Steps for Families to Connect & Navigate Student Progress Using the Los Angeles Unified Schoology (Beginners)

Primeros pasos para que las familias se conecten y naveguen al progreso de su hijo utilizando el Portal de padres del Distrito Unificado de Los Ángeles (principiantes)

# (S) schoology<sup>®</sup>





#### Email

### Correo electrónico



#### https://achieve.lausd.net/PCSCovid



#### **Free Email**

#### Correo electrónico gratuito

@gmail.com

@yahoo.com

@icloud.com

@outlook.com

@live.com



#### Setting Up a Free Email Account in Google or Yahoo Job Aid April 7, 2020

#### Setting Up a Free Email Account in Google (Gmail)

Steps	Action	Screenshot
	This brief guide will help you to set up a free email account with Gmail (Google). There are many free email providers you can use but this is one of the most commonly used.	
1 - Gmail	Start by opening up a web browser on your phone or computer and type in <u>mail.google.com</u> in the address/search bar.	$ \stackrel{\text{low Tab}}{\leftarrow} \times + \\ \stackrel{\text{C}}{\leftarrow} \stackrel{\text{C}}{\bullet} \qquad \qquad$
	Examples of web browsers include Safari, Firefox, Google Chrome, Microsoft Edge.	
2 - Gmail	If there are other people using your computer, you may see other available accounts to choose from. Before you continue, you will need to <b>Sign Out</b> of any other account.	Google Choose an account
	Click Use another account	③ Use another account

https://achieve.lausd.net/Page/PCSCovid



#### **Parent Portal** *Portal para Padres*

https://parentportal.lausd.net



## Schoology

https://lms.lausd.net

#### Linking to Schoology Enlazar el Portal de Padres con Schoology





### Linking Parent Portal with Schoology Enlazar el Portal de Padres con Schoology

()(†()		Parent Portal					
Español							Log Account Sett
Welcome,	ncements					General Resources	
Date 2018-08-17 13:14:04.0	From Office of School Operations	Title	itle     LAU       Your Parent Student Handbook is ready for viewing? Click Here.     LAU				
2018-08-17 13:14:04.0	Office of School Operations	🐡 Your Parent Student Ho	andbook is ready	for viewing! Click Here.		Parents' Rights and Responsibilities District Calendar	
My Students Click on the name of ea	ich student to view their pers	onalized information and reso	ources			District News & Events LAUSD Families Page	
Add student	Studa	at TD School	Grade	Encollment Status	Pamoua	Parent Student Handbook	
			4	Y	Remove	e-Choices	
1						LAUSD Daily	

### Linking Parent Portal with Schoology Enlazar el Portal de Padres con Schoology

Select the **Schoology** button

Seleccione el botón de **Schoology** 



S

#### Schoology Online Gradebook Libreta de calificaciones por Internet Schoology

- A New Window Opens Schoology Parent View.
- To return to parent portal you must close the Schoology Window.

LOS ANGELES COURSES	GROUPS RESOURCES TOOLS	Q [		$\boxtimes$	ପ	
Summary	Current Past 🕑 Download Student Report		Your Pro	file		
Grades	ACC CC ALG 1B: TERM AS – PERIOD 4		Persono	lized Lea	rning Sy	
8 Calendar	> A-Track Spring - 20152016 - 8462 (100%)	_	LOS AN	GELES U	SD - 99.	
🖂 Messages	✓ (no grading period) (0%)	B (86%	Settings	tions		
	Classwork	-	⊖ Lo	gout		
	∽ homework	C (70%)	)			
	Homework 1 4/01/16 11:59pm	70 / 100	0			
	✓ Projects	B (88%)	)			
	Project 1 4/01/16 11:59pm	<b>B 88</b> / 1	.00			
	> Test	A (1009	%)			

- Una ventana nueva • abre la vista para padres de Schoology.
- Para regresar al ٠ portal de padres debe cerrar la ventana de Schoology.

### Accessing the LMS





### **Schoology Layout** La disposición de Schoology

	UNIFIED COURSES GROUPS GRADES	Q	00	••••	$\boxtimes$	Q	Antoni	• •
Access the calendar,	RECENT ACTIVITY COURSE DASHBOARD							
messages,	Post: 😼 Update 🔯 Assignment 🛅 Event 🕆 More Most Recent 🕆		Reminders					
grades, apps, etc.	LAUSD Elementary History-Social Science Jennifer, how can we get the access code to get to the TCI online resources? Today at 2:31 pm Comment · Like	1 re-submitted assignment 1 pending review test/quiz submission 5 ungraded discussion posts						
Acceda al calendario, mensajes, grados, apps, etc.	<ul> <li>John F Kennedy SH Gifted/Hi Gift/Hi Ability Medical Magnet - 7951</li> <li>I hope you are enjoying the last few days of your Summer Break. It is hard to believe that new school will begin in just under 2 weeks on Tuesday, August 20. As we begin to prepare for the new school year, please check your Schoology schedule to see if those are the classes that you need for next year. If you notice that there is a problem with your schedule, please come in next Monday, August</li> <li>Show More</li> </ul>		Overd SATURE Mn 11:	DAY, SEPT Introduct :59 pm	EMBER 30, tion to Lear	2017 rning to In	nprove	-
	CISTRATIC Schoology		Upcon	ning			Calen	Jar
	Today at 2:12 pm Comment · Like		FRIDAY,	, AUGUST	9, 2019			
	1 person likes this		9 Pre 9:0	e- Registra )0 am	ation for 6t	h grade M	lagnet	
	Write a comment		🗭 ни 11:	V - Salary :59 pm	Point Cour	se - Mini N	Nods	

View recent grades, overdue work, and upcoming items.

Vea las calificaciones recientes, el trabajo atrasado y los próximos artículos.



#### Parent Email Digest Configuración de Notificaciones para Correo Electrónico

UNIFIED COURSES GROUPS RESOURCES		Q	📰 🖂 📿 🙀 Parent Hernandez 🗸
Account			Parent Name 🗸
Account Settings Notifications Privacy Settings Recycle Bin			
Notifications Schoology sends you notifications when actions occur that involve you. You can select whi Reset to default settings	ch notifications you would like to	o receive.	Child Name Fair Lakes Academy
Academic	🖂 Email	Send patifications to your	🕂 Add Child
Course update posted	On 🛟	phone via text message	Your Profile
Course comments on updates, assignments, or discussions	Off \$		Fair Lakes Academy
Comments on my posts	On 🗘		
Course content created	Off 🗘		Settings
Course materials overdue	Off \$		Subscriptions
Group	🖂 Email		⊡→ Logout
Group update posted	On 🗘		



#### Parent Email Digest Configuración de Notificaciones para Correo Electrónico

UNIFIED COURSES GROUPS GRADES	🛗 🕡 Child's Name 🗸
Account	Parent Name
Parent Email Digest	Child Name Fair Lakes Academy
Receive weekly or daily email reports of your children's activity	🕂 Add Child
Email Summary: Off  Overdue Submissions Email	Your Profile
Receive an email when an item's due date has passed without a submission from your child.	Fair Lakes Academy
Email Notification: Off	Settings
Save Changes	Subscriptions
	⊖ Logout

5

#### Parent Email Digest- Example Configuración de Notificaciones para Correo Electrónico- Ejemplo



S

### **Schoology: Toggle Views** *Alternar entre vistas*

	You are viewing as		
UNIFIED	LES COURSES GROUPS GRADES		Child's Name 🗸
	Student Activity · Enrollments         Courses Current *       Grade         I GRADE 5: TERM 1TA- PERIOD 1       -         Groups       This user is not a member of any groups	Recent Grades         Graded assignments         Graded tests/quizzes         Graded discussions         Upcoming         No upcoming assignments or events	Parent Name         Image: Child Name         Fair Lakes Academy         Image: Add Child         Your Profile         Fair Lakes Academy
Switch in the u Cambi estudia	views between the parent view and student view upper right corner. e la vista entre la vista del padre y la vista del ante en la esquina superior a la derecha.		Settings Subscriptions

S

### Parent View - Course Page Vista de padres – Página del Curso



Sc

UNIFIED	OURSES GROUPS GRADES	<b>i</b>
	GRADE 5: TERM 1TA- PERIOD 1	
<ul> <li>Materials</li> <li>Updates</li> <li>Grades</li> <li>Mastery</li> <li>Members</li> <li>OneNote Class Notebo</li> <li>Information</li> <li>Grading periods 2019-2020 A-Track Elementary, GP1 (2019-20), GP2 (2019-20), GP3 (2019-220)</li> </ul>	<ul> <li>Class Syllabus INSINE</li> <li>Student Information Survey</li> <li>Please complete the student information survey by clicking on this link. Only complete the survey once for Mrs. and Ms. Due Friday, August 18, 2017 at 11:59 pm</li> <li>Name Tent Due Wednesday, August 16, 2017 at 11:59 pm</li> <li>Webquest</li> <li>Using the information on my schoology page, answer the questions. The document will download directly to your docs. Due Monday, August 21, 2017 at 6:00 pm</li> </ul>	Upcoming • Fiday, August 18, 2017 Student Information Survey 11:59 pm Monday, August 21, 2017 Webquest 6:00 pm 1 Admin



### Parent View - Course Page Vista de padres – Página del Curso



#### **Example of the "Materials" in a Course** *Ejemplo de "materiales" en un curso*





#### Example of the Zoom Meetings Embedded as a Link in a Course Ejemplo de reuniones de Zoom con enlace incorporado dentro del curso

UNIFIED	COURSE	s groups	RESOURCES	GRADES		Q		<b>*</b>
A UNIFIED Trades OP LAY		5- Fender: Fender Ele tart Here Firs	ctric Guitar Perio <b>t- 8am</b>					
		ZOO Your currer	nt Time Zone is (0	GMT-07:00) Pacific Time	(US and Canada). 🖄			
View Constraints	•	Upcomi	ng Meetings	Previous Meetings	Cloud Recordings			
Updates		Start Tim	ne	Торіс			Meeting	) ID

S

### Messaging a Teacher Enviar mensaje al maestro





### Messaging a Teacher Enviar mensaje al maestro

Parents do not need to know the name of the teacher or LAUSD email address. Schoology will fill this in for the parent.

Los padres no necesitan saber el nombre del maestro o la dirección de correo electrónico de la escuela. Schoology lo rellenará para el padre.



### Messaging a Teacher Enviar mensaje al maestro

Ē

 $\bowtie$ 

Q



Enter **Subject** and **Message** and click **Send**.

Introduzca el asunto y el mensaje y haga clic para enviar.

New Message	×
То: *	
Subject: *	Type the name of someone in your network
Message:	
	Send Cancel

Parent Name 🗸

0



**Dzień dobry** SVEIKI B GUTEN TA SCześć ∽ BONJOUR HALLO II SALUT



The language can be changed at any time in Schoology. El lengua se puede cambiar en cualquier momento en Schoology.



Scroll to the bottom left corner of the page to locate the language options. Desplácese hasta la esquina inferior a la izquierda de la página para localizar las opciones de idioma.



Click on the text to open the language choices. Haga clic en el texto para abrir las opciones de idioma.

Click on the desired language. Haga clic en el idioma deseado.





- No matter what language is selected in Parent Portal, the first time Schoology opens, the interface will be in English. A pesar del idioma que se seleccione en el Portal de Padres, la primera vez que se abra Schoology, la interfaz estará en inglés.
- The Schoology interface is available in English, UK English, Spanish, French, Japanese, Malay, and Portuguese. La interfaz Schoology está disponible en inglés, Inglés británico, español, Francés, Japonés, Malayo y Portugués.
- Posted content will not be translated. Only the interface will display in the selected language. El contenido publicado no se traducirá. Sólo la interfaz se mostrará en el idioma seleccionado.

### **Resources for Families**

#### Recursos para las familias





27

#### **Parent Portal Resources** *Recursos del Portal de Padres*

Parent and Community Services PCSS Website: <u>https://achieve.lausd.net/Page/10470</u>

Video: Creating a Parent Portal Account (English with Spanish Closed Captions)

Video: Access Grades and Assignments from Parent Portal (Video) English with Spanish Closed Captions

Linking student using PIN (English) (Spanish)

Parent Portal FAQs (English) (Spanish)



### Job Aids Guías de Ayuda

Step-by-step assistance for parents and families to successfully use technology and learn how to establish and use:

- Email accounts
- Schoology/Parent Portal

Clever

Setting up a Chromebook

**Download available at:** 

https://achieve.lausd.net/Page/PCS Covid



Ayuda paso a paso para que los padres y las familias utilicen facilmente la tecnología y aprender cómo establer y utilizar:

- Cuentas de correo electrónico
- Schoology/Portal para Padres

Clever

Configurar un Chromebook

**Disponible para descargar en:** https://achieve.lausd.net/Page/PCSCo vid