Students Instructions to Access Schoology

To access Schoology

* Login to computer
* Go to dcsdms.org
* Click Schoology link
* Login using email and password
	+ Username: First initial last initial last 6 of MSIS (no spaces)
	+ Password: Quistors birthdate (no spaces)
* Courses will automatically show up based on schedule

Students Instructions to Access Materials for class

To access Course Materials

* Click on course on Course Dashboard
* Teacher will have course setup and give instructions for completing lessons and assignments

Student Instructions to Submitting Assignments

An assignment created in Schoology

* Click on Assignment to open





* Click Submit Assignments



* To Upload a file from any location, click on the Upload tab, click File
* Choose your file location



* Click on your file, then open
* Click Submit



To answer in Schoology,, Click create

* Type answer in box
	+ You can insert files, images, etc. also by clicking on Insert Content
	+ Then Click submit

To upload from OneDrive or Google Drive

* Click on Resources Tab
* Click Apps
* Choose/login to OneDrive
* Locate file
* Click Import

Saving documents

* If you create a document in Word from Office365, save it to your OneDrive.
	+ Click File, SaveAs
	+ Navigate to One Drive Folder
	+ Click Save
* Then use the upload file steps to submit.