



Welcome to Elim and to Schoology

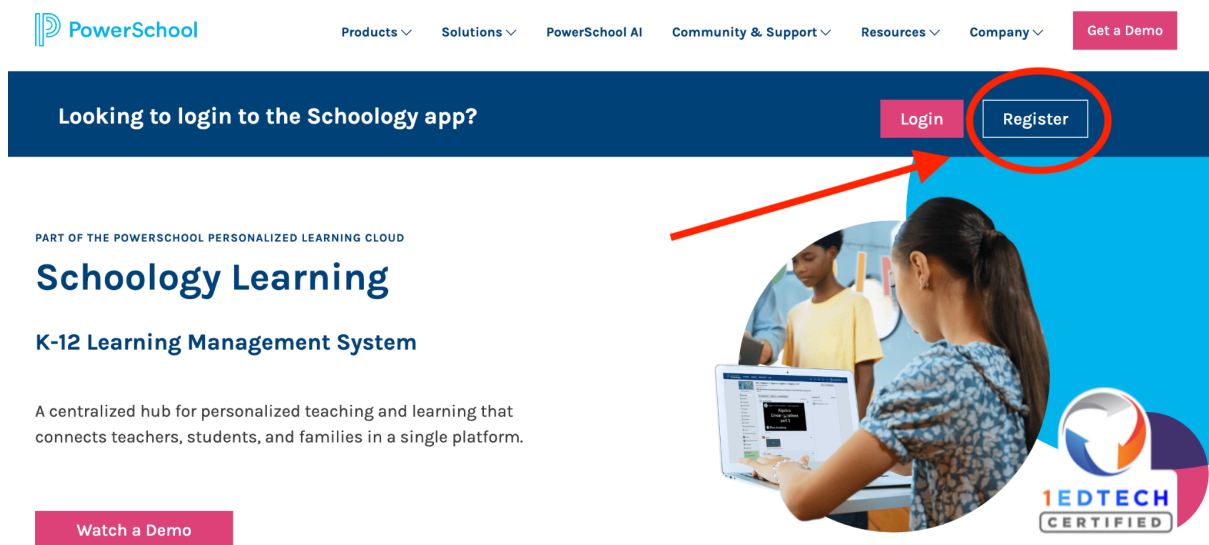
At Elim, we want to make it as easy as possible for you as a parent to be highly involved in your son or daughter's learning. Schoology, our world-class learning management system, is one of the ways that help us do this better than ever before.

To access Schoology you will need to create a parent account and then enter a 12-digit code to connect your account to your child's one.

Please follow the instructions to get set up:

If you do not yet have a Schoology account

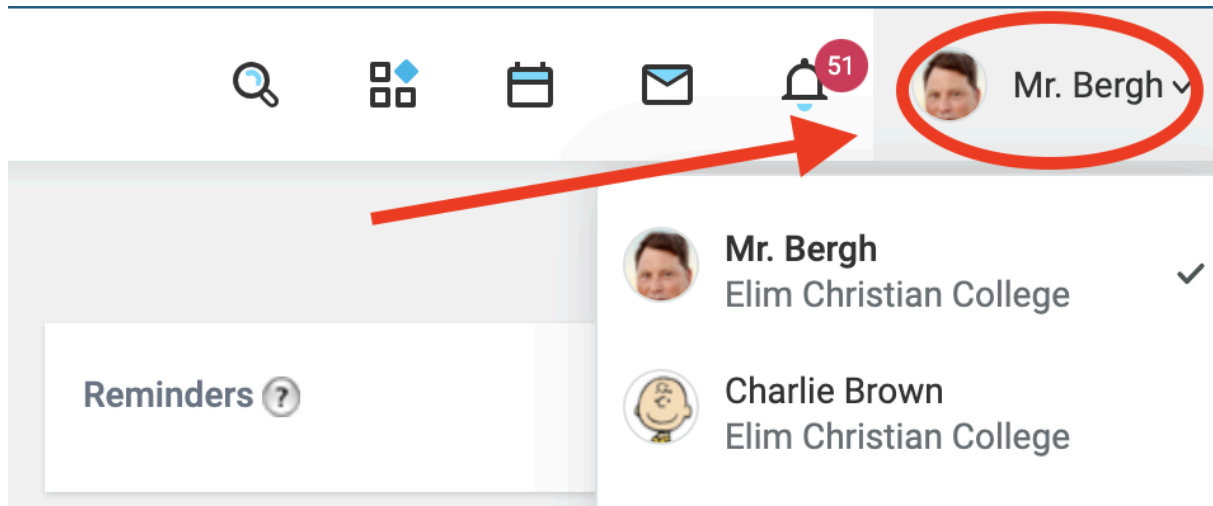
1. Go to www.schoology.com
2. Click **Register** at the top of the page and then choose **Parent**.



3. Enter your **Parent Access Code**. (This is a 12-digit code in xxxx-xxxx-xxxx format that you receive from us via email).
4. If you have not received a code from us please email: golflands@elim.school.nz
5. Fill out the form with your information.
6. Click **Register** to complete.

If you already have a parent Schoology account

1. Go to <https://elim.schoology.com/>
2. Login to your Schoology account.
3. Click on the arrow next to your name at the top right corner of the screen.



4. If your child(ren) is already listed in the drop-down then you are already connected to them and you need to do nothing further.
5. If your child is not listed, click the **“Add Child”** button.
6. Enter your **Parent Access Code**. This is a 12-digit code in xxxx-xxxx-xxxx format that you receive from us via email.
7. Click **“Use Code”**. Your child should now be connected to your account.

Getting the most out of Schoology

Completing the registration process creates your own personal Schoology account which will allow you to view your child’s **lessons** and their **grades**.

One of the unique features of a Schoology parent account is that you will have an ‘over the shoulder’ view of your child’s courses and lessons. You can do this by clicking your name (top right of the screen) and **selecting your child from the dropdown**. You can then navigate Schoology from the viewpoint of your child.



A good first step is to adjust your **notification settings** to avoid getting notifications you do not wish to receive. Click on your name (top right) then Settings. Then the notifications tab. Adjust as preferred.

You will also be able to **message** your child's teachers (click the envelope icon) and receive school **communications** and **updates** when you join the **GCMY Parent Group**, as well as your child's school **sports teams** and **extracurricular groups** (click on Groups).

To join the GCMY Parent group use the code: FT7P-7BSZ-VNBZ3

In addition to this, on Fridays, you will receive a **summary email** of your child's progress for that particular week.

Using the Schoology Gradebook

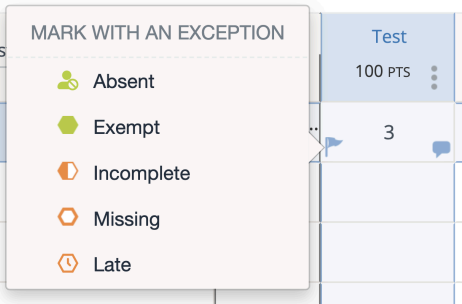
As a parent user, you will be able to view your child's grades and the feedback comments from their various subject teachers. You can view your child's grades by clicking on the **Grade** tab in Schoology.

When your child has completed a common assessment test or task (CAT), the following grades are awarded:

Common Assessment Tasks			
Not Achieved	Achieved	Merit	Excellence
0 - 49%	50 - 74%	75 - 87%	88 - 100%
The student has achieved some but not all aspects of the assessment.	The student has achieved all aspects of the assessment.	The student has achieved all aspects of the assessment with some aspects to a high standard.	The student has achieved all aspects of the assessment to a high standard.

If your child has 'not achieved' a common assessment task or test, please message their teacher

When a student has not **completed** an assessment, one of the following status indicators will be used:

Grade Status Indicators	
	<p>Absent</p> <p>The student should have completed the assessment but was absent from school at the time of the assessment.</p>
	<p>Exempt</p> <p>The green exempt symbol means the student has missed an assessment for a valid reason and they do not need to resit the assessment. The grade will not count to the final course grade.</p>
	<p>Incomplete</p> <p>The orange incomplete means the student has missed a due date or that part of an assignment or task has not been completed. <i>The teacher is still expecting the student to submit the assignment.</i></p>
	<p>Missing</p> <p>The orange missing symbol means the student has missed the deadline, and will be graded 0 for the assignment.</p>
	<p>Late</p> <p>The orange 'LATE' is an indication that the student has submitted the assignment late.</p>



Downloading the Schoology Gradebook

In the Middle Years, instead of issuing traditional mid-year and end-of-year reports, parents can login to Schoology at any stage during the year and access the Live Schoology Gradebook. This is a continuous record of your child's learning which can be printed out or downloaded and saved as a PDF file.

1. Go to <https://elim.schoology.com/> to log in with your parent credentials. If you have forgotten your password, please use the Forgot Password function to reset it.
2. Go to the top right of the page, and click on the down arrow next to the parent name.
3. One or more of your children's names will appear. Click on the child whose report you want to print.
4. A new page with the words Courses, Groups, and Grade Report will appear.
5. Click on the Grade Report tab.
6. A new page with a button (Download Student Report) will appear - click on the button.
7. A pop-up window (Download Grades/ Attendance Report) will appear.
8. Select the grading period and click next.
9. A new pop-up Export [Your Child's Name]'s Student Report with a "Select All" button - click the button and then click "Submit".
10. A page will show the report.
11. Right-click anywhere on the page, and click on "Print...". A print instruction pop-up will appear. In the "Destination" drop-down, choose "Save as PDF" and click "Save".
12. Note that this is a record of learning, a snapshot of your child's learning journey that reflects the formative processes that happen during the year and their mastery or lack of mastery for each of the learning opportunities in each course.

To get a more comprehensive idea of the depth of specific learning tasks you can drill into each subject by clicking on the individual subjects when you are on the page that has the "Download Student Report" button.