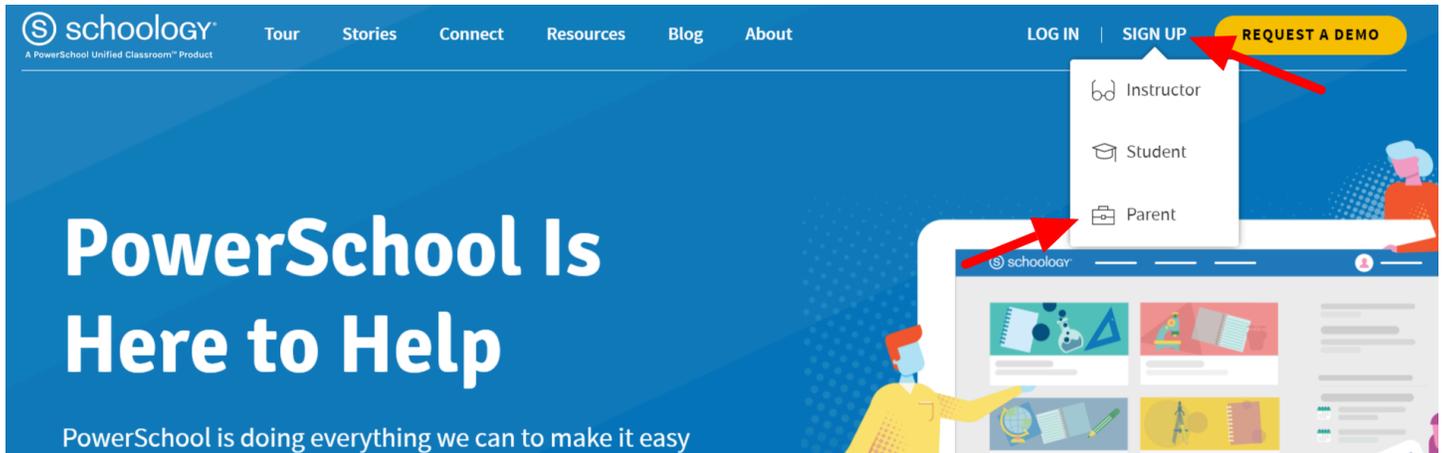


Step 1: Go to www.schoolology.com, Click “Sign Up”, & Choose “Parent”



Step 2: Enter your “Parent Access Code”

A screenshot of the 'Sign up for Schoology' form. It includes a 'Back' link, an input field for 'Access Code', and a 'Continue' button. Below the input field, it says 'Enter the access code provided by your child's instructor'.

*(This access code can be used by other families members such as mother, father, grandparents, etc.)

Step 3: Create an account with your name and email address.

Step 4: Go to schoolology.com to view your child’s courses.

***Remember that as a parent you will access Schoology through a **different** link than your child.

Parents

www.schoolology.com

Students and Teachers

schoolology.rocklinusd.org



Now what? How do I navigate this site?

First, if you would like to **receive updates** you can set up notifications within Schoology in order to receive regular email reports. In the upper right hand corner, open the drop down menu and go to **Notifications**.

The screenshot shows the Schoology interface for Rocklin Unified School District. The top navigation bar includes 'Home', 'Courses', and 'Groups'. A dropdown menu is open in the top right corner, showing options like 'Recent', 'Upcoming', 'Add Child', 'Notifications', 'Account Settings', and 'Logout'. A red arrow points to the 'Notifications' option.

From here you can customize how often you would like to receive reports sent to your email.

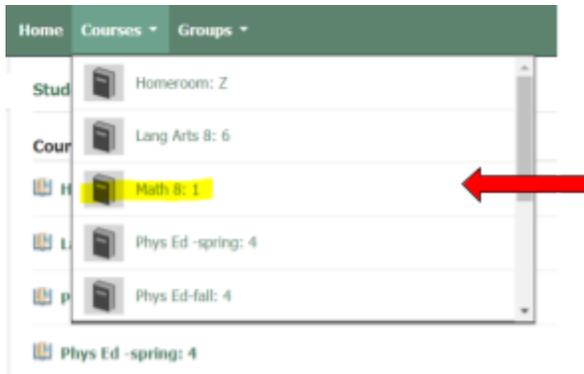
The screenshot shows the 'Account Settings' page in Schoology. The 'Notifications' tab is selected. Under 'Parent Email Digest', there are fields for 'Email Summary' (set to 'On'), 'Repeat' (set to 'Weekly'), 'Time' (set to '02:40PM'), and 'Day' (set to 'S M T W T F S'). Under 'Overdue Submissions Email', there is a field for 'Email Notification' (set to 'On'). A 'Save Changes' button is at the bottom.

Click [here](https://goo.gl/FRJUd6) (<https://goo.gl/FRJUd6>) to access a video tutorial for setting up notifications

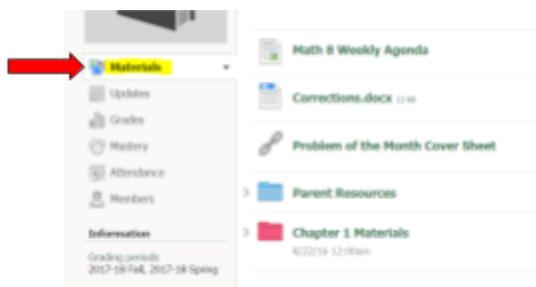
There are three main links across the top which you will use. Your child's classes will be listed under the **COURSE** link. Students may be part of other groups that are not a class (such as a sport or club) and you can find these under **GROUPS**. Also, there is a **HOME** link which provides an overview your child's activity.

The screenshot shows the Schoology interface for Rocklin Unified School District. The top navigation bar includes 'Home', 'Courses', and 'Groups'. The 'Home' link is highlighted. Below the navigation bar, there is a 'Summary' section with links for 'Grades/Attendance' and 'Mastery'. The main content area is titled 'Student Activity - Enrollments' and shows a table with columns for 'Courses', 'Grade', and 'Attendance'.

Let's look at **COURSES**. Here you see all your child's classes. To see what is happening in these classes, click on any one of them. For example, we will examine a math course.

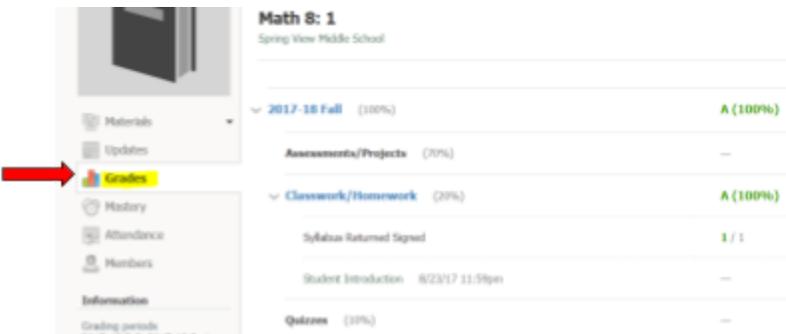


Within a course, there are THREE main areas you may want to focus on: **MATERIALS**, **UPDATES**, and **GRADES**.



Materials: This is where the teacher will post all the resources and materials they want to share with their classes. The types of materials you will see here may include calendars, agendas, assignments, documents, videos, discussions, links, etc. Your child will be instructed by their teachers with expectations about how students should be interacting with these materials. Check with your child first if you have any questions regarding how to interact with the course on Schoology.

Updates: This is the interactive piece of Schoology where the teacher can connect with their classes outside of the normal classroom hours. Here, teachers can post reminders, changes, or other updates. Students in the class have the ability to comment on the teacher's post (as a parent you can view ONLY your child's comments and you do NOT have the ability to comment on a post)



Grades: Utilizing Schoology as a Learning Management System (LMS) provides one location to house calendars, assignments, handouts, and access to grades. One of the greatest benefits of having grades in Schoology is that you and your child can now see not just the grade on an assignment, but can also view the assignment itself.

As you find yourself with questions regarding one of your child's classes, try these steps:

1. Log into Schoology and check out the course. Look specifically at the grades and assignments.
2. Still have questions? Ask your child since they will be more familiar with both the class itself and how the Materials and Grades features work for this particular class.
3. If you still have questions reach out to the teacher with your concerns. Please reference the course syllabus to identify the best way to contact the teacher; email addresses are available on the school website at <http://svms.rocklinusd.org>.