Maranatha Christian Academy

Upper School Schoology Parent Guide
Grades 5–12

At Maranatha Christian Academy, we believe that strong communication between home and school empowers every student to thrive. Schoology, our Learning Management System for grades 5–12, is your central hub for staying connected.

Within Schoology, you can easily view your child's assignments, upcoming projects, and celebrate academic achievement in one place. This guide will help you navigate your parent account so you can stay informed and engaged in your child's learning.

Note: Not all learning can be represented online as much of the innovation happens through live exploration and creative collaboration. However, what you see in Schoology reflects a classroom culture of rigor, reflection, and real-world purpose, where students are active creators of their own learning.

How Schoology is Used

- Teachers post course expectations, learning resources, and class updates within each course page. In addition, you'll find rubrics for larger projects, detailed assignment descriptions, reflection prompts, and teacher feedback, all designed to make learning clear and purposeful.
- Homework, upcoming activities, and digital resources are entered consistently, so students and parents have a clear overview of each week.
- All homework assignments for the upcoming week are posted by **8:00 AM on Monday mornings** to ensure consistency and clear expectations.
- Grades are posted throughout the week in Schoology. Individual course grades will be updated by 8 AM each Monday. Early in the quarter, grades may fluctuate significantly due to fewer assignments being averaged.
- Final grades and report cards are posted in FACTS.

Grade 5-6: Teachers may continue to use a *Planner Sheet* alongside Schoology to help students transition to digital tracking. Not all assignments will be submitted digitally.

Grades 7–12: Many assignments, projects, rubrics, and reflections will be posted directly in Schoology, and students will submit work digitally unless otherwise specified by the teacher.

Logging In
- Access [Schoology](#)
- Log in with the credentials sent to the email address you provided MCA.
- If prompted, search for Maranatha Christian Academy using zip code 55428.
- For login assistance, email ITStudentSupport@mcamustangs.org.

Tip: We recommend accessing Schoology in a web browser instead of the app, as it provides more detailed information about assignments and feedback.

Parent Home Page & Student Activity View
When you log in, switch to your child's account view to see their activity. You'll find:
- **Recent Grades & Submissions** – shows the latest assignments and feedback.
- **Enrollments** – lists all classes with a quick grade overview.
- **Course View** – displays assignments, updates, and grades exactly as your student sees them.
- **Grade Report** – detailed view of all assignments, missing/late work, and teacher comments.

*Grades 9-12 Only: During Quarters 2 and 4, grades will appear blank on the main dashboard. To view current progress, you will need to open each individual course and select Quarter 1 for Semester 1 grades and Quarter 3 for Semester 2 grades. This occurs because MCA High School uses continuous semester grading, meaning grades are calculated across the entire semester rather than averaged between quarters.

Key Tips for Parents in Schoology
- **Blue Box = Assignment Turned In**. A blue box under a course assignment means your child submitted it digitally.
- **Resubmissions After Feedback**. If your child resubmits an assignment after teacher feedback, you will also see an updated submission date/time.
- **Submission Details**. Clicking on the assignment name allows you to see submission history, uploaded files, and teacher comments.
- **Orange Symbol = Missing.** "Missing" means the assignment was not turned in and is flagged in the gradebook. This will result in an automatic grade of "0" until the assignment is turned in and graded.

Late Work Policy
- **Grades 5-8**
  - Late work is accepted up to the end of the unit, with a 10% grade deduction.
  - Once the unit exam occurs, the assignment can no longer be submitted for credit.

- **Grades 9-12**
  - Late work is penalized 20% for one day late and accepted up through two weeks late.
  - After two weeks, the assignment becomes a zero.

If you see the comment **"Can no longer be completed for credit,"** the grade of zero will stand.

Other Common Markings
- **Absent** = If students are absent, teachers will mark any work they missed as Absent on the day they were gone. Students will have a grace period to make up the work (one day of grace for each day missed). Once the grace period has lapsed, any assignments not turned in should be marked "Missing."
- **Collected** = If students turn in an assignment on paper that will be graded later, teachers will mark the assignment as "Collected" to remove any overdue or missing notifications. The collected exemption will be removed once a grade has been entered for the assignment.
- **Exempt** = Only used when students have been exempted from completing an assignment.
- **Weekly Email Digest**. By default, you will receive a Monday 5:00 PM summary with grades, missing work, and upcoming assignments.
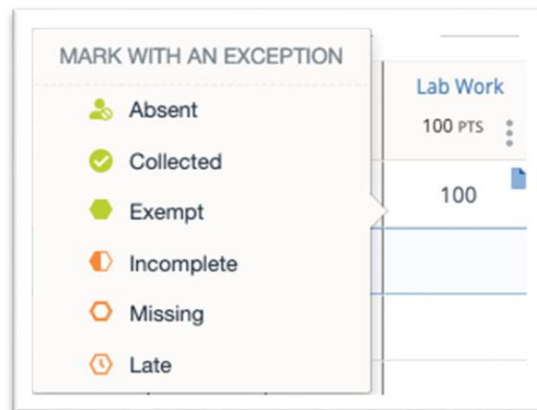
*Note: Maranatha does not use the Incomplete or Late exceptions.

Notifications and Settings
You can adjust notification preferences in your account settings (top right corner). We recommend turning on the Parent Email Digest weekly.

Recommendation for Parent Notifications
We recommend selecting weekly rather than daily email digests. A weekly summary provides the most accurate overview of your student's progress because it allows time for teachers to grade, update, or mark assignments as collected. Daily notifications may occasionally display

assignments as "overdue" or "missing" even though they have been submitted earlier that day and are still awaiting review by the teacher.

To Enable Weekly or Daily Email Digests:
1. Log in to your **Schoology Parent Account** using a web browser.
2. Click your **name** in the upper right-hand corner.
3. Select **Settings**.
4. Click the **Notifications** tab.
5. Under **Parent Email Digest**, choose your preferred frequency (Daily or Weekly).
6. Select the day and time you would like to receive the digest (for example, Monday at 5:00 PM).
7. Choose whether you want to include a **Child Activity Summary**.
8. Scroll to the bottom and click **Save Changes**.

To Adjust Course or Grading Notifications:
1. In **Settings**, under the **Notifications** tab, review additional options such as:
   a. **Course Content Created** (when new assignments are posted)
   b. **Grading Updates** (when a grade is posted or changed)
   c. **School Updates** (general school announcements)
2. Turn on or off notifications as desired.
3. Click **Save Changes** to confirm.

By customizing these settings, you can receive timely updates about your student's coursework, grades, and upcoming assignments right to your inbox.

Weekly Email Report

Each Monday, you'll receive a summary email that includes:
- **Course Summary** – snapshot of current course grades.
- **Overdue Submissions** – assignments not yet submitted in Schoology.
- **Upcoming** – assignments due soon.

Getting Help

If you have questions about using your account, please contact:
ITStudentSupport@mcamustangs.org

For additional tutorials, see: [Home Page (Parents)](#)