







## Schoology Set-up 2020-2021 For Students

Welcome to the new school year! This year, all students will be using Schoology for some or all class assignments. Use the steps below to set up and learn about Schoology.

Area	Description
Sign in 	<input type="checkbox"/> Sign in to Schoology from ClassLink. Go to: <ul style="list-style-type: none"> <li>• Polkschoolsfl.com</li> <li>• Choose Students at the top of the page or in the 3-line menu at the top</li> <li>• Choose CLassLink</li> </ul> <input type="checkbox"/> Use the same sign in as you use for classroom computers. See your teacher for help with signing in.
Profile 	Set up your personal <a href="#">PROFILE</a> . Your teacher and classmates will be able to see your profile. <input type="checkbox"/> Add a <b>school appropriate picture</b> or choose another avatar on that page. <b>All items added here must be school appropriate- See code of conduct for more details on images that are allowed in Polk County Schools.</b>
Connect your document apps 	Connecting your apps will make completing assignments easier. <input type="checkbox"/> Go to Resources (top of page) > Apps (left side) <input type="checkbox"/> Select Google Drive, then OneDrive. Sign in to each using the same information you used to sign in to Schoology.
Courses 	Your classes will automatically be added to your Schoology page. <input type="checkbox"/> Click Courses at the top of the page. <input type="checkbox"/> Click this link to learn how to <a href="#">Reorder your courses</a> . A great way to organize them is to put them in order of the class periods you have that class.
Navigating Schoology 	Find the following items on your Schoology Home page: Click on a course and find: <ul style="list-style-type: none"> <li><input type="checkbox"/> Materials- these are all the resources and activities for the class.</li> <li><input type="checkbox"/> Updates- Your teacher will post important messages for your course here.</li> <li><input type="checkbox"/> Gradebook- Your grades for each Schoology assignment are in this area.</li> <li><input type="checkbox"/> Messages (envelope)- Here you will find all direct messages from your teachers.</li> <li><input type="checkbox"/> Notifications (bell)- All course changes and grade updates will be listed here.</li> </ul>
Course Welcome/ Information folder. 	Look in your course(s). See if you have a folder with your course information. Check for these items in this folder: <ul style="list-style-type: none"> <li><input type="checkbox"/> How to contact your teacher.</li> <li><input type="checkbox"/> What are the class expectations?</li> <li><input type="checkbox"/> How can you get help in this class?</li> <li><input type="checkbox"/> What other important information does your teacher want you to know about this course?</li> </ul>
Additional Resources	<ul style="list-style-type: none"> <li>• <a href="#">Getting Started for students</a></li> <li>• <a href="#">Students and Parents PCPS Schoology FAQ's</a>; See also <a href="#">Parent Tech Resources</a></li> <li>• Support Phone line: 863-733-0331, Choose option 2 (Parents and Students)</li> </ul>