



# Berlin

CENTRAL SCHOOL DISTRICT

## **Schoology For Parents & Guardians**

**“A HELPFUL GUIDE FOR PARENTS AND  
STUDENTS FOR A SUCCESSFUL YEAR”**

By: Mr. Ellis

6-12 Instructional Technology Specialist

4-12 Schoology Coordinator

# What is Schoology?

Schoology (School-uh-gee) is an easy-to-use learning management system (LMS) that connects the teachers, students, parents, content, and other systems that fuel education.





### Tests & Assignments

Easily create and grade quizzes and tests in different formats



### Courses

Create personalized courses for your students



### Messages

Connect with everyone from your school with ease



### Calendar

Don't let your students miss out on important activities and deadlines



### Grades & Attendance

Update your students' grade and attendance in real-time



### Class Discussions

Take your class discussion online



### Apps

Use Schoology with DropBox, EverNote, Google Drive, Khan Academy, etc.



### Groups

Collaborate better with fellow teachers and your students



### Share

Share audio, and video learning materials for review, reading, and independent study



### Public Resources

Connect with experts through Schoology's Professional Learning Network and download materials for your lesson plan



# schoology®

# Sounds great! How do I get started?

First, you need to create an account in our school parent portal. To do this you must go to our website ([berlincentral.org](http://berlincentral.org)), click on the parents tab, and click the [parent portal registration form](#) link.

This will enable you to see contact information for your student, student schedules, attendance, discipline, progress reports, quarterly averages, major assessments, and important school related documents. It will also allow you access to teacher email addresses.

Once you have followed the directions on your registration form, and turn it into the school, you will receive instructions on how to proceed from Erin Crimmel.

These instructions will help you create your password for both Schooltool and Schoology.

If you have any questions with the form, or anything to do with your login credentials, feel free to email Erin Crimmel at [ecrimmel@berlincentral.org](mailto:ecrimmel@berlincentral.org) to assist you.

Now you have your credentials to proceed to Schoology!

# How do I login on my device?

If you are using a desktop computer, laptop, chromebook, etc... you need to go to the correct link. This is a unique link for parents.

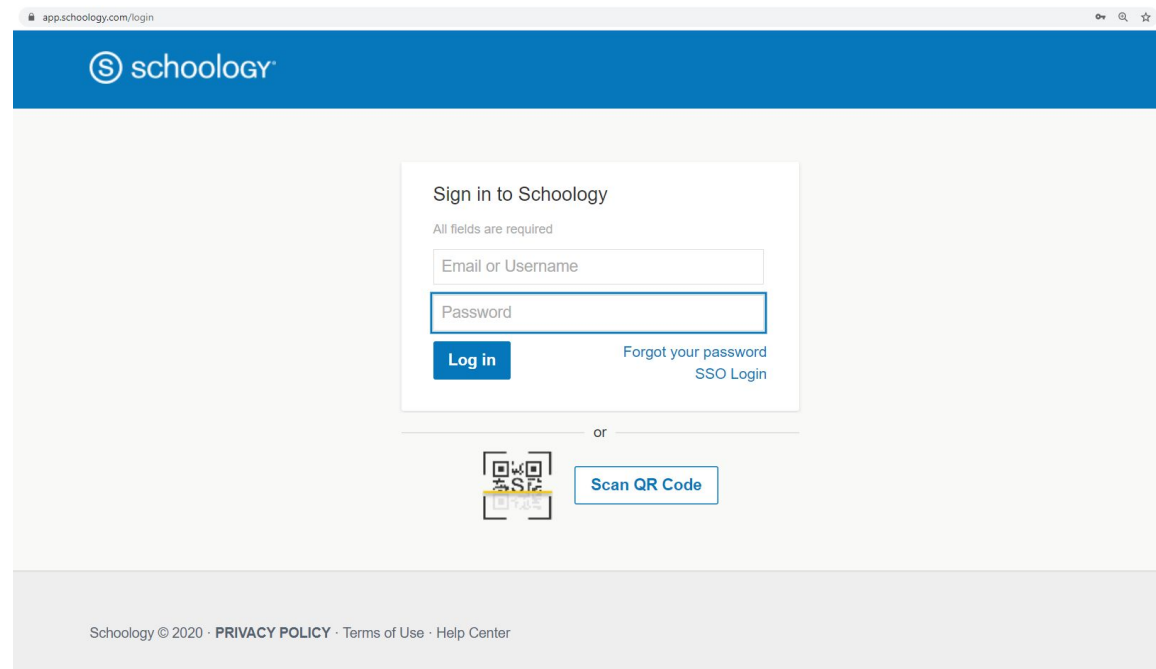
- Option 1:

Go to [berlincentral.org](http://berlincentral.org), click on parents, and there is a link there that says [Schoology \(4th -12th\)](#). Click the link, and login with your credentials.

- Option 2:

Go to [app.schoology.com](http://app.schoology.com) and login with your credentials. You can always bookmark this page.

Nonetheless you should be directed to this page:



The screenshot shows a web browser window with the address bar displaying 'app.schoology.com/login'. The page features a blue header with the Schoology logo. Below the header is a white box titled 'Sign in to Schoology' containing a login form. The form includes two input fields: 'Email or Username' and 'Password'. Below the 'Password' field is a blue 'Log in' button. To the right of the 'Log in' button are links for 'Forgot your password' and 'SSO Login'. Below the login form, there is a QR code and a 'Scan QR Code' button. At the bottom of the page, there is a footer with the text 'Schoology © 2020 · PRIVACY POLICY · Terms of Use · Help Center'.

**\*Make sure you are using your entire email address and not using the same website that students use to login**

# How do I login through my phone?



[IOS App](#)



[Android App](#)



Student Activity · Enrollments

Most Recent



Nathan Ellis ▸ Berlin Central School District

The Zoom Integration feature was down this morning. It seems that we have resolved the problem now. I am sorry for any inconvenience it may have caused.

Today at 9:27 am

😊 12 people liked this



Candace Sweener ▸ Berlin Central School District

ATTENTION BCSD FAMILIES: TECHNOLOGY SUPPORT PRESENTATIONS SET FOR NOV. 9TH!

Are you a parent/guardian experiencing difficulty using the Schoology or SeeSaw programs or would just like to learn more about them? BCSD would like to assist you by providing a Virtual Instructional Presentation on November 9. Mr. Ellis (Schoology) and Mrs. Wolff (SeeSaw) will be providing helpful tips, information...

▾ Show More

Mon Nov 2, 2020 at 1:23 pm

😊 5 people liked this



Nathan Ellis ▸ SWS Algebra (2328): Section 3

Hey guys, remember that your weekly assignment is due next Tuesday! Also, start Unit 2 Discussion early this unit so you can receive full credit by the end of the unit. If you need help with our Unit 2 classwork assignments, or the weekly assignment, feel free to reach out during our allotted time tomorrow (12:40-12:55). Otherwise, enjoy your Wednesday!

Tue Oct 20, 2020 at 2:15 pm



Fred Hutchinson ▸ Berlin Central School District

The BCSD will be open today. We understand that some students may still not have access to electricity or the internet. These students will be given extra time to complete their assigned work, but should check Schoology, SeeSaw and their emails as soon as they are able to access these resources to see what additional instruction and direction has been made available by their...

▾ Show More

Fri Oct 9, 2020 at 8:53 am

😊 22 people liked this



Mr. Ellis ▸ SWS Algebra (2328): Section 3

Hey guys! Sorry, I forgot to tell you that you will be taking your SMI for the school tomorrow. I will send you individual usernames and passwords in case you forgot them. Don't use a calculator unless it asks you to, and even then you should use the one provided. Just do your best, it is really like another pre-test. Sorry for the extra testing and confusion. The handout will NOT be due...

▾ Show More

Recent Grades

- Graded assignments
- Graded tests/quizzes
- Graded discussions

Overdue

TUESDAY, SEPTEMBER 15, 2020

📄 Syllabus  
11:59 pm

THURSDAY, SEPTEMBER 24, 2020

📄 Algebra 1 Skills Warm-Up  
9:46 am

WEDNESDAY, OCTOBER 14, 2020

📄 Wednesday Participation Grade

THURSDAY, OCTOBER 15, 2020

📄 Unit 1 Practice Quiz  
9:45 am

FRIDAY, OCTOBER 16, 2020

📄 Unit 1 Quiz  
10:30 am

TUESDAY, OCTOBER 20, 2020

📄 Section 2.1  
10:30 am

Upcoming

SATURDAY, JULY 31, 2021

📅 List of helpful links  
12:00 am

RECENT ACTIVITY COURSE DASHBOARD

Post: Event

Most Recent



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Today at 9:27 am · Like

12 people liked this



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Show More

Fri Oct 9, 2020 at 8:53 am · Like

22 people liked this



Nathan Ellis Berlin Central School District

Here is the link to the 8th Grade Moving On Ceremony at 6:30:

https://www.facebook.com/berlincentralschools/posts/3449128925115146

Wed Jun 17, 2020 at 5:47 pm · Like

4 people liked this

Upcoming

SATURDAY, JULY 31, 2021

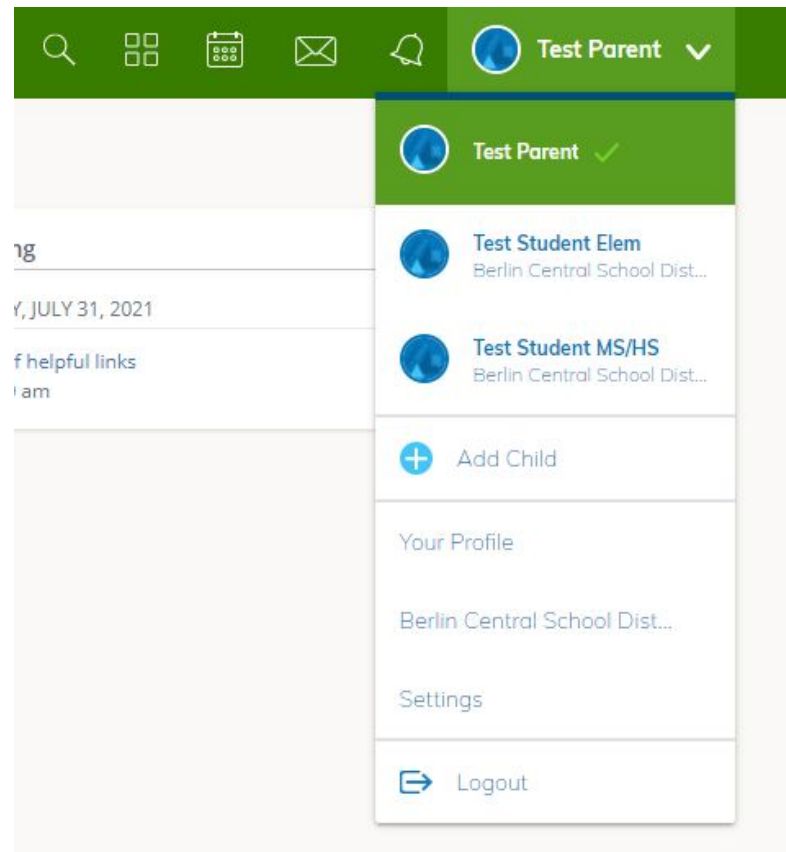
List of helpful links 12:00 am

Test Parent profile menu with options: Test Student Elem, Test Student MS/HS, Add Child, Your Profile, Settings, Logout



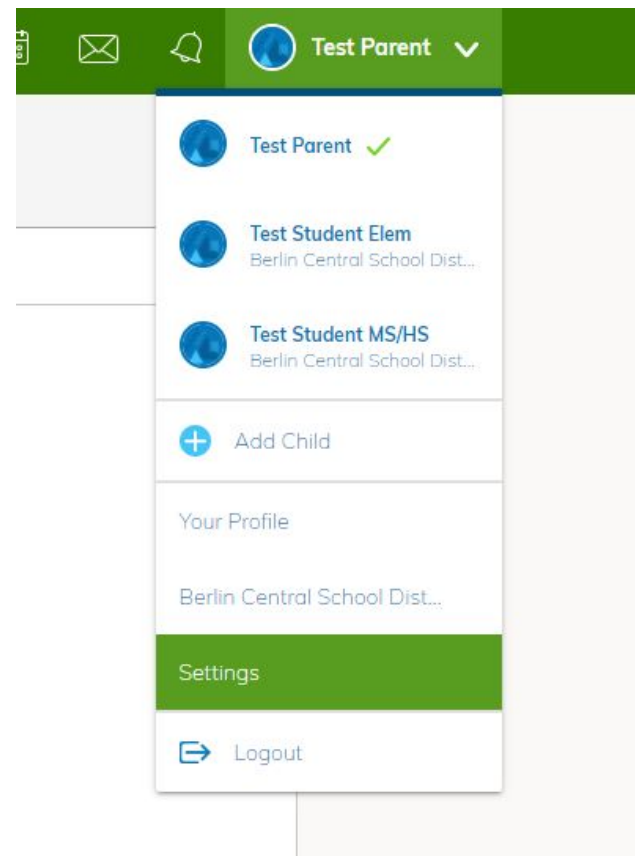
# What else can I see?

- You will have complete access to your own account as well as your child's account.
- This means you will see your own name, along with any children you have in the district under the same account.
- You can toggle back and forth between all of their accounts.
- **You may not access any other student's content though.**



# What can I do in my own account?

- Your account has the ability to join professional learning communities, parental groups managed through the school, public groups, manage your own saved personal resources, and add other apps to your account.
- Realistically, you probably won't be using your **own** account for much other than to set your notifications and send or receive messages.
- To make these adjustments please click settings under the tab on the right:



# How do I adjust my notifications?

After clicking on settings, choose the Notifications tab at the top of the page:

**Account**


Account Settings   Notifications   Recycle Bin

**Notifications**  
Schoology sends you notifications when actions occur that involve you. You can select which notifications you would like to receive.  
[Turn Off All Notifications](#)

**Academic** ✉ Email

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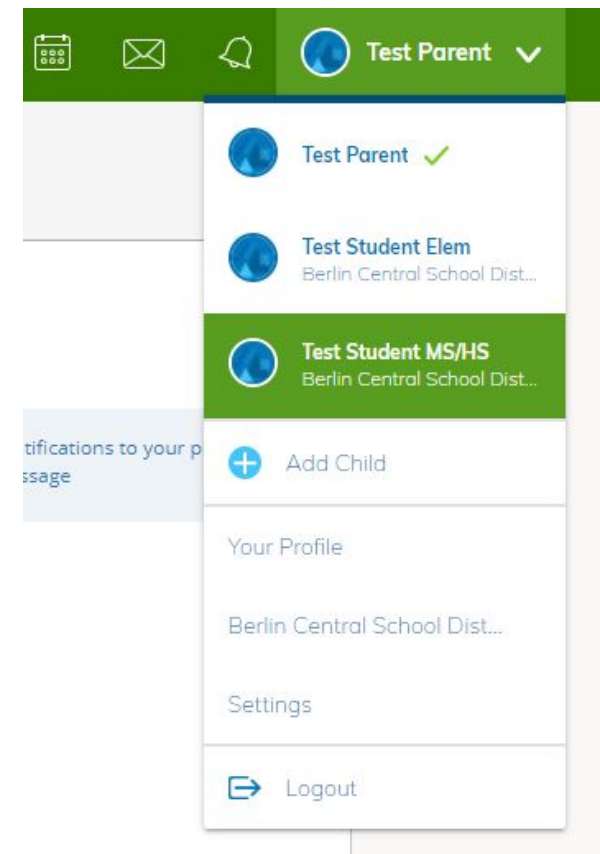
Course update posted On ▾

 Send notifications to your phone via text message

***\*You can manage individual notifications, and add your phone number for SMS notifications on the right as well.***

# So what is my account good for???

- You can send and receive messages using the little envelope at the top of the page. You only have the ability to send messages to and from instructors in the district and you will not have access to any students.
- Realistically the best part of your account is your child's account access.
- You can choose between accounts and manage them separately.
- You do this by simply selecting the student's account you wish to view:



# You are now *viewing* your child's account!

- You will not have access to submit or turn in work for your child. You can only ever view their account through the parent page.

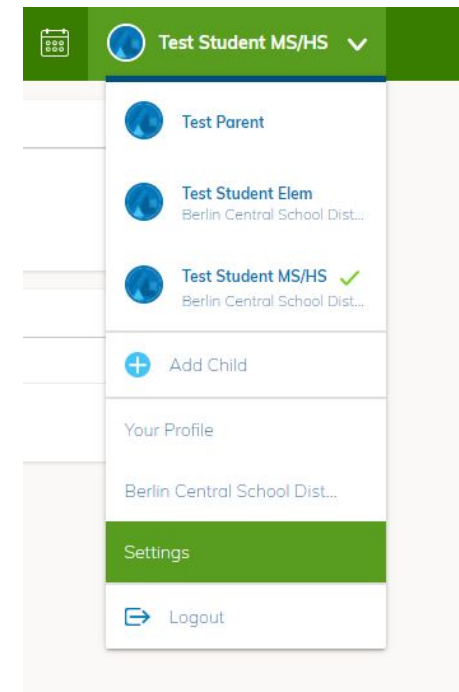
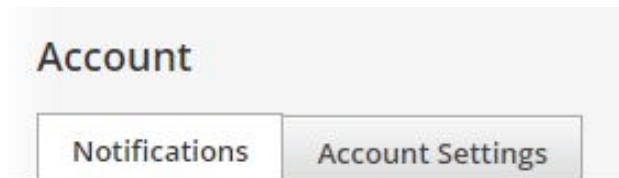
The screenshot displays a user interface with a light blue header bar containing the text "You are viewing as Test Student MS/HS" next to an eye icon. Below this is a dark green navigation bar with "COURSES" and "GROUPS" on the left, and a calendar icon, a globe icon, and the text "Test Student MS/HS" with a dropdown arrow on the right. Underneath the navigation bar, there are two tabs: "Student Activity · Enrollments" and "Recent Grades". The "Recent Grades" tab is currently selected and highlighted.

- If you wish to assist with submissions you would need them to login to their account and help from there.



# While we are still thinking about notifications...

- You have the ability to get more detailed notifications about your children's progress.
- If you click the dropdown menu on the right again, you will see that same button for settings.
- Since you are technically in a different account, it will look a bit different when you click on it this time though.
- Click notifications at the top after clicking settings this time.



# While we are still thinking about notifications...

- Here you can turn your email summary on and off
- You can also change from weekly to daily emails
- You can adjust the time they are sent, and day(s)
- You can also turn on and off notifications for Overdue Submissions Email.
- The settings on the right are your default settings on all of your children's accounts.
- These are not independent for each of your children.

## Account

Notifications Account Settings

### Parent Email Digest

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

Email Summary:

Repeat:

Time:

Day:

### Overdue Submissions Email

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

Email Notification:

[Save Changes](#)

# What else can I do with Schoology other than receive notifications?

## Courses

- Here you can view all of your child's Courses.

## Groups

- Here you can view all of your child's Groups.

## Student Activity

- Any update your child receives will be here.

## Grades Report

- You can see a detailed preview of all of your child's grades by course down to the individual assignment.



# Courses




- When you view courses you will see exactly what your child would see when logging in.
- You can use this feature to assist your child in navigating through their Course Materials, Updates, and Grades.
- Each Course is essentially a Virtual Classroom. As every teacher's classroom is managed a bit differently, their Virtual Classroom may be managed a little differently as well. Questions about a teacher's page and how to Navigate through it should be directed to the specific teacher (note the envelope at the bottom right side).



You are viewing Test Student MS/HS's course

## SWS Algebra (2328): Section 3


Berlin High School



All Materials ▾

-  Zoom
-  Attendance
-  Quarter 1

Upcoming  

No upcoming assignments or events

2 Admins 



# Courses continued...

- If you click on Grades you will see a breakdown (as shown on the right).
- You can check the individual category grades, see the quarterly averages, and the overall course average as well.
- If you click a particular tab you can view all assignments in that particular grading category.
- Some of the assignments may be marked Excused or Missing, and may have comments on them as well.
- Again, grades may be set up a bit differently based upon the Classroom Teacher.
- You can click any assignment in here and get more detailed information about it.

▼ <a href="#">QTR 1: 2020-09-10 - 2020-11-13</a> (25%)	—
> <a href="#">Attendance</a> (20%)	—
> <a href="#">Classwork</a> (30%)	—
> <a href="#">Cumulative Reviews</a> (20%)	—
> <a href="#">Homework</a> (15%)	—
> <a href="#">Quizzes/Tests</a> (15%)	—
> <a href="#">QTR 2: 2020-11-14 - 2021-01-31</a> (25%)	—
> <a href="#">QTR 3: 2021-02-01 - 2021-04-03</a> (25%)	—
> <a href="#">QTR 4: 2021-04-04 - 2021-06-26</a> (25%)	—
> <a href="#">(no grading period)</a> (0%)	—

Course Grade: N/A



# Groups and Student Activity (Updates)

- Groups have no Grades or Assignments attached to them. Often times these Groups are used by teachers and students to communicate.
- This is not to say that they aren't important, but it is not something that students are held accountable for in School, so parents rarely look at these.
- You can enter groups as a parent, but any posts in a group by a student will not be visible for privacy reasons.
- Groups include activities like sports, clubs, classes, etc...
- You will see posts in the live update section of Schoology from all of your child's Groups and Courses together.
- It will also contains any district or building messages.
- Student Activity is just all of the updates from all of the courses, groups, and building messages combined.

# Grade Report and Enrollments

The Grades Report tab at the top just gives you a look at **all** of your child's grades in list form.

- You can get to all of their courses from here instead of clicking into each and every course.
- It really just saves you time if you are looking for a quick view of all of their Grades by course.
- It also breaks things down exactly the same way as before, and you can click into individual assignments still too.

The Enrollments button gives you a list view of the Courses and Groups your child is a member of.

- Next to these Courses will be the Course Overall Grade.
- It is just really a list view of everything from the Courses button and Groups button combined.
- You can always click into any of these Courses and Groups at any point.

**GRADE REPORT**

Student Activity · Enrollments

# Links for Useful Resources

## [Parent Portal Registration Form](#)

(form to sign up for Schooltool and Schoology)

## [Schoology Website](#) (for parents only)

Have more questions: [Schoology Support](#)

## [IOS App](#)

## [Android App](#)

## [Who to Contact?](#)

# Who do I contact if I am having problems?

Schoology Support Contact For Berlin Central School District: Mr. Ellis

[nellis@berlincentral.org](mailto:nellis@berlincentral.org) or 518-658-1500 #1040

Feel free to email or call with questions concerning Schoology. If I cannot help you, I can surely point you in the right direction of who to contact!

Thank you for your time and continued support of us here at Berlin Central!