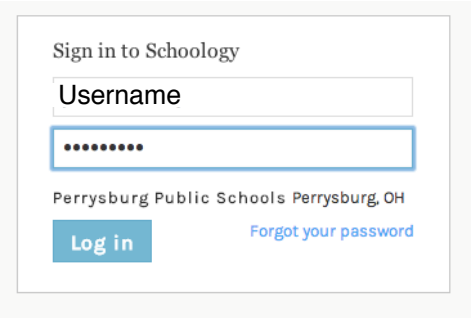
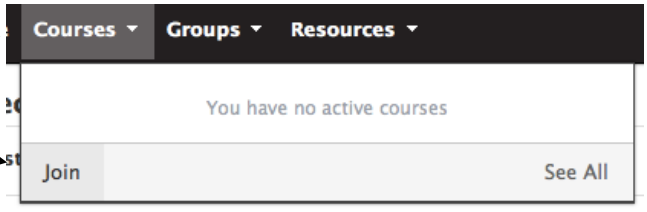
Quick Parent Schoology Guide

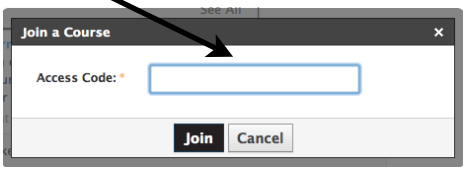
This guide and much more information can be found by joining the course on Schoology. To join the course, please do the following:

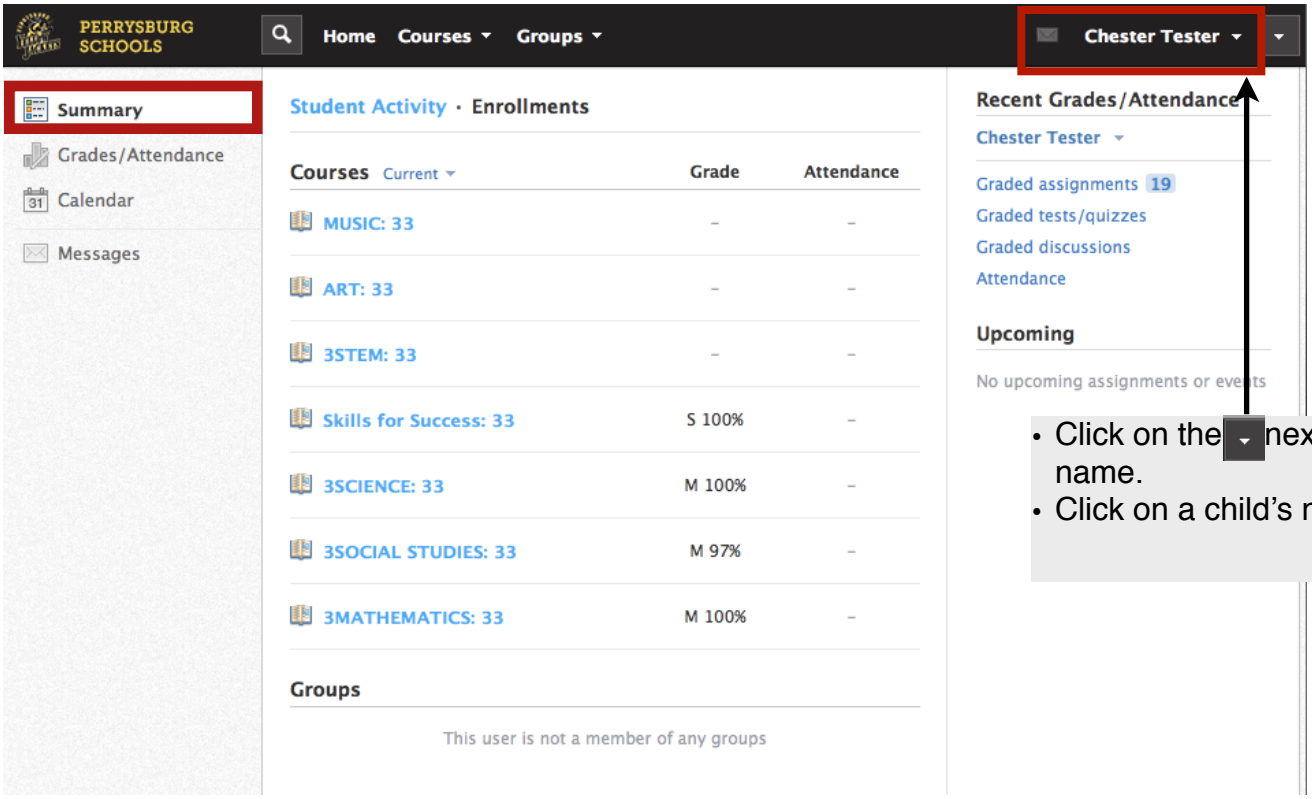
- Go to **lms.perrysburgschools.net**
- Sign in with your
  Username:
  Password:



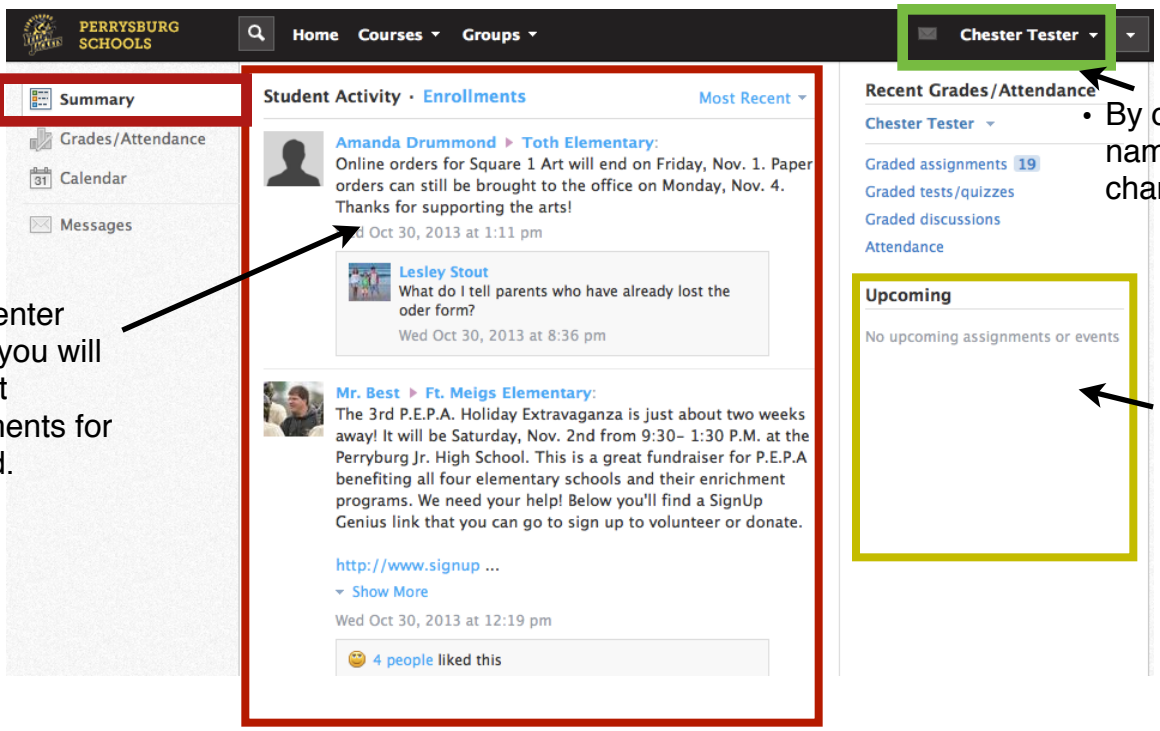
- Click on Courses
- Click on Join
- Enter the following code and click Join:
  MNKSB-JFW4F







- Click on the next to your name.
- Click on a child's name.

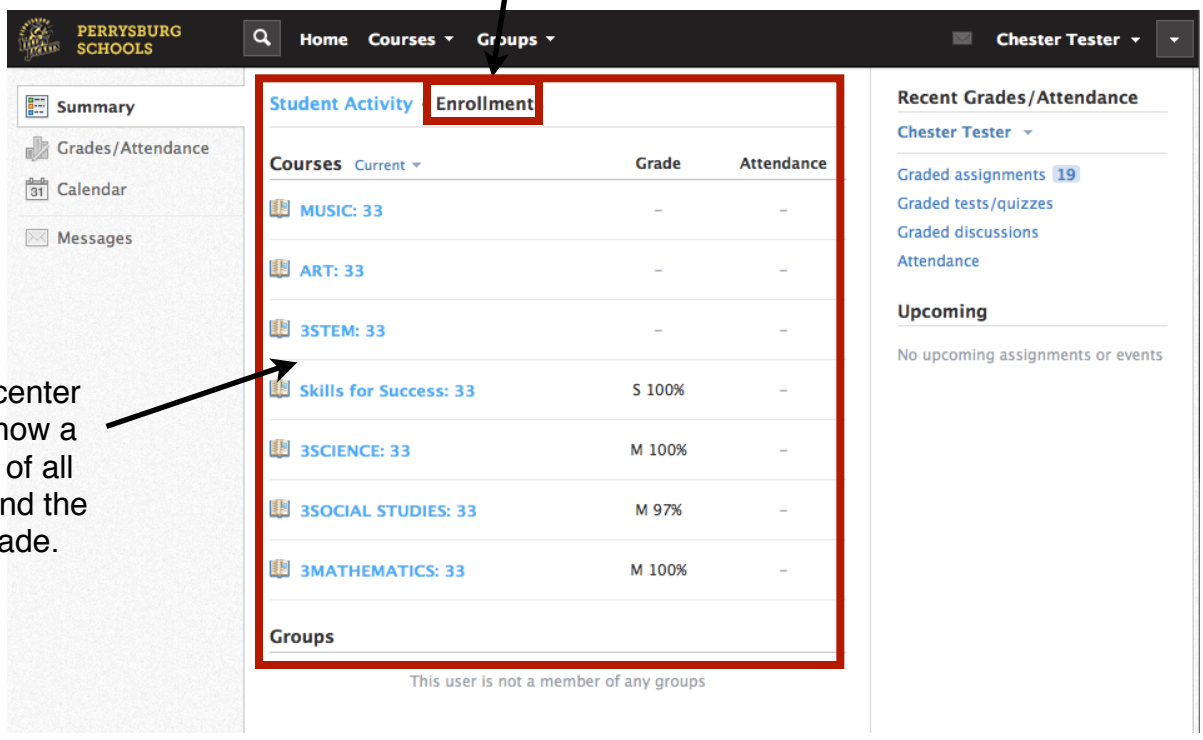


- In the center section you will see past assignments for the child.

- By clicking on the name, you can change children.

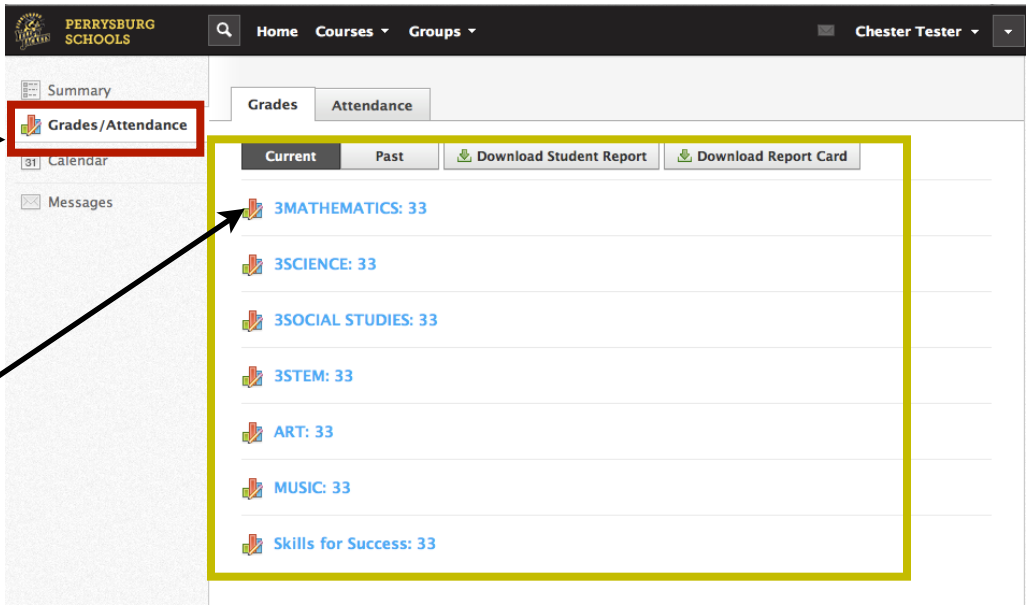
•Over here are upcoming assignments and events.

Click on Enrollments to see this view.



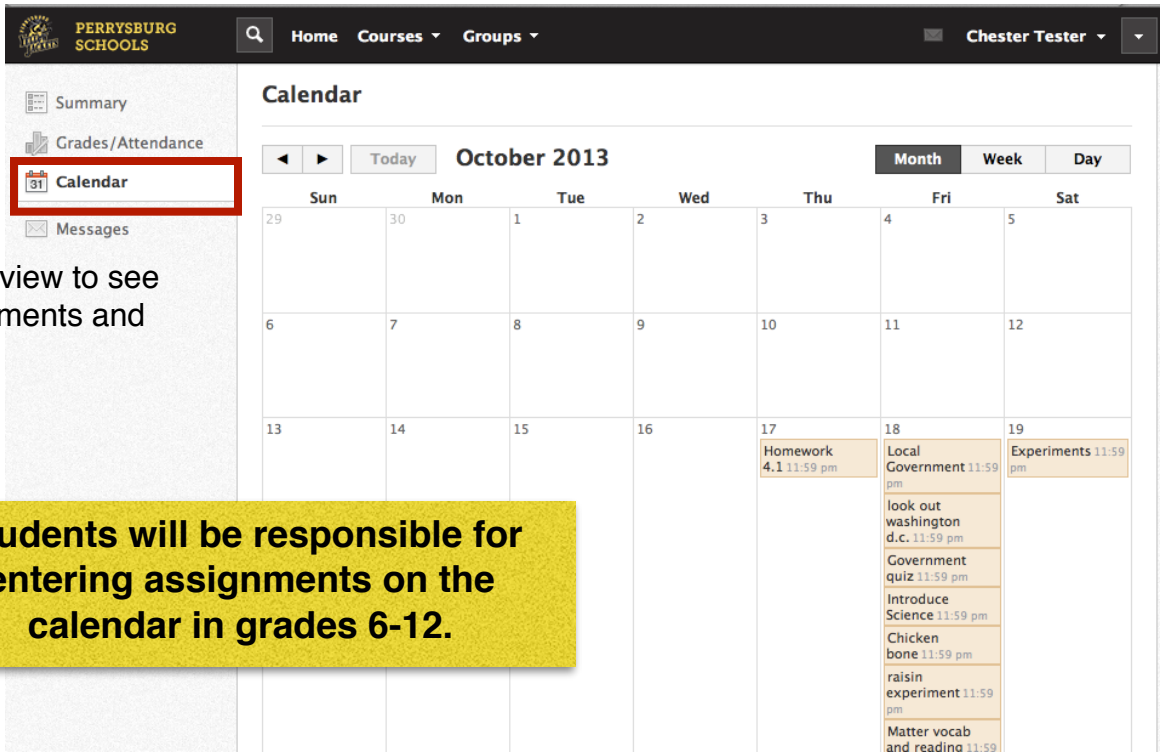
- Now the center section show a summary of all classes and the overall grade.

- Click on the Grades/ Attendance tab to change the view.



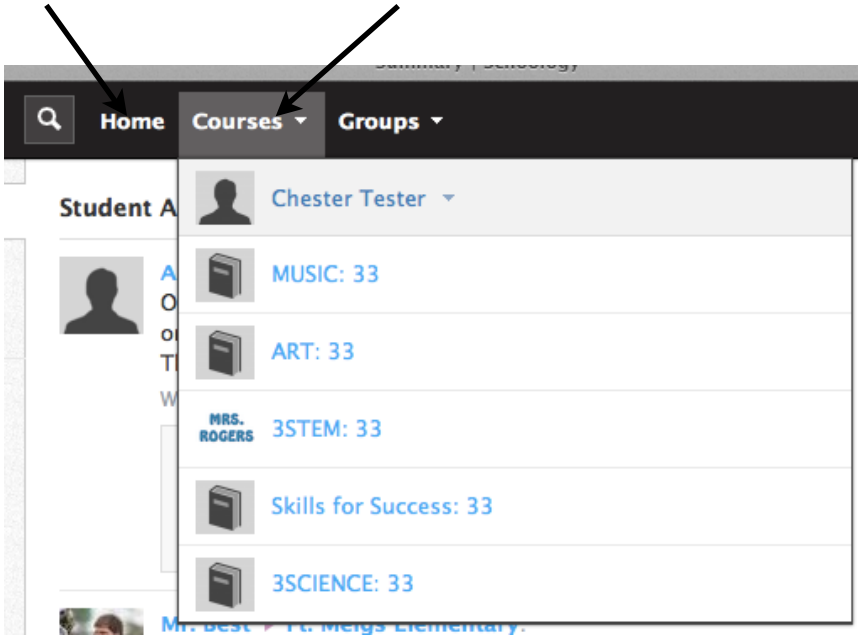
- In this view, you can click on a class to see individual assignments.

- Click on Calendar view to see the events, assignments and other items.

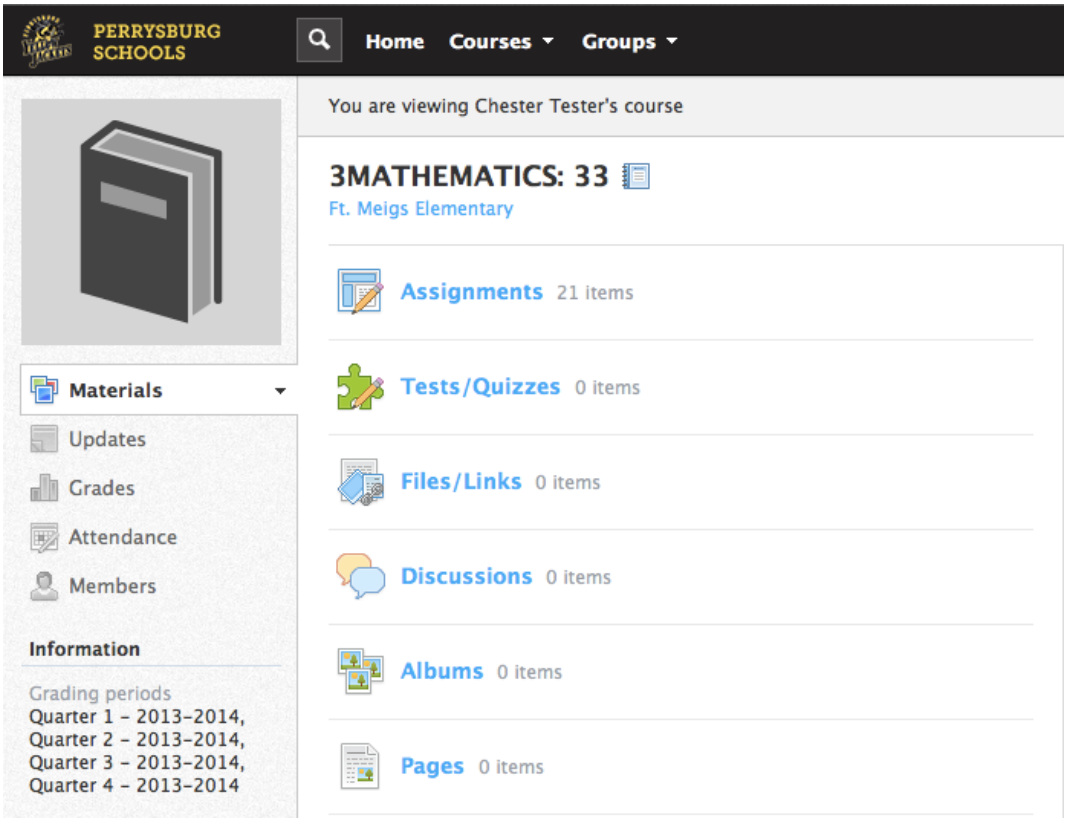


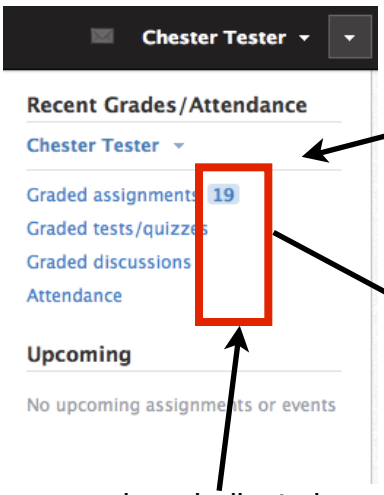
Students will be responsible for entering assignments on the calendar in grades 6-12.

- Clicking on Home will take you back to the first screen.
- Clicking on Courses is another way to see the courses



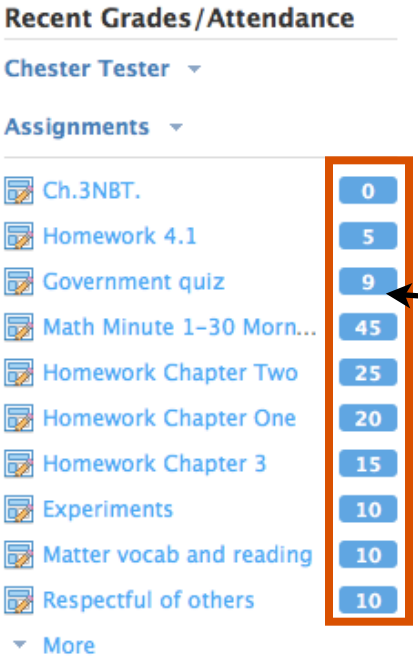
By clicking on a course, you can view the resources that the teacher may have made available to the students.





This area show the items that have been graded. By clicking on an area you will see all the items for that area.

These numbers indicate how many items there are in each category. For instance, there are 19 graded assignments.



These numbers indicate what the number of points the student received on the assignment. To see your child's grade, click on the assignment.

Clicking on an individual item will take you to the course in which the items was assigned. Hovering over an item will also let you know what course it is associated with.

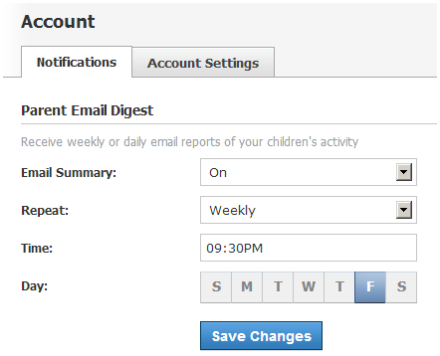
Parent Email Digest

Email Settings

You may elect to receive email digests of your child(ren)'s activity in Schoology. To save email digest settings in your parent account, follow these steps:

1. Click on the downfacing arrow on the top right of your Schoology account.
2. Select a child from the list that appears in the dropdown.
3. Once you're viewing the child's account, click on the downfacing arrow again.
4. Select the Notifications option in the dropdown menu.
5. To receive emails, make sure your Email Summary is set to On.
6. 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.



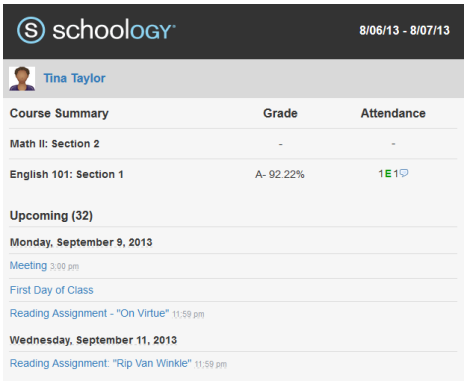
What will the email look like?

The email digest will include the following information:

- The date range for which information is displayed
- Each of your children's names at the top of the email summary
- A summary of each course for the child, which includes:
  - Newly received grades **(Please note that if a teacher has not graded an assignment, the grade may appear as a zero. Please discuss the grade with your child and teacher if there is a question.)**
  - A summary of marked attendance (late, absent, excused)

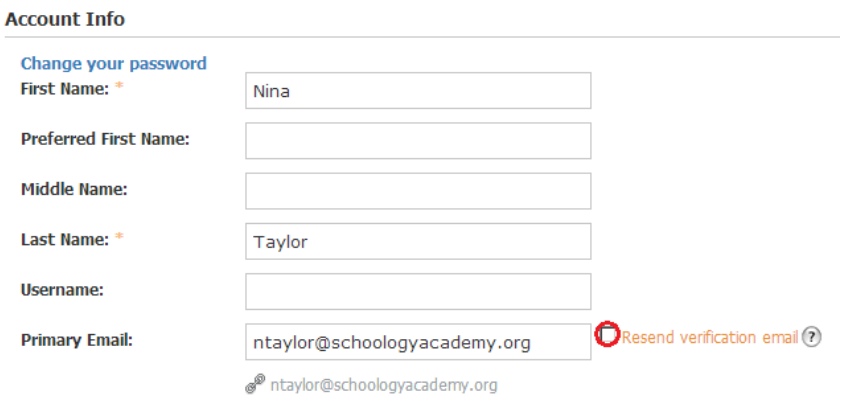
- Recent activity, which includes:
  - The student's posts and updates in courses, assignments, tests/quizzes, and discussions
  - Recent submissions for assignments and tests/quizzes

The digest will include up to five Summary items and up to ten Recent Activity items. To view more items than appears in the list, click on the More option at the bottom of each area. If you have more than one child association, you can view the Summary and Recent Activity for additional children by scrolling down the digest.



How do I make sure I receive emails?

To make sure you receive emails, check that your email address is verified to receive emails from Schoology.

1. Click on the downfacing arrow on the top right of your Schoology account.
2. Select your account from the list that appears in the dropdown.
3. Once you're in your account, click on the downfacing arrow and select Account Settings.
4. If you haven't yet verified your primary email address, you'll see an orange message to Resend verification email. Check the box next to the message and Save Changes.
5. Once you receive the verification email, click on the link provided in the email to verify your email address.

Note: If you don't receive the email at the correct time of day, check the timezone associated with your account from your Account Settings. If you don't receive any email notifications on a daily or weekly basis after having completed these steps, you can create a ticket with the Support Team for assistance.