<div align="center">Bryant Rolls Out Our</div>

SCHOOLOGY Learning Management System

Welcome to the 2019-2020 school year! We are excited to get to know your students, AND we are excited for you to get to know more about Bryant. One of our goals in our Continuous School Improvement Plan is to enhance communication. To that end, we just completed a four-hour staff training on Schoology, an online Learning Management System.

Schoology enables our staff to post updates, materials, calendar items, etc., which students and families may access 24/7 from any computer or mobile device (if you download the app). All course materials and updates are organized and available in one place. Each child will have a Homeroom Course, along with courses from our Instructional Specialists, such as Special Ed, Reading, Art, Music, PE, Technology, and Library. Some families will already be familiar with Schoology, if they have students in middle school or high school in Seattle Public Schools.

Thanks for your support and enrollment in the Source and Schoology!

Sincerely,

Charmaine Marshall

Principal, Bryant Elementary

Step 1: Set Up Source Account

To create a Schoology account, parents and guardians must obtain a Schoology Access Code from the Source. The Source is the place for your child's assessment scores, attendance, and *secondary* student grades.

** You must be on record as the **parent or guardian** of a student enrolled in SPS. Please make sure you have provided the **same email address** for each SPS student in your family.*

To set up a parent or guardian Source account:

1. Visit http://ps.seattleschools.org and click the **Set Up** button.
2. Type your **email address** in the field provided. Click **Enter**.
3. Check your email for a message from sourcesupport@seattleschools.org
   If you don't receive this email:
   - Check your Spam or Trash folders.
   - Contact the school(s) to provide your email address.
4. Open the email and click the link.
5. Enter your email address in the **Username** field and create a **Password**.
   - Your password must be 5 or more characters long.
   - Please do not use an apostrophe ' in your password.
6. Click **Enter** to begin exploring the Source!

For more information about the Source, go to https://www.seattleschools.org, click **Student Family Portal** icon, select **All About the Source** on left navigation pane.

Need Help? Please email sourcesupport@seattleschools.org.
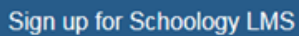
<div align="center">***TURN OVER FOR STEP 2***</div>
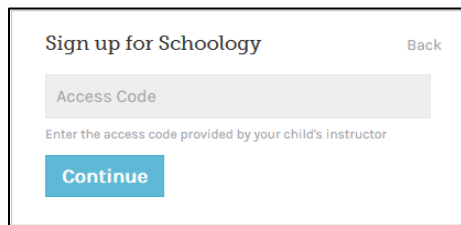
Step 2: Register for Schoology

In order for **parents or guardians** to create a Schoology account (students do not create accounts, they are already members by being enrolled in the class), you will need your **Schoology access code(s)**. Codes are found on the Source under the **Schoology Access Codes** menu item.

To Register for a Schoology Account:

1. Log onto your Source account at http://ps.seattleschools.org
2. Click the **Schoology Access Codes** menu item on the left.
3. Copy and paste or write down your **Schoology access code**. If you have more than one student, you will enter the remaining access codes later using the **+ Add Child** feature.
4. Click the **Sign up for Schoology LMS** button.
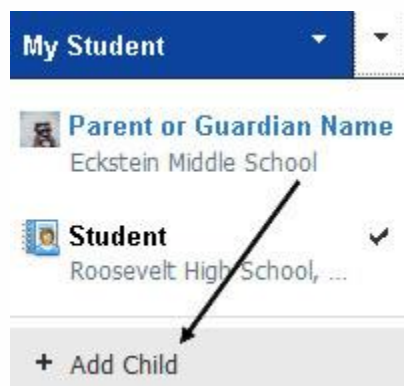
5. Enter the **Access Code** and click **Continue**.

6. Fill out the form with **YOUR** name, valid email address, and create a password.
7. Click **Register**. If you only have one student, you have completed your registration!

To Add *More* Students to Your Schoology Account:

1. Log onto your Schoology account.
2. Click the down-facing arrow on the top right and click the **+ Add Child** link.

3. Enter the **Access Code** from the Source and click the **Use Code** button.
4. Repeat these steps if you have more children enrolled in SPS.

## Need Help? Please email sourcesupport@seattleschools.org.

Step 3: Set Your Notification Preferences

To receive timely email notifications of activity on Schoology courses, you need to activate the notifications feature on your child's Schoology account. Follow these simple steps to optimize school communication:
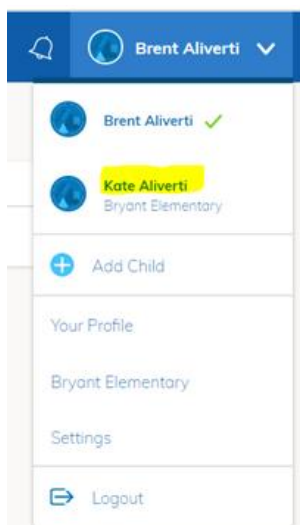
1. Open a web browser.
2. Go to https://www.seattleschools.org
3. Select the **Family** tab and click **Schoology**. *Note: You might want add this URL to your favorites.*
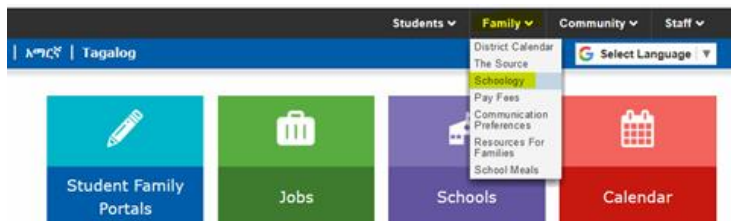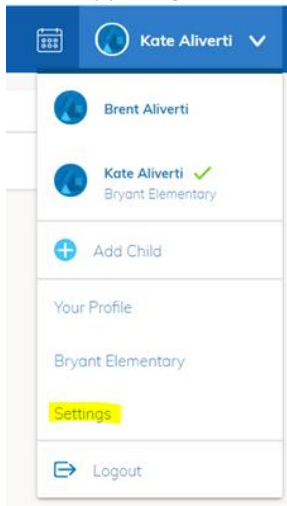

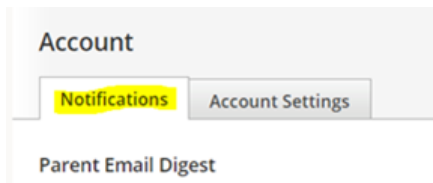4. Enter your personal Schoology email and password and click **Log in**.
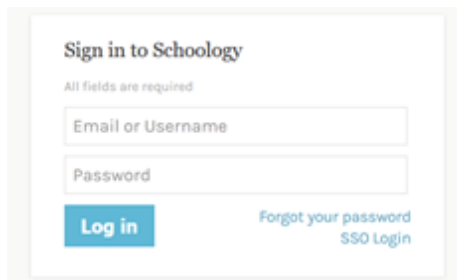
5. In the upper right corner, click your name and select one of your child's Schoology accounts.

6. In the upper right corner, click your child's name and select **Settings**.
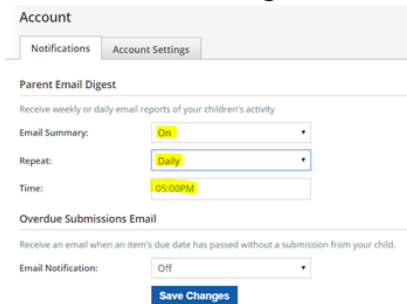

7. Select the **Notifications** tab.

8. Under **Parent Email Digest:**
   - Select **On** for Email Summary.
   - Select **Daily** under Repeat.
   - We recommend leaving time for 5:00PM

9. At this time, we are not using the Overdue Submissions Feature.

10. Click **Save Changes**.