

GPS Information Services

Topic: Schoology Family Portal – Toggling Between Your Children

Date: 9/30/2015

This procedure applies to parents that have more than one child in GPS and how to toggle between them while in the Schoology portal.

Parent Schoology logon page:

<https://www.schoology.com>

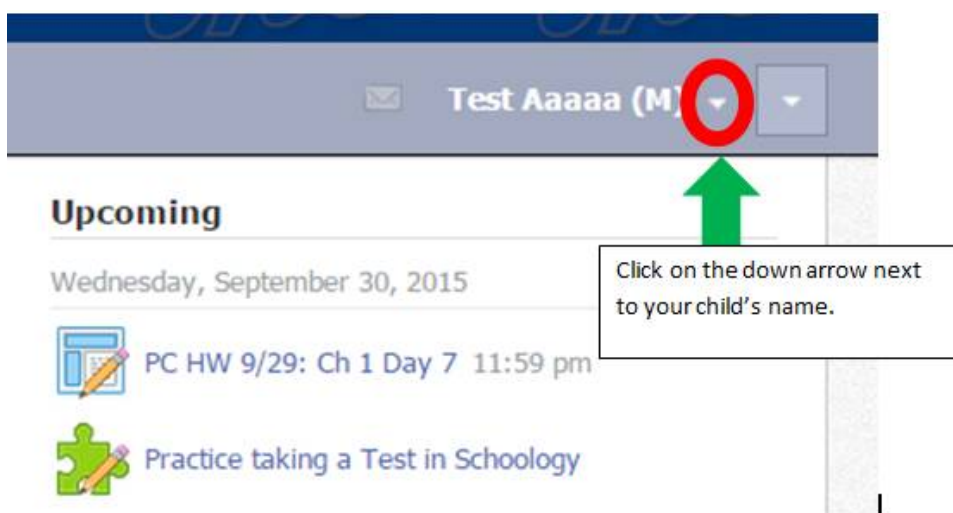
Step1: After logging in, your name appears in the top right of the screen. Click the down arrow next to your name to see one of your children listed below yours. Click on the child's name to access.



The screenshot shows the top navigation bar of the Schoology Family User interface. The bar is dark blue and contains a profile icon, a notification bell with a red '1', and the text 'Family User' followed by a small white square with a black downward arrow. Below this bar, a dropdown menu is open, listing two accounts. The first account is 'Family User' from 'Greenwich Public Schools', marked with a checkmark. The second account is 'MS-TestStu Aaaaa, Test ...' from 'Eastern Middle School, Gree...'. A blue arrow points to the checkmark, and a green arrow points to the second account name. Two text boxes provide instructions: 'The check-mark indicates the account you are current on.' and 'Click on your child's name to access the account.'

Step 2:

At the top of the page now will list the one of your child's names and two down arrows. Click on the first down arrow next to the name.



The screenshot shows the top navigation bar of the Schoology interface. The bar is dark blue and contains a profile icon, a notification bell, and the text 'Test Aaaaa (M)' followed by a small white square with a black downward arrow. A red circle highlights the downward arrow. Below this bar, the 'Upcoming' section is visible, showing the date 'Wednesday, September 30, 2015' and two items: 'PC HW 9/29: Ch 1 Day 7 11:59 pm' and 'Practice taking a Test in Schoology'. A green arrow points to the red circle, and a text box provides the instruction: 'Click on the down arrow next to your child's name.'

Step 3: You will now see all your children listed. Select a child's name to access their account. Follow step 2 again if you wish to change to another child's account.

