



AL-BAYAN
INTERNATIONAL SCHOOL
مدرسة البيان الدولية



Parents' Reference Guide to Schoolology

Al-Bayan International School - BIS

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Introduction

Schoology is an online learning management system that empowers teachers with real-time student interaction inside and outside the classroom. Teachers use Schoology to post their classroom materials online, provide a safe forum for students to discuss their ideas and collaborate on projects, and to assign and collect homework electronically. It helps students stay organized and it keeps the class connected. The system helps you stay informed about your student's classes and assignments. You can use Schoology to:

- Check your student's courses and weekly plans.
- View your student's upcoming, current and overdue assignments.
- Monitor school and course announcements.
- Stay involved in your student's education.

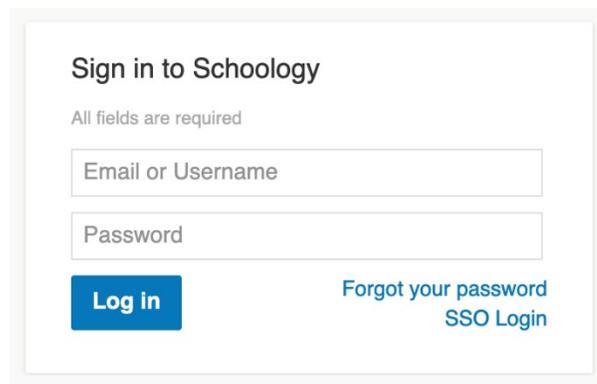


Login to Parent Account

A parent account allows you to view the information for your children. You can also manage your personal account preferences. The following steps will help you to login to your parent account:

Email Login

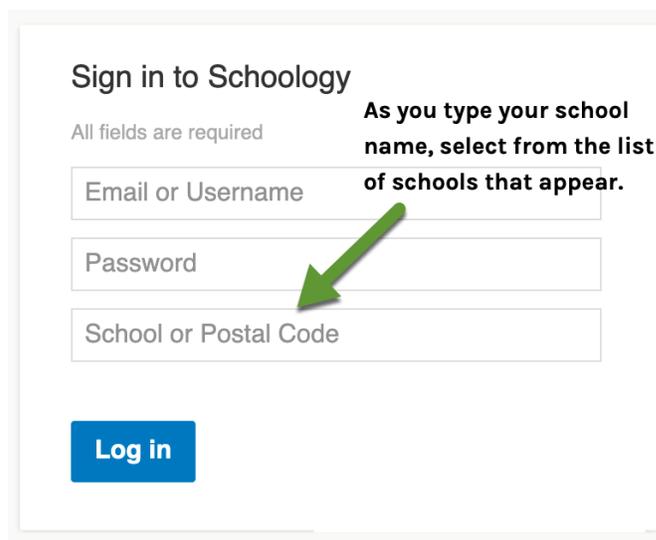
1. Go to app.schoology.com
2. Enter your Email and Password.
3. Click Log in.



The screenshot shows a login form titled "Sign in to Schoology". Below the title, it says "All fields are required". There are two input fields: "Email or Username" and "Password". Below the "Email or Username" field, there is a blue "Log in" button. To the right of the "Log in" button, there are two links: "Forgot your password" and "SSO Login".

Username Login

1. Go to app.schoology.com
2. Enter your **Username**, **Password**, and the School name "Al-Bayan International School". To find the school, enter the name of the school in the **School or Postal Code** field. As you type, a menu will appear that enables you to select the school.
3. Select the school from the list.
4. Click **Log in**.



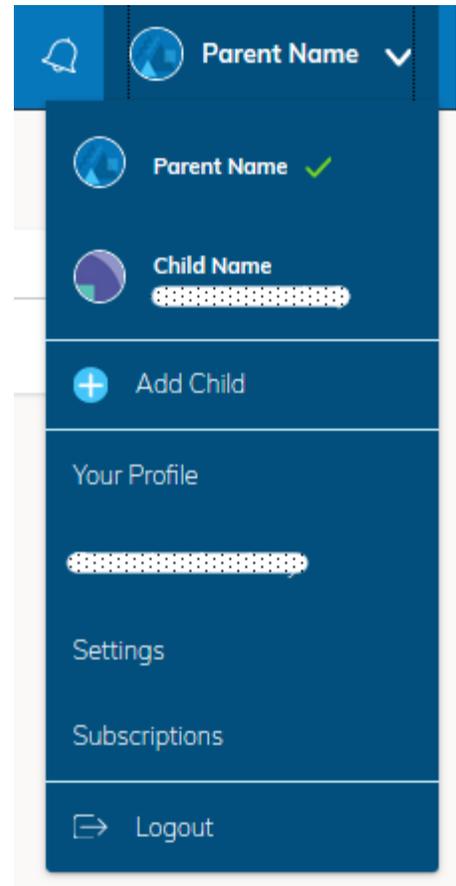
The screenshot shows a login form titled "Sign in to Schoology". Below the title, it says "All fields are required". There are three input fields: "Email or Username", "Password", and "School or Postal Code". Below the "School or Postal Code" field, there is a blue "Log in" button. To the right of the "School or Postal Code" field, there is a green arrow pointing to the field with the text "As you type your school name, select from the list of schools that appear."

Schoology Home Page: Your Parent account compared to your child's Schoology information

Having a Parent account in Schoology is actually like having two accounts:

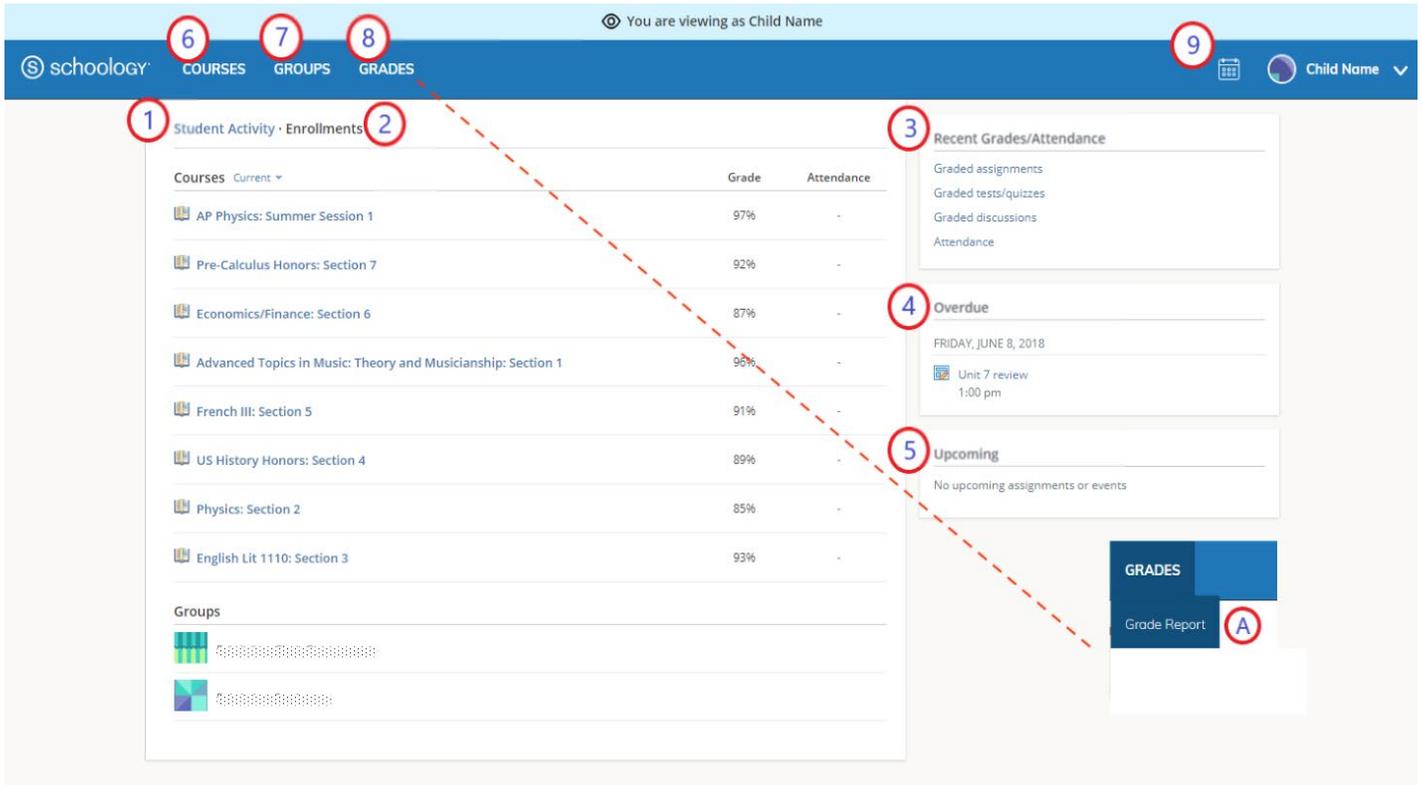
1. Your personal account, with your own name and information.
2. Your Child Activity view. From here, you can view Schoology from your child's perspective, and see what he or she sees, and receive updates about his or her activity.

Start by clicking the arrow in the upper-right corner, next to your name, and then select your child's name to switch into their account. If you have multiple children associated with your account, all will be displayed in this area. The checkmark in this drop-down menu indicates which account you are currently viewing.



Viewing Your Child's Activity

Click the arrow in the upper-right corner of your account and select your child's name to view their activity. From the home page, you can quickly view specific information about your child's Schoology activity:



The screenshot shows the Schoology interface for a child's account. At the top, there's a navigation bar with 'COURSES', 'GROUPS', and 'GRADES' tabs. Below this, the 'Student Activity - Enrollments' section displays a table of courses with columns for 'Courses', 'Grade', and 'Attendance'. To the right, there are sections for 'Recent Grades/Attendance', 'Overdue', and 'Upcoming'. A 'GRADES' button with a 'Grade Report' link and a circled 'A' is located in the bottom right corner.

Courses	Grade	Attendance
AP Physics: Summer Session 1	97%	-
Pre-Calculus Honors: Section 7	92%	-
Economics/Finance: Section 6	87%	-
Advanced Topics in Music: Theory and Musicianship: Section 1	96%	-
French III: Section 5	91%	-
US History Honors: Section 4	89%	-
Physics: Section 2	85%	-
English Lit 1110: Section 3	93%	-

1. The **Student Activity** area in the center of the page displays your child's recent submission, grade, and attendance information.
2. Toggle into **Enrollments** in the same area to see a list of the courses your child is currently enrolled in, along with his or her grade. Click on an individual course to see grades received on assignments, tests, and discussions from that course.
3. The **Recent Grades** area lists graded assignments, tests/quizzes and discussions. To view the graded items, click the item you'd like to view.
4. The **Overdue** section displays a list of course materials your child did not turn in by the due date.
5. The **Upcoming** section displays a list of your child's upcoming assignments and events.
6. **Courses:** You can see a list of your child's current courses. Click the course name to navigate to the course profile as your child views it. The Courses drop-down menu displays up to 12 courses. To see a full list of your child's courses, see **Enrollments** on the home page.
7. **Groups:** You can see a list of your child's Schoology groups. The Groups drop-down menu displays up to 12 groups. To see a full list of your child's groups, see **Enrollments** on the home page.

8. **Grades:** This menu provides access to view the following:

A. **Grade Report:** Review your child’s grades for all courses.

9. **Calendar:** Click to view a calendar of past and upcoming events and assignments. To find out more information regarding a particular event, place your cursor over the title. A clue tip displays with the event type (assignment, test/quiz and event), the event’s course or group and the student name. Click the event to display profile information in a pop-up window.

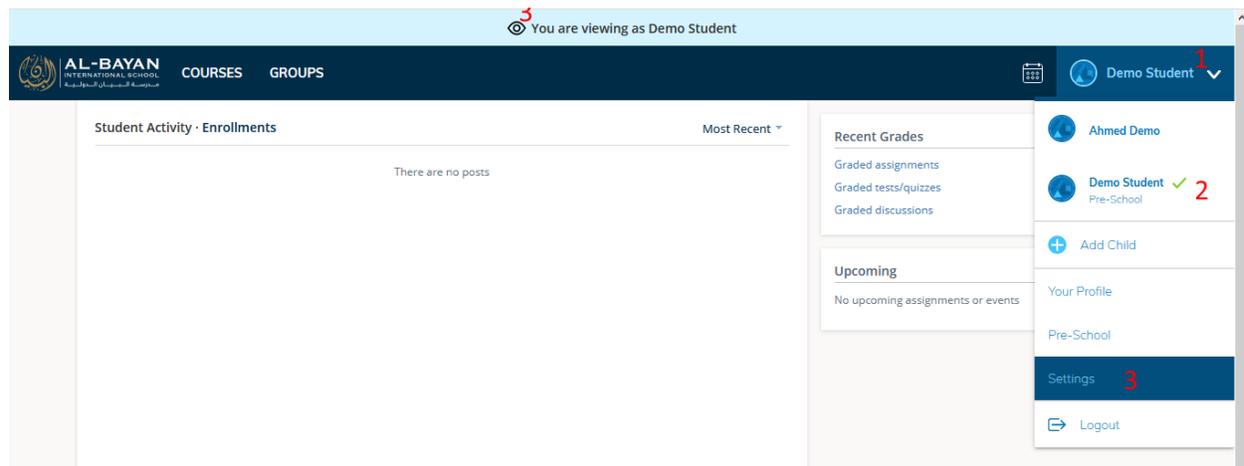
Setting Up Your Parent Email Digest

The Schoology Parent Email Digest is a brief summary of your child’s activities delivered right to your inbox. Here, you can option to receive it on a daily or weekly basis.

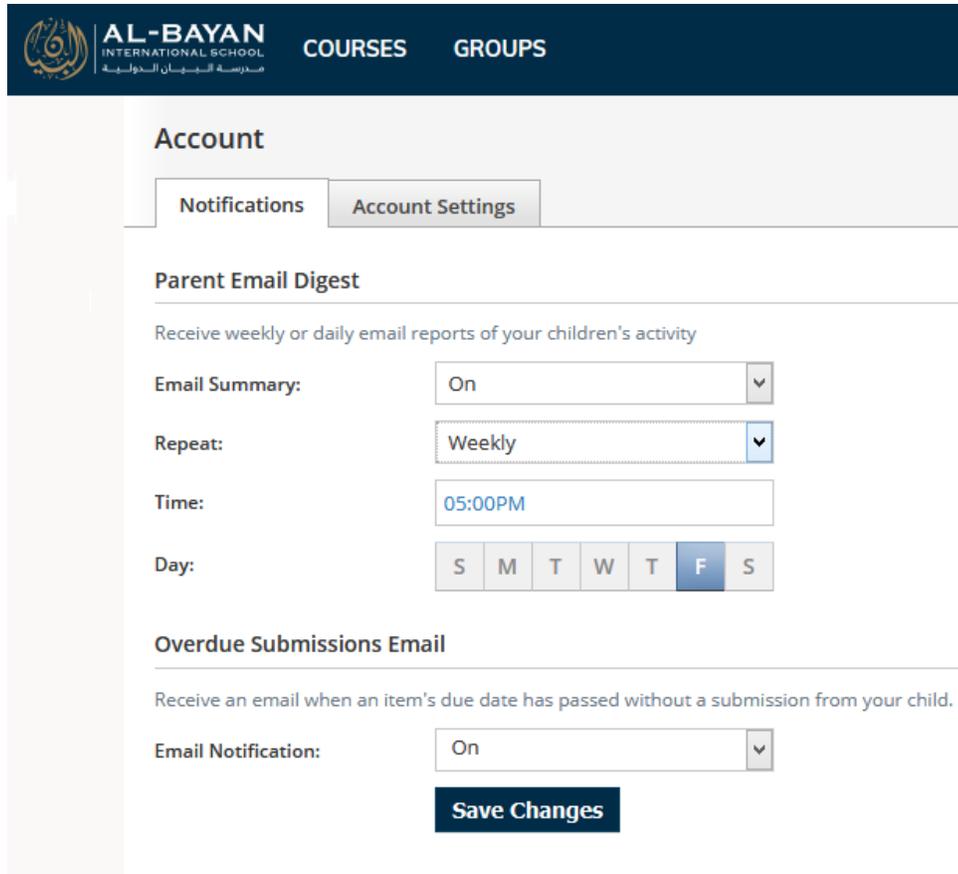
A Parent Email Digest contains information such as courses your child is enrolled in and grade, as well as overdue and upcoming assignments.

To manage email digest settings in your parent account:

1. Click the arrow on the top right of Schoology.
2. Select a child from the list that appears in the drop-down menu.
3. Once you're viewing the child's account, click the down facing arrow again.
4. Select **Settings**.



5. From the **Notifications** tab, select **On** in your **Email Summary** menu to receive the **Parent Email Digest**. You can receive emails on a **Daily** or **Weekly** basis. If you choose **Daily**, you may set a time at which the notification will be sent to your inbox. If you choose **Weekly**, you'll have an additional option to select the day of the week you'd like to receive the email.



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

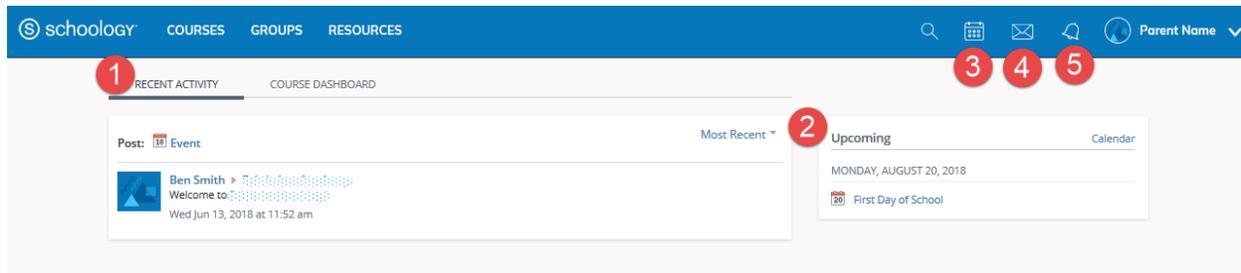
6. Click **Save Changes** to update your settings.

Parent Account View

To return to your Schoology account, click the arrow on the top right and select your account.

While toggled into your personal account, you'll see your own name in the top right corner. Your personal account home page displays activity related to any courses and groups in which you are enrolled.

Parent Account Activity



1. Recent Activity:

Similar to your child's **Activity Summary**, your **Recent Activity** area displays updates from the school, courses, and groups in which you participate. You can filter the **Recent Activity** feed by clicking the drop-down menu (labeled **Most Recent**) to the right of the **Recent Activity** heading.

2. Upcoming:

On the right column of the **Recent Activity** page, the **Upcoming** area displays a list of impending events and due dates for graded items in the school, courses, and groups in which you're enrolled. To view more details about the item, click the item name from the list.

3. Calendar:

Access your personal calendar by clicking the calendar icon in the top navigation of your personal account. Your personal calendar displays personal events you've created for your account, as well as events and assessments for the school, courses, and groups in which you're enrolled.

4. Messages:

You can exchange messages with teachers at the school. The right side of the header displays to **Messages** icon (envelope icon).

5. Notifications & Requests:

On the right side of the header, you have the bell icon that displays **Notifications** and **Requests**. Any time someone sends you a message, wants to connect, or does something that pertains to you or your affiliations, it will be made easily accessible in the top right corner of your screen. Everything is chronologically ordered and clickable to make managing them simple.

Parent Account Settings

Change Password

To create a new password:

1. Click the arrow in the top right corner of Schoology
2. Select **Settings** in the drop-down menu.
3. Click the **Change your password** link underneath **Account Password**.

Account Password

Password: [Change your password](#)

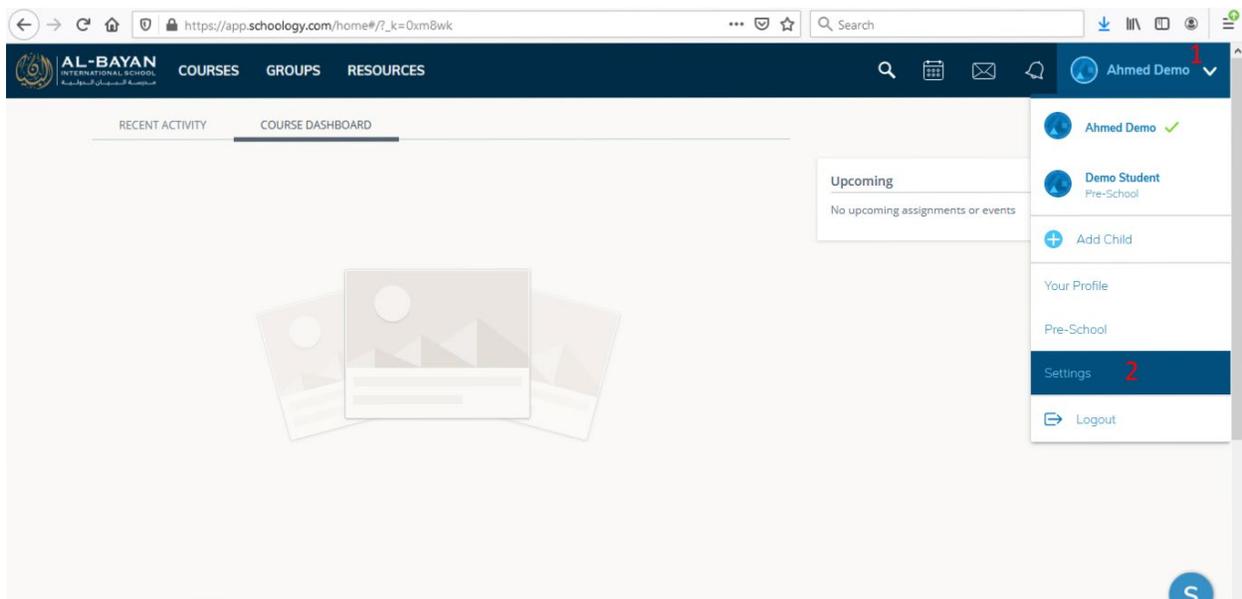
4. Type in your current password.
5. Type in your new password and confirm it (must be different than the current one).
6. Click **Submit** to complete.

Email Notifications

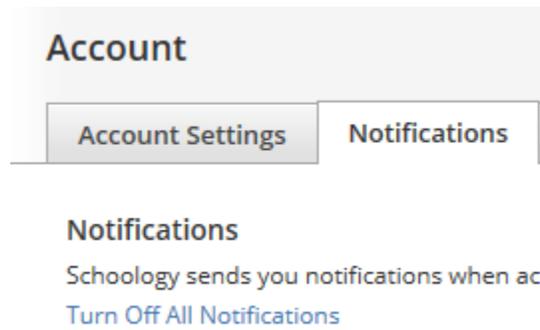
You can select which notifications you would like to receive from groups in which you're enrolled.

To turn off all email notifications for your account, click **Turn Off All Notifications**.

1. Click the arrow next to your name on the top right side of Schoology.
2. Select **Settings** from the drop-down menu.



- Click the **Notifications** tab.



- Select the button next to the notifications you want to change.
- Choose **On** (receive from all sources), **Off** (do not receive from all sources)

Academic	 Email
Course update posted	On
Course comments on updates, assignments, or discussions	On <input checked="" type="checkbox"/>
Comments on my posts	On

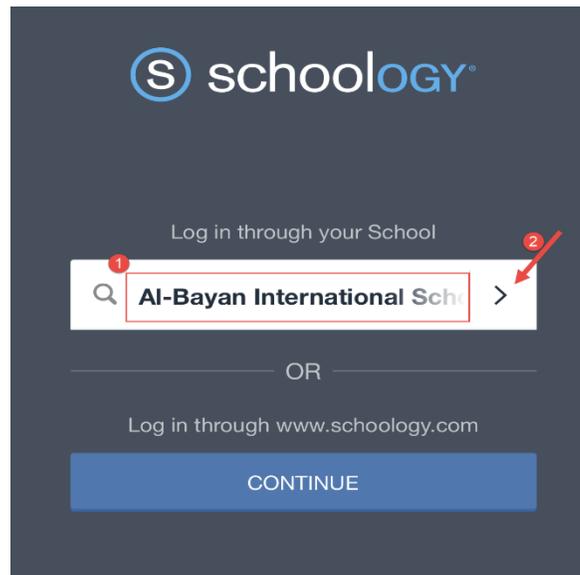
- Click **Save Changes** at the bottom.

Schoology Mobile App

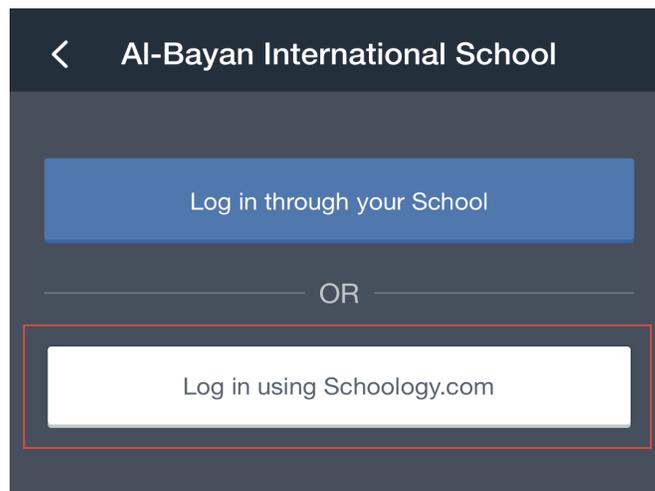
Schoology Mobile App Login

Once you have an account, download the Schoology app from the Apple App Store. Tap the app icon to open it on your device.

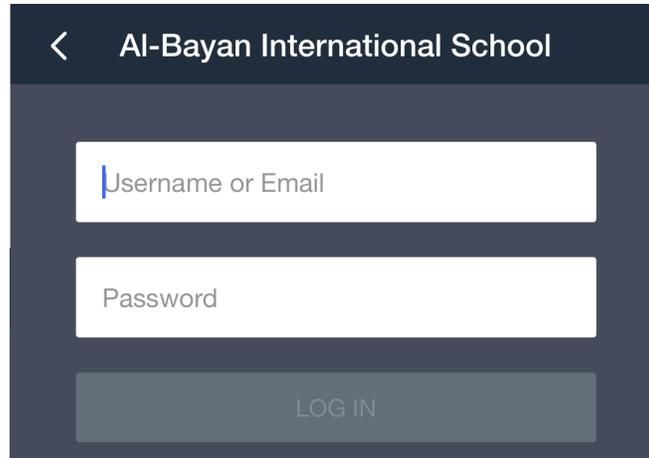
1. Use the keyboard to enter the name of the school “**Al-Bayan International School**”.
2. Tap the name of the school when it displays.



3. Click on Log in using Schoology.com.



4. Enter your username or email and then write your password. Then click on LOG IN.



Al-Bayan International School

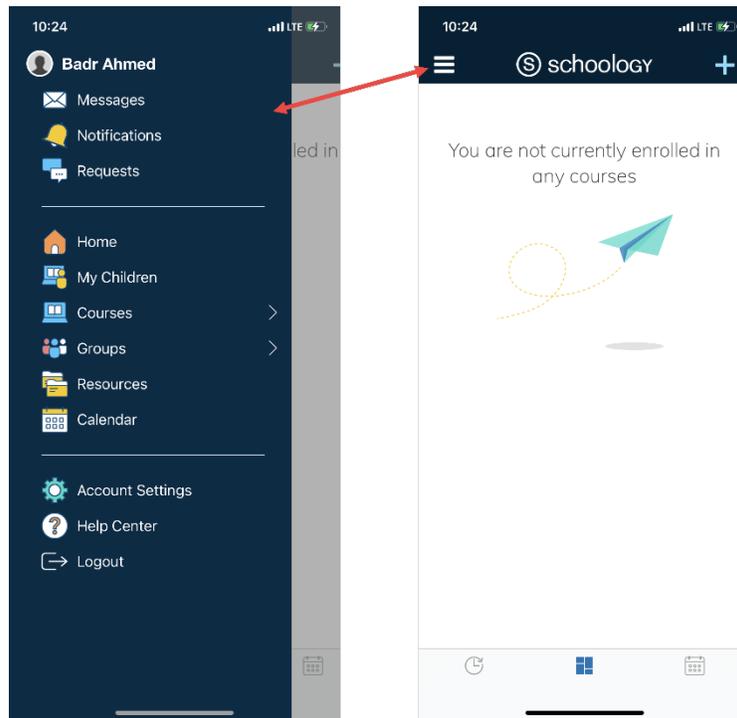
Username or Email

Password

LOG IN

Mobile App Dashboard

The Schoology iPhone app navigation menu allows you to quickly navigate to each essential location on the Schoology App. Tapping the navigation menu in the top left corner of the screen gives you immediate access to:



- **Your profile:** Tap your name to view your personal account profile.
- **Messages:** Messages sent to and from your personal account.
- **Notifications:** Notifications about your **own** Schoology activity.
- **Requests:** Accept or dismiss requests to join courses and groups.
- **Home:** View your course dashboard, recent activity and calendar.
- **My Children:** View your child's activity in Schoology - courses, groups, calendar and grades.
- **Courses:** View courses in which you are directly enrolled.
- **Groups:** View groups in which you are directly enrolled.
- **Resources:** View resources you've uploaded to Schoology and shared resources from groups.
- **Calendar:** View your own calendar in Schoology.
- **Account Settings:** Configure settings for your personal account.
- **Logout:** Log out of the Schoology iOS app.

Support



For More Information or any support, Use one of the following contacts:

- **System Administrator**
 - **Email:** ahmed.mohamed@bis.edu.kw
 - **Tel:** 22052822 , **Ext:** 8208