**Schoology: A Quick Reference Guide for Students & Parents**

**\*Logging In**

* Go to [www.wilcox.schoology.com](http://www.wilcox.schoology.com)
* Enter your username and password

**\*The first page you will see is “Recent Activities.” Here’s what you will see:**

* Updates for your classes
* Tabs for checking your grades, mastery of a specific skill, your calendar, and messages from your teacher(s)
* Reminders of when items are due and overdue assignments that haven’t been turned in
* In the top right corner, you can find your personal messages, requests, and notifications

**\*To edit your profile:**

* Click on your name and click EDIT
* Add bio information about yourself and how you learn best

**\*To edit your profile picture:**

* Hover over your picture and click “Edit Picture.”
* Upload a picture of yourself (**NOTE**: Make sure the picture is school-appropriate and that you use proper digital citizenship rules.)

**\*To get to your courses:**

* Click on the “Courses” tab at the top of your screen.
* Choose the course you want to enter.
* In each course you will see folders that your teacher has created. Click on the folder for the correct day, follow the directions, and complete the assignments inside

**\*Completing & submitting assignments**

* Click on the assignment link.
* Read the directions for completing the assignment.

**OVER**

* Follow the directions for submitting the assignment (Please note that different assignments may be submitted in different way. Please read all directions carefully.)

**\*Sending a message**

* Click on the envelope in the top right corner
* Click “New Message.’
* Enter the teacher’s name in the “To\*” box
* Enter the subject
* Enter your message in the message box
* Use the icons at the bottom of the message box to attach a file, link, resource, or audio/video message if needed
* Click send

**Special Notes for Parents**

\*Be sure to check or have your child check **each** folder for **each** class daily. Links for “Google Meet” or “Zoom” sessions may be placed in the folders.

\*Have your child complete all assignment activities including assignments to watch specific educational videos, and complete on-line learning games. All assignments have a purpose and are meant to enhance student learning.

\*Be patient and communicate. This is new for students, parents, and teachers. There may be technology glitches with assignments, schedule changes, and other issues along the way. Please communicate with the school if you run into issues, and allow the school time to address those issues. Our ultimate goal is success for all students.

Reference Guide: Cheri Briggins & L. R. Gibson