



St. Simon Parish School

SCHOOLGY

Parent User Guide to New Learning Management System (LMS)

This Schoology Parent User Guide was developed to assist St. Simon Parish School Parents in engaging with a new learning management system (LMS) for 2014-2015 academic year.

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Login

Parent Login

1. Go to www.schoolology.com
2. Click the Login button on the top right.
3. Enter your Email Address and Password

Click Log in.

Student Login

1. Go to schoolology.stsimon.org
2. Enter student St Simon Google email address and password

Click Log in.

PARENT'S Home Page

When you log into Schoology, you'll land on your account's Home Page. This home page displays a Recent Activity feed of updates and Upcoming events at the school. This area only displays information pertinent to your account, and does not show any of your child's content.

Saint Simon Parish School Home Courses ▾ Groups ▾ Resources ▾ 1 John Smith ▾

Recent Activity Most Recent ▾

Post: 14 [Event](#) ▾ [More](#)

There are no posts

Upcoming Calendar

Friday, August 15, 2014

15 [Feast of the Assumption of Mary](#)

Monday, August 18, 2014

18 [Fingerprinting On Campus](#) Aug 18 at 3:30 pm — Aug 18 at 5:00 pm

18 [Classroom Assignment Day](#) 4:00 pm

18 [Hot Dog Social](#) 6:00 pm

18 [New Family Night](#) 7:00 pm

Wednesday, August 20, 2014

Recent Activity

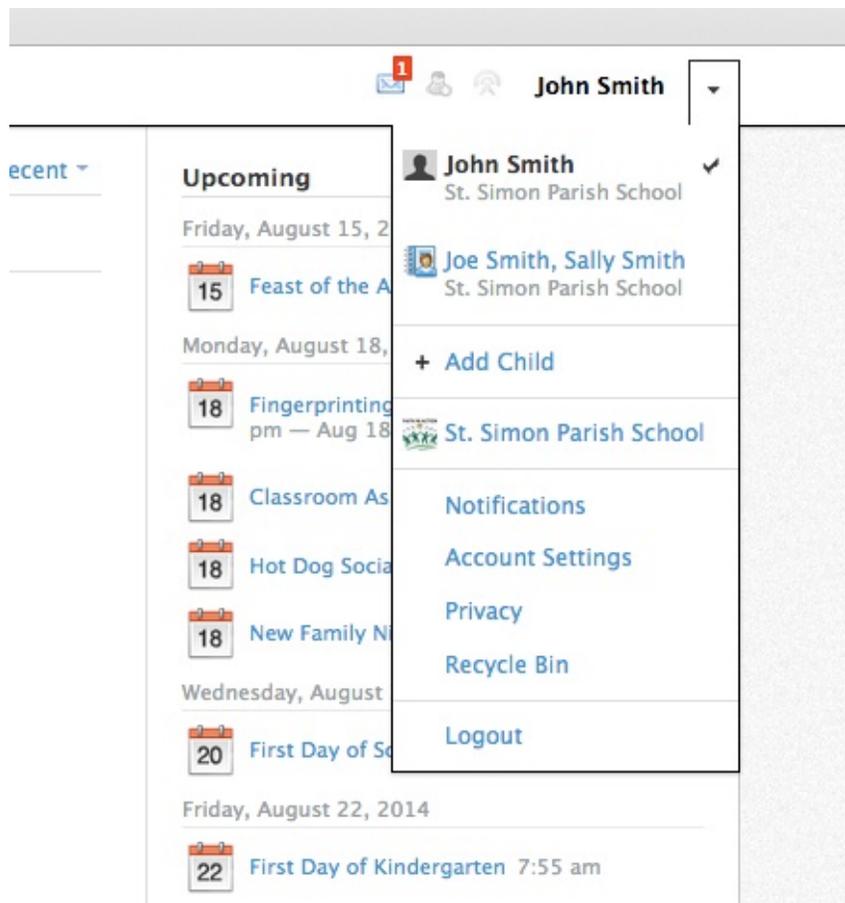
Calendar 14

Messages 1

Child View

To view a summary of your child's activity in Schoology and upcoming items associated with their school, courses, and groups, you may toggle between your account and your child's account.

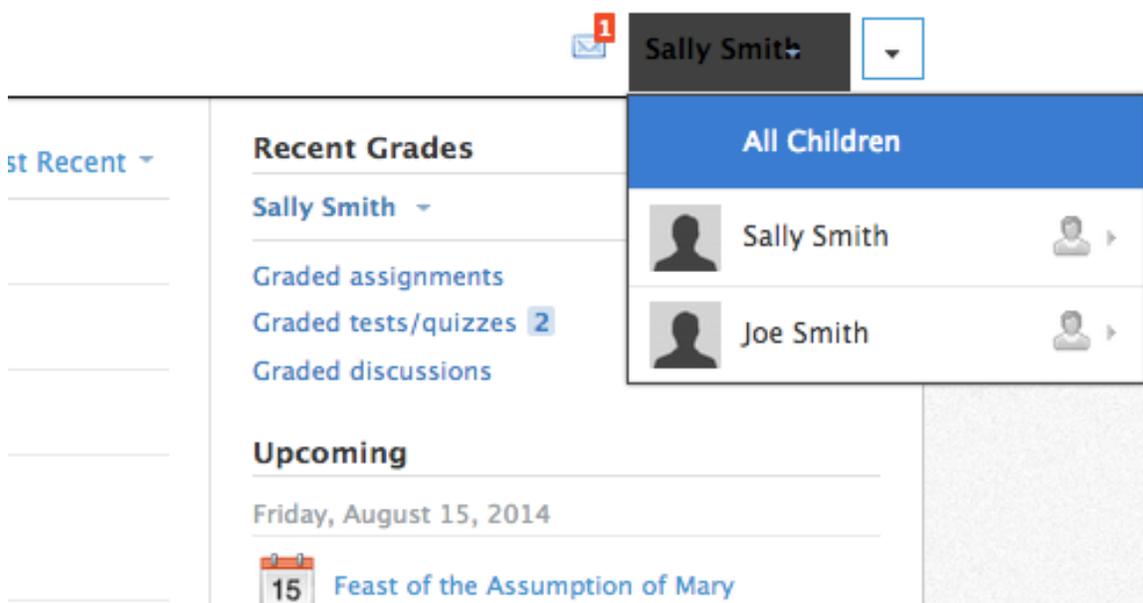
- Click on the down-facing arrow on the top right of your Schoology account.
- Below your name, you'll see the name of the child associated with your account. (In the example below, parent John Smith has two children in school, Joe and Sally)



- To view the activity of a child, click the child's name from the dropdown menu.

How do you view Schoology if you have multiple Children?

When you have multiple children in the same school, clicking on the child's name will bring up a dropdown menu allowing you to view each of your children separately, or view the information for all your children simultaneously



Student Summary

The screenshot displays the Saint Simon Parish School student summary interface. On the left, a navigation menu includes Summary, Grades, Calendar, and Messages. The main section, 'Student Activity - Enrollments', lists recent actions by Sally Smith, such as submitting items, receiving grades for 'Home 7-2, IP 1-13' and 'Quiz 2', and submitting tests/quizzes. A right sidebar shows 'Recent Grades' and 'Upcoming' events like 'Feast of the' and 'Classroom Assignment Day'. A user profile dropdown for Sally Smith is open, showing options like 'Add Child', 'Notifications', 'Account Settings', and 'Logout'.

Summary (Left Menu)

The child's Summary area displays the following information for your child's school, courses, and groups:

- Student Activity
- Enrollments
- Upcoming

Calendar (Left Menu)

This calendar displays events and items with due dates in the child's school, courses, and groups. Each event is color coded: Course events are orange, Group events are green, School events are pink, and Personal events are blue. There is a color guide below the calendar for your reference.

To find out more information regarding a particular event, place your cursor over the title. A cluetip will appear with the event type (assignment, test/quiz, event), the course or group that the event is associated with, and the child's name that is associated with that event. Clicking on the event will display profile information in a popup window.

Student Activity

The Student Activity area displays the most recent updates, submissions, comments, and grades for a student account. To filter these items, click on the Most Recent toggle to the right of the Student Activity heading.

Enrollments

The Enrollments area displays a list of all of the child's courses and groups. Depending on the settings in place at your school, you may see Grade and Attendance information for the student as well.

- View course as the student- Clicking on the course name allows you to view the course as your child views the course. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course.
- View group as the student- Clicking on the group name allows you to view the group as your child views the course. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the group.

To return to the Enrollments area of the student, click on Home on the top menu.

Upcoming

On the right column of the Summary page, the Upcoming area displays a list of approaching events and graded items in the child's school, courses, and groups. To view more details about the item, click on the name of the item from the list.

Can I get updates summarized in one email? YES: Parent Email Digest

Schoology's default setting for parents provides you with an email summary each evening that will include the following information:

- A list of upcoming events and assignments (attendance is not included)
- Newly received grades (for middle school students)
- Teachers' posts and updates in courses, assignments, tests/quizzes, and discussions

Course Summary	Grade	Attendance
Upcoming (44)		
Friday, August 15, 2014		
Event. Feast of the Assumption of Mary		
Monday, August 18, 2014		
Event. Classroom Assignment Day 4:00 pm		
Event. Hot Dog Social 6:00 pm		
Event. New Family Night 7:00 pm		
Wednesday, August 20, 2014		
Event. First Day of School Gr 1 - 8 7:55 am		
Thursday, August 21, 2014		
Assignment. Read Chapter 1 9:59 am		
Assignment. Print your schedule 11:59 am		
Friday, August 22, 2014		
Event. First Day of Kindergarten 7:55 am		
Monday, August 25, 2014		
Event. Taste Nutrition Starts Today		
Tuesday, August 26, 2014		
Assignment. Chapter Study for Test 11:59 pm		
More		
Recent Activity (2)		
Ms. Inkster posted an update to ReadingLit: Section 611 : "		
Don't forget to print your schedule!		
" Aug 12 at 4:04 pm		
Mrs. Kozlovsky posted an update to Math: Section 62 : "		
Looking forward to seeing you next week.		
" Aug 12 at 3:54 pm		

To change the settings for your email digest:

- Click on the down-facing arrow on the top right of your Schoology account.
- Select a child from the list that appears in the dropdown.
- Once you're viewing a child's account, click on the down-facing arrow again.
- Select the Notifications option in the dropdown menu.
- To receive emails, make sure your Email Summary is set to On.
- You may choose to receive emails on a Daily or Weekly basis. If you choose a Daily option, you may set a time at which the email notification will be sent to your inbox. If you choose a Weekly option, you'll have an additional option to select the day of the week you'd like to receive the email.

Note: If there are no updates for the given time period, you will receive an email stating that there are no new updates.

The screenshot shows the 'Account' settings page. At the top, there are two tabs: 'Notifications' and 'Account Settings'. Below the tabs is the 'Parent Email Digest' section. It includes a sub-header 'Receive weekly or daily email reports of your children's activity'. There are four main settings: 'Email Summary' set to 'On', 'Repeat' set to 'Weekly', 'Time' set to '09:30PM', and 'Day' set to 'F' (Friday). A 'Save Changes' button is located at the bottom of the form.

Account

Notifications Account Settings

Parent Email Digest

Receive weekly or daily email reports of your children's activity

Email Summary: On

Repeat: Weekly

Time: 09:30PM

Day: S M T W T **F** S

Save Changes

School Resources

In order to see all the St. Simon School resources (forms, links, announcements handbooks, after-school activities, etc),

- Click on the down-facing arrow on the top right of your Schoology account.
- Select “St. Simon Parish School”

The screenshot shows a Schoology interface. At the top right, the user's name "John Smith" is displayed with a small red notification badge containing the number "1" and a downward arrow. Below this, a dropdown menu is open, listing the following options: "John Smith" (with a checkmark), "Joe Smith, Sally Smith", "+ Add Child", "St. Simon Parish School" (with a school logo), "Notifications", "Account Settings", "Privacy", "Recycle Bin", and "Logout".

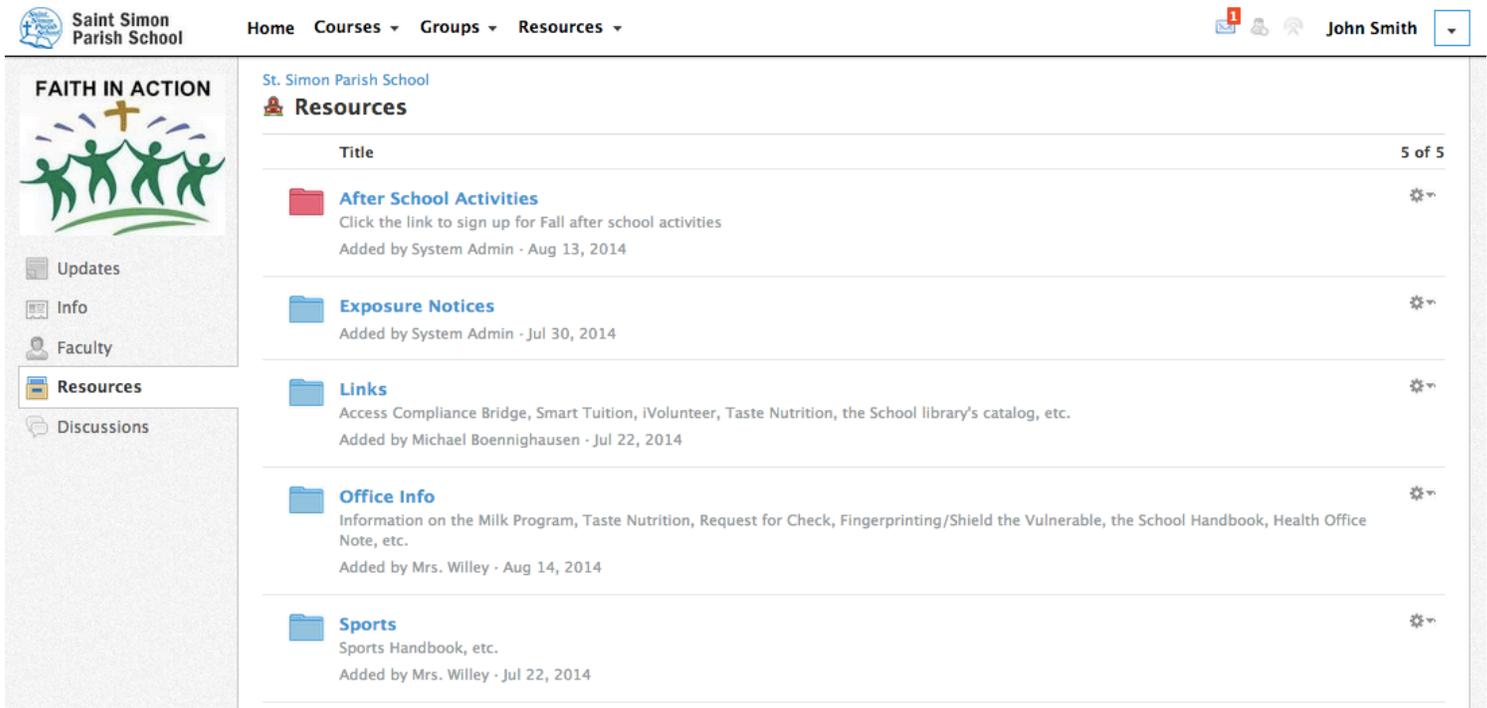
On the left side of the interface, there is a calendar view titled "Upcoming". The events listed are:

- Friday, August 15, 2014: Feast of the A
- Monday, August 18, 2014: Fingerprinting pm — Aug 18
- Monday, August 18, 2014: Classroom As
- Monday, August 18, 2014: Hot Dog Social
- Monday, August 18, 2014: New Family N
- Wednesday, August 20, 2014: First Day of S
- Friday, August 22, 2014: First Day of Kindergarten 7:55 am

ST. SIMON PARISH SCHOOL (August 2014)

You will see the St. Simon Parish School page, which includes (left menu)

- Updates (school-wide announcements and information)
- Faculty (list of faculty members)
- Resources (shown below)



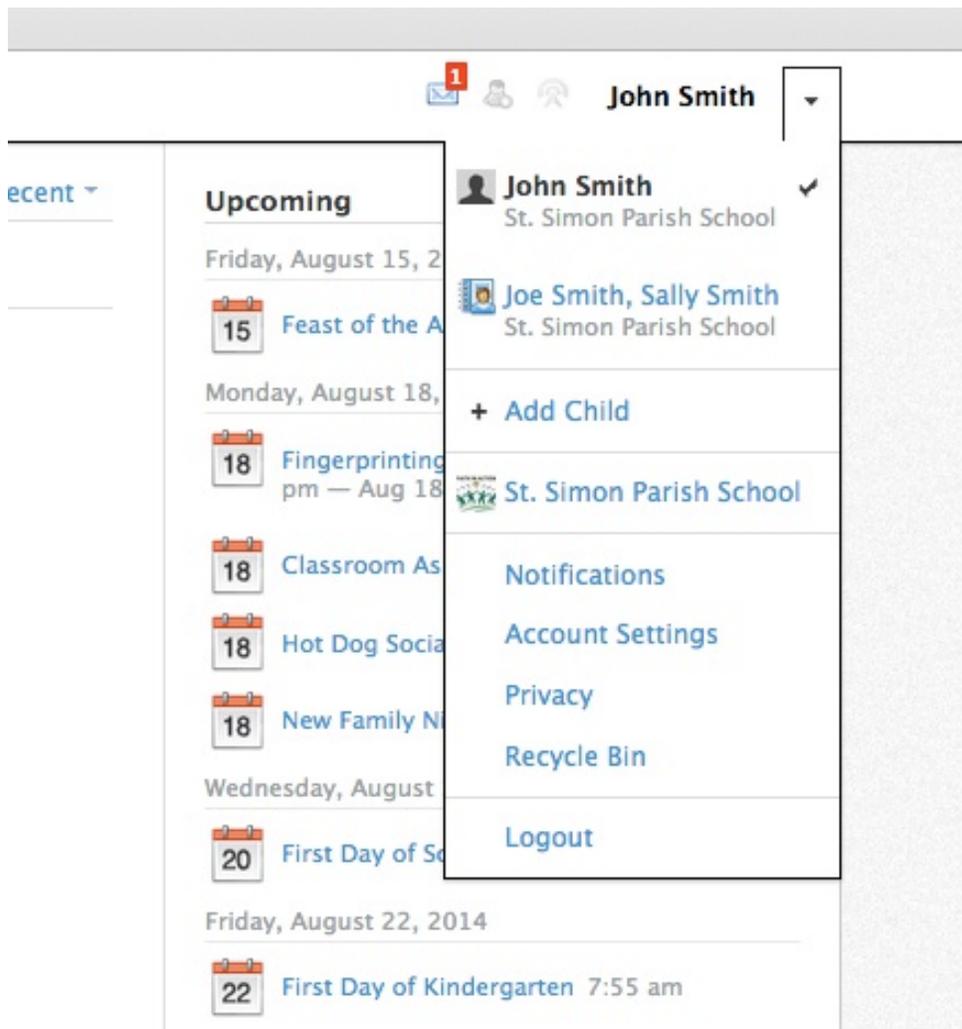
The screenshot shows the Saint Simon Parish School website interface. At the top left is the school logo and name. A navigation bar includes 'Home', 'Courses', 'Groups', and 'Resources'. On the top right, there are icons for notifications, a user profile for 'John Smith', and a dropdown arrow. The left sidebar contains a 'FAITH IN ACTION' logo and a menu with 'Updates', 'Info', 'Faculty', 'Resources', and 'Discussions'. The main content area is titled 'St. Simon Parish School Resources' and displays a list of resource folders:

Title	5 of 5
 After School Activities Click the link to sign up for Fall after school activities Added by System Admin · Aug 13, 2014	
 Exposure Notices Added by System Admin · Jul 30, 2014	
 Links Access Compliance Bridge, Smart Tuition, iVolunteer, Taste Nutrition, the School library's catalog, etc. Added by Michael Boennighausen · Jul 22, 2014	
 Office Info Information on the Milk Program, Taste Nutrition, Request for Check, Fingerprinting/Shield the Vulnerable, the School Handbook, Health Office Note, etc. Added by Mrs. Willey · Aug 14, 2014	
 Sports Sports Handbook, etc. Added by Mrs. Willey · Jul 22, 2014	

Account Settings/Passwords

In order to change your account settings

- First click on the down-facing arrow on the top right of your Schoology account and select your account (not your child's)
- Click again on the down-facing arrow and select "Account settings"



Change your password

You can create a new password by following these steps:

- Click the Change Your Password link at the top of Account Settings.
- Type in your Current Password.
- Type in your New Password and confirm it (must be different than the Current one).
- Click Submit to complete.

Note: Please change the initial password issued to you

Customize Your Display Name

You can change the name you display to other Schoology users through your Account Settings. Select the arrow on the top right of the page next to your name. The following is a list of what display names you can customize:

- Title—This refers to any prefix you'd want to include in your name (Mr., Mrs., Ms., Miss, Dr., and Professor).
- First Name—This field should already include the name with which you signed up for Schoology.
- Middle Name—This field may already be filled, though it is not required.
- Last Name—This field should already include the name with which you signed up for Schoology.
- Username—This field is necessary for users who sign into Schoology using a Username. Users may sign up for Schoology with either a username or with an email address.

Primary and Secondary Email Addresses

Primary Email—This field lists the email address under which you are registered in Schoology. All designated [Notifications](#) will be sent to this email address. You may also login to Schoology using this email address.

Alternate Email—This field lists an optional, secondary email address. Notifications will also be sent to this email address.

Note: If you notice that you are not receiving email alerts when you would expect them, you may have an issue with your primary email that requires your attention.

To confirm if you are experiencing this issue:

- Click the Check Status link to the right of the Primary Email field.
- If there is an issue, you will receive an error message describing the issue.
- Click Clear to reset the email address.

If you continue to experience issues with receiving notifications for the address after resetting it, talk to the administrator of your Schoology account or contact help@schoology.com.