

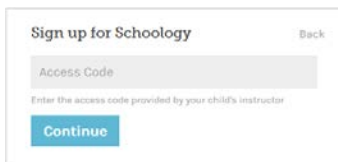
Schoology is the Seattle Public Schools Learning Management System (LMS). It is a tool teachers may use to post assignments, messages, events and includes a calendar.

To create a Schoology account, parents and guardians must obtain a Schoology Access Code from the Source. The Source is your resource for your student's assessment scores, attendance, and *secondary* student grades. If you do not have a Source account, please visit www.seattleschools.org/SourceSetup

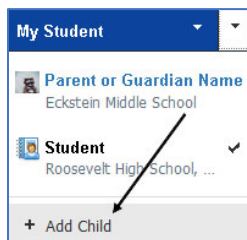
Students do not create Schoology accounts, they are members by being enrolled in the class. Your student's teacher or school librarian will help your student log onto Schoology.

To Register for Schoology

1. Log onto your Source account at <http://ps.seattleschools.org>
2. Click the **Schoology Access Codes** menu item on the left.
3. Copy and paste or write down your **Schoology access code**. (If you have more than one student, you will enter the remaining access codes later using the **+ Add Child** feature.)
4. Click the **Sign up for Schoology LMS** button.
5. Enter the **Access Code** and click **Continue**.



6. Fill out the form with **YOUR** name, valid email address, and create a password.
7. Click **Register**. If you only have one student, you have completed your registration!
8. To add more students to your account, click the down-facing arrow on the top right and click the **+ Add Child** link.



9. Enter the **Access Code** from the Source and click the **Use Code** button.
10. Repeat these steps if you have more children enrolled in SPS.

For more information about Schoology, please visit www.seattleschools.org/Schoology
If you have questions or need help please email sourcesupport@seattleschools.org

The Source is Seattle Public Schools' online communication tool that allows parents, guardians and students access to schedules, attendance, assessment scores and more! Secondary student grades are also on the Source. Students use their school assigned username and password to access the Source.

How to get started:

1. You must be on record as the **parent or guardian** of a student enrolled in SPS.
2. Your **email address** must be on record at each student's school.
3. Please make sure you have provided the **same email address** for each SPS student in your family.

To set up a parent or guardian Source account:

1. Visit <http://ps.seattleschools.org> and click the **Set Up** button.
2. Type your **email address** in the field provided. Click **Enter**.
3. Check your email for a message from sourcesupport@seattleschools.org
If you don't receive this email:
 - o Check your Spam or Trash folders.
 - o Contact the school(s) to provide your email address.
4. Open the email and click the link.
5. Enter your email address in the **Username** field and create a **Password**.
 - o Your password must be 5 or more characters long.
 - o Please do not use an apostrophe ' in your password.
6. Click **Enter** to begin exploring the Source!

For more information about the Source, please visit the About the Source webpage at: www.seattleschools.org/source

If you have questions or need help please email sourcesupport@seattleschools.org