ACPS
ALLEGANY COUNTY PUBLIC SCHOOLS

⑤ schoology

Guide for Parents!

Step 1 - Open up a Google Chrome browser and write **schoology.com** in the url window and click enter on the keyboard. See image below:

schoology.com

Google

Google Search   I'm Feeling Lucky

Step 2 - You will be redirected to the Schoology website where you will need to create an account. Click on the **SIGN UP** tab and select **Parent**. See image below:

Click here

Click here

PowerSchool Here to Help

Instructor
Student
Parent

Step 3 - You will need to input the **Parent Access Code** that you will receive from your student's teacher. See image below:

Insert code here ➡️

Step 4 - You will be redirected to the sign up window. You will need to type your first name, last name, email address or a username (this will be personal to only your account), a personal password, confirm the password, click on the Privacy Policy box, and select the blue register button. See image below:
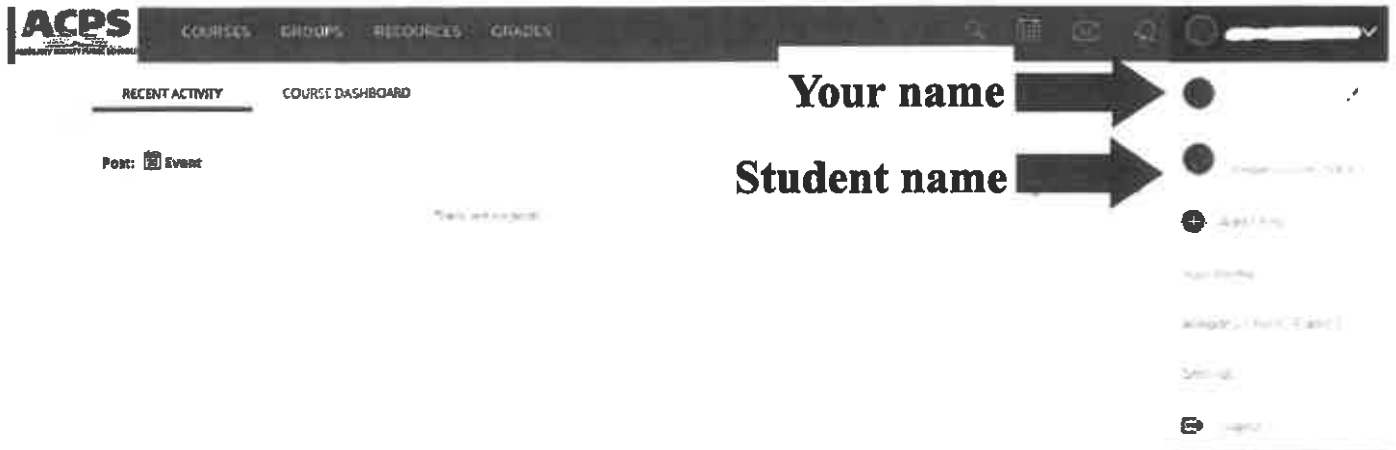
Fill-in all spaces. ➡️

**Don't forget to click in the box!** ➡️

Step 5 - You will be in your Schoology account. To view your student's account, please click on the arrow beside your name in the upper right corner. You will see your name (with a green check beside it) and your student's name. Click on your student's name to view their Schoology account. See image below:

Step 6 - If you have multiple students in your family, you can add those students in the parent account. To add additional students, click on the arrow beside your name in the upper right corner. Click on the **Add Child** tab. A pop out window will appear where you will input the **Parent Access Code** for that student and select the blue **Use Code** button. Follow these directions for each student in your household. See image below:
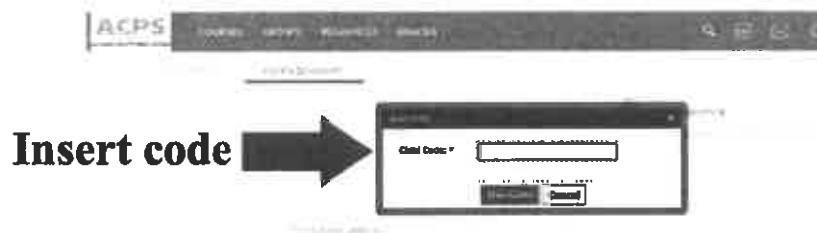
Step 7 - See instructions in step 5 for viewing the student's account. Once you are in your student's account, you will see written at the very top of the screen, "You are viewing as (your student's name)." To view their classes, select the COURSES tab and click on any of your student's courses. See image below:
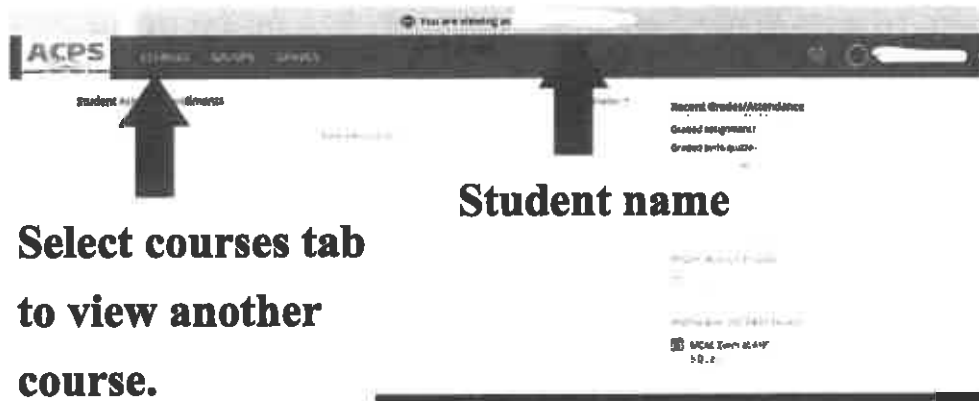
Select courses tab to view another course.

Student name

Step 8 - Once you click on a student course, you will still be viewing as your student. You will be able to view your student's assignments and grades (see image below). To view a different course, select the COURSES tab and select a different course. To view as a different student in your household, click the arrow beside the student name in the upper right corner of the screen. Then select that student's name. You will need to follow step 5 and 7 again.
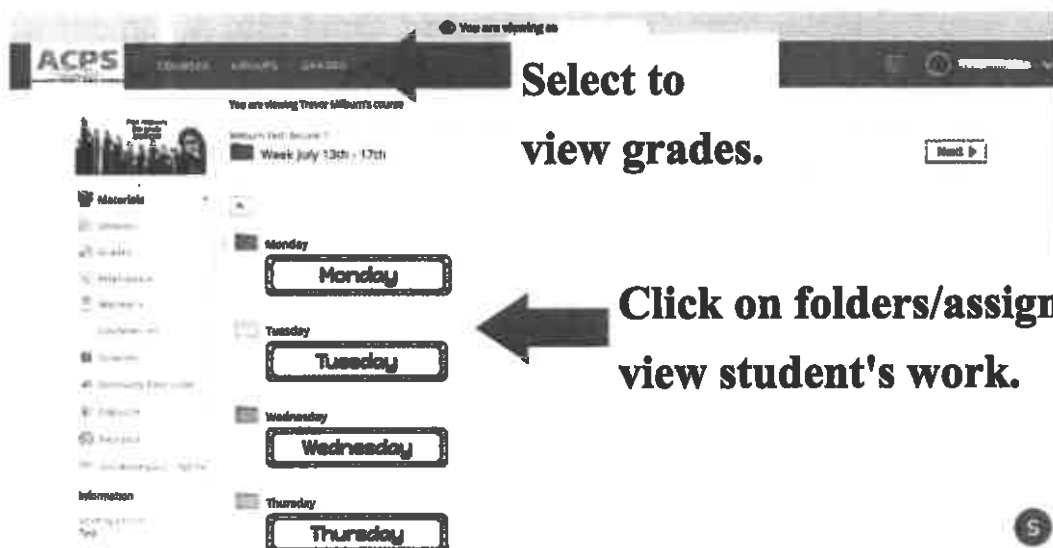
Select to view grades.

Click on folders/assignments to view student's work.

This is an example course.