



Hello Capitol Hill Families,

## **The What**

### **(Family Academic Communication Tool) -**

This message is to inform you on how you can get weekly updates automatically sent to you via email on your child's academic progress in classes. This update comes straight from Schoology. The update is sent every Friday afternoon via email and is a complete snapshot of academic progress in every class. The updates sent via email are concise and are extremely valuable with supporting the family-school partnership as we work together to support our young Scholars.

Many teachers here can speak first hand to the value in this tool as they receive the very same message every Friday for their own SPPS students. They are immediately able to engage with their kids around what they are doing well, what they may be missing, or what assessments/projects they may need to retake to improve their grades.

## **The How**

### **Step 1 (Username and Password) -**

As you work to turn this Schoology function on, we are asking families to be patient. There are steps that you need to follow and a username and password that is involved. We assure you that in the end, you will see the value in this communication tool.

To reset your parent password or find your parent username:

1. Go to: <https://www.spps.org/Page/24973>
2. The top section helps you find your username by entering either your email address or your phone number.
3. The bottom section will help you reset your parent portal password (you must know your username to be able to reset your password. Your username is a six-digit number that starts with 'g'. If you don't know it, use the top section to have the information emailed to you!)
4. When requesting either of these services, you will receive an email that will lead you to your next step.



## Recover Your One Stop Username

Usernames cannot be changed and begin with the letter 'g' and end with six numbers.

**1. Enter your most recent email address OR phone number that you provided to Saint Paul Public Schools.**

Email Address

Phone Number - Ex:(999)999-9999

**2. If you provide a phone number, please select your provider. Standard text message rates will apply.**

- ☐ Verizon Wireless ☐ MetroPCS ☐ Cricket Wireless ☐ U.S. Cellular  
☐ T-Mobile ☐ Sprint ☐ CREDO Mobile ☐ Xfinity  
☐ AT&T ☐ Boost Mobile ☐ Virgin Mobile

**3. Click Submit. You will receive an email or text message containing your username.**

Submit

## Reset Your Password

**1. Enter your One Stop username.**

**2. Select contact method.**

- ☒ Email  
☐ Text

**3. If you selected text, select your provider. Standard text message rates apply.**

- ☐ Verizon Wireless ☐ MetroPCS ☐ Cricket Wireless ☐ U.S. Cellular  
☐ T-Mobile ☐ Sprint ☐ CREDO Mobile ☐ Xfinity  
☐ AT&T ☐ Boost Mobile ☐ Virgin Mobile

**4. Click Submit. You will receive an email or text message that contains a link to use to reset your password.**

Submit



**Independent School District 625**  
360 Colborne Street  
Saint Paul, MN 55102-3299

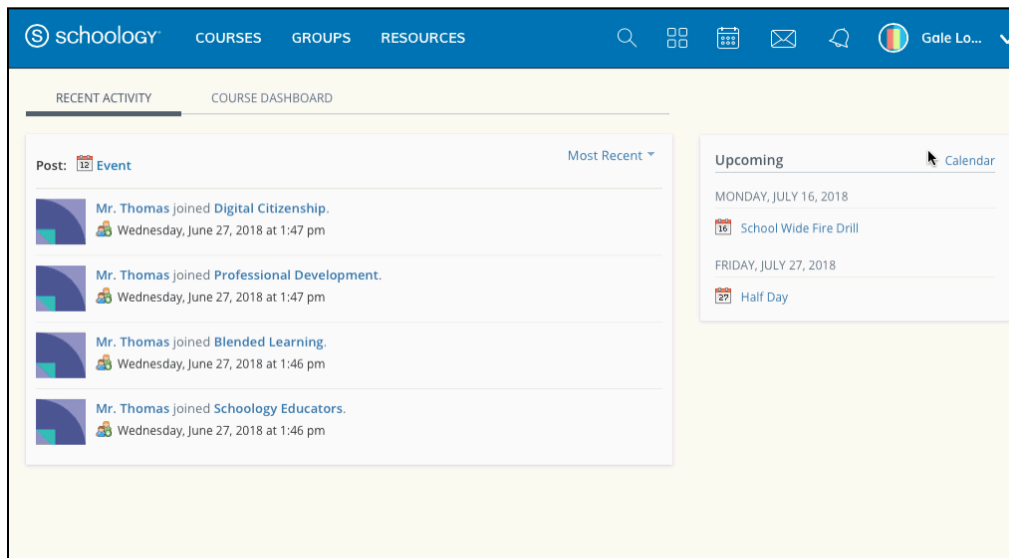
**Capitol Hill Magnet School**  
560 Concordia Ave.  
St. Paul, MN 55103

Phone: (651) 325-2500 | Fax: (651) 325-2501 | <https://www.spps.org/capitolhill>

## The How

### Step 2 (Turning on the Schoology Academic Update Function) - Email Settings

You may elect to receive two email updates of your child(ren)'s activity in Schoology. To manage email digest settings in your parent account: **It is recommended to only receive one email update per week.**



1. Click the arrow on the top right of Schoology.
2. Select a child from the list that appears in the drop-down menu.
3. Once you're viewing the child's account, click the downfacing arrow again.
4. Select Settings.
5. From the Notifications tab, 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.
  - To receive the Overdue Submissions Email, select On in the Email Notification menu.
6. Click Save Changes to update your settings.



## 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:
  - The child's current grading period grade for each course.
  - A summary of marked attendance (late, absent, excused).
- Overdue Submissions, including:
  - How many days the item is past due.
  - The assignment, test/quiz, or discussion title.
  - The course in which the item is due.

### **Note:**

- Overdue items marked as Excused or Missing are not included in Overdue Submissions.
- Overdue notifications cannot be removed by parents. Overdue notifications are only removed when:
  - The student makes a submission.
  - The instructor manually enters a grade into the gradebook.
  - The instructor adds an Excused or Missing exception to the gradebook.
  - The course has become archived.
  - Instructors disable the Enable Submission setting from the assignment, which will prevent overdue notifications from appearing.
- 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 includes 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, scroll down to view the Summary and Recent Activity for additional children.





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 **Tina Taylor**

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

**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 the arrow on the top right of Schoolology.
2. Select your account from the list that appears in the dropdown.
3. Once you're in your account, click the arrow again and select Account Settings.
4. If you haven't yet verified your primary email address, you'll see a message to Resend verification email. Check the box next to the message and Save Changes.
5. Once you receive the verification email, click the link provided in the email to verify your email address.



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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	
First Name:	Gale
Preferred First Name:	<input type="text"/>
Middle Name:	
Last Name:	Lopez
Username: **	glopez
Primary Email: **	<input type="text" value="glopez@awesomeschool.org"/>
	<input type="checkbox"/> Resend verification email ?
Alternate Email:	<input type="text"/>
Timezone:	<div>America/Denver - 6:42 pm (GMT-6) </div>

**If you need assistance with username and password access, please contact our front office Monday-Friday after 9:30AM at 651-325-2500.**

In Partnership,

Capitol Hill Administration