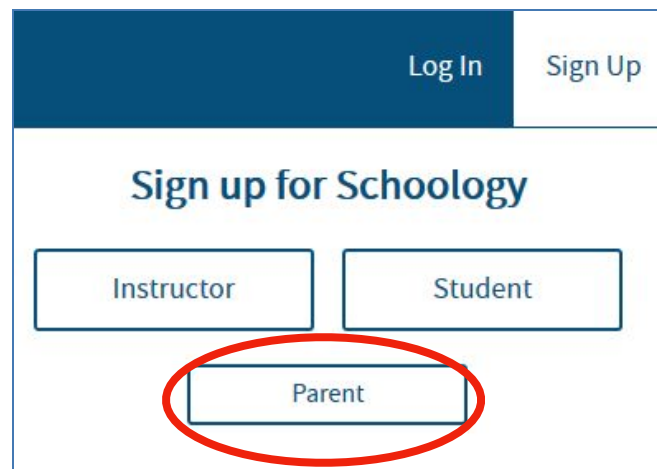


## Parents: Register to view your child's activity

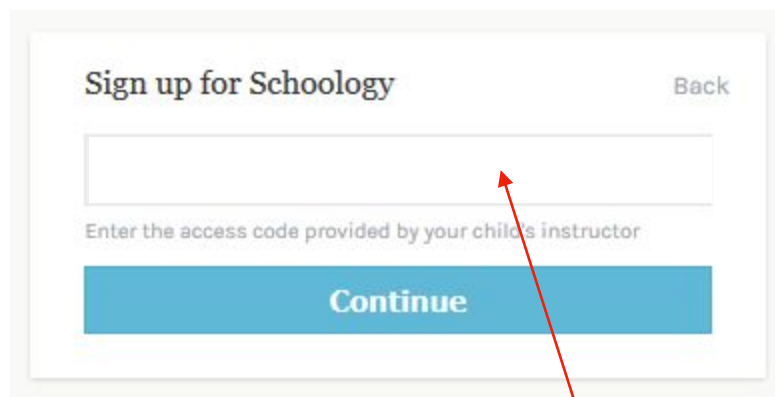
1. In your browser, navigate to [www.schoolology.com](http://www.schoolology.com).
2. In the top right corner of the screen, hover over **Sign Up**.



3. Select **Parent** from the options in the drop-down menu.

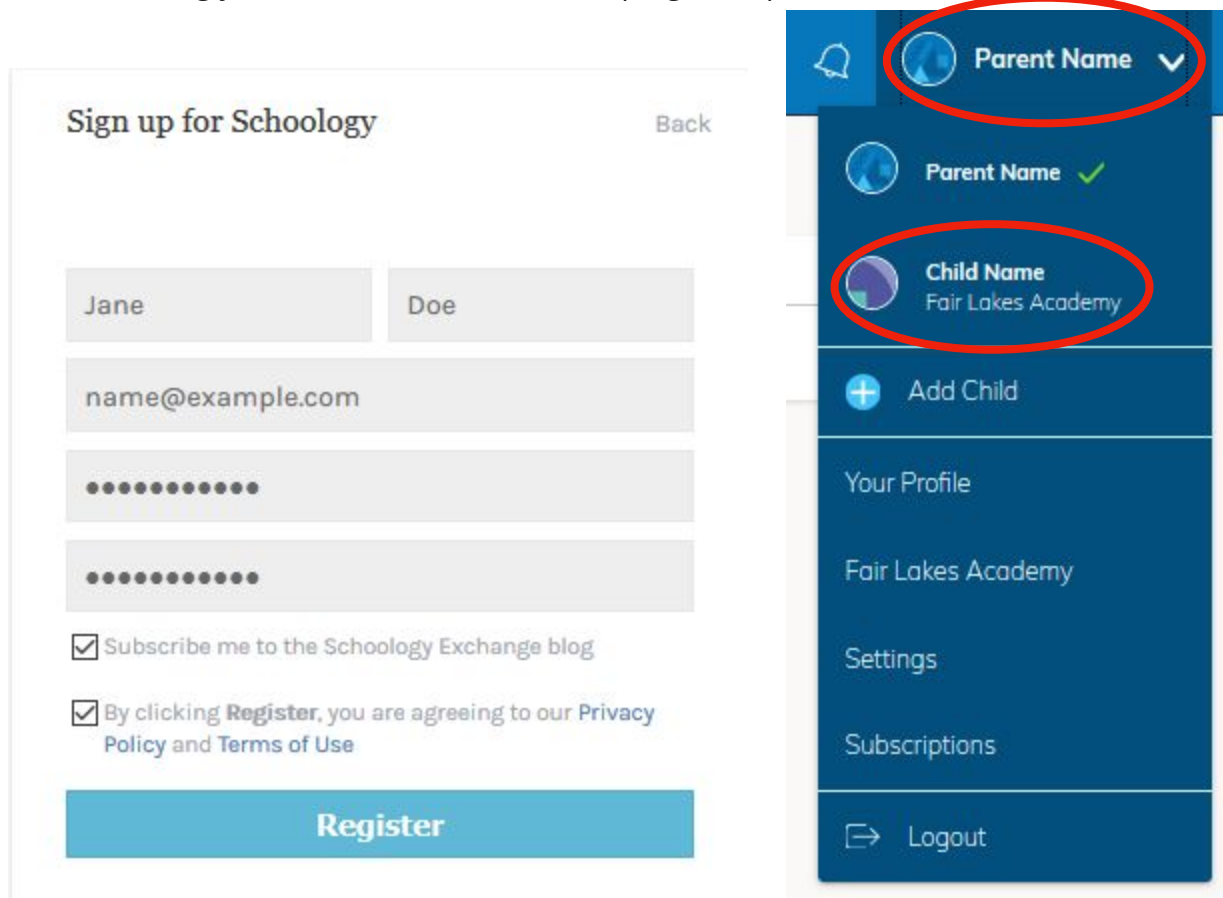


4. You should have received a Parent Access Code from your child's school, in the format XXXX-XXXX-XXX. Enter that code here:

A screenshot of the 'Sign up for Schoolology' form. The form has a title 'Sign up for Schoolology' and a 'Back' link. Below the title is a text input field. Below the input field is the text 'Enter the access code provided by your child's instructor'. At the bottom is a blue 'Continue' button. A red arrow points from the bottom right towards the input field.

If you do not have a parent access code, please contact your student's classroom teacher to be given the code.

5. Enter your name, email address, and password. Once you log in, you'll be able to browse your child's activity by clicking the arrow to the right of your name and selecting your child's name from the top right drop-down menu:



The image shows two parts of the Schoolology interface. On the left is the 'Sign up for Schoolology' form, which includes fields for first name (Jane), last name (Doe), email (name@example.com), and two password fields. There are checkboxes for 'Subscribe me to the Schoolology Exchange blog' and 'By clicking Register, you are agreeing to our Privacy Policy and Terms of Use'. A blue 'Register' button is at the bottom. On the right is a screenshot of the user profile dropdown menu. The menu is dark blue with white text. At the top is the user's name 'Parent Name' with a down arrow, circled in red. Below it is a green checkmark next to 'Parent Name'. Then, 'Child Name' is listed with 'Fair Lakes Academy' below it, also circled in red. Below that is a blue button with a plus icon and the text 'Add Child'. Further down are links for 'Your Profile', 'Fair Lakes Academy', 'Settings', and 'Subscriptions'. At the bottom is a 'Logout' link with an arrow icon.

6. You also have the option to associate additional children using Schoolology with this account. To associate additional children, click the down-facing arrow in the top right of your Schoolology account, select **Add Child**, and enter the Parent Access Code of your other child/children.

Now that you've successfully registered for Schoolology to view your child(ren)'s activity, check out our [Parent Guide](#) in the Help Center: [support.schoolology.com](https://support.schoolology.com).

## Setting Up Your Account

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.

The first time you log into Schoology, you may want to set up some of your account settings to make sure you get the most out of Schoology.

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 in.

### Notifications

To set up your notifications: Click **Settings** from the drop-down menu in the upper right hand corner. From the account settings area, click into the **Notifications** tab.

Follow these steps in your own account to configure your own settings. Follow these steps in your child view to control how Schoology contacts you about your child's school activities.

#### Setting Up Your Parent Email Digest

The Schoology Parent Email Digest is a brief summary of your child's activities delivered right to your inbox. Here, you can opt to receive it on a daily or weekly basis.

**Account**

Notifications

Account Settings

**Parent Email Digest**

Receive weekly or daily email reports of your children's activity

Email Summary: 

On

Repeat: 

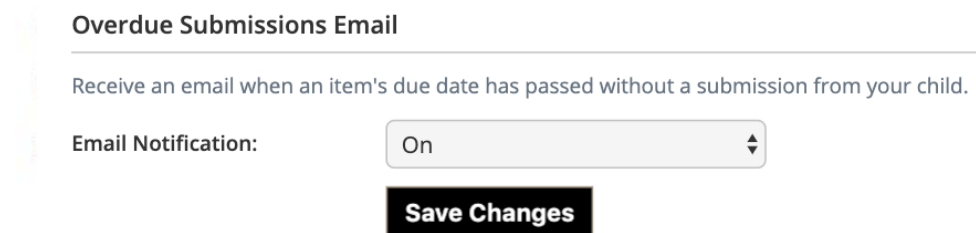
Daily

Time: 

10:00PM

## Overdue Submissions Email

In addition to the Parent Email Digest email, you can opt to receive additional email notifications when your child has an overdue assignment:



**Overdue Submissions Email**

Receive an email when an item's due date has passed without a submission from your child.

Email Notification: On

**Save Changes**

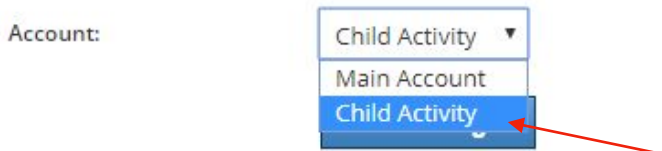
Once you have configured your Parent Email Digest and Overdue Submissions Email settings, click Save Changes.

## Account Settings

The Account Settings page is where you can do things like change your password or update your email address. You can also determine your landing page when you login to Schoology.

To go to the Account Settings page, click the arrow in the upper-right corner and select Settings from the menu. Scroll down to **Set Your Default Account**.

### Set Your Default Account



Account: Child Activity

Child Activity  
Main Account  
Child Activity

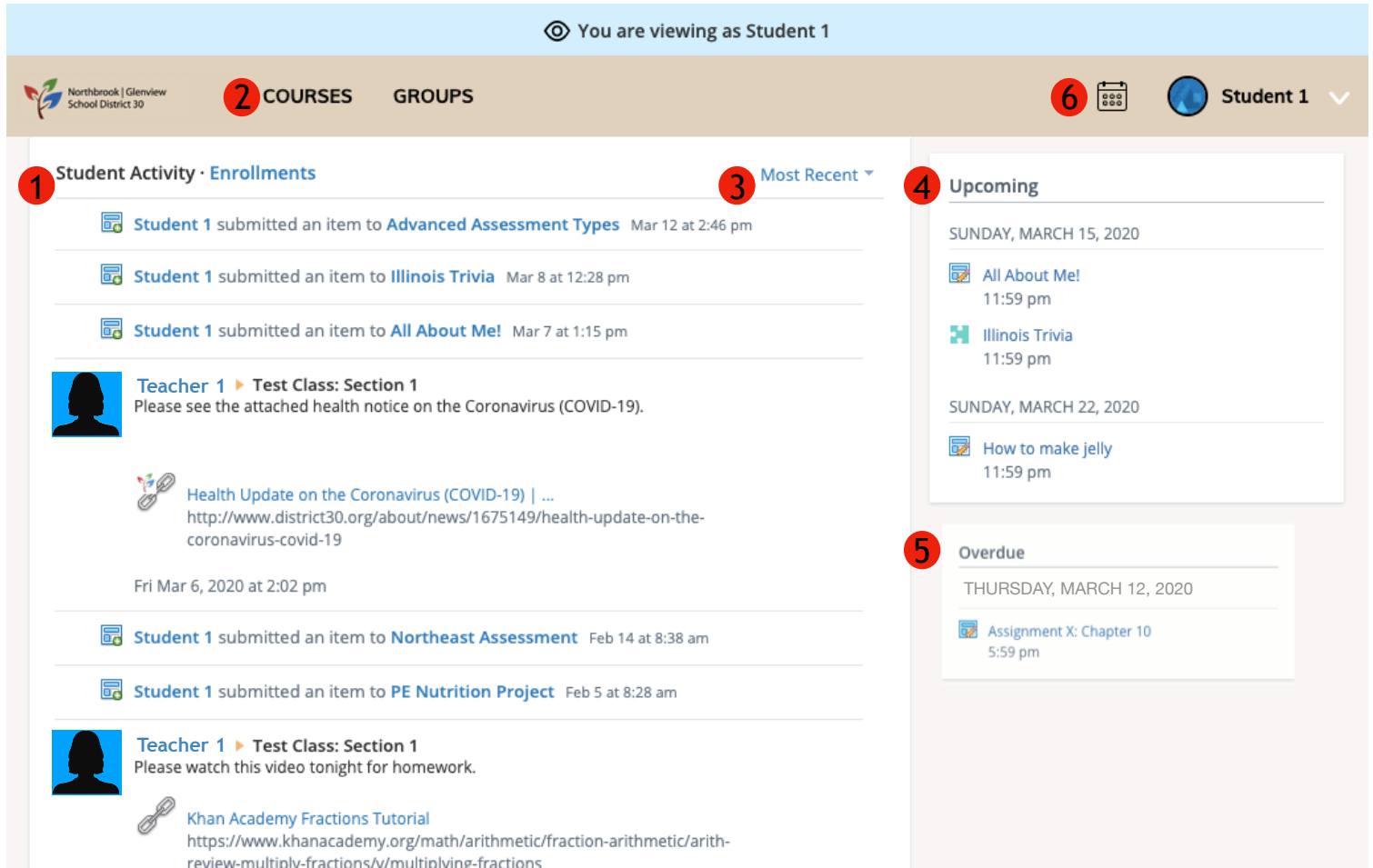
This determines the first page you see when you log in to your Schoology account. You can toggle into your child's account at any time, to stay updated on his or her schoolwork and activity.

From the Default Account menu:

- Select **Main Account** if you would like to see your own personal account when you log in.
- Select **Child's Activity** if you want to automatically start in your child's account when you log in.

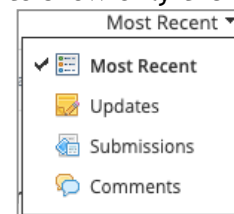
## Viewing Your Child's Activity

Click on the arrow in the upper-right corner of your account and select your child's name to view his or her activity.



The screenshot shows the Schoology interface for a student named Student 1. The top navigation bar includes the Schoology logo, the school name (Northbrook | Glenview School District 30), and tabs for COURSES, GROUPS, and a calendar icon. The main content area is divided into three sections: Student Activity (Enrollments), Upcoming, and Overdue. The Student Activity section shows a list of recent submissions and a teacher's message. The Upcoming section shows a list of upcoming assignments and events. The Overdue section shows a list of overdue assignments. The interface is annotated with numbered red circles (1-6) corresponding to the numbered list below.

1. The **Student Activity** area in the center of the page displays your child's recent submissions or course updates information.
2. **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.
3. **Most Recent** Toolbar: Filter the student activity dashboard to show only the most recent activity, course updates, submission history, or comments.



4. The **Upcoming** section displays a list of your child's upcoming assignments and events.
5. The **Overdue** section displays a list of course materials your child did not turn in by the due date.
6. **Calendar:** Click to view a calendar of past and upcoming events and assignments.