

Saint John's Preparatory School



Parent Guide to Schoology

Parent Guide to Schoology

Dear Parents,

The following resource is intended to assist you in navigating the Schoology learning management system. The information that follows provides a reference for working with a variety of site features, capabilities, and options.

There will certainly be additional questions or unique situations not fully addressed here. But this is a place to begin. Be sure to familiarize yourself with this information, and do let us know if we can be of any assistance.

Sincerely,

Matt Reichert, *principal*

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Accessing Schoology

To access Schoology services, follow these login instructions:

1. Go to sjprep.schoology.com
2. Enter your email address and password. Where possible, parent passwords are the same for Schoology and PrepNet.
3. Click Log in.

Note: Users who do not have an email address associated with their account will not be able to reset their password using the Forgot your password link.

Navigating the Home Page

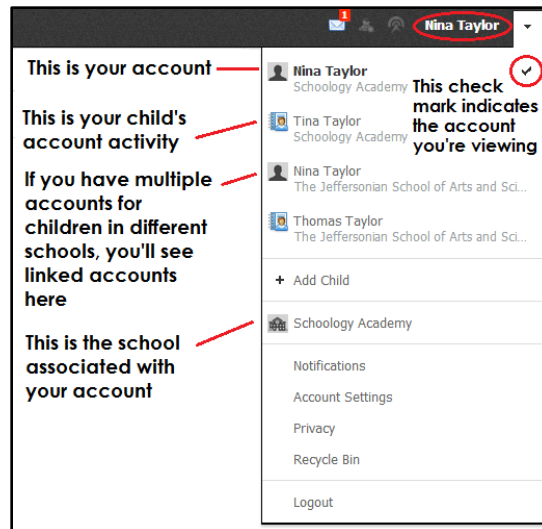
Your Schoology Account vs. Your Child's Information

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 on 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 as well.
3. To view the activity of a particular child, click the child's name from the dropdown menu. Clicking on the Student name will

display their Summary page. If you have multiple children at Prep, clicking on the icon to the right of the student name will take you to their [profile](#).



Left Menu Options

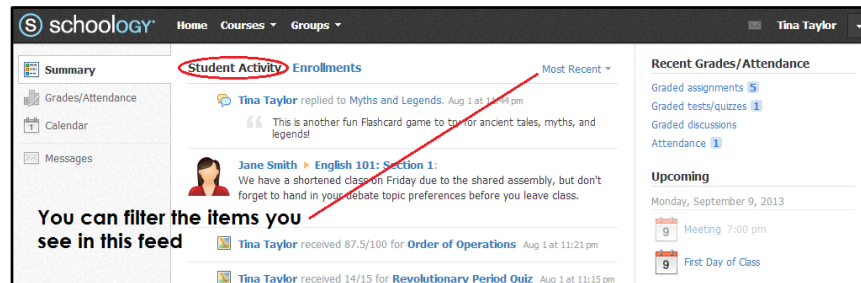
Student Activity View Summary

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

- a. Student Activity
- b. Enrollments
- c. Recent Grades/Attendance
- d. Upcoming

A. Student Activity

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



B. Enrollments

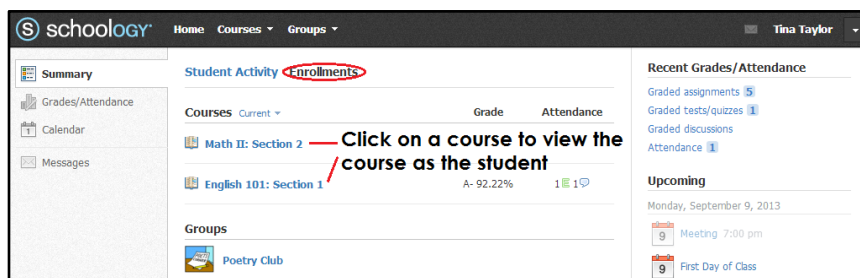
The Enrollments area displays a list of all of the child's courses and groups. You may see Grade and Attendance information for the student as well.

- a. **View course as the student:** Clicking on the course name allows you to view the course as your child views the course. Depending

on the permission settings in place, you may not be able to view content posted by other members of the course.

- b. **View group as the student:** Clicking on the group name allows you to view the group as your child views the course. Depending on the permission settings in place, you may not be able to view content posted by other members of the group.

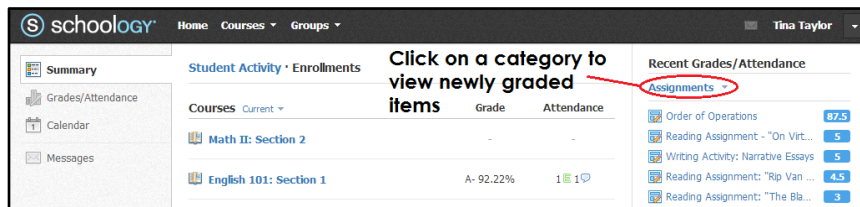
To return to the Enrollments area of the student, click on Home on the top menu.



C. 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 on the item you'd like to view.

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



D. Upcoming

On the right column of the Summary page, the Upcoming area displays a list of approaching events and graded items in the, courses, and groups. To view more details about the item, click on the name of the item from the list.

Grades/Attendance

The Grades/Attendance area allows you to view a list of courses for your child. Courses are divided into Current and Archived courses. Clicking into a course will display 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:

- a.* Student Report
- b.* Report Card

The Attendance area is also divided into current and archived courses. Clicking into a course will display the dates during which your child as been absent, late, or excused. Comments attached to attendance marks will appear in the blue Comments icon to the right of the date.

Calendar

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, and Personal events are blue. There is a color guide below the calendar for your reference.

To find out more information regarding a particular event, place your cursor over the title. A clue tip will appear with the event type (assignment, test/quiz, event), the course or group that the event is associated with, and the child's name that is associated with that event. Clicking on the event will display profile information in a popup window.

Your Account Activity

Recent Activity

To return to your Schoology account, click on the down-facing arrow and click on 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 as 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 approaching events and graded items in the school, courses, and groups in which you're enrolled. To view more details about the item, click on the name of the item 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.

A. 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 part of the page. You may also create an event from your personal calendar.

To create an event, follow these steps:

1. Select the Calendar tab in the left column of your Home Page.
2. Click on the date to which you'd like to add the event.
3. Fill out the Event form.

4. Choose a RSVP option (depending on the settings in place at your school, this option may not be available to you). Disabled— Requires no RSVP. This event will only be viewed by you.
5. Click Create to complete.

B. *Edit an event.* To modify an existing event, follow these steps:

1. Click on the event you'd like to modify.
2. Click on the button to Edit Item.
3. Once you've completed making changes, click the button to Save Changes.

C. *Delete an event.* To delete an event, follow these steps:

1. Click on the event you'd like to delete.
2. Click on the View Item button.
3. Click on 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

As a parent you are able to receive messages from teachers and send messages to teachers. The messages area that appears at the bottom of the left menu displays your personal messages.

A. *Check New Messages*

When you have a new message in your inbox, the Messages icon on the top menu will display 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 on the icon on the top menu, or by clicking on the Messages area on the left menu of your Home Page.
2. Click on the message you'd like to read. New messages will be highlighted in blue.

3. To reply to a message, enter a comment in the Message area, and click Send.

B. Check Sent Messages

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

A recipient name will automatically populate when you enter a teacher's name into the "To" field. Please wait for the auto-population. If you're not able to send a message to peers or certain users, please talk to your teacher for further advice.

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

Notification Settings

Schoology sends you email notifications for Social, Academic, Group, and School activity that occurs in your account. These notifications pertain to the school, courses, and groups in which you participate. To view information related to student activity, please navigate to the [My Children](#) area.

To access your personal account notifications, click on the down-facing arrow in the upper right corner of your Schoology page, and select the Notifications option.

Email Notifications

You can select which notifications you would like to receive from courses and groups in which you're enrolled. To customize your notifications, follow these directions:

1. Select the arrow next to your name on the top right side of the page.
2. Click Notifications from the dropdown menu.
3. Select the button next to the notifications you want to change.
4. Choose On (receive from all sources), Off (no notifications), or Custom (pick and choose the sources).
5. Click Save Changes at the bottom.

Mobile Message Notifications

Text message or Push notifications are also available for certain actions. You can link your mobile phone to your Schoology account by following these directions:

1. Select the arrow next to your name in the top right corner and click Notifications.
2. Select the Send Notifications to Your Phone via Text Message box to the right.

3. Enter your Cell Phone Number (your number remains hidden from other members).
4. Choose your Country.
5. Select your wireless Carrier.
6. Click Set Mobile to complete.

Account

Notifications | Account Settings | Privacy Settings | Recycle Bin

Notifications
 Schoology sends you notifications when actions occur that involve you. You can select which notifications you would like to receive.
[Reset to default settings](#)

Academic ✉ Email

Course update posted	On	Send notifications to your phone via text message Receive generic text messages by adding your phone number and U.S./Canadian carrier information to your account.
Course comments on updates, assignments, or discussions	Off	
Comments on my posts	On	Enabling Push notifications on your Schoology app will automatically sync with this area.
Dropbox item received	On	
User joins your course	On	Turn on/off email notifications for all courses and groups, or customize the courses and groups for which you'd like to receive emails.
Course content created	Edit Custom	

Note: Email and cell phone notifications differ from the Notifications Icon located on the top menu, which provides a running list of academic actions. If you live outside of the U.S. or Canada, text message notifications are not yet supported at this time. If you'd like to receive notifications that your child receives, we recommend adding your email address or phone number to your child's Account Settings and Account Notifications area.

I can't find these Notification Settings

If your Notifications area does not display these options, it's possible that you may be accessing Notifications while viewing a child's account. To view these notification options, please make sure your account is set to your personal account.

Personal Account Settings

Your Account Settings allow you to set different preferences for your personal interface and how your account relates to other users. To get to Account Settings, select the Arrow to the right of your name in the top right corner of the page. Account Settings allows you to:

- a.* Change your password
- b.* Customize how your Name is displayed on Schoology
- c.* Establish your Primary and Secondary Email address for notifications
- d.* Adjust your time zone
- e.* Integrate with Google Docs
- f.* Access your Schoology Calendar from a different calendar tool (e.g. Outlook, Google, Calendar, etc.)
- g.* Link to other Schoology accounts (this option allows you to toggle between multiple accounts at different schools)
- h.* Merge different Schoology Accounts (this option allows you to merge a duplicate account into a single account)
- i.* Upload using a Flash or Basic Uploader

Change your password

Depending on the way you [log in](#), your login information will display either your Email or your School and Username information.

You can create a new password by following these steps:

1. Select the arrow in the top right of the page next to your name
2. Click Account Settings in the dropdown
3. Click the Change Your Password link at the top of Account Settings
4. Type in your Current Password.

5. Type in your New Password and confirm it (must be different than the Current one).
6. Click Submit to complete

Note: We recommend that you keep your password in a safe place and that you never divulge your account information to anyone. This precaution is especially important for users who sign in using a username, because they will not be able to retrieve a forgotten password via email.

Customize Your Display Name

You can change the name you display to other Schoology users through your Account Settings. Select the arrow on the top right of the page next to your name. The following is a list of what display names you can customize:

- | | |
|-------------------|--|
| Title | This refers to any prefix you'd want to include in your name (Mr., Mrs., Ms., Miss, Dr., and Professor). |
| First Name | This field should already include the name with which you signed up for Schoology. |
| Middle | This field may already be filled, though it is not required. |
| Last Name | This field should already include the name with which you signed up for Schoology. |
| Username | This field is necessary for users who sign into Schoology using a Username. Users may sign up for Schoology with either a username or with an email address. |

Time zone

If your Schoology account is not currently set to the correct Time zone, you can correct it by scrolling through the dropdown menu. Once you have adjusted the settings, don't forget to click Save Changes to complete.

Set Your Default Account

With a parent account, you can toggle between your Schoology account and a view of your child's Schoology account by clicking on the down-facing arrow at the top right of Schoology.

In the Set Your Default Account area, you may choose to see your Main Activity (your account) or your Child's Activity each time you log into Schoology. Please note that despite the setting you save in this area, you may always use the toggle in the top corner to access the other account.

Share Your Schoology Calendar

You can access your Schoology calendar information from a different calendar program by enabling this option in your Account Settings. Once enabled, Schoology will provide an iCal link that will allow you to share your Schoology Calendar with the calendar tool of your choice. Below are instructions for synchronizing your calendars:

iPhone/iPad/iPod Touch (running iOS 3.0 or later)

1. Create a new email. Address it to the email account checked on the iOS device.
2. Paste the copied link above into the body of the email and send.
3. Open the email on your iPhone, iPad or iPod touch and tap the link to set up the subscription to the calendar.
4. Tap "Subscribe" in the dialog to add Schoology to your iOS calendar.

Outlook 2007/2010(has native iCal support)

1. Email the link copied above to the account you check on Outlook.
2. Click on the webcal link in the email on Outlook.
3. An Outlook box should appear asking you to "Add this Internet Calendar to Outlook and Subscribe to Updates".
4. Click "Yes", and the Calendar will automatically be added to Outlook.

Google Calendar & Android Devices

1. Sign into your Google Calendar account.
2. Under "Other Calendars," click on the "Add" link.
3. Click on "Add by URL."
4. Paste the link copied above into the Address field.
5. Click Add.

Windows Live/Hotmail

1. Sign into your Windows Live account.
2. Go to Calendar.
3. Go to Subscribe.
4. Select "Subscribe to a public calendar".
5. On Calendar URL field paste the URL copied above.
6. On Calendar name field type the name you want your calendar to have.
7. Click to "Subscribe to calendar" and "done".

Mac iCal

1. Open iCal.
2. Right click under the region titled Subscriptions.
3. Then click Subscribe...
4. Next, paste the link copied above into the field titled Calendar URL.
5. Click subscribe.

Other Options

File Uploader

Schoology uses a Flash Uploader to allow multiple uploads at a time and to show upload progress. However, if you continuously get errors with the default uploader, you can opt to use the Basic Uploader, which can only upload one file at a time for maximum compatibility across all

platforms and networks.

To do so, follow these steps:

1. Select the arrow in the upper right corner of the page.
2. Click Account Settings in the dropdown menu.
3. Scroll to the bottom of the page.
4. To the right of File Uploader, choose either Advanced or Basic.
5. Click Save Changes to complete.

Privacy Settings

Schoology allows you to customize the level of privacy on your account. You can access your Privacy Settings by:

1. Selecting the arrow in the upper right corner of the page.
2. Clicking Privacy in the dropdown.
3. Changing the settings by clicking in an empty box.

The left column correlates with the type of content in question. The column headings indicate the level of user that has access to view the information contained in the content. User Privacy Settings are defined by four categories:

- a.* Everyone
- b.* Schoology Users
- c.* School
- d.* No One

By selecting from these categories, you can decide who sees your Profile, Updates, Media Albums, Courses, Email Address, and Blog. It also dictates whom you would like to allow to message you.

You can set your privacy settings by clicking in the cell under the category of your preference. Grey or locked cells indicate a threshold in place at your school.

Note: Depending on the settings in place at your school, some of these options may not be available for your account.

Parent Email Digest

Digest Settings

You may elect to receive email digests of your child(ren)'s activity in Schoology. To save email digest settings in your parent account, follow these steps:

1. Click on the down-facing arrow on the top right of your Schoology account.
2. Select a child from the list that appears in the dropdown.
3. Once you're viewing the child's account, click on the down-facing arrow again.
4. Select the Notifications option in the dropdown menu.
5. To receive emails, make sure your Email Summary is set to On.

You may choose to receive emails on a Daily or Weekly basis. If you choose a Daily option, you may set a time at which the email notification will be sent to your inbox. If you choose a Weekly option, you'll have an additional option to select the day of the week you'd like to receive the email.

Note: If there are no updates for the given time period, you will receive an email stating that there are no new updates.

The screenshot shows the 'Account' settings page with the 'Notifications' tab selected. Under the 'Parent Email Digest' section, there are four settings: 'Email Summary' is set to 'On', 'Repeat' is set to 'Weekly', 'Time' is set to '09:30PM', and 'Day' is set to 'F' (Friday). A 'Save Changes' button is located at the bottom of the form.

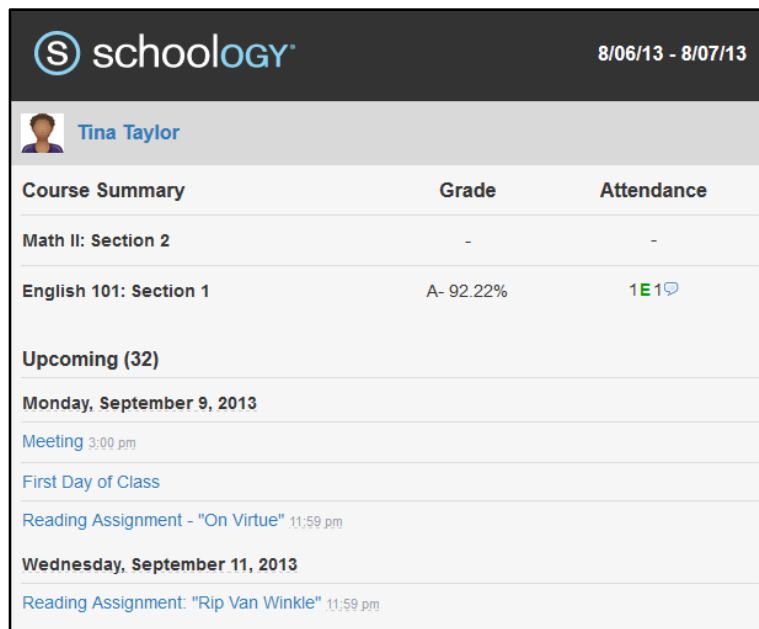
Account	
Notifications	Account Settings
Parent Email Digest	
Receive weekly or daily email reports of your children's activity	
Email Summary:	On
Repeat:	Weekly
Time:	09:30PM
Day:	S M T W T F S
Save Changes	

What will the digest look like?

The email digest will include the following information:

- a. The date range for which information is displayed
- b. Each of your children's names at the top of the email summary
- c. A summary of each course for the child, which includes:
 - i. Newly received grades
 - ii. A summary of marked attendance (late, absent, excused)
- d. Recent activity, which includes:
 - i. The student's posts and updates in courses, assignments, tests/quizzes, and discussions
 - ii. Recent submissions for assignments and tests/quizzes

The digest will include up to five Summary items and up to ten Recent Activity items. To view more items than appears in the list, click on the More option at the bottom of each area. If you have more than one child association, you can view the Summary and Recent Activity for additional children by scrolling down the digest.



The screenshot shows a Schoology email digest for Tina Taylor, dated 8/06/13 - 8/07/13. It features a header with the Schoology logo and the user's name. Below the header is a table with three columns: Course Summary, Grade, and Attendance. The table lists two courses: Math II: Section 2 and English 101: Section 1. Below the table is a section titled 'Upcoming (32)' which lists several activities: a meeting on Monday, September 9, 2013 at 3:00 pm; the first day of class; a reading assignment 'On Virtue' on Monday, September 9, 2013 at 11:59 pm; and another reading assignment 'Rip Van Winkle' on Wednesday, September 11, 2013 at 11:59 pm.

Course Summary	Grade	Attendance
Math II: Section 2	-	-
English 101: Section 1	A- 92.22%	1E 1

Upcoming (32)

Monday, September 9, 2013

Meeting 3:00 pm

First Day of Class

Reading Assignment - "On Virtue" 11:59 pm

Wednesday, September 11, 2013

Reading Assignment: "Rip Van Winkle" 11:59 pm

How do I make sure I receive emails?

To make sure you receive emails, check that your email address is verified to receive emails from Schoology.

1. Click on the down-facing arrow on the top right of your Schoology account.
2. Select your account from the list that appears in the dropdown.
3. Once you're in your account, click on the down-facing arrow and select Account Settings.
4. If you haven't yet verified your primary email address, you'll see an orange message to Resend verification email. Check the box next to the message and Save Changes.
5. Once you receive the verification email, click on the link provided in the email to verify your email address.

Note: If you don't receive the email at the correct time of day, check the time zone associated with your account from your [Account Settings](#). If you don't receive any email notifications on a daily or weekly basis after having completed these steps, you can [create a ticket](#) with the Support Team for assistance.

Account Info

[Change your password](#)

First Name: *

Preferred First Name:

Middle Name:

Last Name: *

Username:

Primary Email: [Resend verification email](#) ?

ntaylor@schoologyacademy.org

Personal Profile

You can access your Personal Profile by clicking on your name on the top menu. Schoology users that click on your name in Schoology will also be taken to your profile. You can control who can view your profile by adjusting your [Account Privacy Settings](#).

Profile Picture

You can change your profile picture by hovering over the current picture.

1. Click on Edit Picture (It appears when you hover over your picture).
2. Check Remove Picture to remove your current picture from view.
3. Click on Attach File.
4. Choose a JPEG, PNG, or GIF file from your hard drive.
5. Or, click on an avatar instead of uploading a picture (optional).

Personal Information

The Info tab provides other users with more information about you. You can edit the information by clicking on the Edit button in the top right corner of your Profile page.

Note: Depending on your settings at your school, some of these features may be different for your account.

Have further questions?

If you are having trouble, or have further questions not addressed here, please consult the following:

Schoology Help Center

Schoology support <http://support.schoology.com>

Find additional guides, tutorials, and links to other materials including videos and articles. Submit questions and read forum posts from other parents

School Contact

Matt Reichert

mreichert@sjprep.net

(320) 363.3319

Submit questions and get individual assistance in using the Schoology learning management system.