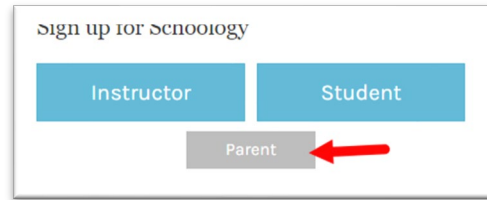
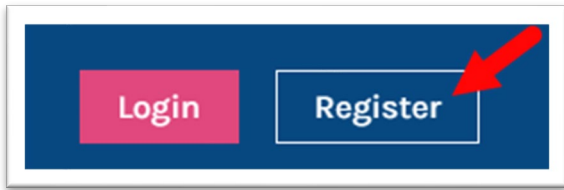


Parent Access to Schoology

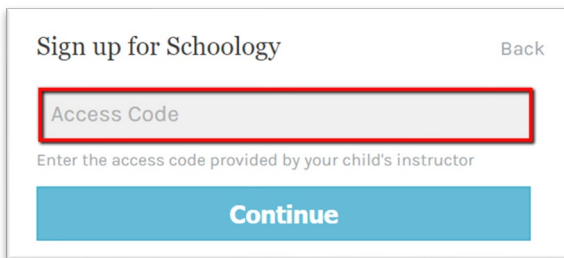
Register for an Account

In your browser, go to www.schoology.com

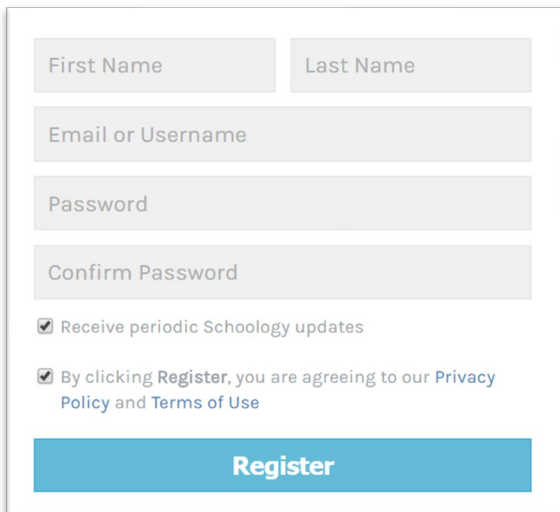
At the top right, click on Register, then choose Parent:



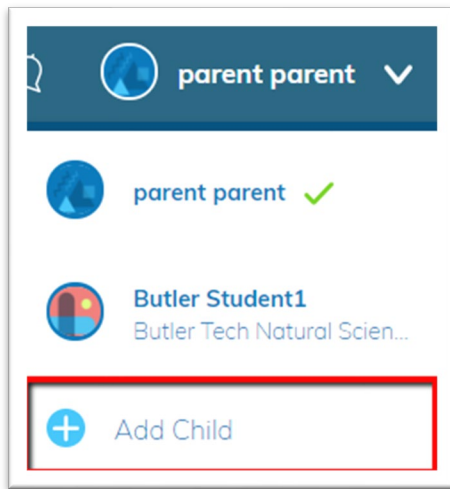
Enter the Parent Access Code that you received from your child's school or teacher.

A screenshot of the 'Sign up for Schoology' form. The title is 'Sign up for Schoology' with a 'Back' link. Below the title is a text input field labeled 'Access Code' which is highlighted with a red border. Underneath the field is the instruction: 'Enter the access code provided by your child's instructor'. At the bottom of the form is a blue 'Continue' button.

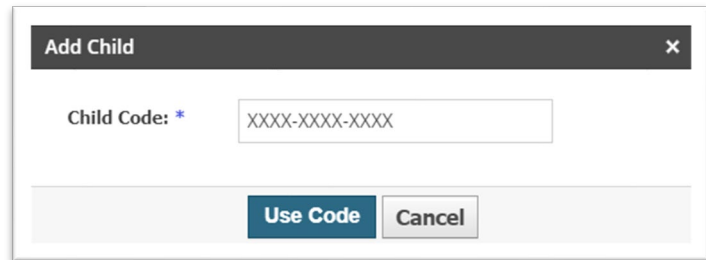
Enter your name, email address, and password. Accept the Privacy Policy and Terms of Use and then click Register.

A screenshot of the registration form. It contains several input fields: 'First Name', 'Last Name', 'Email or Username', 'Password', and 'Confirm Password'. Below these fields are two checked checkboxes: 'Receive periodic Schoology updates' and 'By clicking Register, you are agreeing to our Privacy Policy and Terms of Use'. At the bottom of the form is a blue 'Register' button.

If you have any other students attending Butler Tech that you would like to monitor, click the down arrow next to your name and choose +Add Child.



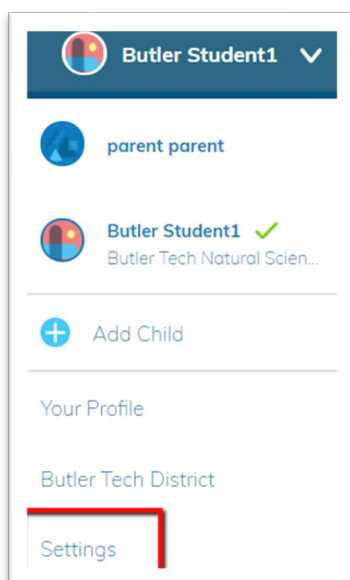
Enter the additional child's Parent Access Code and click Use Code.



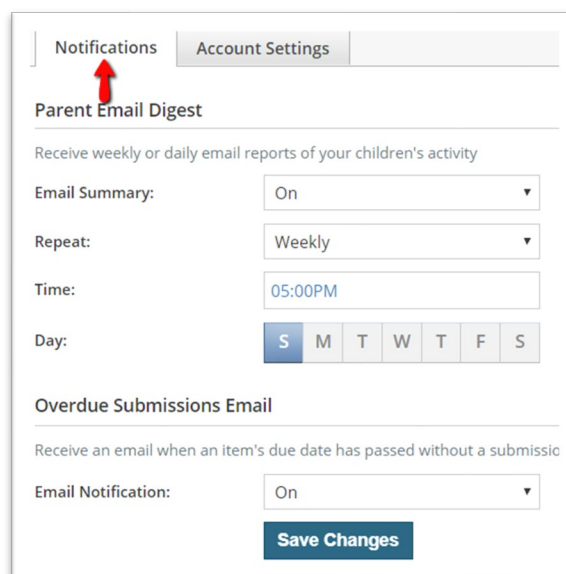
Account Information and Settings

The down arrow next to your name is where you can access information and settings for your account. Parent accounts in Schoology are really like having two accounts in one. One is your own personal account with your name and information. This is connected to your child's account. You can switch between these accounts using this same drop down menu and selecting the appropriate account. The checkmark to the right shows which account is currently selected.

Select your child's account by clicking on their name. Once their name is selected, click the down arrow to access Settings, then the Notifications Tab, which will allow you to control the information you receive from Schoology.

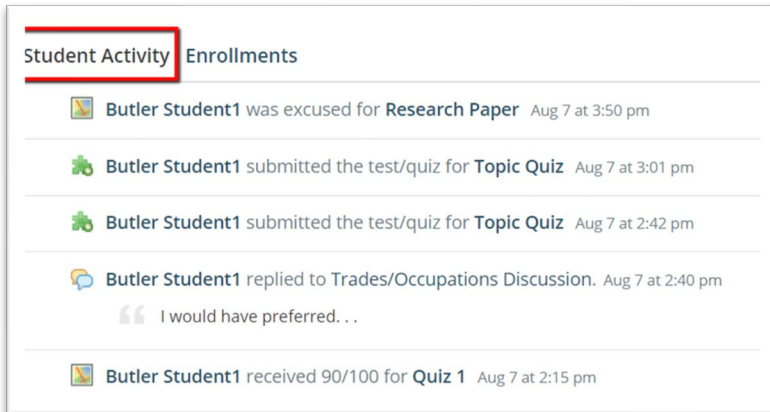


Here, you can opt to receive a Daily or Weekly parent digest email or on overdue submissions email.



Viewing Your Child's Activity

Selecting your Child's name will take you to a summary screen. The Student Activity area is a feed of everything that has happened related to the student account.



The screenshot shows the 'Student Activity' tab selected. The feed contains the following items:

- Butler Student1 was excused for **Research Paper** Aug 7 at 3:50 pm
- Butler Student1 submitted the test/quiz for **Topic Quiz** Aug 7 at 3:01 pm
- Butler Student1 submitted the test/quiz for **Topic Quiz** Aug 7 at 2:42 pm
- Butler Student1 replied to Trades/Occupations Discussion. Aug 7 at 2:40 pm
I would have preferred. . .
- Butler Student1 received 90/100 for **Quiz 1** Aug 7 at 2:15 pm

The Enrollments area will show each of your student's current courses and the current grade. You can toggle to see Past courses as well. This page will also show any groups the student is a member of.



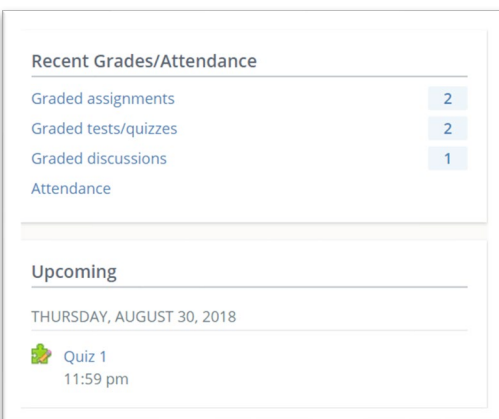
The screenshot shows the 'Enrollments' tab selected. It displays the following information:

Courses	Grade	Attendance
Q1 American History - BT Teacher: Q1-P1_S2	B 89.33%	-

Groups

- Night for the Fight

To the right of this information will be a list of recent grades and any upcoming items.



The screenshot shows the 'Recent Grades/Attendance' and 'Upcoming' sections:

Recent Grades/Attendance	
Graded assignments	2
Graded tests/quizzes	2
Graded discussions	1
Attendance	

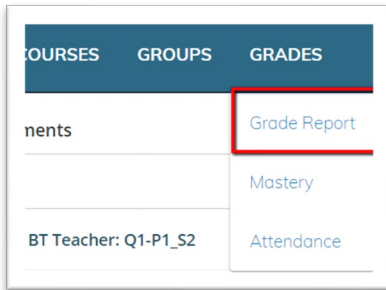
Upcoming

THURSDAY, AUGUST 30, 2018

- Quiz 1
11:59 pm

Grades

The above summary page will show the grade for the current quarter, but it is suggested that you click on GRADES, then Grade Report from the header above. This will give you a full view of the student gradebook.



Click the name of the course to expand out the gradebook.

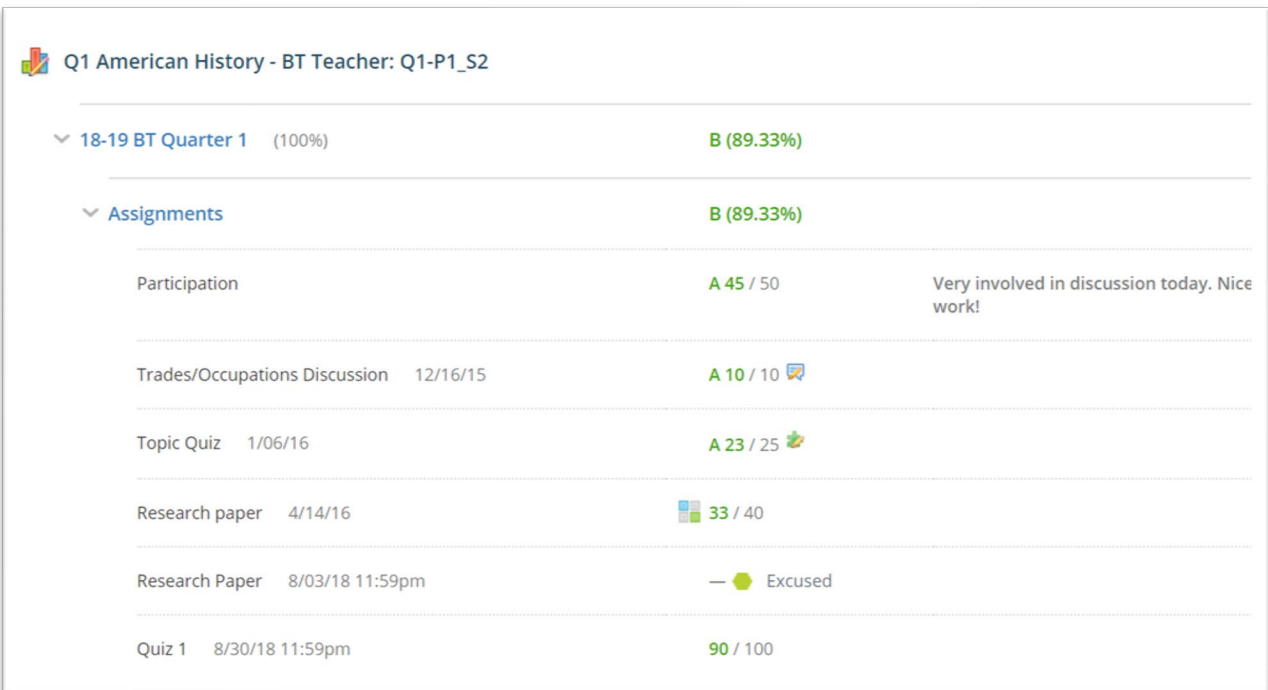
In addition to grades, teachers may add the following flags to assignments:

Excused – Student is excused and the assignment is not calculated into their grade at all.

Incomplete – Student has not completed the assignment, but it does not yet count against the student

Missing – The student has not completed the assignment and has been given a zero for the assignment, lowering their grade.

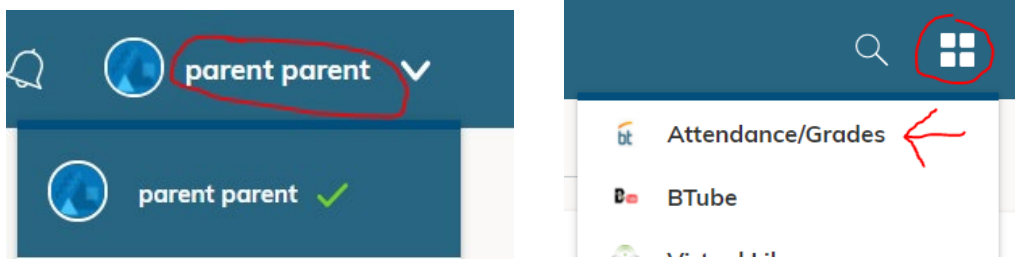
Teachers can also add comments to each individual grade.



Q1 American History - BT Teacher: Q1-P1_S2		
18-19 BT Quarter 1 (100%)		B (89.33%)
Assignments		B (89.33%)
Participation		A 45 / 50 Very involved in discussion today. Nice work!
Trades/Occupations Discussion 12/16/15		A 10 / 10
Topic Quiz 1/06/16		A 23 / 25
Research paper 4/14/16		33 / 40
Research Paper 8/03/18 11:59pm		Excused
Quiz 1 8/30/18 11:59pm		90 / 100

Report Cards/Attendance

FIRST, select your name from the user dropdown at the top right. Click the App Launcher Icon in the top menu bar to access report card grades once issued and any attendance records for your student:



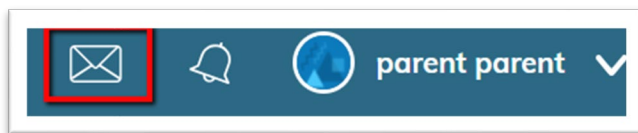
Calendar

The calendar will allow you to view a calendar of all items the teacher has placed on the calendar, including when items are due, both upcoming and items in the past.



Messages

The messages link is an internal email system in Schoology and is accessible when you switch back to your parent account by using the down arrow next to the name. You can use this area to message your student's teacher. Messages to and from your child are private and are not viewable from this area.



Schoology App

The Schoology App can be downloaded to your Android or Apple mobile device.

GETTING HELP

If you have any questions about your child's grades or information you find in Schoology, please start by contacting the teacher.

If you have any trouble using Schoology, please contact Kip Hamilton at hamiltonk@butlertech.org