

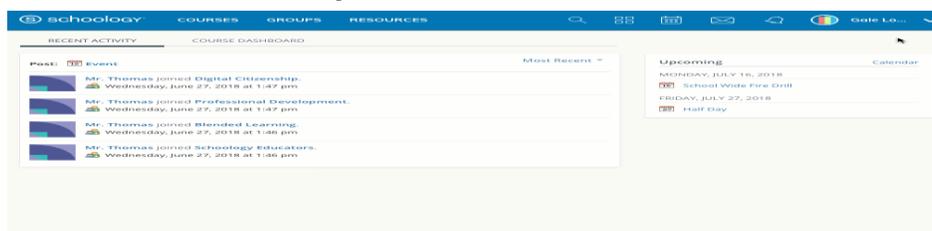
# Schoology - A Parent's Guide

## Sign Up for Parent Account

- Go to [www.mcps.schoology.com](http://www.mcps.schoology.com).
- Click “Sign Up” at the top of the page and choose “Parent”.
- Enter your Parent Access Code. This is a 12-digit code in xxxx-xxxx-xxxx format that you received from your child's teacher.
- Fill out the form with your information.

## Adding Multiple Children

- Log in to your Schoology account using your username or email address and password.
- Click the arrow next to your name in the top-right corner.
- Click the **Add Child** button.
- Enter the **Child Code** for the child you are adding. This is the same as your Parent Access Code, the 12-digit code in xxxx-xxxx-xxxx format that you receive from one of your child's teachers.
- If your code does not look like this code, contact your child's teacher or school.



## My Child's Classes

- Once signed on, **click** your profile picture to get access to your child's account. (Message your child's teacher if you need the parent sign-in code.)
- **Click** on your child's name.
- Once in your child's account, you will land on their activity page. You will see a list classes they are currently enrolled in on the left side of the page. **Click** on the course name to access the course.
- You can also view your child's classes by **clicking** on “Courses” at the top of their activity page. This will show you a tiled list of all the courses your child is currently enrolled in. **Click** on the tile to access the course you would like to view.

## My Child's Assignments

- Once signed on, **click** your profile picture to get access to your students' account. (Message your child's teacher if you need the parent sign-in code.)
- **Click** on your child's name.
- Once in your child's account, you will land on their activity page. You will see a list of overdue and upcoming assignments on the right side of this page. **Click** on the assignments for specific details.
- You can also **click** on the calendar icon to see assignments using a monthly, weekly, or daily view. Place your cursor over the title. A clue tip displays with the event type (assignment, test/quiz), the event's course or group, and the child's name. **Click** the event to display profile information in a pop-up window.

## My Child's Grades

- Once signed on, **click** your profile picture to get access to your students' account. (Message your child's teacher if you need the parent sign-in code.)
- **Click** on your child's name.
- Once in your child's account, you will land on their activity page. **Click** on **grade report** at the top.
- You can now review your child's grades for all courses. **Click** the course you would like to view grades in. **Click** on it again to close that course.

## Updates and Announcements

Once signed on, you will land on the homepage which is where you will find:



### On the left side:

- Updates/Announcements from buildings or courses you are enrolled in.
  - A list of courses you are enrolled in
  - A list of Groups you are enrolled in.
  - Resources (Personal or Group)
- **On the right side:**
    - Search
    - Calendar of events/Assignments
    - Email
    - Notifications
    - Profile picture, name, and more options.

