

# Schoology – How To:

*Important Note: Don't worry! Signing up for and using Schoology is SUPER easy and takes VERY little time – so don't worry that this process will suck your time or life away...that's why we chose to use it;)*

1. Go to <https://www.schoology.com/>
2. Sign-up for a free account by making a login and password – I suggest using your k12 email as your login.
3. Once you are in you can go to the upper right and set-up your profile...or you can skip that for now
4. To join the teacher mentor page, go to the “**group**” tab up top and at the bottom of the drop-down menu, click on “join”
5. A pop-up box will open the requires an access code
6. Type in the code.
7. Now you are in!!!! See how easy that was?
8. Click “Resources” on the left and the folders should pop up
9. You will see a set of colored folders with lots of resources to use as you need them.
10. The great part about Schoology – is that it can be a working document/resource/bank of info that we can add to as needed.
11. We hope this helps make your 1<sup>st</sup> year easier!