



NOTE: THIS LETTER WAS SENT TO ALL WASD FAMILIES DURING THE SECOND WEEK OF SEPTEMBER. THE INITIAL LETTER INCLUDED SPECIFIC, INDIVIDUALLY ASSIGNED CODE RELATING TO INDIVIDUAL STUDENTS. IF YOU ARE IN NEED OF YOUR PARTICULAR CODES, PLEASE CONTACT YOUR CHILD'S SCHOOL'S OFFICE OR SCHOOL'S GUIDANCE COUNSELORS.

September 8, 2020

To the Parents/Guardians of WASD Student:

First of all, THANK YOU. The 2020-21 school year is off to new, amazing beginnings. We have provided every student with a Chromebook through our 1:1 computer initiative. We have implemented **Schoology**, our learning management system (LMS), to all students. And we have managed to make Hybrid learning and Remote learning available to all students in the Williamsport Area School District. THANK YOU for your faith, THANK YOU for your confidence and THANK YOU for your patience in us. We moved our district and expanded opportunities for our students into our 21st Century learning goals.

In this mailing you will see instructions about getting connected. Set up these three accounts to get connected as parent/guardian : STEP ONE: Schoology Parent Accounts; STEP TWO: Parent Portal Accounts; and STEP THREE: Swift K12 Accounts.

STEP ONE: Schoology Parent Accounts- It's time to get you set up in Schoology with a parent access code so you can view your child's activity within the Schoology platform, see their classes, receive school and classroom updates, check grades, see assignments and even conference with your child's teacher, if need be. Once you have completed the sign in, you will also be able to download the Schoology app to your mobile device for daily or weekly updates and information with this parent code.

Your Schoology Parent Access Code: Please Call Your School's office

SIGNING UP FOR A PARENT ACCOUNT IN SCHOOLOGY

- 1. Go to www.schoology.com.
- 2. Click Sign Up at the top right of the page and select Parent from the
- 3. drop-down menu.

4. Enter your Parent Access Code. This is your 12-digit code, Please Call Your School's Office. then press continue.



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5. Fill out the form with your information. This will include: your name, email address, and your own password.

6. Click **Register** to complete.

 When you use a Parent Access Code to create an account, you are automatically associated to your child. You can add additional children to your account using the Add Child button.
Once you are logged in, you'll be able to browse your child's activity by clicking the arrow to

the right of your name and selecting your child's name from the top right drop-down menu.

Notes:

• Parent Access Codes are unique to each student but can be used to make multiple parent accounts including the **Schoology** App for your mobile device.

• If your Parent Access Code does not allow you to register or, if the code does not have 12 digits, please contact WASD's Help Desk (570)326-0282 for more information.

If you have Multiple Children at Different Districts

If your children attend different schools that are not in the same district and both districts use **Schoology**, you will see an error message when you attempt to use the **Add Child** button to associate your parent account with their student account:

Parents must have an account at each of their children's schools. For example, if you have one child at Williamsport Area High School, and another child at the Jersey Shore Middle School, for example, you must have accounts at both districts and link your accounts together. Linking accounts enables you to toggle between two or more accounts without having to log out and back in. Each district separately manages your parent accounts and can then communicate with you as necessary.

For further information

For more in-depth guidance on specific **Schoology** Features, check out the Schoology Help Center at <u>www.support.schoology.com</u>. By typing in Parent Guide, you can find more information about Account Notifications, Account Settings, Parent Digests, Parent Forums, Profiles and much more information on specific areas.

Questions? Contact the Help Desk

If you have initial questions regarding **Schoology** or how it is used at WASD, please email us at <u>wasdcurriculum@wasd.org</u> or call the WASD Help Desk at (570)326-0282.





STEP TWO: Parent Portal Accounts-This is a reminder that the Williamsport Area School District has also made available to you the <u>Parent Portal</u>. The <u>Parent Portal</u> is part of our student information management system. It is specifically designed to help keep you informed on the progress of your child.

Beginning this school year, from the Parent Portal, you will also be able to choose your personal preferences for being contacted by our new parent notification system, SwiftK12. You can also update your contact information (cell, home, and email) that the district uses to contact you. Please see the back side of this page for instructions on setting up your preferences for SwiftK12.

The confidentiality of this information will be guarded by allowing only you to establish an account in the PowerSchool Parent Portal. Parents and guardians will only be able to see information concerning their own children, using these password-protected accounts. The question is *how do l access or modify the accounts*?

- If you currently have an account, you may continue to use the ID and Password from last year.
- If you need to add a student to an existing account, log in as normal and follow the directions at <u>www.wasd.org</u> under Parents & Students > Parent Portal.
- If you have forgotten your login and password, please follow the directions at <u>www.wasd.org</u> under Parents & Students > Parent Portal.
- If you are new to the <u>Parent Portal</u>, or need to add an account, please follow the directions at <u>www.wasd.org</u> under Parents & Students > Parent Portal.

The Access ID and Access Password that you need to start your account in the Parent Portal is shown in the red box at the bottom of this letter.

Please keep in mind that your child's information will remain confidential only if you do not share the access ID or password, or the custom password you create when you set up your account.

If you have problems or questions regarding the Parent Portal, please email our technology staff at <u>parentportal@wasd.org</u> for assistance. PARENT PORTAL INFORMATION Student Name

Access ID -Access Password -





STEP THREE: Swift K12 Accounts

The Williamsport Area School District uses Alert Solutions as its messaging notification service for parents and guardians. This parent alert messaging system allows customization options for parents and will ensure the timely sharing of messages from our schools. SwiftK12 is integrated with the existing PowerSchool Parent Portal which the district has been using for several years.

If you log-on to the Parent Portal, you will see a link in the top left-hand corner under Alerting called SwiftReach SwiftK12.

Alerting	
SwiftReach SwiftK12	

You will be able to see all the contact information our school has listed for you by clicking on the **Contact Information** button on the top navigation.



Once in the **Contact Information** you can edit or add cell/home and email that you would like notifications sent to. By editing information on this SwiftK12 page, the information will also be updated for how schools contact you personally.

Within the **Alert Preferences** section of the Parent Portal, you will be able to choose the communication preference based on message category, such as school closures or attendance, as well as message type (email, voice/ and or text message) by placing a checkmark in the aligned contact fields. You may opt out of any message category except for **Emergency Messages, Lunch Balance, Contact 1 Cell Phone,** and **Home Phone.**



Please Note: Setting up your parent preferences is your responsibility. You will receive messages to every contact field shown in **Alert Preferences** until updated in the Parent Portal. If you have any questions please contact your child's school.