# Parent Guide to Schoology

Schoology Home Page: Your Parent account compared to your child's Schoology information

Having a Parent account in Schoology is actually like having two accounts:

1. Your personal account, with your own name and information;
2. Your Child Activity view. From here, you can view Schoology from your child's perspective, and see what he or she sees, and receive updates about his or her activity.

First login to your Schoology account:

1. Go to www.schoology.com
2. Click **Log In** on the top right.
3. Enter your Email Address and Password.
4. Click **Log in**.
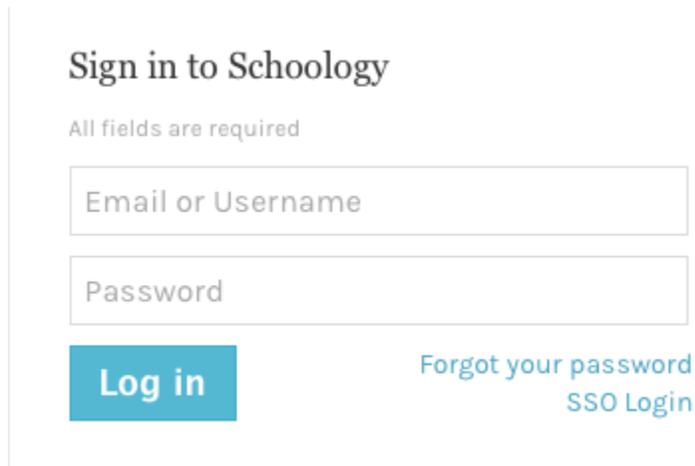
Sign in to Schoology
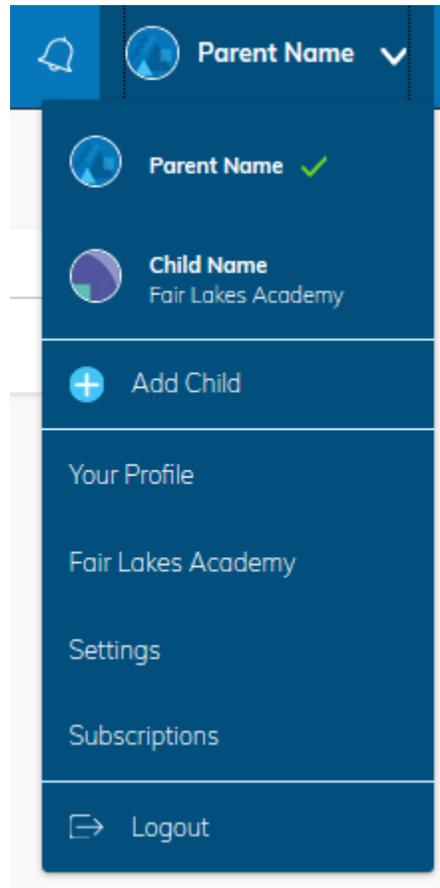
All fields are required

Email or Username

Password

Log in

Forgot your password

SSO Login

Now click 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.

Student Activity View

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.

From the home page, 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 activity which includes updates from courses and groups. It also includes assignment submissions.
2. Toggle into **Enrollments** in the same area to see a list of your child's courses and groups that she is a member of. Click on an individual course to see assignments, tests, and discussions from that course.
3. The **Overdue** section displays a list of course materials your child did not turn in by the due date.
4. The **Upcoming** section displays a list of your child's upcoming assignments and events.
5. **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.
6. **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.
7. **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.

Note: There is no Messages icon in the Child Activity view. Messages to your child are private and are not viewable from a parent account.

Your Account Activity

To return to your Schoology account, click the down-facing arrow and select your account. If you have linked accounts in Schoology, you will see the school associated with each account under your name.

While toggled into your personal account, you'll see your own name in the top right corner. Your personal account homepage displays activity related to any courses and groups in which you are enrolled, as well as school information from the school with which you are associated.
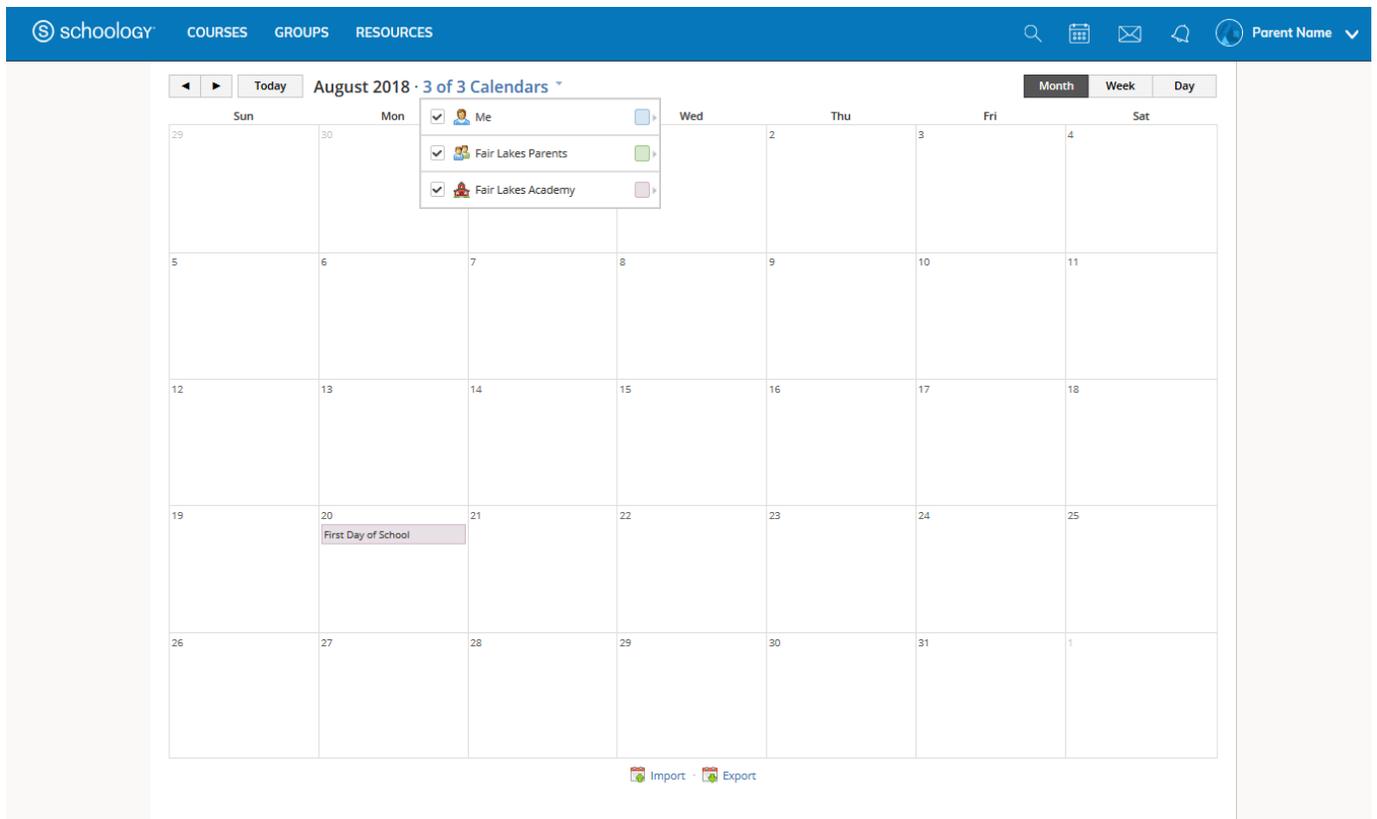
Recent Activity

Similar to your child's **Activity Summary**, your **Recent Activity** area displays updates from the school, courses, and groups in which you participate. You can filter the **Recent Activity** feed by clicking the drop-down menu (labeled **Most Recent**) to the right of the **Recent Activity** heading.

Upcoming

On the right column of the **Recent Activity** page, the **Upcoming** area displays a list of impending events and due dates for graded items in the school, courses, and groups in which you're enrolled. To view more details about the item, click the item name from the list.

Calendar

Access your personal calendar by clicking the calendar icon in the top navigation of your personal account. Your personal calendar displays personal events you've created for your account, as well as events and assessments for the school, courses, and groups in which you're enrolled.

Create Personal Events

The quickest way to create an event is from the **Recent Activity** area on your **Home Page**. Simply locate the **Event** icon in the upper-middle area of the page. You may also create an event from your personal calendar.

To add an event:

1. Select the **Calendar** icon at the top of your **Home Page**.
2. Click the date to which you'd like to add the event.
3. Fill out the **Event** form.
4. Choose an RSVP option (depending on the settings in place at your school, this option may not be available to you).
5. Click **Create** to complete.

RSVP Options

- **Only Invitees Can RSVP**—Event remains personal until you invite people you're connected with.
- **Anyone Can RSVP**—Make the event public (available to anyone).
- **Disabled**—Requires no RSVP. This event will only be viewed by you.
- Attach a File, Link, or Resource (optional).
- You can also **Enable Comments** at the bottom left (optional).

Edit an event

To modify an existing event:

1. Click the event to modify.
2. Click the **Edit Item** button.
3. Once you've made changes, click the **Save Changes** button.

Delete an event

To delete an event:

1. Click the event you'd like to delete.
2. Click the **View Item** button.
3. Click the gear to the right of the event profile.
4. Select **Delete** to complete the process.

Note: If you choose to create an Event with an invitation from your Home Page, you must invite everyone manually.

Messages

Depending on the settings in place at your school, you may be able to exchange messages with teachers at your school. The right side of the top navigation bar displays to **Messages** icon (envelope icon).

Note: There is no Messages icon in the Child Activity view. Messages to your child are private and are not viewable from a parent account.
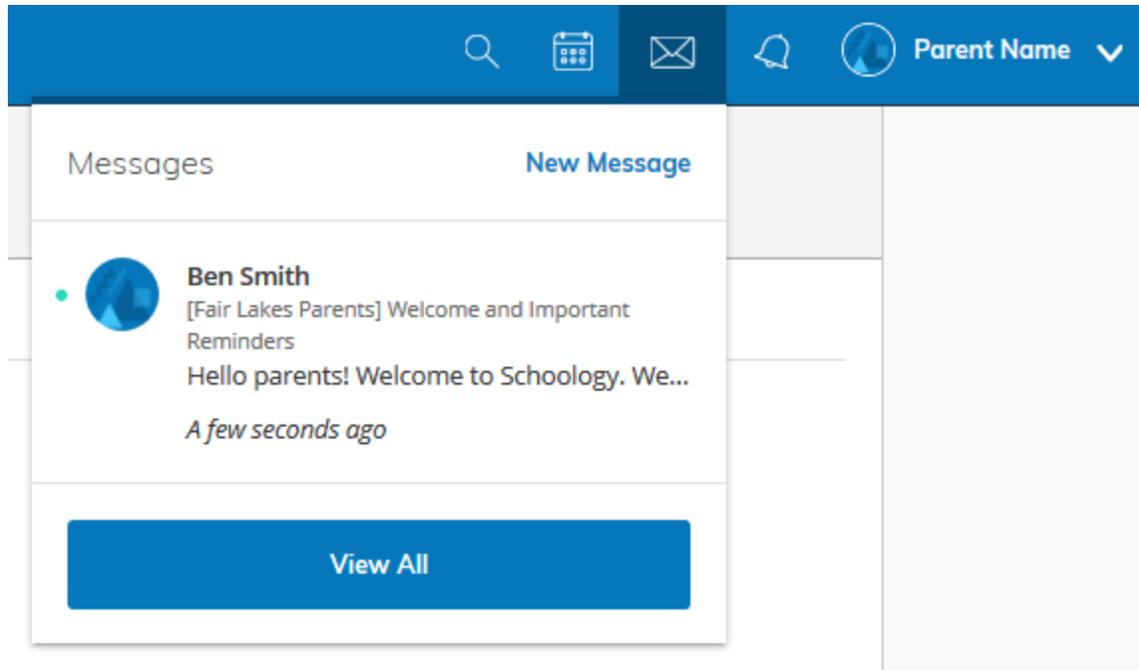
Check New Messages

When you have a new message in your inbox, the **Messages** icon on the top menu displays a new number.

1. Navigate to your **Messages** area by clicking on the icon in the top menu.
2. New messages are indicated with a blue dot. Click the message you'd like to read.
3. To reply to a message, write in the **Message** area, then click **Send**.

Check Sent Messages

1. Navigate to your **Messages** area by clicking the icon in the top menu and clicking **View All**.
2. Click the **Sent Messages** tab.
3. To read a message, click a message you've sent in the past.
4. To send a message, click the **+New Message** button.
5. Fill out the form, and click **Send** to complete.

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.

Note: If you have linked accounts in Schoology, we recommend that you check for new messages in each of your linked accounts.

Notifications & Requests

Also 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.

Below, a parent receives an invitation to a join group: