

Instructions for Schoology Account

Directions: Follow the numbered steps to set-up your Schoology account (required for this course).

1. Load the website **schoology.com**. This is the website through which class information, handouts, and HW will be assigned.
2. Click on **Sign Up** (the blue button in the top right corner).
3. Select **Student** as your account type.
4. Refer to your Course Outline to enter the Access Code. (Hyphen symbol "-" is required.)
5. Enter your personal information. Record your email/username and password below:
Note: I suggest using *schoology* (all lower case) as your password.
Email or username: _____
Password: _____
6. Record your email/username and password in your agenda or in your phone. Consider a safe place to keep this piece of paper, to keep this information secure.
7. After successful sign-up, your home page will be the next loaded page, with "Recent Activity" listed at the top. Above this, in the black tool bar, click on **Courses**. This drop-down menu should show our class page. Click our class page.
8. Click on the **Welcome** folder.
9. Click on the **Welcome Survey** link two times, to open it into a new tab.
10. Complete this survey and press the blue **Submit** button at the bottom, when finished.
11. Before leaving the computer, log out of your Schoology account.