

Parents,

Welcome to a new school year! We know many of you will be juggling helping your student with schoolwork while also working yourselves, so we are here to make this as easy as possible for you. Please take some time to read through this document to help you navigate Schoology. Schoology is the one-stop-shop for all of your student's grades, assignments, messages, announcements, attendance, apps, and anything else school-related.

In this document you will find multiple sections of information about how to use Schoology. On page two of this document, you will find the table of contents so you can skip to relevant information if needed.

First and foremost, ***please note*** that your *child* must go to **kanawha.schoology.com** NOT the regular schoology.com. If you go to the regular schoology.com when trying to log into a student account, the website will tell you the login credentials are incorrect. If you are logging into your *parent* account, you may need to go to the regular schoology.com. Please make sure you type in the link correctly depending on whether you are trying to access your parent account or student account. **We suggest not using the Schoology app**, as it will look different than the website and sometimes doesn't allow you to submit assignments and access all of the information you will need like the website does. If you have trouble with anything on the app, just go to the website and it will most likely fix itself.

Another important note: YOUR parent Schoology account is *different and separate* from your student's Schoology account. Your parent account is most likely already activated (meaning you have signed in and created your own account in previous school years), however, if you have never logged in as a parent before, you will need to get an access code from your child's teacher and use it to create your own account. Please use your parent account to communicate with your child's teacher. Your student's account should be used by only your student when messaging the teacher.

Your student's login information is his/her 390 number. This is a 9-digit number that begins with 390. This will be your student's username and password. We will be giving this number to you and your student, however, there is a chance your student already has it memorized. It is also sometimes called their "lunch number".

Once your student logs in, the homepage is the first place they'll land every time they log in to Schoology. The homepage may show you Recent Activity or, you may see a Course Dashboard.

Think of Schoology like an educational Facebook page. It is set up very similarly to a social media account. There are members/classmates (kind of like friends on FB), courses and groups (kind of like joining a group on FB), messages, your own profile, apps you can click on, discussion boards, etc. Once you play around with it, we are confident you and your student will become comfortable navigating the site.

Please know we are always here to answer any questions you may have. Thank you for taking the time to read through this important document.

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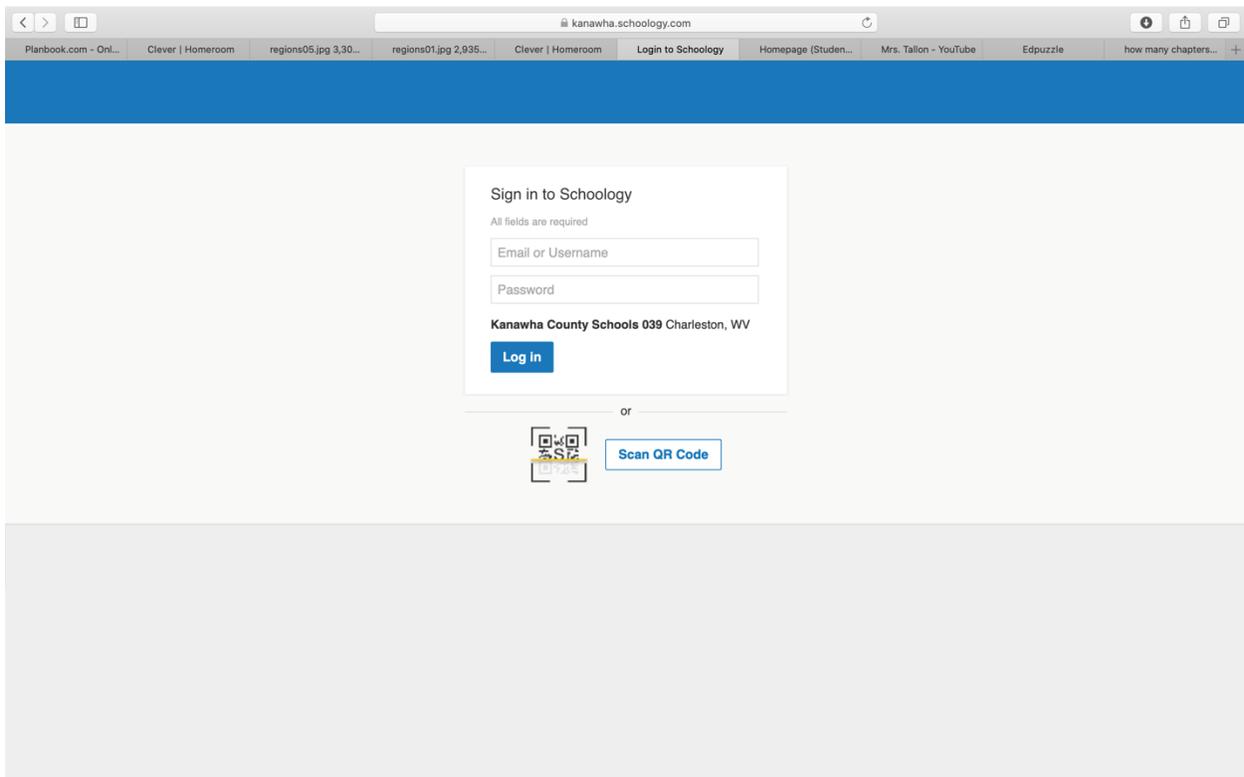
How to Log In

Step 1: Go to the Google Chrome internet browser (Safari will not let students join video or audio on conferences)

Step 2: Type in Kanawha.schoology.com into the website search bar.

Step 3: To get into your student's account, type in your student's 390 number for both the username and the password. To get into your parent account, you may need to go to the regular schoology.com and either type in your credentials (if you have made an account in the past), or get an access code from your child's teacher to create an account (if you have never logged in as a parent before).

Step 4: Click "log in".



Recent Activity

Recent Activity shows all comments and updates pertaining to your school, courses and groups. To filter your feed to view only Updates, Polls, or Blog posts, click the **Most Recent** link in the top corner, and select a filtering option.

RECENT ACTIVITY COURSE DASHBOARD

Post:  [Event](#) ▾ [More](#) Most Recent ▾

✓  **Most Recent**

 Updates

 Polls

 **Mr. Thomas** ▶ [English 101: Section 1](#)
We had a great time today in class discussing Romeo & Juliet! So many ways to analyze the characters and conflicts today. Great day of learning!
Tue Jul 10, 2018 at 11:57 am [Comment](#) · [Like](#)

 **Herbert Lopez** ▶ [English 101: Section 1](#)
Is it possible to move the quiz to next week since we had a snow day?
Fri Jun 22, 2018 at 10:13 am [Comment](#) · [Like](#)

 **Herbert Lopez** ▶ [English 101: Section 1](#)
My name is Herbert and I've already read A Series of Unfortunate Events. It is my favorite book!
Thu Jun 21, 2018 at 2:52 pm [Comment](#) · [Unlike](#)

 Liked by You and [1 person](#)

Write a comment

Course Dashboard

The Course Dashboard enables you to view all your courses as a tiled list. From the Course Dashboard, click any one of your courses and go directly to its main landing page. You can also click and drag course tiles to reorder them. **I will be posting updates under the Homeroom course. Click Homeroom, then click “updates” on the left side bar. You will see important announcements there. Again, this will look completely different if you choose to use the app. I recommend only using the actual website on an internet browser. The best browser to use is Google Chrome, as Safari will not let your student turn on video or audio for conferences.**

The screenshot shows the Schoology Course Dashboard. At the top is a blue navigation bar with the Schoology logo and menu items: COURSES, GROUPS, RESOURCES, GRADES. There are also icons for search, a grid, a calendar, a notification bell with a '1' badge, a speech bubble, and a user profile for Edna A... with a dropdown arrow.

Below the navigation bar are two tabs: RECENT ACTIVITY and COURSE DASHBOARD, with the latter being selected. The main area displays three course tiles:

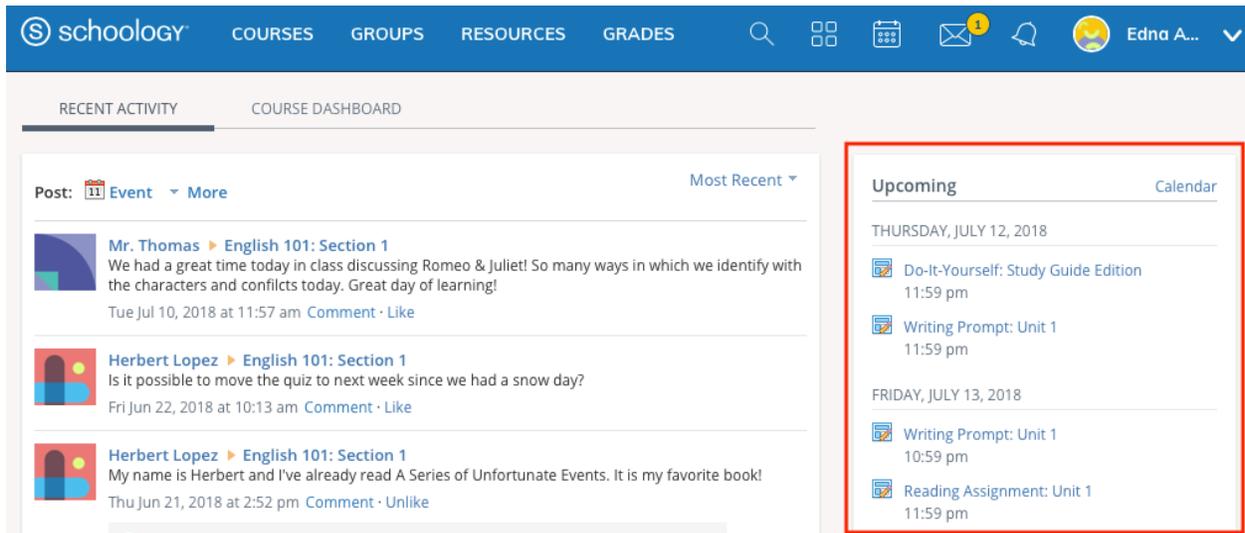
- English 101: Section 1**: Tile with a yellow background, a camera icon, a pencil, and an open book.
- Composition 1: Section 2**: Tile with a blue background, a pencil, and an open book.
- Composition 1: Section 1**: Tile with a teal background, a pencil, a question mark, and an open book.

On the right side, there are two panels:

- Overdue**: A panel with a header and a sub-header "FRIDAY, JUNE 29, 2018". It contains one item: "Writing Prompt: Unit 1" with a due time of "11:59 pm".
- Upcoming**: A panel with a header and a "Calendar" link. It lists items for three dates:
 - THURSDAY, JULY 12, 2018**: "Do-It-Yourself: Study Guide Edition" due at "11:59 pm".
 - FRIDAY, JULY 13, 2018**: "Reading Assignment: Unit 1" due at "11:59 pm".
 - WEDNESDAY, JULY 18, 2018**: "Romeo and Juliet Discussion".

Upcoming

The **Upcoming** area on the right side of your homepage displays events, assignments, tests/quizzes, and discussions with a due date. Hovering over each item displays the course or group associated with the item.



The screenshot shows the Schoology homepage interface. At the top is a blue navigation bar with the Schoology logo and menu items: COURSES, GROUPS, RESOURCES, GRADES, a search icon, a grid icon, a calendar icon, an email icon with a notification badge, a bell icon, and a user profile for Edna A... Below the navigation bar are two tabs: RECENT ACTIVITY (selected) and COURSE DASHBOARD. The main content area is split into two columns. The left column shows a list of posts from 'English 101: Section 1' by Mr. Thomas and Herbert Lopez. The right column, highlighted with a red border, is the 'Upcoming' section. It has a 'Calendar' link in the top right. The events listed are: THURSDAY, JULY 12, 2018: 'Do-It-Yourself: Study Guide Edition' at 11:59 pm and 'Writing Prompt: Unit 1' at 11:59 pm; FRIDAY, JULY 13, 2018: 'Writing Prompt: Unit 1' at 10:59 pm and 'Reading Assignment: Unit 1' at 11:59 pm.

You may access your personal Calendar by clicking the **Calendar** link in the upper-right of **Upcoming**. For more information about your personal calendar, review the **Calendar** section below.

Grades and Attendance

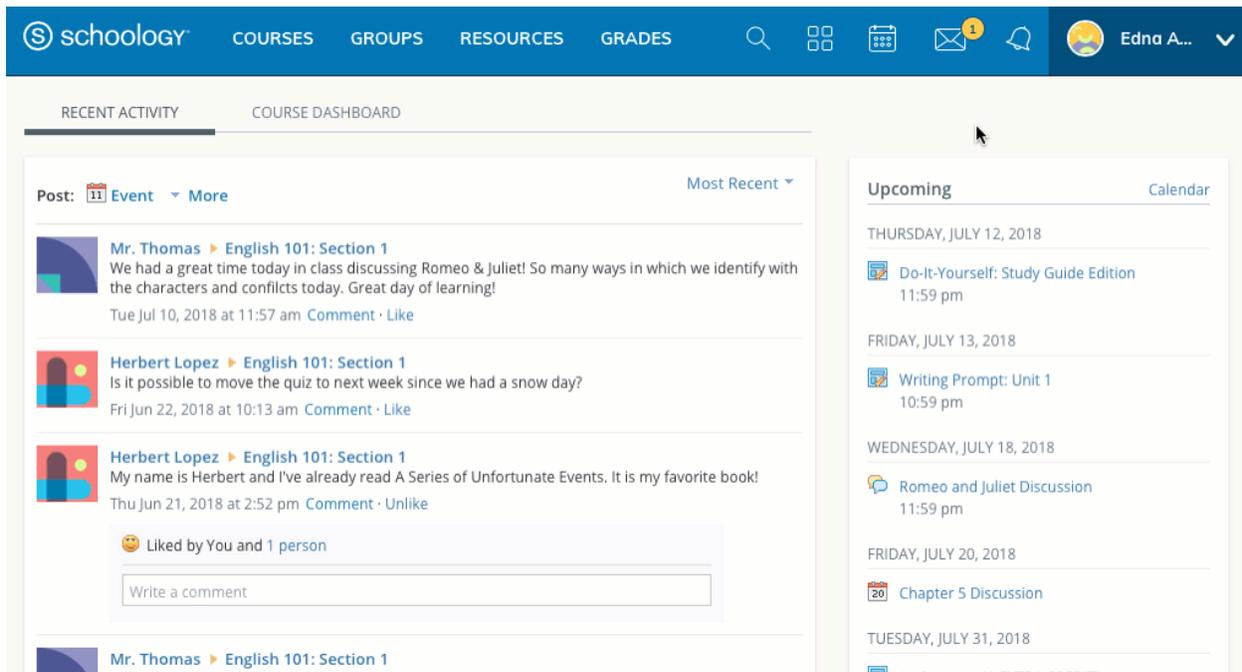
Select **Grades** at the top of Schoology and select either a Grade Report or Attendance.

Grade Report

The Grade Report displays a breakdown of your grades for each course. Click a specific course to view each graded item, your grade, the max points, and any comments from the instructor.

You may also download a **Student Report** by clicking the button in the top right of the page.

Another way to view grades is to click on “courses” at the top of the screen, click on the specific course you want to view grades for, and then click on “grades” in the sidebar on the left of the screen. Again, this will look completely different if you choose to use the app, which we do not recommend.



The screenshot shows the Schoology interface. At the top is a blue navigation bar with the Schoology logo and menu items: COURSES, GROUPS, RESOURCES, GRADES, a search icon, a grid icon, a calendar icon, a mail icon with a notification badge, a chat icon, and a user profile for Edna A... Below the navigation bar are two tabs: RECENT ACTIVITY (selected) and COURSE DASHBOARD. The main content area is split into two columns. The left column shows a feed of posts from 'English 101: Section 1'. The first post is by Mr. Thomas, dated Tue Jul 10, 2018, about discussing Romeo & Juliet. The second post is by Herbert Lopez, dated Fri Jun 22, 2018, asking about moving a quiz. The third post is also by Herbert Lopez, dated Thu Jun 21, 2018, about reading 'A Series of Unfortunate Events'. Below the posts is a comment box and a 'Like' button. The right column shows an 'Upcoming' calendar view for July 2018, listing events like 'Do-It-Yourself: Study Guide Edition' on Thursday, July 12, and 'Writing Prompt: Unit 1' on Friday, July 13.

Attendance

The attendance area displays a record of the days your student was marked absent, late, or excused. Instructors can also leave comments, which will appear in the Comments section.



RECENT ACTIVITY

COURSE DASHBOARD

Post: Event ▾ More

Most Recent ▾



Mr. Thomas ▸ English 101: Section 1

We had a great time today in class discussing Romeo & Juliet! So many ways in which we identify with the characters and conflicts today. Great day of learning!

Tue Jul 10, 2018 at 11:57 am [Comment](#) · [Like](#)



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Is it possible to move the quiz to next week since we had a snow day?

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Thu Jun 21, 2018 at 2:52 pm [Comment](#) · [Unlike](#)

Liked by You and 1 person



Mr. Thomas ▸ English 101: Section 1

Upcoming

[Calendar](#)

THURSDAY, JULY 12, 2018

Do-It-Yourself: Study Guide Edition
11:59 pm

FRIDAY, JULY 13, 2018

Writing Prompt: Unit 1
10:59 pm

WEDNESDAY, JULY 18, 2018

Romeo and Juliet Discussion
11:59 pm

FRIDAY, JULY 20, 2018

Chapter 5 Discussion

TUESDAY, JULY 31, 2018

Assignment: EXTRA CREDIT

Search

Use the Search tool (magnifier icon) to search for your teachers, courses and groups.

The screenshot displays the Schoology interface. At the top is a blue navigation bar with the Schoology logo and menu items: COURSES, GROUPS, RESOURCES, GRADES, a search magnifier icon, a grid icon, a calendar icon, an email icon with a notification badge, a chat icon, and a user profile for Edna A... with a dropdown arrow.

Below the navigation bar are two tabs: RECENT ACTIVITY (selected) and COURSE DASHBOARD. The main content area is divided into two columns.

The left column, under RECENT ACTIVITY, shows a list of posts. The top post is from Mr. Thomas in English 101: Section 1, dated Tue Jul 10, 2018 at 11:57 am. The text of the post is: "We had a great time today in class discussing Romeo & Juliet! So many ways in which we identify with the characters and conflicts today. Great day of learning!". Below the post is a comment box with the text "Liked by You and 1 person" and a "Write a comment" input field.

The right column, under COURSE DASHBOARD, shows an "Upcoming" calendar. The calendar lists events for the week of July 12-20, 2018:

- THURSDAY, JULY 12, 2018: Do-It-Yourself: Study Guide Edition (11:59 pm)
- FRIDAY, JULY 13, 2018: Writing Prompt: Unit 1 (10:59 pm)
- WEDNESDAY, JULY 18, 2018: Romeo and Juliet Discussion (11:59 pm)
- FRIDAY, JULY 20, 2018: Chapter 5 Discussion

At the bottom of the calendar, the date TUESDAY, JULY 31, 2018 is visible.

App Center

Schoology's App Center allows your teachers to provide you with access to content and software developed by other companies from directly within the Schoology website.

Some examples of apps we will be using in class are EdPuzzle and Discovery Education. You can access these by clicking "courses" at the top of the screen, click any course, and then look at the sidebar on the left and find which app you are looking for. Then click on the app. If you click on the four squares at the top of the screen as seen in the video below, you will be able to click on "clever", which is another tool that students will be using frequently. Clever allows students to access their textbooks online, along with other apps, without having to remember any login information (besides their 390 number).

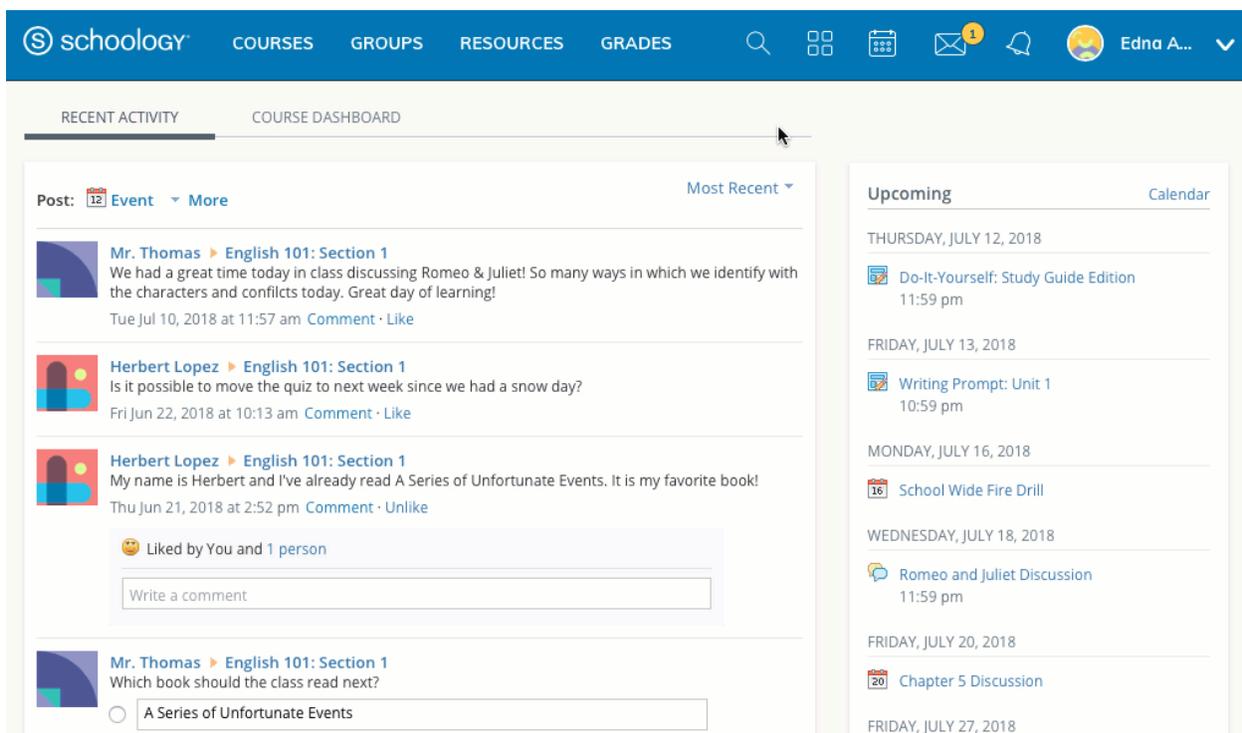
The screenshot displays the Schoology interface. At the top is a blue navigation bar with the Schoology logo, menu items for COURSES, GROUPS, RESOURCES, and GRADES, a search icon, a grid icon, a calendar icon, a notification icon with a red '1', a bell icon, and a user profile for Edna A... Below the navigation bar are two tabs: RECENT ACTIVITY (selected) and COURSE DASHBOARD. The main content area is split into two columns. The left column shows a list of posts under the heading 'Post: Event More' and 'Most Recent'. The posts are from Mr. Thomas and Herbert Lopez, all in 'English 101: Section 1'. The right column shows an 'Upcoming' calendar with events for Thursday, July 12, 2018 (Do-It-Yourself: Study Guide Edition), Friday, July 13, 2018 (Writing Prompt: Unit 1), Wednesday, July 18, 2018 (Romeo and Juliet Discussion), Friday, July 20, 2018 (Chapter 5 Discussion), and Tuesday, July 31, 2018.

Calendar

The Schoology Calendar is an important, organizational element for your connections, courses, and groups. It keeps events and due dates organized and easily accessible. By clicking the Calendar icon at the top of Schoology, you can view events and due dates by the month, week, or day. Each item is color-coded depending on the courses, groups, school, or your own personal events. Due dates for assignments, assessments and important course related events are automatically added to your calendar and managed by your instructor.

Create Personal Events

You can add events to your personal calendar by clicking the calendar icon at the top of Schoology.



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To create a personal event, follow these steps:

1. Select the **Calendar** icon in the top menu.
2. Click the date to which you'd like to add the event.
3. Fill out the **Event** form.
4. Optionally add any documents, links or resources.
5. Click **Create** to complete.

Once you have created a personal event you can drag-and-drop it to move it to another day on your calendar.

Edit an Event

The screenshot shows the Schoology interface with a calendar for July 2018. The top navigation bar includes 'COURSES', 'GROUPS', 'RESOURCES', and 'GRADES'. The calendar is set to 'Month' view. A tooltip is displayed over the date 11, showing a 'Personal Event' icon and a right-pointing arrow.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 11 Personal Event	11 Make Study Guide for English	12 (Today) Do-It-Yourself: Study Guide Edition 11:59 pm Science Project!	13 Writing Prompt: Unit 1 10:59 pm	14
15	16 School Wide Fire Drill	17	18 Romeo and Juliet Discussion 11:59 pm	19	20 Chapter 5 Discussion	21
22	23	24	25	26	27 Half Day	28
29	30	31	1	2	3	4

To modify an existing personal event, follow these steps:

1. Click the event you'd like to modify.
2. Click the **Edit Item** button.
3. Once you've finishing editing your event, click **Save Changes**.

[Delete an Event](#)

schoolgy COURSES GROUPS RESOURCES GRADES

July 2018 · All Calendars

Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 Field Trip Homework 11:59 pm	11 Make Study Guide for English	12 (Today) Do-It-Yourself: Study Guide Edition 11:59 pm	13 Writing Prompt: Unit 1 10:59 pm	14
15	16 School Wide Fire Drill	17	18 Romeo and Juliet Discussion 11:59 pm Science Project!	19	20 Chapter 5 Discussion	21
22	23	24	25	26	27 Half Day	28
29	30	31	1	2	3	4

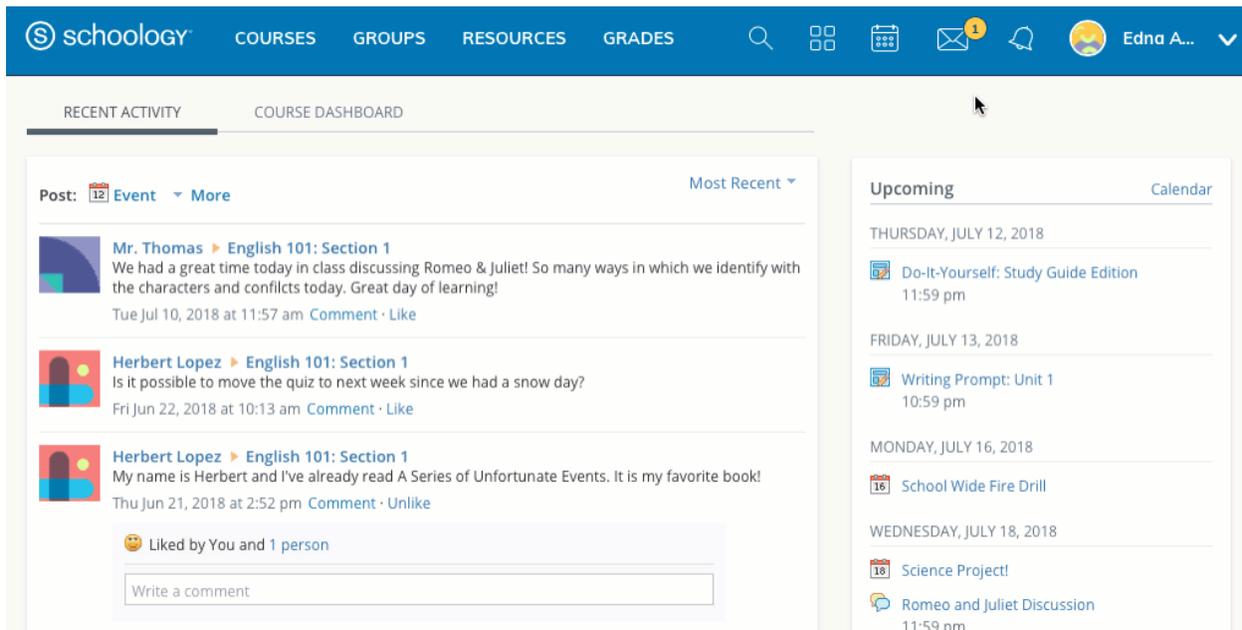
To delete a personal event, follow these steps:

1. Click the event you'd like to delete.
2. Click the **View Item** button.
3. Click the gear to the right of the event profile.
4. Select **Delete** to remove the event.

Messages

You will receive messages from teachers at school, and you will be able to send messages to teachers at your school. **This will be the primary method of communication so *be sure* to check your parent account and have your student check his/her student account. The county expects all teachers to be using Schoology for communication this year. Remember, updates with important announcements will be posted to the homeroom updates page. If we have a personal message or group message we need to send, it will come to your inbox and you can check it by clicking on the envelope at the top of the screen.**

[How to Send a Message \(see below\)](#)



The screenshot shows the Schoology interface. At the top is a blue navigation bar with the Schoology logo, menu items (COURSES, GROUPS, RESOURCES, GRADES), a search icon, a grid icon, a calendar icon, a notification envelope icon with a '1' badge, a bell icon, and a user profile for Edna A... Below the navigation bar are two tabs: 'RECENT ACTIVITY' (selected) and 'COURSE DASHBOARD'. The main content area is divided into two columns. The left column, under 'RECENT ACTIVITY', shows a list of posts from 'English 101: Section 1'. The first post is by Mr. Thomas, dated Tue Jul 10, 2018, at 11:57 am. The second post is by Herbert Lopez, dated Fri Jun 22, 2018, at 10:13 am. The third post is also by Herbert Lopez, dated Thu Jun 21, 2018, at 2:52 pm. Below the posts is a 'Write a comment' text box. The right column, under 'UPCOMING', shows a calendar view for July 2018. It lists events for Thursday, July 12, 2018 (Do-It-Yourself: Study Guide Edition at 11:59 pm), Friday, July 13, 2018 (Writing Prompt: Unit 1 at 10:59 pm), Monday, July 16, 2018 (School Wide Fire Drill), and Wednesday, July 18, 2018 (Science Project! and Romeo and Juliet Discussion at 11:59 pm).

1. Navigate to your **Messages** area by clicking the envelope icon on the top menu.
2. Click **New Message**.
3. Enter the recipient's name in the **To** field. A list of users automatically populates as you type.
4. Select the user from the list.
5. Enter a subject and message.
6. Add optional files, links or resources.
7. Click **Send** to complete.

IMPORTANT Note: 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.

[Check New Messages](#)

When you have a new message in your inbox, the **Messages** icon on the top menu displays an updated number.

The screenshot shows the Schoology interface. At the top is a blue navigation bar with the Schoology logo and menu items: COURSES, GROUPS, RESOURCES, GRADES, a search icon, a grid icon, a calendar icon, an envelope icon with a '2' notification badge, a bell icon, and a user profile for Edna A... with a dropdown arrow.

Below the navigation bar are two tabs: 'RECENT ACTIVITY' (selected) and 'COURSE DASHBOARD'. The main content area is split into two columns.

The left column, under 'RECENT ACTIVITY', shows a 'Post' section with a '12' notification badge and a 'More' dropdown. It lists three posts from 'English 101: Section 1':

- Mr. Thomas: "We had a great time today in class discussing Romeo & Juliet! So many ways in which we identify with the characters and conflicts today. Great day of learning!" (Tue Jul 10, 2018 at 11:57 am)
- Herbert Lopez: "Is it possible to move the quiz to next week since we had a snow day?" (Fri Jun 22, 2018 at 10:13 am)
- Herbert Lopez: "My name is Herbert and I've already read A Series of Unfortunate Events. It is my favorite book!" (Thu Jun 21, 2018 at 2:52 pm)

 Below the posts is a 'Liked by You and 1 person' notification and a 'Write a comment' text box. At the bottom, there is a poll question: "Which book should the class read next?" with a radio button selected for "A Series of Unfortunate Events".

The right column, under 'Upcoming', shows a 'Calendar' view with a list of events:

- THURSDAY, JULY 12, 2018: Do-It-Yourself: Study Guide Edition (11:59 pm)
- FRIDAY, JULY 13, 2018: Writing Prompt: Unit 1 (10:59 pm)
- MONDAY, JULY 16, 2018: School Wide Fire Drill
- WEDNESDAY, JULY 18, 2018: Science Project!
- Romeo and Juliet Discussion (11:59 pm)
- FRIDAY, JULY 20, 2018: Chapter 5 Discussion

1. Navigate to your **Messages** area by clicking the envelope icon on the top menu.
2. Click the message you'd like to read. New messages have an indicator to the left of the message.
3. To reply to a message, enter a comment in the **Message** area, and click **Send**.

[Check Sent Messages](#)

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1. Navigate to your **Messages** area by clicking the envelope icon on the top menu.
2. Click **View All**.
3. Select the **Sent Messages** tab.
4. To read a message, click on a message you've sent in the past.

Notifications

Notifications display course events in chronological order as well as Requests to RSVP calendar events. New notifications/requests are indicated by a number on the bell icon. Clicking a notification or request will allow you to view the related content.

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RECENT ACTIVITY

Post: Event [More](#) Most Recent ▾

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Thu Jun 21, 2018 at 2:52 pm [Comment](#) · [Unlike](#)

😊 Liked by You and 1 person

Upcoming [Calendar](#)

THURSDAY, JULY 12, 2018

Do-It-Yourself: Study Guide Edition
11:59 pm

FRIDAY, JULY 13, 2018

Writing Prompt: Unit 1
10:59 pm

MONDAY, JULY 16, 2018

Field Trip

School Wide Fire Drill

WEDNESDAY, JULY 18, 2018

Science Project!