Dear MMS Families,

It is good time to take a moment to provide information on two important information systems at MMS: Schoology and Skyward.

1. What is **Schoology** and when should I use it**?**

 = Our learning management system, (LMS).
Teachers use this to create and deliver their curriculum and assessments to students.
Parents should use it for tracking what is going on in a particular class as well as for checking upcoming Formative Homework and Summative Assessments in the **Schoology Calendar**.

2. What is **Skyward** and when should I use it?

 = Our Student Information System, (SIS).
Teachers use it as their gradebook.
Parents should use it for tracking student grades.

3. **Schoology & Skyward** are now linked!

We are pleased to announce that beginning 9/1/2017 that Schoology and Skyward are linked and information entered by teachers will appear in both systems. At the end of this letter is a guide to our Naming Conventions so that parents can understand the specifics of each assignment or assessment that they will see in Schoology and Skyward. *Please be aware that teachers will ask students to do work in Schoology that is Formative but will not be graded and thus not appear in Skyward. Not all Formative work ends up in the gradebook (Skyward). This gives teachers more flexibility and opportunities to gauge student progress throughout the instructional cycle.*

4.. Expectations for teachers about updating the **Schoology Calendar**

Deadline for teachers to enter information into the calendar is 5 *calendar* days in advance for Summative Assessments and 1-3 calendar days for Formative Homework. The reason for the 1-3 day Formative Homework deadline is that based on how students are performing in class on a particular day, a teacher may need to assign homework that night so students have additional practice. Teachers will not be entering work into Schoology Calendar that students are expected to do in class.

Our teachers may also use Schoology Updates to provide students and parents with more detailed information about what is going on in class. However, the first place parents and students should check for due dates and upcoming work is Schoology Calendar.

5. How do I access to **Skyward**?

Skyward usernames and passwords are sent to parents/guardians to begin the school year via email from the Monroe School District shortly after receiving this letter.

Skyward Family Access can be accessed through a link on the school website. The steps listed below will help you get there:

1. Go to monroeschools.com
2. Click on "Family & Community" along the black banner
3. Along the left side, you will click on "Family-Student Access". This should take you to the login screen. I would suggest bookmarking the login page for quicker access.
4. Enter your login information on this screen. The username is typically **firstname.lastname**. If you do not know your password, you can click on "Forgot your Login/Password" to help reset it Resetting the password will only work if you have an email address registered with us. If you are still unable to get logged in, please contact the school office for assistance, 328-7120.
5. Once logged in, you can switch between students by using a drop down at the top left of the screen. Family Access will give you access to information such as grades, schedule, lunch information, and attendance.

6. How do I access **Schoology**?

Schoology Parent Access Codes and steps for logging into Schoology will be sent via email to you from your student to begin the school year. This Access Code will give you the ability to see what your student is doing in Schoology. When you log into your parent Schoology account, your child's name should be displayed at the top right of the home screen. If it is a parent name, use the pull down menu to switch it to the student name. The Schoology Calendar will appear below this along the right side of the home screen.

7. The Formative Completion Project

As a reminder all Formative work is mandatory. The best method for parents to stay on top of missing work is via Skyward. Students will be guided by Homeroom teachers through a process of checking and recording missing Formative work on Friday's in Homeroom. They will have until Monday Homeroom to turn this work in.   Students who still have not completed their Formative work by Monday will need to be in a lunch/recess Formative Completion study hall on Tues. They will stay in this until the Formative Work is completed. Work of a substandard nature will not count as completed.

Guide to Naming Convention for Skyward/ Schoology
(All staff will be using the same naming system)

Title-Subject-Formative or Summative-Assignment Type

(30 Character Limit)

Example #1--   Alg.Wkst 4-Math-FR-HW

Example #2--   WellnessProj-HLT-S-Proj

Example #3--   BugLab-SCI-FR-Lab

Title of Assignment	Subject	Formative or Summative	Assignment Type
Short but descriptive title	Social Studies=**SS** Science =**SCI** Math =**MATH** ELA =**ELA** Business =**BUS** Tech Ed =**TECH** Music =**MUS** PE =**PE** Health =**HLT** German =**GRM** Spanish =**SPAN** FACE =**FACE** Art =**ART** Ag =**AG**	Formative=**FR** Summative=**S**	Test =**Test** Quiz =**Quiz** Lab =**Lab** Project =**Proj** Essay =**Esay** Homework =**Hw** Classwork =**Clwk** Brain Food =**BRF** Problem of the Day =**POD** Performance =**Perf** Presentation =**Pres** Speech =**Spch**