## Dear MCPSS Student,

Great news—we're now using **Schoology** (pronounced: Skoo'-luh-jee), an awardwinning learning management system. Now you can access your courses, assignments, and content by logging into one place! With your student account in Schoology you can:

- Access your Courses
- View your Grades
- Complete Assessments
- Collaborate within Groups
- Submit Assignments
- Receive Updates
- Communicate with Teachers
- Manage your Calendar

Since an account has already been created for you, all you have to do is log in! To help you get started, you have already been enrolled in your **Courses**.

# What Do I Need to Setup in Schoology?

- 1. Setup your <u>User Profile</u>
- 2. Navigate to your <u>Courses</u>
- 3. Check your Grades
- 4. Understand the <u>Homepage</u>: (Updates, Recent Activity, Calendar)
- 5. Join Groups by using Access code, when provided.

## How Do I Learn More About How to Use Schoology?

To learn more, you can:

- Visit <u>Schoology Support</u> to access Schoology Help Guides.
- Contact your teacher for help.
- For technical assistance, call 221-7777, and select option 1 for support Monday Friday between 8 AM 8 PM.

## How Do I Log into My Account?

You can log into your account following these steps:

- 1. In your browser, navigate to our domain, <u>http://mcpss.schoology.com</u>
- 2. Enter your district email and password.

## Example:

Username: first letter of first name, first letter of middle name, first letter of last name, last 6 digits of state ID

(EX: Sheree T. Moore - STM123456@stu.mcpss.com). If no middle name is listed, it is just the two initials. Caps or lower case does not matter in a username.

Password: Capital first letter of first name, lower case letter of last name, 8-digit birthdate (Sm01012020)

We think you will find that Schoology is intuitive and user-friendly. If you have any questions, please reach out to our support team for help.