**Log in to your computer**

**Step one:**

Go to <http://acboe.schoology.com/>

**Step two**

Log in to Schoology

**Step three**: Click on the word “Courses”



**Step four:**

**Click on “My Courses”**

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**Step five**

Click “Join A course”

**Step five: Click on “Join a course”**

**Step six**

Paste in the following Access Code: **7MN4-VVZW-FGCZ9**

**Step seven**

Click on “Courses” again



See next page

**Step Eight**

**Find the course you just joined and click on it. . It is called “PHS Schoology Training for Students”**



**Click on this Green Folder**

**Step nine**

Find this information on your resulting page



See next step below

**Step Ten:** click on this activity

**Step Eleven:**

**Th**en,… follow the related
Instructions exactly! The instructions will walk you through how to create your own document by first clicking the submit button and then clicking “Create”, typing your information..and then clicking submit again. Yes..I want you to do exactly what it says …this process gives you a chance to practice using Schoology. .

**Step Twelve:**

**Click on this activity**

**Th**en,… follow the related
Instructions exactly! The instructions will walk you through how to attach a file. Yes..I want you to do exactly what it says …this process gives you a chance to practice using Schoology.

**Step thirteen**

Click on this activity

**Th**en,… follow the related
Instructions exactly! The instructions will walk you through how to post a comment. Yes..I want you to do exactly what it says …this process gives you a chance to practice using Schoology

**Step fourteen**

Click on this

(which will be located as the first activity) and read about integrating the Google Drive.