

Parent Schoology Guide

Step 1:

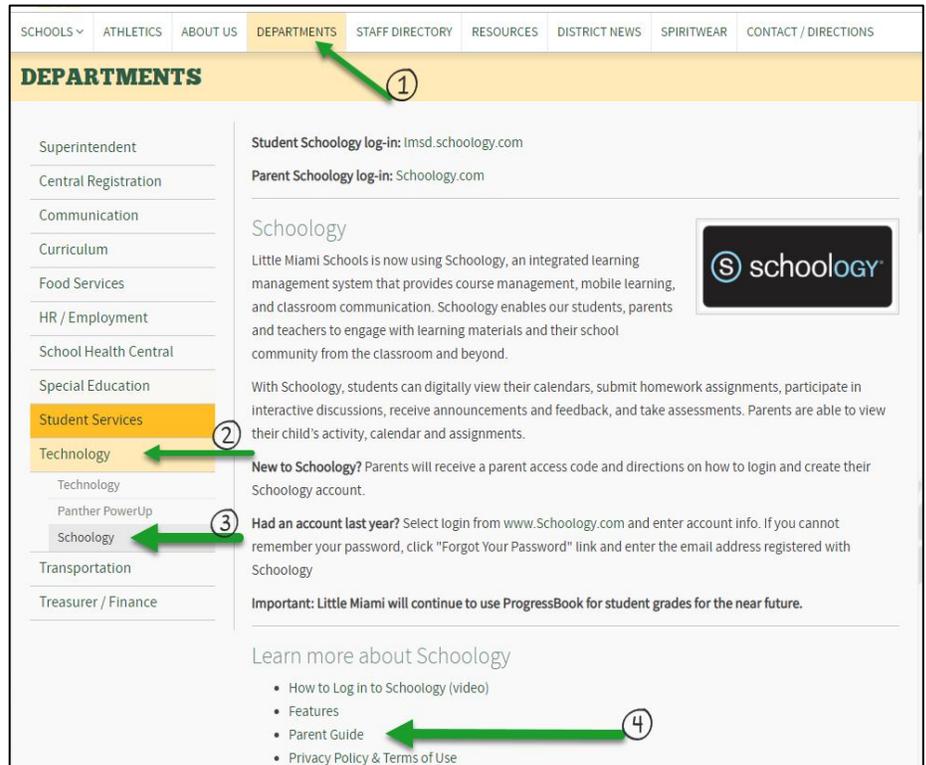
www.littlemiamischools.com

Step 2: Click on **Departments** on the top tool bar.

Step 3: Click on **Technology** on the left hand menu list.

Step 4: Click on **Schoology** underneath the Technology tab.

Step 5: Scroll to the bottom for the [Parent Guide](#).



The screenshot shows the website's top navigation bar with 'DEPARTMENTS' highlighted and circled with a '1'. A green arrow points to it. On the left sidebar, 'Technology' is highlighted and circled with a '2', with a green arrow pointing to it. Underneath 'Technology', 'Schoology' is highlighted and circled with a '3', with a green arrow pointing to it. At the bottom of the page, 'Parent Guide' is highlighted and circled with a '4', with a green arrow pointing to it.

Communication Highlights:

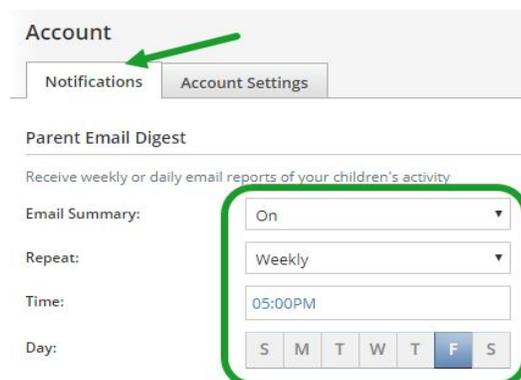
- The **Parent Email Digest** will have choices between daily and weekly for when you get notifications.

- The **Parent Email Digest** that you will receive will have: The child's current grading period grade for each course, A summary of marked attendance (late, absent, excused).

- Your child's teacher may supply you with a **group code** to join a **Parent Schoology Group**. This will also send **Push Notifications** for more communication from the classroom.

Setting up Email Notifications:

- 1) Log in to **Schoology Account**. (schoolology.com)
- 2) Click your name on the top right corner.
- 3) Click on **Settings**.
- 4) Click on your student's name.
 ** You will need to do the rest of the steps for each child. **
- 5) Click **Notifications Tab**.
- 6) Make your notification choices.



The screenshot shows the 'Account' settings page with the 'Notifications' tab selected. Under 'Parent Email Digest', the 'Email Summary' is set to 'On', 'Repeat' is set to 'Weekly', and 'Time' is set to '05:00PM'. A green box highlights these three settings.



1

You have not joined any groups

Joining a Schoology Group:

- 1) Click **Groups** at the top of page.
- 2) Click **My Groups** on the right hand side.
- 3) Click **Join a Group**.
- 4) Input the **Access Code** provided by your child's teacher. (This will be a series of numbers and letters. Capitalization and spacing do not affect the code.)

2

Join a Group

3

Groups

*** Make sure you are clicked on **your name** not your student's name! (This can be done in the top right hand corner.) ***

To access the Group after you have joined:

- 1) Click **Groups** at the top of page.
- 2) Click on the **Group Tile** that shows up.
- 3) Once in the group, Click on **Notifications** on the top right.
- Check the ways that you would like to be notified from the group.
Recommended to check the first option.



Class of 2023--7th Grade

Notifications

** Your child's teacher may be creating a group to allow more communication from the classroom.**

Things to consider:

- Download the **Schoology App** on your phone.
- When **checking grades**:
 - Make sure that you are on the right student.
 - View the **Grade Report**
 - Can view Overall Grade or view Each Assignment Grade.
 - Remember you can see the comments from the teacher but some assignments you won't be able to see the actual document from the Parent View.
 - The **Attendance Tab** will let you keep track of absent and sick days for each student.