

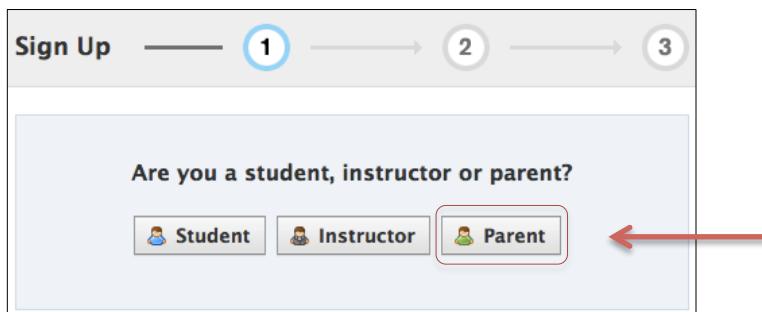
To setup a Schoology parent account, please visit:

<http://www.schoology.com/>

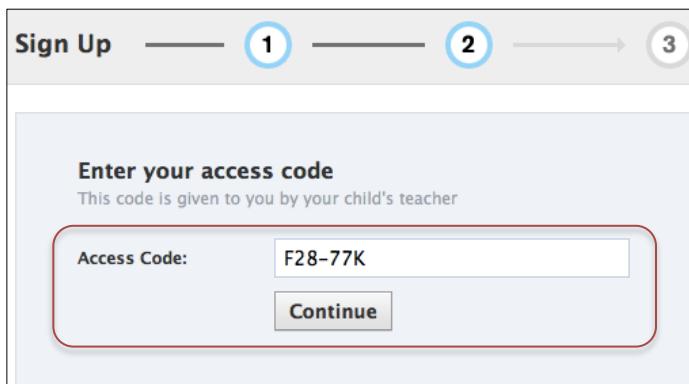
Click on the “Sign Up Free!” button as illustrated below.



Step one of the account creation process will prompt you to choose which type of account to create. Go ahead and click on the “Parent” button as shown.



In step two, use the access code you've been provided and enter it into the “Access Code” field. If you have more than one child in the family, go ahead and use any one. You'll have a chance later to enter the access code for your other child. Once you have enter an access code, please click on “Continue”.



In step three, go ahead and enter your information into the various fields as shown below. For the “Email / Username” field, we recommend using an actual email address you have as it’ll make it easier in the future if you have to reset your account password. Once all the fields has been filled out. The last step in the account setup is to click on “**Register**”.

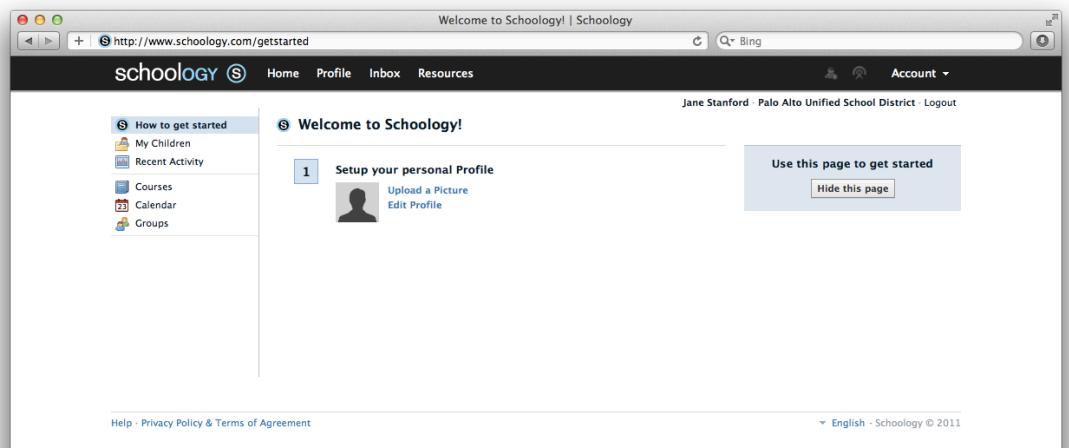
Sign Up —— 1 —— 2 —— 3

Create your account

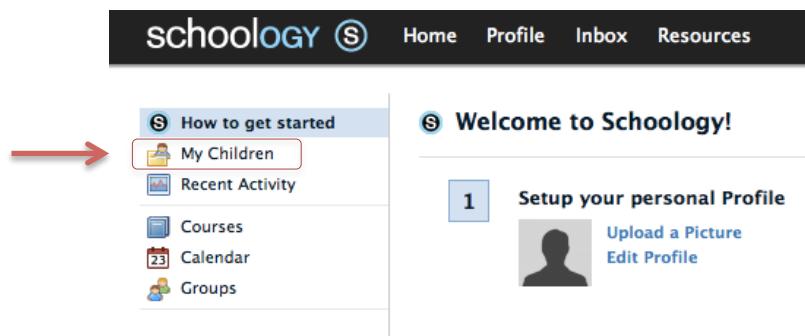
First Name:	Jane
Last Name:	Stanford
Email / Username:	jstanford@paloaltounified.org
Password:	*****
Confirm Password:	*****

Register

After you've successfully created your account, you'll be presented with your parent portal screen that'll look similar to below.



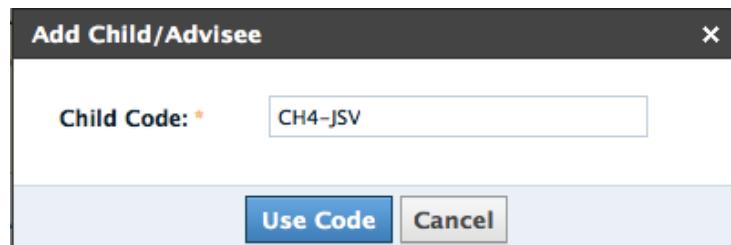
To access information pertaining to your child, please click on the “**My Children**” link in the navigation bar on the left hand side of the window as illustrated below.



Next, you should see a page that'll have the name of the child that the access code you had just used belongs to. If you have more than one child in the family, please click on the “**+ Add Child**” button in upper right hand side of the screen as highlighted below.

The screenshot shows a web-based application interface. At the top, there's a navigation bar with links for 'Home', 'Profile', and 'Resources'. On the far right of the top bar are icons for user profile, network, and account, followed by the text 'Jane Stanford - Palo Alto Unified School District · Logout'. Below the navigation bar, the title 'My Children' is displayed. Underneath it, there are two tabs: 'Summary' (which is selected) and 'Calendar'. A red box highlights the 'Summary' tab. To the right of the tabs, there's a button labeled '+ Add Child' with a red arrow pointing to it from the right side of the image. Below the tabs, there's a section for 'Sam Stanford' with a profile icon and a dropdown menu. To the right of this section is an 'Activity Summary' box and an 'Upcoming' box which states 'No upcoming assignments or events'.

A small window will appear where you can enter another access code for your other child. Once you have the code entered click on “**Use Code**”.



You can enter additional access codes by just repeatedly clicking on the “**+ Add Child**” button. With the additional child added, to switch between the two profile, click on the name of your child that's currently showing and a drop down menu will appear listing the other child you have just entered.

The screenshot shows the 'My Children' page again. The 'Summary' tab is selected. A profile for 'Sam Stanford' is shown with a dropdown arrow. A red box highlights this dropdown arrow. A dropdown menu has appeared, listing 'All Children'. Under 'All Children', there are two entries: 'Kim Stanford' and 'Sam Stanford'. The 'Sam Stanford' entry has a checked checkbox next to it, indicating it is the current profile. A red arrow points to the 'Sam Stanford' entry in the dropdown menu.

By default, the “Summary” view is displayed. This provides a quick glance at announcements that a teacher has posted as well as any upcoming homework assignments that are due.

The screenshot shows the Schoology "Summary" view for a user named Jane Stanford. On the left, a sidebar menu includes "My Children", "Recent Activity", "Courses", and "Calendar". The main area is titled "My Children" and shows "Activity Summary" for Sam Stanford. It lists several messages from a teacher named Karin Forsell, all related to a "Broadcast: Forssell : Period 1". The messages discuss audio equipment setup and encourage students to stick to pre-approved music. To the right, a section titled "Upcoming" lists assignments: "HW #24: Finding Areas Worksheet" (due Thursday, November 3, 2011), "HW #25: Finding Lengths Worksheet" (due Friday, November 4, 2011), and a quiz ("Quiz: Areas and Lengths"). Below these are "Music Suggestions" and "Choice Time Ideas". A red arrow points from the text "Announcements" to the broadcast messages. Another red arrow points from the text "Assignments" to the "Upcoming" section.

There is also an option to view upcoming homework assignments via the “Calendar” view. Clicking on it will produce something similar to the following screenshot. From there, any homework assignments that had been posted by a teacher will be listed. Clicking on any one of them will bring up additional details pertaining to that specific assignment.

The screenshot shows the Schoology "Calendar" view for November 2011. The sidebar menu is identical to the previous screenshot. The main area displays a calendar grid. Several dates in the month are highlighted in orange, indicating the presence of assignments. Specifically, November 3rd, 4th, and 10th are highlighted. Each of these dates contains a box listing a homework assignment: "HW #24: Finding Areas Worksheet" (due Nov 3), "HW #25: Finding Lengths Worksheet" (due Nov 4), and "Quiz: Areas and Lengths" (due Nov 10). A red arrow points from the text "Calendar" in the sidebar to the "Calendar" button in the top navigation bar. Another red arrow points from the text "Assignments" in the sidebar to the highlighted dates in the calendar.