

**2020-2021**  
**MARIEMONT CITY SCHOOLS**

**PARENT/  
GUARDIAN  
GUIDE TO**



# WELCOME TO SCHOOLGY!

This year students and staff in grades 5-12 will make the switch from Blackboard to an online platform called Schoology. Schoology has a modern and accessible interface and many great learning features. This guide is intended to help you learn what Schoology is, how to set up your account, and how to navigate around Schoology. For questions or help with account issues, contact [helpdesk@mariemontschools.org](mailto:helpdesk@mariemontschools.org). For more in-depth guidance on specific Schoology features, check out the Schoology Help Center at [support.schoology.com](http://support.schoology.com). You can find Schoology's comprehensive online Parents Guide [here](#).

## WHAT IS SCHOOLGY?

Teachers use Schoology to post their classroom materials online, provide a safe forum for students to discuss their ideas, collaborate on projects, and to assign and collect homework electronically. It helps students stay organized and it keeps the class connected. A Schoology Parent Account gives you access to:

- \* The classes your student is enrolled in
- \* Your student's upcoming assignments
- \* Class announcements
- \* Grades on individual assignments and overall class grade averages
- \* Custom notifications about your student's progress in class

Schoology makes it easy for parents and guardians to stay involved in their student's education.

## CREATING YOUR ACCOUNT

To access Schoology, you will first need to create a parent/guardian account. To do this you will need to:

- \* Locate your parent access code
- \* Register with a personal email address

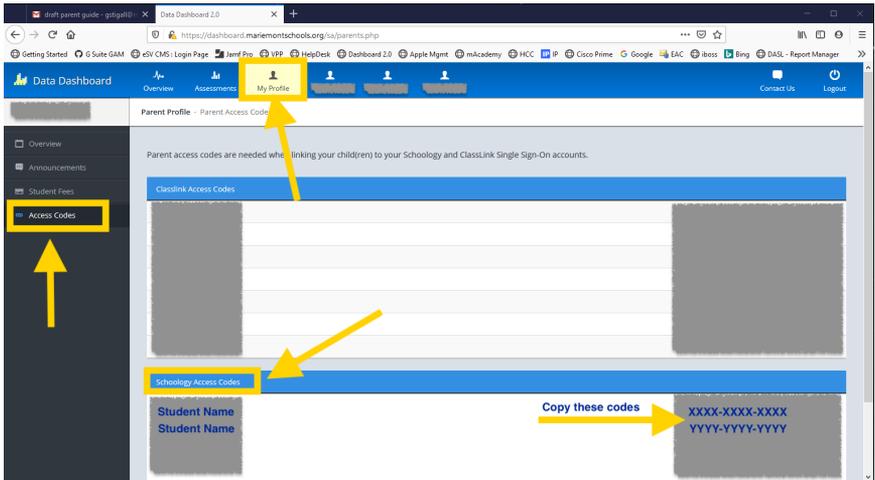
# —LOCATING YOUR PARENT ACCESS CODE—

Your Schoology parent access code(s) is posted on the Mariemont **Student Achievement Dashboard** (the website you use to view your student’s schedule, report cards, attendance record, and assessment results and where you can sign up for building announcements).

Step 1: In your browser, navigate to [https://  
dashboard.mariemontschools.org/](https://dashboard.mariemontschools.org/).

Step 2: Sign in with your account. (If you don’t have an account, click on *Register New Account*. If you don’t remember your password, click on *Reset Password?*)

Step 3: Click on the My Profile tab at the top of the page. On the left side of the screen, click on Access Codes.



Step 4: Under Schoology Access Codes, copy the parent access code. If you have more than one student in grades 5-12, you will need the code for each student.

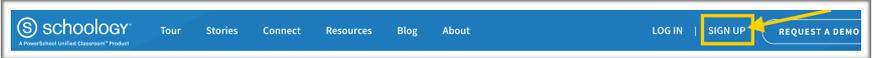
For questions or help with the Student Achievement Dashboard, contact [helpdesk@mariemontschools.org](mailto:helpdesk@mariemontschools.org).

# —REGISTERING—

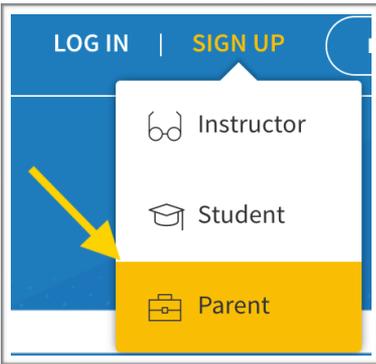
To learn how to register for a parent/guardian Schoology account, **watch this video** or follow the instructions below:

Step 1. In your browser, navigate to **www.schoology.com**.

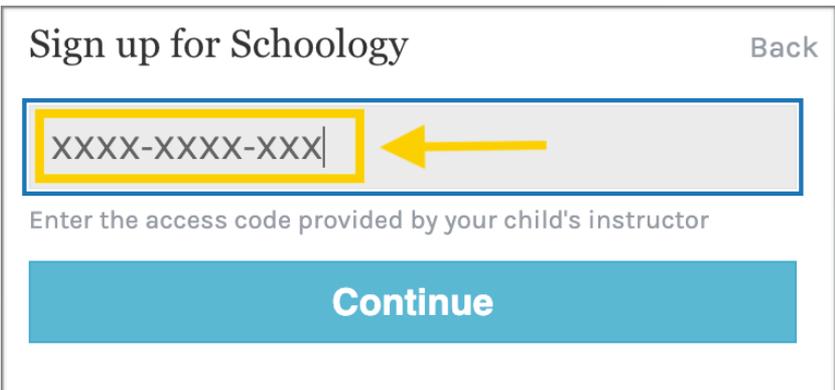
Step 2. In the top right corner of the screen, hover over Sign Up.



Step 3. Select Parent from the options in the drop-down menu.

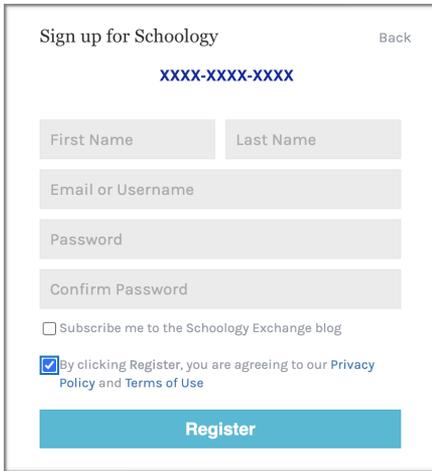


Step 4. Enter your Parent Access Code, in the format XXXX-XXXX-XXX. If you have more than one student, just choose one of the codes. You will be able to add the other students after registration.

A screenshot of the Schoology sign-up form. The form is titled 'Sign up for Schoology' and has a 'Back' link in the top right corner. Below the title is a text input field containing the placeholder text 'XXXX-XXXX-XXX'. The input field is highlighted with a yellow box, and a yellow arrow points to it from the right. Below the input field is a label that says 'Enter the access code provided by your child's instructor'. At the bottom of the form is a large blue button labeled 'Continue'.

# —REGISTERING (CONTINUED)—

Step 5. Enter your name and email address and choose a password. Be sure to check the register box.



Sign up for Schoology Back

XXXX-XXXX-XXXX

First Name  Last Name

Email or Username

Password

Confirm Password

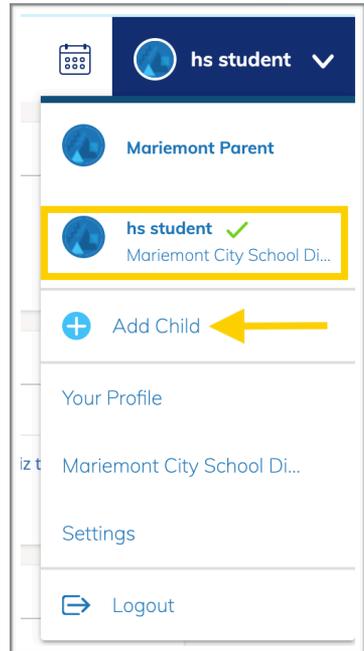
Subscribe me to the Schoology Exchange blog

By clicking Register, you are agreeing to our [Privacy Policy](#) and [Terms of Use](#)

**Register**

Step 6. You will now be signed in to Schoology. In the upper right corner, you will see your name. If you click the drop down menu, you will see the name of your student (or one of your students) listed below it. If you have additional students in grades 5-12, select Add Child, and enter the Parent Access Codes for your other student(s).

Step 7. Check your email inbox for a verification email from Schoology. Confirm your account by clicking on the link in the body of the email.



Calendar icon | **hs student** ▾

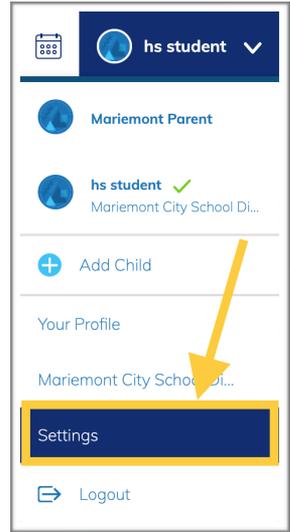
- Marimont Parent**
- hs student** ✓  
Marimont City School Di...
- Add Child** ←
- Your Profile
- iz t **Marimont City School Di...**
- Settings
- Logout**

# SETTING UP YOUR ACCOUNT

The first time you log into Schoology, you may want to set up some of your account settings to make sure you get the most out of Schoology. To learn how to set up notifications about your child's progress, **watch this video** or read the instructions below.

## —NOTIFICATIONS—

You can customize how often and how much communication you get from Schoology about your student's progress.



To do this, click Settings from the drop-down menu in the upper right hand corner. Click the Notifications tab.



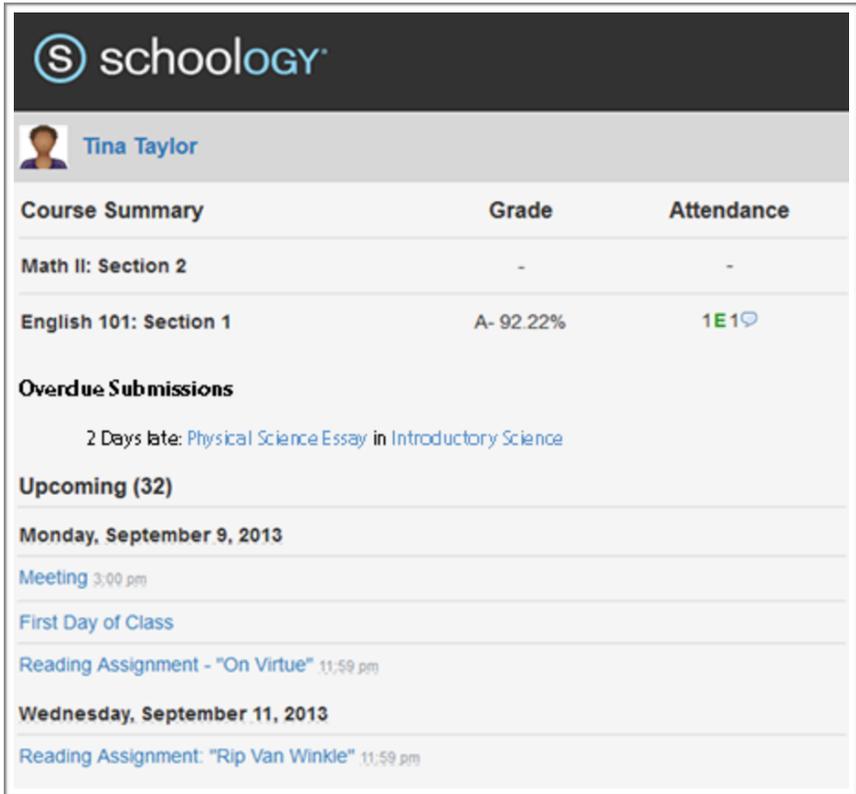
[COURSES](#) [GROUPS](#) [GRADE REPORT](#)

A screenshot of the Schoology 'Account' settings page. The 'Notifications' tab is selected and highlighted with a yellow box, with a yellow arrow pointing to it from the right. Below the tabs, there are three sections: 'Parent Email Digest', 'Overdue Submissions Email', and a 'Save Changes' button. The 'Parent Email Digest' section has four settings with yellow arrows pointing to them from the right: 'Email Summary' (set to 'On', with label 'On or off'), 'Repeat' (set to 'Weekly', with label 'Choose daily or weekly'), 'Time' (set to '05:00PM', with label 'Choose what time'), and 'Day' (set to 'F', with label 'Choose which day'). The 'Overdue Submissions Email' section has one setting: 'Email Notification' (set to 'On').

The Schoology Parent Email Digest is a brief summary of your student's activities delivered right to your inbox. Here, you can opt to receive it on a daily or weekly basis.

A Parent Email Digest contains information such as courses your student is enrolled in and grade information, as well as overdue and upcoming assignments.

A typical email digest will look something like this:



The screenshot shows a Schoology interface for a parent named Tina Taylor. At the top, the Schoology logo is displayed. Below the name, there is a table with three columns: Course Summary, Grade, and Attendance. The table lists two courses: Math II: Section 2 and English 101: Section 1. Below the table, there is a section for Overdue Submissions, showing a 2-day late submission for a Physical Science Essay. Finally, there is a section for Upcoming assignments, listing a meeting on Monday, September 9, 2013, and a reading assignment on Wednesday, September 11, 2013.

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

\*NOTE: Mariemont will not be using the Attendance feature of Schoology. To check your student's attendance record, sign in to the **Student Achievement Dashboard**.

You can also choose to receive an Overdue Submission email whenever a due date has passed without a submission from your student.

If you have multiple students associated with your account, be sure to check the notifications settings for each student and make sure they are set the way you prefer.

# NAVIGATING SCHOOLOGY

## —YOUR ACCOUNT—

After logging in, you can see the top navigation bar from anywhere in Schoology. From this navigation bar, you can navigate to the three main areas of Schoology: Courses, Groups, and Resources. You can return home at any time by clicking Schoology in the left corner. To learn the basics of navigating Schoology, **watch this video** or read the instructions below.



## —VIEWING YOUR STUDENT'S ACTIVITY—

Click on the arrow in the upper-right corner of your account and select your child's name to view his or her activity.

The screenshot shows the Schoology interface for a student. At the top, there is a navigation bar with 'COURSES', 'GROUPS', and 'GRADE REPORT' buttons. Below this is a table of courses. To the right, there is a sidebar with 'Recent Grades', 'Overdue' items, and 'Upcoming' assignments. Numbered callouts 1-5 highlight specific features:

- 1: Student Activity - Enrollments
- 2: Enrollments toggle
- 3: Recent Grades
- 4: Overdue
- 5: Upcoming

Courses	Grade
Saxton Playground: Section 1	84.28%
Schoology Pracatice Class: Section 1	-
9th Grade: S-09	-
Mariemont 101: Main	40%

Groups

This user is not a member of any groups

Recent Grades

- Graded assignments
- Graded tests/quizzes
- Graded discussions

Overdue

FRIDAY, JUNE 5, 2020

Step 2: Take this Schoology Calendar Quiz to earn your Schoology Calendar Badge. 11:59 pm

Upcoming

No upcoming assignments or events

From the home page, you can quickly view specific information about your child's Schoology activity:

1. The Student Activity area in the center of the page displays your child's recent submission, grade, and attendance information.
2. Toggle into Enrollments in the same area to see a list of the courses your child is currently enrolled in, along with his or her grade. If the teacher or administrator has chosen not to display the grade while the course is in progress, you will see a blank value (as in the grade column above). Click on an individual

course to see grades received on assignments, tests, and discussions from that course.

3. The Recent Grades area lists graded assignments, tests/quizzes, and discussions for the student. To view the graded items click the item you'd like to view.
4. The Overdue section displays a list of course materials your child did not turn in by the due date.
5. The Upcoming section displays a list of your child's upcoming assignments and events.
6. Courses: You can see a list of your child's current courses. Click the course name to navigate to the course profile as your child views it.
7. Groups: You can see a list of your child's Schoology Groups. Groups can be used for a variety of activities, from school projects to extracurricular teams and clubs.
8. Grades: This menu allows you to view your child's grades for all courses.
9. Calendar: Click to view a calendar of past and upcoming events and assignments. To find out more information regarding a particular event, place your cursor over the title. A clue tip displays with the event type (assignment, test/quiz, event), the event's course or group, and the student name. Click the event to display profile information in a pop-up window.

Note: There is no Messages icon in the Child Activity view. Messages to your child are private and are not viewable from a parent account.

## **FOR MORE INFORMATION...**

You should now be ready to use Schoology! If you have additional questions or need help with account issues, contact [helpdesk@mariemontschools.org](mailto:helpdesk@mariemontschools.org). For more in-depth guidance on specific Schoology features, check out the Schoology Help Center at [support.schoology.com](http://support.schoology.com). You can find Schoology's comprehensive online Parents Guide [here](#).