Your Schoology Account vs. Your Child's Schoology Information

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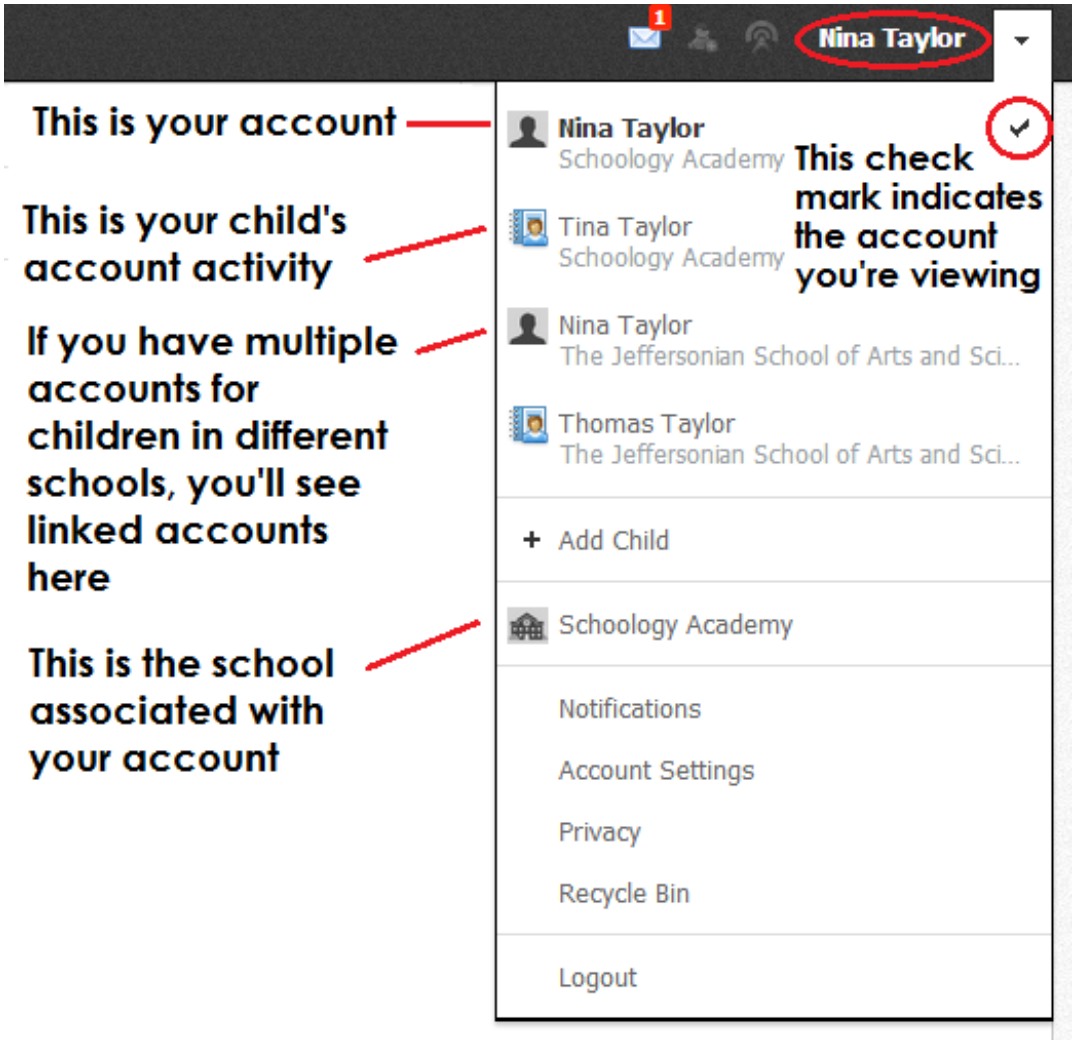
When you log into Schoology, you'll land on your account's Home Page. This home page displays a Recent Activity feed of updates and Upcoming events at the school. This area only displays information pertinent to your account, and does not show any of your child's content.

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.

1. Click on the downfacing arrow on the top right of your Schoology account.
2. Below your name, you'll see the name of the child associated with your account. If you have linked accounts in Schoology, you'll see your linked account and associated children in this dropdown as well.
3. To view the activity of a particular child, click the child's name from the dropdown menu.
    - Clicking on the Student name will display their Summary page (see below).
    - When you have multiple children in the same school, clicking on the icon to the right of the student name will take you to their **profile**.



Student Activity View

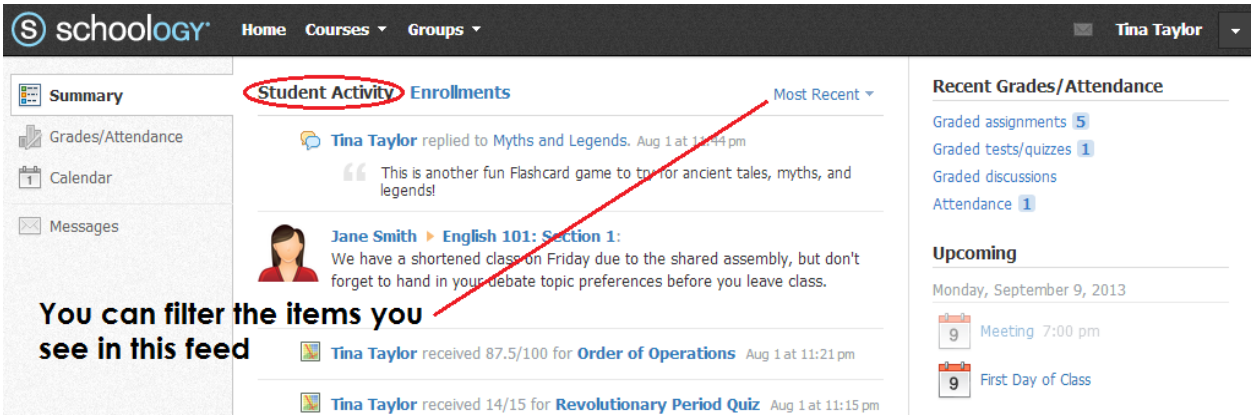
Summary (Left Menu)

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

- Student Activity
- Enrollments
- Recent Grades/Attendance
- Upcoming

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.

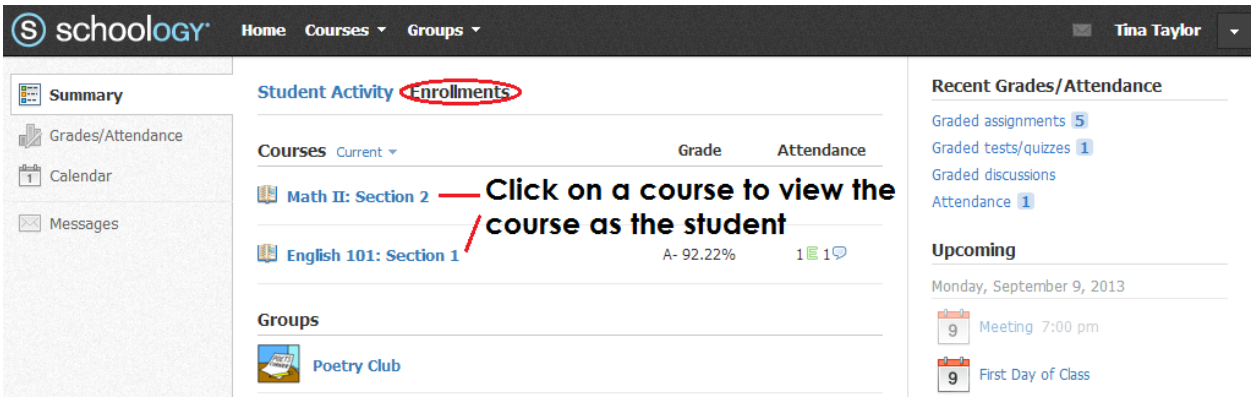


Enrollments

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.

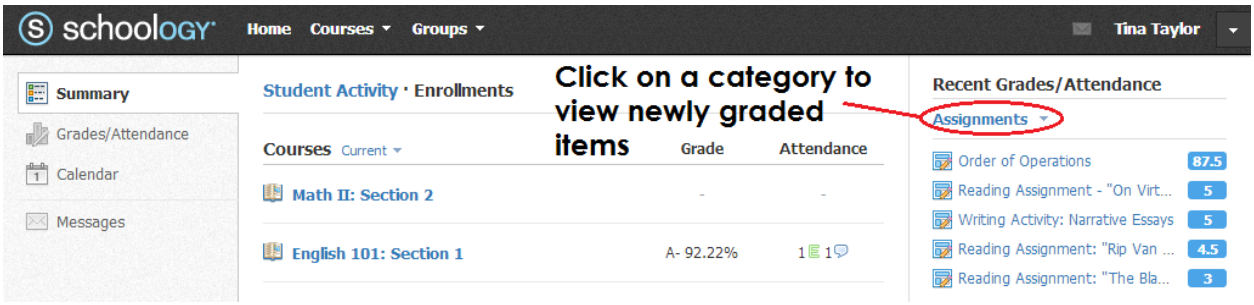
To return to the Enrollments area of the student, click on Home on the top menu.



Recent Grades/Attendance

On the right column of the Summary page, 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 on the item you'd like to view.

Note: Depending on the settings in place at your school, this area may not appear for your account.



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.

Grades/Attendance (Left Menu)

The Grades/Attendance area allows you to view a list of courses for your child. Courses are divided into Current and Archived courses. Clicking into a course will display information for graded items, as well as the grade, max points, and comments for your child. You may also download the following grade reports for your child:

- Student Report
- Report Card

The Attendance area is also divided into current and archived courses. Clicking into a course will display the dates during which your child as been absent, late, or excused. Comments attached to attendance marks will appear in the blue Comments icon to the right of the date.

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.

Messages (Left Menu)

Depending on the settings in place at your school, you may be able to receive messages from teachers at your school, and send messages to teachers at your school. The messages area that appears at the bottom of the left menu displays your personal messages.

Check New Messages

When you have a new message in your inbox, the Messages icon on the top menu will display a new number. You'll also see a number next to the Messages area on the left menu of your Home page.

1. Navigate to your Messages area by clicking on the icon on the top menu, or by clicking on the Messages area on the left menu of your Home Page.
2. Click on the message you'd like to read. New messages will be highlighted in blue.
3. To reply to a message, enter a comment in the Message area, and click Send.

Check Sent Messages

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

A recipient name will automatically populate when you enter a teacher's name into the To field. Please wait for the auto-population. If you're not able to send a message to peers or certain users, please talk to your teacher for further advice.

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

Your Account Activity

Recent Activity

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

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 dropdown menu (labeled as 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 approaching events and graded items in the school, courses, and groups in which you're enrolled. To view more details about the item, click on the name of the item from the list.

Calendar

The Schoology Calendar located in the left menu of your Home page displays your personal calendar. 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 participate.

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 part of the page. You may also create an event from your personal calendar.

To create and event, follow these steps:

1. Select the Calendar tab in the left column of your Home Page.
2. Click on the date to which you'd like to add the event.
3. Fill out the Event form.
4. Choose a RSVP option (depending on the settings in place at your school, this option may not be available to you).Disabled—Requires no RSVP. This event will only be viewed by 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).
- Attach a File, Link, or Resource (optional).
- You can Enable Comments at the bottom left (optional).

Edit an event

To modify an existing event, follow these steps:

1. Click on the event you'd like to modify.
2. Click on the button to Edit Item.
3. Once you've completed making changes, click the button to Save Changes.

Delete an event

To delete an event, follow these steps:

1. Click on the event you'd like to delete.
2. Click on the View Item button.

3. Click on 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.

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