

Top 10 Tips for

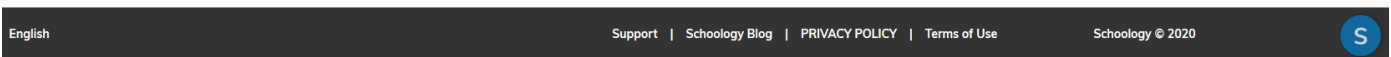
1. How to get back to the homepage

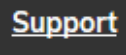
You can access the home page by clicking  along the top blue menu bar

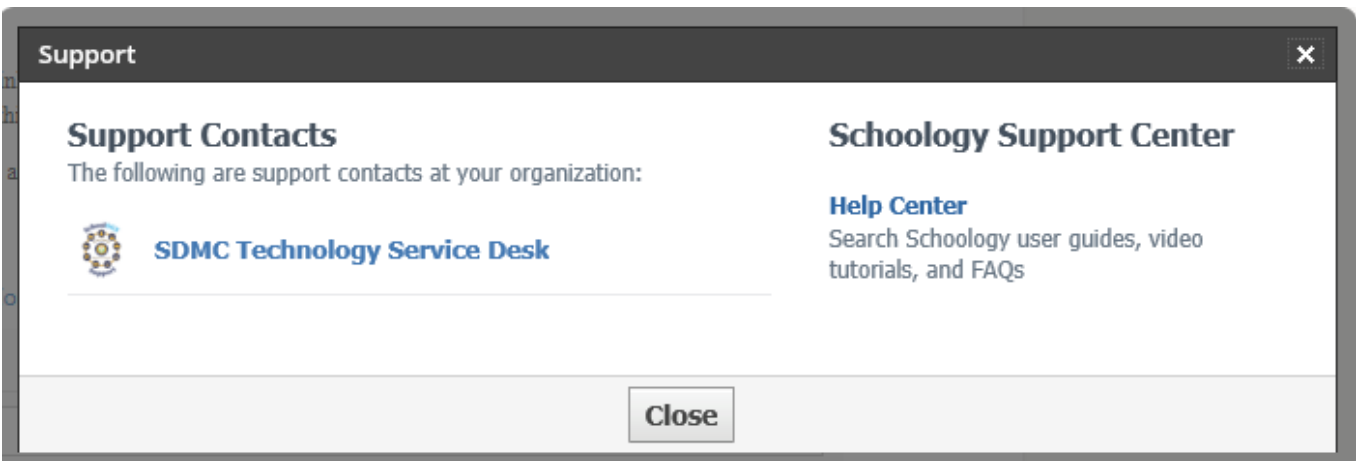


2. How to find extra support in the Schoology Help Center

You can find the Help Center by scrolling down to gray menu bar at the bottom of the Schoology home page.



Select 



Select 



3. Schoology MUST be accessed through the Google Chrome browser

**If the student is using a tablet or phone they will need to download



Florida
Manatee County SD

Once downloaded open ClassLink and search

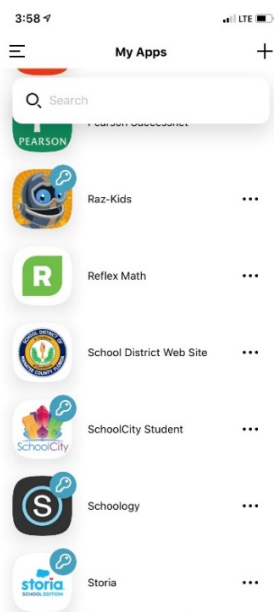
Enter the student's user ID and Password

Welcome to Manatee
County School District

Sign in with your organizational account

Sign in

Once logged in, scroll through the Apps and find the Schoology App















4. How to find a complete list of your courses

Select **COURSES** along the top blue menu bar of the Schoology Home page



Only 12 course tiles will display

Courses My Courses

 LANG ARTS GRADE 5 Per: 06 - Sec: 505 GENE WITT ELEMENTARY SCHOOL	 MATH GRADE FIVE Per: 03 - Sec: 505D GENE WITT ELEMENTARY SCHOOL	 SCIENCE GRADE FIVE Per: 02 - Sec: 505 GENE WITT ELEMENTARY SCHOOL	 SOC STUDIES 5 Per: 01 - Sec: 505 GENE WITT ELEMENTARY SCHOOL
 STEM LAB GRADE 5 STEM LAB GRADE 5-05-05-519 GENE WITT ELEMENTARY SCHOOL	 ART - INTERM 3 Per: 04 - Sec: 505S GENE WITT ELEMENTARY SCHOOL	 MUSIC-INTERM 3 SOC STUDIES 5-04-04-415 GENE WITT ELEMENTARY SCHOOL	 PHYSICAL EDUCATION 5 Per: 04 - Sec: C505 GENE WITT ELEMENTARY SCHOOL
 PHYSICAL EDUCATION 5 Per: 04 - Sec: S505 GENE WITT ELEMENTARY SCHOOL	 PHYSICAL EDUCATION 5 PHYSICAL EDUCATION 5-02-04-413 GENE WITT ELEMENTARY SCHOOL	 SOC STUDIES 5 SOC STUDIES 5-04-04-415 GENE WITT ELEMENTARY SCHOOL	 LANG ARTS GRADE 5 LANG ARTS GRADE 5 -02-04-413 GENE WITT ELEMENTARY SCHOOL

To see a complete list of your courses, select **My Courses** on the upper right

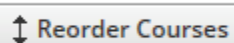
5. How to rearrange courses

From your complete list of courses only the top 12 will appear as a tile.

Courses

ART - INTERM 3 560ac5a5-346d-4c50-974c-13ebd13382c3_58b58d93-fa15-49fe-9074-93a02ef015ba Per: 04 - Sec: 505S	Manage Courses Join a Course Reorder Courses
HOMEROOM - 05 560ac5a5-346d-4c50-974c-13ebd13382c3_b45a693e-135a-433b-8b64-bca5a190b62d Per: 40 - Sec: 505	
LANG ARTS GRADE 5 560ac5a5-346d-4c50-974c-13ebd13382c3_60a35300-35d6-48a2-b70c-b1ad0c95bbcf Per: 06 - Sec: 505	
LANG ARTS GRADE 5 560ac5a5-346d-4c50-974c-13ebd13382c3_3b7f488e-41fd-429c-8c06-d91a36c32b92 LANG ARTS GRADE 5 -02-04-413	
MATH GRADE FIVE 560ac5a5-346d-4c50-974c-13ebd13382c3_d23f51c4-5e33-4c38-9955-82e7f1c47904 Per: 03 - Sec: 505D	
MUSIC-INTERM 3 560ac5a5-346d-4c50-974c-13ebd13382c3_be75ed92-8832-4e82-acc0-70dde66dda2e Per: 04 - Sec: 505S	
PHYSICAL EDUCATION 5 560ac5a5-346d-4c50-974c-13ebd13382c3_33896947-4549-479e-8a13-8c577ad8f1ae Per: 04 - Sec: S505 Per: 04 - Sec: C505	
PHYSICAL EDUCATION 5 560ac5a5-346d-4c50-974c-13ebd13382c3_17643e63-541145cc-b87e-0affdada5c67 PHYSICAL EDUCATION 5-02-04-413	
SCIENCE GRADE FIVE 560ac5a5-346d-4c50-974c-13ebd13382c3_e6c4e7ac-58e9-44ab-94f7-948439f0e6a3 Per: 02 - Sec: 505	
SOC STUDIES 5 560ac5a5-346d-4c50-974c-13ebd13382c3_d54f652c-893e-4370-9184-913c5f1aa2cb Per: 01 - Sec: 505	

You can rearrange tiles by selecting



and dragging the desired courses you

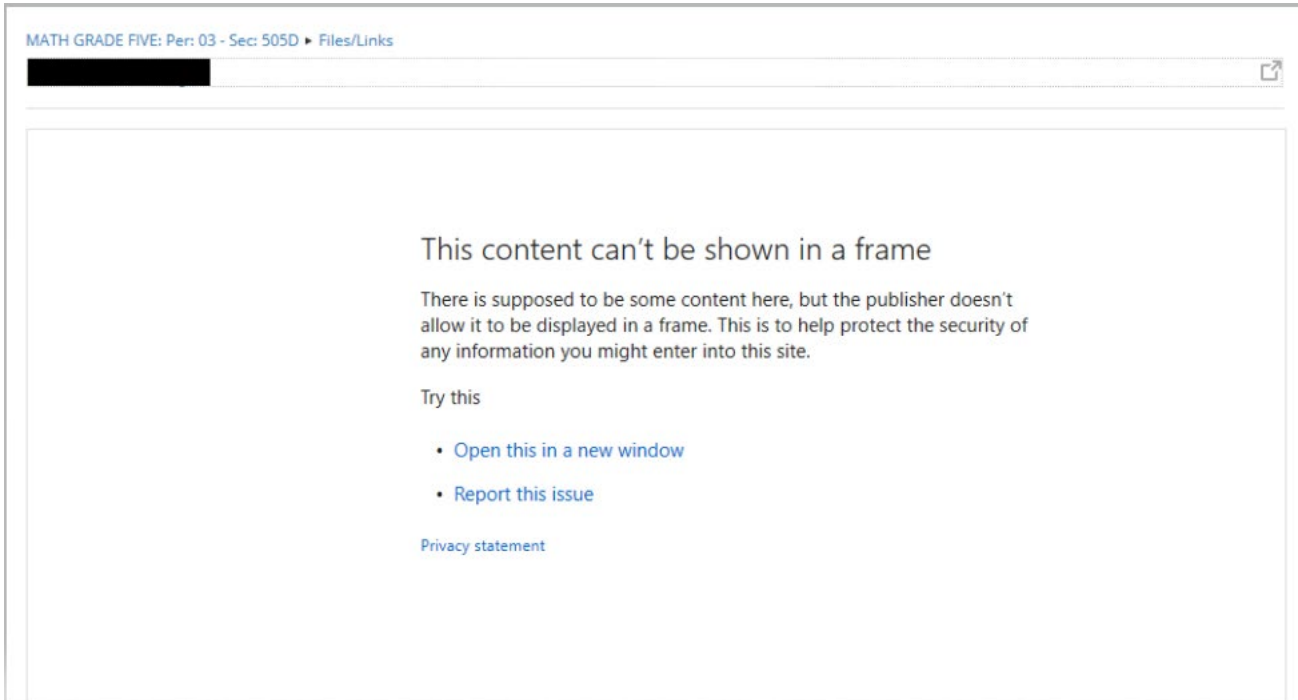
want to see up to the top.


6. What to do when you receive an error message when you are trying to view a link



If you receive an error message it may look like

or



Selecting  , located on the top right, should correct the error.

7. What to do if you can't open a word document

If you can't open a word document perhaps your computer doesn't have word.

Did you know you can download word for free from Office 365?



From your MySDMC homepage click on the Office 365 tile

Select




8. How to save your documents in Schoology

You can access the home page by clicking **RESOURCES** along the top blue menu bar



In the resources section you can create folders and upload files with in Schoology.

9. How to send a message to a student in Schoology

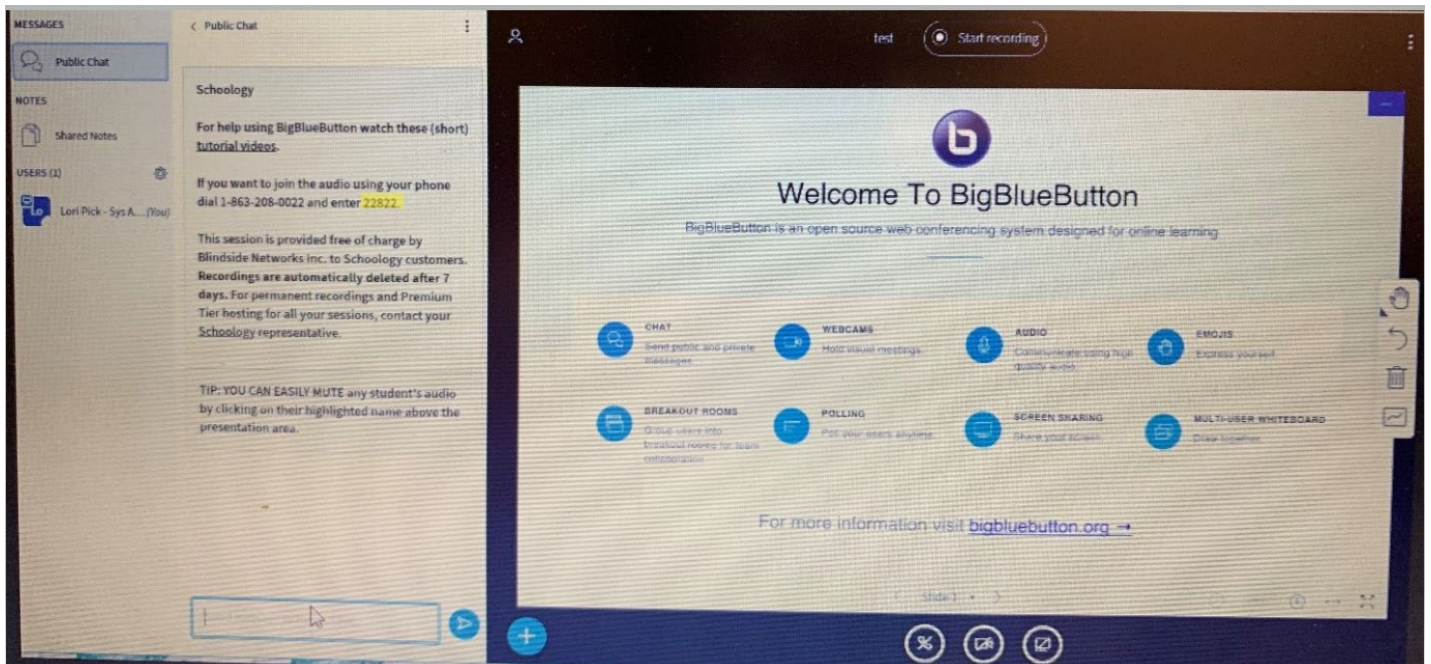
Go into the specific course and select  **Members** located along the left side. Find the member you would like to send a message to and select  a drop down will appear, select  **Send message**.

*Please note only Administrators/ Teachers can initiate a message. Students can reply to messages but can't create new messages including messaging other students. Teachers will need to continue checking their SDMC email.

10. How to do a conference call

Go into the specific course and select  **Conferences** located along the left side.

*Please note only Administrators/ Teachers can initiate a conference call.



Members dropped from the conference call or students that don't have access to a computer can dial into conference calls. In order to do this teachers will need to supply students with the telephone number and code. Each conference will have a **unique** code and can be found highlighted above.

