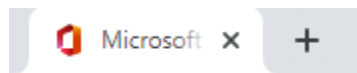


Logging into Schoology

When logging into Schoology you must FIRST LOG INTO MICROSOFT 365.

1. Go to Office.com
2. Your username is your email address. That is the first 6 letters of your last name followed by your first initial followed by the last four digits of your student ID followed by @absstudents.abs.misd.net
3. Write your username here: _____
4. Your password should be Student20. Make sure to capitalize the word Student.
5. Now, you need to open a new tab. DO NOT CLOSE THE TAB THAT HAS YOU LOGGED INTO OFFICE 365. Just go to the top and click the plus sign that opens a new tab.




The plus sign looks like this.

6. Once you have opened a new tab, type in the address, anchorbay.schoology.com and hit enter. As long as you are logged into office 365, then you will automatically be logged into Schoology in the new tab.
7. Go to the top and click on Courses and go into the class that you want to access.



It looks like this.

Submitting an Assignment in Schoology

If there is an assignment that I want to grade, then it will be in the day's folder and the symbol next to it will look like this. 

1. When you click on the assignment, there will be an attachment that will need to be downloaded

first, and then you can edit it.  DOWNLOAD BUTTON

Note: When saving a document to your computer, do not add anything after a period. If there is a period in the document, then you can't change anything after the period.

For example, if there is a PDF assignment about Ecuador and the file name is Ecuador.pdf then you cannot add anything after it like Ecuador.pdfFinished. You may change wording before the period. For example, EcuadorFinished.pdf is an acceptable file name. You will get a zero on the assignment if I cannot open it up because you did not save it correctly.

2. Once you finish all of the questions and it is saved correctly, then you need to submit it for grading. Make sure you remember where you saved it on your computer or if you saved it in your OneDrive.

UPLOAD BUTTON

