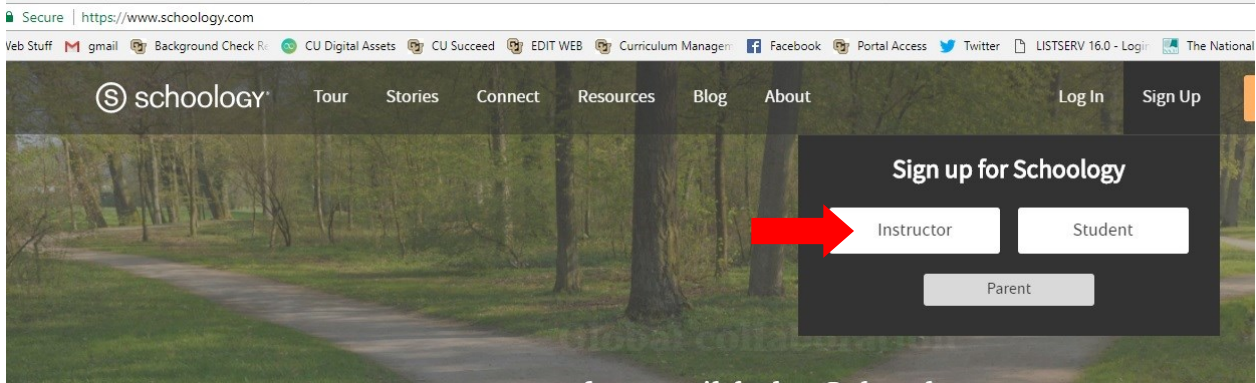1. Go to www.schoology.com
   Click on "Sign Up" and it will prompt you to sign up as "Instructor"


2. Create your account using your full name and an email that you would be comfortable with students having access to.


3. You will need to enter the state and city first and then you MUST search for your school. See at right, I've typed in East High School, but it will not populate unless you hit the magnifying glass.

4. You should get a message at the top right of the next screen that says "You have successfully joined your school". We recommend that you then "Start the tour" which is very helpful in detailed the functionalities of Schoology. The Help Guide is also a wonderful resource for resolving issues you may have.
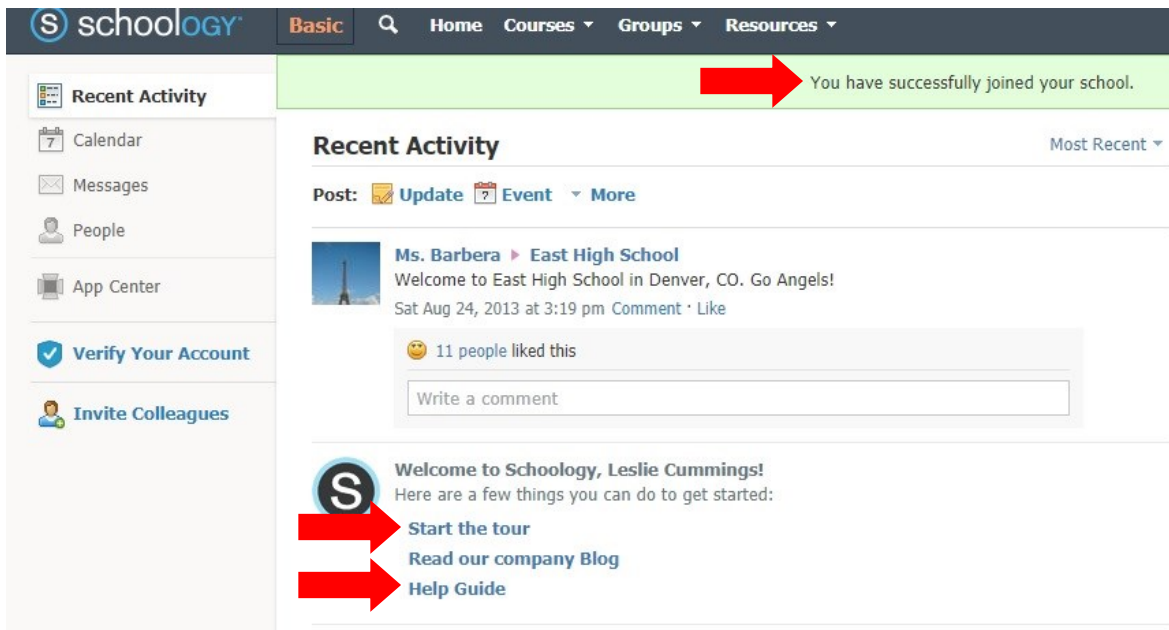
5. You will then need to create your course(s).
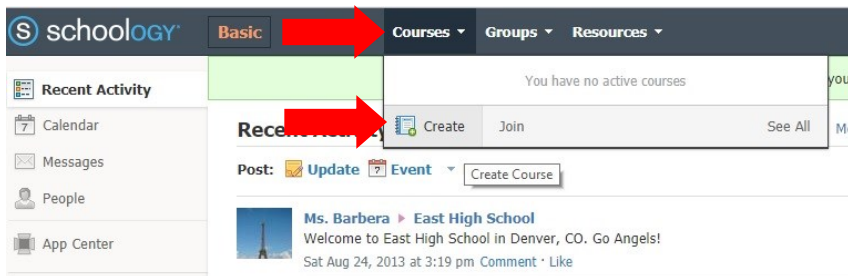
6. Ensure that the course name mirrors the course name assigned to you by CU Succeed. Below, Course Name should read MATH 1110: College Algebra. Ensure that the Level is "Undergraduate".
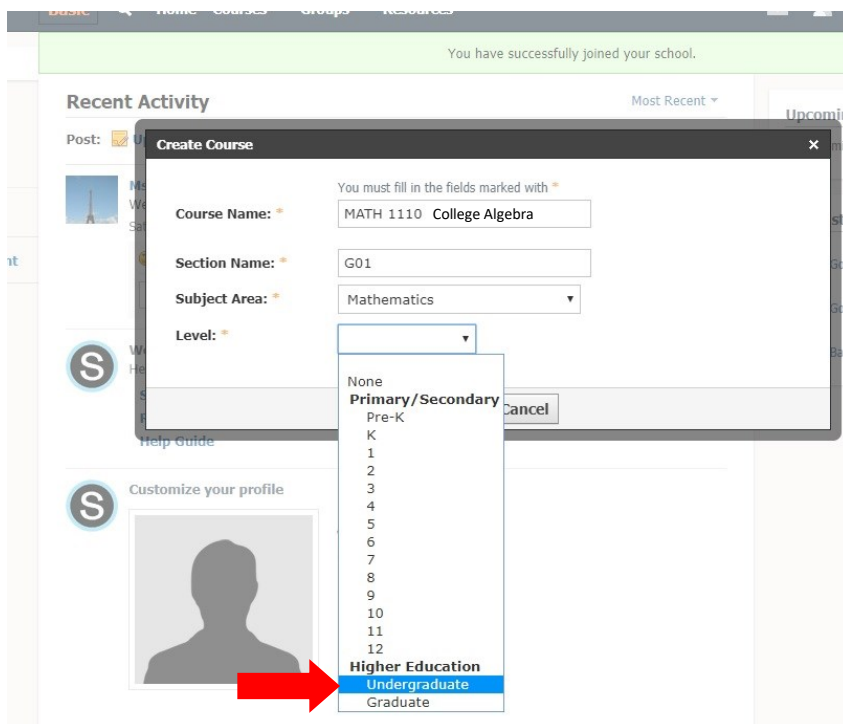
7. Welcome to your course's home page! From here, you can add materials, access your gradebook, attendance chart and make updates.

8. In order to add your students, they will need to enter the Access Code that will be shown on the left-hand side of the page, beneath the course options. (It is suggested that you check the "Members" of the course to ensure that ALL students have registered to be included in this course.

You can find all of the students that have registered for the course by clicking on "Members".

9. In order to create an assignment, click on "Add Materials".

10. You can designate the name, description, point scale, and due date. If you click "Grading Options" you have the option to set as a midterm/final. You also have the option to change from a numeric scale to letter grades, or create your own rubric for grading.

Tip: You can individually assign content to specific students by clicking on the "individually assign" designator.

If you click on "Category", you may designate whether it's homework, in-class assignment, etc.

11. We suggest that you edit the privacy settings so that A: **NO ONE** can see the roster (that will ensure only you may view it) B: ensure that **COURSE** is checked off for **Course Privacy Settings.** We also strongly suggest that you check off so that **Course Admins** are the only people who can comment or edit the course updates that you make.

MATH 1110: G01 ▸ **Edit Settings**

| Info | Details | Privacy | External Tools | Moderate | Recycle Bin |

Course Privacy Settings

	Everyone	Schoology Users	School	Course 👤	No One
Course Profile: ?	🔒	🔒	✔		
Updates: ?	🔒	🔒	✔		
Materials: ?	🔒	🔒		✔	
Roster: ?	🔒	🔒		✔	
Calendar: ?	🔒	🔒	✔		

Other Settings

	All Members	Course Admins
Post course updates: ?		✔
Comment on course updates: ?		✔
Edit Discussion Responses: ?		✔

Parent/Visitor Settings

Parents have 'view only' access to their child's courses. Visitors are not associated with the course but may have viewing privileges if the course's privacy settings are set to Schoology Users or Everyone.

The following permissions help maintain the anonymity of your members from parents and visitors.

☐ Anonymous member names ?
☐ Hide comments/posts ?

English 10: Section 1
Members

| 👤 Add Members | **All** Members Admins Inactive |

👩 Isabel **Remington** 👑   ⚙▾

👩 Aimee **Acevedo**   👤 ⚙▾

   ✉ Send message
   🔍 Preview Course
   🖼 Change Password
   👑 Make Admin
   — Unenroll

👤 Sherrie **Albert**

👤 Tabitha **Alston**

👤 Danielle **Carter**

You can add another admin—a school attendance monitor, for instance. They must go to schoology.com and Sign Up as faculty/instructor. You will give them the access code and once they sign up, go to "Members", click the gear icon next to their name, and select "Make Admin"

You may unenroll people from your course by going to "Members" and clicking on the gear next to the person's name.

You can track when students log in, how long they remain in the portal, and the number of posts that this student has made.

You can also find who has viewed or completed an assignment.