

## To access Schoology from your personal device:

Go to the website <https://desotoms.schoology.com/home>

**\*\*If you are using a mobile device and the Schoology app, be sure you choose Center Hill Elementary School as your school in the box that says 'Find your school' \*\***

Login using your USERNAME and PASSWORD that were given to you. (Be sure to use the @dcsms.org extension as part of your username)

Once you are in Schoology, you will see all of the courses that are assigned to you.

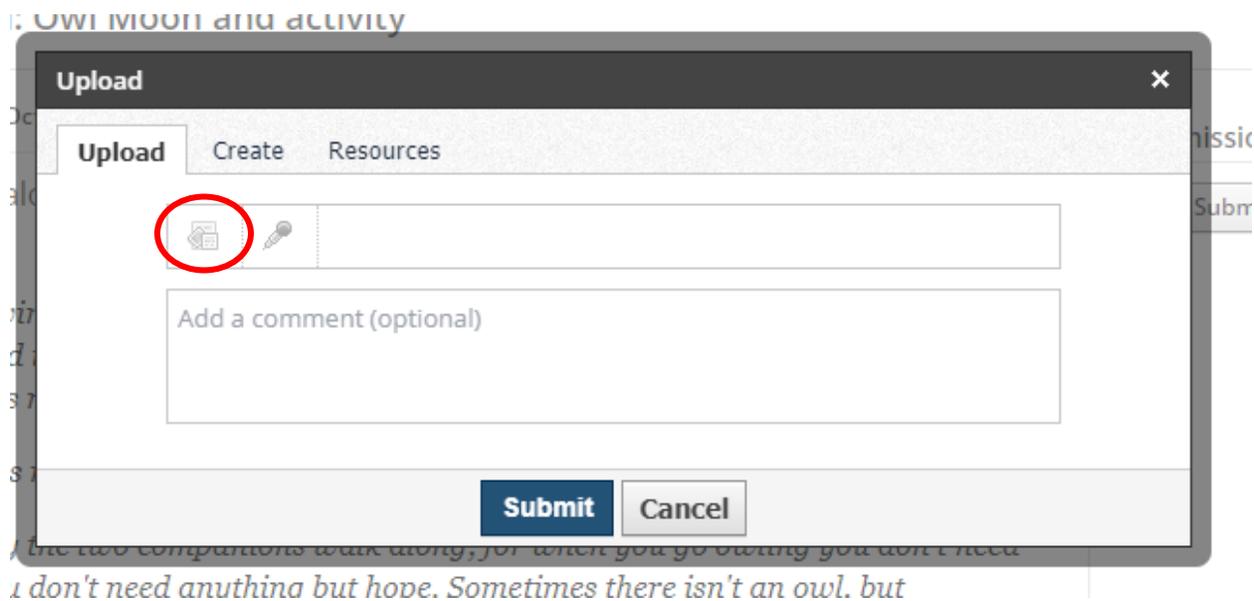
Click the courses tab and then click on the subject you are needing to work on.

On the right hand side of the screen for each course you will see the heading UPCOMING. This will list any assignments or assessments that your teacher has assigned through Schoology. THIS IS NOT ALWAYS A COMPREHENSIVE LIST OF REQUIRED WORK. YOU NEED TO CHECK EACH SUBJECT'S FOLDER EVERY DAY.

Once you go into a course, look for the folder for the current week and open that folder. Be sure to check every assignment listed to see what needs to be done. If there is an assignment that needs to be submitted, you will see the SUBMIT ASSIGNMENT button on the right hand side of the screen.

Once you have completed the assignment, take a photo of the assignment or if it is a PowerPoint that you have edited or some other type of document you have created on your computer, be sure you have saved it on your device so that you can upload it for submission.

Once you click the SUBMIT ASSIGNMENT button, a box will open up where you will attach the file you are submitting.



Be sure you are on the UPLOAD tab as pictured above. Then you will click the FILE button that is circled above.

Once you click the file button, you can choose the file that contains the photo of your assignment or the actual document you saved for your assignment, then you will click the SUBMIT button to submit your assignment.

If you have any questions or need help, please contact the CHES Distance Learning office by emailing them at [chesdistancelearning@dcsms.org](mailto:chesdistancelearning@dcsms.org) or you may call the school office at 662.890.7705.