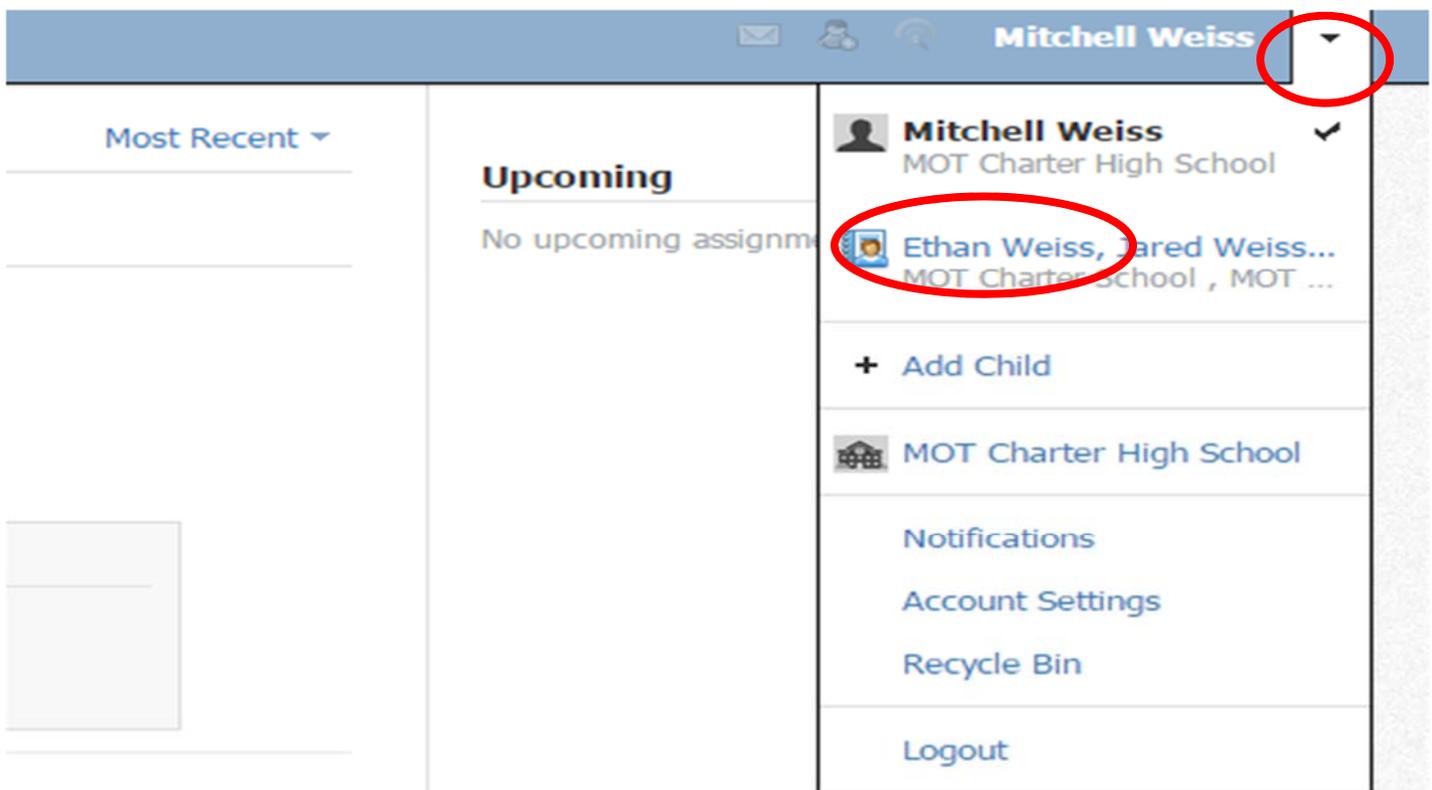# NAVIGATING SCHOOLOGY

Schoology will serve as our primary tool for communicating classroom information to students and parents in grades 3 and above. Our goal is to allow students to receive information, take responsibility for the information, and provide parents with a means to support and encourage the academic achievement of their children.
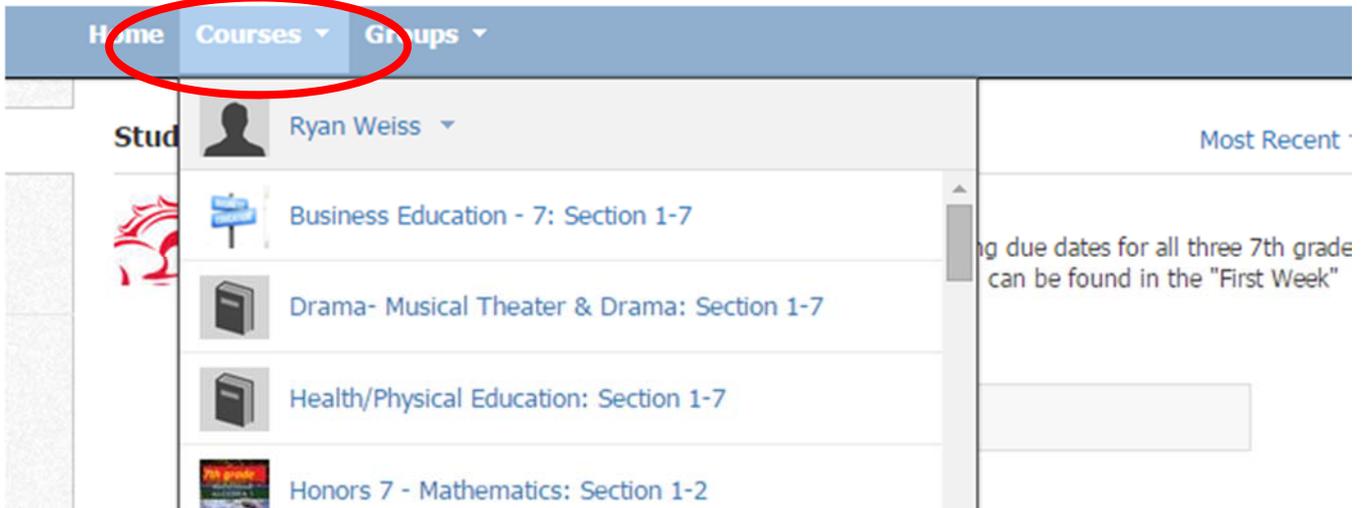
1. The first time you log onto Schoology it will default to your name. To look at your child's information, you have to first select the child whose account you want to access. Using the drop down in the top right hand corner, click on the child's name. If you have multiple children, this is also where you will add their accounts by clicking on the Add Child option.
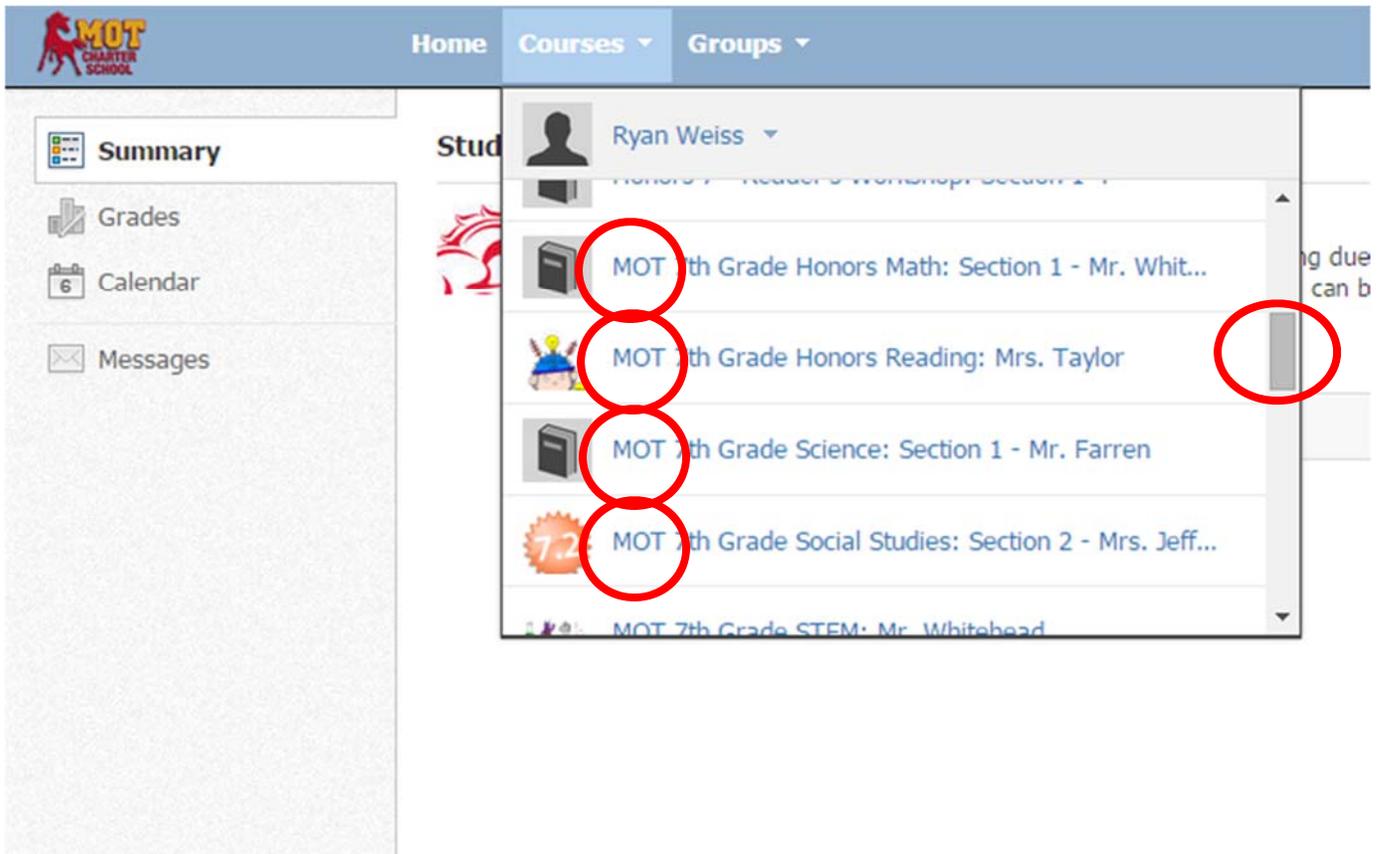
2. Once you have selected the student, select **Courses** at the top

3. Look for the courses that start with **MOT**. They are organized alphabetically. For grades 4-8, you will see each core academic area listed plus related arts listed with a name starting with MOT. In grades K-3, you will only see one academic course with MOT plus the related arts classes.

If you do not see a list of MOT courses, it means your child's account is not completely set up. Please contact Dr. Weiss as soon as you can so that we can fix the problem.

4. Click on a course and explore. Teachers are adding more information on a daily basis. Below is a sample of what you can see. Schoology defaults to showing you the Materials section first.

Click on a folder to see information about upcoming assignments, documents, or links to a website. Students will still be given hard copies of their assignments, but this is where they would go for an extra copy or additional resources.

On the left are Updates. This is where a teacher could post a message to their students about what is going on in class.

Grades is not an active link for the K-8 building. To see your student's grades, please refer to the Home Access Center at https://hac.doe.k12.de.us/.

To get back to the list of classes again, go to the Courses button on the top again and scroll down to you get to the MOT named courses.

STUDENT ACCOUNTS

Students' accounts were set up with the students at school. Students access their account:

Sign into their google account (firstnamelastname@motcharter.com). Password is MOTstudentID

1. Open a separate tab in their browser.
2. Go to motcharter.schoology.com
3. They are in!