

Hello, parents and guardians!

This year, in an effort to strengthen our communication between school and home, we are opening Parent Access in our learning management system, Schoology. With this access you will be able to see all information that your child sees, including updates from the school, events listed on our calendar, classroom materials, and messages!

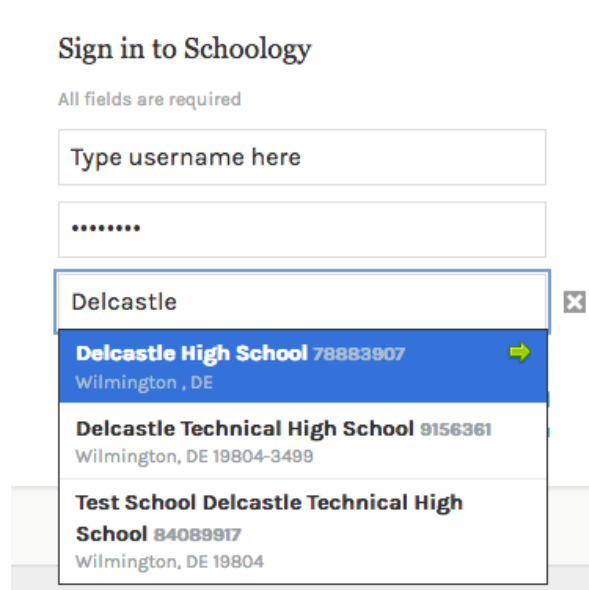
## Step One: Accessing Schoology

There are two ways that you can access Schoology:

1. On the web using your computer or mobile device.
  - Schoology.com
2. On the FREE Schoology app using your cell phone and/or tablet.

## Step Two (A): Logging into Schoology on the Internet

- Type in the username and password that you use to access the Home Access Center (HAC--information included)
  - **IMPORTANT:** The HAC gradebook is the OFFICIAL grade and is where you will need to look for grades. The Schoology gradebook is NOT an accurate representative of students' grades.
- Type in "Delcastle" for the school. Make sure that you're selecting the choice with the GREEN Arrow
- Hit "Log In"

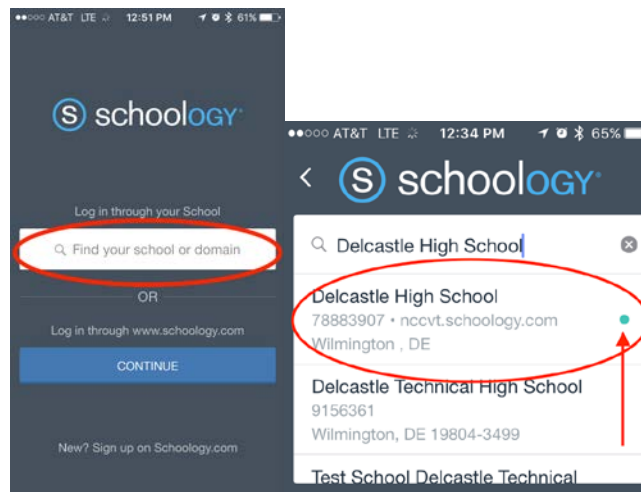


The screenshot shows the 'Sign in to Schoology' login page. It includes a title, a note that 'All fields are required', and three input fields. The first two fields are for 'Type username here' and a password field. The third field is a dropdown menu for school selection, currently showing 'Delcastle'. A dropdown menu is open, listing three options: 'Delcastle High School 78883907' (highlighted in blue with a green arrow), 'Delcastle Technical High School 9156361', and 'Test School Delcastle Technical High School 84089917'. A close button (X) is visible in the top right corner of the dropdown menu.

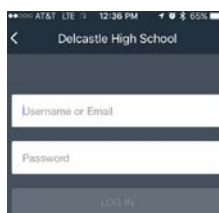
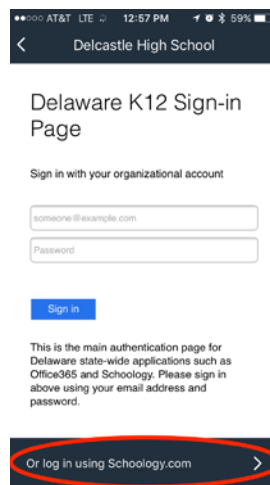
School Name	Phone Number	Location
Delcastle High School	78883907	Wilmington, DE
Delcastle Technical High School	9156361	Wilmington, DE 19804-3499
Test School Delcastle Technical High School	84089917	Wilmington, DE 19804

## Step Two (B): Logging into Schoology on the App

- Type in the username and password that you use to access the Home Access Center (HAC--information included)
    - **IMPORTANT:** The HAC gradebook is the OFFICIAL grade and is where you will need to look for grades. The Schoology gradebook is NOT an accurate representative of students' grades.
  - There are a few more steps for logging into the Schoology App after you have installed it on your phone/tablet. Please use the pictures below as a guide.
1. In the WHITE box underneath “Log in through your School,” type in Delcastle and choose the option that says “Delcastle High School” with the GREEN DOT on the right.



2. At the bottom of the screen, click on “Or log in using Schoology.com >”

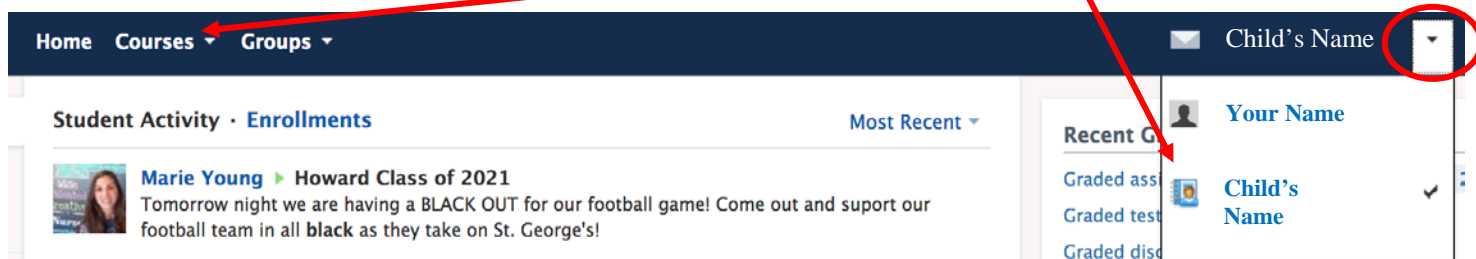


3. Sign in using your HAC username and password.

## Step Three: Navigating Schoology

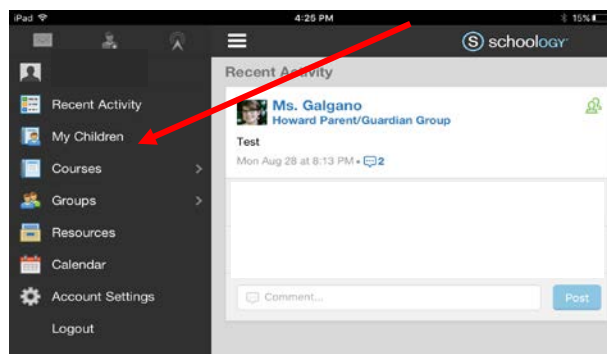
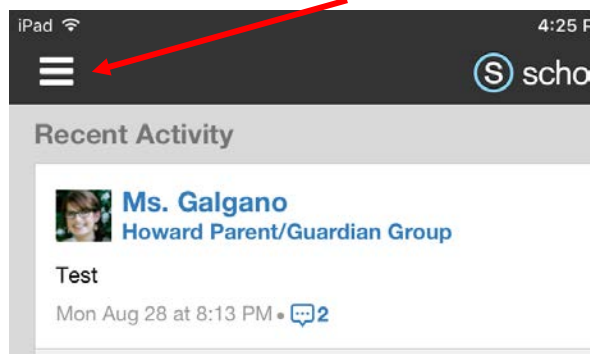
### From the Web Version:

- Use the menu in the top right corner to navigate between your view and your child's view. In your view, you will only see what you are a member of. Click on your child's name to view everything that he/she sees. Clicking on the courses tab will allow you to view all of their courses.

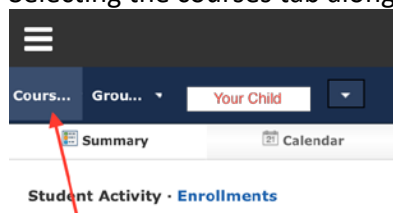


### From the App Version:

- Click on the three lines in the upper left to navigate between your view and your child's view. In your view, you will only see what you are a member of. Click on "My Children" to see everything your child sees.



- Selecting the courses tab along the top of the screen will allow you to access your child's courses.



## Schoology Features

Once you select your child's courses, you will be able to do the following:

- Message the teacher.
- View the class materials that have been uploaded to Schoology.-
- View what assignments your child has and has not turned in.
- View the gradebook.
  - **IMPORTANT Reminder:** This gradebook is not our official gradebook and reflects ONLY the assignments that the teacher has graded in Schoology. Continue to use HAC to see official grades.

Issues with your username or password? Please contact Mary An Scarbrough at [maryan.scarbrough@nccvt.k12.de.us](mailto:maryan.scarbrough@nccvt.k12.de.us)