Havelock North High School

Schoology Parent Guide

Instructions on setting up a
parent (advisor) account on Schoology

INTRODUCTION

Schoology is an online communication and networking service which is specifically designed for the school environment. It allows teachers, students and parents to communicate and share information and digital content with each other, all through a familiar social-networking-style interface which is simple to use.

At Havelock North High School, students will use Schoology to access homework and class materials along with daily notices from the various groups to which they belong. They will use it to communicate with their teachers and take part in class discussions and forums. Junior students will also create portfolios of their work to share with their friends, teachers and parents, all within a safe and secure network which is private to the school.

Teachers at HNHS are expected to use Schoology on a daily basis to:
- foster a positive, exciting and engaging online learning experience for students
- post an online log of all homework assignments set in lessons
- share useful learning resources with students
- support junior students to develop digital portfolios of their work

Students are expected to use Schoology on a daily basis to check:
- daily notices either before or at the start of Period 1 each day
- course material and homework posted by teachers
- school and group calendar dates and events
- collate a digital portfolio to be shared with students, teachers and parents (juniors)

SCHOOLOGY APP

Schoology has an app that can be downloaded onto any Apple or Android device. Once you have set up your parent account you will be able to login to the app using the username and password you specify during the sign-up process..
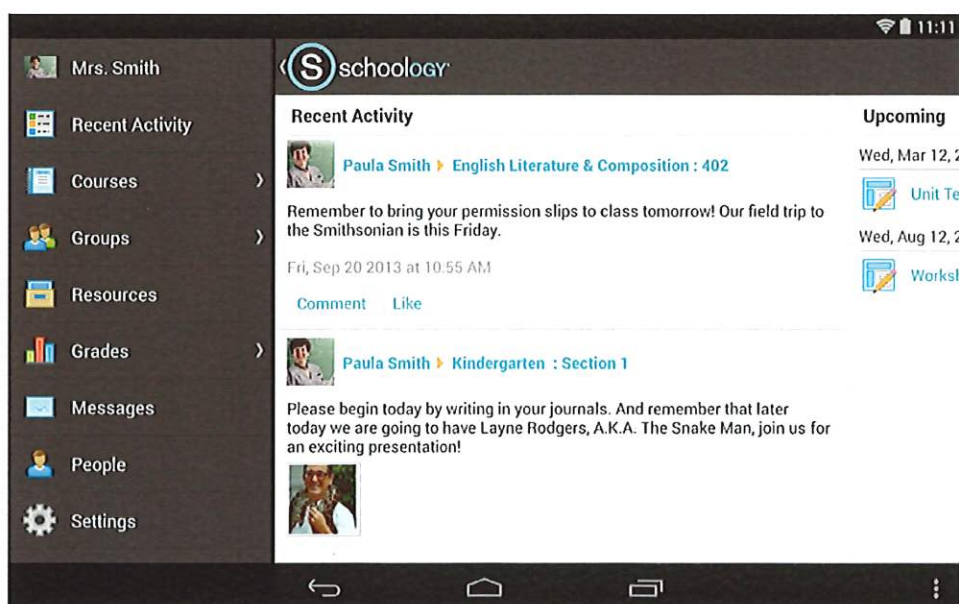
The Schoology App Interface

SIGNING UP AS A PARENT (ADVISOR)

Parents are granted advisor access to Schoology which means you will be able to view all of the updates and calendar items for your son or daughter (including homework deadlines and group events).

Parents are not able to post comments or add comments to updates nor are they able to view the names of students commenting on posts made by other members of the school community.

Please follow the steps below to register as a parent on Schoology

1. A unique Access Code will be emailed to you when your child starts at HNHS. If you have not received the email or have misplaced your access code, please contact the school office.

2. Each child has a unique **Access Code**. If you have more than one child then you will have a unique Access Code for each child. The access code for each child can be used by several parents and multiple children can be added to one parent's Schoology account. After logging in, parents can easily switch between children.

3. Go to http://app.schoology.com/register.php and select the **Parent** button.

4. *In the* **Access Code** *field enter the Access Code that was emailed to you. If you have more than one child, please sign up using one child's access code, when you login you will be given the option to add other children to your homepage*

5. Complete the required details. *In future when you return to the Schoology homepage you will select* **Login** *and enter the email/username and password you enter at this stage of the process.*

6. The Schoology homepage should appear and you will be able to view the latest updates and calendar items. **TO ENSURE THAT YOU ARE VIEWING YOUR CHILDS PAGE CLICK THE DROP DOWN ARROW NEXT TO YOUR NAME AND SELECT YOUR SON OR DAUGHTERS NAME.**

ADDING A SECOND CHILD

To add a second child simply click the drop-down arrow next to your name at the top right-hand corner of the screen. Select 'Add Child' and enter the Access Code of your second child. *You can easily change between children by selecting the name of the child you wish to view in this drop down menu.*

Please contact the school office if you are having any issues accessing or using Schoology.