

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](http://support.schoology.com). What Is Schoology? Teachers use Schoology to:

- Post classroom materials online
- Provide a safe forum for students to discuss their ideas and collaborate on projects
- Assign and collect homework electronically.

Schoology helps students stay organized and connected. A Schoology Parent Account gives you access to:

- Your child's classes
- Your child's upcoming assignments.
- School and class announcements.

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

## Navigating Your Schoology Account

After logging in, you can see the top navigation bar from anywhere in Schoology.

On the left side of the bar, you can navigate to the four main areas of Schoology: Home, Courses, Groups, and Resources.

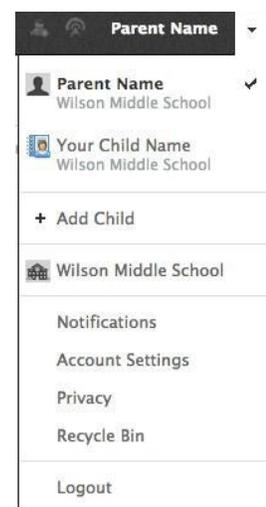
Clicking Home always brings you back to your home page, the landing page you see when you login. This is where you see your Recent Activity feed.

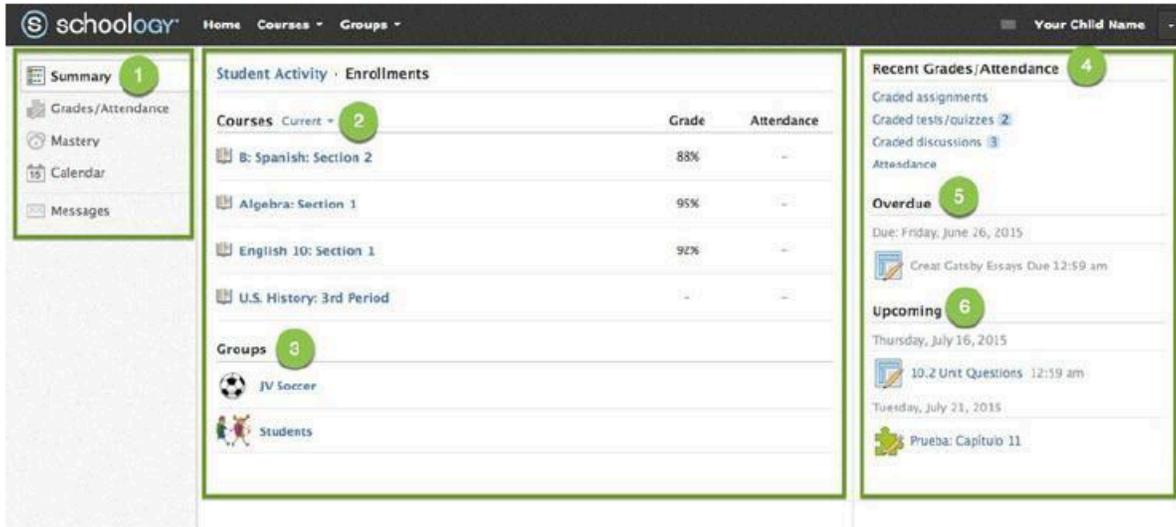
## Messages & Reminders

When you are in your own Schoology account (not your child's), icons for messages, connections, and notifications display in the top navigation bar, on the right; you can also click your name to go to your own Personal Profile. Any time someone sends you a message, or does something that pertains to you or your child's school, it's easily accessible in the top-right corner of your screen. Everything is chronologically ordered and clickable to make managing them simple.

## 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:
  - Summary: Click to see an overview of your child's courses and grades (Enrollments in the center column), or notifications about grades on individual assignments (Student Activity in the middle column).
  - Grades/Attendance: Review your child's grades and attendance for all courses.
  - Mastery: If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.
  - 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.
  - Messages: View your own messages on Schoology. Messages to your child are private and are not viewable from this area.
2. Select Enrollments in the center column to see a list of the courses your child is currently enrolled in, along with his or her grade. If the teacher or administrator has chosen not to display the grade while the course is in progress, you will see a blank value (as in the grade column for U.S. History, above). Click on an individual course to see grades received on assignments, tests, and discussions from that course.
3. Here, 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.
4. The Recent Grades/Attendance section displays your child's recent grade and attendance information.
5. The Overdue section displays a list of course materials your child did not turn in by the due date.
6. The Upcoming section displays a list of your child's upcoming assignments and events.

## Customizing Your Account Settings

You may want to update your Account Settings to make sure you get the most out of Schoology.

## Setting Up Your Parent Email Digest

The Schoology Parent Email Digest is a brief summary of your child's activities delivered to your email inbox. You can opt to receive it on a daily or weekly basis.

## 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 corner. You can enable notifications to be sent to you as an email or push notification message depending on preference. Pushing notifications to your smartphone or tablet requires the Schoology mobile app.

## Mobile Message/Push 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: Select the arrow next to your name in the top right corner and click Notifications.

1. Select the Send Notifications to Your Phone via Text Message box to the right.
2. Enter your Cell Phone Number (your number remains hidden from other members).
3. Choose your Country.
4. Select your wireless Carrier.
5. Click Set Mobile to complete.

Note: Email and cell phone notifications differ from the Notifications Icon located on the top menu, which provides a running list of academic actions.

**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
Course comments on updates, assignments, or discussions	Off	
Comments on my posts	On	Receive text notifications for selection Schoology actions by adding your U.S./Canadian phone number.
Assignment submissions	On	
Test/Quiz submissions	Off	Enabling Push notifications on your Schoology app will automatically sync with this area.
User joins your course	On	
Course content created	📧 Custom	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 materials covered	On	

You can change your password or update your email address on the Account Settings page. You can also determine your landing page when you log into Schoology. To go to the Account Settings page, click the Account Settings tab in your notifications screen, or click the arrow in the upper-right corner again and select Account Settings from the menu.

Scroll down to Set Default Account.

1. Select Main Account to see your personal account, with your own name and information
2. Select Child's Account to see your child's account from his or her perspective.