

**Facilitator/Presenter’s Guide to Schoology Basics**

**for Parents**

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| **Content**: | This module is designed to provide participants with an overview of features available to parents in the Schoology platform. Participants will learn how to access and navigate the platform, monitor their child’s grades and assignments, and message teachers. |
| **Approximate Time Frame**: | 60 minutes |
| **Suggested Audience:** | Intermediate technology users |

| Slide | Slide View | Presenter’s Text |
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| 1 |  | **Display this slide as participants arrive. When ready to begin, welcome the participants to the session and read the title of the course** |
| 2 |  | **Introduce presenters** |
| 3 |  | **Read steps on slide to select interpretation in Zoom on a computer** |
| 4 |  | **Read steps on slide to select interpretation in Zoom on a mobile device** |
| 5 |  | **Read Training Norms** |
| 6 |  | **Reading training norms** |
| 7 |  | **Inclusion Activity** |
| 8 |  | **Say**: *The outcomes for today’s session are the following:*  **Then, read slide.** |
| 9 |  | **Say**: Schoology is a robust digital tool that supports distance and blended learning opportunities. Today we will learn about key features available to parents, such as:   * Teacher-parent communication * 24/7 real time student progress monitoring |
| 10 |  | Say:   * Parents must first register for a Parent Portal account and link their child using their assigned Parent Portal PIN. Parents can register for a parent portal account at https://parentportal.lausd.net * After registering for Parent Portal and linking the student, parents can access Schoology by simply clicking the Schoology icon within the Parent Portal. * This link will route the parent into Schoology platform * After completing these steps, parents may then install the Schoology mobile app on their mobile device, if desired. |
| 11 |  | **Say**: After you have logged into your Parent Portal account, click on your student’s name to access the various modules available. Then, click the Schoology icon shown here. This will take you directly into the Schoology platform.  Please note: the very first time you access Schoology, you will need to re-enter your Parent Portal username and password. |
| 12 |  | **Say**: Now that you can access the Schoology platform, we will learn how you can find the important information you need to monitor your child’s progress. |
| 13 |  | **Say:** The first screen you see when you get to Schoology contains an area called the Recent Activity Feed. This area displays updates and announcements posted in courses or groups related to your child. These updates and announcements may be from your child’s teachers. |
| 14 |  | **Say**: Use the top blue menu bar to access the calendar, messages and grade reports. This top blue menu bar will always be visible to you even when you navigate to different screens.  On the right side of the screen, you will find the **Recent Grades** area. This 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. You will also find the **Upcoming** feed in this area. This section lists pending assignments, due dates and calendar events. |
| 15 |  | **Say**: When you access Schoology, the language will default to English. Now we will learn how to display Schoology in a different language. |
| 16 |  | **Say**: At this time, there is no language indicator that is passed from Parent Portal to Schoology. The window will open in English by default. However, the language can be changed at any time from any page in Schoology.  **Read slide.** |
| 17 |  | **Say:** To change the language, scroll to the bottom of the screen and click the language to display available options. |
| 18 |  | **Say:** Select from one of the available languages, then click Save. Schoology may be viewed in English, UK English, French, Japanese, Malay, Portuguese and Spanish. |
| 19 |  | **Say**: When you access the Schoology platform as a parent, you will have two different views – the parent view and the child view. Now we will learn how you can toggle between views. |
| 20 |  | **Say**: A parent can toggle between their child or children’s views and their own account view by expanding the dropdown menu in the upper right corner. |
| 21 |  | **Click to trigger animation.**  **Say**: The arrows in the upper right corner are used to toggle between views. The checkmark next to the name indicates which is the current view.  Click the down-facing arrow on the right to open the dropdown menu. To view the parent account, choose the parents name at the top. To view student accounts, choose the student name. To view the information for another child, click the down-facing arrow on the right again and click on the name of the other child.  The Add Child menu item is disabled. All children must be associated with a parent account in Parent Portal.  You may change your personal Notification settings by clicking the Settings menu item. For example, a parent may choose to be emailed about late assignments.  To exit Schoology, click Logout. |
| 22 |  | **Say**: Now that we have a basic understanding of how to access Schoology, let’s learn how you can access some important information about your child’s progress and course activity. Let’s start by learning how to access your child’s grades and assignments. |
| 23 |  | **Say**: To view your child’s grade report, click Grades in the blue menu bar. The grade section opens to a list of your child’s current classes by default. Click on the course name to access the grade report for that class. |
| 24 |  | **Say**: The grade report is organized by categories. In this elementary grade report example, we see 3 categories: Art, ELD and Health. Select the arrow next to a category to see a list of individual assignments and assignment grades in that category. |
| 25 |  | **Say**: In this secondary grade report example, we see 4 categories: Classwork, Homework, Standards Based Assessment, and Tests. Select the arrow next to a category to see a list of individual assignments and assignment grades in that category. |
| 26 |  | **Say**: To create a printable grade report, choose the Download Student Report in the Grades section. Next, select the grading period(s) for the report. |
| 27 |  | **Say**: Next, choose the course(s) and indicate the grading period for comments.  Note: the comments that display on this report are not the same as comments on the report card. These are gradebook comments only. |
| 28 |  | **Say**: A grade report will appear in the window. This report may be printed directly from the browser window. |
| 29 |  | **Say**: Another feature in Schoology that helps students and parents stay informed about class activity and assignments is the Calendar. |
| 30 |  | **Say**: Each child will have their own calendar that is viewable by parents. Each parent will have their own calendar. The calendar that is visible is dependent of the view. To change view, toggle using the arrows at the top right corner. |
| 31 |  | **Read slide.** |
| 32 |  | **Say**: in the Course calendar, you may see assignments that the teacher has assigned to students by their due date. You can roll over the assignment to see more details. |
| 33 |  | **Say**: Click on the assignment in the calendar to see more detail about the assignment such as the description, points possible and any links or files associated with the assignment. |
| 34 |  | **Say**: Another important features available to parents in Schoology, is the messaging feature. |
| 35 |  | **Say**: to message your child’s teacher, navigate to your child’s course by clicking on Courses in the blue menu bar. Then, click on the course name. Once you have accessed the course this way, click the “Admin” button on the right side of the course page. |
| 36 |  | **Say**: in the “New Message” window, the teacher’s name will appear automatically in the “To” field. Enter your “Subject” and type your message. Click the “Send” button when you are ready to send the message. |
| 37 |  | **Say**: Now we will learn how to schedule a daily or weekly email summary of your child’s activity in Schoology. This is great tool parents can use to stay well informed. |
| 38 |  | **Say**: To set up the email digest, follow these steps:  Step 1 Click on the drop-down arrow next to your name located in the upper right-hand corner.  Step 2a Select the student’s name. The menu will close and will now display the student’s name instead of the parent name.  Step 2b Click on the drop-down arrow again in the upper right-hand corner. A checkmark will now appear next to your child’s name.  Step 3 Click on the Settings link.  Step 4 Click Email Summary to turn this feature on or off.  Step 5 Click on the Repeat drop-down menu and select Daily or Weekly.  If Daily is selected, set the Time for the email to be delivery  If Weekly is selected, set the Time for the email to be delivery and select the Day of the week you would like to receive the email summary.  Step 6 Click Email Notification to turn this feature on or off.  NOTE: Be advised that while the assignment may have been turned in, if the mark is not in the gradebook on the due date, you may receive an email that states that the assignment is overdue. If in doubt, please contact your child’s teacher. |
| 39 |  | **Say**: If you would like to access Schoology on your mobile device, you can download the Schoology mobile app through the Apple App store or through the Google Play store. |
| 40 |  | **Say**: When you launch the app, you will be prompted to either enter a School or Domain or click Continue.  Type “LMS.LAUSD.NET”  Do not search for a particular school site.  Then, click “Parents”.  Note: Before parents can use the Schoology mobile app, parents must first access Schoology via Parent Portal on a web browser (Chrome or Firefox) at least once. |
| 41 |  | **Say**: You can view your child’s activity on the Schoology mobile app after you have successfully logged into the mobile app with your Parent Portal username and password.   * Click the menu button (3 horizontal lines) in the top left corner to expand the menu panel * Click on My Children to view your child’s activity. * Click “Courses” to view assignments and grades for any class your child is enrolled in. |
| 42 |  | **Say**: When you are viewing your child’s course activity, you can click “More” to view the option to see the course calendar and your child’s grades for this course.   * If you have more than one child, you will see them listed here. Select the child you wish to view activity for. |
| 43 |  | **Read slide.** |
| 44 |  | **Optional: play “Parent Mobile Experience” video tutorial.** |
| 45 |  | **Optional: play “Parent Mobile Experience” video tutorial (Spanish).** |
| 46 |  | **Say**: for instructions on how to log into the Schoology Mobile App, visit these links. |
| 47 |  | Thank you! |