

SCHOOLGY: STEP BY STEP QUICK GUIDE FOR PARENTS & STUDENTS

- **Before you can get into Schoology, you MUST be able to access “CLASSLINK”.**

HOW TO ACCESS CLASSLINK:

1. **CLASSLINK:** make sure you can access this either by copy/pasting/ typing in the url below or **getting the app on your smartphone.**
 - A. [URL:https://launchpad.classlink.com/manateeschools](https://launchpad.classlink.com/manateeschools)
 - B. **GOOGLE:** Classlink Manatee: Then the following will pop up:” MySDMC SSO - Classlink Launchpad” click on this link and then follow the prompts.
2. “MY SDMC SSO” CLASSLINK is now showing on your screen:
CLICK: “Please click here to sign in.” You use your “normal” credentials to sign in. If you forgot your password, then click the link below, “Help, I forgot my password.”
3. Once you have accessed your Classlink, your “Tiles” should appear on the screen. Click on the “SCHOOLGY “Tile. – The tile with a circle and an “S” on it.



I AM IN SCHOOLGY: NOW WHAT DO I DO?

COURSES: Your students’ courses should show up. Under “Courses”

ASSIGNMENTS CALENDAR: this is found on the righthand side of the page which will tell the students what assignments are due when.

If your student is more a “Visual learner” than a “list learner” then click on the calendar icon to see a calendar of all assignments that are due for ALL classes.

DUE DATES: VERY IMPORTANT: Students MUST pay CAREFUL attention to ALL due dates and times on ALL assignments. Once the day/time has passed they will NOT be able to access the assignment/quiz.

I AM HAVING ISSUES: PLEASE COMMUNICATE WITH YOUR INDIVIDUAL TEACHER and DO NOT WAIT UNTIL THE DAY THE ASSIGNMENT IS DUE TO CONTACT THEM.

HOW DO I SUBMIT AN ASSIGNMENT?

When Students click on an assignment from their CALENDAR or CALENDAR LIST this should bring them directly to that assignment. There should be instructions on how to complete the assignment/quiz/test.

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-2-

Other Assignment/Quiz Tips:

PLEASE READ ALL INSTRUCTIONS FOR THE ASSIGNMENT CAREFULLY AND CONTACT YOUR INDIVIDUALTEACHER IF YOU HAVE QUESTIONS USING THE ENVELOPE found at the top right hand corner. (email)

Depending upon the teacher:

- a. the student may have one attempt or several for the assignment.
- b. The student may also have a time limit imposed on the assignment. (ex: 45 minutes for a quiz)
- c. Some students may or may not have a question review.
- d.



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