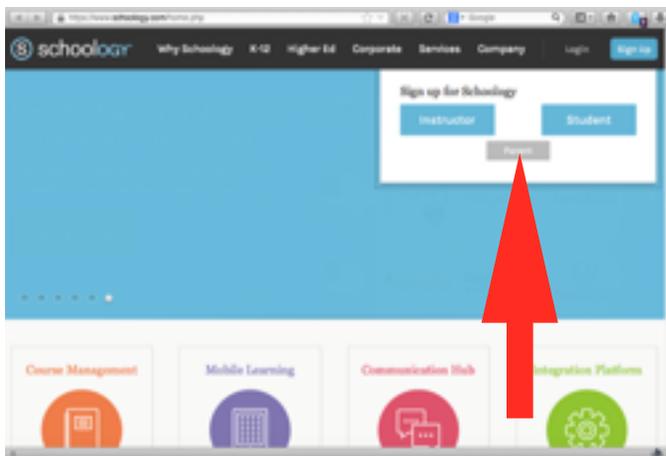


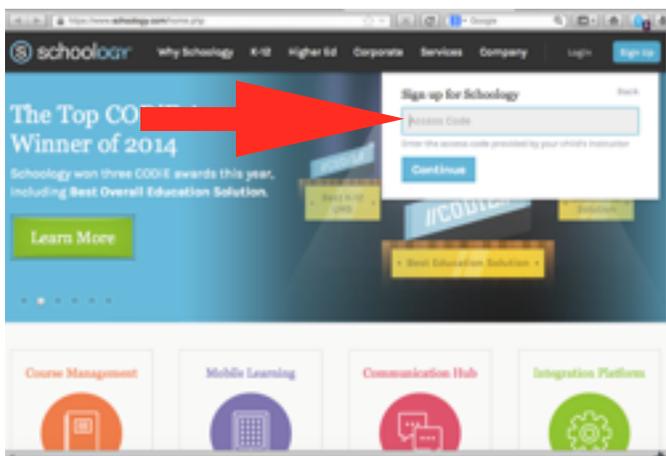
How to Create a Parent Account in Schoology



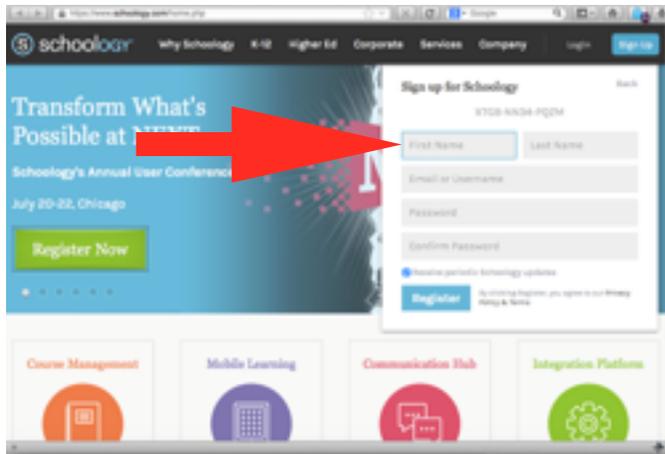
Step 1: Navigate in a web browser to www.schoology.com



Step 2: Choose “Sign up” in the upper-right-hand corner of the page, and select “Parent” in the small gray box in the pop-up window.



Step 3: Enter your son/daughter’s access code that has been provided by his/her teacher. (Any teacher your son/daughter currently has for class can locate the access code for you.)



Step 4: Enter your personal information with a valid e-mail address into the field. Choose “Register,” and you’re finished!

Schoology will then take you through a tour of its features once the registration is complete.

Please, see the FAQ section that follows for additional information.

Frequently Asked Questions:

- **What can I expect to see of my student’s courses on Schoology?**
 - Schoology is new to the General McLane School District for the 2015-16 school year. This means that it is a period of adjustment for both students and teachers. Every teacher will use Schoology to a different degree this year, and a single teacher may even use Schoology differently with different classes she or he teaches. Therefore, not all of your student’s classes will appear the same to you as a parent. If a teacher uses any of the following features, they should be visible to you.
 - *Assignments* – assignments display items that a teacher has distributed electronically and (most likely) expects to collect electronically. Depending upon the assignment, you should also be able to see the work that your student has submitted to the teacher. (Tests and quizzes cannot be viewed, but the results do report in the gradebook.)
 - *Events* – Teachers may create calendar events for items such as tests and quizzes that may still be given in hard-copy form.
 - *Course Materials* – As a teacher builds his or her course, the course materials will be available for you to view. Please, remember, teachers will build courses at different rates, so one teacher might have five folders and another may only have a single folder. It is individual preference on the part of the teacher how the course is built and structured.
- **I have more than one student in the District. Can I have multiple students assigned to my parent account?**
 - Once your parent account is created and your are signed in, there will be a small arrow (▼) that triggers a drop-down menu in the upper-right-hand corner of the Schoology screen. There will be an option in this menu to “Add a Student.” Follow the directions in this menu to add a student.

- **What if I have a child at GMHS and JWPMS?**
 - If you have a student at both the high school and middle school, you will have to create a parent account at each school in order to access both students' accounts. You should be prompted with a message to create this account at this new school. Please, follow the link in the next bullet for further details.
 - <https://support.schoolology.com/hc/en-us/articles/201000823-Sign-Up-Parent->
 - Parent accounts may also be linked, so that you would not have to sign in separately. This link details how to link parent accounts for two buildings: <https://support.schoolology.com/hc/en-us/articles/201000893-Linking-Parent-Accounts>
- **Can multiple parent accounts be generated from a single student's Parent Access Code?**
 - Yes, multiple parent accounts can be created from the same Parent Access Code.
- **Why is the grade I'm seeing in Schoology different from my student's grade in Power School?**
 - Power School has been and continues to be the official grade of record for the course and all official documentation (e.g., transcripts). The Power School grade shows any assignments from Schoology that a teacher has chosen to score plus any assignments that the teacher has handed out "traditionally" (i.e., hard copies that require paper and pencil.)
 - If you have a question regarding your child's grades, please be sure that you are referencing the Power School grade when contacting the teacher.