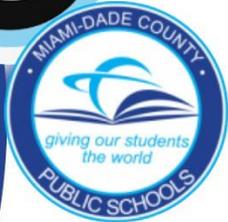




# SCHOOLGY PARENT PORTAL USER GUIDE

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**#YourBestChoiceMDCPS**



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## HOW TO LOG INTO SCHOOLGY

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



3. Choose a sign-in method. \*



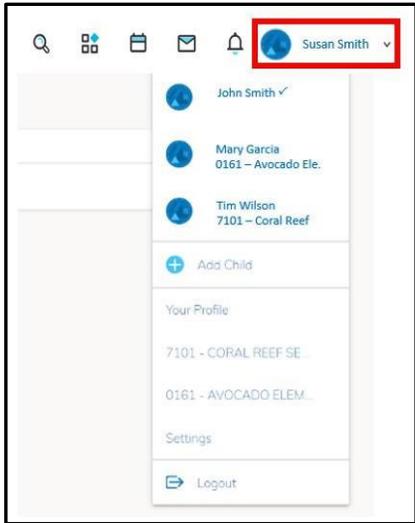
*\* If this is your first time registering your Gmail or Apple ID, it will take up to 3 business days to grant access to Schoology.*

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



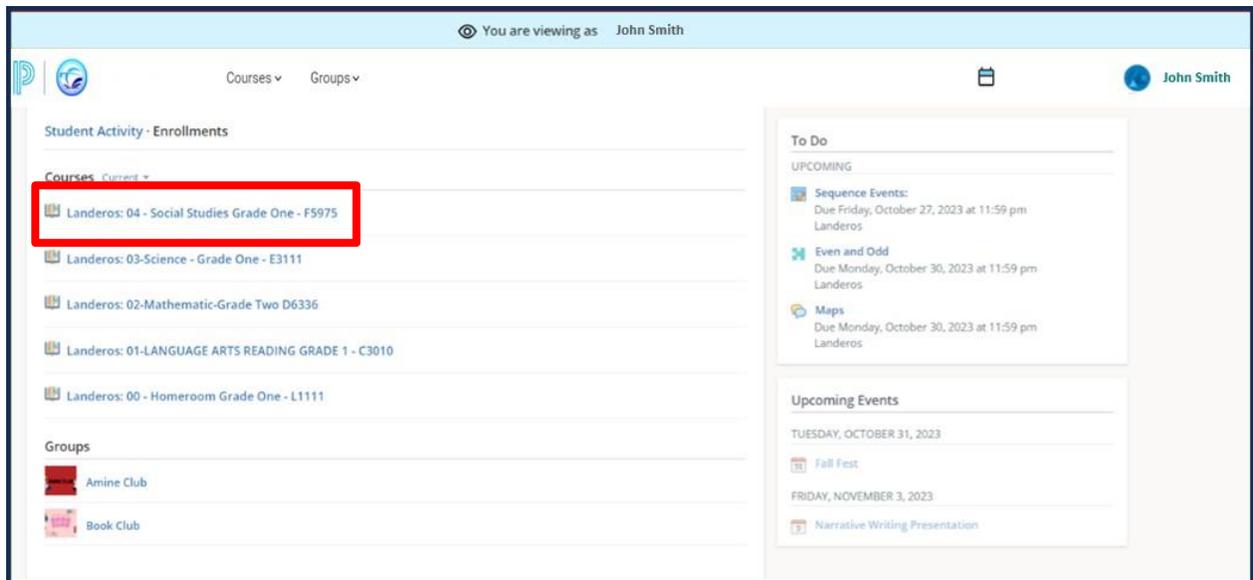
## HOW TO ACCESS YOUR CHILD'S COURSES

1. To view your child's courses, click on your name in the upper right-hand corner, your child's name will populate.

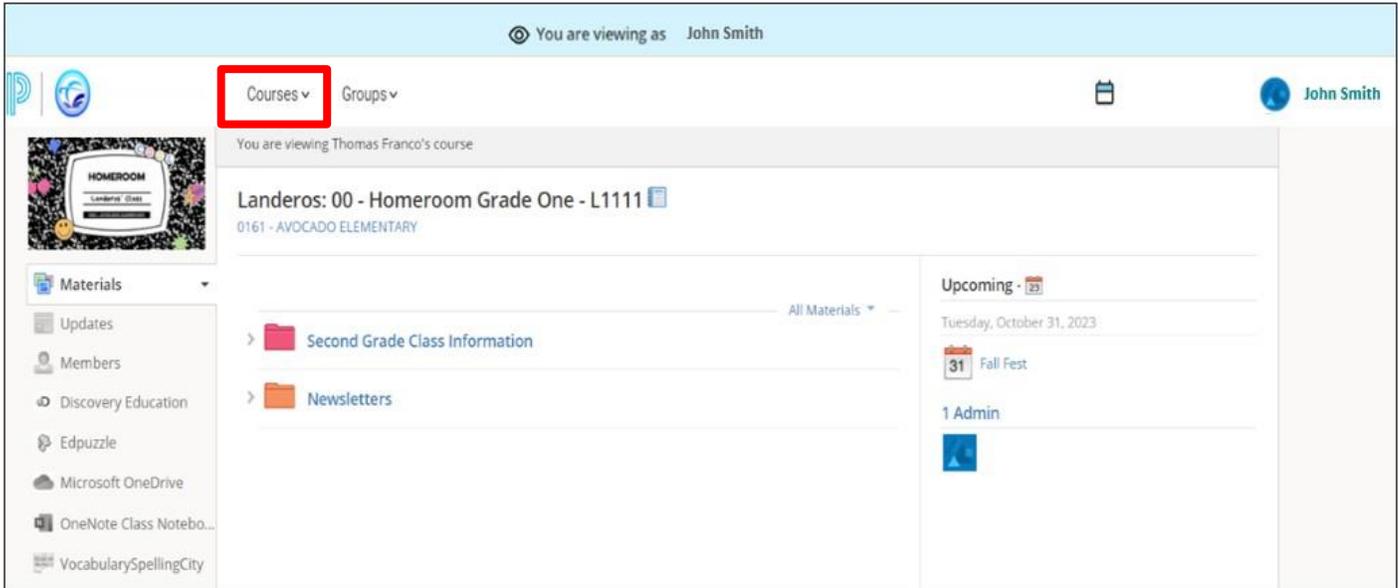


2. Choose the child's name you want to view. Then, you will see the current courses, groups, upcoming assignments, and events.

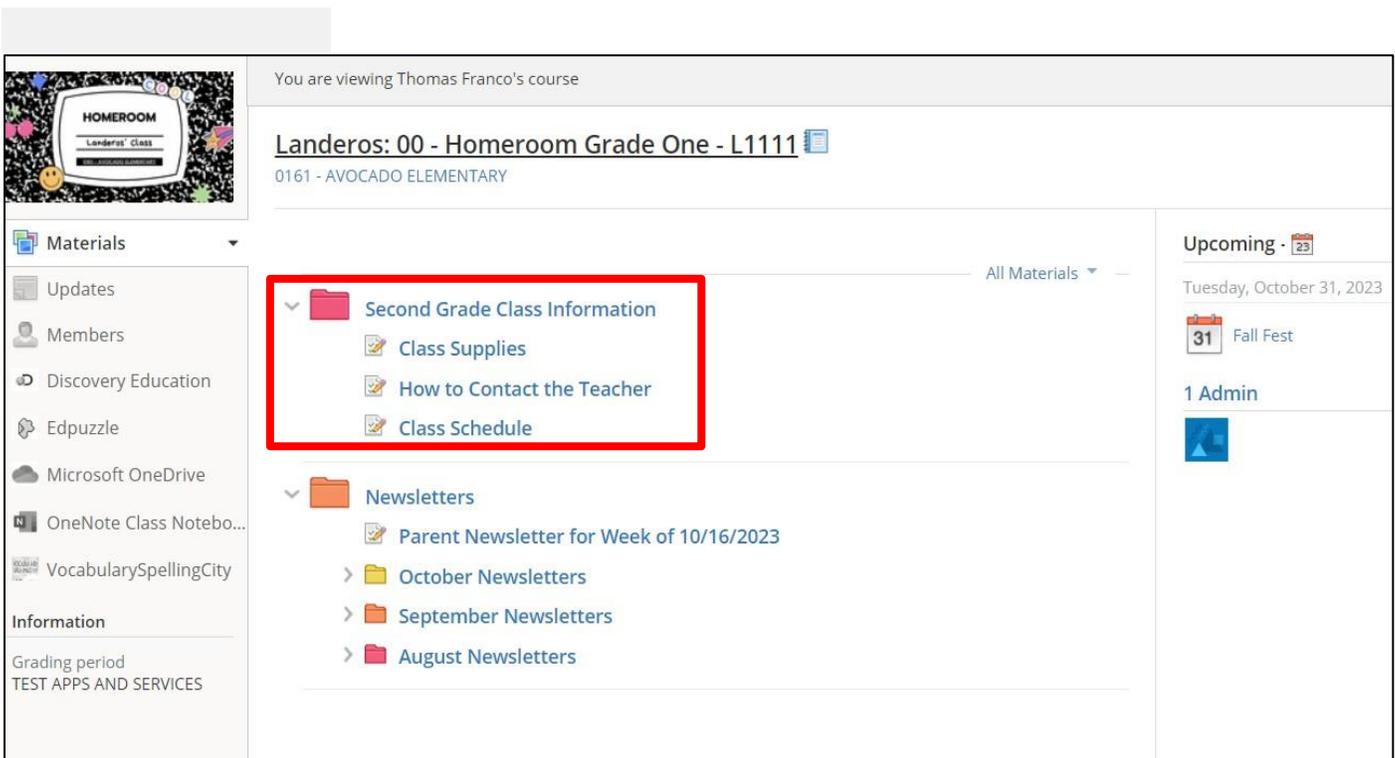
1.



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.



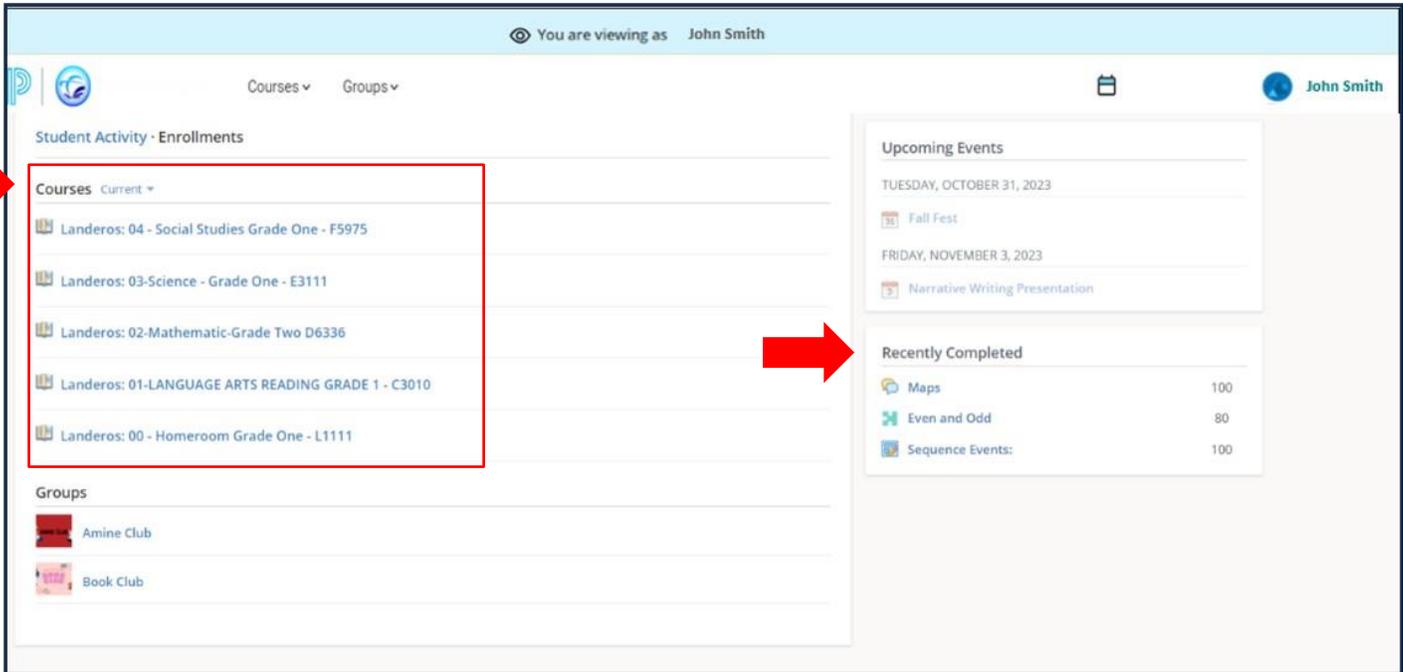
This screenshot shows a user interface for viewing a course. At the top, it says "You are viewing as John Smith". Below this, there are two dropdown menus: "Courses" (highlighted with a red box) and "Groups". The main content area displays "You are viewing Thomas Franco's course" and the course title "Landeros: 00 - Homeroom Grade One - L1111" with the school name "0161 - AVOCADO ELEMENTARY". A sidebar on the left lists various resources like "Materials", "Updates", "Members", etc. The main content area shows a list of materials, including "Second Grade Class Information" and "Newsletters". On the right, there is an "Upcoming" section with a calendar icon, showing "Tuesday, October 31, 2023" and "Fall Fest".



This screenshot shows the same course page as above, but with the "Second Grade Class Information" folder expanded. The expanded folder contains three items: "Class Supplies", "How to Contact the Teacher", and "Class Schedule", all of which are highlighted with a red box. The rest of the page, including the sidebar and the "Upcoming" section, remains the same.

## 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**.



You are viewing as John Smith

Courses ▾ Groups ▾

Student Activity - Enrollments

**Courses** Current ▾

- Landeros: 04 - Social Studies Grade One - F5975
- Landeros: 03-Science - Grade One - E3111
- Landeros: 02-Mathematic-Grade Two D6336
- Landeros: 01-LANGUAGE ARTS READING GRADE 1 - C3010
- Landeros: 00 - Homeroom Grade One - L1111

**Groups**

- Amine Club
- Book Club

**Upcoming Events**

TUESDAY, OCTOBER 31, 2023

- Fall Fest

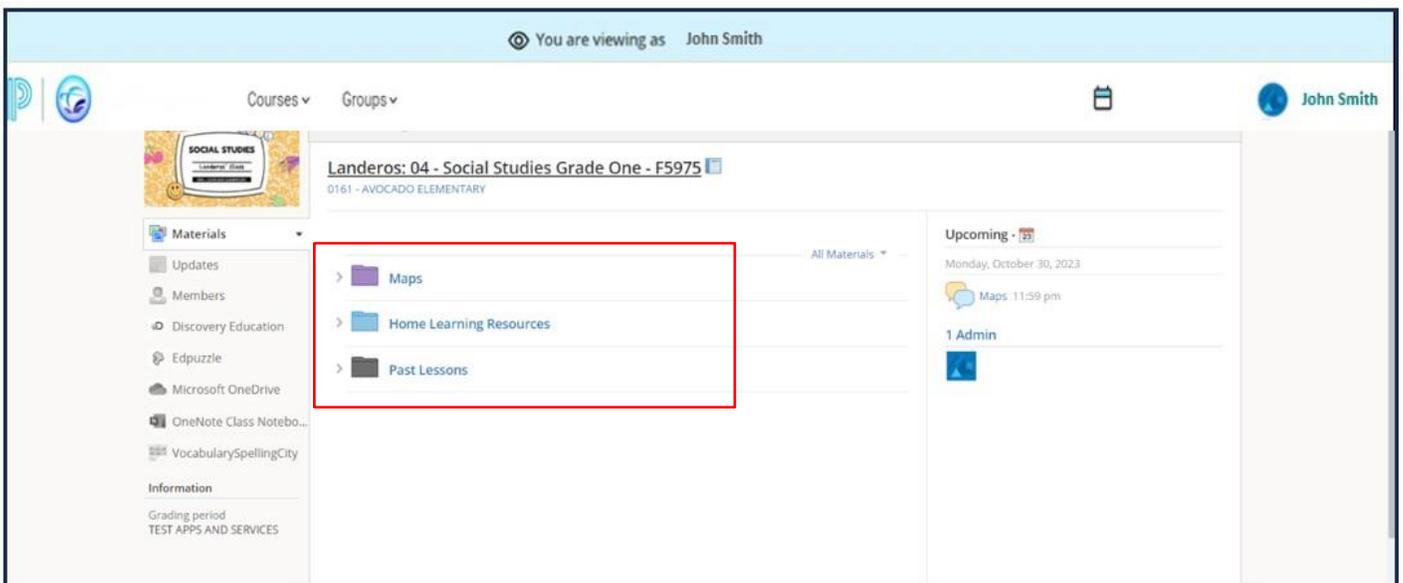
FRIDAY, NOVEMBER 3, 2023

- Narrative Writing Presentation

**Recently Completed**

Maps	100
Even and Odd	80
Sequence Events:	100

2. Once inside a **Course**, its content will be visible.



You are viewing as John Smith

Courses ▾ Groups ▾

**Landeros: 04 - Social Studies Grade One - F5975**

0161 - AVOCADO ELEMENTARY

**Materials**

- Updates
- Members
- Discovery Education
- Edpuzzle
- Microsoft OneDrive
- OneNote Class Notebo...
- VocabularySpellingCity

**Information**

Grading period  
TEST APPS AND SERVICES

**Upcoming**

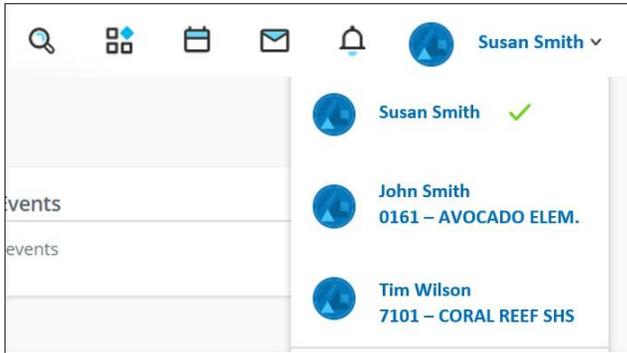
Monday, October 30, 2023

- Maps 11:59 pm

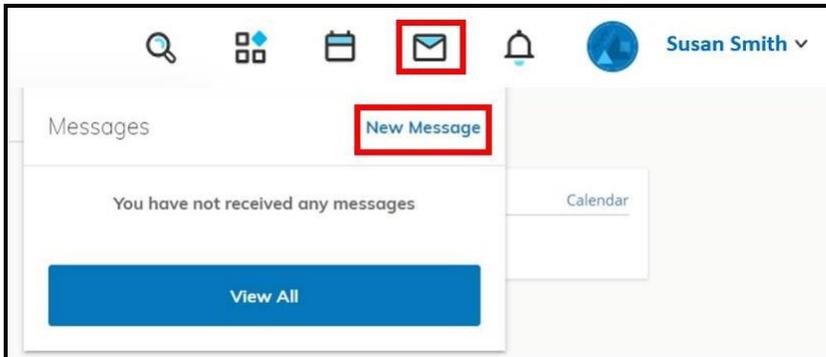
1 Admin

## HOW TO MESSAGE THE TEACHER IN SCHOLOGY

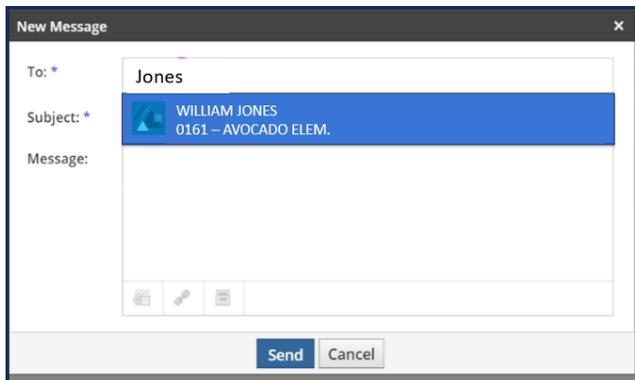
1. Click on your name.



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.

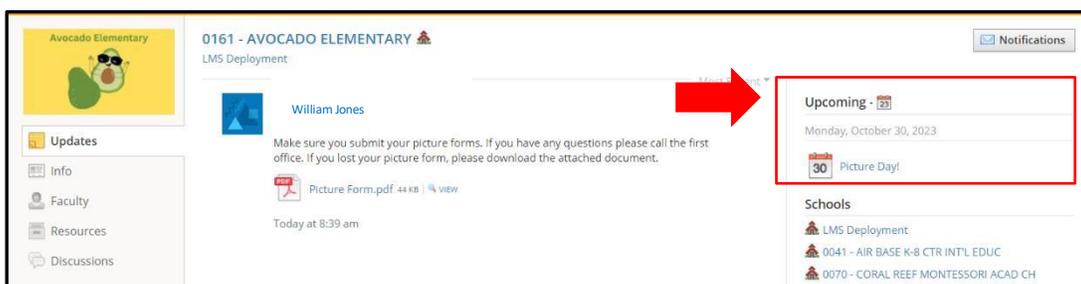
1. To access the school page, click the arrow in the upper right-hand corner to access the drop-down menu.



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.



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



0161 - AVOCADO ELEMENTARY  
**Info**

Address	16969 SW 294 ST HOMESTEAD, Florida 33030 United States
Phone	3052474942

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



0161 - AVOCADO ELEMENTARY  
**Faculty**

Filter by department

Search

[Profile Picture]	[Name]	Send Message Send Email
[Profile Picture]	[Name]	Send Message Send Email
[Profile Picture]	[Name]	Send Message Send Email

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



0161 - AVOCADO ELEMENTARY  
**Resources**

Title	4 of 4
<b>Lunch Menus</b> Added by ROSALIND LANDEROS · Oct 23, 2023	⚙️
<b>Club Opportunities</b> Added by ROSALIND LANDEROS · Oct 23, 2023	⚙️
<b>Student Handbook</b> Added by ROSALIND LANDEROS · Oct 23, 2023	⚙️
<b>Parent Handbook</b> Added by ROSALIND LANDEROS · Oct 23, 2023	⚙️

## 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:

**Account**

Notifications Account Settings

---

**Parent Email Digest**

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

Email Summary:

---

**Overdue Submissions Email**

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

Email Notification:

[Save Changes](#)

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.

**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](#)

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.