

# Minnetonka Schoology Parent Instructions

[bit.ly/tonkaschoologyparent](http://bit.ly/tonkaschoologyparent)

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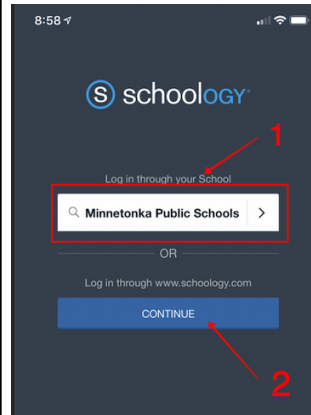
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## 1. Logging into Schoology from a **Mobile App** (iPhone, iPad, or Android)

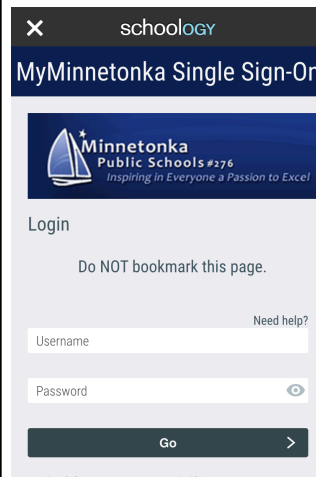
The Schoology app, available for phone or tablet, will allow you to view much of your student's homework, classes, and grades in one application. The following directions are to help you log into the Schoology app the first time. Once you have logged in successfully, it will remember your information.

1. After downloading the free app ([Apple](#) or [Android](#)) - On the first screen start to type in Minnetonka and select "**Minnetonka Public Schools**". Or tap the arrow in the top box.

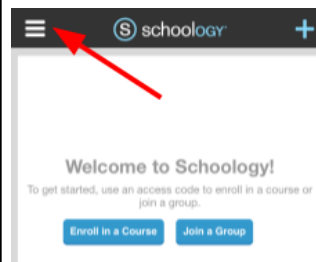
(Do NOT choose Continue - this brings you to a different login)



2. You will be taken to our Single Sign On page. Fill in your Family Username and Password. Contact the [family.helpdesk@minnetonkaschools.org](mailto:family.helpdesk@minnetonkaschools.org) if you need help.



3. The main menu can be accessed by tapping the three horizontal lines in the upper-left corner.

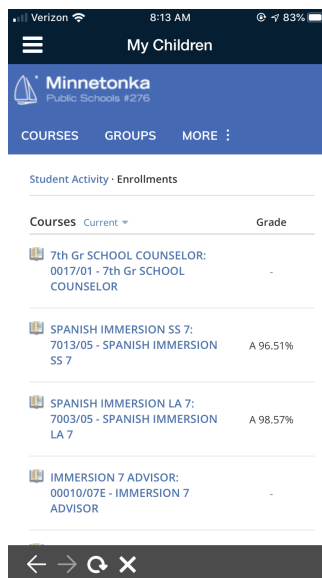


4. Tap **My Children** in the menu.

You will see a listing of courses and grades, groups, recent grades, overdue items, and upcoming assignments and events **for one child**.

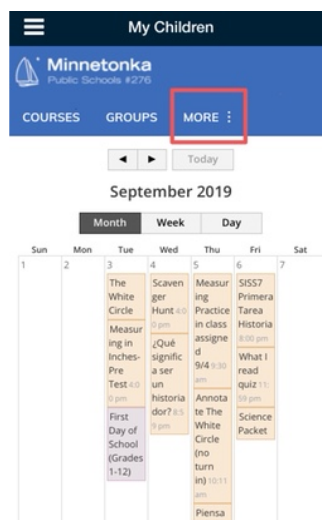
**If you have more than one child** in the district, tap “More” and then the name of your child. You’ll now see a list of all of your children, and can change to the others here.

*Please note that parents have view-only access for Schoology. You will not be able to write on the course page, or upload documents to the class page.*



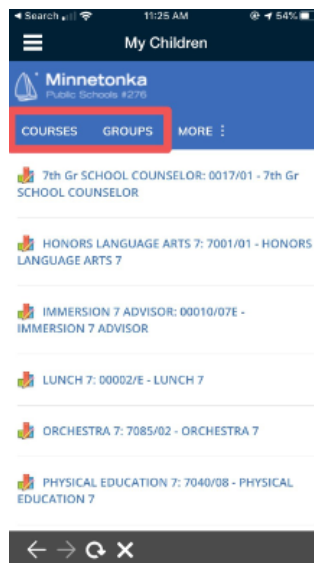
5. To see a **Calendar** of assignments and events tap More->Calendar. If you have more than one child, tap More again, tap the name of your child, then tap the name of another of your children from the list.

To see information about an **Assignment**, tap on the name of the assignment.



6. To look at a particular **Course** or **Group**, choose the **Course** or **Group** from the dropdown menu at the top. You can also tap the course or group title from within your summary feed that you see after you tap My Children from the main menu.

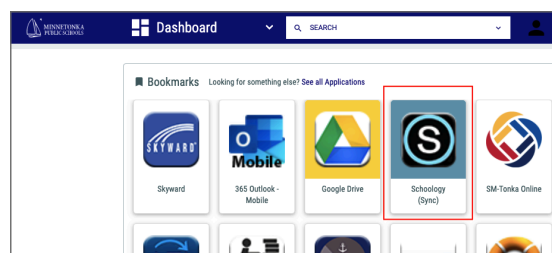
Once inside a course, you can see all materials, assignments, instructions, and updates that your child can see. Use two fingers to zoom in and out within a course.



## 2. Logging into Schoology from a Laptop or Desktop Computer

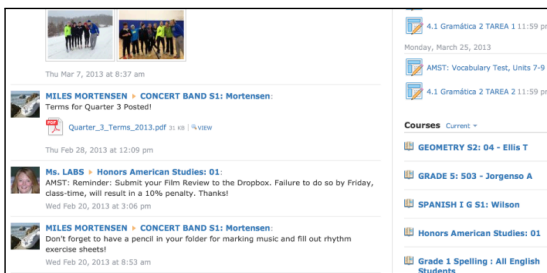
1. From the [Minnetonka homepage](#), click Single Sign On (SSO) and enter your parent email and password. If you are not sure about how to login to your parent access account, please contact the Family Helpdesk at: [family.helpdesk@minnetonkaschools.org](mailto:family.helpdesk@minnetonkaschools.org)

After you are signed into your MyMinnetonka SSO parent access account, you will see your parent applications. One of the available applications is **Schoology**. The screenshot to the left shows your Single Sign-On Application window.

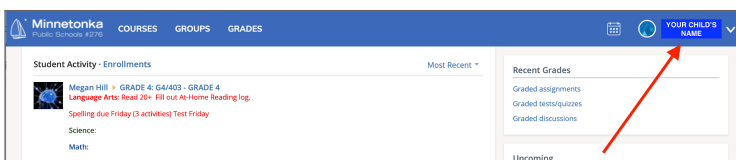


2. Once you are signed into your Minnetonka Parent SSO account, click on the **Schoology** icon. Your Schoology dashboard will look similar to the screenshot to the right. Here you'll see updates posted by your child's teachers. The updates feed and function like a Facebook newsfeed.

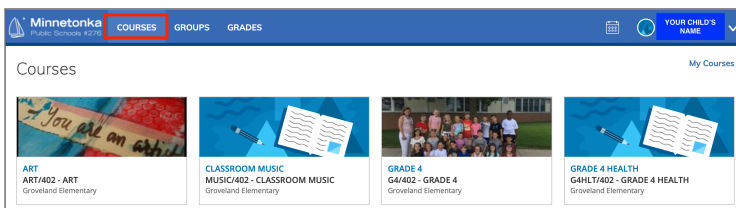
*Please note that parents have view-only access for Schoology. You will not be able to write on the course page, or upload documents to the class page.*



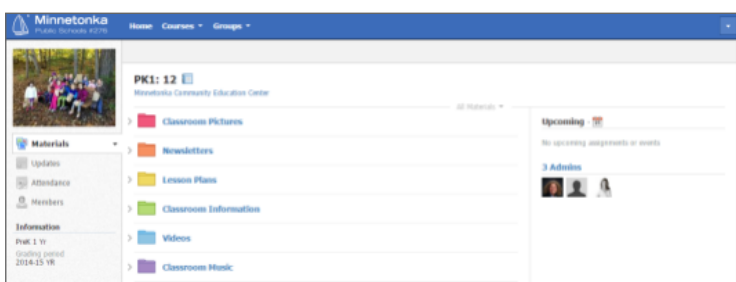
3. Select your child from the dropdown in the upper-right corner.



4. To navigate to your child's course, click the **Courses** tab from the banner menu and select the course.



5. View of a **course**. You can access materials by clicking on the desired folder/material.



### 3. Setting Up Email Notifications for Updates (like Grades and Missing Assignments)

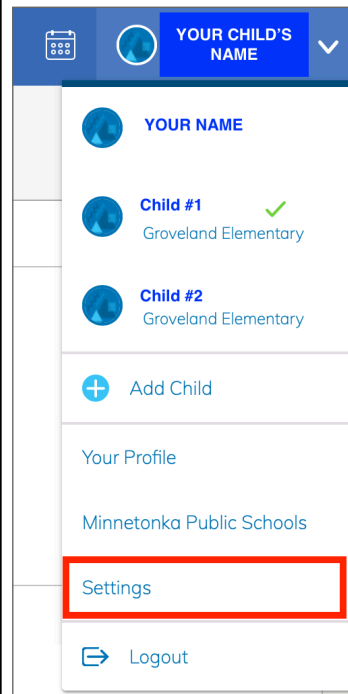
Your child's teacher may use the Updates, Calendar and Gradebook features on Schoology. Additionally, your child may be enrolled in Groups that may contain timely information about club or sport sign-ups and activities. If so, you can sign up for daily or weekly notifications that will display these items.

Secondary schools use the Schoology gradebook rather than Skyward for daily grades. **Final quarterly grades will be listed Skyward.**

Overdue/missing assignments listed in the email might not have been collected electronically. Ask your student for clarification and contact your child's teacher with questions. You can ignore the attendance column listed in the Schoology email digest since that is found in Skyward.

**Emails you receive from Schoology may contain links that won't open on your phone directly in the app or a mobile browser. Accessing Schoology from a computer when you have already logged in to Schoology is the way to do this.**

1. In the upper-right corner, **choose your Child and then Settings** from the drop down menu.



2. Click the **Notifications** tab, then choose how often you would like to receive a notification (daily/weekly) and at what time.

The email digest will include information about all of your enrolled children.

A screenshot of the 'Account' settings page. The page has a header with 'Account' and two tabs: 'Notifications' and 'Account Settings'. Under the 'Notifications' tab, there are two sections. The first section is 'Parent Email Digest' with the subtext 'Receive weekly or daily email reports of your children's activity'. It contains three settings: 'Email Summary:' set to 'On', 'Repeat:' set to 'Weekly', and 'Time:' set to '05:00PM'. Below these is a 'Day:' selector with buttons for S, M, T, W, T, F, and S, where 'F' is selected. The second section is 'Overdue Submissions Email' with the subtext 'Receive an email when an item's due date has passed without a submission from your child.' It contains an 'Email Notification:' setting set to 'On'. At the bottom of the page is a blue 'Save Changes' button.

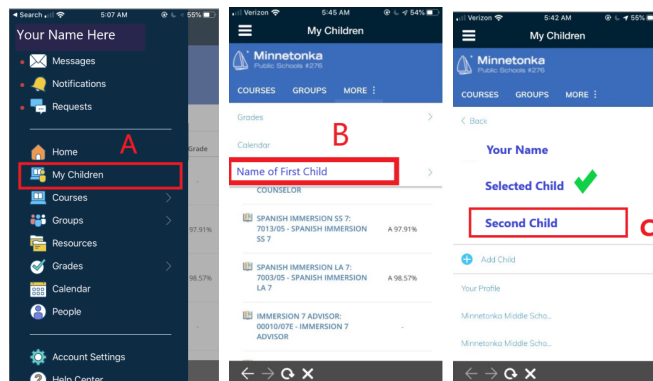
## 4. Viewing Grades in Schoology

Elementary schools (Grades 4-5) may use Schoology for formative/daily classwork, but this is not the official gradebook- Elementary schools use Skyward .

Secondary Schools use the Schoology gradebook rather than Skyward for daily grades. Final semester grades will be listed Skyward.

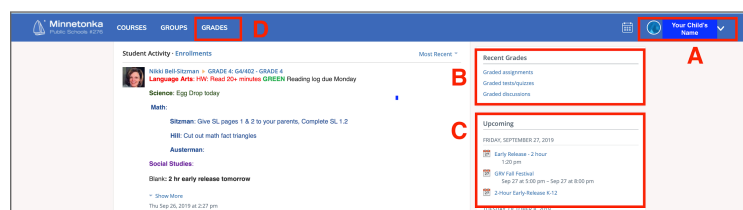
### Mobile View

- Select children
- One Child's grades displayed.
- Tap "More"-->First Child's Name->Second Child's Name to see grades for second child.



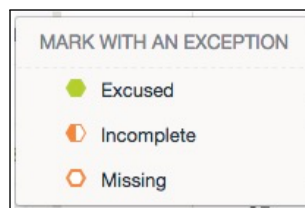
### Laptop or Desktop View

- Toggle between multiple children.
- Recent grades. Displays assignments, tests/quizzes, or discussions that were recently graded.
- Upcoming. Displays upcoming assignments and events. Click upcoming assignments for more information about that assignment.
- Grades. Look at each course's grades, or generate a grade report for all classes.



### Assignment Symbols Key

- Excused - no count toward grade, **does not** display in Overdue List
- Incomplete - no count toward grade, and **does** display in Overdue List
- Missing - zero for a score and **does not** display in Overdue List





## Grades Detailed View

- Selecting the bar graph labeled E will list all scores for a class.
- Note that the blue page icon labeled F denotes an assignment has been turned in electronically. The dash instead of a number means it hasn't been graded yet.
- The overall grade for a class is at the bottom of the list labeled G.

Minnetonka Public Schools 42726

Home Courses Groups ZACH

Download Student Report

ART 7: 2017-18 Q2 - Hour 2 - Swagel - AB

BAND 7: 2017-18 YR - Hour 1 - Rosen - A

**E** GEOMETRY: 2017-18 YR - Hour 7 - Lewis - AB

2017-18 Q3 (100%) 94.29%

Formative Assessment (20%) 94.29%

Geo 7 Study Island Assignment #7 1/22/18 9:00pm 15 / 17

Geo 7 PSC1 Check-Point #1 1/24/18 9 / 9

Geo 7 Study Island Assignment #8 1/28/18 9:00pm —

Homework 100%

UYAS9 Geo 7 HW Assigned 1/19/18 1/23/18 4:00pm 1 / 1 **F**

11.1 Geo 7 HW Assigned 1/23/18 1/24/18 4:00pm —

11.2 Geo 7 HW Assigned 1/24/18 1/26/18 4:00pm —

First 20 Worksheet #2 1/26/18 4:00pm —

11.3 Geo 7 HW Assigned 1/26/18 1/29/18 4:00pm —

Summative Assessment (80%) —

Geo 7 PSC1 Unit Test 1/31/18 —

2017-18 Q4 (0%) —

(no grading period) (0%) 100%

**G** Course Grade: 94.29%

Webpage: [Schoology's Parent Instructions site](#)