A Parent's Guide to Schoology

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

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

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

Notifications

Set up your Notifications to control how Schoology 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 Schoology 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

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.
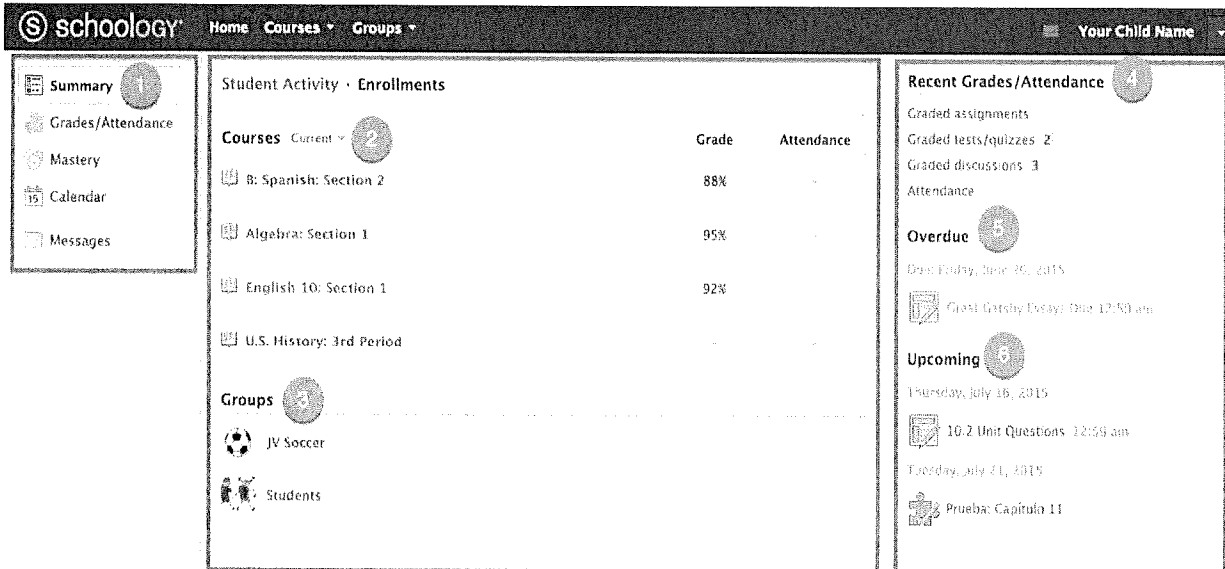
Email Notification: On   ⬍

[**Save Changes**]

Once you have configured your Parent Email Digest and Overdue Submissions Email settings, click **Save Changes.**
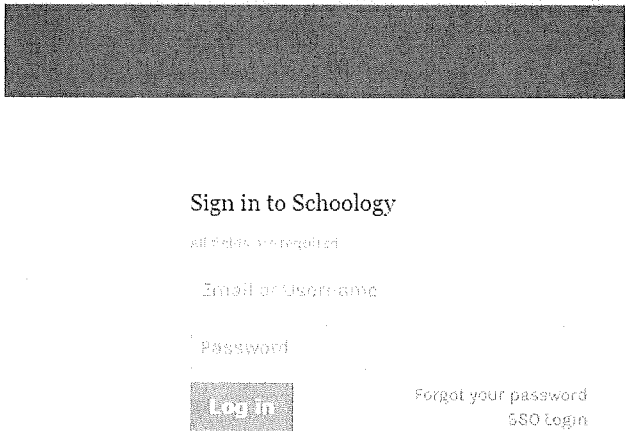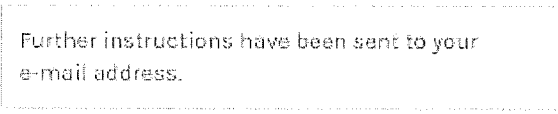
Viewing Your Child's Activity

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

1.   Use the left menu to quickly view specific information about your child's Schoology activity:

a. **Summary:** Click to see an overview of your child's courses. (Enrollments in the center column), or notifications about individual assignments (Student Activity in the middle column).

b. **Grades/Attendance:** Grades may be taken for some assignments in Schoology but **Skyward will still be the official record for all grades and attendance.**

c. **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.

d. **Messages:** View your own messages on Schoology. Messages to your child are private and are not viewable from this area

How to – Change Password for Schoology Parent Access

1.	Navigate to HTTPS://APP.Schoology.com You can also download the Schoology App from the Apple and Android stores.	https://app.schoology.com/login Sign in to Schoology All fields are required Email or Username Password Log in Forgot your password SSO Login
2.	Click the Forgot your password Link	
3.	Type in the email address that was used to register for Skyward Family Access. You can sign into Family Access to confirm what email address was used. Click the My Account Link at the top of Family Access. Your email address will appear at the top. * If you change your email address it will take 24 hours before the change will reflect in Schoology.	Forgot Password All fields are required Email Send My Login Info
4.	Click Send My Login Info	
5.	If you used the correct email address you'll receive a message that states: Further instructions have been sent to your e-mail address.	Further instructions have been sent to your e-mail address.
6.	If you used an incorrect email address you'll receive a message that states: Error: The email address you entered does not belong to any account. Confirm the address was typed correctly below.	Error: The email address you entered does not belong to any account.