Schoology Instructions
(For a laptop, desktop or through a browser on an iPad)

Villa Maria High School is using Schoology as our online course management system. Schoology will allow you to access all of your class assignments and materials from both school and home using your iPad, phone, laptop, or desktop computer.

To Login to Schoology:

1. Go to a browser. Recommended browsers are Firefox and Chrome.
2. Type this URL in the address bar:

vmahs.schoology.com

You can also find the link on Villa's website under Students.

3. You will see a Google Sign-In screen. Login using your Villa email and password i.e. username: lschweitzer@vmahs.org , your password

Google

Sign in
to continue to schoology.com

Email or phone

Forgot email?

More options   NEXT
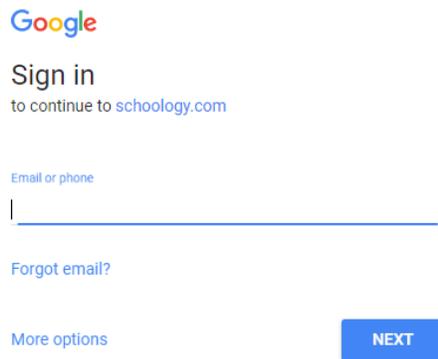
Once in Schoology, click on your Courses Tab at the top of your Home screen. You should see any summer classes that you are enrolled in.


Below are instructions for tasks you may be asked to do in Schoology over the summer:

Posting to a Discussion

A Discussion is an interactive, threaded conversation between you, your classmates and your instructor. A Discussion allows participants to respond to comments made by others.

You can access a course Discussion in various ways; you can click on the link for that Discussion under Upcoming Events, you can find it in Course Materials or by clicking the Calendar icon next to Upcoming Events.
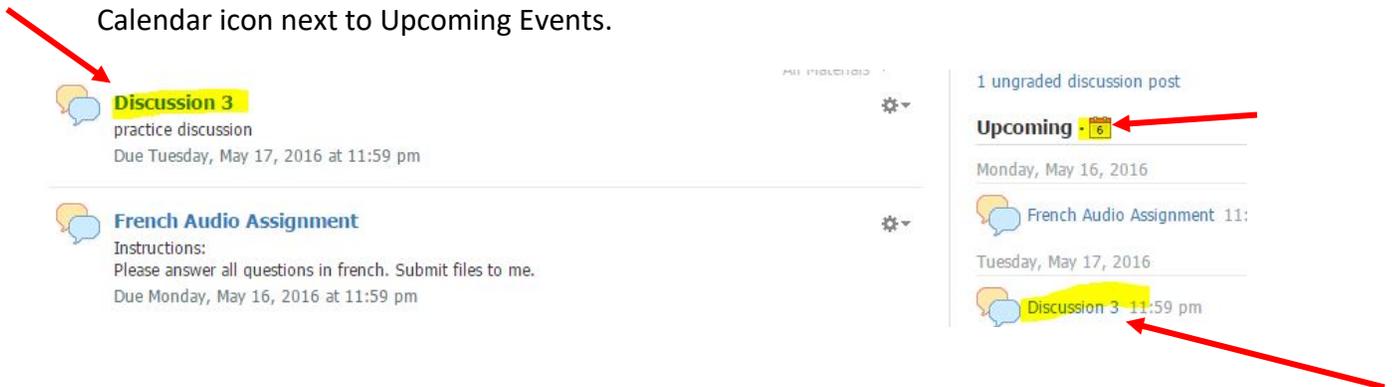
After reading the discussion prompt and your teacher's instructions, enter a comment in the dialog box and then click Post.

Reply to a comment by tapping the Reply link. Enter your response and then Post Reply.
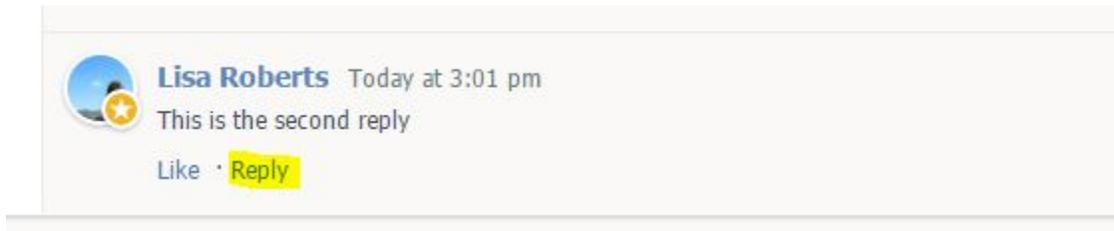
Review an Assignment

Depending on how you have set up your notifications in Schoology, when a new assignment is posted to one of your classes you will receive updates in one or more places:

- Push notification from your iPhone or iPad.
- Email.
- Text Message.
- Schoology Notifications Panel.
- The course's **Upcoming** feed.
- The course **Materials** section.

Click here to see more information regarding setting up your Schoology Notifications.

When you receive an assignment from a teacher in one of your classes, you can review and submit the assignment from these various notification areas usually just by clicking on the assignment name.

<u>Submitting an Assignment</u>

To make a submission to an assignment from the web:

1. Click on the assignment for which you would like to make a submission.
2. Click on the **Submit Assignment** button in the Submissions area in the right column.
3. Select one of these options:
    - Upload—Select a file saved to the computer, iPad .
    - Create—Create a document on the web using the text editor.
    - Resources—Select a file from the My Resources area or from a Resource App.
4. Click the Submit button to finish.