

Dear BCA Parent/Guardian:

One of our goals at BCA is to continually improve the teaching and learning environment for our students. With this objective in mind, we have partnered with Schoology, a learning management system (LMS) for K-12 Schools focused on collaboration, which allows users to create, manage, and share academic content.

Schoology is visually and functionally similar to Facebook as it facilitates communication and collaboration at the class, group and school level and it is user friendly and flexible. As of now, all teachers at BCA are posting all assessments and assignments on their course calendar which can be viewed by students enrolled in the course as well as their parents. Nevertheless, many of our faculty members are taking advantage of the many other functions of Schoology depending on their teaching style and subject.

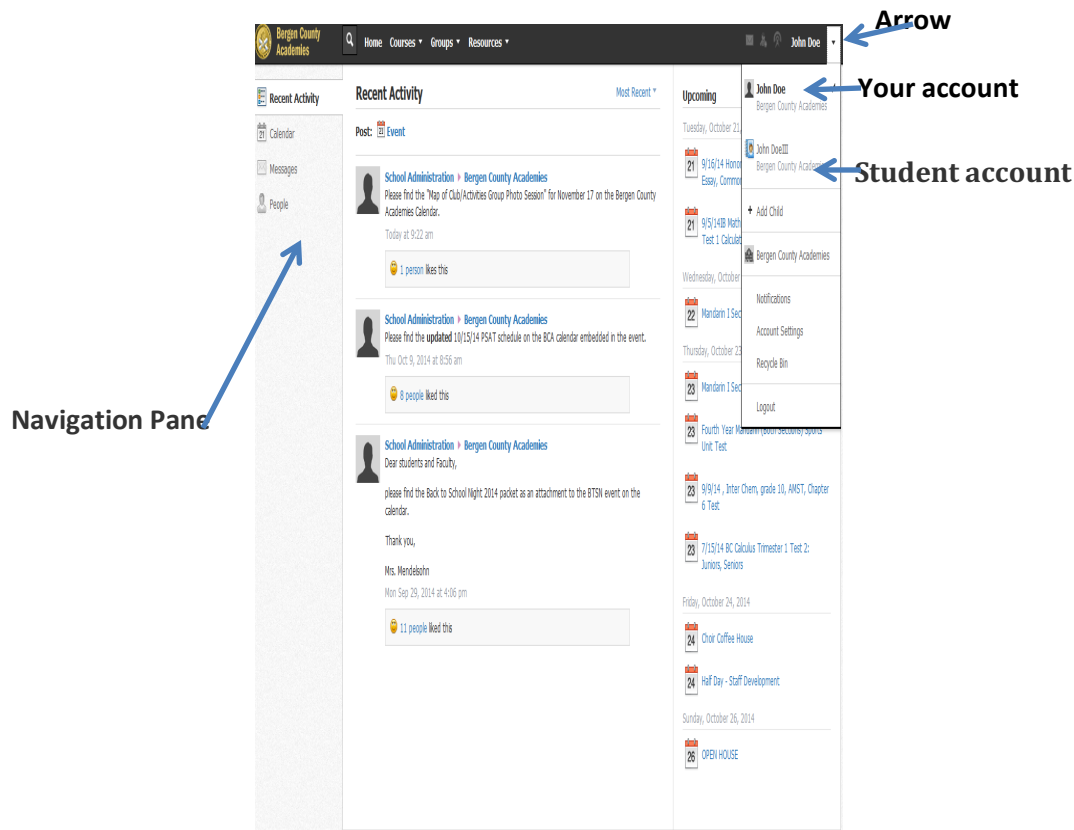
In order to log into your Schoology account, please access your Power School account. The Schoology URL and your log in information are displayed at the bottom left of your main page. Attached is a "Quick how to guide" for parents to assist them in navigating the system.

It is our belief that this tool will improve the communication among faculty members, students, and parents and therefor improve our academic environment.

When you log into Schoology, you'll land on your account's Home Page. This home page displays a Recent Activity feed of updates and Upcoming events at the school. This area only displays information pertinent to your account, and does not show any of your child's content.

To view a Summary of your child's activity in Schoology and upcoming items associated with their school, courses, and groups, you may toggle between your account and your child's account.

1. Click on the down facing arrow on the top right of your Schoology account.
2. Below your name, you'll see the name of the child associated with your account. If you have [linked](#) accounts in Schoology, you'll see your linked account and associated children in this dropdown as well.
3. To view the activity of a particular child, click the child's name from the dropdown menu.
 - Clicking on the Student name will display their Summary page
 - When you have multiple children in the same school, clicking on the icon to the right of the student name will take you to their [profile](#).



Toggle to switch from your account to your child's account. The 'check' mark next to the name indicates the active account.

After you 'toggle' to the student summary page you will see this:

- **Activity/Enrollments**
- **Student calendar view**
- **Messages**
- **Upcoming**

The screenshot shows the Bergen County Academies student summary page. The top navigation bar includes 'Home', 'Courses', and 'Groups'. The user is identified as 'John DoeIII'. The left sidebar contains navigation options: 'Summary', 'Calendar', and 'Messages'. The main content area is titled 'Student Activity - Enrollments' and displays three recent posts from 'School Administration'. The right sidebar is titled 'Upcoming' and lists various school events and tests, including 'Mandarin 1 Section A Pinyin Test', 'Mandarin 1 Sections B and C Pinyin Test', 'Fourth Year Mandarin (Both Sections) Sports Unit Test', '7/15/14 BC Calculus Trimester 1 Test 2: Juniors, Seniors', '9/9/14, Inter Chem, grade 10, AMST, Chapter 6 Test', 'Choir Coffee House', 'Half Day - Staff Development', 'OPEN HOUSE', and '9/8/14 Analysis II, grade 10, 11, all academies, College Costs Project'.

1. The **Student Activity** area displays the most recent updates.
2. The **Enrollments** area displays a list of all of the child's courses and groups.
3. This **Calendar** displays events and items with due dates in the child's school, courses, and groups. Each event is color coded.
4. Selecting **Messages** enables you to send and receive messages from teachers at your school
5. The **Upcoming** area displays a list of approaching events and graded items in the child's school, courses, and groups. To view more details about the item, click on the name of the item from the list.