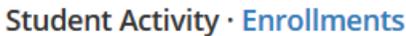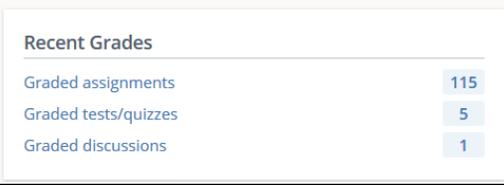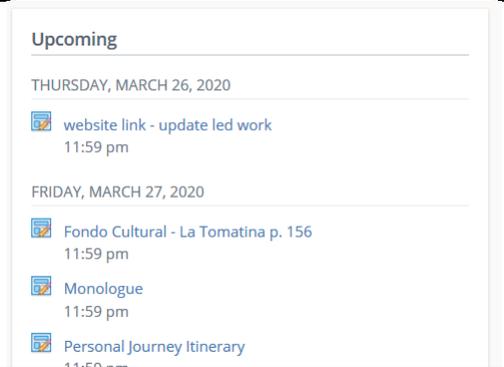| Step	Action	Screenshot
1	This short guide will explain how to log into Schoology to view your child's courses. Parents and legal guardians are granted a Schoology account through their LAUSD Parent Portal account. The username and password used for Parent Portal will be the same for the Schoology account once the two accounts are linked.	
2	Start by going to the following address on your computer: https://parentportal.lausd.net	
3	Log in to your Parent Portal account. If this is your first time logging in, register for an account following the steps provided. You will then associate your child to your account. For further assistance with this step use these resources - Video: https://lausd.wistia.com/medias/oxjg0ejh9v Guide: http://bit.ly/ParentPortalLinking LAUSD Parent Help Desk: (213) 443-1300	
4	From the main menu, click on your child's name.	
5	Select the green button for **Grades and Assignments**.	

6	Click on any **Course Name** assigned to your child. If this is your first time linking Parent Portal to Schoology, you will be asked to enter your username and password. You will only need to do this once.	**Course Name** SPANISH 1B THEA LAB MS B COLLEGE EDS HEALTH JH H ACC CC MATH 7B
7	You now have the option of logging into Schoology in two ways, through Parent Portal – https://parentportal.lausd.net or through Schoology – https://lms.lausd.net	
8	In Schoology, to switch between parent view and student view, click on the upper right corner of the Schoology page where your name is displayed. A dropdown menu will appear. Select your student's name to see the assignments and conversations your student sees.	Parent's Name Parent's Name ✓ Student's Name Student's School ➕ Add Child Your Profile Student's School Settings ➡ Logout
9	You will know that you are viewing as your child because the top of the screen will indicate that you are viewing as [your child's name]. Note: to protect the privacy of other students in your child's classes, you will not be able to see other students' names or comments.	👁 You are viewing as
10	On the left side of the screen, you will see an option to view **Student Activity** or **Enrollments**. **Student Activity** is a running record of announcements posted by your child's teachers and school staff. **Enrollments** allows you to view announcements class by class.	Student Activity · Enrollments
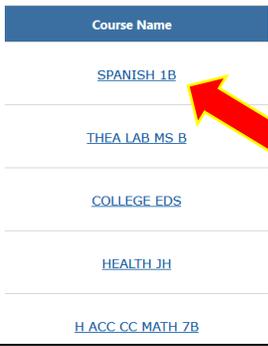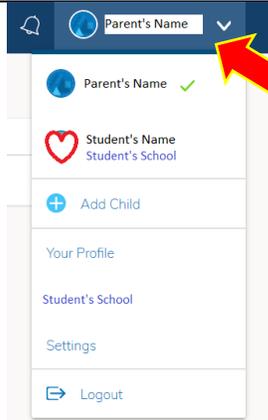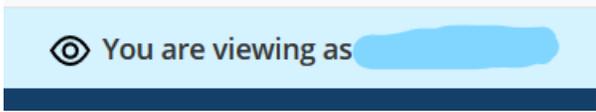
11	On the right side of the Schoology screen, view your child's **Recent Grades** for assignments, tests/quizzes and graded discussions.	**Recent Grades** Graded assignments — 115 Graded tests/quizzes — 5 Graded discussions — 1
12	Below Recent Grades, you will see **Overdue**. This section lets you know which assignments are overdue. Check with your child and/or inquire with your child's teacher about these assignments.	**Overdue** THURSDAY, FEBRUARY 13, 2020 Medieval China Stations 11:59 pm FRIDAY, FEBRUARY 14, 2020 The Golden Age of China/Chinese Inventions FRIDAY, FEBRUARY 21, 2020 Zheng He
13	Below Overdue, Upcoming Events lets you and your child know which assignments will be due soon.	**Upcoming** THURSDAY, MARCH 26, 2020 website link - update led work 11:59 pm FRIDAY, MARCH 27, 2020 Fondo Cultural - La Tomatina p. 156 11:59 pm Monologue 11:59 pm Personal Journey Itinerary 11:59 pm
14	If you would like to contact one of your child's teachers though Schoology, 1) select Enrollments, 2) select the class your child is enrolled in, and 3) click on the light blue envelope. 4) A message box will pop up so you can type in a message to the teacher.	Upcoming · 26 No upcoming assignments or events 1 Admin · ✉