

Your Parent Schoology Account Compared to Your Child's Schoology Information

When you log into Schoology, you'll land on your account's **Home** page. This home page displays a **Recent Activity** feed of updates and **Upcoming** events at the school. This area only displays information pertinent to your account, and does not show any of your child's content.

To view a Summary of your child's activity in Schoology and upcoming items associated with their school, courses, and groups, you may toggle between your account and your child's account.

1. Click the down-facing arrow on the top right of your Schoology account.
2. Below your name, you'll see the name of the child associated with your account. If you have [linked](#) accounts in Schoology, you'll see your linked account and associated children in this dropdown menu, as well.
3. To view your child's activity, click the child's name from the dropdown menu.
 - Click the student name to display the **Summary** page (see below).
 - When you have multiple children in the same school, clicking the icon to the right of the student name will take you to his or her [profile](#).

The screenshot shows the Schoology account dropdown menu for Nina Taylor. The menu is open, displaying the user's name and a checkmark icon. Below the name, there are four entries: Nina Taylor (Schoology Academy), Tina Taylor (Schoology Academy), Nina Taylor (The Jeffersonian School of Arts and Sci...), and Thomas Taylor (The Jeffersonian School of Arts and Sci...). Below these entries are options for '+ Add Child', 'Schoology Academy', 'Notifications', 'Account Settings', 'Privacy', 'Recycle Bin', and 'Logout'. Red arrows point from text annotations to specific elements in the menu.

This is your account — points to the user's name and profile picture.

This is your child's account activity — points to the child's name and profile picture.

If you have multiple accounts for children in different schools, you'll see linked accounts here — points to the list of linked accounts.

This is the school associated with your account — points to the school name 'Schoology Academy'.

This check mark indicates the account you're viewing — points to the checkmark icon next to the user's name.

Student Activity View

Summary (Left Menu)

The child's **Summary** area displays the following information for your child's school, courses, and groups:

- Student Activity
- Enrollments
- Recent Grades/Attendance
- Upcoming

Student Activity

The Student Activity area displays the most recent updates, submissions, comments, and grades for a student account. To filter these items, click the **Most Recent** toggle to the right of the **Student Activity** heading.

The screenshot shows the Schoology interface for a student named Tina Taylor. The top navigation bar includes 'Home', 'Courses', and 'Groups'. The left sidebar contains 'Summary', 'Grades/Attendance', 'Calendar', and 'Messages'. The main content area is titled 'Student Activity' (circled in red) and 'Enrollments'. A 'Most Recent' toggle is visible. Below the heading, there are three activity items: a comment by Tina Taylor, a class announcement by Jane Smith, and two quiz results for Tina Taylor. The right sidebar shows 'Recent Grades/Attendance' with counts for assignments, tests, discussions, and attendance, and 'Upcoming' events for Monday, September 9, 2013, including a meeting and the first day of class.

Enrollments

The Enrollments area displays a list of all of the child's courses and groups, as well as the current grading period grade. Depending on the settings in place at your school, you may see Grade and Attendance information for the student, as well.

- **View course as the student**—Click the course name to view the course as your child views it. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course.
- **View group as the student**—Click the group name to view the group as your child views it. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the group.

To return to the **Enrollments** area of the student, click **Home** in the top menu.

The screenshot shows the Schoology interface for a user named Tina Taylor. The left sidebar contains a 'Summary' menu with options for Grades/Attendance, Calendar, and Messages. The main content area is divided into two columns. The left column, titled 'Student Activity', has a sub-tab for 'Enrollments' circled in red. Below this is a table of courses with columns for 'Courses', 'Grade', and 'Attendance'. Two courses are listed: 'Math II: Section 2' and 'English 101: Section 1'. A red arrow points to the 'Math II: Section 2' course with the text 'Click on a course to view the course as the student'. Below the courses is a 'Groups' section with a 'Poetry Club' group. The right column is titled 'Recent Grades/Attendance' and lists 'Graded assignments 5', 'Graded tests/quizzes 1', 'Graded discussions', and 'Attendance 1'. Below this is an 'Upcoming' section for Monday, September 9, 2013, listing a 'Meeting 7:00 pm' and 'First Day of Class'.

Recent Grades/Attendance

On the right column of the **Summary** page, the **Recent Grades/Attendance** area lists graded assignments, tests/quizzes, discussions, and attendance marks for the student. To view the graded items and attendance marks, click the item you'd like to view.

Note: Depending on the settings in place at your school, this area may not display for your account.

This screenshot is similar to the previous one but highlights the 'Recent Grades/Attendance' section. The 'Enrollments' tab is still circled in red. A red arrow points to the 'Assignments' link within the 'Recent Grades/Attendance' section, which is also circled in red. Below this link, a list of graded items is shown with their scores: 'Order of Operations' (87.5), 'Reading Assignment - "On Virt...' (5), 'Writing Activity: Narrative Essays' (5), 'Reading Assignment: "Rip Van ...' (4.5), and 'Reading Assignment: "The Bla...' (3).

Upcoming

In the right column of the **Summary** page, the **Upcoming** area displays a list of approaching events and graded items in the child's school, courses, and groups. To view more details about the item, click the name of the item from the list.

Grades/Attendance (Left Menu)

The **Grades/Attendance** area enables you to view a list of courses for your child. Courses are divided into **Current** and **Archived** courses. Clicking into a course displays information for graded items, as well as the grade, max points, and comments for your child. You may also download the following grade reports for your child:

- Student Report
- Report Card

The Attendance area is also divided into current and archived courses. Clicking into a course displays the dates when your child was absent, late, or excused. Comments attached to attendance marks display in the blue **Comments** area to the right of the date.

Calendar (Left Menu)

This calendar displays events and items with due dates in the child's school, courses, and groups. Each event is color coded:

- Course events are orange.
- Group events are green.
- School events are pink.
- Personal events are blue.

A color guide displays below the calendar for reference.

To find out more information regarding a particular event, place your cursor over the title. A cluetip 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 popup window.

Messages (Left Menu)

Depending on the settings in place at your school, you may be able to exchange messages with teachers at your school. The messages area that appears at the bottom of the left menu displays your personal messages.

Check New Messages

When you have a new message in your inbox, the **Messages** icon in the top menu displays a new number. You'll also see a number next to the **Messages** area on the left menu of your **Home** page.

1. Navigate to your **Messages** area by clicking the icon in the top menu, or by clicking the **Messages** area in the left menu of your **Home Page**.
2. New messages are highlighted in blue. Click a message to open it.
3. To reply to a message, write in the **Message** area, and then click **Send**.

Check Sent Messages

1. Navigate to your **Messages** area by clicking the icon in the top menu, or by clicking the **Messages** area in the left menu of your **Home Page**.
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 and then click **Send**.

A recipient name automatically populates when you enter a teacher's name into the **To** field. If you aren't able to send a message to certain users, talk to your teacher for further guidance.

Note: If you have [linked](#) accounts in Schoology, be sure to check for new messages in each of your linked accounts.

Your Account Activity

Recent Activity

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

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 dropdown 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

The Schoology **Calendar** located in the left menu of your Home page displays your personal calendar. 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 participate.

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** tab in the left column 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.

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