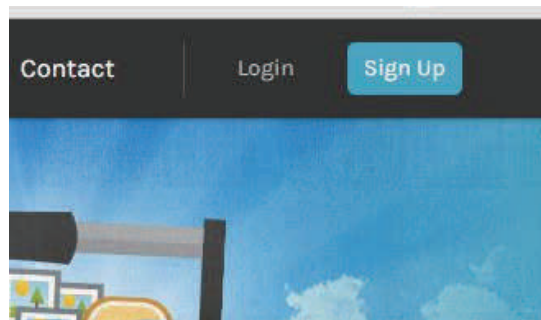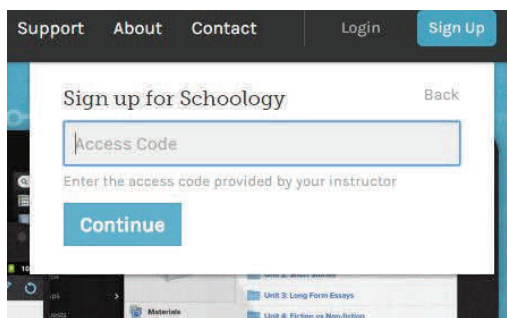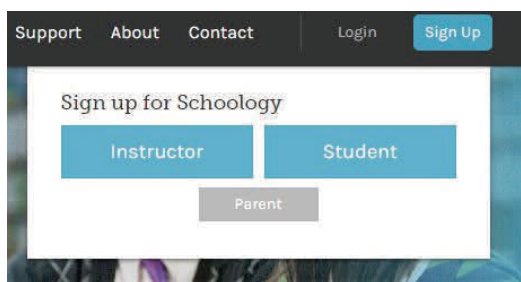Signing up for Schoology the first time

1. Turn on the computer if it's not on. Log in using your student login information. I can't help you with it much; if you need help the media center staff will have to help you.

2. Start a browser, preferably Chrome or Firefox (it may not be immediately visible; check the "Other programs" in the Start menu at the lower left corner of the screeen). Internet Explorer should work for Schoology but may give you some blocked pop-up problems when doing exercises from my website.

3. Go to Schoology.com. There is a signup button
on the upper right.

4. Click on the signup button.

Now choose "student" .

When it asks for the access code, use the one I will post on the screen.
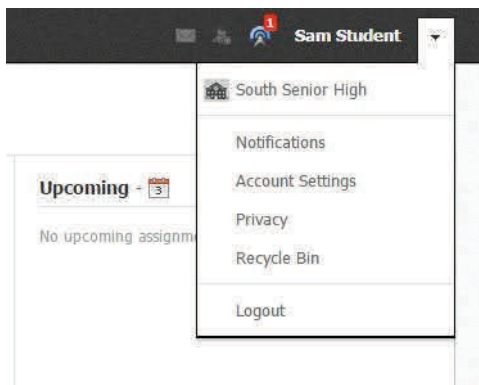
Please follow these instructions carefully; I cannot edit your username and email; if they are not done right I will just delete the account and you will have to start over. When it asks you for your name, use your Spanish or Latin first name and your real last name. NO initials; I will unenroll you and you will have to start over. When it asks you for an id, use your **school email address**. Type carefully. You need to use an email address so that Schoology can send you a password reminder if you need it. Make up a password you can remember.

5. You should be able to find "Español II" or "Latin I" in your list of courses at the top of the screen.

Read the Schoology update message I have posted for further instructions.

6. When we're in the computer lab, you need to check the screen on the wall for important information I will post there. You are responsible for this information. "I didn't read the screen" is not an acceptable excuse for not having the next day's homework done. Check Schoology to see what work is recorded there (or what is missing!)

7. Now set your time zone on Schoology so that the due dates/time will make sense. Click on the little down arrow next to your name and choose "Account Settings".

Find the Timezone window and choose

"America/Chicago . . . GMT-5"

8. If you try to sign in to Schoology and it asks you for your school or zip code, put in "55407" and you will be able to find South High, Minneapolis. There are other South Highs in other states that are on Schoology. When there's a box to check that says "save my school" or something like that, please check the box. It will save you sign-in trouble.