

Schoology for Parents: Quick Reference/HS

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Setting up a Parent Account

Students will be using Schoology as their Learning Management System (LMS) this year. Schoology will house all student coursework, lessons, and assignments, and students should be able to do most online learning through the links/assignments in each Schoology course. These courses are provided by Platteville School District teachers.

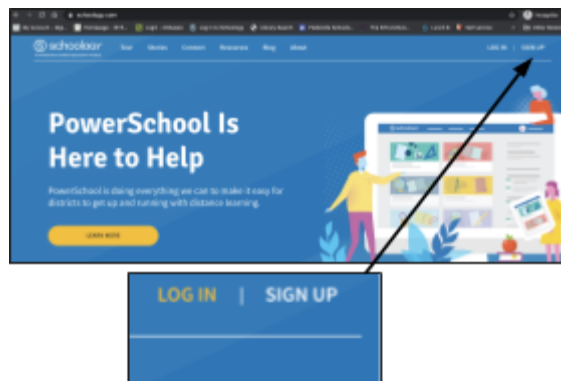
As a parent/guardian, you are able to set up your own parent account to keep track of and view your student's work and deadlines in Schoology. These directions will walk you through those steps.

Create an account for parent/guardian access

Students will already have an account through school, but parents should create a parent account that is linked to their child(ren). Later in this reference, you will learn how to add additional children.

To create a parent account do the following:

1. **Go to [schoology.com](https://www.schoology.com)**
2. **Click on "Sign Up," and choose "Parent."**



3. **Put in the Schoology access code for your child (or one of your children)**
4. **Create an account with an email address/password of your choice. It cannot be your student's email address. It should be a parent email address.**
5. **You may receive an email to verify your email address. Otherwise, you will be connected directly to Schoology.**

NOTE: Please bookmark your Schoology account. If you don't have this bookmarked, to return to your account in the future, please go to platteville.schoology.com (not schoology.com).

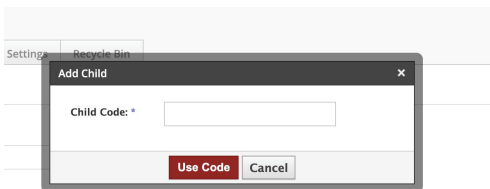
Link your child(ren) to your account.

Pride Time teachers (and Ms. Schober) will have access codes for parents to link student accounts to the parent account. **Parents only need to link a child one time for all classes for that child to be visible.** When you create your account using a child's access code, that child will immediately be linked to your account. Follow the directions below if they are not, or if you need to add additional children.

- 1. On the top right, you should see your account name. When you click on your name, you should see a dropdown menu that gives you the option to "add child."**

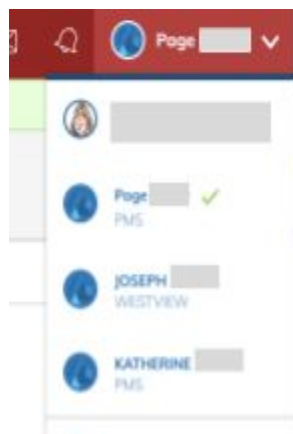


- 2. When you click on "add child," it will prompt you to put in a "child code," which is the code provided by the teacher.**



- 3. You should now be able to see your child's name under your account. You can follow the same process for all children in your household. You should only have to do this one time.**

(You might note that it looks like there are 4 accounts in my example. That is because I have one teacher account, one parent account, and two children accounts that I can toggle between easily).



- 4. Repeat the process of "Add child" for each of your children.**

Navigating in Schoology

Once your student(s) is connected to your account, you are able to view their Schoology account to look at their calendar, courses, assignment completion, and grading.



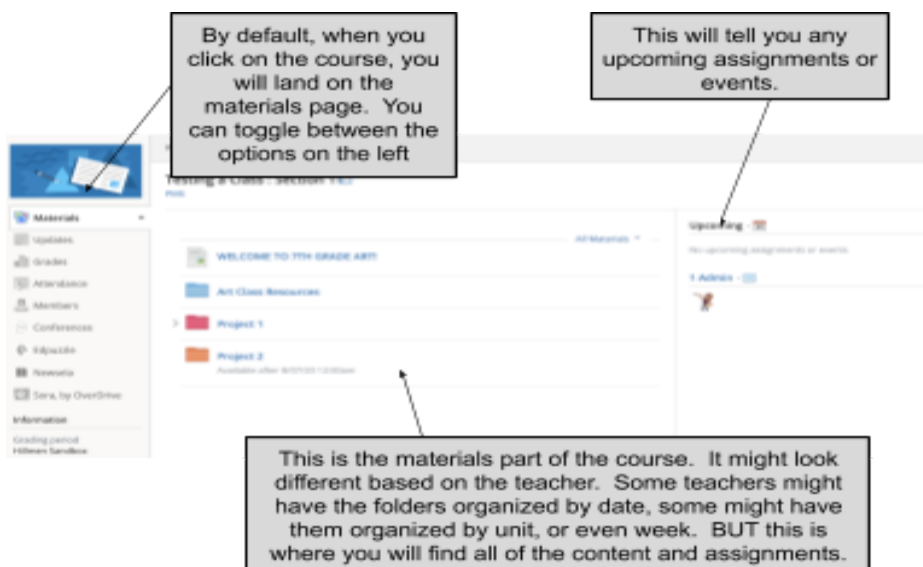
Courses

The above picture is the landing page for your student. All of the courses that the child is currently enrolled in will be visible here.



Step 1: View a course

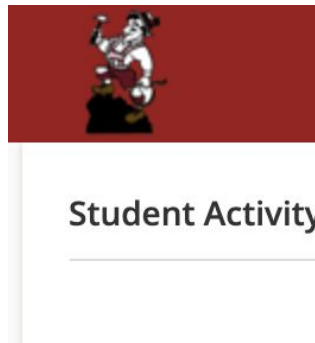
Each course might be organized differently, depending on the teacher, but many things will look the same. No matter what, **A course is where you will go for content and assignments.**



Step 2: Ways to view student work/activity/updates

There are a couple of ways to see what work students have completed or have upcoming.

- On the right, you will see upcoming, and you can click on any assignments there.
- On the left, you can click on materials, which will take you to folders that will contain assignments.
- If you click on the Henry Hillmen icon, in the upper left, you will be able to see student activity.



- A later section will cover the calendar, and you can also get to assignments through the calendar as well.

Groups



Clicking on "GROUPS" on the top ribbon will take you to your child's groups or activities that do not involve homework or assignments.. This might be a place where you can see sports schedules/announcements or after school activities.

Grades



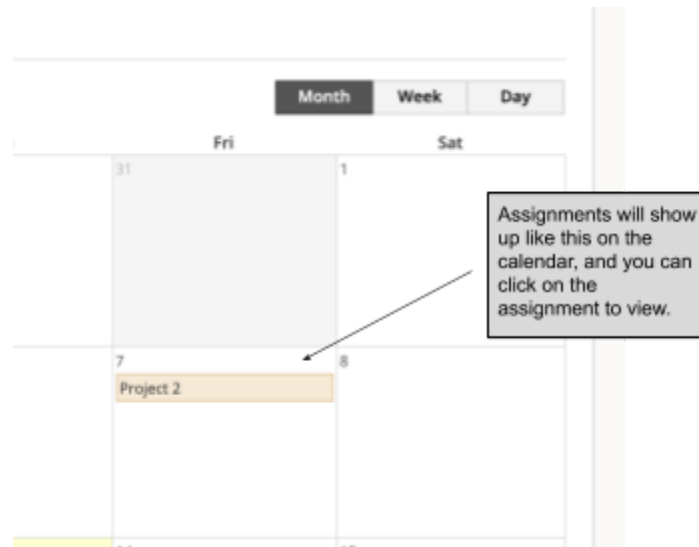
You may check your child's GRADES at any time on Schoology. You may still also see current grades on Skyward.

Calendar

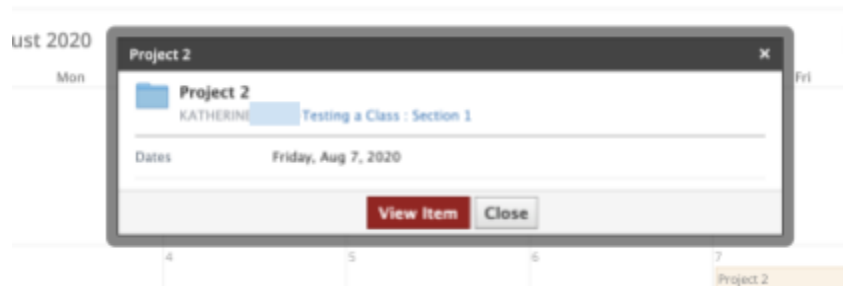


This icon will take you to your child's calendar.

You can see the upcoming assignments for all of your child's courses on one calendar. If you click on the calendar icon on the top right, it will take you to their calendar, like below:



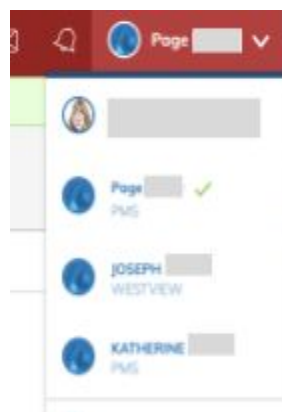
Once you click on the assignment, you are able to view the additional details, as well as click to view the actual assignment.



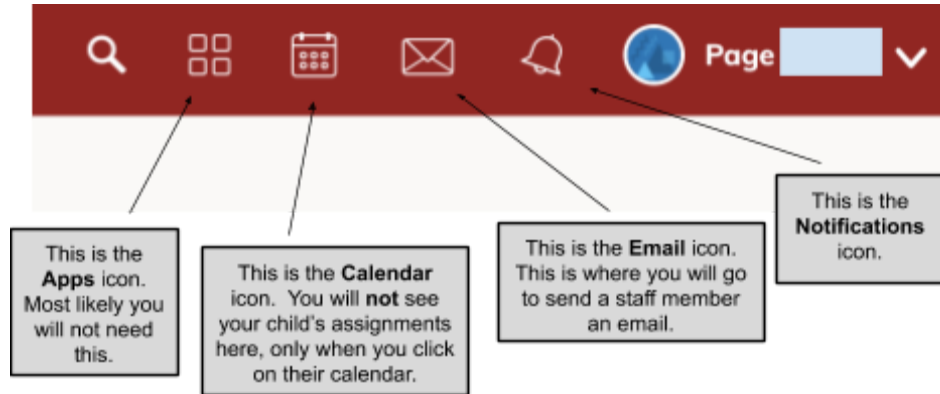
Contacting a teacher through Schoology

Up until this point, all items that you have viewed have been through your child's account. If you want to contact your child's teacher, **you must switch back to the parent account.**

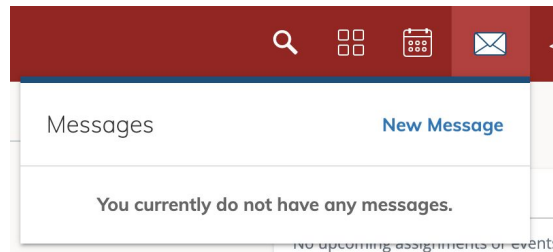
1. Go up to the upper right corner and click on the child's name with the arrow pointing down. Switch back to your name.



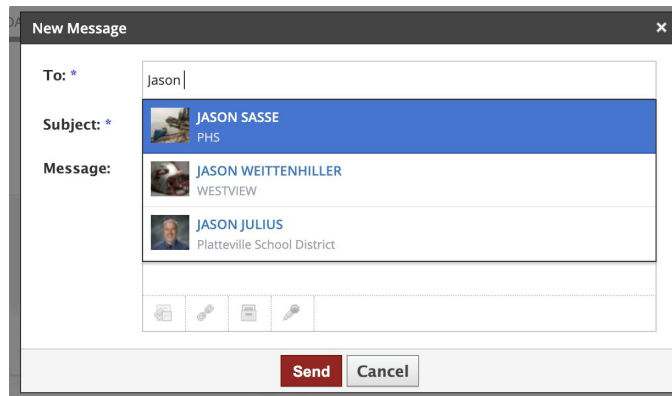
2. You will notice that the red ribbon will have slightly different options when it is under your account.



3. Click on the email/envelope icon. You will then have an option for a new message.



4. When you are in the new message window, you will have the option to contact any staff member. You will not be able to contact students.



Additional Resources

Other Links and Documents:

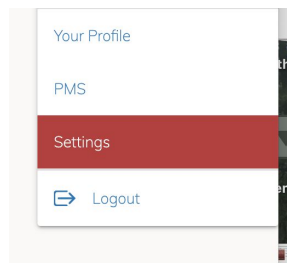
[Live Binder Resource](#)

App/Notifications

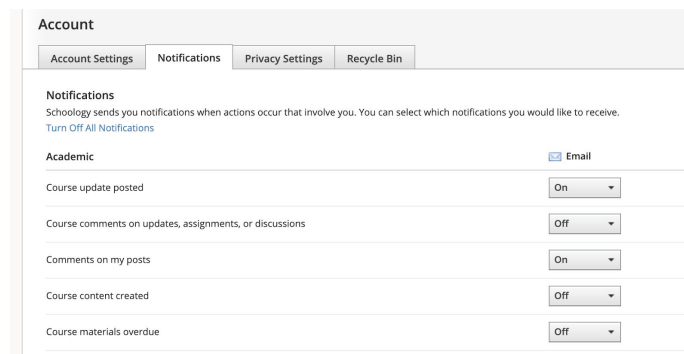
Schoology does have both an Android/Apple app.

Setting up Notifications/Email

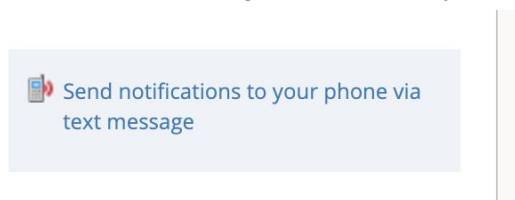
1. You can also set up email and text notifications, by going into your account (on the top right) and clicking on settings.



2. Click on the Notifications Tab, and then you can choose which items you would like to receive an email for.



3. If you would like texts, click on the blue box to the right, and set up your cell phone for notifications.



Contact Us

If you have questions or need assistance, **please contact your child's Pride Time teacher or Ms. Schober at schober@platteville.k12.wi.us or 608-342-4020 ext. 1207.**