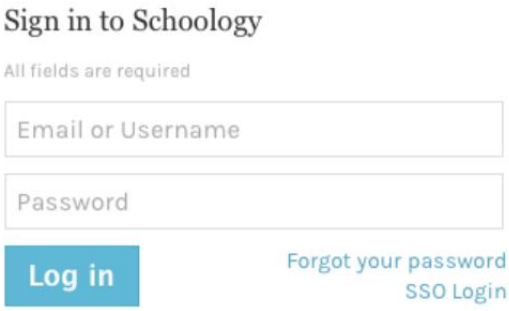
Sign up for a Parent Account in Schoology

You can use an email address or username to log in, depending on how your account was set up. See below for instructions:

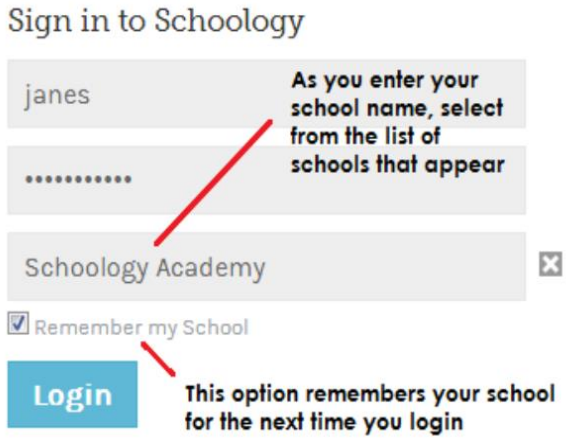
Email Login

1. Go to app.schoology.com
2. Click **Log In** on the top right.
3. Enter your Email Address and Password.
4. Click **Log in**.



Username Login

1. Go to app.schoology.com
2. Click **Log In** on the top right.
3. Enter your Username, Password, and the name of your school (As you type, a menu will open below that enables you to select your school).
4. Select your school.
5. Click **Log in**.



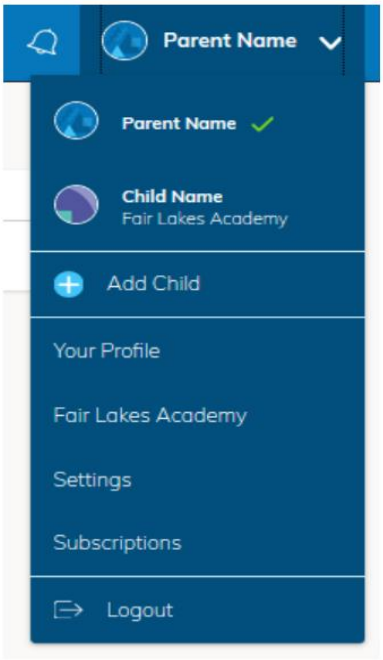
Note: Users who do not have an email address associated with their account will not be able to reset their password using the **Forgot your password** link.

Schoology Home Page: Your Parent account compared to your child's Schoology information

Having a Parent account in Schoology is actually like having two accounts:

1. Your personal account, with your own name and information;
2. Your Child Activity view. From here, you can view Schoology from your child's perspective, and see what he or she sees, and receive updates about his or her activity.

Start by clicking on the arrow in the upper-right corner, next to your name, and then select your child's name to switch into his or her account. The check mark in this drop-down menu indicates which account you are currently viewing.

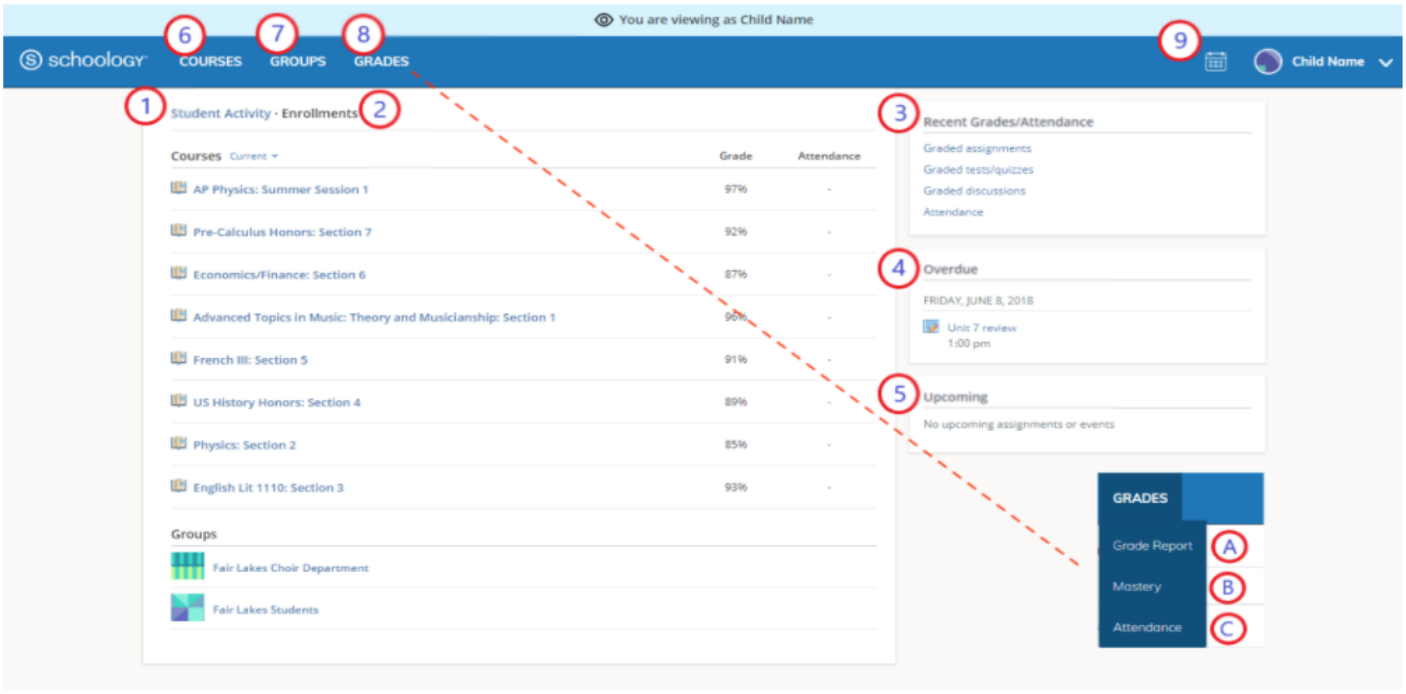


Student Activity View

Viewing Your Child'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.

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



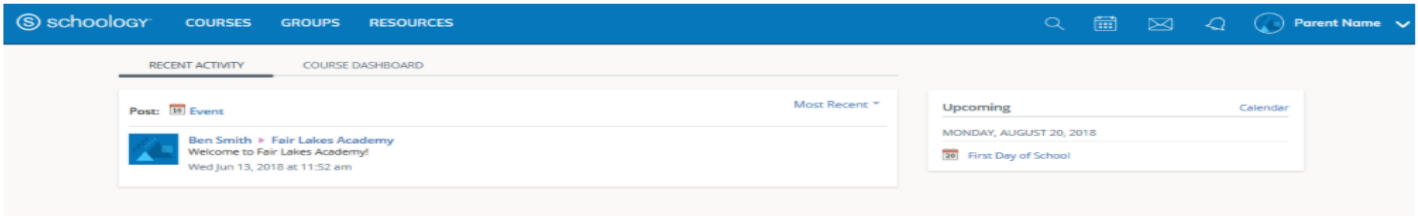
1. The **Student Activity** area in the center of the page displays your child's recent submission, grade, and attendance information.
2. Toggle into **Enrollments** in the same area to see a list of the courses your child is currently enrolled in, along with his or her grade. If the teacher or administrator 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. 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.
3. The **Recent Grades/Attendance** area lists graded assignments, tests/quizzes, discussions, and attendance marks for the student. To view the graded items and attendance marks, 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. 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.
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. 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.
8. **Grades:** Depending on the settings in place at your child's school, this menu provides access to view the following:
    1. **Grade Report:** Review your child's grades for all courses.
    2. **Mastery:** If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.
    3. **Attendance:** Review your child's attendance 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.

Your Account Activity

To return to your Schoology account, click the down-facing arrow and select your account. If you have linked accounts in Schoology, you will see the school associated with each account under your name.

While toggled into your personal account, you'll see your own name in the top right corner. Your personal account homepage displays activity related to any courses and groups in which you are enrolled, a well as school information from the school with which you are associated



Recent Activity

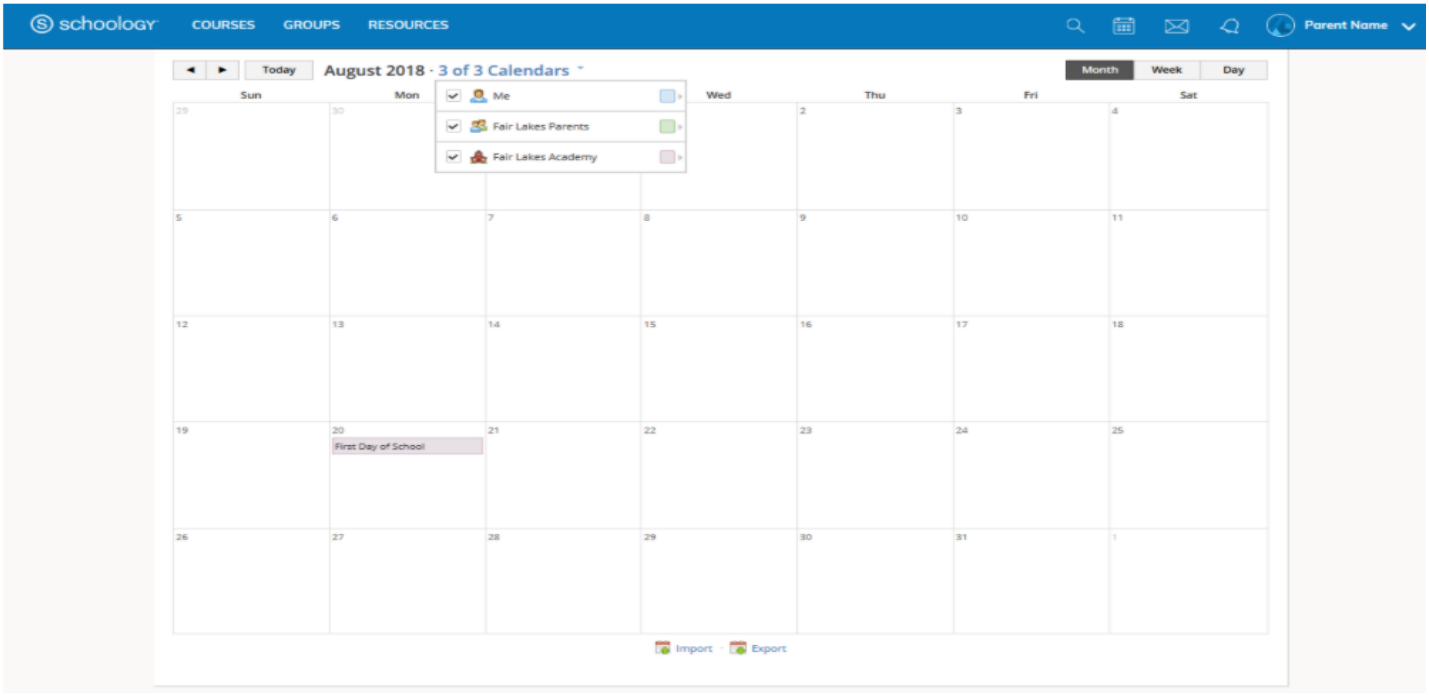
Similar to your child's **Activity Summary**, your **Recent Activity** area displays updates from the school, courses, and groups in which you participate. You can filter the **Recent Activity** feed by clicking the drop-down menu (labeled **Most Recent**) to the right of the **Recent Activity** heading.

Upcoming

On the right column of the **Recent Activity** page, the **Upcoming** area displays a list of impending events and due dates for graded items in the school, courses, and groups in which you're enrolled. To view more details about the item, click the item name from the list.

Calendar

Access your personal calendar by clicking the calendar icon in the top navigation of your personal account. Your personal calendar displays personal events you've created for your account, as well as events and assessments for the school, courses, and groups in which you're enrolled.



Create Personal Events

The quickest way to create an event is from the **Recent Activity** area on your **Home Page**. Simply locate the **Event** icon in the upper-middle area of the page. You may also create an event from your personal calendar.

To add an event:

1. Select the **Calendar** icon at the top of your **Home Page**.
2. Click the date to which you'd like to add the event.
3. Fill out the **Event** form.
4. Choose an RSVP option (depending on the settings in place at your school, this option may not be available to you).
5. Click **Create** to complete.

RSVP Options

- **Only Invitees Can RSVP**—Event remains personal until you invite people you're connected with.
- **Anyone Can RSVP**—Make the event public (available to anyone).
- **Disabled**—Requires no RSVP. This event will only be viewed by you.
- Attach a File, Link, or Resource (optional).
- You can also **Enable Comments** at the bottom left (optional).

Edit an event

To modify an existing event:

1. Click the event to modify.
2. Click the **Edit Item** button.
3. Once you've made changes, click the **Save Changes** button.

Delete an event

To delete an event:

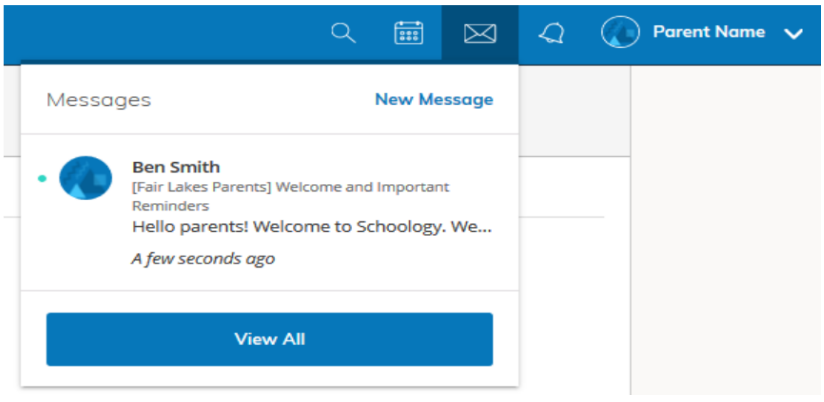
1. Click the event you'd like to delete.
2. Click the **View Item** button.
3. Click the gear to the right of the event profile.
4. Select **Delete** to complete the process.

Note: If you choose to create an Event with an invitation from your Home Page, you must invite everyone manually.

Messages

Depending on the settings in place at your school, you may be able to exchange messages with teachers at your school. The right side of the top navigation bar displays to **Messages** icon (envelope icon).

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.



Check New Messages

When you have a new message in your inbox, the **Messages** icon on the top menu displays a new number.

1. Navigate to your **Messages** area by clicking on the icon in the top menu.
2. New messages are indicated with a blue dot. Click the message you'd like to read.
3. To reply to a message, write in the **Message** area, then click **Send**.

Check Sent Messages

1. Navigate to your **Messages** area by clicking the icon in the top menu and clicking **View All**.
2. Click the **Sent Messages** tab.
3. To read a message, click a message you've sent in the past.
4. To send a message, click the **+New Message** button.
5. Fill out the form, and click **Send** to complete.

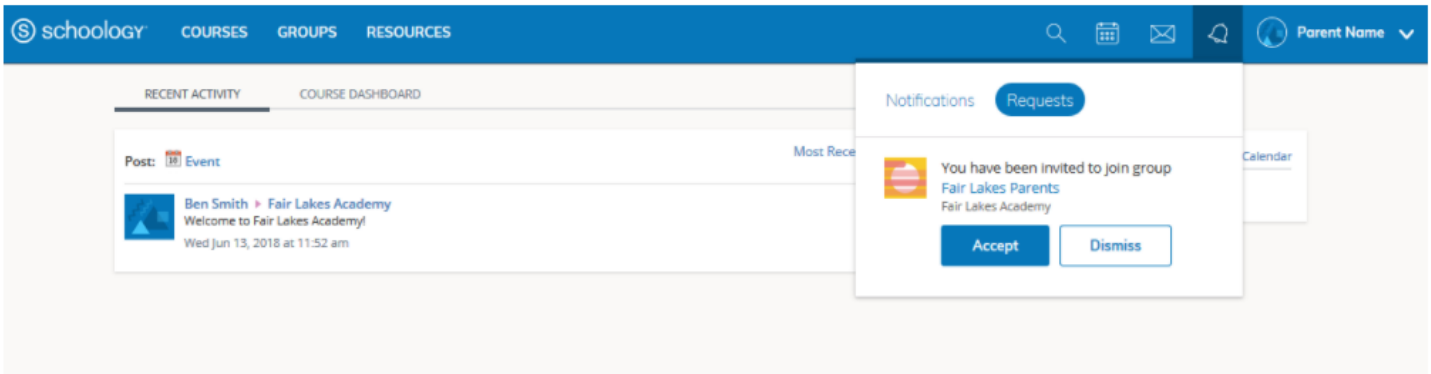
A recipient name automatically populates when you enter a teacher's name into the **To** field. If you're not able to send a message to certain users, talk to your teacher for further guidance.

Note: If you have linked accounts in Schoology, we recommend that you check for new messages in each of your linked accounts.

Notifications & Requests

Also on the right side of the navigation bar you have the bell icon displaying **Notifications & Requests.** Any time someone sends you a message, wants to connect, or does something that pertains to you or your affiliations, it will be made easily accessible in the top right corner of your screen. Everything is chronologically ordered and clickable to make managing them simple.

Below, a parent receives an invitation to a join group:

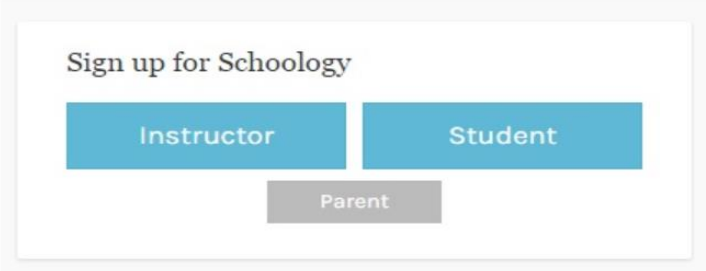


How to use the Student Guide

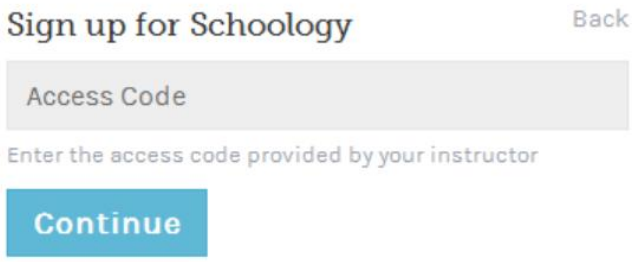
This guide consists of detailed explanations of different features and tools, along with step-by-step walkthroughs. Designed as a hands-on resource, this guide can be used on a stand-alone basis or in coordination with the platform. The following links organize the areas of your Student account listed as articles in the Students area of the Help Center. Please click on the links below to find information specific to these areas of the platform. If you have any questions not answered by the Help Center articles, you can reach out in the Student Q&A section of our Community Forums.

To sign up for a new Schoology account

If you don't already have a Schoology account, go to https://app.schoology.com/register.php and click **Student**.



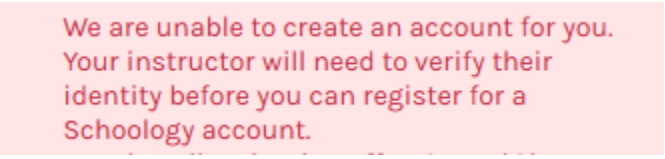
1. Enter your Access Code. This is a 10-digit code in **XXXX-XXXX-XXXXX** format that you receive from one of your instructors.
2. Fill out the form with your information.
3. Click **Register** to complete.



When you use a course access code to create an account, you are automatically enrolled in the course. To join additional courses in Schoology, click on the Join link in the **Courses** dropdown menu at the top of the page.

Registering with a username instead of an email address will require you to login with your School Name. See Login.

WE ARE UNABLE TO CREATE AN ACCOUNT FOR YOU (STUDENTS)



This error message appears during the Student Sign Up process when the instructor of the course hasn't yet verified their Schoology account. If you see this message during Sign Up, please contact the instructor of the course to let them know that you're awaiting their verification.

In case you have difficulty reaching the instructor of the course, an email will be sent to the instructor automatically, notifying the instructor of your attempt to register for Schoology.

If you have any additional questions about the registration process, or if you haven't heard back from the instructor about the status of the course, please submit a request to the Schoology Help Desk for further assistance.

LOGIN (STUDENT)

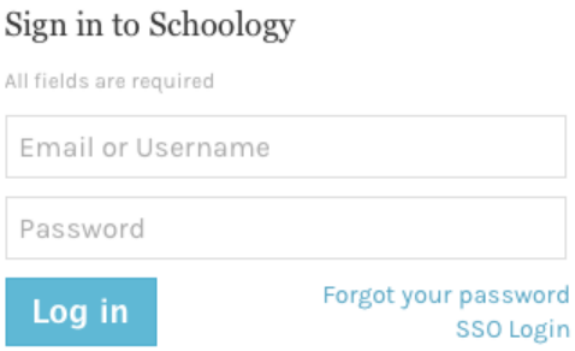
You can use an email address or username to log in, depending on how your account was set up.

Important Note: If you are logging in to the Schoology mobile app, please use these steps.

See below for instructions on logging in to the Schoology website:

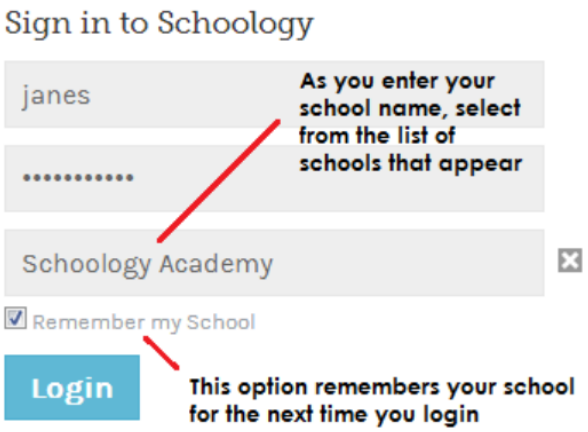
Email Login

1. Go to app.schoology.com
2. Enter your Email Address and Password.
3. Click **Log in**.



Username Login

1. Go to app.schoology.com
2. Enter your Username, Password, and the name of your school (As you type, a menu will appear that enables you to select your school).
3. Select your school from the list.
4. Check the box to **Remember my School** (optional). This setting saves your school on the current device and browser.
5. Click **Log in**.

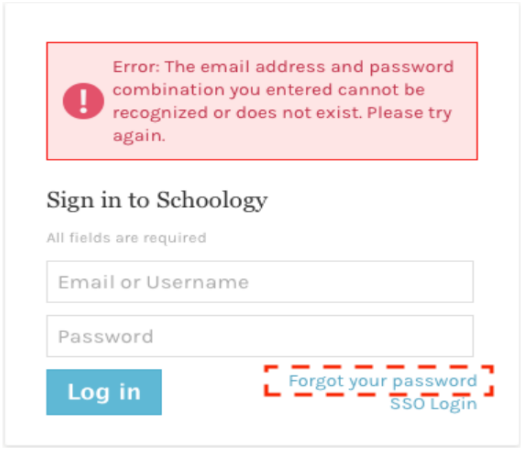


Troubleshooting Login Issues

Forgot your password?

Click **Forgot your password** to reset your password via email.

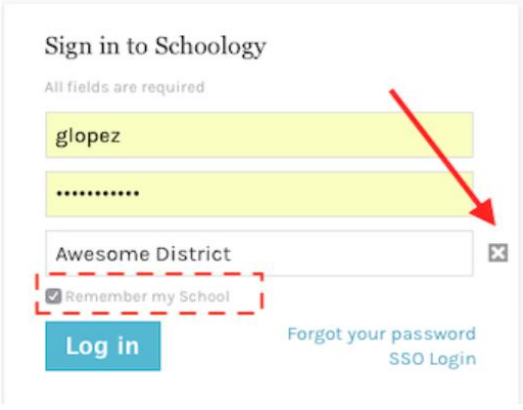
Note: If you do not have an email address associated with your account, you will not be able to reset your password using the **Forgot your password** link. Contact your instructor for help logging in to Schoology.



Correct School?

If you enter a username instead of an email address when you login, double check to make sure you have the correct school entered. If you have the setting **Remember my school** checked, you can click the X to the right of the school name to remove it and enter the correct school name.

If you continue to have trouble logging in to Schoology, contact your instructor.



Your courses are essentially your online classroom. They connect your classmates, contain your course work, and give you a direct line to your instructor. You must use a 13-digit access code to become a member of any course. This access code will be given to you by your instructor.

Read the article below in its entirety to understand how to join courses using Course Access Codes, or use the links below to jump to specific topics:

Join a course using an Access Code (Enterprise)

If you already have a Schoology account, you can join additional courses by using the 13-digit access code for the course.

1. Log in to Schoology.
2. Select **Courses** in the top menu.
3. Click **Join a Course** or **My Courses**.
4. From the **My Courses** page, click **Join Course** on the right side of the page.
5. Enter your access code (XXXX-XXXX-XXXXX).
6. Click **Join**.

Note: If you don't see the option to join a course, there may be a different set of guidelines to join courses at your school. Please speak with your teacher for more information on joining courses.

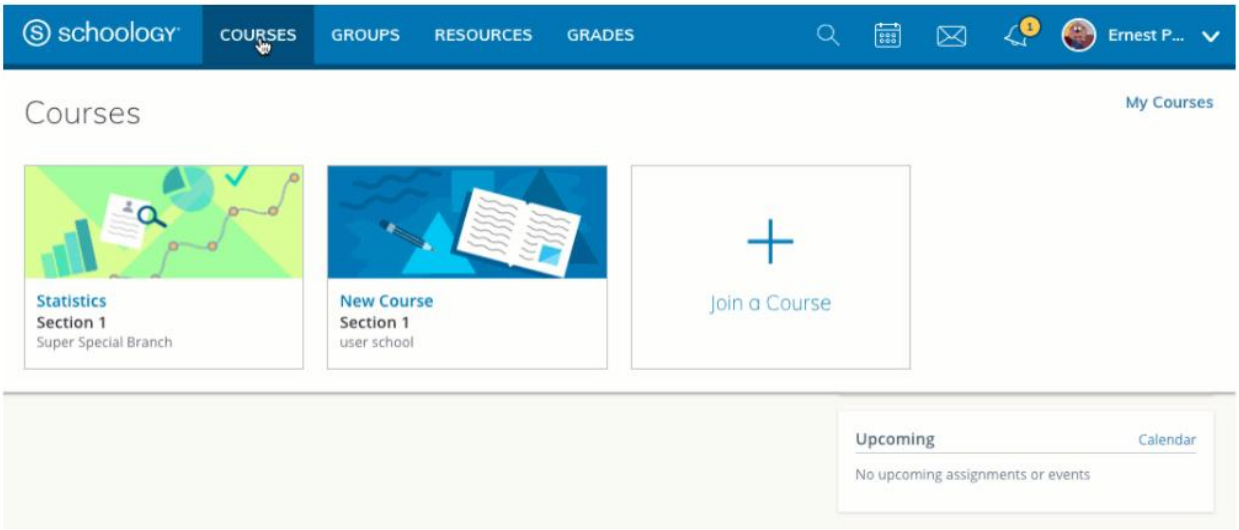
Join a course using an Access Code (Basic)

This process will allow you to join a course after you have already created your Schoology account. If you have not yet created a Schoology account, please review this article: Sign Up as a Student.

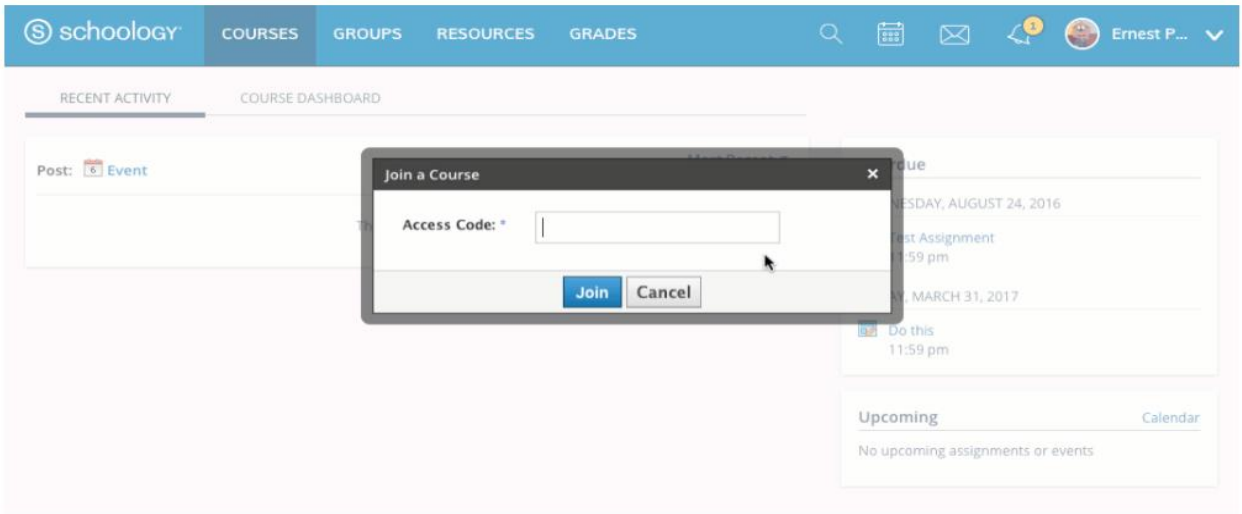
1. Log in to Schoology.
2. Select **Courses** in the top menu.
3. Click **Join a Course** or **My Courses**.
4. From the **My Courses** page, click **Join Course** on the right side of the page.
5. Enter your access code (XXXX-XXXX-XXXXX).
6. Click **Join**.

After you have successfully entered the Course Access Code, you will be taken directly to your new course. When you want to return to this course, or any of your courses, click **Courses** at the top and select the course you would like to enter.

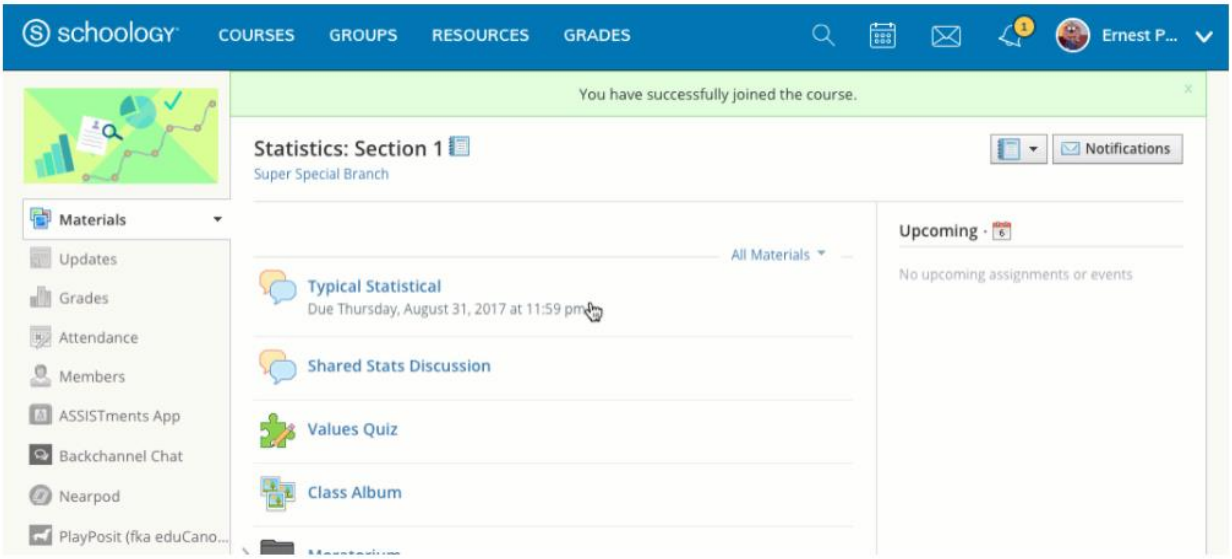
Select course



Join a course



After joining a course



Troubleshooting Access Code Issues

- Check that the Course Access Code is being entered correctly. The code should be 13 digits, such as: XXXX-XXXX-XXXXX.
- Check to make sure students are entering the Course Access Code into the correct area in Schoology:
- If students are signing up for a new account, make sure they are following **these steps**.
- If students already have a Schoology account and want to join another course, make sure they are following **these steps**.
- Ensure that students are entering Course Access Codes via the processes demonstrated above. If students attempt to enter a Group Access Code in the area in Schoology to join a course, they will receive an error (and vice-versa).