SCHOOLOGY PARENT PORTAL USER GUIDE

SCHOOLOGY

PARENT PORTAL USER GUIDE

#YourBestChoiceMDCPS

CONTENTS

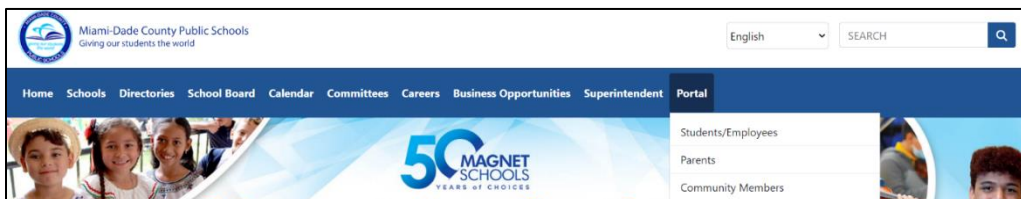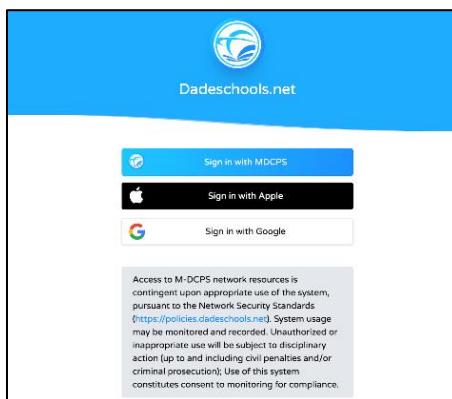## HOW TO LOG INTO SCHOOLOGY

1. Go to https://www3.dadeschools.net/home
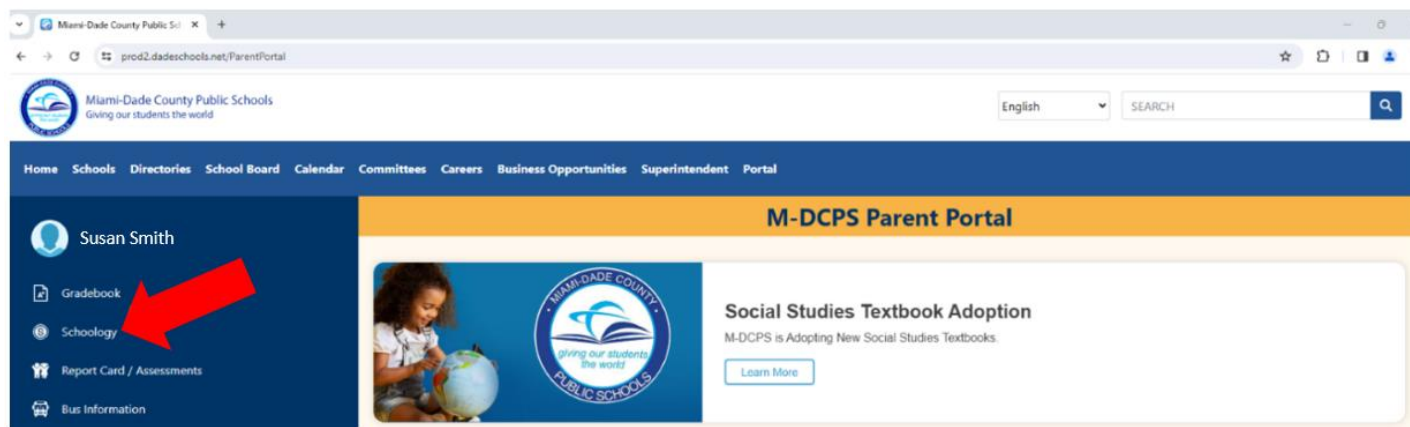
2. Click **Portal** and then **Parents**.

3. Choose a sign-in method. *

* If this is your first time registering your Gmail or Apple ID, it will take up to 3 business days to grant access to Schoology.

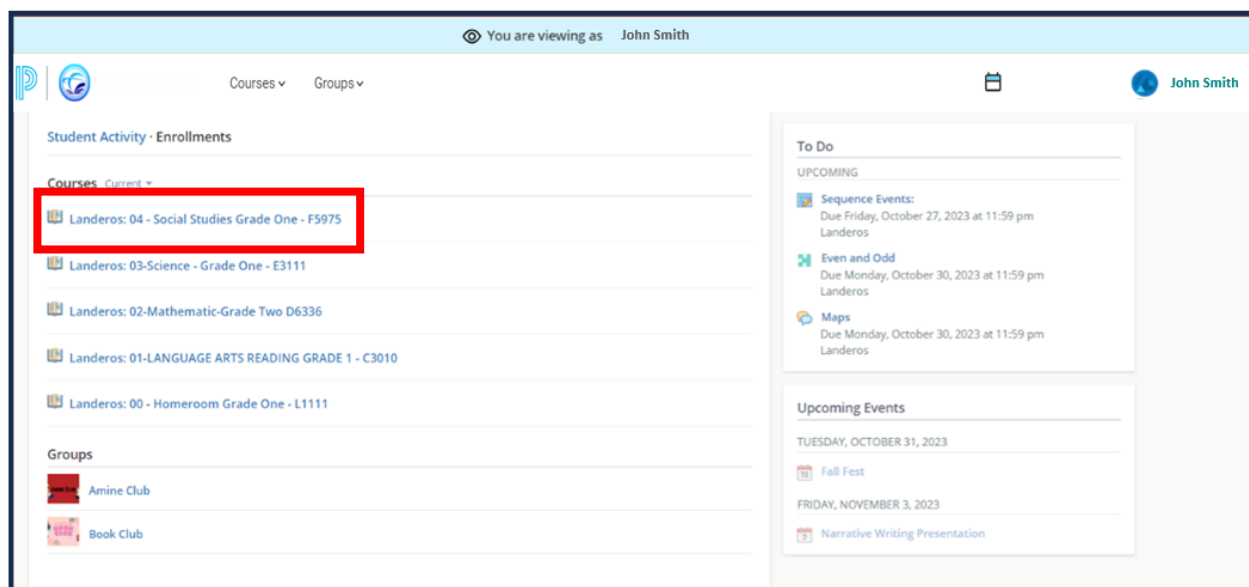4. Once access is available, click on **Schoology**.

HOW TO ACCESS YOUR CHILD'S COURSES

1. To view your child's courses, click on your name in the upper right-hand corner, your child's name will populate.
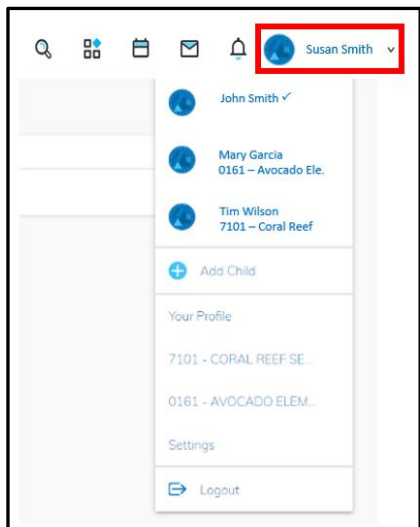
2. Choose the child's name you want to view. Then, you will see the current courses, groups, upcoming assignments, and events.

1.

3. Click on a course to view its content. You can click on any item within the course to view it. Please note this is a view only option for parents.

HOW TO VIEW YOUR CHILD'S GRADES

1. To view your child's recently graded assignments, find the ***Recently Completed*** section or go directly to the child's ***Courses.***

2. Once inside a **Course**, its content will be visible.
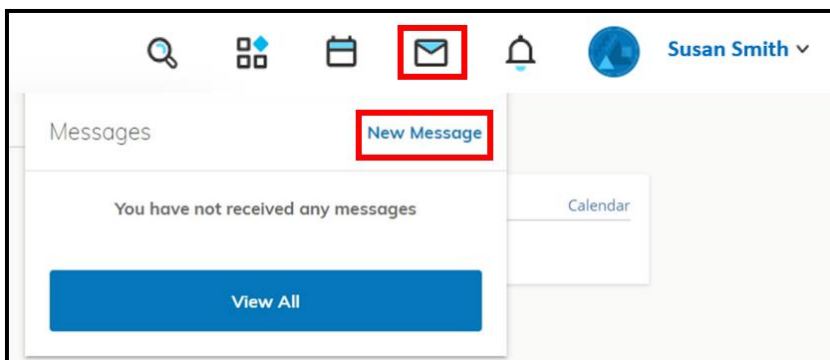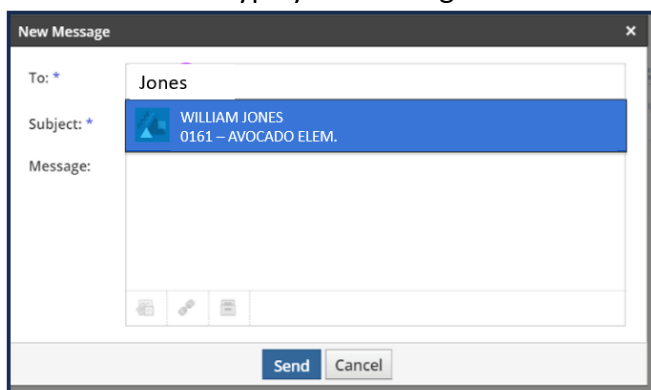
HOW TO MESSAGE THE TEACHER IN SCHOOLOGY

1. Click on your name.
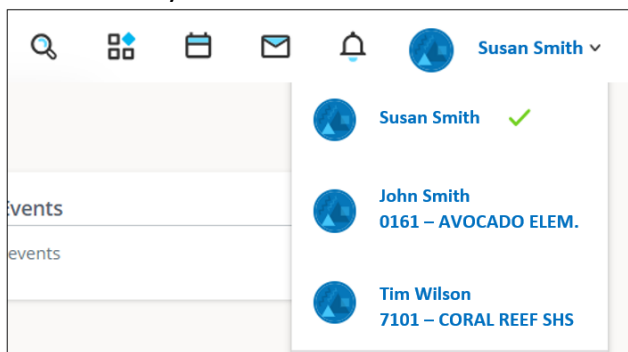
2. Select the envelope icon and click on **New Message**.

3. Begin to type the teacher's name and when the name populates select it from the drop-down menu. Type your message and then click **Send**.

HOW TO VIEW THE SCHOOL PAGE

Your child's school has a **School Page** located within Schoology. Think of the school page as the school's website. This is where the school will communicate with parents by posting updates, announcements, and calendar events.

1. To access the school page, click the arrow in the upper right-hand corner to access the drop-down menu.
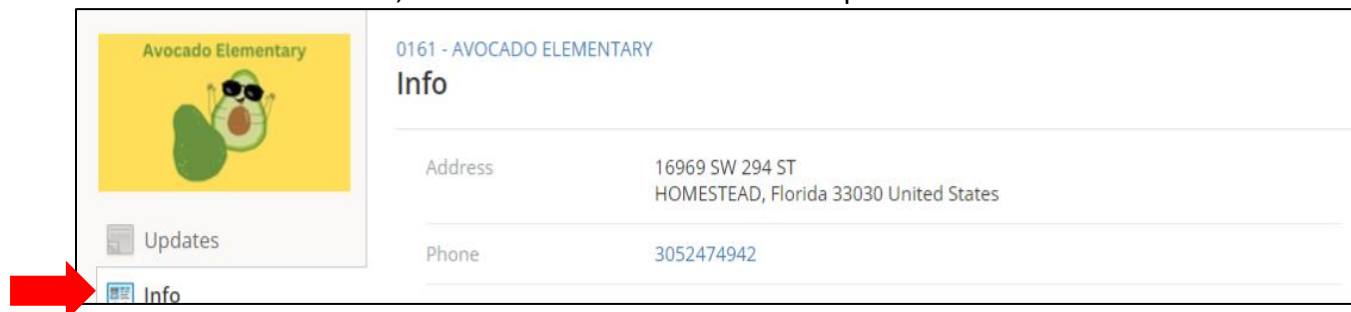
2. Click on parent name and then select the school's name.
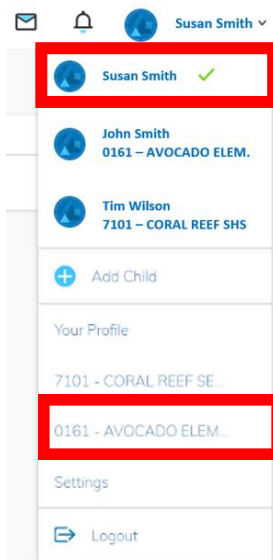
3. On the school page you can read updates, view announcements, and see any calendar events shared by the school.

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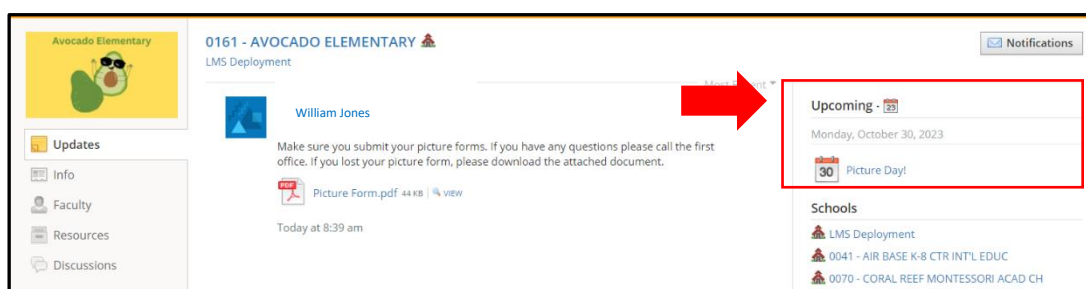
4. On the left-hand side, click **Info** to find the address and phone number of the school.

5. On the left-hand side, click **Faculty** to see staff members at that school site.

6. On the left-hand side, click **Resources** to access documents shared by your school and available for download.

PARENT EMAIL DIGEST & OVERDUE NOTIFICATION EMAIL
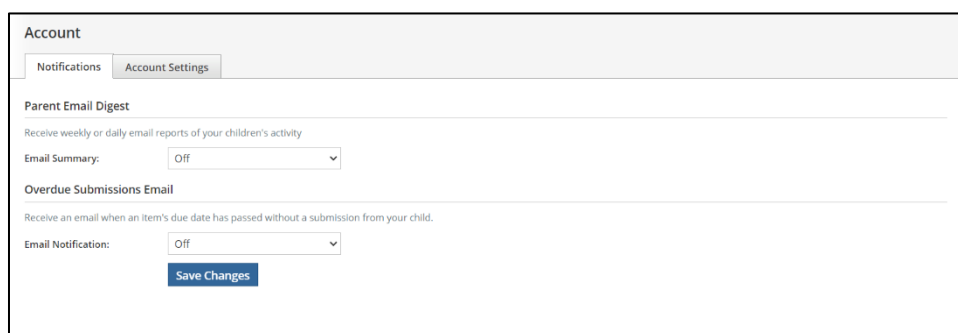
Miami-Dade County Public Schools has turned on the Parent Email Digest. A Parent Email Digest is an automatic email that will be sent daily to the email provided by the parent.
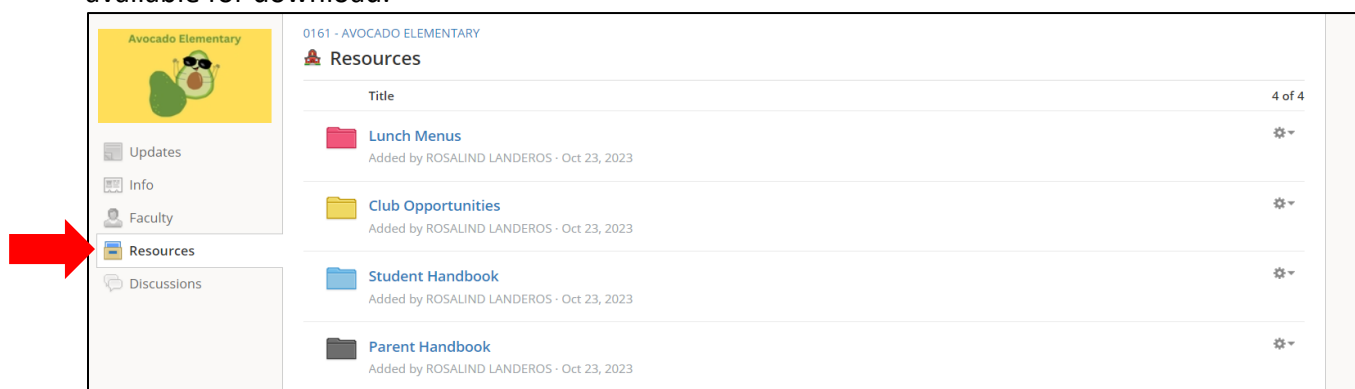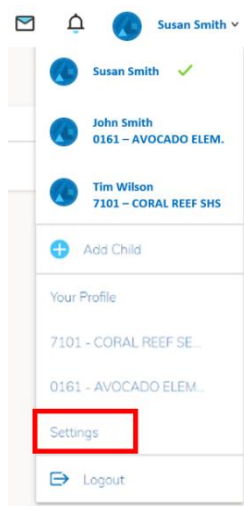
To manage the Parent Email Digest:

1. Go to your name located at the top right-hand side in your parent Schoology account.
2. Click the arrow to access the drop-down menu, from your account name.
3. Select **Settings**.

4. From the **Notifications** tab, you can elect to receive one or both of two email summaries:

5. Select **On** in your **Email Summary** drop-down menu to receive the **Parent Email Digest.**
6. Select **On** in the **Email Notification** drop-down menu to receive the **Overdue Submissions Email** indicating that an assignment is overdue by your child.

7. Select **Save Changes** to indicate your selected preferences.

You can receive emails on a *Daily* or *Weekly* basis. If you select *Daily*, you may set a time at which the notification will be sent to your inbox. If you select *Weekly*, you'll have an additional option to select the day of the week you'd like to receive the email. If there are no updates for the given time, you will receive an email stating that there were no new updates.

TROUBLESHOOTING TIP

If you receive an error message after clicking Schoology and you have waited the recommended 3 business days, please try the following tips:

1. Ensure you are using the recommended browser, **Google Chrome**.
2. Verify that multiple users are not signed into the same account. This may interfere with accessing your Schoology account.
3. It is recommended that all users sign out of Schoology, the portal, and computer following each session. Once this is done, try logging back into the Schoology account.
4. To further troubleshoot, clear your browser cookies and caches.

If you have any further questions, please contact your child's teacher or school.