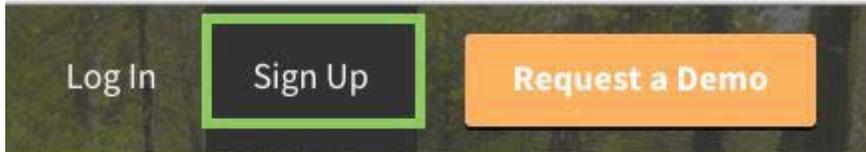


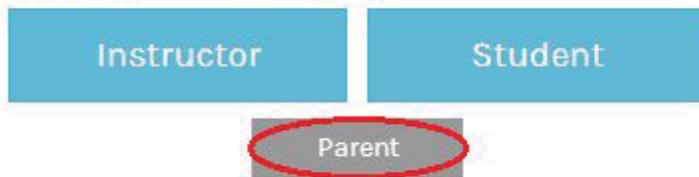
Create a new Parent account

If you don't already have a Schoology account, go to <https://www.schoology.com> and click Sign Up.



Then, select Parent.

Sign up for Schoology



1. Click on the Parent button.
2. Enter your Access Code. This code is given to you by one of your child's instructors, and it should look similar to this: xxx-xxx-xxx.
- 3.
4. Fill out the form with your information.
5. Click Register to complete.

Sign up for Schoology Back

Access Code

Enter the access code provided by your child's instructor

Continue

When you use a Parent Access Code to create an account, you will be automatically associated to the student. To associate additional students to your account, click on the [Add Child](#) button in your Schoology account.

Note: If your children attend different schools that are not in the same district (or are not part of the same Schoology Enterprise account), you will see the following error message when you attempt to use the Add Child button to link your account to their's:

Add Child [X]

We've noticed that your child belongs to another school. To complete the process, you must register for a new Schoology parent account within your child's school using the form below.

Child Code: GJDTCFWWJ

First Name: *

Last Name: *

Email or Username: *

Password: *

Confirm Password: *

School: Springfield School District

Register **Cancel**

Parents must have an account at each of their children's schools. For example, if a parent has one child at a High School, and one child at a Middle School, the parent must have accounts at both schools, and use the [linking feature](#) to toggle between accounts. The feature allows each school to manage your parent account settings appropriately, and to communicate with you seamlessly.

LOGIN (PARENT)

You can use an email address or username to login, depending on how your account was set up. See below for instructions:

Email Login

1. Go to app.schoology.com
2. Click the Login button on the top right.

3. Enter your Email Address and Password
4. Click Log in.

Username Login

1. Go to app.schoology.com
2. Click the Login button on the top right.
3. Enter your Username, Password, and the name of your school (As you type, a menu will open below that will allow you to select your school).
4. Select your school.
5. Click Log in.

Sign in to Schoology

The screenshot shows the Schoology login interface. It includes a username field with 'janes', a password field with masked characters, a school selection dropdown menu currently showing 'Schoology Academy', a 'Remember my School' checkbox which is checked, and a blue 'Login' button. Red arrows point from text annotations to the school selection dropdown and the 'Remember my School' checkbox.

Annotations:

- As you enter your school name, select from the list of schools that appear
- This option remembers your school for the next time you login

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.

HOME PAGE (PARENTS)

Your Schoology Account vs. 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 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 (see below).
- When you have multiple children in the same school, clicking on the icon to the right of the student name will take you to their [profile](#).

The screenshot shows a user account page for 'Nina Taylor' at 'Schoolology Academy'. The page is annotated with red lines and text boxes explaining various elements:

- This is your account**: Points to the user's name and school at the top of the account list.
- This is your child's account activity**: Points to the child's name and school in the list.
- If you have multiple accounts for children in different schools, you'll see linked accounts here**: Points to the list of other children's accounts.
- This is the school associated with your account**: Points to the school name 'Schoolology Academy' at the bottom of the account list.

Additional annotations include:

- A red circle around the user's name 'Nina Taylor' in the top navigation bar.
- A red circle around a checkmark icon next to the user's name in the account list, with the text: **This check mark indicates the account you're viewing**.

The account list includes the following entries:

- Nina Taylor, Schoolology Academy (checked)
- Tina Taylor, Schoolology Academy
- Nina Taylor, The Jeffersonian School of Arts and Sci...
- Thomas Taylor, The Jeffersonian School of Arts and Sci...

Below the list are the following options:

- + Add Child
- Schoolology Academy (with a home icon)
- Notifications
- Account Settings
- Privacy
- Recycle Bin
- Logout

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 on the Most Recent toggle to the right of the Student Activity heading.

The screenshot shows the Schoology interface with the following elements:

- Top navigation: Home, Courses, Groups, Tina Taylor (user name)
- Left sidebar: Summary (selected), Grades/Attendance, Calendar, Messages
- Main content area: **Student Activity** (circled in red), Enrollments, Most Recent (toggle)
- Activity items:
 - Tina Taylor replied to Myths and Legends. Aug 1 at 12:44 pm. Comment: "This is another fun Flashcard game to try for ancient tales, myths, and legends!"
 - Jane Smith English 101: Section 1: "We have a shortened class on Friday due to the shared assembly, but don't forget to hand in your debate topic preferences before you leave class."
 - Tina Taylor received 87.5/100 for Order of Operations Aug 1 at 11:21 pm
 - Tina Taylor received 14/15 for Revolutionary Period Quiz Aug 1 at 11:15 pm
- Right sidebar: Recent Grades/Attendance (Graded assignments: 5, Graded tests/quizzes: 1, Graded discussions, Attendance: 1), Upcoming (Monday, September 9, 2013: Meeting 7:00 pm, First Day of Class)

Enrollments

The Enrollments area displays a list of all of the child's courses and groups. 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- Clicking on the course name allows you to view the course as your child views the course. 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- Clicking on the group name allows you to view the group as your child views the course. 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 on Home on the top menu.

The screenshot shows the Schoology interface for a user 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 Enrollments' and features a table of courses:

Courses	Current	Grade	Attendance
Math II: Section 2			
English 101: Section 1		A- 92.22%	1 1

Below the courses table is a 'Groups' section with 'Poetry Club'. On the right, the 'Recent Grades/Attendance' section lists: Graded assignments (5), Graded tests/quizzes (1), Graded discussions, and Attendance (1). The 'Upcoming' section for Monday, September 9, 2013, includes a Meeting at 7:00 pm and the 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 on the item you'd like to view.

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

This screenshot is similar to the first one but highlights the 'Assignments' link in the 'Recent Grades/Attendance' section with a red circle. A red arrow points to this link from the text 'Click on a category to view newly graded items'.

Courses	Current	Grade	Attendance
Math II: Section 2		-	-
English 101: Section 1		A- 92.22%	1 1

The 'Recent Grades/Attendance' section now shows a list of graded items:

- Order of Operations: 87.5
- Reading Assignment - "On Virt...": 5
- Writing Activity: Narrative Essays: 5
- Reading Assignment: "Rip Van ...": 4.5
- Reading Assignment: "The Bla...": 3

Upcoming

On 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 on the name of the item from the list.

Grades/Attendance (Left Menu)

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:

- Student Report

- 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 has been absent, late, or excused. Comments attached to attendance marks will appear in the blue Comments icon 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, 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 cluetip 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.

Messages (Left Menu)

Depending on the settings in place at your school, you may be able to receive messages from teachers at your school, and send messages to 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 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.

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 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.

Your Account Activity

Recent Activity

To return to your Schoology account, click on the downfacing 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.

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.

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).
- Attach a File, Link, or Resource (optional).
- You can Enable Comments at the bottom left (optional).

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.

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

Depending on the settings in place at your school, you may be able to receive messages from teachers at your school, and send messages to 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 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.

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.

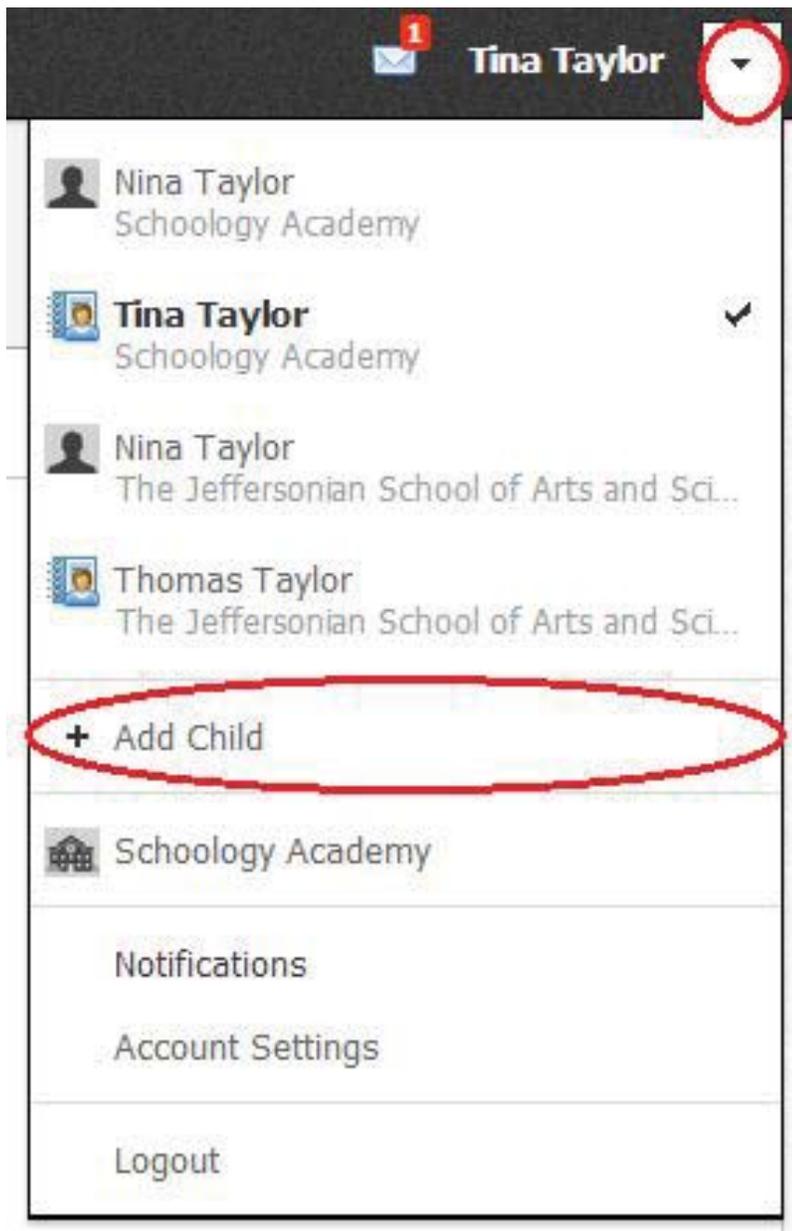
Note: If you have [linked](#) accounts in Schoology, we recommend that you check for new messages in each of your linked accounts.

Add children associations to your account

If you already have a parent account in Schoology for one child, you can add additional children to your account. To add additional children, please follow these steps:

1. Log into your Schoology account using your username or email address and password.
2. Click on the downfacing arrow on the top right of the Schoology account.
3. Select the option to +Add Child.
4. Enter the Child Code for the child you'd like to add to your account. The Child Code is another term for Parent Access Code, which is distributed to you by the student's teacher.
5. The code should look similar to 1A2-BC3-4KD5. If your code does not look like this code, you may have to ask your child's teacher for another code.
6. Click on the Use Code button to complete.

Note: Depending on the settings in place at your school, you may not see an Add Child option in your account. Please speak to your child's teacher or a Schoology Administrator at your school for further details.



We've noticed that your child belongs to another school

We've noticed that your child belongs to another school. To complete the process, you must register for a new Schoolology parent account within your child's school using the form below.

Parents may only add children in the same school as that parent account. If you have a child in another school, you'll be prompted to complete the association process by registering for a new Schoolology parent account within your child's school. When you complete this step, your current parent account will be [linked](#) to your new account. To register for a new account, follow these steps:

1. When you try to add a child that belongs to another school, a form should appear to register for a new account. The Child Code and your information should already be populated on this form.

2. Enter the email address or username you'd like associated with your new account.
3. Enter a password for your new account. Please make sure you keep your password in a safe and secure place that you can retrieve in the event that you forget your password.
4. Click Register to complete.

Once you complete the registration, you'll be automatically taken to your new account. This new account is also automatically associated with your child. Since you now have two Schoology accounts, one for each child, we recommend that you [link](#) your accounts to access both children from the same login.

PERSONAL ACCOUNT (PARENT): NOTIFICATIONS

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

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

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:

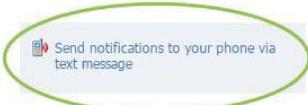
1. Select the arrow next to your name in the top right corner and click Notifications.
2. Select the Send Notifications to Your Phone via Text Message box to the right.
3. Enter your Cell Phone Number (your number remains hidden from other members).
4. Choose your Country.
5. Select your wireless Carrier.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

Account

Notifications Account Settings Privacy Settings Recycle Bin

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

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.

This is your account

This is your child's account activity

If you have multiple accounts for children in different schools, you'll see linked accounts here

This is the school associated with your account

This check mark indicates the account you're viewing

PERSONAL ACCOUNT (PARENT): 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:

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

Account Info

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:

1. Title—This refers to any prefix you'd want to include in your name (Mr., Mrs., Ms., Miss, Dr., and Professor).
2. First Name—This field should already include the name with which you signed up for Schoology.
3. Middle Name—This field may already be filled, though it is not required.
4. Last Name—This field should already include the name with which you signed up for Schoology.
5. 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.

Primary and Secondary Email Addresses

Primary Email—This field lists the email address under which you are registered in Schoology. All designated [Notifications](#) will be sent to this email address. You may also login to Schoology using this email address.

Alternate Email—This field lists an optional, secondary email address. Notifications will also be sent to this email address.

Note: If you notice that you are not receiving email alerts when you would expect them, you may have an issue with your primary email that requires your attention.

To confirm if you are experiencing this issue:

1. Click the Check Status link to the right of the Primary Email field.
2. If there is an issue, you will receive an error message describing the issue.
3. Click Clear to reset the email address.

If you continue to experience issues with receiving notifications for the address after resetting it, talk to the administrator of your Schoology account or contact help@schoology.com.

Timezone

If your Schoology account is not currently set to the correct Timezone, 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. Send the email.
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.

Link Account

If you have another Parent account in Schoology, you can link your accounts to toggle between children from the down facing arrow on the top right of Schoology. By keeping both accounts, and linking them together, you can access all content from a single login. The feature allows each school to manage your parent account settings appropriately, and to communicate with you seamlessly.

To Link an Account, follow these steps:

1. Select the arrow in the upper right of the page of the Parent account you'd like to keep primary (you will be using this account to login to Schoology).
2. Click Account Settings in the dropdown menu.
3. Scroll near the bottom of the Account Settings page and click the Link Accounts button.
4. Enter the Email or Username of the parent account at the other school.
5. Enter the password of the other parent account.
6. Click Link Account to complete.

Select a Primary email address for linked accounts

A list of your primary account and linked account(s) will appear in the Link Account area upon completion. If you have multiple primary email addresses for these accounts, enable the feature to Select a primary email address. This feature allows email notifications for each linked account to go to the primary email address listed in this area.

Merge Account

If you have a duplicate account on Schoology, you can Merge your old account into your current account. Keep in mind that by doing this, the merged account will be deleted after all your created content is moved into the current account.

To Merge an Account, follow these steps:

1. Select the arrow in the upper right of the page of the account you'd like to keep primary (you will be using this account to login to Schoology).
2. Click Account Settings in the dropdown menu.
3. Scroll near the bottom of the Account Settings page and click the Merge Accounts button.
4. Enter the Email or Username and the password of the desired account.
5. Click Validate Account, and wait for the merge to complete.

Note: Please do not merge your account if you have multiple accounts for schools in which your children are enrolled. Instead, use the Link feature above. If you encounter an error message, "Sorry, you are not allowed to merge subscribed accounts into this account," your previous account is registered to a school with a System Administrator. Please [email](#) Schoology for further assistance.

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.

PERSONAL ACCOUNT (PARENTS): PRIVACY

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 five categories:

1. Everyone
2. Schoology Users
3. School
4. 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 who 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.

LINKING PARENT ACCOUNTS

What is linking accounts?

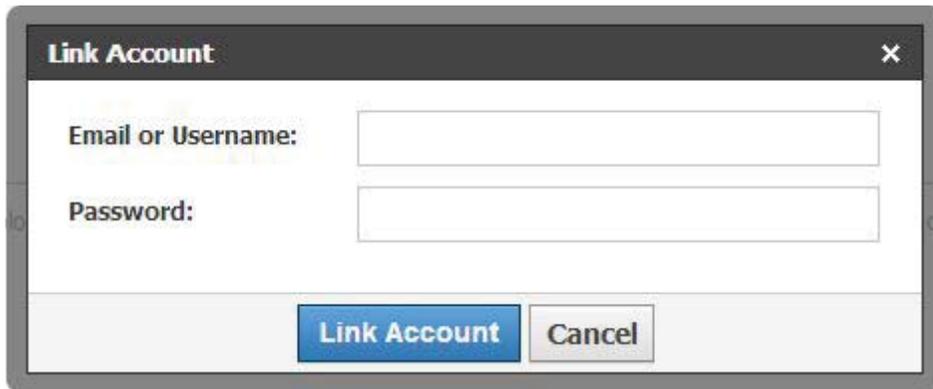
Since parents must have an account at each of the schools their children attend, you may have multiple Schoology accounts. For example, if you have one child at a High School, and one child at a Middle School, you must have accounts at both schools, and use the [linking feature](#) to toggle between accounts.

By keeping both accounts, and linking them together, you can access all content from a single login. This feature also allows each school to manage your parent account settings appropriately, and to communicate with you seamlessly.

How do I link accounts?

To Link an Account, follow these steps:

1. Click on the down facing arrow on the upper right of the Parent account you'd like to keep primary (you will be using this account to login to Schoology).
2. Click Account Settings in the dropdown menu.
3. Scroll near the bottom of the Account Settings page and click the Link Accounts button.
4. Enter the Email or Username of the parent account at the other school.
5. Enter the password of the other parent account.
6. Click Link Account to complete.



Select a Primary email address for linked accounts

A list of your primary account and linked account(s) will appear in the Link Account area upon completion. If you have multiple primary email addresses for these accounts, enable the feature to Select a primary email address. This feature allows email notifications for each linked account to go to the primary email address listed in this area.

Link Account

Instructions: Use this to link your other Schoology accounts together. This

Link Accounts



Nina Taylor



Nina Taylor (Current Account)

Select a primary email address for all linked accounts

ntaylor@schoologyacademy.com

What do linked accounts look like?

To see your linked accounts, click on the down facing arrow on the top right of Schoology.

- The school associated each account appears below the name. To access your linked account, click on your name.
- You'll also see a list of the children associated with your accounts. The school associated with the child appears below their name. To view Schoology activity for each of your children, click on their name.

The screenshot shows a user profile page for 'Nina Taylor' on the Schoology Academy. The page is annotated with red lines and text boxes. A red circle with a checkmark is placed over the 'Nina Taylor' profile card. The annotations are as follows:

- This is your account** (points to the top profile card)
- This is your child's account activity** (points to the 'Tina Taylor' profile card)
- If you have multiple accounts for children in different schools, you'll see linked accounts here** (points to the list of children)
- This is the school associated with your account** (points to the 'Schoology Academy' school name)
- This check mark indicates the account you're viewing** (points to the checkmark in the top profile card)

The profile page includes the following elements:

- Header: Nina Taylor (circled in red), Schoology Academy
- Profile Cards: Nina Taylor (Schoology Academy), Tina Taylor (Schoology Academy)
- Children List: Nina Taylor (The Jeffersonian School of Arts and Sci...), Thomas Taylor (The Jeffersonian School of Arts and Sci...)
- Buttons: + Add Child
- School: Schoology Academy
- Menu: Notifications, Account Settings, Privacy, Recycle Bin, Logout

How do I Unlink accounts?

To remove a link with another account, follow these steps:

1. Click on the down facing arrow on the upper right of Schoology.
2. Click Account Settings in the dropdown menu.
3. Scroll near the bottom of the Account Settings page until you see a list of your linked accounts.
4. Click on the x to the right of the account you'd like to unlink. This action will remove the link with your other parent account and the child associated with the account.
5. Click Unlink Account to complete.

Note: You may only remove linked accounts; You may not remove a primary account. Once an account is unlinked, you may login to each account using their respective login credentials. Learn more about deleting unlinked accounts [here](#).

PARENT EMAIL DIGEST AND OVERDUE NOTIFICATIONS EMAIL

Email Settings

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

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 menu.
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. From the Notifications area, you can elect to receive one or both of two email summaries:
 - To receive the Parent Email Digest, select On in your Email Summary menu.
 - You can receive emails on a Daily or Weekly basis. If you choose Daily, you may set a time at which the notification will be sent to your inbox. If you choose Weekly, 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.

- To receive the Overdue Submissions Email, select On in the Email Notification menu.
1. Click Save Changes to update your settings.

Account

Notifications **Account Settings**

Parent Email Digest

Receive weekly or daily email reports of your children's activity

Email Summary: On ▼

Repeat: Weekly ▼

Time: 05:00PM

Day: S M T W T **F** S

Overdue Submissions Email

Receive an email when an item's due date has past without a submission from your child.

Email Notification: On ▼

Save Changes

What Do the Emails Look Like?

The Parent Email Digest contains:

- The date range for which information is displayed.
- Each of your children's names at the top of the email summary.
- A summary of each course for the child, including:
 - Newly received grades.
 - A summary of marked attendance (late, absent, excused).
- Overdue Submissions, including:
 - How many days the item is past due.
 - The assignment title.
 - The Course in which the item is due.
- Recent activity, including:
 - The student's posts and updates in courses, assignments, tests/quizzes, and discussions.
 - 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 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.



Tina Taylor

Course Summary	Grade	Attendance
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Math II: Section 2	-	-
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English 101: Section 1	A- 92.22%	1E1
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Overdue Submissions

2 Days late: Physical Science Essay in Introductory Science

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

You will receive one Overdue Notifications email for each time that your child fails to submit an item on time. You receive only one notification per late material regardless of how long it remains unsubmitted.

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 Schoolology.

1. Click on the down facing arrow on the top right of your Schoolology 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 timezone 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: *

Nina

Preferred First Name:

Middle Name:

Last Name: *

Taylor

Username:

Primary Email:

ntaylor@schoologyacademy.org

 [Resend verification email](#) 

 ntaylor@schoologyacademy.org

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).

Info

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.