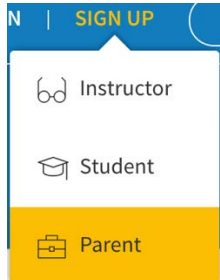## Getting Started with Schoology:

You should have received a Parent Access Code in your email from Brandywine School District. If you do not know your Parent Access Code, please send an email to: servicedesk@bsd.k12.de.us.
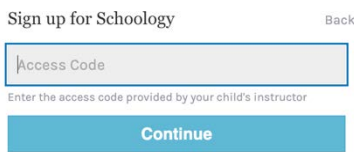
Navigate to www.schoology.com

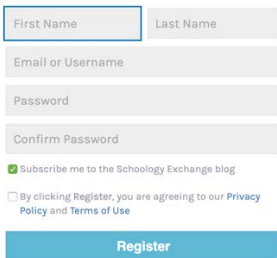Select "Sign Up" link in upper right-hand corner of webpage

Select "Parent" under the sign up drop down

Enter the Access Code in the letter and select "continue" button

Fill in your information and the password you would like to use. When finished select the "Register" button: *You cannot use the same email over again.*
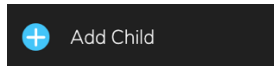
Adding a second child.
Click on the down arrow menu located in the upper right hand corner to the right of your name.

Select "Add Child"

Selecting the drop down arrow is also how you toggle between more than one child's Schoology screens.

Navigating Schoology:

Main viewing screen:
After you have followed the instructions and selected your child, you will be on the parents/students "Home" Screen. On the home screen you will be able to view the Recent Activity, See the courses your child is enrolled in the Course Dashboard, review any recent grades they have earned, and see any overdue assignments and/or upcoming assignments.
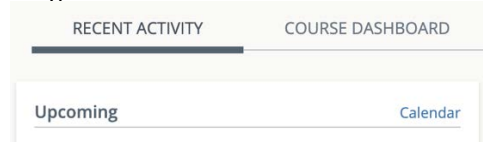
What is the difference between a group and a course?
A course is typically a class that your child receives a grade and credit for, whereas a group may be an after-school activity such as band, sports, or yearbook. Groups do not receive grades or credits.

Emailing a teacher or helpdesk
If you would like to email or communicate with a teacher, click on the mail envelope in the upper right-hand corner, to the left of your name. Select "New Message."
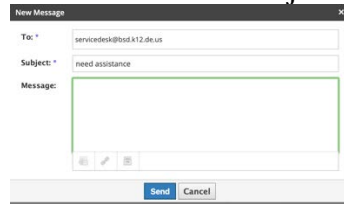
Select New Message link

Next to "To:", start typing the last or first name of the teacher or helpdesk individual you would like to email. For instance, to email the technology help desk, begin typing servicedesk@bsd.k12.de.us in the To: section. Add a subject and a message and select "Send."

What you won't see
You will not see other students' posts to **discussions** or grades. You are only allowed to see your child's involvement in the online course.

Using your child's login instead of the parent login:
You must use your Parent login to view Schoology. It is illegal, CIPA compliance, to use your child's Schoology login and password to access Schoology. You and your child could lose access to the online systems. This is meant to keep other parents and children safe.

Changing notifications
To change how notifications are emailed to you, select the drop down arrow in the upper right hand corner next to your name, choose settings, and select "notifications" tab.

| Account Settings | Notifications | Privacy Settings | Recycle Bin |

Need more help? A quick "Schoology navigation for parents (or students)" search online will deliver several good resources.

IMPORTANT NOTICE:
Although students receive a Gmail account, they do NOT have access to email. We block Google Mail (Gmail) from our Google Apps. All communication should take place in Schoology.