

A Parent's Guide to Schoolology

Welcome to Schoolology! Below you will find an explanation of the different areas of your Schoolology account. This guide is intended to help you learn how to navigate around Schoolology. For more in-depth guidance on specific Schoolology features, check out our Help Center at support.schoolology.com. You can find our online Parents Guide [here](#).

What Is Schoolology?

Teachers use Schoolology 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 Schoolology Parent Account gives you access to:

- The classes your child is enrolled in.
- Your child's upcoming assignments.
- School and class announcements.

Schoolology makes it easy for parents to stay involved in their children's education.

****Before you set up your Parent Schoolology account, you need to have your child's Schoolology Parent Access Code. You can get this code on your child's details page in your Aspen Parent Portal.****

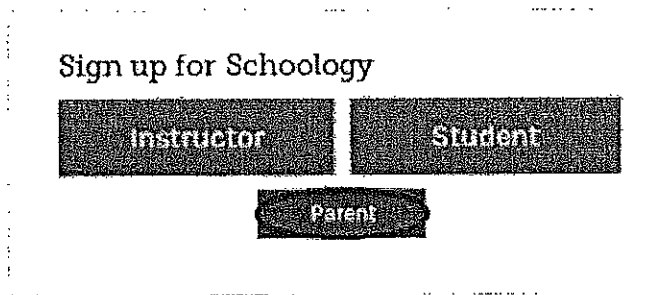
How to Sign Up as a Parent

Create a new Parent account

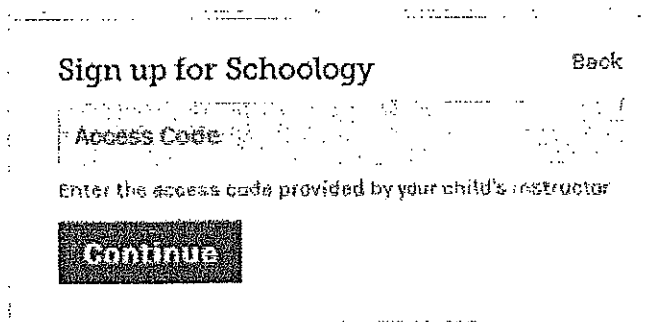
If you don't already have a Schoology account, go to <https://www.schoology.com> and click **Sign Up**.



Then, select **Parent**.



1. Click on the **Parent** button.
2. Enter your **Access Code**. This code is given to you by one of your child's Instructors, and it should look similar to this: xxx-xxx-xxx.
3. Fill out the form with your information.
4. Click **Register** to complete.



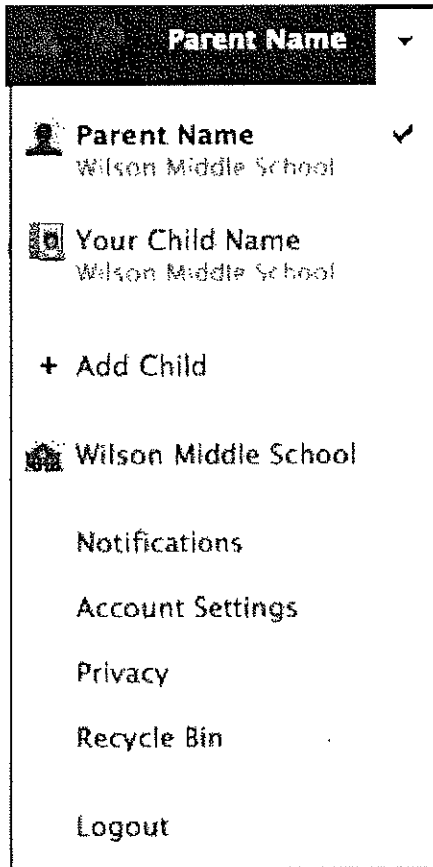
When you use a Parent Access Code to create an account, you will be automatically associated to the student. To associate additional students to your account, click on the **Add Child** button in your Schoology account.

Setting Up Your Account

The first time you log into Schoology, you may want to set up some of your account settings to make sure you get the most out of Schoology.

Parent accounts on Schoology are really like have two accounts in one. One is your own personal account, with your own name and information. This is connected to your child's account, which you can switch into to see Schoology how he or she does, and receive updates about his or her 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 checkmark in this dropdown menu indicates which account you are currently in.



Notifications

Set up your Notifications to control how Schoolology contacts you about your child's school activities.

To set up notifications, select **Notifications** from the dropdown menu in the upper right hand corner.

Setting Up Your Parent Email Digest

The Schoolology Parent Email Digest is a brief summary of your child's activities delivered right to your inbox. Here, you can opt to receive it on a daily or weekly basis.

Account

Notifications

Account Settings

Parent Email Digest

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


Email Summary: On

Repeat: Daily

Time: 06:00PM

A Parent Email Digest contains information such as courses your child is enrolled in and grade and attendance information, as well as overdue and upcoming assignments. Depending on the settings configured by your child's teachers and school administrators, an example of a Parent Email Digest might look like this:



 Your Child Name

Course Summary	Grade	Attendance
B: Spanish: Section 2	88%	-
Algebra: Section 1	95%	-
English 10: Section 1	92%	-

Overdue (2)

Due Date Friday, 06/26/2015 Assignment: Great Gatsby Essays Due 12:00 am

Due Date Thursday, 07/16/2015 Assignment: 10.2 Unit Questions 12:00 am

Upcoming (0)

No upcoming assignments or events

Recent Activity (0)

There are no posts

Overdue Submissions Email

In addition to the Parent Email Digest email, you can opt to receive additional email notifications when your child has an overdue assignment:

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

Once you have configured your Parent Email Digest and Overdue Submissions Email settings, click **Save Changes**.

Account Settings

The Account Settings page is where you can do things like change your password or update your email address. You can also determine your landing page when you login to Schoolology. To go to the Account Settings page, Click the Account Settings tab in your notifications screen, or click the arrow in the upper-right corner again and select Account Settings from the menu.

Scroll down to **Set Default Account**.

Set Your Default Account

Account:

Main Account
 Child Activity

Save Changes

This determines the first page you see when you log in to your Schoolology account. Having a Parent account in Schoolology is actually like having two accounts:

- your personal account, with your own name and information;
- your child's account. From here, you can view Schoolology from your child's perspective, and see what he or she sees.

You can toggle into your child's account at any time, to stay updated on his or her schoolwork and activity.

From the Default Account menu:

- Select **Main Account** if you would like to see your own personal account when you log in.
- Select **Child's Account** if you want to automatically start in your child's account when you log in.

Navigating Schoolology

Your Account

After logging in, you can see the top navigation bar from anywhere in Schoolology.

On the left side of the bar, you can navigate to the four main areas of Schoolology: Home, Courses, Groups, and Resources.



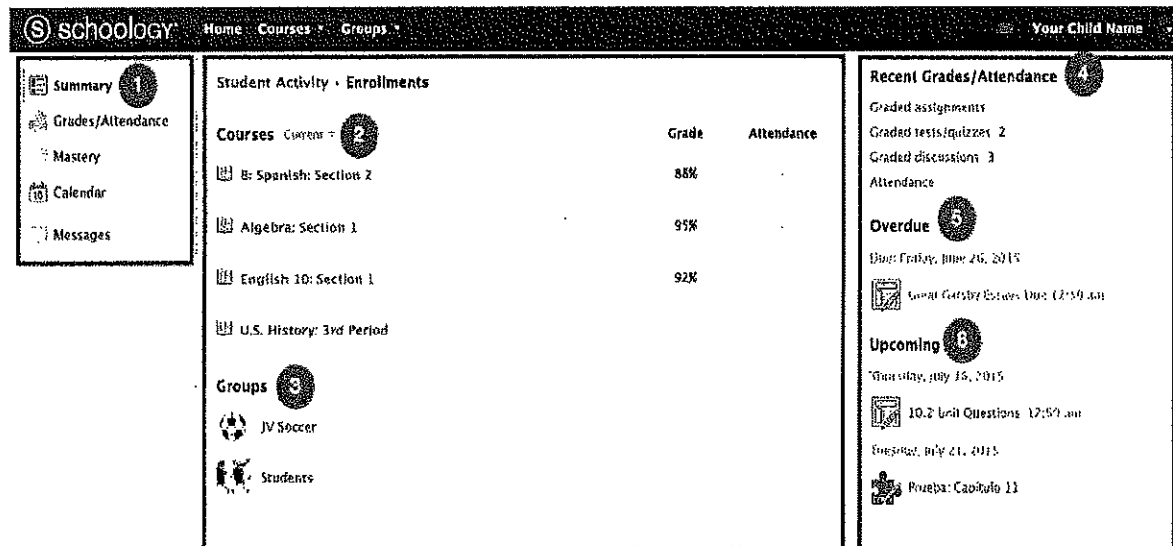
Clicking **Home** always brings you back to your home page, the landing page you see when you log in. This is where you see your **Recent Activity** feed.

Messages & Notifications

When you are in your own Schoolology account (not your child's), icons for **messages**, **connections** and **notifications** display in the top navigation bar, on the right; you can also click your name to go to your own **Personal Profile**. Any time someone sends you a message, or does something that pertains to you or your child's school, it's easily accessible in the top-right corner of your screen. Everything is chronologically ordered and clickable to make managing them simple.

Viewing Your Child's Activity

Click on the arrow in the upper-right corner of your account and select your child's name to view his or her activity.



The screenshot shows the Schoolology interface for a parent viewing their child's activity. The interface is divided into three main columns:

- Left Column (Navigation Menu):** Contains icons and labels for Summary (1), Grades/Attendance, Mastery, Calendar, and Messages.
- Center Column (Student Activity - Enrollments):** Features a 'Courses' section (2) with a table of current courses and their grades/attendance.

Courses	Grade	Attendance
B: Spanish: Section 2	88%	
Algebra: Section 1	95%	
English 10: Section 1	92%	
U.S. History: 3rd Period		

 Below the courses is a 'Groups' section (3) listing 'JV Soccer' and 'Students'.
- Right Column (Recent Grades/Attendance):** Contains a 'Recent Grades/Attendance' section (4) with sub-sections for 'Overdue' (5) and 'Upcoming' (6).
 - Overdue (5):** Lists 'Overdue' items with a due date of Friday, June 26, 2015.
 - Upcoming (6):** Lists 'Upcoming' items with a due date of Tuesday, July 14, 2015.

- Use the left menu to quickly view specific information about your child's Schoolology activity:
 - Summary:** Click to see an overview of your child's courses and grades (**Enrollments** in the center column), or notifications about grades on individual assignments (**Student Activity** in the middle column).
 - Grades/Attendance:** Review your child's grades and attendance for all courses.
 - Mastery:** If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.
 - Calendar:** Click to view a calendar of past and upcoming events and assignments. Events and assignments in the near future are also listed in the **Upcoming** column on the right.
 - Messages:** View your own messages on Schoolology. Messages to your child are private and are not viewable from this area.
- Select **Enrollments** in the center column 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 for U.S. History, above). Click on an individual course to see grades received on assignments, tests, and discussions from that course.

3. Here, you can see a list of your child's Schoolology **Groups**. Groups can be used for a variety of activities, from school projects to extracurricular teams and clubs.
4. The **Recent Grades/Attendance** section displays your child's recent grade and attendance information.
5. The **Overdue** section displays a list of course materials your child did not turn in by the due date.
6. The **Upcoming** section displays a list of your child's upcoming assignments and events.