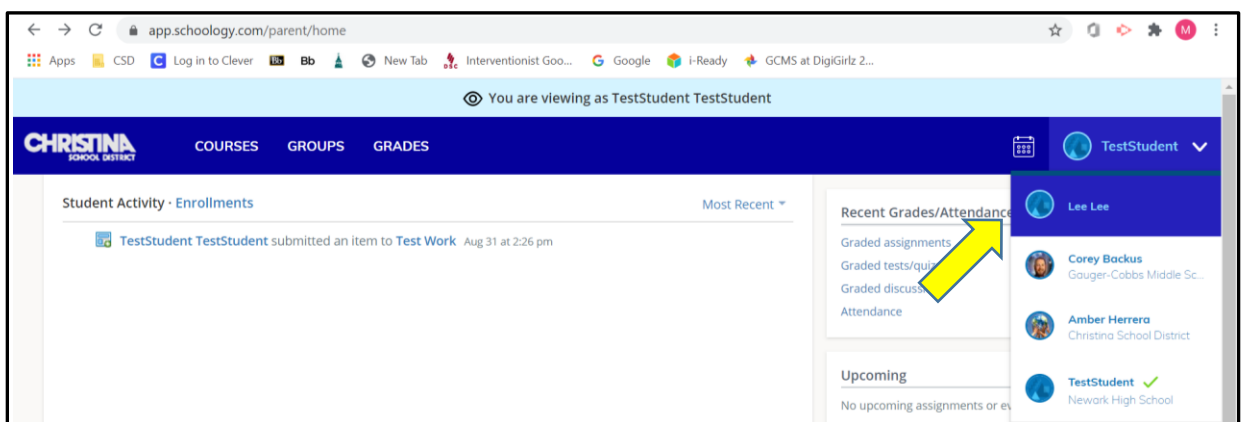o   Click on the course, and on the main page, click on Student Progress.

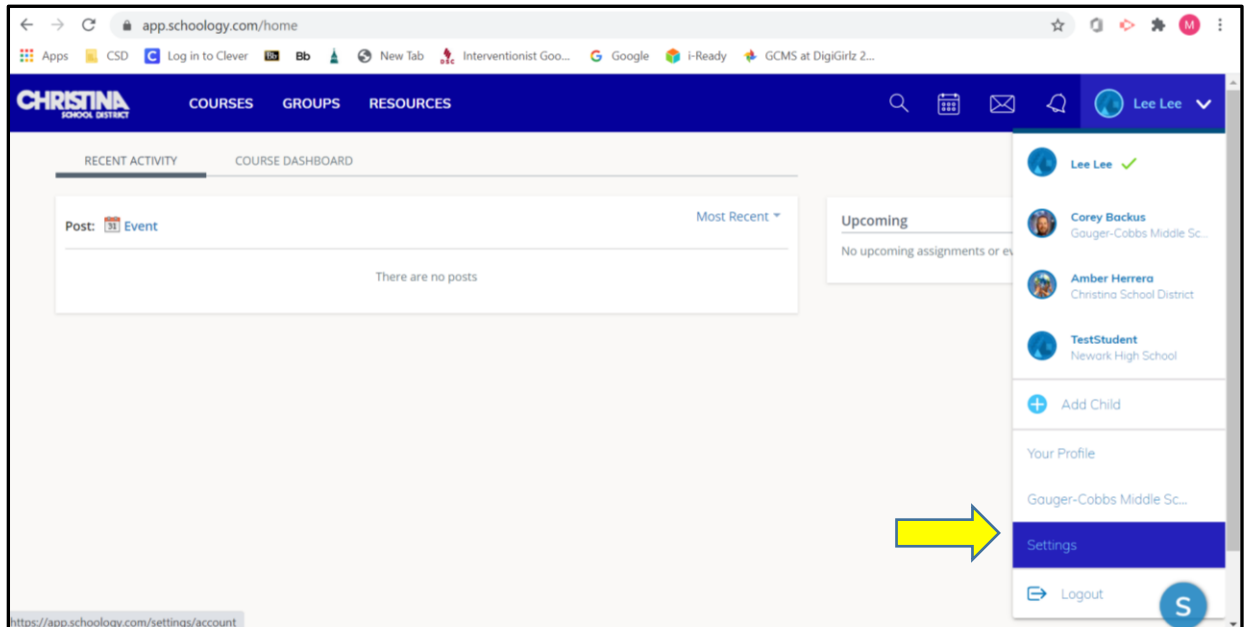o   Parents are able to see how far along and/or which assignments are completed.

❖ **How to change your email/text notifications:**
   o   In the top left hand corner, where your child name appears next to the drop down arrow, click the drop down arrow and click your name.

o Once you are back into your account, click Settings, using the drop down arrow next to your name.

o Under Setting, click the Notifications tab and the drop down arrow if you want any notifications to be sent to your email.